

SMANet Help

If you encounter a problem with a computer, the first action is simply to reboot the computer.

- Logging off - If you leave the computer, even for a short while, you must log off. The proper way to do this is to click on Start → Shutdown → Restart. **DO NOT SIMPLY START → LOGOFF**
- If you are unable to connect to the internet (appears to hang), you should click on Start → Run F:\Login\Clntrust.exe
- Printing should be limited to school assignments and/or print jobs of which a hard copy is specifically needed.
- When you log in to the network, it will automatically map (direct) drive H: to point to your personal directory (H:\username). This is where you are to save all of your files. Each student is given only 40MB storage here, so please use wisely. If you save a file anywhere else, it will probably not be there next time you log in and attempt to open the file. **Do not save files in C:\MyDocuments.**
- The administration has access to your files, including email. These are school owned computers, and we have the right to review what you have saved on any school computer *and any computer on school property, which includes personal computers in your dorm room as well.*

E-mail

To use email, double click the icon that looks like a globe (Groupwise) Your password is the same as your login password. SMBA's e-mail policy is clear in its intent to foster productive communication between students, teachers, parents, and off-campus contacts.

- Be polite. Do not get abusive, including use of vulgarities or any other inappropriate language.
- No sending of large files (over 500K)
- No Hotmail or other Internet based e-mail is allowed
- No forwarding of spam or any other unsolicited e-mail to any other person on the SMBA campus.