

## Office Computer

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You should have received your computer equipment already (either through the IT department or through your Dean or Director's office.) If you have not received your computer equipment, contact your Dean or Director's office to get in touch with IT Services.

### Software

Your computer will come with standard software. The following is a link to a BU webpage listing the software that should be installed on your computer.

<https://www.brandonu.ca/helpdesk/standard-computer-software-for-staff/>

IT Services has also identified tutorials for basic computer basics, email and Microsoft Office. Here is the link to these tutorials: <https://www.brandonu.ca/helpdesk/microsoft-office-online-tutorials/>

### Printers

Your Dean or Director should have already identified a printer or printers that you may use. If you are unsure of which printers to use or need assistance, contact your Dean or Director's office to get in touch with IT Services to assist you.

### Computer Performance

There are several ways to improve the performance of your computer. Many of these are as simple as rebooting your computer occasionally or installing a program and allowing it to run a scan. If you need assistance with virus or spyware, removal there is additional information at this webpage to assist you. <https://www.brandonu.ca/helpdesk/improve-performance/>

### Size of Files for Email Attachments

Within campus, you are able to send attachments up to **15 MB**. If you send an attachment off campus, the maximum size of the file depends upon the receiver's limit. For example, MTS limits attachments to **10 MB**. To distribute files within campus larger than **15 MB** you may want to consider setting up a personal website.

### Personal Website

BU has a server set up for "personal/professional" websites. It is called the *People* site and is located at this web address: <http://people.brandonu.ca>. Any faculty member may request a site on the People site. Call or contact IT Services Administration at 204-727-9765 to assist you.

*WordPress.com* is the program we use to manage websites. If you are already familiar with *WordPress*, then you should find it fairly easy to manage your site. If you've never used *WordPress*, don't worry – it is user friendly, and IT Services provides training to get you up to speed.

## Wireless Networks

There are currently three wireless networks available on the BU campus.

To use any of the Brandon University wireless networks, you must agree to the following **Conditions and Terms of Agreement**:

1. When accessing a Brandon University Wireless connection, the user is agreeing to the terms and conditions of the Brandon University [Computer Acceptable Use Policy](#).
2. Brandon University Wireless Connections are for the use of faculty, staff, registered students, and authorized guests.

More details on connecting your wireless device can be found at

<https://www.brandonu.ca/helpdesk/wireless-network/>

Wireless Network	Who Can Use	Short Description
<b>BU-Connect</b>	Faculty, Staff and Students from Brandon University	Initial connection for setting up your device to work on BU-Wireless
<b>BU-Wireless</b>	Faculty, Staff and Students at Brandon University	Provides access to all programs and files as when connect via a network cable
<b><a href="#">eduroam</a> (EDUcation ROAMing)</b>	Guests at BU if they are from a <a href="#">participating institution</a> , or have a temporary access permission (application available at the Helpdesk)  Use your username and password from your institution	A worldwide network that allows students, staff, and faculty access to wireless internet while visiting other participating member institutions. Users simply use credentials from their home institution and they are granted access.  Information available at <a href="https://www.brandonu.ca/its/eduroam/">https://www.brandonu.ca/its/eduroam/</a>

## Saving Your Work

The University's computer system is set up as a network, which means that a server supplies each computer with the files it needs to work. Each staff member and student is given space on the server to save their personal work. The advantage of this system is that the saved work moves with you as you move to different computers, and is backed up regularly. For faculty members, this space with your files will be on the "N: drive" or the "T: drive".

Computers also have storage on each computer on the "C: drive". If you save to the "C: drive", your work would stay on that one computer only. **The files stored on the C: drive are NOT backed up.** In other words, any files you save to the C: drive could be lost if your computer encounters hardware problems. (Students cannot save files to the C: drive).

To choose where to save files, click the **File** and **Save As...** commands, and choose a different location. Choose a location somewhere on the **N: drive**. You may also want to save files on external media such as a USB flash drive, or external hard drive.