



IT Facilities at Economics

www.it.econ.cam.ac.uk

About Us

The Faculty IT team consists of a dedicated team that ensures appropriate support is available for the Faculty teaching, research and administration.

We are here to provide help, advice and support on IT matters to all students studying with the Faculty.

This leaflet gives a brief overview of things we deal with, if you want to know more, please get in touch



Accounts and Passwords

All students are issued with a University Information Services (UIS) account and password that works for the three main services: Exchange Online, Raven and Desktop Services.

Email – Exchange Online, the University email system

Your Cambridge University email account. It is essential to be able to read this email because this is the address the Faculty will use to communicate with you.

Computers – Desktop Services

Public computers in the Faculty and Marshall Library, and also in computer rooms at most colleges. Your files are available wherever you login. Stata and Matlab are available on all our public computers.

Websites – Raven

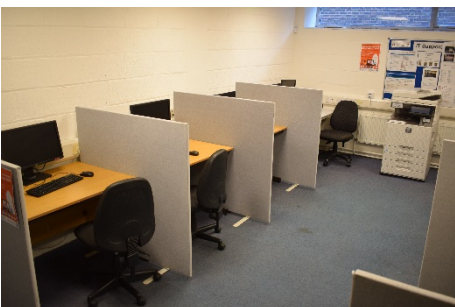
Used by websites to prove that you are a member of the University. Used by Moodle, CamSIS, online resources, UniOfCam wifi and many more.

Faculty – Lucy remote server

A server to allow you to access some Economics software while you are not in Cambridge. This uses a separate password, although you can set it to be the same as your UIS Password.

College – non-MCS colleges

If your college does not run MCS computers, then you will have an account issued by your college to access those computers.



Email

You can access your email account in several ways:

Webmail - <https://outlook.office.com>

Using your own device (Laptop, mobile device, etc.) -There are email set-up wizards available to set up Outlook, Apple Mail, iOS and Android at: <https://help.uis.cam.ac.uk/exchange-online-wizards> (for Android go to 'Exchange Online mail client Settings' under Related content)

To forward your Cambridge mail to your own email account, login to webmail and change the forwarding in Settings.

Computers and Software

Faculty Computer Rooms

There are three suites of computers in the Faculty: rooms B2 and B3 in the basement, and upstairs in the Marshall Library. The PCs are on the Managed Cluster Service (MCS) run by the UIS. In most cases the computers will be very similar to the computers available in your college, which are also part of the MCS.

Software

There is a wide range of programs available on the computers, but the programs most relevant to Economics are Stata and Matlab. More general software is also available for word processing, web browsing, email, etc. Please explore the menus and see what is available. Some programs are only licensed for use in certain departments, and may not run. For full details see the MCS web pages. (<https://help.uis.cam.ac.uk/devices-networks-printing/managed-desktops/mcs>)

Manuals for most economics programs are in the Marshall Library, and most programs come with help facilities. If you have any questions, please ask the IT Team.

Software Offers

Microsoft Office 365, Stata, Matlab, Mathematica are available free. You can also use Google Drive and Onedrive for free.

For information about any other software see the IT website or ask the IT staff.

Saving Files

You should save your work to the “My Documents” folder, which is on drive U:, or you can make your own folders on U: . Whichever computer you login to, at the Faculty or at your college, you will be able to see the files in U:

Printing and Photocopying

There are photocopiers in the room B2 in the basement and upstairs in the Marshall Library which act as both printers and photocopiers. You can send your printing to print to a queue called Econ_FindMe and log in and select your print job to be printed.

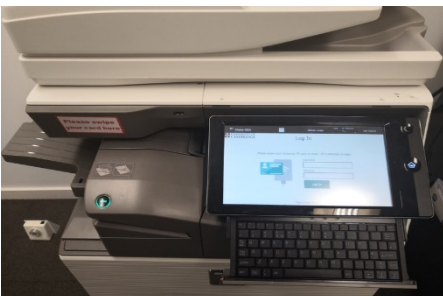
Current prices (A4 and A3):

5p per sheet of paper (double sided or single sided) black and white printing

20p per sheet of paper (double sided or single sided) colour printing

Charges for printing and photocopying are taken from your MCS common balance account, which is linked to your MCS login. When your balance is zero, you will no longer be able to print or copy. To add money to your account, login to a MCS computer and look for eCredit on the menus (Start -> Programs -> Account Management -> eCredit). This will allow you to add money immediately using your credit or debit card. Alternatively you can pay with money at the Marshall Library Issue Desk, Faculty Reception and the IT Office.

To photocopy, you will need to scan your University Card which will automatically identify you.



Opening Hours and Card access

The computers in the basement are available 24 hours a day, 7 days a week, 365 days a year. When the building is locked you will need your University card to enter the building. This should have been set up already, but if you are having problems please contact Reception. The computers in the library are only available when the library is open.

Remote Access

It is possible to access some software on your own computers when you are away from the Faculty through our Remote Desktop Server – Lucy. At present Stata, Matlab and EViews are available. You will need to connect to the University VPN to remote into Lucy. For information on how to set the VPN up, visit here:
<https://help.uis.cam.ac.uk/vpn>.

Wireless

Wireless internet access is available almost everywhere through two services. There is almost complete coverage for both across the Sidgwick Site

Eduroam - best

Eduroam is the preferred network. Once set up it connects automatically and allows a great variety of network traffic, but it needs setting up before use. There are instructions on how to configure it at:
<https://help.uis.cam.ac.uk/eduroam>

UniOfCam

This is a browser based service for visitors to Cambridge. There is no setup, just connect to the wireless network and open a web browser. You will be asked to login with your Raven password. You will need to login every time you use it.

Moodle Teaching Website

<http://www.vle.cam.ac.uk/>

The Faculty's Moodle website holds all the information about your course, including teaching materials, past exam papers and other information.

Do's and Don'ts

Backup

You are advised to make sure that any files of importance is copied elsewhere. Files are backed up overnight but do not rely on this, make your own backups. You have been warned!

We recommend that you use a USB memory stick or hard disk to keep a copy of your important files. In an emergency you can email a file to yourself and you will then have a copy of your file in your email.

Email Security

Be very careful about opening attachments and clicking on links.

A helpful tip for not getting caught out by rogue email links is to mouse over the hyperlink. A box will appear showing the real link.

If you get an email saying to change your password or enter any private information, don't follow the link in the email. Find the genuine website yourself through Google.

For more information on Email Security and Cyber Security in general visit : <http://www.it.econ.cam.ac.uk/security>

Use of the Network

For a full list of rules please see the UIS page:

<https://www.uis.cam.ac.uk/about-us/governance/information-services-committee/rules-and-guidelines>.

In brief, the Faculty network is provided for academic purposes. It should be not be used for games, P2P file sharing, or transmission of copyrighted or obscene material.

Traffic is logged and monitored by the University Information Service.

Health and Safety

If you are using the building outside of normal office hours, please be aware that in an emergency it is your responsibility to get out of the building. Nobody will automatically come and look for you. If the fire alarm rings, leave the building immediately by the nearest exit.

If you see anyone or anything suspicious contact the Security Control Centre on 31818, or 101 in an emergency. There are phones in all computer rooms in the basement.

IT Support

Contact

Office: Room 53, 3rd Floor
Austin Robinson Building

Internal phone: 48160
External: 01223 748160

Email: it@econ.cam.ac.uk

Webpage at: www.it.econ.cam.ac.uk



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