



## Helpful Tech Tips to start the Fall at Duke Law 2021

1. **Technical help** with your computer, smart phone, or tablet is available at the Academic Technologies **help desk** (on the second floor near the rear of the Goodson Law Library).
  - Duke Law requires a *supported* operating system: macOS 10.14 or newer, or Windows 10 or newer
  - **Do not** upgrade to a *brand new OS version* until we have certified it for our exam software; regular updates to the OS are fine.
2. **Keep up to date on important matters** with the Student Portal:
  - <https://law.duke.edu/portal/student/>
3. **Print for free** in the law school. *Please conserve – print double-sided and print only what you need.* We also have two book scanners and a high-speed scanner the library.
  - <https://law.duke.edu/actech/printing/>
  - <https://oit.duke.edu/help/articles/kb0023967> (for mobile printing)
  - **PDF printing: When printing PDFs, please select “Print As Image”**
4. **You have one Duke email box**, which is a Microsoft Office 365 Exchange account, for all your Duke email addresses. Go to OIT’s self-service site to update your Duke email alias(es) and choose your primary address:
  - <https://oit.duke.edu/selfservice>
5. **Your Exchange email account works best with Microsoft Outlook and Outlook on the Web**, but you can use other email software, too, as well as most mobile devices. You can also forward your email elsewhere using Outlook on the Web (in the ⚙️ menu, look under Options and then Mail and Accounts). **BUT** be sure to keep copies and check occasionally on Outlook – *sometimes forwarded email ends up in junk mail or blocked.*
  - <https://mail.duke.edu/>
6. **Store or back up your important files online**, through Microsoft's OneDrive for Duke University, a Duke Box.com account (recommended), or Duke’s network storage:
  - <https://oit.duke.edu/help/articles/onedrive-business-faq>
  - <https://box.duke.edu/>
  - <https://oit.duke.edu/what-we-do/applications/cifs>
7. **If you want or need Microsoft software**, you can get it for free while here at Duke:
  - <https://law.duke.edu/actech/microsoftlicense>
  - See other free or discounted software (especially Adobe) at: <https://software.duke.edu/>

8. **Your courses may have materials online.** Look on **Sakai**. If you don't see a site for a course for which you are registered, your professor has not yet published it.
  - <https://sakai.duke.edu/>
  - **You can record the pronunciation of your name**, update your photo or provide additional information on the Duke Law student directory:  
<https://law.duke.edu/studir>  
<https://law.duke.edu/students/directory/pronunciation>
  
9. **Students have access to Adobe Acrobat Pro for free.** All Duke students have access to Adobe creative cloud at no cost. Students will log in with an Enterprise ID at Adobe.com and access desktop downloads. All student licensing will be self-service, allowing students to download products directly from Adobe and install/update the software themselves. Your access is immediately cut off once you are no longer a student.

Additional information:

- The technology help desk is on 2<sup>nd</sup> floor of the law library near the rear elevator, room 2209. From August 12 through September 3, we are also at the service desk to make it easier to accommodate everyone. Contact us: 919-613-7072; [helpdesk@law.duke.edu](mailto:helpdesk@law.duke.edu).
- ePrint quotas for the law school student B&W printers have changed. You will be given a \$100 quota each semester. You can request increases in \$10 increments when the quota goes below \$10: <https://law.duke.edu/actech/printing/>. If you have less than the \$100 initial quota, please contact the help desk.
- All the sit-down public computers in the law library now require you to log in with your NetID and password. Please don't save documents on the computer's local drive – they will be lost. Be sure to sign out of the computer or restart it when done.