

School of Law Accounts & Services

UNIVERSITY
OF MIAMI



2019 - 2020

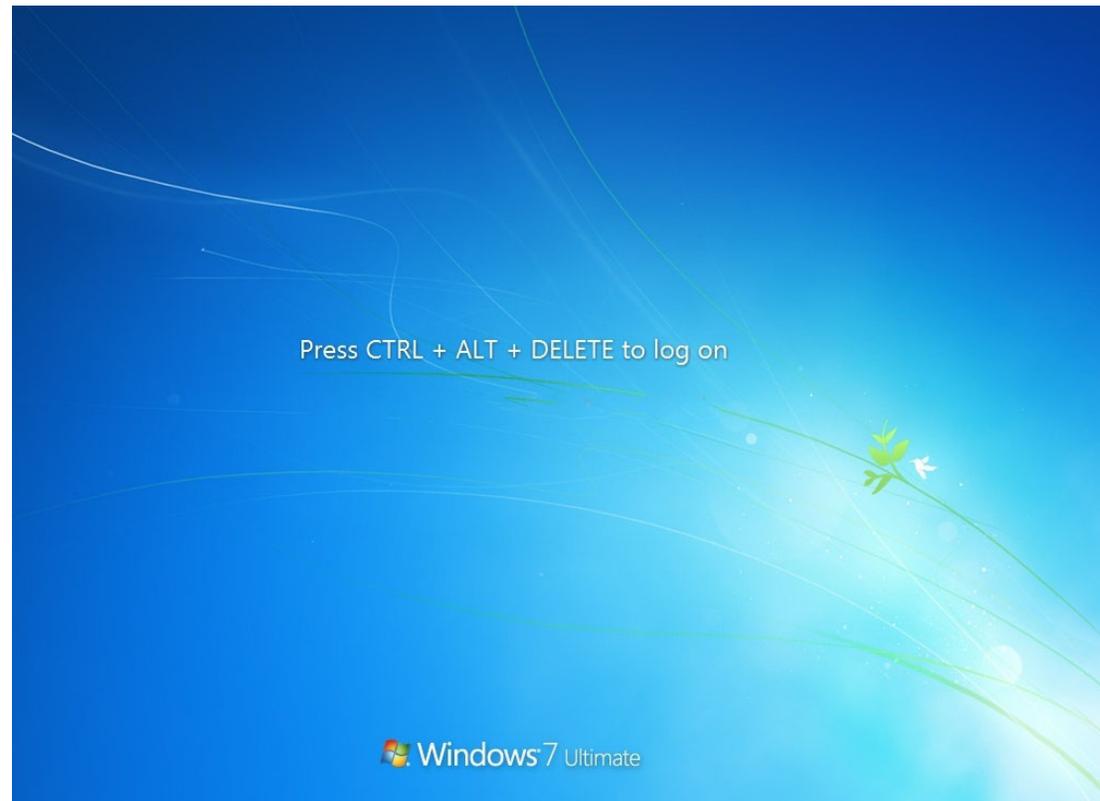
STUDENT TECHNOLOGY
HELP  DESK

King Ingraham
Sr. Desktop Support Technician
Student Technology Help Desk

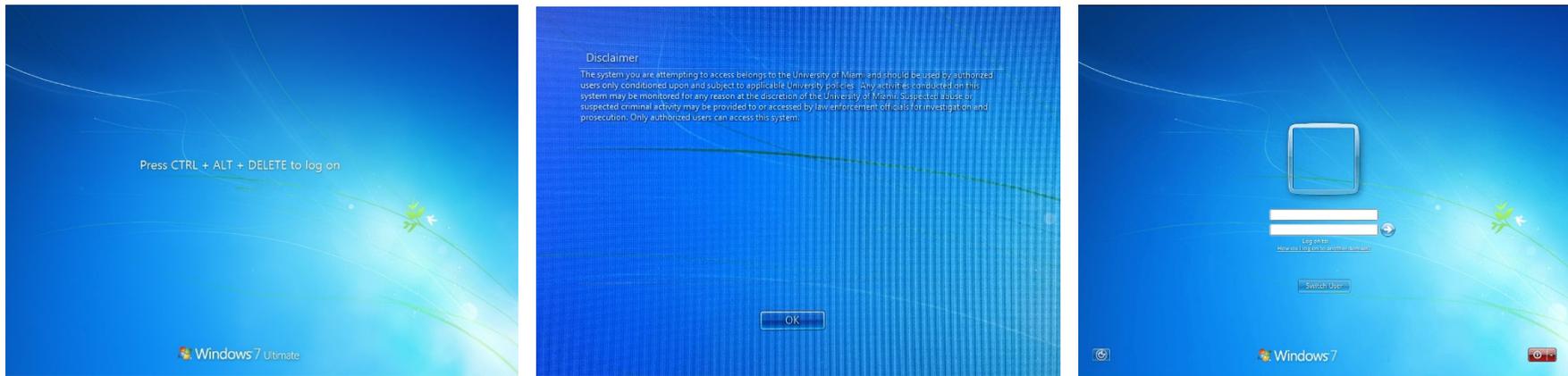
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Using The Workstation



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:

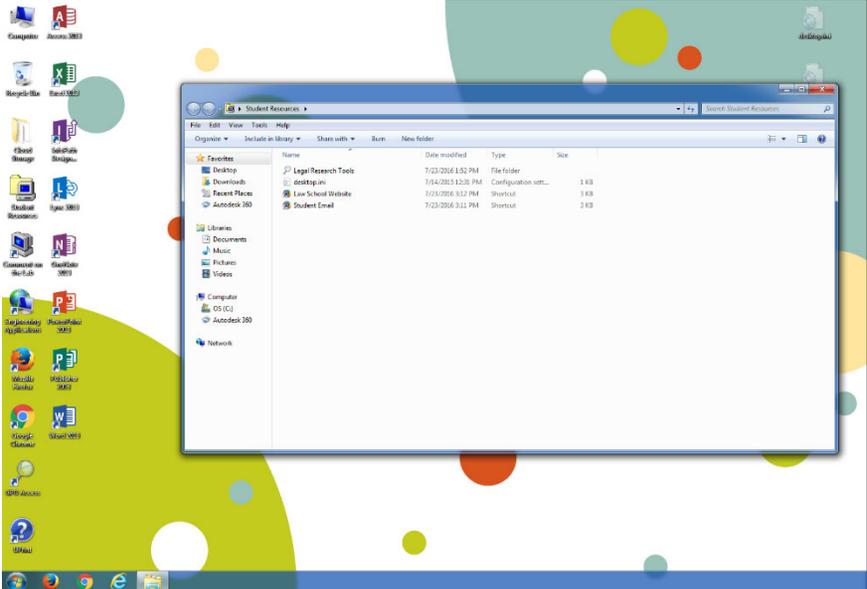
- Firefox
- Google Chrome
- Microsoft Office



Student Resources Folder

Inside the Student Resources folder are links to:

- Law School Website
- Legal Research Tools
- Student Email



Computer Use

Be aware that computers will log you off after 10 minutes without use.

Remember to save your work, but DO NOT save your work to the computer; use your own device to store data.

If you have no storage device, save to the desktop, then email the file(s) to yourself before logging off.

Library Etiquette

Respect your fellow library patrons by observing quiet areas and refraining from any activities that may be distracting to others.

Research has priority; minimize the use of computers for social activities.

Cell phones should be on vibrate, and conversations should be kept quiet and brief.

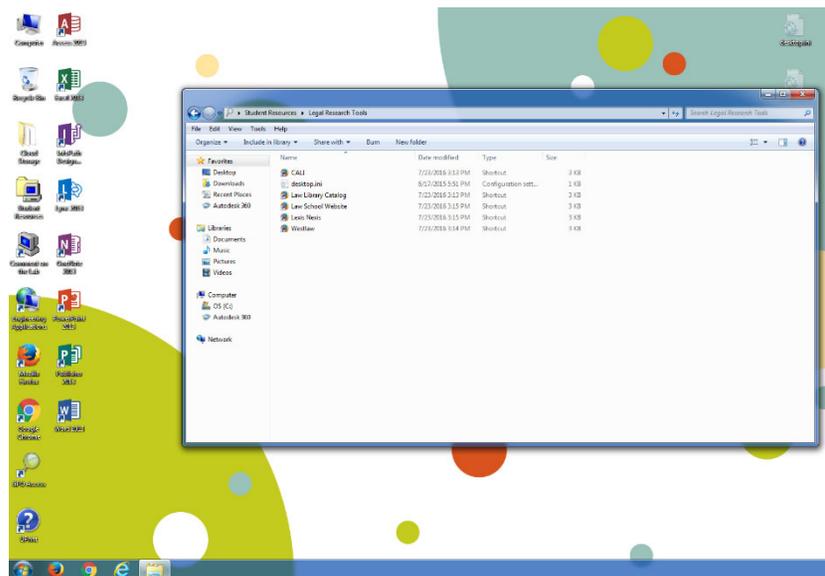
LIBRARIES

3:00 PM 7/16/2013

Legal Research Tools

Inside the Legal Research Tools folder are links to:

- CALI
- Law Library Catalog
- Lexis Nexis
- Westlaw



The screenshot shows a Windows desktop with a taskbar at the bottom. A file explorer window is open, displaying the contents of the 'Legal Research Tools' folder. The folder contains four shortcuts: CALI, Law Library Catalog, Lexis Nexis, and Westlaw. The desktop background is a light blue and green pattern with colorful circles. On the right side of the desktop, there is a dark grey panel with white text providing computer use and library etiquette guidelines.

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LIBRARIES

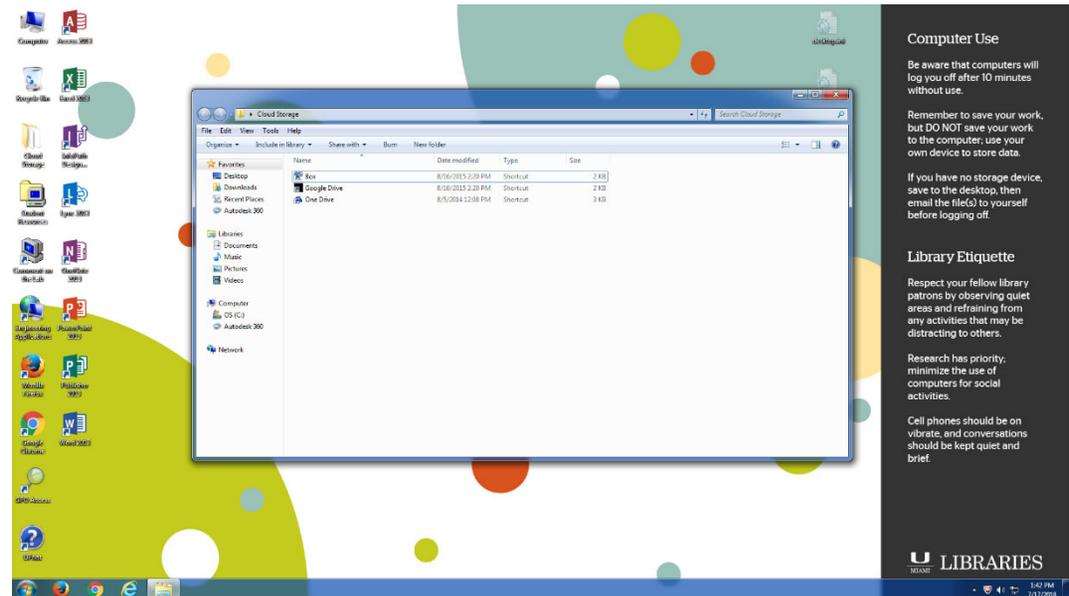
MIAMI

3:39 PM 7/9/2018

Cloud Storage

The Cloud Storage folder contains shortcuts to:

- Box
- Google Drive
- OneDrive



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U MIAMI LIBRARIES

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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>



Google Drive

<http://google.miami.edu>



One Drive

<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.



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UPrint

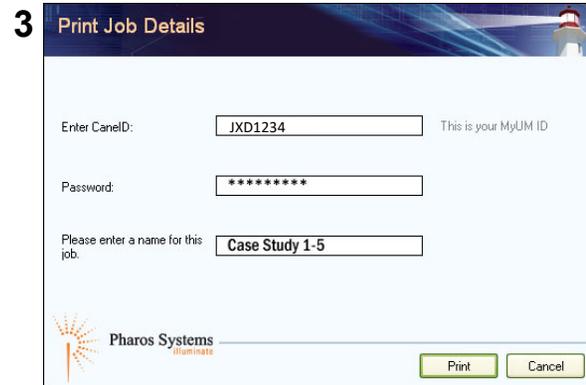
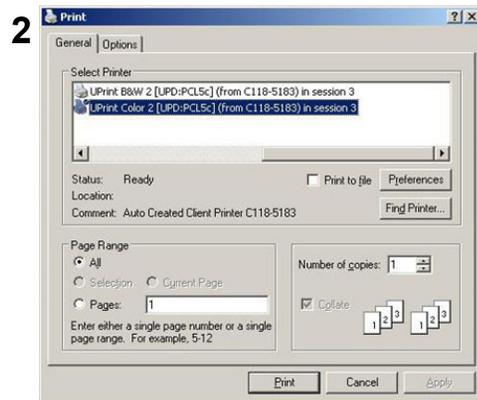
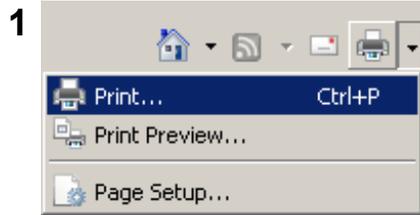
- UPrint is the printing solution for students at the University of Miami.
- Environmentally-friendly printing solution, helping reduce waste.
- Students registered for credit classes will be given 130 “UPrint Credits” for the school year.
- If you run out of “UPrint Credits” before the year ends, you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

UPrint Credits

BLACK & WHITE	CREDITS/PRINT
Letter Size (8.5" x 11")	0.05
Legal Size (8.5" x 14")	0.05
Ledger Size (11" x 17")	0.05
Double-sided (any of the above sizes)	0.08
COLOR	CREDITS/PRINT
Letter Size (8.5" x 11")	0.10
Legal Size (8.5" x 14")	0.10
Ledger Size (11" x 17")	0.10
Double-sided (any of the above sizes)	0.18



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 (**JXD1234**), password, and name of the Job.

This will send your print job to the Queue.



Collecting Prints



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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 Printing



LEXIS has two dedicated laser printers located in the 2nd floor in Room D232 of the Law Library.



Getting Help

STUDENT TECHNOLOGY HELP DESK

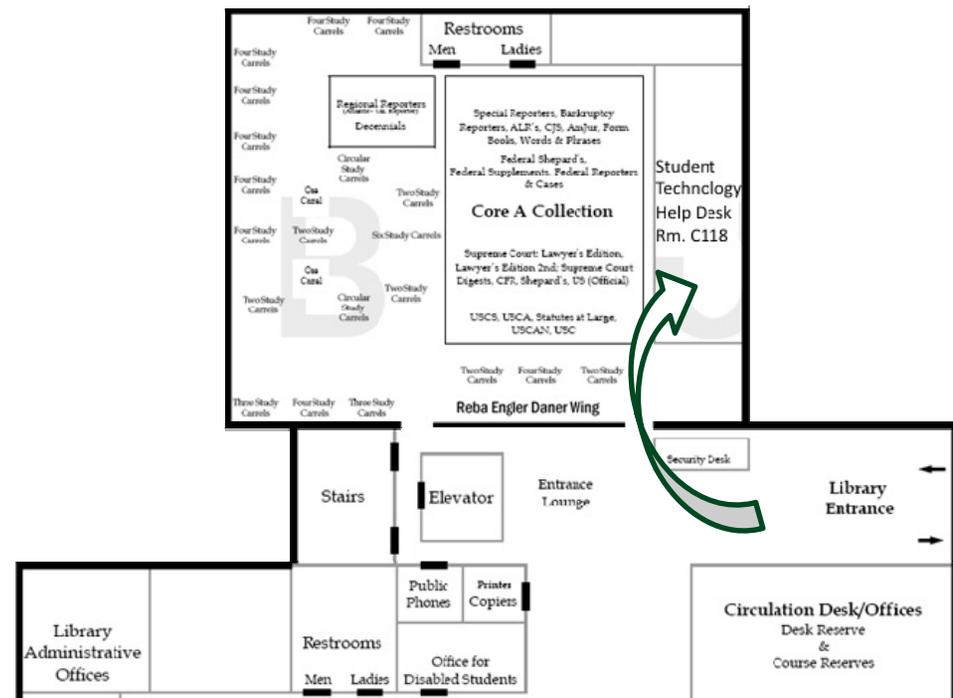
Law Library, Room C118

(305) 284-LAWS (5297)

sthd@miami.edu

<http://www.miami.edu/it/sthd>

Monday - Friday: 9AM - 5PM



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Q & A

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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!



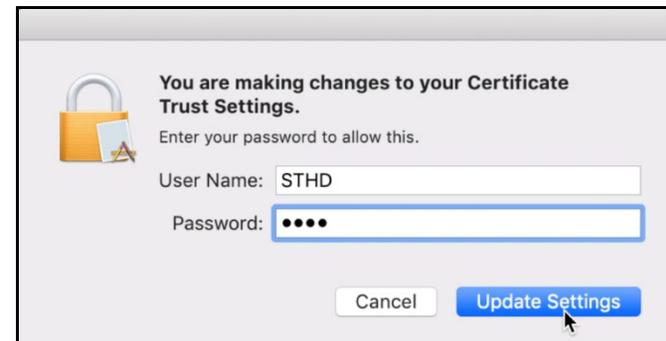
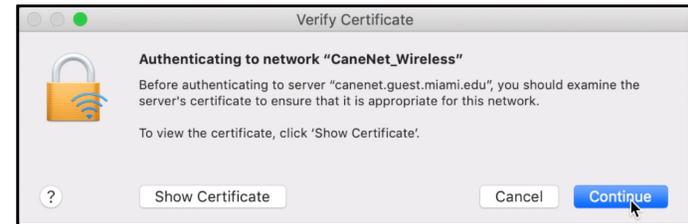
Get Connected (Mac)

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**



Get Connected (Mac)

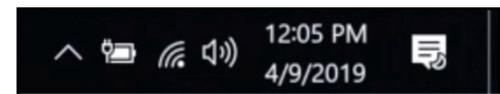
4. When Verify Certificate window appears, click **Continue**
5. If your Mac prompts you for a password, proceed to type in your computer's password, and then click **Update Settings**
6. Open your browser to verify connectivity



Get Connected (Windows)

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**

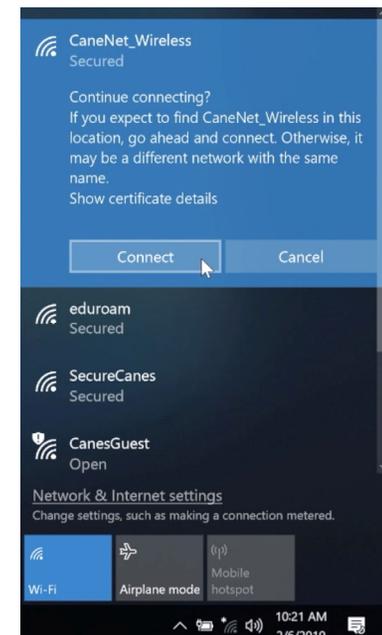
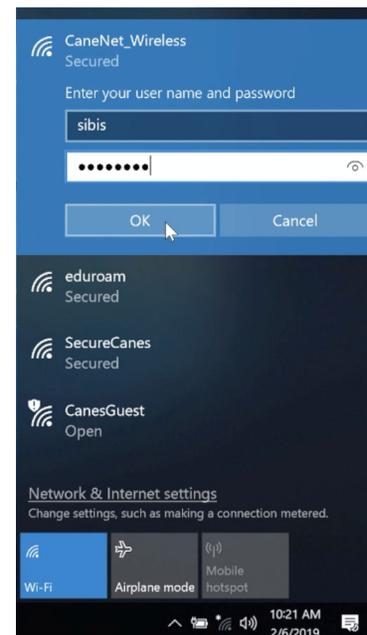
Windows 10



Get Connected (Windows)

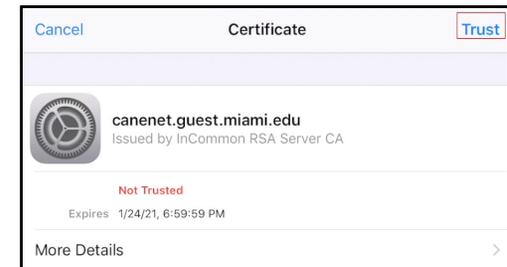
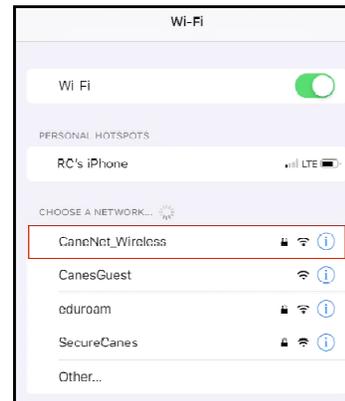
4. You will be prompted to input your CaneID and password. Type in your credentials, and then click “OK”

5. A Windows Security Alert will appear, do not be alarmed. Simply click “Connect”.



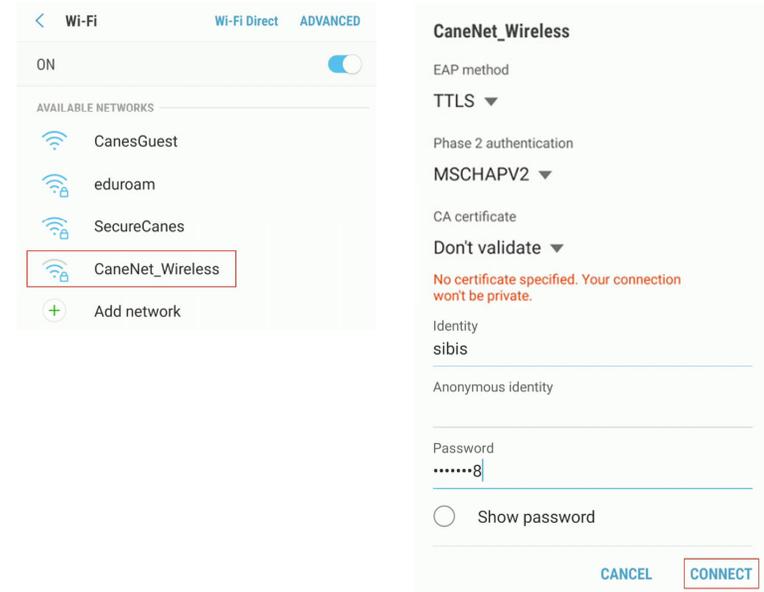
Get Connected (iOS)

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 School Email

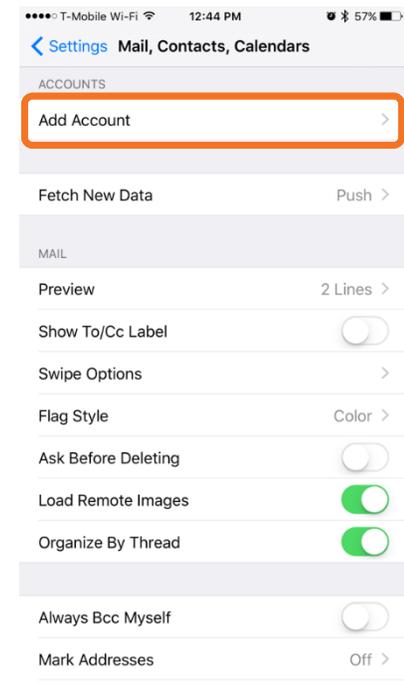
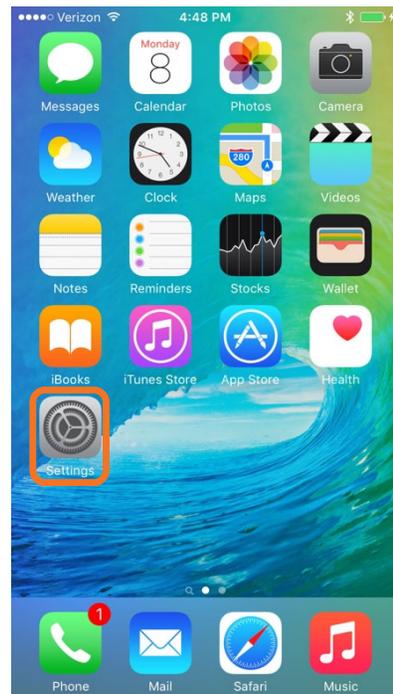
UNIVERSITY
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MIAMILAW
UNIVERSITY OF MIAMI SCHOOL OF LAW

Law Email Setup (iOS)

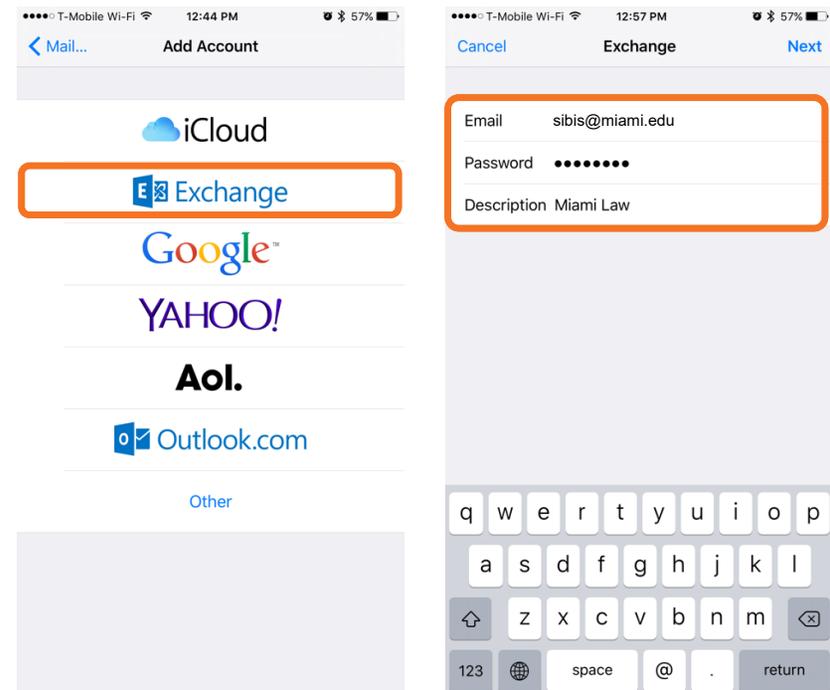
1. Tap on **Settings**.
2. Scroll down and tap on **Passwords & Accounts** or **Mail, Contacts, Calendars**.
3. Tap on **Add Account**.



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

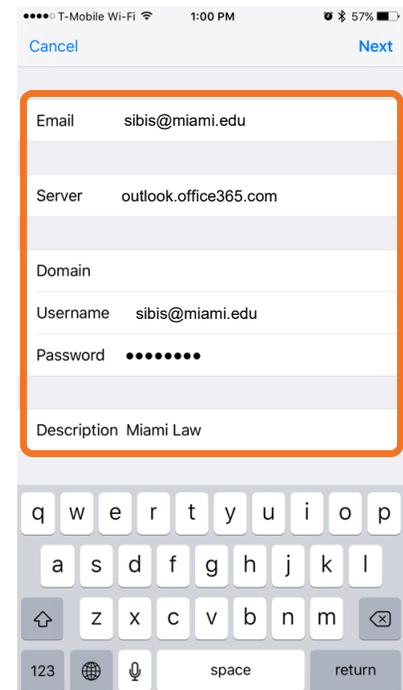
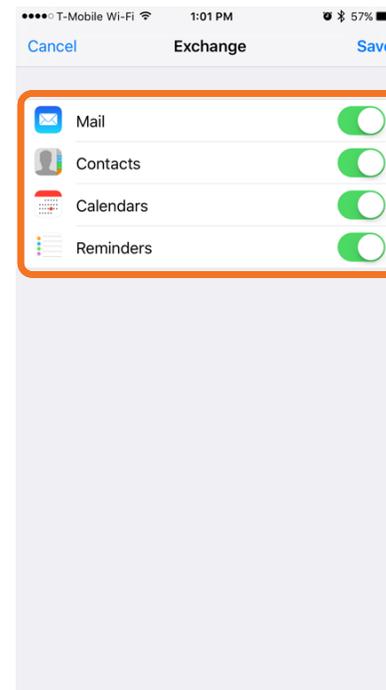
outlook.office365.com

Domain

(leave blank)

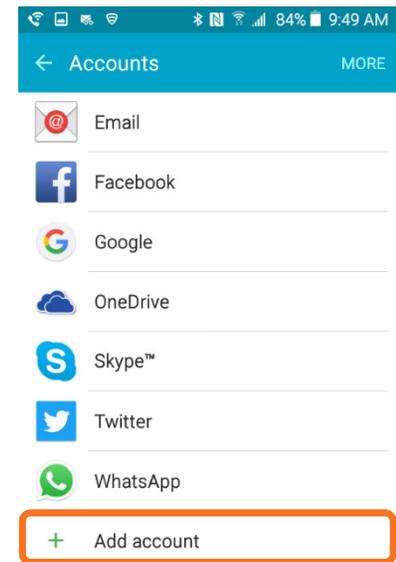
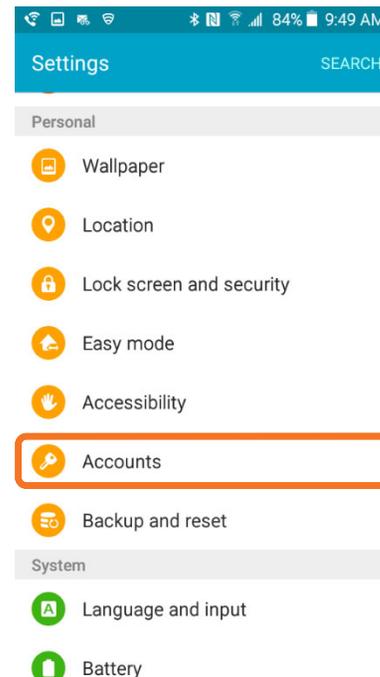
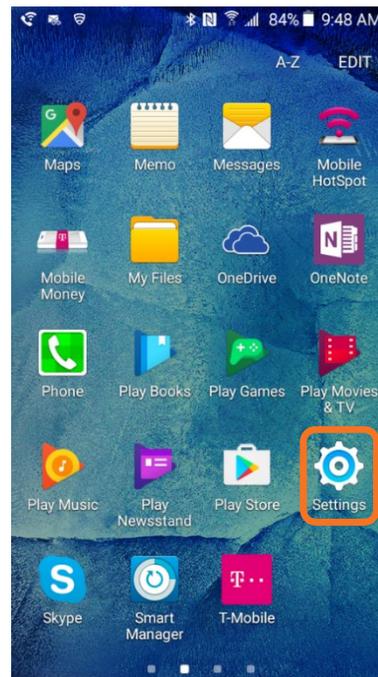
Username

username@miami.edu



Law Email Setup (Android)

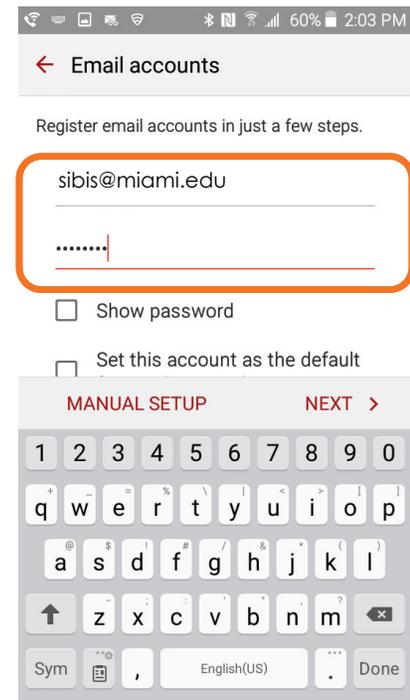
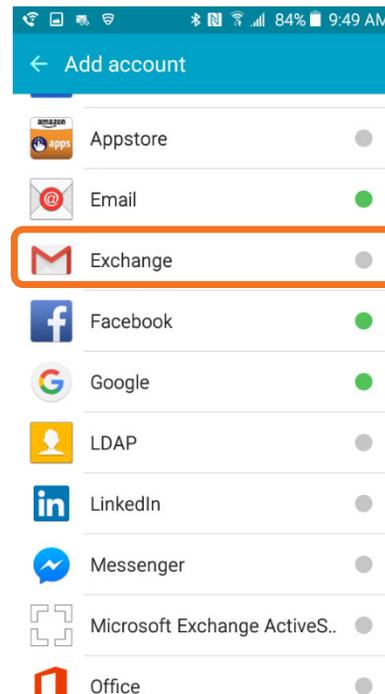
1. Tap on **Settings**.
2. Scroll down to **Personal** and click on **Accounts**.
3. Tap on **Add Account**.



Law Email Setup (Android)

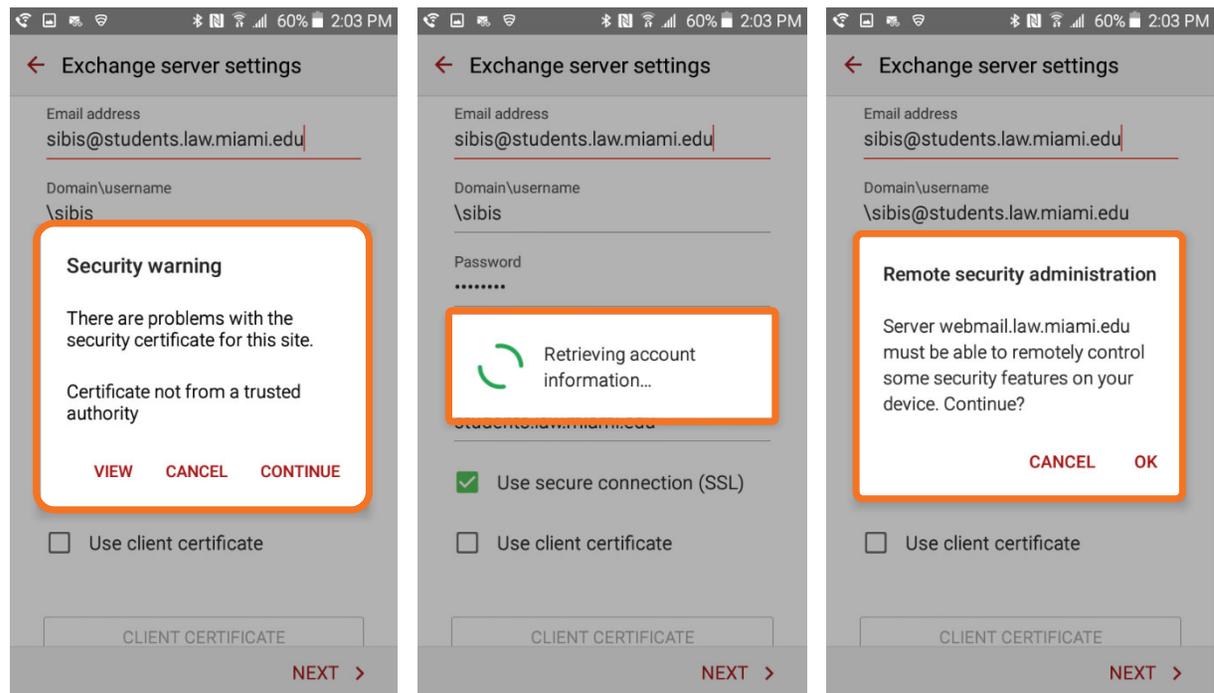
4. Select **Exchange**.

5. Enter your email address username@miami.edu and your password. Tap **Next** when you are done.



Law Email Setup (Android)

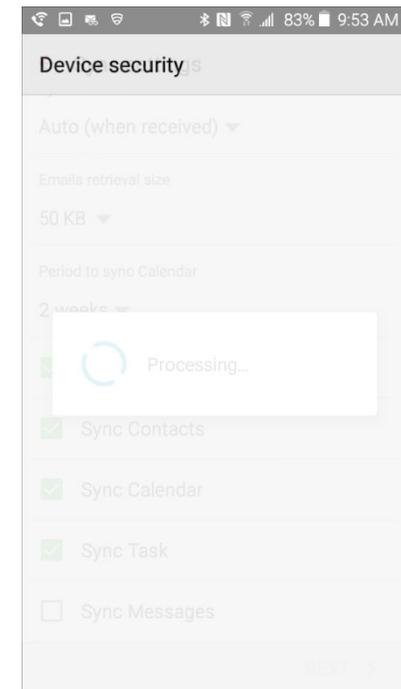
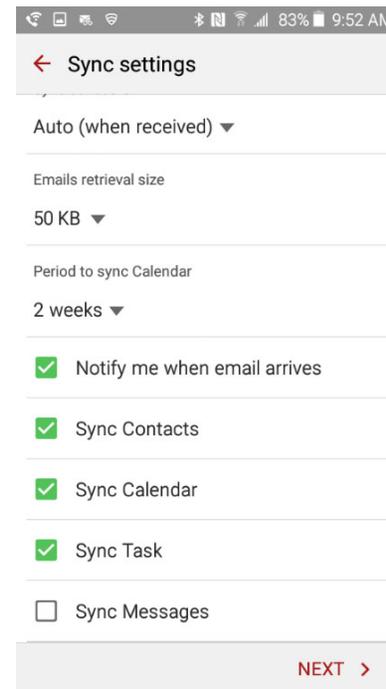
6. Once the **Security warning** window appears, click on **Continue**.
7. It may take several moments for the next window to appear.
8. Once the **Remote security administration** window appears, click **OK**.



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**.

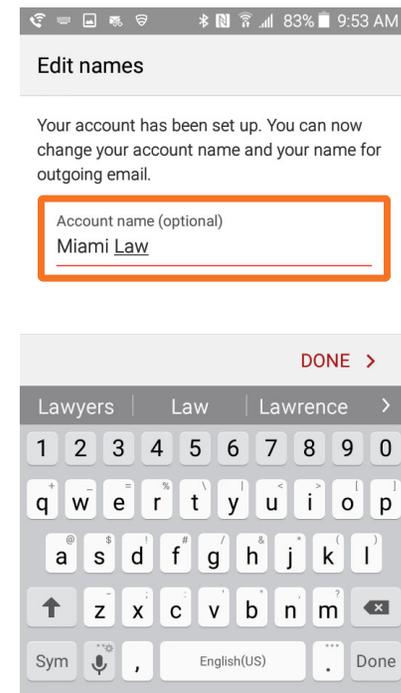
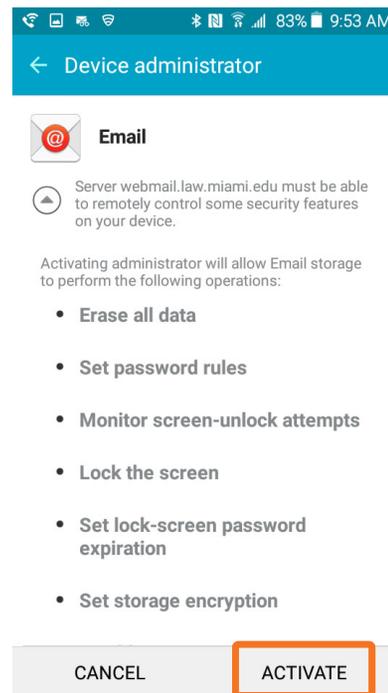
10. It may take several moments for the smart phone to process the information.



Law Email Setup (Android)

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 left unchanged.

Exchange server settings

Email address
sibis@miami.edu

Domain\username
sibis@miami.edu

Password
.....

Exchange server
outlook.office365.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

Mobile device ID
0501402500456550

DONE

Thank You!

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OF MIAMI



King Ingraham
Sr. Desktop Support Technician
Student Technology Help Desk