

## Computers and Laptops in the Library

There are computers and laptops in the Library for students to use for college work. Some have specialist software available as well as the standard college software. Please tell Library staff if you require special software when you make a booking.

### Using a computer or laptop

Most pc's and laptops are available for a one hour session on the MyPC booking system. Check the screen message before logging on:-

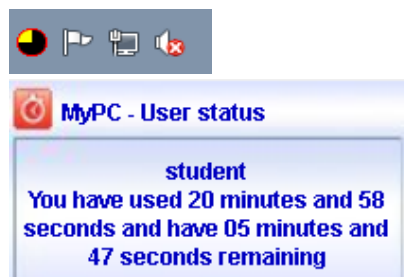
- **Advance Booking Only** - please visit the library desk with your student card to book to log in now or make a booking up to seven days in advance.
- **Available** - you can log in for the session time available on the screen message.

**MyPC** **Advanced Bookings Only**  
PC 01

**MyPC** **Available**  
You may use this computer for up to **15** minutes

### Check how much time is left on your session

Right click the yellow disk on the taskbar to show time used and time remaining. The yellow disk on the task bar goes black as the session time is used up.



A message will appear when there is 15, 8 and 3 minutes left on the session before the computer logs off automatically.

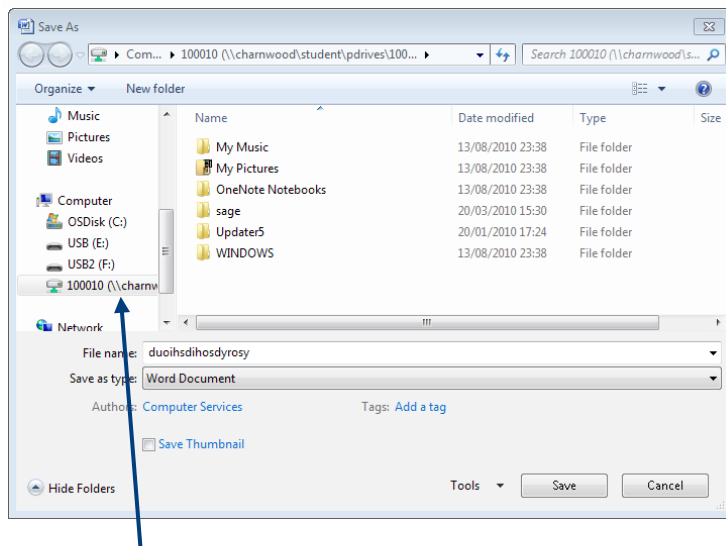
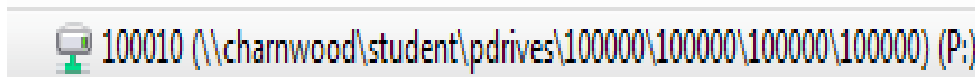
- If you want to extend your session to complete your work, please go to the Library desk with your student card when there is 15 minutes left.
- If your session times out you will not be able to log on again straight away and you will need to ask Library staff to make another booking for you.
- Computers shut down automatically after a short time period if not used.
- Save your work frequently during your session.
- Download and save a document attached to an email before changing or printing.

## Microsoft Office 365 and OneDrive

Please visit the Technical support Helpdesk: <https://helpdesk.loucoll.ac.uk/> for more information.

## How to save your work to your Pdrive

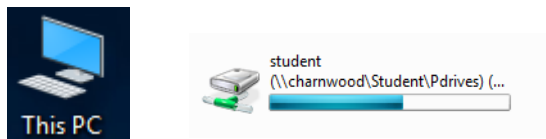
You can save your documents and folders to an area on the college system called your Pdrive which is unique to your login. It will have your student reference number at the top:



Click 'Save As' and Browse to open drives. Open PC menu and click on the drive with your number and you should see your other saved files.

## How to find your Pdrive from the desktop

Double click the Computer icon on the desktop and open your Pdrive



## If You Need Help

Phone: 01509 618318

Email: [Library@loucoll.ac.uk](mailto:Library@loucoll.ac.uk)