
Part II Student Induction 2022

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

Dr Paul J Warren – Senior IT Officer

Department IT facilities

- 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

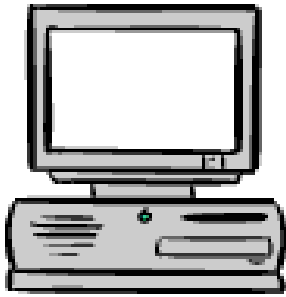


Research Group Computers

- 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!

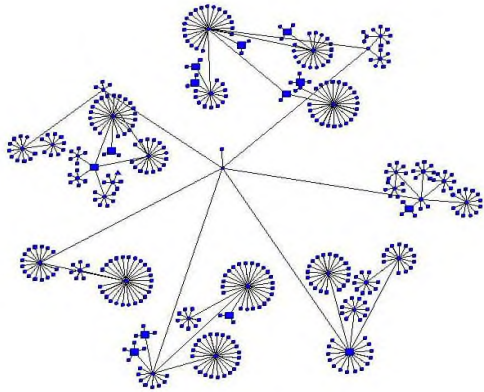


Network Infrastructure



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)
 - 100Gbit university backbone
 - <https://status.ox.ac.uk/>
 - IT services, firewall, network monitoring
- Joint Academic Network (JANET)
 - 100Gbit link to the world



Department Computer Room

- 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>



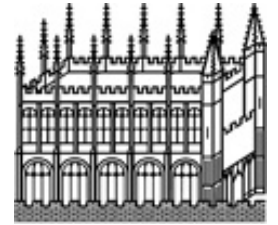
Department Library

- On-line catalogues, on-line resources

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

- Laptop workspaces plus one shared desktop
save files to your own directory space
print to followme photocopiers.

OxLIP+
OXFORD LIBRARIES
INFORMATION PLATFORM



- 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

- Room bookings done via email to reception@materials.ox.ac.uk after checking room availability online via <https://www.materials.ox.ac.uk/local/timetables-and-room-bookings.html>
- (HRLT / BRLT / IEBLR8 , HRMR / BRMR / ETBCR / PRMR / RRMR / RRSR1 / RRSR2 / BBMR)
- Lecture theatres and meeting rooms all have permanent audio visual facilities (computers, projectors visualizer etc)
- Portable presentation equipment 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
 - HRMR / BRMR / ETBCR / PRMR / RRMR / RRSR1 / RRSR2 / BBMR

IT Support area

Hume-Rothery – beside reception

Helpdesk open weekdays 8.30am to 5pm

Email: 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

Photocopiers and Printers

<https://www.materials.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**
- 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 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



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](#) (new MIC)
 - [Admin&Supportstaff](#)
 - [IT support](#)
 - Etc.



The screenshot shows the Department of Materials website. The navigation menu includes: Home, News, Admissions, Teaching, Research, Impact, People, Equality, Work with Us, Support Us, and Internal. The 'Materials Info Centre' link is circled in red. Below the navigation, the 'Materials Info Centre' page is displayed, with a sub-section 'IT support & Data' also circled in red. The page lists various services such as Getting Started, Begbroke Info, Forms & Documents, Policies & Rules, Admin & Support Staff, Communications & Events, Education Support, Human Resources, Finance & Grants, IT support & Data, Health & Safety, Buildings & Facilities, Research & Equipment, Stores & Workshops, Travel & Trips, and Reception Services.

Report any errors or send any suggestions to webmaster@materials.ox.ac.uk

IT Procedures

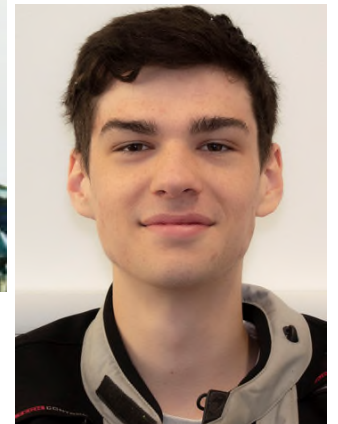
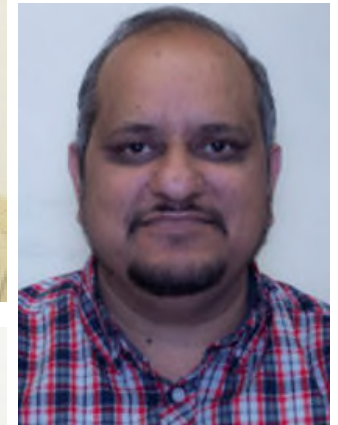
- Getting Support
- Communicating via Email
- Connecting to the Network
- Computer usage
- Making the most of your computer
- Department services
- IT Training



Getting IT Support - Department

itsupport@materials.ox.ac.uk

- Dr Paul J Warren – IT Manager
 - paul.warren@materials ; 73727; HR Room 30.13
- Tauseef Ansari – Senior IT officer
 - tauseef.ansari@materials ; 73930 ; HR Room 10.13
- Chris Akinola - IT support officer
 - chris.akinola@materials ; 73667 ; HR Room 10.13
- Daniel Myers - IT support Apprentice
 - daniel.myers@materials ; 73667 ; HR Room 10.13



Getting IT Support – IT Services

- 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>
- Phone 24/7 support line 01865 6 12345
- IT self service system <https://oxford.saasiteu.com/>



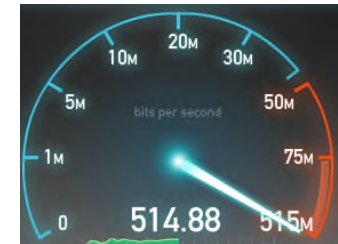
Communicating via Email

- Nexus email and calendars are provided by IT services
 - 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
 - Everyone should receive notices@materials.ox.ac.uk
 - Other lists as appropriate : e.g. undergrads-4th@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 or phone 73667 / 73930 / 73727



Computer Registration

- 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 Office, [Chrome](#), [Firefox](#), [Acrobat Reader](#), [AppleSoftwareUpdates](#), 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 setup remote access and VPN](#)
 - [Help setup wireless access to Eduroam](#) with [Remote Access account](#)
 - [Offer general advice on software and hardware](#)

Computer Usage

- 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 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**
 - **Part II students cannot register for university backup HFS**
Please use OneDrive as backup <https://portal.office.com/>
- Rules and regulations
 - You have already agreed to the [University Rules](#)
 - University monitors and investigates illegal filesharing – “Cease&Desist”

OneDrive and Teams

- Please backup PartII files/data using Microsoft OneDrive.
(each year laptops get broken/stolen... so plan ahead!)
- 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 (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

- **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

- Departmental File storage (secure, backed up, accessible)
 - [\\materials.ox.ac.uk\shares\Student\undergrad](https://materials.ox.ac.uk/shares/Student/undergrad)
login with user1234@OX.AC.UK
 - Many computers already use SSO login (rather than local accounts)
 - File access via windows sharing (dept wired/dept vpn)
 - <https://www.materials.ox.ac.uk/local/it/materials-fileserver.html>
- Printing – all departmental network printers
 - Use followme queue [\\oums-tssrv1\followme](https://oums-tssrv1/followme) (SSO, dept wired/vpn)
 - Email PDF to followmeprint@materials.ox.ac.uk
 - <http://www.materials.ox.ac.uk/local/it/materials-printing.html>

Departmental Photocopiers

- 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 PDF followmeprint@materials.ox.ac.uk



Information Security

- 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

- 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
 - <https://www.it.ox.ac.uk/it-training>
 - <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 your employer want?
 - where else will you get free IT training?



molly
powered by
LinkedIn Learning

IT Training for Thesis Writing

- Looking ahead, what guidance might you need for producing your thesis?
 - Microsoft Office – used by most people in Materials
 - <https://skills.it.ox.ac.uk/documents-designing-your-thesis-and-book-course-pack>
 - Latex - check compatibility with supervisor?
 - <https://skills.it.ox.ac.uk/latex-next-steps-with-latex-self-study>
 - Look at the Departmental Writing Skills course
 - <https://www.materials.ox.ac.uk/teaching/pg/pgskills.html>

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>
 - <https://www.webofscience.com/>
 - 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

Send all IT queries to
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>

