

# NEW USERS

- 1) Start the Active Directory on the Desktop
- 2) Right click on Users to create a new one
- 3) Fill as in the following example
- 4) Set the Password to 'Never Expired'
- 5) Click on the User you just created and fill in the infos as in the examples



- 5) Choose Mishra, York or External Group in Member Of. Write 'Time.bat' in Profile
- 6) Set the Security of SELF Read&Write, so the user can modify only his/her own infos!



## *On the computer itself:*

### **Installation Order (this order will give no problems!):**

- Install the most recent BIOS (downloaded from the support center of your computer). Set all the BIOS setting you can on AUTO and Boot from CD...
- Start W2000 CD. Delete all the partitions and install W2000 on a new unique NTFS partition. Customize network settings using the settings described below...
- Register the computer to Bob or Umesh as explained below! Set the local administrator password and let the system manager know it...
- Create a the links to the following 4 Homepages: MISHRAYORK, Your computer support, Update Windows and Update Office
- Update all that you can in Windows (Except the stupid Notification and Messenger)
- Install Office (Premium if you want to use FrontPage for your WebPages). Start Outlook and set the standard preferences...
- Update Office (then open Word and save a test document on the desktop)
- JetAdmin2000 (From My) then a Postscript Printer like Duplex (read below)
- To Install a TCP/IP printer, use Add Printer from Administrator using the information in the file \\My\Users\General\GeneralInfos\MishraYork.xls
- For printers connected directly to a computer, browse to that computer and Connect to the printer using the Right Click
- Acrobat
- MathType: then DO the following:

Remove the folder

*C:\Documents and Settings\Administrator\Application Data\Microsoft\Word*

Copy the file *MathType Commands For Word 2000.dot* from

*\\My\Users\General\GeneralInfos*

and put it in

*C:\Program Files\Microsoft Office\Office\Startup*

Check your doc to have Acrobat and Mathtype. Then you can delete from Desktop...

- Create the folders C:\Otherprg, C:\Temp, C:\Users.
- Copy all your user files (included your outlook.pst) in Users/'Yourname'
- Install Norton Antivirus (No mail protection and no weekly scan). Run LiveUpdate and perform a full system check. Now you can backup a safe copy of your user files!
- Install Ads in C:\Otherprg\Ads. Restart your computer and put the license file in the Ads license directory. For Hfss ask Pfm.
- Install All the shared programs you need from the General Program CD Rom...
- All the Others Programs (Photoshop, Illustrator, ...). If any of the programs try to create a folder in the root (C:\) browse it to C:\Otherprg. If at any time you see a folder in C:\ other than the 6 listed below. TELL ME IMMEDIATELY if a new directory is created!
- Try to collect in a smart way your new programs links opening All Users (Right Click in Start)

NOTE: Only Bob and Umesh are the legal Users of our software, so YOU MUST not register or personalize during installation from Administrator, but use one of the following (exact format)

Owner: Prof. Robert A. York  
Company: ECE Dept. – UCSB  
or

Owner: Prof. Umesh K. Mishra  
Company: ECE Dept. – UCSB

Failure to do so may be in conflict with registered password and users: you can obviously personalize your own user information (like in Word or Outlook...)

### **Follow these guidelines:**

- Always log as users in MISHRAYORK Domain, so no password will be required to you and as LOCAL Administrator for installing programs & updates
- Saves all your documents and Outlook files in Users, not in 'My Documents'.
- EVERY MONTH: backup the folder Users, check Office and Windows updates and defragment the C drive;
- THERE SHOULD NOT BE in C:\ directories other than Users (Shared), WINNT (System Files), Program Files, Otherprg (for programs DOS-WIN98 compatible), Temp (for temporary downloaded files), Documents & Settings (containing the Different profiles);
- DO NOT Play with permission and security if you don't know what you are doing
- Keep the Users directory (with MishraGroup and YorkGroup subdirectories) shared to Authenticated Users and play with permission only with your own subdirectory (like Pfm)
- Install all the programs from local Administrator and make sure that in the All Users profiles (right click on Start Menu) the programs links are present
- NETSCAPE and REAL AUDIO are not completely W2000 compatible: they will slow down your browsing and have security problems...
- When log as you, if you do not see in the start menu some of the programs YOU installed as administrator, go in

*C:\Documents and Settings\Administrator\Start Menu\Programs*

Copy the links you need in

*C:\Documents and Settings\All Users\Start Menu\Programs*

Set the security of the new copied links to 'Allow inheritable permission...' to let all the user to see and execute them...

I suggest that the first time you log in as your name in MishraYork, you do the following:

When you log the first time, for your benefit, follow my suggestions below to have more user friendly environment in W2000:

- Delete Media Player Icon and My Documents from the Desktop
- Set the Arrange Icons to AutoArrange
- Open My computer and set view as details go in Tools->Folder Option->View

- and Set all on except the Hide Files Extension and Show My Documents
- Set all Folders Like Current
- Right click on the Taskbar and select in General and Advanced all on the options
- Start Outlook and then close it.
- Drag the Outlook bar in the Taskbar. Then delete the Outlook Express links
- Start Word and verify you see the Mathtype icons
- Start Internet Explorer with LocalArea and no Proxy
- Check if you can see the Mishrayork Network
- USE ALWAYS ONLY THE USERS FOLDERS FOR YOUR FILES!!!

GOOD LUCK!!!

***THIS ARE THE TCP/IP SETTINGS  
(You may change only the IP address and the 185 in the mask)***

