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/](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](http://www.materials.ox.ac.uk/library)
  – Laptop workspaces plus one shared desktop
  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

- 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 / BCR / ETBCR / PRMR / RRCR / 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 / BCR / ETBCR / PRMR / RRCR / 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
There is lots of department information available on our website [http://www.materials.ox.ac.uk](http://www.materials.ox.ac.uk)

- People contact details
- Teaching information
- Research information
- Internal (new MIC)
  - Admin&Support staff
  - IT support
  - Etc.

Report any errors or send any suggestions to [webmaster@materials.ox.ac.uk](mailto: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](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](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](https://register.ox.ac.uk/software) and perform full scan.
  – Install all operating system updates
    • Microsoft updates [http://update.microsoft.com](http://update.microsoft.com) for Windows
    • Apple Software Updates [http://support.apple.com/kb/HT1338](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](https://www.infosec.ox.ac.uk)
  - Complete online training module [https://www.infosec.ox.ac.uk/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](https://register.it.ox.ac.uk/software)

- **Backup and archive is essential**
  - Part II students cannot register for university backup [HFS](https://portal.office.com/)
  - Please use OneDrive as backup [https://portal.office.com/](https://portal.office.com/)

- **Rules and regulations**
  - You have already agreed to the [University Rules](https://www.ox.ac.uk/)
  - 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 keep 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`
    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](https://www.materials.ox.ac.uk/local/it/materials-fileserver.html)

- Printing – all departmental network printers
  - Use followme queue `\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](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 you employer want?
  – where else will you get free IT training?
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?
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