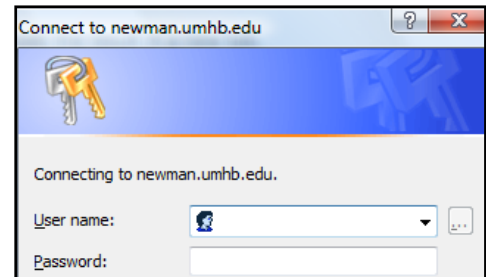


Adjunct Faculty Tech Tips

Accessing your UMHB Email Account:

- How do I access my UMHB Email? Direct your web browser to: <http://officemail.umhb.edu/>
- In the “Connect to newman.umhb.edu” popup screen
 - Enter your full UMHB email address in the Username box (for example, enter **john.smith@umhb.edu**)
 - Enter your password in the Password box
 - Click OK or Press Enter
- If you don’t know your User name or Password, please contact InfoTech at 254-295-4658

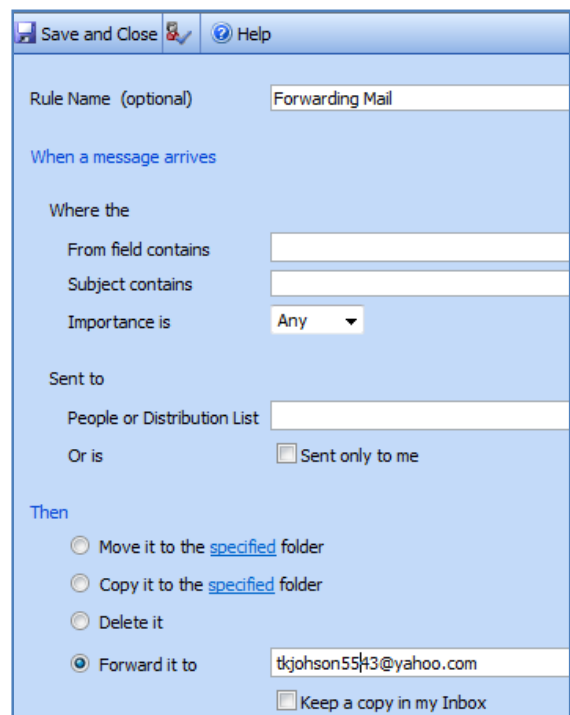


Forwarding your UMHB Email to Another Email Account

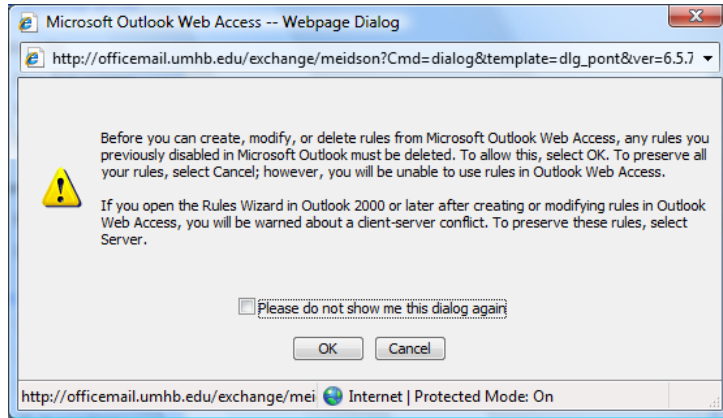
- How do I forward my UMHB email to another email account?
 - Log in to your UMHB email account as described above in “Accessing Your UMHB Email Account”
 - Click on the “Rules” tab in the lower left corner
 - Click on the “New...” tab to create a new rule



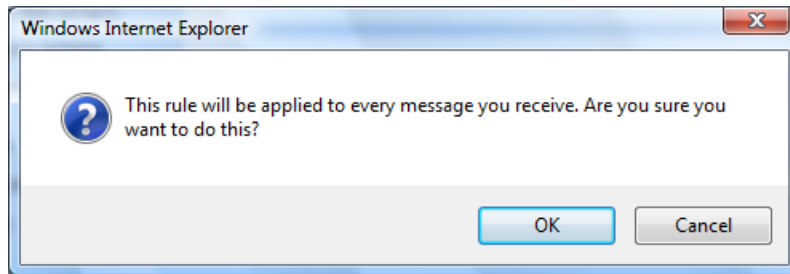
- Type in a Rule Name (optional), click the radio button to the left of “Forward it to”, and type in the email address you wish to forward your UMHB email to.
- Don’t make any other changes to the other fields. Avoid putting a check in the box next to “Keep a copy in my Inbox” to keep your UMHB email Inbox from filling up
- Click **Save and Close**



- o If you see the following dialog box, click OK:



- o Click OK if/when you see this popup message



Network Access



CruNet is the term used for all UMHB computer networks where a login is required. To log in to any library or lab computer – or to get wireless access on your laptop – you will need your **CruNet ID**.

Your **CruNet ID** is provided to you at Registration and can also be found on the “How To’s” page in myCampus. To access your CruNet ID: Log in to myCampus; click on the How To’s tab; and click the My Online Accounts link. If you have trouble logging in or locating your CruNet ID, please contact InfoTech at (254) 295-4658

Logging in to Library, Lab, and Classroom Computers

- Press CTRL + ALT + DEL to unlock the computer
- Enter your CruNet ID (User name and Password) and press Enter

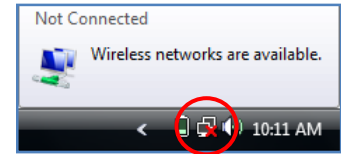
Press CTRL + ALT + DELETE to log on

User name	
Password	

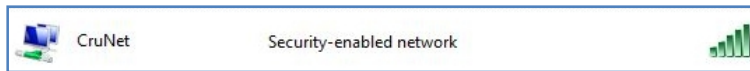
Logging in to the Wireless Network

Wireless access is available in hotspots across campus, such as the Library, SUB, Mayborn, Lord Conference Center, and most outdoor spaces, including the Quad.

- First, connect your laptop to the UMHB wireless network by double-clicking on the network icon in the system tray.



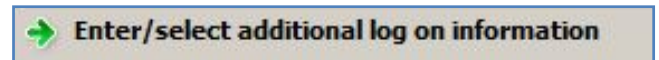
- Next, identify the UMHB wireless access point (CruNet) and click **Connect**:



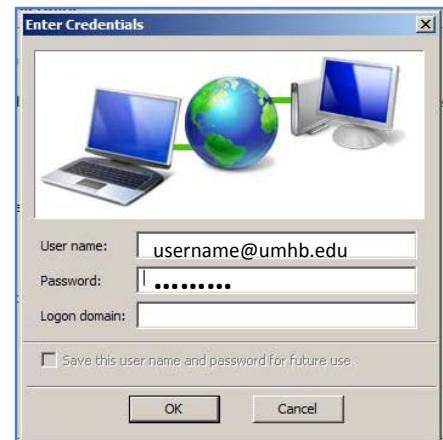
+



- Then, click on *Enter/select additional log on information*.



- The Enter Credentials dialog box will appear. Enter the User name and Password that you use to log in to your office computer. Be sure to include **@umhb.edu** in the Username. [Example: if your name is John Smith, your User name would be: john.smith@umhb.edu]
- Leave the **Logon domain** field blank
- Then Click **OK**.



Please note: Wireless will remain connected until you shut down your laptop or manually disconnect it.