


## Ten Things You Need to Know about Technology at **DUKE LAW** – Fall 2017

1. **Technical help** with your computer, smart phone, or tablet is available at the Academic Technologies **help desk** (located in the Goodson Law Library reading room). We loan laptops for short periods of time.
  - Duke Law requires a *supported* operating system: macOS 10.10 or newer, or Windows 7 or newer
  - **Do not** upgrade to a *new version* of an operating system until we certify it for our exam software
2. **Keep up to date on important matters** with the Student Portal:
  - <http://law.duke.edu/portal/student/>
3. **Print for free** at one of 8 student printers in the law library and 3 elsewhere 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 and fax device (domestic calls only) in the library's Document Production Room.
  - <http://law.duke.edu/actech/printing/>
4. **You have *one* Duke email box**, which is a Microsoft Office 365 Exchange account, for all your Duke email addresses. The law school has set your **primary address** (the address listed in Duke directories) to your LAWnet email address. You can change that address and its primary status (you must use Duke VPN software if off campus; see <http://portal.duke.edu>):
  - <https://intranet.law.duke.edu/mailforwarding>
5. **Your Exchange email account works best with Microsoft Outlook and Outlook Web App (OWA)**, but you can use other email software, too, as well as most mobile devices. You can also forward your email elsewhere using OWA (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!*
  - <http://mail.duke.edu>
6. **Store or back up your important files online**, through Microsoft's OneDrive for Duke University (recommended), a Duke Box.com account, or Duke's network storage:
  - <https://oit.duke.edu/help/articles/onedrive-business-faq>
  - <https://box.duke.edu>
  - <https://oit.duke.edu/help/articles/cifs-home-directories-and-web-spaces-technical-specifications>
7. **If you want or need Microsoft software**, you can get it very cheaply while here at Duke:
  - <http://law.duke.edu/actech/microsoftlicense>
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!
  - <http://sakai.duke.edu>
9. **Your courses may or may not be recorded.** The decision is always in the hands of your instructor, so be sure to know what his or her policy is (ask if it is not written down). Any recordings made available will be linked in the **Resources** section of the course's Sakai site.
10. **Some instructors do not allow laptops** to be used during class. Some have conditions for their use. Ask if you do not know the policy. Please keep this in mind: *how you use technology every day is an important part of your professional training.*