



Technical Configuration Instructions for Mac

Hello and Welcome to Fuqua!

The intention of the following instructions is to allow all incoming Fuqua School of Business students to install and configure, on their own, the mandatory software that is required to complete coursework. Most elements have a comprehensive video that explains step-by-step how to install and configure these items. It is required of all students to configure their own laptops *prior* to the first day of their orientation.

The Fuqua Technical Support Center (TSC) is available to address any specific problems, concerns or questions throughout the summer and school year; we can be contacted either through email: help@fuqua.duke.edu or by telephone: 919.660.7878.

In addition to the YouTube videos, students can utilize the help documents found within the Technical Support website: <https://it.fuqua.duke.edu>.

Please note that the 2018-2019 Academic platform is utilizing Microsoft Office 2016, 64-bit version.

Some things have changed since the instructional videos were created, this includes the initial software website where you will download your software. Please watch the videos completely, reading all instructions below so you can follow along properly.

When students receive their NetIDs they are asked to set a password, however, at the point that password was created, many of the Fuqua specific accounts were not set-up yet. In order to synchronize their Duke NetID to the Fuqua Network, it is required that each student reset their password *prior* to configuring their laptops. Access to the Fuqua wireless network and ePrint could be compromised if passwords are not reset. Please logon to Duke's OIT Self Service website: <https://oit.duke.edu/selfservice>, on the right side under NetID, select Change Your Password and type the current password you have in all three fields. This will force your same password through all existing accounts, both Duke and Fuqua accounts.

Again, if you should have any specific questions or problems, please don't hesitate to contact us!

These Instructions Are Intended for Mac Users Only:

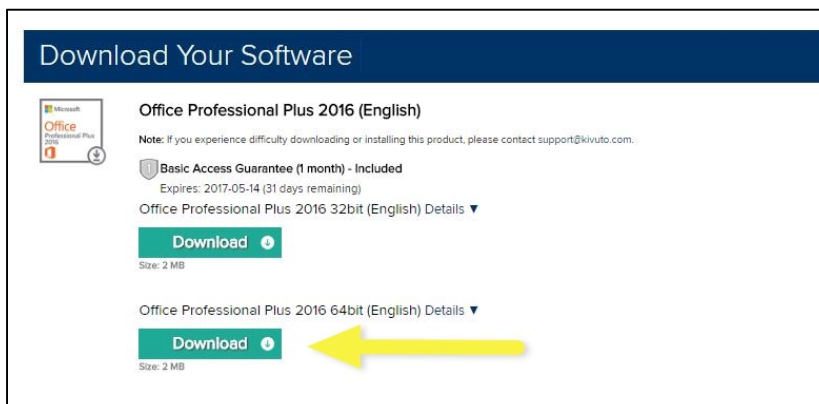
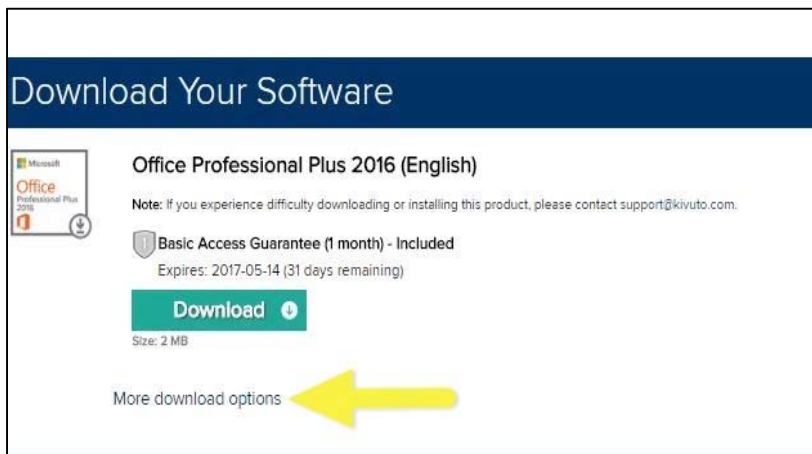
Downloading and Installing Duke Provided Software

Many of the classes you will be taking require you to run Excel add-ins that will not function within the Mac operating system, because of this, you will need to install and configure a virtual machine. In order to configure your Mac, you will need to download the following software applications:

- Microsoft Office 2016 for Mac – if you don't already have it installed
- VMWare Fusion 8
- Microsoft Windows 7 or 10 - 64bit
- Microsoft Office 2016 for Windows
- Anti-virus Software Protection – [Anti-virus software](#)

Make sure to save the product keys for your reference

When downloading Microsoft Office 2016 for Windows, it is important to select the **64bit version**. Please see the images below for selecting the proper version to download:





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Please note that the following video will start at the 2:25 minute mark and will instruct you on how to order and download the above Fuqua required software from the Duke Software Licensing site (<http://dukeoit.onthehub.com>):

<https://youtu.be/BkDej6wrMUo?t=2m25s>

Make sure to save the product keys for your reference

Setting Up VMware Fusion for Running Windows-Specific Software

Follow the steps in the How to Order and Download Duke Provided Software video to download the software needed to setup a virtual machine, with VMware Fusion, that will run the Windows version of Excel 2016 which is **required** for certain courses.

Note: Both Mac and Windows have their own versions of Microsoft Office 2016, it is important to download **both** in order to properly configure your VMware Fusion.

<https://www.youtube.com/watch?v=Sp9reKke7Vg&index=4&list=PLwEToxwSycW3-Esx86rbjCH24mVZ501MI>

Configuring Email within Microsoft Outlook 2016

Setup the Outlook 2016 email client on your Mac. Prerequisites to setting this up are to install Microsoft Office 2016. Please watch that video for installation instructions prior to setting up Outlook 2016. Use your Primary Email Address in order for all features to work properly.

Note: The video below refers to Microsoft Office 2011 configuration settings, which should still apply to Office 2016 for Mac.

<https://www.youtube.com/watch?v=Y-i10VziUxY&index=15&list=PLwEToxwSycW3-Esx86rbjCH24mVZ501MI>

Configuring Email within the Mac Mail Client

Setup Apple's built-in email client (Mail) as well as the Duke Global Address List in the Contacts application and your Duke Calendar in the Calendar application. Use your Primary Email Address in order for all features to work properly.

https://www.youtube.com/watch?v=hOIFTYLE2_c&index=14&list=PLwEToxwSycW3-Esx86rbjCH24mVZ501MI



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Setting-up Your Email Signature within Microsoft Outlook 2016 & the Mac Mail Client

Information on setting up your Fuqua signature can be found on the Technical Support webpage.

<https://it.fuqua.duke.edu/email.htm>

Anti-Virus Protection

Duke's IT Security Office recommendations for anti-virus software for personal computers can be found at the below link.

<https://software.duke.edu/node/541>

**** Install Fuqua's ePrint Drivers Once You Arrive on Campus**

Once you are connected to the Fuqua Wireless network, you can download and install the Fuqua ePrint software required to use the student printers throughout Fuqua.

<https://www.youtube.com/watch?v=paip-m0EzWI&index=2&list=PLwEToxwSycW3-Esx86rbJCH24mVZ501MI>

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