

# GUSTAVUS

---

## GUSTAVUS ADOLPHUS COLLEGE

### Welcome

Gustavus Technology Services would like to welcome you to Gustavus! It is our hope that this letter will supply you with the information necessary to answer most of your computer-related questions. If you have additional questions or concerns, please contact us at [helpline@gustavus.edu](mailto:helpline@gustavus.edu), (507) 933-6111 or <http://www.gustavus.edu/gts>. Please see our FAQ pages for first year students: <http://www.gustavus.edu/go/faq>

### Gustavus User Account

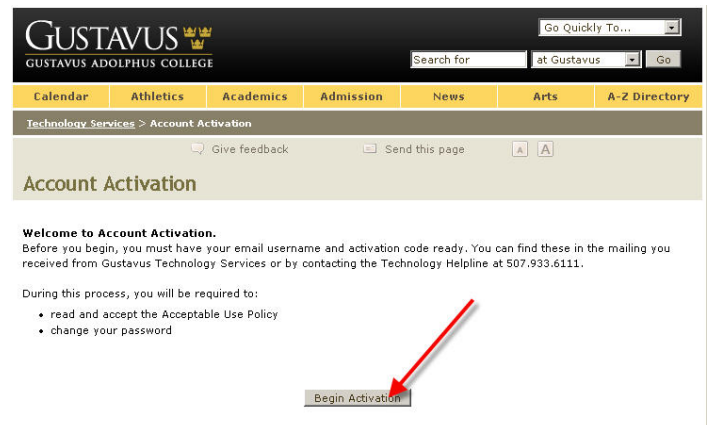
All Gustavus students are granted a user account. This user account includes a Gustavus email address, network storage space and web publishing space. This space is limited by your quota, which is set at 500 MB. While on campus, your account also provides you with 24-hour access to the internet.

«FIRSTNAME» «MIDDLENAME» «LASTNAME»

Your Gustavus User Account Username is: «F14»

### Account Activation

Before you can use your Gustavus account, you must activate it. Activation is simple and will take less than 5 minutes. To activate your account, please visit: <https://gts.gac.edu/gts/activate>



Your Gustavus Activation Password is: «activate29523»

### Email

Your Gustavus email address is «F14»@gustavus.edu.

After activating your account, you can check your Gustavus email by visiting: <https://webmail.gac.edu/>

### Need Help?

Technology Services provides a Technology Helpline that supports the computing needs of the Gustavus community. The Technology Helpline is the primary point of contact for all technology related questions, problems and concerns. The Helpline is located in the Olin Hall computer lab and can be reached at (507) 933-6111 or [helpline@gustavus.edu](mailto:helpline@gustavus.edu). The Helpline is available 7 days a week and over 80 hours a week during the academic year.



### Computer Labs

There are many computer labs around campus. These labs are located in most residence halls, academic buildings, the Campus Center and the Library. The labs contain a mix of Macintosh, Windows and Linux computers. All labs are connected to the high-speed campus network and are equipped with laser printers. For additional information regarding campus labs, please see:

[http://www.gustavus.edu/gts/Computer\\_labs](http://www.gustavus.edu/gts/Computer_labs)

## Bringing or Buying a Computer for Campus FAQ



### Do I need to bring a computer to campus?

Gustavus does not require students to bring their own computers to campus, however, many choose to. All residence hall rooms are networked with Ethernet ports (one per student) allowing students the option to connect their personal computers directly to the Gustavus network and the Internet. Most residence hall spaces are also covered by our wireless network. Approximately 95% of last years first year students brought some type of computer to campus. About 80% of those machines were laptops.

### Should I get a laptop or desktop computer?

We suggest that your choice reflect your own lifestyle, habits and personal preferences. Laptops are more mobile and take less space, two important features for college students. They can also be more expensive and more prone to theft and damage.

### What kind of computer should I get? Apple or Windows?

Your platform choice should be determined by your comfort level and previous experience with each. Gustavus owns and support both platforms, so the decision is completely yours. Last year 88% of the computers brought by First Year students were Windows, and 12% were Apple.

### What should I look for when I go shopping?

Gustavus has both minimal requirements and recommendations for student owned computers. Your machine must meet the minimal requirements to participate on our network. Typically the “business class” models are more durable and come with longer warranties.

	Windows		Macintosh	
	Required	Recommended	Required	Recommended
<b>Operating System</b>	Windows 2K or XP	XP Pro/Vista Home Premium	OS X or higher	OS 10.4
<b>Connectivity</b>	10 Base-T Ethernet card with RJ-45 Connector	b or g Wireless, 100/1000 Base-T Ethernet Card	10 Base-T Ethernet card with RJ-45 Connector	b or g Wireless, 100 Base-T Ethernet Card
<b>RAM</b>	512 Mb	1 Gb or Higher	512 Mb	1Gb Higher
<b>Processor</b>		2.4 GHz Pentium 4 or 1.6 GHz Core Duo		1.66 GHz Intel Core Duo
<b>Warranty</b>		3 Year		3 Year
<b>Anti Virus Software</b>	Symantec AntiVirus Corporate Edition (Supplied by Gustavus)			
<b>Security Updates</b>	Windows Update Server		Run Software Updates	

### Does Gustavus sell computers?

Gustavus does not sell computers to students, but does maintain a relationship with Apple Inc. allowing students to purchase machines at an educational discount via the Internet, directly from Apple. Apple offers many configurations at an Educational discount.

For Apple, please visit the Apple Educational Web Site (<http://store.apple.com/Catalog/US/Images/routingpage.html>) or call 1-800-MY-APPLE.

### What software do I need for my computer?

For general productivity, Gustavus uses the Microsoft Office suite of applications. Microsoft Office is installed on all public access lab computers on campus. Microsoft Office is available for purchase at an educational price for students from most retailers, including the Book Mark (507-933-6017) on campus.

It is recommended that you use an antivirus product before you get to campus. When you arrive on campus, Gustavus provides Symantec AntiVirus Corporate Edition for all students. It will be available for download once you are on campus. **You will need to un-install any other antivirus software first.**

We recommend the use of Mozilla FireFox as alternative to Internet Explorer because it is a more secure browser. For more information please see: <http://www.mozilla.com/firefox/>.

## Are there things I should do before I bring my computer to campus?

Yes.

- Make sure your machine has all the critical updates installed. Windows users should visit <http://www.windowsupdate.com> and apply all the critical updates. Macintosh users should run Software Update from the System Preferences.
- Verify that your machine is protected from viruses with an up to date antivirus program.
- Verify that you have all your necessary documentation, serial numbers and installation CDs when you come to campus.
- Download and install Mozilla FireFox (<http://www.mozilla.com/firefox/>).
- Before transporting your machine to campus, it is wise to make backups of any critical data.

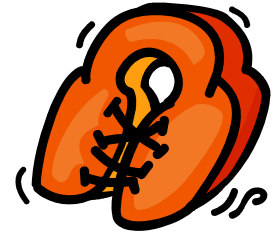
## Once I get to campus, how do I connect to the network?

All machines must be registered to work on the campus network. Once on campus, the registration process is a simple web based process. Setup your computer, plug it into the network and launch a web browser (Internet Explorer or FireFox). If you need help or assistance, the Technology Helpline (x6111) will be available during the move in and orientation period.

---

## What should I do to protect my computer?

If you use a computer on the Internet, it is very important that you protect your computer and yourself from viruses, spyware and other malicious attacks. We have suggestions for protecting and safeguarding. These suggestions include – using a firewall, applying critical updates, using up-to-date antivirus software and using safe computing habits.



## What is a Firewall and do I need one?

A personal firewall is a piece of software that controls access to your computer from the network and yes, you need one. Windows XP Service Pack 2 and Vista both come with a personal firewall enabled by default. For directions on configuring the Windows firewall see the Microsoft web site: <http://www.microsoft.com/security>. The Macintosh operating system is also automatically configured with a firewall, all the communication ports are closed and all native services are turned off by default. For additional information on configuring the Macintosh firewall settings, please see the Apple web site: <http://www.apple.com/macosx/features/security/>.

## What are critical updates and how do I apply them?

Critical Updates are updates to the operating system that are necessary for security reasons. Windows users can get updates by visiting: <http://www.windowsupdate.com> when using Internet Explorer. Vista users can launch Windows Update from the Start Menu (Start Menu – All Programs – Windows Update). Updates for the Macintosh systems are set in the Software Update section of the System Preferences. We recommend you set your machine to check for updates daily.

## Do I need an antivirus application?

Yes, antivirus or virus protection software is a computer program that protects your computer from viruses. Many computers come with antivirus software pre-installed. Gustavus provides Symantec AntiVirus Corporate Edition free of charge to Gustavus students when they arrive on campus. Please note: antivirus software must be kept up-to-date. This is typically done automatically from within the application. For more information, contact your antivirus vendor for help.

## What else can I do to protect my computer and myself?

Besides firewalls, updates and virus protection, there are other things that you can do to protect yourself and your computer.

**Social Networking Sites** – Always be wary of posting personal and private information or pictures to social networking sites like Myspace, Facebook or blog hosting sites. Social Networking Sites can be fun, and a good way to keep up with and make new friends. Be aware that no information posted on these sites is private. It is available to anyone including parents, peers, friends, the US Government, potential employers and graduate schools. There have been incidents of stalking, identity theft and other consequences tied to these types of sites.

**Phishing or Pfishing** - is a word used to describe a growing method of identity theft. Phishing typically involves an email message and web site that appear to be from a legitimate company. Victims are asked to provide personal information such as passwords and credit card numbers in a reply email or at the bogus Web site. Don't respond to email messages that appear to be from your bank or credit card issuers, no matter how legitimate they appear. Don't give personal information to anyone asking for it via email. Be cautious when clicking links in email messages.

**Email Spam** – be wary of unsolicited email. Gustavus uses an application called SpamAssassin to remove spam from user's accounts. Your new email account is using this application to automatically mark and move spam to a Filtered\_by\_GAC mailbox.

**Attachments** – don't open attachments, without knowing what they are, even from people you know.

**Pop-ups** – use a pop-up blocker. Gustavus recommends FireFox for web browsers (<http://www.mozilla.com/firefox/>), as it is pre-configured to block pop-ups.

**Filesharing** – don't use programs like Limewire or Bit Torrent. You can easily download viruses, trojans and copyrighted materials.

**Passwords** – make sure all accounts on your computer are password protected. Make passwords complicated by mixing letters and numbers, and not using words found in the dictionary.