

Computer Orientation Spring 2023

Jean-Jacques Michel

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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@georgiatech-metz.fr`

Login with Username (no @gtl) / Password

Webmail : `http://webmail.georgiatech-metz.fr`

- 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

The screenshot displays the GTL Webmail interface for configuring an email filter. The left sidebar contains navigation options: Compose, Mail, Contacts, Settings (highlighted), About, and Logout. The main content area is divided into three sections: Settings, Actions, and a configuration panel.

Settings	Actions	Configuration
Preferences	managesieve	Filter name: default forward rule
Folders	default forward rule	Filter enabled: <input checked="" type="checkbox"/>
Identities		Scope: all messages
Responses		Actions:
Filters		Keep message in inbox <input checked="" type="checkbox"/>
Out of Office		Send message copy to: [redacted]@gatech.edu
User info		<input type="button" value="Save"/>

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 \approx 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

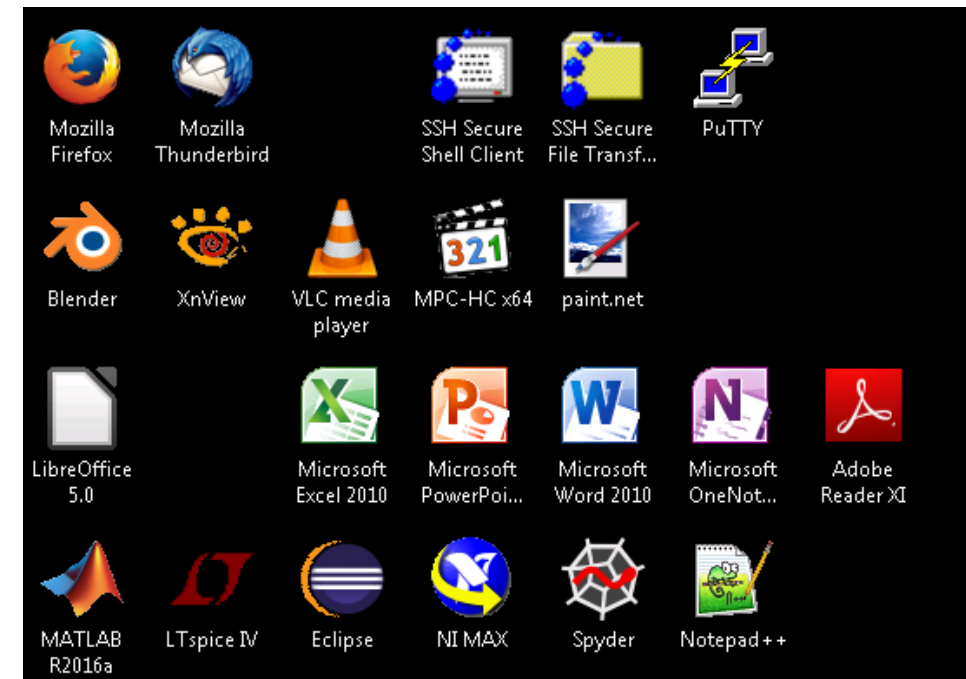
FACILITIES (1/2)

- 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

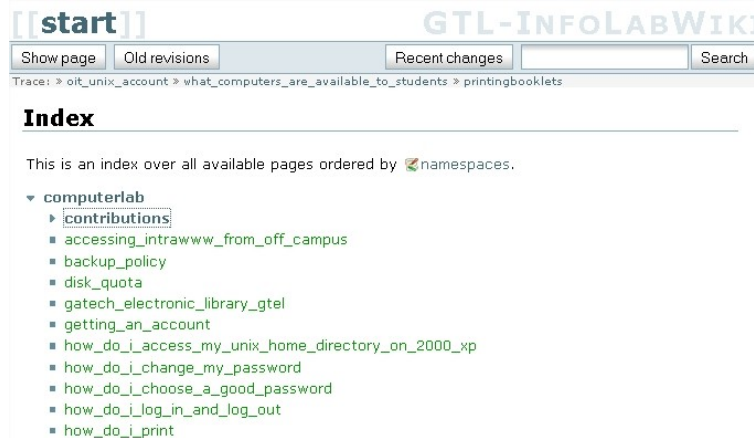
- Webmail
 - Webmail.georgiatech-metz.fr
- Orientations & Misc.
 - www.georgiatech-metz.fr
 - this document

+ link to Intrawww/dokuwiki

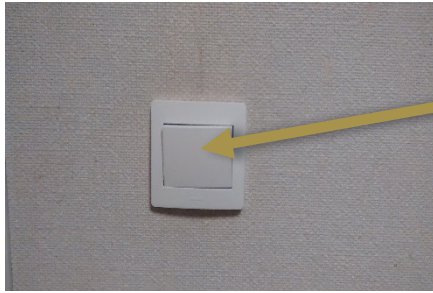


Georgia Tech Lorraine
EUROPE Georgia Institute of Technology

LOGIN



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>

ENJOY EDUROAM OUTSIDE TOO... WEATHER COULD CHANGE...



THANK YOU

WELCOME & have a NICE STAY

