

## INFORMATION TECHNOLOGY SERVICES

HELP DESK  
601-974-1144

### Student FAQs

Most Millsaps students choose to bring their own computer to campus for the sake of convenience and mobility. However, Millsaps does provide many student computer labs around campus, so it is not an absolute necessity. The College does not sell computers directly, but there are educational discounts available for students that may help lower the cost.

### Tech to Bring to Campus

Here is a list of items that you may find useful to have on campus.

Computer

Headphones

Bluetooth speakers

USB Flash Drive

Mac users may find it helpful to purchase adapters for USB or HDMI to USB-C or Thunderbolt

TV/Streaming Device

### Computer Brands

Millsaps College can support any brand of computer. We have had great success supporting Dell and Apple computers on campus, but it is not necessary to buy from either of these manufacturers.

### Manufacturer Discounts

#### Apple

Special education pricing is available to students, faculty, or staff by shopping at the Apple Store and [apple.com](https://www.apple.com)

#### Dell

Millsaps College is a participant of the Dell University Program, which offers a discount on all personal Dell purchases for Millsaps faculty, staff, and students. To access this special pricing shop online using this [link](#). If you encounter any difficulties, call 1.877-326-2791 or use the online chat feature.

### Internal/External Camera

Due to the increase in utilizing video conferencing platforms, we recommend having an Internal or external camera.

## Software

Millsaps offers the latest version of the Microsoft Office suite to its students, you can purchase your computer with a trial version of Office.

### Microsoft Office 365 Download Instructions

1. Go to [www.office.com](http://www.office.com)
  2. Select Sign-In
  3. Sign in using your Millsaps E-Mail credentials
  4. Select "Office 365" (top left)
  5. Select Install Office apps ↓
  6. Your device should start an automatic download now. When the download is complete, start the setup and follow the instructions on the screen.
- Please uninstall all previous version(s) of Office and trial versions \*Students and employees are eligible for 5 downloads at no charge.

### Student Computer Repairs

While at Millsaps, students may bring their personal computers to the Help Desk location to get advice, configuration help, or select repairs such as malware/spyware/virus removal.

### Dorm Technology

Every dorm room comes equipped with two Ethernet ports and is wireless-capable devices There is high-speed Wi-Fi available in every dorm room. Wireless is available in outdoor and public spaces.

### Cable

Access to the Xfinity Stream app is included with your campus housing. Stream live TV on all your devices and get 20 hours of DVR storage with on-the-go access so you can watch even when you're offline.

Visit [www.xfinityoncampus.com](http://www.xfinityoncampus.com)

Enter your school in the search field

Log in using your Millsaps network credentials

Once authenticated, start watching.

### Email Outlook Web Access

Web mail is a resource available to you such as Gmail, Yahoo, email. **Please complete the security setup for multi-factor authentication.**

**Online Web Outlook login** - open a browser and go to:

<https://www.office.com/>

**Login Requires full address:** [username@millsaps.edu](mailto:username@millsaps.edu)

**Current Password:** **Current Millsaps Password**

## Campus Wi-Fi

Millsaps College offers wireless access to the internet. You will be able to access 802.11n wireless speeds across campus and on all three of the Wi-Fi networks offered.

## Wireless Networks

### Major Air

Major Air is the Wi-Fi network for Millsaps students, faculty, and staff and requires Millsaps network credentials. It gives users access to all private Millsaps network resources and provides wireless encryption.

Computers and mobile devices (smartphones and tablets) can be used on the Major Air Wi-Fi network without any registration process. Simply select the network and enter your Millsaps Network credentials.

### BYOD Wireless Network for Devices

Device management self-service allows users to manage their own devices. Students may add a device as well as manage the other devices they own such as PS4 and PS5, Xbox One Xbox Series X, TVs, Roku, Nintendo Switch, Firestick etc.

How to register non-802.11 devices:

Go to <https://devreg.millsaps.edu>

Login using your Millsaps credentials.

Add the Wi-Fi MAC address and select save.

You may connect device to the BYOD wireless network to gain internet access.

Note: If you join the BYOD wireless network first without registering the device, internet access is not available until the device is registered. For further assistance, email [help@millsaps.edu](mailto:help@millsaps.edu).

## Major Guest Wireless Network

MAJOR GUEST is for all campus visitors. Guests may register using their email address such as Gmail which will allow them immediate access to the internet.

Choose MAJOR GUEST from the list of available wireless networks on your computer or mobile device.

Once connected, launch a browser window.

Choose Register.

Enter your email address and click Submit.

Your username will be the email address you entered. Click Ok when done.

Note: Your guest Wi-Fi registration will remain active for 24 hours. If you need additional time, just re-register by repeating the above steps.

If you have questions about accessing a campus Wi-Fi network, please contact the ITS Help Desk at [help@millsaps.edu](mailto:help@millsaps.edu) or 601-974-1144.

## Campus Computer Labs

ITS maintains and manages several computer labs throughout campus. All general labs have a full suite of standard software and department labs have additional specialized software installed on each machine based on the needs of a specific department (software added by request from faculty).

## Standard Software

All department labs and smart classrooms have the same basic software suite installed to facilitate an appropriate learning environment.

## Cloud Storage

Cloud storage, or services that act as a hard drive for storing files that are based on a remote server and accessible via a web browser from any device, is growing in popularity. Although there are options like Dropbox and Box for personal use, the only cloud storage option supported by ITS is One Drive.

## Printing for Students

PaperCut is the Millsaps campus print management application. Millsaps promotes responsible printing, to reduce operational costs, and to conserve paper. Students receive a \$15.00 credit for 300 prints (\$0.05 each) with a 30% discount for double-sided printing each semester.

**Note:**

**In the event that a student has to purchase additional credit in a semester, any remaining balance will roll forward to following semester.**

Duplex printing is the default, but single-sided can be selected from the application's print window. Using a feature called Web Print; students can print from laptops or any computer on campus

## Student Employment Opportunities

Center for Career Education

Services are available to Millsaps students, Millsaps alumni and approved employers. Employers may register and post full-time opportunities, part-time jobs and internships at any time. Our staff will respond to your registration request in a timely manner. Students and alumni may register and search opportunities by job type, location and industry.

## Contacting IT, Get Help

The Help Desk offers extended hours during the academic calendar year. Faculty, staff and student support is available from 8 am to 8pm Monday- Thursday.

If you have questions about student computing needs or would like to discuss system configurations before making a big purchase, you may contact the ITS Help Desk.

[help@millsaps.edu](mailto:help@millsaps.edu)

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