Information Technology Orientation
Fall 2015

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Office Location: Room 3403 (Hart Wing)
Availability: Monday thru Friday during regular business hours

- IT services provided: Wireless issues, network resource connections and virus removal
- Non-urgent requests and/or questions should be submitted to the helpdesk by emailing helpdesk@law.unm.edu
- The helpdesk can be reached by phone at 277-8656
- Help guides are located on the law school intranet here: https://lobolaw.unm.edu/it/help-guides/index.php

Law School Accounts

All incoming students are assigned a computer account which provides access to law school network resources and email. Usernames are created using the first six letters of the last name + the first two letters of the first name.
For example, the student name "Amber Goodfield" will be created with the following credentials:

Name: Amber Goodfield
Account Name (Username): goodfiam
Email Address: goodfiam@law.unm.edu

The account name is used for logon purposes only and does not display anywhere; the global email address book displays the full name (eg, "Goodfield, Amber"). See the **Password Changes** section below.

Email Access

We recommend that you use the Outlook Web Access (OWA, also known as webmail) for your law school email. You can access the Webmail link from the law school's home page or browse to https://mail.law.unm.edu. Do not use the "light version" of OWA as some options are unavailable. Use only the assigned username, not the entire email address, when logging on to Webmail (goodfiam in the above example).

General information for configuring law school email on home computers/laptops/tablets and smartphones is available on the law school's intranet page here: https://lobolaw.unm.edu/it/help-guides/mail/smartphones.pdf. As multiple versions of operating systems are widely available, IT staff cannot configure personal devices for email.

Students are provided 1GB of email quota. Messages are retained in the Sent Folder; deleted items are in the Deleted Folder. **All folders count toward email quota.** The email system will send a notification when the mailbox hits 820MB. At 920MB, messages cannot be sent and at 1GB, messages cannot be sent or received.

Email Lists

All students within a class are placed on a class email list (1L, 2L or 3L). Only students within the class can email their list; other students are restricted. UNM Policy 2500 Acceptable Computer Use states that users shall not "send non-work or non-class related information to an individual who requests the information not be sent". Since the class lists are required lists, they may not be used to send non-academic (class) related email.

Students within specific courses are placed on a course email list at the instructor's request.

All students are placed on a three other lists:
- Students – **Required**. Official source of law school information. Only faculty and staff may send to this list. *Law school administration expects all students will read this email.*
- For Sale or Rent: **Optional**. Use this list for advertising. forsale@law.unm.edu
- Students - General: **Optional**. Student org announcements, event announcements, etc. general@law.unm.edu

Send email to helpdesk@law.unm.edu to request removal from the two optional lists.

Student Computing Resources

Six PCs are available in the law library computer lab (room 3313). All computers are configured with common software including Microsoft Office, and two of those PCs have Adobe Acrobat Professional. The assigned username (NOT the email address) and associated password are used to log on to the student PCs. Accounts are preconfigured with the student printer and access to a personal folder on the law school's file server (the "M" drive). The M drive is available any time a user logs on to a law school computer. Law school policy prohibits storing personal pictures, videos, or music on law school servers; the M drive should be used for law school document storage only. See the separate document on student printing.

Password Changes

All UNM NetID and law school passwords must confirm to UNM standards. Therefore passwords:
- **Must** contain upper and lower case characters and numbers or symbols.
- **Must** be at least 8 characters.
- **Must not** contain two subsequent letters of the account holder's name.
- **Must not** include dates that are personally relevant, such as dates of birth, phone numbers, or social security numbers.
- **Must** not be shared.
- **Must** be changed every 180 days.
- **Must not** be reused.

Passwords can be changed using a law school computer (log on then press Ctrl+Alt+Delete and select **Change a password**) or when logged into Webmail. If using Webmail, in the upper right corner of the browser click **Options**, then **Change Your password**.

As a security precaution, accounts will lock for 10 minutes if a password is typed incorrectly 10 times. ***Remember to change every instance of the password if it is stored (saved) on a laptop, tablet or phone.*** Otherwise, the device will send bad credentials to the server and the account-locking security policy will be enforced.

Password resets can be performed by coming to the IT department or calling the helpdesk and asking to speak with a staff member. Be prepared to show your Lobo ID or if calling, have your Banner ID ready for identity verification.

Exams on Laptops

Law school exams may be taken using Exam4 software. The law school Registrar will provide information and instructions prior to fall practice exams.

Useful Links & Information

Links Requiring UNM NetID (University Computer Account)

NetID Password Reset
https://netid.unm.edu

Text messaging system that provides UNM students, faculty and staff with fast, convenient, real-time message alerts.
http://loboalerts.unm.edu

LoboMobile app available for common mobile devices

Forward University mail to Law School Account
- Log on at http://lobomail.unm.edu
- In the upper right of the Inbox, click the Settings icon ⚙ then select **Options.**
- On the right side of the screen, select **Forwarding**.
- In the next screen, enter your law school email in the **Forward my email to:** field as shown below.

forwarding

Forward my email to:

deancy@law.unm.edu

☐ Keep a copy of forwarded messages in Outlook Web App

  The default setting is for email to not remain in Lobomail; you can remove that option by selecting the box.
- Click **Start Forwarding**
- Log out of Lobomail

Changing your Directory information
By default, your non-UNM email address shows in the directory. To change it to the law school:
- Log on at dss.unm.edu
- Select **Email Information**
- Enter your law school email address in the Preferred Email Address field.

Symantec Virus Protection From UNM IT
http://it.unm.edu/download

Registration and Grades
http://my.unm.edu

Office 365
http://it.unm.edu/software/students/index.html

Fastinfo with instructions:
https://unm.custhelp.com/app/answers/detail/a_id/7235/kw/how%20to%20download%20office%20365

Links Requiring Law School Account

Lobo Law Intranet
https://lobolaw.unm.edu

IT Help Guides
https://lobolaw.unm.edu/it/help-guides/index.php

Printer and M: Drive Setup Files
https://lobolaw.unm.edu/it/setup/index.php

Checking Print/Copy Balance (only available from campus on wired or wireless)
http://goto.unm.edu/lawprint

How to Register for a Computer Assisted Legal Instruction (CALI) account
https://lobolaw.unm.edu/it/cali.php

Law School Mail Through the WEB (Webmail)
https://mail.law.unm.edu