



## Black Hills State University Quick Reference Guide

### 1. Network Accounts

- a. Network Access Application Form must be completed and submitted to Technical Support Services. The form is available on the TSS web site under downloads.
- b. Review the SD Board of Regents Information Technology Appropriate Use Policy. The policy is available on the TSS website and in printed form from our office.
- c. Password security
  - i. How to change password: press Ctrl + Alt + Del and select Change password, or browse to <https://iis.bhsu.edu/iisadmpwd/>, or through OWA/Options.
  - ii. Length requirements- minimum 8 alphanumeric characters.
  - iii. Do not share your username and password with anyone.

### 2. How to check your email:

- a. If you have a computer on campus, it will be configured for you. You will have an Outlook shortcut on the desktop. You will be able to double-click that shortcut and read your email. Some features differ between OWA and the full Outlook client, but should be similar enough to go between the two without difficulty.
- b. Check your email from anywhere, anytime using BHSU's Outlook Web Access (OWA).
  - i. Access from BHSU Home Page or <https://mail.bhsu.edu>.
  - ii. Login procedures (username@bhsu.edu or username@st.bhsu.edu)
  - iii. Everything you do here (i.e. Calendar, Contacts, etc will be available on your office computer through the full Outlook Client.

### 3. PureMessage: Email Scanning for Spam and Virus

- a. Login with email address and regular password.
- b. Daily Digest
  - i. Click on message ID and click Send to release specific message.
  - ii. Can only be done through Outlook (not over the web)
- c. End-User Web Interface. Manage quarantine and release messages from the Internet.
- d. Instruction documentation on TSS website and Outlook Public Folders.