

Laptop Recommendations for Cox Students

All Cox students are required to have a laptop computer for use in Cox School courses.

Recommended Hardware Capabilities:

- 802.11 g/n wireless device
- 2GHz Intel-based processor or greater
- 4GB of memory or greater
- 200GB hard drive or greater (with at least 100GB available for curriculum-related software and files)
- Microsoft Windows 7 (or later) or Apple OSX.10 or later

Recommended Software Capabilities

Instructors at the Cox School assume that students can use MS Windows software on their laptops. Therefore, an Intel-based laptop is strongly recommended. Intel-based Apple Macbook laptops are adequate for many courses. However, many Finance courses require the use of key sequences based on a MS Keyboard layout, and students in these courses are advised to use Windows Laptops. More generally, instructors will provide classroom demos and instructions for Windows software only, and students using laptops with other operating systems such as MAC-OSX or Linux will have to figure out corresponding functionalities on their own.

Windows Office 2013

Our professors use the latest version of Microsoft Office (Office 2013). If you want to follow their instruction step-by-step in the classroom, we recommend using the Windows version of Office 2013. MacBook users will need a Windows emulation package like VM or Parallels installed to run the Windows version of Office 2013, or else install the Windows OS on their machines.

Mac Microsoft Office 2011

Mac OSX users running MS Office 2011 for Mac can download and install Solver for Excel for Mac at <http://www.solver.com/welcome-mac-users-solver-now-included-excel-2011> and StatPlus:mac LE from <http://analystsoft.com/en/products/statplusmacle/>. These add-ins are required by some ITOM and Stat courses. However, students should be aware that Cox instructors use the Windows versions of MS Office in class, and are not expected to be familiar with the Mac versions. So users of MS Office for Mac software will have to figure out by themselves whether (and if so, how) they can use their Mac software for coursework.

Microsoft and Apple software may be purchased for a discounted price at <http://www.hied.com/smu>.

Cox Technology makes every effort to support the diverse range of computing platforms used by students. Students who encounter a difficulty with a particular version of software should be aware that the Business Information Center has dual-boot **iMacs** (Windows + Apple operating systems) with a broad range of software installed in order to bridge any gaps.

Instructions for Obtaining Windows Office through Office365

- 1 Open a web browser on the device that you wish to install Office
- 2 Visit <http://office365.smu.edu> and Click Login
- 3 Enter your SMU email address using the @smu.edu format (*cuser@smu.edu*)
- 4 You will automatically be redirected to the SMU Office365 login page
- 5 Enter your SMU Email address using the @smu.edu format and your mySMU password
- 6 Click **Sign In**
- 7 Select PC and MAC from the Office365 Splash Screen
- 8 Select the desired language and format
- 9 Click **Install**

If you are prompted at anytime during the installation process to enter a license key or sign in using an existing Office 365 account, log in using your SMU e-mail address and SMU password.



**Students will retain access to OneDrive for 2 full terms after they leave the University. After that, students would need to purchase the subscription for that service through Microsoft.

Anti-Virus Software Requirements for the Cox Network

In order to use the Cox Wireless Network:

1. You **MUST** have anti-virus software installed, enabled and updated on your computer.
 - a. If you do not have anti-virus software, you can purchase it at a discount from <http://www.hied.com/smu>.
 - b. We recommend Microsoft Security Essentials which can be downloaded at no charge from http://www.microsoft.com/security_essentials/
2. You must have **CURRENT** virus definition updates (they should be no older than 5 days at any time).
3. You must have **ALL** “Critical” Updates from Microsoft Windows Update applied.
4. We strongly recommend that you have all necessary driver updates applied to your computer.

Computers that do not meet these requirements may be removed from the network. If you think you have been removed from the network, please visit the Cox Technology Support Help Desk for assistance.

Cox Wireless Network Information

The Cox School of Business has deployed a standard 802.11g/n network for use by faculty, staff and students. The network is accessible from all areas in the School of Business.

This network is unsecured (unencrypted) and should be treated the same way as other public networks.

Users should recognize that just as with other public networks (those in coffee shops, airports and hotels), wireless traffic is subject to “sniffing” and other electronic snooping. VPN use is strongly encouraged (and in many cases required) for anything other than casual web browsing.

Important Note Regarding Acceptable Use:

Use of the Cox wireless network is subject to the University's Acceptable Use Policy. Because of this, we monitor activity and usage on all of our networks. Your use of the Cox wireless network means that you consent to such monitoring. Peer-to-peer file sharing (such as Frostwire and BitTorrent) is prohibited on the Cox network. Network equipment actively monitors for such use and disables network access for users found engaging in peer-to-peer file sharing. Thank you for helping keep our network traffic focused toward academic use.

Support Information:

When you get to the main campus and would like assistance configuring your wireless device so that it will work with the Cox wireless network, please stop by our offices. We're in the basement of the Maguire Building, Room 170. Our hours of operation are from 7:30 a.m.-8:30 p.m. Monday-Thursday, 7:30 a.m.-5:00 p.m. on Friday, and 7:30 a.m.-3:00p.m. on Saturday.

Call us at the Cox Tech Support Help Desk: 214.768.4100 or email us at support@cox.smu.edu to open a support request. (If you have questions pertaining to Access.SMU or your SMU student account, please contact SMU-OIT at 214-768-4357 or <http://www.smu.edu/oit>.)

Guidelines for in-class use of laptops and mobile devices

The instructor has the right and responsibility to set the policy for the specific class, which should be included the course syllabus. Students are bound by the class policy regardless of what other instructors or courses may accept and/or require. This policy may include (but is not restricted to) the following alternatives:

- The use of laptop computers is limited to one of the following levels:
 - Laptop use is restricted to course-related (and possibly session-related) content and applications only.
 - If there is no course-related content that students can reasonably be expected to need during class sessions, laptop use can be restricted to note-taking use only.
 - If in-class tests are provided in electronic form, students may be allowed to take the exam on their laptops.
 - If none of the above uses is desired, the use of laptops can be prohibited during class sessions.
- Use of chat services during class sessions is prohibited.
- Unless there are course-related applications of mobile phones, PDAs and smart-phones, the use of such equipment during class sessions is prohibited. Mobile phones are required to be shut off or set to silent mode during class sessions, and answering telephone calls and text messages during class is prohibited.

- Use of cameras and video cameras on mobile phones and laptops during class sessions may be prohibited or allowed. For example, students may be allowed to take photos of the whiteboard and/or projected materials in the session.

The Cox School does not prescribe any specific brand or configuration of laptop hardware for student laptops. Rather, it is expected that student laptops will be able to reasonably execute all application programs that are site licensed by SMU for student use in business-related programs. Information about relevant application programs as well as suggested minimum functionality for laptop systems will be made available to incoming students prior to the beginning of their program and can be obtained from the Cox Computer Support staff by e-mailing support@cox.smu.edu.

Special Requirements for Certain Programs/Areas

- Students in the MSF program and some MBA Finance courses are encouraged to have HP 12C or BA II Plus calculators.
- Students in the MSBA Program would need to have SAS software (including Enterprise Miner and Sentiment Analyzer) and SQL Server (installed in a Virtual Machine) on their laptops. Also, they should have laptops with at least 8GB of RAM.
- Students in ITOM courses need to have MS Access installed. This is part of the Windows Office 2013 package, but is not part of the Office for Mac package.