You can book seminar rooms and shared resources (scientific setups, animal facilities, etc.) of your department using the FBM reservation system. You can view loan material in the loan catalog.

Address:  wwwfbm.unil.ch/calendar
          wwwfbm.unil.ch/prets

All IT purchases (Hard- and Software) connected to the network must be validated by the FBM IT Service. Please contact us before ordering. This also includes scientific equipment connected to a computer and servers.

It is possible to receive discounts when purchasing private equipment (laptops) as well as software.

The Neptun program publish twice a year at the beginning of each semester reductions of 16 to 18% on every purchase. Whereas the Poseidon discounts are available the entire year and offer a 12 to 13% discount (Poseidon discounts are not available when the Neptun discounts are open).

Private purchases are not supported by the FBM IT Support, nevertheless we will gladly help you choose a product.

The common office software (Microsoft Office) is installed by default on all FBM computers. The complete list of available software at UNIL (Adobe Suite, EndNote, Overleaf, FileMaker, etc.) is published on our website. To complete this offer, the FBM IT Service also provides other specialized programs such as:

- GraphPad Prism (statistics)
- LimeSurvey (survey)

For the installation of software for professional purposes, please contact us.

Before leaving the FBM, please make sure to complete all the steps below. The FBM IT Support can help you.

**IT access**

Your access to the UNIL and FBM computing resources (applications, websites, NAS server, Wifi, etc.) will automatically be blocked after the end of your contract. Nevertheless, upon justification, it is possible to extend the validity of your access. For this, please contact the FBM IT support and specify which access you want to keep and until when.

**UNIL mailbox**

Your mailbox remains open during 6 months after the end of your contract. We recommend that you activate the automatic responder in order to inform others about your departure. If you want to close it immediately, please contact the FBM IT support.

**Management of your data**

Please organize your information. Make sure you have transferred and saved all your professional data, including research data, from your work computer and from your personal USER folder on NAS to the shared GROUP folder on the UNIL NAS server. After your departure, your computer will be reinstalled and the remaining data, either locally or in your personal USER folder, will be deleted within 30 days.
FBM IT SERVICE

The FBM IT service’s mission is to offer quality and proximity services based on existing resources within UNIL and CHUV. It does not replace neither the services of the UNIL’s IT Center (Ci) nor those of the CHUV Information systems (DSI) but it enhances and adapts their services to FBM’s special needs.

It gathers local IT managers who provide IT support to users and three IT specialists in infrastructure, applications and projects management.

All the practical information and a full description of our services are available on our website.

Address: www.fbm.unil.ch/si

IT CHARTER

The IT Charter defines the rules and conditions of the IT support at the FBM. We invite you to read and validate this document online.

To begin, we draw your attention to the following provisions:

• Data resulting from the employee’s work is protected by copyright but remains UNIL’s property.
• Equipment provided is dedicated to professional or academic use. Only a limited personal use is allowed.
• Moving or changing the configuration (hardware and software) of the provided equipment must be approved by the FBM IT Service.
• Non-compliance with this charter may lead to administrative measures.

Address: www.fbm.unil.ch/si/charter

IT SUPPORT

If you have any question about IT, please contact the FBM IT support, from Monday to Friday between 8 am and 5 pm:

• by phone: + 41 21 692 50 94 (central phone number)
• by email: supportfbm@unil.ch

Help: www.fbm.unil.ch/si/support
www.fbm.unil.ch/si/tv

DATA STORAGE (NAS)

The IT Center of UNIL provides a central NAS server which allows you to store all your professional data. The main features of the NAS are:

• Hourly backup of modified files and a daily full backup.
• Access from everywhere on UNIL network and from outside (see Chapter Working outside UNIL).

The most important folders are:

• USERS where you can find your personal folder limited to 5Go to store your personal data (CV, thesis, etc.).
• GROUPS where you can share data with your research group, your administrative unit or your project team.
• PRIVATE which is inside a USER or GROUP folder and whose access is restricted to the user or to the group.
• PUBLIC which is inside a USER or GROUP folder and which allows you to share data with all users of the department.

To backup your work computer we recommend that you use CrashPlan.

Address: \nas.unil.ch\FBM\ Help: www.fbm.unil.ch/si/nas www.fbm.unil.ch/si/data

E-MAIL AND CALENDAR

You can check your e-mails and your calendar with your Web browser using the UNIL Webmail. For a more user-friendly access, you can configure your e-mail address on Outlook, Apple Mail or your smartphone.

Preferably use Exchange whatever equipment (smartphone, computer, tablet, etc.).

MailCleaner is the name of our spam filter. We recommend that you regularly check the contents and if necessary adjust the configuration.

Address: owa.unil.ch (Webmail)
mail.unil.ch (MailCleaner)
Help: www.fbm.unil.ch/si/email

WIFI

Secure-unil
When you are at UNIL and you need a wireless connection, we strongly recommend that you use secure-unil. The speed and security level are similar to the wired network and you can access all services.

Eduroam
When you are on a trip to an institution affiliated to SWITCH, you can access the internet using the wireless Eduroam with your UNIL credentials. The access to Eduroam is the same as secure-unil. Eduroam is notably available at CHUV and EPFL.

Guest-unil
Whenever you organize a conference with guests without a UNIL account or with no access to the Eduroam project, the FBM IT Service can activate the guest-unil network for a period of time from one day to four weeks. For more information, please contact us in advance.

Help: www.fbm.unil.ch/si/wifi

WORKING OUTSIDE UNIL

You can work from outside UNIL as if you were at UNIL with the UNIL’s VPN (Virtual Private Network): crypto.unil.ch. This secured connection allows you to access all FBM and UNIL resources (personal files, FBM applications, etc.). You can configure your VPN access on any kind of equipment (computer, smartphone, tablet, etc.) with Pulse Secure application.

Help: www.fbm.unil.ch/si/vpn

PRINTING

Every department manages its own printers (black and white and color printers) and consumables. The list of FBM printers is available on the website of the FBM IT Service. On your Windows computer, install your printer in one click with FBM Utility. For Mac users, please contact the FBM support.

Help: www.fbm.unil.ch/si/print www.fbm.unil.ch/si/printwindows (installation)