GETTING STARTED

For Faculty, Members, Visitors and Staff using IAS office PCs
A MESSAGE FROM THE INFORMATION TECHNOLOGY GROUP

The Information Technology Group’s staff would like to welcome you to the Institute for Advanced Study. We look forward to making your interaction with our computer technology a rewarding experience.

The Information Technology Group’s Help Desk is available Monday through Friday from 8 a.m. – 5 p.m. to assist users with computer-related problems.

Telephone: extension 8044 E-mail: helpdesk@ias.edu

*** Important ***

IAS office computers with the Windows 7 operating system installed require special Administrator permissions to install software. Please consult with the Information Technology Group’s Help Desk staff before installing any personal software on the computer.

After reviewing this document, please visit our web site by pointing your web browser to the following URL address: http://www.itg.ias.edu. Here’s a sample of what you will find on our web site:

- How to configure an IMAP e-mail program.
- Frequently Asked Questions.
- Useful web sites.
- Checking e-mail while away from IAS.
- Tips and Tricks for applications.
- Notices and news from the Information Technology Group.
- Computer resources.
- And more!

TABLE OF CONTENTS

General Information..........................................................................................................................2
Starting the PC.................................................................................................................................2
How to Change the Network Password for Your Account..........................................................3
Selecting a Default Printer.............................................................................................................4
Network Drive Information ..........................................................................................................4
E-mail Programs ............................................................................................................................4
Remote Software Deployment .......................................................................................................5
Some DOs and DON’Ts of PC Computing..................................................................................5
GENERAL INFORMATION

All IAS-owned office computers with the Windows 7 operating system installed come equipped with a wide variety of software applications already installed including, but not limited to, Microsoft Office, Adobe Creative Suite and Acrobat, Mozilla Firefox and Thunderbird, Vipre Anti-Virus, SSH Secure Shell, and 7Zip. A complete listing of the software applications installed can be found by clicking on the **Start Globe** button and clicking on **All Programs**. Users are prohibited from installing any other operating system on their IAS-owned office computer.

A setup password was added to all IAS-owned office computers to prevent unauthorized changes to the system BIOS. Please do not open the computer case or attempt to make changes without assistance from the Information Technology Group’s Help Desk staff.

STARTING THE PC

Turn on both the monitor (press the silver button located on the front, right-hand side of the monitor) and computer (press the power button on front face of case). Let the computer run through the boot up process until you see the **Log on Screen**. Press the **CTRL+ALT+DEL** keys simultaneously to begin the login process.

The **Log on** window has one field: **Password**. To log on to the domain, you will need to enter your password. Please remember that network passwords are case sensitive. Asterisks will appear as you type. The domain name appearing next to your username should be **NTDOMAIN**. Press the **Enter** key or click the Arrow after you enter your network password to continue.

If any other username is listed, click the **Switch User** button and then click on Other User, then enter your User Name and Password.

After the login process has completed, you will see the Windows desktop.
You were assigned a network password prior to arriving here at the Institute. All users use a network password to log on to the domain. If you plan on using an IMAP e-mail program, such as Mozilla Thunderbird, as your default e-mail program, then you will also be required to enter your network password whenever you are checking for new e-mail messages.

**Tips for choosing a new network password:**

All users will be prompted to change their assigned network password the first time they logon to the domain. When selecting a new password, please keep the following in mind:

- Use a **minimum** of 8 alphanumeric and special characters.
- Use a mix of special characters, capital and lowercase letters, and numbers in your password.
- Do not use your **username**, first name, last name, or spouse’s name as your network password. Also, do not use computer names, house address, phone numbers or all numbers. Again, the idea is to mix alphabetic, special characters and numbers with each other. Be creative, but also choose a network password that you can remember!
- Do not use words out of the dictionary. Intruders use simple programs to try every word in the dictionary as a possible network password.
- Do not share your network password with other individuals. The potential for abuse is too great if others know your password.
- Some examples of secure passwords would be:

  F6rc@9#T   N3Y!@be1R   D>e$Cbor6g   B8n$y3c%

**How to change your network password in Windows 7:**

1. Close all programs you have running.
2. Press the **CTRL+ALT+DEL** keys simultaneously.
3. Click the **Change a password** option.
4. Type your current network password, and your new network password in the listed text boxes.
5. Click the **arrow** button or press Enter.
6. You should see a confirmation message.
7. Log off your computer and log back in to try the new password.
SELECTING A DEFAULT PRINTER

Network printers are located in the hallways on Fuld 2nd and 3rd floors, West Building 1st, 2nd and 3rd floors and in the basement and 2nd Floor of Building B. Prior to your arrival at the Institute, the Information Technology Group’s Help Desk staff installed the network printers on your IAS-owned office computer and set your default printer to the one closest to your office. If you wish to change your default printer, please follow the instructions below.

1. Click the **Start Globe** button.
2. Click on **Control Panel**.
3. Click on **Devices and Printers**.
4. **Right-click** the printer that you wish to make your default printer.
5. Click on **Set as default printer**.
6. The new default printer should have a green check mark in the icon. You can now close this window.

NETWORK DRIVE INFORMATION

All users are allocated 1 GB of space on our network file server for storing files. When you log on, you may notice an I: drive icon appearing in your list of available drives on your IAS-owned office computer when you click on the **My Computer** icon. This is the network drive that contains a folder where you can save your documents. A subfolder named **My Documents** was created in your network folder to get you started. There is a shortcut to this **My Documents** folder on the Desktop. By saving important documents to your network folder, you insure that your files are backed up regularly. Any items saved on your Desktop or other locations on your computer will not be backed up.

E-MAIL PROGRAMS

The Information Technology Group recommends that all users use Microsoft Outlook 2007 as their default e-mail program. Prior to your arrival, a member of the Information Technology Group’s Help Desk configured this application for your immediate usage, unless you have requested email forwarding. To begin using the program, simply double-click on the Microsoft Outlook 2007 icon on your desktop.

Upon exiting Outlook, you will be prompted to empty the "Deleted Items" folder.

We recommend you delete the items in the "Deleted Items" folder upon exit, although there is an option to decline. By emptying your Deleted Items, you reduce the amount of e-mail attributed to your user account on the e-mail server.

Users who wish not use Microsoft Outlook 2007 are free to access their e-mail locally or remotely by using any secure IMAP compliant e-mail program such as Mozilla Thunderbird. **[NOTE: Our e-mail server does not support POP3 or Telnet access.]**
REMOTE SOFTWARE DEPLOYMENT

The Information Technology Group deploys anti-virus and other critical and security software updates to IAS-owned office computers during non-business hours when most clients are not in their office working. In order for these remote deployments to be successful, we require all clients to leave their office computer on when they leave their office at the end of every day. To do this, you should do the following:

1. Save all work and close all open applications such as Microsoft Word, Outlook, Firefox, etc.
2. Click on the Start Globe button in the lower left hand corner of the Windows desktop.
3. Click on Log off.

SOME DOs AND DON’Ts OF PC COMPUTING

- **DO** use the I: drive (My Documents) to store work related documents. The I: drive is a network drive that users can save files on. This network drive is backed up regularly during the week. If something happens to your IAS office computer, your files on the I: drive will be safe.
- **DO** save your documents often while you are editing them.
- **DO** use the Log Off button on the Start Globe Menu when you leave your office for the day.
- **DO** contact the Information Technology Group’s Help Desk immediately if you discover a virus on your computer, USB memory stick or floppy diskette.
- **DO** store your storage media such as CDs, DVDs and Flash drives in a cool and dry place. Keep them away from extreme heat or cold, and do not allow them to get wet.
- **DON'T** use Macintosh formatted media in the IAS-owned office PC computers. In general, Macintosh computers will read PC media, but a PC will only read Macintosh media with special third-party software.
- **DON'T** put cold media into your computer. On cold days, allow the media to return to room temperature before using them.
- **DON'T** follow instructions in an e-mail asking you to delete files from your computer, submit confidential information, or follow a link to a website that you don’t recognize.