New Student Guide 2024

A brief and readable guide to technology at the Law School

COLUMBIA LAW SCHOOL

Dear Admitted Student

Congratulations on your acceptance to Columbia Law School.

Information Technology at Columbia Law School, has created this guide to give you an overview of the digital services, systems, and technology available at the Law School and University, and to point you to the department or team who can best connect you to the solutions you need to work and study.

At the end of this guide there will be a brief review of common technology questions to help you prepare for the Computer-Based Training (CBT) program.

What's inside this guide:

- Do these three things first!

- Technology policies in brief

- Activate your UNI

- LionMail email accounts

- Remote storage and file backup

- All about printing and scanning

- Resources and discounts available to students

- Getting help with technology

- Ready for the CBT?

⭐ What's this star icon? If you see a web address next to this icon, we suggest that you bookmark it for future reference.

Do these three things first!

Before we go any further, please complete these three important items:

1 Activate your University Network ID, more commonly known as your UNI, through the [Manage My UNI web page »](#)

2 Submit an online professional photo to the [ID Center »](#). Your photo will be used for your Columbia University ID card and the Law School directory in [LawNet »](#)

3 Check your email account via [lionmail.columbia.edu](#) regularly.

Technology policies in brief

Columbia Law School abides by and upholds [Columbia University's IT policies](#), which foster a better, faster, and more secure technology experience for students by protecting the University's computer systems, networks, data, and information resources.

We strongly suggest that you familiarize yourself with the University's IT policies, particularly those pertaining to [acceptable usage of information resources](#), [safer computing](#), and [information security](#).

What constitutes a violation of IT policy?

- Sharing your UNI or LawNet login credentials

- Misrepresenting yourself in the FROM field of an email

- Sending unofficial bulk email to Law School lists

- Downloading illegally copied movies, music, or software

- Storing, sharing, or displaying copyrighted material without permission from the owner

Please note that violation of the University's IT policies can result in the withholding of grades, revocation of UNI account, or referral to federal authorities.

Activating your University Network ID (UNI)

When you begin your studies at Columbia Law School, you will be assigned a University Network account.

A UNI account is used to access University-wide systems and services,

What can I use my UNI for?

- Accessing [LionMail »](#)

- Signing up for text message alerts through [Student Services Online »](#)

- Downloading syllabi and course content via [CourseWorks »](#)

- Accessing Columbia University's library resources through Google Scholar and similar services.
- Checking grades, schedules and seating charts in [LawNet »](#)

Since it is a University-wide account, your UNI is assigned and managed by Columbia University Information Technology, better known as CUIT. Note that CUIT and Law IT are different departments. If there is ever an issue with your UNI, please submit a ticket to [CUIT's Service Desk »](#)

⭐ LawNet – https://lawnetportal.law.columbia.edu

LionMail Email Account

Activating your UNI will activate your LionMail account (e.g., jds2027@columbia.edu). LionMail is your "go-to" email account as a student at Columbia Law School and Columbia University.

LionMail is the professional email component of Columbia University's setup of Google Suite for Education. You will also have access to some of the other Google apps you may be familiar with, including Calendar and Drive.

⭐   LionMail – http://lionmail.columbia.edu

How do I get a Law School email address, such as "first.last@law.columbia.edu"?

Law IT assigns all students a Law School email address (e.g., jane.smith@law.columbia.edu) and sets up this address to automatically forward to your LionMail, so there's no need to configure any settings.

You can look up your Law School email address in the directory in LawNet.

Can I change my LionMail email address to something more memorable, such as "jane.smith@columbia.edu"?

Yes, certainly. You can select an email alias for your LionMail account through the Manage My UNI web page ».

Remote storage and file backup

Columbia University's setup of Google Suite for Education includes Calendar and Drive (accessed through LionMail) so students can easily collaborate on, store, and back up documents, spreadsheets, and slides.

Alternatively, as a student at the Law School, you will have access to a shared "G" drive and personal "H" drive. The "G" and "H" drives can be accessed by logging onto a Law School computer or [remotely in your browser](#).

⭐ Remote access to G and H drives – https://remote.law.columbia.edu

Additional permissions will be granted to your G drive if you are a leader in a student organization. Learn more by referencing the [Technology for Student Organizations web page »](#)

Your H drive has a 2 GB disk capacity.

Your LionMail Drive has a 100 GB disk capacity.

All about printing and scanning

Law IT is as much about information as we are about technology and we know that many [students prefer the tactile experience of reading on paper](#) as opposed to screen or e-reader. In keeping with this, the Law School is equipped with a network of high-speed printers and students are provided with [the highest page quota in the country](#) with 4000 pages per academic year for each student.

Where are the printing labs?

- 2nd Floor Printing Lab – Jerome Greene 216I (accessed via Diamond Law Library)
- 3rd Floor Express Lab
- 4th Floor Library

What's my printing/page quota?

Students have a page quota of 4,000 pages per academic year. Unused pages are not to be carried over to the next year.

What about printing résumés and scanning transcripts?

There is a dedicated résumé printer in the 2nd Floor Printing Lab. Please bring your own résumé paper and print from a **secure USB flash drive**. There is also a robust and easy-to-use scanner.

Resources and discounts available to students

There are many **resources and discounts available to students** at Columbia University. Below are those important to your technology experience:

[Malwarebytes for Students](#) » is a virus, malware, and spyware scanning program. CUIT has purchased Malwarebytes Endpoint Security Premium licenses that students can download for free.
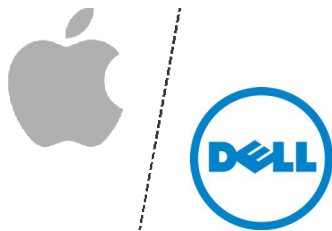
Discounts on purchases of computers, peripherals, and software through Apple and Dell. [Learn more about discounts for higher education »](#)

Unlimited access to Lynda training. Interested in learning technology, creative, and business skills? Need to brush up on Microsoft Office applications? [Explore courses on lynda.com »](#)

Access to The Center for Computer-Assisted Legal Instruction's (CALI) library of more than 1,000 interactive legal tutorials written by law professors for students. [Browse CALI's lesson library »](#)

Note that these services are not managed by Law IT. If there is ever an issue with a service, please contact the respective provider.

Getting help with technology

We appreciate you taking the time to read this guide. Information Technology at Columbia Law School is here to get you up and running with the technology you need to work and study, and connect you to information solutions.

Helpdesk

Hardware, software, or printer support? LawNet help? General question?

Email: helpdesk@law.columbia.edu
Phone: 212-854-1370
Walk-in location: Jerome Greene 131
Hours: Monday to Friday, 9:00 a.m. to 6:00 p.m.

Multimedia Team

Audio-visual or classroom technology question?

Email: avrequest@law.columbia.edu
Phone: 212-854-2400
Walk-in location: Jerome Greene 131
Hours: Monday to Friday, 8:00 a.m. to 8:30 p.m.

Please note that when classes are not in session at the Law School, both the Helpdesk and Classroom Technology desks will be open Monday to Friday, 9:00 a.m. to 5:00 p.m.

Ready for the CBT?

Let's review a bit first.

Can you answer these questions?

- Who do I contact for issues with my UNI?
- How can I protect my laptop from spyware and viruses?
- Who do I contact for issues with printers in the Law School?
- What constitutes a violation of Columbia University's IT policies?

If you can answer these questions, you're ready to go.

[Take me to the CBT »](#)