

While enrolled at the College, you will be allocated a network user account which will enable you to use Exeter college IT systems and services. This includes personal file storage and other services along with internet access from college PCs, mobile devices and access to Wi-Fi services. You will also have an email account with an address *yourname@exe-coll.ac.uk*. Your continued right to use these services is subject to the terms of use below.

Failure to comply may result in your accounts being terminated and disciplinary action being taken against you.

College IT services are accessed via your username and password. **Your username is the first part of your email address** (the part before the @) and is printed on your ID card (3). **Note: when signing in through Office 365 you will need to use your full email address.**



Username
e.g. jennysmith

Password
e.g. ExeColl852

The *initial password* for your account is printed on the right of the card (4). You will need to change this password when you log-on for the first time.

For help logging into your account for the first time please see our video tutorial here: <https://exe-coll.ac.uk/freshers/>

For more information, go to <https://exe-coll.ac.uk/passwordreset/>



You will be required to change your password when you log-on for the first time. By doing so, you are indicating that you accept the terms of use in this document.

You are responsible for the correct use of computers and services accessed via your account. You must not allow others to use your account or share your password with them. If you do so, this could result in your being held accountable for a breach of these terms by someone else using your account.

Each time you log-on to the College's network, you will be reminded that the following are not acceptable under the terms of this Code of Practice:

- Loading any executable program onto a college computer without the permission of a member of the Information & Communication Technologies staff.
- Using accounts other than those which are assigned to you.
- Accessing, or attempting to access, resources or configuration settings to which you do not have authorised access.
- Actions leading to a breach of the law. This includes copyright law.
- Creating, sending, downloading, storing or displaying offensive or obscene text, pictures or sound.
- Engaging with social networking sites in any way which is likely to cause offence to others or damage the reputation of the College
- Communicating, collaborating and encouraging extreme and radical views.
- Creating and sending nuisance or SPAM mail.
- Intentionally introducing any program or routine which is designed to disrupt or modify the operation of computers or associated systems.
- Connecting, or attempting to connect, a PC or other device to the college's physical network without the permission of a member of the Information & Communication Technologies staff.
- Interfering with computers, cabling or other network equipment.

Each user's network activity, communications, internet history, stored content and use of software will be logged and may be monitored to ensure the use of systems and resources is acceptable.



College computers and other ICT resources are to be used only for legitimate purposes related to college work. All users must comply with the Code of Practice for the use of ICT systems.

Any breach of which may result in the suspension of your rights to access those resources.

Please visit the ICT Portal site to access the complete:

"Code of Practice for the Acceptable Use of ICT and Electronic Communications Systems by Exeter College Students"

Access to IT Systems, Office 365 and your Exeter College E-Mail account

Your personal IT account grants you access to a wide range of ICT systems and services to help you throughout your studies. We have included some of the key points here, but more information can be found on the ICT Portal.

Office 365

Online versions of Word, Excel, PowerPoint, Outlook (for your College E-Mail), OneNote and 1TB of file storage with OneDrive. Accessible from any device with an internet connection.

You may also download and install the full version of Microsoft Office on up to 5 PCs, Macs or mobile devices for free and for use at home or college.

Accessing Office 365

You can access Office 365 through either:

1. The Student Hub: <https://hub.exe-coll.ac.uk>



2. Or via the Office 365 Dashboard here: <https://portal.office.com>

E-Mail Account

Your E-mail can be accessed from any college PC by clicking the “My Outlook” icon on the “student hub” or through the Outlook app in the Office 365 Portal.



You can also set your smart phone or tablet up to access your E-Mail. Guides on how to do this can be found on the ICT Portal (see QR link below)

Access other College Services

To access IT services outside the college, visit our Website (<https://exe-coll.ac.uk>) click the user icon then click **Student Login**.



Enter your username and password.

For help with ICT systems:

Simply, visit your nearest **LRC**, or

Scan this **QR Code** to access our self-service ICT portal

Or raise a support ticket here: <https://helpdesk.exe-coll.ac.uk>



Where to save documents

For Office documents, photos, etc:

We recommend using **OneDrive** to store your documents and files. This will allow you to easily create, save and retrieve files anywhere and at any time (including at home), plus every change you make is automatically saved back to OneDrive.

For large files, including video projects and files from non-Office software such as Photoshop or Auto-CAD please discuss with your tutor.

We do not encourage the use of Flash Drives / USB Memory sticks or your desktop as permanent file storage, as files stored here are not backed up, and may reduce the quality of your experience.

Microsoft Teams & OneNote

Your tutor may have set up a Microsoft Team so you and your classmates can collaborate on your course.



Microsoft Teams is a great place to collaborate. Here are just some of the ways your tutor might use it:

- Shared OneNote (Online Notebook)
- Coursework and Assignments
- Accessing recorded or catch-up lessons
- Shared files and resources
- Announcements and Chat
- Remote learning and online lessons.

Be sure to check both the team and your college email account regularly to ensure you're not missing out on content or updates from your tutor.

Part time students

Students enrolled at the College on some part-time courses will not automatically receive an ID card or IT account. You do however, have the right to these on request. Such a request may be made at any LRC.

Please note: for an account to be created you will need to show proof of identity.