



As IT service center of Technische Universität Berlin, tubIT provides a variety of high-quality IT services for all students and employees. We aim to consequently implement the cooperative supply model: efficient supply with basic services and support of the development and introduction of an IT infrastructure adapted to research requirements. In the process, tubIT understands the employees and students as center of all processes and sees itself as companion for research and education in an ideal environment.

TUB PORTAL – YOUR PERSONAL CONTROL CENTER

With your personal tubIT account you can log in to the TUB portal on the websites of TU Berlin. In this portal, you can change your password and home address, look into contract details and notifications, and administer the sub-networks, E-Mail addresses and mailing lists of your department, as well as implement your lectures into the course catalogue, purchase software and hardware, use the structure and role management system of TUB and much more.

An overview over all functions can be found at the TU website with direct access **128336** (English version available via button in the header).

COMMUNICATION & INTERNET ORGNAME / DOMAINS

Every department with an organizational structure needs a unique and unchangeable OrgName, which can be requested for new departments or administered for pre-existing ones via the structure management system. This OrgName is reserved as subdomain for your department. Furthermore, your department can request further subdomains. The subdomain "OrgName.tu-berlin.de" can be used for webpages, email addresses and computer names. Administration of domains and OrgNames is possible over the structure management system in your personal portal.

General information about domains can be found at **128352**.

The structure management system is described under **128351**.

E-MAIL

Like every other member of TU Berlin, you receive an E-Mail address and a mailbox of the email service Exchange, which can be accessed via web application and with your preferred email client. With Exchange you are able to administer calendars and task lists within your department, to facilitate work in a group.

Information on the Exchange service can be found at **97930**.

GROUPWARE TEAM MAILBOXES

Many tasks are not carried out alone, but in a team. With a team mailbox, you receive an additional, separate Exchange mailbox, which more than one person can access. As team administrator, you can create the team and choose a team leader, as well as the required resources (for example

the aforementioned team mailbox) for this team. You can create a new team mailbox quickly, see **123933**.

PUBLIC FOLDERS

If required, tubIT can create a root folder for you, which you can find in your mailbox under "public folders". Within this folder, you can create additional folders or objects, e.g. calendars, tasks, notes and address books and share them with your colleagues to work together.

You can request a public folder via email to **tubit@tu-berlin.de**.

RESOURCE ADMINISTRATION

Further resources like rooms or devices (projectors, notebooks, etc.) can be administrated with the Exchange service. With this service you can invite other Exchange users to meetings and book the needed resources. The creation of resources is possible in the TUB portal, then they can be included in your preferred email client.

Further information on resources can be found at **97874**.

SHAREPOINT

Sharepoint is a TUB intern platform for collaborative work within a team. This platform supports typical workflows of an organization (with the help of numerous overlapping features/apps), for example administration of appointments, sending notifications, cultivation of knowledge and distribution of tasks. Especially noteworthy are the central data handling and the excessive search function through all contents. Using this service is free, but tubIT provides the technical infrastructure only. Configuration, as well as editorial and design related tasks have to be carried out by an experienced administrator of your depart-



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ment.

Additional information on Sharepoint can be found at **119351**.

VIDEO CONFERENCES

The technical implementation of video conferences is realized with a Polycom HDX system in room E-N 053. There are two projectors with screens, as well as tables and chairs available. You can book the room via email to sekretariat@tubit.tu-berlin.de

TUBMEETING

With the tubMeeting service, groups can book a virtual meeting space and meet there with the help of chat, telephone and video conferences – each participant from their own work computer. Within the meeting, it is possible to conduct and share presentations, as well as work together on a virtual whiteboard. Even the involvement of TUB externs into the meeting is possible, but only TUB employees can convene the meetings. How TUB employees can convene a tubMeeting is described at **147980**.

WEB TYPO3

TYPO3 is the content management system employed at TU Berlin, to generate internet presences. It divides layout and structure from the content of documents and provides interfaces for editing and maintenance. Via templates in the TUB corporate design, the common appearance of TU Berlin emerges for all departments. A description of TYPO3 as well as further instructions for the request can be found at **57882**.

CONVENTIONAL WEB PRESENCES

If you need an additional conventional web page, tubIT configures web presences for your own HTML-, PHP- or Perl-based web applications, including a MySQL database. Information on conventional web presences can be found at **53124**.

BLOG

Departments of TU Berlin can design their own Wordpress blog, for example for depiction of projects, as a communication platform or for the administration of course work. About blogs: **180958**.

WIKI

In addition, a pre-configured wiki is provided for you. Updates and maintenance of the wiki software is carried out by tubIT. About wikis: **72064**.



VERSION CONTROL

SVN

You can use the SVN service as a central data store with version control for your projects, thus simplifying the work of your team with collectively used documents. The access is not limited to TUB members and can be configured by you such that the data is read- and writable either worldwide or by certain persons only. The description of the SVN service: **83538**.

GITLAB

For programmers particularly, tubIT provides GitLab. GitLab is a web based software for version control and joint editing of programming code with Git. The core component is a web portal in which users can log in and create their own projects. Functionality and range of functions parallel basically the known web service github.com, nevertheless all data is stored on servers of the tubIT data center.

Further information on GitLab can be obtained at **149262**.

DATA & SERVERS

WLAN INFRASTRUCTURE

The whole campus is equipped with a WLAN infrastructure. You can use the "Eduroam" network by logging in with your tubIT account, after configuration of your device.

Configuration instructions and further information about Eduroam: **33918**.

For temporary use, for example for guests of your department, you can create temporary guest accounts.

This can be done either via the TUB portal or easily and comfortably with your phone per SMS. Instructions and further information on guest accounts: **128340**.

WLAN2VLAN & VPN2VLAN

By the use of these two services it is possible to establish a connection to the network of your department, while travelling or at home. This leads to your device receiving an IP of your subnet. The device is then able to perform all tasks which are possible in your office via LAN connection: communicating to servers, printers and other devices. Thus, you as a user are mobile and flexible.

This way, the AirPlay service is made possible: Content like photos, presentations or web pages are streamed from an iOS device, wirelessly via Apple TV, to an HD TV or speakers of the department.

Information on VPN: **136093**.

LAN

The wired connection to the network is possible via network sockets in the offices. In modernized buildings, every socket allows access to Eduroam, every other socket can be activated in the TUB portal. On every deactivated socket you have access to the guest network, which can be used with guest accounts. For safety regulations, it is possible to alter the pre-configured firewall regulations according to your concepts. Information on firewalls can be found at **5737**.

In case of specific requests about your network, please write a mail to tubit@tu-berlin.de.

STORAGE SPACE

TUBCLOUD

With the tubCloud service, we provide students with 20 GB, employees with 100 GB and departments with 250 GB storage space, to synchronize documents and share them with other users. The special attribute of this sync&share service is that the data is stored on servers of TU Berlin and not in foreign countries. Furthermore, it is possible for departments to extend the storage space, to the department's expense. Storage space can be rented in packages of 50GB for a minimum time period of one year.

The current prices for storage space extension can be found at **131359**.

AFS

AFS is the personal online storage space of 5 GB for employees and can be used for documents, pictures, other data and your personal website. Departments are provided with a central AFS storage space of 250 GB, which can be used for any data as well as the internet presences. Thus, digital work materials can be made available and be accessed from every computer at every place. The availability is based on technical functions like AFS, Kerberos and SAN.

Information on AFS: **78548**.



SAN

To support your department, you can extend your personal storage space at certain conditions, thus storing a greater amount of data than the basic supply. This extension can be obtained in different ways: as storage space in AFS, as LUN (block device via FibreChannel), on your own server in the tubIT data center or as virtual data drive in a virtual tubIT server.

Information as well as the current prices for SAN storage space can be found at **78549**.

DFN CLOUD

The concept of the DFN cloud, created by the DFN and various participating departments of different universities, is to organize and develop a joint cloud for research. Thus, on the one hand it is an offer of network based communication services for research and teaching, on the other hand it is a science project in itself, with the goal to develop new, better cloud services. Therefore, the participating departments are not only invited to use the services of the DFN cloud, but to share their experiences to help the further development of the cloud. The DFN society organizes this sharing of experiences in committees and events and combines the expectations of scientific work to communicate them to the cloud service providers.

If you want to participate in the DFN cloud, you can find information at **148593**.

DATA BACKUP

EMAIL RETENTION

With the use of Veritas Enterprise Vault, TUB employees can relieve the storage space of their mailbox actively. With the reduction of used storage space, mail clients like Thunderbird and Outlook can work faster and more reliable. For the usage you need to purchase the respective fee-based software licenses.

The current prices for email retention can be found at **187602**.

DATA BACKUP

In addition to the backup service of AFS we offer the possibility to store data long-term and securely as an archive. As opposed to the backup, in archiving there are no separate versions of the data which is archived. Only the chosen data is written to the archive, one time. For the usage of the archiving service, access to the TSM archive server is granted. The time period for archiving can be set to 3, 5 or 10 years. The respective yearly costs depend on the amount of data and the period of storage. Even additional storage which was purchased with the SAN service, can be archived (with a fee) this way.

Information on the backup: **78550**.

HOSTING & HOUSING

tubIT offers virtualized servers, based on virtual machines (so-called VMware). Virtual servers are independent and secure systems on a physical server, which guarantee every user certain resources and prevent conflicts between applications of different users. Each virtual server works and operates like a completely independent server. Since these servers are root servers, you gain complete control over the system.

For your physical servers, tubIT offers the infrastructure of the tubIT data center: You transfer your server to the data center and benefit of the advantages of the professional infrastructure of the data center.

Information on hosting (providing virtual servers) and housing (physical servers): **26667**.

ACQUISITION AND RENTAL

PRINT@CAMPUS

The campus-wide print service "print@campus" is offered by tubIT and allows each member of TU Berlin to print at different sites of the university via personal notebook, PC, smartphone or tablet. Charging for this service is done for TU members via the so-called print account, which is realized through payment in cash in the tubIT Laden or with mensa card. Departments which want to administer and allocate their printers via the print system, can choose between different offers.

General information on print@campus: **90525**.

For a personal consultation for participation of your department and configuration of the devices in the print@campus system, please contact **tubit@tu-berlin.de**.

HARDWARE

SOFORT-PC

Through an online shop, tubIT offers standardized PCs, Notebooks and monitors for your department for collection. The advantage of an order via the Sofort-PC shop is that for these devices, there is no need to compare different offers or for public submission. Ordered hardware can be picked up on the following day at the tubIT Laden. Information on the Sofort-PC shop: **1938**.

APPLE

Furthermore, there is a frame agreement for the TU Berlin

concerning Apple products, with the IT company REDNET in Mainz. The majority of the apple portfolio (excluding iPod, iPhone and Apple Watch) is offered, including all configure to order variants. For acquisition of these devices, there is no compare or submission needed either. To order, please write an email or fax with your order inquiry to Mr. Capeletti (christian.capeletti@rednet.ag) with the note "based on the current Apple frame agreement". Information on the REDNET frame agreement can be found at **191296**.

NOTEBOOK RENTAL

All departments of TU Berlin are offered to rent notebooks for a certain time period (max. 21 weeks) from tubIT, for presentations, training courses, or as temporary second device. You can book these devices via telephone or email, charging of the rental fee is done with the cost center of your department.

Current prices as well as instructions for rental can be found at **3488**.

SOFTWARE

Via the tubIT software portal (operated by the company asknet), departments, employees or students of TU Berlin can order software licenses. Departments, but partially also employees and students, can order a range of software licenses within the scope of campus contracts and licensing programs for research and teaching via tubIT.

Extensive information on the software portal can be found at **3172**.

CONTACT INFORMATION

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