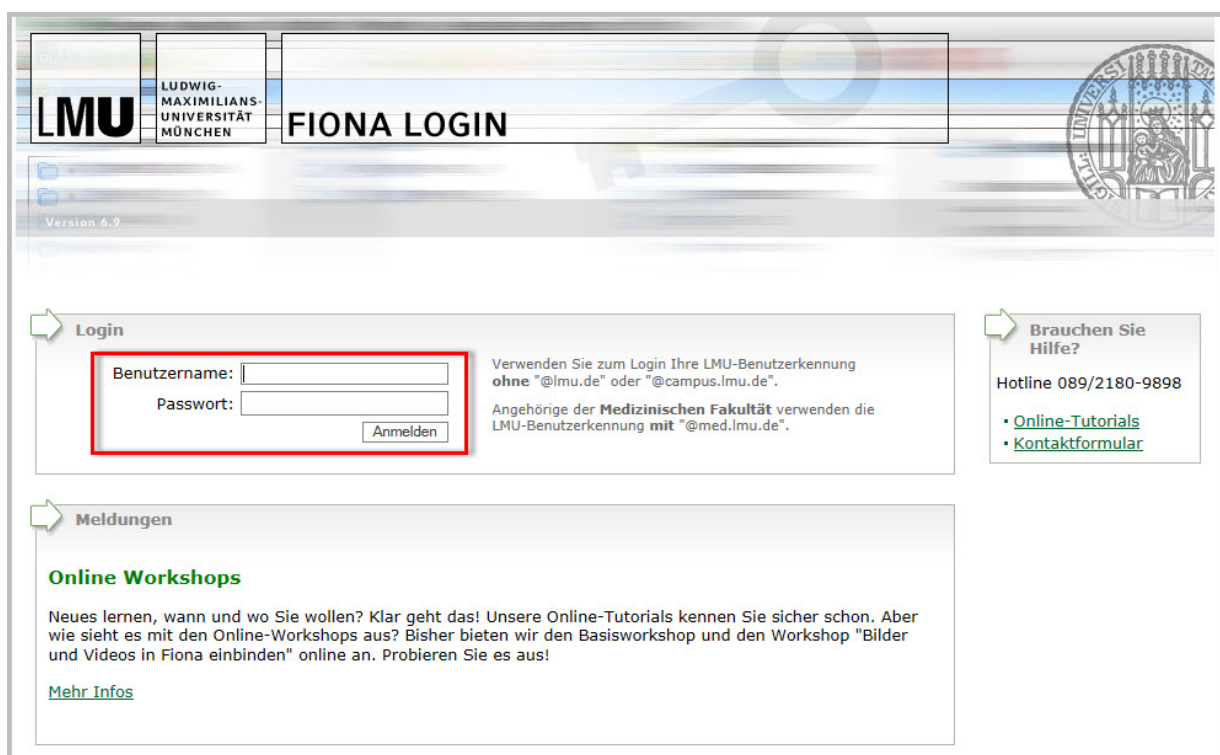


First steps in Fiona

Log in

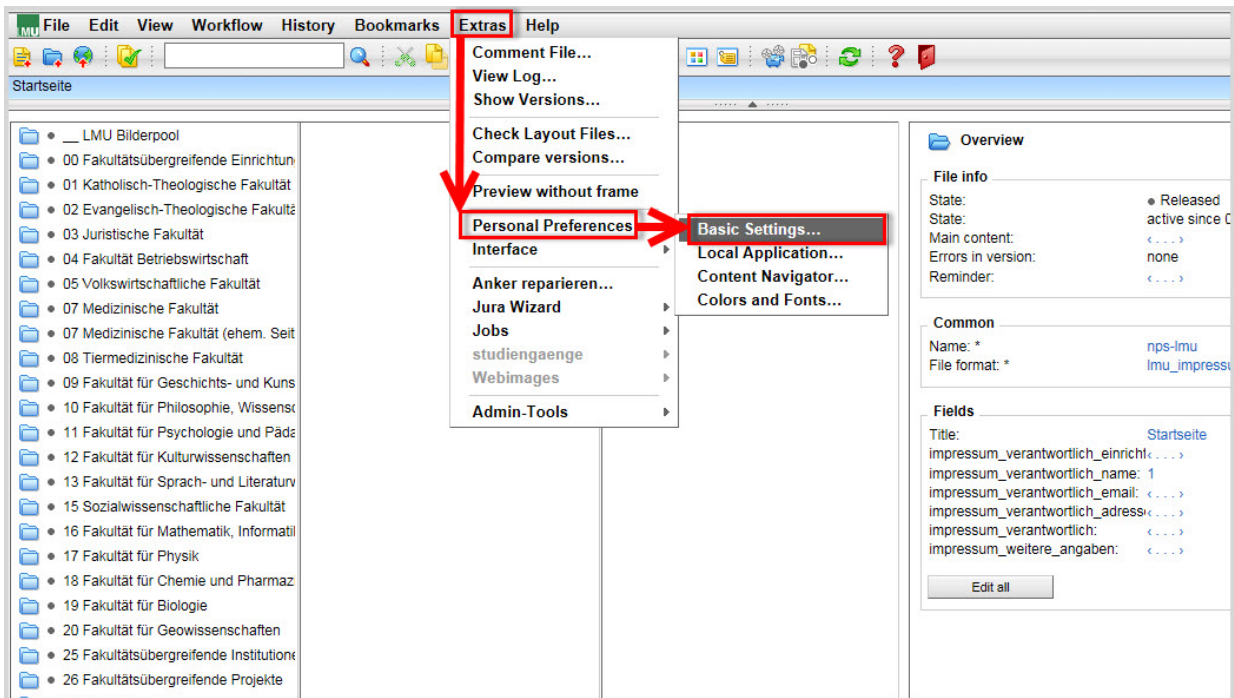
- Your LMU-ID ("[LMU-Benutzerkennung](#)") will be activated for your website in Fiona after you completed the Basic workshop in our class or you did it online via our website. If you have an [LMU-Web Editor](#) ("[LMU-Webredakteur](#)") in your faculty or institute, he/she can activate you for your website. Also this person will teach you the basics in Fiona or send you to the basic workshop to us. Ask us for help, if you don't know who is your "[LMU-Webredakteur](#)"



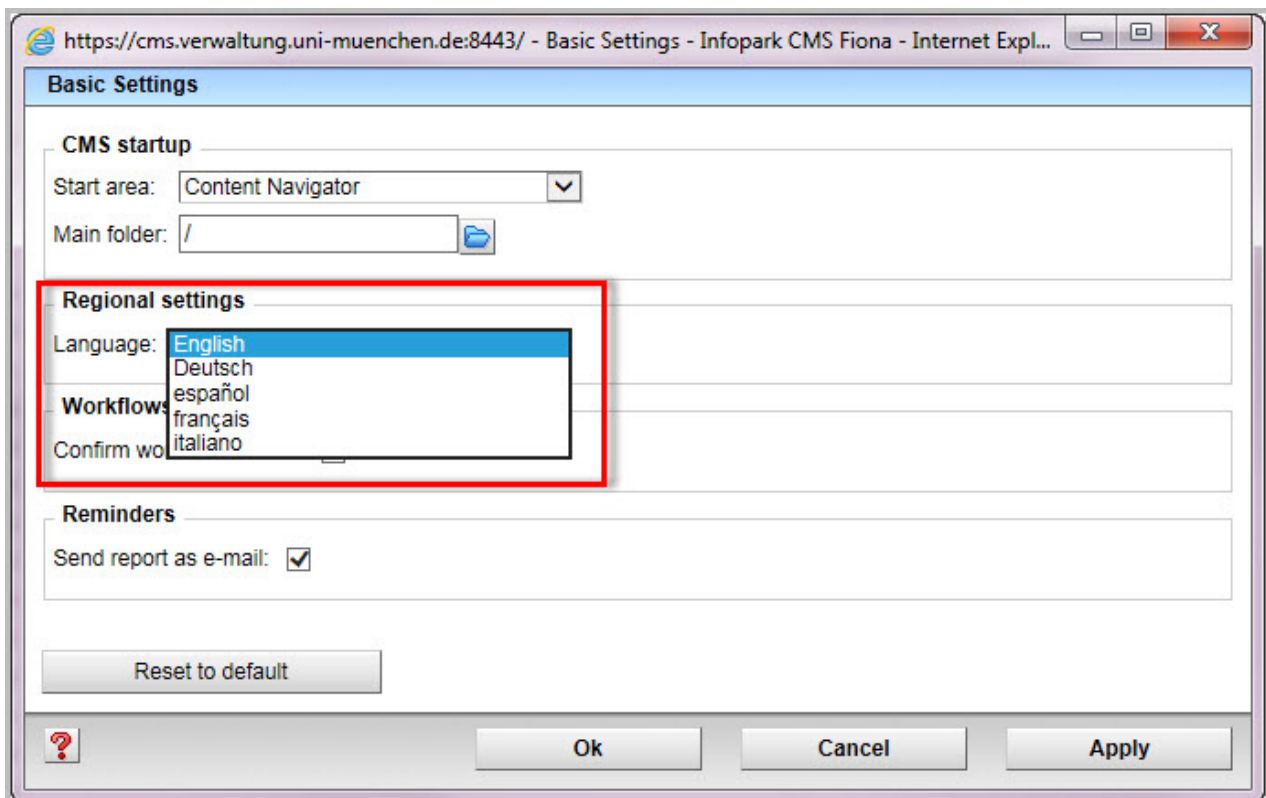
The screenshot shows the 'FIONA LOGIN' page. At the top left is the LMU logo and 'LUDWIG-MAXIMILIANS-UNIVERSITÄT MÜNCHEN'. The title 'FIONA LOGIN' is in the center. Below it, the version 'Version 6.9' is visible. The main content area has a 'Login' section with a red box around the 'Benutzername:' and 'Passwort:' input fields and an 'Anmelden' button. To the right of the login fields, there is text: 'Verwenden Sie zum Login Ihre LMU-Benutzerkennung ohne "@lmu.de" oder "@campus.lmu.de". Angehörige der Medizinischen Fakultät verwenden die LMU-Benutzerkennung mit "@med.lmu.de".' To the right of the login section is a 'Brauchen Sie Hilfe?' section with the hotline '089/2180-9898' and links for 'Online-Tutorials' and 'Kontaktformular'. Below the login section is a 'Meldungen' section with the heading 'Online Workshops' and a paragraph: 'Neues lernen, wann und wo Sie wollen? Klar geht das! Unsere Online-Tutorials kennen Sie sicher schon. Aber wie sieht es mit den Online-Workshops aus? Bisher bieten wir den Basisworkshop und den Workshop "Bilder und Videos in Fiona einbinden" online an. Probieren Sie es aus!' with a link 'Mehr Infos'.

- Log in through www.lmu.de/cms with your LMU-ID ("Benutzerkennung"), usually it appears in the form of "firstname.lastname". For students it's usually '@campus.lmu.de' and for workers '@lmu.de'. For login you can use your usual password, that you use for LMU-Portal or ZUV-Intranet websites
- Outside the premises (university and administrative) network you need the [VPN-Client](#) in order to be able to access related websites
- In case you forgot your password, please contact the [IT-Servicedesk](#).

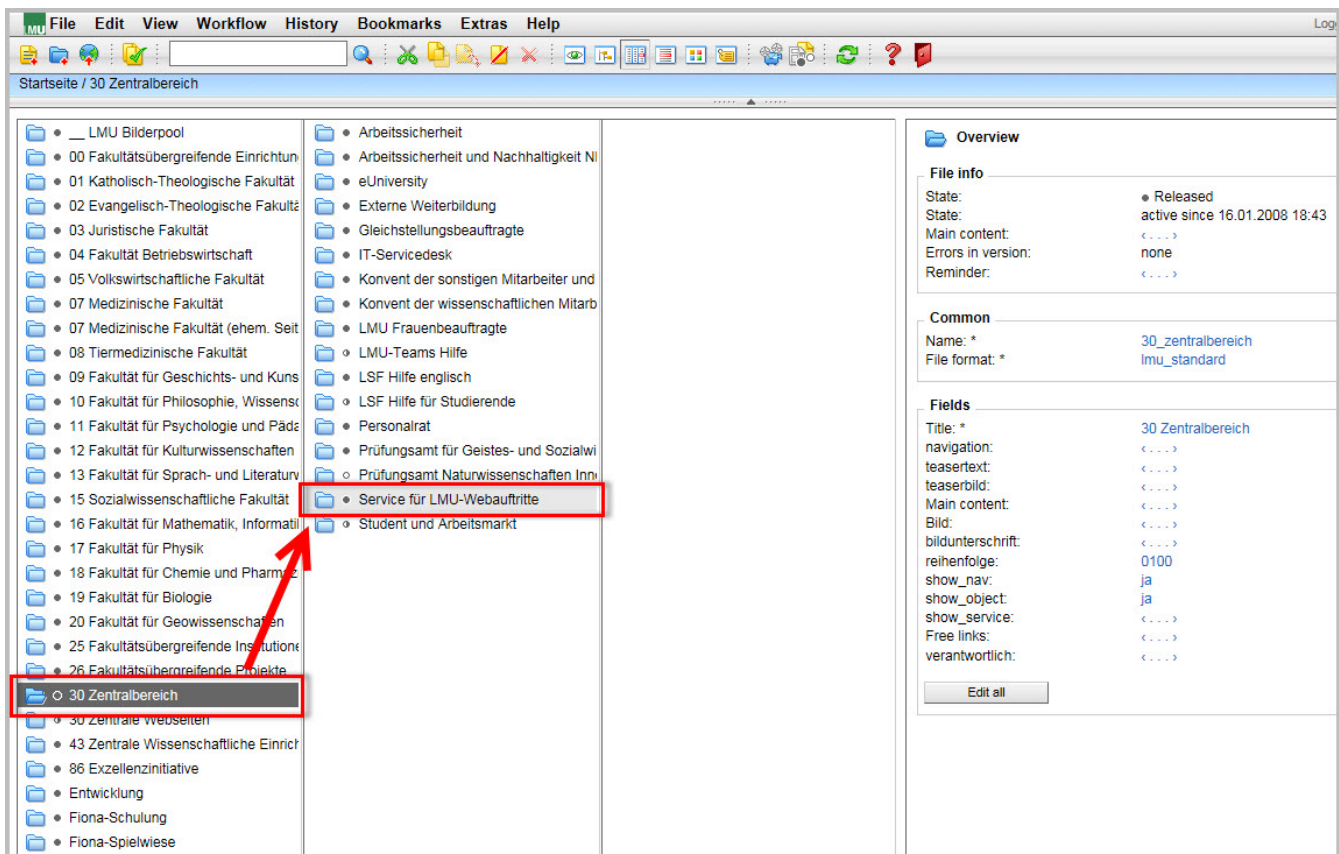
Changing language settings in Fiona



- Open the *Basic Settings* ("Grundeinstellungen") from the menu ("Extras > Persönliche Einstellungen > Grundeinstellungen")
- Select a language, then click "Ok" (besides German, Fiona is available in English, Spanish, French and Italian).

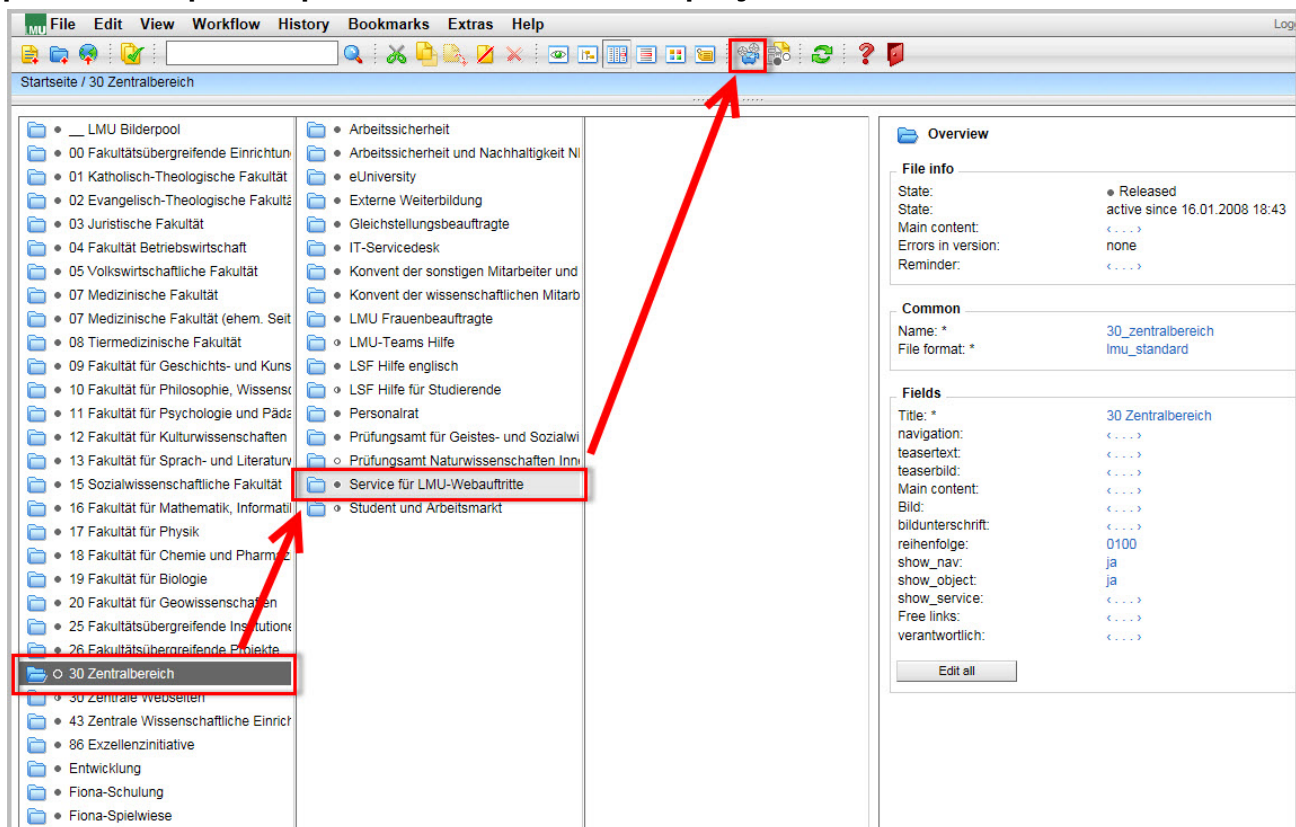


Find the website you intend to work on



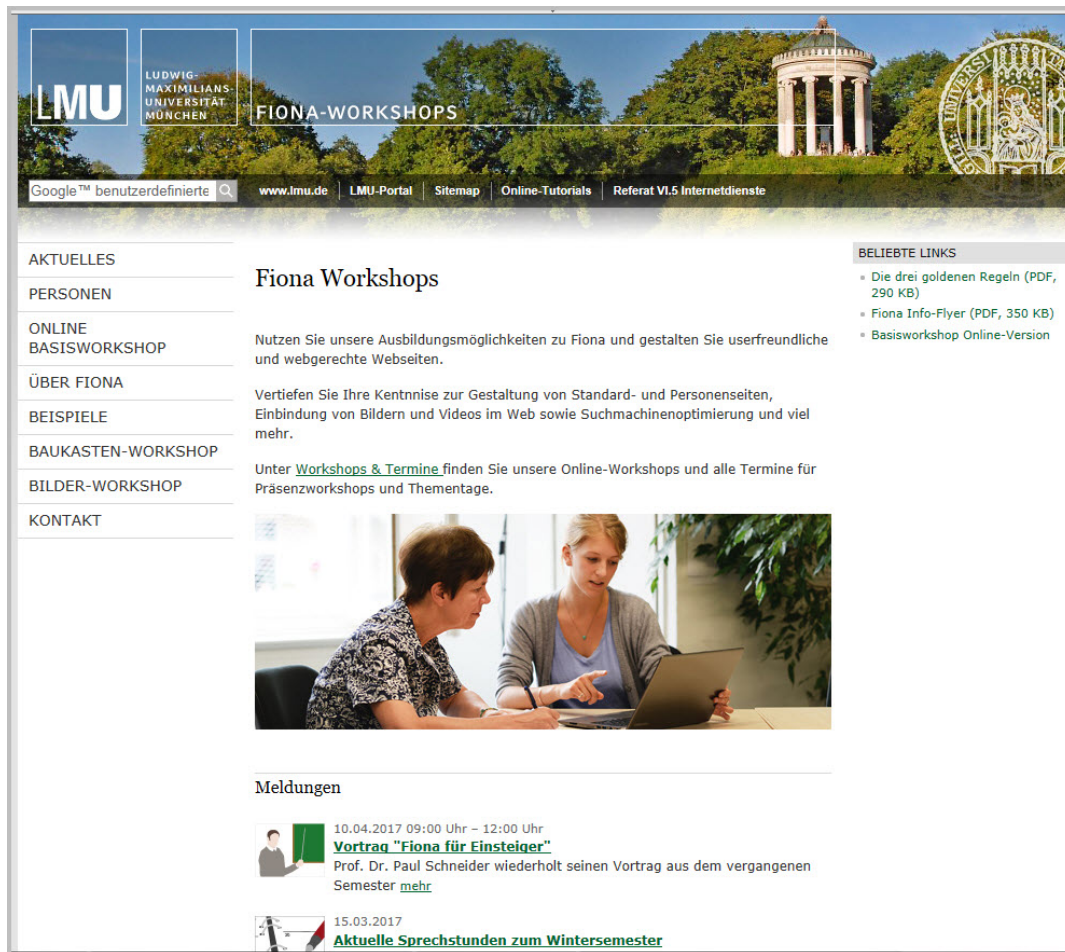
- In case you work on a specific subfield from the website, select the specific subfield
- The path to your IT area is provided in your "Welcome to Fiona"-E-Mail you have received from us.

Open the "separate preview" (toolbar: blue projector icon)



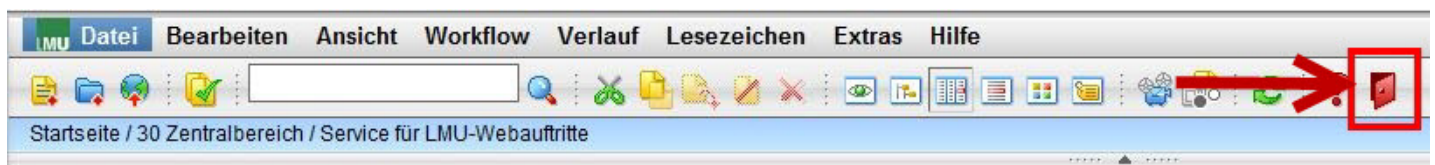
- A click on the blue projector icon opens a preview of your website in a separate tab.

This is what your website is going to look like online



- Always use separate preview to check your latest changes before uploading the webpage in internet.

Save your entries, changes and settings by using the “red door” symbol



- In order to save your settings, and history, you have to log out via the red door symbol.
- Shutting down the window or tab without proper log-out leads to loss of your settings and history in Fiona!