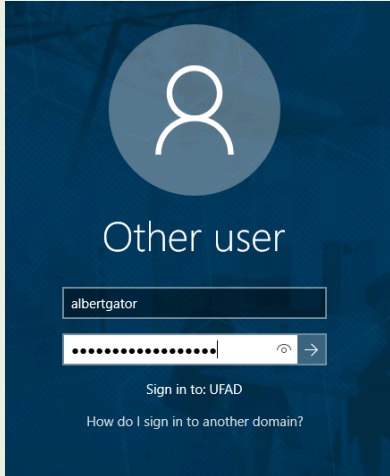


# SG/RU Staff Transition Information

## Computer Login

Starting Monday all staff will log into their computers using their **GatorLink** account. This is the same account that is used to log into MyUFL.



Before logging into your computer, confirm that underneath the password field, it shows "Log on to: UFAD". If it does not, please contact Student Affairs IT immediately.

## Computer Resources

After logging into your computer, we ask that you check following resources and confirm that you have what you need:




**Desktop Icons** - All your existing desktop icons should be located on your desktop.




**Background Image** - Your existing background image should be displayed.



**Mapped Drives** - Click the "Windows" Key  (bottom left) and start typing and select "This PC" into the start menu, confirm you have required shared drives.



**Shared Printers** - Click the "Windows" Key  (bottom left) start typing and select "Printers & Scanners" into the start menu. Confirm you have the correct shared printers.

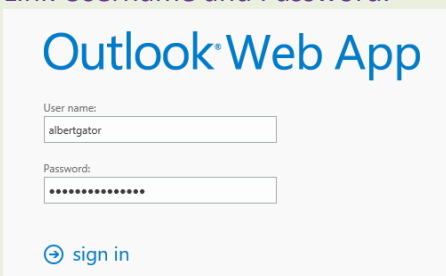
If you are missing any resources listed above or otherwise, please contact Student Affairs IT.

## Outlook Changes

Your Outlook profile **must** be setup again. To do this, you open the Outlook application on your computer. Enter a **Profile Name**: "Outlook". Then click **OK > Next > OK > Finish**.

Once Outlook is open, verify access to shared mailboxes and calendars. If you are missing any, please contact Student Affairs IT.

If you wish to access Outlook outside of work resources, use [mail.ufl.edu/owa](mailto:mail.ufl.edu/owa). The log in information will be your GatorLink Username and Password.



For more details on changes to Outlook, please see the [Student Affairs Outlook Changes in Detail](#) pdf.

## Mobile Email\Calendar\Contacts

On Monday, if you have your work email on your mobile device, you **must** reconfigure these settings or there will be a loss of your work email\calendar\contacts. Follow the steps listed below:

1. Remove existing work mailbox from your mobile device.
2. Go into your mail application and add a new account.
3. Choose Exchange for account Type.
4. Enter the following information:
  - Email:** Work email (i.e. agator@ufsa.ufl.edu).
  - Username:** GatorLink username.
  - Password:** GatorLink password.
  - Server:** [mail.ufl.edu](mailto:mail.ufl.edu)
  - Domain:** UFAD

\*\*Not all fields above **may** be applicable!

If you experience any issues adding your email account, please reach out to Student Affairs IT.