

## How to Use Highland Computer Programs

<b>1. Highland Network</b>	<ul style="list-style-type: none"> <li>• In the Username field, type your first initial, middle initial, last name--no spaces. For example: jajones would be the username for John A Jones</li> <li>• The <b>new</b> password is your six-digit birthdate, i.e. mo/da/yr. For example, 030677. When prompted, create a new password that is at least eight characters long.</li> </ul>
<b>2. GroupWise Email *</b>	<p>Username and password is the same as the Highland network instructions indicate. For more help, see:</p> <p><a href="http://www.highland.edu/acomp/groupwise/GroupWise.asp">http://www.highland.edu/acomp/groupwise/GroupWise.asp</a></p>
<b>3. Moodle</b>	<ul style="list-style-type: none"> <li>• Moodle is the application we use to manage online course content. This application requires only a connection to the internet to use.</li> <li>• Your <b>username</b> is your first initial, middle initial and last name. A person named Joe A. Student would have the username: jastudent</li> <li>• Unless you have already logged in with your new Moodle username and changed your password, your <b>password</b> is your birthday in six digits. A person born on June 15th, 1970 would make a password of 061570.</li> </ul>
<b>4. ROAR *</b>	<p>ROAR is the student information and online registration program. Your user name is a randomly-generated 9-digit number. Your initial pin is your six-digit birthdate. From the ROAR login page, click the "Lookup My ID" link to acquire your ID. See <a href="http://www.highland.edu/admissions/howtoreg.asp">http://www.highland.edu/admissions/howtoreg.asp</a> for more information about how to login and register online.</p>
<b>5. NetStorage *</b>	<p>Use NetStorage to access your Highland network files. Download your files, work on them, then upload them back to NetStorage for use at Highland or at home. More information on the back.</p>
<p>* To login go to <a href="http://www.highland.edu/login.asp">http://www.highland.edu/login.asp</a> and click on the specific program.</p>	
<p>NEED HELP? Email <a href="mailto:loginhelp@highland.edu">loginhelp@highland.edu</a> or go to T139 or the library for personal assistance.</p>	

Wireless service is available in all buildings on campus.

## NetStorage: Web Service Available Access Your H: and G: Drives from off-Campus!

### Introduction:

NetStorage is a way for you to access your network files via the web when at home, on the road, or anywhere there is access to the Internet. You can view the contents of your H: and G: drives, and download any of the files to your home computer to work on them. Once you are finished making changes to the document, you will need to upload your document back to campus using NetStorage so any changes you made will be available at work the next day. You can also upload new files that you have just created at home to your H: and G: drives.

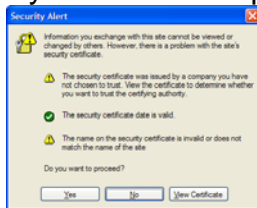
NetStorage functions using a web browser and requires no software to be installed on home PC's.

### Log In:

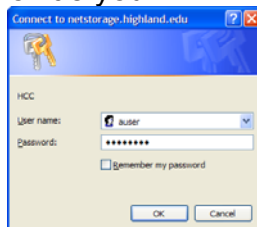
Go to- <http://www.highland.edu> and click on the orange Login button on the far right side. Click on the Login button for NetStorage.



- Say “YES” to accept the Security Alert:



- Provide your NETWORK user ID and Password:



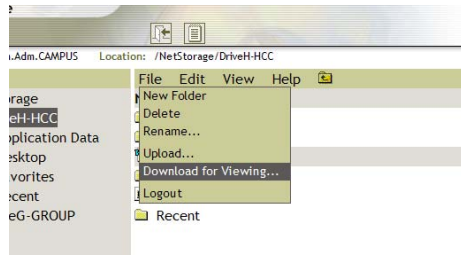
\*Please do not use the “Remember my password” or “save password” option, as others can gain access to your H: and G: drives without your permission with this option enabled

### Download a File:

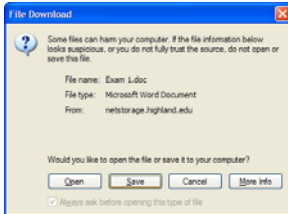
Once in NetStorage, you can browse the drives on the left, and your files and folders on the right.

Drag the slider bar at the bottom of the screen to see more files (listed in groups of 25).

Browse to the file you wish to download, and click on it once, so that it is highlighted. From the NetStorage menu, select File > Download for Viewing (or right-click on the file you want and choose Download for Viewing).



From the “File Download” dialog box, click SAVE to save the file to your PC.



Browse to an area on your PC where you would like the file saved, and click “Save”

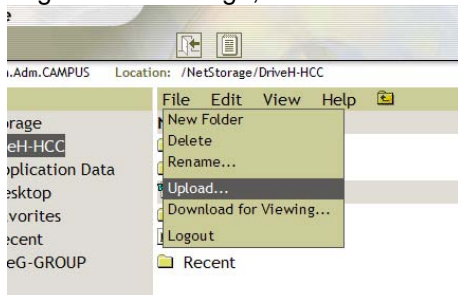


You may now open, edit, and print the file you have just downloaded. You will need the correct software installed on your home PC in order to edit the file you have just downloaded.

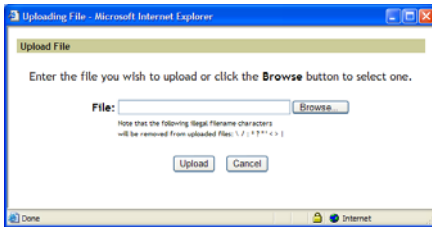
### Upload a File:

When you are finished editing the file on your home PC, you will want to upload your document back to campus using NetStorage so any changes you made will be available at work the next day.

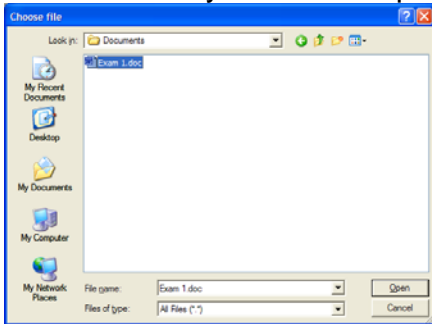
Log in to NetStorage, and from the NetStorage Menu, select File > Upload



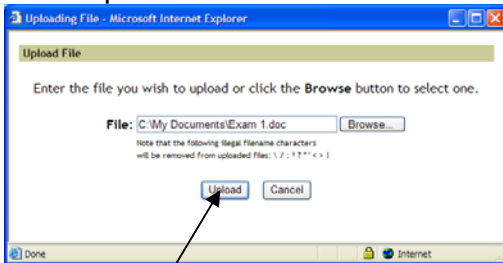
When the following dialog box appears, browse to the file on your PC



Select the file you want to upload and click “Open”



Your Upload window should now look like this:

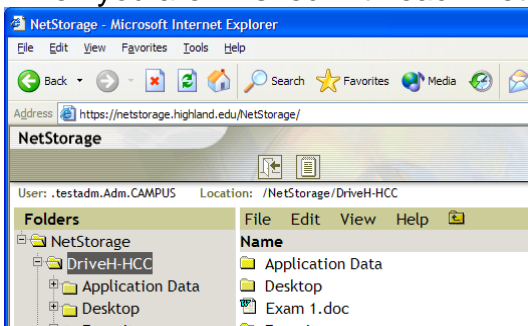


Click Upload

The updated version of the file is now on the network, replacing the previous.

## Log Out:

When you are finished with each NetStorage session, be sure to click on the Logout Icon:



## Forward email from GroupWise to another email address (from Web Access)

1. After logging into GroupWise web access, click the Options button.



2. Click the Rules Tab



3. Select Forward as the Type of Rule
4. Click Create
5. Type a name for the rule
6. It's not necessary to complete the Condition fields
7. Skip to Define Action and enter the address where you will forward the GroupWise mail to
8. Type a Subject as in the figure below
9. Click SAVE

**Rule name:**

**Define Optional Condition - If a condition is not defined, this rule will apply to all**

If

then, do the action defined below

**Define Action - Define the action you want to occur when this rule is run.**

To:

CC:  BC:

Subject:

Message: