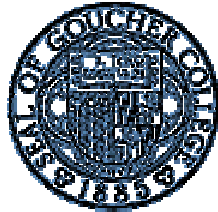


Setting Up Your Computer for the Goucher Network in a Residential Room



Note:

- These instructions are based on the assumption that you have a network card installed in your computer and drivers already installed. If not, you will need to purchase a network card and install it. If this is not feasible, you may have Computing Services install the network card for you and set your computer up for the Goucher network.
- Computing Services does not service PCs that are not owned by Goucher College, EXCEPT to install network cards, remove spyware and viruses, support web browsers, and set up the network configuration.

Steps for Setting up your Computer for the Goucher Network

1. Connect your computer to the network outlet3

Section 1 tells you how to connect your computer to the network outlet in your residential hall room using a category 5 network cable.

A 10/100 Base-T Ethernet card allows your computer to communicate with the Goucher network. If you are purchasing a new computer for use on campus, make sure that the computer comes with a 10/100 Base-T Ethernet card already installed. *Please note that an Ethernet card is not the same thing as a modem.* Most new computers can be purchased with a 10/100 Base-T Ethernet or Network card as a part of the computer. If your computer does not have a 10/100 Base-T Ethernet card, you can purchase one at any major computer retailer or at the Goucher Bookstore. Most retailers that sell network cards also offer installation services. If you have a vendor install the card for you, make sure they provide you with all of the documentation and driver disks that are provided with the network card.

In addition to a 10/100 Base-T Ethernet card, your computer must also have a 10/100 Base-T (RJ45) network cable. *Please note that this is not the same thing as a phone cable.* The Category 5 Network cable is used to connect your computer to the network wall outlet in the room. A network cable is sometimes included when you purchase a network card. If you do not have a network cable, you can purchase one at any major computer retailer or at the Goucher College Bookstore. A 25-foot network cable should be long enough for any dorm room on campus.

2. Rename your Computer Name4

You will need to change the name of your computer in order to connect to the campus network. Directions are provided in section 2a for the Windows XP Operating System, section 2b for the Windows 2000 Operating System and section 2c for Macintosh Operating System.

3. Uninstall non-Goucher provided antivirus software8

Any antivirus software that is not provided through Goucher will conflict with the antivirus software that we provide and cause problems on your computer. Section 3 provides instructions on how you can uninstall this program on a Windows XP computer.

4. Logging into campus network computing resources9

Section 4 shows you how to log in and access Darwin and Meyerhoff folders and files.







5. Checking your Goucher E-mail10

Section 5 shows you how to access your Goucher e-mail through a web browser.

6. Troubleshooting problems with your Network Connection11

Section 6 provides you with ways to troubleshoot and resolve a problem with your connection to the Goucher network.

Section 1 – What you will need to connect your computer to the Goucher Network

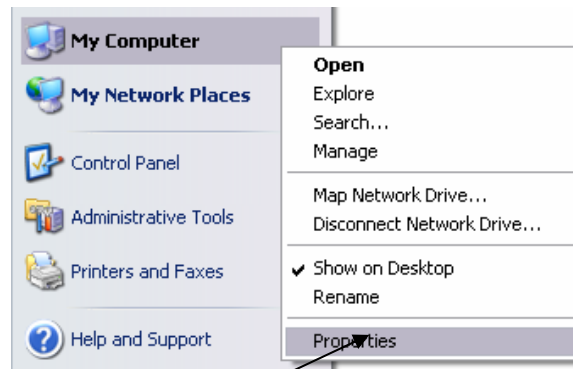
<p>You will need to connect your computer to the network outlet using a Category 5 cable</p>	
<p>You will need to have a Category 5 (CAT 5) patch cable that looks like this:</p> 	<p>You will need to plug the CAT 5 patch cable into a network card in the back of your computer that looks like the picture below and is mounted inside your computer.</p>  <p>If you have a laptop, the card looks like this and is installed in the side of your laptop. Some laptops have network cards built-in.</p> 
<p>The other end of the CAT 5 patch cable gets plugged into a wall jack that looks like the picture below. Plug the CAT 5 patch cable into either the gray colored jack or the jack that has a symbol of a computer next to it.</p> 	<p>Plug your telephone cable into the ivory colored jack or the jack that has a telephone symbol next to it.</p> 
	<p>Your phone cable will look like this:</p> 

Section 2a – Renaming your Computer Name for Windows XP

Please note: If you are using Windows 2000, please refer to Section 2b (Renaming your Computer Name for Windows 2000)

Step 1

Click on the **Start** button located in the lower left-hand corner of your monitor. Right-click on **My Computer**, located on the right-hand side of the **Start** Menu.

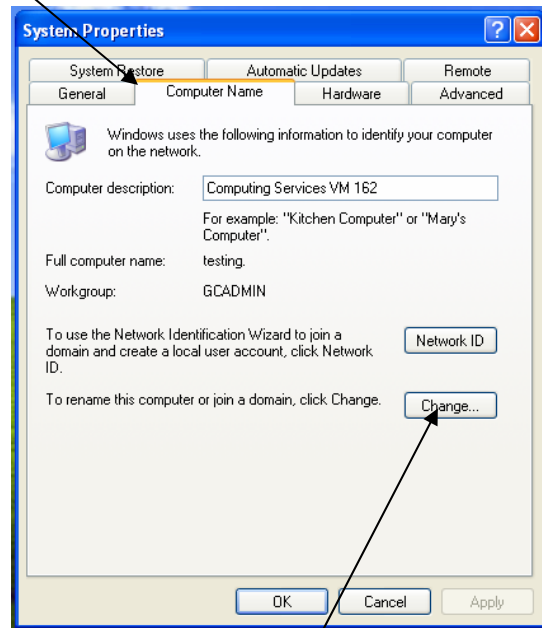


Step 2

Click on **Properties** from the Menu that appears.

Step 3

Click on the **Computer Name** Tab from the **System Properties** Window.



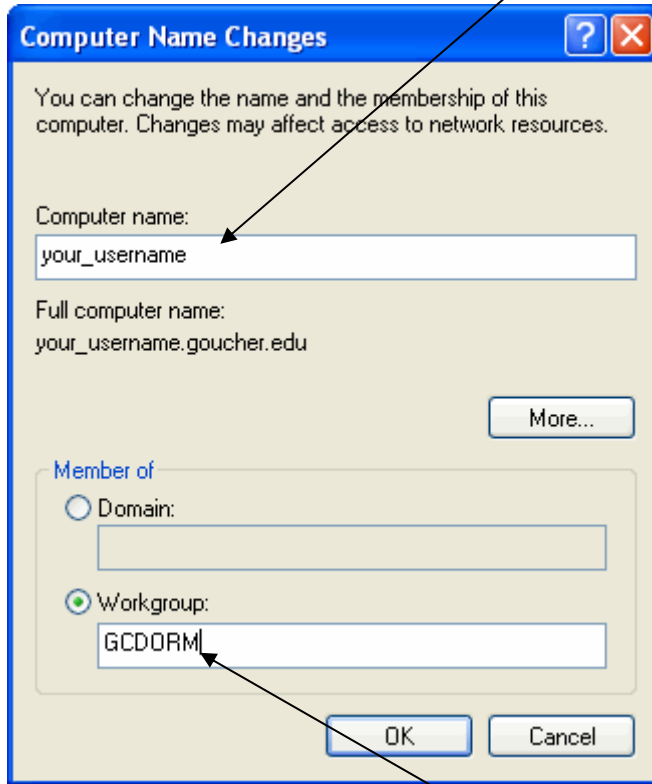
Step 4

Click on the **Change...** button.

Step 5

In the **Computer Name** field, type in **your Goucher E-mail / Network username**.

Example: tstudent or testu001



In the **Workgroup:** field, type in **GCDORM**

Click **OK**, this will close the **Computer Name Changes** Window.

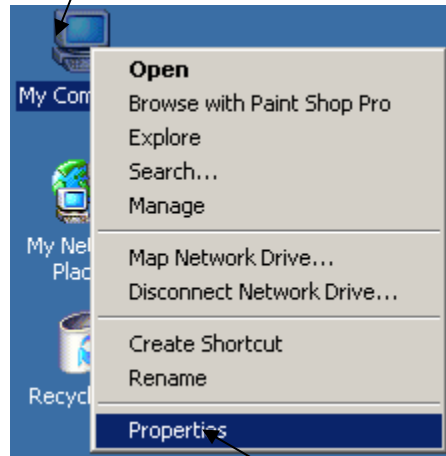
Click **OK**, this will close the **System Properties** Window.

When it prompts you to reboot the computer, click **OK**.

Section 2b - Renaming your Computer Name for Windows 2000

Step 1

Right-click on the **My Computer** Icon that is located on your Desktop.

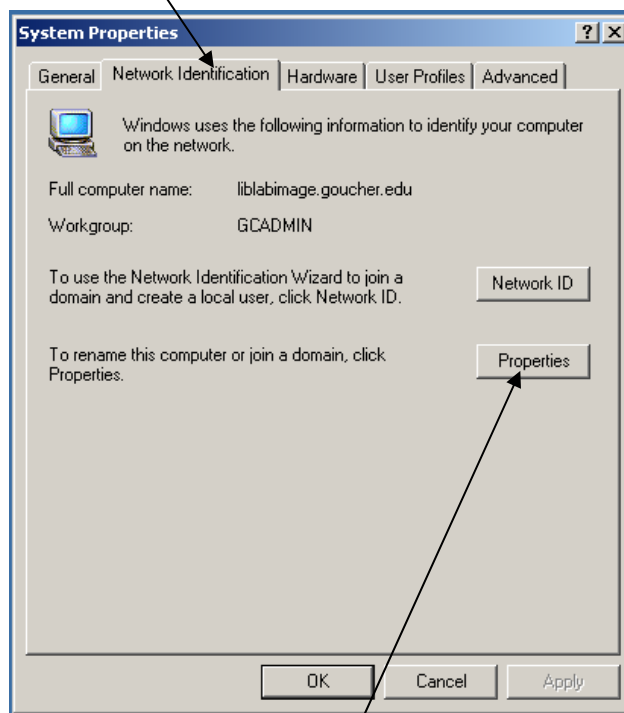


Step 2

From the Menu that appears, click **Properties**.

Step 3

Click on the **Network Identification Tab** from within the **System Properties** Window.

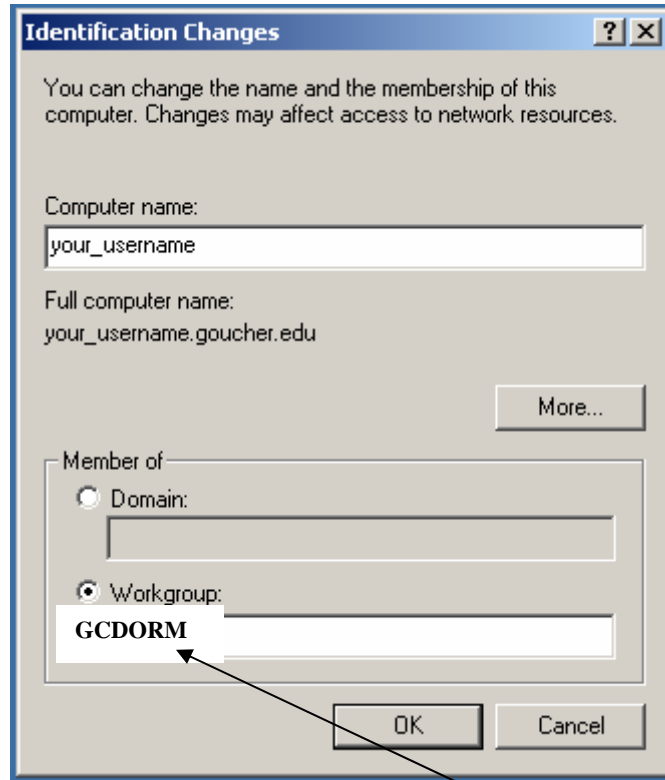


Step 4

Click on the **Properties** button.

Step 5

In the **Computer name:** field, type in **your Goucher E-mail / Network username**.
Example: tstudent or testu001



In the **Workgroup:** field, type in **GCDORM**
Click **OK**, this will close the **Computer Name Changes** Window.
Click **OK**, this will close the **System Properties** Window.

When it prompts you to reboot the computer, click **OK**.

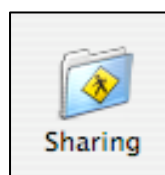
Section 2c – Renaming your Computer Name for Mac OS X

Step 1

Click on the **Apple** menu icon and select **System Preferences**.

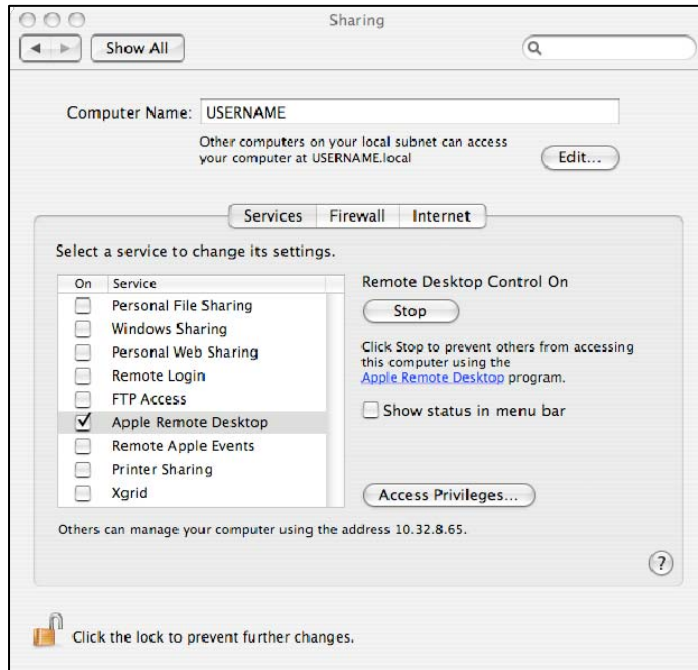
Step 2

Click on the **Sharing** icon.



Step 3

In the **Computer Name:** field, type in your GCADMIN username then close the window.



Section 3 – Uninstall non-Goucher provided antivirus software (Windows XP only)

In Fall 2005, Goucher College implemented a Campus Manager “Safe Computing” environment for all student computers in the residence halls. This environment was implemented so that all student computers would have the proper software installed to combat viruses and spyware. In order to protect your computer from harmful viruses and spyware, Campus Manager will help ensure that you have the latest Windows operating system updates and that you have McAfee Anti-Virus and Microsoft AntiSpyware software installed and running on your computer. Goucher College provides McAfee Anti-Virus software and updates free to all registered students and Microsoft AntiSpyware software is also free.

How to uninstall antivirus software:

- Click on the Start menu and select Control Panel.
- Double-click on Add or Remove Programs.
- Wait until the list populates then search for the antivirus software that you need to remove. (Note: If uninstalling Norton/Symantec, you may need to uninstall 2 or more components before it is completely uninstalled from your computer)
- Once you’ve uninstalled the program, you may need to restart your computer.
- When you return back to the desktop, launch Internet Explorer and run through the Campus Manager registration process.

If you experience any problems during uninstallation, please contact the Help Desk at 410-337-6322 or helpdesk@goucher.edu for assistance.

Section 4 – Logging into campus network computing resources

When Windows computers run through Campus Manager to connect to the network for the first time, shortcuts to Darwin and Meyerhoff are placed on the desktop.

When you double-click the Darwin or Meyerhoff folder, you will see a window that looks like this:



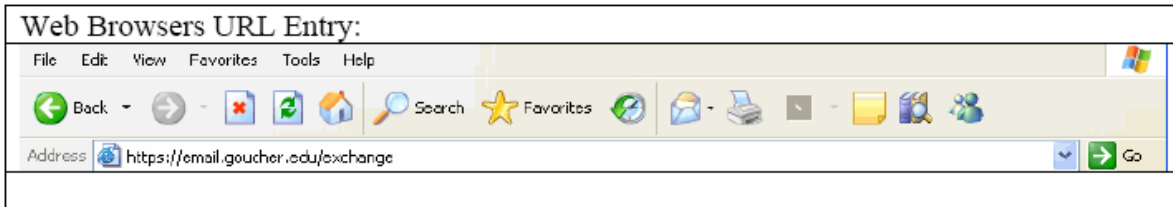
On the **User name:** line, enter **gadmin\username** where **username** is your Goucher e-mail/network user name (Example: tstudent or testu001)

On the **Password:** line, enter your **Goucher password** (this is your Goucher ID # by default).

In order for Mac Users to access their Darwin and Meyerhoff folders on their personal computers, you will need to follow the instructions provided in *Creating an Alias for Darwin Users Drive*. This document can be found in the Student Information Technology Handbook and on the Goucher Information Technology Website.

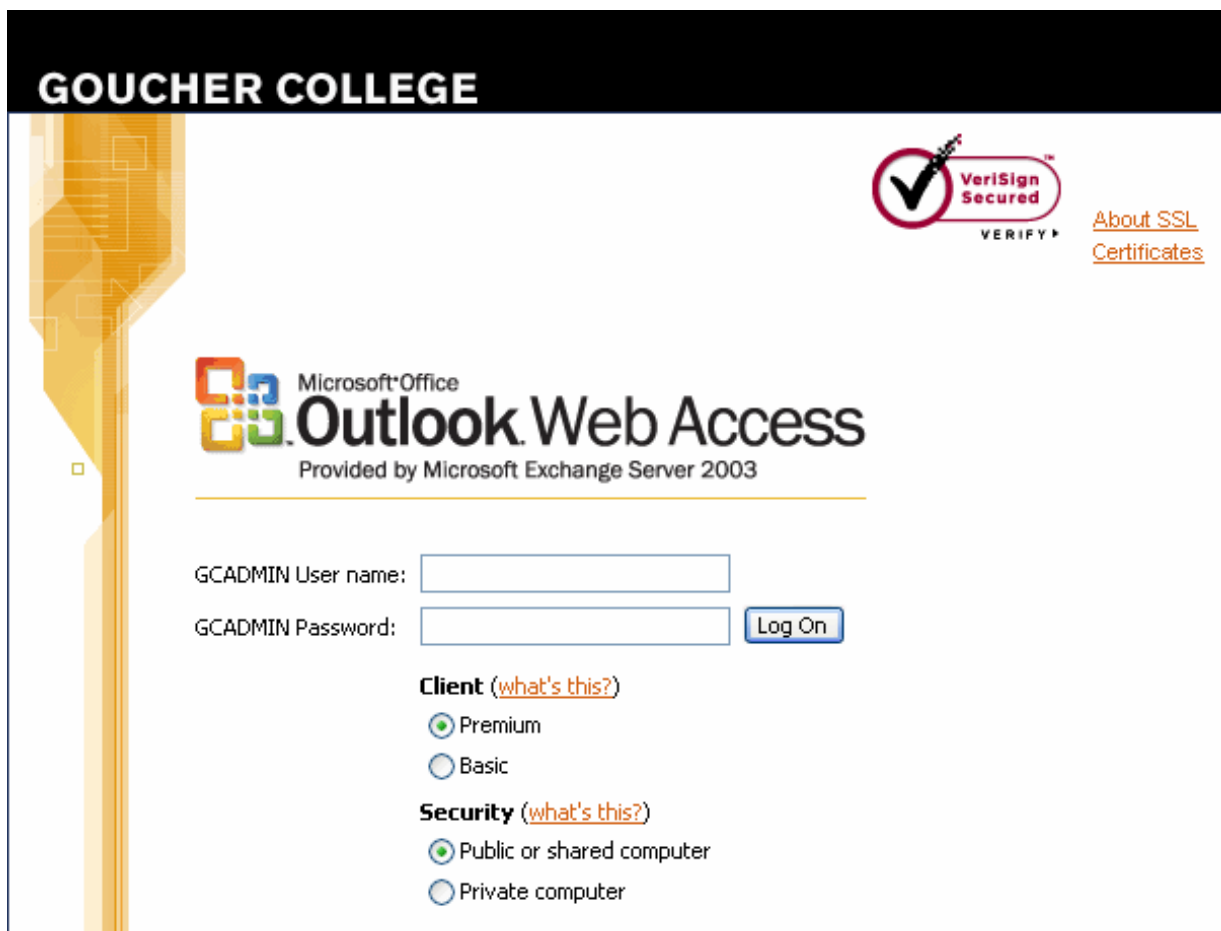
Section 5 – Checking your Goucher E-Mail

In addition to using the Outlook client, you may also use the Internet to access your e-mail from anywhere in the world using Outlook Web Access (OWA). You may use most web browsers including Internet Explorer and Firefox (NOTE: there have been occasional problems with the AOL browser). While in the browser, enter any of the following addresses to view the login screen:



<http://email.goucher.edu>

You will then be presented with this screen:

A screenshot of the Outlook Web Access login screen for Goucher College. The page has a black header with "GOUCHER COLLEGE" in white. On the right side, there is a VeriSign Secured logo and a link to "About SSL Certificates". The main content area features the Microsoft Office Outlook Web Access logo, with the text "Provided by Microsoft Exchange Server 2003". Below the logo, there are two input fields: "GCADMIN User name:" and "GCADMIN Password:". To the right of the password field is a "Log On" button. Underneath the password field, there are two sections: "Client (what's this?)" with radio buttons for "Premium" (selected) and "Basic"; and "Security (what's this?)" with radio buttons for "Public or shared computer" (selected) and "Private computer".

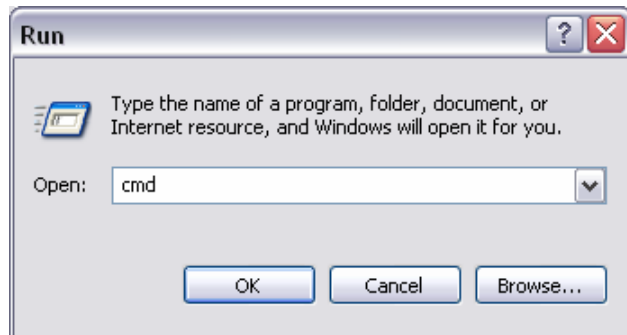
To login, enter your GCADMIN User name and Password and then click **Log On**.

Section 6 - Troubleshooting your Network Connection in Windows XP

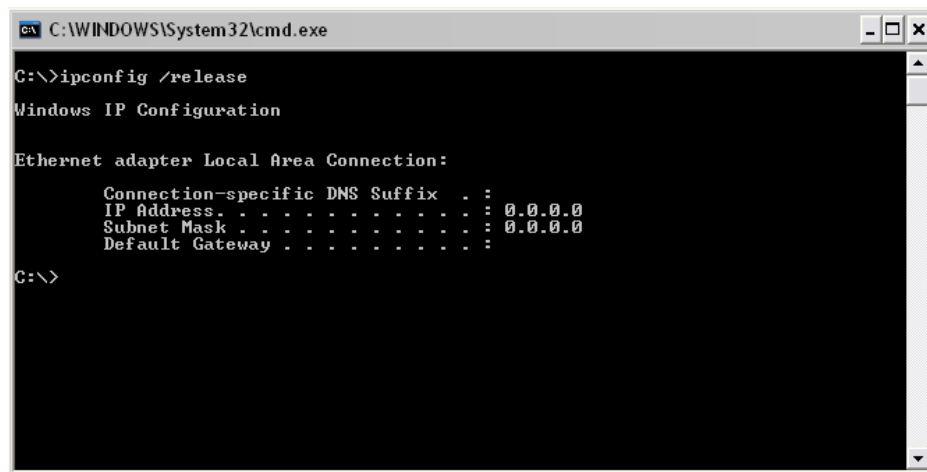
Renewing the IP Address

Click on the **Start** button, located in the lower left-hand corner of your monitor then click on **Run...** from the **Start** Menu.

In the Run window, type **cmd** in the **Open:** field.



In the DOS window, type **ipconfig /release** and press Enter. You will be notified that your IP Address is now 0.0.0.0



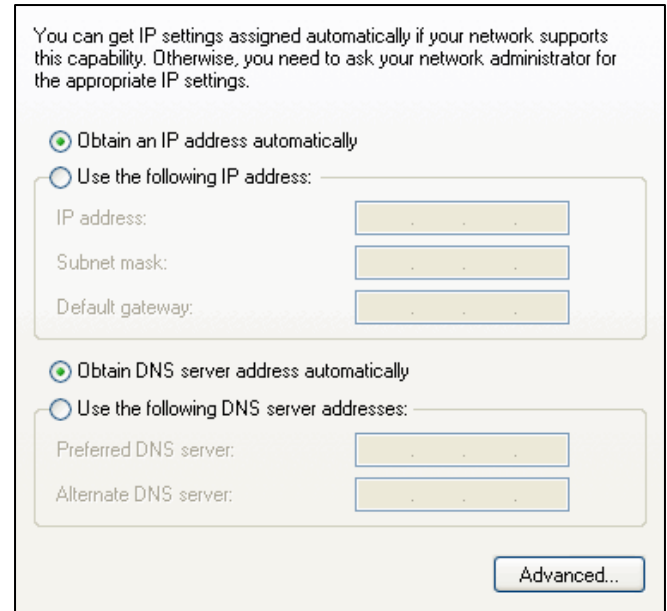
After the first command has completed, type **ipconfig /renew** and press Enter. You will be notified that your IP Address is a 10.X.X.X number.

You may Exit out of the DOS window by typing **EXIT** and pressing Enter or by clicking on the X button, located in the top right-hand corner of the DOS window.

Setting Local Area Network to DHCP

If you have a home network setup or your computer was connected to another network that called for a change in your Local Area Network settings, this may affect your ability to connect to the Goucher network. Follow the instructions below to make the necessary changes:

- Click on the **Start** menu.
- Move your cursor to **Connect To** and then select **Show all connections** (You can also access the Network properties by right – clicking on My Network Places and selecting Properties).
- Right-click on the **Local Area Connection** icon and select **Properties**.
- Select **Internet Protocol (TCP/IP)** from the **This connection uses the following items** area.
- Click on **Properties**.
- On the **General** tab, make sure that **Obtain an IP address automatically** and **Obtain DNS server address automatically**.
- Click **OK** until you've completely closed out of Network properties.



Setting Local Area Network as Default Connection

If you use dialup at home it may be set as your default connection to the Internet. Once you get on campus and try to connect to the Internet in your room, your computer may still try to find the dialup connection instead of the local area network. Follow the instructions below to make the necessary changes:

- Launch Internet Explorer.
- Click on the **Tools** menu and select **Internet Options**.
- Click on the **Connections** tab.
- In the Dialup and Virtual Private Network settings area make sure that **Never dial a connection** is selected.
- Click on the **LAN Settings** button.
- Make sure that **Automatically detect settings** is checked (Please remove proxy server settings for library databases. It is not needed while you're on campus and will interfere with the Internet connection).
- Click **OK** until you're completely out of Internet Options.

