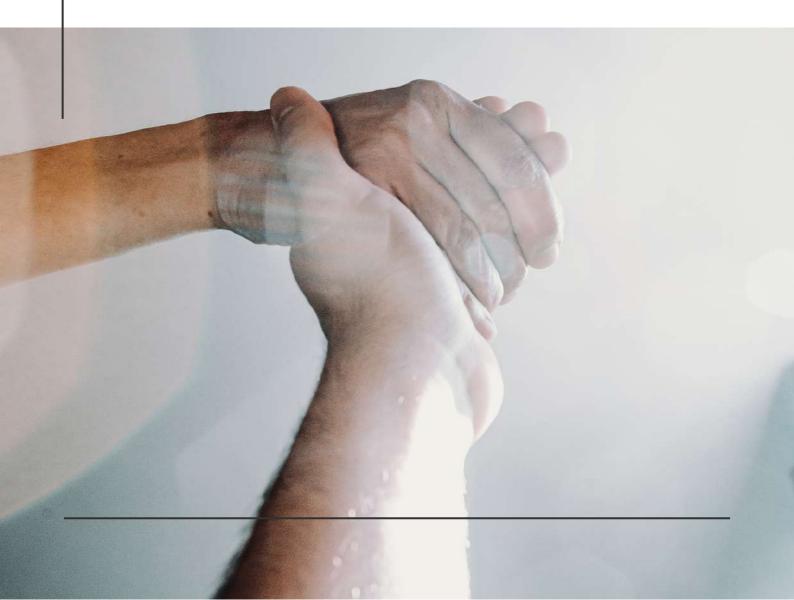Support Guide

IT for Online Study: Hints and Tips

IT for Online Study: Hints and Tips
This self-help sheet outlines some basic IT hints and tips to help you get into good habits, adopt best practices and highlights where you can find IT support.

Backing Up
Sometimes the worst does happen and you'll lose your files, even worse you might lose your computer altogether due to hard drive failure, damage or theft. These things can often happen at the worst time – like the night before a deadline for submitting work. It's essential therefore that you create backups of your files and make sure they are kept securely should you need them later. Its a straightforward process and can be done in several ways. Follow these general guidance tips:

- As with any system you want to avoid having a single point of failure and, as such, you should consider backing up your files using different methods, the most common methods are: External Hard drives, USB Flash drives or Cloud Storage.

- As a general rule of thumb the more back ups you have the better but realistically two or three will suffice for most situations and file types.

- Try to get into the habit of backing up your files on a regular basis, so every week or month for example depending on your usage and personal habit.

Remember that in most circumstances simply not having backup copies up your files will not be a sufficient excuse to not handing in your assignments on time, it is your responsibility to ensure good practice when backing up your academic work and managing your time accordingly.

Simple Steps to Increase Your PC/MAC Running Speed
• Try to keep your PC or MAC running optimally and up to date in terms of its software. You may find that using online study resources can cause your machine to run more slowly than usual, consider taking some or all of these simple steps IT steps:

- Uninstall programs or applications that you do not normally use or that are not essential.
- Try not to run too many programs at once
- Check to see how many 'startup' programs you have running and consider disabling them.

Mac: Applications / Systems Preferences / User Groups / Login Items, then uncheck unneeded programs OR Windows 8 and 10: Windows key + X / Task Manager / Startup tab, then right-click on the programs you want to remove and select Disable.) This should only be considered for non-essential programs, software such as antivirus and firewalls should be allowed to run from start up.

- Check your hard drive space, when your hard drive fills up your computer might slow down. Move files to an external device or cloud storage and delete unneeded files to free up hard drive space.
- Close unused browser tabs, auto-refreshing tabs, such as live blogs can be especially draining for your computer.
- Clear your cookies and cached data (note this may require you to re-enter log-in details).

- Restart your machine. A timeless classic in machine running efficiency but nevertheless often a panacea and sometimes all that's needed.

Productivity Hacks

You can find a wealth of productivity 'hacks' on TECHSPOTs article [Computer Tips and Tricks Everyone Should Know](#)

The dedicated BUE IT pages can help you with

information on the following:

- How to configure BUE email on Android devices
- How to configure BUE email on IOS devices
- How to change your BUE password
- Information on Microsoft OneDrive
- Using Clutter to sort low priority messages in Outlook

You can find all the relevant information on BUEs IT services here

Speak to someone at **the BUE Student Hub Counselling Service** where advisors can help you with the techniques above.

You can pass by our offices at the BUE Library Lower Floor.
Not on campus and want more information? You can contact us anytime via our email address **thestudenthub@bue.edu.eg**

The student Hub is a safe, friendly and free space for you. We are here to help you. We are listening.