A Presentation by

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Agenda

- Technology Services
- Law Library Services & Policies
- Introduction to Legal Research
- To Do List
- Questions?
Web Resources

- Law School
  [http://law.gmu.edu](http://law.gmu.edu)

- Law Library
  [http://law.gmu.edu/library](http://law.gmu.edu/library)
Mason Email

- Activate your MASONLIVE account
  http://masonlive.gmu.edu

- Read your email daily; Set-up forwarding if you prefer

- Use this address: jsmith22@gmu.edu
MasonLive Features

Your MASONLIVE student email account is based on the Microsoft Office 365 mail product and includes:

- 50GB of storage space
- Attachments up to 25MB
- Integrated calendar and contacts
- Easy sync with mobile devices
Microsoft Office 365 ProPlus

- Free to current students
- Must connect to the Internet every 30 days (from anywhere)
- May install on multiple devices
- Subscription ends when you are no longer enrolled

Word  Excel  PowerPoint  Outlook
Law School Listservs

• You are automatically subscribed with your Mason email account
• You will receive messages from
  lawdean – from Dean Butler
  lawnews – from the Administration
  laworg – from the SBA about student organization events
  lawcar – from Career, Academic & Alumni Services about jobs, events, etc.
• Messages are archived at http://law.gmu.edu/students/listservs
Mason Network

- Wired & wireless networks: Login with your Mason email user id & password
- Use wireless network Mason-Secure
- Mason is for guests
- Get help from Law School Technology Services staff
Protect Your Computer

- **Windows**: Download free Norton Anti-Virus
  [https://typhon.gmu.edu/antivirus](https://typhon.gmu.edu/antivirus)

- Be on the alert for suspicious emails, especially with links or attachments, i.e. phishing

- **Never** give out your user id, password, Social Security Number or any personal information
Security

- Do Not Leave Laptops Unattended
- Use Security Cables
- Report Suspicious Persons to Circulation Staff or Police
Exams on Laptops

- Sign Laptop Exam Waiver Form

- ExamSoft compatible with
  - Windows - Vista, 7, 8, 10 (Surface Pro 1,2,3)
  - Macs - Snow Leopard, Lion, Mountain Lion Mavericks, or Yosemite

- No tablets, convertible devices, or iPads

- Use wired or wireless network to upload
Law Library Services
Reference Services
Copy Services
Administration
Web Services
Technology Services
Computer Lab 342
Pay-For-Print
Group Study Rooms
After Hours Study Hall: Hazel Hall 120/121

Until 2:00 AM Monday - Sunday
A Few Policies

- No food
- Drinks in containers with lids only
- Cell phones off – use stairwell or Atrium
- Do not leave personal items behind in carrels or tables
Contacts/Suggestions

- Staff Directory
  www.law.gmu.edu/library/staff

- Library Suggestion Form
  www.law.gmu.edu/library/suggestions
Questions?
To Do List

- Activate and check MASON email
- Register with Lexis, Westlaw/TWEN, & Bloomberg Law
- Take library tour – turn in answer sheet to Reference by Friday, August 28 at 5:00 p.m.
  - Pick-up a lab agreement from Circulation, sign, and receive an access code