Computers 102

This course will discuss the online tools available to you at UWM and give you practice in finding and using those tools. We will also cover phishing (email scams) and getting help.

Computers 101: Review

What are the four basic parts of a computer?

1.
2.
3.
4.

What does this symbol mean?

True or False? You should never share your password with anyone else.

☐ True

☐ False

To access a web page on the Internet, you type a web address into the browser address bar. What is UWM's web address?

Please use the space below to write any questions you have from the last class:

ePantherID

Your ePantherID and password are your key to accessing online services at UWM. You should never share your password with anyone.

All employees at UWM can use their ePantherID to access UWM online services and your ePantherID is also the first part of your email address: *ePantherID@uwm.edu*
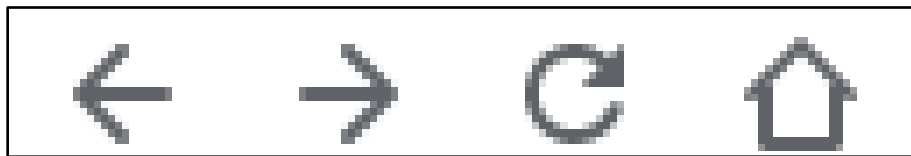
Using a Web Browser

In the last session, we learned:

- Common web browsers (Chrome, Firefox, Edge, Safari) and what the icons look like
- How to open a web browser
- How to type in a web address on a web browser

Today, we will be using these skills and learning some new web browser skills.

Common web browser buttons, typically located in the upper left corner of the browser window:

Back button	**Forward button**	**Reload button**	**Home button**
Moves you back one web page	Moves you forward one web page (only available after using the back button)	Click this to refresh the web page or if the page is stuck	Takes you to the home page set in the browser

Using the Back Button

When you are on a web page and click a link, the web browser takes you to the linked web page. If you want to go back to where you started, you can use the **Back** button in the web browser.

1. On your desktop, locate the icon for a web browser. Drag your mouse so the cursor is on top of the icon and then double click the left mouse button to open the web browser.

2. For this example, we will use the UWM homepage. If you are on the UWM homepage, you do not need to do anything.

3. If you do not see the UWM homepage, you will need to type **uwm.edu** into the browser address bar and then press the **Enter** key on the keyboard.

4. On the UWM homepage, locate a link on the page. You will know it is a link if your cursor changes from an arrow ( ) to a pointing hand ( ). Click on any link on the UWM homepage.

5. To return to the UWM homepage, you will use the **Back** button in the browser. Locate the address bar at the top of the browser window. To the left of the address bar are your browser buttons. Click the **Back** button.


Opening a Link in a New Tab

There are times when you want to click a link on a web page, but you do not want to leave the page that you are on. Using the **right button** on your mouse, you can choose to open a web page in a **new tab** and keep the original page open while you follow the link.

1. Locate a link on the web page you are on. To visit this link, we will open it in a new browser tab.

2. Hover your cursor over the link and click the right button on your mouse; a menu will appear.
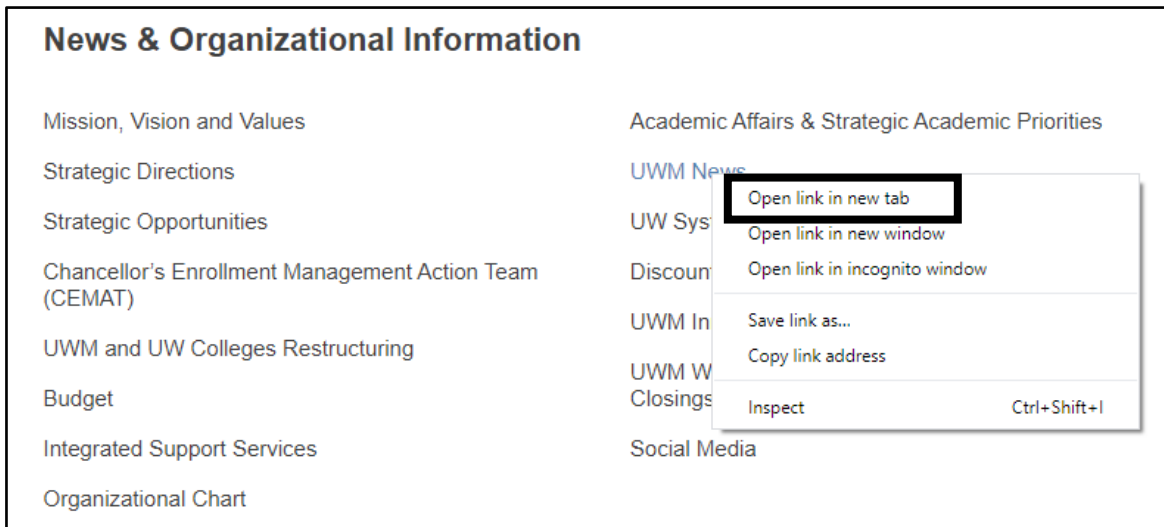
3. From the menu, left click on **Open link in new tab**. The link opens in a new browser tab.

4. At the top of the screen, your browser will now have 2 tabs open. Use your left mouse button to click the tabs to see the content in each one.
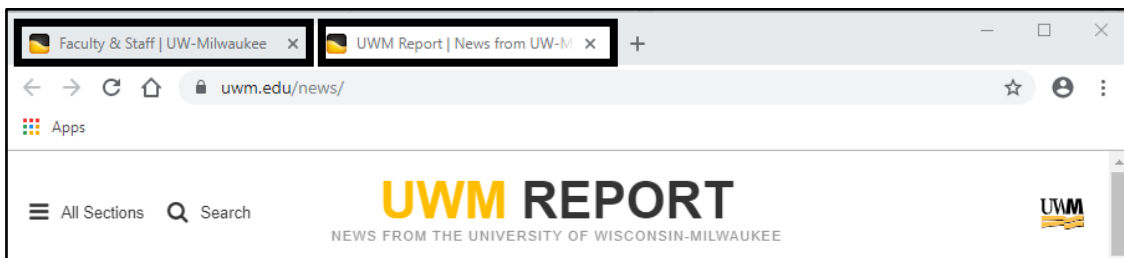
5. When you are finished with a tab, you can click the **X** to the right of the tab name to close it.
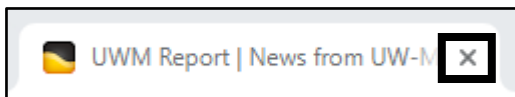
UWM Resources

Now that you have more skills using the web browser, we will look at a few of the resources available to you as a UWM employee. Some of these services will require you to use your ePantherID and password.

Staff Resources Page
uwm.edu/faculty-staff

This page is a huge list of online resources available to you as a staff member at UWM. The main column of the page lists resources by category. On the right side of the page are current campus updates such as messages from the Chancellor and UWM Report. This is a great page for opening links in a new tab (right click the link and choose **Open in new tab**).

HR Website
uwm.edu/hr

The HR website contains benefit information, payroll information, registration for enrichment courses and information about the Employee Assistance Program and Staywell Program. Some good places to start looking are the **Benefits**, **Resources** and **Services** links at the top of the page.

My UW System Portal
my.wisconsin.edu

This is the official location of the web clock where you punch in and out. You can also view your earnings statements, get your tax statements, enroll in benefits and update your contact information. To access this site, you must log in with your ePantherID and password and confirm your identity with MFA (hardware token or mobile push).

Office 365
uwm.edu/office365

Office 365 is where your official UWM email is delivered. You also have access to a calendar, online file storage space and you can use online versions of Word, Excel and PowerPoint. You can also download Word, Excel and PowerPoint onto a personal computer after you log into Office 365. To access this site, log in with your email address (ePantherID@uwm.edu) and password and confirm your identity with MFA (hardware token or mobile push).

LinkedIn Learning
uwm.edu/linkedinlearning

Everyone at UWM has access to LinkedIn Learning. This site offers thousands of online courses covering technical, professional and soft skills. To access the site, you will need to use your ePantherID and password and confirm your identity with MFA (hardware token or mobile push). When you log in the first time, you will need to choose your settings for the site. Once you are logged in, you can search for the topics you want to learn, and the site will keep track of your learning history.

UWMWiFi
uwm.edu/uwmwifi

If you have a personal device that uses the internet (a mobile phone, tablet, laptop) while you are on campus, you can connect to UWMWiFi so that those devices can go on the internet. This is especially

helpful for devices that have a data plan, like a mobile phone or tablet. Using the UWMWiFi webpage, you can get directions for setting it up on your devices.

Phishing (Email Scams)

Phishing is the term used for an email scam. In the scam, an email is sent out asking you to immediately give someone information about you or your account. If you reply to a phishing email and give out your personal information, your account could be taken over by the person who sent the email.

Tips for spotting phishing email:

- UWM will **NEVER** ask for your personal information via email (such as passwords, credit card numbers, social security number). If an email requests any of the above information, it is most likely a phishing email.

- Phishing emails will have urgent language, telling you that there will be immediate consequences if you do not act on the request. These might include your account being closed or you losing access to services.

- They may contain spelling and grammatical errors.

- They may appear to be from UWM or a person of authority at UWM, but really are not.

What to do if you get a phishing email:

- Do not click any links in the email and do not reply to the email.

- If there are attachments, do not open the attachments.

- If you clicked on a link in the email, replied to the email or opened an attachment contact the UWM Help Desk for assistance.

- If you are not sure if it is a phishing email, contact the UWM Help Desk for assistance.

- If you are sure the email is a phishing attempt, delete the email. To train your email account to send phishing emails to your Junk folder, you can right-click on the email and choose **Mark as junk**.

Getting Help

For technical assistance after this course is over, contact the UWM Help Desk:

- By phone: (414) 229-4040 or toll-free (877) 381-3459
- Website: uwm.edu/helpdesk
- Walk-In: Bolton 225A & Library Learning Commons (Monday-Friday, 8 am-5 pm)