

Washington and Lee Computing Essentials

Important information for *name*

LOG IN

You have an account on the W&L network which provides network e-mail, printing, document sharing, and file storage. To access the network from the W&L computers, simply enter your User Name, followed by your password.

NOTE: You MUST change your password; to do so, go to <http://law.wlu.edu/technology> and click on the link for “Change password”.

Your User Name: **username**

Email Address: **username@wlu.edu**

Your Password:

IMPORTANT: This username and password will give you access to ALL of the computing resources, including file-server storage, GroupWise, the Wireless Network, and WebAdvisor. Guard it carefully.



SUPPORT

- Main Technology Services Office: lawtech@wlu.edu or 540-458-8021
 - Dori Hamilton 458-8021
 - Andy Briggs 458-8525
- Dirk van Assendelft, Director of Technology Services, 458-8582 dva@wlu.edu
- Peter Jetton, Web and Communications Specialist, 458-8782 jettonp@wlu.edu
- See <http://law.wlu.edu/technology> for more information.

NETWORK STORAGE



C Drive: Your computer's hard drive. Make sure to save your work in **My Documents**. The backup utility is configured to automatically copy files and Web Favorites stored here to your H: drive (we DO NOT backup music or photos!)



G Drive: This is shared space for your Department. Move or copy files you wish to share within your department to this drive. If you are faculty member, you will share this drive with Faculty Services



H Drive: Your **private** home directory on the network; no one else has access and it is backed up nightly. The capacity is 1GB; additional storage can be provided upon request.



L Drive: This is shared space for course work and student organizations. You can use this location to share documents with students in your classes, have students turn in assignments, or work on documents collaboratively.



J Drive: The Law School work volume; it contains your G: drive and access to other departments or committee folders.

E - MAIL

GroupWise is an integrated communication tool that combines e-mail, calendar, task management, and document sharing. A QuickStart guide can be found on our web site. The GroupWise client is already installed on your office computer, and access from off campus is available with the web client at <http://groupwise.wlu.edu>.



A distribution list is available for each course in the address book. The format is "law201_02", and each list contains the students enrolled in the class.

To get you started, some of the main features of GroupWise are:

#1: View Calendar

#2: Proxy

#3: Shared Folders –
Designated by the "shared folder" icon

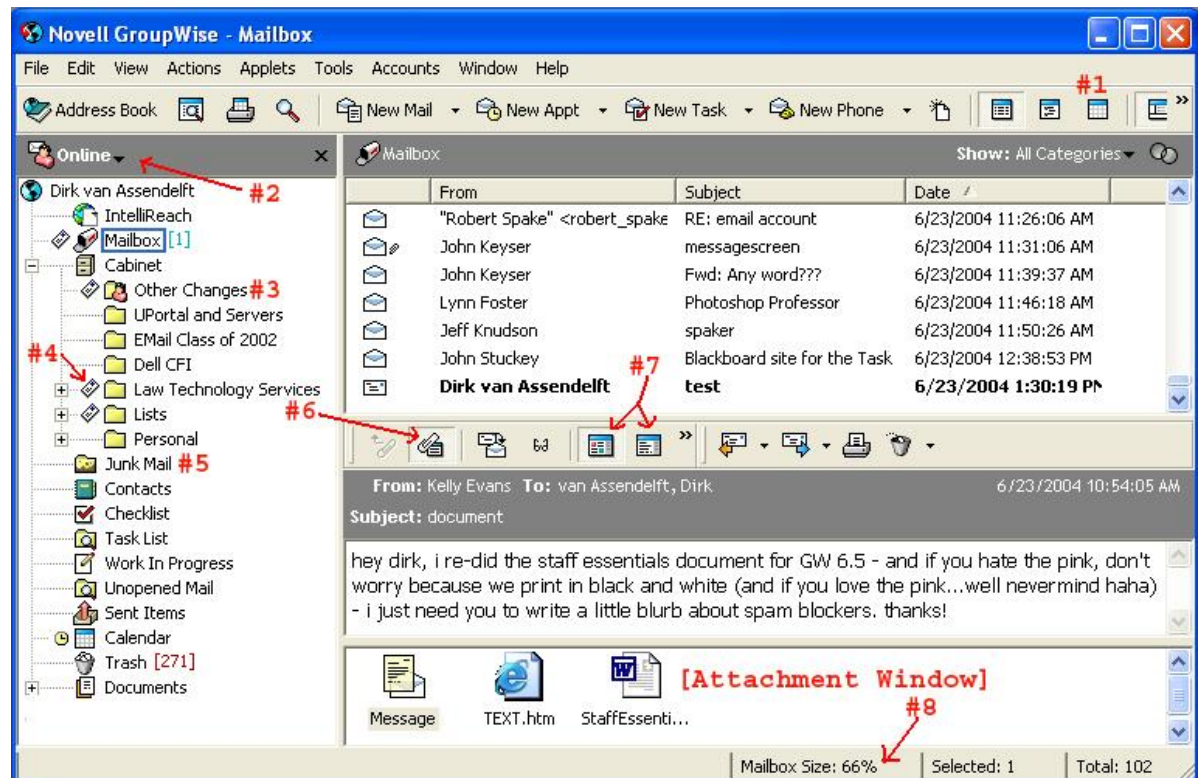
#4: New Mail in a Cabinet Folder

#5: Junk Mail – settings can be set in Tools → Junk Mail Handling...

#6: View Attachment –
show/hide attachment window

#7: QuickView Format
(Plain Text or HTML)

#8: GroupWise Quota –
Manage your quota by clicking on "Mailbox Size"



DigiTar, the anti-spam system, will scan all email and when it identifies messages as Spam it may 'quarantine' the message for further evaluation. You will receive an email from DigiTar assigning you an initial password. To log in to the spam filter, go to <http://portal.digitar.com>. Log in with your full email address and your assigned password.

PRINTING

There are networked printers available throughout the building. Your computer is configured to access the printers closest to your office. There is a color printer available in Faculty Services. You can also print directly to the Ricoh photocopiers located on the fourth floor.

OFF - CAMPUS ACCESS

In addition to a wired connection in your office, wireless access is available throughout the building.

Remote access to GroupWise can be done in the following ways:

- **Install the GroupWise 7 client:** Go to <http://law.wlu.edu/technology> and follow the links for Software.
- **Use Web Access** Go to <http://groupwise.wlu.edu>; You will have access to all the features of the GroupWise client, except for quota management.
- **Access to a mobile device:** We can provide real-time access to Blackberry handheld devices.
- **Use POP3:** Set up your preferred mail client to "pop" mail from gwpop.wlu.edu. (Note that you will lose many of the benefits of GroupWise using this method.)

Remote access to files on the network is available through an SSL VPN. See the "Off Campus Access" link at <http://law.wlu.edu/technology/> for more information.