Student IT Quick Guide
an introduction to Information Technology at Oxford College

WHERE TO FIND US

GETTING HELP
In Person: Student Technology Support
Online: oxford.emory.edu/AskIT (response with 1 business day)
FAQ: oxford.emory.edu/OCIT
Call: (404) 727-7777 (available 24x7)

GETTING CONNECTED
Wifi is available across entire campus.

Desktop and Laptop Wifi Access
Uninstall any antivirus software. Connect to EmoryUnplugged wifi using OPUS netID and password. Follow instructions, including installing Emory's McAfee AntiVirus software.

SmartPhone and Tablet Wifi Access
Connect to the EmoryUnplugged network using your NetID and password.
oxford.emory.edu/DeviceOnWifi

Entertainment/Gaming Devices
Connect your Smart TV, streaming, and gaming devices: oxford.emory.edu/RegisterDevice

Can’t get connected?
Go to Student Technology Support located in Humanities Hall in the Hotspot.

Orientation Hours
Friday: 10am - 2pm & 5:30pm - 7:30pm
Saturday: 10am - 2pm

Standard Hours
Monday - Friday: 12pm - 5pm

COURSES, GRADES, BILL INFORMATION
Online Pathway for University Services (OPUS) is where you register for courses, view progress toward graduation requirements (Degree Audit), check grades, bills, and control parental access. opus.emory.edu/

FREE SOFTWARE
Microsoft Office: While a student at Emory University, you may install onto 5 different devices of the MS Office suite (including Word, Excel, Powerpoint, OneNote, and more). email.emory.edu > Settings > Software.

Other Software: EaglePrint installers, EndNote, AntiVirus software, and more available for download.
software.emory.edu/express

PRINTING: Color and B&W
B&W print stations available in each residence hall; color printing available at the Humanities Hotspot or Oxford Library. $0.07 per B&W sheet, $0.30 per color sheet, charged to your EagleDollars account.
oxford.emory.edu/eagleprint
COURSE MATERIALS, SYLLABI, WEBSITE
Most courses have syllabi, discussion boards, lab manuals, and extended learning opportunities online in Canvas. classes.emory.edu

PASSWORD RESET AND SETUP REMINDER
Change your password, setup password reminder, and recovery service. it.emory.edu/password/

EMAIL, CALENDAR, CONTACTS
At email.emory.edu access email; schedule meetings with peers, faculty, and staff; store files (via OneDrive) access Word, Excel, Powerpoint online; and download Office365 to your computer. To read Emory email on your smart phone or tablet follow the instructions at oxford.emory.edu/email

ONLINE VIDEO TRAINING
Learn business, software, technology, and creative skills like Photoshop, Time Management, Python, and much more. Available on your laptop, tablet, or mobile device. oxford.emory.edu/Lynda

KEEPING YOUR INFORMATION SECURE
No Emory employee, including IT, will ask you for your user ID and password. Anyone who emails or calls claiming to need your password is trying to scam you. Do not give your password to anyone.
- Examine the email address of the sender. A scam email will often give an incorrect name or address of a real organization. E.G.: emory@yahoo.com.
- Examine the link the email tells you to click. If you hover your mouse over the link instead of clicking, most email programs should show the actual address it links to. If it appears to link to a different site from which it claims to be, this is a major red flag.
- Before clicking on any attachment, confirm the email is from someone you know and trust.
More details at oxford.emory.edu/phishing.

STAY CONNECTED (Computing Use Policies)
If you use Emory University IT resources, you must comply with Computing and Network use policies. policies.emory.edu/

CLOUD STORAGE
Emory provides 5TB of cloud to all students via OneDrive accessed at email.emory.edu. An additional 100 GB is available at emory.box.net

WANT TO SEE SOMETHING NEW?
The Hotspot, located in Humanities Hall, is a welcoming technology space offering Starbucks Coffee, EaglePrint station, 3D printing, wiiU, XboxOne, PlayStation 4, Student Technology Services, and more. oxford.emory.edu/Hotspot

Hours of Operation
Sunday: 10am - 2am
Monday - Thursday: 8am - 2am
Friday: 8am - Midnight
Saturday: 10am - Midnight

CONFERENCE CALLS & VIDEO MEETING
Zoom is Emory’s audio and video conferencing service available for faculty, staff, and students. Includes audio bridge lines for up to 100 connections, screen sharing, recording meetings, polling, breakout rooms, and chat features. emory.zoom.us/

LOANER LAPTOPS, IPADS, TECHNOLOGY
Laptops, iPads, projectors, external CD ROM drives, charging and video cables, adapters of all kinds, video and photographic equipment, and more are available for checkout for up to 24 hours from the library. oxford.emory.edu/LibTech

ACCESS FROM OFF-CAMPUS
Accessing email, OPUS and other resources from off-campus requires Duo, a two step authentication process. Duo requires not only your username and password but also something you have, like your phone, to verify your identity. duo.emory.edu

WHAT’S HAPPENING
Oxford’s cable channel 13 displays campus events, programs, and services across campus. Advertise your event via AskIT. oxford.emory.edu/AskIT

DOING SOMETHING SPECIAL?
Events and Conferences will consult and help setup sound for your event. With professional sound systems for events of all sizes, you will have the equipment you need. oxford.emory.edu/StudentEventsInfo