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.

Help: wwwfbm.unil.ch/si/purchases

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Help: wwwfbm.unil.ch/si/soft

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

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, on 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 up to 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 you left, your computer will be reinstalled and the remaining data, either locally or in your personal USER folder, will be deleted within 30 days.
### 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.

### 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 professional 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\  
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

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

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/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:  wwwfbm.unil.ch/si/support
        wwwfbm.unil.ch/si/tv

### 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.).

Help:  wwwfbm.unil.ch/si/vpn

### Printing
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. On your Windows computer, install your printer in one click with FBM Utility. For Mac users, please contact the FBM support.

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