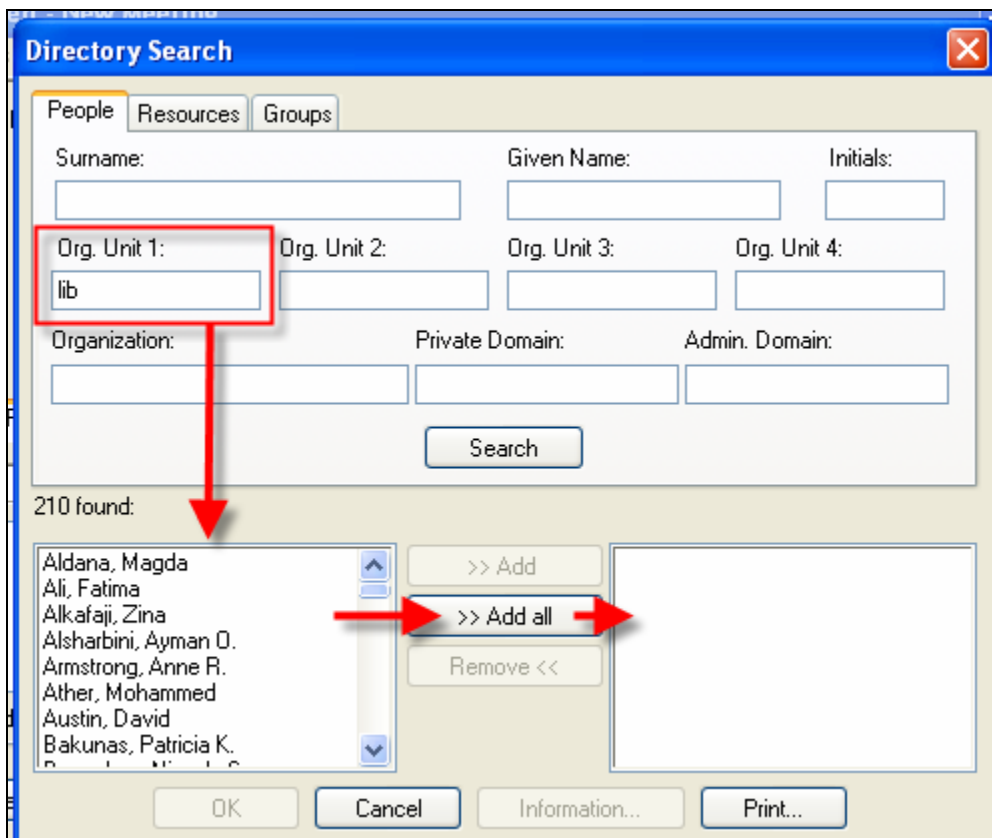
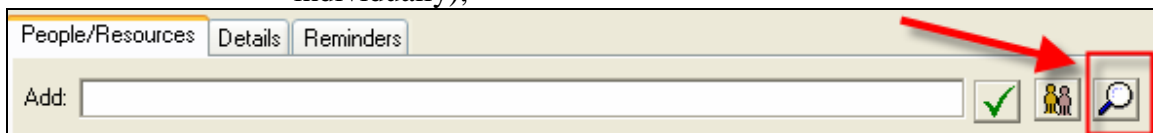
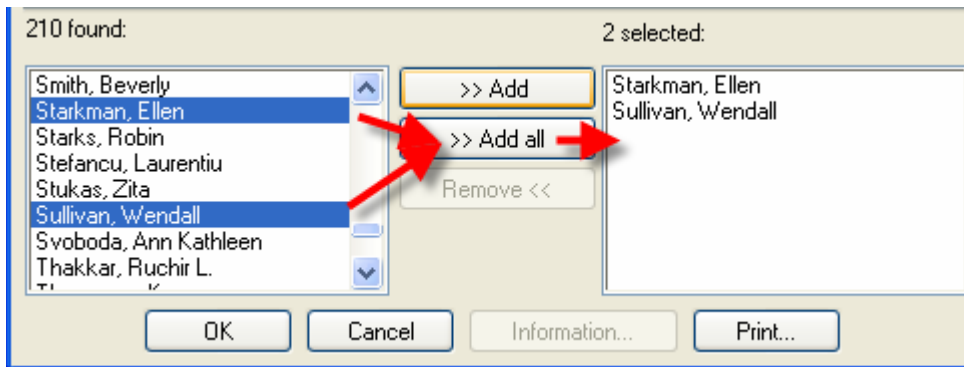
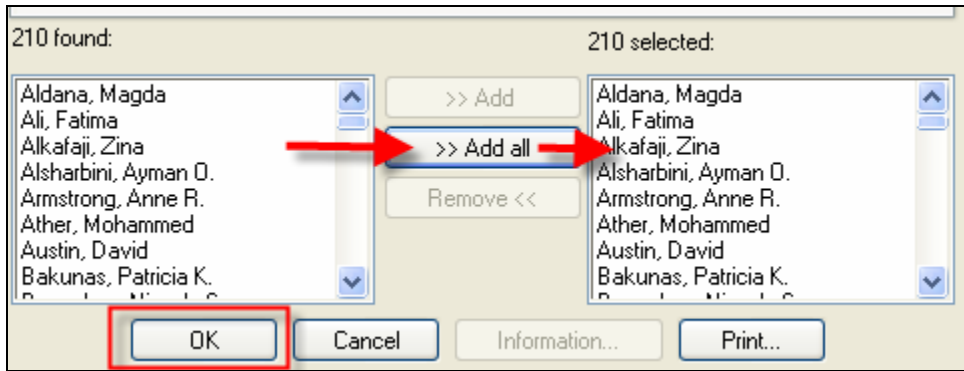


Systems Quick Start - Faculty/AP Systems Training (to be used until the final orientation packet is finished September, 2005)

Introduction to:

1. **Calendar** (client, web uical) – how to login with netid and common password, how to use, etc.
 - a. how to add appointments to your schedule
 - b. how to look at colleague's calendar
 - c. how to schedule appointments with other people, eg, with systems to do the tasks on these pages; how to send email and add yourself for a copy.
 - d. differences between blocks of time in the hours and tasks, events – using “check conflicts” and groups won't show if not in hours (for time off, schedule your own calendar in blocks and your supervisors as events)
 - e. set up a group and use a group – show group view
 - f. how to search by people and resources –
 - i. how to find library staff by using “library” [when “lib” is used it retrieves members of the Liberal Arts group] in “Org. Unit 1” (except Linda Naru, she's development, must be searched individually);





- ii. how to find conference rooms by using “lib” in “Resource Name”
- g. Tools/Access Rights (default can be no one, add lib staff with rights)
- h. how to set up a "reminder" calendar event
- 2. **Email** (client, webmail, Pine, Eudora, Thunderbird); explain difference between mailserv and tigger servers
- 3. **adsm / Tivoli (backup)**
- 4. **how to report system problems** (lib-sys@uic.edu, RT)
- 5. **quick reference** – <http://goto.lib.uic.edu> (links to library listservs, ACCC, upreport, etc)
- 6. **listservs** you’ve been signed up on, others at library (link from goto.lib.uic.edu)
- 7. **Web site quick tour** – where to find systems and orientation help
 - a. Directory Structure gives list of subdirectories:
 - <http://www.uic.edu/depts/lib/staff/commwork/erq/styleguide/directory.shtml>
 - i. Might be useful to find depts., etc., eg: add systems to end of:
 - <http://www.uic.edu/depts/lib/>
 - <http://www.uic.edu/depts/lib/systems>
 - ii. Short urls (“cnames”), eg:
 - <http://goto.lib.uic.edu>
 - <http://staff.lib.uic.edu>
 - <http://ulib.lib.uic.edu>
 - <http://city2000.lib.uic.edu>
- 8. **Netid activation** (setting up password challenge, selecting tigger, mailserv, Calendar accounts) – Note: this can be done before new employees arrive if they want to transfer their files from their previous job.

9. **SSH/SFTP** (if secure telnet and ftp are needed), **Acrobat, Norton, Spyware, Windows Update, XP Firewall**
10. **Browsers** (Official: Firefox; Internet Explorer)
11. **Handout** possibilities: Systems page, ACCC page, listservs page, goto page (<http://goto.lib.uic.edu>); always with the explanation that the pages get changed and updated.