

OFFICE OF COMPUTER SERVICES

Computer Services

Room 315

202 319 4444

www.law.edu/computers

CSLhelp@law.edu

Office hours Monday - Friday 9:00 am to 6:30 pm

Topics

- ⦿ Login Accounts
- ⦿ E-mail forwarding
- ⦿ Wireless Network and Printing
- ⦿ Support We Offer
- ⦿ Securexam
- ⦿ Scheduled maintenance
- ⦿ How To Avoid PC Problems
- ⦿ Law School's Master Calendar
- ⦿ Back-Up!!!!!!!!!!!!
- ⦿ Questions?

Three (3) login accounts

1. Cardinal Station account

- <http://cardinalstation.cua.edu>
- Student account administration.
 - Course registration, check grades, finances

2. Cardinal Mail E-Mail account

- <https://mail.cua.edu/>
- Used for all official University correspondence.
- Forward or import another from another e-mail account.

3. CUA Network Account

- Navigate to <https://home.cua.edu/> to reset your password.
- Login to lab computers and password protected webpages.



Search Mail

Search the Web

[Show search options](#)
[Create a filter](#)

[Click here to enable](#) desktop notifications for The Catholic University of America Mail. [Learn more](#) [Hide](#)

- Mail settings
- Mail help
- Report a bug

Compose mail

Inbox (344)

Starred 

Important 

Sent Mail

Drafts

Follow up

Metropolitan (6)

Misc

Priority


4 more ▾

[Contacts](#)

[Tasks](#)

Chat

Search, add, or invite

 Victor Lainez

Set status here ▾

 Call phone

lainez

Settings

- [General](#)
- [Labels](#)
- [Accounts](#)
- [Filters](#)
- Forwarding and POP/IMAP**
- [Chat](#)
- [Web Clips](#)
- [Inbox](#)

Forwarding:

- Disable forwarding
- Forward a copy of incoming mail to and

3. Click Forward Button

Tip: You can also forward only some of your mail by [creating a filter](#)

POP Download:

[Learn more](#)

- Status: POP is enabled for all mail that has arrived since 4/10/09
 - Enable POP for all mail (even mail that's already been downloaded)
 - Enable POP for mail that arrives from now on
 - Disable POP

2. When messages are accessed with POP

4. Select This Option

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:

(access The Catholic University of America Mail from other clients using IMAP)

[Learn more](#)

- Status: **IMAP is enabled**
- Enable IMAP
 - Disable IMAP

5. Enable IMAP

- When I mark a message in IMAP as deleted:
- Auto-Expunge on - Immediately update the server. (default)
 - Auto-Expunge off - Wait for the client to update the server.

- When a message is marked as deleted and expunged from the last visible IMAP folder:
- Archive the message (default)
 - Move the message to the Trash
 - Immediately delete the message forever

Folder Size Limits

- Do not limit the number of messages in an IMAP folder (default)
- Limit IMAP folders to contain no more than this many messages

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

6. Save Changes

Wireless Network and Printing

- ⦿ Only supported protocol 802.11g
- ⦿ Wireless network covers all public areas, classrooms and offices within the law school.
- ⦿ Password encrypted

Wireless Printers

- ⦿ Konica Minolta PagePro 5650
- ⦿ 228 – DuFour Law Library
- ⦿ 323 - DuFour Law Library
- ⦿ 426 - DuFour Law Library
- ⦿ Student Lounge
- ⦿ Whenever possible, please print double-sided

Support Offered

- ⦿ Limited software support
- ⦿ Wireless network support
- ⦿ Wireless printer support
- ⦿ Cardinalmail.cua.edu E-Mail
- ⦿ Limited file recovery support
- ⦿ Removal of malware and spyware
- ⦿ Limited hardware support

Securexam – Exam taking software

- ⦿ Computer-based testing application
- ⦿ Disables all other applications except word-processor
- ⦿ Exam uploads to network
- ⦿ Compatible with Mac OS Tiger (10.4.x) and higher, Windows XP and higher (not compatible with non-North American Versions)
- ⦿ Students will receive information via Cardinal Mail e-mail account for download instructions, dates and deadlines

Scheduled Maintenance

- Thursday morning from 7:00 a.m. to 9:00 a.m. and also on the third Sunday of every month from 7:00 a.m. to 2:00 p.m. Due to this maintenance, some services such as e-mail, internet access, printers, and shared folders will not be available.
- Please be aware of this scheduled maintenance as you plan your schedule.

Avoid PC Problems by performing basic maintenance

- ⦿ Install Microsoft and Apple software updates
- ⦿ Install and update anti-virus software (Windows)
 - Free Microsoft anti-virus software (Google MS Security Essentials)
- ⦿ Shutdown or hibernate laptop before placing in backpack
- ⦿ To prevent opportunity theft, do not leave laptops unattended even for a short period of time. Use a security lock.

Email Spoofing/Spam

- ⦿ Beware of any email soliciting personal information such as: usernames and passwords. The university will never ask for this information.
- ⦿ If in doubt, always ask.

Calendar

- ⦿ <http://calendar.law.edu/MasterCalendar/>
- ⦿ Import event to Cardinal Mail Calendar
 - Import iCal file
- ⦿ Send email reminder

BACK-UP!!!!

- ⦿ Make sure to backup the data on your computer on a regular basis. There are several easy ways to do this:
- ⦿ Save to an external hard drive
- ⦿ Save to Google documents in your Cardinal Mail e-mail account.
- ⦿ Save to third party storage space Drop Box
<http://www.dropbox.com>
- ⦿ By taking the time now to backup your data you can save yourself hours of work and heartache later!

Provide Friendly Advice Regarding PC Problems

- ⦿ On campus support – Suite 315
- ⦿ Off campus support - call 202 319 4444 or email cslhelp@law.edu



Questions?

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