

Lawrence University
Information Technology Services

NETWORK
CONFIGURATION
WINDOWS XP

Reference Guide

This Reference Guide is a publication of ITS.
Please contact the Helpdesk with questions:

920.832.6570

helpdesk@lawrence.edu

Seeley G. Mudd Library, Room 201

www.lawrence.edu/dept/its

Ethernet Card and Cables

An Ethernet adapter is required to connect your personal computer to the Lawrence University network. If your computer does not have an Ethernet card (unlikely), purchase a 10BaseT or 100BaseT Ethernet adapter card and install using the manufacturer's installation instructions. You will also need an Ethernet cable to connect your computer to the port in the wall.

To connect an Ethernet Cable:

1. While your computer is turned off, carefully connect one end of your Ethernet cable to the Ethernet port on your computer and connect the other end to the data jack in the wall. (Avoid crushing the cable with furniture, do not push thumbtacks through the cable, and do not allow the cable to touch a heat source.)
2. Turn your computer on. One or more indicator lights on the Ethernet adapter should be green.

Set up multiple computers with a mini hub:

If you and your roommate/s brought computers, a mini hub will be necessary to connect to the data port in your room. Mini hubs are available from the ITS Helpdesk in Library Room 201. The use of a mini-hub will require additional Ethernet cables. Install Note: On the hub, the Link or Uplink port is for the cable going to the data port in the wall. Use the other ports to connect your computers to the mini hub. On the Asante hubs, do not use port 5. On the Netgear hubs, the button must be in the uplink position (in).

Update or Install Antivirus Software

All computers must have current antivirus software installed in order to register on the Lawrence Network. Download any updates available for your antivirus software. If you currently do not have antivirus software, or if your antivirus software subscription has expired, Lawrence provides

Sophos Antivirus at no cost to students. (This is the same software used on campus computers.)

To download, follow **Network Registration** steps 1-2 (below) and on the Lawrence University Network page (before clicking continue) click "Information Technology Services provides antivirus software." At the bottom of the page that opens, you will click another link to download. ****Important:** Before you install the LU-provided antivirus software, be sure to completely uninstall other antivirus software including live updates and registry folders. This is essential in order to properly install the new software. If you need assistance, please contact the Helpdesk. (If your computer is found to be interfering with the network or spreading viruses, it will be disconnected from the LU network.)

Update Your Operating System

It is necessary to maintain current operating system software in order to register on the network. Please follow the steps below to ensure that your operating system has the latest software updates.

1. Go to www.update.microsoft.com.
2. Click *Express* to check for high-priority updates.
3. Windows Update will check for such updates and display them for your review.
4. Select the updates and click *Install Updates*.

Network Registration

Before completing the below registration process, it is very important to ensure that both your antivirus software and your operating system software are current by downloading available updates (see above).

1. Open an Internet Browser (such as Internet Explorer or Firefox).
2. A security page will appear. If using Internet Explorer, click *Continue to this Website (not recommended)*. If using Firefox, click *Add an*

Exception. Then click *Get certificate* and then *Confirm security exception*.

3. A *Lawrence University Network* introduction page will appear. After you have fully read the information, click *Continue*.
4. Select the type of device to register.
5. A *Lawrence Terms and Agreement* page will appear. You must read and agree to the terms by clicking *I Agree* in order to continue with your computer registration.
6. Select the type of connection that your laptop or desktop is currently using (such as *Wired Laptop* or *Wired Desktop*). Enter your Username and Password and click *Download*.
7. A download window will appear. Choose to save the file to your Desktop and click *Save*.
8. Go to your desktop, then locate and run the *Bradford Dissolvable Agent* file.
9. If any pop-up messages appear, select *Continue*.
10. Your computer will be scanned for required software by Bradford. Once the scan is complete, either a success page or a failure page will appear. If the failure page appears, click on the link to see how to resolve the failure. If the success page appears, you have successfully completed registration.

* Password assistance is available at the Account Center: <http://viking.lawrence.edu>

Connect to Your Personal Network Space

1. Double-click the *My Computer* icon on your desktop (or in the Start menu) to open.
2. From the Menu Bar, select *Tools - Map Network Drive*.
3. Select drive **X**: In the folder field, type: **\\curtis.lawrence.edu\student\username** (substitute your LU username).
4. Check the box *Reconnect at Logon*.
5. Select *Different Username*.
6. In the username field, type: **viking\username** (substitute your LU username).
7. In the password field, enter your network password. Click *OK*. Click *Finish*.

To reconnect after your computer is restarted:

1. Double-click *My Computer*.
2. Double-click the drive you mapped: **\\curtis.lawrence.edu\student\username**
3. At the password prompt, enter your network password.

This **\\curtis.lawrence.edu\student\username** folder is the location where you will save your documents. When you log in to a campus computer, this folder is simply called *My Documents*. ITS **strongly recommends** that you save your documents to your network folder because, if something should happen to your computer, your docs will be backed up on our server and they will be accessible from campus computers.

Connect to Campus Share

1. Double-click the *My Computer* icon on your desktop (or in the Start menu) to open.
2. From the Menu Bar, select *Tools - Map Network Drive*.
3. Select drive **U**: In the folder field, type: **\\curtis.lawrence.edu\campus_share**
4. Check the box *Reconnect at Logon*. Select *different user name*.
5. In the username field, type: **viking\username** (substitute your LU username). In the password field, enter your network password. Click *OK*. Click *Finish*.

To reconnect after your computer is restarted:

1. Double-click *My Computer*.
2. Double-click the drive you just mapped: **\\curtis.lawrence.edu\campus_share**
3. At the password prompt, enter your network password.

Connect to Campus Lab Printers

Important: To set up an LU printer on your personal computer, you must first log in to your

personal network space or campus share (see above).

1. Log in to your network space or campus share.
2. Go to *Start-Printers and Faxes*.
3. Click *Add a Printer*.
4. At the Printer Wizard, click *Next*.
5. Select *A network printer or a printer attached to another computer* and click *Next*.
6. Select *Connect to this Printer*. In the Name box type: **\\curtis.lawrence.edu**. A list of printers should appear. Choose the appropriate printer. If a list doesn't appear, type the printer name: **\\curtis.lawrence.edu\colman_lab**.

Or, substitute `\colman_lab` for another lab:

<code>\ormsby_lab</code>	<code>\kohler_lab,</code>
<code>\plantz_lab</code>	<code>\trever_lab,</code>
<code>\sage_lab</code>	<code>\hiett_lab,</code>
<code>\brokaw_lab</code>	<code>\exec_lab,</code>
<code>\library_public</code>	<code>\library_public_2nd</code>
<code>\wcc_lab</code> (Warch Campus Center)	

7. Click *Next*. You will be prompted for your LU username and password. For your username, type in **viking\username** (substituting your LU username). Click *OK*.
8. Choose if you want this printer to be your default printer or not. Click *Next*.
9. Click *Finish*.

Access Your LU E-mail

1. Open an Internet Browser (such as Internet Explorer or Firefox) and go to <http://webmail.lawrence.edu>.
2. Log in with your username and network password.

Note: The full version of webmail is accessible using Internet Explorer. Firefox and other browsers allow access to the Light version.

A .pdf version of this guide is available online at: www.lawrence.edu/dept/its/students/connecting.shtml