# Handout IT department

## Computer Login:

People with **GWDG-Account**:

| | |
|---|---|
| Username (Benutzername)**:** | **gwdg\your login name** |
| Password (Passwort): | **………** |
| Domain (Domäne) (XP only): | **gwdg** |

## Data

Please save **all** your documents (Data) on your net drives:

**P:**      *user$ on "winfs-uni.top.gwdg.de"*
This is your personal net drive. No one else has an access to this drive. You can save your personal data here.

**or**

**W:**      *ubza700 on "wfs-biologie.top.gwdg.de"*
This is the network drive of the department. Here we've got a folder, called "_Gaeste_Stud", where you can find important information for your work in this department. In this network drive you will also find a transfer folder (_Transfer_All) which you can use to easily share data with your colleagues. If you want to create a folder for your personal use here, please take care that the name of the folder is either your username or your real name. Otherwise they will be deleted. In the transfer folder there are a "scan-to-folder" section, where you will find scanned documents and a "blackboard" folder with department information as well.

Please do **not save** files on the "**Desktop**"
If you'd save your data here, the next login would take a very long time.

Data in "My Documents" ("Eigene Dateien") are saved automatically on your drive P:
(*user$ on "winfs-uni.top.gwdg.de").*

Do **not** save documents on the local drives! There is **NO Backup** for all **local Data** on the Computer (saved on drive C or D)!

## Connect network drive:

**W:**   *\\wfs-biologie.top.gwdg.de\ubza-all$\ubza700*
**P:**   *\\winfs-uni.top.gwdg.de\username$*

## Your password

To change your password, use the internet: https://gwdg.de/
Sign in ("Anmelden") and then on "My Account" ("Mein Konto")

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**E-Mail online access:**
You don't have to be at the department to check your mails. You can check your e-mail wherever you are. Just follow the link and log in with your normal username and password:

https://email.gwdg.de

## Backup systems - what to do if data was lost

For the net drives there is a special backup (only 1-3 Month back). This backup has to be restored from the GWDG (This takes long time, depending on the amount of data).

**Please inform us, if you are about to restore data. We will help you!**

## Important rules

**Login** when you need the computer and **logoff** when you do not use the computer.  So that the computer is free for other users!

Please do **not delete folders** beginning with **_** (underscore/ Unterstrich) e.g.
_AdminsOnly
_GWDGsys

Please do **not create** folders beginning with **_** (underscore/ Unterstrich).
These folders are only for the administration.

**Printer**
These printers are automatically connected to your pc.

**Standard:** UG-UBZA700-P01

**Backup Printer:** UG-UBZA700-P03

## VPN Client

You have access to your data at home, if you use the VPN-Client:
You can get info's here:
https://vpn.gwdg.de
https://info.gwdg.de  just search for "VPN" or "Cisco AnyConnect"

https://info.gwdg.de/dokuwiki/doku.php?id=de:services:network_services:vpn:start

**If you have any problems, do not hesitate to contact us: ewbit@gwdg.de**