

Information Technology (IT) & Computers

Contact Person:

Winnie Lante Room B6-C N-Z Hall Ph: 846-0865 wdl@ufl.edu	Karen Porter Rm B6-D N-Z Hall PH: 846-0854 Reed Lab PH: 392-9492 Karen.porter@ufl.edu
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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: <https://software.ufl.edu/agreements/microsoft/fs/>

Software included: 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, and PDA software.

All UF-owned computers are covered regardless of location. A work at home provision allows software 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. Winnie Lante 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.

If you need assistance pricing out a system, Winnie Lante 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, Marie or Winnie but you can view availability here. You may also use the public folders in Outlook if you use IFAS mail. Same path.

Using Polycom in room 376 NZ

Please reserve through Dawnette, Cindy, Marie or Winnie.

[Instructions for setting up Polycom](#)

Connecting Lync to a Polycom bridge meeting:

To connect to a conference, type {conference ID}@video.ufl.edu, for example, 7839999@video.ufl.edu, in the "Find a contact" search field. The contact will show below the search field. You can either right-click and select "Start a video call," or double-click to open the connection, then start video. If you are off campus change to @uc.ufl.edu.

FAS Polycom systems

Conference room Polycom can be reserved through Sam Lawson at 392-9617.

Aquatic & Invasive Plants building Polycom can be reserved by contacting CAIP at 392-6807.

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

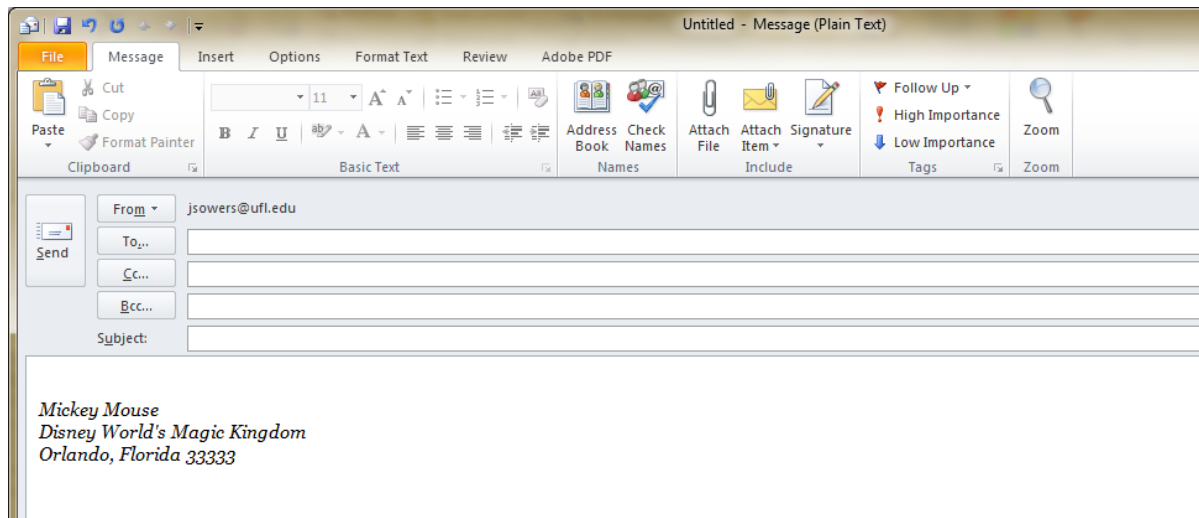
<http://software.ufl.edu/> UF Software Licensing Services

How to use the E-FAX service

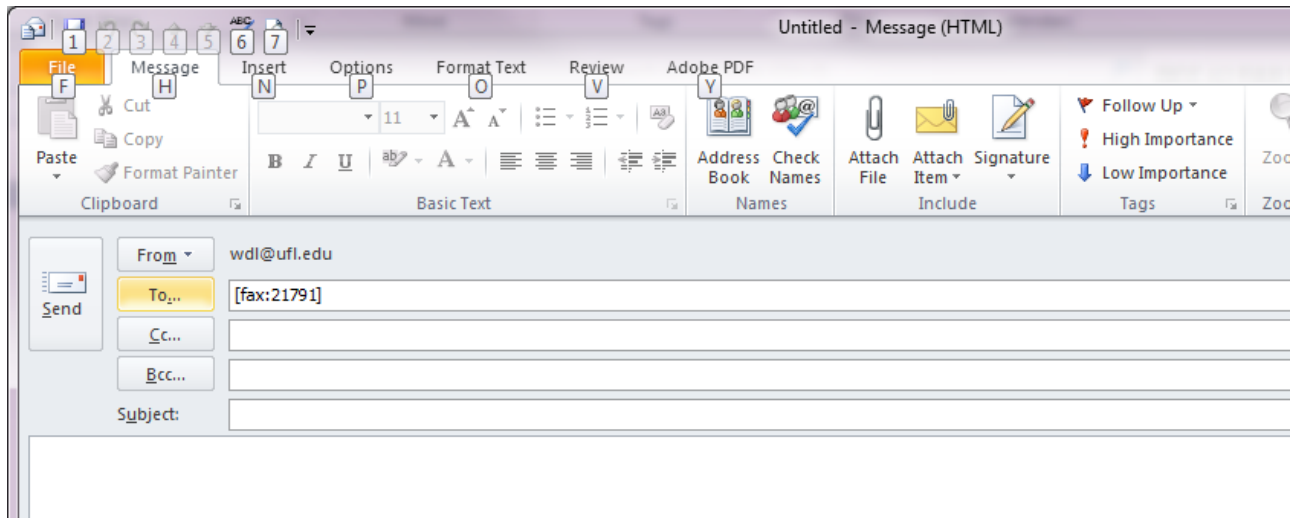
The new E-FAX service will allow a user to send a fax thru email versus a physical fax machine. This service will provide the user a confirmation email when sending an E-FAX. The E-FAX service will help save money cutting the cost of paper and long distance charges as well make sending a fax more efficient for the user. The E-FAX process is simple and time saving.

The following steps will help guide you thru the process of sending an E-FAX. If you need assistance, please contact Winnie Lante or Karen Porter.

TO SEND AN E-FAX: Open your Email/Outlook client and start a new email



In the TO field, you will type in **[FAX:fax # you are faxing to]**. The **[FAX:]** has to be in the TO field along with the **]** at the end or your E-FAX will not work. Below is a sample of what it should look like for a 392 campus number.



For using E-FAX to a 392 campus number, you would use **[FAX:21791]**

For using E-FAX to an 846 campus number, you would use **[FAX:67777]**

For using E-FAX for non-campus numbers, you would use **[FAX:the prefix to get an outside line then the fax #]** example: **[FAX:93778558]**

For using the E-FAX for **long distance numbers**, you would use **[FAX:the prefix to get an outside line, 1 for long distance then the fax line #]** example: **[FAX:918133864567]**

9=outside line

1=long distance

813=area code

3864567=number of receiving fax

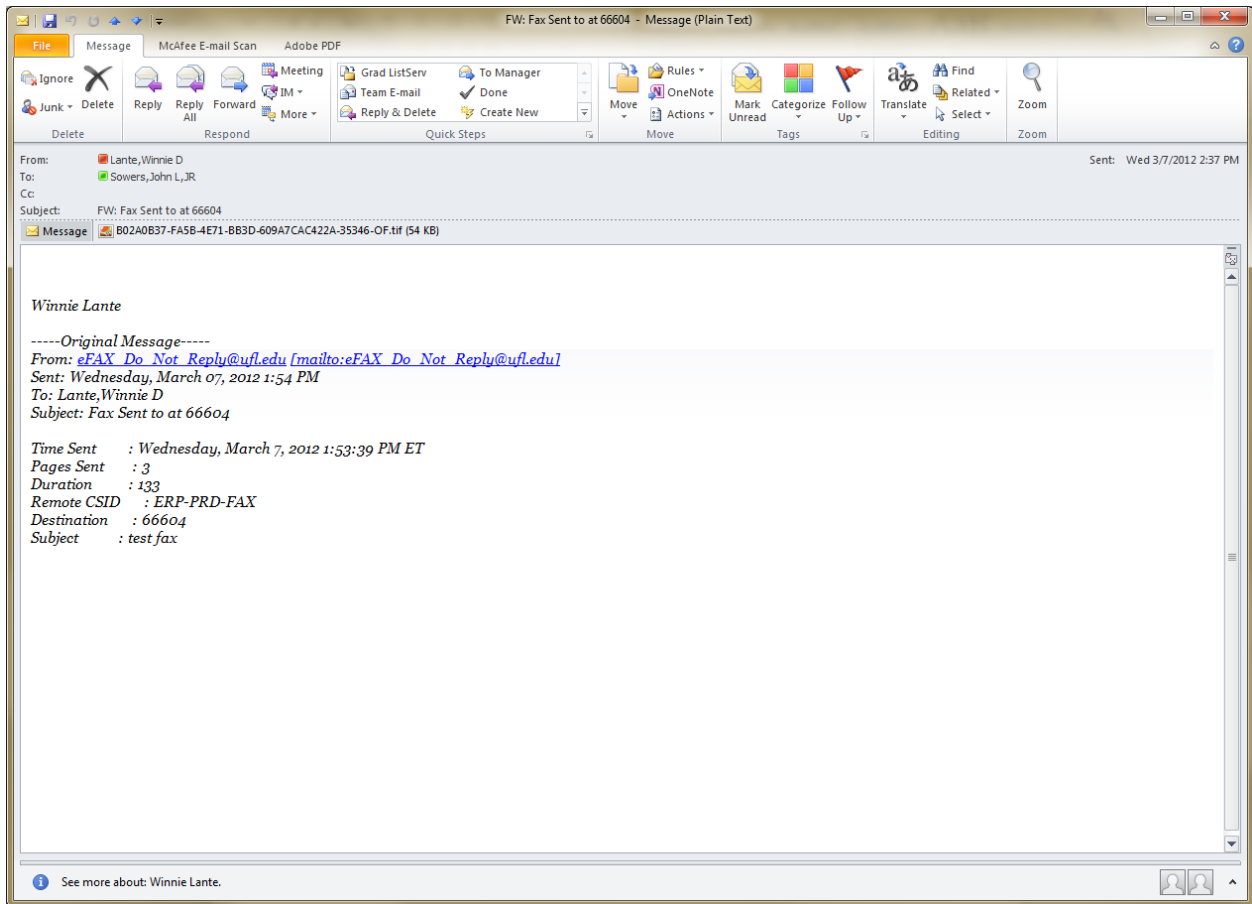
Basically you are entering the same # sequence you would use on a real fax machine.

There is no need to put a subject line in the email as you are using a cover page in your attachments. Next, you will add your attachment(s) to be E-FAXED

Attachments files can be .pdf, .txt, .doc, .docx, .xls, .xlsx. ONLY

and then click send to send your E-FAX. You will need to have scanned your documents that you are sending in the E-FAX. You can send multiple attachments in an E-FAX. The attachments will

be received in the order you attached them in your E-FAX. You will receive a confirmation email in your in-box in 2-5 minutes after sending the E-FAX. Sample confirmation email:



That is how you send an E-FAX from your Email/Outlook client.