School of Law
Accounts & Services
2019 - 2020

King Ingraham
Sr. Desktop Support Technician
Student Technology Help Desk
Using The Workstation

Press CTRL + ALT + DELETE to log on
Logging Into The Workstation

1. Press CTRL + ALT + DEL
2. Click OK on Disclaimer
3. Enter CaneLink Username/Password
Initial Desktop

This is the initial desktop layout with access to many popular programs such as:

- Firefox
- Google Chrome
- Microsoft Office
Student Resources Folder

Inside the Student Resources folder are links to:

- Law School Website
- Legal Research Tools
- Student Email
Legal Research Tools

Inside the Legal Research Tools folder are links to:

- CALI
- Law Library Catalog
- Lexis Nexis
- Westlaw
Cloud Storage

The Cloud Storage folder contains shortcuts to:

- Box
- Google Drive
- OneDrive
Accounts & Security
Cloud Storage

The University of Miami provides free online storage access to the following providers while you are a current, degree seeking student:

- Box
  [http://box.miami.edu](http://box.miami.edu)

- Google Drive
  [http://google.miami.edu](http://google.miami.edu)

- One Drive
  [http://onedrive.miami.edu](http://onedrive.miami.edu)
Student E-Mail and CaneLink

Law school e-mail account (JXD1234@law.miami.edu) is used as an alias pointing to your Office365 account (JXD1234@miami.edu). It is also used for accessing the Law Library database.

Your CaneID* (JXD1234) is used for accessing the CaneLink Website, logging into your Office365 email account, logging into student workstations, CaneNet_Wireless access, cloud storage, sending print jobs through Uprint, and various forms on Law School website.

*Requires a change of password every 6 months.
Reminder:

• UMIT will never ask you for your password.

• Do not follow unsolicited web links received in email messages.

• Install and maintain up-to-date antivirus software on your Laptop.
Computer Updates & Security

• Use Windows Update/Apple Software Update to keep your personal system safe from intrusions and attacks.
• Install and keep your antivirus software on your Laptop updated.
• This also applies to other software. (i.e. Adobe, Microsoft, etc.)
• Do not follow unsolicited web links received in email messages.
• If you have any questions, please contact the Help Desk.

* Refrain from installing full OS upgrades as it may cause compatibility issues with some software. (i.e. Exam4)
CaneNet_Wireless

• CaneNet_Wireless is the University of Miami’s wireless network and is available in most areas of the Coral Gables campus.

• This service provides Internet connectivity to currently enrolled law school, undergraduate and graduate students.

• Students can connect to CaneNet_Wireless with your CaneID and password.
UPrint

- UPrint is the printing solution for students at the University of Miami.
- Environmentally-friendly printing solution, helping reduce waste.
- Students registered for credit classes will be given 130 “UPrint Credits” for the school year.
- If you run out of “UPrint Credits” before the year ends, you can pay for your printing with your CaneExpress account.

<table>
<thead>
<tr>
<th>BLACK &amp; WHITE</th>
<th>CREDITS/PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Size (8.5&quot; x 11&quot;)</td>
<td>0.05</td>
</tr>
<tr>
<td>Legal Size (8.5&quot; x 14&quot;)</td>
<td>0.05</td>
</tr>
<tr>
<td>Ledger Size (11&quot; x 17&quot;)</td>
<td>0.05</td>
</tr>
<tr>
<td>Double-sided (any of the above sizes)</td>
<td>0.08</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLOR</th>
<th>CREDITS/PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Size (8.5&quot; x 11&quot;)</td>
<td>0.10</td>
</tr>
<tr>
<td>Legal Size (8.5&quot; x 14&quot;)</td>
<td>0.10</td>
</tr>
<tr>
<td>Ledger Size (11&quot; x 17&quot;)</td>
<td>0.10</td>
</tr>
<tr>
<td>Double-sided (any of the above sizes)</td>
<td>0.18</td>
</tr>
</tbody>
</table>
Sending Prints

1. Click on drop down arrow on the right of the print icon, click on print.

2. Scroll Left/Right, find Uprint B&W to print to UPrint Black and White printer. This also applies when printing to Uprint Color, for color printing.

3. Pharos Pop Up: Enter your CaneID (JX1234), password, and name of the Job.

   This will send your print job to the Queue.
Collecting Prints

1. UPrint Printers are located:
   D147 & D135 - 1st Floor
   D232 - 2nd Floor
   D332 - 3rd Floor

2. Use the touch screen or swipe your CaneCard to log in, you can also login with your CaneID (JXD1234) and password.

3. If a paper jam/error occurs. You can pick up the UPrint Phone to call request assistance.

In efforts to be environmentally friendly, printers default to 2-sided/duplex printing.

Note: Printers do not have A4 paper
LEXIS has two dedicated laser printers located in the 2nd floor in Room D232 of the Law Library.
Getting Help

STUDENT TECHNOLOGY HELP DESK

Law Library, Room C118
(305) 284-LAWS (5297)
sthd@miami.edu
http://www.miami.edu/it/sthd

Monday - Friday: 9AM - 5PM
Q & A
Wi-Fi
CanesGuest vs CaneNet_Wireless

- **CanesGuest** – is an open, unsecure network that offers no encryption to the wireless network.

- **CaneNet_Wireless** – is an encrypted Wi-Fi network that allows students to surf the Internet in a secure manner. Start using CaneNet_Wireless today for your security!
Get Connected (Mac)

1. Click on the wireless signal icon on the top right of your screen
2. Select **CaneNet_Wireless** from the list of wireless network connections
3. You will be prompted to input your CaneID and password. Remember to click the checkbox next to “Remember this network” and then click **Join**
4. When Verify Certificate window appears, click **Continue**

5. If your Mac prompts you for a password, proceed to type in your computer’s password, and then click **Update Settings**

6. Open your browser to verify connectivity
1. Click on the wireless signal icon on the top right of your screen

2. Select **CaneNet_Wireless** from the list of wireless network connections

3. Checkmark “Connect automatically” then click **Connect**
4. You will be prompted to input your CaneID and password. Type in your credentials, and then click “OK”

5. A Windows Security Alert will appear, do not be alarmed. Simply click “Connect”.
Get Connected (iOS)

1. Tap on the **Settings** icon on your home screen

2. On the settings screen, tap **Wi-Fi**

3. Select **CaneNet_Wireless**

4. You will be prompted to input your CaneID and password, then tap **Join**

5. Tap **Accept** to accept the security certificate
Get Connected (Android)

1. Tap on **Settings** located in your Apps
2. Under Wireless and network, tap on **Wi-Fi**
3. Select **CaneNet_Wireless**
4. From the Connect menu, select **TTLS** as the EAP method and **MSCHAPV2** as the Phase 2 authentication
5. You type in your CaneID in the **Identity** section, and then your password, then tap **Connect**
Law Email Setup (iOS)

1. Tap on **Settings**.
2. Scroll down and tap on **Passwords & Accounts** or **Mail, Contacts, Calendars**.
3. Tap on **Add Account**.
Law Email Setup (iOS)

4. Select **Exchange**

5. Enter your email address **username@miami.edu** and your password.
   Tap **Next** when you are done.
Law Email Setup (iOS)

6. When sync settings appear, you may change the settings to your preference. When you are done, tap **Save**.

7. In the event you need to enter info manually…

   **Server**
   outlook.office365.com

   **Domain**
   (leave blank)

   **Username**
   username@miami.edu
Law Email Setup (Android)

1. Tap on **Settings**.
2. Scroll down to **Personal** and click on **Accounts**.
3. Tap on **Add Account**.
Law Email Setup (Android)

4. Select **Exchange**.

5. Enter your email address `username@miami.edu` and your password. Tap **Next** when you are done.
6. Once the **Security warning** window appears, click on **Continue**.

7. It may take several moments for the next window to appear.

8. Once the **Remote security administration** window appears, click **OK**.
Law Email Setup (Android)

9. Once **Sync settings** appears, you may change the settings to your preference. Make sure that Sync Messages is unchecked (it will send an email anytime someone calls your phone) When you are done, click **Next**.

10. It may take several moments for the smart phone to process the information.
11. When the **Device Administrator** window opens, click **Activate**.

12. You may edit the account name to whatever you like. Click **DONE** when you are finished. It may take several minutes for the device to connect with the server and setup the mailbox.
Law Email Setup (Android)

13. In the event you need to enter info manually…

**Domain\Username**
username@miami.edu

**Exchange Server**
outlook.office365.com

The rest of the settings should be unchanged.
Thank You!

King Ingraham
Sr. Desktop Support Technician
Student Technology Help Desk