FACULTY AND STAFF GUIDE TO
INFORMATION TECHNOLOGY
AT OXFORD COLLEGE
Oxford College offers robust and progressive information technology that is vital to our success as a liberal arts-intensive college. Focusing on the college mission, a primary goal of the dean for resource planning is to effectively provide the tools, campus networking, IT environments, and other resources that facilitate your work at Oxford College.

Please wisely and responsibly employ the Oxford College and Emory University information technology at your disposal. It connects you with colleagues, students, administration, and a wealth of knowledge at Emory University and beyond.

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Welcome to Oxford College Information Technology (OCIT) with its rich collection of information, and wide variety of computing services. We are dedicated to creating a vibrant and exciting technology environment for the faculty, staff, and students while focusing on Oxford’s liberal arts-intensive undergraduate experience and linking with the vast network resources of Emory University.

Our modern classrooms are equipped with multimedia equipment and software that make learning interactive. Our state-of-the-art computer labs provide advanced technology resources and consulting services such as video editing, DVD production, text and graphics scanning, presentation creation and rehearsal, webpage authoring, and more. The wireless campus and ubiquitous high-speed network connections provide access to technology almost anywhere on campus.

The spacious and ergonomic design of student IT areas facilitates a collaborative and engaging study environment. The library is equipped with an abundance of desktops and loaner laptops for Oxford students, faculty, and staff.

Our goal is to not only offer you great IT resources to support your work at Oxford College, but to work with you in all your academic endeavors. Please take a few minutes to read about our facilities and meet the IT staff members who are at the heart of our department. I think you will agree that they are among the most valuable resources Oxford College has to offer.

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GETTING HELP: AskIT

The most reliable method of getting IT help is via the AskIT online form. A ticket is created and sent to the IT department when a user submits a help request. The ticket is tracked to ensure prompt resolution. Use AskIT for all IT requests at:

[oxford.emory.edu/AskIT](oxford.emory.edu/AskIT)

Use this URL wherever you see AskIT referenced in this document.
GETTING STARTED AT OXFORD

Extensive information is found on the IT website—oxford.emory.edu/IT. Please visit our site for answers to frequently asked IT questions, helpful hints, and instructions about common procedures.

 oxford.emory.edu/it

OFFICE COMPUTER

A computer is provided for faculty and staff positions that require one. New faculty are provided with new computers unless the office they occupy already contains a new computer.

Office computers are replaced after four or more years depending on the needs of the individual. OCIT coordinates the entire new computer acquisition and installation process, from ordering and receiving to delivery and custom set-up in the user’s office. Begin the new computer acquisition process via AskIT.

Oxford College Information Technology (OCIT) configures new computers to meet the unique needs of each user. Standard software installed on new computers includes:
• Word, Excel, PowerPoint
• Outlook/Exchange
• Symantec Anti-Virus
• LearnLink
• EMC Retrospect (network backup)
• Internet Explorer and Mozilla Firefox with common plug-ins
• Configurations for Emory networking and printing

NETWORK ID (NETID) AND PASSWORDS

A unique personal network identification (NetID) and associated secure password are required to access technology resources at Oxford College of Emory University. Your NetID and password are required to send or receive official Emory email, download university licensed software, access most Emory information systems, and to perform many job-related technical services.

New faculty and staff receive their NetID and password following submission of the completed Human Resources Action Form paperwork (HRAF). Processing of the HRAF typically requires two weeks, after which time the NetID is received. If the NetID and password are not received after a two-week period, please submit an AskIT request.

EMAIL: EXCHANGE

Faculty and staff email and calendars are accessed through one of these three modes:
• A computer with the Outlook or Entourage client installed
• The web via owa.emory.edu (called Outlook Web Access)
• Smartphones (e.g., iPhone, Blackberry)

For instructions on setting up the Outlook client on a home computer please refer to:
 oxford.emory.edu/outlook
PASSWORDS

Selecting passwords
It is important to select a secure password and regularly change it. The password is the only item protecting valuable identity information, email correspondence, online course management, and more.

A secure password follows these guidelines:
• contains at least eight characters
• uses a mix of uppercase and lowercase letters, numbers, and special characters
• is not based on any personal information that is easy to find, sensitive, or well-known, such as birthdays, NetIDs, social security numbers, family or friend information, favorite foods, favorite people
• is not any word found in a dictionary
• may be created using the first letter from each word of a memorable phrase such as MhswSVHS! (Remembered as . . . “My high school was Seneca Valley High School!”)

Changing passwords
To change or synchronize passwords across most Emory systems (e.g., Exchange/Email, Blackboard, Online Pathway to University Systems (OPUS), Software Express), complete the form at:

Please use the password guidelines described above to change your password.

Resetting lost passwords
If you forget your password, or it stops working, request a password reset via AskIT.

EMAIL NAMES/ADDRESS ALIAS
The default Emory email address is the NetID (NetID@emory.edu). However, users can establish up to three email ‘aliases’ for their email account. The alias is an alternative, easy-to-use version of the email address. The aliases are not separate accounts; they all receive email in the same inbox. There is no need to track them individually. Aliases are often easier to use than the default Emory network ID. For example:

NetID@emory.edu: jdoe@emory.edu
Email name: john.doe@emory.edu

The email name becomes the “from” address from which the email appears to originate. Set up an email name at:

oxford.emory.edu/emailname
WIRELESS ACCESS
Emory University has two wireless services available: EmoryUnplugged and EmoryGuest. EmoryUnplugged requires a NetID and password. EmoryGuest requires only an email address; however, it has the following limitations and restrictions:
- Network bandwidth throttled to 0.5MB per second
- Each session expires in four hours; following expiration users can re-login
- Internet access is limited to websites; for other additional access, complete an AskIT form
- Certain Emory resources are restricted to Emory students, faculty, and staff; EmoryGuest users do not have access to University-licensed resources

For further information on Emory’s wireless networks, visit:

*oxford.emory.edu/wireless*

COMMUNICATING WITH ALL FACULTY, STAFF, STUDENTS
Email is the official means of communication for Oxford College faculty, staff, and students. Listservs (a means of distributing one message to a large group of email addresses) are used for communicating to the college. There are two main lists:
- NOTICE listservs are for distributing information that is required for all to know regarding the operation of the college
- ANNOUNCE listservs are for distributing information that is useful, but not required for all to know (community nature)

The NOTICE lists contain either all faculty, all staff, or all students. Individuals are automatically subscribed to the appropriate listserv. The NOTICE listserv is moderated. To post to the notice lists, send an email to:
- oxford-faculty-notice@emory.edu
- oxford-staff-notice@emory.edu
- oxford-stu-notice@emory.edu

Email that is more community-related or items that are useful but not required for all to know are sent to the ANNOUNCE listservs, which are not moderated.
- oxford-staff-announce@emory.edu
- oxford-stu-announce@emory.edu
- oxford-faculty-announce@emory.edu

Note: Oxford-stu-announce posts only to a LearnLink conference. Oxford-staff-announce and Oxford-faculty-announce both post to a LearnLink conference as well as to individual mail boxes. All faculty and staff are automatically subscribed to the respective announce listserv, though they may unsubscribe if desired. To unsubscribe:
- send an email to listserv@emory.edu
- in the body of the email type either signoff oxford-faculty-announce or signoff oxford-staff-announce
SPACE RESERVATION/CALENDARING—R25

R25 is the official resource for scheduling rooms and events on campus. To see if a room is available, check:

⇒ oxford.emory.edu/r25/

Selected events are automatically copied from R25 and displayed on the Oxford College website calendar.

VOICE MAIL AT OXFORD

Oxford College uses Voice Over IP (VoIP) telephones. The phone lines use the infrastructure of computer network lines, allowing for less and lower maintenance costs associated with upkeep and reduced cost. The disadvantage is that when the power is out, the phone is not functional.

Voice mail at Oxford is called ‘Modular Messaging’ because messages are accessible via phone or Outlook/Exchange email. Modular Messaging also allows for voice prompts. With additional configuration, Modular Messaging also can send and receive faxes.

To access Voice Mail
• On-campus: 1.0567
• Off-campus: 404.251.0567

Commonly used commands like changing password, setting a greeting, and listening to messages are available at:

⇒ oxford.emory.edu/voicemail
TEACHING AND TECHNOLOGY

TECHNICAL CLASSROOMS

Oxford College offers a mix of technology enabled classrooms (TECs) and conference rooms. TECs provide the group with useful multimedia tools for teaching, learning, and presenting.

Each TEC is equipped with an installed projector controlled via remote or a large touch-screen SMARTBoard controlled by a touch panel referred to as a VIP.

To operate the touch panel, many rooms require a password. In these cases the password is labeled at the top of the touch panel. It is either “1776” or blank.

Classrooms with a VIP have:
- Windows XP computer
- DVD player
- VCR
- Laptop connection
- Document camera
- Auxiliary audiovisual connection

Details on each room, equipment instructions, and FAQs are available at:

🔗 oxford.emory.edu/classroomtech/

Personalized training for using the TEC is requested via AskIT.

The phone numbers below are for immediate technology help. These numbers are posted in the TEC near the kiosks or podiums.

- Primary number: 770.312.6766
- Secondary number: 770.295.9042
- OCIT departmental number: 770.784.4540

PORTABLE TECHNOLOGY FOR NONTECHNOLOGY CLASSROOMS

Portable AV equipment is available for classes and events conducted in rooms without installed technology.

Available equipment includes:
- Windows XP laptop with DVD drive
- Portable document camera
- Portable projector
- Accessories (power strip, ethernet cable, and others)

Reserve this equipment via AskIT at least two weeks before the event. Reserving the equipment
TEACHING AND TECHNOLOGY

LEARNLINK

LearnLink is the student email and conferencing social network system. It integrates a variety of tools and services, including:
- Community, group, and personal calendar and scheduling
- Topical and group discussion forums
- Shared contacts and mail lists
- Item/message history and tracking

LearnLink is accessed via the web or a client installation on a local computer. The client software can be obtained from the following address:

software.emory.edu/

The LearnLink web interface can be accessed at:

www.learnlink.emory.edu/login/

BLACKBOARD

Blackboard is Emory’s central online course and content management system. Documents, audio and video files, and animation all can be incorporated into an online class structure. Blackboard offers web-authoring tools, text and voice discussion boards, internal messaging, test and survey tools, Web 2.0 tools (wikis and blogs), and user tracking. To log in to Blackboard or request a new Blackboard site at:

classes.emory.edu/

CAMTASIA RELAY

Camtasia Relay is a class-capture technology that easily records audio and computer video. Camtasia is available in all technology spaces that are equipped with a computer and is a streamlined method for capturing the content of lectures, presentations, and meetings. This content can be published to the college media server and iTunesU for review at any time. To get started with Camtasia please complete an AskIT request.

ONLINE PATHWAY TO UNIVERSITY SERVICES (OPUS)

OPUS is Emory University’s online student information system. Faculty members use OPUS to enter final grades, check class rosters and schedules, and assist advisees with schedules. For access and training in OPUS, please contact the Enrollment Services Business Analyst at 770.784.4679.

www.opus.emory.edu

THE CLEARINGHOUSE FACULTY MODULE

The Clearinghouse contains Oxford-specific information about placement tests, freshman concerns, midterm deficiencies. Advisors can also view students’ high school grades and standardized test scores. The Clearinghouse is available at:

Oxford.emory.edu/clearinghouse/

iTUNES UNIVERSITY (ITUNESU)

iTunes is an online digital media collection operated by Apple Inc. iTunesU distributes lectures, speeches, documents, music, news, and more across the Internet globally. Oxford faculty and staff are eligible to be both content providers and content consumers with iTunesU. Assistance is available via AskIT and more information is available at:

itunes.emory.edu/

STUDENT INSTRUCTION

On faculty request, an OCIT staff person will come to a class to teach technology topics relevant to the course. To initiate this process, please complete an AskIT form.

Previous content taught by OCIT professionals includes scientific applications of Excel, student presentation skills with PowerPoint, and creating student group websites.
ADDITIONAL COMPUTING SERVICES

TECHNOLOGY SUPPORT
OCIT offers telephone, email, remote, and in-person support to resolve problems and answer information technology questions. Typical issues include:

- Inability to send/receive email
- Nonfunctioning printer
- Smartphone configuration
- Monitor diagnostics
- Virus removal
- Software installation

Support requests are initiated through an AskIT ticket.

SHARING AND STORING FILES
The file server allows files to be shared with other faculty or staff members. Documents can be set to allow others to have edit access or read-only access. Any file or folder deleted from file servers can be restored, as long as it was created or changed within the last fourteen days. Detailed instructions are available at:

氧化.emory.edu/fileshare

BACKING UP AND RESTORING FILES
Oxford College offers a weekly service to back up data on workstations. The backup service requires installation of software on each machine to be backed up. Backup installation instructions and file restore details are available on the OCIT website:

氧化.emory.edu/backup-service/

Backup service provides protection for documents in the event of hardware failure, theft, or other data loss. The backup/restore service can only recover files lost within six weeks. If a longer-term archiving solution is required, contact OCIT for recommendations.

Each computer is backed up once weekly while physically plugged into the campus network and powered on. Backups will not take place over a wireless connection or from an off-campus location, regardless of VPN use. If the computer misses its scheduled backup time, it will be backed up when the computer is next on and connected to the network.

The service backs up the following directories:

- Windows: “My Documents.” All subfolders are included except “My Pictures,” “My Videos,” and “My Music”
- Macintosh: “Documents.” All subfolders are included.

There is a 2GB data limit for each computer. If there are large quantities of music, pictures, or movies on the hard drive, OCIT strongly recommends storing them in their usual folders (“My Music,” “My Pictures,” and “MyVideos”).

RESTORING FILES
OCIT can restore files with some limitations. Restore operations will take place within two business days of the request. Files will be restored from the last date and time a backup occurred. To restore files, fill out an AskIT request.

LOANER LAPTOPS
Loaner laptops are available through OCIT for faculty and staff to borrow. Please submit the request at least one week prior to the date needed. After receiving the request, an OCIT staff member will contact the requester to confirm availability and schedule a pick-up time. A laptop can be kept for seventy-two hours, unless special arrangements are made with OCIT. To request a loaner laptop, fill out an AskIT request.

PURCHASING A WORK-USE COMPUTER
From initial consulting to final deployment, OCIT offers expertise in matching IT needs with the best IT products in the industry. Visit the OCIT website for the current standards for workstations and monitors. When faculty and staff need a new computer, OCIT can be informed via an AskIT request. Faculty and staff may be eligible for an upgrade after a minimum of four years of depreciation.

PURCHASE OF PERSONAL COMPUTER EQUIPMENT
Oxford faculty and staff are eligible for discounts on personal computer purchase via the Emory University Sparkfly program. Sparkfly enables faculty and staff to make personal purchases from many of
the same suppliers that exist on Emory’s preferred vendor list. OCIT can offer recommendations and answer questions about personal computer purchases on a workload-permitted basis. The Sparkfly personal purchasing system is found at:

emory.sparkfly.com/home.html

**SMARTPHONES (TREO, BLACKBERRY, IPHONE)**

OCIT supports college-funded Smartphones and personal digital assistants (PDAs). These include Blackberry, iPhone, iPod Touch, Palm, and Treo. OCIT recommends iPhone. Due to specific configuration requirements, please coordinate acquisition of these devices with OCIT before making any purchases. Please request a consultation via an AskIT request.

**PERSONAL WEBSITES**

All Oxford College students, faculty, and staff are eligible to publish personal web pages on Emory’s web server at:

userwww.service.emory.edu/~NetID/

NetID is the Network ID of the user who owns the web page. Personal web pages are made available as part of the Emory Webdrive. Complete documentation on personal web pages is found at:

oxford.emory.edu/webdrive

**COLLEGE WEB PAGES**

Departments and organizations within the college are able to add, edit, update, and remove content on the Oxford College website. To create or edit pages for the Oxford College website, to receive training/documentation on web page maintenance, and to report any website errors, submit an AskIT request. The primary audience for the homepage is prospective students. Individualized pages for departments and organizations are implemented using a standard template. These pages allow for separate menus, graphics, and logos for prospective and current students. For a consultation on implementing an individualized design, submit an AskIT request.

**OXFORD EMPLOYEE DIRECTORY**

An employee directory of Oxford faculty and staff is available online with pictures, biographies, phone numbers, and office addresses. The Oxford directory is available in the header on any oxford.emory.edu/webpage. To update a biography and photo, fill out an AskIT request.
VIDEO EDITING
OCIT offers individual consulting and small-group instruction on video editing and Apple’s iMovie application. In the Kaleidoscope Lab, OCIT has one fully equipped video-editing workstation with a high-power Macintosh Pro, cinema monitor, mini-DV deck, VHS deck, and video monitor. Additionally, six other Macintosh computers are available for iMovie video editing.

Due to copyright concerns and the large time investment required with video editing, OCIT is unable to accept direct work requests for video-editing projects. To hire someone to edit videos, please refer to the video-editing/taping guidelines on Oxford’s website. For instruction and consultation to edit video, please submit a request via AskIT.

COMPUTING LABS
The Oxford College campus contains three computing labs that enable the user to get the most out of their computing experience. Each lab offers basic computing functionality in addition to special use capability for that space as detailed below. For additional information, or to request a training session for one of the spaces, please contact OCIT via AskIT. For details on lab equipment and hours, visit:

🔗 oxford.emory.edu/itlabs

Kaleidoscope
Located in Humanities Hall, Kaleidoscope has numerous computer workstations (many with dual screens), loaner laptops, headsets, and webcams. Kaleidoscope offers scanning, photo editing, CD burning, video and audio editing, desktop publishing, DVD burning, webpage authoring tools, SMARTBoard and much more. If you can imagine it, you can do it in Kaleidoscope.

Library Info Commons
Hoke O’Kelley Memorial Library Info Commons has a great mix of Windows and Mac-based systems. The desktop and laptop PCs have Emory OnLine software and Microsoft Office installed as well as all the tools needed for class work. The Macs have a similar setup.

Jolley Residential Center Computing Lab
Located adjacent to the Jolley Residential Center (JRC) lobby, the JRC Computing lab is for basic computing use. Each of the computers has the Emory OnLine software and Microsoft Office installed. This lab is open twenty-four hours a day, seven days a week during the school year.

SOFTWARE INSTRUCTION
OCIT offers group instruction to faculty and staff for common IT applications. Topics such as Word, Excel, Outlook, PowerPoint, Blackboard, and more are available. If there is an interest in organizing or attending such a class, please complete an AskIT request.
Outlook/Entourage Exchange provides Emory University with email and voice messaging capability, calendaring functionality, a document-sharing and collaboration platform for computing desktops and mobile environments, and more, including:

- Spam filtering: Emory’s antivirus-spam filtering service helps detect viruses and reduces the volume of unwanted email (“spam”). This service, called “Postini,” blocks common junk emails and email addresses known to generate spam. Each account receives a list of all blocked emails around 4:00 p.m. daily. To update the default settings of Postini, login with your NetID/password at app.emory.edu/postini.
- Email alias: Emory faculty, staff, and students may establish an email address, known as an email alias, that has a professional and identifiable form, such as John.Doe@emory.edu.
- Enterprise Archiving Solution (EAS): Emails are archived in the Exchange environment.
- Modular messaging: Emory’s new voicemail system delivers voicemail and faxes directly to your Exchange inbox.

USEFUL FEATURES

Following are a few tips for maximizing productivity with Outlook/Exchange. Detailed steps on the tips below are available at:

[oxford.emory.edu/outlook]

Vacation/Out of Office Assistant
When away from the office for an extended time, a good practice is to activate the “out of office assistant.” This tool provides a customized automated response to all incoming emails. Vacation messages can be set to run for a specific period of time or indefinitely.

Folders
Folders allow the organization of email by topic or project into folders and subfolders, similar to an office filing cabinet. Moving emails out of the inbox improves personal productivity and system efficiency.

Viewing inbox and calendar simultaneously

To view the inbox and calendar at the same time, right click on the calendar button and select “Open in a New Window.”

Rules
Rules control the flow and organization of emails that come into the inbox. For example, all emails originating from the dean or a supervisor automatically move to a special folder.

Sharing calendars
The calendar can be shared with any Emory University Exchange account holder. Sharing your calendar allows other users to view your schedule. If others grant you access to their calendar, you can then view their schedule. Individual calendar events can be marked as private to prevent the details from being viewed.
Computers run most efficiently with properly installed and updated antivirus software and with regular operating system updates. Conscientious online user behavior also is a key element to maintaining a properly running computer and secure network.

**VIRUSES AND SPYWARE**

Every time a computer connects to the network or downloads files from external sources, it is vulnerable to viruses and spyware embedded within those files.

A **computer virus** is a malicious program created to attack or infect a computer by copying itself in order to corrupt or delete files necessary to keep the computer running.

**Spyware** is privacy-invasive software that changes computer settings and interrupts the normal functions of applications and/or the operating system. Spyware also can compromise the user’s personal account and password information.

To protect a computer from these threats, install only one antivirus program per computer. It is strongly recommended to use Emory’s antivirus solution, Symantec Antivirus, which is free to Emory University faculty and staff. Symantec Antivirus, when properly updated, finds and eliminates most virus and spyware threats. The Emory University-licensed Symantec Antivirus is available at: 

[software.emory.edu/express/](http://software.emory.edu/express/)

If a Windows Vista version is required, please contact OCIT.

**UPDATES AND PATCHES**

Operating systems, applications, and antivirus software require periodic updates to remain current. Most software allows for automatic weekly updates and OCIT strongly recommends following this schedule. For assistance in verifying update settings, complete an AskIT request.

**UPS BATTERY BACK UP**

Confirm the computer is plugged into an Uninterruptible Power Supply (UPS). The UPS will give the workstation limited power when electricity is interrupted. The UPS also protects the computer from damage by power surges and brown outs originating from wall outlets. UPS battery power gives the user time to complete tasks and shut down the workstation in an orderly fashion before running out of power.
ONLINE COMPUTER SAFETY

While there is always risk to the workstation and data while online, a few simple guidelines can minimize the risks. Here are some simple steps to follow:

- Never give password or NetID when asked in an email, even if it appears to come from the IT department or an otherwise-trusted source.
- Delete unsolicited or unknown email messages.
- Ignore solicitations for personal or financial information. If it is believed that there may be a need for such information by a company with whom there is an account or an order placed, contact that company directly in a secure manner. Never send personal information by email.
- When shopping online, be careful about providing personal or financial information through a company’s website. Measures that reduce risk include:
  - Confirm the URL matches the company name (for example: www.visa.com for Visa).
  - Ensure the site encrypts confidential data with a URL that begins with “https:” (the “s” stands for “secure”); this is confirmed with a lock icon on most browsers.
- Firewalls prevent malicious hackers from taking over the computer and stealing personal information. A firewall is like a guard, watching for outside attempts to access the system and blocking communications from and to unsafe sources. OCIT recommends the Windows Firewall be left on by default.
- Use secure passwords to help protect personal information. Keep passwords in a secure place, and out of plain view. Do not share passwords.
- OCIT recommends the Oxford College backup service (see below) as a means of protecting files and minimizing the risk of catastrophic data loss.

If a computer gets hacked or infected by a virus, immediately unplug network connection and disconnect the computer from the wireless network. Then scan the entire computer with fully updated antivirus software.

If the computer is no longer able to connect to the campus network, it may have been automatically removed from the network by University Technology Services. On a working computer, complete an AskIT request to restore normal functionality.

HOME ACCESS

VIRTUAL PRIVATE NETWORK (VPN TUNNELING)

Virtual Private Network (VPN) allows secure access to Emory University services from off campus. This service is accessed through a web browser (Internet Explorer or Firefox preferred), which establishes an encrypted remote access connection. Log in and follow the instructions at:

- [vpn.emory.edu/](https://vpn.emory.edu/)

Detailed instructions for remote access are available at:

- [oxford.emory.edu/OffCampus](https://oxford.emory.edu/OffCampus)

SOFTWARE LICENSING

Software Express is Emory University’s system for downloading site-licensed software for faculty and staff. Free software includes the current Symantec AntiVirus application and other useful software.

For installing Microsoft products on non Emory-owned computers, Emory faculty and staff must purchase specific work-at-home media. The special media have a unique serial number on every disk to prevent piracy and any type of illegal use liability by the University.

Software Express:

- [software.emory.edu/](https://software.emory.edu/)

Licensing Agreement:

- [oxford.emory.edu/licensing](https://oxford.emory.edu/licensing)

Work at home media:

- [software.emory.edu/workathome](https://software.emory.edu/workathome)
QUICK LINKS

AskIT: oxford.emory.edu/AskIT/
Blackboard: classes.emory.edu/
Student photo directory: oxford.emory.edu/ecpictures/
Outlook on the web: owa.emory.edu/
HR personnel information / Employee Self Service (W2, benefits, leave): oxford.emory.edu/HR/
Requesting leave: apps.hr.emory.edu/Leave/
OPUS general information: www.opus.emory.edu/
Faculty module: oxford.emory.edu/clearinghouse/
Finance web page: oxford.emory.edu/finance/
R25 calendar to reserve spaces for meetings: oxford.emory.edu/R25/
Software downloads: software.emory.edu/