

INTRODUCTION TO TECHNOLOGY FOR STUDENTS

GETTING STARTED CHECKLIST

- Join Dukeblue/Eduroam Wi-Fi network - <https://dukeblue.duke.edu/> (not DukeOpen or DukeVisitor)
- Check in on NetID and [multi-factor authentication](#)
- Install [ePrint](#) printing software – for **free** black & white printing
- Check your class [Sakai](#) sites
- Log in to [Panopto](#) to access class recordings
- Record your name pronunciation in the [student directory](#)
- Share files through [Duke Box](#) and download [software](#) through Duke OIT

Notes: supported **operating systems** are
MacOS 11 and above or Windows 10/11
Do not upgrade to a new OS version until we
certify it for our exam software
Regular updates to the OS are fine

MULTI-FACTOR AUTHENTICATION

Set up your mobile phone with NetID password and Duo authentication:

- <https://oit.duke.edu/selfservice>
- Choose Multi-factor authentication on the Security page
- Install and run the app and scan QR code in the help page
 - Duo will then call or text the app, or you can use the code given in the app

PRINTING IN THE BUILDING

Install ePrint software <https://law.duke.edu/actech/download/dlrestricted/> (click on download link)

See contactless printing instructions: <https://law.duke.edu/actech/printing/contactless>

- Print to ePrint Law B&W, then enter your NetID
- Go to any Law School ePrint printer
- Start ePrint by touching the screen icon
- Swipe your DukeCard or touch a configured mobile device

Note: for **PDF** printing from
Adobe (reader or Acrobat)
please select “*Print as Image*”

free black & white printing explained:

- Initial quota \$100 for the B&W printers in the law school
- \$0.04 per sheet of paper, whether you print one side or two (please print on both sides)
- If you run low on your quota (less than \$10), use this form to request another \$10:
https://duke.qualtrics.com/jfe/form/SV_5bdELMCTTfzwHeR
- You also have a \$32 quota in the Perkins/Bostock/Rubenstein libraries on campus

VPN – CISCO ANYCONNECT

Install VPN if you want your computer to act like it is on campus: <https://portal.duke.edu>

- Mac users – download here: <https://software.duke.edu/>
- After installing, enter “vpn.duke.edu” if the connection box is blank

Note: on VPN, use ePrint to send
documents to on campus printers;
in queue for 24 hours

EMAIL

Check your Duke email box: <https://mail.duke.edu>

- Be aware that all your Duke addresses go to this one Microsoft 365 Exchange account
- Change your email aliases at: <https://oit.duke.edu/selfservice>
- Use *NetID@duke.edu* to configure mobile apps

Note: your email account works best with Microsoft **Outlook** and Outlook on the Web, but you can use other email software and mobile devices; If you forward your email elsewhere, remember to check on Outlook for junk or blocked emails

SAKAI

View your registered course sites: <https://sakai.duke.edu>

- Check Resources for documents
- Use Zoom with class meeting ID

Note: if you don't see a site for a course for which you are registered, your professor has not yet published it

PANOPTO

Log in to Panopto with your NetID and password to access class recordings: <https://duke.hosted.panopto.com/>

Warpire is used for media sharing and publishing: <https://launch.warpwire.duke.edu/>

STUDENT DIRECTORY / NAME PRONUNCIATION

Browse the student directory: <https://law.duke.edu/studir>

Edit and upload name pronunciation: <https://law.duke.edu/life/directory/pronunciation/>

FILE STORAGE AND SHARING VIA DUKE BOX

Keep your important files in cloud storage:

- Duke Box account: <https://box.duke.edu/> [recommended]
- Microsoft's One Drive for Duke University: <https://oit.duke.edu/help/articles/kb0024693>

SOFTWARE DOWNLOADS

Download software here:

<https://software.duke.edu/>

- Microsoft Office Suite / tools
- Adobe Creative Cloud

Notes:

- you can download and use **Microsoft** software for *free* while you are here at Duke: <https://law.duke.edu/actech/microsoftlicense>
- students have access to **Adobe Acrobat Pro** for *free*
 - login with an Enterprise ID at Adobe.com and access desktop downloads
 - all student licensing is self-service
 - access is stopped when you are no longer a registered student