



New Desktop Computer Orientation

Welcome to the SUNY System Administration Local Area Network (LAN). Your new computer is a networking tool that includes software that allows you to communicate and share files with colleagues, keep track of your appointments, create documents, spreadsheets, databases, presentations, and browse the World Wide Web (WWW). The following is a list applications that allow you to do this:

Application	Purpose
Microsoft Word	Word Processing
Microsoft Excel	Spreadsheets
Microsoft PowerPoint	Presentations
Microsoft Access	Databases
Microsoft Outlook	E-mail, Calendar and Scheduling
Microsoft Internet Explorer	Web Browsing

In order to use these tools to your best advantage the following information is provided to you for future reference.

Logging On:

The first thing you will see after starting your Personal Computer (PC) is the Welcome to Windows screen. Press the Ctrl, Alt, and Delete keys simultaneously to start the logon process. The Log On screen will request you to type in your:

User Name:	The first 6 letters of your last name and the first 2 letters of your first name.
Password:	The password you were given when your account was setup-be sure to change this soon.
Log on to:	The domain name your account is setup on, SYSADMIN.

Then click the OK button or hit the Enter key. A window will appear which automatically maps the following shared drives for yourself and your workgroup:

N:	Public drive for temporary sharing of documents. Note: Due to disk space the files on this drive may be deleted at any time.
O:	Office drive-files on this drive are accessible to only those members of your office.
P:	Access to folders on this drive is limited to only members of predefined workgroups.
Y:	Your personal drive. Only you can access these files.

Each of these shared network drives are on servers that are backed up nightly so if you ever lose any data it can be restored from a backup tape. Please note that any of your work files on your hard drive (C: drive), is not backed up so important work files should be stored on your shared Y: drive.

Next you will be brought to the Windows Desktop. The Windows Desktop includes Application Icons on the left side, and the Start Button and Task Bar at the bottom. Click on these buttons or icons to start the applications you require.

Logging Off:

Hit the Ctrl, Alt and Delete keys simultaneously to get to the Windows Security window. Here are the options:

Lock Computer	This will lock your computer while you step away. Hit Ctrl Alt Delete and your password.
Log Off...	Log off without shutting down the PC.
Shut Down...	To turn off or restart your PC.
Change Password...	Change your password by typing your existing password and a new password twice.
Task Manager	To close an application that is not responding.
Cancel	Return to the Desktop.