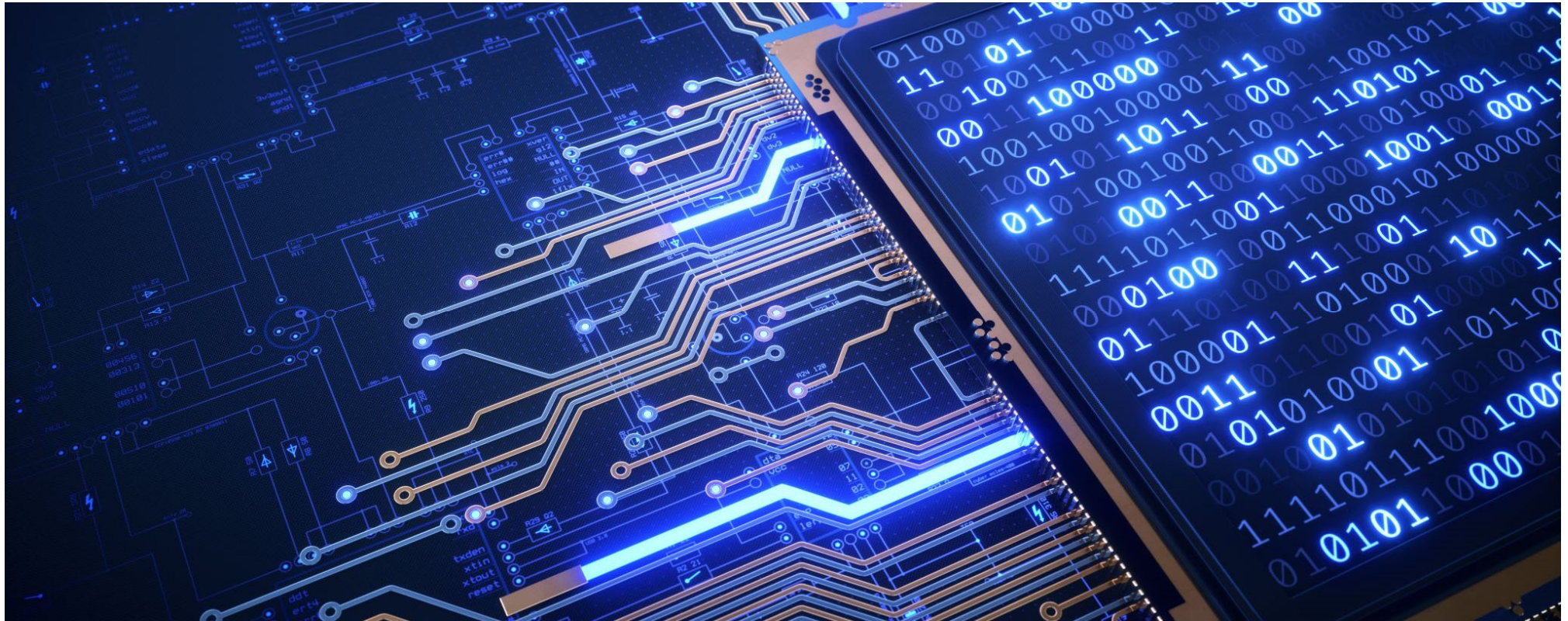# HEALTH COMPUTING
INTRODUCTION TO COMPUTING

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Health Computing Office

The Health Computing Office is the Information Technology (IT) unit in the Faculty of Health dedicated to supporting teaching and research IT requirements of faculty, staff and students.

We provide advice on computing services and solutions available from within Health and offered centrally by Information Systems & Technology (IST)

On the web find us at: https://uwaterloo.ca/health-computing with information tailored to grad students at: https://uwaterloo.ca/health-computing/graduate-students
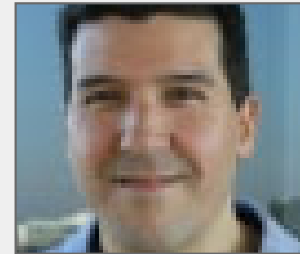
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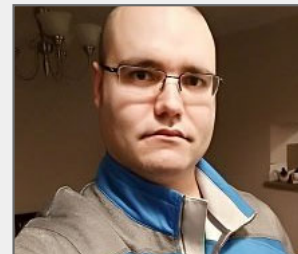
Health Computing Personnel
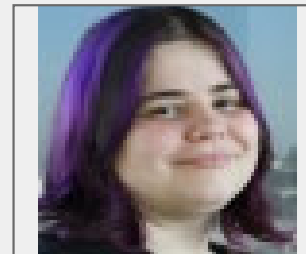

IT Director
Trevor Bain

IT Specialist
Brent Clerk

IT Specialist
Lowell Williamson

Client Support
Specialist
Josh Schmiedchen
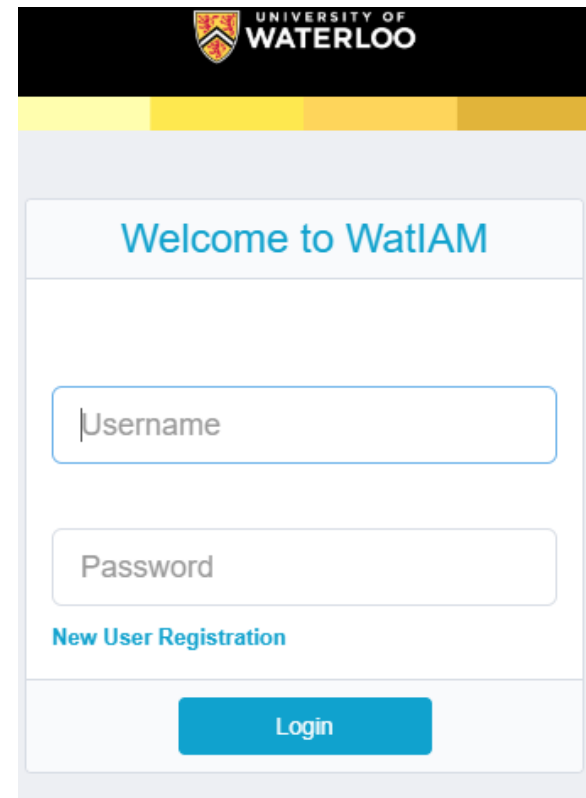

IST Account Rep
Cassie Bechard

UNIVERSITY OF
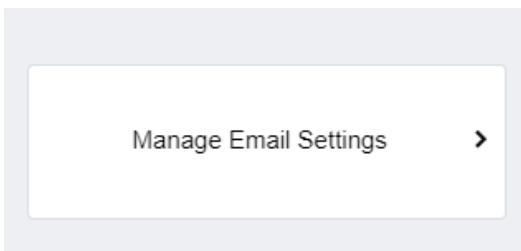**WATERLOO** | FACULTY
OF HEALTH

WATIAM

- Logon to WATIAM

    - http://watiam.uwaterloo.ca

    - verify your personal information

Checking WATIAM

- Manage Chosen/Preferred Name

- You can also setup a Friendly Email address

Mail Routing Address

llwillia@connect.uwaterloo.ca

The final destination where email is ultimately sent

Friendly Email Address

- llwillia@uwaterloo.ca
- lowell.williamson@uwaterloo.ca
- No friendly email address

Select an email alias for your accounts that is not linked to the username. Once a value has been saved, only an administrator may change the selection.

Additional Mail Aliases

Mail Aliases

These addresses represent the identity's mail aliases. Mail addressed to any of these addresses will be forwarded to the address supplied in the **Mail Routing Address** field

Mail Local Addresses

llwillia@uwaterloo.ca
llwilliamson@uwaterloo.ca
llwillia@uwaterloo.ca

Cancel   Submit

Passwords and two-factor authentication

About those passwords…

- Never share it!
- IT support will never ask for your password
- When you change your password, make sure you change it on your mobile devices too
  - or the repeated attempts with the old password may lock out your account

TIME IT TAKES A HACKER TO BRUTE FORCE YOUR PASSWORD

Number of Characters	Numbers Only	Lowercase Letters	Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters, Symbols
4	Instantly	Instantly	Instantly	Instantly	Instantly
5	Instantly	Instantly	Instantly	Instantly	Instantly
6	Instantly	Instantly	Instantly	1 sec	5 secs
7	Instantly	Instantly	25 secs	1 min	6 mins
8	Instantly	5 secs	22 mins	1 hour	8 hours
9	Instantly	2 mins	19 hours	3 days	3 weeks
10	Instantly	58 mins	1 month	7 months	5 years
11	2 secs	1 day	5 years	41 years	400 years
12	25 secs	3 weeks	300 years	2k years	34k years
13	4 mins	1 year	16k years	100k years	2m years
14	41 mins	51 years	800k years	9m years	200m years
15	6 hours	1k years	43m years	600m years	15 bn years
16	2 days	34k years	2bn years	37bn years	1tn years
17	4 weeks	800k years	100bn years	2tn years	93tn years
18	9 months	23m years	6tn years	100 tn years	7qd years

HIVE SYSTEMS   -Data sourced from HowSecureismyPassword.net

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Two-Factor Authentication

- How do you get it? We use Duo Mobile. See: http://uwaterloo.ca/2fa

- How it works?

- Logging into 2FA protected sites and applications is as simple as:

  - accepting a notification on your phone

  - plugging in an authenticator

  - entering a PIN from a text message or phone call

Communication: Microsoft365

- All faculty, staff and students have access to Microsoft365

- Includes 5TB of OneDrive space and copies of Office software for installation on up to 5 personal devices (home)


- Share files with others at UW

- Account will remain valid for an additional 16 months after your last term registered as a student

- Please see: https://uwaterloo.ca/office-365/

OneDrive

- [Guide to OneDrive](#)

- [How to share files using OneDrive](#)

Storage location	Intended use	Account used	Server location	How to access?
Office 365 OneDrive	Collaborative files, personal files, any work-related files that are not classified as highly-restricted information	UWaterloo email address userID@uwaterloo.ca	Microsoft-hosted cloud servers (Canadian)	Web browser, OneDrive sync client
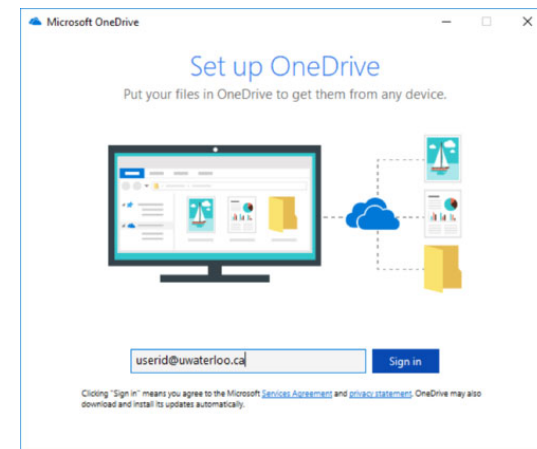
Communication: Email and Calendar

- Setup instructions for software and devices are available in the IST website
https://uwaterloo.atlassian.net/wiki/spaces/ISTKB/pages/269156671/Office+365+Mail+Configuration+Guides

- You can always get to your email with a web browser at
https://portal.office.com

  - Log in with your userid@uwaterloo.ca and you UW password

  - Click on the Outlook icon on the left sidebar

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COMMUNICATION: EMAIL AND CALENDAR

There are limits:

mail storage of 100GB for Microsoft365;
individual messages must be under 25MB

1000 messages per day

It is expected that you use your UW account

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Communication: Email and Calendar

- UW scans emails for viruses and spam content
  - Spam messages will be delivered to your Junk Email folder. Some may be tagged with [Suspicious] in the subject line. Just don't open these!

- Calendar meeting invitations arrive by email and will be marked tentative in your calendar

- Respond to meeting invitation emails

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Communication: Email and Calendar

- **Protecting your email account**

- Your email is a target.

- If an email claims to be related to a software, account or system upgrade, verify it with Health Computing.

- Look **closely** at the link before you click on it (uwatarloo.ca is not uwaterloo.ca)
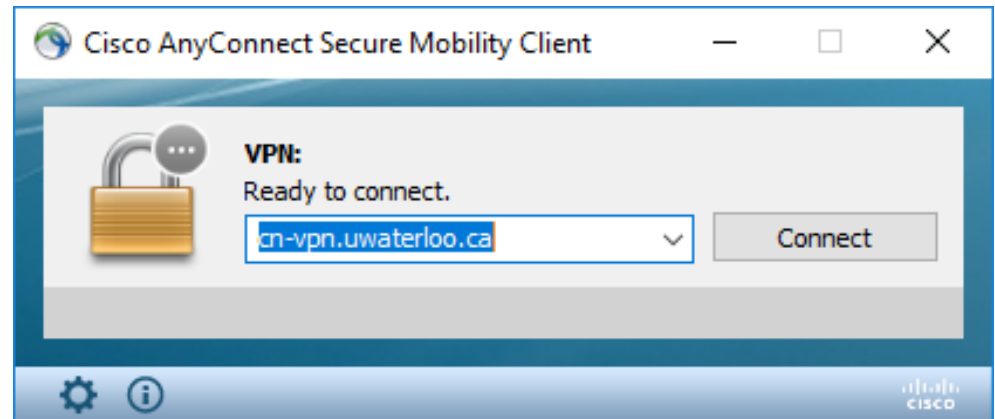
Workday - Action(s) Required

uwaterloo@myworkday.com <myworkday@uwatarloo.ca>

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VPN

- To connect to specific on-campus resources VPN is required

- Instructions

- http://cn-vpn.uwaterloo.ca

COMMUNICATION

MS Teams

Chat/Instant messages

Video/audio conference meetings from a few people to entire classes

Team projects which include managing & sharing files

• Collaborate on documents simultaneously.

Schedule meetings & collaborate effectively with UW and non-UW people

Zoom

Used for connecting with people outside UW

https://uwaterloo.zoom.us/download

Hybrid Meetings

- **Benefits**
  - Increased attendance as off-site attendees can attend more readily due to reduced time commitment (travel) and scheduling (back-to-back meetings)
  - Opportunity to bring in guest speakers

- **Challenges**
  - Online attendees may miss out on in-room activities/discussions
  - Technical issues with remote attendees can be disruptive

https://uwaterloo.ca/health-computing/hosting-hybridheld-meetings

Available Rooms

- Each room is unique

- Best to do a test in advance

- Contact for Tech Support

  - Josh Schmiedchen

    - Client Support Specialist

    - josh.schmiedchen@uwaterloo.ca

    - 519-888-4567, ext. 45721

    - Location: LHS/BMH 1626

- Resources

https://uwaterloo.ca/health-computing/classroom-video-conferencing-health

https://uwaterloo.atlassian.net/wiki/spaces/HEALTHHELP/pages/430618379
10/Teaching+Seminar+Meeting+Rooms+and+Equipment#HealthRooms

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Remote access

Computing in the Cloud

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FACULTY OF APPLIED HEALTH SCIENCES

Remote access – SAS
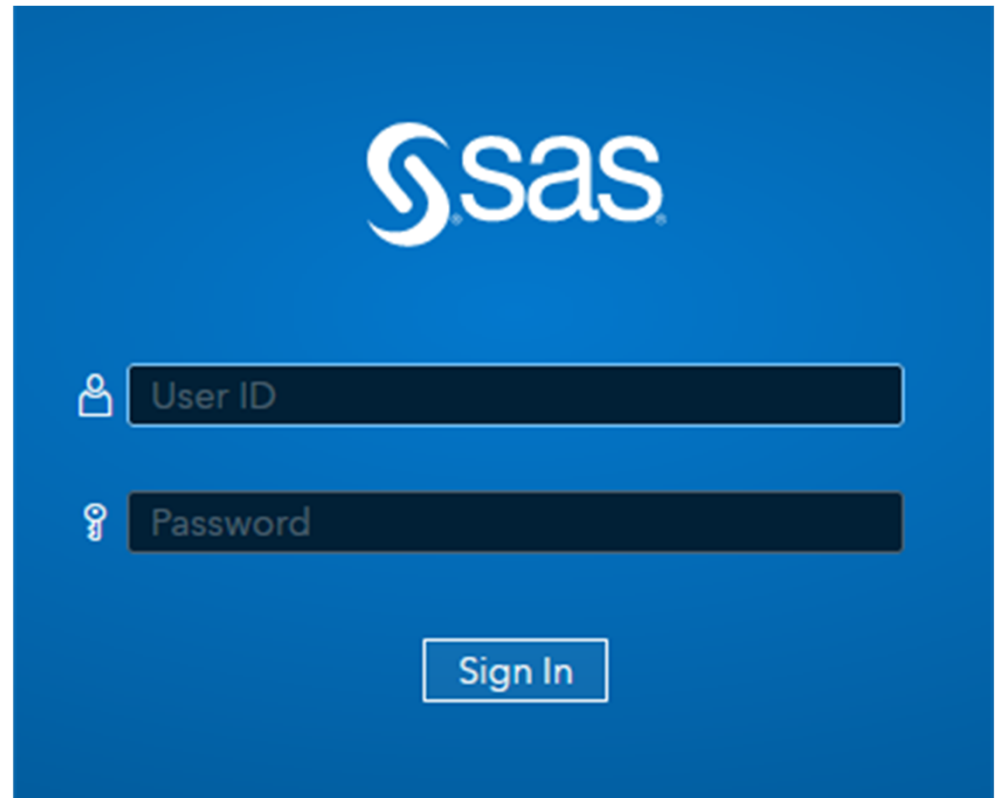
SAS

- AHS hosts a SAS server for remote access.

  https://ahs-sas-edu.nexus.uwaterloo.ca/SASStudio/

- About the Service

  https://uwaterloo.ca/health-computing/sas

Remote access – SPSS & NVIVO

- In partnership with IST, Health Computing is offering SPSS & NVIVO remote access

  - https://wvd.uwaterloo.ca

- About the Service

  - https://uwaterloo.ca/health-computing/health-virtual-computing-lab
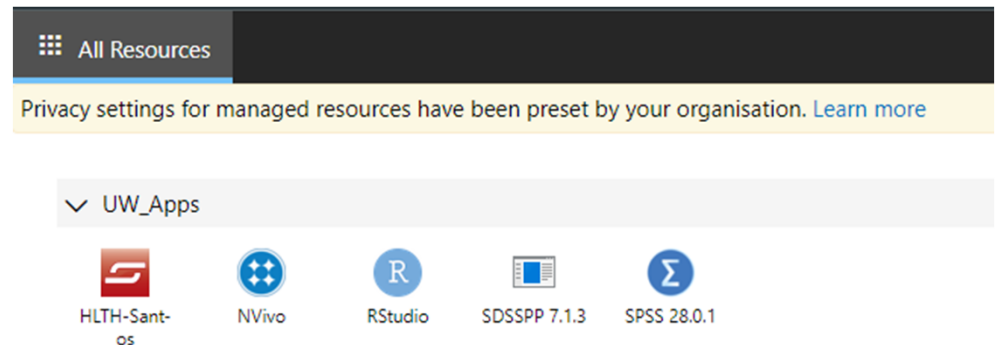
TOP TIPS

Keep your Operating System and Software up to date

Secure your identity with complicated & unique passwords and use 2FA

Reboot/Shutdown often

Provide useful information - answer the 5 Ws

Ask if you need help or are unsure

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QUESTIONS?

Lowell Williamson, IT Specialist

BMH 1629, x42326, llwillia@uwaterloo.ca