COMPUTER ACCOUNTS

**GT-L Account**

To Login to Windows computers (Lab/Lib/Lounge)
To Access Local Emails (xxx.yyy@georgiatech-metz.fr)

❖ Email redirected to your application (@gatech.edu?) address by default

**GT Atlanta Account**

➢ SSID: 'Eduroam', use your @gatech.edu credentials

**Computer account in residences**

- ALOES
- Crous
- Lafayette & Not supported by GT-L ;-(
- RESAM
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 only (M-F 0830-1730)
System Administrator: 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
**Georgia Tech Lorraine**

Firstname.lastname@georgiatech-metz.fr
Login with Username (no @gtl) / Password

**Georgia Institute of Technology**

Password Reset Requests are handled locally.
Webmail : http://my.gatech.edu
www.oit.gatech.edu for more information
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...)
• Forwarded by default – please check address is correct
• Change via “Filter option” on webmail
• Forwarding to third party email accounts :
  - Potentially large emails are being sent by academic units (See also Handbook@Intrawww Dokuwiki for Mail Client configuration and/or mail forwarding)
EMAIL FORWARDING

Via GTL Webmail: Settings/Filters

Filter definition

- Filter name: default forward rule
- For incoming mail:
  - matching all of the following rules
  - matching any of the following rules
- ...execute the following actions:
  - Keep message in Inbox
  - Send message copy to: example@domain.com
COMPUTER ACCOUNT POLICY (1/2)

For academic use (not for personal)

No gaming, mp3, movie/series downloads, P2P

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 config.)
- 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
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](http://www.georgiatech-metz.fr/rss/register-gtlens)
• Monthly test message :
  • end of Month, Wed. afternoon when possible
• RSS page used to provide additional info in case of pb :
  • URL: [http://www.georgiatech-metz.fr/rss](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)
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
Workstations

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

Printer in Lounge has scanner (scan to mail/USB possible)

**Software available**

MS Office, LibreOffice, Paint.net etc...

Firefox, Thunderbird, VLC etc...

**Usage of Personal Laptops**

Wireless network : Eduroam
WEBSITE URLs

Webmail
Webmail.georgiatech-metz.fr

Orientations & Misc.
www.georgiatech-metz.fr
• About GTL
• Campus Facilities
• Link to Intrawww/dokuwiki
+ this document
OTHER IMPORTANT ITEMS

➢ 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**
- **USE GTL WEBMAIL/CONFIGURE MAIL CLIENT**
  - Read Mail regularly or use mail forwarding
  - *Do check email forwarding* is working !!!

- **REGISTER TO GTLENS**

- **TURN OFF LIGHTS**
- **KEEP COMP. LAB / STUD. LOUNGE CLEAN**
ENJOY EDUROAM OUTSIDE... (AT LEAST UNTIL SATURDAY...)
THANK YOU

WELCOME &

HAVE A NICE STAY