



Law Library

Library & Technology Services

Fall 2016

A Presentation by

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LEARN. CHALLENGE. LEAD.

Agenda

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



Web Resources

- Law School
www.law.gmu.edu
- Law Library
www.law.gmu.edu/library

Mason Email

- Activate your MASONLIVE account masonlive.gmu.edu; Refer to the [FAQ](#)
- Read your email daily; Set-up forwarding if you prefer
- Use this address: netid@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 20-25MB**
- **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



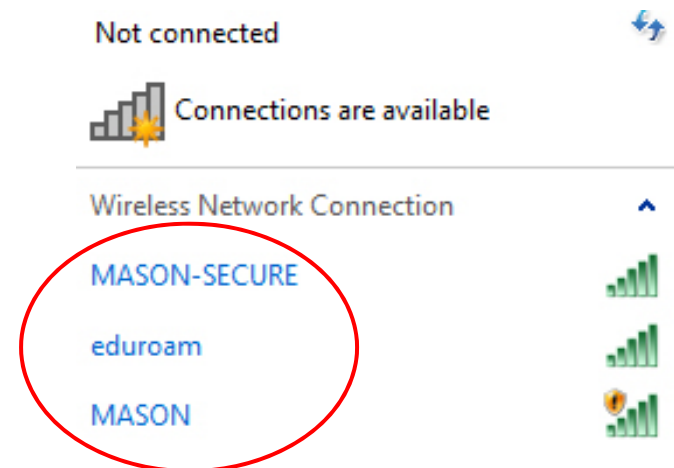
Outlook

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 law.gmu.edu/students/listservs

Mason Network

- Wired & wireless networks: Login with your Mason Patriot Pass user id & password
- On wireless network, use Mason-Secure or eduroam
- Mason is for guests
- Get help from Law School Technology Services staff



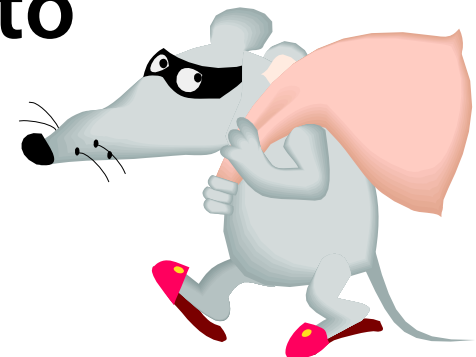
Protect Your Computer

- Windows: Download free Norton Anti-Virus
<https://typhon.gmu.edu/antivirus>
- 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 1,2,3,4)
 - Macs - Lion, Mountain Lion Mavericks, Yosemite, El Capitan (No Parallels or Vmware)
- No tablets, convertible devices, or iPads
- Use wired or wireless network to upload



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Circulation & Reserve





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Reference Services





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Copy Services





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Administration





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Web Services



Technology Services





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Computer Labs





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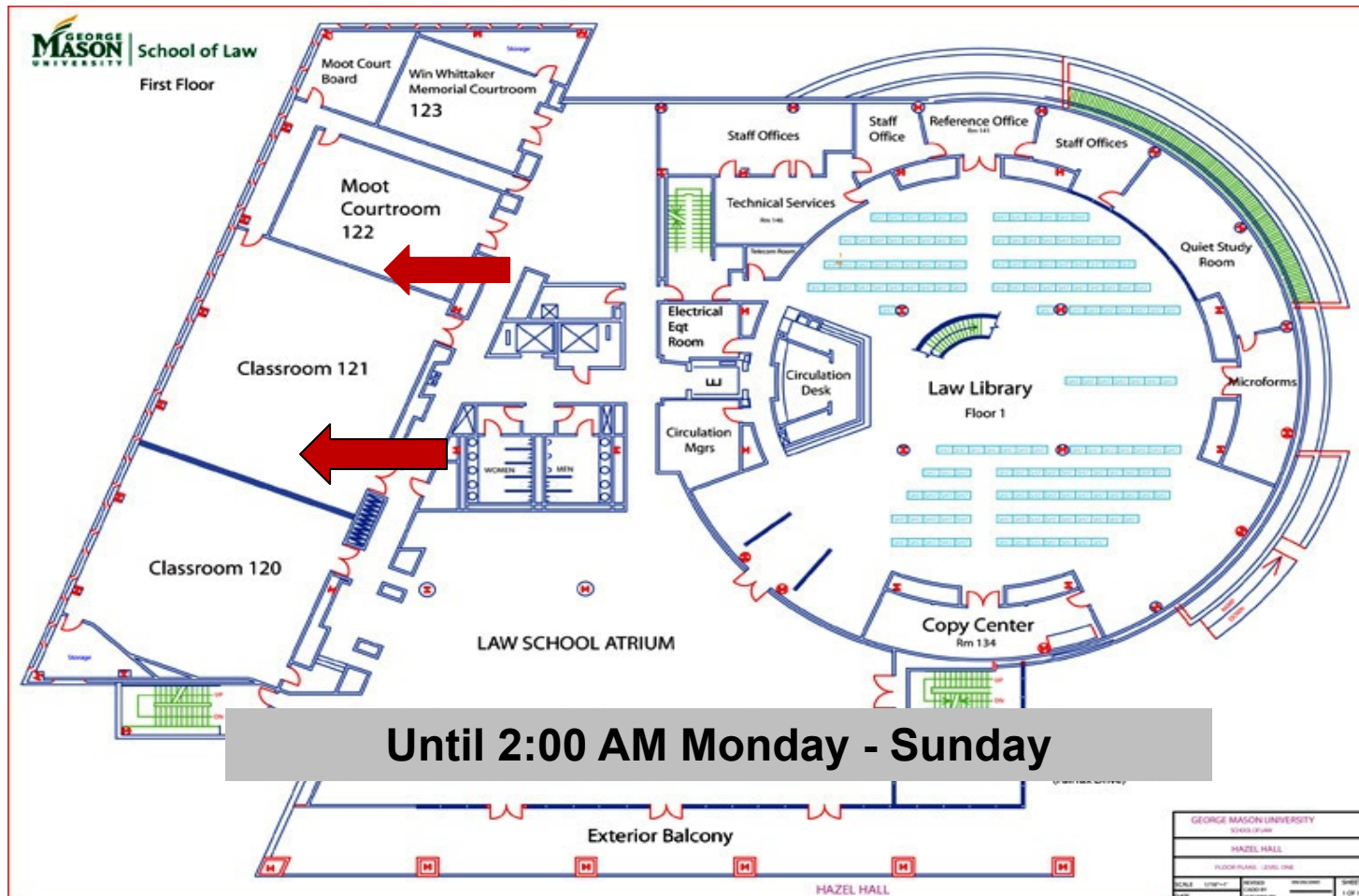
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Group Study Rooms



After Hours Study Hall: Hazel Hall 120/121



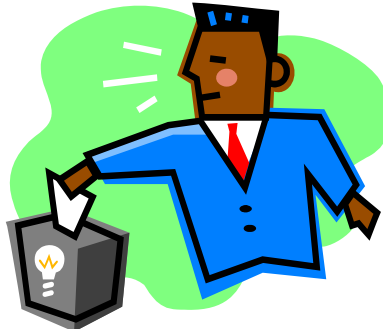
A Few Policies

- 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 26 at 10:00 p.m.**
 - **Pick-up a lab agreement from Circulation, sign, and receive an access code**

