

Laptop 101 – Laptop Basics

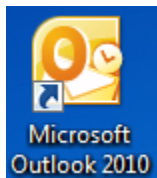
Upon First Login:

- Plug in power cable
- Plug in ethernet cable
- Press “Ctrl + Alt + Delete” to see login page
 - Click through mail reminder
- Enter Username
 - Your username is your first initial and last name (e.g. Thom Yorke=tyorke)
- Enter Password
 - If you haven’t set up a password see Chris Mazzurco
 - The default password is “welcome”
- Make sure “NYA” is selected in the “Domain” line
- Click “OK” or press the right facing arrow key

After Login, your personal desktop appears. This will show up on every NYA computer you log on to.

Tips:

- Use Internet Explorer for accessing the web – only load other web browsers if you use web applications that require them
- Use Microsoft Outlook for checking your email



- Gmail, Yahoo, MSN, etc. are all blocked on campus
- Use the Microsoft Office applications for all your word processing, spreadsheet, powerpoint needs
- For grading software we are officially using RenWeb. Faculty should log into FacultyWeb at renweb.com to access their classes. If teachers wish to keep a second gradebook as a back up, either on paper, an Excel spreadsheet, or other method, that is their choice. The expectation is that grades are kept up to date in RenWeb.
- Laptop users may rip music from CDs to the hard drives of their laptops. There is a folder called “Music” located on your C: drive. Make sure whenever you are copying music that this is where your music gets saved