

Username and password



- 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>

**THIS IS
MCR
MET**

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



- 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



- 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



- 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



Attendance



My Results



Personal Tutor

**Student
Hub**

Ask a question



Accommodation



Study Skills



Exams Timetable



Address Update

P A L

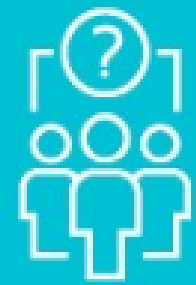
Peer Support



Jobs



Letter Requests



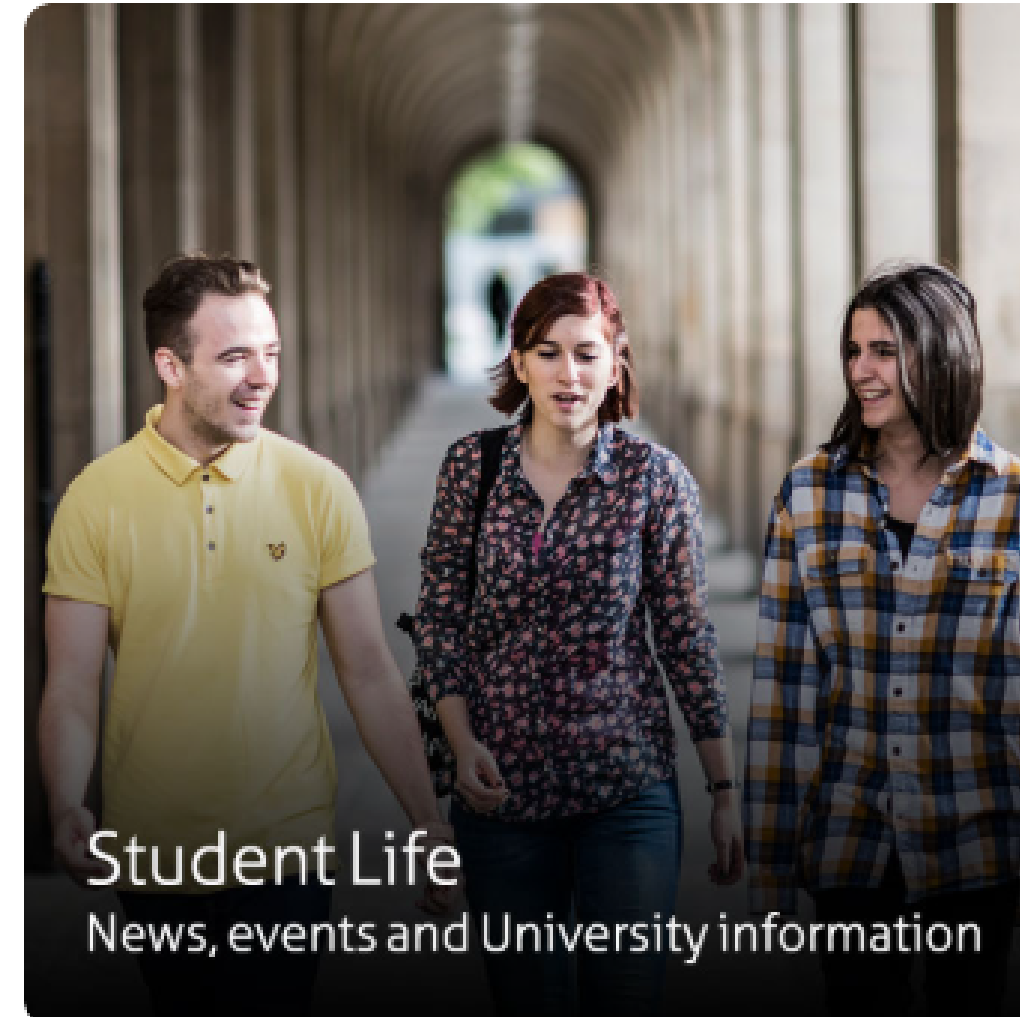
Assist



Accommodation



Change Password



Student Life
News, events and University information



Maps



Wellbeing



Coursework



Sports



Union



Social Media



Moodle



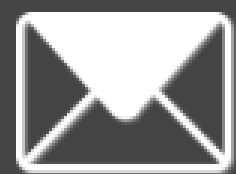
Timetable



SkillsForge



Library



Email



Free Space



Careers



Files



IT Support



Finance



Adobe Express

Time to Explore



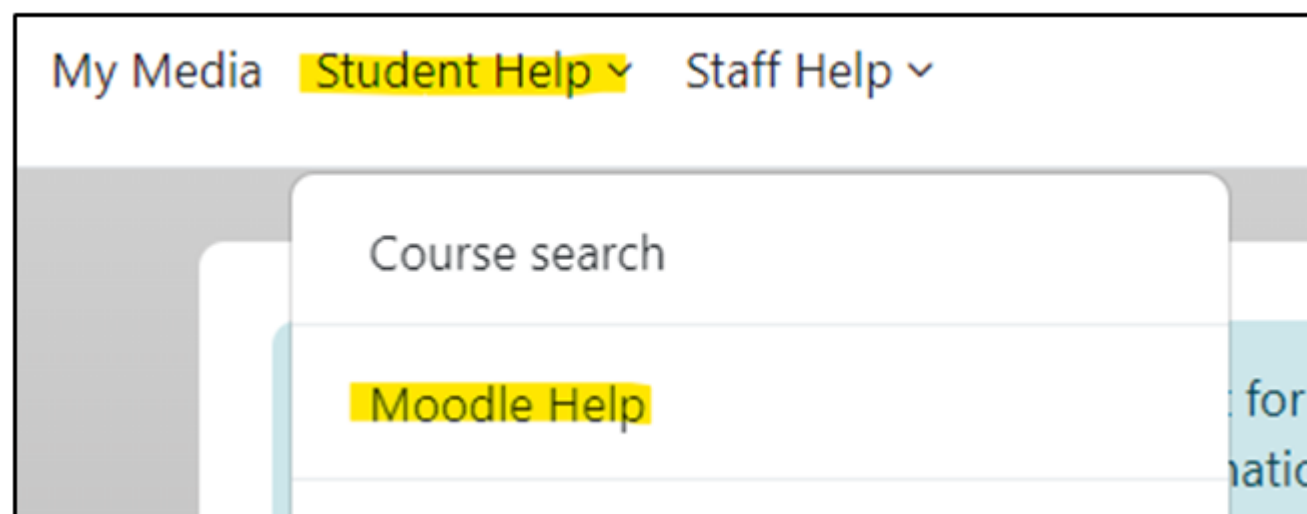
Using the MyMMU App:

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

Moodle

THIS IS
MCR
MET

- 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:





×

General Information

Announcements

Announcements

Research-Informed Teaching

Lecture capture

1CWK100 - 1 Report 10...

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

Module Information

DMC1 Assessment: Indivi...

Reassessment Informatio...

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



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?

Microsoft Office 365 & Adobe Express

THIS IS
MCR
MET

- 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



- 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



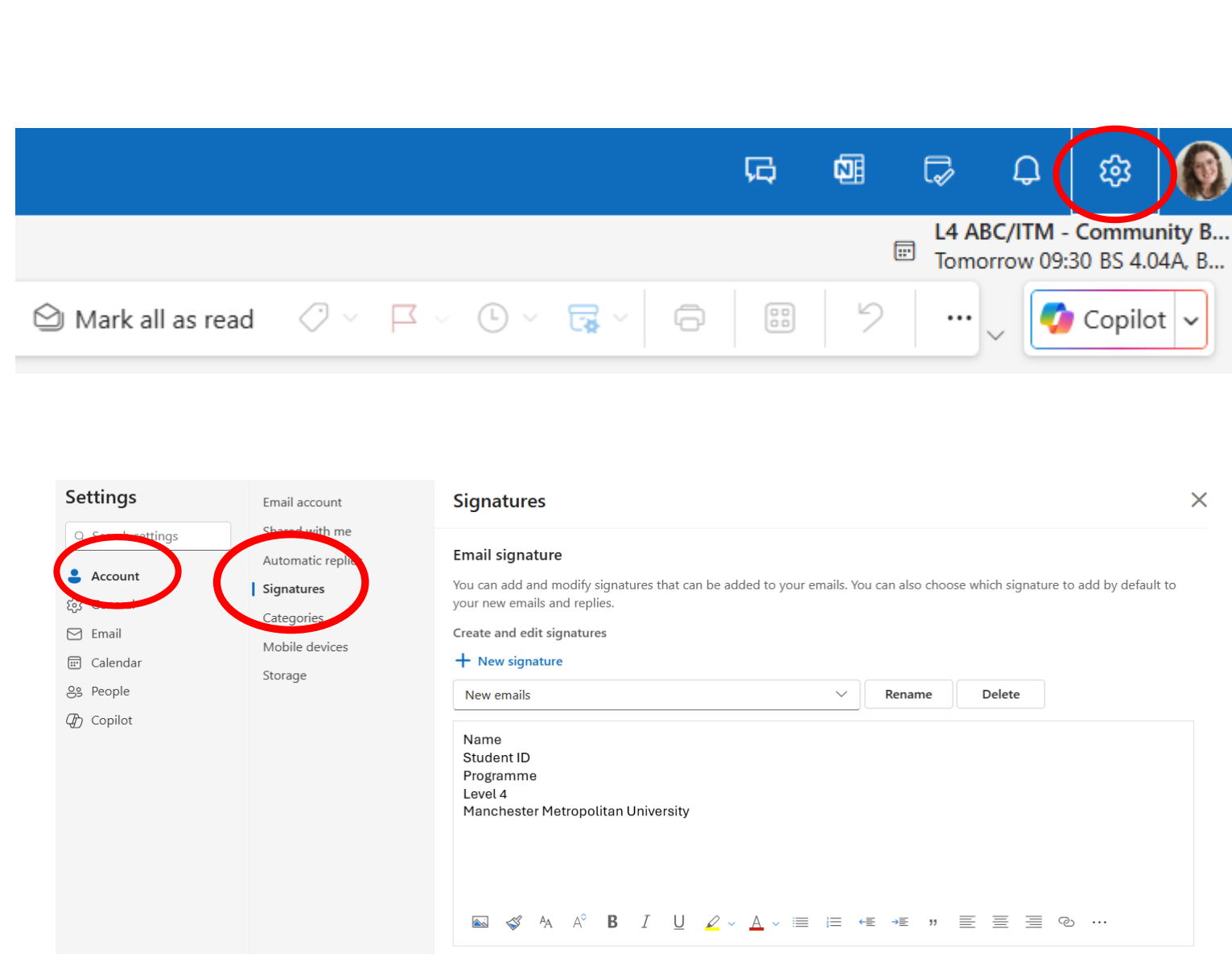
Some things to note when communicating with staff/students via email:

- 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.

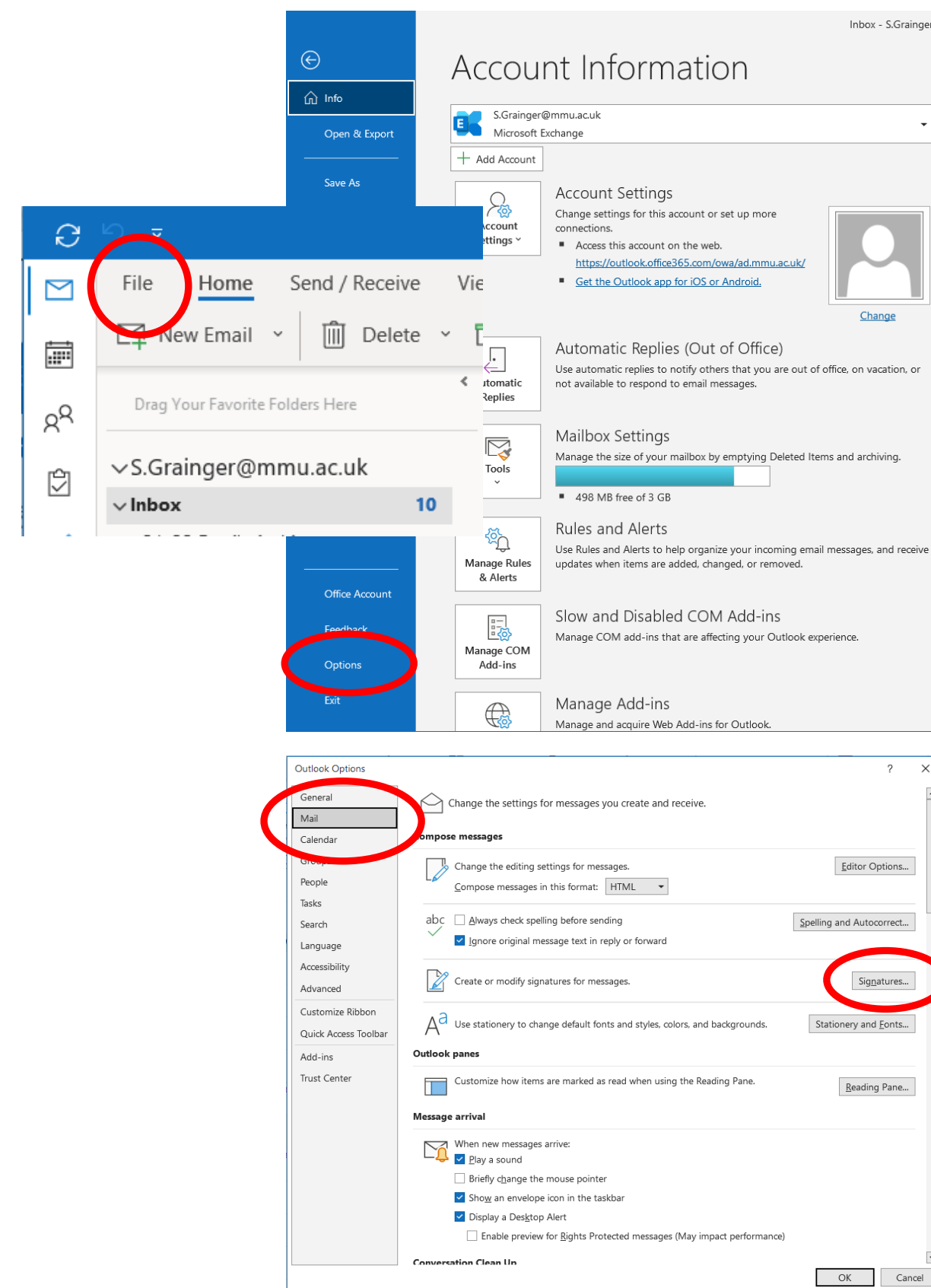
Set up an email signature

THIS IS
MCR
MET

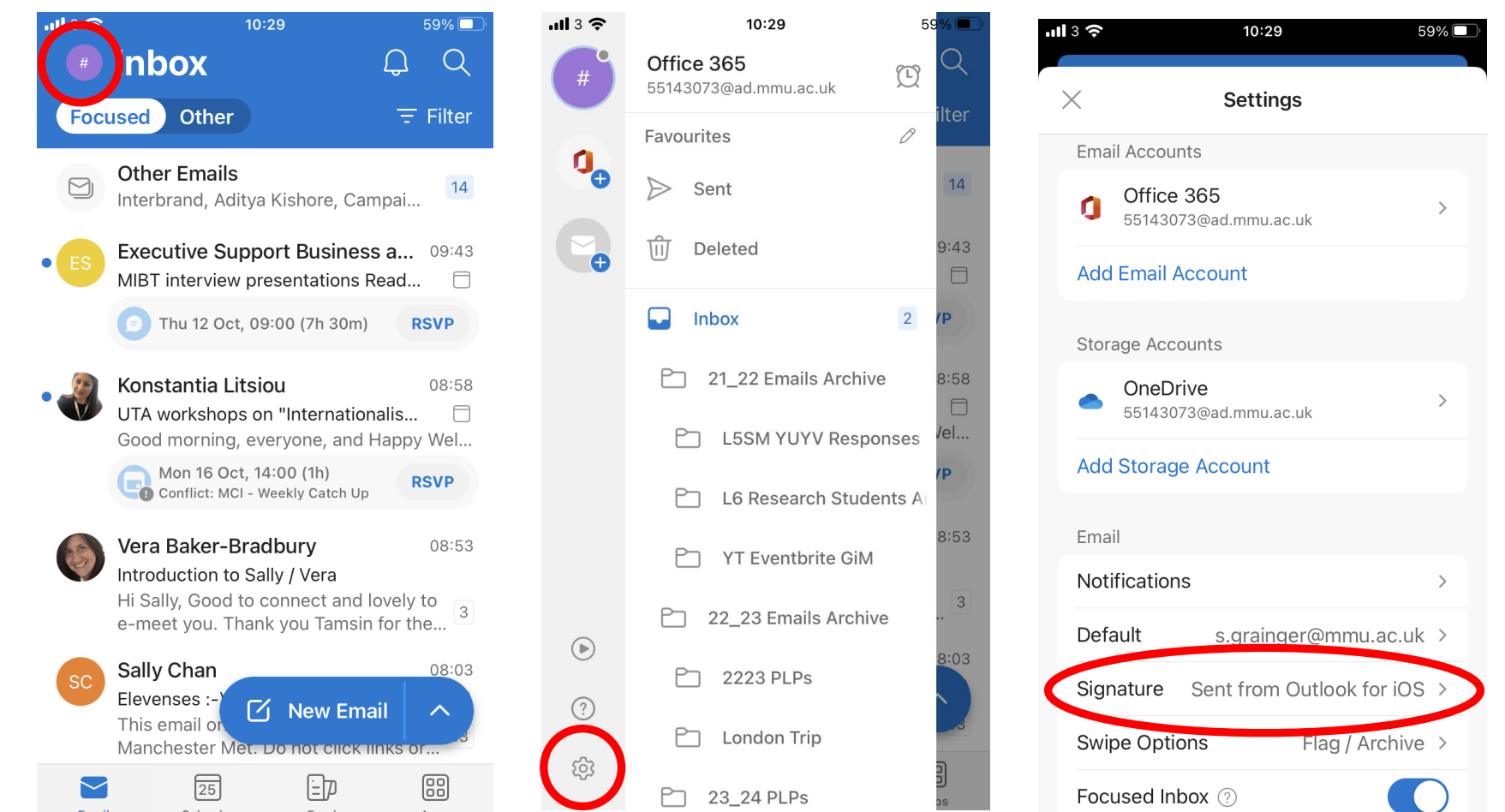
Go to MyMMU, click on Email, then find Signatures dialog box...



Web browser



Desktop App



Mobile App

Set up an email footer



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