Welcome

Ten things
to get you started
A brief guide to IT and library services

1. **Register with EASE**
   - This allows you to log on to services such as MyEd and Learn for course information and resources:
     - [www.ease.ed.ac.uk/register](http://www.ease.ed.ac.uk/register)

2. **Office 365 email**
   - Activate your University email account by clicking the ‘Activate’ button on the Office 365 home screen at:
     - [www.office365.ed.ac.uk](http://www.office365.ed.ac.uk)
     - You can also set up your own devices to access your email:
       - [http://edin.ac/o365email](http://edin.ac/o365email)

3. **Wireless**
   - The University Wireless is eduroam. Login with your email/University computer username (in the format uun@ed.ac.uk) and password. Further details can be found here:
     - [http://edin.ac/wireless](http://edin.ac/wireless)

4. **Printing**
   - You have a limited starting allowance so you can print straight away. You can top up your print credit through the online print credit channel on MyEd or at any Library Helpdesk. You can print to cloud printers from any University computer. Full details at Print Points in the Library:
     - [http://edin.ac/printing](http://edin.ac/printing)

5. **MyEd**
   - MyEd is the University’s web-based portal to a wide range of student systems (including Learn and Event Booking) and further useful information:
     - [www.myed.ed.ac.uk](http://www.myed.ed.ac.uk)

6. **Microsoft Office**
   - Microsoft Office can be downloaded for free at:
     - [www.ed.ac.uk/is/get-office](http://www.ed.ac.uk/is/get-office)

7. **Library card**
   - Use your student card to access the buildings, to borrow books and use the cloud printers. You can use self-issue and self-return machines to borrow and return books when the library is open.

8. **DiscoverEd**
   - DiscoverEd is the library’s discovery tool. Use it to find books, e-books, journals and other library resources. Sign into DiscoverEd, using EASE, to manage your library account, renew books and request books on loan:
     - [http://discovered.ed.ac.uk](http://discovered.ed.ac.uk)

9. **MyEd library tab**
   - The library tab provides quick access to key library services, including DiscoverEd, Request a Book (RAB), Inter Library Loans and Exam Papers Online:
     - [www.myed.ed.ac.uk](http://www.myed.ed.ac.uk)

10. **Opening hours & study space**
    - You can find information on site library locations, opening hours and on the wide range of individual and group study spaces on the library webpages:
      - [www.ed.ac.uk/is/library](http://www.ed.ac.uk/is/library)

**Need any help?**
- Please visit:
  - [www.ed.ac.uk/is/it-help](http://www.ed.ac.uk/is/it-help)