

# GUSTAVUS

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## 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) or (507) 933-6111.

### 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 150 MB. While on campus, your account also provides you with 24-hour access to the Internet.

**First Name Middle Last Name**  
**Your Gustavus User Account Username is:**  
**Your Gustavus Activation Password is:**

#### 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: <[www.gustavus.edu/activate](http://www.gustavus.edu/activate)>.

#### Email

Your Gustavus email address is **username@gustavus.edu**. After activating your account, you can check and begin using 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 6 days a week and over 70 hours a week during the academic year. Web-based information for new students is also available at: <<http://www.gustavus.edu/go/faq>>.



### Computer Labs

There are many computer labs around campus. These labs are located in the 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/go/labs>>.

### Protecting Your Personal Information

**Phishing or Pfishing** - is a term 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.

**Social Networking Sites** – Social Networking Sites can be fun and a good way to keep up with and make new friends. Always be wary of posting personal and private information or pictures to social networking sites like Myspace, Facebook or blog hosting sites. Be aware that information posted on these sites is not private. It is available to anyone including parents, peers, friends, the US Government, potential employers and graduate schools. There have been incidents of stalking, identify theft and as well as other consequences tied to these types of sites.

# Bringing a Computer to Campus FAQ



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

Gustavus does not require students to bring their own computer to campus, however, many choose to do so. All residence hall rooms are networked with Ethernet ports (one per student) allowing students to connect their personal computers directly to the Gustavus network and the Internet. Approximately 95% of last year's 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 are more prone to theft and damage.

## What kind of computer should I get? Macintosh 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 yours. Last year 88% of the computers brought by first year students were Windows, and 12% were Macintosh.

## 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.

	Windows		Macintosh	
	Required	Recommended	Required	Recommended
<b>Operating System</b>	Window 2K, MCE or XP	XP Professional	OS X or higher	OS 10.4
<b>Connectivity</b>	10 Base-T Ethernet w/RJ-45 Connector	b or g Wireless, 100 Base-T Ethernet Card	10 Base-T Ethernet w/RJ-45 Connector	b or g Wireless, 100 Base-T Ethernet
<b>RAM</b>	256 Mb	512 Mb or Higher	256 Mb	512 Mb or Higher
<b>Processor</b>	Any	2.4 GHz Pentium 4 or 1.6 GHz Core Duo	Any	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>	<a href="http://windowsupdate.microsoft.com">http://windowsupdate.microsoft.com</a>		Run Software Updates	

## Does Gustavus sell computers?

Gustavus does not sell computers to students, but does maintain a relationship with both Apple Computer and IBM allowing students to purchase machines at an educational discount via the Internet, directly from the vendors. Apple offers many configurations at an educational discount. Our relationship with IBM allows students to purchase the same laptop the college is purchasing for faculty, staff and lab use at the college purchase price.

For Apple Macintosh computers, please visit the Apple Computer Store web site <<http://store.apple.com>>, click on the education link on the right side under More Stores or call 1-800-MY-APPLE.

For IBM Thinkpad, please visit the IBM web site <<https://www-03.ibm.com/lenovo/shop/personalpages/customer/login.cfm?>>. Create an account using Customer ID: **1009490** and your newly activated @gustavus.edu e-mail address. The ThinkPad T60 is a 1.8 GHz Duo Core processor, with 512 Mb RAM, Ethernet and Wireless and a three year warranty for \$1,350.00 (\$1,500 with accidental damage coverage). If you have additional questions or problems, please call Antoine Stanford at (877-338-4465 option 1, ext. 6412).

## 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 college owned 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 will provides Symantec AntiVirus Corporate Edition for you. It will be available for download, free of charge. You will need to un-install any other antivirus software before installing the Symantec product provided by Gustavus.

We recommend the use of Mozilla FireFox as an alternative to Internet Explorer. For more information please see: <<http://www.mozilla.com/firefox/>>.

### **Do I need a wireless router?**

No, Gustavus has an ever-expanding wireless network on campus. For more information see: <<http://wireless.gustavus.edu>>.

### **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://windowsupdate.microsoft.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/>>.
- 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 done via the web. Setup your computer, plug it into the network and launch a web browser. If you need help or assistance, the Technology Helpline (x6111) will be available during the move-in and orientation period. During the process you will need to uninstall your copy of antivirus software and install Symantec Antivirus Corporate Edition (supplied by Gustavus).

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## **Protecting Your Computer**

### **What should I do to protect my computer?**

If you use a computer connected to the Internet, it is very important that you protect your computer and yourself from viruses, spyware and other malicious attacks. We suggest 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?**

Yes, a personal firewall is a piece of software that controls access to your computer from the network. Windows XP Service Pack 2 comes with a personal firewall enabled by default. For directions on configuring the Windows XP firewall see the Microsoft web site: <<http://www.microsoft.com/athome/security/protect/>>. The Macintosh operating system is also automatically configured with a firewall. By default all the communication ports are closed and all native services are turned off. 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 install them?**

Critical Updates are updates to the operating system and are necessary for security reasons. Windows users can get updates by visiting: <<http://www.windowsupdate.com>>. Windows XP with Service Pack 2 sets critical updates to happen automatically. If you want to verify that your Windows XP computer is set to automatically update, please see Microsoft's web site: <<http://www.microsoft.com/athome/security/protect/>>. 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 weekly.

### **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 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 or the Technology Helpline (x6111).

### **What else can I do to protect my computer?**

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

**Email Spam** – be wary of unsolicited email. Gustavus uses Spam filtering software to remove spam from users accounts. Your new email account is using this software 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. We recommend FireFox for web browsing <<http://www.mozilla.com/firefox>>, as it is pre-configured to block pop-ups.

**Filesharing** – don't use programs like Kazaa , Ares or LimeWire.

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