Biz.UConn.edu

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What is Biz.UConn.edu?

Biz.UConn.edu gives you the collaboration and communication tools to be successful in your School of Business programs and beyond. Biz.UConn.edu is Exchange email, Microsoft Lync, Microsoft Sharepoint, SkyDrive, and more hosted at [Office 365](#).

Features of Biz.UConn.edu

Exchange e-mail

All Biz.UConn.edu users have a firstname.lastname@biz.uconn.edu account, and most include a full Exchange e-mail account with this account. Microsoft Exchange e-mail means you get full access to most common email tools, like Microsoft Outlook ([grab MS Office here for free as a student!](#)), reliable web mail, calendars with collaboration options, and full compatibility with almost any mobile device.

UConn Lync for Students

UConn Lync for Students gives you an industry-standard messaging and collaboration platform, fully integrated into your Exchange e-mail account. With great features such as audio/video conferencing (including group video chat), presence tied to our Exchange calendar system, and two-click screen sharing, UConn Lync for Students is an invaluable tool for communicating and collaborating with your peers.

For more information including download and installation instructions, see our Knowledge Book here: http://uconn.biz/UCLync4Students

Sharepoint

Coming soon! Microsoft Sharepoint, including document repositories, calendars, and more for all of your collaboration needs. Have a complicated team project where you need more than just a file emailed back and forth? Sharepoint is the answer. With integrated tracking, check in/out, and direct editing via Microsoft Office desktop and web applications, Sharepoint gives you a team platform for projects large and small.

SkyDrive

Coming soon! Microsoft Skydrive integration with Sharepoint team sites will give the ability to collaborate on documents both online and offline in near-real time. Features such as SkyDrive Pro (Coming soon!) even enable DropBox-like offline synchronization to your personal computer, and those of your team.

Account Overview

Important Account information for Biz.UConn.edu

	Standard Format	For Example
Email address	firstname.lastname@biz.uconn.edu	Jane.Dough@biz.uconn.edu
Lync address	firstname.lastname@biz.uconn.edu	Jane.Dough@biz.uconn.edu
Initial Password	Initials (Capitalized) + Peoplesoft # + !	JD123456!

Important Addresses for Biz.UConn.edu

Webmail	http://outlook.com/biz.uconn.edu
Account Management	https://login.microsoftonline.com/

Getting Started / Logging in for the first time

If you have not logged in to any @biz.uconn.edu accounts in the past, you will need to do so first.
1. Prior to using Lync For Students your account will require initialization
2. Open a web browser and go to https://login.microsoftonline.com/
3. Log in with your username & temporary password

a.

User ID:	firstname.lastname@biz.uconn.edu e.g. John.Dough@biz.uconn.edu
Password:	Initials (Capitalized) + Peoplesoft # + ! e.g. JD123456!

4. Follow the prompts to set a new password and click *Submit to* activate your Microsoft Lync for Students account.

Accessing your e-mail

via the web
Browse to https://outlook.com/biz.uconn.edu and log in with your new

via desktop applications such as Microsoft Outlook 2010/2013
See the UConn School of Business helpspot page here: http://help.business.uconn.edu/index.php?pg=kb.page&id=261

via your smart phone
See the UConn School of Business helpspot page here: http://help.business.uconn.edu/index.php?pg=kb.page&id=83

Using UConn Lync for Students

Everything you need to get started with UConn Lync for Students can be found at the School of Business knowledge book article here: http://uconn.biz/UCLync4Students

Note that UConn Lync for Students is also integrated directly into your webmail system.

Frequently Asked Questions

Q: How do I forward my @uconn.edu email to my @biz.uconn.edu email?
A: Follow the instructions here to set up your UConn Google Mail to forward to @biz.uconn.edu:
http://helpspot.business.uconn.edu/index.php?pg=kb.page&id=359

Q: How do I forward my @biz.uconn.edu email elsewhere?
A: Coming soon!

Q: I use a nickname or a short version of my name. How do I change my name?
A: Coming soon!