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, SnapGene, MATLAB, 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.

Help: wwwfbm.unil.ch/si/soft

Every department manages its own printers and supplies. 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)

The FBM IT Service has developed special web applications for the Faculty.

**FBM Booking calendar**

The FBM reservation system allows you to book rooms and shared resources (setups, instruments in animal lab, etc.).

**Laptops and accessories loan**

You can consult the loan computer equipment available in your department in the loan catalogue.

**Scientific instruments inventory**

In the department, scientific instruments are listed in the setups inventory web app. (under implementation).

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

At the University, two videoconferencing softwares are at your disposal:

**Microsoft Teams**

Microsoft Teams offers a variety of possibilities for teamwork and communication: audio or video call, one-on-one or group chat, screen sharing and transfer of documents. Please ask your supervisor to join your unit’s Team Teams.

**Zoom**

To organize one-off virtual meetings, especially with people from outside UNIL, we recommend that you use Zoom. With Zoom you can also schedule your virtual sessions, share your screen and chat during the meetings.

Help: wwwfbm.unil.ch/si/videoconferencing
Eduroam

When you are at UNIL or on a trip to an SWITCH partner institution, you can access the internet and all UNIL services with Eduroam. This network offers an encrypted connection and can be automatically configured on any kind of device with the configuration assistant tool EduroamCAT.

Public-unil

Individual visitors at UNIL who cannot connect to Eduroam can request an access code by SMS to use the public-unil network.

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.

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: 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/vnc

Data Management

The IT Center of UNIL (Ci) provides different storage and scientific calculation infrastructure to users. These servers are backed up daily and can be accessed from everywhere (see chapter Working outside UNIL).

NAS server - administrative data

Only the administrative data of users or groups can be stored on the central NAS server (\nas.unil.ch\FBM) of UNIL. The most important folders are:

- GROUPS where you can share data with your administrative unit or group.
- 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.

Computing and research server - research data

The data generated within a research project must be stored on the DCSR NAS server (\nasdcsr.unil.ch\RECHERCHE\). A project directory on this infrastructure is open on request only.

Like the DCSR NAS server, access to high performance computing resources requires a prior request.

Research-related services are managed by Ci and their use is charged to research groups.

Backup of the work computer

Free of charge, CrashPlan allows you to back up the data on your work computer. Every user benefits of a quota of 100Gb. If you are interested in this software, please contact the FBM support who can help you configure it on your computer.

Address: \nas.unil.ch\FBM (administrative NAS server)
\nasdcsr.unil.ch\RECHERCHE\ (research NAS server)

Help: wwwfbm.unil.ch/si/storage
wwwfbm.unil.ch/si/backup
wwwfbm.unil.ch/si/faq_research

Email 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.).

Address: owa.unil.ch (Webmail)
Help: wwwfbm.unil.ch/si/email

WIFI

Eduroam

When you are at UNIL or on a trip to an SWITCH partner institution, you can access the internet and all UNIL services with Eduroam. This network offers an encrypted connection and can be automatically configured on any kind of device with the configuration assistant tool EduroamCAT.

Public-unil

Individual visitors at UNIL who cannot connect to Eduroam can request an access code by SMS to use the public-unil network.

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.

Address: https://cat.eduroam.org/

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: wwwfbm.unil.ch/si/vpn