Computer Orientation
Spring 2021
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Spring 2021/ 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@georgiatech-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 (See also Handbook@Intrawww Dokuwiki for config.)
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
COMPUTER ACCOUNT POLICY (2/2)

- 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
    • 4€/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 – only 1 over 2 available now
  - 30 stations (Dual Boot), 2 with attached scanner
  - 2 stations (Win10 only) in the library
  - 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
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 !!!
    (send a test email to ‘yourself’@georgiatech-metz.fr…)

• REGISTER TO GTLENS
  • URL: http://www.georgiatech-metz.fr/rss/register-gtlens
THANK YOU
WELCOME &
Have a NICE STAY