Welcome to Winona State University! During your mobile device setup session you personalized your mobile device, connected to the Warrior network, logged into Office 365, setup your Lynda account, created a Cash Course account, and signed the Student Technology Agreement. Information about our program is available to you on our Technology Knowledge Base Wiki (learn.winona.edu). It is recommended that you take the time to review this information.

WHERE TO GET HELP

Technical Support Center & Walk-In Support
Somsen 207
AskTech@winona.edu
http://www.winona.edu/technology/tech-support.asp

Fall & Spring Hours
Monday-Thursday: 7:30am-6:00pm
Friday: 7:30am-4:30pm
Sunday: 2:00pm-5:00pm

Winter & Spring Break Hours
Monday-Friday: 7:30am-4:00pm

Summer Hours
Monday-Friday: 7:30am-4:00pm

WSU Tech Support
507.457.5240

Mobile device & technology questions

eWarrior Digital Learning Commons (DLC)
Krueger Library 105
DLC@winona.edu
https://www.winona.edu/technology/dlc.asp

Software/technology support, color printing & laminating, 1:1 training, classroom support.

Fall & Spring Hours
Monday-Thursday: 8:00am-10:00pm
Friday: 8:00am-5:00pm
Saturday: 10:00am-5:00pm
Sunday: 1:00pm-10:00pm

GETTING STARTED

IMPORTANT INFORMATION TO GET YOU STARTED:
Visit https://learn.winona.edu and search for:
• “Student Mobile Device Distribution Training”
  (see also: QR Code to the right)
• “WSU Student Survival Guides”
  • Student Technology Survival Guide (Mac)
  • Student Technology Survival Guide (PC)

Information regarding eWarrior Program
https://www.winona.edu/technology/students.asp
Safeware Protection Plan
https://www.winona.edu/technology/damage-protection.asp

----Important-----
Changing your StarID Password
To change your STAR ID password go to: starid.minnstate.edu.

Remember to read through the WSU Student Technology Agreement so you understand your responsibilities.

Enter the eWarrior Aspen Capital eScholarship competition this fall for a chance to win a $1,000 eWarrior scholarship. Events include 1) digital photography, 2) laptop cover skin design, 3) eFlick (video), and 4) jingle (audio). Go to https://www.winona.edu/technology/escholarship.asp for more information.
If you have not already set up OneDrive desktop sync on your PC or Mac laptop, keep reading! OneDrive desktop sync creates a local folder on your computer to which your OneDrive for Business cloud files sync to the computer. Search for "Microsoft Office 365" on our Knowledge Base Wiki, learn.winona.edu, for more.

**Office 365**

All Winona State students have Office 365 accounts. This includes 1) your email, 2) Office web, mobile, & desktop apps, and 3) 1 TB of storage space on OneDrive for Business. Login to Office 365 services with [YourStarID]@go.minnstate.edu. For more information go to http://learn.winona.edu/Microsoft_Office_365.

**NOTE**

If you have not already set up OneDrive desktop sync on your PC or Mac laptop, keep reading! OneDrive desktop sync creates a local folder on your computer to which your OneDrive for Business cloud files sync to the computer. Search for “Microsoft Office 365” on our Knowledge Base Wiki, learn.winona.edu, for more.

**Please refer to the WSU homepage (WWW.WINONA.EDU) and the Technology Knowledge Base Wiki (LEARN.WINONA.EDU) for complete information.**

**Student Technology Agreement**

**eWarrior Student Technology Agreement Reminders** - The laptop you received was assigned to you as a student of Winona State. Should you leave Winona State for any reason, you must immediately return the laptop to the Technical Support Center in Winona (Somsen 207) or Rochester (GL118). You will be responsible for lost, stolen, and damaged laptops, as stated in this agreement, https://www.winona.edu/technology/agreement.asp

**Lynda.com**

**Lynda** gives WSU users access to Lynda.com, a subscription library of over 8,000 online courses taught by industry experts covering a wide variety of software tools and skills. All students, faculty, and staff with working winona.edu or minnstate.edu addresses can create an account and access the entire course library. **Instructions to do this** are on our Knowledge Base Wiki. Search for "lynda".

**Watch for the Newsletter**

**Look for our eWarrior Newsletter in your WSU email this summer.** We will be sending you the link in the next few weeks. You can subscribe to the eWarrior Newsletter, a WordPress blog, to receive updates about what is going on in IT and any new technology information we have for you. Some of our students author articles about the technology and apps that they find useful.

**Social Network**

Follow [@e_wazoo](https://twitter.com/e_wazoo) on Snapchat, Instagram, and Twitter! eWazoo social media channels provide the latest WSU technology news, app and software suggestions, contests, prizes, giveaways, and information on technology scholarships.

**NOTE**

For **PC Users**: The HP EliteBook x360 supports facial and fingerprint recognition via **Windows Hello**!

For **Mac Users**: Learn how to setup your iCloud Keychain: https://learn.winona.edu/Icloud_Keychain

Join us on FaceBook

- https://www.facebook.com/WSU.ITS.FANS
- https://www.facebook.com/groups/WSUTechSupport
NOTE: Make sure you are connected to the WSU network before attempting to install campus software!

1. Navigate to the ‘Applications’ folder. A shortcut should be located on the right-hand side of the Dock (see photo on the right). Click on this folder.

2. Scroll down to find the ‘WSU_Additions’ folder. Click on this folder to open it.

3. Click on ‘Software Additions’.

4. Sign in with your StarID password and click ‘OK’.

5. Select the software you would like to install and click ‘Install Software’.

6. Now just follow the on-screen instructions for each application you selected. The selected software should appear in your ‘Applications’ folder when the install process has finished.
NOTE: Make sure you are connected to the WSU network before attempting to install campus software!

1. Click on the Start icon, , in the lower left corner of the screen.

2. Start typing “Install a program” and click on “Install a program from the network” from the list.

3. The available programs will appear. Choose the program that you want and click on "Install".

NOTE: If you do not see any programs, reboot your machine and try again.

4. After you click ‘Install’, you may see a window like this. Be patient, as your computer is now installing the software. You will be notified when the installation is complete!
On the lower right corner of your desktop, click on the application folder. Inside, find and click on the “WSU_Additions” folder.

Click on “PrintingAdditions” to open it.

Now you should see a list of all the printers available at WSU.

Click the checkbox of the printer you want and then click the green “Add” button. You now have that printer installed and can use it whenever you need it.

https://learn.winona.edu/Printing
Click on the **Start** icon in the lower left corner.

Click on or select “**Printers Student**” or “**Printers Faculty Staff**” from the **Getting Started** section on the Start menu (see below).

The **Find Printers** window will open (see above). Double click the printer you want to add, and it will start installing.

Note: Install printer drivers if prompted.

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**GOOD TO KNOW (PC AND MAC)**

The **Find Printers** window in PC and the **Winona State Printing Additions** window in Mac show all available network printers from which your laptop can print.

Once you have installed a printer, it will appear as an available printer in any applications from which printing is an option. The standard keyboard shortcut for printing is **ctrl + P** on a PC, and **command + P** on a Mac.

https://learn.winona.edu/Printing
WSU CONNECT APP
STAY CONNECTED

Have you Downloaded the WSU Connect App?

WSU Connect, a mobile app recently adopted by WSU, allows students to learn about and engage with, campus clubs, activities and events. The WSU Connect platform provides a single point through which students, faculty & staff can discover campus options and plan accordingly. Search for “Winona State Connect” on the App Store or in Google Play to download today!

[Images of app screenshots and download buttons]

Events
Advice & Recommendations
Calendars
Chats
Campus Map & More!
Download the WSU Connect App.

Open the app. Tap Next.

Tap Students, Faculty & Staff.

Login with your StarID credentials.

Tap Allow It to allow notifications.

Enter your phone number for verification.

Review Terms and Privacy. Tap Continue.

Follow prompts to personalize the app.
Select "Skip", and you have now successfully set up Outlook for Android!

In the Google Play Store, search for “Outlook”. Press “install” to download.

Press “Get Started”.

For Students enter your StarID@go.minnstate.edu and press “Sign In”

For Employees StarID@minnstate.edu and press “Continue”

Select "Skip"
In the app store, search for “outlook”. Press “get” to download.

Download and open the app. Press “Get Started”.

Press “notify me” to be notified when you get a new email then select “Allow”.

Enter your StarID@go.minnstate.edu and press “add account”.

To Login enter your StarID@go.minnstate.edu and StarID password. Press “Sign In”.

Click “Maybe Later”. Then, tap through the on-screen tutorial and you’re done!