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# Graduate Student Induction 2020

- Department IT facilities (e.g. Fileserver, Printing, Copying)
- IT procedures in Materials (e.g. Getting help)
- Literature searching guidance

Dr Paul J Warren – Senior IT Officer

# Department IT facilities

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- Research Group Computers
- Network Infrastructure
- Department Computer Room (TL)
- Materials Modelling Laboratory (MML)
- Department Library
- Meeting Rooms and Lecture Theatres
- IT support area
- Photocopiers and Printers
- Department Website



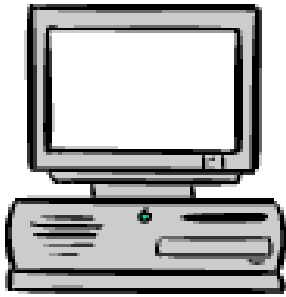
# Research Group Computers

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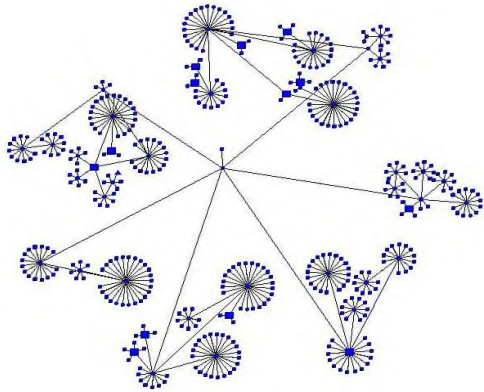
- Research groups provide their own computing facilities.
- Variable provision depending on type of work and funding!
  - individual or shared, desktops or laptops, Windows or Mac
  - mono or colour printers, scanners, cameras etc.
  - equipment control computers etc.
- Group leaders are responsible for paying for group computers.
- **Users are responsible for looking after group computers.**  
(Configuration/Data/Backup/Security etc.)
- Talk to IT staff if your group computing facilities are limiting!



# Network Infrastructure



Network connectivity is essential for email, web, filesharing, printing, backup etc...



- Department network – (local IT staff)
  - 1Gbit to offices/labs
  - 1Gbit between all department buildings
  - 1Gbit firewall (**registered devices only**)
- University network (IT Services staff)
  - 40Gbit university backbone
  - <http://www.it.ox.ac.uk/status/>
  - university firewall
- Joint Academic Network (JANET)
  - 40Gbit link to the world



# Department Computer Room

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- The Teaching Laboratory in Holder Building has a computer room open during working hours.
- Priority is given for teaching undergraduates but postgraduates can use it if there are free workstations, which there usually are!
- 13 desktops connecting to department fileserver
- Colour photocopier/printer, Mono printer, scanner
- (also 9 optical microscopes and 9 laptops)
- Desktop login uses SSO authentication

# Materials Modelling Laboratory

- The department's modelling group has some linux computing facilities

- <http://mml.materials.ox.ac.uk/>



- University computational resources are available free-at-point-of-use via Advanced Research Computing

- <http://www.arc.ox.ac.uk>



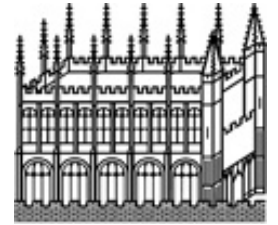
# Department Library

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- On-line catalogues, on-line resources

- <http://www.materials.ox.ac.uk/library>

- Two desktops with SSO login  
save files to your own directory space  
print to followme photocopiers.



- Please use computers for library purposes, not just email etc.

- Wireless signal for personal devices

- Self-service book loan system



# Meeting Rooms and Lecture Theatres

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- Room bookings done via email to [reception@materials.ox.ac.uk](mailto:reception@materials.ox.ac.uk) after checking room availability online via <https://materialsoutreach.web.ox.ac.uk/local/timetables-and-room-bookings.html>
- (HRLT / BRLT / IEBLR8 , HRMR / BRRCR / ETBCR / PRMR / RRRCR / RRMR / BBMR)
- Lecture theatres and meeting rooms all have permanent audio visual facilities (computers, projectors visualizer etc)
- Portable equipment which can also be borrowed
  - Laptop plus webcam (from IT support)
  - Portable data projector (from IT support)
- Video conference facilities with webcams and noise-cancelling audio systems suitable for small meetings
  - Meeting rooms (HRMR / BRRCR / ETBCR / RRRCR / RRMR / BBMR)



# IT Support area

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Engineering Technology Building Room 10.14

Helpdesk open weekdays 8.30am to 5.30pm

Email: [itsupport@materials.ox.ac.uk](mailto:itsupport@materials.ox.ac.uk)

Phone: (2)73667 (Chris Akinola)



- IT Helpdesk – hardware and software and general guidance
- Photography - mugshots, publicity, research support
- Projects – publications/handbooks, posters, business cards
- Meetings support – audio visual, poster-boards, signs

# Digital Printroom

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Open-access printroom for use by all members of Department when group printing facilities are insufficient.

Printing requires authentication using **departmental credentials**.

Printroom door is open 9-5pm but after-hours swipecard access available upon request to IT staff.

- 2 basic computers (for printing/scanning)
- 1 A4 flatbed scanner (documents and film negatives)
- 1 A4 document scanner (doublesided, autofeed, 30 ppm)
- 1 mono laserprinter (doublesided 30ppm)
- 1 colour photocopier (capable of A3 and doublesided 15ppm)

**Room decommissioned – most people print to photocopiers.**

# Photocopiers and Printers

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<https://materialsoutreach.web.ox.ac.uk/local/it/materials-printing.html>

Each building has a departmental multifunction copier

- **Install the “followme” print queue to use any photocopier**
- **Email PDF to [followmeprint@materials.ox.ac.uk](mailto:followmeprint@materials.ox.ac.uk)**
- copy/print/scan&email, mono/colour, A4/A3
- University Card contactless authentication
- print jobs are only released after authentication
- report problems to [reception@materials.ox.ac.uk](mailto:reception@materials.ox.ac.uk) or 273777



Research groups operate their own printers

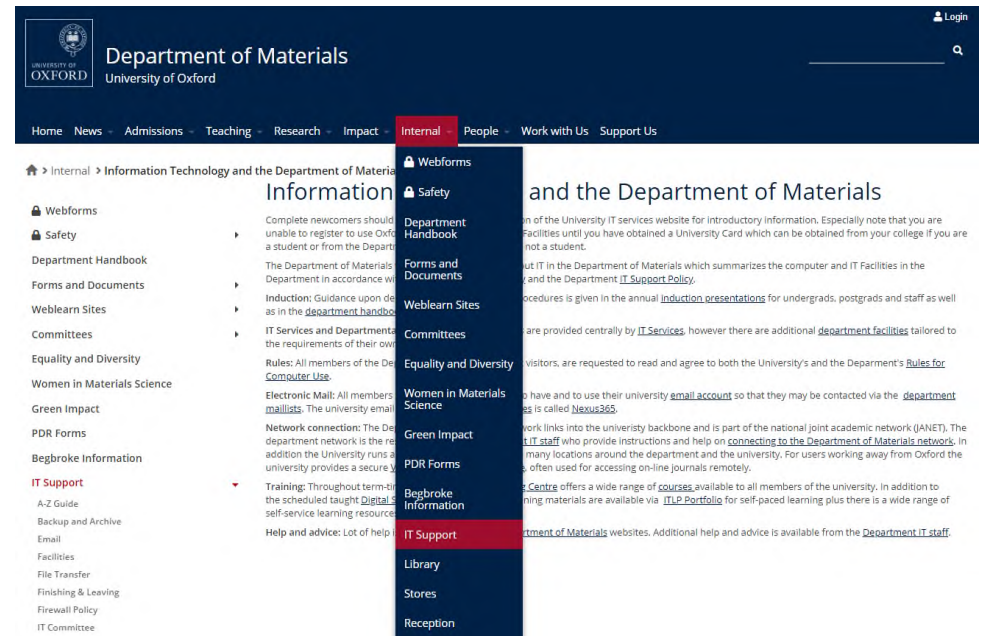
- consumables for standard printers are available from stores, alternatively consumables are managed locally within groups
- report problems to local experts or [itsupport@materials.ox.ac.uk](mailto:itsupport@materials.ox.ac.uk)



# Department Website

There is lots of department information available on our website <http://www.materials.ox.ac.uk>

- [People contact details](#)
- [Teaching information](#)
- [Research information](#)
- [Internal](#)
- [IT support](#)



Report any errors or send any suggestions to [webmaster@materials.ox.ac.uk](mailto:webmaster@materials.ox.ac.uk)

# IT Procedures

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- Getting Support
- Communicating via Email
- Connecting to the Network
- Computer usage
- Making the most of your computer
- Department services
- IT Training



# Getting IT Support - Department

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**[itsupport@materials.ox.ac.uk](mailto:itsupport@materials.ox.ac.uk)**

- Dr Paul J Warren – IT Manager
  - [paul.warren@materials](mailto:paul.warren@materials) ; 73727; ETB Room 10.12
- Robert Saunders - IT support / Servers / Desktops
  - [robert.saunders@materials](mailto:robert.saunders@materials) ; 73930 ; ETB Room 10.15
- Chris Akinola - IT support / General / Audio Visuals
  - [chris.akinola@materials](mailto:chris.akinola@materials) ; 73667 ; ETB Room 10.14



# Getting IT Support – IT Services

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- IT Services

- <https://www.it.ox.ac.uk>
- <https://help.it.ox.ac.uk>
- 7-19 Banbury Road (nearby)
- Advisory, Registration, Help, Training etc.
- Meeting rooms with computer suites available for booking



- Central IT Service Desk

- <http://help.it.ox.ac.uk/help/request>
- Email requests [help@it.ox.ac.uk](mailto:help@it.ox.ac.uk)
- Phone 24/7 support line 01865 6 12345
- IT self service system <https://oxford.saasiteu.com/>



# Communicating via Email

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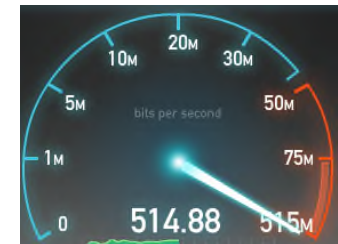
- Nexus email and calendars are provided by IT services
  - [firstname.lastname@materials.ox.ac.uk](mailto:firstname.lastname@materials.ox.ac.uk) (also @college)
  - Outlook web access <https://outlook.office365.com>
  - Local email client e.g. Outlook, Thunderbird+DavMail, MacMail
  - Some mailbox settings on <https://register.it.ox.ac.uk/self/nexus>
  - Lots of guidance at <http://help.it.ox.ac.uk/nexus365/index>
- Mailing lists operated by [itsupport@materials](mailto:itsupport@materials)
  - Everyone should receive [notices@materials.ox.ac.uk](mailto:notices@materials.ox.ac.uk)
  - Also [postgrads@materials.ox.ac.uk](mailto:postgrads@materials.ox.ac.uk) , [postgrads-1st@materials.ox.ac.uk](mailto:postgrads-1st@materials.ox.ac.uk)
- Using email – beware phishing!
  - Consider adding your phone contact details to your signature
  - Write messages clearly, concisely.
  - Report phishing targeting Oxford <https://help.it.ox.ac.uk/phishing>
  - Most junk should just be deleted. If you are unsure IT staff can advise.





# Connecting to the Network

- Wireless network is provided in most **general access areas** of the department. Eduroam and OWL are provided by university IT Services and can be accessed by any member of the university **without registration** by using your remote access account. <http://help.it.ox.ac.uk/network/wireless/index>
- Wired network ethernet is available in all rooms but computers **must be registered** with IT staff who check systems before adding them to the network
  - Need up-to-date anti-virus software
  - Need fully patched operating system
- Network problem?
  - check <http://www.it.ox.ac.uk/status> for university-wide problem
  - email [itsupport@materials](mailto:itsupport@materials) or phone 73667 / 73930 / 73727



# Computer Registration

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- Pre-registration security checks for personal devices
  - Install Sophos <https://register.ox.ac.uk/software> and perform full scan.
  - Install all operating system updates
    - Microsoft updates <http://update.microsoft.com> for Windows
    - Apple Software Updates <http://support.apple.com/kb/HT1338> for MacOS
    - Software package updates for Linux
  - Install updates for any additional software packages such as [Java](#), [Acrobat Reader](#), [Adobe Flashplayer](#) (ActiveX for Internet Explorer and Plugin for Firefox), [AppleSoftwareUpdates](#), [Firefox](#), [Chrome](#) etc.
- Registration tasks for IT staff
  - Network registration (DHCP,DNS)
  - Check system configuration /security (see above)
  - [Help setup access to departmental fileserver](#)
  - [Help setup access to departmental printers](#)
  - [Help register for and install TSM backup software](#)
  - [Help setup wireless access to Eduroam](#) with [Remote Access account](#)
  - [Offer general advice on software and hardware](#)

# Computer Usage

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- Information Security <https://www.infosec.ox.ac.uk>
  - Complete online training module <https://www.infosec.ox.ac.uk/module>
  - Never allow open access - always set a password and lock screensaver
  - Never share a password, change passwords regularly
- Antivirus software **is essential**
  - IT staff manage the department's anti-virus protection (Sophos)
  - Contact [itsupport@materials](mailto:itsupport@materials) if you think you have a virus or malware
  - Personal systems also run Sophos <https://register.it.ox.ac.uk/software>
- Backup and archive **is essential**
  - Formalise your weekly backup procedure (also archive regularly)
  - Register for IT Services's weekly backup service [HFS](#)
- Rules and regulations
  - You have already agreed to the [University Rules](#)
  - University monitors and investigates illegal filesharing – “Cease&Desist”



# OneDrive and Teams

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- Nexus365 provides OneDrive for Business with 5Tb storage.
  - (similar to Dropbox and GoogleDrive but trusted storage location!)
  - See <https://help.it.ox.ac.uk/onedrive-for-business-getting-started>
  - Web interface via <https://portal.office.com> (Explore... OneDrive)
  - Install Client and login with SSO [user1234@OX.AC.UK](mailto:user1234@OX.AC.UK) (as address)
    - Client will typically sync to C:\Users\username\OneDrive-Nexus365 by default
  - Configure Client to also sync Desktop&Documents&Pictures
    - More > Settings > Auto Save > Update folders to configure “Folder Protection”
- Nexus365 provides Microsoft Teams
  - See <https://help.it.ox.ac.uk/nexus365/what-is-teams> (similar to Slack)
  - Many people use Teams to collaborate/share/schedule/message/chat
  - Contact Paul Warren to create a Team (he has overview of our teams)



# Making the most of your computer

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- **Read the Departmental advice about software**  
<http://www.materials.ox.ac.uk/local/it/software.html>
- Software licenses distinguish between department-owned and personal-owned computers.
- General software is available from the [IT Services on-line shop](#)
  - see both shop pricelist and **site licensing information (SLS)**
  - purchase orders avoid paying VAT and help keeping records
  - pay for ALL software licenses (including downloaded shareware etc.)
- Some site-licensed scientific software available from IT staff
  - Mathematica – mathematical programming
  - Matlab – data analysis and graphing
  - Origin - graphing and data analysis
  - Other specialist software e.g. ABAQUS, IDL, COMSOL, LabVIEW etc.



# Departmental Online Services

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- Departmental File storage (secure, backed up, accessible)
  - [\\materials.ox.ac.uk\shares\Student\postgrad](https://materials.ox.ac.uk/shares/Student/postgrad)  
login with user1234@OX.AC.UK
  - Many computers already use SSO login (rather than local accounts)
  - File access via windows sharing only from Dept wired network
  - <https://www.materials.ox.ac.uk/local/it/materials-fileserver.html>
- Printing – all departmental network printers
  - Install followme printer
  - Email PDF to [followmeprint@materials.ox.ac.uk](mailto:followmeprint@materials.ox.ac.uk)
  - <http://www.materials.ox.ac.uk/local/it/materials-printing.html>

# Departmental Photocopiers

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- Each building has a multifunction photocopier
  - copy/print/scan&email, mono/colour, A4/A3
  - university card contactless authentication
  - print jobs are only released after authentication
    - understand [copyright permissions](#) before copying!
    - print mono by default – colour costs more!
    - print/copy double-sided – duplex saves trees!
    - avoid printing where possible – no printing saves most trees!
- Install **followme** printer which will send your printout to whichever photocopier you authenticate at.
- Alternatively email [followmeprint@materials.ox.ac.uk](mailto:followmeprint@materials.ox.ac.uk)



# Information Security

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- Visit <https://infosec.ox.ac.uk>
  - University information security policy
  - Advice and guidance - “I want to...”
    - [Secure my mobile devices](#)
    - [Use cloud services safely](#)
- Online awareness training course
  - Compulsory for staff, **recommended for students**
  - <http://www.it.ox.ac.uk/infosec/module/>





# IT Training

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- IT Services run an extensive range of training courses which are often FREE to all members of department
  - Byte-sized 1hr lunchtime sessions
  - 1/2 day and full day courses
  - <http://www.it.ox.ac.uk/do/training-and-facilities>
  - <https://skills.it.ox.ac.uk/courses-home>
  - <https://skills.it.ox.ac.uk/it-learning-portfolio>
  - <https://skills.it.ox.ac.uk/molly>
- Look to your future...
  - what additional skills will you employer want?
  - where else will you get free IT training?



**molly**  
powered by  
LinkedIn Learning

# Literature Searching

- How to find on-line resources
  - <http://www.materials.ox.ac.uk/library>
  - <https://libguides.bodleian.ox.ac.uk/materials>
- Searching
  - <http://solo.bodleian.ox.ac.uk>
  - <http://wok.mimas.ac.uk>
- Reading journals on-line
  - access from Oxford or via VPN or via Shibboleth
  - <https://www.bodleian.ox.ac.uk/finding-resources>
- Bibliographic software for managing references
  - [Endnote](#), [Refworks](#), [Mendelay](#) or [Zotero](#)
  - *Demonstration time?*



WEB OF SCIENCE™

# The End

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Send all IT queries to  
[itsupport@materials.ox.ac.uk](mailto:itsupport@materials.ox.ac.uk)

Note that this presentation assumes  
you have already seen the IT Services  
Getting Started webpages  
<https://www.it.ox.ac.uk/getting-started>

