**What you should know about using the computers**

**Network drives**
- u: (\hs-ulm.de\fs\users\</loginnname>) permanent individual storage
- w: (\hs-ulm.de\fs\work\</loginnname>) temporary individual storage, will be deleted at 4 a.m. daily
- q: (\hs-ulm.de\fs\scratch\) temporary public storage, will be deleted at 4 a.m. daily
- p: (\hs-ulm.de\fs\public\) public storage of lecturers

**Email**
email address: <loginnname>@mail.hs-ulm.de

You can check your mailbox by
- web-browser (http://webmail.hs-ulm.de, best with Internet Explorer)
- Exchange-access (Android, iOS, Outlook)

**Printing at the Technische Hochschule**
If you want to know your account balance, press windows key + R, and type in command “Konto”.

**Costs for prints per page:**
- laser printer black&white DIN A4 0,03 €
- laser printer colour DIN A4 0.10 €

**You may only use the paper from the Centre of Information and Media (IMZ)!!!**

Credit (you have to apply for it): 5.00 € for student research projects
15.00 € for your bachelor and master thesis

You can transfer money to your print-account at the terminal in the rooms F34, N01 and S202.

**Computer Lab:**
- Prittwitzstraße: C011, F17, F34, F108
- Albert-Einstein-Allee: S202, Q127, V001
- Eberhard-Finckh-Str.: N01, Z106

**Kyocera-Printer Location:**
- A11, A117a, A216, A303, B122**, B320a, C036, E11 (2 printers), F08, F34** (2 printers)
- Q109, Q181f, S202**
- N01, O151**
  **with hole punching and stapling facility

**WLAN “eduroam”**
<loginnname>@hs-ulm.de  (not your email address!)
Instructions: http://www.thu.de/wlan

**Access to the network from the outside**
- by web-browser: https://fs.thu.de (only for downloading certain file types)
- by VPN-client: http://www.thu.de/vpn
- by WebDAV: http://www.thu.de/webdav

**Contact:** imz@thu.de
How can I change my password?

Use the following webpage:

http://www.thu.de/Kennwort

You will see the following screen (except for the English translation):

Benutzername / user name   (your login name)
altes Kennwort / old password
neues Kennwort / new password
neues Kennwort bestätigen / confirm new password

Buttons:
Kennwort ändern / change password
Altes Kennwort testen / test password

Directive for password

- Your password has to have a length of at least 10 characters
- Your password has to contain characters from at least three different character classes.
- Your password must not contain your login name, first name or last name

Recommended characters are:

Lower-case:
abcdefghijklmnopqrstuvwxyz

Upper-case:
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Numerals:
0123456789

Special characters
! " # $ % ( ) * , . ; < > [ \ ] _ { | } ~

March 2020 /M. Dobisch