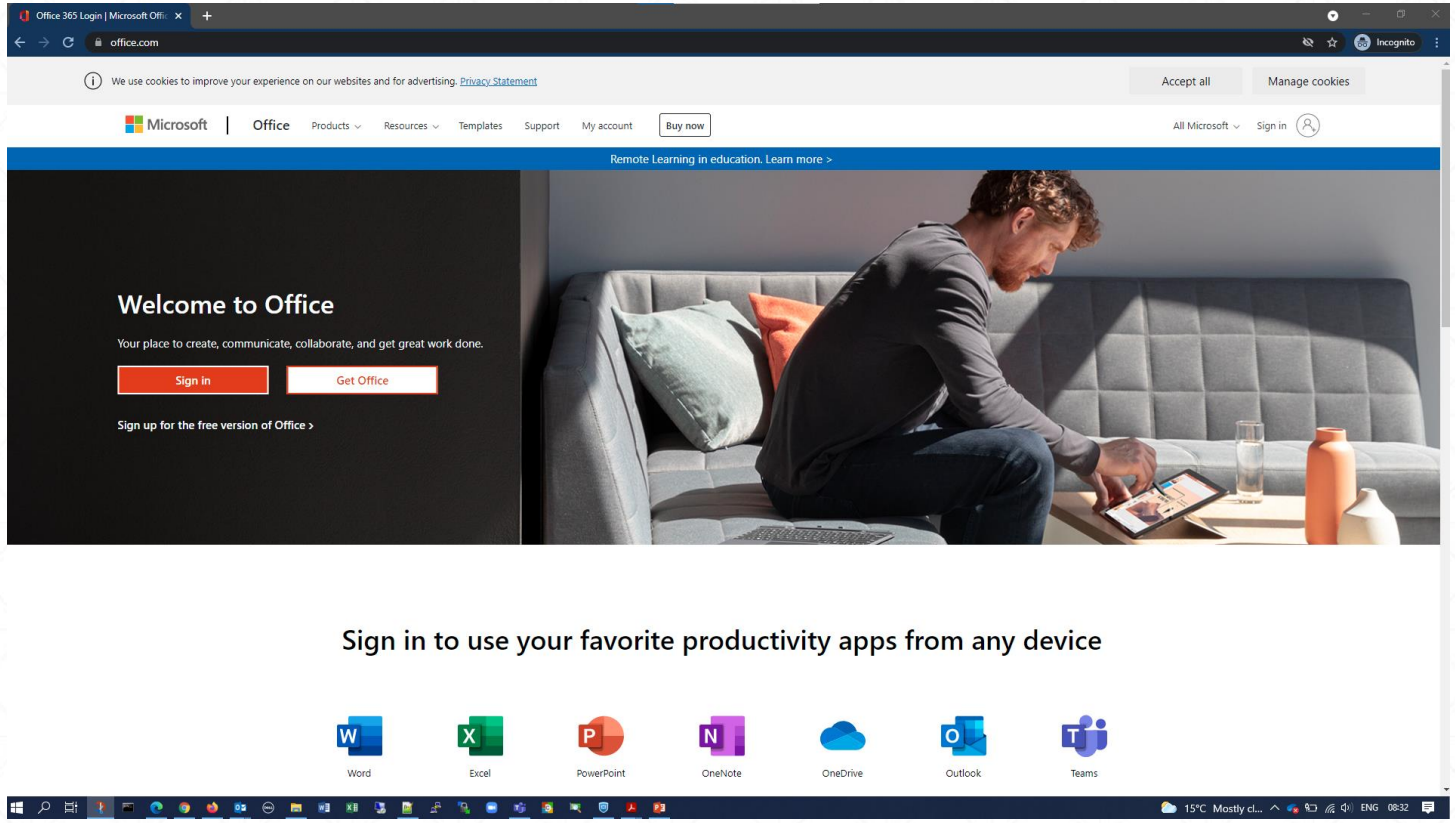
Student Orientation - ICT

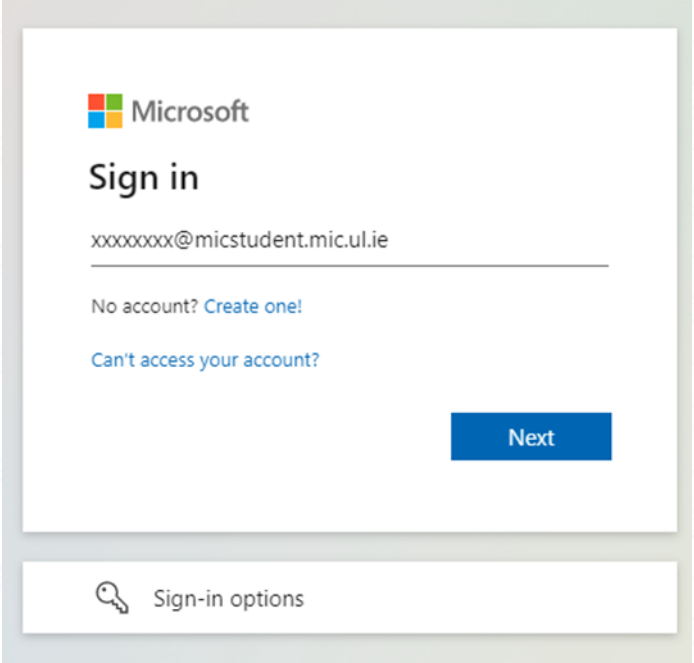
ICT Dept
icthelpdesk@mic.ul.ie

BRIATHAR DÉ MO LÓCHRANN
MIC
MARY IMMACULATE COLLEGE
COLÁISTE MHUIRE GAN SMÁL

Accessing Office 365 (Student Email)

Type in the address bar of your browser: https://office.com
Click on ‘Sign in’
Enter your StudentNumber@micstudent.mic.ul.ie





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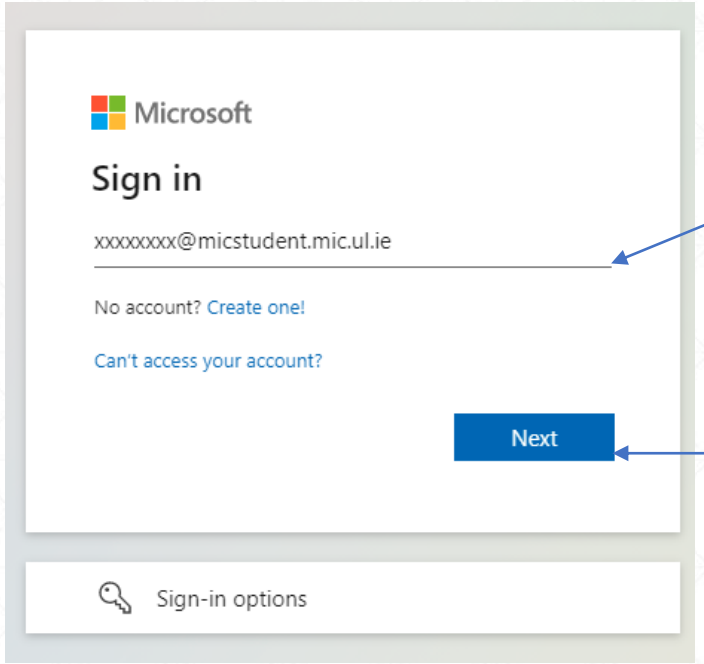
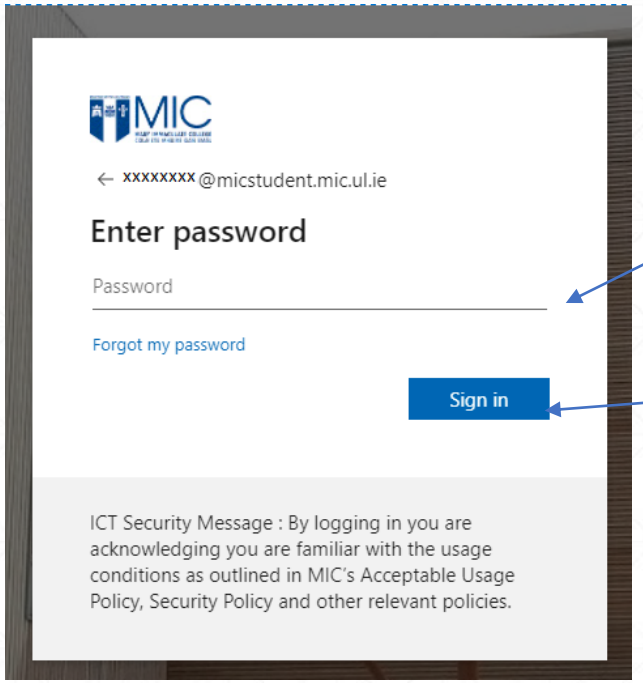


Enter your email address:
Student Number@micstudent.mic.ul.ie

Click Next

Accessing Office 365



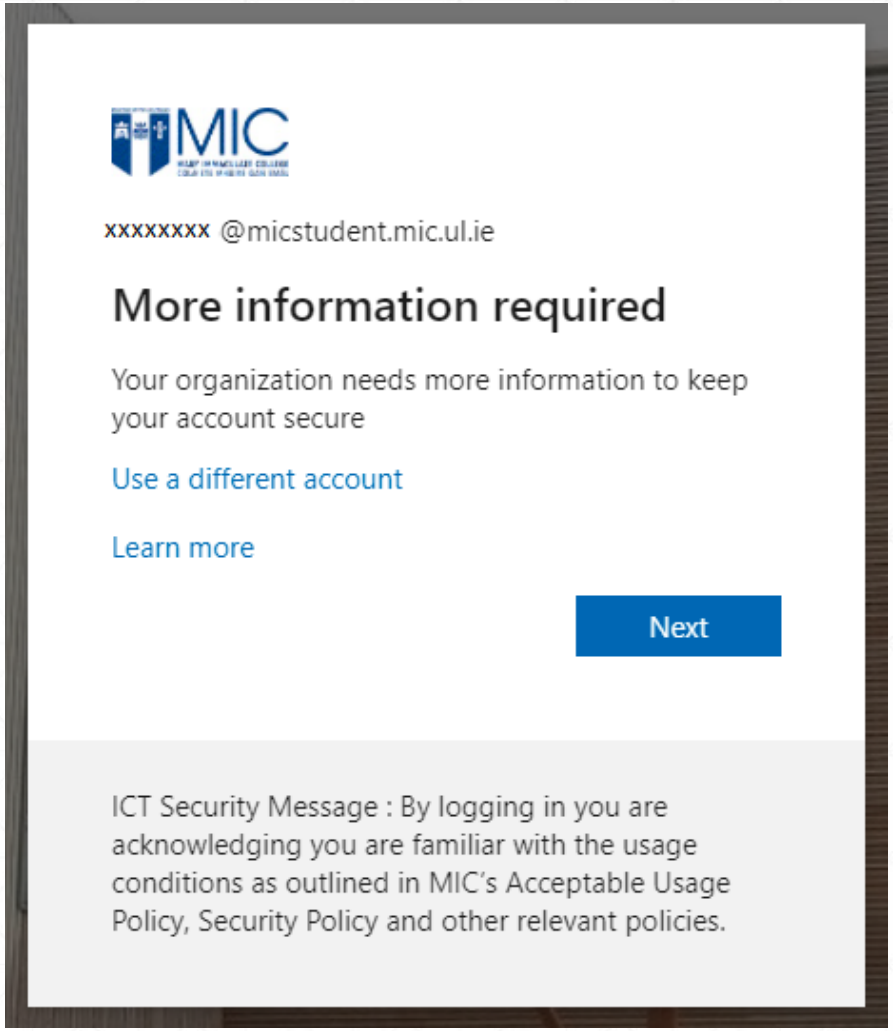
Enter the password set at registration.

Click Sign in

Accessing Office 365 (Student Email)

Account security will need to be setup.

Please wait at this screen until everyone is logged in as clicking ‘Next’ will start a countdown timer.



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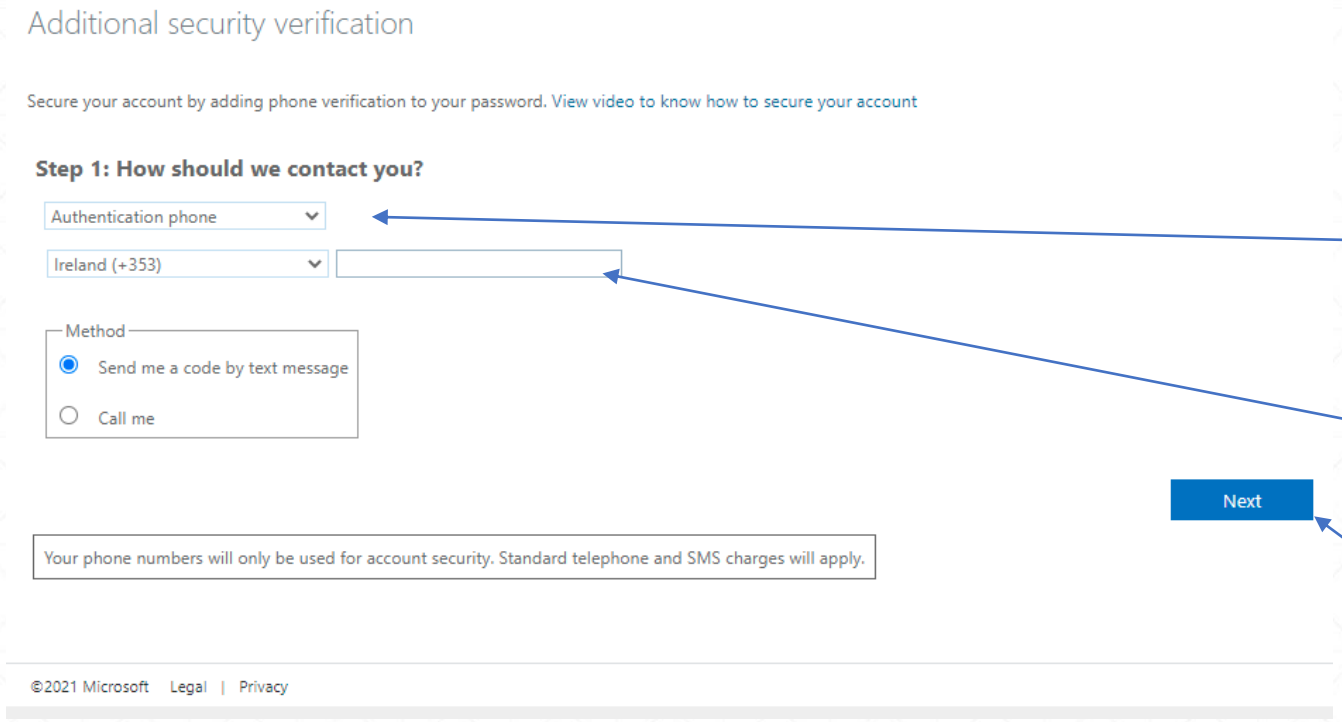


Select these preferred options

Choose the 'Authentication phone' method.

Select the required country code from the drop down.

'send me code by text message'.

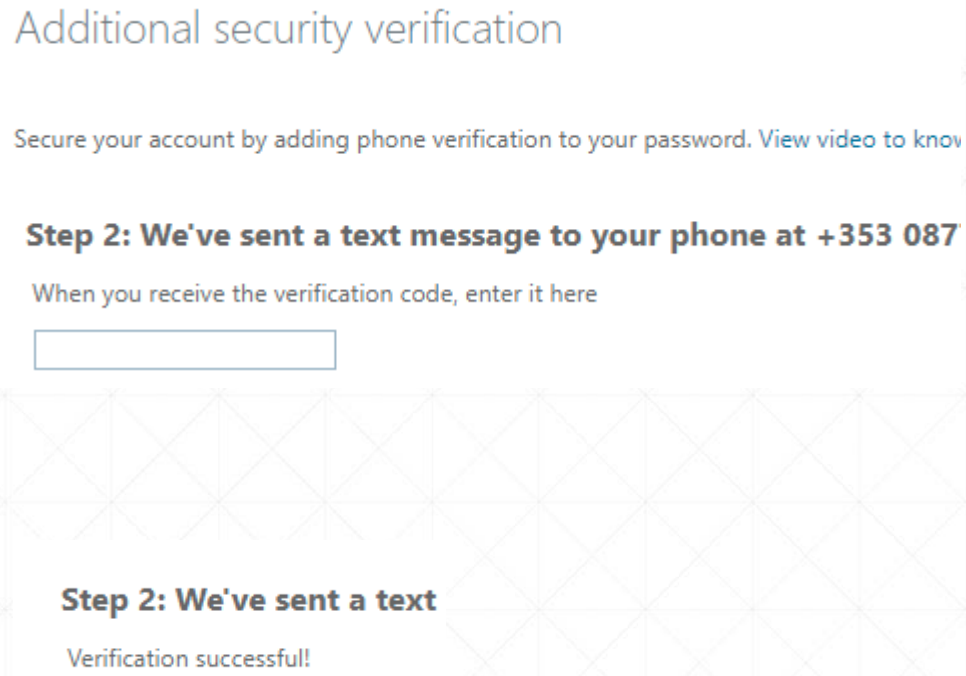
Then click 'Next'

Accessing Office 365 (Student Email)

You will be sent a code which you must enter and then click on ‘Verify’

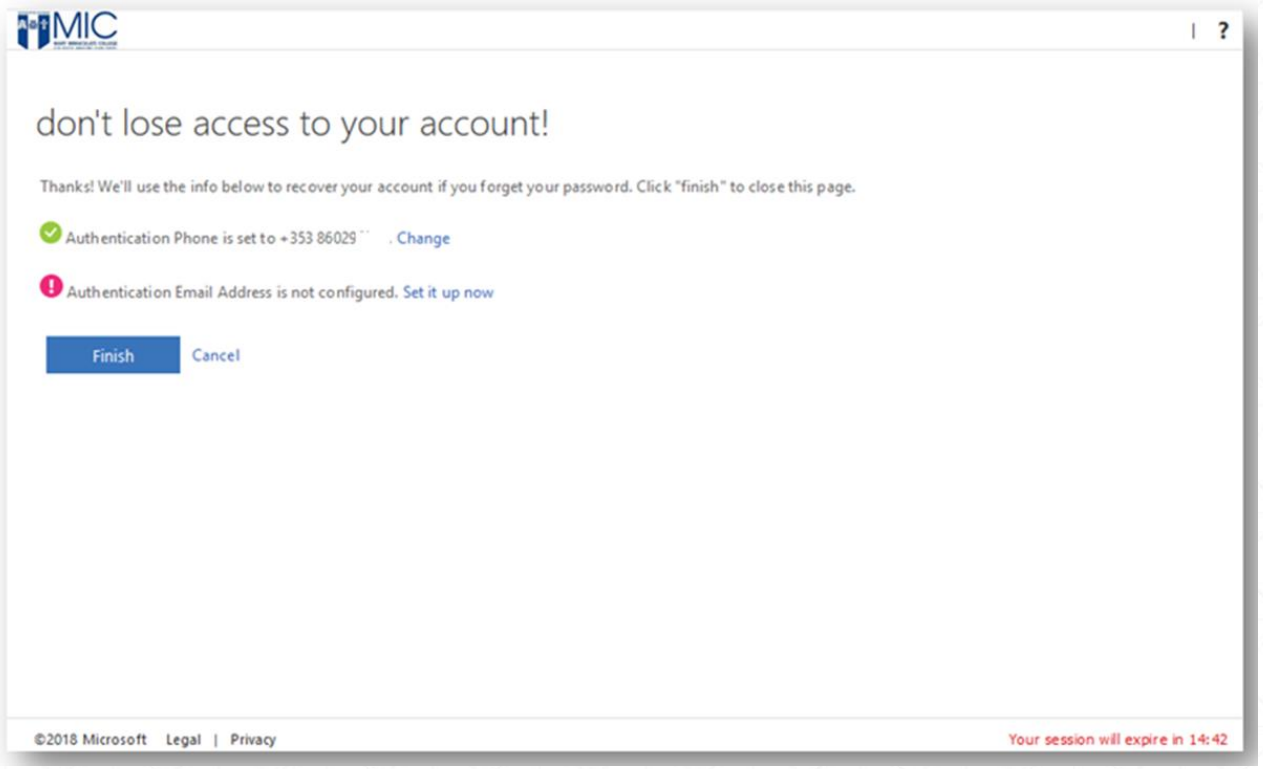
It will then show ‘verification successful!’ if the code was correct.

Click on ‘Done’



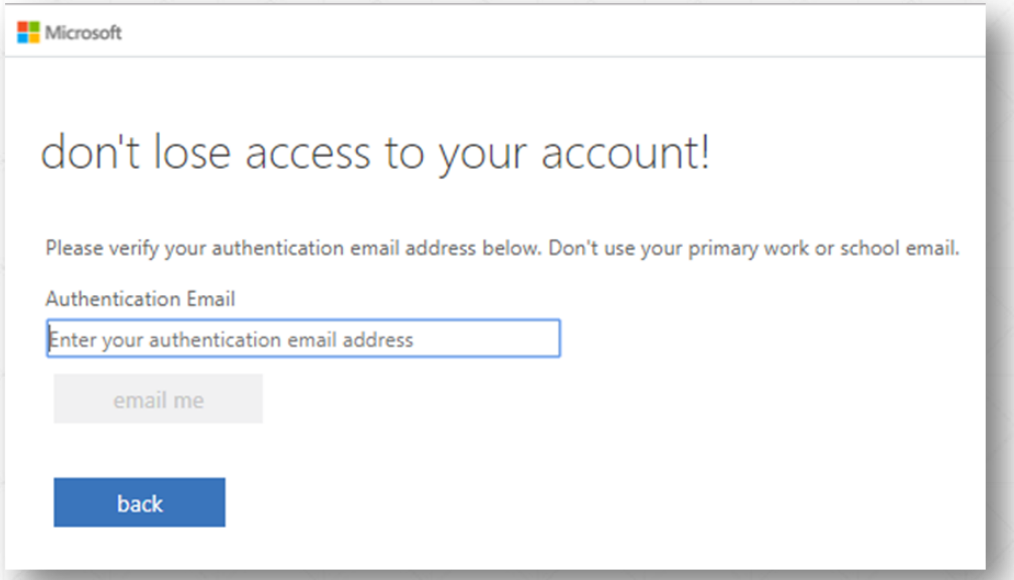
Accessing Office 365 (Student Email)

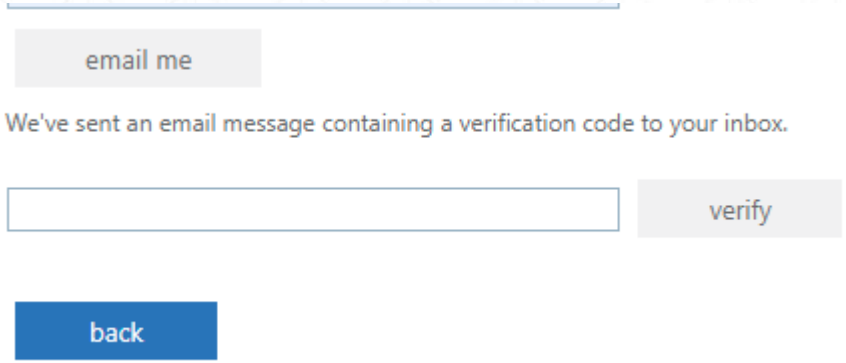
You will need to re-verify your mobile phone to change from amber to green.
You will now be asked to set an Authentication Email, click on ‘Set it up now’



Accessing Office 365 (Student Email)

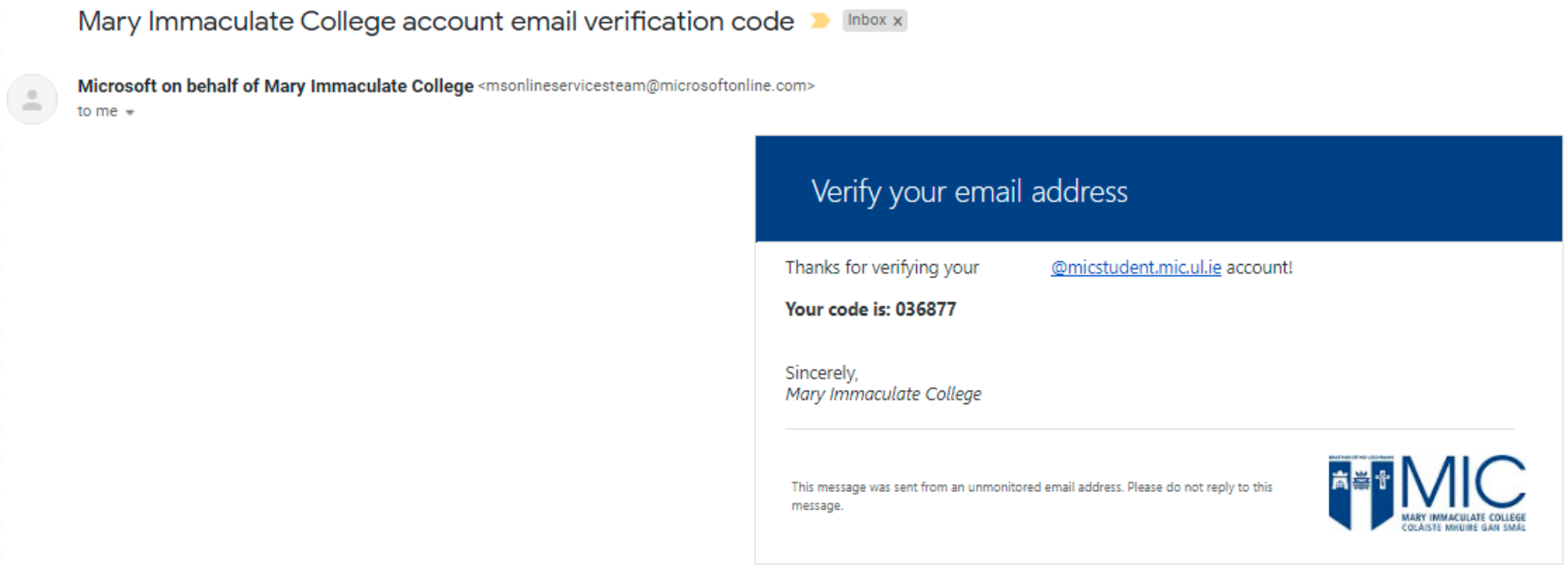
Enter an alternative/personal email address and click ‘email me’
It will then email a code to enter and verify.





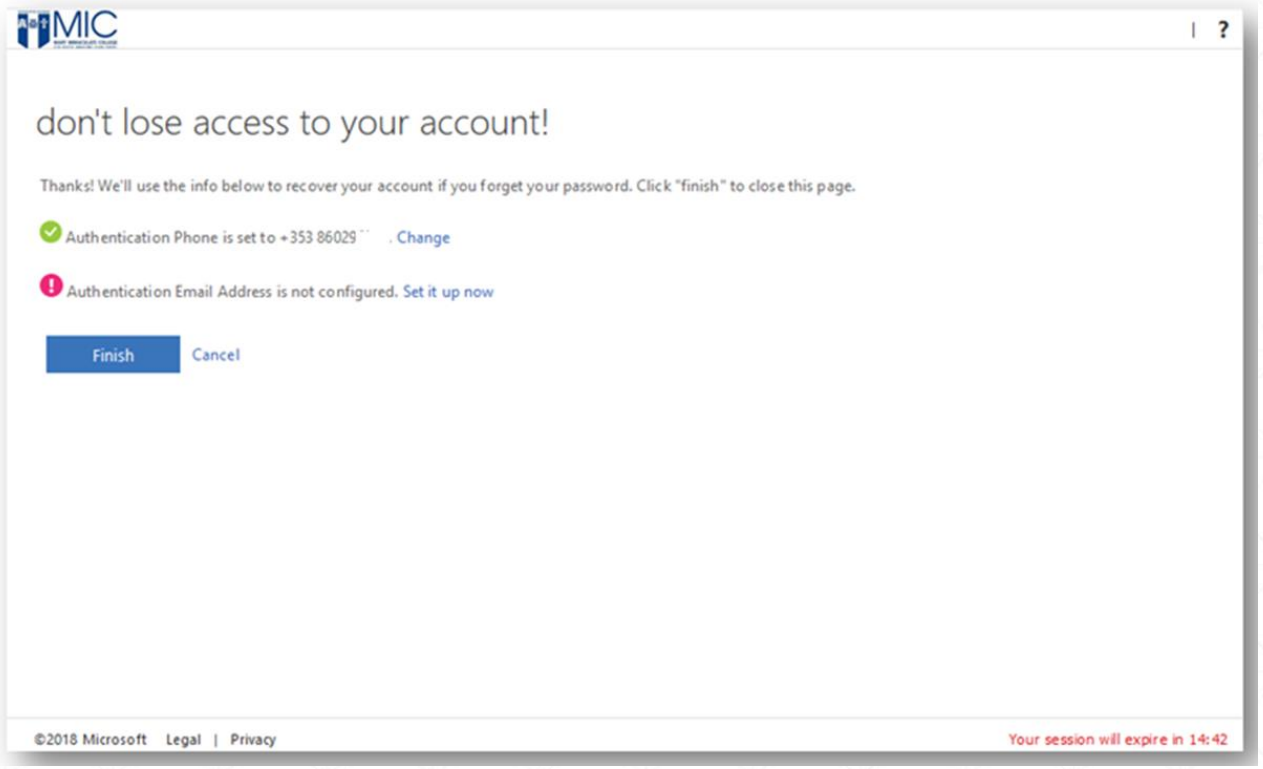
Accessing Office 365 (Student Email)

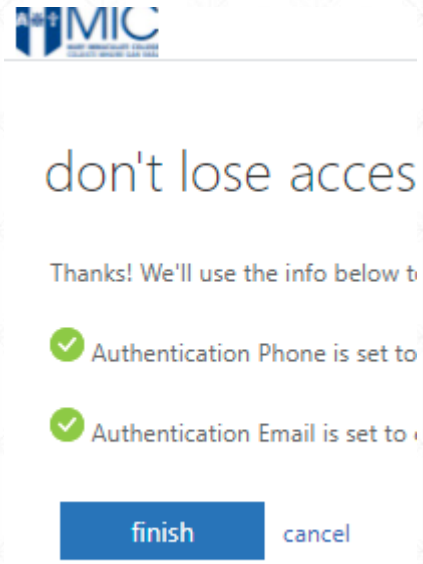
If you do not receive an email please check your junk email or spam folder.



Accessing Office365 (Student Email)

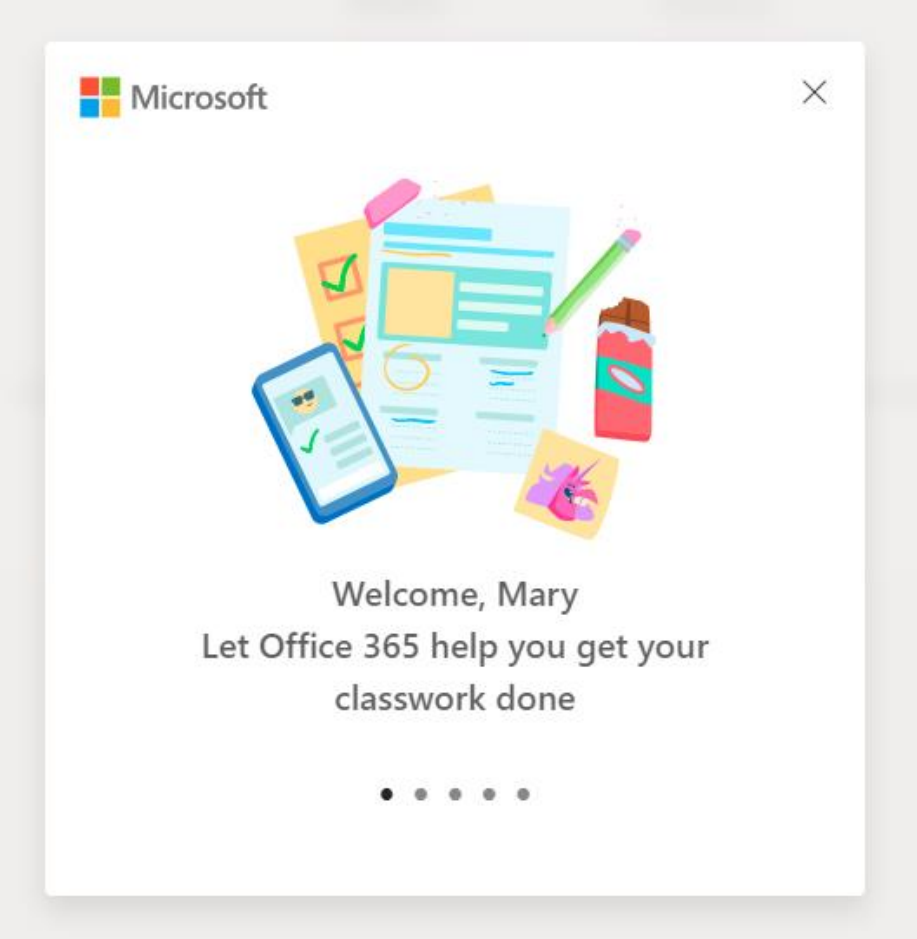
Once both are verified and green click on ‘Finish’





Accessing Office365 (Student Email)

You have now successfully logged into Office 365.



Accessing Office365 (Student Email)

In order to access Office 365 and other online utilities Mary Immaculate College use Multi Factor Authentication.

For more information on how to use MFA please view the following video

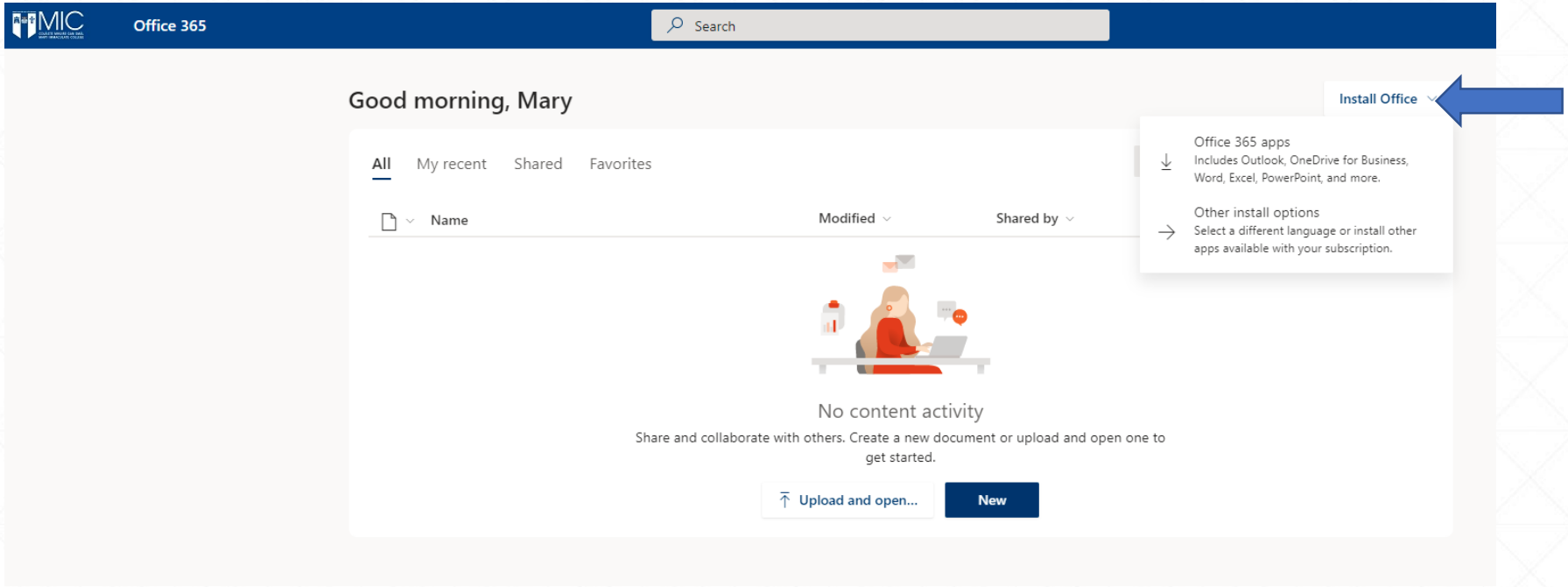
https://www.youtube.com/watch?v=uWbkLuI4g30

Please note you can also install the ‘Microsoft Authenticator’ app from the Google Playstore or the Apple App store if you are in a bad mobile signal area but have internet access.

Office 365 applications – download on your own device

- You can download and install for free Microsoft Office to your device.
  Click on the “Install Office” icon (top right-hand corner), select ‘Office 365 Apps” and follow the instructions on screen.

- You will need MS Teams for Orientation & lectures



Office 365 – download on your own device

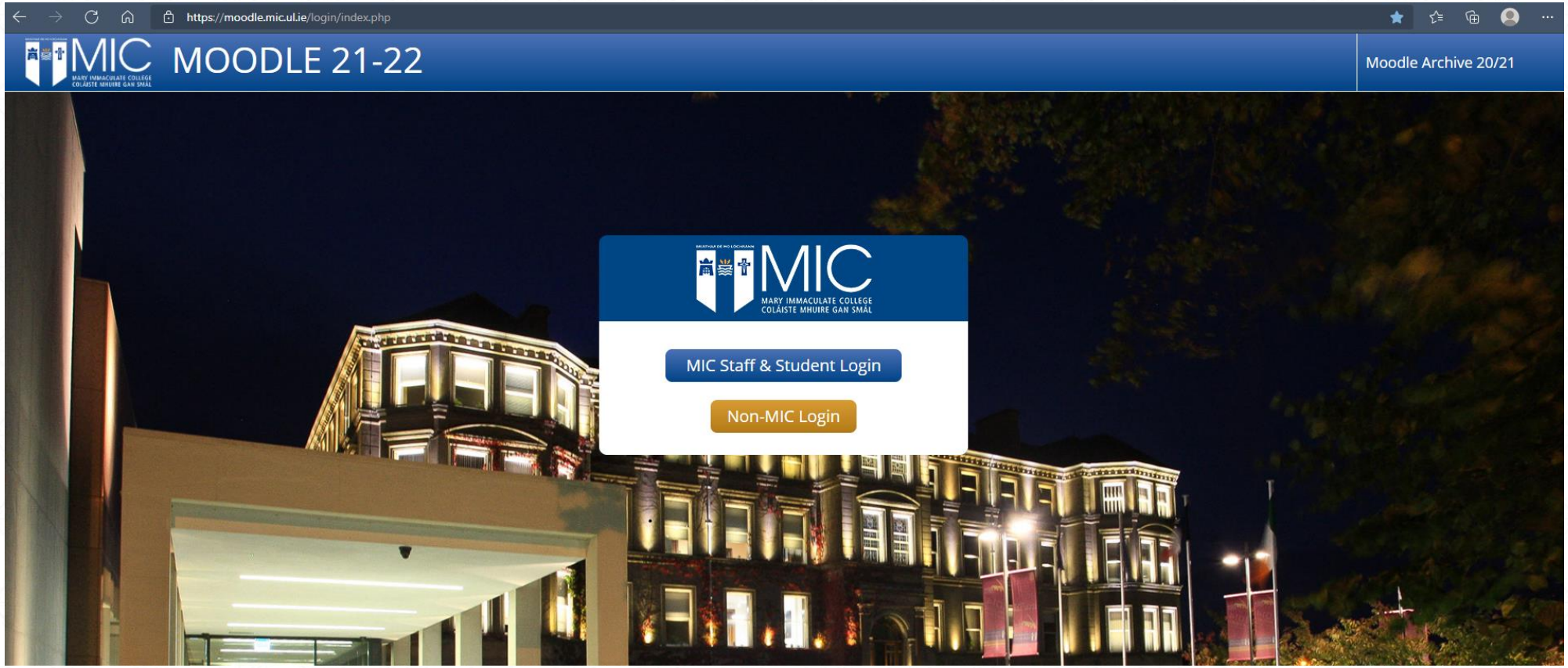
Please note :

- This subscription will be valid for the duration of your Student account being active.
  When you graduate access to your MIC account and other online services associated with your MIC account will cease.

- If you have downloaded and installed Office 365 Apps, this application will enter a reduced-functionality mode after this time. You will be able to view documents, but you will not be able to edit or create new documents.

Accessing Moodle

You will need to have accessed your student email in order to access Moodle.
Open a new tab or reopen the browser and enter the url https://moodle.mic.ul.ie
If you Google Moodle MIC please ensure the url link is the same as above not one for another institution

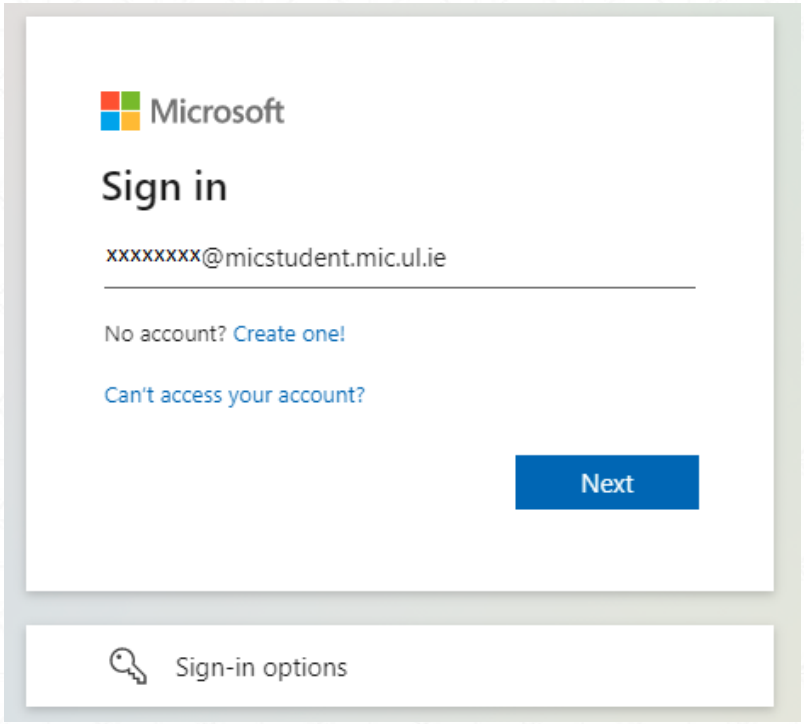


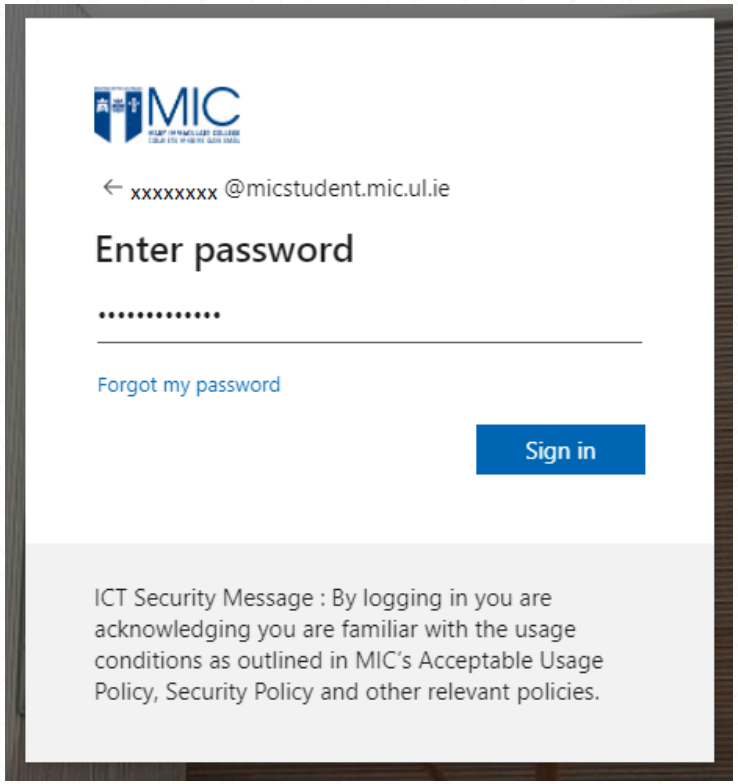
Accessing Moodle

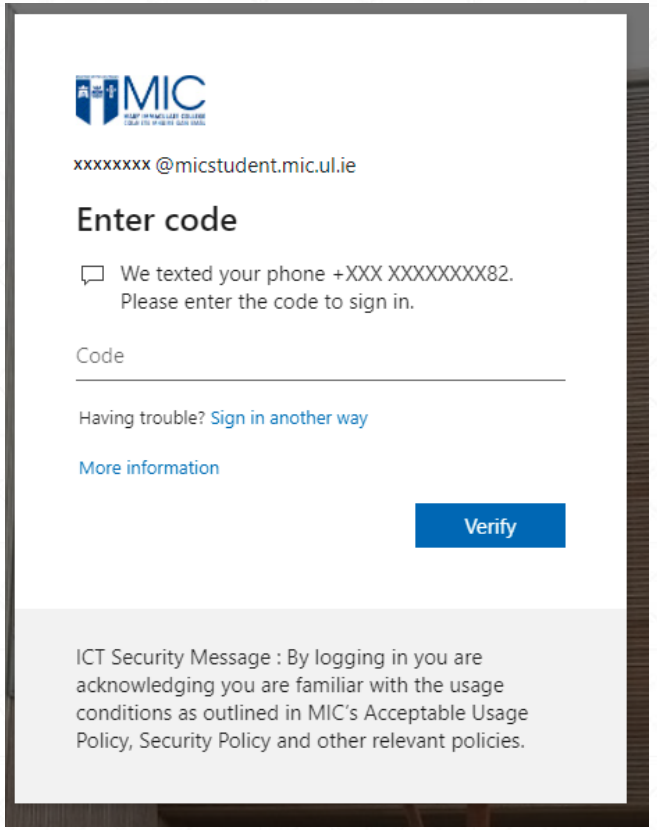
Click on ‘MIC Staff & Student Login’

Accessing Moodle

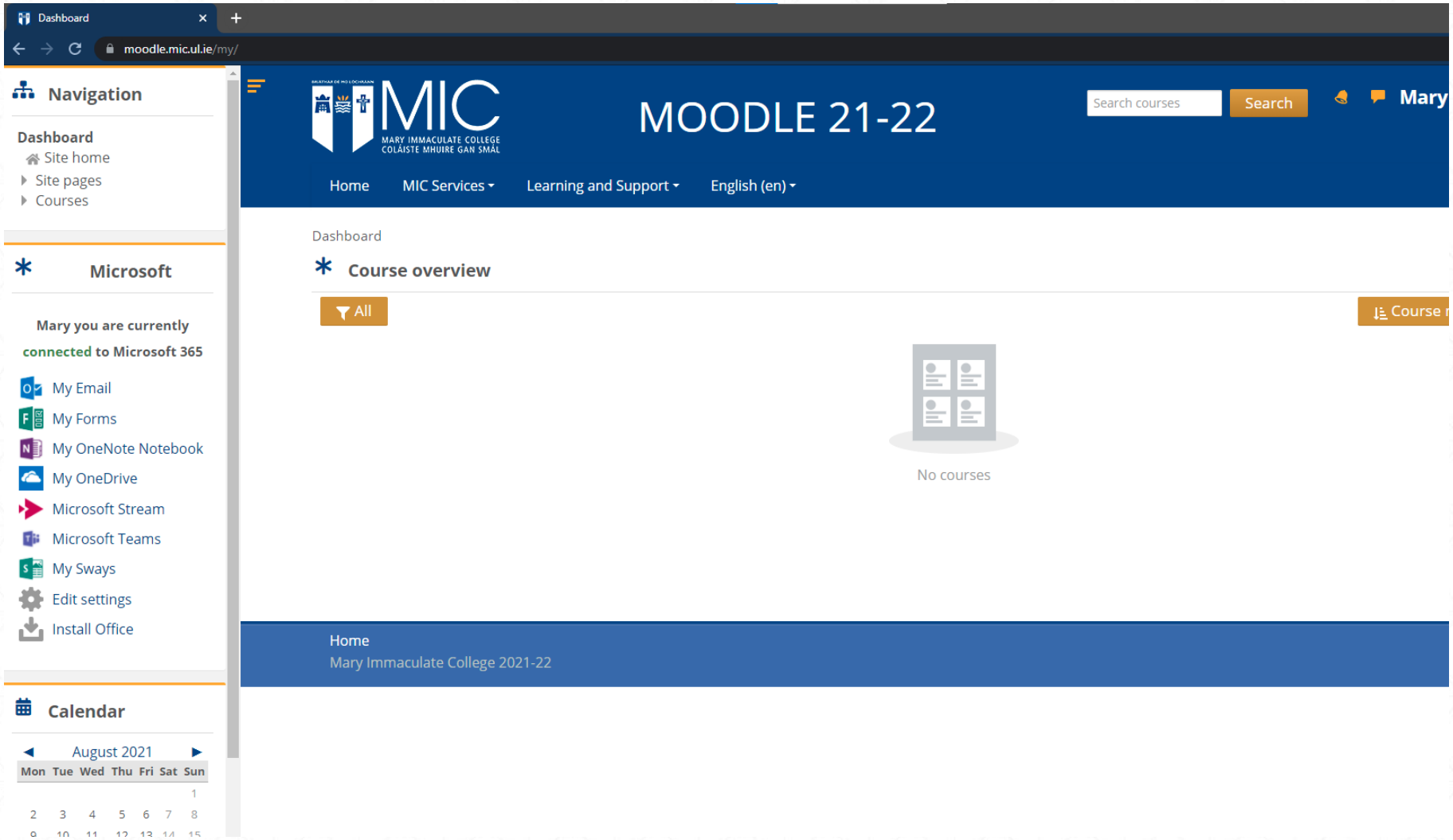
You will be asked to sign-in using your student email and password.
And asked to use your preferred method for Multi Factor Authentication (MFA), for example -







Accessing Moodle



Important – Password Information

- Passwords expire every 90 days.
- If you enter your password incorrectly 5 times (consecutively) your account will be locked for 15 minutes.

Links to note:

Reset Password: https://adconnect.mic.ul.ie

Forgotten password : https://passwordreset.microsoftonline.com

Student Email/Office 365: https://office.com

Moodle: https://moodle.mic.ul.ie

For ICT assistance –

Email: icthelpdesk@mic.ul.ie

Self service: https://icthelpdesk.mic.ul.ie/web/selfservice/login

Telephone : 061-774777

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THANK YOU