Computer usage and email lists

It is your responsibility as a medical student to be aware of official communication sent to you by email or by regular mail. All medical students have individual mailboxes in the Student Lounge (the HUB, Room 165) and some official communication that needs to be in a paper format will be placed there. Please check your HUB mailbox periodically. Most official communication will be in email format. Please check your email at least daily. Not doing so can mean you will miss important communications. Please also see https://www.med.illinois.edu/SA/Policies/COMUC_E-Mail_List_Usage_Policy2010.pdf

The College of Medicine has provided three types of electronic mailing lists for students:

- **Academic by Year**
  Used for disbursement of academic information only
  Membership is mandatory for all College of Medicine and MSP students

- **M-1 by Discipline**
  Used for disbursement of academic information relating to a specific course (i.e. switching a demo time with another student)
  Membership is mandatory for students taking each particular M-1 course

- **Social**
  Used often to arrange social and sporting gatherings
  Membership is optional and students may opt out of any social listserv at any time through the year

**Note:** Posts on both academic and social listservs must come from an @illinois.edu e-mail address. If you do not use your @illinois.edu address the email will need to be manually approved by the Office of Student Affairs which may delay delivery, especially evenings and weekends.

The electronic mailing lists provided by the College of Medicine at Urbana-Champaign’s e-mail server are intended to assist with communications and distribution of information for the College of Medicine and the University of Illinois in general, and at no time should be used for any other purposes. The electronic mailing lists should only be used in support of the teaching, research, and public service mission of the University, and of the administrative functions that support these.
Examples of inappropriate uses for e-mail lists are: personal announcements, personal classified ads, personal discussions, political or religious broadcasts, chain letters, petition drives, and the like. Communication services other than the e-mail lists may be available on the College of Medicine’s and various University of Illinois at Urbana-Champaign’s webservers for different uses. For further information, please see the College of Medicine at Urbana-Champaign website (http://www.med.illinois.edu).

The University of Illinois at Urbana-Champaign’s “Code of Policies and Regulations Applying to All Students” Part 3 on Student Discipline (http://admin.illinois.edu/policy/code/article1_part3_1-302.html) defines the abuse of computer systems as, “where the University community's interest is substantially affected, including, but not limited to:

- unauthorized entry into a file for any purpose
- unauthorized transfer of a file
- unauthorized use of another individual's identification, account, or password
- knowingly disrupting the work of another person
- sending obscene or intimidating messages
- knowingly disrupting normal operation of the University computing system”

Furthermore, University electronic communications resources may not be used for:

- unlawful activities
- commercial purposes not under the auspices of the University
- personal financial gain (except as permitted under applicable academic personnel policies)
- personal use inconsistent with the University’s allowable uses
- communications transmitted under a false identity
- uses that violate other University or campus policies or guidelines. The latter include, but are not limited to: policies and guidelines regarding intellectual property and sexual or other forms of harassment.

For further clarification, please refer to the appropriate University of Illinois policies and/or guidelines. The appropriateness of a posting is at the discretion of the Student Affairs/Medical Scholars Program Office.

The electronic mailing lists available to students are:

<table>
<thead>
<tr>
<th>Academic by Year</th>
<th>Students</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-1 Students</td>
<td></td>
<td><a href="mailto:m1students@med.illinois.edu">m1students@med.illinois.edu</a></td>
</tr>
<tr>
<td>M-2 Students</td>
<td></td>
<td><a href="mailto:m2students@med.illinois.edu">m2students@med.illinois.edu</a></td>
</tr>
<tr>
<td>M-3 Students</td>
<td></td>
<td><a href="mailto:m3students@med.illinois.edu">m3students@med.illinois.edu</a></td>
</tr>
<tr>
<td>Group</td>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td>M-4 Students</td>
<td><a href="mailto:m4students@med.illinois.edu">m4students@med.illinois.edu</a></td>
<td></td>
</tr>
<tr>
<td>M-2, 3, 4 Students</td>
<td><a href="mailto:m234students@med.illinois.edu">m234students@med.illinois.edu</a></td>
<td></td>
</tr>
<tr>
<td>MSP Students</td>
<td><a href="mailto:mspstudents@med.illinois.edu">mspstudents@med.illinois.edu</a></td>
<td></td>
</tr>
<tr>
<td>All Students</td>
<td><a href="mailto:students@med.illinois.edu">students@med.illinois.edu</a></td>
<td></td>
</tr>
<tr>
<td>M-1 by Discipline</td>
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<td></td>
</tr>
<tr>
<td>M-1 Anatomy</td>
<td><a href="mailto:m1anatomy@med.illinois.edu">m1anatomy@med.illinois.edu</a></td>
<td></td>
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<td>M-1 Brain, Behavior, and Human Development</td>
<td><a href="mailto:m1behsci@med.illinois.edu">m1behsci@med.illinois.edu</a></td>
<td></td>
</tr>
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<td>M-1 Biochemistry</td>
<td><a href="mailto:m1biochem@med.illinois.edu">m1biochem@med.illinois.edu</a></td>
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</tr>
<tr>
<td>M-1 Genetics</td>
<td><a href="mailto:m1genetics@med.illinois.edu">m1genetics@med.illinois.edu</a></td>
<td></td>
</tr>
<tr>
<td>M-1 Cell &amp; Tissue Biology</td>
<td><a href="mailto:m1genesics@med.illinois.edu">m1genesics@med.illinois.edu</a></td>
<td></td>
</tr>
<tr>
<td>M-1 IHD</td>
<td><a href="mailto:m1ihd@med.illinois.edu">m1ihd@med.illinois.edu</a></td>
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<tr>
<td>M-1 Basic Immunology</td>
<td><a href="mailto:m1immuno@med.illinois.edu">m1immuno@med.illinois.edu</a></td>
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<tr>
<td>M-1 Basic Microbiology</td>
<td><a href="mailto:m1micro@med.illinois.edu">m1micro@med.illinois.edu</a></td>
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<tr>
<td>M-1 Neuro Anatomy &amp; Neuro Physiology</td>
<td><a href="mailto:m1neuro@med.illinois.edu">m1neuro@med.illinois.edu</a></td>
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<tr>
<td>M-1 Physiology</td>
<td><a href="mailto:m1physio@med.illinois.edu">m1physio@med.illinois.edu</a></td>
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<td>M-1 Statistics</td>
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<tr>
<td>Social</td>
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<td>M-2 Social</td>
<td><a href="mailto:m2social@med.illinois.edu">m2social@med.illinois.edu</a></td>
<td></td>
</tr>
<tr>
<td>MSP Social</td>
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<td></td>
</tr>
<tr>
<td>Spouses &amp; Partners Social</td>
<td>S&amp;<a href="mailto:PSocial@med.illinois.edu">PSocial@med.illinois.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

**Forwarding Illinois email to external accounts**

It's very important to note that the standard method of email forwarding (Electronic Directory Editor [EDE] forwarding) that many of you have used will no longer function properly. Because of how Exchange works, any email sent from an Exchange user (all faculty and staff) will go directly to your Exchange account (which all of you have) and will not follow your EDE forwarding address. You can try sending a test email to your @illinois.edu address to see if it properly redirects to your personal email.

To forward your Exchange email to another email account (GMail, Yahoo, etc.), you need to set up a “forwarding rule” in Exchange. To do so, please follow these steps:

1. Log into the web interface of your new Exchange account at: [http://webmail.illinois.edu](http://webmail.illinois.edu)
2. Under Options, select "Create an Inbox Rule"
3. From here, select New->Create a new rule for arriving messages
4. For the rule, you'll want "[Apply to all messages]" and "Redirect to message to..."
5. Enter in your destination email address (personal email address).
6. Save the rule, and you should be finished.

Subscribing to College of Medicine calendars

If you would like to view College of Medicine calendars in places other than the COM website (Google Calendar, etc.), click on the "Calendar Menu" button while viewing the specific calendar and then "Subscribe to this calendar". You will then be taken to an instruction page with details on subscribing to the calendar.

Computer Laboratory

The College of Medicine maintains a computer laboratory in Room 280 Medical Sciences Building (MSB) which is equipped with 20 iMac workstations on the University (UIUCnet) network. The computer laboratory is for use of COM students only.

Room Access – Your building key will unlock the door of the computer laboratory, which is available for your use 24 hours a day, 7 days a week. Please help ensure the security of the computer laboratory and do not prop open the locked door.

Assistance – The computer laboratory is maintained by the College of Medicine IT Helpdesk located in Room 263 MSB. Help is available by e-mail at helpdesk@med.illinois.edu or telephone 217-244-4455 during regular office hours.

What Is On Our Computers – The iMacs in the student computer laboratory are able to boot either into a Windows or Mac OS X environment, i.e., dual-boot capable. So you can work in whichever operating system in which you are most familiar. The workstations are equipped for e-mail, web-browsing, word processing, presentation preparation, and other office-type functions. Several educational applications pertinent to your curriculum are also installed.

Logging On and Off – You are required to logon and logout of the workstations. Your logon is your UIUC campus NetID, sent to you by CITES and also provided to you by the College of Medicine IT Helpdesk. The password for these workstations is your UOFI Active Directory (AD) password. This password should be the same as your NetID password and can be set at https://passwords.cites.uiuc.edu/index.html. It is easiest to set and use the same password for your CITES e-mail, NetID, and AD
accounts. To maintain security of your account, you should choose a non-obvious password -- one containing numbers and/or special characters. Also, please remember to logoff when you leave the computer. If you do not do this, the next person using the computer may have access to your account.

**Printing** – In the computer lab, there are three laser printers for your use. You will have a 200 page per month printing quota. This is to control the amount of paper use and printer wear and tear throughout the year. If you reach your printing quota, you will be charged $0.05/page until the next month when your printing quota is reset to 200. Unused pages are “rolled over” to the next month and will accumulate. If your print job did not print successfully, you must contact the College of Medicine Helpdesk in person within 24 hours to be issued a page credit. You can check your print balance on the webpage: https://www.med.illinois.edu/students/printing/index.php

**Further Information** – There is useful information on computing resources and policies on the College of Medicine website at http://www.med.illinois.edu and CITES’s website at http://www.cites.illinois.edu/.

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**New account & password “cheat sheet”**

This guide covers the computing accounts that you are responsible for as an M-1 student. These accounts cover personal authentication to University-, Campus-, and College-level computer resources. The user id (or username) for all of these personal accounts should be the same, and it is best if the passwords are the same as well. If for some reason you end up having different usernames for different accounts and do not know why, please contact the College of Medicine Help Desk at 217-244-4455, helpdesk@med.illinois.edu, or 263 Medical Sciences Building, and we’ll investigate the issue.

**Enterprise ID, University-level**
Help Contact: UIC AITS Help Desk 312-996-4806 or UIUC AITS 217-333-3102, helpdesk2@illinois.edu
Grants access to University of Illinois Enterprise Application Services, such as: course registration, course records, financial account, personal information, and financial aid.

**Net ID & Active Directory (AD), Urbana Campus-level**
Help Contact: CITES Help Desk 217-244-7000, consult@illinois.edu
Grants access to Urbana-Champaign campus systems. Your NetID/UOFI AD password controls access to most of the Urbana campus computing services. This is the password used for your **online examinations**, course webpages, the Student Lab (280 Med Sci Bldg) workstations, and your Urbana Exchange e-mail account. For more information, please see: [http://www.cites.illinois.edu/passwords/](http://www.cites.illinois.edu/passwords/)

If you need this password reset, please see the College of Medicine Helpdesk.

**CITES E-Mail, Urbana Campus-level**

Help Contact: CITES Help Desk 217-244-7000, [consult@illinois.edu](mailto:consult@illinois.edu)

Uses your NetID / UOFI Active Directory password (see above). Grants access to your UIUC ([netid@illinois.edu](mailto:netid@illinois.edu)) e-mail account. This e-mail account is the account to which official College of Medicine messages will be sent.

*If you set your Urbana account passwords through the recommended and standard method, then all of the accounts will be synced and have the same password.*

**UIC (Chicago) Net ID, Chicago Campus-level**

Help Contact: ACCC (312) 413-0003, [consult@uic.edu](mailto:consult@uic.edu)

Grants access to Chicago campus systems. Your NetID password controls access to most of the Chicago campus information services. Most significantly, your UIC Net ID allows you access to the Health Sciences Library’s restricted resources. For more information, please see: [http://www.uic.edu/depts/accc/home/ACCTS.html](http://www.uic.edu/depts/accc/home/ACCTS.html)

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**How to protect your passwords**

Memorize your passwords instead of writing them down.

Never share your passwords with anyone. Sharing your password is against the University’s Information Technology policies and could result in loss of access to campus computing resources.

Note: **No one** should ever ask for your password – not CITES staff, not the Helpdesk, not even the University Police. If anyone requests your password, please contact [security@illinois.edu](mailto:security@illinois.edu).