Windows VISTA Info Shots
Laptop Configuration

From the VISTA desktop:

Open the Start menu

To open the Start menu, click the Start button in the lower-left or upper-left corner of your screen. Or, press the Windows logo key on your keyboard. The Start menu appears.
The Start menu is divided into three basic parts:

- The large left pane shows a short list of programs on your computer. Your computer manufacturer can customize this list, so its exact appearance will vary. Clicking “All Programs” will display a complete list of programs.

- The right pane provides access to commonly used folders, files, settings, and features. It's also where you go to log off from Windows or turn off your computer.

- The lower pane has a search field.
Network Connection Setup

The Network Connections folder link can be accessed from the right pane of the Start Menu folder:

![Network Connections folder](image)

The Network Connections folder stores all of your network connections. A network connection is a set of information that enables your computer to connect to the Internet, a network, or another computer. When a network adapter is installed in your computer, Windows creates a connection for it in the Network Connections folder. A local area connection is created for an Ethernet network adapter. A wireless network connection is created for a wireless network adapter.

Once you have a network connection, you can set up a network, an Internet connection, or a virtual private network (VPN) connection.
In the Network Connections folder, you can select a connection and view status information such as connection duration, speed, and amounts of data transmitted and received; and you can use any diagnostic tools available for a particular connection.

When you click on the Network link, the following window opens:

Click on Network and Sharing Center:
Network and Sharing Center provides network status and gives access to network settings.

In the Navigation pane, under Tasks, click on Manage network connections. The following window opens:
Right click on Local Area Connection and left click on status:

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Device Name</th>
<th>Conn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private network (1)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Local Area Connection status window opens:

Click on the Details button…the Network Connection Details window opens:
Click on close and go back to the Local Area Connection Status window and click on the Properties button:
If the bullet is on Use the following IP address, this means that the laptop has an IP address assigned to it and it will work, most likely, in their office.
For the laptop to work in the classroom and connected to a MacConnect ethernet jack, the bullet must be on Obtain an IP address automatically. Then click OK.

NOTE: Before doing this, make sure you make note of the IP address, Subnet mask and Default gateway. If the settings are left with Obtain an IP address automatically, then it will not work in the office.

Click on OK and close all Network related windows.
Connecting to a MacConnect Ethernet Jack

1. Connect an ethernet cable to the wall network jack and then connect the other end of the cable to the ethernet port on your laptop. You must identify the ports on your laptop. Most laptops come with a ethernet port and a phone port. The cables are different.

Here is the difference:

![RJ-11 vs RJ-45 Connectors]

NOTE: If you do not have an ethernet cable, I suggest you purchase a 25 foot cable.

2. Turn on the laptop. The laptop was configured as outlined at the beginning of this document. Plugging in the cable will auto configure the laptop for ethernet using DHCP.
3. Open your web browser, Internet Explorer (IE). In the address bar, type: 
http://www.google.ca

4. From the browser, enter your MAC ID (username) and password:

NOTE: If this is your first time accessing the MacConnect Network, you will be asked to download and install Clean Access Agent onto your laptop. If you have a departmental laptop, you might not have Administrator rights on the laptop and therefore, you will not be able to install Clean Access Agent. You should contact the IT person in your department.
5. Click on the button, Download Clean Access Agent x.x.x.x:

![Download Clean Access Agent 3.x.1](image)

**NOTE:** You can either install or download the file and then install. Download the file and save it to your desktop. When download is complete, click on the downloaded file and Clean Access Agent will install. Follow the on screen instructions.

6. After the install, the following will pop-up on the screen:
NOTE: The screen will pop-up whenever the ethernet cable is plugged into a Macconnect port.

Enter your MAC ID username and password. DO NOT click on “Remember Me”. Click on the “Login” button.

7. A scan will be done which will check for Windows updates and Anti-virus software. If the requirements are met, you will have full access to the McMaster University network.

The following screens will show you status on the network:

Click on the “Accept” button.

The following screen will appear:
Click on OK and you will have full access to the network.

8. If the following window appears after you log in:

![Clean Access Agent](image)

This means that your laptop does not meet UTS requirements for accessing the McMaster network. Click on Continue…

Make sure that your Anti-Virus software is updated…..click on next:
9. To get full access to the McMaster network, your laptop must have the latest Microsoft Windows updates. Click on “Go To Link”:

After all of this, you should get full access to the MacConnect Network.

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