Dear **[[name]]**,

Your computer has been refreshed with our newest software. We appreciate your patience and understanding throughout this process.  Please give us a call or e-mail us at your earliest convenience to schedule a tutorial for your new software. If you are comfortable without a tutorial, please enjoy your new software and feel free to call at anytime with any questions you may have.

**Data Storage**Your computer’s hard drive was completely backed up and will be stored on our secure backup server. We have also removed your old hard drive and will keep it for two months to ensure all of your data from your previous hard drive was transferred to your new/refreshed computer. Please make sure all of your data was transferred within these two months.

**Computer Login:**Please use your Gustavus username and e-mail password.

**Current Operating System**
Mac OSX 10.6 “Snow Leopard”

**Storing Your Files**
Please store your documents in the home folder that is labeled with your username. To access this folder, click on the smiley face icon on the dock, and click your username on the left hand side of the Finder window that pops up. In this folder, you will see subfolders that will allow you to organize your documents, music, videos, etc.

**Computer Applications**

·      E-mail – Mail.app is located on the Dock or in the Applications folder

·      Web Browser – Safari and Mozilla Firefox

·      Multimedia applications – iMovie, iDVD, Quicktime, iPhoto, and GarageBand

·      Microsoft Office 2008

·      Adobe CS5 Suite

**Datatel**Datatel is the system that provides advanced information management systems for higher education. There are many parts to Datatel including accounts payable, human resources, institutional advancement, admissions information, academic records, student billing, registration, etc.

**Printers**If there is not a printer installed or if you need another printer installed on your computer, please contact the Technology Helpline for assistance.

**Technology Helpline**
GTS provides support to the members of the Gustavus community through the Technology Helpline, located on the first floor of Olin Hall. The Technology Helpline is a group of student workers led by full-time User Services staff members, who are specially trained and dedicated to the serving the hardware, software, and networking needs of the campus community. If you have questions or concerns, please contact us at helpline@gustavus.edu , (507)933-6111, or browse the website and submit a problem ticket at <http://gustavus.edu/GTS>

**Technology Services Website: http://gustavus.edu/gts**Our website has five main components: a news section, the ability to search our website for information, the ability to submit a help request, the ability to chat live with one of our staff members, and finally a place to modify your email account called our GTS Tools page.

·      Items on the GTS Tools page: **http://gustavus.edu/go/tools**

o   Check your disk usage

o   Check your bandwidth usage

o   Change your e-mail password Add alternate e-mail address, in case you forget your password

o   Create and edit email lists

o   Configure your spam handling preferences

o   Set a vacation message

o   Forward your email

·      News portion

o   Contains the blogs of the different groups within the Technology Services department. You can subscribe to them with a RSS reader such as Google reader, Bloglines, etc.

**Faculty/Staff Profiles**

The faculty/staff profile system allows you to quickly and easily manage your biographical profile. You can upload photos, documents, and a curriculum vitæ with just a few short clicks. Faculty members also receive generated course lists, making it an extremely informative and useful page. Profiles are automatically linked from department homepages, and profile content can also be utilized elsewhere on your website. To get started, visit <http://gustavus.edu/profiles/edit>

**The Gustavus Gribly: http://gustavus.edu/gribly**The Gribly is the online photo directory of Gustavus faculty, staff, and students, which is maintained by our Web Services group. It also serves as the gateway to course email aliases, your professional profile, and your emergency contact profile. Your Gustavus username and email password is required to visit this page.

**WebAdvisor: http://gustavus.edu/go/webadvisor**WebAdvisor is the online gateway for students to access their grades, class schedules, degree progress, transcripts, etc. Faculty and staff can also access WebAdvisor to view class rosters, pay information, employee account information, budget, student employee information, budget information, or enter grades online. Your Gustavus username and WebAdvisor password is required to access this information.

**Google Calendar:** [**http://google.gustavus.edu**](http://google.gustavus.edu/)

Google Calendar is a campus-wide calendaring application. With your Gustavus username and password, you can use Google Calendar to manage and share your calendar and schedule meetings with other people at Gustavus. You can call the Helpline to schedule a training session for you and your department.

**Home Directory**Every user account includes a network storage space/web publishing space. This storage space is accessible anywhere on campus and is backed up nightly. Each faculty/staff member is provided with 1GB of storage space. If you feel you need more storage, please contact the Technology Helpline to request additional space. To access your home directory, click the Map My Home Directory icon on the computer's desktop. For more information, please visit <http://gustavus.edu/gts/Home_Directory>

**Computer Training**Please call the Technology Helpline or visit our web site to find out more information about computer training. We offer training throughout the year at various times.

**Free Software**If you are a Gustavus faculty/staff member and you are provided with an office computer, you are eligible to install the Microsoft Office suite on your home computer at no cost. You are also eligible to install our Gustavus provided Symantec Endpoint Protection (antivirus) on your home computer. To obtain this software, please stop by the Technology Helpline in Olin Hall to borrow these discs.

**Good Computing Habits**

·      **Backing up data** – be conscientious of backing your data up. Our preferred backing up method would be using an external hard drive in conjuntion with Apple's Time Machine product or Windows 7 Backup utility. Also, an easy way to back up important data is to use a USB flash drive that you periodically copy to.

·      **Spam/Phishing** – Please be wary about emails regarding bank account numbers, passwords, personal information, etc, from people you don’t know. **GTS will NEVER ask you for your passwords.** If you receive a lot of SPAM, please visit the GTS Tools page to adjust your SPAM sensitivity.

·      **Attachments** – don’t automatically open attachments without knowing what the file is, even from people who you know.

·      **Pop-ups** – use a pop-up blocker when surfing the Web, Gustavus recommends Mozilla Firefox as a web browser, as it automatically is configured to block pop-ups.

·      **Filesharing** – don’t use peer-to-peer (P2P) programs on your computer such as Limewire and use caution when using BitTorrent, as it is easy to download viruses, trojans, and or copyrighted materials.

·      **Passwords** – make all accounts on your computer password protected. Make them complicated by mixing letters, numbers, and symbols. Please see **http://gustavus.edu/gts/Password**