



Getting Started

A Guide to Your Computing Accounts with the Education Commons @ OISE/UT

Keep this information with all your important files.

Record Your Student Number: _____

We make it EASY...

How do you know if you have your OISE/UT accounts?

If you are a student here or have received a letter of acceptance prior to August, **your accounts already exist** – so read the following information then go ahead and login!

It is likely that your userid is your first initial and last name, (i.e. michael smith = msmith) and your password is your student number with any leading zeros omitted. To check if you have an account, you can visit our online directory at <http://home.oise.utoronto.ca/directory> for your userid and e-mail address. If you have a very common name (i.e. john smith), there may be two or three of you on the system, in which case the first initial userid will be slightly different. Drop by the HELP DESK for assistance in this situation or with any other account/connection problems. Remember to bring your PHOTO ID.

1 OISENet Login

Your OISE/UT E-Mail and Conferencing Account

Your **userid**: _____ (*firstinitiallastname, all one word*)

Your **Password**: _____ (*initially set to your student number, with any leading zeros omitted*)

Your **E-Mail Address**: `userid@oise.utoronto.ca`

Your **Web Site Address** (if desired and activated): <http://home.oise.utoronto.ca/~userid>

For additional OISENet information including software downloads, web access and FAQ's, visit: <http://www.oise.utoronto.ca/ec/oisenet.html>. **Note:** You may access your OISENet account from the computer labs at any time. To obtain access from home, please refer to the directions below.

2 Education Commons Lab Account (Novell Login)

For printing and computer access when working in the OISE/UT computer labs only

Initially, your lab account username and password are the same as your OISENet userid and password above. If you change this, please record the modifications below and store this page in a safe place.

Your **Username**: _____ (*firstinitiallastname, all one word*)

Your **Password**: _____ (*initially set to your student number, with any leading zeros omitted*)

Printing: \$0.10/page Black & White, \$1.00/page Colour

Changing the password on your OISENet account will NOT automatically change your Lab Account. Change each account password separately.

3 Internet Access from Home

1. Connecting from Home

In order to use the Internet or the OISENet e-mail system at home – you must first obtain an online connection. Students have the option of using:

1. **UTORdial**, the UofT Internet service, or
2. Your own local Internet **S**ervice **P**rovider (ISP).

If you are currently setup at home and are using the internet – you already have an ISP and do not need to change to UTORdial, unless you wish to do so, simply obtain the software for OISENet called First Class (see directions below). If you are outside the local 416/905 area codes, you may be better off with option two due to long distance charges. For students opting to use a local ISP, there is the Library Proxy Service available that allows students to access all of the University's databases, catalogues and journals online (<http://www.library.utoronto.ca/services/libraryusers/proxy.html>).

2. Getting UTORdial to Connect from Home:

A UTORdial package may be obtained from the Help Desk or at Robarts Library. This package includes the installation software, instructions and an initial 20 hours free access, thereafter \$0.25/hour. In some cases a \$5.00 deposit/payment may be charged for this package.

3. To obtain the package:

1. You must know your computer's operating system (i.e. Mac or PC – Windows 98, etc.)
2. You must know your computer's modem speed.
3. Have a valid student/library card to sign up for a UTORdial account.

4. To sign up for the UTORdial account:

Go to <http://www.dialin.utoronto.ca> using Netscape or Internet Explorer from a computer that is already connected to the Internet – you may do this here in the computer labs at OISE/UT. Remember your student card. Now, you are ready to go home and install the software as described in the package.

5. Tokens and Online Time

UTORdial operates using a system of tokens to track online time. One token will give you 20 hours of online time at 14.4, 28.8 and 33.6 kps modem speeds. The cost is \$5.00 for one token, approximately \$0.25 per hour. For those wishing to use the faster 56.6 kps modem access the cost is doubled, so one token (\$5.00) is equivalent to 10 hours at a rate of \$0.50 per hour. You can check to see how many hours you have left by looking at your account information at the following web site www.dialin.utoronto.ca. To purchase additional tokens, you may visit Robarts or the Arts and Science (Gerstein) Libraries in person or you may purchase them using a MasterCard or Visa by calling (416) 978-8450.

4 E-mail Access from Home

OISE/UT uses a system called **OISENet** for e-mail and public conferences. The software required is called First Class Client by SoftArc. Once installed, it allows you access your OISENet account from home, provided you are connected to the Internet (see previous). If you have another e-mail account somewhere else, you may still keep it and use it. We however, do not support other applications. **It is highly recommended that you use your OISENet during your stay at OISE/UT, since many community announcements are posted on the system. Also, many instructors use OISENet as part of their course requirements.** If you are new to e-mail, the EC offers workshops on the OISENet e-mail system, every semester. Consider taking the SURVIVAL KIT session if you are new to computers.

NB: you must be connected to the Internet before trying to access your email using the First Class Software.

1. Getting the OISENet (First Class Client) Software:

1. See the Help Desk advisor for the software and installation instructions (\$4/\$3 deposit),
OR
2. Download the software and instructions, at no charge, off the Internet at <http://www.oise.utoronto.ca/ec/oisenet.html>.

2. Access OISENet through a Web Page:

Once you know you have an account, the OISENet system does allow you to log into your e-mail account without the First Class Client software by using an Internet browser (Netscape or Internet Explorer) at the following web page address <http://home.oise.utoronto.ca/login/>.

You will be prompted for your userid and password. Login as you normally would. A browser version of OISENet

appears giving you access to all your mail and conferences in a standard Internet interface. Click and link as you normally would. NOTE: Not all of the features will be accessible through the browser, and there are some inherent glitches at times. We recommend you still use the client software for your regular e-mailing – but use this web version when you are away or travelling.

5

How to Save/Backup your Files - A Quick Overview

Always make sure you back up your work! You can do this by saving to a floppy disk or to a network drive. Remember floppy disks are fragile so if you are working on something really important be sure to have at least **two** copies.

How to Save

- When using a software application, to SAVE your file the first time, go to the FILE menu click and choose SAVE AS from the drop down menu.
- Locate the folder/disk you wish to save your document/file on (i.e. floppy A:\). Give it a short but descriptive name. Press the SAVE button.
- Thereafter, make sure you save frequently when working on a document by going FILE>SAVE or by using the quick keys (ctrl-S on PC (Windows) or the Macintosh platforms).

NOTE: If you are having problems with saving and finding a location on your computer system, it is HIGHLY recommended to consider taking a New/Novice User workshop (or the Survival Kit) for either Windows or Mac. Saving, copying, moving, and finding files on your computer are ESSENTIAL SKILLS that are required for any type of computing. A solid understanding of your computer's operating system and file management are critical items that will prevent errors in the future. They are considered rudimentary computing skills, which would be analogous to learning the alphabet, before you begin spelling.

Take heart, it is a common problem for many people and nothing to be ashamed of. Many of us have learned computing on our own in piece meal stages. So, if you are having problems, take the bull by the horn and try a workshop that will at least give you a better handle on how things work. You may need to practice a bit, but things will fall into place once you understand the "concept" behind the machine. You'll also have a much easier time learning other programs that you may be interested in using!

Application Versions

There are many versions of a program. Why? Because, software developers continuously improve their programs over the years to make them better by adding extra features. When a new rendition is available to the market, it is given a new version number, usually chronologically, but not always. For example, Microsoft Word has many older and newer versions from v. 5, 6 to '97 and 2000. The most recent version is Microsoft Word 2000. Please note that **OISE/UT only supports the Microsoft Office Suite (including Word) at the '97 (PC) version** and not the most recent 2000 suite. The computers in the labs at OISE/UT also only have the '97 (PC) or '98 (Mac) renditions.

It is important to communicate which version you are working on, if you exchange files with other people. Not everyone upgrades to the newest version of the same program. The rule of thumb is that newer versions can read older versions, but **older versions cannot read files created in the upgraded newer versions**. This should make some sense, because newer versions will have features that you may have used, that are not available in the old version.

How to find out the Version

To find out which version you are using in ANY application go to the HELP menu (Windows) or under the Apple menu (Mac) and choose ABOUT. In Microsoft Word, the command to choose will be ABOUT MICROSOFT WORD. A dialogue box will appear with information about the program, licensing etc. as well as the version number, usually at the top. Write it down or make a mental note of this. Close the box or press Esc (escape) to remove the box from your screen. You can now tell people what version you are currently working on.

If you need to work with backward compatible files (or are still unaware of the version), there are different ways that you can save your file for others to read. Go to the SAVE AS command under the FILE menu and under SAVE AS TYPE (in MS Word), choose the **RTF format** (Rich Text Format). This comes in handy, if you are switching back and forth between software applications, operating system platforms or are sending your file (via e-mail) to some one else that does not have the same version of the program. An RTF may be opened by any word processor on any platform. Generally, if you are a new user it is a good idea to stick to the same version of the program, since translations can cause some formatting to be lost.

If you are working with **imagery and graphics**, remember a good choice for compatibility are the GIF and JPEG/JPG formats. With imagery you will be working in applications that can handle and save files in these formats. To view them in other applications, it will require a placing, importing or insertion from where the file is located that you saved in the given format. To learn more about imagery, you may wish to consider the Corel Draw or Microsoft Desktop Publishing workshops.

Technology Checklist

Education Commons 2000-2001

To help you start the year off right, the **Education Commons (EC)** has prepared this technology checklist. As you proceed through your first week at OISE/UT, try and complete as many of the tasks below as possible to ensure full access to all that the institute has to offer you.

- Did you read the Working with Computers at OISE/UT booklet? Educate yourself 😊**

- Do you have a copy of the EC Trek Passport ?**
Make sure you "Stop In and Win" some great prizes, while you get to know who we are. Prizes include a Scanner, Software, Workshop Certificates and more...
Get a copy at the EC Reception or the Computer Labs on the 3rd Floor.
Its one of the stops on your passport anyway!

- Have you tried logging onto a computer in the computing complex using the Lab account directions, within this booklet? (You'll need to, if you are using the systems at school). Try printing after that.

- Have you tried your OISENet e-mail/conferencing account in the labs (or at home)?
See Getting Started, in this booklet, for userid and password information.

- Have you seen the **OISE Announcements, OISE Events, Electronic Café** and the **Help Desk** conferences within OISENet?

- Have you purchased the OISENet disks from the HELP DESK or have you downloaded the software for home use, if you have a computer at home?

- Do you have an Internet Service Provider (ISP), or do you need UTORDial account? (see Getting Started, in this booklet) You will need this for access to the Internet, if you are working from home.

- Have you paid a visit to the Education Commons Web site at **www.oise.utoronto.ca/ec** and the OISE/UT Web site at **www.oise.utoronto.ca**?

- Have you seen the **Education Commons Computer Workshop Series 2000-2001 booklet** giving you a complete schedule and registration directions. This can also be viewed from the Education Commons Web site?

- Have you signed up for any of the Education Commons Computer Workshops?
If you need advise on courses and prerequisites, read the booklet, complete the test yourself skill evaluation on our web site, and/or see the EC Reception, third floor.

- Have you looked at the bulletin boards on the 3rd floor mounted in the labs for computing directions and important notices?