



@ Saint Mary's College

---

[www.saintmarys.edu/resnet](http://www.saintmarys.edu/resnet)

## Connecting with Windows 8 or Windows 8.1 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.**

---

### Special Notes About Windows 8

To access the Desktop from the Start screen in Windows 8, click on the Desktop tile or press the Windows logo  and D keys on the keyboard.

Unless specified, references to Windows 8 throughout these instructions include Windows 8, Windows 8 Pro, Windows 8.1, and Windows 8.1 Pro editions of the Microsoft operating system.

---

### Quick Start Guide Available

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

---

## General Information

These instructions are for computers that have one of the following supported operating systems installed:

- Windows 8 or Windows 8 Pro, Windows 8.1 or Windows 8.1 Pro

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

If you do not know that your computer has a supported operating system installed, instructions for determining that information can be found at <http://www.saintmarys.edu/resnet/checkingspecs.html>.

**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 computer (via the Desktop in Windows 8), 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

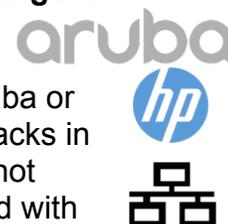
A wired connection will provide a faster and more reliable network and Internet experience. We recommend that all students use an Ethernet cable for high-bandwidth activities, including streaming video from Amazon Prime, Netflix, Hulu, and other sources. Ethernet cables are available for purchase from 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 DeviceNet 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 an 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 DeviceNet 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 a computer administrator account for your computer using your Saint Mary's user name. The account should also be set up with your Saint Mary's account password. (This is the same user name and password you use to check your Saint Mary's e-mail.)

1. From the **Desktop**, move your cursor to the upper right corner of your screen to pull up the Charms bar. Select **Settings**. Select **Control Panel**.
2. In the upper right corner of the Control Panel window, next to **View by:**, select **Small icons**.
3. Click on **User Accounts**.

To modify your existing local account on your computer:

- If your user name is not your Saint Mary's user name (e.g., *msmith01*), click on **Change your account name**. Type in your Saint Mary's user name and click on the **Change Name** button.
- If your user account is not an Administrator account, click on **Change your account type**. You will be prompted to type in an administrator's password. Enter an administrator's password and click OK. Click on the button next to Administrator and click on the **Change Account Type** button.
- If your user account does not have your current Saint Mary's password as the password:
  - *Windows 8:* Click on **Make changes to my account in PC settings**. Click on **Change your password**. Type in your current computer password and click **Next**. Type in your Saint Mary's password, then type in your Saint Mary's password again to confirm it. Microsoft requires that you enter a password hint, but for security reasons ResNet recommends that you just type a space. Click **Next**. Click **Finish**. Press the Windows logo and D keys on the keyboard to return to the Desktop.
  - *Windows 8.1:* Click on **Make changes to my account in PC settings**. Click on **Sign-in options** in the left column. Below the Password option, click the **Change** button. Type in your current computer password and click **Next**. Type in your Saint Mary's password, then type in your Saint Mary's password again to confirm it. Microsoft requires that you enter a password hint, but for security reasons ResNet recommends that you just type a space. Click **Next**. Click **Finish**. Press the Windows logo and D keys on the keyboard to return to the Desktop.

Please note: you should keep your user account password on your computer the same as your Saint Mary's password – if you change one, you should change the other to match.

- *Windows 8*: If you do not have a local account on your computer, and have only set up a Microsoft account, please create a local account. This will allow you to access the network drives on campus.
  - a. Click on **Manage another account**.
  - b. Click on **Add a new user in PC Settings**.
  - c. Click on **Add a user** (or **Add an account** in Windows 8.1).
  - d. Click on **Sign in without a Microsoft account**.
  - e. Click on the **Local account** button.
  - f. In the space for the new account name, type in ***your user name*** (e.g., *msmith01*).
  - g. Type in your Saint Mary's password, then type in your Saint Mary's password again in the appropriate fields.
  - h. Microsoft requires that you enter a password hint, but for security reasons ResNet recommends that you just type a space.
  - i. Click **Next**.
  - j. Click **Finish**.
  - k. Press the Windows logo and D keys on the keyboard to return to the Desktop.
  - l. Sign out of your computer. (Press the Ctrl, Alt, and Delete keys to bring up the Sign out option.)
  - m. Sign back in using your new local account.
  - n. Change your account type to be an administrator account using the instructions listed earlier in this section.

**4. After any necessary changes are complete, restart your computer.**

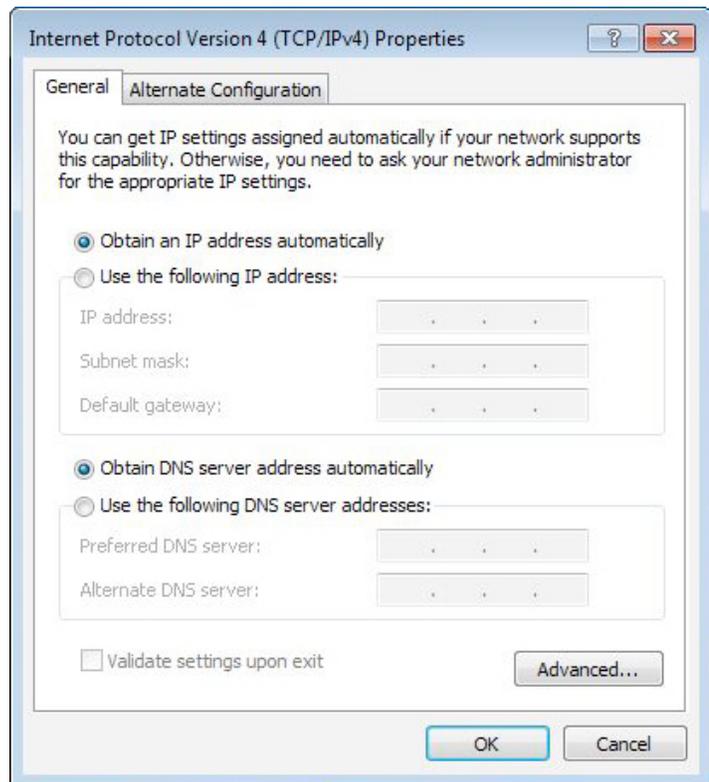
- From the Desktop, move your cursor to the upper right corner of your screen to pull up the Charms bar. Select Settings. Select Power. Select Restart.

**5. After your computer has restarted, log in to your computer using the administrator account that matches your Saint Mary's user name.**

---

## Defining TCP/IP Properties

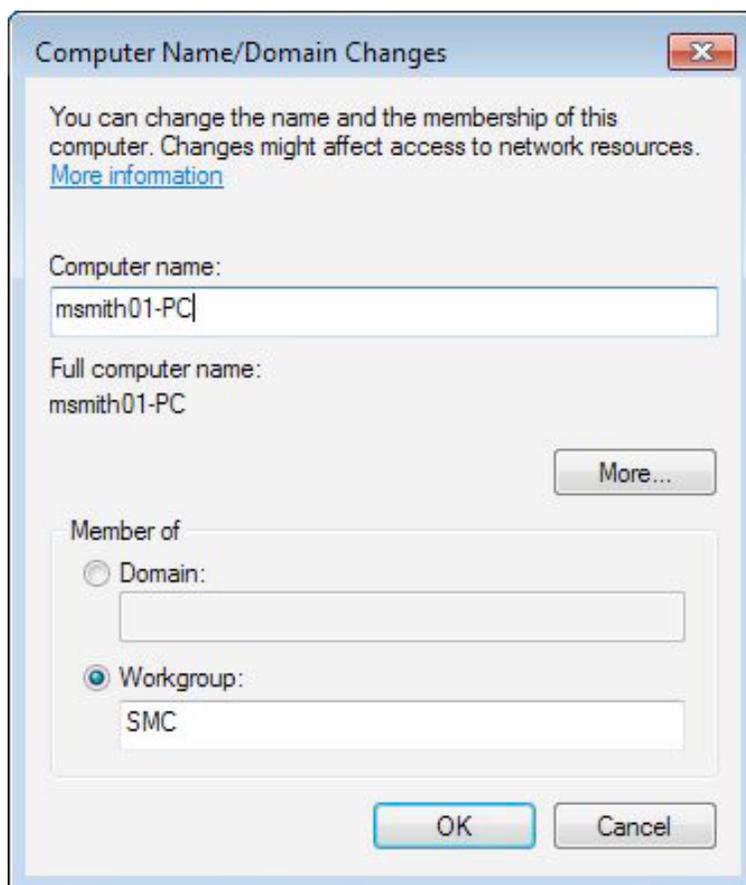
1. From the **Desktop**, move your cursor to the upper right corner of your screen to pull up the Charms bar. Select **Settings**. Select **Control Panel**.
2. Click on **Network and Sharing Center**.
3. Click on **Change adapter settings**.



4. For your wireless connection, right-click on **Wi-Fi** and select **Properties**.  
For your Ethernet connection, right-click on **Ethernet** and select **Properties**.
5. Double-click on **Internet Protocol Version 4 (TCP/IPv4)**.
6. Make sure **Obtain an IP address automatically** is selected.
7. Make sure **Obtain DNS server address automatically** is selected.
8. Click **OK** in the **Internet Protocol Version 4 (TCP/IPv4) Properties** window.
9. Click **OK** in the window for your Wireless/Wi-Fi or Local Area/Ethernet properties.
10. Close the **Network Connections** window and any other remaining open windows.
11. 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 **Desktop**, move your cursor to the upper right corner of your screen to pull up the Charms bar. Select **Settings**. Select **Control Panel**.
2. Click on **System**.
3. Scroll down to the section **Computer name, domain, and workgroup settings**.
4. Click on **Change settings**.
5. In the **Computer Description** field, type in ***your user name-pc*** (e.g., *msmith01-pc*).
6. Click the **Change...** button.
7. In the **Computer Name** field, type in ***your user name-pc*** (e.g., *msmith01-pc*).



**The computer name identifies your computer to other computers on the network. 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.**

8. Click on the **Workgroup** button and type **SMC** (all capital letters) in the field.
9. Click **OK**.
10. Click **Apply**.
11. **Restart** your computer when prompted.

---

## Logging In to Your Computer

**Please log in to your computer using the administrator account that matches your Saint Mary's user name.**

If your Saint Mary's user name and password do not work to log you in to your computer, you need to follow the directions in the *Administrator Accounts and Logging In to Windows* section.

---

## **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 (via the Desktop in Windows 8), 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, so it is very important that you have Windows Update configured properly on your computer.

Saint Mary's College recommends that you configure your computer to automatically download the updates and install them on a schedule that you specify.

To turn on Automatic Updates for your computer:

1. Open the **Control Panel**.
  - From the Desktop, move your cursor to the upper right corner of your screen to pull up the Charms bar. Select Settings. Select Control Panel.
2. In the upper right corner of the Control Panel window, next to **View by:**, select *Small icons*.
3. Click on **Windows Update**.
4. Click on **Change settings**.
5. In the *Important updates* section, select **Install updates automatically (recommended)**.
6. In the *Recommended updates* section, check the box to **Give me recommended updates the same way I receive important updates**.
7. In the *Microsoft Update* section, check the box to **Give me updates for other Microsoft products when I update Windows**.
8. Click **OK**.
9. 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 updates**.
10. **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. **Please restart your computer when prompted and always install critical updates immediately!**

## 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**

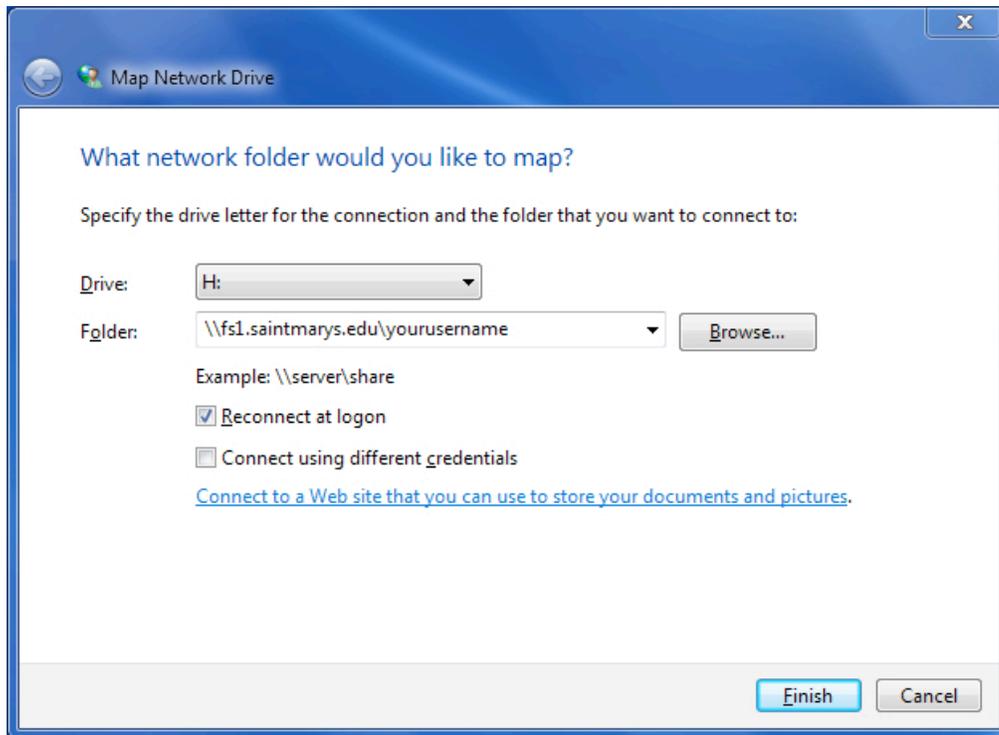
1. From the Windows Desktop, right-click on the desktop and select **Personalize**.
2. Click on **Change desktop icons**.
3. Check the box next to **Computer** (if it is not already checked).
4. Click **OK**.
5. Close the Personalization window.

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

1. Right-click on the **Computer** icon (or **This PC** icon in Windows 8.1) 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 logon** or **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 **Computer** 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 **Computer** 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:

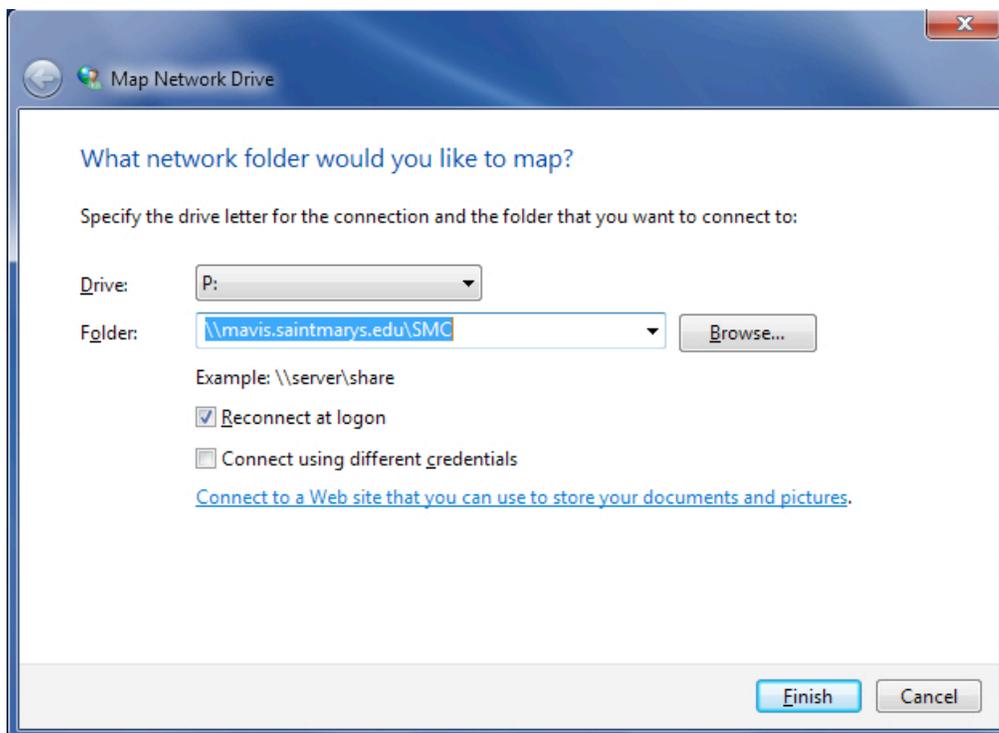
- *Courses* - course-specific items
- *Departments* - departments that have shared accounts
- *Software Distribution* - includes software that Saint Mary's has licensed for campus-wide use, such as the College-provided virus protection software
- *Student Groups* - student groups that have shared accounts

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 **Computer** icon (or **This PC** icon in Windows 8.1) 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 logon** or **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 **Computer** 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 **Computer** 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 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 computer with Windows 8 for BelleNet access.**