

Rush University Technology Overview

Quick Reference:

Devices/Computers – p. 2-3

Students are responsible for purchasing their own devices.

Rush offers discounted laptops and PCs through [our partnership with Dell](#) but students are free to purchase their devices from any site or retailer.

Office 365 – p. 4-8

All students receive an Office 365 account through Rush that can be accessed anywhere using their Rush credentials (username and password) via Office.com. Accounts include access to all Office applications, Microsoft Teams for collaboration and 1 TB of storage. Access through your Rush account also includes [five downloads of Office 365 applications](#) on your personal devices.

Virtual Desktop Interface (VDI) – p. 9-10

Rush also offers a virtual desktop (VDI) to all students as well.

The VDI offers access to Microsoft Office applications plus certain applications you may need for your program such as SPSS and SAS.

Technical Support

- 3clas@rush.edu
- Phone: (312) 563-2527, on campus dial 3-CLAS

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Device Requirements and Recommendations

Category	Standard User	Power User
	For users needing to use the computer for basic productivity, running multiple applications such as e-mail, web browsing, word processing,	For users running resource intensive programs for audio/video editing, graphic design, running multiple operating systems, storing large multimedia files and playing games.
Laptops - Windows based		
Processor	Intel® Core™ i5 Processor	Intel® Core™ i7 Processor
Memory	8GB	16 GB
Storage	256GB Solid State hard disk (SSD)	512GB Solid State hard disk (SSD)
Optical drive	Optional	Optional
Network	Gigabit Ethernet, 802.11a/b/g/n wireless, Bluetooth 4.0	Gigabit Ethernet, 802.11a/b/g/n wireless, Bluetooth 4.0
Graphics	Integrated graphics	1GB Dedicated Video Card
Ports	USB 3.0, HDMI, Mini DisplayPort	3 USB 3.0 ports, 1 HDMI port
Battery	4-cell Li-ion battery	6-cell Li-ion battery
Operating system	Windows 10 64-bit Professional	Windows 10 64-bit Professional
Warranty	3 year onsite next business day	3 year onsite next business day
Laptops - Apple		
Model	13" MacBook Air	16" MacBook Pro
Processor	1.6GHz dual-core Intel i5	2.2GHz quad-core or faster Intel i7
Memory	8GB RAM	16GB DDR3 SDRAM
Storage	256GB PCI-e based flash storage	512GB PCI-e based flash storage
Graphics	Supports 1920x1080 or higher resolution	Supports 1920x1080 or higher resolution
Network	802.11ac, Bluetooth 4.0, USB Ethernet (sold separately)	802.11ac, Bluetooth 4.0, USB Ethernet (sold separately)
Operating system	Mac OS X 10.15 Mojave or higher	Mac OS X 10.15 Mojave or higher
Warranty	AppleCare Protection Plan	AppleCare Protection Plan

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Desktop - Windows based		
Processor	5th Generation Intel® Core™ i5 Processor	5th Generation Intel® Core™ i7 Processor
Memory	8GB	16GB
Hard drive	1TB SATA hard disk (7200 RPM)	1TB Hybrid disk (HDD & SSD)
CD/DVD drive	Dual Layer DVD+/-RW Drive (Optional)	Dual Layer DVD+/-RW Drive (Optional)
Network	Gigabit Ethernet	Gigabit Ethernet, 802.11a/b/g/n wireless, Bluetooth 4.0
Monitor	24" LCD display @60 Hz Refresh Rate with EnergyStar rating	27" LED display @120 Hz with EnergyStar rating
Video card/VRAM	Integrated graphics	2 GB Dedicated Graphics Card
Ports	USB 3.0, HDMI, DisplayPort, or DVI	USB 3.0, HDMI, DisplayPort, or DVI
Operating system	Windows 10 64-bit Professional	Windows 10 64-bit Professional
Warranty	3 year onsite next business day warranty	3 year onsite next business day warranty
Desktop - Apple		
Model	Mac Mini	iMac 27" with Retina 5K
Processor	2.6 GHz dual-core Intel Core i5	3.3GHz quad-core Intel Core i5
Memory	8GB 1,600MHz LPDDR SDRAM	16GB 1,600MHz DDR3 SDRAM
Storage	256GB Solid state disk (SSD)	1TB Solid state disk (SSD)
Graphics	Intel Iris graphics	AMD Radeon R9 M290 with 2GB of GDDR5 memory
Network	Gigabit Ethernet, 802.11ac, Bluetooth 4.0	Gigabit Ethernet, 802.11ac, Bluetooth 4.0
Operating system	Mac OS X 10.10 Yosemite	Mac OS X 10.10 Yosemite
Warranty	AppleCare Protection Plan	AppleCare Protection Plan

Accessories

All students should have a webcam and microphone. These are included in all the recommended models.

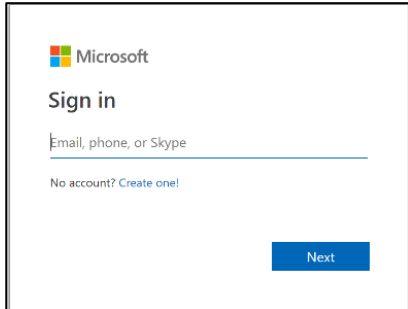
Network Specifications

Rush IS services suggests 50mb/s for the speed of your at home internet whether wireless or wired connection.

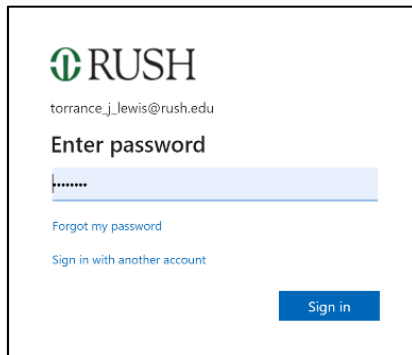
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Sign in to Office 365 online

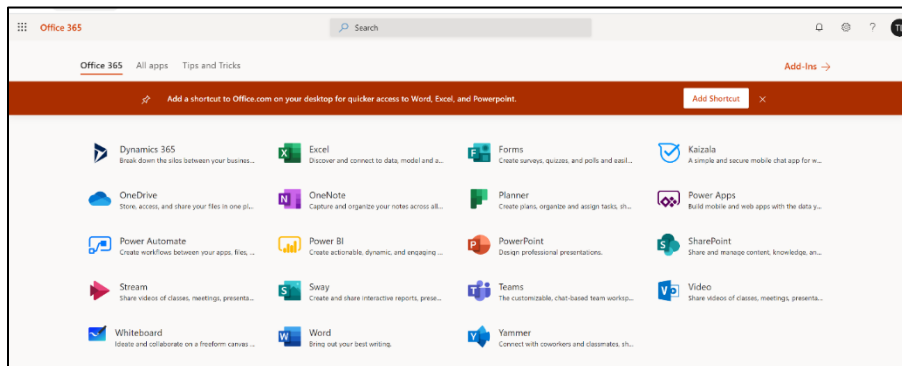
1. Go to **Office.com** in your preferred browser.
2. Click on the **Sign in** button and you will be taken to a sign in page. In the box, enter your Rush provided email (i.e. John_doe@rush.edu) and then click the **Next** button.



3. Another window will open, enter your **Rush password**.



4. Once you have signed in, a window like the one below will open.



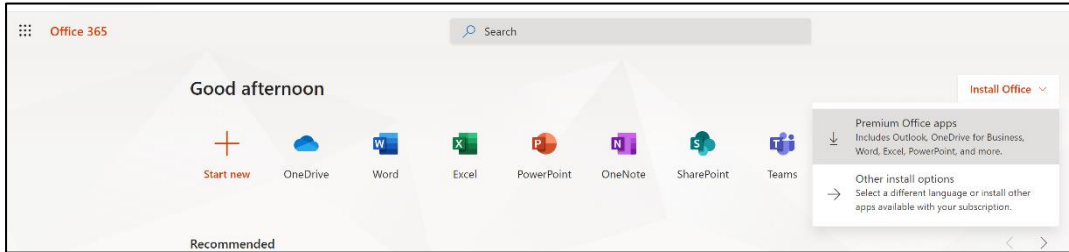
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Install Office Apps on Your Computer

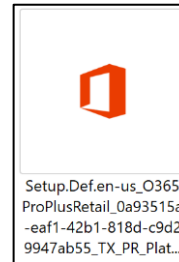
Rush University offers all students the ability to download Microsoft apps on five different devices. Follow these instructions to install the apps on your device.

On your computer/laptop

1. Login to office.com. Click **Install Office** and choose **Premium Office apps**.
2. A file will be downloaded to your computer. Click on it and run the program.



3. A window will open and you may have to put in your username and password in depending on what device you are using.
4. The office app will begin loading. When an option to install office appears, click **Install**. The install will take some time to complete.
5. After the install completes, restart your computer.
6. When you open a Microsoft application for the first time you will need to accept the license agreement.



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Getting Started with OneDrive

OneDrive is one of the most powerful apps that Rush has for you to use. Rush offer you 1TB for file storage. Below are some resources and tutorials on how to navigate and use OneDrive.

How to add and configure OneDrive folder

1. Locate the OneDrive folder in the left toolbar of a files window. Drag the OneDrive folder onto the desktop to create a shortcut.
2. Click the cloud OneDrive icon on the desktop. Enter your email into the window that opens like the below.
3. After you sign in, click next through the tutorials on how to use the folder and OneDrive will be ready for use.

Looking for more information on OneDrive

[Click here](#) for more resources to help you optimize your OneDrive.

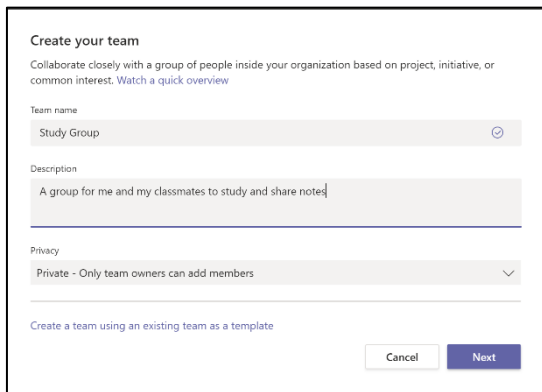
Microsoft Application Tutorials

- [Microsoft Word](#)
- [PowerPoint](#)
- [OneNote](#)
- [Microsoft Outlook](#)
- [Excel](#)

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Getting Started with Microsoft Teams

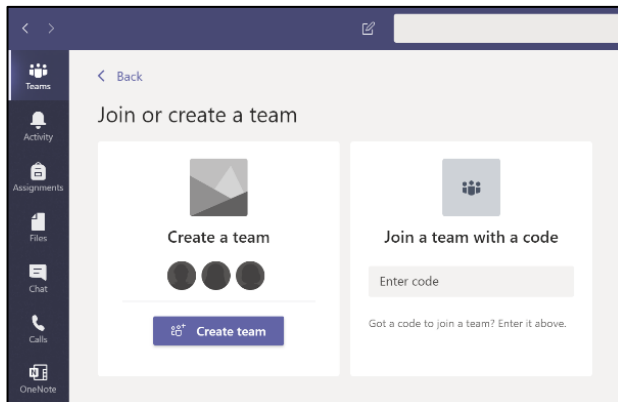
Teams is the ultimate collaboration tool. It allows you to create a study group and share documents, video call, chat, and constantly collaborate. This app integrates with all of the apps that are installed on your device like OneDrive, Word, OneNote, etc.



The screenshot shows the 'Create your team' dialog box. It includes a title 'Create your team', a subtitle 'Collaborate closely with a group of people inside your organization based on project, initiative, or common interest. Watch a quick overview', a 'Team name' input field with 'Study Group' entered, a 'Description' input field with 'A group for me and my classmates to study and share notes', and a 'Privacy' dropdown menu set to 'Private - Only team owners can add members'. At the bottom, there are 'Cancel' and 'Next' buttons.

How to create a new team and customize it

1. Select **Teams** > **Join** or create a team.
2. Select **Create a team**, and then select **Build a team** from scratch or select **Create from...** to build an all-new team or create from an existing group respectively.



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3. Select **Private** if you'd like people to request permission to join, or select **Public** if anyone in your organization can join.
4. Give the team a name and add a short description if you'd like.
5. Select **Create**.
6. Add members. You can add people, groups, or even entire contact groups.
7. If you need to add people from outside your organization, use their email address to invite them as guests. Add a friendly display name for them too.
8. When you're done adding members, select **Add** and then **Close**.

[Click here](#) to watch a video tutorial and more instructions on how to create and customize a team.

More information on Teams

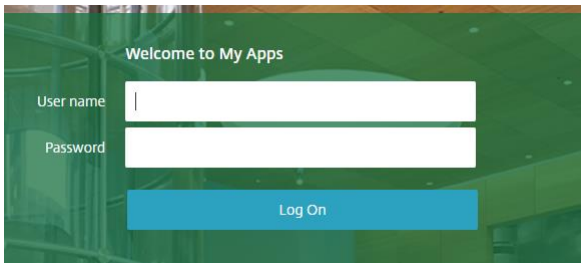
[Click here](#) for more information to help you optimize your Teams experience.

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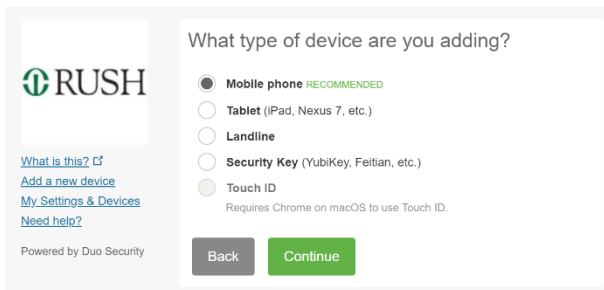
Register for Duo Security

On your laptop/desktop computer
(these instructions will work with any type of device)

1. Open a browser and type in the url: myapps.rush.edu
2. Click on the **Sign in** button and you will be taken to a sign in page like the one below. In the box, enter your Rush provided email (i.e. John_doe@rush.edu) and then click the **Next** button.



3. If it is your first time logging in to MyApps it will ask you to register a device and ask which type of device. Choose **Mobile Phone**.



4. A new window will come up asking you to enter your mobile phone number. Enter your number and press **Continue**.
5. Identify the type of phone that you have. Then, press **Continue** and follow the instructions for your type of device.
6. Download and open the application. Press **Add Account**.
7. Next, you'll scan the barcode on the screen. After the green check appears, press **Continue**.
8. After the registration is finished, you will have the option to set the method by which you want to authenticate. Choose **automatically send the device a Duo Push**. This will allow you to use your phone to approve logins.

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Getting Started with VDI

In order to start working on your Virtual Desktop you will need your laptop and be connected to the internet.

Follow the link below to open the workspace download page, download the application and follow the install steps:

- [Mac](#)
- [Windows](#)
- [Chromebook](#)

Accessing My PC via MyRushApps from your laptop/desktop computer

You may complete the following steps on any device but you must have already registered for Duo.

1. Go to the following url: <https://myapps.rush.edu/Citrix/MyAppsWeb/>
2. Enter you Rush email and password to log in. Duo should send you a push notification to your phone.
3. On your phone: approve the Duo notification and return to your laptop.
4. Select **My PC** from the green navigation bar and then select **My Rush PC** with the PC icon.
5. All of your personal files will be available in the H: drive. All of your department files will be available on your K: drive. Make sure that you open and save files to your drive the entire time you are working from home to ensure that you can access those files when you return without any issue.