Using your Office or Computer Room PC

LOGIN:
At the login screen press the **CTRL**, **ALT** and **DEL** keys together and then enter **Username** and **Password** as stated on your Account Information Sheet. The first time you login, you will be asked to change password: do so by following the instructions on the back of your Account Information Sheet.

COMPUTER DRIVES:

C: is **locally** installed in your PC (no automatic backup). All other drives are mounted on network servers.

D:, **E:** and **F:** are dedicated to external USB storage devices (pendrives, hard disks, etc.).

G: is your **personal** storage area (10GB, can be increased upon request). Data stored on the **G: drive** is automatically backup twice a day.

H:, **I:**, **L:, S:** and **T:** are **shared** areas: access to these areas is public (do not store important or private data!).

K: is the Datasets repository: to access the data, please contact Thomas Bourke, our Library Information/Electronic Resources specialist, at ext. 2904/2346 or econlib@eui.eu.

O: is the **shared** repository for documents OCRd through the Network Printers: access to this area is public.

Q: is a DVD reader and burner: departmental secretaries can supply proper media.

R: is the **shared** repository for documents scanned through the Network Printers: access to this area is public.

W: is your **personal** web area (40Mb): to publish your home page on EUI's site please refer to:

http://www.eui.eu/ServicesAndAdmin/PersonalWebpages/Index.aspx.

All other drives (i.e.: **N:**, **P:**, etc.) are system network drives which should or cannot be used.

Please Note: not all of the above drives may be visible depending on your afflitation.

EMAIL:
To read your EUI Email, use the link on the desktop to access the webmail interface, referred to as **Outlook Web Access** (OWA). Direct access via http://mail.office365.com/.

PRINTING:
If you have a local printer in your office, this will be available as **Ricoh Aficio**. Otherwise, print to **Network Printer** and collect the print-outs on the public printer nearest to your office/room just by swiping your EUI ID Card:

- Badia area: Archivium, Bank Corridor, Library (each Floor by the stairs), Max Weber Meeting Room, Upper Cloister; SPS Department (First Floor and Second Floor; Sanfelice (Ground Floor); Villa Pagliaiuola (Ground Floor); Villa Paola (Ground Floor and First Floor)

- San Domenico Area: Convento (Ground Floor Seminar Room area, First and Second Floor by the stairs), Villa La Fonte (Lower Ground Floor in VF107, First Floor in VF020, Second Floor in VF045 and Dépendance); Villa Malafrasca: Ground Floor and First Floor

- San Paolo: Ground Floor (Bar Corridor), First Floor (Seminar Room Corridor), Second Floor (Secretariat and Professors' Corridor as well as Researchers' Wing)

- Villa Schifanoia area: Ground Floor (Porters' Lodge, Corridor VS036 and Sala Europa area), Canteen (under the Stairs); Casale (Ground and First Floor); Villino (Entrance area); Villa Raimondi (Ground and First Floor)

Using your Personal Laptop

LAN:

Most rooms/offices have network sockets you can use to connect your laptop: <u>you will need your own network cable</u> (a standard RJ45 UTP CAT6 cable) which can be bought at the EUI Shop (Badia).

Set your IP Address and DNS to **Automatic** (DHCP) making sure you have a backup of the previous TCP/IP parameters, if relevant.

WIFI:

Wireless network is implemented in several public areas throughout the entire campus. Please note not all working areas (offices) are covered by WiFi:

- Badia area: Canteen including Terrace, Library (excluding Vasco Da Gama Room), MWP Seminar Room as well as all other Seminar Rooms, Theatre and Upper Cloister, Villa Pagliaiuola and Villa Paola

- San Domenico area: Seminar Rooms (Convento, Villa La Fonte, Villa Malafrasca and Villa Pagliaiuola), Second Floor Terrace (Convento) and several areas on the Ground and First Floor (Convento, Villa La Fonte and Villa Malafrasca)

- San Paolo: Canteen including Garden, Ground Floor, First Floor and Second Floor Researchers' Wing

- Villa Schifanoia area: Canteen including Terrace area, Sala Belvedere and Cappella.

Instructions on how to configure WiFi are available at: http://www.eui.eu/ICT-Network

Please Note: the EUI WiFi is available to EUI account holders ONLY!

EMAIL:

For your private (non-EUI) email address, the outgoing mail-server is: **smtpmx.eui.eu**.

Further details available at: http://www.eui.eu/Email

PERSONAL and SHARED NETWORK AREAS:

Personal network and web areas (G: and W: drive) as well shared areas can be accessed from your personal laptop.

Instructions on how to configure Network Areas are available at: http://www.eui.eu/ICT-Network

PRINTING:

To print on the public **Network Printer** you need to "map" and install **PrinterServer** on your laptop.

Further details available at: http://www.eui.eu/NetworkPrinters

VPN (OFF CAMPUS ACCESS):

Most resources (including Library's e-resources) can be accessed off campus via Virtual Private Network (VPN).

Further details available at: http://www.eui.eu/VPN

SUPPORT to PERSONALLY-OWNED DEVICES:

Portable Device Support desks are available at the Badia (in the Welcome Unit), San Paolo and Villa Schifanoia and can assist you in configuring all the above on your personal laptop, smartphone and/or tablet.

See details of service schedules and means of contact at: http://www.eui.eu/PortableDeviceSupport