Zero-touch MacOS setup for end users

Set up accounts:

1. Start up computer, at the log in screen choose yourEID account (not EID-admin).
2. Enter the temporary password Longhorns2021.
3. After logging in, connect to your home wireless network.
   a. If you’re on campus connect to utexas wireless network, your log in credentials are yourEID and your EID password.
4. Connect to UT VPN:
   a. In the menu bar click the Go menu, then choose Applications.
   b. Open the Cisco folder, open Cisco AnyConnect Secure Mobility Client.app
   c. Enter vpn.utexas.edu, click Connect.
   d. In the Username field enter yourEID.
   e. In the First password field enter your EID password.
   f. In the second password field is for Duo: if you have Duo set up on your phone, type push. Your other choices are phone to have Duo call you, or sms to send you codes for the third box. You can scroll down at the bottom of the login window to see the options.
   g. Click OK.
   h. After you authenticate with Duo you will be connected to UT VPN, then you can move on to the next step.
5. In your menu bar, click the triangle icon.
6. Choose Sign In (see below)

7. A window called “Sign-in with UT EID to sync your password with MacOS” will appear:
8. In the Password field enter your EID password, then click Sign In.
9. In the next window enter the temporary password: Longhorns2021
10. Click Sync.
   a. This process changes the temporary password to your EID password.
11. There is a text file located on your desktop called “Education-QuickStart.txt” that includes instructions how to change the password for your computer administrator account.

Log into applications:

Email:

Outlook:

1. Open Outlook.
2. Enter your @austin.utexas.edu email address.
3. In the UT log in window enter your EID password. Then choose Sign In.
5. Click Done.
6. Your mailbox will appear in the Outlook sidebar.
7. If you have additional mailboxes:
   a. In the menu bar, Click Outlook, then choose Preferences.
   b. Choose Accounts.
   c. Click the plus button, then choose New account.
   d. Enter the mailbox email address, click Continue.
   e. When the UT login window appears: in the username field, enter yourEID, in the password field enter your EID password.
   f. Authenticate using Duo.
   g. Click Done.
   h. The mailbox will appear in your Outlook sidebar.
8. If you need to add shared calendars:
   a. In Outlook, go to the calendar.
   b. Click Open Shared Calendar.
   c. Search for the calendar by name, choose the calendar.
   d. Click Open.
   e. If the calendar doesn't open right away: try exiting Outlook by going to Outlook in the menu bar, choose Quit Outlook. Then open Outlook again.
9. If you receive the following message in Outlook: check the box next to "Always use my response for this server", click the Allow button.

Apple Mail

If you prefer to use Mail, instructions are provided below. However, UT ITS strongly advises that you use Outlook instead. Outlook is more compatible with O365 and has far fewer issues than Apple Mail.

1. Go to Applications/Mail.app open Mail.app
2. Choose Microsoft Exchange, click Continue.
3. Enter your name and @austin.utexas.edu, then click Sign In.
4. In the next prompt choose Sign In.
5. A UT login window will appear. Enter your EID password then choose Sign In.
6. Authenticate with Duo.
7. Choose what you want to sync.
8. Click Done.
9. Your mailbox should start populating in the Mail app.

Zoom:

Zoom is a video conferencing app that is used in classes and for meetings with UT faculty and staff.

1. Open the Zoom app.
   a. Zoom should be located in your dock, if it isn't go to Applications/zoom.us.app
2. In the domain field enter utexas, click Continue.
3. Log in using yourEID and EID password.
4. Follow this link to install Zoom for Outlook: https://appsource.microsoft.com/en-us/product.office/WA104381712?tab=Overview
   a. Click the Get it now button.
   b. Enter your @austin.utexas.edu email address.
   c. Click Continue.
   d. You should get a message: "Successfully added to your account..."
5. Zoom will ask for permission to use your microphone and camera. Click OK if prompted.
   a. You can check your camera and microphone settings by clicking zoom.us in the menu bar, choose Preferences. Then go to Audio or Video.

Box:

Box is a cloud storage service used by UT faculty and staff to store and share files with colleagues. If you want to create a shared folder to share with your team or other UT faculty/staff please email help@education.utexas.edu.

1. Go to your Applications folder, open Box.app
2. When the log in window appears enter your email as yourEID@eid.utexas.edu
3. Log in using yourEID and EID password.
5. After you log in your Box folder will appear on your desktop.

Teams:

Microsoft Teams is a chat application used to communicate with UT faculty/ and staff. You can find more information about using Teams here https://office365.utexas.edu/teams. If you would like to create a Team for your group please email ITO at help@education.utexas.edu.

1. Microsoft Teams should be located in your dock, if it isn't go to Applications/Microsoft Teams.app
2. Enter your @austin.utexas.edu email address.
3. When the UT log in window appears enter your EID password.
5. The Teams app will appear after you log in.
Once you're done following these instructions please follow up with the ITO staff who deployed the computer to you. They can assist you with any questions you have and set up backups for your new computer. You can also email ITO if you have IT related requests or questions at help@education.utexas.edu