Computer Orientation
Spring 2023

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Spring 23 / Computer Orientation

Computer Lab – Level 1
Computer accounts

- **GT-L Account**
  - To Login to Windows computers (Lab/Lib/Lounge)
  - To Access Local Emails (xxx.yyy@georgiatech-metz.fr)
  - Email already redirected to your contact address by default

- **GT Atlanta Account**
  - LAWN Access, i.e. “Eduroam”

- **Computer account in residences**
  - ALOES / CROUS
  - Lafayette
  - ... Each one has its own limitation(s)
  - ( & Not supported by GT-L 😞 )
GETTING COMPUTER / IT HELP

• How to get help?
  Use address: help@georgiatech-metz.fr
  Email in English with detailed description of problem
  Help is provided during office hours (M-F 0830-1730)
  System Admin: Jean-Jacques MICHEL – Office: 007

• About Passwords… (only for GT and GT-L accounts)
  Changes: see Computer Handbook (Intrawww)
  Do not send/expect to receive passwords via email
Emails / Accounts

• Georgia Tech Lorraine
  Alias: Firstname.lastname@georgiastatich-metz.fr
  Login with Username (no @gtl) / Password

• Georgia Institute of Technology
  Password Reset Requests are handled locally.
  Webmail: http://mail.gatech.edu
  www.oit.gatech.edu for more information
  DUO Mobile support too...
EMAIL POLICY

- Must read your email at least every day from GT-L
  - GT-L mail is used by default for class/academic aliases & mailing-lists (eg. students@gtl..., ece6xxx@gtl...)

- Check default forwarding
  - Change via “Filter option” on webmail
  - When forwarding to third party email accounts be sure it is working correctly (send yourself an email to the @georgiatech-metz.fr address) and that the provider accepts large emails & redirections

- See also Handbook@Intrawww Dokuwiki for mail client configuration
EMAIL FORWARDING

• Via GTL Webmail : Settings/Filters
COMPUTER ACCOUNT POLICY (1/2)

• For academic use (not for personal)
  • No gaming, mp3, movie/series downloads, P2P, Streaming
  • See OIT CNUSP

• On Windows, store your work on Z: drive as machines can be refreshed every other week
  • Non-academic files may be automatically erased

• Access from outside GT-L to:
  • Computers → no (blocked by FW&Router rules)
  • Mail, using IMAPs and SMTP/TLS (see Dokuwiki for configuration details)
  • Email access: via webmail from anywhere/any ISP
• Do not lock computers
• Do not unplug any workstation

Please, turn off lights when you leave an empty room
GTL EMERGENCY NOTIFICATION SYSTEM: GTLENS

- Similar to GTENS
  - Emergency Notification System via Mail / Voice / SMS
  - Currently only has GTL mail address filled in
  - **Adding your Cell Phone number highly recommended**
    - Need to opt-in via the GTLENS registration page
    - URL: http://www.georgiatech-metz.fr/rss/register-gtlens

- Monthly test message:
  - end of Month, Wed. afternoon when possible

- RSS/webpage used to provide additional info:
  - URL: http://www.georgiatech-metz.fr/rss
QUOTAS

• Storage Quota
  • Combined Win/Linux storage quota: 1GB/10GB
  • Win storage = Profile + Z: drive
  • Linux = Home dir. (don’t forget to empty Trash)

• Printing quota per student
  • 1000 pages/semester ≈ 90 pages/week
  • Additional pages added for course per faculty request
  • Additional pages purchasable by student at cost
    • 5€/100 pages (prefer photocopier for large volume jobs)
Backups / Performance

- **Backup policy**
  - Z: drive will be backed up everyday (full/incr./diff.)
  - Computers Refresh randomly w/o notice

- **Windows Profiles**
  - Keep Roaming profile small (quota limitation applies)
  - Limit size of files saved directly on your desktop (quota limitation/login speed), use Z: drive instead (or your own storage for large files).
  - ‘Windows’ folder (=Z:\) accessible from Linux account
FACILITIES (1/2)

- Workstations
  - 30 stations (Dual Boot)
  - 2 stations (Win10 only) in the (library) study room
  - 8 stations (Win10 only) in the student lounge
- Others are: Labs / Staff / Faculty / Classrooms
FACILITIES (2/2)

- Printers: Lexmark (B&W, Duplex)
  - Need printer paper → ask @Ground floor
  - Both printers have scanner (scan to mail/USB possible)

- Software available
  - MS Office, LibreOffice, Paint.net etc...
  - Firefox, Thunderbird, VLC etc...

- Usage of Personal Laptops
  - Identical (?) to GT ATL’s « Eduroam »
    i.e. use ‘username@gatech.edu’/Password

!!! Planned upgrades this semester:
Wireless AP & Printers
WEBSITE URLs

• Webmail
  • Webmail.georgiatech-metz.fr

• Orientations & Misc.
  • www.georgiatech-metz.fr
  • this document

+ link to Intrawww/dokuwiki
SUMMARY: VERY IMPORTANT

- Please turn lights off when leaving an empty room.

- Used/printed paper (only!) for recycling.

- All the rest (coffee cups, plastic bottles, ...) to keep the room clean!
SUMMARY : YOUR IMMEDIATE/REGULAR TASKS

• CHECK YOU CAN LOG ON LAB COMPUTER
  Or that YOU CAN CONNECT ON THE WEBMAIL

• USE GTL WEBMAIL/CONFIGURE MAIL CLIENT
  • Read Mail regularly or use mail forwarding
  • If using forwarding, **do check** it is working !!!

  *(HOW ? -> send a test email to ‘yourself’@georgiatech-metz.fr…)*

• REGISTER TO GTLENS
  • URL : [http://www.georgiatech-metz.fr/rss/register-gtlens](http://www.georgiatech-metz.fr/rss/register-gtlens)*
ENJOY EDUROAM OUTSIDE TOO... WEATHER COULD CHANGE...
THANK YOU

WELCOME & have a NICE STAY