Quick Reference MBS Academic Network (MAN)

The following system support education at Munich Business School. You have a single password for all systems.

- **Intranet:** Main source of information for students and lecturers. It contains lecture scripts, timetables, application forms and other supporting information.
- **Emailing system:** MBS provides you with an *@munich-business-school.de* email address. Our staff will always only use this address contacting you!
- **Wi-Fi network:** The Wi-Fi network at MBS premises provides Internet access.
- **PCs:** during MBS opening hours you can use the computers in the computer lab, the library and the Study Center.
- **Multi-functional printers:** Five multi-functional printers are provided for printing, copying, and scanning. You will need your Student / Lecturer ID Card for using these devices.
- **Online surveys:** The MBS provides a system for conducting online surveys. Please write an email to Bernhard Seidl (Bernhard.seidl@munich-business-school.de) if you need access to this system.

Activating your account

During your first days at Munich Business School you should receive a "password letter" from the IT Team. The letter contains your user account name, your initial password and your email address. Please check your email address; if you wish to change it address please contact the IT Team.

The account is only fully activated after you have changed your password. Therefore, either:

a) Log on to one of the PCs at MBS. You will be asked to change your password automatically.
b) Go to the Intranet and change your password there (see appendix 1).

Please note! Technical reasons require two different account names: one with suffix "@munich-business-school.de" and one without. The long account name (containing the suffix) is for logging-in to the emailing system; the short one for all other systems.

Using the email system

You have three options for receiving your emails:

a) *(recommended)* Configure the mailbox in your email program on your PC, laptop, tablet and/or smartphone device. Using multiple devices concurrently is possible. All popular email programs are supported. The instructions for configuring Outlook 2010 and Mac Mail can be found in the appendix. Further instructions are available in the computer room.

This option provides the full functionality including sending of emails from your *@munich-business-school.de* address and access to the address book of the Munich Business School.

b) If you believe an additional mailbox is too confusing or complicated, you can instruct the emailing system to forward all your emails to another email address. Forwarding of emails works reliably but has some drawbacks. You will not be able to send emails from your *@munich-business-school.de* address and you will not have access to the address book. When sending email or replying to an email you will disclose your email address to the recipient

c) A little less comfortable, but very easy to use is Outlook Web Access (Webmail). Access is possible from any PC with an Internet connection without additional configuration. Just open an Internet browser (Internet Explorer or Firefox, **not Google Chrome!**), navigate to our homepage (http://www.munich-business-school.de/) and select the link "webmail". Outlook Web Access provides also the full functionality.

Wi-Fi network

The name of our wireless network is "eduroam". It is is secured against unauthorized use and interception. Due to interferences with other wireless networks of other users of the building reliability is reduced. If you require Internet connection (*e.g.,* during a lecture or presentation), please use a wired connection, which is available in most auditoriums.

To increase the reliability MBS operates an additional Wi-Fi network called "MBSa". It works in a different frequency band which is much less used. Unfortunately, not all mobile devices support these other frequencies, and correspondingly, do not show MBSa. If your mobile device shows MBSa, please use this network.

To secure our wireless network we use authentication according to standard IEEE 802.1x (also called WPA Enterprise) with AES encryption. Instructions on how to connect your mobile device to the wireless network can be found in the computer room.

Internet access outside the MBS

The MBS is member of the eduroam community. Therewith, students, lecturers, and staff of Munich Business School can gain wireless internet access at premises of all other participating institutions. Eudroam is an international community, in Germany alone more than a hundred academic institutions at approximately 750 locations are part of eduroam currently. Your device should automatically connect to a foreign eduroam network if you have been previously connected to the eduroam network in the MBS.

Incoming students from participating universities may use our eduroam network to get Internet access. However, they will not be able to use local resources (PCs and printers).

PCs

The MBS provides 30 PCs (including eight with English installation and English keyboard) for use by students and lecturers. You can log on to any computer with your

user name (without suffix) and your password. Please save documents only to your home directory on the server (Computer -> drive I:) or an external media (USB flash drive).

Multi-functional Printers

The multi-functional printers can be used for copying, printing and scanning (scan-to-email). You will need your student or lecturer ID card with embedded RFID chip or a blue token. Please check for sufficient funds on your printer account when printing and copying. The rates are composed of printing costs and paper costs:

- Print per black-and-white page   4 ct.
- Print per color page: 39 ct.
- Per sheet of paper: 1 ct.

You can recharge your account at the machine in the students' copying room. Lecturers please contact personnel at the reception.

Scan-to-email is free of charge. Your e-mail address is stored on your Student or Lecturer ID card and is displayed as "Me".

Lecturers also have the possibility to convert scans into a Word or Excel file at the MFP in the lecturers' copying room.

Printing

You can print from any PC of the MBS or from your own laptop. Currently Windows laptops and MACs up to and including OS version 10.7 "Lion" are support. Instructions on how to set up the printer on your computer can be found in the computer room.

You will find the following two printing queues:

- *BW_Queue:* renders your print job to black-and-white
- *Color_Queue:* no color adjustments to your printout; possibly color is used.

By selecting a printing queue, you specify whether you want to have a black-and-white or color printout. To fetch your printout go to any printer, on the printer display select "Yes" for "Print All?", and **only then** place your card onto the reader. Now, the printer will start working and produce your printout.

For organizational reasons, students should only use the printers in the computer lab, the students' copying room and on the second floor.

Questions and suggestions

For questions and suggestions please contact the IT Team:

IT@munich-business-school.de
Tel: 089/420952295
http://support.munich-business-school.de/

If you have just lost your password, please contact the reception.