

Mailing Lists

Community List

<http://lists.law.uconn.edu/cgi-bin/mailman/listinfo/community>
The community list provides a mechanism for discussions of interest to the community, which are not official communications. You may subscribe or unsubscribe to this list at any time.

Cohort Lists

You will be subscribed at the beginning of each academic year to a list for your division and class level. This list is for **official** communications that pertain to your cohort.

Class Lists

<http://www.law.uconn.edu/content/class-announcement-lists>
You will be subscribed to a list for each class for which you are registered. These lists are used by faculty for communication about class-related issues. Attachments to these lists must be minimal in size: the message plus any attachment must be 400KB or less.

CALI Lessons

<http://www.cali.org/>

The Law School participates in CALI, a law school consortium which provides supplemental lessons on legal topics. CALI lessons are available on the lab workstations, or you may install them on your personal computer. If you wish to use CALI on the web, contact the Law School Help Desk.

TWEN Class Sites

<http://lawschool.westlaw.com/twen/>

Many Law School classes use the TWEN online course environment provided by WestLaw. Faculty members will inform you if your courses will use a TWEN site. It will then be your responsibility to sign up for the site in the course environment. *Assignments, course materials, emails and other information related to the class* may be available through TWEN.

Get Help – Contact the Law School Computer Help Desk

- Online: <http://www.law.uconn.edu/infosys>
- By phone: (860) 570-5158
- In person: walk in to the HelpDesk office (LIB234)

www.law.uconn.edu/infosys/

08/25/11



Student Guide to Information Systems

University of Connecticut > School of Law > Information Systems

Law Student Portal: <http://www.law.uconn.edu/students/>

LawMail

The School of Law provides Law Students with email accounts for communication related to their legal education. Use your LawMail username and password to access your mailbox via the web. If you have any questions, contact the Law Help Desk.

University Email (Huskymail)

The University of Connecticut provides all students with email accounts. Use your **NetID** username and password to access your University email via the web.

Considerations

When emailing groups or lists, use the smallest list or group possible. Sending email to unnecessary recipients is inconsiderate and wasteful of resources. Minimize your use of attachments to email. Whenever possible, provide a link to a document rather than sending the document itself. You may use the University's Dropbox available at <http://dropbox.uconn.edu>

Student Admin (PeopleSoft)

www.studentadmin.uconn.edu

Student Admin allows you to access your registration and course information. For access problems contact the Registrar's Office at (860) 570-5136

NetID

www.netid.uconn.edu

Your NetID is needed to access Huskymail, the network at school (both wired and wireless) and parts of the Law School website. To find your NetID username or reset your password, contact the Help Desk at Storrs by phone (860) 486-4357.

Law ID

This account allows you to login to school computers such as the Computer Lab and Journal Offices. For questions, contact the Law School Help Desk.

Computing Labs & Public Computers

Two computing labs on the 2nd floor of the Library provide 35 workstations for use by Law School students for research, writing, and communication. You must use your network credentials (**Law ID**) to access lab computers. If you do not log out when you finish, any email sent or printing done under your login will be considered to have been authorized by you.

Hours <http://www.law.uconn.edu/library>

The labs open when the Library opens, and close 15 minutes prior to the Library closing time.

Software

Lab workstations run the Microsoft Office suite, WordPerfect and can access all Law School licensed online resources.

Storage

Do not save documents on the hard drive of a lab computer: they will be erased when the computer is restarted. You may save to a CD, email or to a USB memory device. Storage media are available for purchase at the bookstore.

Public Computers

Twelve workstations are distributed within the Library for research using the Library catalog or online resources.

Printing & Copying

Printing in the Labs

Printouts may be made in the labs for 10¢ per page. Color printing is also available for 40¢ per page. Printing charges will be billed to your account based on your LawID login. Printouts from the Lexis-Nexis and Westlaw databases may be sent to designated printers at no cost, courtesy of the vendors.

Copiers & Microfiche Printing

Copiers are available on each floor of the Library. Copies are 10¢ per page. Prints may be made from the microfiche readers on the 4th floor for 10¢ per page.

HuskyBucks <http://www.onecard.uconn.edu/>

The Law School uses the UConn HuskyBucks system as a debit card for copying. HuskyBucks are accepted at Library copiers and the Law School Bookstore.

Laptops & Network Access

You can connect your personal laptop to the Law School network. Laptops that do not meet the following maintenance and hygiene requirements may be blocked from access since such machines may compromise the security and function of the network. It is your responsibility to maintain your laptop: the Law School will not perform maintenance on student laptops.

Network Access Locations

You may plug into the Law School network in the library carrels, study rooms and some classrooms. In addition, wireless access points are available in most public areas on campus (your NetID is required to access the wireless network). For instructions to setup wireless access, go to <http://wireless.uconn.edu>

SafeConnect <http://safeconnect.uconn.edu>

The University requires all systems to be registered before accessing the network. The first time you connect your system to the network, you will be prompted for your NetID and password when opening a web browser. Next, you will need to download and install the SafeConnect key.

Laptop Maintenance: Windows Updates

<http://v4.windowsupdate.microsoft.com/en/default.asp>

All Windows laptops accessing the Law School network must have fully updated systems. If you are not familiar with Windows updates, please learn about the process and install any necessary updates before attempting to connect.

Laptop Hygiene: Anti-virus <http://antivirus.uconn.edu>

All laptops accessing the Law School network must be running anti-virus software using current virus definitions. The University has purchased a site license and subscription to Norton/Symantec anti-virus, which can be used by any student.

Network Policies

<http://www.law.uconn.edu/information-systems/computer-services/policies>
You should be aware of our acceptable use and other network policies.

Circulating Equipment & Classroom Technology

<http://www.law.uconn.edu/infosys/rooms>

The Law School has equipment available for student use for class presentations and projects. Check the online listing for technology installed in classrooms as well as equipment available for loan. Note that borrowed equipment may not be kept overnight and may not be taken off campus.