Microsoft Office 365 is available to all faculty, staff and students at no charge.

Office 365 includes the latest versions Microsoft Office software for Windows or Mac, plus cloud collaboration tools and online file storage. Install these applications on up to five computers, plus mobile devices, and receive free updates for as long as you are at ODU. Learn more at odu.edu/office365.

Accessing Office 365

1. Go to portal.microsoftonline.com/OLS/MySoftware.aspx.
2. Enter only your ODU email address (MIDAS-ID@odu.edu). Click anywhere else on the page to be directed to ODU’s login page.
3. On the ODU login page, enter your ODU email address again and your MIDAS password.
4. You’ll see a list of applications available to you. Click the install button and the software will be installed on your computer. Your copy of Office will remain active for as long as you are at ODU.
Create and publish your own websites with WordPress at ODU.

The WordPress professional suite is now available to the entire campus community. With dozens of themes, easy content management and a library of custom plugins, WordPress will have you up and running with a fully featured website in minutes.

Set up your personal site.

1. Go to wp.odu.edu/wp-login.php.
2. Click the link to “Login with Shibboleth.”
3. Click “Create My Personal Site.”
4. Your personal site address will either be fs.wp.odu.edu/yourMIDASid (for faculty/staff) or student.wp.odu.edu/yourMIDASid (for students).

Create separate sites for specific courses or organizations.

1. Go to wp.odu.edu/wp-login.php.
2. Click the link to “Login with Shibboleth.”
3. On the “Manage My Sites” tab, scroll down to “Create a new site.”
4. Create a Site Address, and click the button to “Create New Site.”

For more information, visit udu.edu/wordpress or wp.odu.edu.
ACCESS AN ODU DESKTOP
ANYTIME + ANYWHERE

If you have access to the Internet, you have access to virtual workstations with the same software found in ITS computer labs. The Monarch Virtual Environment (MoVE) offers access to standard software – plus departmental and specialized software like ArcGIS, Minitab, SAS and SPSS – from any Internet-connected device as if you were on a campus computer.

move.odu.edu
log in with your MIDAS ID and password
Lynda.com is available at no cost to current ODU students, faculty and staff.

Learn the latest software, creative and business skills through high-quality instructional videos taught by recognized industry experts. Watch bite-size tutorials for immediate problem solving or take comprehensive courses from start to finish — at school, at home or on the go.

- 2,500+ instructional videos and new courses added every week.
- Free apps for iOS, Android and Kindle allow you to download and watch courses whenever you want — even when there is no Internet available.
- Create and share course playlists.
- Download exercise files and practice applying knowledge as you go.

**Getting Started**

1. Go to www.odu.edu/lynda.
2. Click on the Log In button at the top of the page.
3. Log in with your MIDAS ID and password.

**Finding Content on Lynda.com**

- **Search**: The search bar at the top of the screen allows you to search by keyword, subject, author, title and more.
- **Browse**: Click on the “Browse the Library” link at the top of the screen to browse by topic or alphabetically.
- **Playlists**: Create and share playlists or visit the lynda.com Playlist Center to find curated playlists compiled by Lynda.com experts.
Enjoy unlimited online storage.

Collaborate with peers and colleagues.

Using Box @ ODU easy as 1-2-3

1. Go to odu.box.com
2. Log in with your MIDAS ID and password
3. Collaborate with Box @ ODU!

Need more info?
Visit odu.edu/box or contact the ITS Help Desk.
ODU offers fast and reliable WiFi coverage just about everywhere on campus.

Connect to campus WiFi using your MIDAS ID and password.

**AccessODU** | (Non-Secure)
The first time you connect to campus WiFi:

1. Select the AccessODU WiFi network.
2. When your device opens a browser window, log in using your MIDAS ID and password. (At this point, you’re online, but you’ll be presented with an option to migrate to MonarchODU or Eduroam.)

AccessODU is best for people who only need temporary WiFi access. This network requires you to re-authenticate each time you turn on your device and does not encrypt your data.

**MonarchODU** | (Secure)
MonarchODU is the primary network for faculty, staff and students who regularly access WiFi on campus.

1. After logging in to AccessODU, click on the button *Migrate to MonarchODU*.
2. Accept the end-user license agreement and follow the setup wizard.

That’s it! MonarchODU stores your credentials for automatic login in the future. This network is encrypted so your data is always secure.

**eduroam** | (Secure)
ODU is part of the eduroam network, allowing you to use your ODU credentials to log in at participating educational institutions across the world.

1. While at ODU, log in to AccessODU and click on the button *Migrate to Eduroam*.
2. Accept the end-user license agreement and follow the setup wizard.

Eduroam is great for researchers, faculty members, staff and students who travel to other universities.

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**Information Technology Services**

757.683.3192  1504 Webb Center  oduits

itshelp@odu.edu  www.odu.edu/its  odu_its
At ODU, every computer should be a safe computer. ITS maintains a site license for McAfee VirusScan, which you can download and use for free.

In today’s networked environment, anti-virus and anti-spyware software is crucial. New viruses appear daily, and they’re becoming increasingly sophisticated. They can disrupt your work and destroy your files. They can monitor your computer use, steal your identity, and turn your computer into a spam-spewing zombie or a repository for illicit materials – all without your knowledge. When you download and install McAfee, your computer will be protected from viruses and the trouble they cause.

**Step 1 | Remove any other anti-virus program**

If you are installing a new type or brand of anti-virus program, be sure to:

- Remove any old anti-virus programs completely
- Restart your computer before you install anything new.

**Step 2 | Download your free copy of McAfee**

- Go to [www.odu.edu/its](http://www.odu.edu/its).
- In the sidebar, under Quick Links, click on Download McAfee Antivirus.
- Select the button for either Windows or Mac, and then enter your MIDAS ID and password.
- You’ll find installation guides on this page as well, if you need any additional help getting set up.
Want your ODU student email on the go? Follow these steps to set up email on your smartphone or tablet.

**Step 1 | Set up a service password.**
This password cannot be the same as your MIDAS password, and it will only be used to access email through the email app on your mobile device.

1. Log in to the MIDAS website (midas.odu.edu).
2. Under *Services*, click *Set Service Password*.
3. Click on the *Student Gmail Services* tab.
4. Enter a new password for this service and click *Submit*. It can take up to 30 minutes for this new password to synchronize with Gmail.

**Step 2 | Enable IMAP access for your ODU student Gmail account.**

1. Log in to your ODU student Gmail account (monarchs.odu.edu) with your MIDAS ID and password.
2. Click on the gear icon at the top right of the page, then click *Settings*.
3. Click on *Forwarding and POP/IMAP*.
4. Enable IMAP, then click on *Save Changes*.

**Step 3 | Configure your device’s email app using the Gmail setup options.**
Some things to keep in mind:

- Use your ODU student address as your email/user/account name (jdoe001@odu.edu, not jdoe001@gmail.com).
- Use your new service password here.
- Find help for most common mobile devices at support.google.com/mail.

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**Information Technology Services**

- 757.683.3192  
- itshelp@odu.edu  
- www.odu.edu/its  
- oduits  
- odu_its