The Merton College intranet – a guide for Fellows

intranet.merton.ox.ac.uk
This short guide explains:

- **What** the intranet is
- **Why** you should use it
- **What** you can find on it
- **How** to contribute to it
- **Who** to contact if you encounter a problem

**Key points:**

- There’s more there than first meets the eye
- Visit **at least once a day** to keep up to date on what’s happening in and around College
- It’s the best way to get your message out to staff, other Fellows and/or students
The intranet – what is it?

The intranet is **the primary source of College information** for Fellows, staff and current students.

It is **web-based** – so it can be accessed from any device with an internet connection – and **password-protected** – so you will need to log in in order to get to almost all of the content.

Fortunately, you don’t need to remember *yet another* username and password in order to get into the intranet, because it uses the **Oxford Single Sign-On** (SSO) system, the same as many other University systems such as SOLO, OxCORT, WebLearn etc.

**You can access the intranet:**

- directly at [http://intranet.merton.ox.ac.uk](http://intranet.merton.ox.ac.uk)

or

- via the link at the top of any page on the College website:
The intranet – why use it?

Cut down on email clutter – no need to retain ‘round robin’ emails sent to all Fellows/everyone at Merton etc; key notices and upcoming events can be found on the intranet.

Cut down on paper clutter – no need to print, file, store, and (attempt to!) retrieve all that paperwork; many forms and leaflets are already available, with more on the way - and some College committees are using the intranet for document circulation and storage.

Always available – no need to be in your office, or on the College network; the intranet is on the web, so as long as you can get online it’s available 24/7/365.

The intranet – what’s on it?

Even before you’ve logged in, you can see:

- **News & alerts** – if it’s happening in or around College, and might affect you, then you can read about it here: roadworks, Open Days, deadlines, opportunities...

  Tip: once you’ve logged in, you’ll see Fellow-specific notices, and be able to click/tap through to read further details.

- **Calendar** – upcoming events, meetings and other important diary dates.

- **Quicklinks** – getting you direct to key resources such as the meal booking system – and this week’s menu!

- The College’s **Twitter stream** – a mélange of items both crucial and trivial, broadcast to the world.
Log in, and it gets better still:

You arrive at the Fellows’ homepage – which features

- a calendar of upcoming committee events
- a list of committees (click/tap through for details of each one), and
- a set of quicklinks specifically for Fellows.

From here you can access the student and staff homepages – should you wish to see what they see after logging in – as well as sections full of information from and about College IT and the Library.
Don’t overlook the rather blandly-named Other resources:

Here you’ll find:

- **The Handbook for Fellows** – an online version of the 2015/16 handbook with an easy-to-navigate menu system to get you straight to the section you need. You can also download a PDF version from here.
- **The Handbook for Junior Members** – should you need to consult it, an online version of the students’ definitive guide to Merton College.
- **Design Toolkit** – access templates to create your own letterhead, compliments slips, Powerpoint presentations etc in line with the College’s visual identity.
- **Contact list** – a searchable list of Fellows and staff, including role, alternative phone numbers, and office locations. (Also accessible on the Fellows’ homepage.)

**Tip:** Already performed a search? Clear the search field and click/tap Search to re-display the complete list.

There are also lists of current College Officers, and of phone numbers for teaching rooms and venues.
The intranet is **searchable**: type your terms into the box on the right-hand side of the header banner and hit return/enter

Here you can also find **links** to take you straight to the College website, the meal booking and room booking systems, and other useful resources.

**The intranet – how can I contribute to it?**

- Do you have an upcoming event you need to tell people about?
- Do you manage a process using email – or pieces of paper – that could work more smoothly if it were online?
- Have you spotted something on the intranet that’s out of date or inaccurate? (Unlikely, but it does happen)

If the answer to any of these questions is **yes**, then get in touch with **Simon Cope**, the College’s Web & Media Officer:

- simon.cope@merton.ox.ac.uk
- (01865 2)76364
- Room 5, No.6 Merton Street

**The intranet – “Help! It’s not working!”**

- Got stuck?
- ‘Page Not Found’?
- Can’t locate that key piece of information?

Get in touch with **Simon Cope** (see above) and you’ll soon be back on track.