

SETTING UP YOUR EML ACCOUNT

Take your completed, signed application form to **407 Evans** and see **James Blakly**, our account manager, between 10:00 a.m. and 5:00 p.m. Be sure that you sign the form, a faculty investigator signature has been obtained (if applicable), and the EML Manager has signed the form (649 Evans) before you take your form to 407 Evans.

Be prepared with three items:

- a. Your student/faculty/staff ID and a photo ID
- b. A userid (login name of your own choice)
- c. A password

Regarding the userid:

- a. 3-8 letters in length, no numbers or special characters.
- b. Make it all or part of your last name, or a combination of first/last name.
- c. Lower case.
- d. Your email address will become *[userid]@econ.berkeley.edu*

Regarding the password:

- a. 6-8 characters in length, with a mixture of upper case and lower case and at least one digit.
Note: The EML is a Unix system, and Unix is case-sensitive!
- b. No special characters or spaces (i.e., no use of !@#\$%^&*()_+|~ and etc.)
- c. May not be searchable in a dictionary.
- d. May not be part of your name or anything personal, like a birthdate or license number.
- e. Make it easy to remember and never, never write it down or tell it to anyone. You must keep the userid and password solely to yourself. (Read the EML rules carefully on this point.)
- f. Suggestion: think of a personalized license plate or a lyric and use the first letters of each line.
- g. Change your password frequently and help keep the system secure from crackers.

NOTE:

Once your account is active, questions and problems can usually be resolved by email:

- Problems with your account (forgot your password?), send email to manager@econ.
- Problems with the network or hardware in 614 and 616 (printer jammed?), type "**trouble**" at the command prompt and use the trouble reporting system for informing operators what's happening.
- Questions about software or the operating system (how do I submit a Matlab batch job?), send email to consult@econ
- Problems with your email (my mail is bouncing), send email to postmaster@econ.
- Erased a file and need it back? See "**help-restore**" and send the relevant message to op@econ.

Read "**help- news**" at least twice a month for system news, and read the login banner ("**message of the day**" or "motd") every time you login. Useful commands: "**emchk**" for checking the size of your mailpool (system limit is 200K); "**charges**" for checking on your printer usage (over 250 pages will cost you 5 cents per page); "**quota -v**" for checking on your disk use; "**bigfiles**" for a quick listing of your largest files.