TO: DOE, JOHN  
FROM: I.T. DEPARTMENT  
SUBJECT: NEW STUDENT TECHNOLOGY ORIENTATION

Longy Email

All students receive a Longy e-mail account since most campus communications will be sent via email. Due to size restrictions on our email server, all Longy email is forwarded to a non-Longy email account. Because of this your Longy email address is “receive only” which means you are not able to send email from your Longy email account.

Your Longy e-mail address is: John.Doe@longy.edu

Please contact me if you prefer a different one but it must contain your first and last name.

Email Testing

A test message will be sent to your Longy address this week and will appear in the forwarding account you provided to Academic Affairs: John.Doe@gmail.com

Let me know if you wish to change it. Please let me know if you do not receive the test message.

Rave Alert

Longy has an emergency notification system called Rave Alert. Your Longy email address has automatically been subscribed to this service. You can add a mobile number to receive Rave alerts if you wish. Browse to https://www.getrave.com/login/longy, click Forgot Password and enter your username which is typically your first initial + last name.

Asimut

Longy uses Asimut for student practice room scheduling. You can access it here: https://longy.asimut.net/. There will be a training session at a later date. Attached are instructions on using the system.

Other Information:

- Wireless internet access is available throughout both of our buildings and Pickman Hall with the exception of the Zabriskie building’s basement. The password to the wi-fi network is: G#M@j0rs (that’s a zero not a capital “o”).
- The username and password for logging on to Longy computers are as follows:
  - Truecrypt Password: longystudent
  - Username: longystudent
  - Password: longystudent
- Please provide your own portable storage device (e.g., flash drive) when working at one of the general use computers in the Library. Files saved directly to the library computers are deleted on a monthly basis and are not backed up at night.
- Please be judicious with your internet usage. Non-school related usage of high bandwidth applications such as FaceTime, Pandora, YouTube, etc. puts unnecessary strains on our network and is not permitted.
• Please limit your time on school computers to school work/research. School computers are not for surfing the web, shopping, etc.
• The downloading of copyrighted material (movies, digital music files, sheet music, etc.) is expressly forbidden unless you have written permission from the material’s owner(s). Violation of this policy is subject to the law of the United States and any additional disciplinary action deemed necessary by the School.

Questions:

If you have any questions, please do not hesitate to contact me. My contact information is:

Dan O’Brien
617-876-0956 x1772
dan.obrien@longy.edu

You should also feel free to stop by my office, which is located on the 3rd floor of the Zabriskie building.