

THE UT CHRONICLES

The Official Newsletter of Drew University Technology



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DREW
TECHNOLOGY

WELCOME BACK TO THE FOREST!



And for some of you, welcome **to** the Forest. We are excited to have you with us. In this issue, we are collecting some resources we expect to be useful during your time here at Drew. Some of these will be reminders for our returning Drewids; some may be new to you.

Quick Links

- TreeHouse: treehouse.drew.edu (one stop shop for almost everything!)
- Email: mail.drew.edu
- Drive: drive.drew.edu
- Calendar: calendar.drew.edu
- CloudPC: cloudpc.drew.edu (Drew's virtual app store)
- Network Drives: myfiles.drew.edu (Learn more at [My Network Drives](#))
- Moodle: moodle.drew.edu (Drew's Learning Management System)
- Tech Help and Info: <https://uknow.drew.edu/techdocs>

REMINDERS FOR THOSE RETURNING TO A FOREST OFFICE

- Can you Zoom from your office?
 - Do you have a camera? How about speakers or headphones? Make sure you can see, be seen, hear and be heard.
 - Email helpdesk@drew.edu if you know you will need a camera.
 - Headphones are best if you work in a busy office or are not sure about speakers.
- Does your office phone reflect your current work location (or schedule)?
 - Adjust any forwarding by [updating and choosing the right availability state](#)
 - [Update greeting\(s\) and away messages](#)
 - [Delete voicemails](#)

PRINTING ON CAMPUS

Although we are the University in the Forest and strive to be good Earth citizens, there is sometimes a need to print something.

Students

If you need to print something (in black and white), there is now a dedicated printer workstation in the Library. You can now log in to the computer, print a file you've emailed yourself or saved to the cloud, log out, and be on your way. Learn more at [Printing in the Library](#).

Faculty and Staff

Many offices on campus have a printer they can connect to over the network. This requires the printer queue name, a computer connected either with a physical cable or over the drew1x wireless network, and the [instructions found here](#), appropriate to the computer you are using.

MISCELLANEOUS TIPS

- If you aren't sure that the email/website/text/phone call is trustworthy, it is better not to click on anything. Read about avoiding [spam emails](#) and [phone calls](#).
- Drew sends most official communications via email, as well as interesting information about upcoming events and the like. Check your email routinely, even on [your mobile device](#).
- Drew students can install the [Microsoft Office suite](#) (for free!), and employees can check out the [Home Use Program discount](#).



- Students: Make sure your [TreeHouse proxies](#) and [Nelnet authorized parties](#) are each set up properly (if you have any to set up or update; look closely at dates and permissions).
- Reboot it. Really, if it isn't working, try turning it off, giving it a minute, and turning it back on.
- Drew offers every current Drewid a website; learn more at [Drew Domains](#).



HELPFUL LINKS AND NUMBERS

For easy reference, here are some links and phone numbers you may want handy:

973-408-4357 UT Helpdesk	973-408-3001 Classroom Tech Help
To log or view a tech support request: help.drew.edu	uknow.drew.edu/techdocs Technology Help and Information