Marian University Technology Packet

The contents of this packet are designed to help you set up your various devices while here on campus. Not all contents of the packet may pertain to you as an individual user. Please note that this packet may not have instructions for your specific device. Should that event arise, please contact the Marian University Help Desk for further assistance.

Marian University Help Desk Info

The Marian University Help Desk is located in Marian Hall Room 301. Our office hours are Monday – Friday 7:30 AM- 6:30 PM and Saturday 7:30 AM- 2:30 PM. We have a help line that is available to the Marian University Community 24/7. Below you will find our contact information, it is also located on the footer of each page. Please note that while we support Marian University issued devices we can only provided limited support to devices owned by individuals.

Location: MH 301
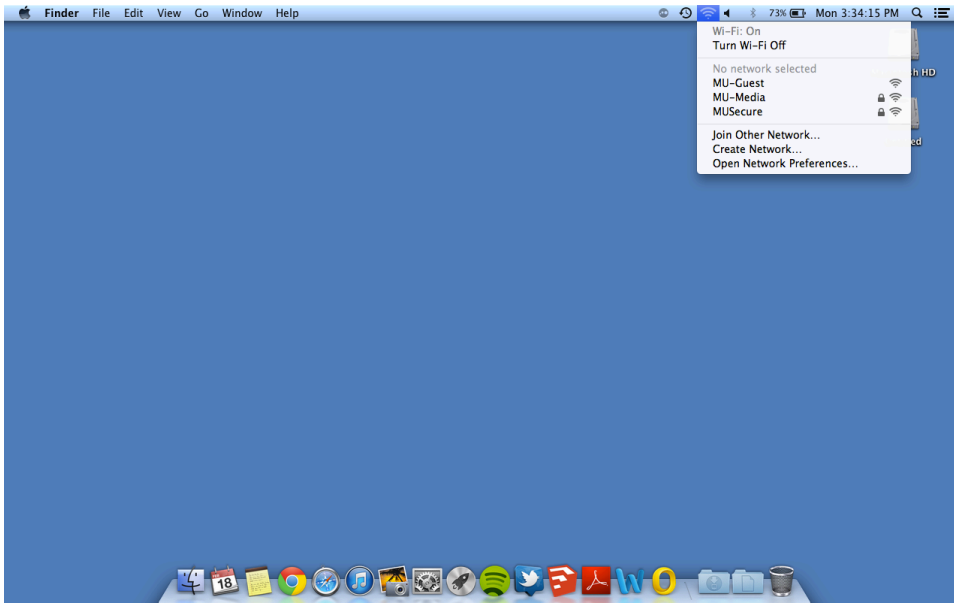Help Desk Line: 317.955.6444 or Ext: 6444 (if dialing from a campus phone)
Hours of Operation: M-F 7:30 AM – 6:30 PM Sat. 7:30 AM – 2:30 PM
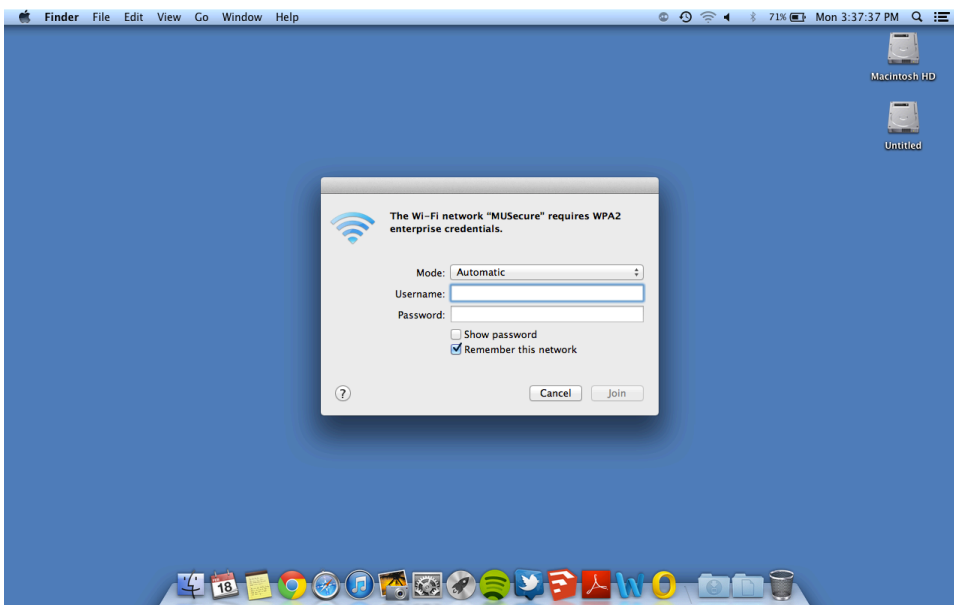Email: helpdesk@marian.edu

Marian University Wireless Configuration For Mac Computers

Please use the following sequences for Mac Computers running OS X 10.5+:

On the desktop select the Wi-Fi indicator on the top bar.

Select MUSecure.

The username and password that you use to connect to MUSecure, is also your Marian University Webmail password.

Click Join and wait for the connection to be established.

**Marian University Wireless Troubleshooting For Mac Computers**

Please use the following troubleshooting sequences for Mac Computers running OS X 10.5+:

If you have connected to the Internet on campus before but are experiencing issues with getting onto the Internet, these troubleshooting tips should help solve your issue.
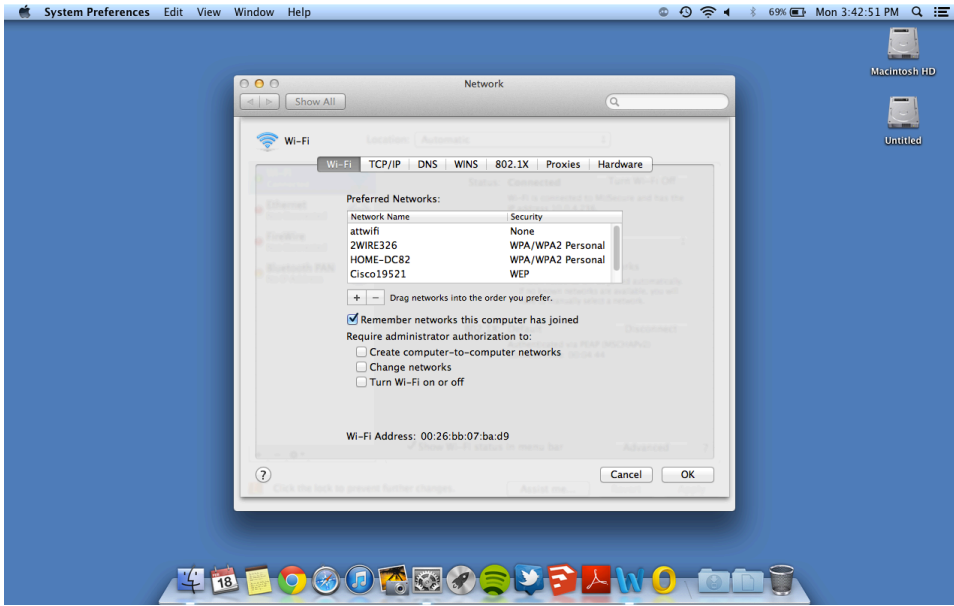
Click System Preferences and then Network.
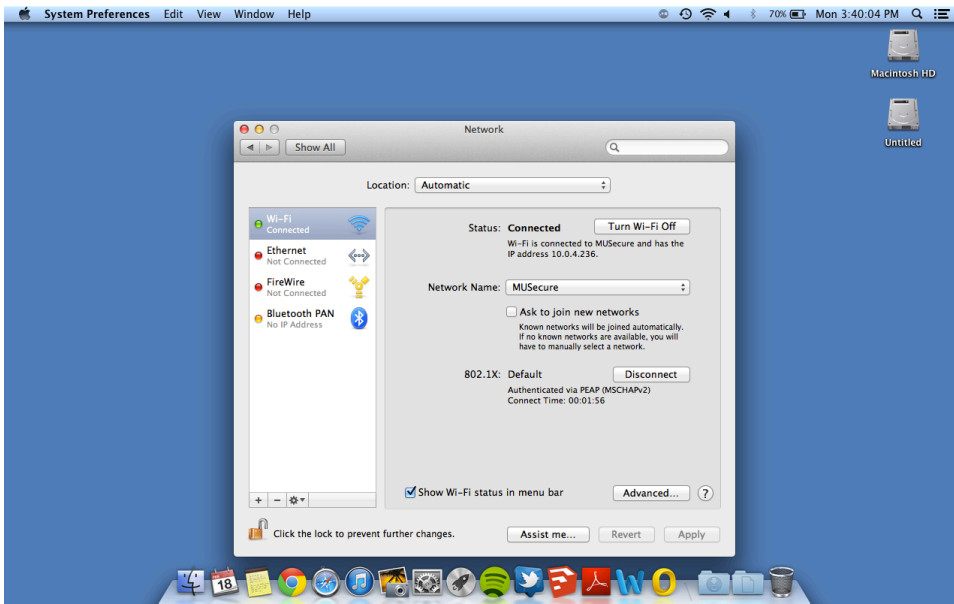
In the Network Panel click Advanced . . . and click TCP/IP.
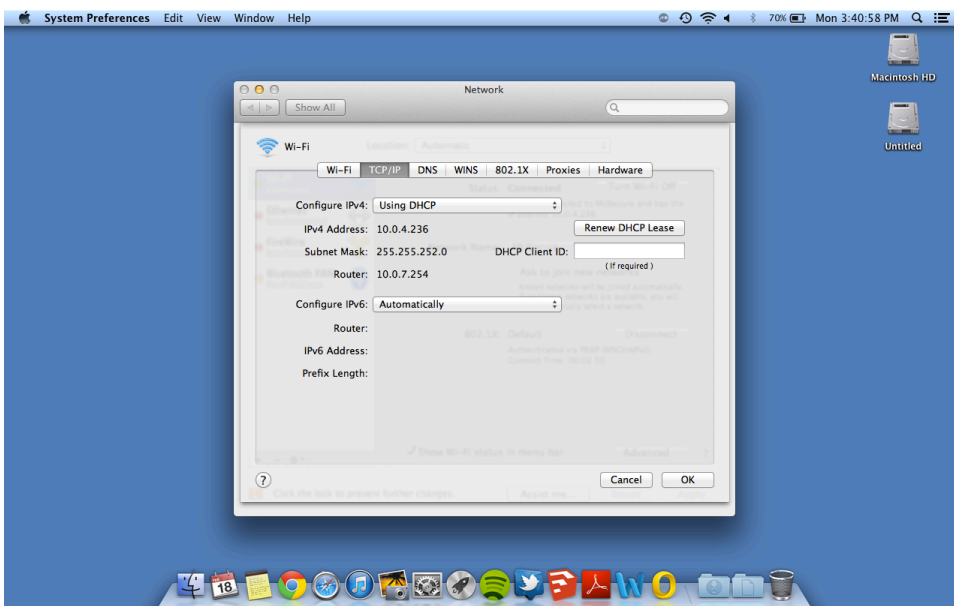
Check to make sure that Using DHCP is enabled for Configure IPv4.

Marian University Help Desk
helpdesk@marian.edu
317.955.6444

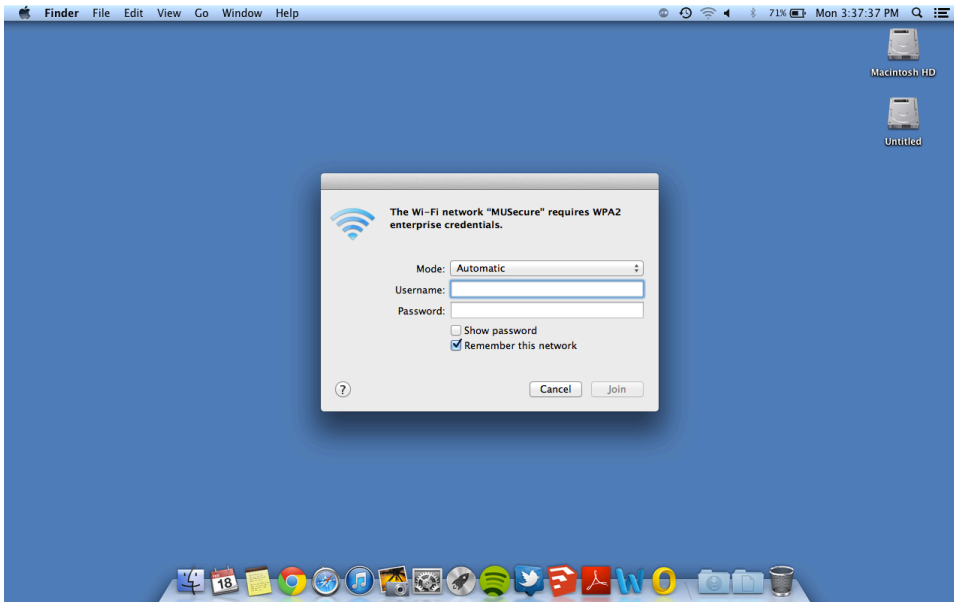Once that is enabled click on the Wi-Fi tab and within Preferred Networks select MUSecure.

Once you have selected MUSecure click the minus [-] symbol and click OK and then Apply.

Follow the instructions for connecting to wireless on Mac Computers Running OS X 10.5+.
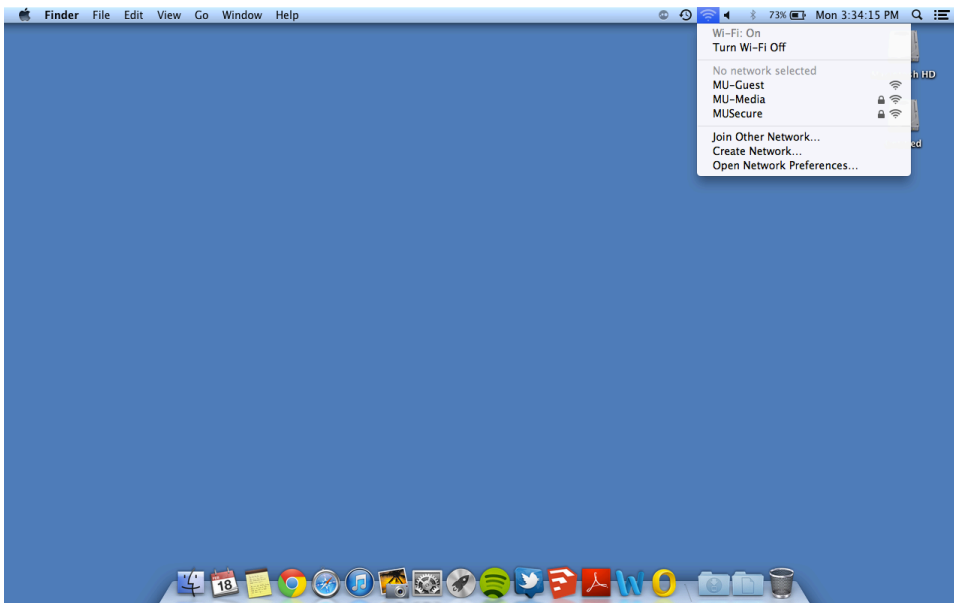
On the desktop select the Wi-Fi indicator on the top bar.

Select MUSecure.

The username and password that you use to connect to MUSecure, is also your Marian University Webmail password.

Click Join and wait for the connection to be established.

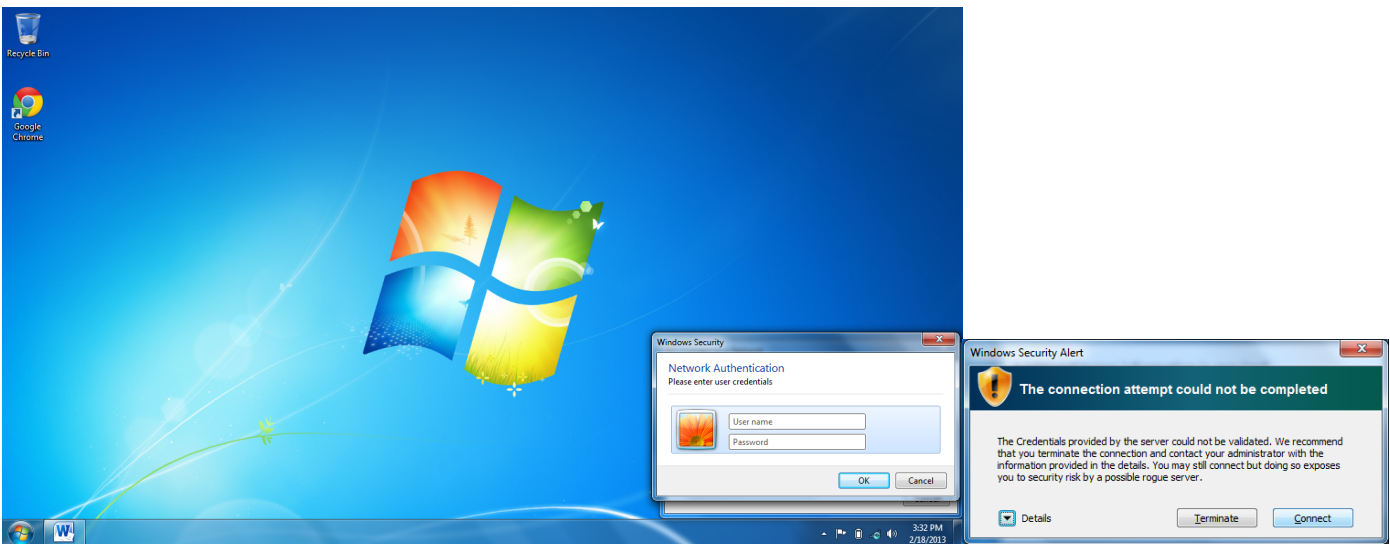# Marian University Wireless Configuration For Windows Computers

Please use the following sequences for Windows Computers running Windows 7:

On the desktop in the right-hand corner select the Network Indicator.

Select MUSecure and select Connect.

The username and password that you use to connect to MUSecure, is also your Marian University Webmail password.


Once you have input your credentials select Connect when the Windows Security Alert pops up and wait for the connection to be established.

# Marian University Wireless Troubleshooting For <u>Computers</u>

Please use the following sequences for <u>Windows Computers running Windows 7:</u>

If you have connected to the Internet on campus before but are experiencing issues with getting onto the Internet, these troubleshooting tips should help solve your issue.
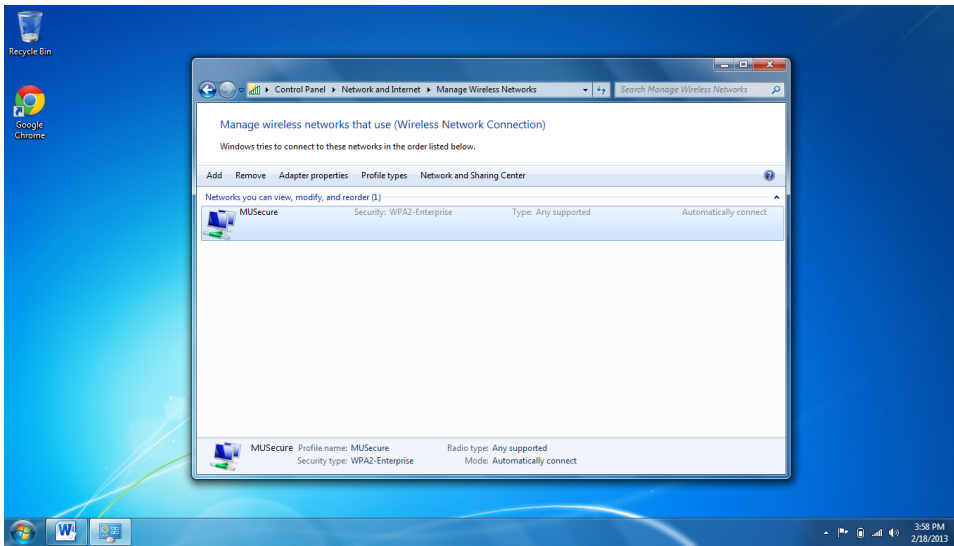
In the lower right-hand corner click on the <u>Wi-Fi Access</u> and then <u>Open Network and Sharing Center</u>.
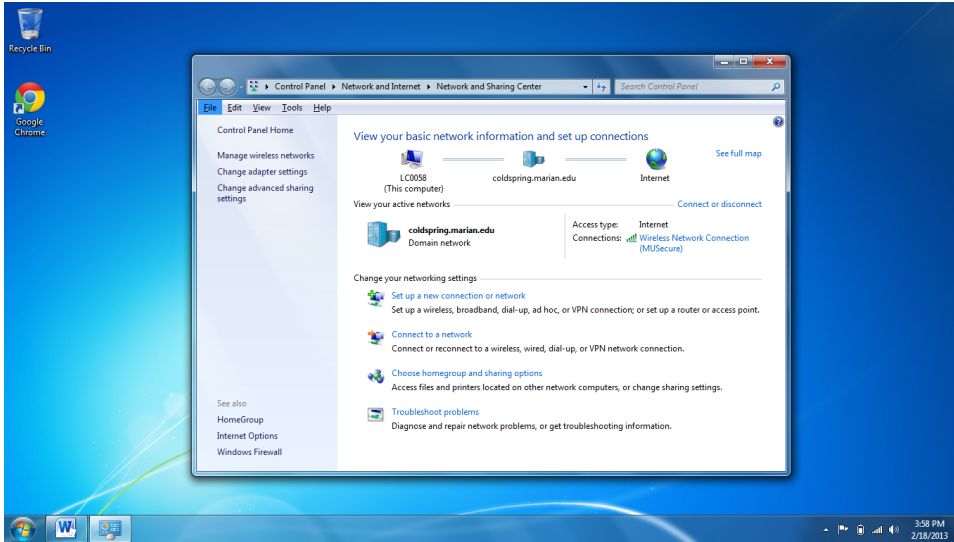
In the left-hand column click on <u>Manage Wireless Networks</u>.
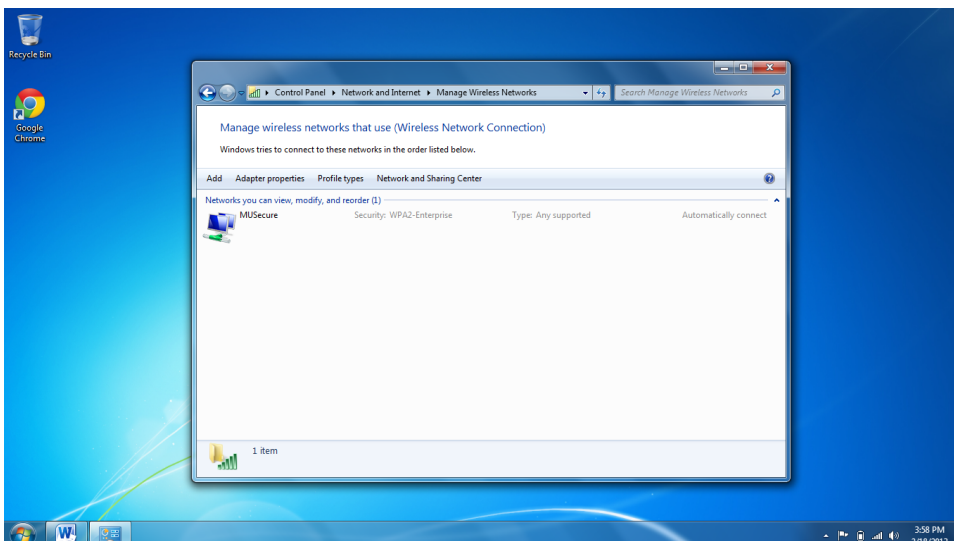
In <u>Manage Wireless Networks</u> you should see a list of the wireless networks that you have joined, scroll down or select <u>MUSecure</u>.

Once you have selected MUSecure the opinion to Remove should appear in the ribbon above.

Click Remove and Exit out of Mange Wireless Networks and follow the instructions for The Marian University Wireless Configuration FOR Windows Computers.

Marian University Wireless Configuration For iPhones & iPads

Please use the following sequence for **iPhone and other Apple Device**s:
Settings > Wi-Fi > ON > MUSecure > Enter Password
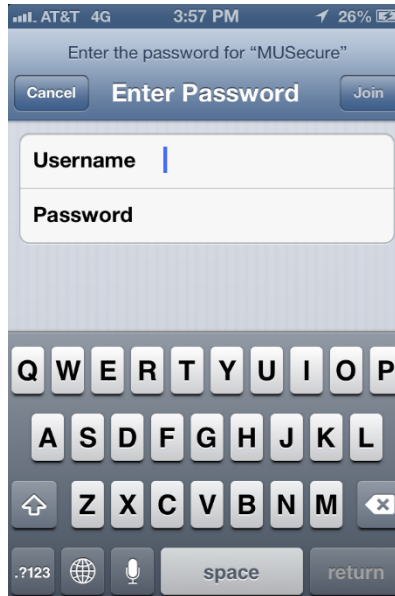
The username and password that you use to connect to MUSecure, is also your Marian University Webmail password.

Username: user1234 (similar to your email, user1234@marian.edu. 'user' should be replaced with your own username.)

Password: Will be your Marian University Email password.

Once you have entered your credentials, you should select **JOIN.**

You should then see a page that reads **Certificate**, and below that you should see the following **it.marian.edu**, **DIGICert High Assurance…**, **Not Verified.**

Select **Accept.**
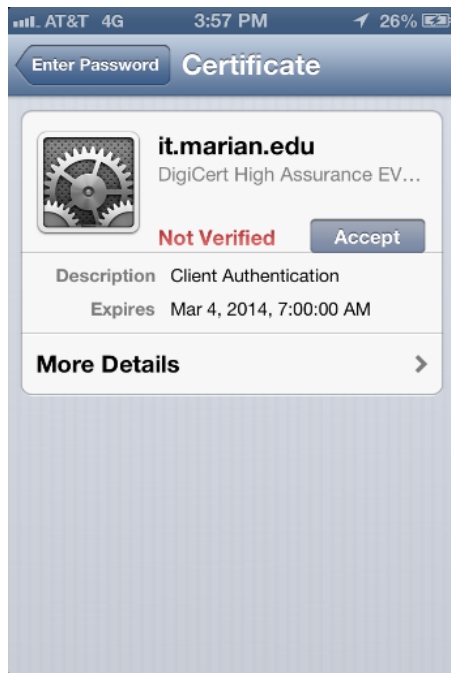
Once you have connected to the wireless network, you will see a blue checkmark next to MUSecure. The blue checkmark denotes a successful connection to MUSecure.

Setting Up an Apple ID on your iPad

If you do not have an Apple ID, please follow the following steps to create one, as you will need one in order to download applications onto your iPad.

IMPORTANT: Before you begin please note, you will need a form of electronic payment (Master Card, Visa, American Express, etc.) to complete your Apple ID set up.

Begin by going to **Settings.** Then **iTunes & App Store.** Select **Create New Apple ID**, and follow the prompts.

How to set up an Exchange account in the Mail app for Windows Phones and Tablets.

To add an Exchange account to the Mail app, follow these steps:

1. From the Start screen, tap or click the Mail app tile.

   Note If you do not sign in to Windows 8 or Windows RT with a Microsoft account, sign in to the Mail app with a Microsoft account.
2. From the Mail app, swipe in from the right edge of the screen, and then tap **Settings**. Or, if you are using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Settings**.
3. Tap or click **Accounts**.
4. Tap or click **Add an account**.
5. Tap or click **Outlook Exchange, Office 365, Outlook.com**.
6. Enter your email address and password.
7. Tap or click **Connect**. If you receive a message about PC security, tap or click **Enforce these policies**.

   Note If the email account is not found and you receive the following error message, complete the remaining steps to add the account:

   We couldn't find settings for *Email address*. Provide us with more info and we'll try connecting again
8. Click or tap **Show more details**.
9. Enter the server address, your domain name, and your user name.
   1. **Server:** exchange.marian.edu
   2. **Domain:** MARIAN_ADMIN

      Note If you are not sure about the values, please contact your email provider or system administrator.
10. Tap or click **Connect**.

Marian University E-mail Setup For iPhone

Please use the following sequence for **iPhone and other Apple Devices:**
Settings > Mail, Contacts, Calendars > Accounts > Add Account > Microsoft Exchange
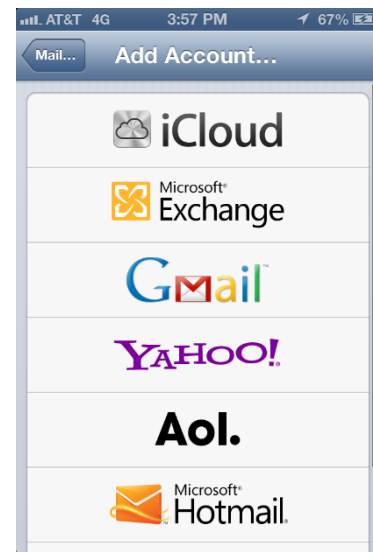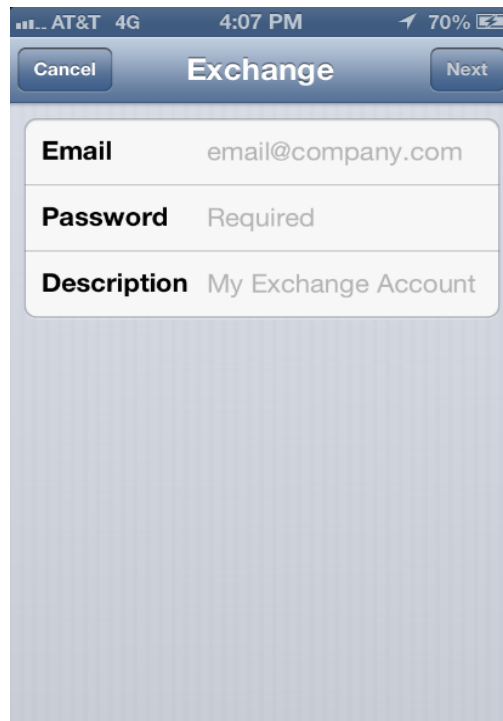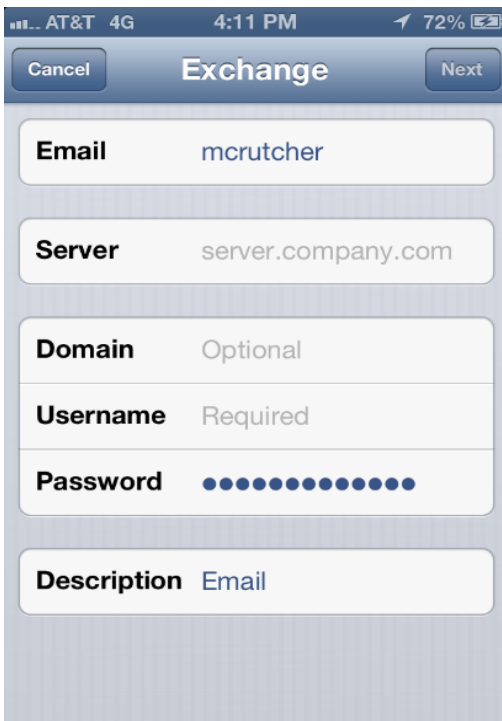
Email: user@marian.edu ('user' should be replaced with your email account)
Password: Will be your Marian University Email password.
Description: Is not necessary, but feel free to populate it with any title you see fit.
Important: Once you have populated the above, window will expand and include 3 additional information sets (Sever, Domain, Username).

Sever: exchange.marian.edu

Domain: marian_admin (**this is not case sensitive, but do not forget the underscore '_'**)

Username: user (**user your Marian email address without the '@marian.edu'**)

Select **NEXT**.

You may choose to populate with your Mail, Contacts, Calendars, and Reminders.

Select **SAVE**.

Your phone will 'Add the Account', that process may take a few moments. Once that process is completed every inbound email will come to your smart phone and every email you send will show up in your Outlook.