

Welcome to FOA!

□ Log in to your computer

We suggest calling our help desk (530-752-1222) for your first login. Otherwise, press Ctrl + Alt + Delete to bring up the login prompt and enter your Kerberos username and passphrase.

□ Set up your Outlook email

Access Microsoft Outlook under the Start menu. When you open it for the first time, the *Welcome to Outlook* setup will guide you through configuring your email.

□ Set up your voicemail

Visit the Communication Resources website at voicemail.ucdavis.edu for guides on how to setup your voicemail, use your desktop phone, forward calls, retrieve messages and more.

□ Protect sensitive information

You are not permitted to store files containing sensitive information such as name, social security number, driver's license, credit card, medical information and health information on this computer without prior written approval from your supervisor.

□ Access your network drives

We recommend storing files in your network drives, which are backed up and can be restored if needed. You have access to H: (personal Home Drive; only you have access) and U: (shared Unit Drive; other employees in your unit have access). Talk to your supervisor about your unit's file management procedures.

□ Get acquainted with the university's productivity tools

- Customize your Zoom account at ucdavis.zoom.us to connect with colleagues on video conference calls.
- Messaging with Microsoft Teams is used to send instant messages to colleagues on the UC Davis campus. View training videos on Microsoft's website at bit.ly/ucd-teams-training for help using Teams.
- Join campus conversations on Slack to keep up to date on professional and personal topics of interest at ucdavis.slack.com.
- Access to standard software is already included with Microsoft Office, Mozilla Firefox, Adobe Reader, Microsoft Edge and Google Chrome. Contact us if you have additional software needs.
- Use Box by logging into [Box](#) with your UC Davis email and Kerberos password.

UCDAVIS Administrative IT

Administrative IT supports our partners in Finance, Operations and Administration (FOA). We're committed to providing high quality customer service for all your IT needs. Reach out if you need us!

 adminit.ucdavis.edu

 adminithelp@ucdavis.edu

 530-752-1222

Our team is ready to provide remote support!

- Read help articles for all of your technology questions at the public knowledge base at kb.ucdavis.edu.
- Exercise cyber security awareness always and learn how you can help stop phishing attacks at phishbowl.ucdavis.edu.
- Subscribe to Tech Tips from Admin IT to receive helpful tips throughout the year by using the Quick Links in the top right corner of our website, at adminit.ucdavis.edu.