MAINE MARITIME ACADEMY

Download the Maine Maritime App Here!

MMA IT Quick Tips
(→ <u>**Save these!**</u> ←)

<u>**Bookmark These:**</u>
https://mymma.mma.edu | https://mainemaritime.edu | **Download the Maine Maritime mobile app!**

<u>**Password changes:**</u> https://cayosoftadmin.mma.edu

<u>**Connecting to Wi-Fi (on-campus only):**</u>
1. Join MMA-Secure using the key **mmasecure**
2. Open any web browser and go to **getonline.mma.edu**
3. Agree to the Terms of Service
4. Choose which type of device you're registering
5. Sign in using your MMA username (**firstname.lastname**)
6. **Computer/Phone/Tablet:** Click "Download"*
7. **Game Devices & Printers:** Follow the instructions and fill out the form to sign-in, enter your device's MAC/Hardware address, and choose your device type
- *Windows users:** Please run the program that downloads. This is needed in order for the Network Security appliance to check for Windows updates and antivirus.
- *Mac users:** Nothing will actually download (not needed for Macs). The network will start functioning within 30-60 seconds.
- If you run into problems after trying the above steps, contact the IT help desk (see bottom of page)

<u>**Accessing Microsoft Office Apps:**</u>
1. Open a web browser and go to https://portal.office.com & sign in with your MMA email address and password
2. Available apps are listed on the left. You can install Office on your computer by clicking "Install Office" in the upper right (however this is optional).
3. Utilize your OneDrive space to save, edit, and upload documents, media etc. You can link directly to these within Canvas, etc. Every student is allotted 1TB of storage.

<u>**Accessing MMA email:**</u>
Launch Outlook from the list of apps mentioned in the above steps ("*Accessing Microsoft Office Apps*") **or** browse directly to **https://outlook.office.com**

<u>**MMA Self-Service:**</u> https://selfservice.mma.edu (use your firstname.lastname and NOT email)

<u>**Signing in to Canvas:**</u> https://canvas.mma.edu (use your firstname.lastname and NOT email)

<u>**MMA IT Helpdesk Contact Information:**</u>
Ticket: https://helpdesk.mma.edu | **Email:** itsupport@mma.edu | **Phone:** 207-326-2240
A Zoom station is located in Curtis Hall, next to the Study Lounge ("G" Door). It is monitored by IT staff Mon-Fri 8am-4:30pm (excluding holidays, breaks, school closures, etc.)