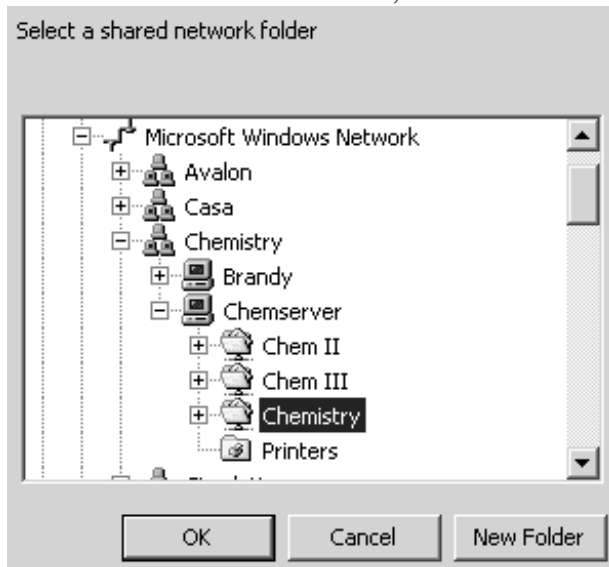


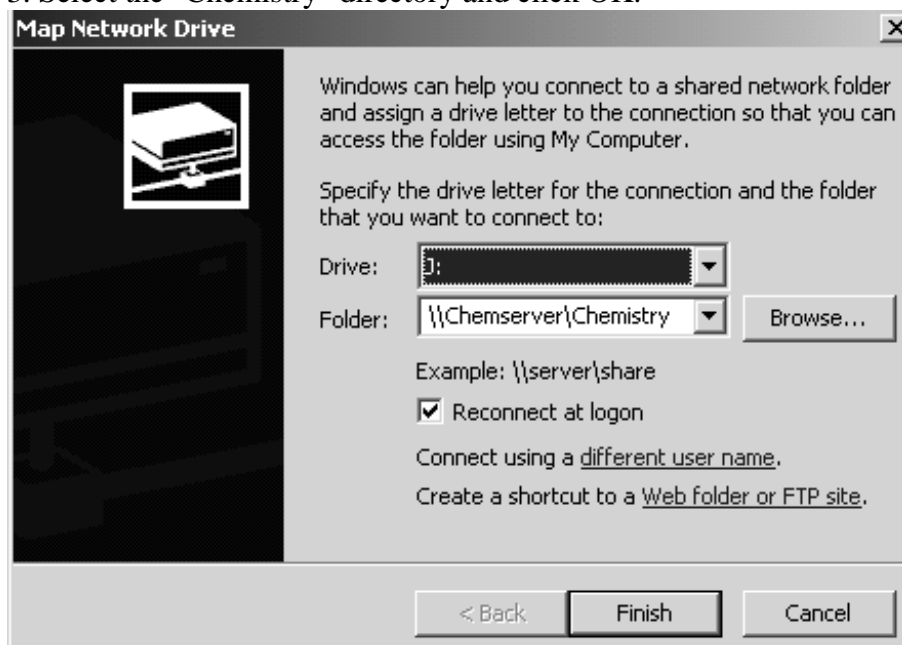
Logging on to the Chemserver from Windows

Method 1: Map a Network drive (Windows NT users, please see note, below)

1. Right click on the "My Network Places" icon and choose "Map Network Drive..."
2. Browse for the Chemserver, which is in the Chemistry zone:



3. Select the "Chemistry" directory and click OK.



If double clicking on the "Chemistry" directory doesn't work, try typing in the Folder directly as shown above: \\Chemserver\Chemistry . Note that the drive letter is entered for you automatically; you do not need to change it. The actual letter used will depend on the number of drives on your system.

4. When you get the log-on dialog box, enter your user name as

chemserver\mylogin

where "mylogin" is your user name on the chemserver. Also input your chemserver password.

Remember that your chemserver password may not be the same as your general Colby password.

5. If you are using your own computer and you want to automatically connect to the chemserver each time you turn your computer on then leave the checkbox selected for "Reconnect at logon." Usually, you do not want to reconnect at logon, so leave the checkbox cleared. If you are on a public cluster computer, please leave the "Reconnect at logon" checkbox cleared.
6. The chemserver should then appear as a separate Network drive when you double click on "My computer." You will be able to select this drive from inside Word, Excel, and Spartan.

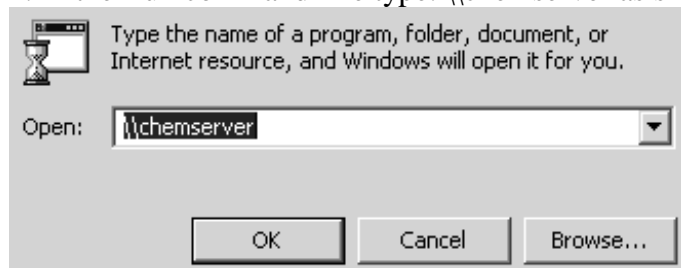
Method 2: From the My Network Places

1. Double click on My Network Places.
2. Double click on Entire network and then Microsoft windows Network
3. Then double click on the Chemistry zone. The Chemserver should now be listed.
4. Double click on the Chemserver icon; now the Chemistry directory on the Chemserver should be listed.
5. When you get the log-on dialog box, enter your user name as
chemserver\mylogin
where "mylogin" is your user name on the chemserver. Also input your chemserver password.
Remember that your chemserver password may not be the same as your general Colby password.
6. Double click on the "Chemistry" directory. You should now be able to use the full Chemserver.

Method 3: From the Start/Run menu

If the Chemserver is not shown from the browser when you "Map a network drive" or from my "My Network Places" then you can use the Run command under the Start menu thusly:

1. Click on the Start menu on the lower-left-hand corner and choose the Run option.
2. In the Run command line type: \\chemserver as shown below:

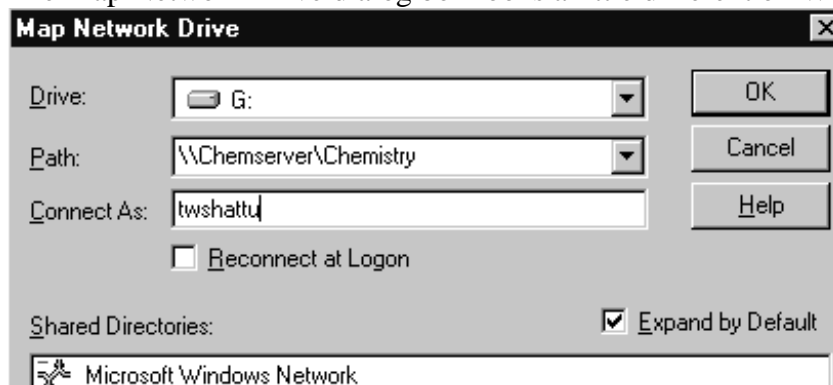


3. Select the "Chemistry" directory and click OK.
4. When you get the log-on dialog box, enter your user name as
chemserver\mylogin
where "mylogin" is your user name on the chemserver. Also input your chemserver password.
Remember that your chemserver password may not be the same as your general Colby password.

5. In the directory listing that follows, you can double click on the "Chemistry" directory and begin file transfers directly.... Or:
6. Double click on "My Network Places." You can drag the "Chemistry" directory from the chemserver volume listing to your "My Network Places" listing (XP users will drag the directory into the "Local Network" section).
7. Once the "Chemistry" directory is in "My Network Places" you can choose to connect to the chemserver as if it were a local hard drive. To do this, click right on the "chemistry" directory and choose "Map Network Drive." Follow the instructions under Method 1, beginning at step 5.

*** Note for WindowsNT users:**

The Map Network Drive dialog box looks a little different on Windows NT systems:



Enter the "Connect As" as your user name on the chemserver.