

## Information Technology: Quick Reference Guide

### W&M User Account

WMuserid =  
first initial + middle initial + last name  
(ex. abmiller ) **Note: Sometimes may differ. You should have received this from the college after you were admitted.**

WMuserid password = Sent via email

Use for Blackboard, Banner, Wireless Network

Change your W&M User Account password:  
<https://changepassword.wm.edu>

### W&M Apps

The college utilizes the Google suite of web applications branded as Google Workspace. You can access these by going to <http://my.wm.edu> and clicking the 'G WORKSPACE' icon. The suite of apps includes:

Google Drive  
Google Calendar  
Google Docs



**WMuserid@wm.edu**  
(ex. abmiller@wm.edu)  
<https://webmail.wm.edu> or  
<https://my.wm.edu> and click Outlook

Username: Your WMuserid

Password: Your WMuserid password

### Printing

You will need W&M Express card, 93#, or WMuserid and password.

Visit [printsetup.wm.edu](http://printsetup.wm.edu) to add print queue.

Print to newly added print queue. Your print job will be available for 2 hours in the print queue.

Visit any [lab printing station](#), swipe your Tribe Card, and choose print job. You may also print by scanning the QR code on the printer, logging into the mobile system, and releasing the print job.

For more detailed instructions, visit:  
<https://www.wm.edu/offices/it/services/printing/connection/index.php>

### Office 365 Download

A **free** copy of Microsoft Office to use while you are an active student. Available for both Windows and OSX. Access the link below from the device you wish to install Microsoft Office on.  
<https://office.wm.edu>

### Miller Hall IT Help Desk

help@mason.wm.edu  
Miller Hall 2012  
757-221-3401  
Hours: Mon - Fri, 9am - 4pm

### W&M Campus IT

support@wm.edu  
Jones Hall 201  
757-221-4357  
<http://www.wm.edu/offices/it/services>