

Connect To Acadia

Network Accounts

Upon arriving at Acadia University, all students will have access to several network accounts. These include, but are not limited to: Central - <http://central.acadiau.ca>, email – <http://office365.acadiau.ca>, ACORN – <http://acorn.acadiau.ca>, and network drives. Your username is the last six (6) digits of your student number and the first letter of your last name. For example: Jane Smith, student number 100012345, would have a username of 012345s. Your password is the same one you use for online registration on the Registrar’s website.

Office 365

You can download the full Office suite (Word, PowerPoint, Excel, Outlook, etc) for free at <http://office365.acadiau.ca>. For more information visit <http://ts.acadiau.ca/Office365>.

Connect to Wifi

Acadia has wireless access available across the campus. To access Acadia’s wifi network, click on your network icon (bottom right of the screen) and select the “Acadia” network. Here you will be prompted to enter your user name (Example: 012345s) and your password.

Set Up Email

Email can be accessed by most devices on the Office website at <http://office365.acadiau.ca>.

You can also access your email through an app such as Outlook or Mac Mail. To set up your preferred app go to <https://ts.acadiau.ca/email.html> for more details.

Additional Resources

You can find information on setting up your wireless, print credit, library access, and much more on the Technology Services portal at <http://hub.acadiau.ca>; click on **Knowledge Base** to start.

Access Network Drives (Optional)

The P: drive is where you will find software you may require for some of your classes. To map this drive, click the **Start** button, go to **Computer** and choose **Map Network Drive** at the top. Select **P** from the drop down list for **Drive**; in the **Folder** section type \\ad.acadiau.ca\public. Select ‘Reconnect at logon’; then choose Finish. Type **acadia\your username** (Example: acadia\012345s); then your password when prompted. You can now access software by double clicking the Programs folder then selecting the appropriate software.

Set Up Network Printers (Optional) Note: To manage your print credit, go to <http://papercut.acadiau.ca>

1. To install a network printer, click the **Start** button; then in the **Search field**, type in \\printers.acadiau.ca. A list of network printers will appear.
2. There are 3 public printers on campus available to all students.
 - a. **lib-laser** is a black and white printer in the Vaughan Memorial Library and costs \$.10/page
 - b. **ts-laser** is a black and white printer in the Service Desk area (1st level BAC) and costs \$.10/page
 - c. **ts-colour** is a colour printer in the Service Desk area (1st level BAC) and costs \$.50/page
3. Double-click the printer you want to add. You will be prompted for your username and password. Type **acadia\your username** (eg acadia\012345s) and password in the window that pops up.
4. If asked to install a printer driver click **Yes, Install, or Allow** and accept any other prompts that come up. You will now have that printer available to print to.

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Set Up Email

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Additional Resources

You can find information on setting up your wireless, print credit, Library access, and much more on the Technology Services portal at <http://hub.acadiau.ca>; click on **Knowledge Base** to start.

Access Network Drives (Optional)

The P drive is where you will find software you may require for some of your classes.

For instructions on accessing network drives, including the P drive, go to <http://ts.acadiau.ca/drives.html>.

Set up Network Printers (Optional)

Note: To manage your print credit, go to <http://papercut.acadiau.ca>

Requires Mac OSX 10.7 or above

1. **Download and install** Mac printer drivers: <http://ts.acadiau.ca/printers.html> (instructions are there as well)
2. Go to **System Preferences** and click on Printers & Scanners
3. Click on the **plus (+)** to add a printer
4. If the **Advanced** button is not on the toolbar do the following: two-finger click (right click) the toolbar at the top, in the gray space.
Select **Customize Toolbar** and drag the **Advanced** button onto the Toolbar then click Done
5. Select **Advanced** on the toolbar and wait for **Type** to fill in. Change **Type** to **Windows via Spoolss**
6. In the URL field type: **smb://printers.acadiau.ca/printername** (example: **lib-laser, ts-laser, or ts-colour**)
7. In the Name field, type the **printername** again. Leave the Location field blank.
8. In the **Print Using** field, change to "Select Printer Software..." and search for the printer's model number:
Lib-laser: HP LaserJet 600 M601 M602 M603
TS-laser/TS-colour: Ricoh MP C4503 PS
9. Select the driver and click OK. Click the Add button to add the selected printer, then click OK.
10. The first time you print you will be asked for your network password. Enter **acadia\yourusername** (eg acadia\012345s) as the username, making sure to use the proper slash (usually above the enter key).