THE NETWORK

Logging On

For this course you will be given a usercode that allows you to Connect to the Server to access programs such as wordprocessors and spreadsheets etc.
 Also having a usercode allows you to have your own private folder for saving your work. This allows you to keep your files in a safe place without the need to carry around your work on floppy disks.

To **Logon** turn on the computer and wait for the login screen to appear.
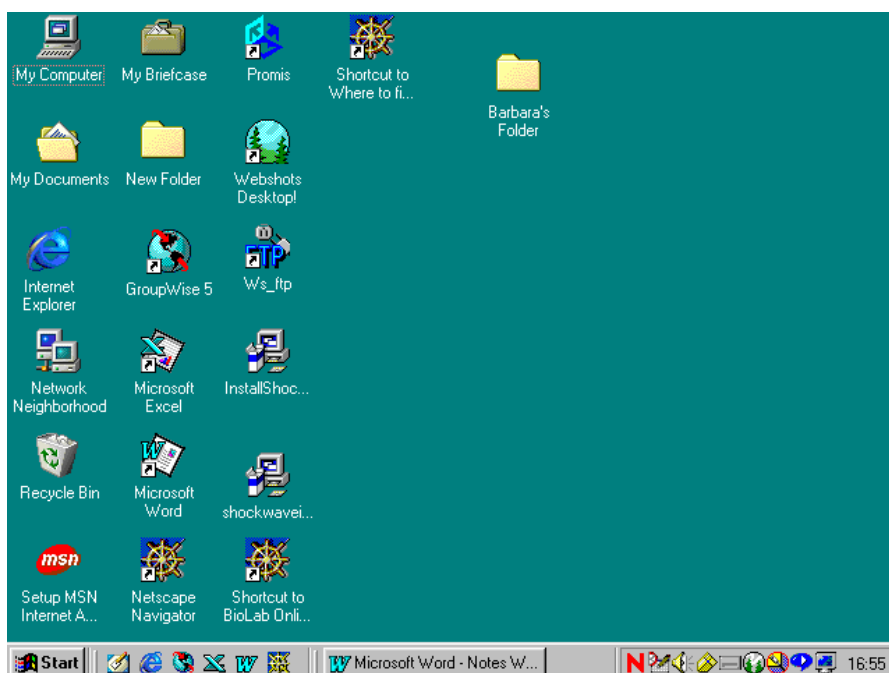
You need to:
1. Enter your **Username**
2. Press the tab key to highlight the **Password** box
3. Enter your password. The password will appear as stars (*) to prevent others from seeing your password.
4. Press the **Return** key.

You should now be logged onto the network.
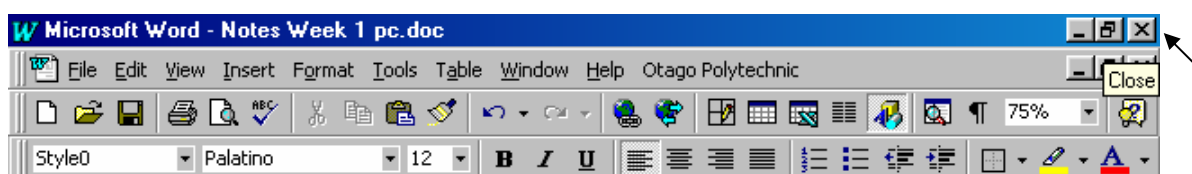
Finding your way

You should now look around on the desktop and see a window that looks something like this:

Some of these icons contain the software that you would use for processing reports and assignments. Others are for accessing your e-mail and the Internet.
Double click on one of the icons and see what happens.

Now close the window. Do this by clicking the Go away box of the window

Double click on the icon called **My Computer**. In here you will find an icon which will have your usercode name on it. This is your "space" on the Polytechnic network. Any files saved in this "space" can be accessed by you from any network computer.
 You will notice there are several icons with names that have letters in brackets after them i.e. $3^1/_2$ Floppy (A:). These are called drives. Some common ones you will encounter are:

A drive: floppy disc
C drive: the computer hard drive
E drive: CD Roms
H drive: where your personal files are

It may help if you think of these drives as filing cabinets. The folders as being inside the filing cabinet, and your individual documents as pages (or groups of pages) inside the folders.