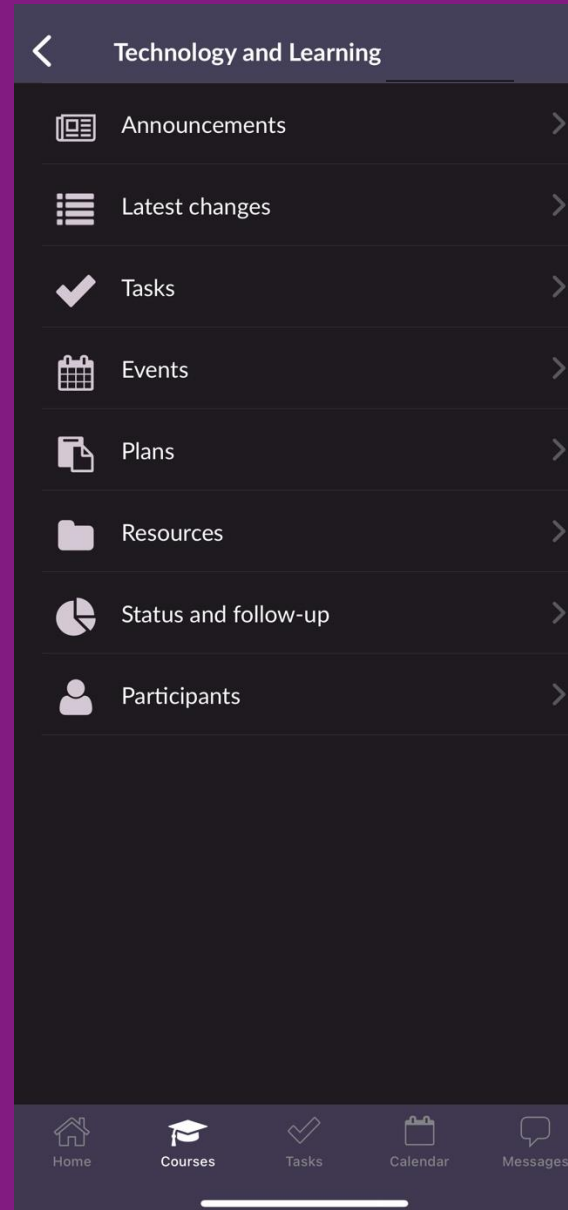# IT introduction

Hands ON Tomorrow.

arcada.fi

Janne Nyberg

Lecturer in Information Systems
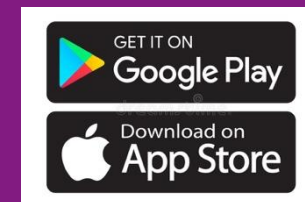
- International Business
- Företagsekonomi
- Continuing Education
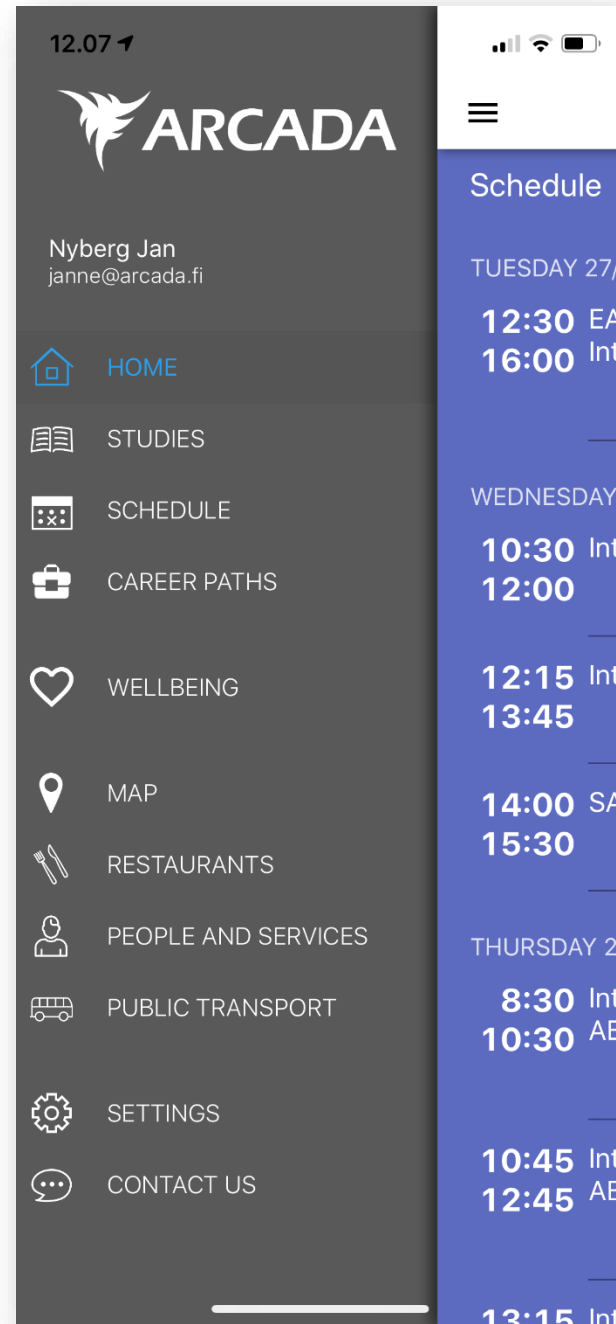
The Itslearning app – All about Course Content

Technology and Learning

- Announcements
- Latest changes
- Tasks
- Events
- Plans
- Resources
- Status and follow-up
- Participants

Home   Courses   Tasks   Calendar   Messages

its

Wherever you are, on whichever device you choose, you can get the full itslearning experience – just download the app and get started.

GET IT ON
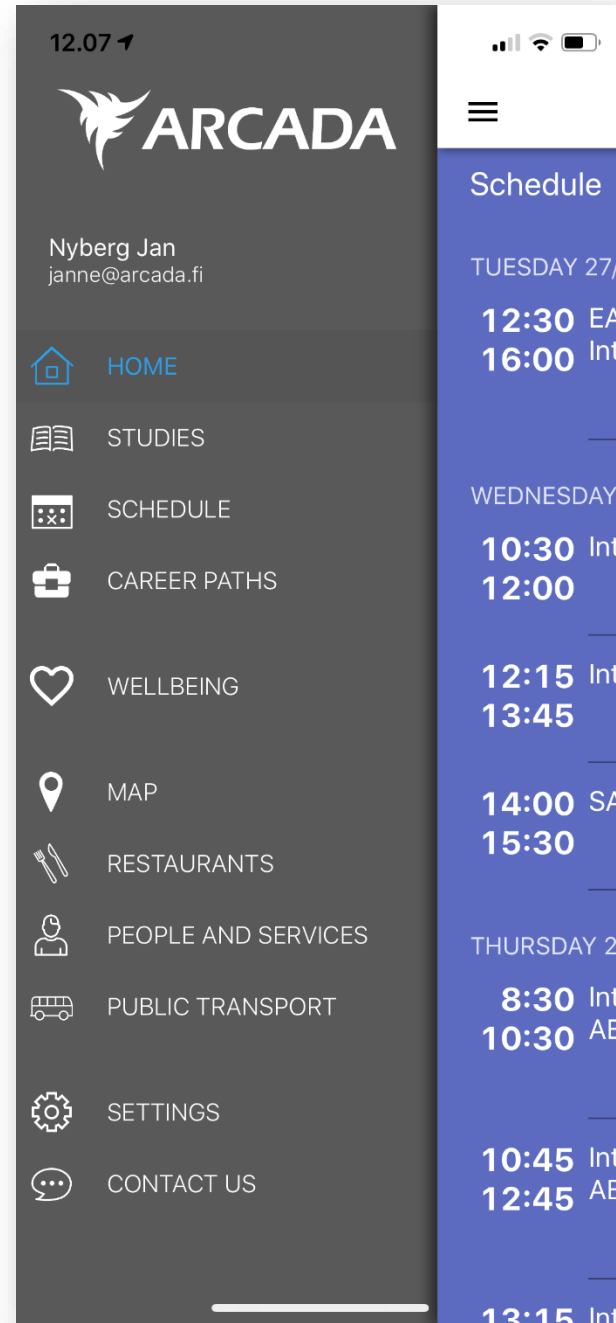Google Play

Download on
App Store

The Tuudo app

- schedules in real time
- your study credits
- what courses are current and, in the future
- find and Sign-up for courses
- news feed from Start, ASK and inside.arcada.fi
- information about internships and summer jobs
- Arcada campus maps
- information about Arcadas support services
- integration with Reittiopas public transport
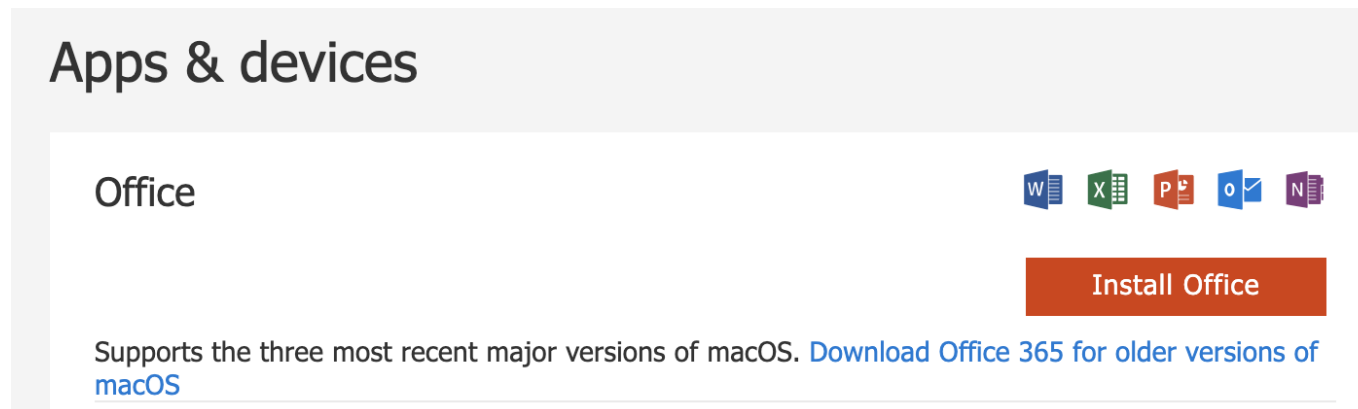- the lunch menu

The Tuudo app

- schema i realtid
- studiepoäng du har avklarat
- vilka kurser nu och senare
- söka och anmäla sig till kurser
- nyhetsflöden från start, ASK och inside.arcada.fi
- information om praktikplatser och sommarjobb
- karta över Arcadahuset
- information om Arcadas stödtjänster
- integration till Reittiopas kollektivtrafiken
- Lunchmenyn

Microsoft Office on your own computer & phone

- **Download programs from Office 365 (Windows & Mac)**

- Go to office.arcada.fi

- Sign in with your Arcada username and password.

- Apps & devices - Install Office

(at least Teams, Word, Excel, PowerPoint, Outlook and OneDrive.)

Apps & devices

Office

Install Office

Supports the three most recent major versions of macOS. Download Office 365 for older versions of macOS

25.8.2025

Need Help?
Contact IT-support

- The Arcada IT-support assists you with all IT related issues.
- Email: it-support@arcada.fi
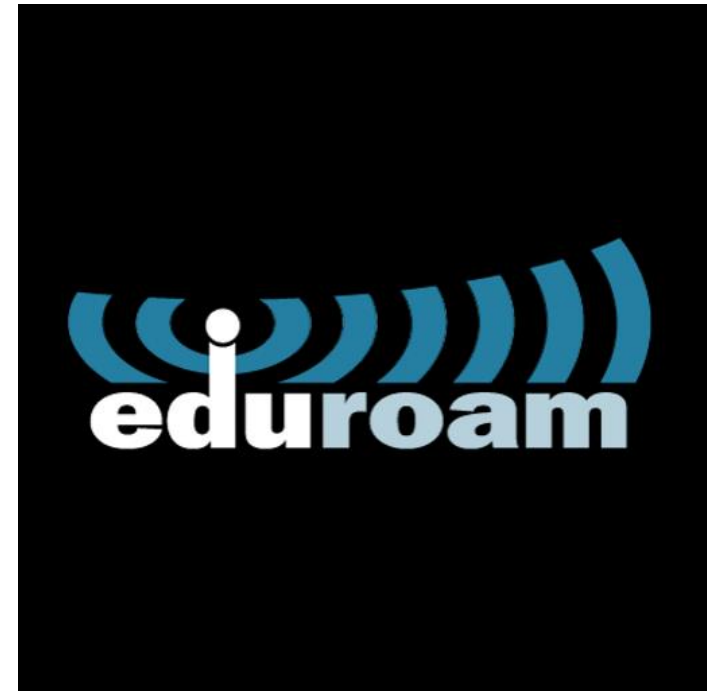- Phone: 0294 282 555 (Mon-Fri 8:00 - 16:00)

arcada.fi

Computer classrooms

- Are mainly in the corridors E3 and F3
- I will be teaching
  Technology and Learning
  in the rooms E3

Wifi @ arcada

- **eduroam** is a WiFi that is part of a global educational network.
- We recommend to use eduroam. Besides Arcada it works at most other universities both in Finland and abroad, see the map here https://www.eduroam.org/

Where should I store my files?

- OneDrive is suitable when
  - you want to access the material easily and edit it anytime, anywhere
  - you don't have to worry about backups
  - you want to **share and co-edit** the material with your peers
  - the material is not sensitive

- Students each year lose their USB-sticks, usually, the student has forgotten the memory stick in the computer, and somebody has stolen it before the students return.

- Docu~~ment folder~~
  - Easy a~~ccess when w~~orking at Arcada

This PC ▸ Documents

Configure Arcada's email on your devices

1. During your study time at Arcada, you will be receiving important information via e-mail.

2. It might be last minute information concerning cancelled classes or changed schedules.

3. Being able to check your mail regularly, will keep you up-to-date with current activities.

25.8.2025

How to setup your email

- Go to Settings - Accounts / Konton / Tilit

- Add a new "Exchange account".

- Your username is your **username[a]arcada.fi** and your password is your Arcada password.

- Your device should automatically set up the account.

- If it does not automatically find the settings, type as
  - Server name: outlook.office365.com
  - Domain\username: your-username@arcada.fi

  For example: nyberjan@arcada.fi

25.8.2025

Teams meetings

- Upload a profile picture

- Please turn on your video if the teacher asks you to

- Keep the chat window open and ask questions if you don't want to keep your mic on.

- Ask the teacher privately if you don't want everyone to see your question.

Do you want to learn more?
Arcada has a site license for

LinkedIn Learning

Learn On Your Schedule

Access courses on your schedule, from any desktop or mobile device.

Personalized Recommendations

Explore the most in-demand skills based on your experience.

Expert Instructors

Learn from industry leaders, all in one place.

Earn Recognition

Earn certificates and badges for completing courses to add to your resume or LinkedIn profile.

Available in Multiple Languages

Available in many languages including English, French, German, Japanese, Spanish, Mandarin and Portuguese.

Do this now!

1. Setup your e-mail on your phone.
2. Install **itslearning** and **Tuudo from**

Do this now or later today

2. Install Microsoft Office on your computer. (and phone)
   We will start working with Excel next week.
   office.arcada.fi

ARCADA

Questions & Answers

Good advice

- Do not enter your **password** into unknown sites!
- Never give out your **password**!
- Remember to keep all your devices updated with the latest versions
- Lock your computer
- Don't click on links and content in e-mails or websites that you don't trust

25.8.2025