Websites and Numbers to Remember

- **UNC GA websites and numbers of interest**
  - Administrative and Campus Directories
    [http://www.northcarolina.edu/directories/index.htm](http://www.northcarolina.edu/directories/index.htm)
  - Review of Divisional Staff pages
    [http://www.northcarolina.edu/leadership/ga.htm](http://www.northcarolina.edu/leadership/ga.htm)
  - Website for email use and questions and videoconferencing information
  - Website for telephone conferences
  - For voicemail dial 962-6200 ([http://www.telecom.unc.edu](http://www.telecom.unc.edu)). This [website](http://www.telecom.unc.edu) provides instructions on how to record your name into your voicemail, how to access the voicemail system from home, and how to set up an extended-absence greeting.
  - To set up an “Out of Office” email message, follow these steps:
    - From your desktop computer:
      1) Log in to Outlook
      2) Go to FILE, then INFO, then Automatic Replies to set these up
    - From Webmail:
      1) Go to Options (right side of screen), then
      2) Account, then Tell people you’re on vacation
    - Input the dates you will be out and contact info for someone who can help while you are out.
    - That’s it. The messages will auto-disable upon your return, so you don’t have to worry about turning it off.
  - For facilities problems or special cleaning needs contact [facilities@northcarolina.edu](mailto:facilities@northcarolina.edu).

- **UNC CH websites of interest**
  - **To Obtain a One Card:** Employees based in the Spangler Center buildings will be set up with a One Card during their orientation. Other employees who wish to obtain a UNC One Card should contact the Payroll Administrator for details.
  - **Create an UNC Chapel Hill ONYEN (Only Name You’ll Ever Need) Account**
    - The ONYEN allows UNC GA employees to use Time Information Management system (TIM) and access their paystubs. Contact the Payroll Administrator for details. ([https://onyen.unc.edu/](https://onyen.unc.edu/))

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<th>Copier Password</th>
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<td>Username</td>
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<td>Voicemail Password</td>
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