It is possible to receive discounts when purchasing private equipment (laptops) as well as software. The Neptun program offers twice a year enables a reduction 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).

Every purchase is private and no IT support will be given, nevertheless we will gladly help you choose a product.

Help:  wwwfbm.unil.ch/si/purchases

The common office software (Microsoft Office, Adobe Acrobat Pro, etc.) is installed on every FBM computer. The FBM IT Service provides other specialized programs as:

- EndNote (bibliography)
- SnapGene (molecular biology)
- GraphPad Prism (statistics)
- LimeSurvey (survey)

The full list of software provided is available on the FBM IT Service’s website. For the installation of additional software for business purposes, please contact us.

Help:  wwwfbm.unil.ch/si/soft

All purchases related to IT (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.

Sharing of resources

You can book seminar rooms and shared resources (scientific setups, animal facilities, etc.) of your department using the FBM reservation system. You can check the IT equipment loaned by the FBM IT Service in the loan system.

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

Providing software

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- EndNote (bibliography)
- SnapGene (molecular biology)
- GraphPad Prism (statistics)
- LimeSurvey (survey)

The full list of software provided is available on the FBM IT Service’s website. For the installation of additional software for business purposes, please contact us.

Help:  wwwfbm.unil.ch/si/soft

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

**Backup of your professional data**

Please sort your data and make sure that everything is saved on the NAS in the GROUPS folder. After your departure, all data stored locally will be deleted. Data remaining in your USERS folder will be reviewed by your supervisor.

**E-Mail**

We recommend that you to enable the automatic responder in order to inform about your departure. Please make sure to save all important e-mails before closing your email account and transfer messages related to your work at the FBM to your supervisor or successor.

**Closing of your access**

All FBM accesses (to the server, to applications, etc.) will be disabled at your departure. If you leave the UNIL, your e-mail account will stay open for six months after your official departure. You can also ask to close all your accesses immediately.

Help:  wwwfbm.unil.ch/si/inventory

In the exceptional case where you would not have access to a UNIL computer, it is possible to add your personal computer to the UNIL’s inventory. This initiative must be approved by the Director of the department, before being considered by the FBM IT service. To do so, please contact us.

Help:  wwwfbm.unil.ch/si/inventory
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 UNIL, 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 available at EPFL and CHUV.

Guest-unil
Whenever you receive 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.

Help:
wwwfbm.unil.ch/si/wifi

The IT Charter defines the conditions of use of the IT support at the FBM. We ask you to read this document.

In addition to the points already mentioned in this charter, we attract your attention to the following provisions:

• Data resulting from the work of employees remain the property of the UNIL, and not this of the user.
• 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 equipment provided must be approved by the FBM IT Service.
• Non-compliance with this charter may lead to administrative measures.

Address:  wwwfbm.unil.ch/si

 DATA STORAGE (NAS)

In collaboration with the IT Center of UNIL, the FBM IT Service provides a central storage space (NAS server) which allows you to store all your personal data. No backup is provided for data saved locally on your computer.

The main features of the NAS are:

• Hourly backup of modified files and a complete backup daily.
• Access from everywhere at UNIL or outside of our network.

The most important folders are:

• USERS where you can find your personal folder 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 is inside a USER or GROUP folder with limited access to the user or to the group, depending on the location.
• PUBLIC is inside a USER or GROUP folder and allows you to share data with all users of the department.

Address:  \nas.unil.ch\FBM\n
Help:  wwwfbm.unil.ch/si/nas
wwwfbm.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.

Use preferably Exchange, whatever equipment (smartphone, computer, tablet, etc.).

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

Address:  owa.unil.ch (Webmail)
mailc.unil.ch (MailCleaner)

Help:  wwwfbm.unil.ch/si/email

 WIFi

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Help:  wwwfbm.unil.ch/si/wifi

 WORKING OUTSIDE THE UNIL

You can work from outside UNIL as if you were at UNIL using the UNIL’s VPN (Virtual Private Network) : crypto.unil.ch. This secured connection allows you to access all FBM resources (personal files, FBM applications, etc.) and to freely use the internet in several public places (Swiss train stations, hotels, etc.). Pulse Secure is an application that allows you to configure VNP access on any kind of equipment (computer, smartphone, tablet, etc.).

Address:  wwwfbm.unil.ch/si/vpn
Help:  wwwfbm.unil.ch/si/vpn

 PRINTERING

Every department manages his 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. You can install a printer in one click (Windows users only) using FBM Utility.

Address:  wwwfbm.unil.ch/si/print
Help:  wwwfbm.unil.ch/si/printerwindows (installation)