

Information Technology (IT) & Computers

Contact Person:

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E-Mail

Your Gatorlink e-mail will automatically be established once your GatorLink account is set up. Full time staff and faculty will receive an Exchange mail account. The Exchange account offers several benefits including a larger mailbox size limit, on line folders, on line calendaring and numerous collaboration abilities. For connecting to Exchange mail with Outlook and mobile devices please go here: <http://www.mail.ufl.edu/>. Exchange users may also have Voice Mail from the VoIP phone system delivered to a mail account.

Anti Virus Software

Microsoft Security Essentials is the virus protection suggested by the University of Florida for faculty, staff, and student home-use purposes. Please visit the [Virus Protection for Windows](#) page for more information.

UF/ Microsoft Agreement & Software

A campus agreement with Microsoft for office software, core client access licenses, and operating system upgrades has been put in place for all university owned computers and for home use by faculty, staff and students. For how to get Microsoft Office under the **Work At Home agreement** go here: <http://helpdesk.ufl.edu/microsoft-software-for-faculty-and-staff/>

Office 365 includes: Access, Outlook, Word, PowerPoint, Publisher and Excel. For the Mac: Word, Excel, PowerPoint, One Note and Lync. .

All licensed copies of Windows on UF owned computers can be updated to current versions of Windows.

The following software is not included: SQL Server client access licenses, FrontPage, Visio.

All UF-owned computers are covered regardless of location. A work at home provision allows Office 365 to be installed on faculty and staff and graduate student owned computers. Work at Home extends to all faculty and staff of SFRC.

For purchasing all other software products please check pricing at:
www.software.ufl.edu. Karen Porter handles software licensing for SFRC.

Purchases of PC's and Other Computer Related Products

Currently UF has negotiated contracts with numerous hardware suppliers. Dell has been and continues to be our primary source of workstation and servers. You may find a list of other suppliers and links to their pricing sites at: MyUFMarket. Log into [MyUFL](#) Main Menu > My Self Service > MyUFMarket.

All UF purchased/owned computers and mobile computing devices (tablets) must be seen by the IT department prior to usage. UF requires that all computers/tablets be entered into our Asset Management system and all mobile computing devices must be encrypted.

If you need assistance pricing out a system, Karen Porter will be happy to assist you.

SFRC Computing Network

SFRC is part of the UFAD network which is managed by Active Directory. With few exceptions all workstation and servers are directly managed by AD which facilitates file sharing and collaboration within the UF community. Each UFAD computer is managed and all users are required to log on using their Gatorlink credentials. In order to keep accurate records on the network workstations, servers and network printers cannot be moved to another room or building without notifying the local administrator: Winnie Lante.

[Use of VoIP Phones](#)

Reserving Laptops, Projectors and Checking Conference Room Availability (Also Vehicle Schedule)

You may either use your UF exchange mail account with Outlook by going to the public folders or:

Go to : <http://mail.ufl.edu> (there is a direct link on the SFRC home page, right side called Exchange Mail)

1. Make sure Outlook Web Access Light is not selected
2. Enter our service account information: (username: if-svc-forestry, password: forestry)
3. Select and open the Public Folders (bottom of left side)
4. Select and open the IFAS/SFRC folder
5. Scroll to the folder you wish.

Any employee or Staff member may reserve projectors and the departmental laptops. These may be picked up from the office of Cindy Love (119A N-Z Hall). Room reservations must be made by Cindy, Sarah Rushing or Karen but you can view availability here. You may also use the public folders in Outlook if you use IFAS mail. Same path.

Reserving room 376 NZ

Please reserve through Dawnette, Cindy, Sarah or Karen.

UF Video conferencing software includes Zoom and Skype for Business. Please contact Karen or Michi for login instructions.

Additional IT Resources

<http://help.ifas.ufl.edu/> IFAS Help Desk

<http://itns.ifas.ufl.edu/> IFAS information Technology

<http://www.at.ufl.edu/classrooms/> Classroom Support

<http://software.ufl.edu/> UF Software Licensing Services