



@ Saint Mary's College

www.saintmarys.edu/resnet

Connecting with Windows 10 to BelleNet

Failure to complete all of the instructions for connecting your computer to BelleNet may result in network and Internet connectivity issues while you are on campus.

Quick Start Guide Available

A Quick Start version of these instructions is available. It lists all of the steps for connecting to BelleNet, but without the step-by-step guidance and graphics in this document.

General Information

Please confirm that your computer has Windows 10 Pro or Windows 10 Home installed before continuing. (To confirm the version of Windows, go to the Start menu and select Settings. Click on System. Click on About in the left column. In the right column of the window, will find the edition of Windows 10 you are running.)

All you need to connect to Saint Mary's network and the Internet is a supported Windows operating system installed on your computer.

We recommend that you set aside at least an hour of quality time to complete these instructions.

These instructions assume that you are relatively at ease with basic Windows skills. If you have never used a Windows computer before, we suggest that you take fifteen minutes to learn a little about your computer before you proceed with connecting it to BelleNet.

About Your User Name

While setting up your computer, you will be asked to enter your user name, e-mail address, and/or full name.

Your **user name** is the name you use to access the computer systems on campus, including the portal, Blackboard, network drives, and the computers in the classrooms and clusters. Your user name may consist of up to twenty characters. It is usually the first letter of your first name, up to the first seventeen letters of your last name, and two numbers (e.g., *msmith01*).

Your **e-mail address** consists of your user name followed by "@saintmarys.edu" (e.g., *msmith01@saintmarys.edu*).

Your **full name** consists of your first and last name (e.g., *Mary Smith*).

Setting Up Your Computer

1. **Set up your computer according to the instructions in the box.** We recommend that you use your computer's power adapter while following these instructions.
2. **Start up your computer.**
3. Choose to connect to the BelleNet network via a wired or wireless connection. Follow the steps in the next section (Getting Wired/Going Wireless) according to the connection type you have chosen.

Going Wireless

Wireless network and Internet access is available in all of the residence halls. Wireless access is convenient, and is ideal for checking e-mail and surfing the web, but a wired connection will provide a better experience for high-bandwidth activities.

The wireless network in the residence halls is named *BelleNet*. On your Windows 10 computer, click on the Wi-Fi menu in the system tray (the lower right corner of the screen) and select **BelleNet** to set it as your wireless network. We recommend that you check the box next to *Connect Automatically* for the BelleNet network.

Once you connect to the BelleNet wireless network, you may see the BelleNet network registration page automatically appear. **You are welcome to register your computer on the network at this time, but you must continue with the instructions in this document to make sure that your computer is configured correctly for the network.**

If you do not see the BelleNet network registration page automatically appear, please continue with the instructions in this document. You will have another opportunity to register your computer on the network after updating your settings.

You may also see the *DeviceNet* wireless network from your residence hall room. *DeviceNet* is the wireless network for devices that are not compatible with 802.1x security.

If you do not see the BelleNet wireless network as an option when trying to connect to the wireless network from your residence hall room, please contact the ResNet Office for assistance.

Getting Wired

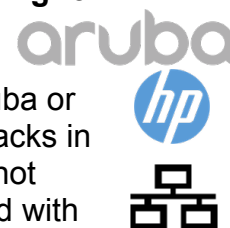
A wired connection will provide a faster and more reliable network and Internet experience. We recommend that all students use an Ethernet cable for high-bandwidth activities, including streaming video from Amazon Prime, Netflix, Hulu, and other sources. Ethernet cables are available for purchase from the Bookstore.

If you would like to connect your computer to the wired DeviceNet network in the residence hall, please submit a registration request.

<http://www.saintmarys.edu/resnet/resnetfaq/manualregister.html>

1. **Plug one end of your (RJ45) Ethernet cable into the Ethernet jack of your computer.** An Ethernet cable looks like a phone cord, only the plugs on the ends are bigger, and the wire is thicker and rounder.
2. **Plug the other end of the cable into the Ethernet jack that you will be using for BelleNet access.**

Most residence hall rooms have small rectangular boxes labeled with the Aruba or HP logo. These are wireless access points and they have multiple Ethernet jacks in a row available on their bottom/side, marked with a small Ethernet icon. Do not connect to any jacks on the wireless access point other than the ones marked with E1, E2, E3 (Aruba models) or the Ethernet icon (HP models).



If you do not have an Aruba or HP wireless access point in your residence hall room, you should have at least one Ethernet jack along one of the walls in your room. Ethernet jacks at Saint Mary's are blue in color and they are numbered. The jack number begins with your room number and then has the letter D followed by a single-digit numeral (e.g. if your room number is 173, then one of the jacks in your room could be 173 D4.) The jack number is on a small sticker immediately above or below the blue data jack. The letter D indicates that this is a data jack; jacks associated with any other letter will not work for BelleNet access.

3. **Please do not force the Ethernet cable into a data jack.** If you find that the Ethernet cable is not fitting in the jack properly, try plugging the Ethernet cable into another available data jack.

Administrator Accounts and Logging In to Windows

In order to configure your Windows computer for BelleNet, you must have an administrator account for your computer.

Microsoft recommends that you use your Microsoft account as your computer account.

If you choose to do this, we recommend that you create a Microsoft account with a personal e-mail address (such as one ending in gmail.com, icloud.com, outlook.com, or yahoo.com). You can then add your Saint Mary's e-mail address to your existing Microsoft account. Visit <https://account.microsoft.com> to add your Saint Mary's e-mail address as an alias to your existing account.

ResNet recommends that you have a local administrator account created on your computer as a backup to your Microsoft account.

To check the type of account you have set up on your Windows 10 computer:

1. From the **Start** menu, select **Settings**.
2. Click on the **Accounts** icon.
3. Click on **Your info** (or **Your account** or **Your email and accounts**) in the left column.
4. If your account is listed as an e-mail address (e.g., *msmith01@saintmarys.edu*) then you have a Microsoft account set up. If you have set up a local account, a user name (e.g., *msmith01*) will be listed.
5. Regardless of the type of account you have, your account must be listed as an administrator account. If you only have one account created on your computer, it will be an administrator account.

If you do not have a local administrator account on your computer, and have only set up a Microsoft account, please create a local account. This local account may be helpful if you experience problems with your computer, including any malware infections.

1. Click on **Other users** or **Family & other people** or **Family & other users** in the left column.
2. Click on **Add someone else to this PC**.
3. Click on **I don't have this person's sign-in information** or **The person I want to add doesn't have an email address**.
4. Click on **Add a user without a Microsoft account**.
5. In the space for the new account's user name, type in ***your user name*** (e.g., *msmith01*).
6. Type in your Saint Mary's password, then type in your Saint Mary's password again in the appropriate fields.

7. Microsoft requires that you enter a password hint, but for security reasons ResNet recommends that you just type a space. If it is an available option, setting up security questions is recommended.
8. Click **Next**.
9. You should see the new local account listed under *Other Users*.
10. Click on the new local account.
11. Click on the **Change account type** button.
12. Click on the pop-up menu and select **Administrator**.
13. Click **OK**.
14. You should see the new local account listed under *Other Users* as an Administrator account.
15. Close the Accounts window.

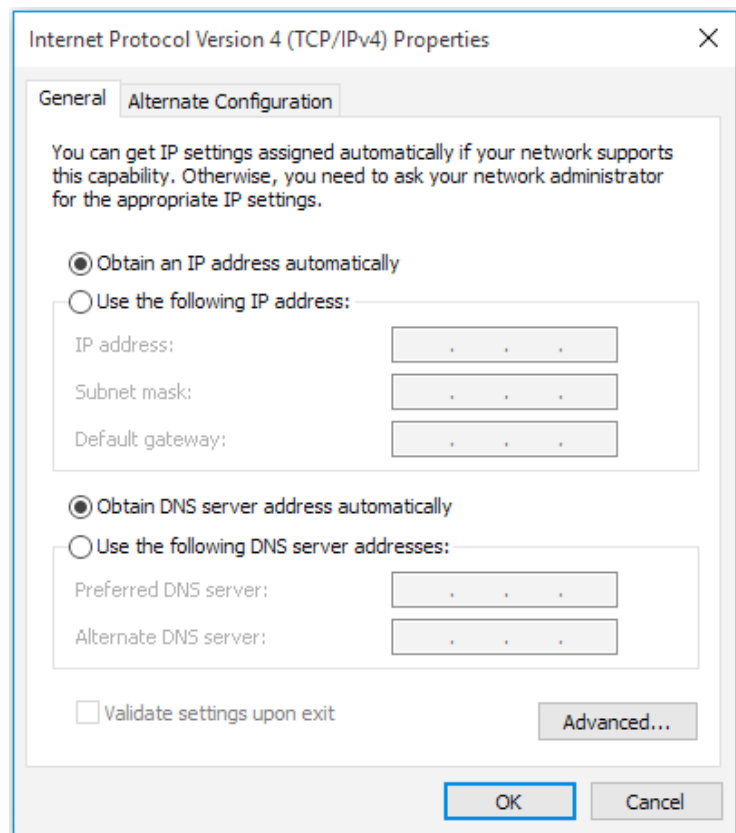
Defining TCP/IP Properties

1. From the **Start** menu, select **Settings**.
2. Click on **Network & Internet**.
3. For your wireless connection, click on **Wi-Fi** in the left column.

For your Ethernet connection, click on **Ethernet** in the left column.

4. Click on **Change adapter options**. (It may be in the right column or scroll down.)
5. For your wireless connection, right-click on **Wi-Fi** and select **Properties**.

For your Ethernet connection, right-click on **Ethernet** and select **Properties**.

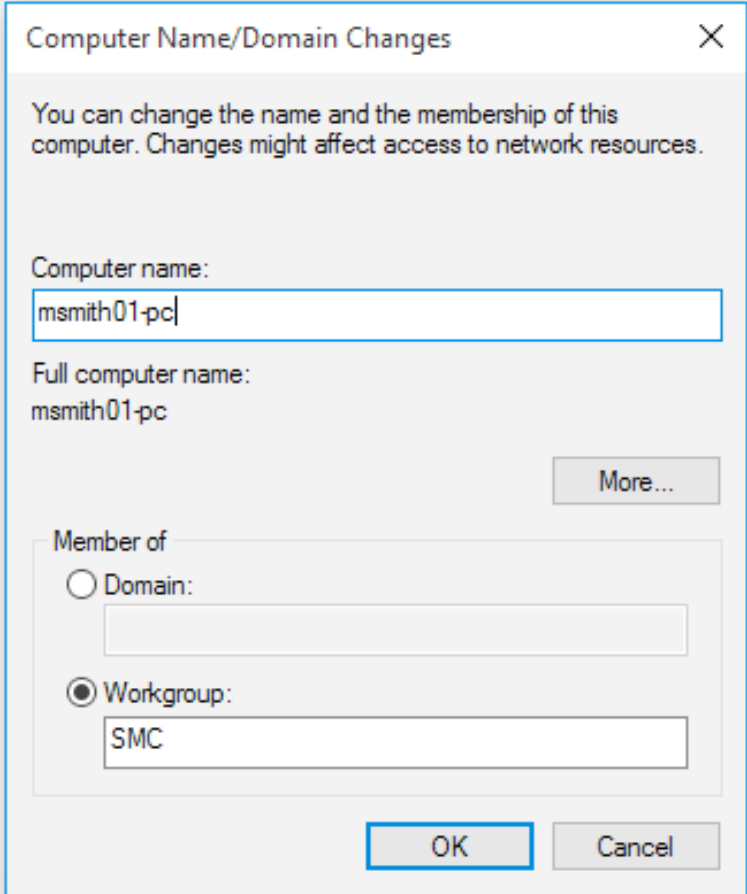


6. If prompted, **enter your password** for the administrator account on your computer and click **Yes**.
7. Uncheck the box next to **Internet Protocol Version 6 (TCP/IPv6)**.
8. Double-click on **Internet Protocol Version 4 (TCP/IPv4)**.

9. Make sure **Obtain an IP address automatically** is selected.
10. Make sure **Obtain DNS server address automatically** is selected.
11. Click **OK** in the **Internet Protocol Version 4 (TCP/IPv4) Properties** window.
12. Click **OK** in the window for your Wi-Fi or Ethernet properties.
13. Close the **Network Connections** window and any other remaining open windows.
14. You may be prompted to restart your computer. If so, click OK and then choose to Restart Later. Please continue to the next section.

Naming Your Computer and Joining SMC Workgroup

1. From the **Start** menu, select **Settings**.
2. Click on **System**.
3. Click on **About** in the left column.
4. Click on **System info**. (It may be in the right column or scroll down.)
5. In the section **Computer name, domain, and workgroup settings**, click on **Change settings**.
6. If prompted, **enter your password** for the administrator account on your computer and click **Yes**.
7. In the **Computer Description** field, type in **your user name-pc** (e.g., *msmith01-pc*).



Computer Name/Domain Changes

You can change the name and the membership of this computer. Changes might affect access to network resources.

Computer name:
msmith01-pc

Full computer name:
msmith01-pc

More...

Member of

Domain:
[]

Workgroup:
SMC

OK Cancel

8. Click the **Change...** button.
9. In the **Computer Name** field, type in ***your user name-pc*** (e.g., *msmith01-pc*).

Note: The computer name identifies your computer to other computers on the network, and including your username ensures your computer is both recognizable and has a name that will not conflict with another student's computer. If you use a name other than *your user name-pc*, you will not be properly identified on our network and your BelleNet connection may be deactivated until the problem is corrected.

10. Click on the **Workgroup button** and type **SMC** (all capital letters) in the field.
 11. Click **OK**.
 12. Click **OK** when welcomed to the SMC Workgroup.
 13. Click **OK** if you are told to restart your computer.
 14. Click **Apply**.
 15. **Restart** your computer when prompted.
-

Logging In to Your Computer

Please log in to your computer using an administrator account for your computer. You can use either a Microsoft account or a local account, but at this time you should log in using the account you plan to use most often.

Registering Your Computer on BelleNet

At this point in the connection process, you need to register your computer on BelleNet.

The wireless network in the residence halls is named *BelleNet*. On your Windows computer, click on the Wi-Fi menu in the system tray (the lower right corner of the screen) and select **BelleNet** to set it as your wireless network. We recommend that you check the box next to *Connect Automatically* for the BelleNet network.

Once you connect to the BelleNet wireless network, you may see the BelleNet network registration page automatically appear. Register your computer on the network at this time.

If you do not see the BelleNet wireless network as an option when trying to connect to the wireless network from your residence hall room, please contact the ResNet Office for assistance.

After it has been successfully registered on BelleNet, please restart your computer.

Once you have registered your computer on BelleNet, you need to continue the instructions for configuring Windows Update, connecting to network drives, and installing virus protection software.

Failure to complete all of the instructions for connecting your computer to BelleNet may result in a loss of network access.

Windows Update

Microsoft releases new versions of their software (Windows operating system updates as well as application updates) through Windows Update. Microsoft also releases security updates and patches through Windows Update. Microsoft is committed to have Windows 10 computers update automatically.

To verify the Windows Update settings on your computer:

1. From the **Start** menu, select **Settings**.
2. Click on **Update & Security**.
3. Click on **Windows Update** in the left column.
4. Click on **Advanced options** (it may be in the center column or right column).
5. If the option is available, make sure that **Automatic (recommended)** is selected.
Not all versions of Windows 10 will have this option.

6. If the option is available, Saint Mary's recommends that **Show a notification when your PC requires a restart to finish updating** is turned on. *Not all versions of Windows 10 will have this option.*
7. If the option is available, select if you want to receive updates using **Current Branch** or **Current Branch for Business**. Current Branch means you will receive the updates when they are released, and Current Branch for Business means you will receive the updates on a delayed schedule. Saint Mary's Students are welcome to choose either option. *Not all versions of Windows 10 will have this option.*
8. If the option is available, select if you want to receive updates using **Semi-Annual Channel (Targeted)** or **Semi-Annual Channel**. Semi-Annual Channel (Targeted) means that the updates are ready for most people, and Semi-Annual Channel means that the updates are ready for widespread use (a delayed schedule). Saint Mary's Students are welcome to choose either option. *Not all versions of Windows 10 will have this option.*
9. Select where to receive Windows Updates from:
 - a. Click on **Choose how updates are delivered** at the bottom of the window.
 - b. **Turn off** the ability to get Windows updates from sources other than Microsoft.

or

 - a. Click on **Delivery Optimization** at the bottom of the window.
 - b. **Turn off** the ability to download from other PCs.

We recommend that this setting be turned off to protect you from potential security issues. Also, if you are using a personal (rather than public or school) Internet connection while this setting is enabled, you may be charged for the bandwidth used by this feature to distribute Windows updates from your computers to others.

10. If prompted, **enter your password** for the administrator account on your computer and click **Yes**.
11. **Click on the small arrow** in the upper left corner of the Settings window to go back to the Advanced Options.
12. **Click on the small arrow** in the upper left corner of the Settings window to go back to Windows Update.
13. In the Windows Update window, click **Check for updates** to make sure your computer has the most current operating system and security patches available. There may or may not be updates available for your computer. If there are updates, click on **Install now** to install them.

14. **Restart** your computer if prompted, or close the Windows Update window when the updates, if any, have been installed.

Automatic updating ensures that your computer has the latest software available for Windows, protecting it from potential security issues. Updates are automatically downloaded in the background when you are online and should not interfere with your computer use. If you disconnect from the network, the updates will resume downloading the next time you go online.

Connecting to Network Drives

What are personal network drives?

All students, faculty, and staff at Saint Mary's College are provided with 10GB of disk space on our network to save their files.

This space is accessible from any networked computer on campus, and is commonly referred to as a personal network drive or the H: drive. A student can save a paper she is working on in her room to her network drive; go to a computer cluster; access the paper saved on her network drive; and print it from the laser printers. Network drives eliminate the need to carry files around on disks or flash drives. Also, a backup of all network drives is created every night, which makes it a secure place for your important papers and other files. Saint Mary's College strongly recommends that you save a copy of your work to your network drive.

Add the Computer icon to your Desktop

1. Right-click on the desktop and select **Personalize**.
2. Click on **Themes** in the left column.
3. Click on **Desktop icon settings** in the right column.
4. Check the box next to **Computer** (if it is not already checked).
5. Click **Apply**.
6. Click **OK**.
7. Close the Personalization window.
8. Close the Personalization Settings window.

Enable SMB 1.0 File Sharing Support

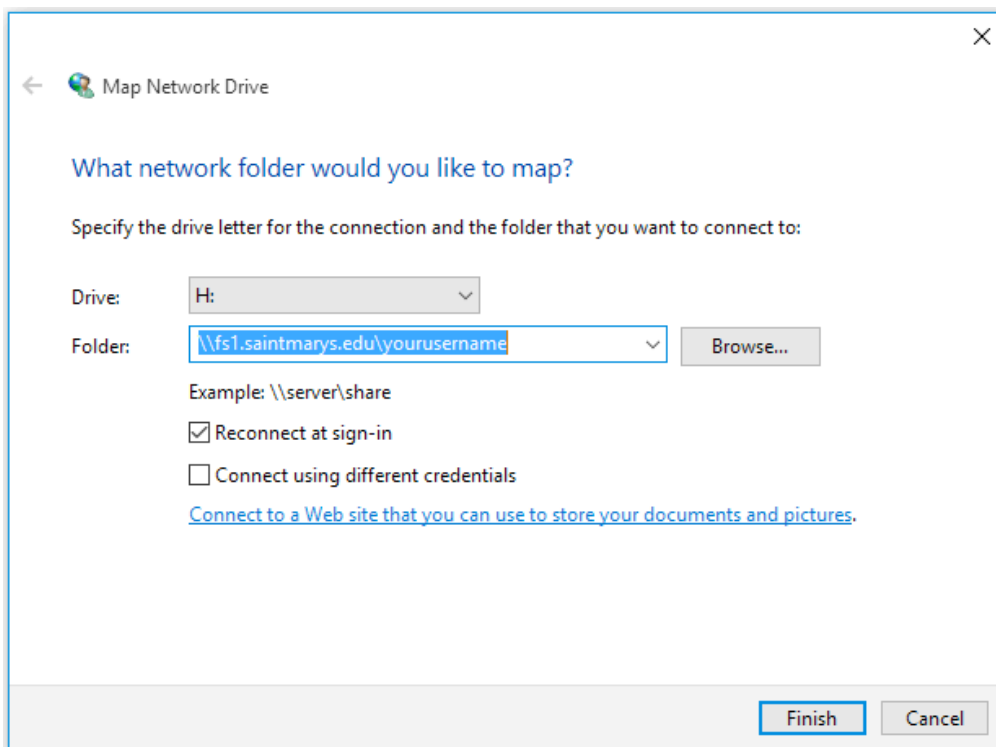
1. From the **Start** menu, select **Settings**.
2. In the *Find a setting* field, type **Control Panel**.
3. Click on **Programs**.
4. Click on **Turn Windows features on or off**.
5. Check the box to enable **SMB 1.0/CIFS File Sharing Support**.
6. Click **OK**.
7. Restart your computer when prompted.

To connect to your H: drive (your personal network drive) for the first time:

1. Right-click on the **This PC** icon on your Desktop and select **Map Network Drive...**
2. Select **H:** from the **Drive:** pop-up menu.
3. In the **Folder:** field, type the following:

\\fs1.saintmarys.edu\yourusername

(e.g. \\fs1.saintmarys.edu\msmith01)



4. Make sure that **Reconnect at sign-in** is checked.
5. Click **Finish**.
6. **Type in your Saint Mary's e-mail address (username@saintmarys.edu) and password when prompted.**
7. Do **NOT** check **Remember my credentials**.
8. Click **OK**.
9. A window displaying your network drive should appear.
10. You can find your network drive by double-clicking on the **This PC** icon on your Desktop. The network drives should be listed at the bottom of the window.
11. Your network drive may automatically connect every time you log in to your computer while on BelleNet. Otherwise, you can double-click on the **This PC** icon on

your Desktop and double-click on the network drive you want to access. You may be prompted for your password.

What are shared network drives?

Students, faculty, and staff at Saint Mary's College are given access to various shared network drives, depending on their department and materials needed. The file server for shared network drives is *mavis*. Shared network drives are accessible from any networked computer on campus. All students, faculty, and staff have access to the shared network drive named SMC (also known as the P: drive). Several folders will be visible when you open the SMC network drive:

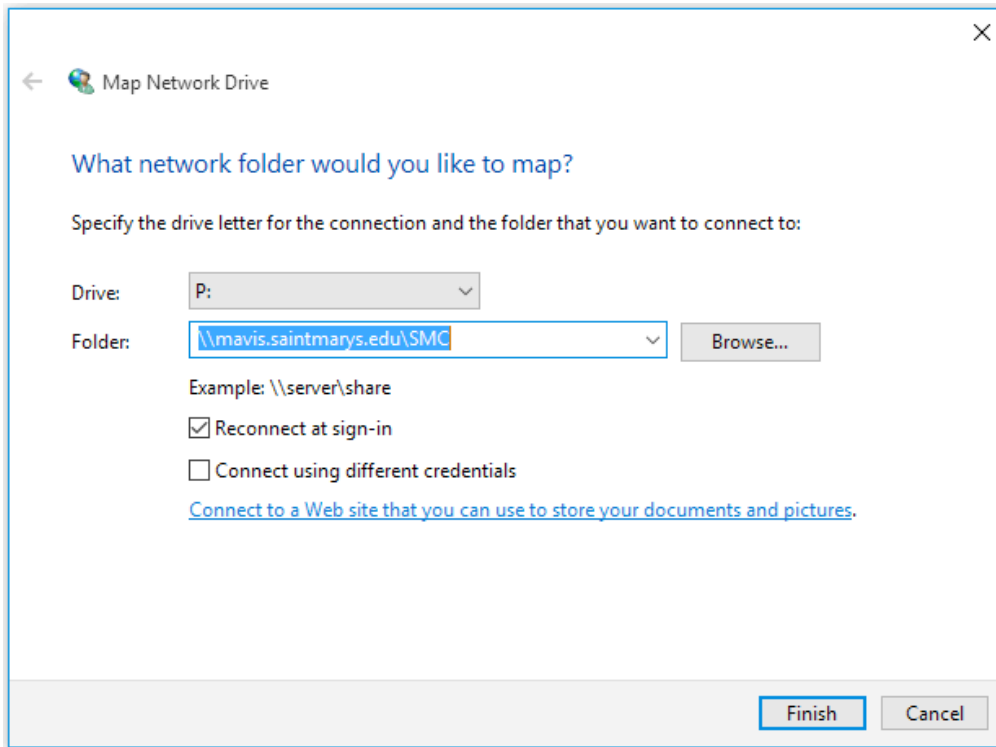
- *Courses* - course-specific items
- *Departments* - departments that have shared accounts
- *Software Distribution* - includes software that Saint Mary's has licensed for campus-wide use, such as the College-provided virus protection software
- *Student Groups* - student groups that have shared accounts

For each department/group that has an account on SMC, a folder will be visible. All members of the Saint Mary's community will be able to see the listing of folders for departments/groups. ***The contents of the folders in SMC will be visible only to the individuals with permission to view them.*** Department/group accounts may have a subfolder named Public that will be accessible to all members of the Saint Mary's community. The decision to offer items in a Public folder is up to each individual department/group.

To connect to the P: drive (Public, the SMC shared network drive) for the first time:

1. Right-click on the **This PC** icon on your Desktop and select **Map Network Drive...**
2. Select **P:** from the **Drive:** pop-up menu.
3. In the **Folder:** field, type the following:

\\mavis.saintmarys.edu\SMC



Note: if you wanted to map a specific folder on the SMC shared network drive, you can do so. For example, if you wanted to map the Public folder inside the Infotech folder, which is in the Departments folder on the SMC shared drive, you would type in **\\mavis.saintmarys.edu\SMC\Departments\Infotech\Public** - if a folder has a space in the name, please include that space in the path name.

4. Make sure that **Reconnect at sign-in** is checked.
5. Click **Finish**.
6. **Type in your Saint Mary's e-mail address (*username@saintmarys.edu*) and password when prompted.**
7. Do **NOT** check **Remember my credentials**.
8. Click **OK**.
9. A window displaying the shared network drive should appear.
10. You can find the shared network drive by double-clicking on the **This PC** icon on your Desktop. The network drives should be listed at the bottom of the window.
11. The shared network drive may automatically connect every time you log in to your computer while on BelleNet. Otherwise, you can double-click on the **This PC** icon on your Desktop and double-click on the network drive you want to access. You may be prompted for your password.

Security Software – Bitdefender

All computers connected to BelleNet are required to have up-to-date security software installed. Failure to have current virus/malware protection software on your computer will result in the loss of BelleNet access privileges. It is strongly recommended that you install the security software provided by Saint Mary's College.

For instructions on how to install Bitdefender on your Windows computer, visit <http://www.saintmarys.edu/virus>.

The Bitdefender software provided by Saint Mary's College will automatically update its virus signatures and application when updates are available as long as the Autopilot feature is enabled (recommended), and it provides active protection from malware threats.

Congratulations! You have completed configuring your Windows 10 computer for BelleNet access.