

AIT IT Induction 2019/20 for Lifelong Learning

Areas covered for IT induction:

1. Student email
2. Moodle
3. Library

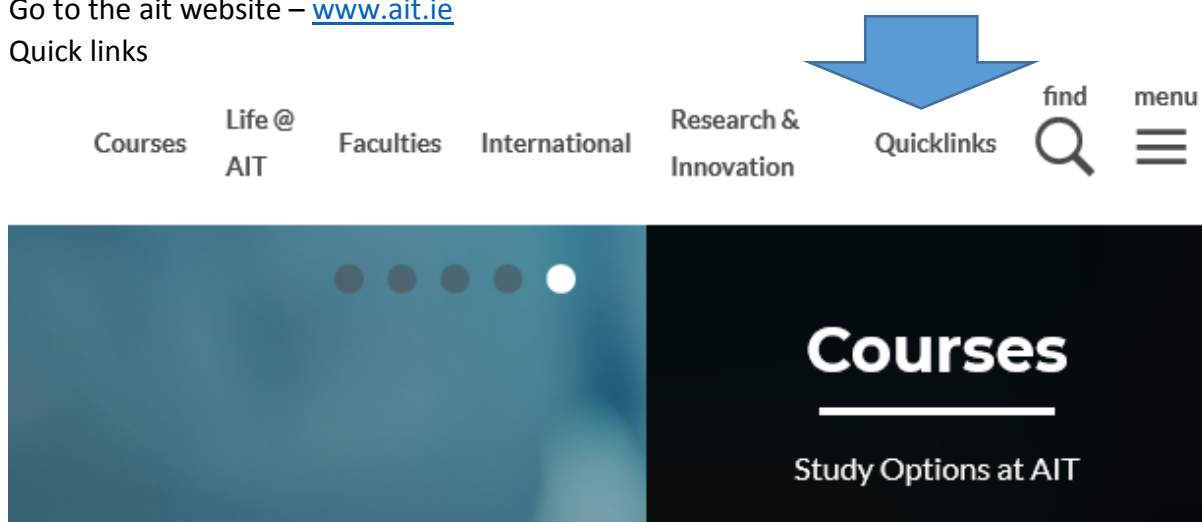
1. **Student Email** – username is studentnumber@student.ait.ie.

Example A00007700@student.ait.ie,

Your password is your 8 digits date of birth – example 8th of February 1980 would be 08021980.

Go to the ait website – www.ait.ie

Quick links



Then click on the first option Office 365 Portal (staff/student email)

You should now be prompted as seen below. This is where you insert your username, which is studentnumber@student.ait.ie – A00007700@student.ait.ie



Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Click on School & next, then you will have to enter your password – 8-digit DOB



← a00007700@student.ait.ie

Enter password

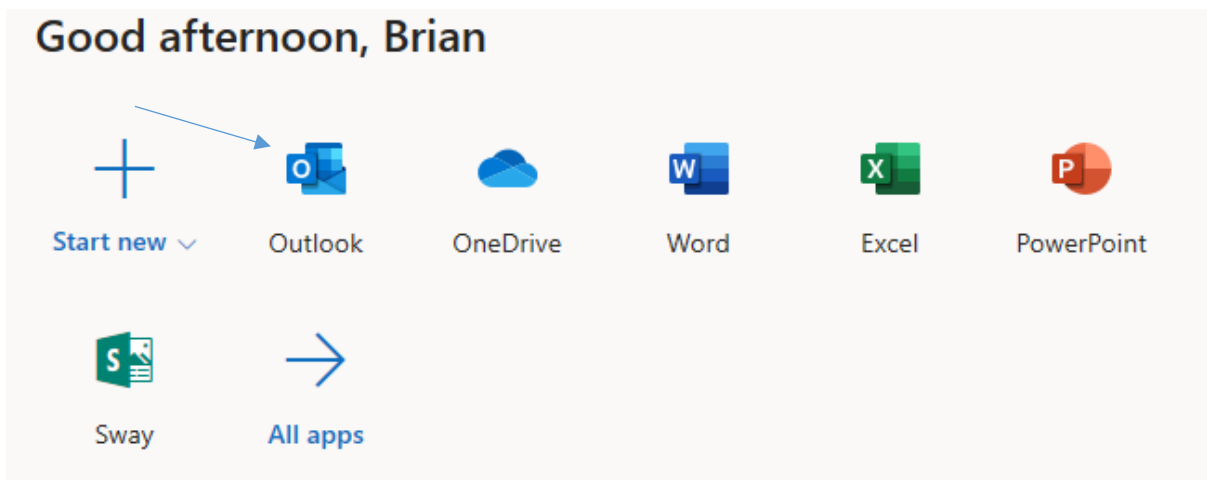
Password

[Forgotten my password](#)

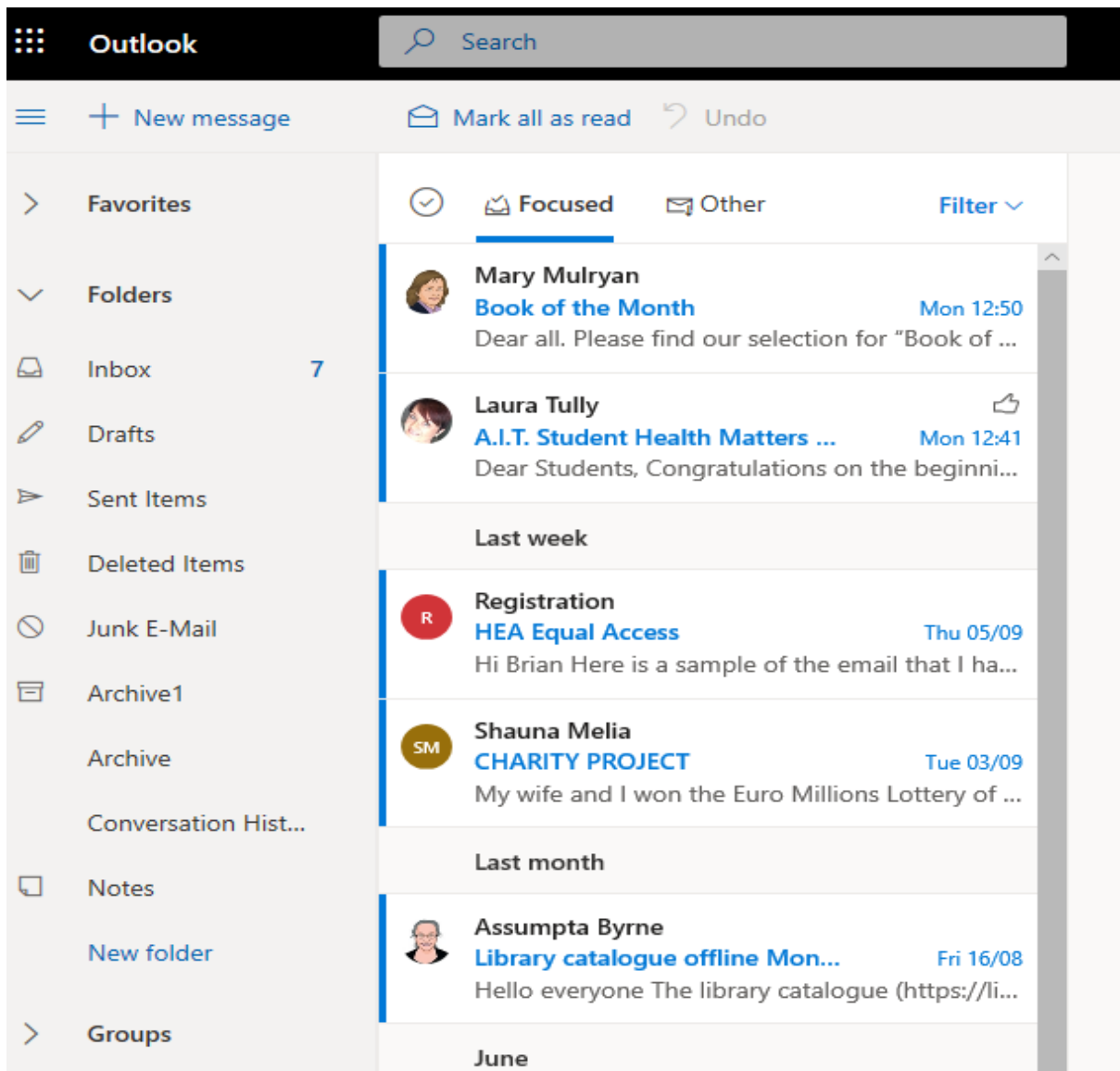
Sign in

After typing in your password, if this is your first time logging onto student email you will have to pick time zone – Dublin then save & your office365 will be setup.

To access your email, you click on outlook



You should now see something like this:

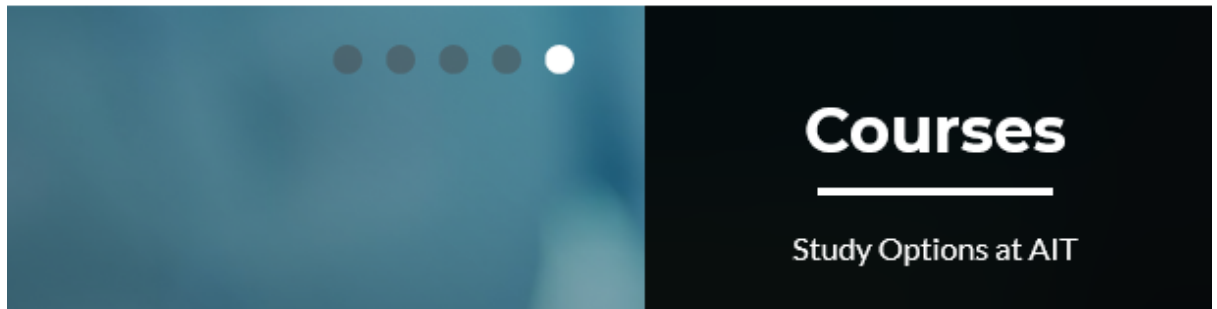


2. **Moodle** – the username for Moodle is just your student number, example A00007700 & your password is the same as student email, 8-digit DOB, example 8th of February 1980 would be 08021980.

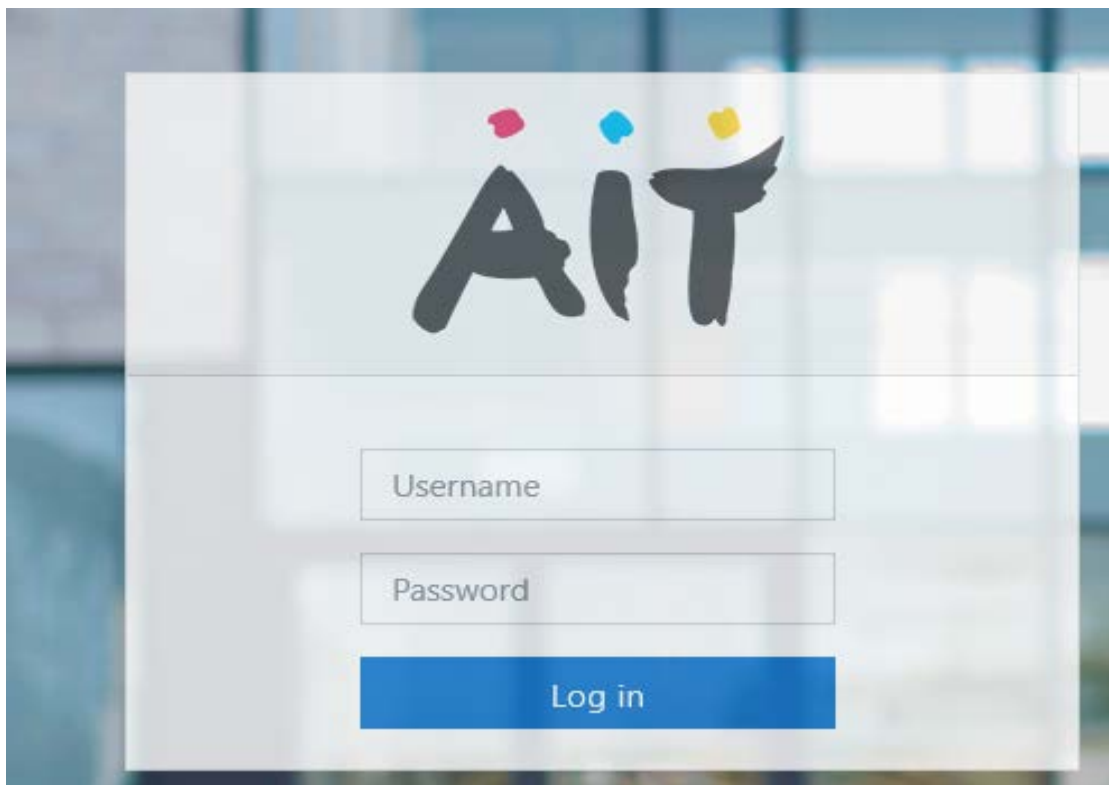
Go to the ait website – www.ait.ie

Quick links





Moodle will be the seventh option on the list of quick links – Click on **Moodle 19/20**



Once the student clicks on Moodle 19/20 this will appear as above

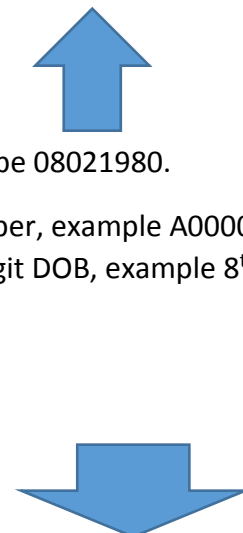
The username is just your student number – A00007700

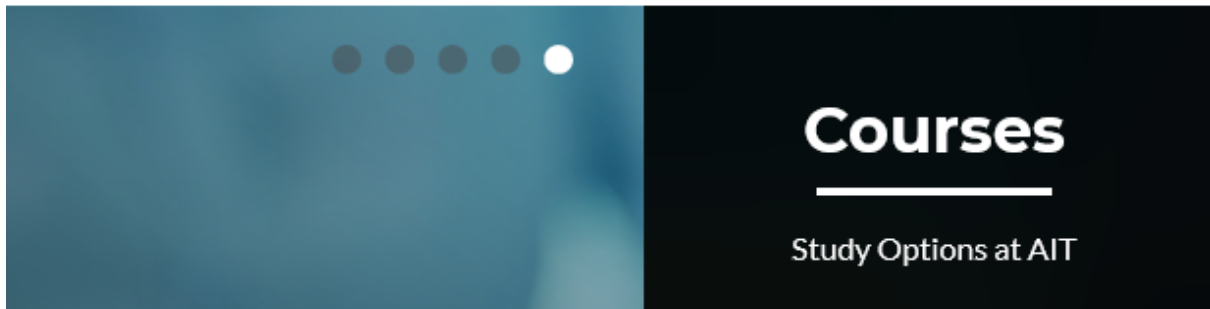
Your password is 8-digit DOB, example 8th of February 1980 would be 08021980.

3. **Library** – the username for Library is **just your** student number, example A00007700 & your password is the same as student email & Moodle, 8-digit DOB, example 8th of February 1980 would be 08021980.

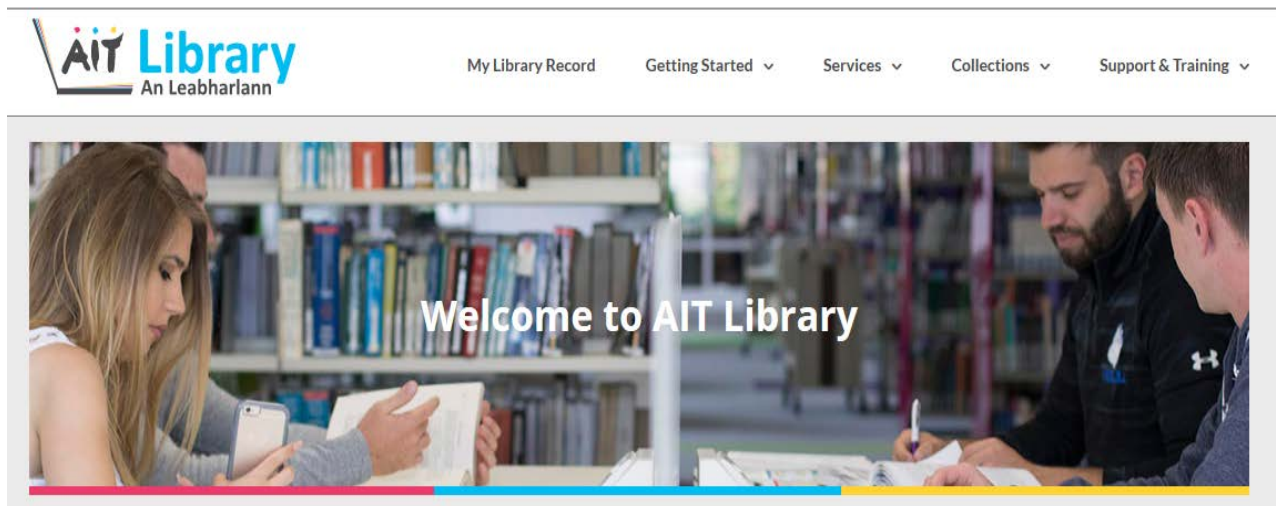
Go to the ait website – www.ait.ie

Quick links





Library will be the third option on the list of quick links – Click on Library



Click on my Library record & the following box will appear as below. The username is student number A00007700 & your password is 8-digit DOB



Login to AIT Koha

Username

Password

Don't Remember Login

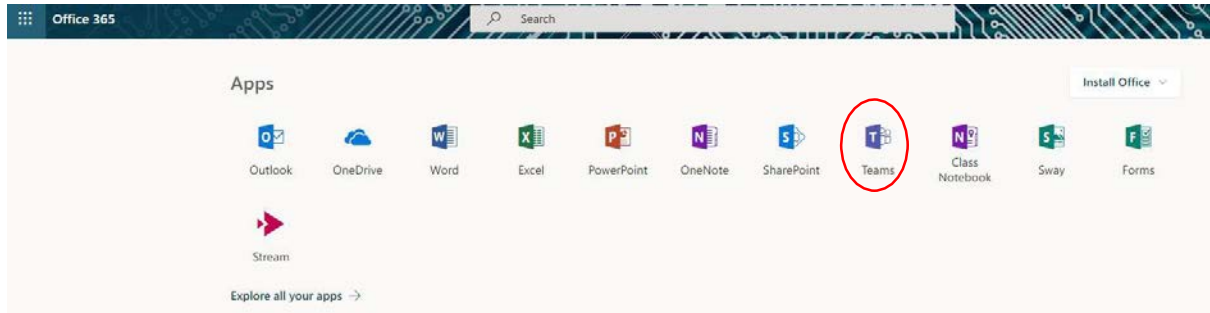
Clear prior granting of permission
for release of your information to this
service.

Login

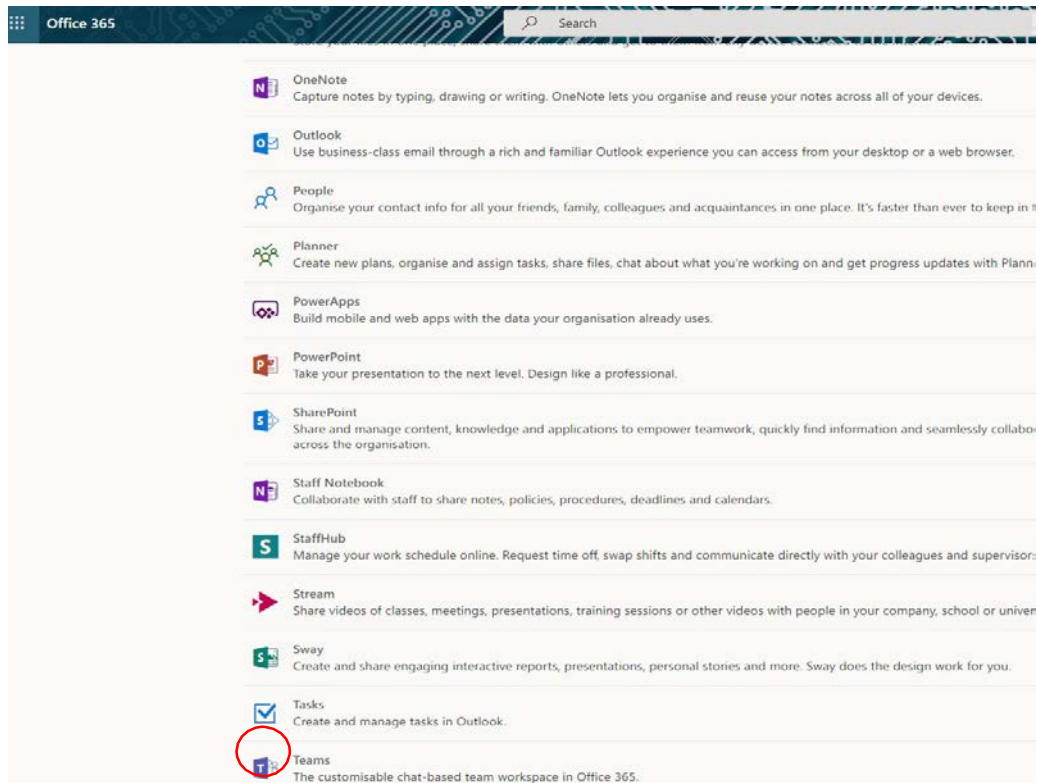
This concludes the IT Induction. Any queries Brian Kelly & Martin Jameson will be available in the Open Access until 2pm on Saturday 21/09/2019.

Microsoft Teams Quick Start Guide

Microsoft Teams is an online collaboration tool that facilitates audio/video conferencing, scheduling and file sharing. The software is freely available to all staff and students of AIT through the Office 365 programme (www.ait.ie->Quicklinks->Office 365 Portal). It can be found on the main menu of Office 365:



If it does not appear in the list, it can be found under the *Explore all your apps* link:



Important Note: there are two versions of Microsoft Teams, each with differing capabilities - **web version**, accessible via a web browser and a **native version**, which can be downloaded to laptops, computers, tablets and mobile phones (iOS and Android).

The web version can be quite limited, so it is recommended that the native version is downloaded to whatever device you are using. To install the native version, either find it in your App Store, or download directly from the web version of Teams:



Click on the “Get App” link to download to your PC or Laptop

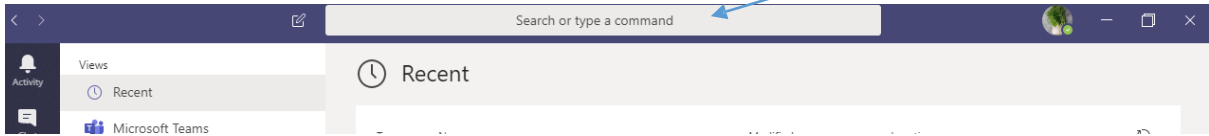
Features at a glance:

- Scheduling facilities – you can schedule meetings using Teams, which will also appear in your Microsoft Outlook Calendar
- Audio call – you can make audio calls to one or more people at the same time
- Video calls – you can also make video calls to one or more people at the same time
- Collaboration facilities – Teams will hook into OneDrive so you can collaborate and work on files while speaking with (or looking at) others
- Text messaging/chat – for informal, non-realtime chatting, much like WhatsApp.

Useful note: Using Microsoft Teams on your mobile phone means you can make/receive audio calls, plus send text messages **without giving out your phone number**. All the other person needs is your AIT email address

To find a person:

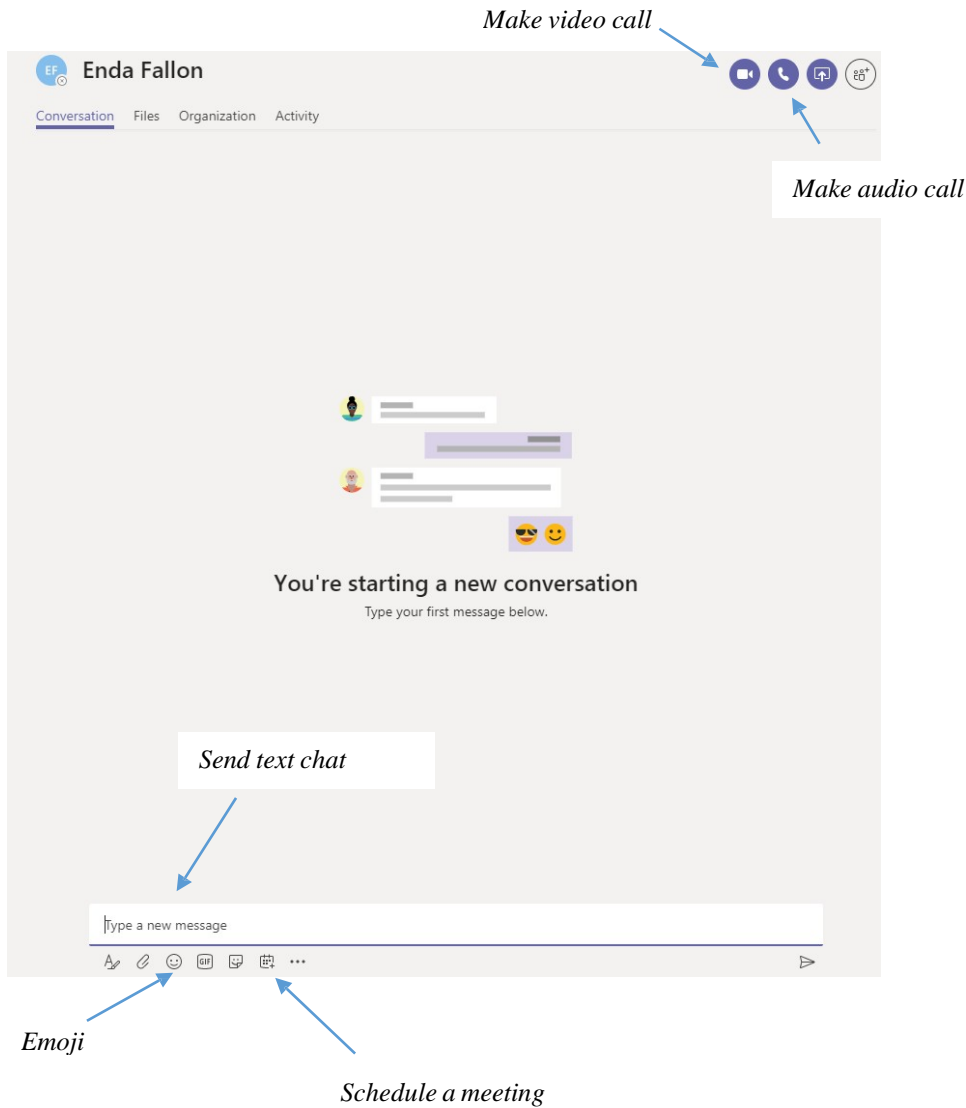
Enter person's name here





As you type, the person's name should appear:




When you find the correct person, click on that person's name. You should see a screen like this:



How do I know a person's status?

-  *Offline (not available)*
-  *Out of Office*
-  *Available*
-  *Be Right Back*
-  *Busy, do not disturb*

When calling, what do the buttons do?



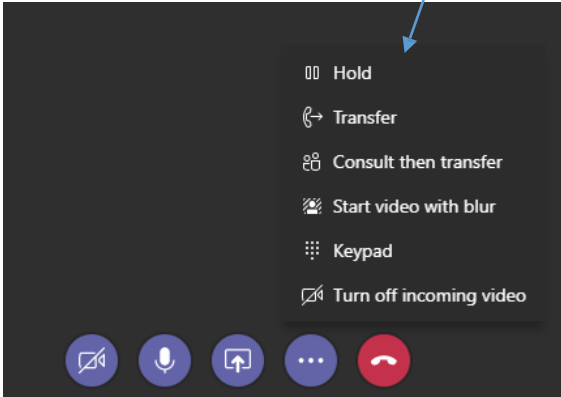
Share screen/app with other participants

See he

End call

Turn video on/off

Turn audio on/off



- Hold
- Transfer
- Consult then transfer
- Start video with blur
- Keypad
- Turn off incoming video

Turn audio on/off

