

## **How-to guides** <sup>[1]</sup>

# HOW-TO GUIDE

Looking for a specific topic? [Search Guides](#) <sup>[2]</sup>.

### **Account Access**

CU Identity Manager is CU's identity management application for account management and user provisioning. See the [CU Identity Manager page](#) <sup>[3]</sup> for more information on requesting or approving access and detailed user guides.

### **Artificial intelligence Tools Guidance**

CU Office of Information Security has created a [Guidance for AI Tool Use](#) <sup>[4]</sup> for all CU System Administration employees.

### **Calendar**

- [Check the availability of a conference room in Outlook](#) <sup>[5]</sup>
- [Create a meeting in Outlook 2016 on MacOS](#) <sup>[6]</sup>
- [Using and configuring Outlook Web App](#) <sup>[7]</sup>

### **Computer Help**

- [Clear cookies and cache](#) <sup>[8]</sup>

- [Connect to a remote computer in Windows](#) <sup>[9]</sup>
- [Connect to a remote computer in MacOS](#) <sup>[10]</sup>

## Email

### Email on your phone

iPhone native mail app:

- [Remove email from the native mail app for iPhone](#) <sup>[11]</sup>

iPhone Outlook app

- [Add email through the Outlook app for iPhone](#) <sup>[12]</sup>

Android Outlook app

- [Add email through the Outlook app for Android](#) <sup>[13]</sup>

### Email on your computer

- [Configure Office 365 Outlook on macOS](#) <sup>[14]</sup>
- [Use and configure the Outlook Web App](#) <sup>[7]</sup>

## Office Phones

- [Install, login, and use Cisco Jabber softphone](#) <sup>[15]</sup>
- [Configure and use Cisco voicemail](#) <sup>[16]</sup>
- [Use the Cisco 8691 IP phone](#) <sup>[17]</sup>
- [Use Cisco 7945G IP phone](#) <sup>[18]</sup>

## Office 365

### General

- [Log in to Office 365](#) <sup>[19]</sup>
- [How to log into Outlook 2016 once migrated to Office 365](#) <sup>[20]</sup>
- [Microsoft OneDrive quick start guide](#) <sup>[21]</sup>

## Microsoft Teams

- [Microsoft Teams Quick Start Guide](#) [22]
- [How to Install Microsoft Teams on an Android Device](#) [23]
- [How to Sign Into Microsoft Teams on macOS and Basic Functions](#) [24]
- [How to Sign Into Microsoft Teams on Windows and Basic Functions](#) [25]

## OneDrive

- [How to Log into OneDrive on PC](#) [26]
- [How to Log into OneDrive on Mac](#) [27]
- [How to Sync Files and Folders from OneDrive on PC](#) [28]
- [How to Sync Files and Folders from OneDrive on Mac](#) [29]
- [How to Copy Files to OneDrive on PC](#) [30]
- [How to Copy Files to OneDrive on Mac](#) [31]
- [How to Restore Files and Folders from OneDrive on PC](#) [32]
- [How to Restore Files and Folders from OneDrive on Mac](#) [33]
- [How to Restore Previous File Versions from OneDrive on PC](#) [34]
- [How to Restore Previous File Versions from OneDrive on Mac](#) [35]

## Password Reset

- [How to reset your CU System account password](#) [36]

Contact the UIS Service Desk at 303-860-4357 (HELP) if you still need assistance in resetting your password.

## VPN

- [Access Cisco AnyConnect VPN through Multi-Factor Authentication](#) [37]
- [Enroll in Duo for VPN](#) [38]
- [Configure Cisco AnyConnect on Android](#) [39]
- [Configure Cisco AnyConnect VPN for iOS](#) [40]

## Wireless

### Wireless at 1800 Grant

- [Troubleshoot Home Internet Connection](#) [41]
- [Connect to CUSYS Guest Wireless on Andorid](#) [42]
- [Connect to CUSystem Guest Wireless on Android](#) [43]
- [Connect to CUSYS Guest Wireless on an iPhone or iPad](#) [44]

- [Connect to CU System Wireless for iPhone or iPad](#) [45]
- [Connect to CUSYS-Guest Wireless on Windows](#) [46]

## Eduroam Wireless

- [Eduroam overview](#) [47]
- [Connect to Eduroam Wireless on an iPhone or iPad](#) [48]
- [Connect to Eduroam Wireless on Android](#) [49]
- [Connect to Eduroam Wireless on Mac iOS](#) [50]
- [Connect to Eduroam Wireless on Windows](#) [51]

## Zoom

- [Integrate Zoom with an Outlook Calendar](#) [52]
- [More Zoom guides and videos](#) [53]
- [Zoom Tips and Tricks for hosting a successful meeting](#) [54]
- [How to use Zoom Whiteboard](#) [55]
- [Request or purchase a Zoom license](#) [56]

Have a suggestion for a new guide? [Let us know](#) [57]!

Help us make our resources better! Let us know how helpful our guides are with the [guide feedback form](#) [58].

### Groups audience:

UIS Service Desk

### Right Sidebar:

UIS Service Desk: How to

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**Source URL:**<https://www.cu.edu/service-desk/how-to>

### Links

[1] <https://www.cu.edu/service-desk/how-to> [2] <https://www.cu.edu/docs?text&dept=168850>  
 [3] <https://www.cu.edu/oim> [4] <https://www.cu.edu/service-desk/how-guides/guidance-artificial-intelligence-tools-use> [5] <https://www.cu.edu/docs/email-and-calendar-how-book-conference-room-outlook>  
 [6] <https://www.cu.edu/docs/email-and-calendar-create-meeting-outlook-2016-macos>  
 [7] <https://www.cu.edu/docs/email-and-calendar-using-and-configuring-outlook-web-app>  
 [8] <https://www.cu.edu/docs/computer-help-clear-cookies-and-cache-browser>  
 [9] <https://www.cu.edu/docs/computer-help-connect-remote-computer> [10] <https://www.cu.edu/docs/computer-help-connect-remote-computer-macos> [11] <https://www.cu.edu/docs/email-and-calendar-how-remove-office-365-email-ios-native-mail-app>  
 [12] <https://www.cu.edu/docs/email-and-calendar-how-add-office-365-email-ios-microsoft-outlook-application> [13] <https://www.cu.edu/docs/email-and-calendar-how-add-cu-account-android-outlook-application> [14] <https://www.cu.edu/docs/email-and-calendar-configuring-and-installing-outlook-ios>  
 [15] <https://www.cu.edu/docs/phones-how-install-login-and-use-cisco-jabber-softphone>  
 [16] <https://www.cu.edu/docs/phones-how-configure-and-use-cisco-voicemail>  
 [17] <https://www.cu.edu/docs/phones-how-use-cisco-8691-ip-phone> [18] <https://www.cu.edu/docs/phones-how-use-cisco-7945g-ip-phone> [19] <https://www.cu.edu/docs/office-365-sign-office-365>  
 [20] <https://www.cu.edu/docs/email-and-calendar-how-log-outlook-2016-once-migrated-office-365>  
 [21] <https://www.cu.edu/docs/microsoft-onedrive-quick-start-guide> [22] <https://www.cu.edu/docs/microsoft-teams-quick-start-guide>

[23] <https://www.cu.edu/docs/email-and-calendar-how-install-microsoft-teams-android-device>  
[24] <https://www.cu.edu/docs/email-and-calendar-how-sign-microsoft-teams-mac-ios-basic-functions>  
[25] <https://www.cu.edu/docs/how-guide-how-sign-microsoft-teams-windows-basic-functions>  
[26] <https://www.cu.edu/docs/how-login-onedrive-using-pc> [27] <https://www.cu.edu/docs/how-login-onedrive-using-mac> [28] <https://www.cu.edu/docs/how-sync-files-and-folders-onedrive-pc>  
[29] <https://www.cu.edu/docs/how-sync-files-and-folders-onedrive-mac> [30] <https://www.cu.edu/docs/how-copy-files-over-onedrive-pc> [31] <https://www.cu.edu/docs/how-copy-files-over-onedrive-mac>  
[32] <https://www.cu.edu/docs/how-restore-files-and-folders-onedrive-pc> [33] <https://www.cu.edu/docs/how-restore-files-and-folders-onedrive-mac> [34] <https://www.cu.edu/docs/how-restore-previous-file-versions-onedrive-pc> [35] <https://www.cu.edu/docs/how-restore-previous-file-versions-onedrive-mac>  
[36] <https://www.cu.edu/docs/how-reset-your-cu-system-account-password> [37] <https://www.cu.edu/docs/how-guide-accessing-cisco-anyconnect-vpn> [38] <https://www.cu.edu/docs/duo-vpn> [39] <https://www.cu.edu/docs/how-guide-configuring-cisco-anyconnect-vpn-android>  
[40] <https://www.cu.edu/docs/vpn-configuring-cisco-anyconnect-vpn-ios> [41] <https://www.cu.edu/docs/wireless-how-troubleshoot-home-internet-connection>  
[42] <https://www.cu.edu/docs/wireless-connect-android-cusys-guest-wifi> [43] <https://www.cu.edu/docs/wireless-how-connect-cu-system-wireless-andriod>  
[44] <https://www.cu.edu/docs/wireless-connecting-iphone-cusys-guest-wireless>  
[45] <https://www.cu.edu/docs/wireless-connecting-cusystem-wifi-ios> [46] <https://www.cu.edu/docs/wireless-connect-cusys-guest-wireless> [47] <https://www.cu.edu/service-desk/eduroam-wireless>  
[48] <https://www.cu.edu/docs/wireless-how-connect-eduroam-iphone-or-ipad>  
[49] <https://www.cu.edu/docs/wireless-how-connect-eduroam-wireless-android>  
[50] <https://www.cu.edu/docs/wireless-how-connect-eduroam-mac> [51] <https://www.cu.edu/docs/wireless-how-connect-eduroam-wireless-windows> [52] <https://www.cu.edu/docs/computer-help-integrate-zoom-outlook-calendar> [53] <http://zoom.us/resources> [54] <https://www.cu.edu/docs/how-guide-zoom-tips-and-tricks> [55] <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>  
[56] <https://www.cu.edu/docs/how-guide-requesting-and-purchasing-zoom-license>  
[57] <mailto:uiscommunications@cu.edu?subject=How%20To%20Guide%20Suggestion>  
[58] <https://www.cu.edu/service-desk/forms/service-desk-guide-feedback>