

# Computer Set-Up Session

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# The Essentials

- Getting Technology Help at Acadia
- Setting Up Your Network Connections
- Laptop Compatibility
- Office Suites
- Your Acadia Email
- Backups
- Accessing Acorn
- Printers
- Questions

# Getting Technology Help

- Help guides and an online self-service application is at:  
<http://hub.acadiau.ca>
- Online chat help (8:00 a.m. – 4:00 p.m. AST):  
<http://ts-chat.acadiau.ca>



# Getting Technology Help

- Can submit support requests through “Submit a request” -> “Request Assistance”
- If they need you to come in to help you, the Technology Service Desk is on the 1<sup>st</sup> floor of the BAC.



# Set Up Network Connections

- Most areas on campus have wireless.
- You need a network username and password to do this.
- Everyone registered in courses and full paid before this morning should have a network account already.

# Set Up Wireless Network

- Connect to network called 'Acadia' (NOT the guest one)
- If it says something about a certificate, and asks if you want to Terminate or Continue, choose Continue.
- Enter username and password.
  - Your Acadia username is the last 6 digits of your student ID, and the first letter of your surname.
  - Your password is the one you used for registration.

# Wired Network

- When you connect to a wired network port:
  - Connect the network cable
  - Go to any web page
  - If it asks, enter username and password, wait a few minutes, then unplug the cable and plug it back in again. This registers your laptop for the wired network

# Laptop Compatibility

- **You should make sure you have a computer that matches or exceeds Acadia's laptop requirements!**
  - <http://ts.acadiau.ca/tech-store.html>

SHOULD WORK	LIKELY WILL HAVE PROBLEMS
Windows or Mac laptop less than 4 years old	Windows or Mac laptop more than 4 years old. NOTE: when your laptop gets this old, you may want to replace it.
Intel/AMD-based Windows tablets (e.g. MS Surface Pro)	Chromebooks and most tablets (iPad, Android, WebOS, non-Intel/AMD Windows). Won't run much specialized academic software
	Netbooks. Not powerful enough to run certain academic software.



# Office Suite

- **Need an MS Office compatible office suite.**
- Recommended: Office 365
- Office 365 includes MS Teams, which will probably be needed by several of your courses.

# Office 365

- As a student at Acadia, you have the ability to install Microsoft Office 365 on your laptop for free.
- To install:
  - Note: this may require an hour or more to finish
  - Go to <http://office365.acadiau.ca>
  - Log in with your email address (username@acadiau.ca) and password
  - Click on the “Install Office” button in the top right, and select “Office 365 apps”
  - Follow the instructions it provides

# Your Acadia Email

- Most email clients (like Outlook, Thunderbird, Mac Mail) will let you add it as another account.
  - The instructions for laptop clients are on the website <https://hub.acadiau.ca/TDClient/KB/ArticleDet?ID=211>
  - For mobile clients:  
<https://hub.acadiau.ca/TDClient/KB/?CategoryID=48>

# Your Acadia Email

- **You must check your Acadia-provided email!**
  - Your Acadia-provided email address is `username@acadiau.ca`
  - Your professors and administrative groups at Acadia use this email to get in contact with you.
  - If you do not check this email, you may miss important class notices about assignments, projects, examinations, or other important notices from Acadia.
- You can check it through the web at <http://office365.acadiau.ca>

# Your Acadia Email

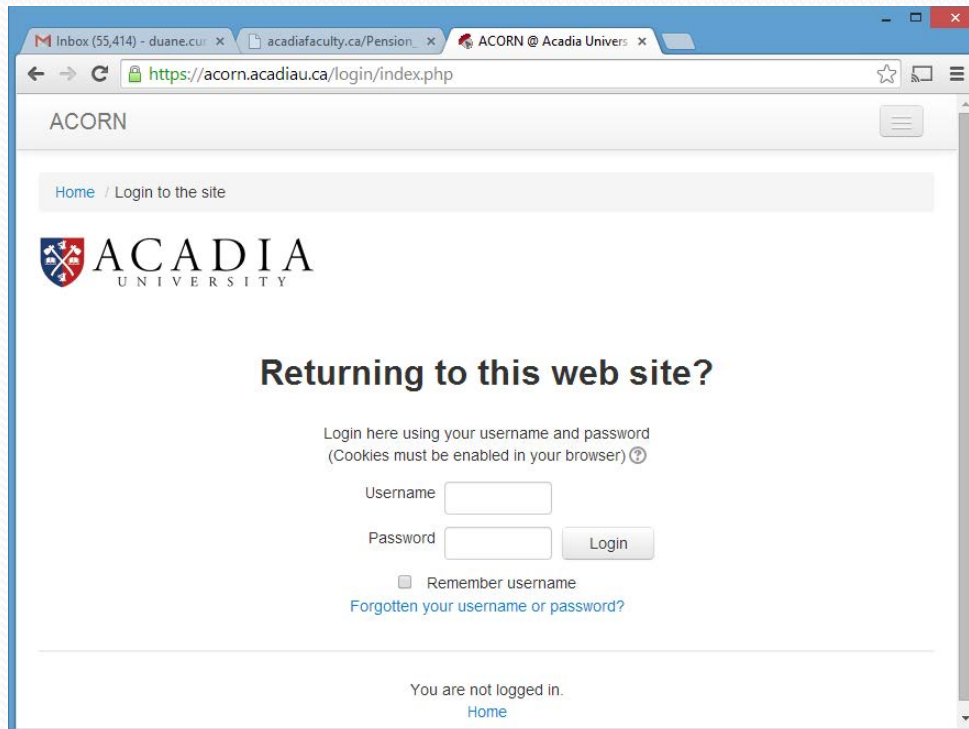
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# Backups

- **Back up files regularly!**
  - Sometimes, computers die...
  - Consider what would happen if your laptop died the night before a project was due.
  - To help avoid losing a lot of work, you should frequently back up files to a USB drive or cloud storage.
  - There is also Microsoft OneDrive with 1TB of space. Set it up at <http://office365.acadiau.ca/>

# Acorn

- <http://acorn.acadiau.ca>
- This is where most professors put their course information.



The screenshot shows a web browser window with the URL <https://acorn.acadiau.ca/login/index.php>. The page title is "ACORN". Below the title is a breadcrumb trail: [Home](#) / [Login to the site](#). The Acadia University logo is displayed, featuring a shield with a cross and four quadrants, followed by the text "ACADIA UNIVERSITY". The main heading is "Returning to this web site?". Below this, there is a login form with the following elements:

- Text: "Login here using your username and password (Cookies must be enabled in your browser) ⓘ"
- Form field: "Username" with an input box.
- Form field: "Password" with an input box and a "Login" button.
- Form field: A checkbox labeled "Remember username".
- Text: "[Forgotten your username or password?](#)"

At the bottom of the page, it says "You are not logged in." with a [Home](#) link below it.

# Printers

- There are public printers on campus in the Library:
  - Black and white costs \$.10/page
  - Colour costs \$.50/page
- Automatically charged to your student account.
- To be able to print to them, set up and use “Secure Print” printer  
(<https://hub.acadiau.ca/TDClient/KB/ArticleDet?ID=440>)
- Scan your student ID card on the printer to start printing.





Questions?