Getting Started on Gemini for Faculty and Staff

You must set your Gemini password initially in order to cause your email account to become active. You may do this by logging into Gemini and changing your password or by changing your Gemini password through the web.

To set your password from the web:

- From the TTU Home Page (www.tntech.edu), under Student Services, Organizations, and Offices, select Computing.
- Then select the link: Change your passwords online.
- Select Change Password on Gemini.
- Follow the online directions. Your username is usually your first (and perhaps middle) initial and last name. Your initial password is your social security number—all nine digits with no hyphens or spaces. See below for tips on selecting a valid password.

To connect directly to Gemini:

To connect to Gemini, you must run a terminal emulation program, such as QVT/Term. Please contact Microcomputer Support at 6315 if you need this program installed. If you are using QVT/Term, double-click on the Gemini icon on your desktop. Once the program connects with the VMS system, you will be prompted for your username.

Note: If pressing return gives a Local> prompt, type c gemini and press [Enter] to connect.

Logging In

At the Username: prompt, enter the username that has been assigned to you. This is usually your first (and perhaps middle) initial and last name.

Your initial password is your social security number—all nine digits with no hyphens or spaces. Note that when you type your password, the cursor does not move and nothing appears on the screen.

You need to set your password the first time you log in. Type your new password and retype it again at the verification prompt. Your password can be from 6 to 31 characters using digits and letters. No special characters, such as #, $, &, or % are allowed. No spaces are allowed. In addition, your password must be a unique word, not found in the system dictionary. The password is not case sensitive. You may wish to combine two words to form one “nonsense” word, such as “some” + “password” = “somepassword”. Choose a password you will remember. Keep your password secure.

You are now logged on to Gemini. When the $ prompt appears, the system is ready to receive your commands.

For more information on using VMS, from the TTU Home Page (www.tntech.edu), go to Computing → Documentation.
Changing a Gemini Password

It is good practice to change your password on Gemini periodically. To change your password on Gemini, at the $ prompt:

- Type `set password`
- Type your old password.
- Type your new password and then retype it to verify it.

*(Note that nothing shows on the screen.)*

Disk Space

Faculty are allotted 50 MG of disk space expressed as 100,000 blocks. To request additional disk space, contact Paul Tsai (PTsai@nttech.edu or phone: 3983). Please note that *no email will be delivered once your disk quota is full*, so delete messages and files you do not need frequently. To determine how much space you have remaining, at the $ prompt type: `show quota`

Logging Off

When you are ready to log off, type `logout` (or `log` or `logoff`) at the $ prompt.

Quick Guide to EMail Options at TTU

WebMail

In the PC Labs, click on the Internet Explorer icon on the desktop. Elsewhere, open your regular browser. On the TTU Home Page, click on the link to WebMail in the menu bar or type the URL: `webmail.nttech.edu`

At the WebMail Login Screen, type your username, password, select `gemini.nttech.edu` as your server and click the Log In button.

Click on the Compose button to begin typing a message. Type email addresses as `jqs6789@nttech.edu` or `myfriend@harvard.edu` See the handout WebMail Basics in the lab or on the TTU Home Page under Computing → Documentation for more details.

Outlook Express

In the PC Labs, click on the Outlook Express icon on the desktop.

If this is the first time you are using Outlook Express:
- To view the folder list, select: View → Layout → Basic block,  Folder List
- To view the preview pane: View → Layout → Preview pane block,  Show preview pane
- Click OK.
- In the listing of folders to the left, click on the folder, `gemini.nttech.edu`
- You will see a dialog box asking if you wish to view a list of
- available folders. Click Yes.
- Type your username and password for your `gemini` account.
- Click OK.
- You can now send and receive messages.

To send a message, click on the New Mail button.

Type the email addresses as `jqs6789@nttech.edu` or `myfriend@harvard.edu`

To read a message, click on the Inbox folder under `gemini.nttech.edu` to read your new mail. You may need to expand the folders view by clicking on the plus sign in front of `gemini.nttech.edu` in order to see your `gemini` inbox.

For more details on using Outlook Express v. 5, on the web, from the TTU Home Page select Computing → Documentation → Email → Outlook Express v. 5