

# Email and network login information

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On campus email:

[OUTLOOK.OFFICE.COM](mailto:OUTLOOK.OFFICE.COM)

Off campus email:

[APPSTORE.UNMC.EDU](mailto:APPSTORE.UNMC.EDU)

After you are hired, your information is entered into the campus information systems. About two days later, a new ID and password will be generated by HR which gives access to log on to computers. After that, an ID is created in the email system and then migrated to the cloud so that you can use Office 365. This ID and password combination gives you access to campus networked computers, PaperCut print system, compliance training, email and more.

When you are logging on to a computer, if it says UNMC DOMAIN already under the place for your username and password. You only need to enter **username** and **password** without anything else in that box.

Connecting to a campus resource where it doesn't already say UNMC Domain enter your email address as the ID **username@unmc.medforest.org**.

The ID will be your first and last name separated by a period unless there is already someone with that ID. (John.Smith)

The initial password for your account has been generated using the format below:

Let's use the example of Bob **Smith** whose legal first name is **Robert** and was born on **November 8**

lowercase first letter of legal first name - **R**

followed by lowercase first two letters of last name - **sm**

followed by first three letters of birth month (first letter UPPERCASE, second and third letter lowercase) **Nov**

followed by numeric day of birth (2 numbers – proceed single number dates with a zero) **08**

You will have to change your password the first time you log on to a computer.

Bob's password would be **rsmNov08**

If after you've received notice that your email has been created your ID still isn't working, please contact the campus helpdesk (24/7) to reset the password. 402-559-7700