Configuration Manual

For
Windows 10*

*Windows 10, version 1709 (released 10/17/17) and above is the preferred version for this manual.
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Introduction

This manual will guide you through:

1. Connecting your computer to the Internet in the Law School.
2. Connecting to shared resources on the Law School network.
3. Setting your computer with the services provided by the IT department

Note on Support

The Law School IT Helpdesk supports most of your technology needs this includes:

- Network Connectivity (both wired and wireless connections) in law school buildings. This does not include dormitory or residential buildings.
- Student Labs in Jerome Greene hall.
- Web-based tools that the university provides (such as Courseworks and Lawnet).

The following software is supported

- Windows 10
- Windows 8
- Microsoft Office Professional 2016 and 2013
- Microsoft Office for Mac 2019 and 2016
- G suite applications
- MacOS

The Law School IT helpdesk does not perform hardware repair. We can help you troubleshoot and find a third party service provider that is certified by the manufacturer to perform hardware service repair.
System Requirements

To connect your computer to both the CLS and CUIT networks, you must have the following:

- A UNI account
- A computer running **Windows 10, version 1709 and above.** Only genuine versions of the Windows Operating system are supported.
- Turn on Windows update to ensure you have the latest security patches installed.
- A security program that provides real-time protection and actively scans your Windows device for malicious threats.
Accessing the Columbia Law Wi-Fi Network

Wi-Fi access is available to everyone, including visitors, throughout all Law School buildings by simply joining the open Wi-Fi network; Columbia Law on your Windows device.

Please follow the steps below to join the Columbia Law Wi-Fi network on your Windows device:

1. Right click the Windows icon located on the lower left hand side of the task bar

2. Click Network Connections

3. Click Wi-Fi.
4. Click the **Show available networks** option.

5. Click the **Columbia Law** network.
6. Click the **Connect automatically** checkbox.
7. Click the **Connect** button.

8. In just a few moments you will be connected.
Setting up Automatic Updates

Microsoft releases updates often. These updates are for the hardware, software, and security of your Windows device. Please follow the step to enable the recommended Windows update settings:

1. Click the Windows icon located on the lower left hand side of the task bar

2. Enter: Windows, then click Windows Update settings from the App search list

3. Select Advanced options

4. Turn on the Receive updates for other Microsoft Products when you update Windows switch.
5. Scroll down, click the **Delivery Optimization** option.

6. Turn off the **Allow downloads from other PCs** switch.

7. Click the **X** icon to close the window.
Malwarebytes Endpoint Protection

Malwarebytes Endpoint Protection is a security program that protects your Windows device from malicious threats. Law School students are entitled to one (1) free premium license, for one (1) Windows device of your choice. The license needs to be validated every 12 months.

Setup

Please follow the steps below to download, install, and activate Malwarebytes Endpoint Protection on your Windows device.


2. Enter your UNI email address.

3. Click the blue Claim Malwarebytes license button.

4. Enter YourUNI username and password.

5. Click the blue LOGIN button.
6. Click the green **Download** button.

7. Right click the Windows icon located on the lower left hand side of the task bar.

8. Click **File Explorer**.

9. Click the **Downloads** folder.
10. Locate and double-click on the installation file that was downloaded called **MBSetup.exe**.

Usually in the Downloads folder.

11. Click the **Personal computer** button.

12. Click the blue **Install** button.

Malwarebytes Software License Agreement
https://www.malwarebytes.com/eula/

Malwarebytes Privacy Policy
https://www.malwarebytes.com/privacy/
13. Click the Yes button.

14. After the program is installed, you will see the Get started screen.


16. Enter your UNI email address.
17. Click the blue Claim Malwarebytes license button.
18. Enter YourUNI username and password.
19. Click the blue LOGIN button.

20. Click the blue Activate button.

21. The activation webpage will appear. Your internet browser will ask permission to open the Malwarebytes program installed on your computer.

Examples of browser messages:
Google Chrome = Click the Open Malwarebytes Assistant button.
Mozilla Firefox = Click the Open link button.
22. Click the blue **Done** button

23. Click the **X** option to close the window.
Configuring and Connecting to CU VPN

Virtual Private Network (VPN) is a service that allows you to connect to the CU network via an encrypted tunnel. It essentially simulates you being in the building without physically being here.

Setting up Duo MFA

Duo is a cloud-based tech company that provides access security solutions. Duo’s Multifactor authentication (MFA) security system is what is currently being used in Columbia University. Duo MFA is required to access CU VPN services.

Together with your UNI account, Duo MFA uses independent secondary methods to double-check your identity during the login process. These secondary methods include push notifications sent to the Duo-Mobile smartphone app, an automated phone call to a mobile device or LAN line, and finally one-time use passcodes that can be generated before or during the login process.

For further information about Duo MFA, please visit the CUIT MFA Installation and Troubleshooting FAQ webpage: cuit.columbia.edu/mfa/faq

Please follow the steps below to setup the Duo Mobile app on your mobile device.

1. Visit the CU MFA Self-Service website: uniapp.cc.columbia.edu/acctmanage/mfaselfservice
2. Type in your UNI username and password.
3. Click the blue LOGIN button.
4. Click the blue Setup button.
5. Enter your **UNI username and password**.
6. Click the blue **LOGIN** button.

7. Click the green **Start setup** button.

8. Click the radio button to **Select the Mobile Phone** device.
9. Click the green **Continue** button.
10. Enter your Mobile device's phone number.
11. Check the checkbox next to the phone number entered to confirm.
12. Click the green **Continue** button.

13. Confirm your **Mobile device type**.
14. Click the green **Continue** button.

15. Install **Duo Mobile** for iOS.
16. Launch the App Store app and search for **Duo Mobile**.
17. Tap **Get** and then **Install** to download the app.
18. Click the green **I have Duo Mobile** button.
19. You would see a green check mark when your Mobile Phone has been activated.

20. Click the green Continue button.

21. Under the When I log in: drop down menu select Automatically send this device a Duo Push.

22. Click the blue Continue to Login button.

23. Select the checkbox next to Remember me for 12 hours.

24. Click green the Send me a Push button.

25. Please approve the login request from your mobile device.

26. Click the Log out link.
Installing the Cisco AnyConnect Client and Connecting to CU VPN

Please follow the steps below to install and connect to CU VPN from your Windows device.

1. Visit the CU VPN portal: vpn.cc.columbia.edu

2. Enter your UNI username and password. Under 2nd password enter push.

3. Click the Login button.

4. Approve the login request sent to your Mobile device to enter the website.

5. Click the AnyConnect link located on the left-hand side of the webpage.

6. Click the Start AnyConnect link.
7. Click the blue **Download for Windows** button to download the CU VPN client.

8. Right click the Windows icon located on the lower left hand side of the task bar.

9. Click **File Explorer**.

10. Click the **Downloads** folder.
11. Double-click the file to start the installation.

12. Click the Next> button.

13. Select the I accept the terms in the License Agreement radio button.

14. Click the Next> button.
15. Click the **Install** button.

16. Click the **Yes** button.

17. Click the **Finish** button.

18. Click the Windows icon located on the left side of the taskbar.
19. Enter: **Cisco**, then click the **Cisco AnyConnect Secure Mobility Client** from the App search list.

![Image of Cisco AnyConnect Secure Mobility Client](image1)

**Best match**

Cisco AnyConnect Secure Mobility Client

App

20. Click the **Gear** icon located on the bottom left corner.

![Image of Cisco AnyConnect Secure Mobility Client](image2)

21. Click the **Preferences** tab.

![Image of Cisco AnyConnect Secure Mobility Client](image3)

22. Uncheck the **Minimize Anyconnect on VPN connect** checkbox.

![Image of Cisco AnyConnect Secure Mobility Client](image4)
23. Click the X option to close the dialog window.

24. Enter `vpn.cc.columbia.edu` in the drop down menu.

25. Click the gray **Connect** button.

26. Enter your **UNI username and password**. Under Duo Action: enter **push**.

27. Click the **OK** button.

28. Approve the login request sent to your mobile device to establish a VPN connection.
29. Click the gray **Disconnect** button.

30. Using the drop down menu select **COLUMBIA VPN**.

31. Enter your **UNI username and password**. Under Duo Action: enter the word **push**.
32. Click the **OK** button.
33. Approve the login request sent to your mobile device to establish a VPN connection.

34. Click the gray **Disconnect** button.
35. Click the X option to close the window.
Connecting to Shared Resources

Connecting to network drives

Network drives are storage devices connected to the law school network. The same way that a flash drive connects to your computer—the network drives are connected to the law school network. The network drives are only accessible within the law school network for security purposes.

**G Drive:**

The G drive is the name for the shared storage on the network. Please follow the steps to connect the G drive to your windows device.

1. Right click the Windows icon located on the lower left hand side of the task bar.

2. Click **File Explorer**.

3. Click the **Map network drive** option.
4. Select the G Drive letter, from the drop down menu.

5. Under **Folder**: enter:

```
\lawsrv3.law.columbia.edu\Groups
```

6. Click the **Finish** button.

7. Under **User Name** enter:

```
adcu\YourUNI
```

Under **Password** enter:

```
YourUNI password
```

8. Check the **Remember my credentials** checkbox.

9. Click the gray **OK** button.
10. Click the **This PC** option.

11. Right-click the new **Groups** network drive.
12. Click the **Create shortcut** option.

13. Click the **Yes** button.

14. Right-click the newly created **Groups** shortcut located on your desktop.
15. Select the **Rename** option.

16. Enter **G Drive** and press the **Enter/Return key** on your keyboard.

17. Use this shortcut to access the **G Drive**.
**H Drive:**
The H drive is your personal space on the network. Only you have access to this network drive.

1. Right click the Windows icon located on the lower left hand side of the task bar

2. Click **File Explorer**

3. Click the **Map network drive** option.
4. Select the H Drive letter, from the drop-down menu.
5. Under **Folder**: type:

   `\lawsrv4.law.columbia.edu\Students`

6. Click the **Finish** button.

7. Under **User Name** enter:

   `adcu\YourUNI`

   Under **Password** enter:

   YourUNI password

8. Check the **Remember my credentials** checkbox.

9. Click the gray **OK** button.
10. Click the **This PC** option.

11. Right-Click the new **Students** network drive.

12. Click the **Create shortcut** option.

13. Click the **Yes** button.

14. Right-Click the newly created **Students** shortcut located on your desktop.
15. Select the **Rename** option.

16. Enter **H Drive** and press the **Enter/Return key** on your keyboard

17. Use this shortcut to access your **H Drive**.
Printing Quota and Print Release Stations

There are two very important things to know before printing documents to the networked printers in the Law School student labs. This applies when printing from the all the labs, or, your computer.

- **You have a Printing Quota:**
  1. You can print a total of **4000 pages for the entire academic year**
  2. If your quota runs out, you must purchase additional pages, at **5 cents a page for black and white** and **20 cents a page for color** from the Circulation Desk, at the entrance to the Library, on the 3rd floor.
  3. **Your pages are available until July 31st** following the end of the Academic Year.
  4. **Unused pages DO NOT roll-over** to the following year. If you have 100 pages left on July 31st, you will only receive the normal 4000 pages for the next Academic Year, beginning August 1st.
  5. **If your job does not print properly**, for whatever reason (low toner reading, poor quality, paper jams, faded ink, etc.), let the Lab Consultant (LC) in the 2nd floor computer lab know of the problem, immediately. We will reimburse you the total amount of pages you have lost. You must bring the problem to our attention the same day, ideally, at the same time the problem occurs. We cannot reimburse you for lost pages after the fact.

- **To print, you must use the Print Release Station(s)**
  When you send a job to print from either your Windows device, or, from the student lab to the printers on the 2nd floor Computer Lab, inside the Library, or the 3rd floor Computer Kiosk, outside the Library, you will need to release it before it will come out of the printer. To release it:
    1. Walk up to the Release Station
       a. One is located to the right of the large printers in the 2nd floor student lab
       b. The other is the first computer, to the right of the printers in the 3rd floor student lab.
    2. A list of UNIs will appear – find Your UNI in the list and double-click it.
    3. Enter Your UNI password.
    4. A list of jobs you have sent to print will appear.
       a. Double click on your print job(s) and select the printer that you want to print to. Your print job(s) should start printing from the printer you selected.
Configuring Network Printers

After accessing the student print server. Double click the printer that you want to setup. Your computer will download and install software from the print server. After it is setup you will be able to see the printers available from your programs.

1. Right click the Windows icon located on the lower left hand side of the task bar

2. Click **File Explorer**

3. Enter \lawadcups.adcu.columbia.edu

4. Press the Enter/Return key.
5. Under **User Name** enter:
   adcu\YourUNI

   Under **Password** enter:
   Your UNI password

6. Check the **Remember my credentials** checkbox
7. Click the gray **OK** button.

8. Double-click **GRHL_3FLLLAB**
9. Click the X option to close the window.

10. Double-click **GRHL_3FLLAB_COLOR**

11. Click the X option to close the window.

12. Double-click **GRHL_216LAB**
13. Click the X option to close the window.

14. Double-click **GRHL_216LAB_COLOR**

15. Click the X option to close the window.

16. Double-click **GRHL_4FLCR**
17. Click the X option to close the window.