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| **Middlebury at Mills** | Mills Clock Towe1  **Library and Technology Services**  **Guide**  **Summer 2017** |

Middlebury at Mills Student Guide Summer 2017

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# About Middlebury at Mills Information Technology and Library Resources

This guide is provided to help you get started with computing and library use at the Middlebury at Mills summer program. We hope you will keep this as a reference and use it often. You are welcome to take full advantage of any of our many services which are briefly described in the next few pages.

## Information Technology and Library Service Points

The **F.W. Olin Library** is home to the main library collection.

The **Information Technology Helpdesk** is located in Lucie Stern Hall, Room 21.

The **Audio-Visual Technical Services Office** is located in the Fine Arts Annex, Room 113.

## Mills College Information Technology and Library Telephone Numbers (California)

Technology Helpdesk x2005 (510-430-2005)

Audio Visual Technical Services x2211 (510-430-2211)

Olin Library Circulation Desk x2196 (510-430-2196)

Olin Library Reference Desk x2385 (510-430-2385)

## Middlebury College Library and Information Services Technology Telephone Numbers (Vermont)

Middlebury Technology Helpdesk (computing & media services) 802-443-2200

Main Library Circulation Desk (borrowing services) 802-443-5494

Main Library Reference Desk (research questions) 802-443-5496

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# The Middlebury College Website

Many services are available to you through the Middlebury College Library or Information Technology Services webpages. To find the library website type http://**go.middlebury.edu/lib** in the Address field of your browser and press enter-key. For specific information about the services of the Technology Helpdesk type http://**go.middlebury.edu/helpdesk** in the Address field of your browser.

**GO** is a utility that gives easy access to registered pages on the Middlebury College website. To use this utility from Middlebury at Mills use **http://go.middlebury.edu/*destination***.

# The Technology Helpdesk

The Mills Technology Helpdesk is here to assist the Middlebury language programs with Mills technology resources. If you need assistance with any personal technology-related questions, please seek assistance with your language program’s technical assistant for initial help. If you need additional help, and your program allows you to receive assistance in English, please feel free to contact the Mills Helpdesk directly. While we don’t perform computer repairs, we are available to give advice on problems with hardware, software, or other computing-related issues.

You may contact us to request assistance in the following ways:

* Call the technology helpdesk at x2005 (510-430-2005)
* Send an e-mail message to [helpdesk@mills.edu](mailto:helpdesk@mills.edu)
* Come to the walk-in helpdesk in Lucie Stern Hall, Room 21.

## Technology Helpdesk Hours of Operation

Normal hours of operation during the summer are:

* Monday – Friday: 7:30 a.m. – 5:00 p.m.

The helpdesk will be closed on July 4 for the Independence Day Holiday.

## Written Documentation

Middlebury College ITS provides written documentation with detailed instructions on a variety of computing topics on the Technology Helpdesk website. In the Address field of your browser type **http://www.middlebury.edu/offices/technology/help/technology** and press enter-key to view our website offerings.

## Computer Purchases

Dell and Apple offer discounts to students on certain models of their computers. You can purchase Apple computers at a discount through the Middlebury College Book store or Dell’s thought  <http://www.dell.com/university> using Member ID: US7789590. Here are some guidelines on purchasing a computer: <http://mediawiki.middlebury.edu/wiki/LIS/Computer_purchase_guidelines>, or you may also call the Middlebury Technology Helpdesk at 802-443-2200 with questions.

# Computing Sites at Mills College

Each language program at Mills has been assigned to a computing lab. All are dual purpose and may have classes scheduled in them for one or more hours per day.

Check your arrival packet for the location of your school’s lab. All computers in labs are on the college network and offer black and white printing.  Printing Kiosks may also be available in residence halls. The printing kiosks are not connected to the college network, so you will need to bring the file you want to print on a USB flash drive.

# Library

Middlebury language materials are housed in the F.W. Olin Library. The Mills library also has Italian materials, which students in the Italian schools may use.  Mills and Middlebury language materials are housed in different sections, using different call number systems. You can locate all materials using the Mills Library catalog. Be sure to consult the Olin Library catalog first, before checking the catalog at Middlebury. For further information and online access see the Middlebury at Mills portal (<http://go.middlebury.edu/lismiddatmills>)

## Get Help From A Reference Librarian

Reference librarians are happy to provide help searching for library materials. You may contact a Mills reference librarian at x2385 (510-430-2385) or email [askalib@mills.edu](mailto:askalib@mills.edu). Mills reference librarians are normally available during the following hours:

* Mon - Fri 1:00 – 6:00 pm

You can also contact a reference librarian at Middlebury College. Use <http://go.middlebury.edu/askus>, and choose from among the options (except in person) – email, text a message, or chat.

**Borrow Books and Other Library Materials**

You will have access to the resources, materials and borrowing accounts of both Middlebury and Mills Colleges.

To view materials borrowed through the Olin Library, or to manage all aspects of your account, log in to My Minerva at **http://library.mills.edu/**. For questions, please contact the Mills Circulation Desk at x2196 (510-430-2196).

To view materials requested through the Middlebury College Libraries, log in to My Midcat ([**http://go.middlebury.edu/mymidcat**](http://go.middlebury.edu/mymidcat)), or <http://go.middlebury.edu/ill> for materials requested on interlibrary loan.

It is the responsibility of every borrower to ensure the timely return of library materials checked out on their accounts. Replacement charges for materials not returned will be billed to you at the end of the summer session.

Library materials are subject to recall.

Overdue materials may block borrowing and requesting privileges.

Library notices are sent by e-mail. It is the responsibility of the borrower to check their e-mail accounts regularly.

## Materials on Reserve

If material is placed **On Reserve** by your professor it can only be checked out for a limited time so others in your class have a chance to read the assigned material. Reserve materials are available at the Olin Library Circulation Desk. You can look up reserve material by course or instructor name in **Minerva,** the library’s online catalog (**http://library.mills.edu/**)**.** Click to search Reserves By Course or Reserves By Faculty.

You can view **Electronic Reserve** materials from any computer on the network. Go to **http://go.middlebury.edu/eres**. Your professor will give you the course password required to view the materials

## Search for a Book, CD, Journal Article or Other Material

Check **Minerva, Mills College Library’s** online catalog (<http://library.mills.edu/>) for all Mills materials. A copy of each of the required texts has been included in the Middlebury at Mills collection, plus a number of supporting materials.

Middlebury at Mills students have access to all Journals available on the Vermont Campus. To view Middlebury's journal subscriptions click on the **Journals A-Z tab** on the Middlebury library home page (**http://go.middlebury.edu/lib**), or through the link on the Middlebury at Mills Gateway home page (**http://go.middlebury.edu/lismiddatmills**).

## Find and View Videos and DVDs

You can find your selection by author/director, title, or keyword by selecting Videos rather than Entire Collection in the search pull down menu. You may also search by subject under Korean Language Films, Italian Language Films, or Arabic Language Films.

## Find Books and Articles on a Particular Subject

For best results, check with a reference librarian for help finding materials on a particular topic. Reference Librarians can recommend the best search strategies and library databases for your topic. They can also point you to Research Guides for your discipline or class. See section “Getting Help from a Reference Librarian.”

## Requesting Library Materials through Middlebury's Online Catalog for Interlibrary Loan

Library resources and materials may be requested on the web via the Middlebury catalog and ILLiad (Interlibrary Loan, **http://go.middlebury.edu/illiad)**, for delivery to the Mills College campus.

Electronic delivery will ensure the fastest possible access to the resources you need, and will be the preferred method of delivery if possible. Materials are also available at the Olin Library.

Please contact Middlebury staff with ILL questions:   
  
Middlebury Interlibrary Loan: e-mail:  mdyill@middlebury.edu; Phone: 802-443-5498

## Use of Computers In The Library

The library has computers with word processing and other software, and you can connect your own laptop to the wireless network at the library.

**Printing in the Library**

When you print from a computer in the library, a GoPrint Popup window will open and prompt you for a Mills username and password. Please enter the username and password provided by your language school which you also use to log in to Mills computers and the Mills-Wireless network. Check the box next to your print job (you can identify which job is yours by the document title and time submitted) and select “Pay and print.”

# General Computing Advice

1. Protect your identity and personal information.

* Change your password often; keep it private.
* Use secure web sites when providing credit card or bank numbers.

1. Protect your image.

* Be aware that what you post on a website or Facebook may be searchable and public.

1. Protect your own files.

* Back up your important files.

1. Protect your computer.

* Use anti-virus software.
* Avoid opening messages and files from people or organizations you don't know.

1. Respect the rights of others; don't risk a lawsuit!

* Don't use your computer, e-mail or the web to harass others.
* Don't share music and videos you haven't legitimately acquired.

# Get Started With Computing

## When you arrive at the Mills Campus:

Mills College provides an authenticated wireless network, Mills-Wireless. Your arrival packet will have the username and password for connecting to Mills-Wireless as well as instructions for connecting. The username and password will also be required to work on any Mills College computing equipment and to print.

Mills College also offers a Guest wireless network, Mills-Guest. Your arrival packet will also have the password for Mills-Guest. This network is for Internet access only.

All residence halls at Mills College are equipped with wireless networking.  Some residence halls also have Ethernet network connections. Please see your arrival packet for information on which dorms have Ethernet capabilities, as well as instructions for using an Ethernet connection.

If you need assistance connecting to the network, please contact your language program’s technical assistant. Alternatively, if your program allows you to receive assistance in English, please feel free to bring your computer to the walk-in helpdesk in Stern 21.

## Set Your BannerWeb PIN

Also included in your arrival packet will be information about your BannerWeb PIN and your e-mail account. (If you have already matriculated at Middlebury, your BannerWeb PIN and e-mail account will remain the same)

To activate your BannerWeb PIN, go to [http://**go.middlebury.edu/banner**](http://go.middlebury.edu/banner)**web.**

Your BannerWeb PIN is a six-digit number that was originally set to your birth date in MMDDYY format. The first time you log into BannerWeb, the system prompts you to change this to another six-digit number of your choice. Please keep this number confidential. See the section *BannerWeb For Students* for more detailed instructions, and to learn more about BannerWeb and your BannerWeb PIN.

## Your Username And Password

Once you have activated your BannerWeb PIN, you can go to **go.middlebury.edu/activate** to learn your username and set your password for your e‑mail and file server accounts. This password is between six and eight characters in length and must contain at least two numeric digits and at least two alphabetic characters. Please keep this password confidential. If you have not yet set your password or have forgotten it, see *Appendix A: Your Username And Password.*

# Things to Know Before Using the Mills College Network

All computers connecting to the Mills Network must have virus protection software installed. If you do not have up-to-date virus protection software on your computer, you may download it from Middlebury. Use the following link: <http://go.middlebury.edu/sophos>. For assistance, please call the Middlebury Technology Helpdesk (computing & media services) 802-443-2200.

To connect to the wireless network, you need a **wireless card**.  To connect to the wired network, you need an **Ethernet network interface card** **(NIC)** and an **Ethernet cable**. Instructions for connecting either wirelessly or by Ethernet are included in your arrival packet.

Dial-in (modem) connections are not supported from residence halls.

No student may attach any additional network equipment, such as a fan-out device, hub, or wireless adapter to a campus network jack, without consulting with and/or obtaining permission from the network technical staff. These devices could cause serious malfunctions of the local network in certain locations. Any unauthorized devices may result in loss of network privileges. If you believe that you need to use network equipment other than what Mills provides, call the technology helpdesk at x2005 (510-430-2005). If it is an acceptable use, we may grant permission and provide the correct configuration. Otherwise, we may be able to provide an alternate, Mills-supported, solution.

# Print Your Documents

We recommend that you save your documents on a USB flash drive or on a CD. Black and white laser printing is free in our computing labs. Please print one copy of your document only and use the copy machines to generate additional copies, if needed.

When you print from a Mills lab or library computer, a GoPrint Popup window will open and prompt you for a Mills username and password. Please enter the username and password provided by your language school which you also use to log in to Mills computers and the Mills-Wireless network. Check the box next to your print job (you can identify which job is yours by the document title and time submitted) and select “Pay and print.”

Color printing and copying is available in the Mail and Copy Center in Rothwell Center for academic use. Color printing for non-academic use is available through local commercial vendors such as the UPS Store (aka Mail Boxes Etc.).

## Tips For Conserving Resources

You can reduce the environmental impact of printing your papers by following some simple recommendations outlined below.

1. Don’t print e-reserve or other web source material unless truly necessary. Instead of printing the entire document, take notes while reading it on the computer to help you remember important points.
2. Always print double-sided. Thankfully, this is the default on Mills College’s printers.
3. Use **Print Preview** to see how your document looks before printing.
4. When printing a draft**,** print multiple pages on one sheet. This can be surprisingly readable at 2-4 pages per sheet. It becomes a tremendous paper-saving technique when you combine this capability with double-sided printing!
5. Please print only one copy of your documents, and use the copy machines to generate additional copies, if needed.

## Print from Windows Computers

### Print from MS Office Applications

1. Open your document.
2. From the **File** tab, select **Print**.
3. Please note which printer your document is to be sent to! You may select another printer from the drop-down list under the **Printer** section.
4. If you need to update the page layout, you may use the print **Settings** to format your document.

**Note**: If you are printing a document that you received from someone overseas, check the paper size carefully! The paper size should be set to **Letter**.

1. Under **Settings** you can choose to **Print All Pages**, just the **Current Page** or you can enter page numbers and/or page ranges to be printed separated by commas (such as 1,4,6-14).

**Note**: Double-sided printing is the default in our computing labs. If you must print single-sided do the following even if you have changed the options in the **Settings**:

1. On the Print options, below the printer name, click **Printer Properties**.
2. Click the **Finishing** tab.
3. Either uncheck Print on Both Sides or select 1-sided (varies by model of printer).
4. Click **OK**.
5. Make sure the print settings have **Print One Sided** selected.
6. For draft copies, update the **Pages per sheet** selectionfrom the drop-down list.
7. When satisfied with your choices click the **Print** button.
8. A GoPrint popup window will open and prompt you for a Mills username and password. Please enter the username and password provided by your language school which you also use to log in to Mills computers and the Mills-Wireless network.
9. Check the box next to your print job (you can identify which job is yours by the document title and time submitted) and select “**Pay and print**.”

## Print from Macintosh Computers

### Print from MS Office Applications

1. Open your document.
2. From the **Format** menu, select **Document** to format your document.
3. In the **Document** dialog box, click on the **Margins**, or **Layout** tabs to change printing and file layout options.

**Note**: If you are printing a document that you received from someone overseas, check the paper size carefully! To do so:

* 1. From the **File** menu, select **Page** **Setup** (or click on the **Document** dialog box).
  2. From the **Paper** **Size** drop-down list, select **US** **Letter**.
  3. Click **OK**.

1. From the **File** menu, select **Print** to verify the effects of your choices. This is where you can preview your document before printing.
2. In the **Print** dialog box, select the printer from the **Printer** drop-down list. Please note which printer your document is to be sent to!
3. Select as appropriate: **All**, **Current** **page**, **Selection**, **From** (then enter the page numbers in the fields following), or **Page** **range** (enter page numbers and/or page ranges to be printed separated by commas, such as 1,4,6-14).

**Note**: Double-sided printing is the default in our computing labs. If you must print single-sided do the following:

* 1. In the sections under **Presets**, you’ll find several options by selecting the drop-down list. Select **Layout**, and then in the **Two** **Sided** **Printing** section, select **Long-Edge** **Binding** (Portrait) or **Short-Edge** **Binding** (Landscape) from the drop down.

1. For draft copies, from the third drop-down list, select **Layout**, and then select a number from the **Pages** **per** **Sheet** drop-down list (2-4 pages/sheet are surprisingly readable).
2. When satisfied with your choices click **Print**.
3. A **GoPrint** popup window will open and prompt you for a Mills username and password. Please enter the username and password provided by your language school which you also use to log in to Mills computers and the Mills-Wireless network.
4. Check the box next to your print job (you can identify which job is yours by the document title and time submitted) and select “**Pay and print**.”

# Use GO To Navigate the Middlebury College Website

**GO** is a utility that provides a fast way to navigate to many common services on the Middlebury website. To use it, type a **GO *Quick Text*** (such as http://**go.middlebury.edu/helpdesk**) into your browser’s **Address** field. You will have immediate access to the pages you want to use. There hundreds of registered **GO** definitions that can be used while you are on-campus or off-campus. Some commonly-used ones and many of the ones for LIS are:

|  |  |
| --- | --- |
| **To find this website** | **Type when not on Middlebury campus** |
| Set Password | http://go.middlebury.edu/activate |
| Middlebury Email | http://go.middlebury.edu/webmail |
| E-mail Forwarding | http://go.middlebury.edu/forward |
| BannerWeb | http://go.middlebury.edu/bw |
| Language School | http://go.middlebury.edu/ls |
| Library main page | http://go.middlebury.edu/lib |
| “How-To” Guides | http://go.middlebury.edu/docs |
| E-mail a librarian | http://go.middlebury.edu/askalibrarian |
| Search for materials | http://go.middlebury.edu/midcat |
| Your library account | http://go.middlebury.edu/mymidcat |
| Inter-library Loan | http://go.middlebury.edu/ill |
| Course Reserves | http://go.middlebury.edu/reserves |
| Electronic Reserves | http://go.middlebury.edu/eres |
| Subject guides | http://go.middlebury.edu/subjectguides |
| Midd-at-Mills LIS Portal | http://go.middlebury.edu/lismiddatmills |

# Electronic Mail at Middlebury at Mills

Please read the next few policy sections before using electronic mail. We recommend that students use WebMail for their electronic communications. WebMail is easy to use (instructions begin on the following page) and is accessible from any networked computer in the world.

## Middlebury at Mills’ Student E‑mail Policy

E‑mail is considered an official method for communicating with students in the Middlebury at Mills Program. Official e‑mail communications are intended to meet the academic and administrative needs of the campus community. The College expects that such communications, many of which are time-critical, will be received and read in a timely fashion. To enable this process, the College ensures that all students are issued a standardized college e‑mail account through their academic years at Middlebury College. Students who choose to forward e‑mail from their College e‑mail accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

## E‑mail Address vs. Display Name

Your username and password combination is the key to your e‑mail privacy. You can change your password using the procedure described in Appendix A of this document. Your e‑mail address is in the format [**username@middlebury.edu**](mailto:username@middlebury.edu). However, the display name in the **From** field of messages that you send is usually in the form of **Last name, First name**.

## Phishing Expedition Warning

Please note that there are many unscrupulous people who conduct phishing expeditions via e-mail messages. These messages may look very official and have return addresses like “Webmail Support Team” or appear to be coming from a well-known bank. The common element to these messages is that they request information from you that should be kept private such as your username and password credentials. Please note that NO legitimate Internet provider or financial institution would ever request this type of information from you. Do not respond to requests of this kind; simply delete the e-mail. If you do respond and then realize your mistake, please call the Middlebury Helpdesk at 802-443-2200 and we will guide you through changing the appropriate passwords to protect your privacy.

# WebMail

Exchange is the messaging system for the Middlebury At Mills Program. You can access your electronic mail using WebMail from any networked computer on or off the Mills College campus. This section is an introduction to the use of WebMail. For complete instructions on using WebMail and more sophisticated procedures type **http://go.middlebury.edu/docs** in the Address field of your browser and press enter-key to find the “In Depth” guides for WebMail.

### 

### WebMail On Any Computer

You can access your electronic mail, calendar, contacts file, journal, notes and tasks using WebMail from any networked computer on or off campus.

#### Log Into And Out Of WebMail

1. In the Address field of your browser type **http://go.middlebury.edu/newmail** and press enter-key. The **WebMail** login page opens.
2. Enter your Middlebury username and password.
3. Click on sign_in.

**Critical:** Click  (in upper-right of window) to end your session.

#### Three Panes Of The WebMail Window

* **Left** – The navigation bar displays your folder structure and some navigation buttons.
* **Middle** – Displays the contents of the selected folder which is your Inbox when the window first opens.
* **Right** – The **Reading Pane** partially displays the contents of the selected message; a handy aid to deciding upon message relevance before opening it.

#### Use the Navigation Bar

Your folders are displayed in the leftmost pane above handy navigation buttons, click buttons or folders to navigate around in your WebMail structure.

Click  to shrink the buttons down to smaller icons: . Click  again to restore navigation buttons to their original size.

#### Read Messages

* Unread messages appear in the **Inbox** in bold type. Double-click a message to open it.
* Click  (Check Messages) to refresh your **Inbox** and display any newly arrived messages.

#### Send Messages

You can send messages several ways using WebMail.

* Click  to create a new message.

Or you can select a message or open it to do the following:

* Click  (Reply) to reply to the selected message.
* Click  (Reply to All) to reply to recipients of the message.
* Click  (Forward) to forward the message to one or more people.

#### Manage Messages

* Click  (Move/Copy) to move the selected message to another folder, or create a new folder.
* Click  (Delete) to move the selected message to the **Deleted Items** folder.
* In the **Folder List**, right-click  and select **Empty Deleted Items** to purge messages in the **Deleted Items** folder.

### Use WebMail To Manage Your Mailbox

Your Exchange Mailbox has a 512 MB limit (quota) imposed to remind you to manage your messaging system. When you reach your quota, the automated System Administrator sends a message to you indicating your mailbox has exceeded its size limit. If you continue to accumulate messages you may be barred from sending messages or creating new items. If your mailbox continues to grow, messages received for you are rejected by the mail server.

You must manually delete messages from your Mailbox to reduce your message space. To free space quickly, empty your **Sent Items** and **Deleted Items** folders then check all folders for large messages and messages with attachments.

**Caveat:** You must empty the **Deleted Items** folder after performing manual deletions to free the space.

1. Open the message folder desired.

When you start Webmail, your **Inbox** folder is displayed. To open a different folder, use the navigation methods described previously.

1. Select the message(s) to be deleted.

* On a Macintosh, click to place a checkmark in the checkbox for each message to be deleted whether they are contiguous or non-contiguous.
* On a Windows computer, to select adjacent messages:

1. Position your cursor over the first message to be selected, and click the message.
2. Position your cursor over the last message in a block to be selected, and then while holding down shift-key, click the message.

* On a Windows computer, to select non-contiguous messages:

1. Position your cursor over a message to be selected, and then while holding down ctrl-key, click the message.
2. Repeat for each message.
3. Click  (Delete). The selected messages are move to the **Deleted Items** folder.
4. Empty the **Deleted Items** folder.

* On a Windows computer, right-click  in the Folder List and select **Empty Deleted Items** from the pop-up menu.

**Notes:** Message deletions simply move messages to the **Deleted Items** folder. You MUST empty the **Deleted Items** folder to truly regain space.

Be aware that you may not be able to view an entire message folder at once.

* On a Windows computer: If the **Items** indicator looks like this: , you must click  to view the next set of messages.
* On a Macintosh computer: If the **Page** indicator (bottom-right) looks like this: , you must click  to view the next set of messages.

## Forwarding Your Email

If you want to use another e‑mail provider, there is a utility on the web that allows you to set a forwarding address for all your e‑mail to the address you provide. Please be aware that forwarded messages are **not** duplicated on the mail server here at Middlebury College; your alternate provider will be the only source for messages sent to you during the time your mail is forwarded.

### Set a Forwarding Address

1. In the **Address** field of your browser, type http://**go.middlebury.edu/forward** and press enter-key. The Email Forwarding page opens.
2. Click 
3. Authenticate by typing in your **Username** and **Password**  in the correct boxes**.**
4. Click .
5. Click the radio button for **Forward all the e‑mail sent to *user*@middlebury.edu to this off campus e‑mail address** where ***user*** is your username.
6. Enter the off-campus address where you want to receive your mail in the field provided.
7. Click . Forwarding of your Outlook/Exchange account is set to the address you provided and a message displays indicating it may take as long as 30 minutes to take effect.

### Discontinuation Of Forwarding

1. In the **Address** field of your browser, type http://**go.middlebury.edu/forward** and press enter-key. The Email Forwarding page opens.
2. Click 
3. Authenticate by typing in your **Username** and **Password**  in the correct boxes**.**
4. Click .
5. Click the radio button in front of the words **Do not forward my e-mail. Keep it in my Middlebury mailbox**.
6. Click . Forwarding of your Exchange account is removed within 30 minutes.

## The Barracuda Spam Firewall

You can add or remove addresses that are recognized as spam by the firewall and gain control of what appears in your Inbox.

1. In the **Address** field of your browser, type **http://go.middlebury.edu/spam** and then press enter-key. The Barracuda Spam Firewall page opens.
2. In the **Login** box, do the following:
   * In the **Username** field, type your username.
   * In the **Password** field, type your e‑mail password.
   * Click .
3. The **Quarantine InBox** page allows you to inspect any quarantined messages. You can select messages and then elect to deliver them, add them to the Whitelist, delete them, or classify them as SPAM.
4. Click the **Preferences** tab.
5. To add an e‑mail address in **Whitelist** or **Blacklist** field.
   * To allow e‑mail addresses and domains, type the e‑mail address in the **Whitelist** field. The address will not be analyzed for spam but will be scanned for viruses.
   * To block e‑mail address and domains, type the e‑mail address in the **Blacklist** field.
6. Click .

Click **Log Off** (on the upper-right) to end your session.

# BannerWeb For Students

You can use BannerWeb to access a variety of online services for students. After you log into BannerWeb, a menu is presented that offers the following options briefly outlined in the *BannerWeb For Students* *Menu* section.

## Your First BannerWeb Login

1. From the  located on the bottom right of many Middlebury College web pages, click bannerweb or in the **Address** field of your browser type http://**go.middlebury.edu/bannerweb** and press enter-key. The **User Login** page displays.
2. In the **User ID** field, type your 8-digit College ID number include the leading zeros, which is printed on your ID card.
3. In the **PIN** field type your 6-digit PIN.

* Your initial PIN for BannerWeb is your birth date in MMDDYY format.
* For security purposes, Banner forces you to change your PIN and set a security question and answer for yourself that will allow you to reset your PIN if you forget it.

1. Click . The **Login Verification** screen displays and requires that you change your PIN.
2. In the **Re-enter Old PIN** field, type your current PIN.
3. In the **New PIN** field, type a new PIN.  
   **Note:** Your BannerWeb PIN must be a six-digit number.
4. In the **Re-enter new PIN** field, re-type your new PIN.
5. Click . You will be asked to set a **Personal Security Question** and **Answer** to identify yourself to the system in case you forget your PIN and want to reset it yourself.
6. In the **Enter Question** field, type a **Personal Security Question** that the system will ask you if you forget your PIN (this allows you to click  at the initial **Login** page and gain access even when you have forgotten your BannerWeb PIN). Use a question that you will remember the answer to but which requests information that is not part of your public record or something that you share with casual acquaintances.
7. In the **Answer** field, type the answer to your question.
8. Click , you will be logged into the system.

**Note:** If you enter your **User ID/PIN** combination 5 times incorrectly, your access to BannerWeb is disabled. You must reset your PIN using the **Personal Security Question** and **Answer** you set for yourself.

## BannerWeb PIN Changes

1. Login to BannerWeb as you usually do.
2. Click .
3. Click .
4. You must enter your BannerWeb PIN, a new BannerWeb PIN, re-enter it for confirmation, and then click .

## Your BannerWeb Security Question

When you set your first BannerWeb PIN, the system also forces you to create a personal security question which you use to reset your BannerWeb PIN if you ever forget it!

## If you forget your BannerWeb PIN

1. On the Middlebury College home page, click bannerweb or in the **Address** field of your browser type http://**go.middlebury.edu/bannerweb** and press enter-key. The **User Login** page displays.
2. In the **User ID** field, enter your 8-digit College ID number (use leading zeros).
3. Click .
4. BannerWeb asks the security question you set during your initial login. Type the answer in the field provided and then click .
5. BannerWeb allows you to reset your BannerWeb PIN.
   1. In the field, enter a new 6-digit BannerWeb PIN.
   2. In the  field, re-enter the BannerWeb PIN.
   3. Click .

Access to BannerWeb is restored.

## BannerWeb For Students Menu

The BannerWeb menu of options for students includes the following items:

* **Student Records and Registration**
  + Registration – register for your classes online
  + Student Records – grades and transcripts
  + Enrollment Verifications
  + Course Evaluations
  + Volunteer Service Tracking
  + Student Organization Involvement
* **Employee**
  + Time Sheet – enter hours worked for student employees
  + Pay Information
  + Benefits and Deductions
  + Tax Forms
  + Current and Past Jobs
  + Update Emergency Contacts
* **Personal Information**
  + Change Your PIN and Security Question
  + Social Security Number Change Information
  + Mailbox Combination
  + Housing and Directory Information
  + Personal Evacuation Plan
  + Update Cell Phone and emergency contacts
  + Vehicle or Bicycle Registration
* **Student Accounts and Financial Aid**
  + View Holds
  + Account and Financial Aid Information
  + Financial Aid Links

Foreign Language Input

You can type in a foreign language on your computer without any special software. There are certain key combinations that signal your computer to use a character not found on an English keyboard. The following several sections provide instructions for input of foreign language characters.

## Special Characters For Windows

All the special characters can be inserted into a MS Word document. If another product does not offer support for special character insertion, you can usually create the characters in MS Word, then cut and paste them into another product’s document.

### Special Character Insertion Using Keystrokes

1. In most cases, first hold down ctrl-key and strike a regular character key as indicated in the table on the next page. For some special characters you must press:

* ctrl-key and **shift-key** and another key together

**or**

* **alt-key** and ctrl-key and **shift-key** and another key together.

Nothing appears on your screen yet.

2. Release all keys, and type the letter that is to carry the diacritical, as shown in the chart on the next page.

|  |  |  |
| --- | --- | --- |
| **Desired Character** | **First Keystrokes** | **Second Keystroke** |
| **á, é, í, ó, ú** | ctrl-key **+ quote** | **a, e, i, o, u** |
| **à, è, ì, ò, ù** | ctrl-key **+ accent-tilde** | **a, e, i, o, u** |
| **ä, ë, ï, ö, ü** | ctrl-key **+ shift-key + colon** | **a, e, i, o, u** |
| **â, ê, î, ô, û** | ctrl-key **+ shift-key + 6** | **a, e, i, o, u** |
| **ñ, ã, õ** | ctrl-key **+ shift-key + accent-tilde** | **n, a, o** |
| **ç, Ç** | ctrl-key **+ comma** | **c or shift-key + c** |
| **æ (ash)** | ctrl-key **+ shift-key + 7** | **a** |
| **oe, OE** | ctrl-key **+ shift-key + 7** | **o or shift-key + o** |
| **¡** | **alt-key +**ctrl-key **+ shift-key + 1** | **(none)** |
| **¿** | **alt-key +**ctrl-key **+ shift-key + slash** | **(none)** |
| **ø, Ø** | ctrl-key **+ slash** | **o or shift-key + o** |
| **ß** | ctrl-key **+ shift-key + 7** | **s** |
| **å, Å** | ctrl-key **+ shift-key + 2** | **a or shift-key + a** |
| **€** | **alt-key +**ctrl-key **+ e** | **(none)** |

## Special Characters For The Macintosh

### Special Character Insertion Using Keystrokes

To type accented characters, letters with diacritical marks, or other special characters such as: **á**, **è**, **ç**, **ß**, and **ñ**, you must use special keystrokes.

In most cases, you will first hold down **option-key** on the keyboard and then strike a regular character key as indicated below. Nothing will appear on your screen at this point. Release *both* keys, and *then* type the letter you would like to carry the diacritical, as indicated below.

For some special characters you will simply press **option-key** and one key together. See the table on this page and the next page to find the character that you want to insert.

|  |  |  |
| --- | --- | --- |
| **Desired Character** | **First Keystrokes Done Together** | **Second Keystroke** |
| **á, é, í, ó, ú** | **option-key + e** | **a, e, i, o, u** |
| **à, è, ì, ò, ù** | **option-key + accent-tilde** | **a, e, i, o, u** |
| **ä, ë, ï, ö, ü** | **option-key + u** | **a, e, i, o, u** |
| **â, ê, î, ô, û** | **option-key + i** | **a, e, i, o, u** |
| **ñ, ã, õ** | **option-key + n** | **n, a, o** |
| **ç** | **option-key + c** | (none) |
| **Ç** | **option-key + shift-key + c** | (none) |
| **ß** | **option-key + s** | (none) |
| **… (ellipsis)** | **option-key + colon** | (none) |
| **æ (ash)** | **option-key + quote** | (none) |

|  |  |  |
| --- | --- | --- |
| **Desired Character** | **First Keystrokes Done Together** | **Second Keystroke** |
| **œ** | **option-key + o** |  |
| **¡** | **option-key + 1** | (none) |
| **¿** | **option-key + shift-key + slash** | (none) |
| **®** | **option-key + r** | (none) |
| **©** | **option-key + g** | (none) |
| **•** | **option-key + 8** | (none) |
| **¶** | **option-key + 7** | (none) |
| € | **option-key** **+** **shift-key + 2** | (none) |

# 

# Appendix A: Your Username and Password

Your **Username** and **Password** gives you access to your e‑mail and fileserver spaces. The combination of your **Username** and **Password** is required to keep your data and communications secure. Please do not share your password with anyone.

You can learn your Username and set your Password using Middlebury’s **Activate** web page. You must know your 8-digit **College ID** number and your 6-digit **BannerWeb PIN** to use this program.

1. In the **Address** field of your web browser, type http://**go.middlebury.edu/activate** and press enter-key. The **Activate** web page opens.
2. Click 
3. In the **ID** field, type your College ID number.
4. In the **PIN** field, type your 6-digit BannerWeb PIN.   
   **Note:** Your BannerWeb PIN is initially set to your birth date in MMDDYY format (e.g., a birth date of June 7, 1984 = 060784). You are forced to change this number the first time you log into BannerWeb. If your birthday doesn’t work, try entering 010101 as your PIN.
5. Click .
6. The **Middlebury College Agreement Statement for Responsible Computing** displays. Read the statement, then do the following:
7. Click on the **Agree** radio button to bullet it.

b. Click .

1. Your campus-wide **Username** is displayed at the top of the page like the example below.
2. Your username is: jklinger

In the **Enter New Password** field, type your new password.Your new password must:

* be at least 8 characters long
* contain at least 1 uppercase character
* contain at least 1 lowercase character
* contain at least 1 numeric digit
* contain at least 1 of these special characters:   
  **~ ^ \* \_ ? \ . / ! + - { } [ ]**
* contain no spaces or other special characters not listed above.

1. In the **Confirm New Password** field, type your new password again.
2. Click .

* If you typed an invalid password or the confirmation did not match, an error message tells you which error you made and allows you to try again.
* For successful password changes, a confirmation message displays indicating how much time must elapse before you can use your new password on each system.

1. Restart your computer.

**Note:** If you forget your password, you can use this program to set a new one.

# Appendix B: VPN

Middlebury’s license with Sophos Anti-Virus allows for Middlebury at Mills Students to download the software onto their personal computers. In order to do this, you will first need to connect to Middlebury’s network via VPN (Virtual Private Networking).

## VPN (Virtual Private Networking)

Virtual Private Networking allows you to connect to the Middlebury College network from off-campus in order to use applications as if you were on campus.

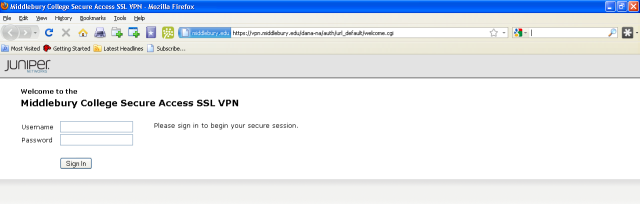
### WebVPN

**The recommended method for connecting from Middlebury at Mills for both PC and Mac users is the WebVPN.** If you have trouble connecting, visit [https://**mediawiki.middlebury.edu/wiki/LIS/VPN**](https://mediawiki.middlebury.edu/wiki/LIS/VPN)for alternative instructions.

**To use the WebVPN client:**

1. Make sure you have an internet connection and open a web browser (IE or Firefox).

2. In the Address field type <https://vpn.middlebury.edu/> and press Enter. Your browser will display the following page:

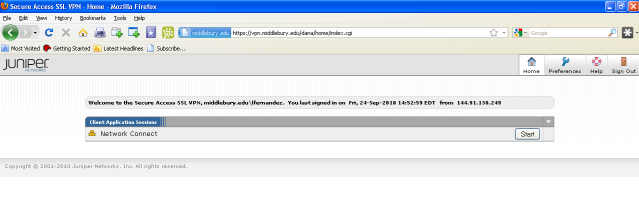


3. In the **Username** field, type your college username.

4. In the **Password** field, type your password.

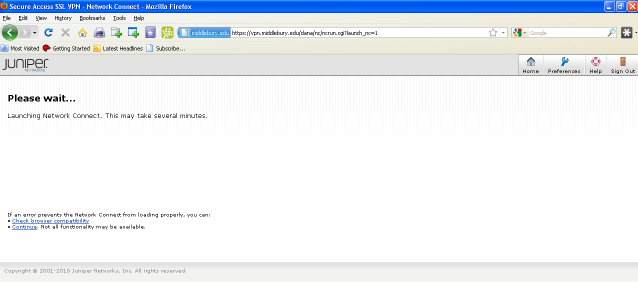
5. Click “Sign In”

6. You will be taken to the following screen:

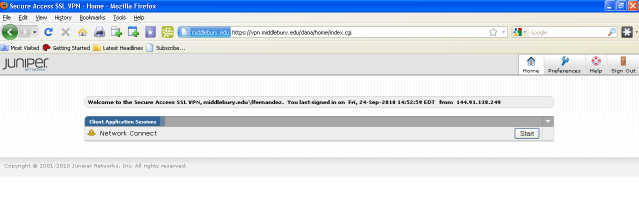


7. Click “Start”

8. Your browser will display the screen below. Wait while the connection is established.



9. When the connection is complete, your screen will look like the one pictured below, and a gold lock will appear on the bottom right of your screen. 



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