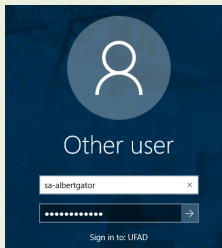


SG/RU Student Staff Transition Information

Computer Login

Starting Monday all student staff will log into their computers using a special *gatorlink* or service account.

- Users that used their *gatorlink* accounts to log in will now use the following:
 - **Username:** *sa-gatorlink*
 - **Password:** *Division####* (#### = last 4 of your UFID)
- Users that used a service account(i.e. *ag100*) will now use the following:
 - **Username:** *sa-ag100*
 - **Password:** *Gators123*



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.



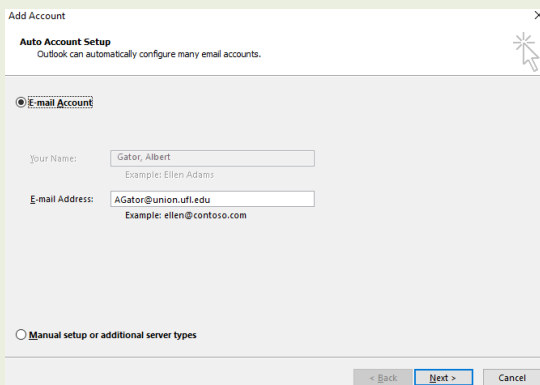
Shared Printers - Click the “Windows” Key  (bottom left) start typing and select “Printers & Scanners” into the start menu. Confirm you have the correct shared printers.

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

Outlook Changes

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

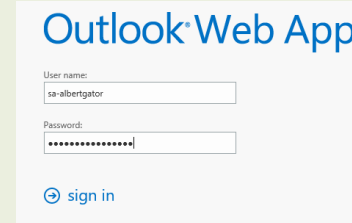
Once Outlook is open, verify access to shared mailboxes and calendars. If you are missing any, please contact Student Affairs IT.



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

Outlook WebApp

If you wish to access outlook outside of work resources, use mail.ufl.edu/owa. The log in information will be your **sa-gatorlink** username and password.

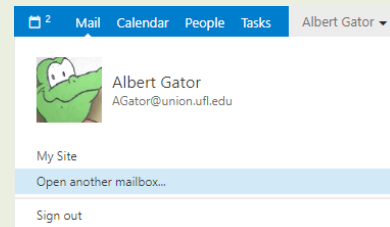


Accessing Shared Mailboxes

After logging in, click your name in top right of window.

Choose **Open another mailbox.**

Type email address of shared mailbox and click **Open.**



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