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

IT PURCHASES

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

UNIL DISCOUNT PROGRAM

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

At your departure

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 which will forward your request to the IT Center of UNIL.

Management of your data

Please organize your information. Make sure you have transferred and saved all your professional or research data of your UNIL computer and of your personal USER folder in the GROUP folder on the UNIL NAS server. After your departure, your computer will be reinstalled and the remaining data, either locally or in your USER personal folder, could likely be lost.

Help:  wwwfbm.unil.ch/si/inventory
**FBM IT SERVICE**

The FBM IT service's mission is to offer quality and proximity services based on existing resources within UNIL and CHUV (hardware and software infrastructure).

It doesn’t replace the work of the IT Center of UNIL (CI) or of the Information systems of CHUV (DSI) but it completes and adapts their services to the specific needs of the FBM.

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

- by phone: + 41 21 692 50 94
- by email: supportfbm@unil.ch

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

Address: wwwfbm.unil.ch/si

**IT CHARTER**

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/charter

**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

**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 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

**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. You can install a printer in one click (Windows users only) using FBM Utility.

Help: wwwfbm.unil.ch/si/print

wwwfbm.unil.ch/si/printwindows (installation)