

Henley IT Starter Guide

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Digital Technology Services
University of Reading
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dts@reading.ac.uk

Username and sign-ins

The first part of your username is comprised of two random letters and the last six digits of your student number. It will look something like this: **ab123456**. You were provided this when you collected your username and set your password in RISIS at the last stage of enrolment. Throughout this document, **ab123456** will be used as an example. Please use your own when accessing services.

ab123456@reading.ac.uk

Use your username in this format when connecting to campus Wi-Fi – **eduroam**. You can connect instantly on iOS, OSX and Windows, but Android devices require additional configuration.

ab123456@student.reading.ac.uk

Use your username in this format when logging into services like **Canvas**, **RISIS** (24 hours after enrolment), **Blackboard**, **Library Resources**, **TOPdesk IT Ticketing System**, **email/Office 365**, **Timetabling**, **me@Reading**, **Card Finance** and **AppsAnywhere**.

Passwords

As standard, enrolled students will only have one IT User Account Password. Your IT User Account Password is used to log into University managed systems.

Useful web links

You may find it useful to bookmark these sites.

Henley Business School Login Links	www.henley.ac.uk/student-login
Digital Technology Services	www.reading.ac.uk/dts
Canvas	online.henley.ac.uk
Henley Business School	www.henley.ac.uk
Blackboard	bb.reading.ac.uk
Office 365	office.com
Microsoft Teams	teams.microsoft.com
IT Knowledgebase/Self Service Portal	uor.topdesk.net
Campus Card Finance	cardfinance.reading.ac.uk
AppsAnywhere	appsanywhere.reading.ac.uk
Password Reset	passwordreset.microsoftonline.com/ not applicable to AHEP students

Step 1 – Setting up multi factor authentication

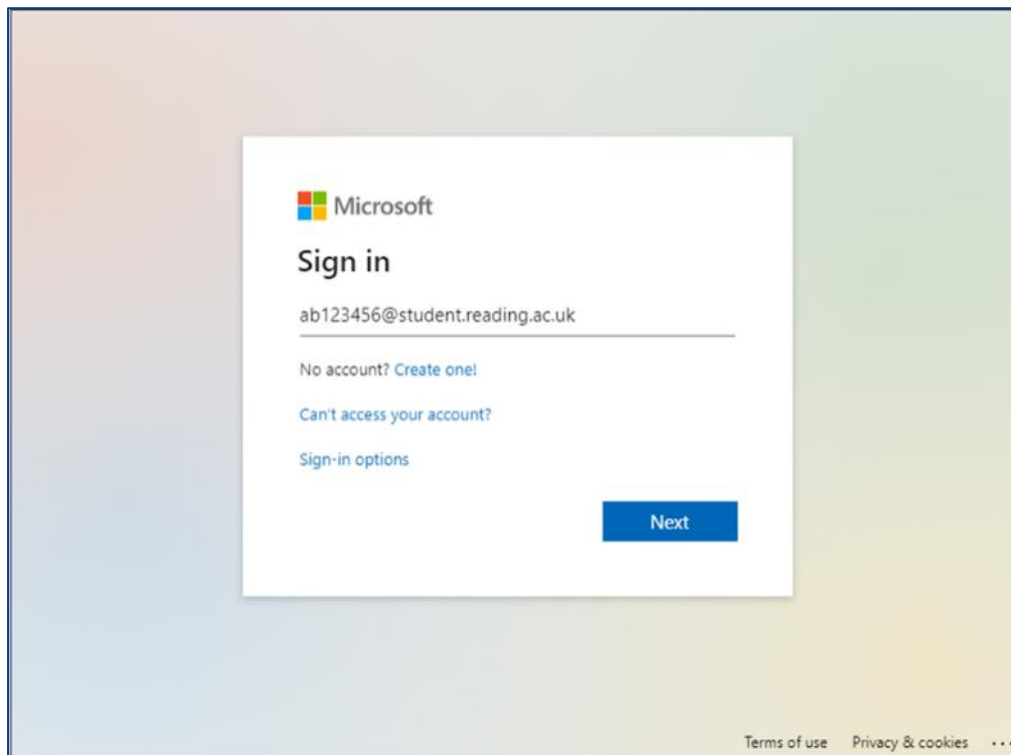
As an institution that takes its cyber security very seriously, we have enabled multi factor authentication (MFA) on user accounts.

You are required to set up MFA the first time you log into your Office 365 account. This step is only relevant to those logging into the account for the first time. We instruct students to do this process upon collection of their username, so if you have already done this, skip to Step 2.

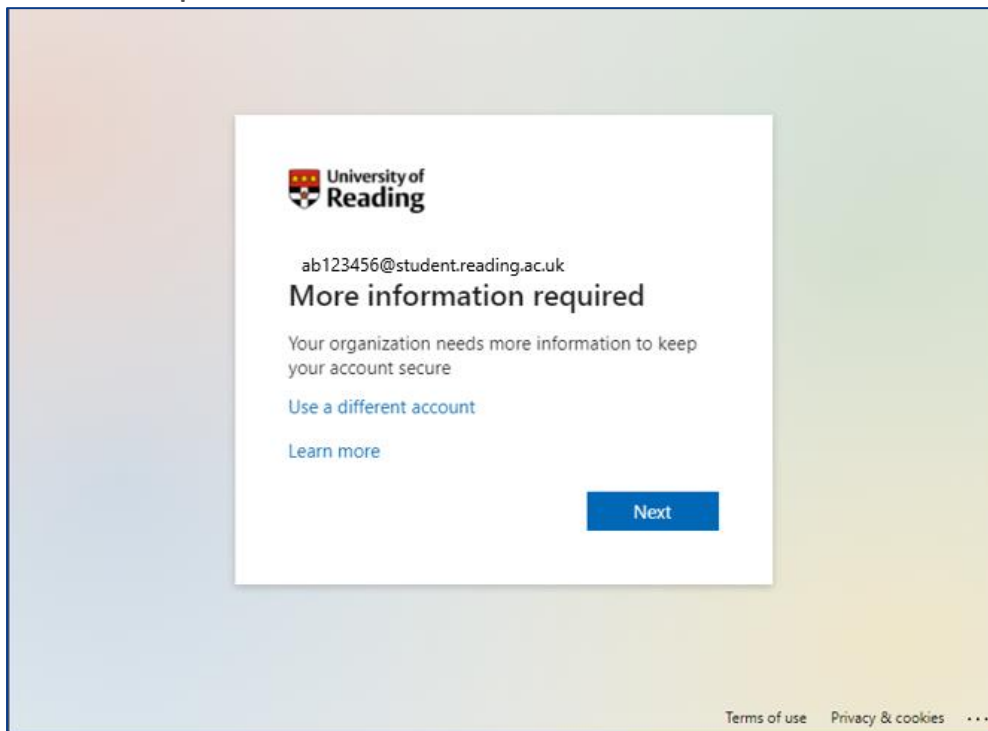
To do this, in your web browser go to <https://office.com>.

Please note: If you have another Microsoft 365 account, you may have to sign out of that first. Alternatively, you can go to the site in a private browsing session. Some companies also restrict employees to log into other Office 365 tenants, so this might not work on a company device.

At the login screen, enter your sign in address and click **Next**.



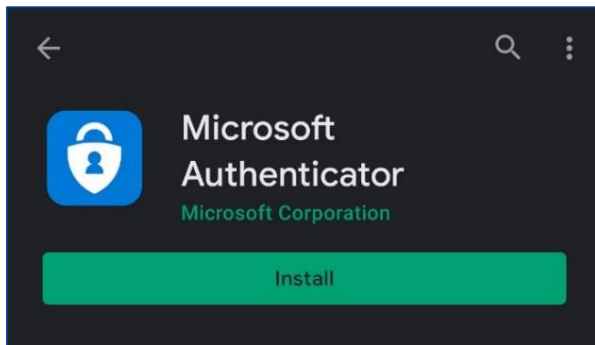
Now set up multi factor authentication. Click **Next**.



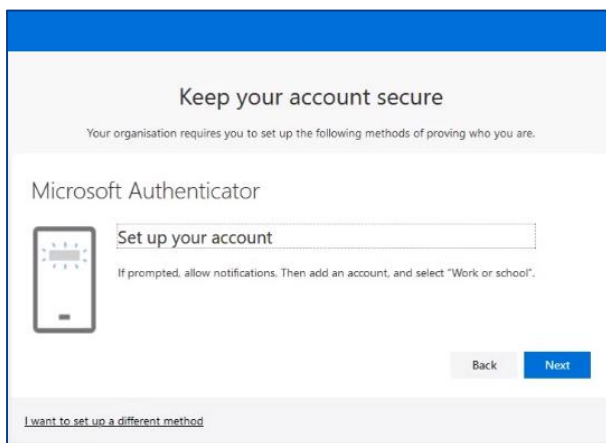
Now download the **Microsoft Authenticator** on your mobile. Click **Next**. If you do not have a smart phone, click **I want to use a different method** and follow the on-screen instructions.



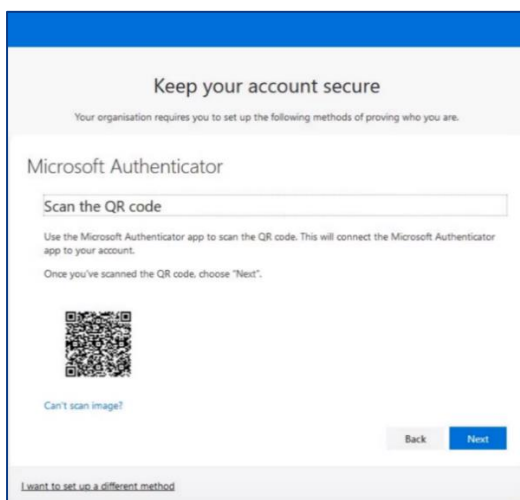
On your mobile, go to **Apple App Store** or **Google Play** to search and install the **Microsoft Authenticator** app.



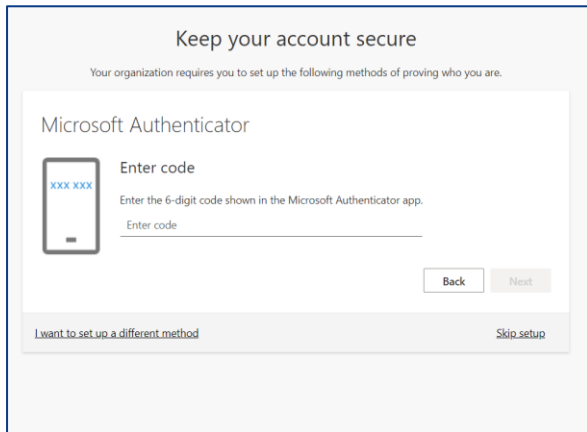
On the PC, click **Next**.



On the **Microsoft Authenticator** app on your mobile, scan the QR code displayed on the website.

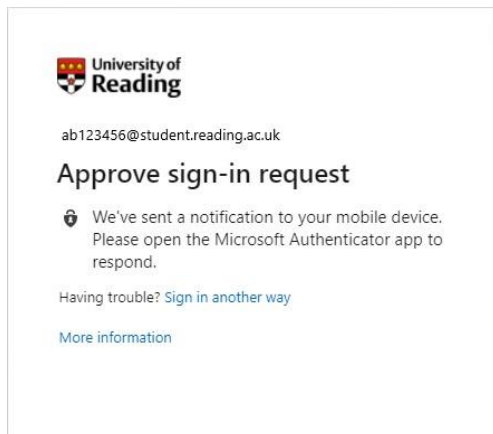


Enter the **six-digit code** displayed on the account on the **Microsoft Authenticator** app.

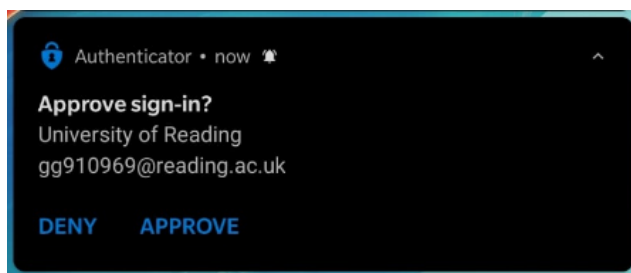


Multi factor authentication has now been set up. From now on, upon logging in, you will be prompted to accept or deny logins on your mobile phone.

When logging into University cloud authenticated services, after you put your password in, you will see this:



On your mobile phone push notifications, you will see something like this:



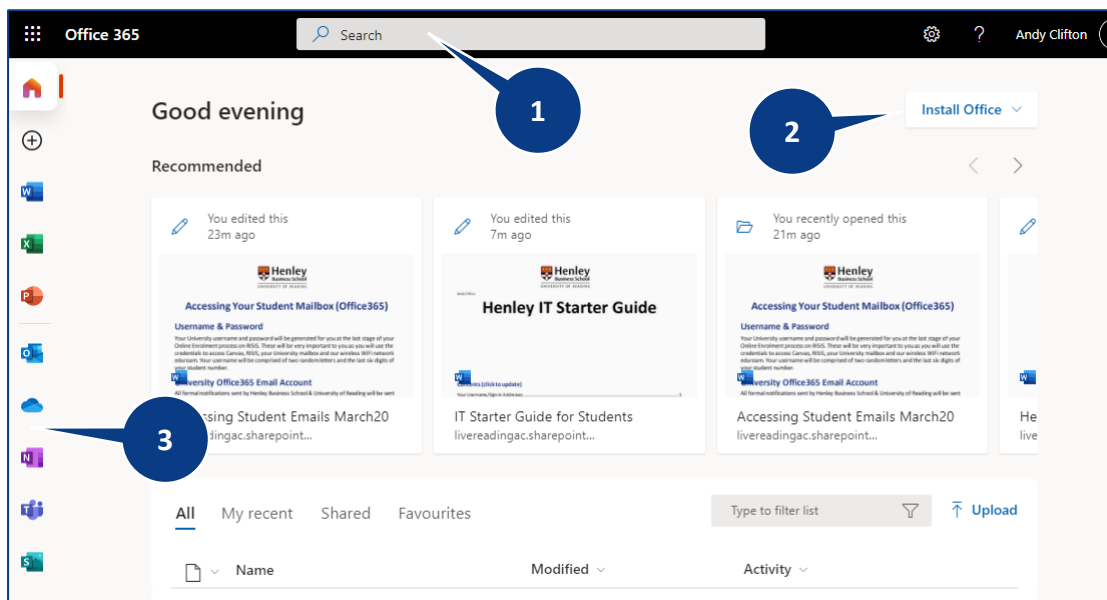
Step 2 – Using your Microsoft/Office 365 account

At the University of Reading and Henley Business School, students get a Microsoft 365 A3 Educational license as standard.

This includes (among others):

- Office apps for the web
- Local installation of Office 365 for up to 5 devices
- OneDrive for Business with 5TB of cloud storage
- SharePoint Online
- Microsoft Teams
- Microsoft Stream
- Microsoft Planner
- Microsoft Forms
- Microsoft Sway

To log into your Office 365 account, go to <https://office.com> and sign in with your username in the format of **ab123456@student.reading.ac.uk**.



1. Here you can search for anything and everything in your Office 365 account
2. Here you can download and install Office 365 apps on your personal PC or Mac
3. Here you can see frequently used Office 365 apps

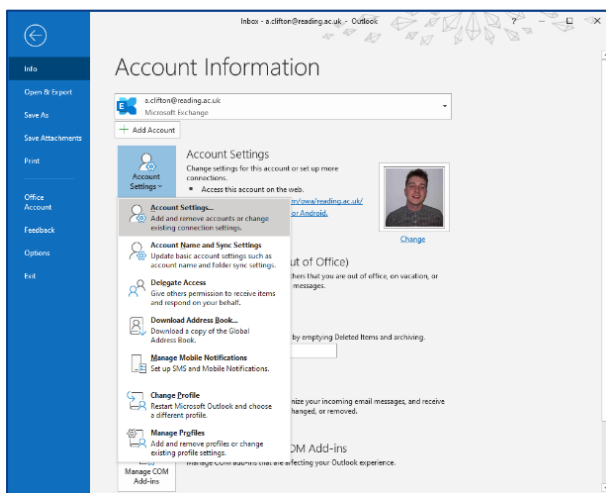
Office 365 apps can also be downloaded for free on iOS and Android devices through App Store or Google Play.

Step 3 – Adding your mailbox to an email application

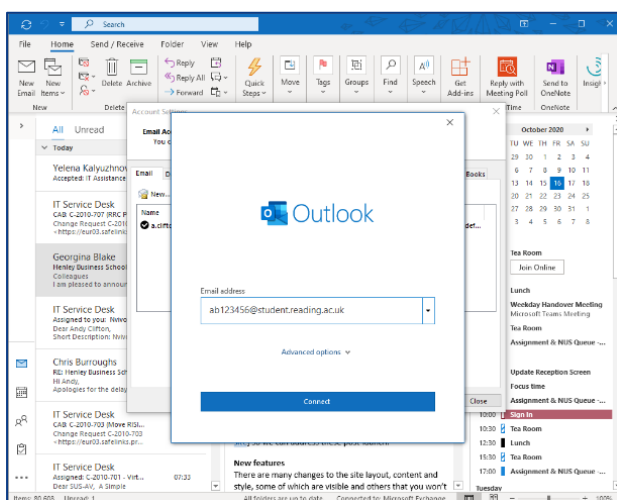
Adding your mailbox to Outlook

Screenshots are from Outlook 365. Other versions may vary. Digital Technology Services support the use of the Outlook app. This may not be possible on a company device due to security policies.

In Outlook, go to **File, Account Settings, Account Settings**.

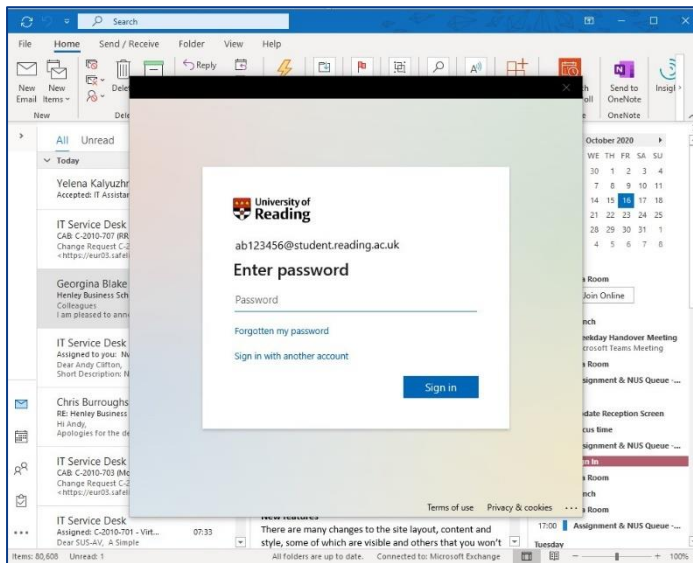


Enter your username in the format of **ab123456@student.reading.ac.uk** and click **Connect**.



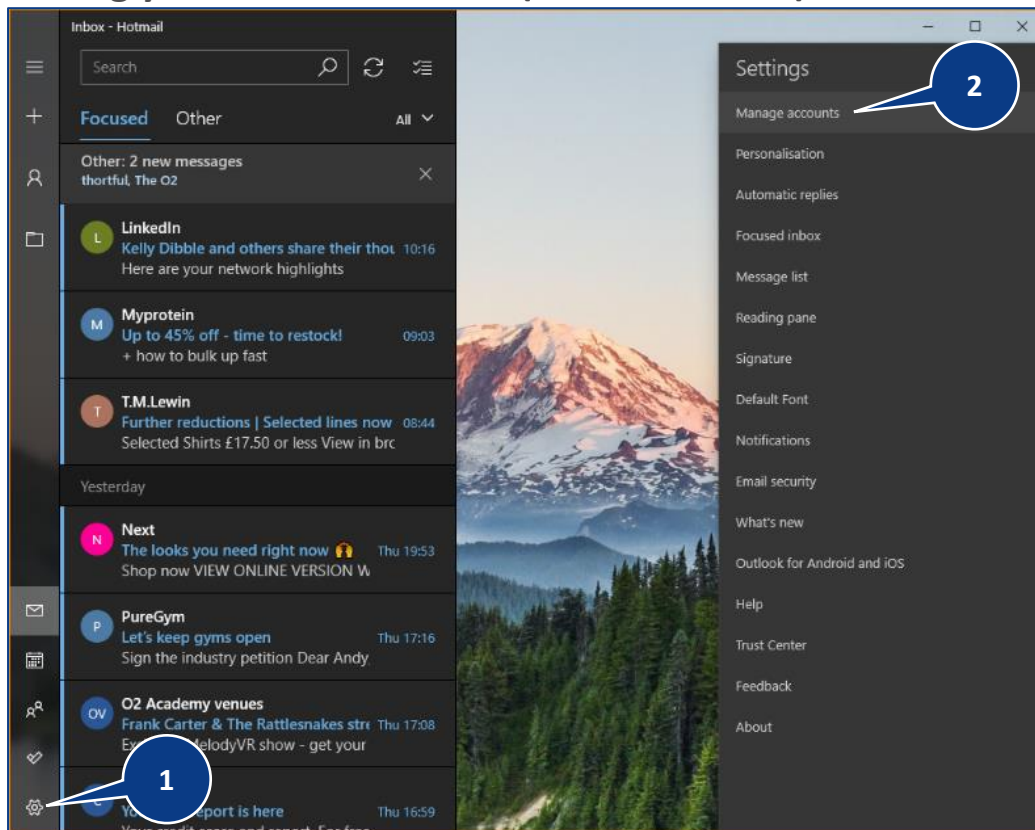
If asked what service, select **Microsoft 365** or, alternatively, **Exchange**.

Enter your account password and click **Sign In**.



Now **restart Outlook** and you will see the mailbox added under your existing mailbox.

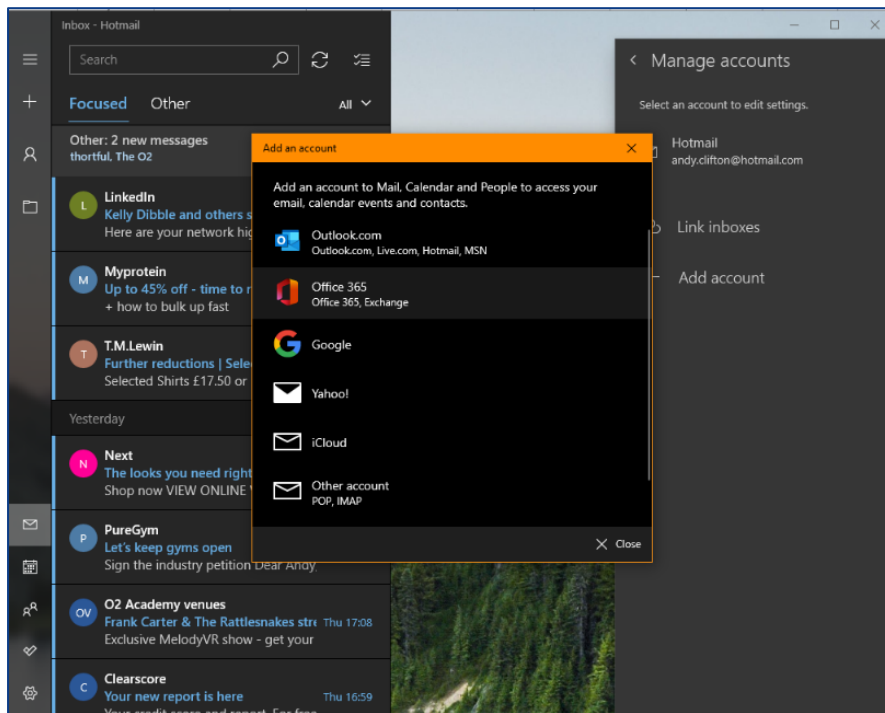
Adding your mailbox to Mail (in Windows 10)



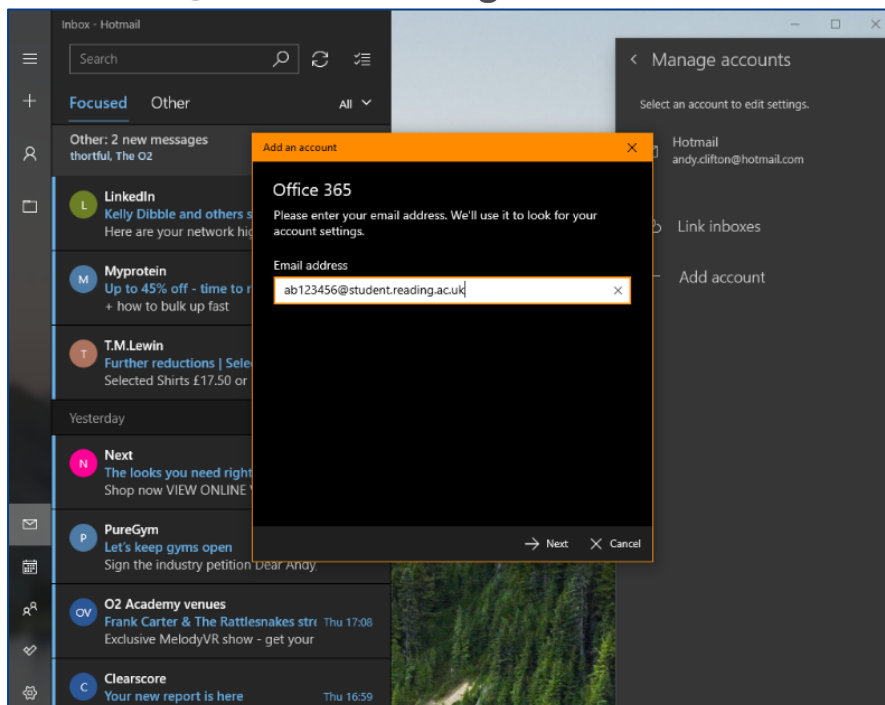
Open Mail and go to

1. Settings (bottom left)
2. Manage accounts, Add Account

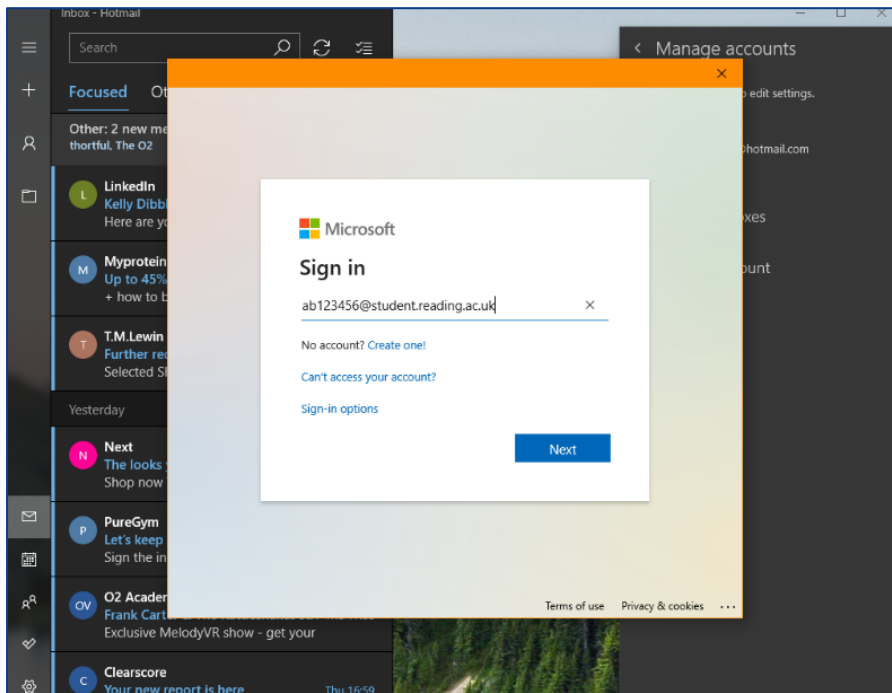
Click on **Office 365**.



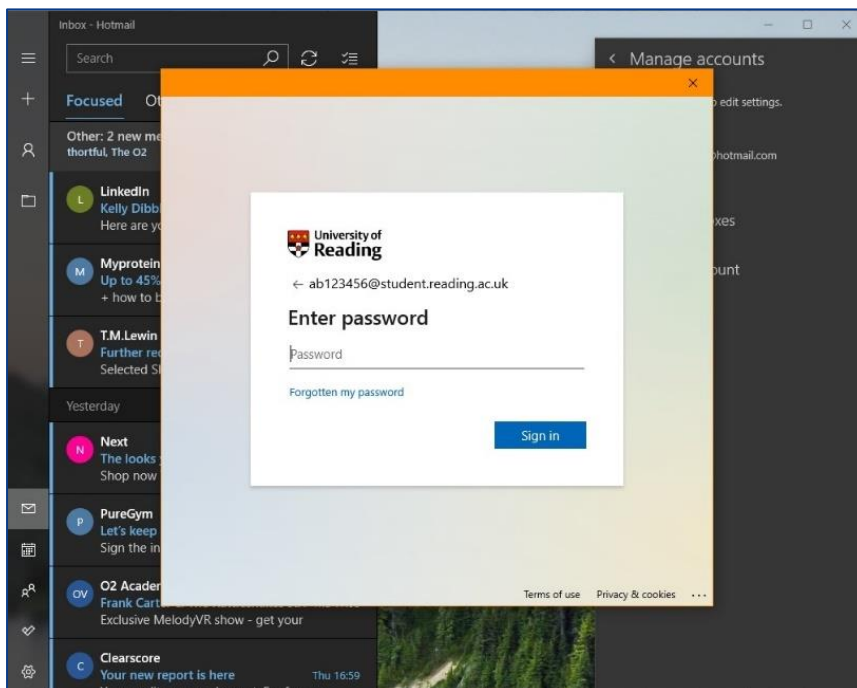
Enter your username in the format of **ab123456@student.reading.ac.uk** and click **Next**.



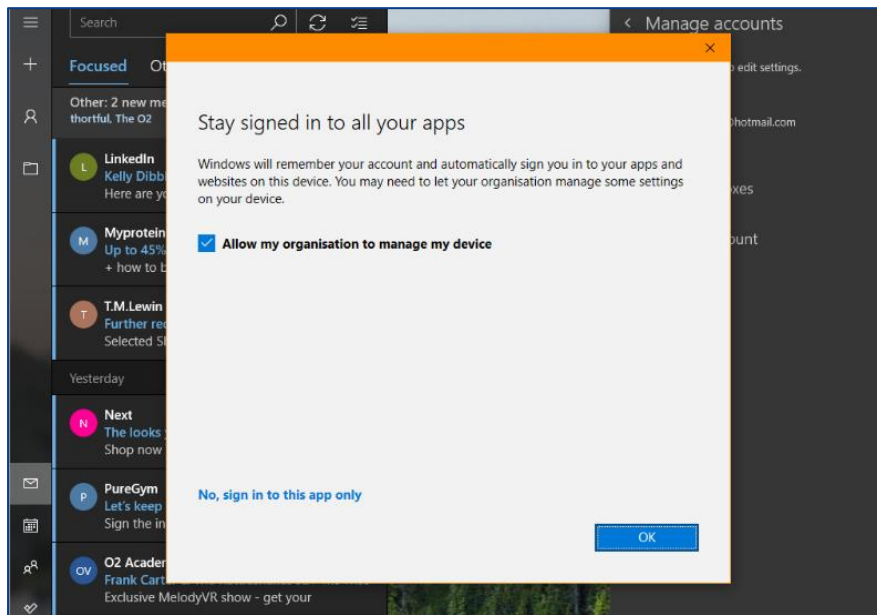
Click Next.



Enter your password and click Sign In.

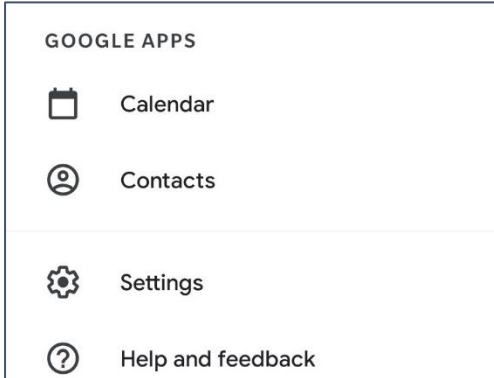


Click **OK** and then restart Mail for the mailbox to appear.

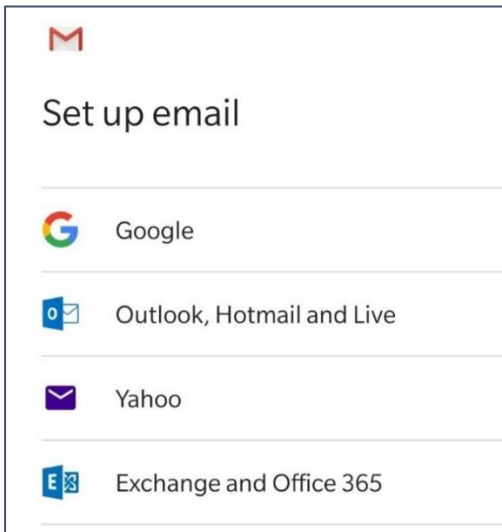


Adding your mailbox to Gmail (Android)

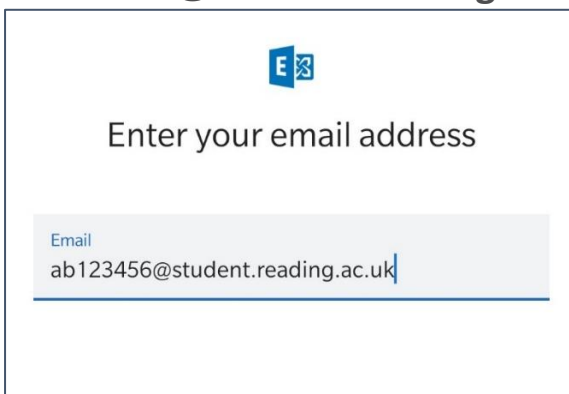
Open Gmail and click **Options** (top left), then scroll down and click **Settings**.




Click **Exchange and Office 365**.



Enter your username in the format of **ab123456@student.reading.ac.uk**



Enter your password and click **Sign in**.



← ab123456@student.reading.ac.uk

Enter password


Password

Your account will be remembered on this device.

[Forgotten my password](#)


Sign in

Click **Accept**.



ab123456@student.reading.ac.uk

Permissions requested



Gmail
Google LLC

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ View your basic profile
- ✓ Access your mailboxes

Accepting these permissions means that you allow this app to use your data as specified in their [Terms of Service](#) and [Privacy Statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

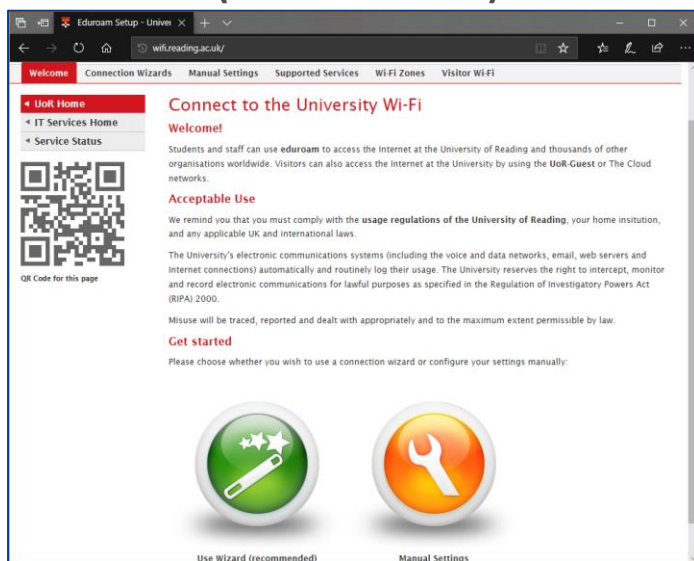
Cancel **Accept**

Step 4 – Setting up campus Wi-Fi (eduroam)

This can be done before you visit campus, so that when you arrive the device will connect to eduroam automatically. This step is relevant for modern Windows and OSX devices. If you are not coming to campus, this step can be skipped.

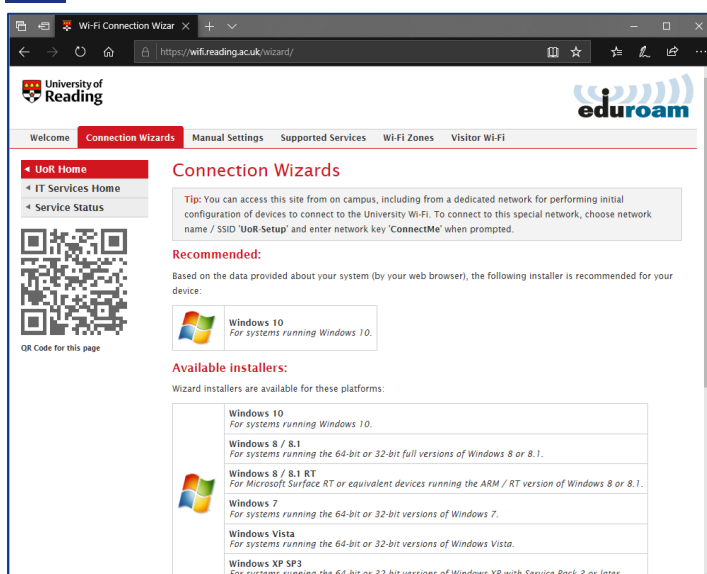
eduroam ('ed-u-roam'; education roaming) is an international roaming service for users in research, higher and further education. [Click here](#) for more information.

In your web browser, go to <https://wifi.reading.ac.uk> and click on **Use Wizard (recommended)**



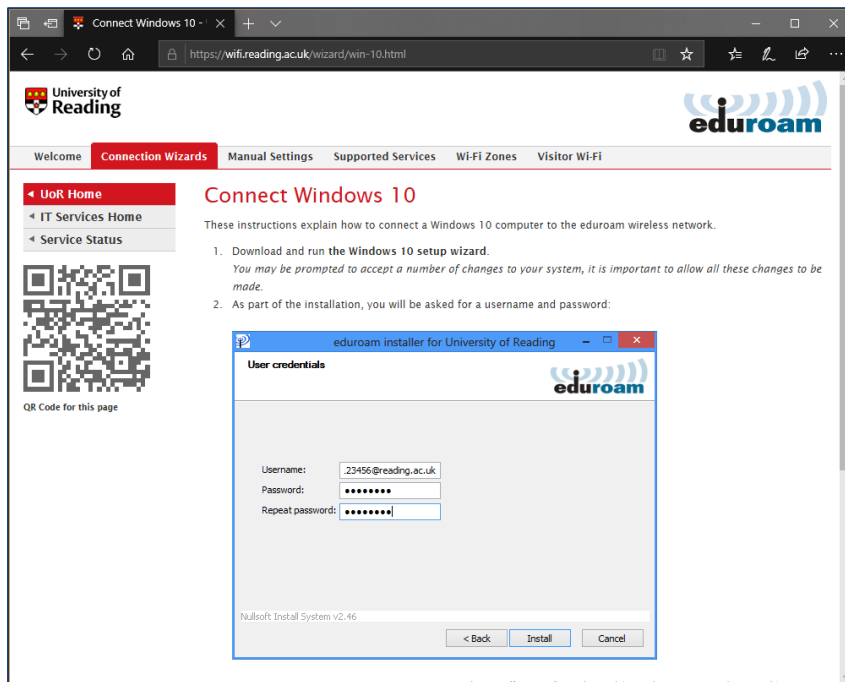
Select your device's operating system.

If you are unsure of your operating system version, please [click here](#) for Windows and [click here](#) for Mac for instructions.

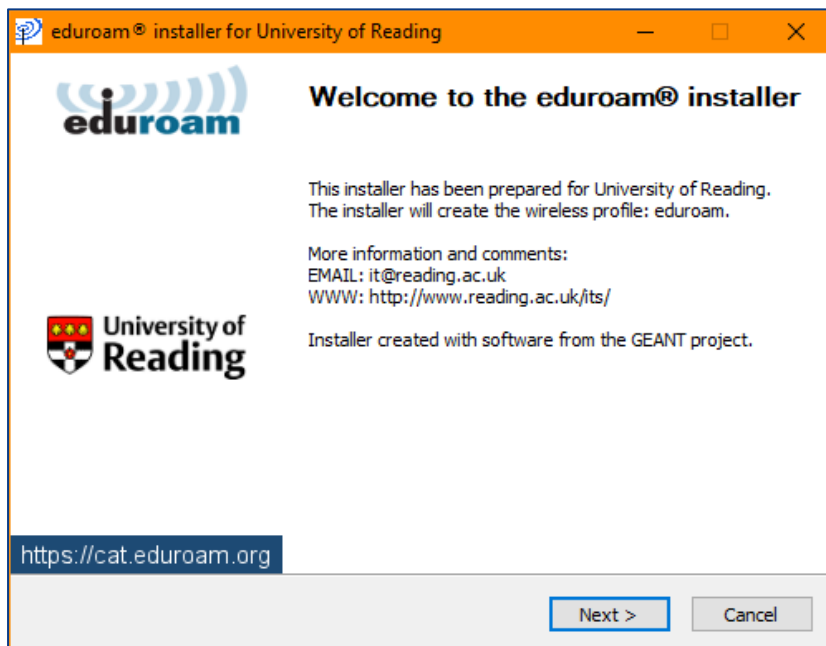


Click **Download** and **run the setup wizard** for your chosen operating system and run the software.

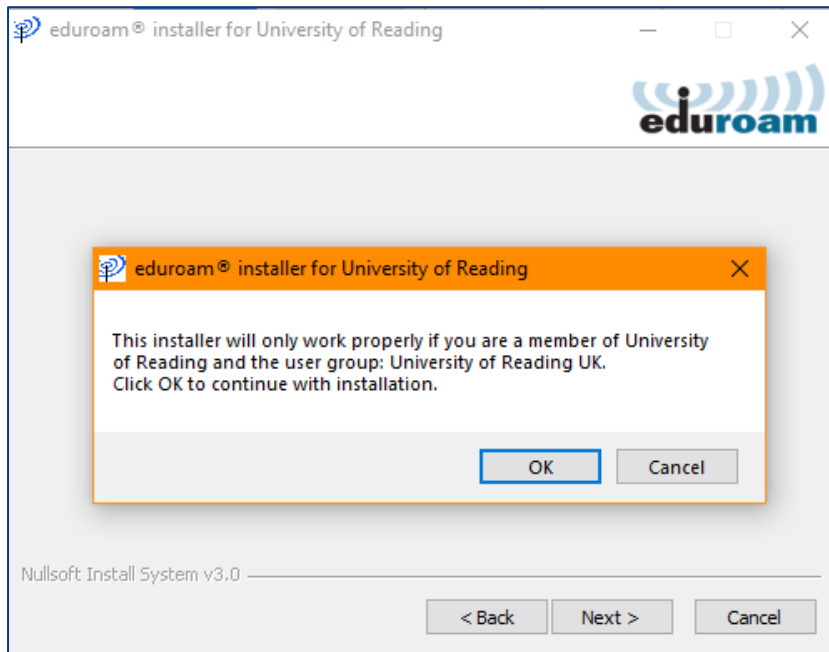
Screenshots here are taken from a Windows 10 device, but will be relevant for other devices.



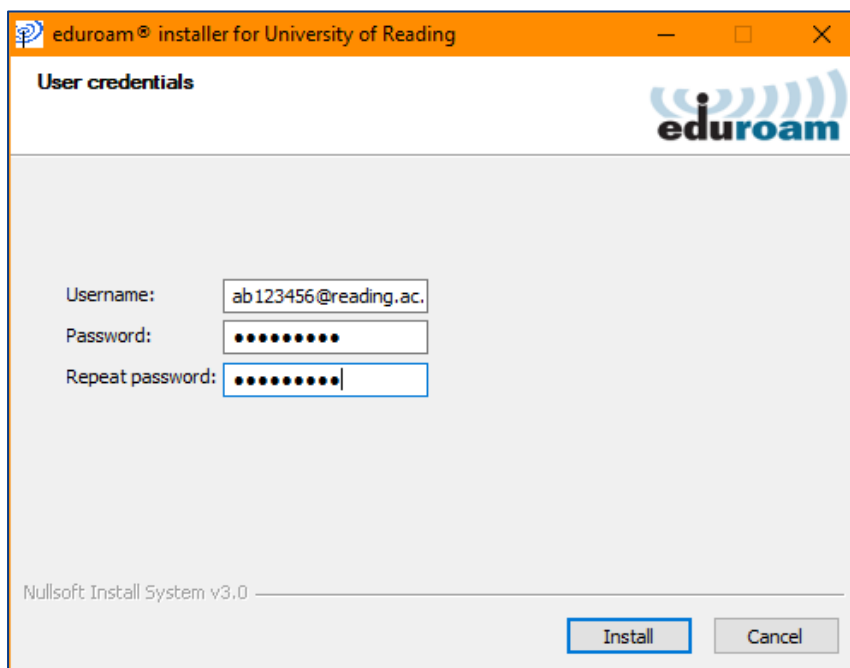
Click **Next**.



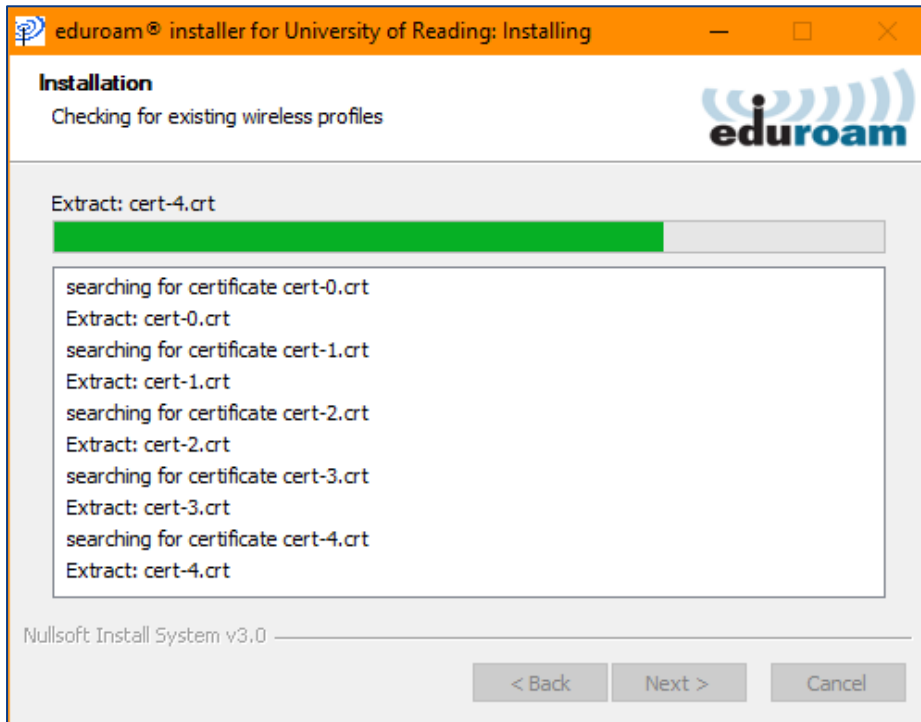
Click **OK**.



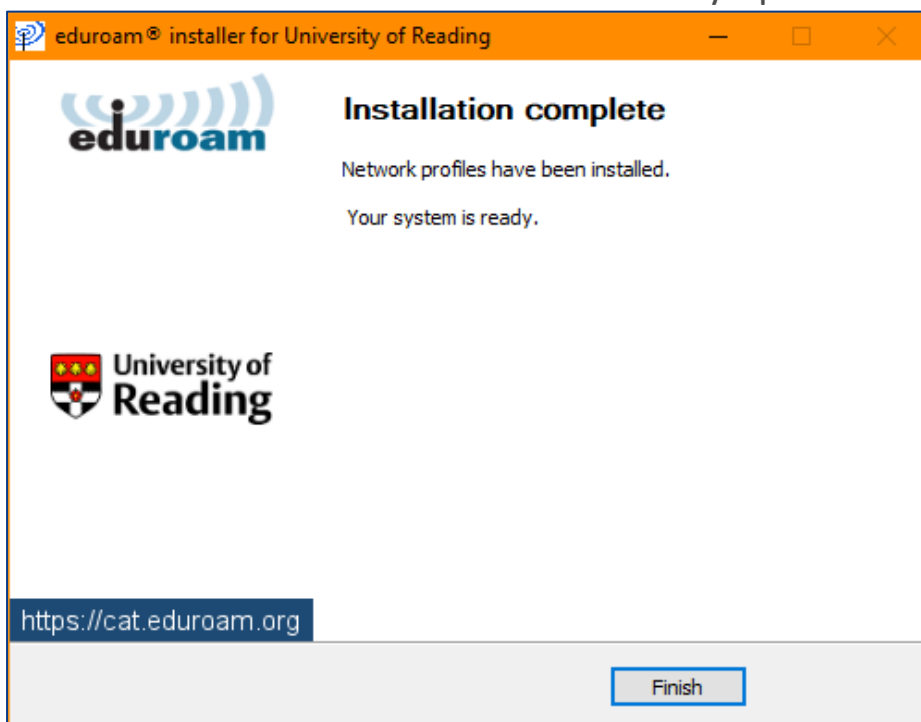
Enter your username in the format of **ab123456@reading.ac.uk** with your password and click **Install**.



You will now see the security settings and certificates install. If any prompts appear during the installation process, accept them.



Your campus eduroam Wi-Fi profile has now been installed and your device will connect to Wi-Fi automatically upon arrival.



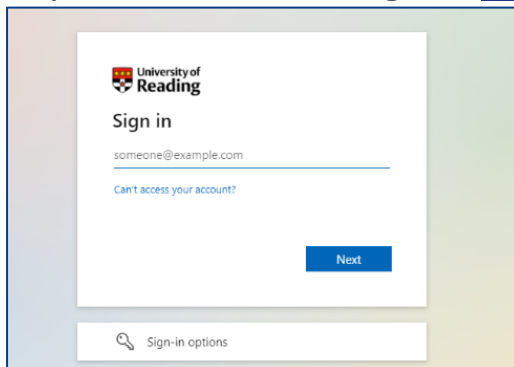
Step 5 – Logging into Canvas

For most courses, Henley Business School uses Canvas as the virtual learning environment (VLE). This is where students access most of their learning resources.

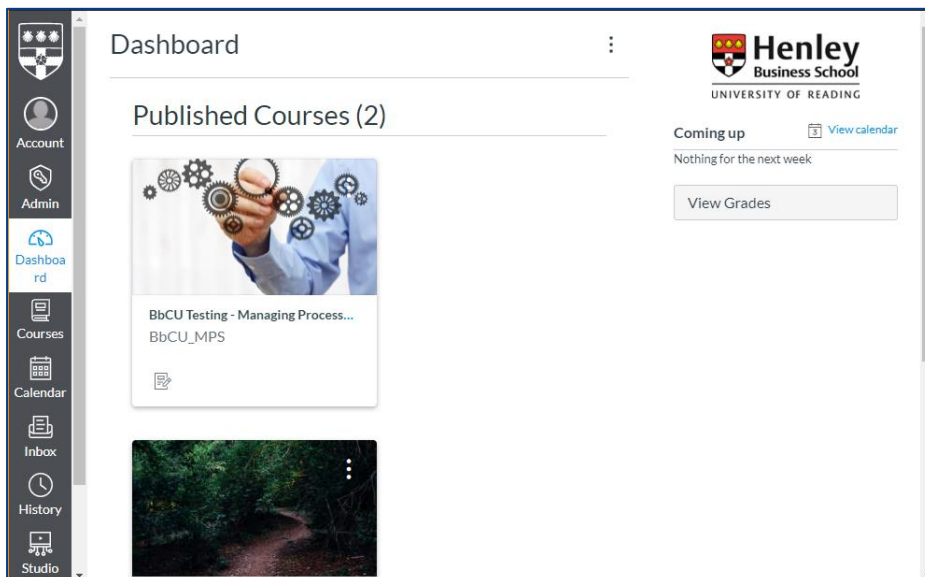
Please note: As mentioned in Step 1, some companies restrict employees from logging into other Office 365 tenants, so this might not work on a company device.

You can find a list of supported web browsers by clicking [here](#).

In your web browser, go to <https://online.henley.ac.uk>



Enter your username in the format of ab123456@student.reading.ac.uk, then your password.



You may be instructed to set up MFA. If so, go to Step 1 of this Starter Guide. You should now be logged in.

Further training on Canvas will be provided when your studies start.