

# A Basic Guide for the Novice User of Campus Computers and Online Resources at UM-St. Louis

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## Important Contact Information:

The Technology Support Center: on the web at <http://www.umsl.edu/technology/tsc/>, in Lucas Hall 211, or by telephone at 314-516-6034 (press 4 to speak to a human being). The staff at the Technology Support Center can help you with a variety of problems, questions, and concerns including; Gateway ID and password problems, dial-up Internet access, and email.

**If you have a computer and modem at home you can obtain instructions from the Technology Support Center that will allow you to connect to the Internet from home via UM-St. Louis Dial-up services. If you have your own private Internet Service Provider (dial-up or broadband), you can access UM-St. Louis resources and services via that online connection. In any case, whether you have your own computer, or you use one of the computers available on campus--simply follow the instructions below to access online resources at UM-St. Louis.**

## Your Gateway ID and Password

Your **Gateway ID** and password provide you with access to all online services at UM-St. Louis including the campus My Gateway online course system, campus email, and many other services.

To find your **Gateway ID** and password:

1. Visit <http://gatewayid.umsl.edu> and click "Search for ID", or from the My Gateway login page (<http://mygateway.umsl.edu>) click on the "Gateway ID Search" button.
3. Type in your student number and your Social Security Number and click on "Search"
4. The next page will show your Gateway login ID. It also informs you that your default password is a string of eight characters comprised of **yyddssss** where **yy** are the last two digits of the year you were born, **dd** is the day (01-31) of the month on which you were born, and **ssss** is the last block of four digits from your federal ID number (SSN)

If you have previously accessed your My Gateway account and have changed your password, use the new password that you specified for this account.

If you have used dial in access from home and have changed your password, you must use the new password that you specified.

## Using My Gateway

The My Gateway (<http://mygateway.umsl.edu>) online course management system was introduced here at UM-St. Louis at the beginning of fall semester 2000. My Gateway provides all students and faculty with access to course materials, and a variety of programs that enable classroom communication and interaction using virtually any computer with a current web browser (such as Netscape or IE 4.0 or higher), and an Internet connection.

To login to My Gateway:

1. Go to the web page <http://mygateway.umsl.edu>.
2. Click on the "Login" button.
3. Type in your login ID (Gateway ID) and password.

4. After logging on to the My Gateway system you will be brought to your "My Gateway" page. From this page you can access most of the features of the My Gateway system, and all of your classes at UM-St. Louis, as well as a variety of other campus based resources. Features of the My Gateway page include:
  - Class Announcements, Calendar events, and Task lists are available here, as well as a list of the courses you are taking, and campus organizations you have joined.
  - The "Tools" area will allow you to: check your grades and class announcements; make personal calendar, task list, and address book entries; search for other users; and send course-based email.
  - You will also find links on your My Gateway main page that allow you to access your campus email account, and to check your official grades at the end of each semester.
5. Your "My Gateway" page also contains tabs that allow you to access information on various campus organizations (Organizations tab), and access other online campus services (Services tab). Additionally, you can add various content elements to you're my Gateway page by clicking on the "Content" button found near the upper right-hand side of the page.
6. Under the heading "My Courses," on the "My Gateway" page, click on a class name, and you will access the class My Gateway site. The first page displayed is typically "Announcements." Here you will see all class related announcements, including the availability of online progress evaluations, and other class related news. The buttons on the left-hand side of the screen give you access to a variety of tools and documents that your instructor has created for your class. The areas available, and some of the items you **may** find, include:
  - Course Information: Syllabus, grading policies, etc.
  - Course Documents: Lecture Notes, virtual handouts, and study guides.
  - Staff Information: Contact information for your course instructor and teaching assistants.
  - Assignments: Reading assignments, essays, projects, and quizzes.
  - External Links: A variety of class related www sites.
  - Tools: "Student Drop Box" for submitting written work (please contact your instructor for the proper format of submitted files), "Check Your Grade" gives your access to your current class grades (progress evaluation scores are automatically entered), your class calendar, a class-based personal web page editing utility—you can create a personal web page that the rest of the class can access through the class roster in the Communications area, a student manual that will tell you more about the My Gateway system; and an "Electronic Blackboard" where you can create and store class related notes.
  - Communication: Class email sending utility, access to student web pages (via the Class Roster), the class discussion board for online discussion (there may also be a button that takes you directly to the Discussion Board), Group Pages (your instructor may create online workgroups, and the virtual classroom program for synchronous online discussions and presentations.
  - There are other buttons available for use—instructors may use different buttons and areas to organize their course material. **Always check with your instructor to find out about the use of online course material in a specific class.**

## Campus Email

Beginning Winter Semester 2002, UM–St. Louis is providing **ALL** students with a new student e-mail system. All student e-mail address will be [yourgatewayid@studentmail.umsl.edu](mailto:yourgatewayid@studentmail.umsl.edu). Replace "yourgatewayid" with your personal Gateway ID. Your Gateway ID can be found at <http://gatewayid.umsl.edu> (see instructions above). UM–St. Louis is implementing the new student e-mail system in order to maintain effective communication with students. All students will be responsible for checking this e-mail account for university correspondences.

### Checking Studentmail.umsl.edu:

1. Open any web browser from any computer connected to the Internet. (There is also a link from you're my Gateway main page that will take you directly to the web-based interface for your student email account).
2. In the address/location field type: <http://studentmail.umsl.edu>
3. Enter your Gateway ID in the Gateway ID field
4. Enter your Password in the Password field.
5. Select your language of choice.
6. Click Login. This will take you to your Inbox.
7. To read a message, simply click on the senders name under the "From" field.
8. At this point you can "delete", "reply", "forward" or "save" the message or return to you Inbox simply by clicking the links above the message you have opened.
9. To compose a new e-mail message, to send to others, click "compose" in the red bar on the left hand side of the page.
10. You will also find buttons that allow you to create folders to sort and save messages, and a "move/copy" function that allows you to put messages in whatever folders you choose.
11. To logout, click "Logout" in the red bar on the left hand side of the page.

### Please note:

1. Students are responsible for checking their Studentmail e-mail account for important university correspondences. All e-mail sent through My Gateway will be sent to Studentmail accounts.
2. Forwarding of Studentmail e-mail accounts will only be allowed through a special request application available in the student computer labs.
3. Studentmail e-mail accounts are 10 megabytes in size. Once your mailbox is full you will no longer be able to send or receive e-mail messages. You will receive notification when you are approaching your mailbox capacity.
4. Admiral UNIX accounts are not affected by the conversion to the studentmail server. Admiral e-mail accounts will still exist, however are no longer supported by the Technology Support Center. Existing student mail files will remain on Admiral (See below)
5. Also note that ALL students will only be using gatewayid accounts/passwords on the studentmail server. Email sent to an address in the format:  
s999999@studentmail.umsl.edu will be delivered to their gatewayid account (i.e. legacy accounts will be aliased to the corresponding gatewayid account).

### Admiral and Student Web Pages (the UNIX system)

Students also have access to a Unix account on the Admiral server. Students can use this account to create web pages, store/access files, and other things. Unix shell accounts will be automatically created for all new students.

Students can send/receive mail through admiral, **but it will be unsupported**. The old webmail interface will remain on admiral (<http://admiral.umsl.edu>), for WS 2002, at least.

All new students will have Unix accounts created in gatewayid account/password format. However returning students who already have legacy accounts (ie. s9999999 style) will continue to use those accounts. A rough guideline is that if the student has an old style account and was enrolled in a class at the university within the last year, then they will continue to use that existing account.

Contact the Technology Support Center, or a Campus Computing Lab assistant for more information about setting up a personal web page using your Admiral account, or using the new file access service, SAMBA, on Unix.

## Campus Computing Labs

<http://www.umsl.edu/~iclabs/>

- The new Library Research Commons has opened in the main floor of the TJ Library. With Ample workspace, new Pentium III 700mhz machines, color printing and scanning, it's not to be missed!  
103 SSB is our main location on north campus. The lab is located on the first floor of the Social Sciences building. If you enter the Social Sciences building from the doors on the south end of the building, take the stairs on your left down one floor. Turn left after exiting the stairwell, and you will see a blue sign hanging over the door of the lab.
- 452/455 SSB is the newest computing lab. It is located on the fourth floor of SSB. It is especially designed for use by students in the social sciences. All machines are Windows NT/95. Hours for this lab are 9-9 Monday through Friday, Closed Saturday, 9-1 Sunday.
- 234 Thomas Jefferson Library gives you access to the campus computer systems from within the Library. The lab is located on the second floor of TJL. To reach the lab from the third floor entrance, proceed past the circulation desk, and library catalog stations. Take the stairs on your left down to the second floor and take an immediate right turn, you should see a sign directing you to the lab.
- 200 South Campus Computer Building is the only Student Computing Lab on South Campus. The lab is located on the second floor of the South Campus Computer Building, just south of Marillac and the South Campus Classrooms. 232 Benton Hall is home to the McDonnell Douglas Foundation Engineering Computing Laboratory. The Lab contains several high-end CAD workstations used by UMSL and Washington University Engineering Students. Benton 232 is located at the western end of Benton Hall, on the Second Floor. The Macintoshes in this lab are equipped with CD-ROM drives, you may checkout the CD-ROM caddy (free of charge) from the consultant.
- 419 Clark Hall is the Multi-Media Student Resource Center. It was opened in fall of 1995, making it the newest lab on UM -St Louis. This lab has Power PC Macintosh computers prepared for multi-media use. Foreign Language Resource Center is located within the computer lab.
- The College of Education also supports the E. Desmond Lee Technology and Learning Center in Marillac Hall. It has many computer workstations and is open to any student here at UMSL.

### Hours of Operation

Check with the lab personnel for up to date information on hours, and scheduled closings.  
<http://www.umsl.edu/~iclabs/labs/hours/labhours.htm>

### Accessing Studentmail using other programs

UM – St. Louis recommends checking your Studentmail e-mail account through the World Wide Web at: <http://studentmail.umsl.edu>. The university provides these instructions for informational purposes only. **The university is not responsible for e-mail lost or not received due to checking e-mail through Outlook Express or Eudora.** The university recommends checking your Studentmail e-mail account through the World Wide Web at: <http://studentmail.umsl.edu>. If you wish to configure another

email program to access your studentmail account from home, follow the instructions below.

**Configuring Eudora for use with the Studentmail server:**

1. To obtain the latest version of Eudora visit: <http://www.eudora.com/>.
2. Open Eudora.
3. Click Tools, click Options, click Getting Started on the left side of the pop-up box.
4. Enter whatever you want in the Real Name field.
5. Enter yourgatewayid@studnetmail.umsl.edu in the Return Address field. Replace "yourgatewayid" with your Gateway ID.
6. The Incoming mail server is studentmail.umsl.edu.
7. Enter your Gateway ID in the Login Name field.
8. The Outgoing mail server is studentmail.umsl.edu. Enter this server only if you dial into UM – St. Louis for internet service. If you use a provider other than UM – St. Louis for internet access, you will need to contact them and obtain their Outgoing mail server.
9. Be sure to check Allow Authentication
10. Click Incoming Mail on the left side. You may select either POP or IMAP (see notes below). If you select POP, you may check the box Leave mail on server. This will leave a copy of your e-mail messages on the Studentmail server.
11. Click Ok at the bottom of the configuration box.
12. You have successfully configured Eudora to check your Studentmail.
13. To check for e-mail, click File, click Check Mail.

**Configuring Outlook Express for use with the Studentmail server:**

1. To obtain the latest version of Outlook express visit: <http://windowsupdate.microsoft.com>.
2. Open Outlook Express
3. Click Tools, click Accounts, click the Mail tab, click Add, click Mail.
4. Enter a Display name; this can be what ever you choose. Click Next.
5. Select "I already have an e-mail address that I'd Like to use", enter [yourgatewayid@studentmail.umsl.edu](mailto:yourgatewayid@studentmail.umsl.edu), example: [abc123@studentmail.umsl.edu](mailto:abc123@studentmail.umsl.edu). Click Next.
6. You can select either POP3 or IMAP.
7. The Incoming mail server is studentmail.umsl.edu
8. The Outgoing mail server is studentmail.umsl.edu. Enter this server only if you dial into UM – St. Louis for internet service. If you use a provider other than UM – St. Louis for internet access, you will need to contact them and obtain their Outgoing mail server.
9. Click Next. Enter your Gateway ID in the account name field.
10. You can enter your password in the password field and have Outlook Express remember your password, however the Instructional Technology Services does not recommend this.
11. Click Next, click Finish, click close.
12. You have how setup Outlook Express to act as a POP3 or IMAP client for Studentmail.
13. To check your mail click Tools, click Send and Receive, click Send and receive all.

Please note:

1. A POP3 client (like Eudora or Outlook Express) will download all of your mail to the computer on which you have configured the POP3 client. Your e-mail will no longer be available on the server or via the web based e-mail client.
2. An IMAP client will leave the e-mail on the server, however it downloads a copy of all your e-mail to your computer every time you connect and returns it when you disconnect. If you delete an e-mail item it will be deleted off the server and no longer available. The more mail you retain in your mailbox the longer it will take to retrieve your e-mail each time you connect.

Please note, the preferred method for checking your Studentmail e-mail account through the World Wide Web at: <http://studentmail.umsl.edu>.

Need further assistance? Contact:

The Technology Support Center: on the web at <http://www.umsl.edu/technology/tsc/>, in Lucas Hall 211, or by telephone at 314-516-6034 (press 4 to speak to a human being). The staff at the Technology Support Center can help you with a variety of problems, questions, and concerns including; Gateway ID and password problems, dial-up Internet access, and email.