What you should know about using the computers

Network drives
u:\hs-ulm.de\fs\users\<loginname>
permanent individual storage
w:\hs-ulm.de\fs\work\<loginname>
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: <loginname>@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, S202 and W2304.

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:**
abcdeghijklmnopqrstuvwxyz

**Upper-case:**
ABCDEFGHIJKLMNOPQRSTUVWXYZ

**Numerals:**
0123456789

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

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