



Welcome to the Penn State Smeal MBA Program.

Please ensure that you have administrative rights to your computer. Administrative rights will allow you to install and configure software and settings on your laptop. The IT consultation sessions are on **Tuesday, August 13th**. The laptop orientation schedule is available for view on the [Admitted Student Website](#). Please adhere to the time you selected when attending your IT consultation. Please note, if you run into any issues, we will be able to assist you during the session.

Please complete the below steps **prior to your IT orientation time on Tuesday if you can**. If you do not have your access account by the time of your IT orientation appointment, our IT department will assist you with the various downloads and installations.

Note: some of the steps below will require your PSU access account and password to obtain the software.

Software Updates and Patches

- All Windows/Mac software updates, Windows updates and patches should be in place prior to accessing the PSU network.
- If you are currently using an anti-virus software, the virus definitions should be up to date.

Office 2013 for Windows / Office 2011 for MAC

- Please purchase and install the software from the link for the Computer Store Office 2013 or 2011 purchase is <https://software.psu.edu/microsoft-office-for-students-5749.html> - \$70

Symantec Endpoint Protection (Anti-Virus)

- *Most new laptop purchases come with a trial version of an anti-virus product. These trial versions usually have free updates for 1 month or 3 months, etc. after which time they stop updating unless you purchase continued support or the product. Penn State has a site license for the Symantec product and is a cost-free virus protection solution for students to protect their computers.*
- *Note: if you already have an anti-virus software installed, we strongly recommend removing it before installing Symantec AV.*
- To download the PSU Symantec Anti-Virus software, please proceed to <https://downloads.its.psu.edu/> and the Symantec Antivirus software can be found under the section titled **Virus Protection/Spyware Tools**. You can choose Windows or MAC versions.

- If you choose Windows, please ensure you download the appropriate version for your laptop (32 bit or 64 bit).
- Please install it following the steps shown in the video tutorial found on MBA Student Exchange website – **Symantec EndPoint**
- *During orientation, you will be shown how to configure Symantec for realtime scanning.*

Anti - Spyware Software

- The following software is available to students free of charge (we recommend using both):
 - Ad-Aware (spyware removal software)
 - Spybot - Search and Destroy (S&D)
- If you wish to download and install this software:
- Navigate to ITS Software Downloads at <https://downloads.its.psu.edu/>
- Select Virus Detections/Spyware Tools Category and select desired software to begin download.
- Save downloaded software to a folder you will remember.
- Run software to install on your laptop. Steps to install Spybot and Adaware are also available in the video tutorials found on the MBA Student Exchange website.
- *Note: most slowness/lockup problems that we see with MBA laptops are related to spyware/adware/malware and viruses on the machine. We recommend running a scan using Spybot Search and Destroy or Adaware at least once a week.*

Palisade Software (requires Windows and MS Office)

- Palisade Academic Software (can be purchased here):
<http://www.palisade.com/academic/students.asp> Palisades is used in BA 512, Risk & Decisions
- Once you have purchased the software necessary for your classes, you can install it following the steps found on the MBA Student Exchange website.

Additionally, the MBA Tech Guide provides in-depth information on topics including Smeal email and configuring email clients for access including Outlook and Mac Mail. The MBA Video Tutorials also contain this information. Your email access credentials will be provided to you Wednesday during access account password issuance. Details on configuring your email clients, iPhone, etc. will be included.