



Laptop Orientation 2009

Welcome

Please do not open anything yet



Laptop Orientation Learning Goals

- How to take care of your laptop
- Where to go to have your laptop worked on
- How to keep your data safe and your computer running smoothly
- Using Windows XP and the RHIT network
- Accessing the Internet and Email
- Other services you may need in your first week at RHIT
- How to be an effective system administrator



The Help Desk

- Located on the first floor of Crapo Hall, the Help Desk is your first point of contact for any computing, networking, and telephone problems you may encounter
- Can be reached via email at helpdesk@rose-hulman.edu, online form (<https://secure.rose-hulman.edu/support/>), or phone at x8989 (from off-campus: 877-8989)
- Open 8am-5pm Monday-Friday
- Most laptop repairs are completed in 3-4 hours
 - Loaner laptops are available only when repairs take longer
- Bring your laptop to the Help Desk for software problems or hardware repairs
 - *Remember, a bad hard drive can't be fixed over the phone or via email, so it is best to bring your laptop to the Help Desk for evaluation*
- Your laptop has 4 year warranty and covered repairs are free
 - Batteries only have a 1 year warranty (expires May 2010)



Document Management

- Save all of your work in the “My Documents” folder of your personal account
 - This will aid the Help Desk if data recovery is necessary
 - You can create new subfolders to help organize your data
- You should frequently make a backup copy of your data
 - Copy data to your network space on DFS, which we will discuss later
 - Burn important files to a CD-R/W or DVD±R/W
 - You might also consider purchasing a USB thumb drive or an external hard drive
- Ultimately, **you** are responsible for safeguarding your data





Windows Update



- Windows Update is a very important part of keeping your computer safe and up-to-date
- Critical updates will be installed automatically
- Microsoft updates include security and office updates, but there may be other updates available on the Windows Update site
- You can run Windows Update **only** when you are logged in to the localmgr account on your laptop
- Only install HP-issued driver updates for the hardware on your laptop

Microsoft Forefront

- Helps keep your computer safe from Viruses, Trojans, and other Malware
- Microsoft Forefront is scheduled to run a virus scan daily at 2:00 AM
 - The time of the scan can be changed (see packet for details)
 - It is strongly recommended that you **do not disable the scans**
 - This will help ensure that your computer remains worm and virus-free
- Malware is one of the biggest threats that will affect your laptop's performance, and may lead to theft of your personal information
- A comprehensive guide to keeping your computer free of malware can be found in your packet



What Software Comes with My Laptop?

- Microsoft Windows XP Professional
- Microsoft Office Enterprise 2007
 - Word, Excel, PowerPoint, Access, Outlook, InfoPath, Publisher, One Note, SharePoint Designer, Groove, Communicator
- Academic Applications
 - Maple, Working Model, Logger Pro, Matlab, Solid Edge, Eclipse IDE
- Microsoft Forefront
- Various network tools
 - SecureFX, SecureCRT, Kerberos for Windows, etc.
- Various utility programs
 - WinRAR, Acrobat Reader, QuickTime, PDF995, etc.



What Comes With My Laptop?

■ In the Laptop Box

- 120 watt AC Adapter
- Network Cable
- HP Manuals & HP Recovery CDs
- ID Tag
- Working Model CD-ROM

■ In the Bag

- USB Mouse
- 90 watt AC Adapter



Power Adapters

- Two adapters are included:
 - 120 watt adapter in laptop box
 - 90 watt adapter in backpack
- 120 watt adapter is intended for charging the laptop, e.g., in your dorm room
- 90 watt adapter is for mobility
 - Note: Depending on load, 90 watt adapter may not be able to charge the batteries while the laptop is in use



Unpacking

- Open the box and take out the laptop
 - Be careful when removing the laptop from its box. Do not pull the laptop out by the packing material as it will come off and the laptop may fall. Grasp the laptop itself instead. Put packing material back in the box
- Take out 120 watt AC adapter, mouse, network cable, and ID tag. Attach the ID tag to the laptop bag
- If you are missing any parts, notify someone immediately
 - The next slide will, again, list what should be in your laptop box
- Put the box and laptop case on the floor next to you
- Save your box. It will be useful for storage
- Save your Working Model CD in a safe place. It is your only copy; you will need it whenever your laptop software needs to be reloaded.



Verify Box & Backback Contents

- In the Laptop Box
 - 120 watt AC Adapter
 - Network Cable
 - HP Manuals & HP Recovery CDs
 - ID Tag
 - Working Model CD-ROM
- In the Bag
 - USB Mouse
 - 90 watt AC Adapter



Don't put these items away

- Laptop
- 120 watt AC Adapter
- Network cable
- Mouse

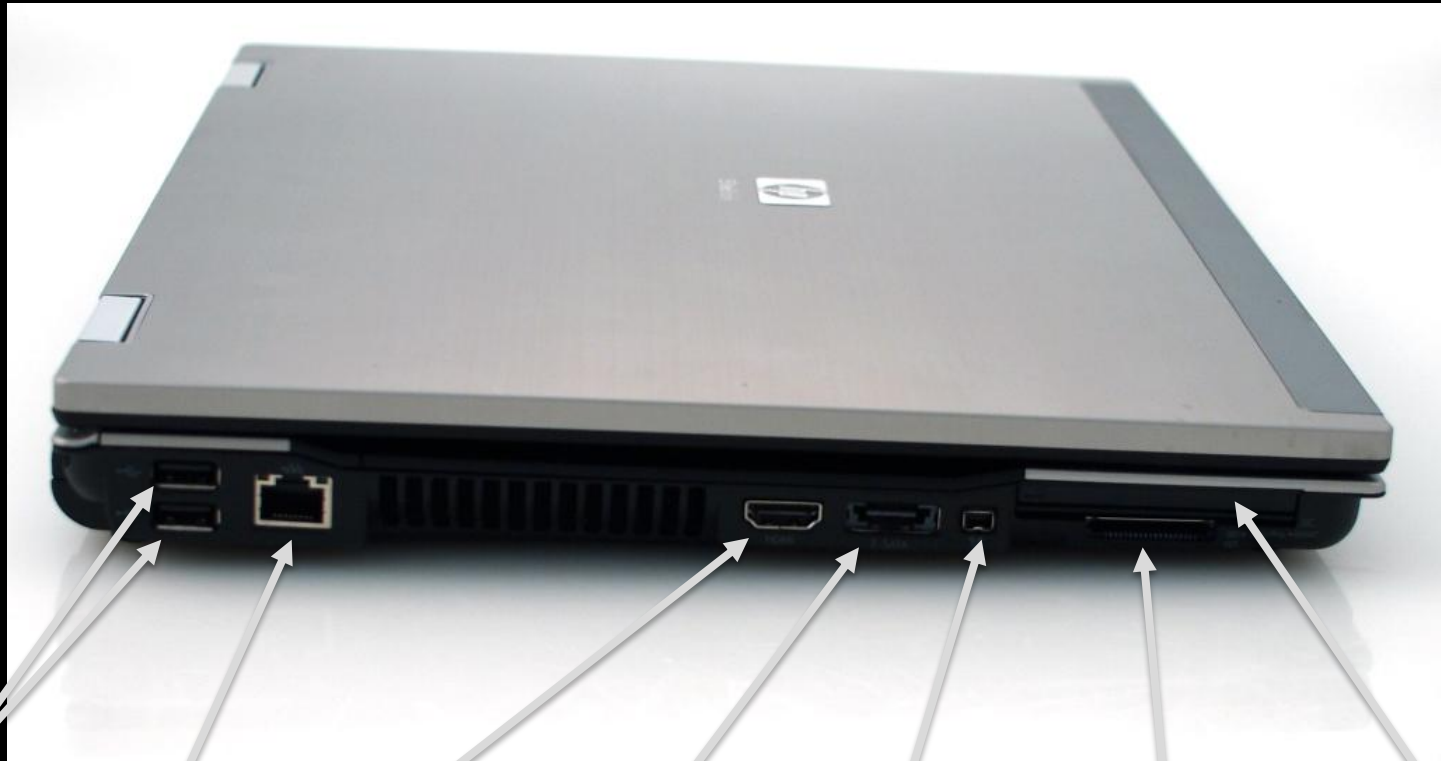


Paperwork Completion

- Carefully read and sign the paperwork on your desk, using a pen
- A student assistant will collect the **blue** copy labeled “RHIT Copy”; keep the copy labeled “Student Copy” for your personal records
- If you have any questions about the paperwork or anything else in this presentation, please don’t hesitate to ask



Left Side of Laptop



USB

Ethernet

HDMI

E-SATA

Firewire

**SD/SC Card
Reader**

**PCMCIA
Card Slot**



Right Side of Laptop



**Headphone
Line Out**

**Microphone
Line In**

USB

**DVD ± RW
(w/ LightScribe)**

Modem

Lock Slot

Back of Laptop



Power

**VGA
(External Monitor Out)**

Connect your Laptop

- Plug the mouse into a USB connector
- Connect the power adapter
- Connect the network cable to the network port
- Power outlets and network jacks should be located under your table
- **DO NOT DO ANYTHING ELSE YET**



Accounts on your Laptop

- Two accounts are on your laptop
 - Your Personal Account
 - Accessed by typing your username and your password into the Windows login box
 - Used for everyday work and play
 - You will spend most of your time in this account
 - localmgr
 - Accessed by typing in “localmgr” as the username and your localmgr password into the Windows login box
 - Used for administrative activities - installing software, installing updates, managing accounts, and other activities that require administrative rights
- These are referred to as your local or laptop accounts



Power Up

- You may now turn your computer on

Power Button



Login to your Personal Account

- Press Ctrl-Alt-Del
- Login to Windows using the username and password found on your account slip for your personal account



Choosing a Password

- How to choose a password:
 - **Don't** use a dictionary word as a password. Use a phrase or abbreviation
 - **Don't** use something obvious or personal
 - Passwords must be **at least 8 characters**
 - Passwords **must contain at least three** of the following four character classes: upper case letters, lower case letters, numbers, and special characters
 - Use a different password for your Rose-Hulman account than for any other computer or web site account
 - Instead of using a password, use a phrase (possibly from a song, movie or book). For example, "Live long & prosper" is a strong passphrase because of its length and character mix
- If you forget your password, visit the Help Desk with your Student ID
- You will have to change your passwords soon, so think up a **temporary** password - you may wish to make a note of it in a safe place
 - It is not easy to quickly create a new secure password
 - Take a few days to create a new secure password
- Replace your **temporary** password with your secure one in the next few days



Change your **Personal** Password

- Once you are at the desktop in your personal account, press Ctrl-Alt-Del and click “Change Password”

Change Password

Microsoft
Windows^{xp}
Professional

Copyright © 1985-2001
Microsoft Corporation

User name:

Log on to:

Old Password:

New Password:

Confirm New Password:

OK Cancel

1. Your user name should appear here automatically
2. Enter your old password from the account slip here
3. Enter your new temporary password here
4. Re-enter your new password here
5. Click OK to change your password

6. Write down your temporary **personal** account password on your packet's cover sheet

Change your **localmgr** Password

- Once you are at your desktop in your personal account, press Ctrl-Alt-Del and click “Change Password”

The screenshot shows the 'Change Password' dialog box in Windows XP. The title bar reads 'Change Password'. Below the title bar is the Microsoft Windows XP logo and text: 'Microsoft Windows xp Professional', 'Copyright © 1985-2001 Microsoft Corporation', and 'Microsoft'. The dialog contains the following fields and controls:

- User name:** A text box containing 'localmgr', which is circled in red.
- Log on to:** A dropdown menu showing 'AD...N-1 (this computer)'.
- Old Password:** A text box.
- New Password:** A text box.
- Confirm New Password:** A text box.
- OK** and **Cancel** buttons at the bottom.

Red arrows from the instructions on the right point to the 'User name:' field, the 'Old Password:' field, the 'New Password:' field, the 'Confirm New Password:' field, and the 'OK' button.

- Your user name should appear here automatically; change it to **localmgr**
- Enter your old **localmgr** password from the account slip here
- Enter your new temporary localmgr password here
- Re-enter your new **localmgr** password here
- Click OK to change your localmgr password

- Write your temporary **localmgr** password on your packet's cover sheet

Log Off and Log On

- Click Start and Log Off
 - We are doing this to verify that you have changed your account password successfully
- When you are back at the logon screen, press Ctrl-Alt-Del
- Enter your username (**not localmgr**) and your new password
- Click OK. This should return you to your desktop
- **If you cannot login, get help immediately!**



Local vs. Network Accounts

- The previous slides dealt with your local (laptop) accounts
 - Your personal account (username)
 - localmgr
- So far you have changed both of your local accounts' passwords
- From this point forward we will focus on your network account



Rose-Hulman Network Services

- 7 Key Pieces To Understand
 - Network Password
 - Network Storage
 - Software Distribution
 - Email & Outlook
 - Wireless Network Access
 - Network Printers
 - Web Services



Change your **Network** Password

- From your desktop, press Ctrl-Alt-Del and click “Change Password”

1. Your user name should appear here automatically
2. Select “ROSE-HULMAN” from the drop-down menu
3. Enter your network password from the account slip here
4. Enter your new temporary network password here
5. Confirm your new password here
6. Click OK to change your password

Change Password

Microsoft Windows xp Professional

Copyright © 1985-2001 Microsoft Corporation

User name: a. in

Log on to: ROSE-HULMAN

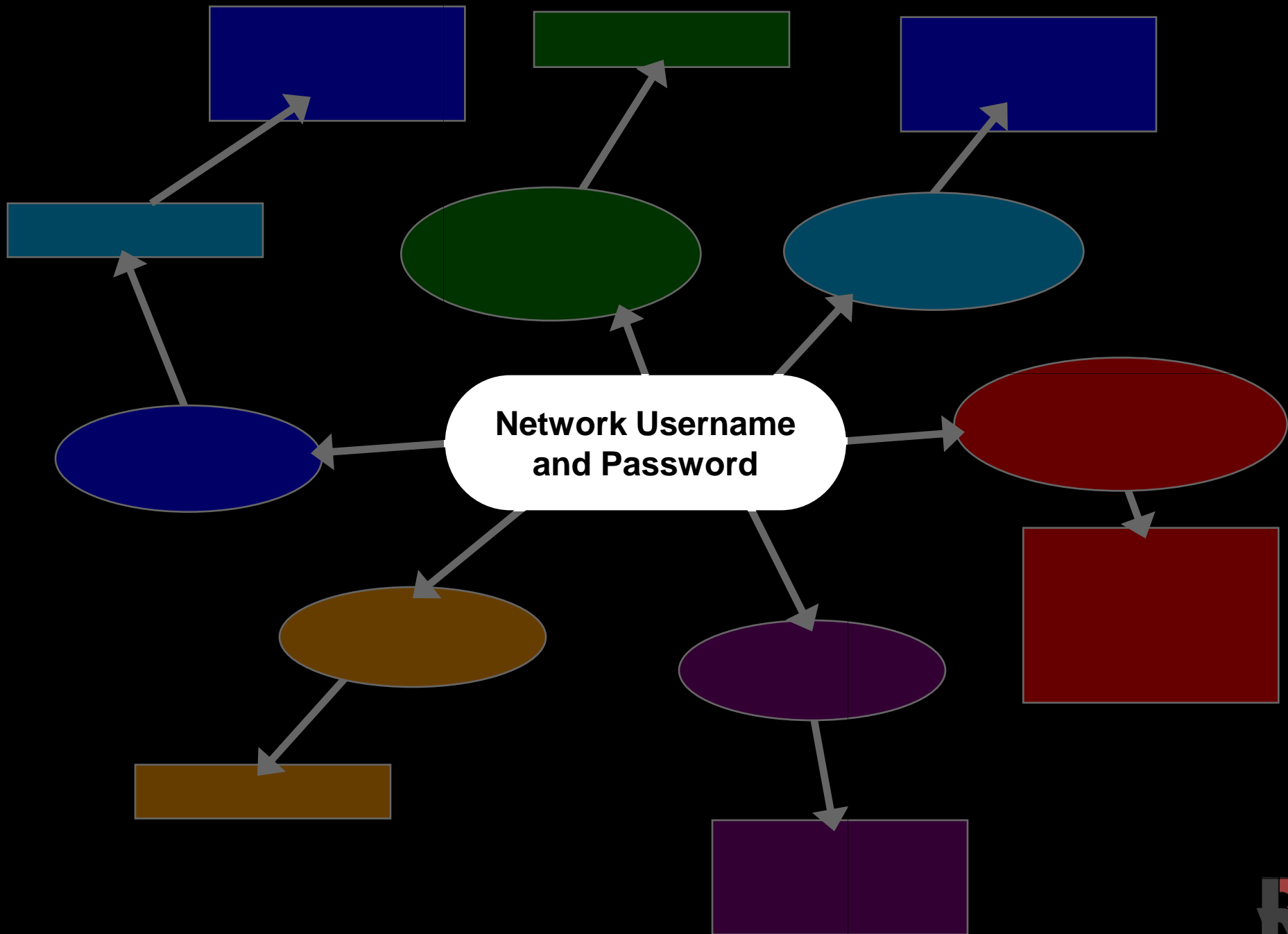
Old Password:

New Password:

Confirm New Password:

OK Cancel

7. Write your temporary network password on your packet's cover sheet



Network Storage

- DFS and AFS are network file systems
- Microsoft SharePoint can be used for personal web pages and for storing/sharing documents, and for other uses
- DFS is a Microsoft technology incorporated into the Windows operating system
- AFS is an open source project (OpenAFS)
- Instructions for using all file systems can be found in your packet
- Multiple links to DFS and AFS can be found under “My Network Places” on your Windows XP desktop



Microsoft DFS Network File System

- Each student is given 500MB of general purpose storage
- DFS files and folders are not accessible by the campus web servers—no web pages
- Very useful for backing-up academic work and sharing information
- Uses standard MS Windows file permissions for files and folders
- Also accessible through Secure FTP



AFS Network File System

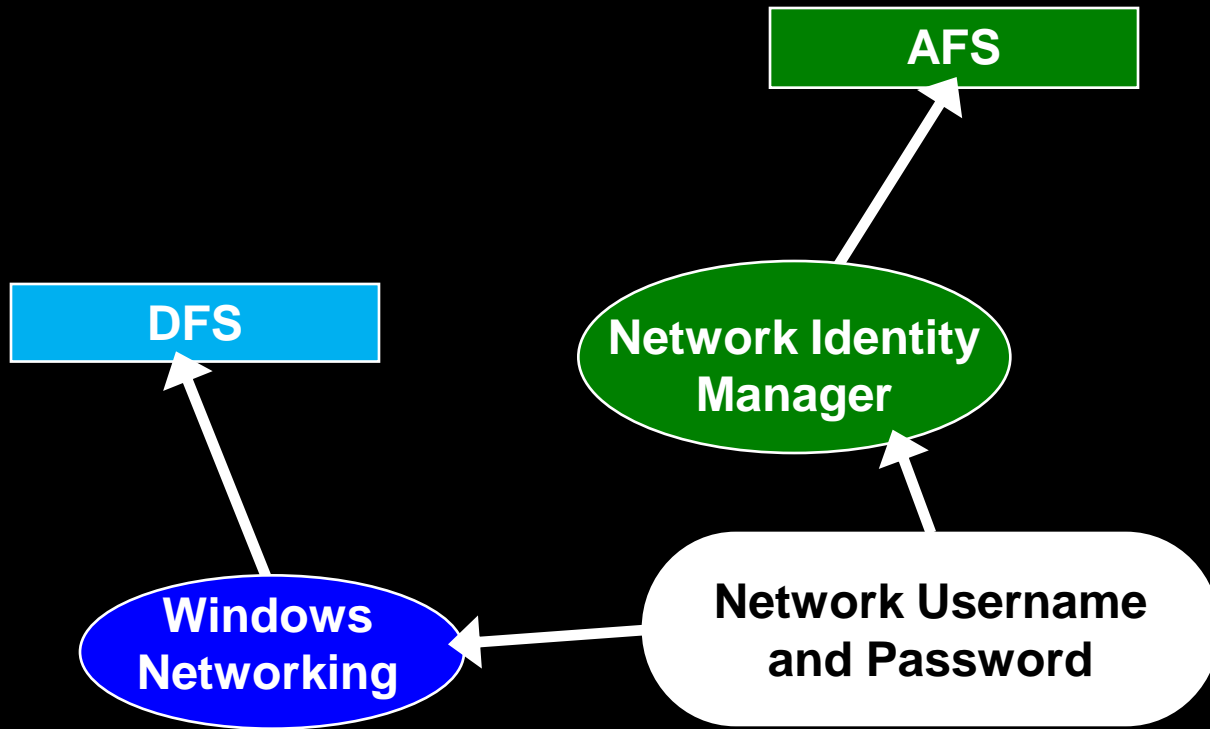
- Access from Windows requires the OpenAFS client and Network Identity Manager application
- Each student has 100MB of general purpose storage and 100MB of Public storage for personal web pages and sharing with other people
 - Your web page goes in Public/HTML folder
 - Accessed as <http://www.rose-hulman.edu/~username>
- Permissions can only be set on folders, not files
- Permissions model is different than MS Windows
- Students may request an increase in their quota
- Also accessible through Secure FTP



Which File System Should I Use?

- DFS, SharePoint, and AFS are suitable for network file storage
- DFS uses the campus directory service, so all the groups and users are available for you to use for permissions
- SharePoint integrates effectively with Microsoft Office
- SharePoint provides a convenient framework for personal and club websites
- More traditional Apache based websites can be hosted on AFS
- Some faculty use AFS folders for their course websites

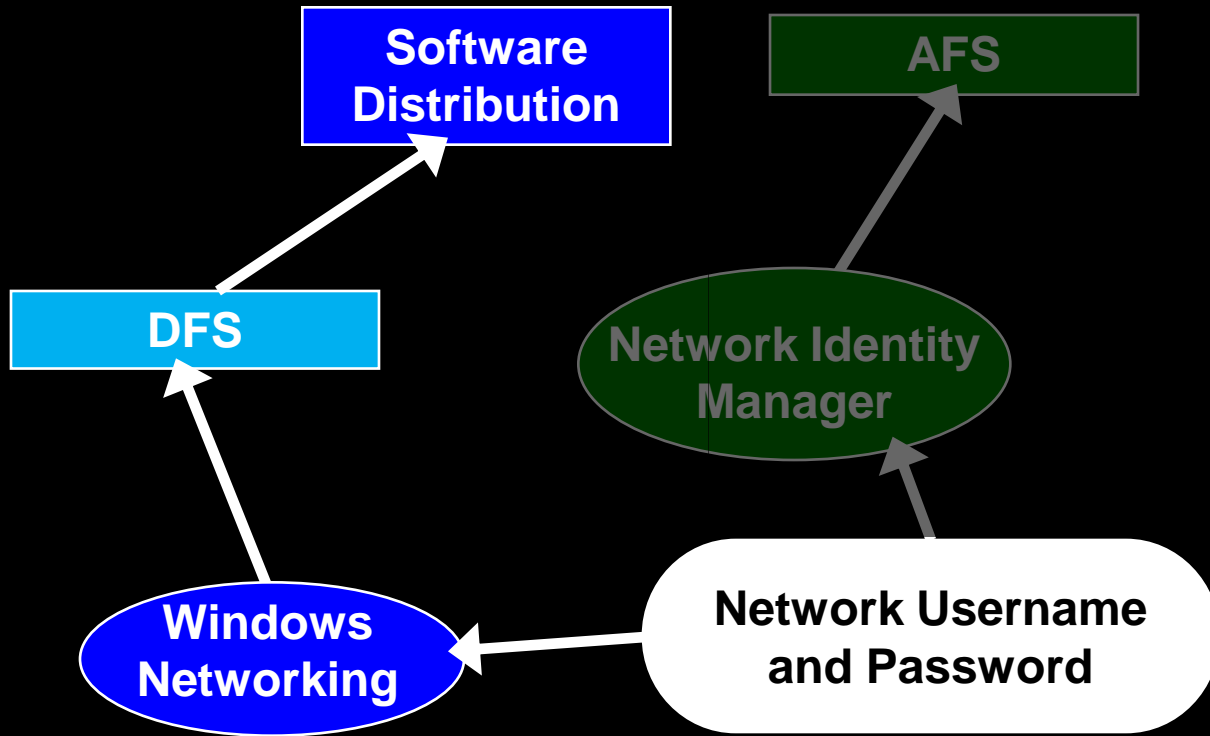




Software Distribution

- To Access the Software Distribution Folder:
 - Go to “DFS root” in “My Network Places”
 - Double-click the **Software** folder
- The software you are licensed to install on your laptop is located in the **Apps** or **Course Software** folder
- Double click on the Installation Instructions file for information on how to install a particular software application
- Some software is only available via the Microsoft SMS client installed on your laptop, e.g. Microsoft Office Enterprise 2007
 - Access is available through the Control Panel as “Run Advertised Programs”

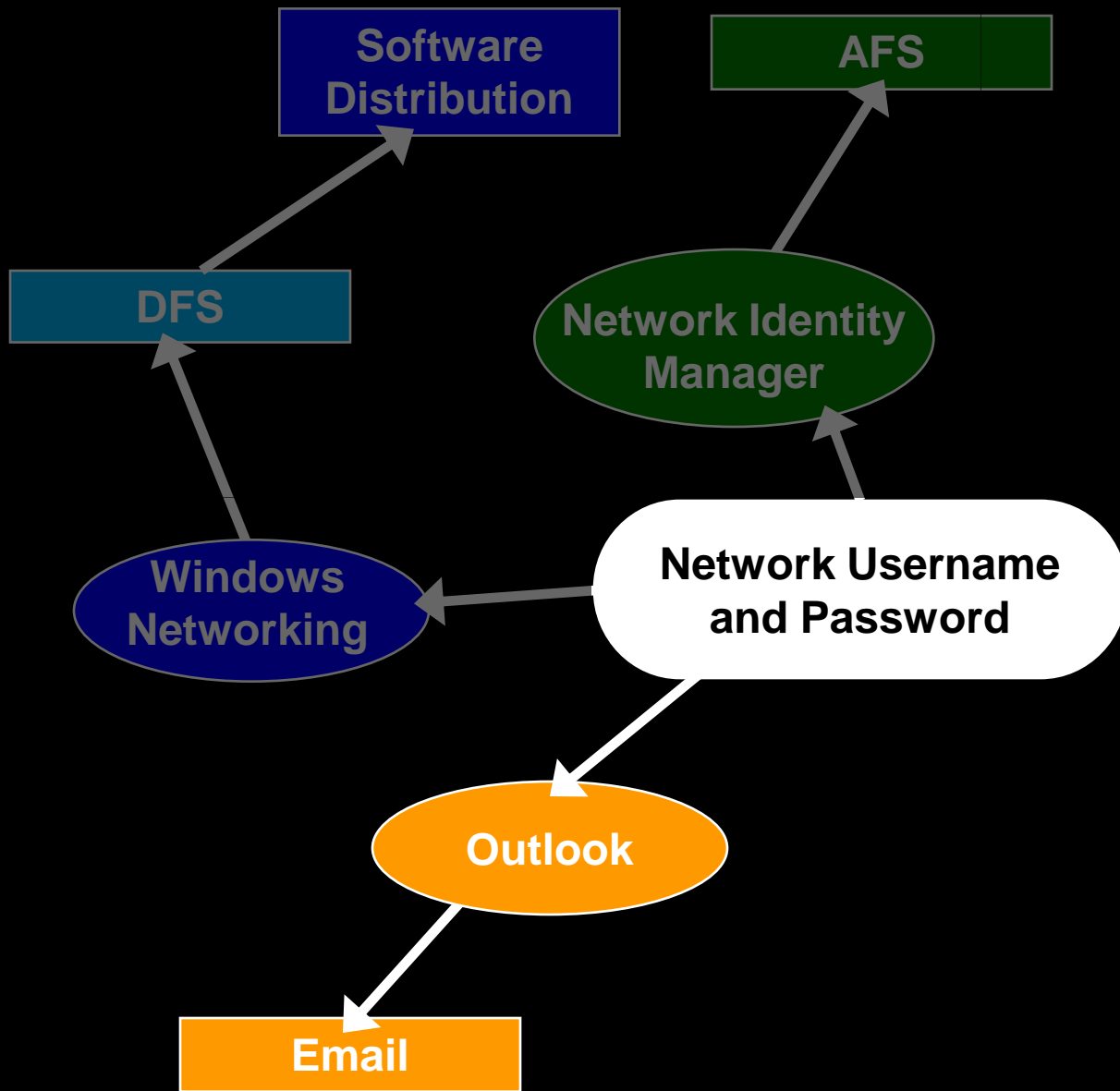




Email

- Email use is **critical** at Rose-Hulman
- Microsoft Outlook is the RHIT email client – open it and check for new email
 - When prompted for your username it must be [username@rose-hulman.edu](#)
- You can also check your email through the web at webmail.rose-hulman.edu
- Each student has a 500 MB email quota
 - At 450 MB, you will receive a warning email; at 500 MB, you will no longer be able to send or receive email





Wireless Network Access

- Rose-Hulman provides wireless networking in the academic buildings, SRC, Union, Library, the Subway restaurant, and the Percopo classroom
- Wireless is not provided in the residence halls
- You may bring your own wireless router
- Encryption on personal routers is highly recommended to prevent misuse and extensive bandwidth restrictions
- The Rose-Hulman RHIT-1X wireless network is protected by a secure encryption protocol
- Next, you will enable your wireless card and use the wireless network



Using the Wireless Network

1.) Unplug your Ethernet cable and ensure that your wireless is enabled – to enable, **lightly** touch the wireless indicator

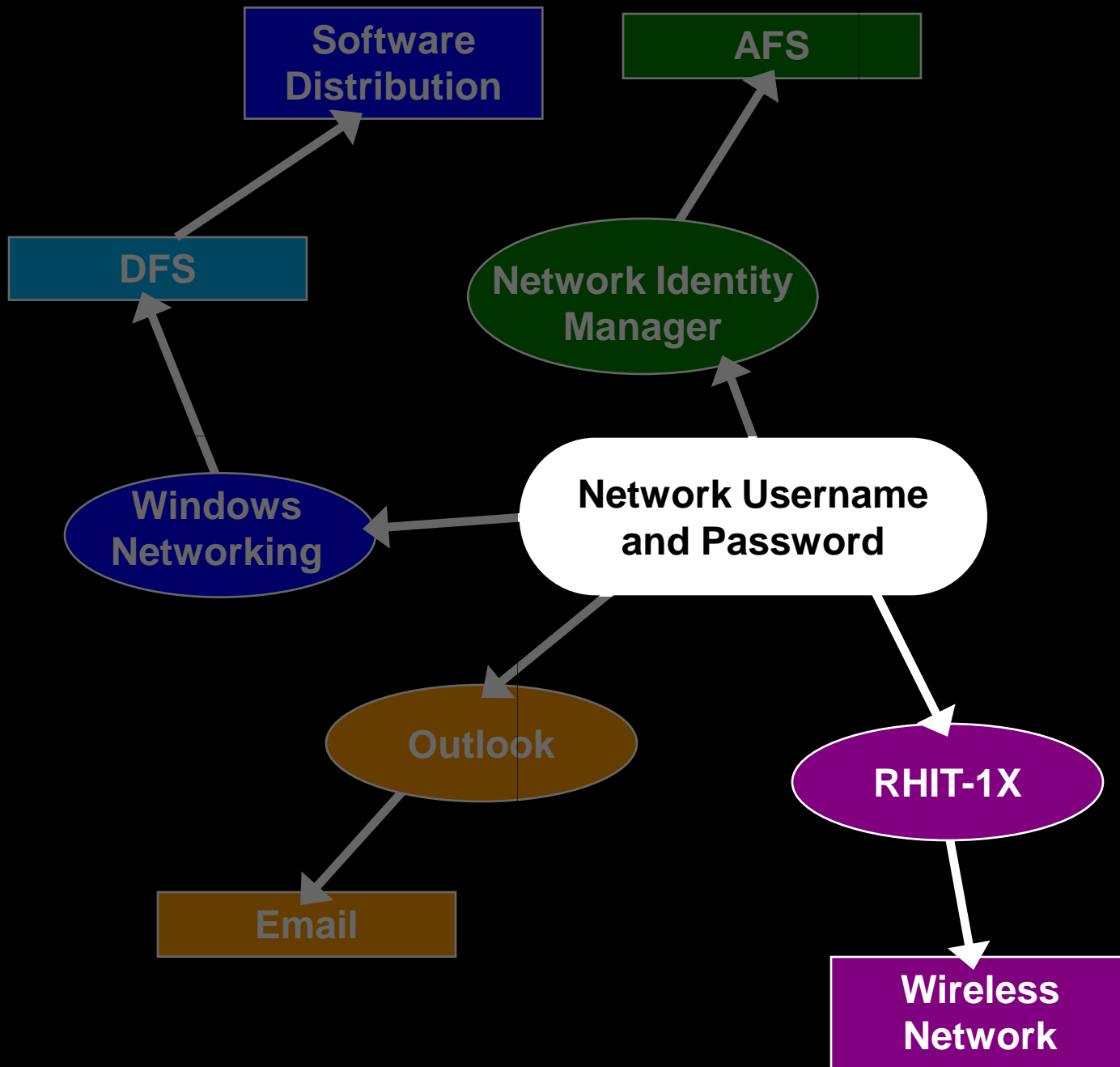


2.) Look for the wireless network icon in the system tray



Wireless button
Blue means it is on

3.) If you are asked to log in, type your username and your new RHIT Network password, leaving "Domain" blank



Print and Network Printing

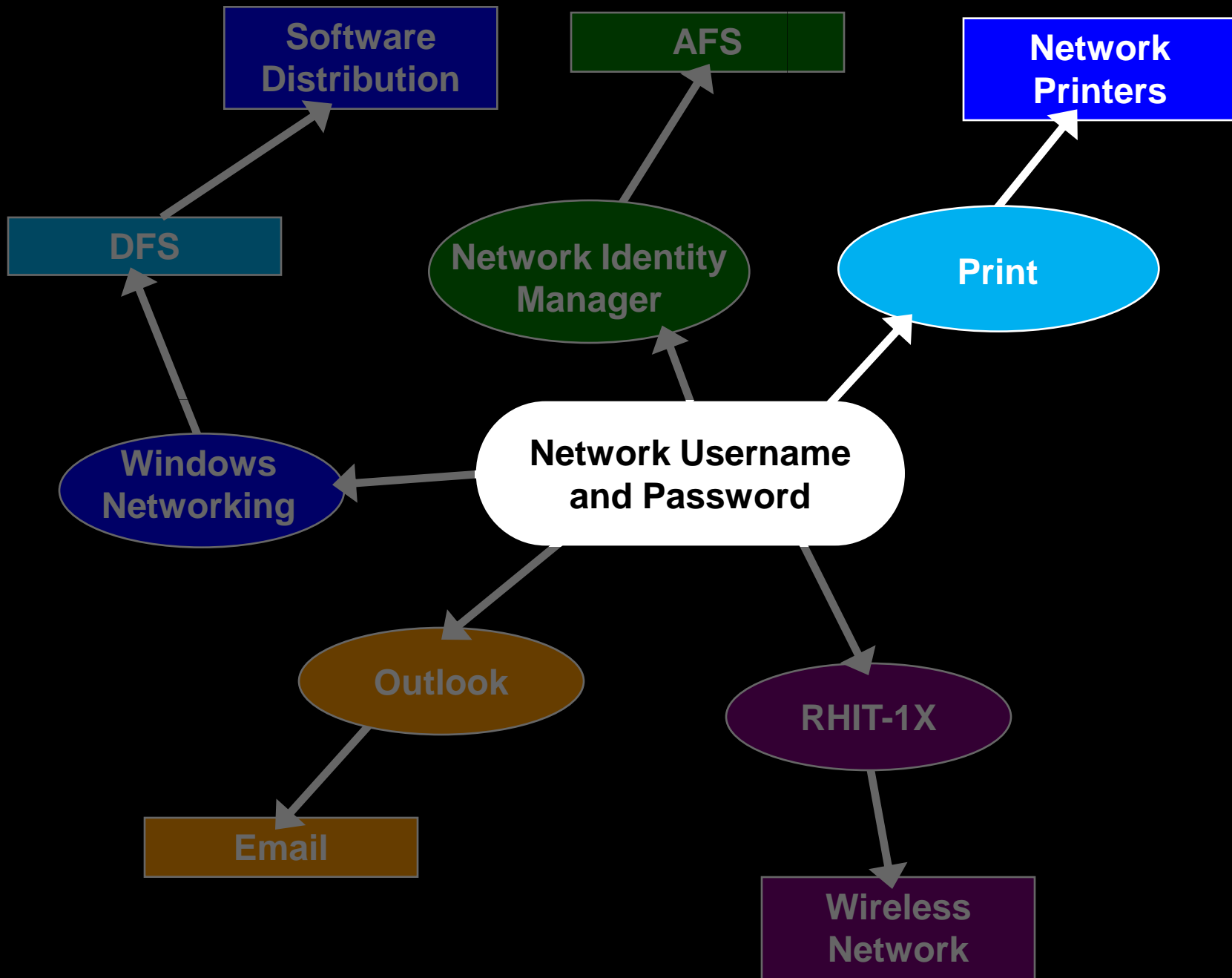
- Print is a server that provides easy access to many of the printers on campus
- Networked printers are located throughout the Rose-Hulman campus
- The printers in the academic buildings are already installed on your laptop
- Additional printers can be added through Print
- You will need to install the printer for your residence hall by accessing Print
- We will do this next



Install your Residence Hall Printer

- Reconnect your network cable
- Click Start, then Run
- Enter **\\print** and click OK
- A window containing printers should come up
 - If you are prompted for a username and password, enter your network username@rose-hulman.edu and password
 - You may want to check the box to save your password, so you don't have to enter it in the future when you print or install a printer.
- Scroll through the list and find the printer named after your residence hall
- Double-click that printer to install it





Web-based Services

- ANGEL
 - <http://angel.rose-hulman.edu>
- Banner
 - Select 'Banner Web' from Quick Links (→)
- Network Password Change
 - <http://password.rose-hulman.edu>
- Help Desk Web Page
 - <http://www.rose-hulman.edu/TSC>
- Course Schedule Lookup
 - <https://prodweb.rose-hulman.edu/regweb-cgi/reg-sched.pl>
- Barracuda Spam Firewall
 - <https://rhspam.rose-hulman.edu>
- Quick Links
 - <http://www.rose-hulman.edu> (lower right-hand corner)
- SharePoint
 - <http://myRHIT.rose-hulman.edu>
- Web-based VPN client
 - <http://sslvpn.rose-hulman.edu>
- See printed packet for additional services



SharePoint

- Allows access to the campus calendar
 - <http://myrhit.rose-hulman.edu>
- To access your personal site, click **Sign In** in the top right-hand corner
 - <http://myrhit.rose-hulman.edu/personal/{username}>
- SharePoint allows students to create personal web pages, store documents, and both read and create RSS feeds
- Documents you create may be private, shared with a small group, or accessible to anyone
- Integration with Microsoft Office products allows for easy editing and collaboration on documents



ANGEL

- Many instructors use the ANGEL Learning Management Suite to post course materials and communicate with students
- In ANGEL, you can
 - Check your course grades
 - Communicate with your instructor and other students *via* discussion forums, chat, electronic “office hours,” and spam-free course mail
 - Submit assignments and quizzes electronically
 - Have a common file space for a team project
- Next we will login to ANGEL



Logging into ANGEL

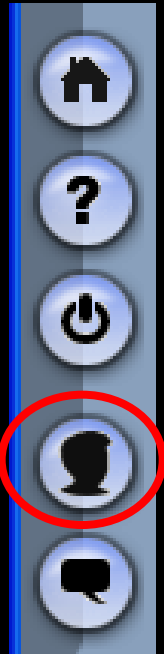
- Go to ANGEL via the hyperlink on your desktop



- Login using your username and network password
- Next we will discuss two important features of ANGEL
 - Personal information privacy
 - ANGEL course email

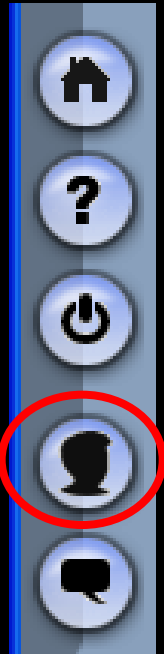
ANGEL Personal Information

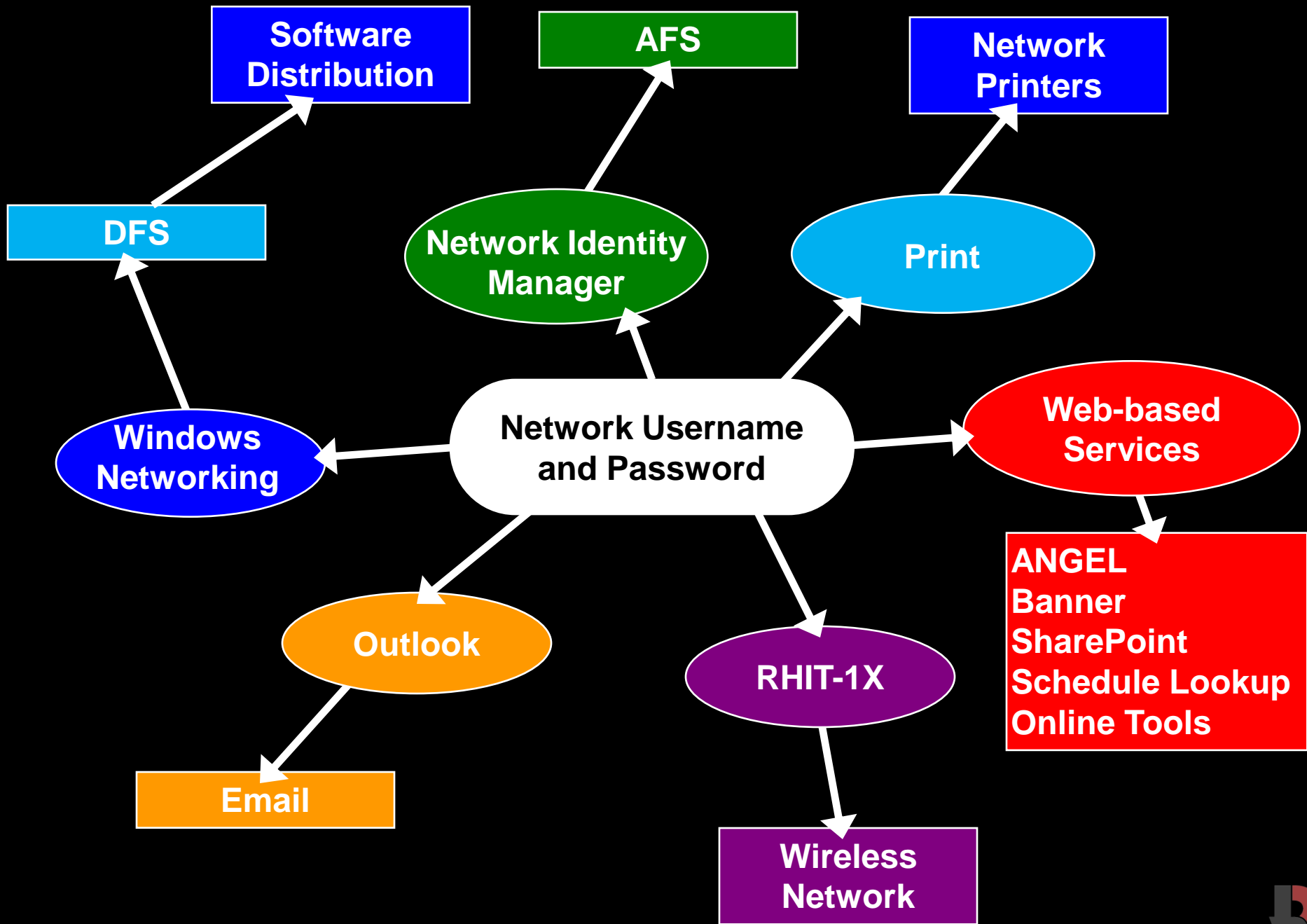
- You have control over who can access some of your personal information that is stored in ANGEL
- Click the Preferences (profile) icon on the left side of the page
- Select the “Personal Information” link under the “General User Settings” section
- From this page you can control who can access personal information such as your picture
 - It is your choice, but you may wish to allow other students in your courses to see your picture. This will help in many ways such as identifying group members and enhancing the sense of community at Rose-Hulman
- If you make any changes, be sure to click the “Save” button at the bottom of the page



ANGEL Course Mail

- ANGEL Course Mail is a separate email system from the Rose-Hulman Exchange mail system. Some instructors prefer to send course mail through ANGEL.
- Course Mail provides spam-free email because it does not accept email from outside the ANGEL system
- We will now show you how to configure ANGEL to forward your ANGEL Course Mail to your regular Rose-Hulman email account
- Again, click the Preferences (profile) icon
- Select the “Systems Settings” link under the “General User Settings” section
- Fill in the “Forwarding Address” section under “Mail settings” with the Rose-Hulman email address found on your account slip
- Select your preferred Forwarding Mode from the dropdown box under the “Mail Settings” section
 - It is NOT recommended that you choose “Forward my mail and delete”
- Click Save to save your preferences





Conclusion

- Lots of additional information is available from <http://www.rose-hulman.edu/TSC>
- If you have questions or your laptop has problems, please come by the Help Desk (on the first floor of Crapo Hall, x8989)
- Read through the packet and try out several of the services
- Don't forget to replace the temporary password you chose today with a more secure one
- Feel free to ask questions of me or the student assistants



Where to find this presentation ...

- ... and other orientation materials on-line:
- <http://www.rose-hulman.edu/TSC/laptops/orientation/>
- What to do now
 - Skim the contents of your packet
 - Try out things that look interesting
 - Ask questions about things you do not understand
 - Get acquainted with software on your laptop
- Don't forget to
 - Decide on better long-term passwords and use them

