Virginia Military Institute

Computer Instructional Packet

Summer 2013

Introduction

The following instructional packet has been compiled to assist you with your technical and computer requirements while attending VMI.

Any computer related support questions should be directed to the Barracks Help Desk. Support includes assistance with your personally owned computer, changing your network password, or other general questions related to computing at VMI.

If you need assistance with your laptop take it to the Barracks Help Desk for configuration, installation, and general maintenance. If the Information Technology staff determines your laptop has hardware failure, outside technical support will be required.

The following questions are answered in the packet:

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How do I connect to the VMI network, Internet, and Microsoft Office 365 Email?

Using VMI domain computer members, such as lab computers

1. At the prompt enter your Username. Your Username is Last Name followed by first and middle initials and your anticipated graduation year. Your Username and password information was previously provided to you. Example: James Allen Smith; User ID: smithja17. Press the Tab Key.
2. Enter your password. Press the Tab key.
3. Enter VMI as the domain (If not already present). Click the OK button.
4. A New Password window should appear (If you have previously changed your password this screen will not appear).
5. Enter your old password. Press the Tab key.
6. Passwords must be at least eight (8) characters, contain upper case and lower case letters, at least one (1) number, and have not been used as a password for the last twenty-four (24) passwords.. Enter your new password where prompted. Press the Tab key.
7. Retype the same password again where you are requested to confirm the password. Click the OK button.
8. If you enter Windows without error then you are now attached to the VMI LAN including Internet connections. Your M and T drives should map automatically.
9. Microsoft Office 365 email is available, which is a cloud based or externally hosted email system not within the VMI network.

Using non VMI domain computer members, such as my personally owned laptop computer

You will be prompted for your Username and password during the drive mapping process.

How do I map my drives?

You may access your network resources on your personally owned computer. To map network drives follow these instructions.

Mapping the M: Drive in Windows 7

1. Click the Start button and then click on My Computer.
2. Click on the "MAP NETWORK DRIVE" button at the top of the window.
3. In the "DRIVE" box, click the drop-down arrow and select the letter "M:"
4. In the "FOLDER" box type: \\sorrel1\cadets\<your username>
5. Make sure there is a check mark in the box beside "Reconnect at Logon"
6. Click Finish
7. You will be prompted for your VMI username and password.

Mapping the T: Drive in Windows 7

1. Click the Start button and then click on My Computer.
2. Click on the "MAP NETWORK DRIVE" button at the top of the window.
3. In the "DRIVE" box, click the drop-down arrow and select the letter "T:"
4. In the "FOLDER" box type: \\sorrel1\teach
5. Make sure there is a check mark in the box beside "Reconnect at Logon"
6. Click Finish
7. You will be prompted for your VMI username and password.

Mapping the M: Drive in Windows 8

1. Bring your mouse to the bottom of the home screen and right click and select All Apps. Scroll over to the right and click on Computer.
2. Click on the "MAP NETWORK DRIVE" button at the top of the window.
3. In the "DRIVE" box, click the drop-down arrow and select the letter "M:"
4. In the "FOLDER" box type: \\sorrel1\cadets\<your username>
5. Make sure there is a check mark in the box beside "Reconnect at Logon"
6. Click Finish
7. You will be prompted for your VMI username and password.

Mapping the T: Drive in Windows 8

1. Bring your mouse to the bottom of the home screen and right click and select All Apps. Scroll over to the right and click on Computer.
2. Click on the "MAP NETWORK DRIVE" button at the top of the window.
3. In the "DRIVE" box, click the drop-down arrow and select the letter "T:"
4. In the "FOLDER" box type: \\sorrel1\teach
5. Make sure there is a check mark in the box beside "Reconnect at Logon"
6. Click Finish
7. You will be prompted for your VMI username and password.

What is available to me on the VMI Local Area Network?

1. The Internet or World Wide Web

2. Network disk storage space accessible anywhere on Post. All users have a folder listed as their logon name on the “M:” drive. You can store files on your folder that only you will have access to.

3. A network drive T: where academic departments store various files for course work and other useful information.

What other resources are available to me?

1. Email using Microsoft Office 365, which is a cloud based or externally hosted email system not within the VMI network.

Are there VMI owned computers I can use?

The Information Technology department maintains three general use computer labs for classroom computer instruction and cadets to use for related course work and assignments. Besides course work you can access the Internet and your email. In addition, various academic departments have computer labs for those majoring in their department's course of study to use in course work.

The labs are located in:

- Barracks Study Room
- 414 Mallory Hall
- 117 Scott Shipp Hall

In addition, there are curriculum specific computer labs in several of the academic departments.

What if I need help with my laptop?

Computer Support for Cadets is offered on the VMI Web page. This support includes tutorial documents, VMI LAN FAQs, and on-line help forms and contacts. Access this page: http://www.vmi.edu/ccs for more information.

Where do I go for technical help with my laptop?

Barracks Help Desk

Computer Related Information

The Barracks Help Desk is the central point of contact for cadets contacting the Information Technology department. Cadets are to direct all computing related requests to the Barracks Help Desk. The Barracks Help Desk hours during the fall and spring semesters are:

Hours: Monday through Friday 0700 - 1600

Closed for Lunch from 1300 - 1400

Location: Barracks Help Desk – C11-B Inside the Barracks Study Room (across from the Barber Shop and VMI Post Office)

What requirements must my computer meet?

Computer systems used at VMI must meet certain minimum requirements in order to operate successfully on the Local Area Network. A cadet owned computer must be a laptop, or notebook computer. No desktop computers are permitted in barracks. In addition, all computer systems operating on the VMI LAN must contain a Network

Interface Card (NIC). Service requests for equipment or software meeting the recommended requirements will be given a higher priority and will be placed on the service list above any cadet service request for non-supported equipment or software.

What type of computer support will I receive from VMI?

Cadet Computing Support Policy

What rules must I observe while using computers or the network?

Appropriate Use of VMI Information Systems

What are the rules regarding software installed on my computer?

Software Copyright Policy

What are the rules for use of microcomputer rooms?

Computer Lab Rules