



# IT Registration & Useful Information

Welcome to the School of GeoSciences at the University of Edinburgh. New members of staff and PhD students will be provided with a desktop running either Windows 10 Education (64-bit) or Scientific Linux (64-bit). If you have alternative IT requirements or any other questions, please send an email to: [it.geos@ed.ac.uk](mailto:it.geos@ed.ac.uk)

Please work your way through each section of this document to complete your user account registration and familiarise yourself with the school's IT services.

## Start by registering for EASE using your UUN

EASE is the University's authentication framework used for most University IT services. To register, go to [www.ease.ed.ac.uk/register](http://www.ease.ed.ac.uk/register) and enter your provided **UUN** (University User Name) and initial password (by default your EASE and computer account login passwords will be the same - we recommend keeping it that way). Please take some time to read the Computing Regulations (the ? next to the tick box) and then set your EASE password.

You should also take the time to complete the following **two mandatory courses**:

1. The Information Security Essentials Course:  
<https://www.ed.ac.uk/infosec/learning-about-protection/register-information-security-essentials>
2. The Data Protection Training:  
<https://www.ed.ac.uk/records-management/training/data-protection>

## Wireless Access

The University, and most institutions around the world, provide access to the wireless network 'eduroam' (short for education roaming).

Connect to eduroam with your username in the form of [UUN@ed.ac.uk](mailto:UUN@ed.ac.uk) and the password you created in the step above. You will need to accept a trusted certificate (requires administrative rights on the device you're using) to connect. This is required so your device will automatically and securely connect to eduroam in various places.

## Printing

Your provided computer is preconfigured with access to the University's cloud printers. To print, select either cloud colour or cloud mono from the printers list on your computer then go to any cloud printer in GeoSciences, swipe your staff or student card over the reader device and select the documents you want printed. The first time you swipe your card you will have to authenticate with your UUN and password to 'pair' your card to your University account. If you forget your card, you can manually log in by tapping on 'alternate login' at the top right of the copier screen.

You are allocated a weekly print quota of **£250** for use in GeoSciences, giving you 5000 mono pages (5p per page) or 833 colour pages (30p per page). If you print outside of the GeoSciences estate (e.g. main library) you will **not** be able to use your GeoSciences 'free' credit and will instead have to use your own real money.

If there is a paper jam or other resource issue (e.g. low toner) you should find someone from the local admin team or email [it.geos@ed.ac.uk](mailto:it.geos@ed.ac.uk) for assistance. Your print job, in almost all cases, will continue to print automatically once the issue has been resolved.

If you require to add the cloud printers to a personal or non-managed device, please see the following pages for assistance:  
<http://www.ed.ac.uk/information-services/computing/desktop-personal/printing/printers>

## Email and Email Aliases

The School of GeoSciences use Office365, a cloud based email service provided by Microsoft. Your initial email **account address** will be your **UUN@ed.ac.uk** - however we recommend you apply for an email alias that contains your name (e.g. **firstname.lastname@ed.ac.uk**). Send an email to [maildir@ed.ac.uk](mailto:maildir@ed.ac.uk) with your desired email alias. Your alias will automatically be applied to your account on activation for sending and receiving.

Access your email on a managed Windows 10 machine by opening Outlook (found best by typing Outlook into the search bar). For Linux machines, use the web interface found at: [www.office365.ed.ac.uk](http://www.office365.ed.ac.uk)

For further assistance with email, such as setting up Out of Office and Spam filters, please view this page: <http://www.ed.ac.uk/information-services/help-consultancy/it-help/email-and-office365/email-faqs>

## Accessing your Calendar

Every student and staff member has a calendar hosted by Microsoft as part of their Office 365 service. Everyone can view everyone else's calendar to allow for appointment scheduling and planning (though you can hide the appointment details and only show them as busy).

There are three ways to view your calendar:

- Using the **web interface** found at [www.office365.ed.ac.uk](http://www.office365.ed.ac.uk) (login then click on 'calendar' at the top)
- Using **Microsoft Outlook** on a supported Windows desktop
- On your **own device** – see instructions here on what to do:  
<http://www.ed.ac.uk/information-services/computing/comms-and-collab/office365/email-calendar>

## File Storage

We provide our users with up to four file storage locations (reminder: UUN stands for University User Name). If you are on a personal device, you must be connected to our network using a VPN before you can add a network drive.

### Personal Network Storage (2.5GB Initial Allocation):

- Your 'personal network storage' is backed up overnight, so should you lose any data, we can try to recover it within four weeks of the file being deleted or damaged. You should always contact us as soon as possible if you lose data.
- You are initially allocated a quota of 2.5GB's, however we can provide more upon request.
- **Windows** users can access it by clicking on the 'File Browser' icon then 'This PC' and opening the **M: drive** (the full path is \\home.geos.ed.ac.uk\UUN)
- **Linux** users can access it by opening their home directory folder found on the desktop (or from the path **/home/UUN**)
- **Mac OS** users can access it by opening finder, selecting the "Go" menu, then connect to server. Enter the path **smb://home.geos.ed.ac.uk/UUN**

### Network Scratch Space (2.5GB Initial Allocation):

- Scratch space is not backed up, but would require a catastrophic failure of a file server for you to lose data. If you need somewhere to save data that can either be re-generated or acquired again easily (e.g. by re-downloading) then you should store this in scratch.
- We can provide more network scratch space should you require it.
- **Windows** users can access it by opening their **M: drive** then the **scratch** folder
- **Linux** users can access it by opening the scratch folder on their desktop (or from the path **/scratch/UUN**)
- **Mac OS** users can access it by opening their **home drive** then the **scratch** folder

### RDM Research DataStore (500GB):

- This storage is provided to research staff and PGR students only.
- Data is backed up overnight and lost data could be recovered within 60 days from deletion.
- Users can donate up to 250GB of their quota towards a research group.
- **Windows** users can access by opening the R: drive called 'RDM personal space'
- **Linux** users can access it from the path: **/exports/csce/datastore/geos/users/UUN**
- **Mac OS** users can access it by opening finder, selecting the "Go" menu, then connect to server. Enter the path **smb://csce.datastore.ed.ac.uk/csce/geos/users/UUN**

### Local Computer Storage:

- Users can save data to their machine's hard drive but should remember it is not backed up.
- **Windows** users can access it by opening [C:\Workspace](#) (on lab machines, this directory is deleted when you log out).
- **Linux** users can access it from the path [/scratch/local](#)
- **Mac OS** will save any data locally unless it is saved directly to your network home drive.

## VPN connection

If you are using a personal device, or out with the University network, you must connect to our network with a VPN (Virtual Private Network) before you can access your network drives and cloud printers.

Please go here to register and view setup guides:

<http://www.ed.ac.uk/information-services/computing/desktop-personal/vpn>

## Purchasing IT equipment

If you wish to purchase IT equipment, you are required to do so with research funding, such as a grant or RTSG. You can email our helpdesk at [it.geos@ed.ac.uk](mailto:it.geos@ed.ac.uk) to discuss your requirements. Written confirmation from your supervisor is then required to make a purchase, at which point we can draft a purchase order form for you. Any IT purchases made through the school will remain property of the University, and must be returned if you leave the University.

Please visit this page for further information and up to date prices on certain devices:

<http://www.ed.ac.uk/geosciences/intranet/it/faq/pcprice>

## Additional Software

### Windows (University Managed Computers):

- We have a range of software available for users to install themselves. Browse the selection by typing '**Software Center**' into the Start menu search.
- Not all software listed in the catalogue will be available due to licensing restrictions. Software that falls into the restricted category will have a 'request' button instead of 'install'.
- You are free to request any software you wish, and we will review the request to see if our school's license contributions cover it. You may be asked to contribute towards the cost of a license. If in doubt, email [it.geos@ed.ac.uk](mailto:it.geos@ed.ac.uk) for licensing details for specific software prior to requesting an install.
- Users can install their own free or legitimate software from outside the Software Center but may not receive support for it. However, if this software compromises security or interferes with service provision on the University Network, users will be asked to remove it.
- The school does not have a site license for any Adobe products, a purchase will be necessary.

### Linux:

- Our supported Linux machines are equipped with a variety of scientific software and packages.
- Linux users do not have root privileges to install packages and should contact [it.geos@ed.ac.uk](mailto:it.geos@ed.ac.uk) with specifics on what software you want to use.
- Users can compile software from source.

### Mac OS:

- Some of the school's 'site licensed' software is also available on Mac OS (such as Microsoft Office). Email [it.geos@ed.ac.uk](mailto:it.geos@ed.ac.uk) to enquire about what we can provide.

## Useful Links

GeoSciences IT Support:

<http://www.ed.ac.uk/geosciences/intranet/it>

GeoSciences Staff and Postgrad Student List:

<http://www.ed.ac.uk/geosciences/people>

University Information Services Homepage

<http://www.ed.ac.uk/information-services/computing>

IT Service Status Alerts:

<http://www.ed.ac.uk/information-services/services/status-alerts>

[www.twitter.com/isalerts](http://www.twitter.com/isalerts)

## Finding your local school IT Team

We are reachable by email via [it.geos@ed.ac.uk](mailto:it.geos@ed.ac.uk), however if your query is more urgent you can find us in the following building locations during normal office hours:

### **Crew Building (KB)**

Room 112

0131 651 7292

### **Grant Institute (KB)**

Room 144

0131 650 6426

### **Drummond Street**

Room 1.20

0131 650 2541