



Technology Services Department

Music Building (Ground Floor)

HelpDesk@villa.edu

How to Access Email, Office 365, Student Portal and D2L

Did you know that as a registered student at Villa Maria College you now have login credentials that will give you access to campus computers, the student portal, Villa email, and the learning management system, D2L? These credentials will be given to you from the IT office and Educational Technology Specialist.

Your **USERNAME** is your last name followed by the first letter of your first name and middle initial (if provided). For example, *John T. Doe's* username would be **doejt**

Your **PASSWORD** is determined by the using **the last seven (7) digits of your student ID**, followed by **Vmc**.
For example:

Student ID: A000**0012345** + Vmc

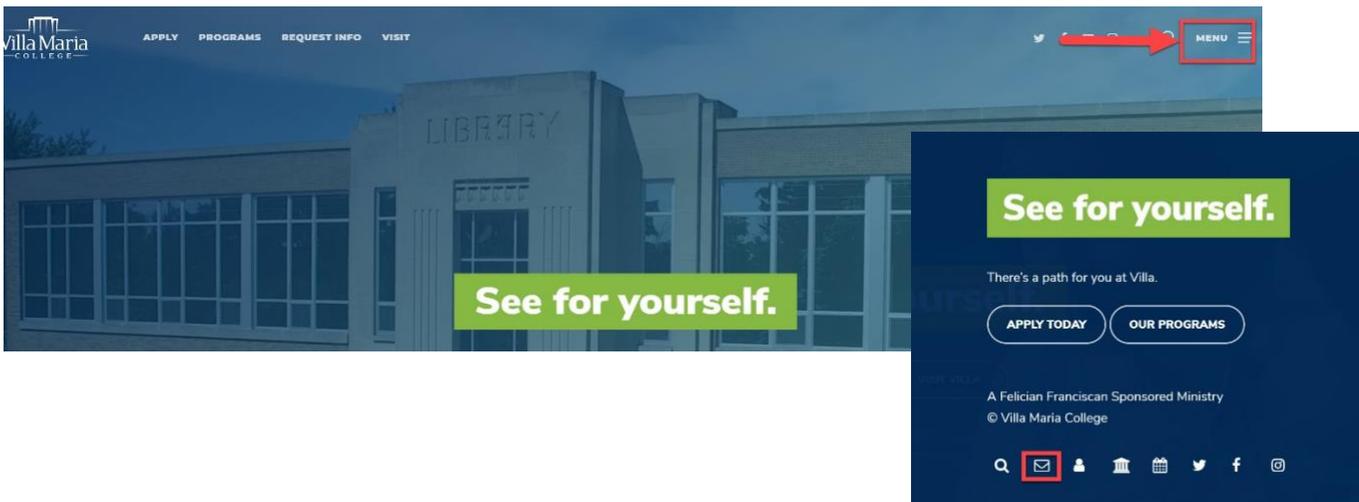
Password = **0012345Vmc**

Your student ID number can be found on your class schedule and the back of your Villa Maria College ID card

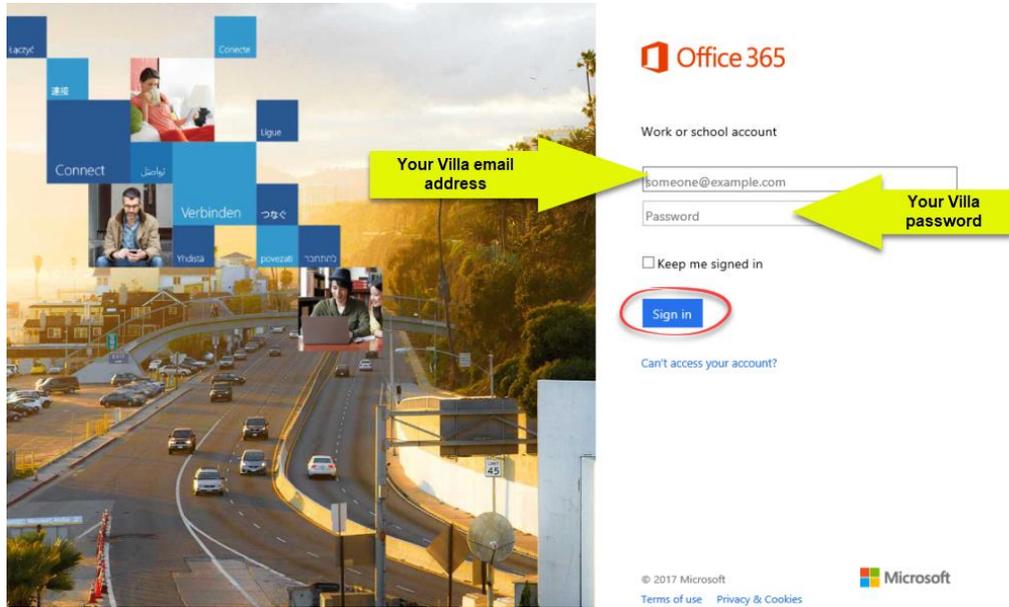
The following pages in this packet will show you how to access the various college technologies.

Accessing Villa Email:

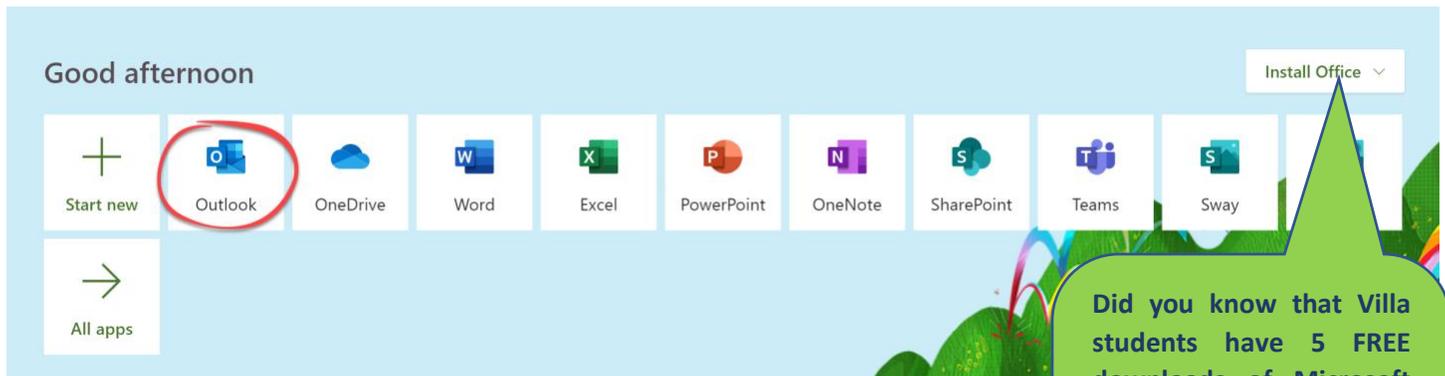
- Go to www.villa.edu
- Click on **MENU** and select the **envelope icon**



The login screen for Office 365 will appear. Enter your Villa email address and password to sign in

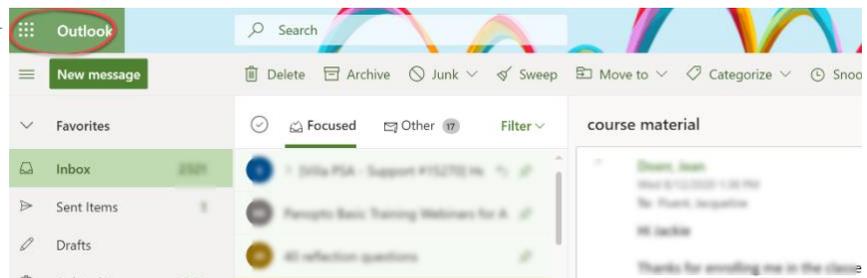


Microsoft Office 365 will open. Click on **Outlook** to open your email



Did you know that Villa students have 5 FREE downloads of Microsoft Office? Click on the Install Office button on the Office 365 home page and select 'Office 365 apps' for PC or 'Other Install options' for Mac users.

To return to the Microsoft Office 365 home page, click on the waffle icon in the upper left screen



How to down Outlook App for Android Devices

1

Open the **Outlook for Android** app. The icon looks like this:



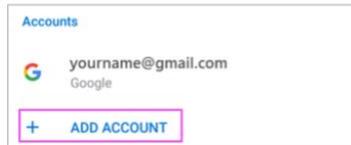
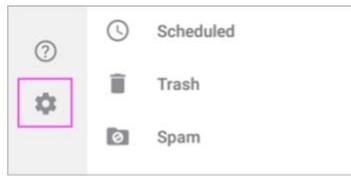
If you don't have it yet, [download Outlook for Android](#) from the Google Play Store.

Note: See www.products.office.com for more information and minimum requirements.

2

Tap **Get Started** if it's your first time.

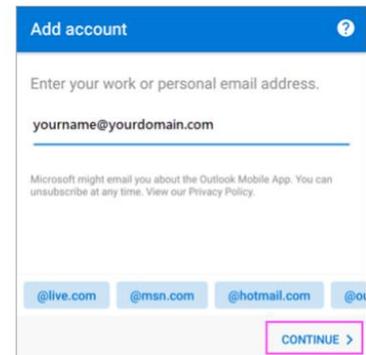
Otherwise, open the **Menu** and tap **Settings > Add Account > Add Email Account**.



3

Enter your full email address, then tap **Continue**.

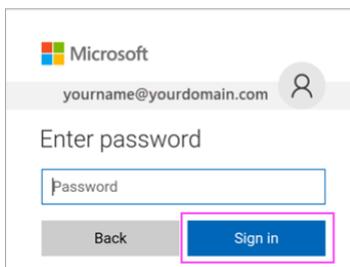
Note: If you're asked to choose your provider, you'll have to [Set up your Exchange manually](#) or set up an IMAP or POP account.



4

Enter your email account password and tap **Sign In** or **Next**.

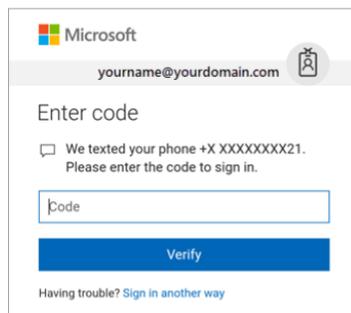
Note: The sign in screen may look different for you depending on your email provider.



5

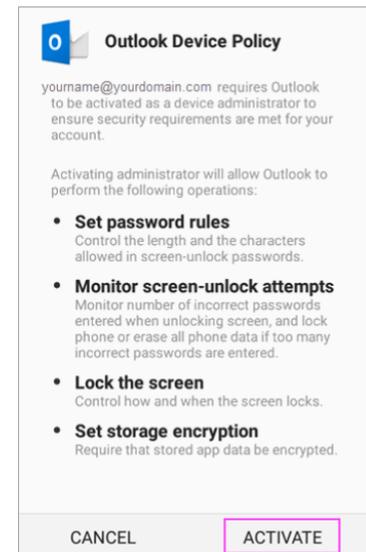
If 2-step verification is enabled, verify yourself using the method you set up (6 digit code, phone call, or Microsoft Authenticator app).

Note: If you're prompted to [Set up 2-step verification for Office 365](#), it may be required by your IT admin.



6

If your IT admin has set additional policies, tap **Activate** and **Activate** again. Outlook may also request permission to access your calendar, contacts, etc. Tap **Yes** or **Allow**.



How to down Outlook App for Apple Devices

1

Open **Outlook for iOS**. The icon looks like this:



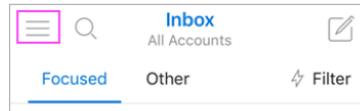
If you don't have it yet, [download it from the Apple Store](#).

Note: Available for iOS devices using **iOS 10.0** or higher.

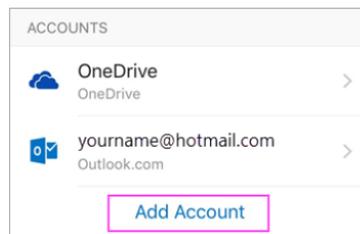
2

First time using Outlook for iOS? Just tap **Get Started**.

If not, tap the menu icon the upper left corner.



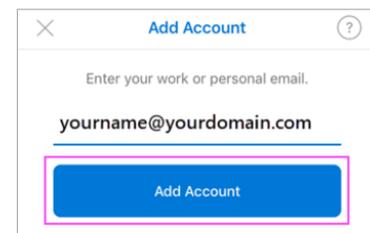
Tap **Settings** > **Add Account** > **Add Email Account**.



3

Type your full email address, then tap **Add Account**.

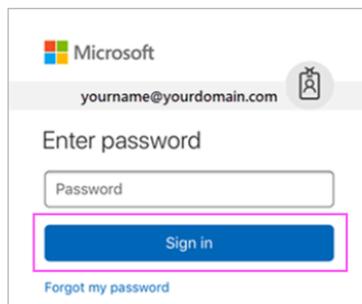
Note: If you're asked to select your email provider, you may have to [set up your email account manually](#) using Exchange or IMAP/POP.



4

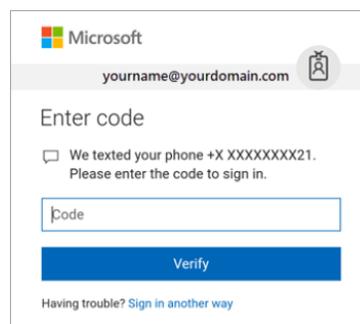
Enter your email account password and tap **Sign In**.

Note: The sign in screen may look different for you depending on your email provider.



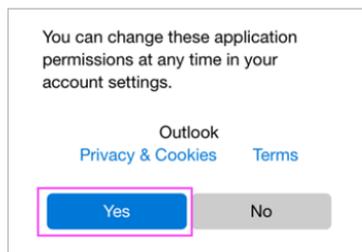
5

If [2-step verification for Office 365](#) is enabled, verify yourself using the method you set up (6 digit code, phone call, or using the Microsoft Authenticator app).



6

Tap **Yes** or **Allow** to give Outlook permission to sync calendar, contacts, etc.



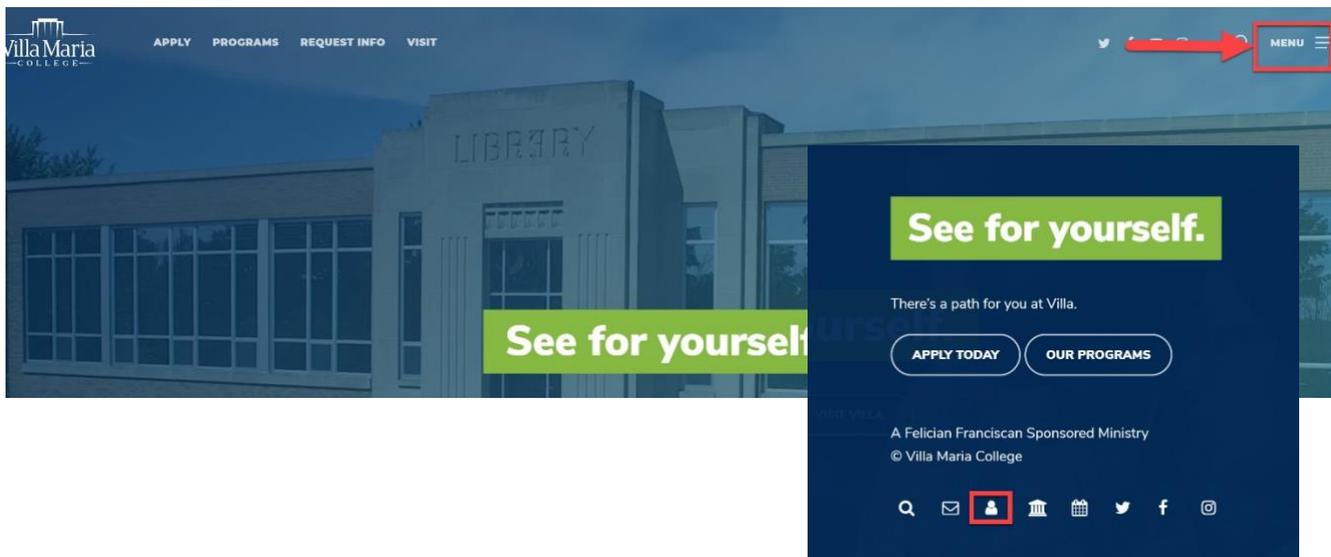
Swipe through the intro and you're now ready to use Outlook for iOS!

Accessing the CAMS Student Portal

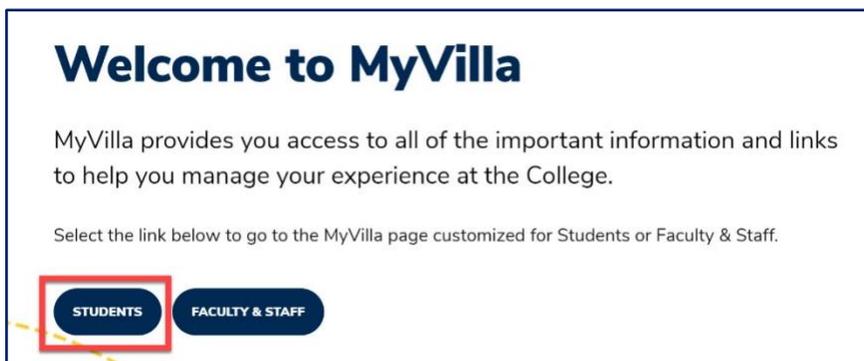
Accessing information, such as course offerings, registration, your class schedule, financial aid, unofficial transcripts, and other class info, can be found on the Student Portal.

Go to www.villa.edu

Click on MENU and select the My Villa icon



Once on the My Villa web page click on STUDENTS



Under the Quick Links menu click on Portal/CAMS



Log on to the student portal to access your schedule, student bill, financial aid and unofficial transcripts

Student Portal Login

Note: Required fields are marked with an asterisk ()*

*Username:

*Password:

Term: ▼

Login

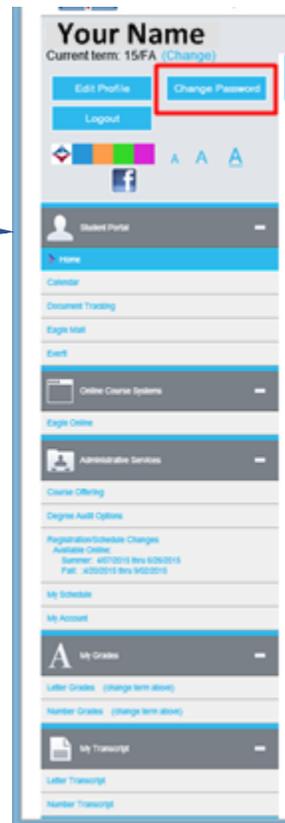
[Forgot Password?](#)
Contact your portal admin if you forgot your Username

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Type your USERNAME & PASSWORD

Use the dropdown arrow to choose the correct term (semester)

Choose from the different menu options to locate information you are looking for

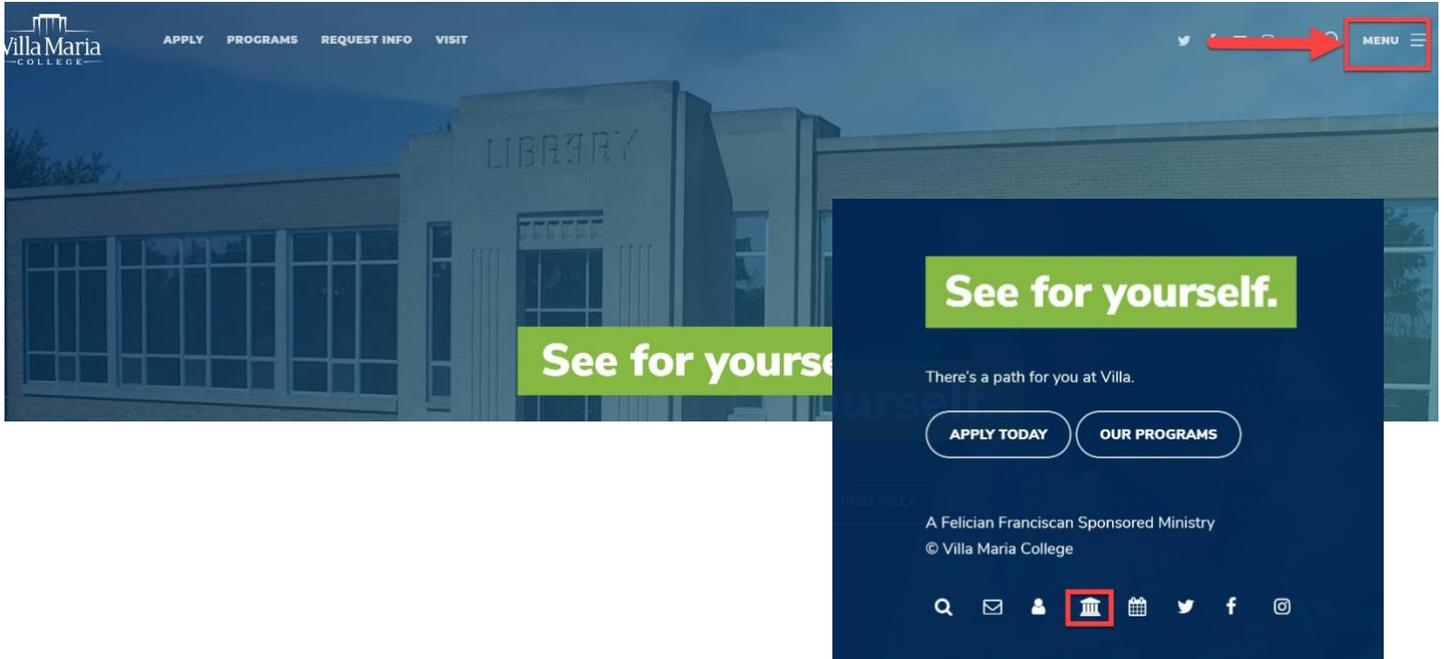


ACCESSING D2L

Desire2learn (D2L) is the Learning Management System used at Villa Maria College to support instruction and learning. Below are directions for locating, logging onto and navigating the D2L system.

If you have any questions or problem with D2L, please contact Jacqueline Fluent, Educational Technology Specialist at jfluent@villa.edu (716) 961-2856.

- Go to www.villa.edu
- Click Menu and select the D2L icon



Enter your Username & Password on the logon page

A screenshot of the D2L login page for Villa Maria College of Buffalo. The page has a white background with a blue header containing the Villa Maria College logo. Below the header, it says 'Welcome to Villa Maria College of Buffalo' and 'Log in to view your courses, explore tools and features, and customize your eLearning experience.' There is a login form with two input fields: 'Username*' with the text 'test.student' and 'Password*' with a masked password '*****'. Below the password field is a blue 'Log In' button and a link for 'Forgot your password?'. To the right of the form is a small image of a student and a teacher. At the bottom of the page, there is a small orange circle with the number '5' and a copyright notice: '© Copyright D2L Corporation. All rights reserved. All D2L marks are trademarks of D2L Corporation. Please visit D2L.com/trademarks for a list of D2L marks.'

Navigating the D2L Home Page

Once you have logged in you will land on the My Home page of D2L. Below are descriptions of key navigation features.

Home 🏠 will bring you back to the My Home page of D2L. Click on it anytime no matter what page you are on in the system.



Find your classes by clicking on the **waffle icon** at the top of the page. Only courses you have been enrolled in or given access to will be listed. Click on the name of the class name you wish to access.

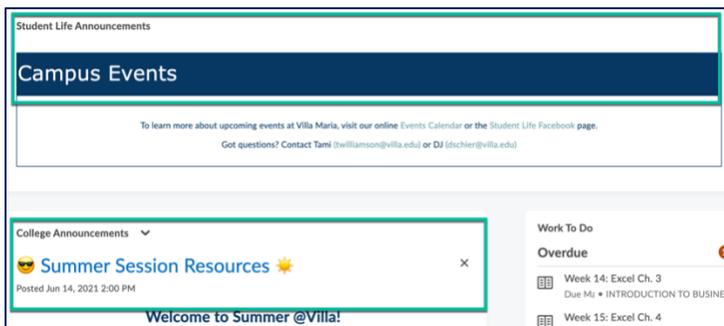
The Notification area will inform you of any updates to discussion topics, content, announcements, or grades. Notifications will be indicated by an **orange dot** next to the icon in which an update was made. Click on the icon to find out what the alert is.

Profile & account settings – use this area to add information or a profile picture, set notifications settings, or make other account changes. Just click on your name to view the drop down menu.

FAQ Campus Offices Locker Class Progress Course Evaluations & Surveys ePortfolio

The Nav Bar provides links to various tools:

- FAQ- answers to frequently asked D2L questions
- Campus Offices- general information about campus offices
- Locker- Upload, store and share documents
- Class Progress- shortcut showing how you are doing in your classes
- Course Evaluations- shortcut to active course valuations or surveys
- ePortfoliio- an electronic portfolio to store, show and share your work



The Announcement Areas list College and Student Life information and events that are happening on campus

Use the widgets on the right side of the College Announcements area to find additional information such as;

- Reminders of assignment due dates in any of your classes
- Video messages from college President, Dr. Giordano
- Resources for the Library
- D2L Technical Support
- Access to your courses

