

ZİM

Zentrum für Informationstechnologie und Medienmanagement

Slides and info



https://www.zim.unipassau.de/en/orientation-week/

INTRODUCTION TO IT SERVICES

Winter term 2022/23





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Help & Support

ZIM-Support ZIM-News & RSS feed Info Hub Services for students Help pages Social Media

ZIM-Support

IT services









ZIM is the digital centre of the University of Passau. We will help you with many technical questions related to your studies.



ZIM – Uni Passau



www.zim.uni-passau.de/en







1. Our services

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Services for students

www.zim.uni-passau.de/en/services/services-for-students



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1. Support & Help

Ihre Benutzerkennung*			HILFE-POR
Ihre E-Mail-Adresse*	1	RUN	D UM IT & MEDIENMANA
Ihre Telefonnummer (für Rückfragen)*			
	Schlagwortverzeichnis		
Ibre Supportanfrage	Sie suchen ein bestimmtes Nutzen Sie doch zanz einfa	Thema/Wort aber wissen nicht in welchem Bereich Sie su ch unser alphabetisches Schlagwortverzeichnis.	ichen sollen?
Falls der Standort des Geräts nicht bekannt ist oder Sie ein Anfrage ohne Bezug zu einem bestimmten Gerät melden	~		
möchten, vermerken Sie dies bitte entsprechend im nachfolgenden Feld. Für Fragen zu Web-Themen oder dem			
Ort/Standort des Geräts*	Infopoint	Online Lehre mit Zoom	Digital Workspace/Citr
Bitte Gebäude und Raum angeben			10.00
Gerätenummer			
	Aktuelle Projekte	Erste Schritte	Citrix-Installationsanleitung
Kurze Beschreibung"	Flyer & Plakate Übersicht über Projekte	Veranstaltung aufzeichnen Zur Onlinehilfe	Externer Zugang Citrix Workspace App
Bitte geben Sie die gesamte Information an, die zur Bearbeitung Ihrer Anfrage oder zur Problemfindung/-lösung beitragen könnte: Welches Anliegen haben Sie? Wann hatten Sie ein Problem? Wo? Reproduzierbar? Genaue Fehlermeldung?	Z <u>ur Onlinehilfe</u> Arbeitsplatz	WLAN/Netzwerk	Telefon- und Videokonferenzer
Ausführliche Beschreibung*			
			R
	An <u>meldung am PC</u> Betriebssystem	Eduroam OpenVPN	Outlook Zugriff E-Mail-Postfach
	Dateien/Netzlaufwerke Drucken & Scannen	Zur Onlinehilfe	Funktionen und Module RSS-Feed abonnieren
Formular absenden	<u>Telefonie</u> <u>Programme</u>		<u>Sicherheit & Spamschutz</u> <u>E-Mail A-Z</u>
\frown			









ZIM-Support



www.zim.uni-passau.de/en/zim-support

1. ZIM-Support

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2. Essentials



IT services



Accessing most systems of the digital campus (Stud.IP, HISQIS, E-Mail,...) requires a valid <u>ZIM-account</u>, which you receive automatically by e-mail at your matriculation.

Will be sent by email before the start of the semester with the subject:

Your new ZIM-account at the University of Passau.

2.1 ZIM-account



Remember: the account used for registration here in Passau is no longer valid after you've received your ZIM-account!



Your ZIM-accou

www.zim.uni-passau.de/en/account





An extension of your ZIM-account after your de-registration is not possible!



It's no longer possible to use the IT Services! You have to save your data early!

Structure of your ZIM-account:

2.1 ZIM-account

Last name: *Mustermann* ZIM-account: *muster01*

Usage of your ZIM-account:

- Digital Campus (Stud.IP, HISQIS, Campusportal)
- E-mail
- Network access

Your ZIM-account

www.zim.uni-passau.de/en/account



You can set the password for your ZIM-account yourself. To ensure the best possible security, you must renew your password every 93 days.

Only use the following characters:

2.2 Password

- A..Z a..z 0..9 ! # \$ () * , . : ; = ?
- must have 5 characters at least
- may have 30 characters at most
- Don't reuse old passwords!
- Keep your password secret don't pass it on!
- No trivial passwords (names, simple words, etc.)



Your ZIM-accol

www.zim.uni-passau.de/en/account







Be aware of phishing attacks!

2.2 Password





www.zim.uni-passau.de/en/account

ZIM-Support

IT services





• Change immediately after receipt

www.zim.uni-passau.de/en/account/password-for-new-zim-account

- Change every 93 days
 - You'll receive notifications (mail, Stud.IP, ...)
 - After 93 days: 6 grace logins <u>www.zim.uni-passau.de/en/account/change-password</u>
- Grace logins depleted? Use our 24h password reset service: <u>https://www.zim.uni-passau.de/en/account/reset-password/</u>
- Emergency? Issues? Get in touch with us:
 - Tel.: +49 851 509 1888
 - E-Mail: <u>support@zim.uni-passau.de</u>
- Login: After entering the wrong password 10 times, the ZIM-account will be blocked for about 10 minutes. ("intruder detection")

Your ZIM-account 📕



www.zim.uni-passau.de/en/account



2.2 Change your password



www.zim.uni-passau.de/en/account

ZIM-Support

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2.2 Change your password

UNIVERSITY	RESEARCH	STUDY	KNOWLEDGE TRANSFER	INTERNATIONAL
🖀)Centre of Information Te	chnology and Media Se	ervices 👌 Systems login) Your ZIM account 〉 Change passw	ord
ZIM	Change	bassword		YOUR PASSWORD
ZIM-Support > Systems login * Your ZIM account * Change password		Change pass	sword	You are required to change your password every 93 days. You cannot reuse passwords you have used in the past on this system.
Password for new ZIM account		Username •		
Register private e-mail / mobile WLAN: eduroam		Vour username		
certificate Consent to regulations		Your old passw	ord 👁	
Information about your ZIM account ZIM credentials for students	Pas	word rules: must have 5 chara may have 30 char	acters at least acters at most	
Computer courses		use only the follo AZ az 09 ! # \$	wing characters: () * , : ; = ?	

Change password



www.zim.uni-passau.de/en/account/change-password

ZIM-Support

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Your ZIM-accou



In case you can't remember your password or you have already entered your password incorrectly too many times, you can use our 24h-Passwordservice. You can also use it when you've run out grace logins.

All you need to do is to save your private phone number and/or private e-mail address in the campus portal (usually done when applying).

Send e-mail Send SMS		
Your private e-mail address		
Request PIN		

www.zim.uni-passau.de/en/account





A personal ID (CampusCard) is available for all students of the University of Passau, which entitles them to free bus rides or other important functions.

Functions:

- ID
- Bus ticket
- Payment for mensa and for the campus printers
- Library card
- Access storage and certain facilities when eligible



CampusCard for students

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students







Please apply for the CampusCard yourself. This is possible via Stud.IP. After the application, the card will be printed by the student secretariat. As soon as your card has been created, you will be notified via Stud.IP by e-mail.

The CampusCard will only be sent to you by post (Germany & Austria). There is no personal handover. Shipping abroad is not possible.



CampusCard for studen

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students







STUD IP Universität Passa	What are you looking for? Q 0 😫	~
Apply for a card		ÅΤ
Cardportal		D
	You've got questions about the CampusCard? All information can be found in the 🔄 university help portal We inform you there about all functions of your CampusCard, what to do on loss or defect and who you can contact for your questions.	×
Costs a service of	Current card	
Create a new card	Given name(s)	
	Family name(s)	
Create	Matriculation number	
Draviau	Library user number	
Preview	Print date	
	Passport photograph	
Status		
active		
Actions	Valid until	
Block card Receipt		

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students





2.3 How do I get my CampusCard?

Declaration of consent

Mit dem Hochladen eines Fotos willige ich ein, dass die Universität Passau mein Foto für die Herstellung einer Karte vom Kartentyp "Studierendenausweis" speichern und elektronisch verarbeiten darf. Das Lichtbild wird auf die Karte aufgedruckt. Nach Aushändigung der Karte wird das Foto gelöscht.

Ich bestätige, dass ich das für die Nutzung des Lichtbildes erforderliche Urheberrecht besitze, oder, soweit dieses Dritten zusteht, sie die Nutzungsrechte an den Bildern eingeräumt erhalten haben und übertragen dürfen, sowie dass Rechte Dritter durch die Nutzung der Bilder nicht verletzt werden und Schutzrechte Dritter der Nutzung nicht entgegenstehen. Ich verpflichte mich, die Universität Passau von sämtlichen Ansprüchen Dritter wegen der Verletzung ihrer Rechte durch das von mir hochgeladene Lichtbild freizustellen.

Agree
 obler.

Ith mochte, dess das Foto weiterhin gespeichert wird. z.B. um möglichst schnell einen Ersatzausweis beantragen zu können, falls das Originaldokument verloren geht. Mit dem Wegfall des Speicherungsgrundes (in der Regel nach der Exmatrikulation) wird das Foto gelöscht. Diese Einwilligung kann jederzeit widerrufen werden

🔲 I agree

Ich möchte, dass das Foto automatisch als mein Stud.IP Profilbild gesetzt wird.

I agree

Apply for a card



CampusCard for students



www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students





In order for your CampusCard to be valid, you must validate it at the beginning of each semester. Use the validation terminals in the cafeteria (building Mensa), the administration building (Innstraße 41), the WIWI faculty and the lockers room in the Nikolakloster (near library entrance).

Your new CampusCard is already validated for the winter semester 2022/23!



Please contact <u>studierendenausweis@uni-passau.de</u> if you have any questions about the student version of the CampusCard.

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students









Information & Advice:

E-Mail: ubinfo@uni-passau.de

Telephone: +49851509-1630



Further information Passau University Library: www.ub.uni-passau.de/en/ & https://www.ub.uni-passau.de/en/information-contact/first-steps/



Contact, opening hours, news, literature search etc.: https://www.ub.uni-passau.de/en/information-contact/general-information/



www.ub.uni-passau.de/en







"SURVIVAL-KIT" for students:

https://www.ub.uni-passau.de/schulungen/willkommen-an-der-ub/

The library offers several **webinars**:

- library use
- time and self-management in the online semester
- learning methods and scientific work



Survival-Kit for students

www.ub.uni-passau.de/schulungen/willkommen-an-der-ub





2.4 University Library

Log in	
Please enter your user number and your password. The default password are the first 4 characters of your date of birth, by using the function "Account >> User details"	for example: 0105, i.e. born on 1st May. For safety reasons you should change this one Not ZIM-identification!
User Number	UB-Nummer 06400000119 Stefanie Musterstudentin
Password Forgot password? Back Log in	Deine AOK-Studierenden-Geschäftsstelle Für alle, die gesund studieren wollen! DrHans-Kapfinger-Str. 14a, Tel. 0851 2137623-31



User Number/LB-Number on the back of your **CampusCard** Initial-passwort: Date of birth in format: **ddmm**

Contact person for problems: University Library

Literature search: Passau search portal



https://literatursuche.ub.uni-passau.de







www.zim.uni-passau.de/en/systems-login/login-digital-campus

Stud.IP is a learning management system that is used to coordinate and support courses.

Functions:

- Coordination and support of courses
- Quickly find and register for individual modules
- Set up your personal schedule
- Access learning materials and news updates for your modules
- Office and business hours
- Latest informations

Stud.IP - Help pages

www.hilfe.uni-passau.de/en/studip

Stud.IP can be accessed via this link: studip.uni-passau.de

Stud.IP – Login 📫

https://studip.uni-passau.de

ZIM-Support

3.1 Stud.IP

STUD.IP

You need to use your ZIM-username and password to access Stud.IP:

	Zentraler Authentifiz	ierungsdienst
Anmelden bei Stud.IP Benutzername I ZIM-username (e.g. name01) Passwort password angemeldet bleiben ⁽¹⁾ Tu übermittelede Informationen angeigen		 → Passwort ändern → Passwort vergessen? → Hilfe benötigt?
Anmelden		
Stud.IP an der Universität Passau STUD.IP Datenschutzerklärung		

https://studip.uni-passau.de

In the search bar you can search for courses, people, etc.:

3.1 Stud.IP – register for courses

After successfully searching for a course, you can register for a course under "actions".

utorial man)	video tutoria (in german)	General information Subtitle Course number Semester Current number of participants Home institute Courses type Next date Type/Form	Actions Print Go to course Share Copy link to this course
-----------------	------------------------------	--	---

https://vimeo.com/488438907/825678239a

3.1 Stud.IP – admission settings

Some courses have special requirements for the admission. You can look that up at the bottom of the course's description.

STUD.IP

3.1 Stud.IP – enrollment procedures

Enrollment blocked

Access to the event is only possible after activation (by the system).

Enrollment with password

A password is required to access the course. Usually the lecturer announces the password beforehand or during the first lesson.

Timed enrollment

Accessing the course is only possible during a certain time frame. Access is blocked outside the time frame.

Limited number of participants

Only a certain amount of students are allowed to enroll for the course. The selection can depend on the time you apply or further criteria (semester, major etc.).

3.1 Stud.IP – enrollment procedures

Various enrollment procedures can be combined with each other.

Therefore, it is possible that a course has a limited number of participants and a chronological enrollment procedure as well.

ZIM-Support

3.1 Stud.IP – raffle courses

If a course belongs to a registration set, you must prioritize it yourself. In doing so, you determine a ranking of courses that is desirable to you. The distribution of the seats is done automatically.

Seats in this course are assigned a • The course is part of an admis • Date of assignment:26/03/15 • You have already been register I apply for the following number of courses: 1 •	utomatically. Ision with 9 courses. You may enroll to 1. Your priorities will be accounter 09:00:00 red for assignment.	ed for.
Available courses Filter	Selected courses Filter	no. 1 no. 1 no. 3
tps://vimeo.com/47131578	✓ save ★ close	raffle courses – video tutorial

IT services

In Stud.IP you can receive various notifications:

- News from fellow students
- Automatic system messages
- News from seminar leaders, lecturers, professors, etc.

	au	What are you looking for?	• 1 🖸
Messages	± ⊂, ¥, ₽ ⊙ ⊟ @	-	IVERSITÄT ASSAU
Messages		4	0
	Received mails		
	Subject	Sent	Time Labels
Received mails		System message	06.02.2019 07:57
Sent	0		31.01.2019 12:44
Statutes			18.01.2019 13:30
Search	0		17.01.2019 15:00
Search messages			07.01.2019 09:15
	0		18.12.2018 13:45
	0		10.12.2018 08:16
	0		06.12.2018 17:08
	0	System message	04.12.2018 11:47

The student e-mail via <u>Outlook</u> must be differentiated from messages in <u>Stud.IP</u>.

messages in Stud.IF

www.hilfe.uni-passau.de/studip/nachrichten

You can participate in online events and zoom meetings directly from your Stud.IP course.

STUD IP Universität Passau	
A 🧿 🗠 🛗 🖪 🖄 🔍 💥 🖓 💿 🚍	
Overview Forum Participants Files Schedule Wiki Blubber Zoom Videos	
Meetings Zoom meetings for this course Title	
Meetings Next date: .2021 10:00	
	Join
	Option 1: directly within a course via the
My courses My institue is My Zoom meetings WiSe 20/21	"Zoom" tab.
My Zoom meetings My Zoom meetings Course Course	Option 2: under the tabe "My courses" and
Current semester	"My Zoom meetings"

ZIM-Support

IT services

In the context of a course, recordings and videos can be made available to the students.

There is a separate <u>icon</u> for "Videos" which is displayed in red under "My Courses" if a new video has been added since the students last visit.





3.1 Stud.IP – contact tracing

Please remember to include your current phone number in Stud.IP in the "Profile" tab under "Contact tracing". The data stored there is not visible to lecturers or other students. The data will only be used **if the health department orders contact tracing following a face-to-face appointment**.

	t Passau
A 🤊 🛛 ដ	Profile 🖄 🔍 💥 🖓 🗇 📼 🥥 🖬
Profile Personal details Settings Ca	ategories My tandems Contact tracing appointments More
Kontaktverfolgung	Bitte geben Sie eine Telefonnummer an, unter der Sie sicher erreichbar sind. Optional können Sie zusätzlich Ihre bevorzugte E-Mail-Adresse angeben.
	✓ Save







3.1 Stud.IP – contact tracing

Registration of attendance at face-to-face events:

	au					
Veranstaltungen	42	۹ 🕺	Ç (٢	
Öbersicht Forum Teilnehmende Da	teien Ablaufpla	n Blubber Vips 2	'oom Videos K	ontaktverfolgung		
Kontaktverfolgung	1 Eir	• QR-Code zum Re • Nächster Termi	egistrieren der / n	Anwesenheit	wird auto	matisch 30 Minuten vor Beginn des Termins erzeugt und hier angezeigt.
QR-Code Anwesenheit manuell erfassen						







3.1 Stud.IP – privacy settings

You can edit your privacy settings in the settings.

What are you looking for?	
what are you looking for:	
	Profile
	My documents
	🔎 Personal details
	Settings
	Deput
	Profile Personal details Settings Categor
	Customize general settings
	Privacy Messages
	Date calendar Notification API permissions





Always remember: Stud.IP is not a mail system!

If you wonder which courses you need to choose for your semester:

- Have a look at your study and examinations regulations on <u>https://www.uni-passau.de/en/study-and-examination-regulations/</u>
- Consider reaching out to the academic advice service on <u>https://www.uni-passau.de/en/academic-advice/</u>





You can register for and deregister from exams via HISQIS and receive your grade overviews there.

You can access HISQIS via this link: gisserver.uni-passau.de



HISQIS - Help pages

www.hilfe.uni-passau.de/hisqis





HISQIS – Login



In order to be able to use the HISQIS services, please log in with your ZIMaccount.



https://qisserver.uni-passau.de



3.2 HISQIS – examination administration

In the examination administration (in german: Prüfungsverwaltung) you can either register for or deregister from examinations or view examination certificates.

Sie sind hier: Startseite Prüfungsverwaltung Prüfungsverwaltung	Prüfungsverwaltung
Abmeiden	Prüfungsan- und -abmeldung Prüfungsbescheinigungen, Kontrolle der angemeldeten Prüfungen



You can find all the latest information on topics such as registering for and deregistering from examinations at <u>the website of the Examinations Office</u>.

www.uni-passau.de/en/examinations-office/semester-related-information







You've already been familiar with the Campusportal from your application to the University of Passau.

After enrollment, the Campusportal supports students throughout their studies.

- Application portal
- Certificates, e.g. for matriculation, BAföG, term, study course, parking ID
- Contact details (incl. e-mail and mobile number for 24-hours-passwordservice)



Campusportal – Help pages







ZIM-Support

Via <u>campus.uni-passau.de</u> you can log in with your ZIM-username.

40 Jahre UNIVERSITÄT PASSAU		User name Password Login Registered staff: click here to log in Forgot your username and/or password	🗮 Engli
he Campus Portal of the University of Passau	â	Admission	
Start page Applicants Students Selection of a specific portal Students Students		Further information and help	
Applicants Please follow this link for applications and enrolments.	Students You are already studying at the University of Passau, please register here.	 FAO_on_applying online.(in German) Study options at the University of Passau Information on how to apply and required documents Contact details of the Student Registration Office Contact details of the Academic Advice Service Information on DoSV procedure 	
		cł the	nange
			ансц



3.3 Campusportal – student service



ZIM-Support





ILIAS is a learning management system (LMS) that can be used to hold courses with the support of digital media.

ILIAS complements Stud.IP through functions that enable online teaching:

- Recording of lectures and live broadcasts
- consultation of course material
- Wikis, test exercises, MediaCasts, Blogs
- Ideal exam preparation
- Adaptable cooperation, e.g. via discussion forums
- Interactivity and multimedia



ILIAS – Hilfe-Por

www.hilfe.uni-passau.de/ilias-hilfe







https://ilias.uni-passau.de

ZIM-Support

3.4 ILIAS – Login



3.4 ILIAS	– Login			_	173370
ILIAS		Step 4			
		•	UNIVER	SITÄT	
			Zentraler Authentifizier	ungsdienst	
	Anmelden bei ILIAS Ienutzername 			 > Passwort ändern > Passwort vergessen? > Hilfe benötigt? 	
P	asswort				
] angemeldet bleiben ⁽¹⁾] zu übermittelnde Informationen anzeigen				
	Anm	elden			
	LIAS E-Learning an der Universität Passau				
,	Datenschutzerklärung				
https://iliaa.upi.passau.da				ILI,	AS – Login 📥 🗕 🎆





Amongst other things, joined courses, the profile management, the calendar, your timetable etc. are displayed on your personal desktop.





By clicking on "Online-Kurse – Home" you will get a list of the courses categorized in faculties and institutions.

3.4 ILIAS – online courses



1 Online-Kurse
Sonderkategorie: Online-Lehre
Transferforum Didaktik-Technik
Fakultäten
Fakultät für Informatik und Mathematik
Juristische Fakultät
Philosophische Fakultät
Wirtschaftswissenschaftliche Fakultät
Zentrale Einrichtungen
Graduiertenzentrum Geschäftsführung: Stefan Halft
Sportzentrum

ZIM-Support

ILIAS*





Zoom is the main tool for online teaching – it is a video conferencing system to maintain communication between lecturers and students online, e.g. in the form of online lectures.

- Live transmissions of lectures at scheduled times
- Participation in webinars
- Interactivity / synchronous communication
- Students can use Zoom for smaller group works
- Providing a zoom recording in Stud.IP



Zoom – Help pages

www.hilfe.uni-passau.de/online-lehre-mit-zoom





Registration for Zoom at: uni-passau.zoom.us/

To use Zoom, please log in with your ZIM ID.

When logging in, please select "log in via SSO."



Zoom – Login



https://uni-passau.zoom.us







Then log in with your ZIM-username and password to access your user account:

	UNIVERSITÄT PASSAU Zentraler Authentifizierungsdienst
Anmelden bei ZOOM Benutzername Passwort angemeldet bleiben ⁽¹⁾ zu übermittelnde Informationen anzeigen	> Passwort ändern > Passwort vergessen? > Hilfe benötigt?
Anmelden Video Conferencing, Web Conferencing, Online Meetings, Screen Sharing - Zoom ZOOOM > Datenschutzerklärung	

https://uni-passau.zoom.us



3.5 Zoom – participating via Stud.IP

Log in with your ZIM-username in Stud.IP. You can participate directly from your Stud.IP course in Zoom meetings.

Y 🧿 🗠 🚜 🖪 🖄 🔍 💥 🖓 💭	
Overview Forum Participants Files Schedule Wiki Blubber Zoom Videos	
Zoom meetings for this course	
7 Meetings Title	
Next date: .2021 10:00	Join
STUD IP ⁹ Universität Passau Courses My institu s <u>My Zoom meetings</u> WiSe 20/21	Option 1: directly within a course via the "Zoom" tab.
v Zoom meetings My Zoom meetings ester filter Course rrent semester	Option 2: under the tabs "My courses" and "My Zoom meetings".

ZIM-Support





In the Digital Campus, examinations can also be carried out online, thus enabling the performance assessment to be carried out without the need for a presence. Online exams can be taken via Klaus Online, Ilias or Vips (in Stud. IP).



Exam-relevant information is sent to the student e-mail.

Please note: The student e-mail via <u>Outlook</u> must be differentiated from messages in <u>Stud.IP</u>!

Online exams



www.hilfe.uni-passau.de/online-pruefungen







Working places



www.hilfe.uni-passau.de/en/office-pcs



A personal storage area (drive H:) is available for students on the servers of the University of Passau.

The H: drive is accessed via: windat.uni-passau.de

4.1 Data storage







Data on the H: drive are regularly backed up by ZIM.



A recovery of the data is therefore partially possible.



Please notice: do not delete any system data files. - e.g.: In rz\$sys





The Leibniz Computing Center of the Bavarian Academy of Sciences (LRZ for short) offers online storage for employees and students of participating universities. You can access your online storage via: <u>syncandshare.lrz.de/login</u>





https://syncandshare.lrz.de/login

ZIM-Support





To log in to a pool PC you need your ZIM-username.



Important: Your data on the desktop and on the C: drive will be deleted after logging out on the PC!

Please back up your data, e.g. to your H: drive.

The opening hours of the PC pools are linked to the opening hours of the building.



Working places: PC Pool

www.hilfe.uni-passau.de/en/office-pcs/computer-rooms









You can print, copy or scan your documents using the multifunction printers/copiers distributed throughout the campus - the so-called campus printers.

- The campus printer is already installed in the PC pools.
- You are welcome to install the campus printer manually and use it e.g. on your private PC.



Campus printe

www.hilfe.uni-passau.de/en/office-pcs/printers-and-scanners







If you are in the university network, you only need your **CampusCard**. There are card terminals on the campus, where you can charge credit for the campus printers to your CampusCard. (Note: this does not refer to terminals used to revalidate your campus card!)

You can also use the campus printers from private computers via WLAN (**OpenVPN**, eduroam).

You need both the CampusCard and the corresponding **printer driver** for campus printers.



Campus printe

www.hilfe.uni-passau.de/en/office-pcs/printers-and-scanners



4.4 Campus printer



Requirements: You will need a CampusCard with sufficient credit. Please note that the print credit is maintained independently of the Mensa credit at the Copy Center. Terminals to top up your print credit can be found in all main buildings on the first floor, either near the gate or the campus printers.

Help and Questions: For help installing the printer software, contact ZIM Support (IM 046). For questions about printer credit or printer malfunctions, please contact the Copy Center Passau. (Tel.: 0851 509 1266).

ZIM-Support: Support@zim.uni-passau.de D+49 851 509 1888 IM 046







 \bigcirc

5. Stay connected





5.1 Student e-mail address

All students of the University of Passau receive a personal e-mail account. The institutions of the University will send all information concerning your studies to your student e-mail address.



Therefore, check your e-mail inbox regularly!

With the help of the web-based access, the **Outlook Web Access (OWA)**, you can easily retrieve your e-mails from any (mobile) Internet-enabled device: <u>email.uni-passau.de</u>

For registration at the student's e-mail system you need:

- your username (<u>ZIM-account</u>)
- your **password**

E-mail for students







Currently there are three types of student e-mail addresses:

- 🗕 @ads.uni-passau.de
- → @gw.uni-passau.de
- → @stud.uni-passau.de

All of these can be accessed via email.uni-passau.de



Please note that the sender of a student e-mail address is ALWAYS @ads. uni-passau.de!



E-Mail – Logir

https://email.uni-passau.de







5.1 Outlook VS. Stud.IP messages



ZIM-Support





You can access your mailbox in several ways:





Access e-mail mailbox

www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/outlook/zugriff-e-mail-postfach





5.1 E-mail – Forward & redirect messages

You can use a rule to **redirect or forward** your e-mails **to a private e-mail address**. The help portal explains the procedure step by step.

Forward: The e-mail will be redirected in the same way as if the "forward" option had been selected directly in Outlook. This means that the e-mail is changed when it is forwarded (subject is adjusted, message text is inserted as a quote).

Redirect: The e-mail is sent directly to the recipient (no change visible). For the recipient, it looks as if the sender sent the e-mail directly to him.



functions & modules e-mail





5.1 Forward & redirect – step by step

Beforehand you may switch to an english version of your e-mail reader:

	▲ 🌣	?		🗰 E-Mail	
	Aktualisieren	Rückgängig	-	Optionen Verknüpfungen	
	Automatische Antworten			Allgemein Mein Konto	Regions- und Zeitzoneneinstellungen
	Anzeigeeinstellungen			Design ändern Verteilergruppen Tastenkombinationen	Wählen Sie Ihre Sprache, zu verwendende Datums- und Zeitformate sowie Ihre Zei Die von Ihnen ausgewählte Sprache bestimmt die Datums- und Uhrzeitformate für
	Add-Ins verwalten			Add-Ins verwalten Offlineeinstellungen	Sprache English (Canada)
	Offlineeinstellungen	1		Barrierefreiheitseinstellunger Light Version Region und Zeitzone	dansk (Danmark)
	Design ändern			rextractificitien ≠ E-Mail	Deutsch (Liechtenstein)
	ிறOptionen	1		 Automatische Verarbeitung Automatische Antworten Senden rückgängig mache 	Deutsch (Luxemburg)
	\mathbf{V}			Posteingangs- und Aufräu Junk-E-Mail-Berichterstatt	Deutsch (Schweiz) eesti (Eesti)
				Als gelesen markieren Nachrichtenoptionen Lesebestätigungen	English (Australia) English (Belize)
				Antworteinstellungen 4 Konten	English (Canada) English (Caribbean)
Wählen Sie ein zu lesendes Element aus				Blockieren oder zulassen POP und IMAP	English (India)
Hier klicken, um immer das erste Element in der Liste auszuwählen.				Speicherkonten	English (Inteland) English (Jamaica)
				Unterhaltungen E-Mail-Signatur	English (Malaysia) English (New Zealand)
				Linkvorschau Nachrichtenformat	English (Philippines)
				Nachrichtenliste Schnelle Aktionen	English (Singapore) English (South Africa)
				Lesebereich • Kalender	



functions & modules e-mail

www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/outlook/funktionen-und-module/e-mail

ZIM-Support





Step 1

When you are logged in, click the **gear icon** at the top right of the browser window, then click **Options**.



Step 2

Click *Mail*, click *Automatic Processing*, and then click *Inbox and sweep Rules*. Now click on the **plus symbol** in the right area.



ZIM-Support


HOK

Redirection

Select one. Select one.

> My name is It's marked wit le'e

It was sent or received It includes these words

Its size is within the specified ra [Apply to all messages

X Cancel New inbox rule

When the message arrives, and it matches all of these conditions

5.1 Forward & redirect – step by step

For example, enter redirection or forwarding as the name for the new inbox rule. Below you can select which e-mails this rule should apply. Select Apply to all messages here.

Then you choose what actions should happen to your e-mails. Select the Forward, redirect or send item here. In the next window, select Redirect the message to or Forward the message to.

GK X Cancel	
New inbox rule	
Name	
When the message arrives, and it m	atches all of these conditions
Select one	-
Add condition	
Do all of the following	
Redirect the message to	- Select people
Select one	
Move, copy, or delete	
Pin the message	tions
Mark the message	
Forward, redirect, or send	Forward the message to
	Forward the message as an attachment to
	✓ Redirect the message to
	Send a text message to

ZIM-Support



5.1 Forward & redirect – step by step

Step 5

Now enter your private e-mail address to which you want to redirect or forward your e-mails to.

Redirect	the message to	pe your private e-mail address
»	Search People	Q
	Your contacts	By first name 🝷

Step 6

The rule has now been set correctly and you can click OK in the top left corner.

N Lesson Technologi	
New indox rule	
Name	
Redirection	
[Apply to all messages]	*
[Apply to all messages]	*
Add condition	
Do all of the following	
Redirect the message to	Here appears your chosen e-mail address
Add action	
Except if it matches any of these conditions	

ZIM-Support



5.1 Forward & redirect – step by step

Step 7

The rule has now been finalized and set up. Here you can see an overview of your inbox rule. To be absolutely sure that the redirection or forwarding you have just set up is correct, check the data you have entered again.

NDOX rules hoose how email will be handled. Rules will be applied in th	e order shown. If you don't want a rule to run, you can turn it off ar delete it.
Redirection	Rule: Redirection After the message arrives and (Depty to all message) Do the following redirect the message to <mark>your chosen e-mail</mark> and stop processing mode rake on the message This rule is: On
	This rule is: On



"Phishing" for passwords involves fishing for passwords and confidential data in supposedly legitimate e-mails. The scammers either ask you to click on a link as quickly as possible or to enter the data directly in the e-mail. Do not enter any data and do not click on any links as soon as you have doubts about the seriousness of an e-mail. If in doubt, ask us first.

Signs:

- Impersonal form of address
- Suspicious e-mail address
- Suspicious link
- Time pressure
- Threats

Security and spam protection



www.hilfe.uni-passau.de/en/office-pcs/e-mail/security-and-spam-protection







PLEASE NOTE: The name as well as the e-mail address of a sender **can be faked by scammers**. Phishing e-mails can therefore look as if they have been sent by supposedly high-ranking persons of the University of Passau.



A common scam used by scammers is to pretend to be an employee of the university and ask you to buy vouchers (e.g. Amazon, Google Play, etc.).

Therefore, always **be suspicious** if you receive such e-mails and **do not reply** to them!

Security and spam protection



www.hilfe.uni-passau.de/en/office-pcs/e-mail/security-and-spam-protection







The university offers you three **WiFi networks**:

- CampusUniPassau (used to setup eduroam and for VPN on campus)
- Eduroam (standard wireless network on campus)
- BayernWLAN (no registration needed, very simple)



Problems with eduroam or CampusUniPassau WiFi? BayernWLAN always works! Its bandwidth might be limited though.

The platforms of the Digital Campus are freely accessible via the Internet. No access to the campus network is required!



www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan









When you connect to WiFi network CampusUniPassau you should get this:

Purpose 1: Setup eduroam



Purpose 2:

Access to VPN service using OpenVPN/Tunnelblick (macOS)

Hint: on macOS and iOS/iPadOS devices this tends to be tedious. It might take some time and patience until this screen appears.

WiFi coverage on the campus



www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan

ZIM-Support







Key component for accessing eduroam: your personal eduroam certificate (valid for 3 years)!

Get it on https://www.uni-passau.de/cert



WLAN: eduroam certificate

Sign in

Username •	
sample01	
Password •	
your password	0
Sign in	
Reset password	

Certificate can be downloaded **worldwide** – it's not mandatory to do this on campus, you can even do it at home!

We offer plenty of guides on <u>https://www.uni-passau.de/eduroam</u> for common operating systems!

WiFi coverage on the campus



www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan

ZIM-Support





- When installing your certificate you'll need to enter a password beware! Enter only your ZIM account id (e.g. sample01) – NOT your id's password, use only lowercase characters!
- Windows: we only support Windows 10 and up. Use the tool provided on our website to install the certificate.
- iOS: you'll need to install your certificate in Settings > General > Profiles & Device Management
- macOS: make sure to update to the current macOS, macOS 11 & 12 should be fine!
- Android: Certificate's purpose: choose WLAN/WiFi NOT VPN
- Android: When asked for a domain, enter uni-passau.de
- Android: When prompted for your identity, enter ZIM-Kennung@unipassau.de – e.g. sample01@uni-passau.de – beware: this is not a valid E-Mail address in Passau, it is just a "placeholder" in this case! Make sure there is no SPACE after the last characters .de!

WiFi coverage on the campus

www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan







- **BayernWLAN** is usually easy to use, no setup required. Its bandwidth (speed) might be limited though.
- You need to agree to Vodafone's terms and conditions this tends to cause issues on Apple products (e.g. Macbooks) When affected: open Safari and enter this address: hotspot.vodafone.de/bayern



WiFi coverage on the campus

www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan







BayernWLAN offers free internet access without prior setup!

ZIM-Support

5.2 WiFi





As a member of the University of Passau with ZIM user ID, you can use the WiFi internet access via **eduroam**.



No WiFi? Follow our step by step guide! ⇒ installation instructions → video instruction



WiFi – eduroar

www.zim.uni-passau.de/en/services/network-and-server/network-access/eduroam







We provide you with secure access to the university network on the campus of the University of Passau and from home in the form of a Virtual Private Network (VPN).

Installation on the university campus

5.3 OpenVPN

Connect to the campus network: Cable or WiFi Installation from home

Connect to the Internet and get access to the university network

OpenVPN 📥

www.zim.uni-passau.de/en/services/network-and-server/network-access/openvpn







OpenVPN



Nutzung mit der OpenVPN-Software

Sie benötigen die <u>OpenVPN-Software</u> und außerdem spezifische für die Universität Passau angepasste Konfigurationsdaten. Wir haben alles für Sie hier zum Download bereitgestellt.

Betriebssystem	Software- Version	Installations- und Bedienungsanleitung	Software	Quellcode	Konfigurations- daten	Bekannte Probleme / FAQ
Windows 7/8.1/10 32- und 64-Bit- Versionen	OpenVPN 2.4.0 (Stand: 22.02.2019)	<u>hier</u>	Download	<u>GPL-</u> <u>Quellcode</u> <u>Windows</u> <u>TAP driver</u>	im Installationspaket enthalten	<u>Konfiguration des TAP-</u> <u>Netzadapters</u>
Linux u. ä.	OpenVPN 2.4.6	<u>hier</u>	bitte Pakete Ihrer Linux-Distribution oder Quellcode verwenden	<u>GPL-</u> Quellcode	Download (Stand: 22.02.2019)	
MacOS X (10.7.5+)	Tunnelblick 3.8.4 (Stand: 19.11.2020)	<u>hier</u>	Download	<u>GPL-</u> Quellcode	in Installationsprogramm enthalten	<u>hier</u>

www.zim.uni-passau.de/en/services/network-and-server/network-access/openvpn







The **Centre for Careers and Competencies** (ZKK) offers various IT courses every semester.

Courses offered by the ZKK

- Microsoft Office programs such as Excel, Word and Power Point
- Different programming languages
- Adobe programs such as Photoshop and Indesign



ZKK – Key competencies

www.uni-passau.de/en/zkk/courses-and-seminars/key-competencies



6. Help & Support





The ZIM team will be happy to answer any technical questions you may have about your studies!



ZIM-Support



www.zim.uni-passau.de/en/zim-support

6.1 ZIM-Support







ZIM-News keeps you up to date regarding important news about the IT services of the Center for Information Technology and Media Services.

You are also welcome to subscribe to our RSS feed so that you don't miss any important news!



www.zim.uni-passau.de/aktuelles







RSS feeds are an easy way to keep up to date with your favorite websites such as blogs or online magazines. The ZIM offers this function for reporting ZIM-News.

If you activate the RSS feed synchronization in Outlook, all subscribed feeds and their posts will be delivered directly to your Outlook RSS Subscriptions folder.



Subscribe to RSS feed



www.hilfe.uni-passau.de/en/howto-rss-feed

ZIM-Support

6.2 RSS feed



First, you have to copy the link at the beginning of the website ZIM-News. Then switch to the Outlook App and right-click on "Add a RSS Feed".

6.2 RSS feed

ZIM-Support

Link in Inkognito-Fenster	öffnen	▲ RSS Subs Excel BI	Open in New <u>W</u> indow
🗔 Link an Xiaomi Telefon se	enden	▷ Search Fo	New Folder
Link speichern unter		⊳ Online A	Add a New <u>R</u> SS Feed
Adresse des Links kopiere	en		Import an OPM <u>L</u> File
Untersuch an	Stro i Umachalitasta i I	▷ SharePo	i <u>r</u> <u>R</u> ename Folder
- Ontersuchen	Strg + Unischaltaste + I		Move Folder
			<u>D</u> elete Folder
		ſĔ	Mark All as Read
		A.	Clean Up Folder
		5	Delete <u>A</u> ll
			Show in <u>F</u> avorites



You will now be asked in a separate window to enter the relevant URL. Here you paste the previously copied link with the right mouse button and "Paste" and then confirm your entry.

Nedel NSS-reed	×
Seben Sie den Pfad des RSS-Feeds ein	, den Sie Outlook hinzufügen möchten:
Beispiel: http://www.example.com/	/feed/main.xml
	Hinzufügen Abbrechen
Microsoft Outlook	×
Soll dieser RSS-Feed Outlook hinzugefügt	werden?
Sie sollten nur Abonnements von Quellen	hinzufügen, die Sie kennen und denen Sie vertrauen.
	id=20124&type=100
http://www.uni-passau.de/index.php?	
http://www.uni-passau.de/index.php? Klicken Sie auf 'Erweitert', um 'RSS-Feed' z	u konfigurieren.



ZIM-Support

6.2 RSS feed





Our **ZIM Info Hub** serves as an interface for all current and important information, services and projects.

In the Info Hub you will also find numerous step-by-step instructions in video and / or poster form that will support you during your studies.



Info Hub

www.zim.uni-passau.de/infoportal









ZIM offers you various services to assist you during your studies. You can find a lot of information on our overview page!

- Digital Campus
- Network access
- 24h-passwordservice
- Campuscard
- Equipment rental
- Multimedia rooms
- etc.

Services for students







Then please visit our help pages!

6.5 Help pages

There you will find numerous step-by-step instructions and information on the most important topics related to your studies!



Hint: If you are looking for a specific term, you can also use the **keyword** index to make your search easier!



Help page

www.hilfe.uni-passau.de





Follow us on Social Media! We will post news periodically on Instagram and Facebook!

6.6 Social Media

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ZIM pages for freshmen at a glance



ZIM-Support



ZİM

Zentrum für Informationstechnologie und Medienmanagement

BONNE CHANCE IN PASSAU!

Winter term 2022/23