

Username and password

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- For all University logins, the username is your *University* ID number in the following format:
e.g. [12345678](#)
- The password is your University network password (DoB e.g. 10Jan01 – until you **reset it!**)
- You can sign-up for self-service password reset by going to the following link:
<https://register-password.mmu.ac.uk>



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L4 IT Lab

Welcome Week 2025

Welcome

from your Programme Support
Tutors!

In this session, we will cover:

- Multi-Factor Authentication
- ManMet Wi-Fi (eduroam)
- MyMMU app
- Your timetable
- Introduction to Moodle
- Microsoft Office 365 & Adobe Express
- Microsoft OneDrive
- Setting up your email signature



Multi-Factor Authentication

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- When using your own device, or non-campus WiFi, you'll have to use Multi-Factor Authentication (MFA).
- Simplest method: install the Microsoft Authenticator App which will send you a prompt when accessing university services.
- Register [here](#); further information [here](#)



Wi-Fi around the university

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- The university Wi-Fi network is called ‘**eduroam**’
- The login username is your *University* email address
12345678@stu.mmu.ac.uk
- The password is your University network password
- Use eduroam instead of the guest Wi-Fi, it auto-authenticates many pages/systems
- Many universities use the eduroam network – you can connect at another institution by logging in with your ManMet credentials!

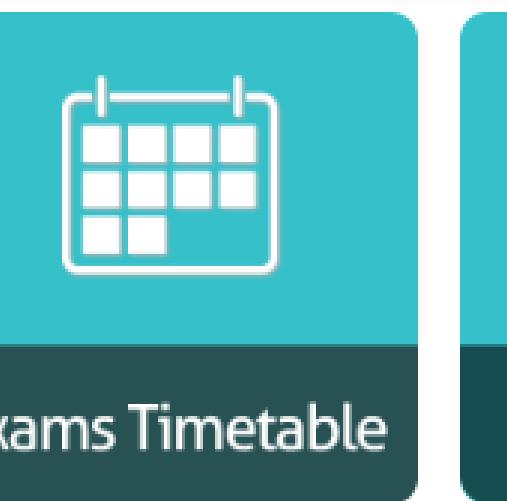
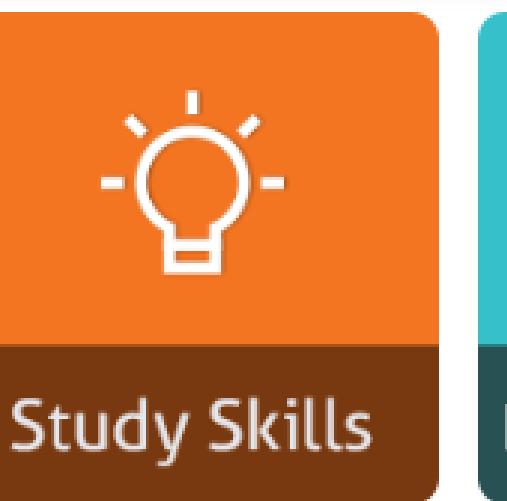
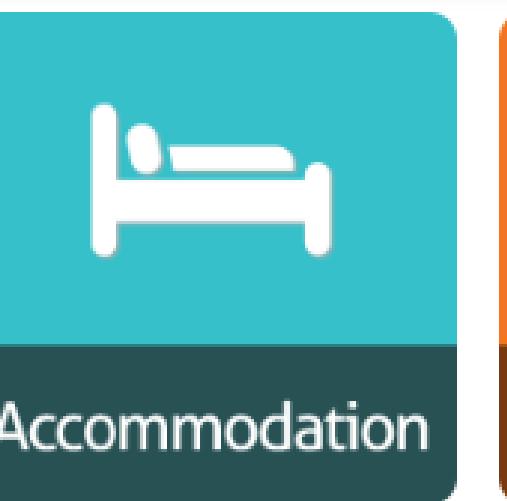
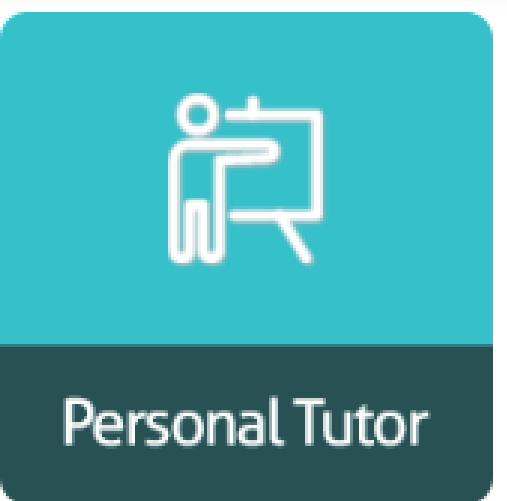
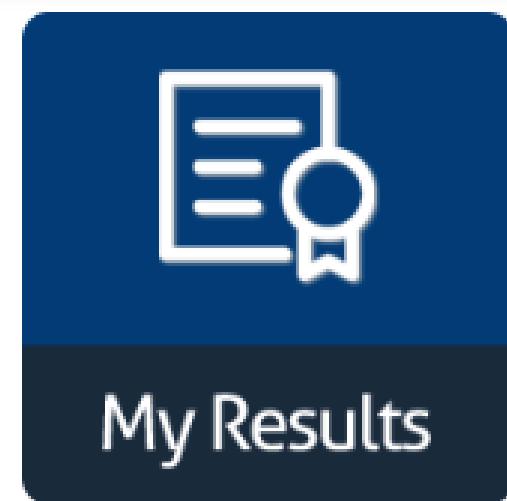
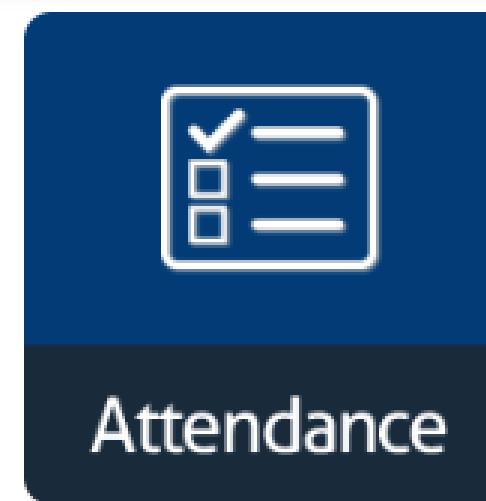
MyMMU App

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- MyMMU is the home of all the online tools provided for you by Manchester Met to enjoy a successful studying experience
- Download it now for your device at <http://bit.ly/3LxrXwl> or scan the QR code
- Or go to the page on your browser at <https://my.mmu.ac.uk>
- You can access Moodle, your timetable, student emails, Library services, and many more tools through the app!

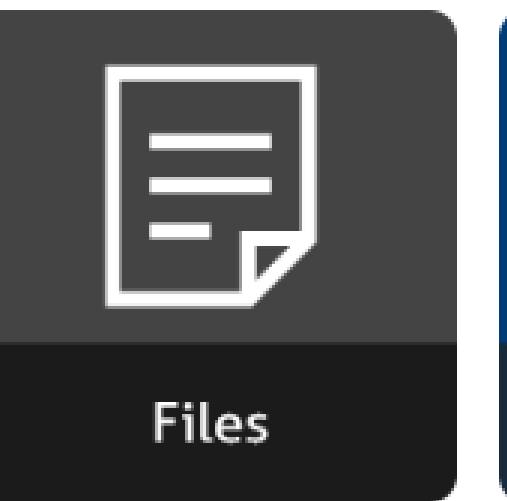
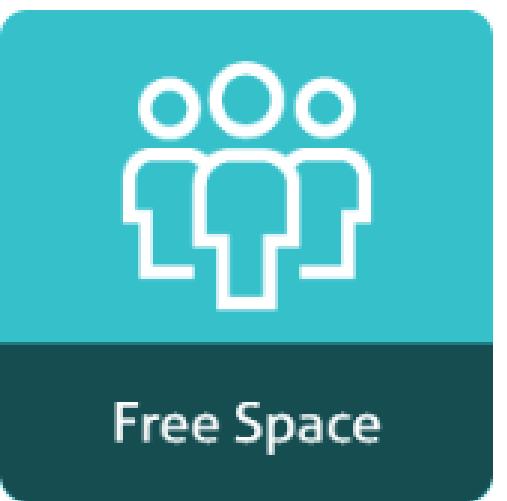
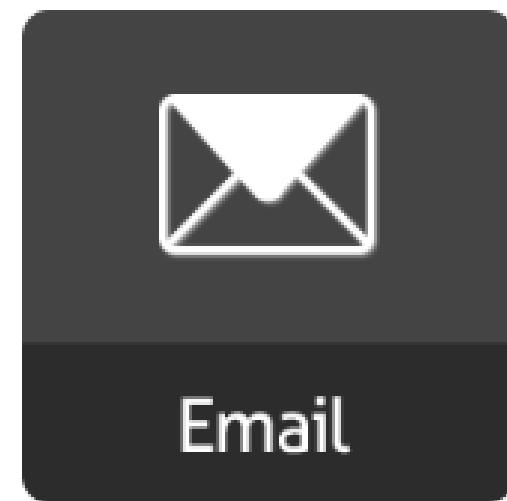
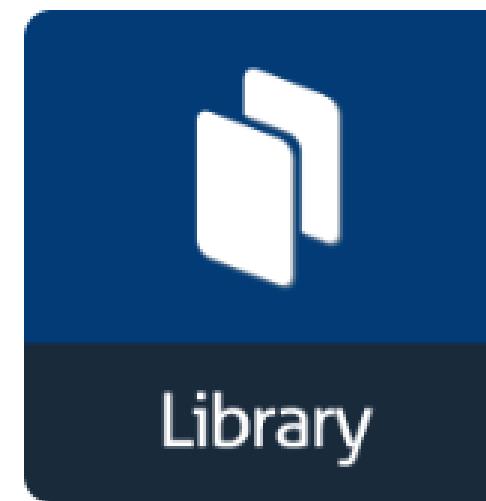
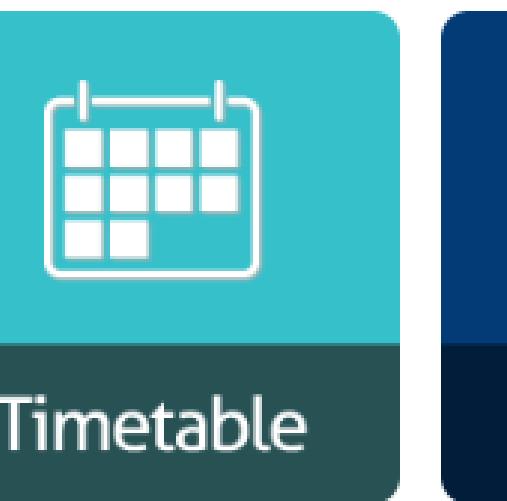
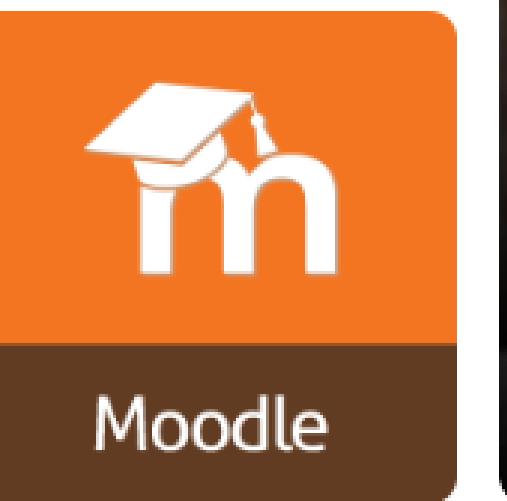
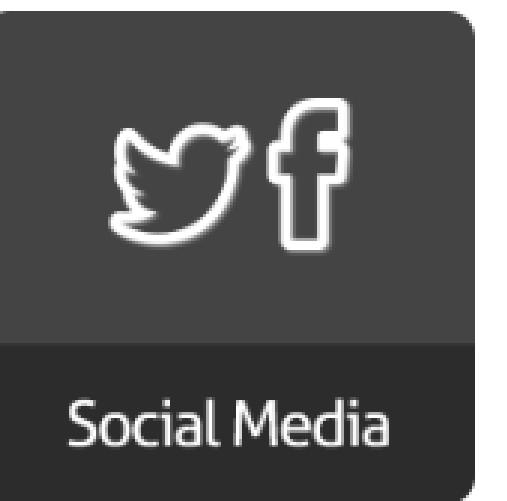
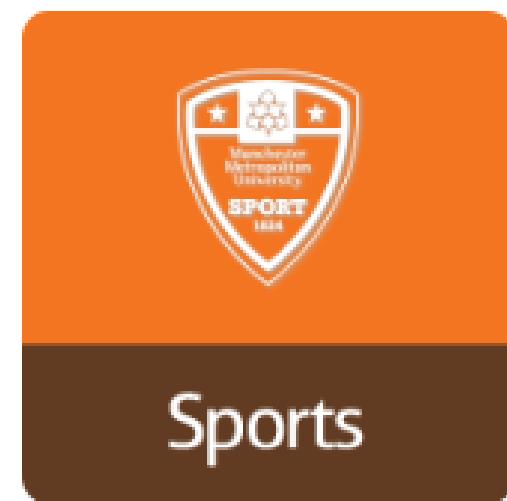
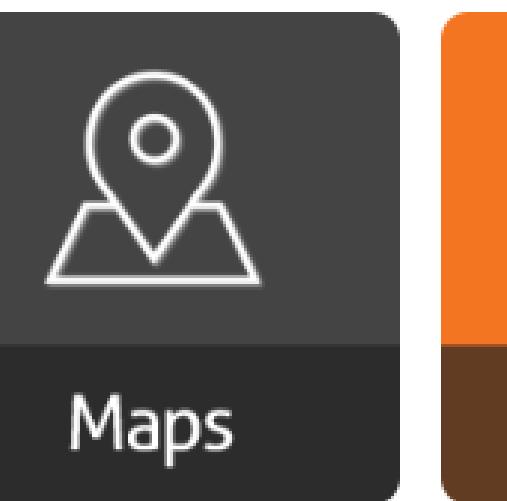
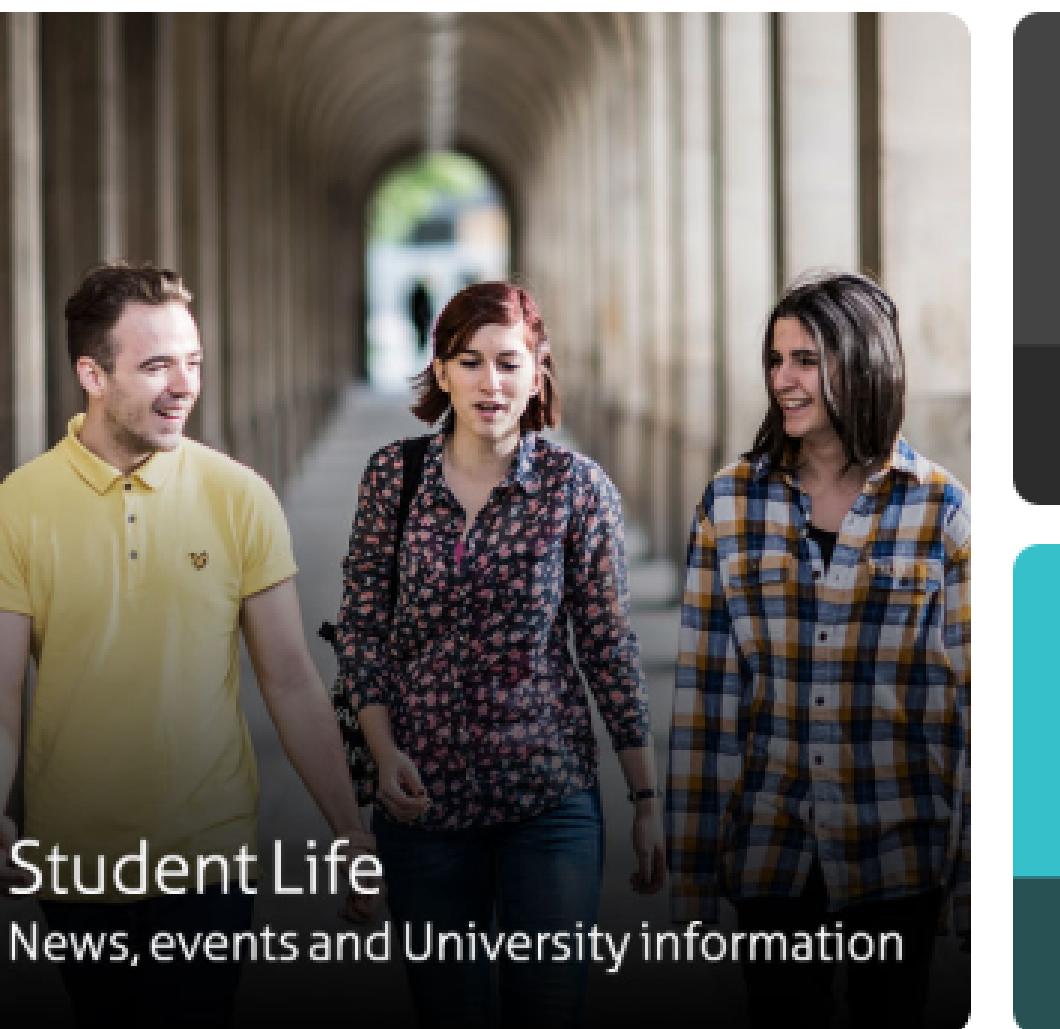
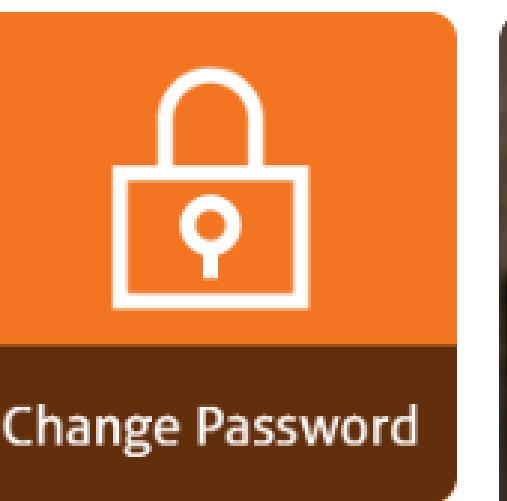
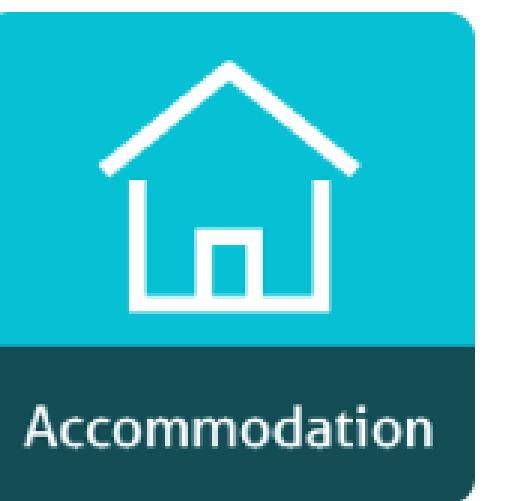
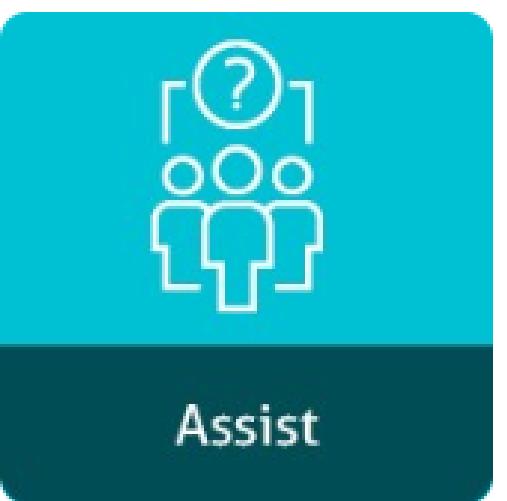


My MMU



PAL

Peer Support



Time to Explore

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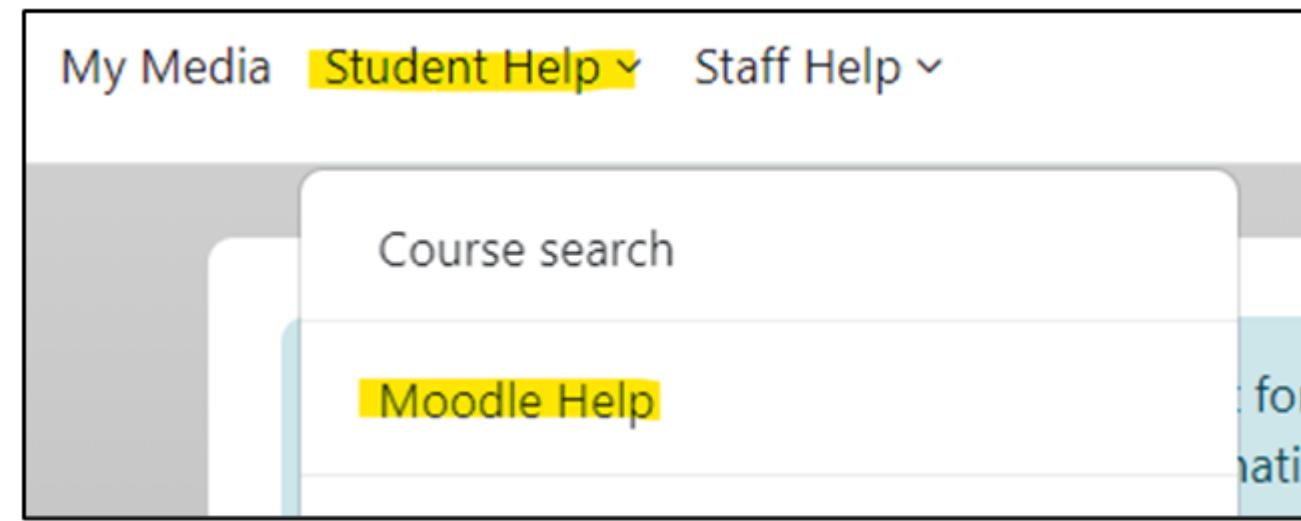
Using the MyMMU App:

- Change your password
- Find out who your Personal Tutor is
- Access your timetable
- Find out where there is some free study space

Moodle

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- The core of our **Virtual Learning Environment (VLE)**, containing tools that support learning, teaching and assessment.
- You are automatically enrolled onto relevant Moodle modules so that you can access course materials and coursework submission points.
- You may be asked to engage with Moodle through announcements, forums and interactive tasks, e.g. quizzes.
- Guidance on using [Moodle](#) is available via Student Help > Moodle Help in the top bar:



x

General Information

Announcements

Announcements

Research-Informed Teaching

Lecture capture

1CWK100 - 1 Report 10... 

1CWK100 - 1 Report 100% (...)

Module Information

DMC1 Assessment: Indivi...

Reassessment Information...

Week 1

Week 1, Lecture 1 Resources

Week 1, Tutorial 1

Self-directed study

Week 2

Tutorial 2 Folder

Tutor contact details

To keep up to date with important news and information relating to your studies and other events and activities available to you as a student at MMU please ensure that you:

- Check your MMU email and Teams messages on a regular basis.
- Respond to your tutors and/or supervisor in a timely manner.

Contact details for the tutors on this module are shown below. As a reminder, MMU policy is to respond to your queries in a maximum 72-hour turnaround time (excluding weekends and periods of leave highlighted in out of office replies). Please don't leave anything to the last minute.



Module Leader

Name: Vera Baker-Bradbury

Email: V.Baker-Bradbury@mmu.ac.uk

Example of module leader information in Moodle

Activity

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Identify one of your modules on Moodle and find out the following:

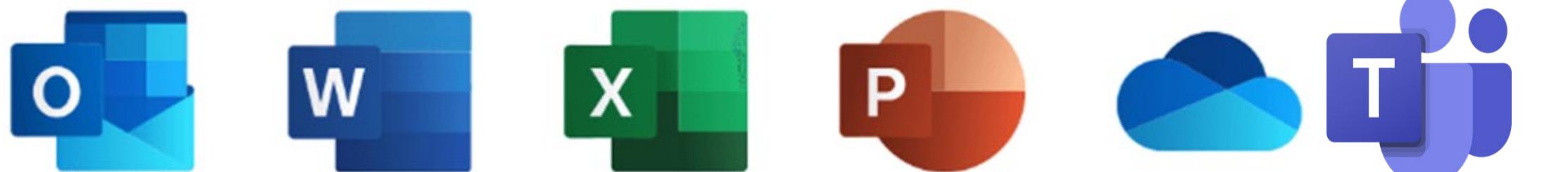
Who is the **module leader**?

What is the **assessment deadline** for this module?

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Microsoft Office 365 & Adobe Express

- All students at Manchester Met have access to the Office 365 suite of applications: Word, Excel, PowerPoint, OneNote, and more
- You can access the web versions, or download Office applications onto your personal device to use throughout the duration of your course.
- You can also access Adobe Express via the MyMMU App.
- For links to downloads and a full list of the software available, scan the QR code or go to <http://bit.ly/mmu365>



Microsoft OneDrive

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- OneDrive is free for all students at Manchester Met. OneDrive provides a large file storage area that you can access from any device via your web browser or a downloadable app.
- Go to <https://office365.mmu.ac.uk/>
- You can find links to downloads for OneDrive for all your personal devices at <http://bit.ly/mmuOneDrive> or scan the QR code
- OneDrive is the recommended storage solution for your university work



Email etiquette

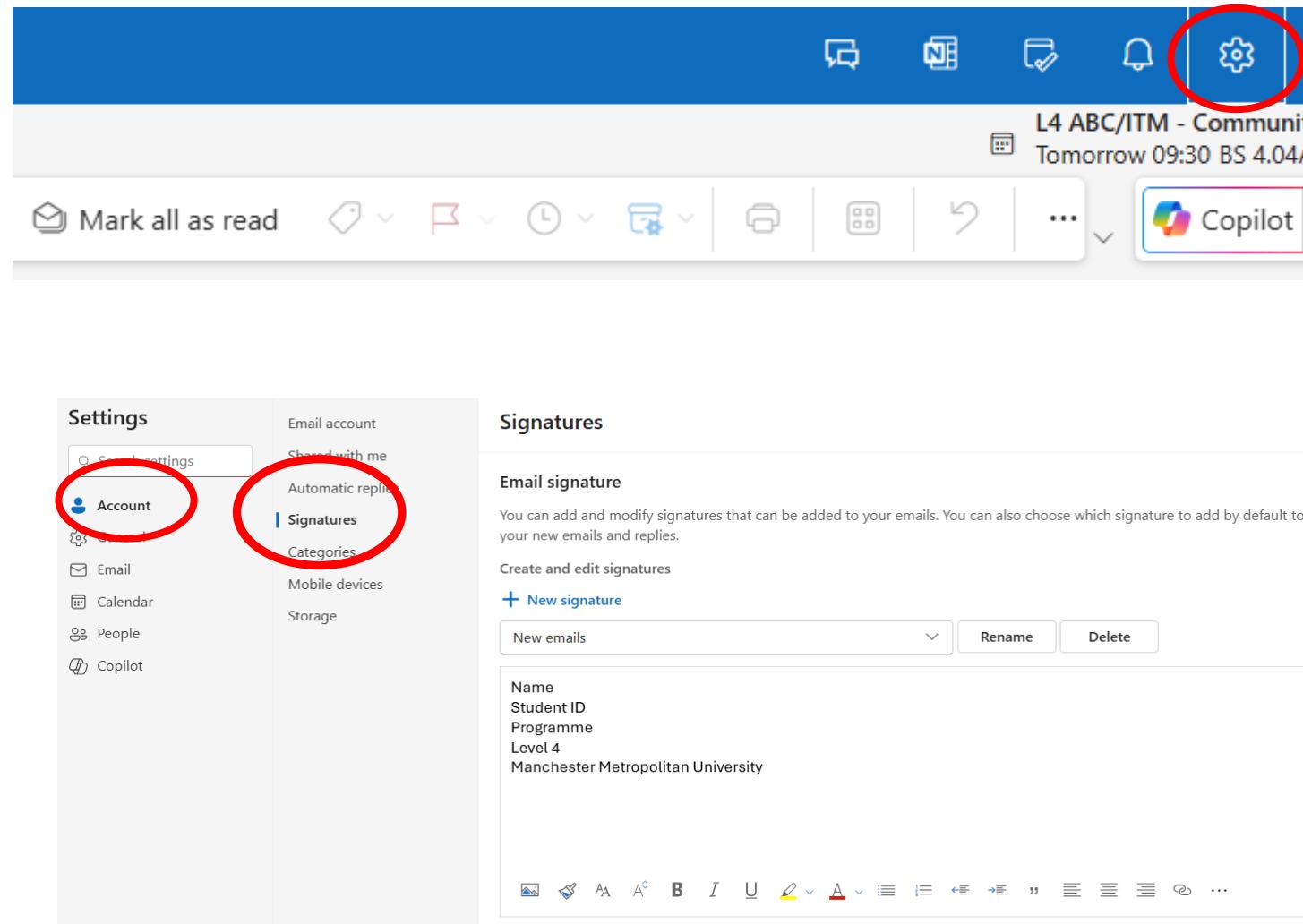
Some things to note when communicating with staff/students via email:

- Emails don't need to be overly formal, but should include appropriate salutations, full sentences, polite language, etc.
- Include your signature – with your name, student ID, programme
- Allow 72 hours to receive a response – academic staff will usually send an automated out-of-office response if they are away from the university. These will usually contain the details of an alternative contact for urgent matters.
- If you're unsure who to contact, speak to an adviser in the Student Hub.

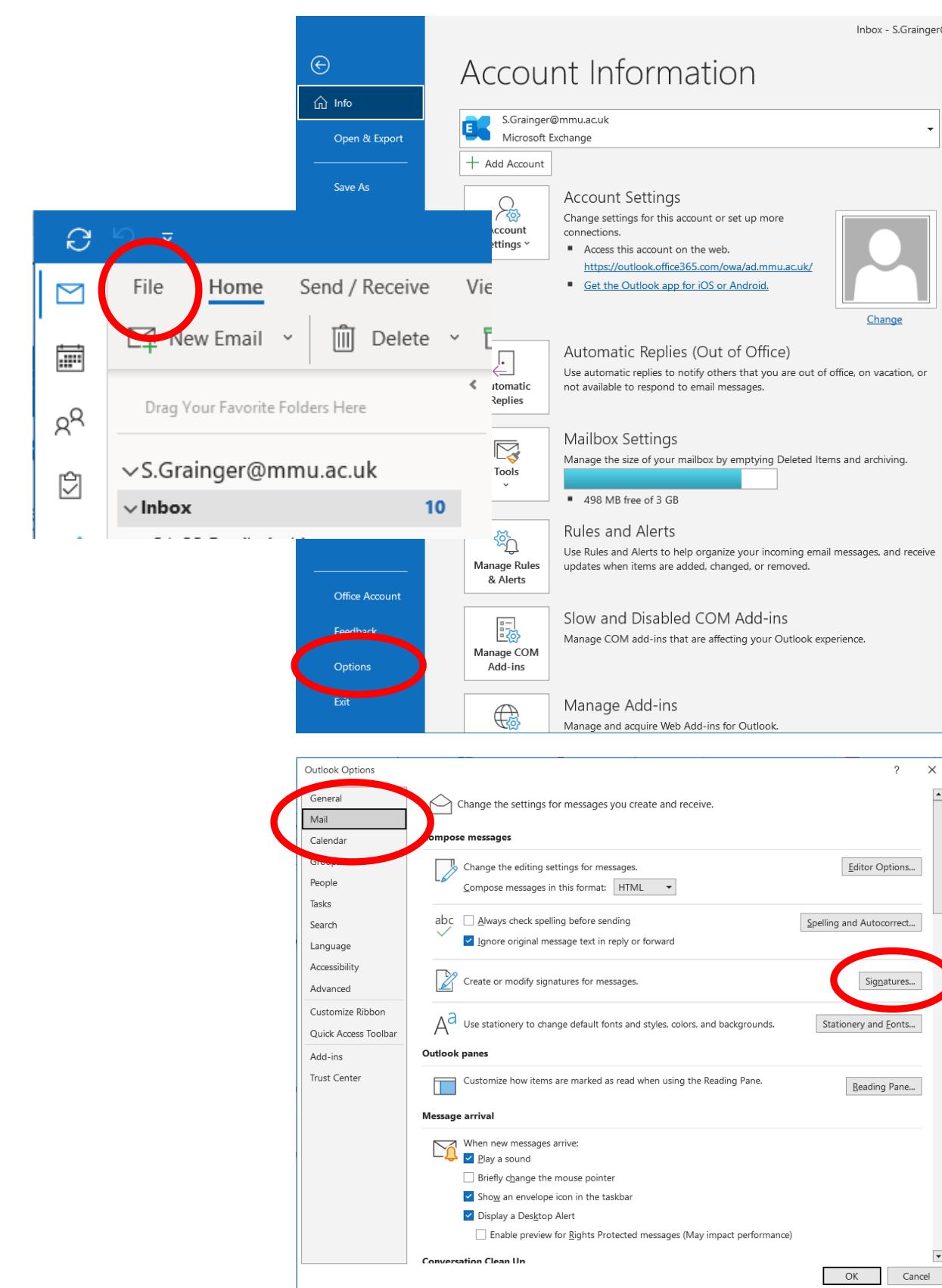
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Set up an email signature

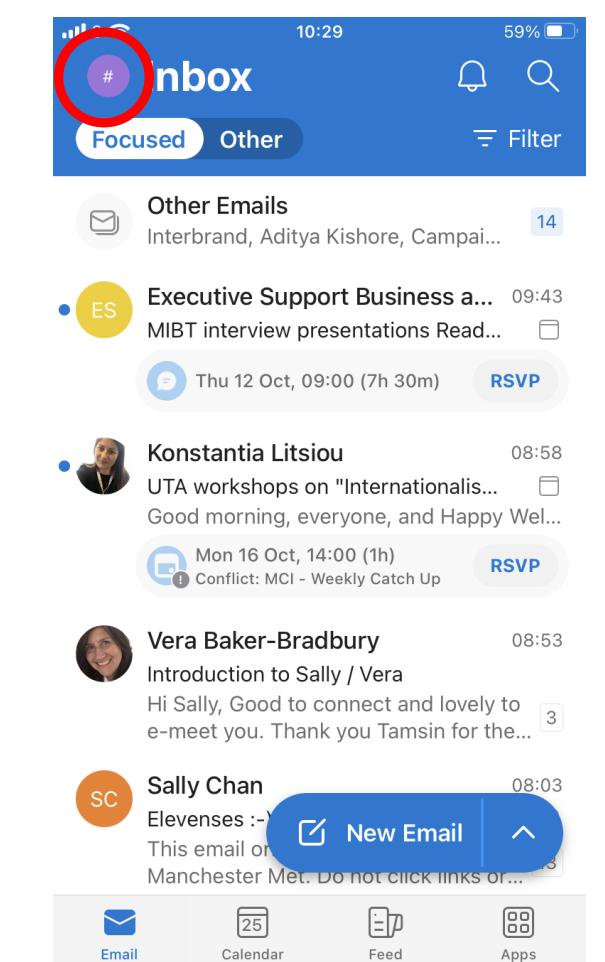
Go to MyMMU, click on Email, then find Signatures dialog box...



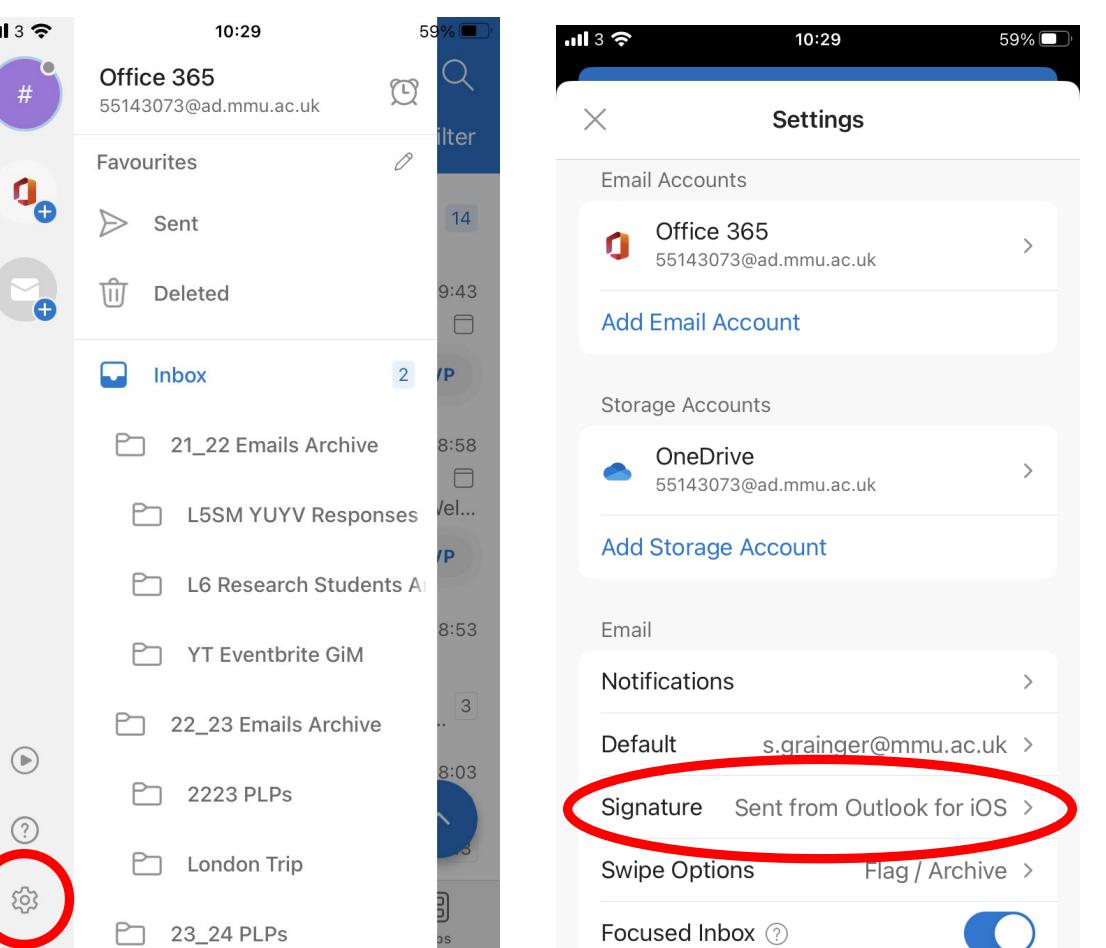
Web browser



Desktop App



Mobile App



Set up an email footer

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Click on 'New Signature'

Create a signature for your emails that includes:

- Your Full Name
- Your Student ID
- The Programme you are studying
- Our University (Manchester Metropolitan University)
- Send an email to MiBTProgrammeSupport@mmu.ac.uk

Thank you!

If you have any questions following this session,
please reach out to the Programme Support team
on MIBTProgrammeSupport@mmu.ac.uk