

## Instructions for **STUDENT STAFF** Transitioning to UF Active Directory - Division of Student Affairs

Please follow these steps on the **next workday following your transition day**.

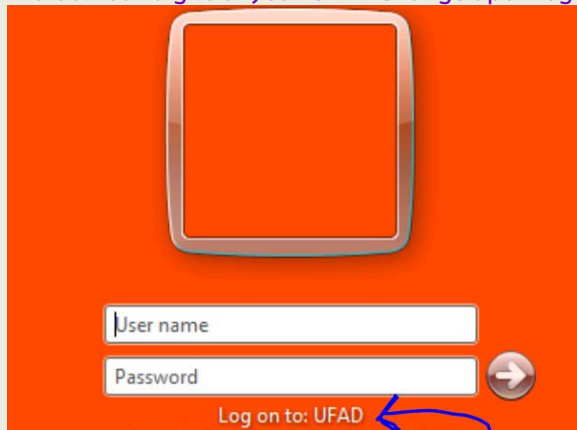
This is for **STUDENTS ONLY** (student assistants, graduate assistants, GHD/RAs, practicum, volunteer, etc.)

### Step 1 - LOGIN

Ensure that *Log on to* below login screen says **UFAD**.

You will use a special GatorLink account to login.

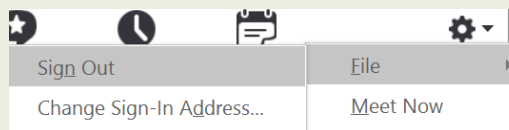
- USERNAME will be **sa-gatorlink** where *gatorlink* is your GatorLink username.
- PASSWORD (TEMP) will be **DivisionXXXX** where XXXX is last four digits of your UFID. Change upon login.



### Step 2 - SKYPE FOR BUSINESS (LYNC)

If Skype for Business is not running, please start app.

Click **Arrow** next to Gear icon, select **File** then **Sign Out**  
Change Sign-in Address to **your Division email address**  
Enter Division password, choose **Save password** then **Sign-In**  
Enter Username as old Division username **GLOBAL\username**



Sign-in address:

mattp@ufsa.ufl.edu

User name:

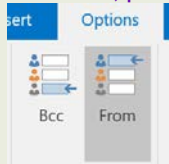
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### Step 3 - EMAIL USING WORK COMPUTER

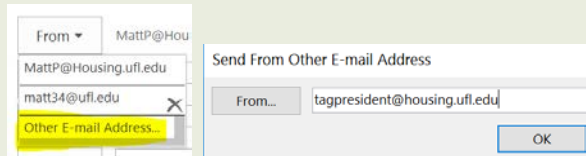
Open **Outlook** Click **Next** through any prompts to setup account. You will see your Division email account plus any shared email accounts you use. Verify access to each.

#### How to Send Email - New Process for Students!

Enable the FROM field when composing an email (click **OPTIONS**, press FROM). This will now show up on future emails.



Select **Other Email Address...** and enter the email address for the shared mailbox (ie. *tagpresident@housing.ufl.edu* or *testing@dso.ufl.edu*). These will show as options in future emails.

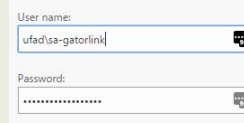


### Step 4 - EMAIL USING UFSA WEBMAIL

Accessing UFSA Webmail <https://mail.ufsa.ufl.edu>

Make sure to enter your username as **UFAD\sa-gatorlink**  
This will login to your main email inbox.

#### Outlook® Web App

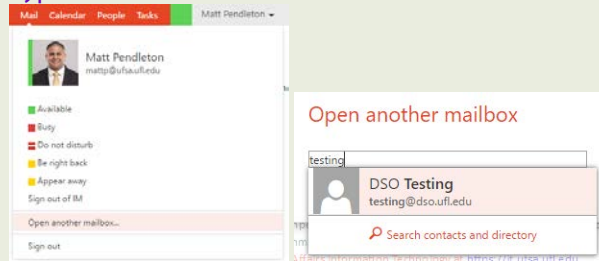


#### Accessing Shared Mailboxes

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

Choose **Open Another Mailbox...**

Type email address of shared mailbox. Press **OPEN**.



### Step 6 - SHARED DRIVES AND PRINTERS

Verify you have access to all your **shared drives**

Verify you have access to all your **printers**

#### Terminology Definitions

**Division account:** username/password used to log into PC previously

**GatorLink account:** username / password used to access myUFL

**UFAD:** UF campus Active Directory system

**UFSA:** UF Student Affairs system or application

### Step 7 - REPORT ISSUES OR GET HELP

Report any issues to on-site IT staff

or **call/text IT Help at (352) 392-2465** immediately.