Columbia Law School

Configuration Manual

For
Windows 10*

Information Technology

*Windows 10, version 2004 (released 5/27/20) and above is the preferred version for this manual.

Contents

Introduction

This manual will guide you through:
- Connecting your computer to the Internet in the Law School.
- Connecting to shared resources on the Law School IT network.
- Configuring your Windows device 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
- macOS
- Microsoft Office Professional 2016 and 2013
- Microsoft Office for Mac 2019 and 2016
- G suite applications

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 Windows device running **Windows 10, version 2004 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.

Connect to Wi-Fi Networks

Wi-Fi access is available to everyone, including visitors, throughout all Law School buildings by simply joining the open network: Columbia University on your Windows device. Please follow the steps to join the Columbia University Wi-Fi network from your Windows device:
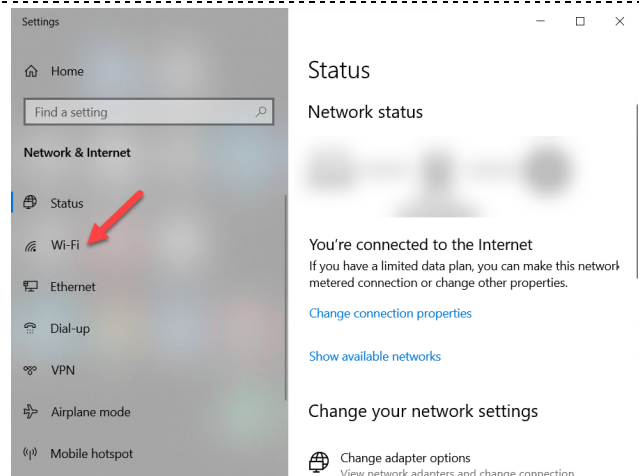
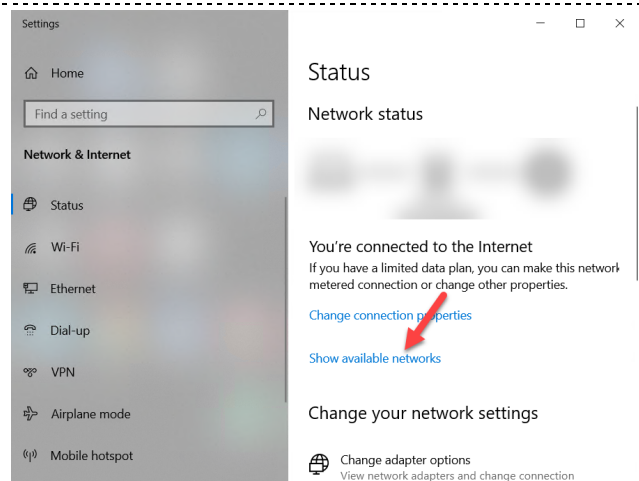1. From the **taskbar**, right-click the **Start button**.

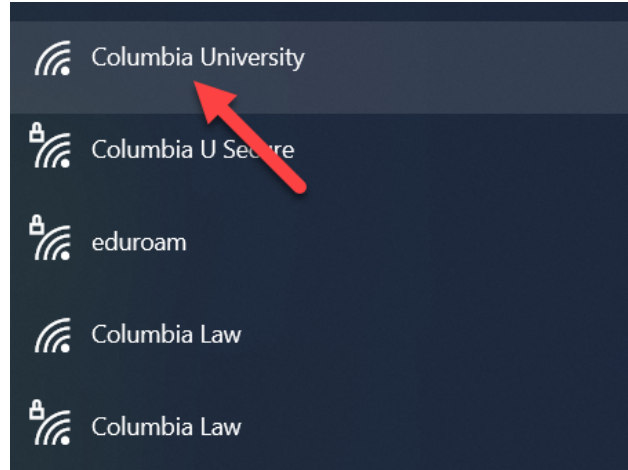2. Click the **Network Connections** shortcut
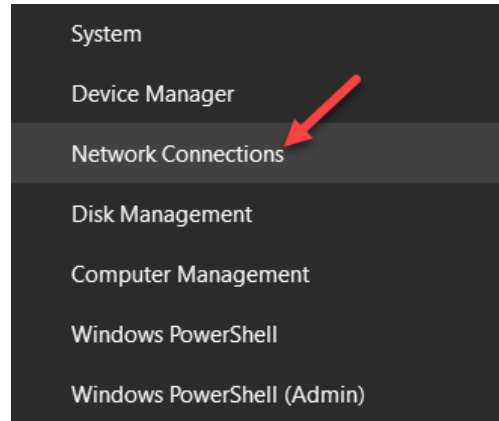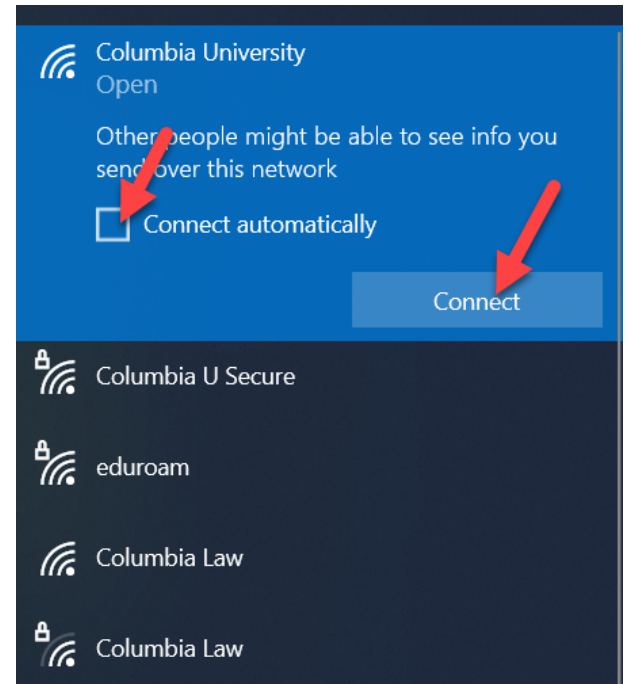
3. Click the **Wi-Fi** settings option.
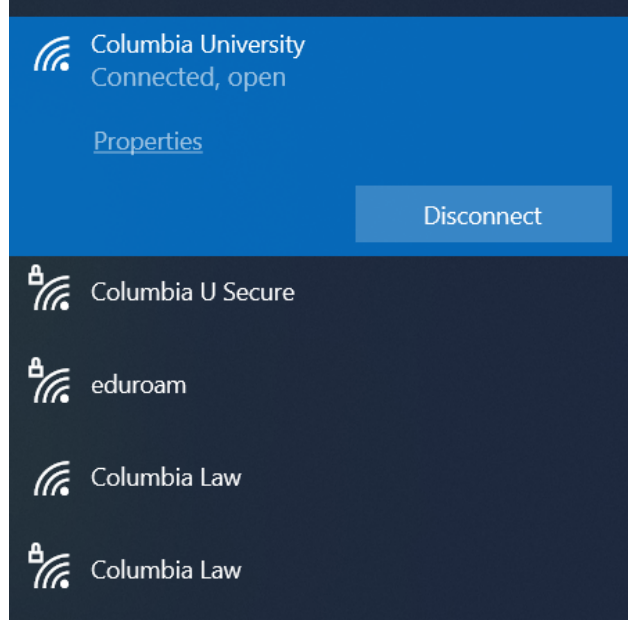
4. Click the **Show available networks** link.

5. Click the **Columbia University Wi-Fi** network.

6. Click the **Connect automatically** checkbox.
7. Click the **Connect** button.

8. In just a few moments you will be connected.

Setup Windows Updates

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

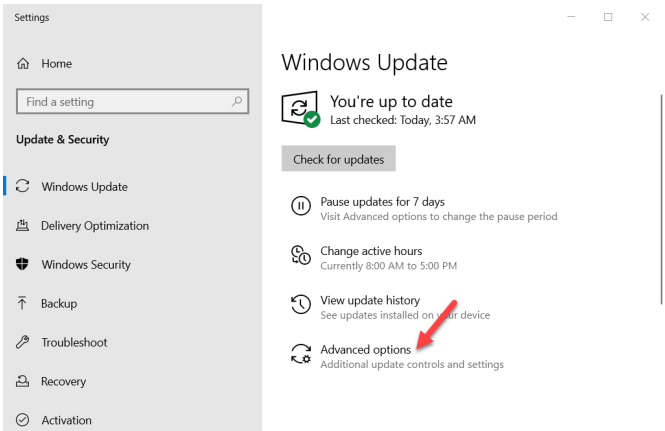|	
1. From the **taskbar**, click the **Start button**.	
2. Enter: **Windows**, then click **Windows Update settings** from the App search list.	
3. Select **Advanced options.**	
4. Turn on the **Receive updates for other Microsoft Products when you update Windows** switch.	
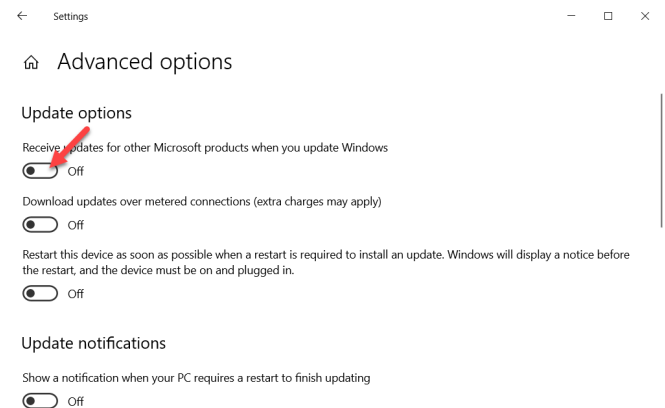
5. Scroll down, click the **Delivery Optimization** option.
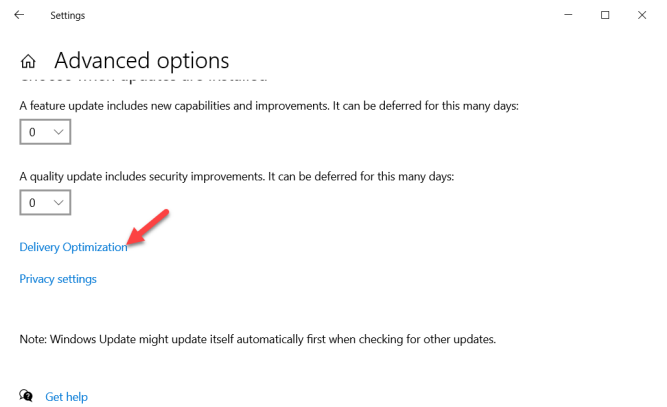
6. Turn off the **Allow downloads from other PCs** switch.
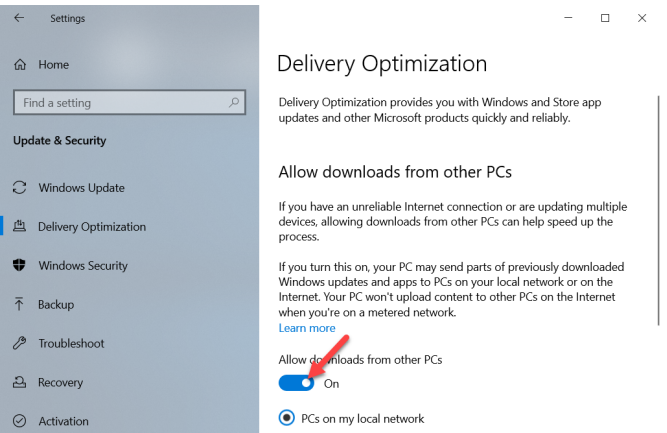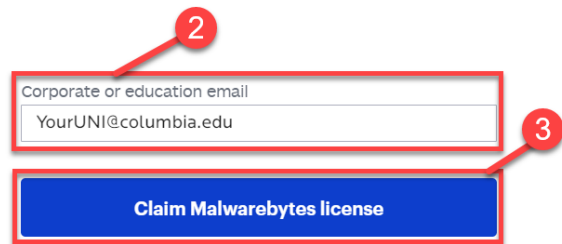
7. Select the **Close** button.
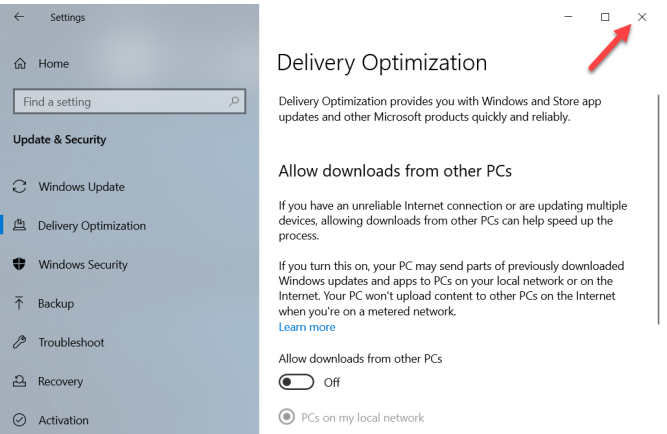
Malwarebytes

Malwarebytes 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.

Configure Malwarebytes

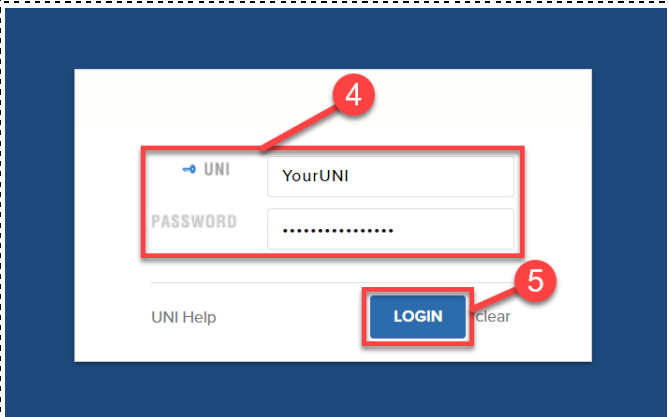Please follow the steps configure Malwarebytes on your Windows device.

1. Visit the **Columbia Malwarebytes Portal**: my.malwarebytes.com/en/portal/email

2. Enter your **UNI email address**.
3. Click the blue **Claim Malwarebytes license** button.

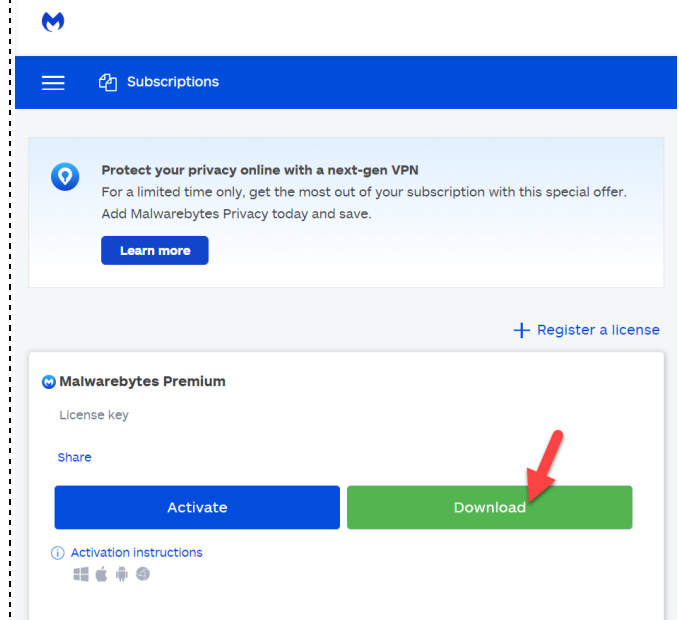4. Enter **YourUNI and password**.
5. Click the blue **LOGIN** button.

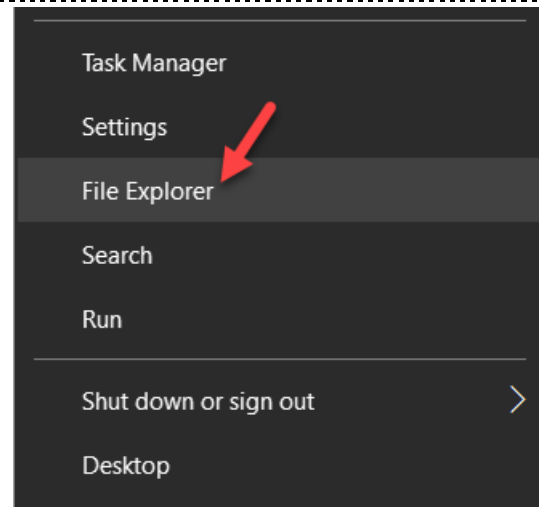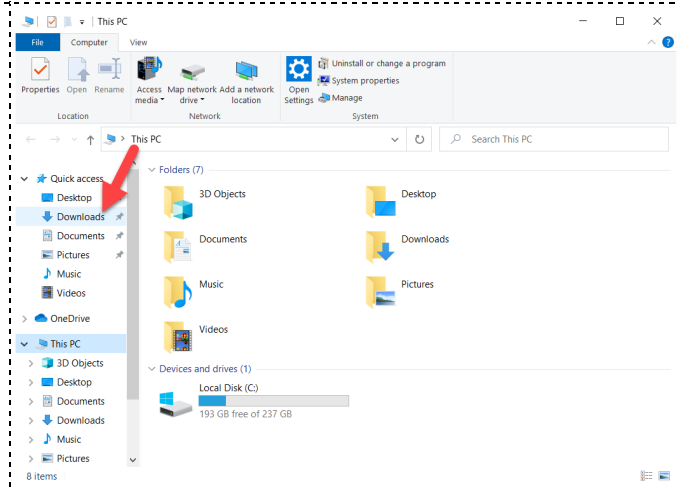6. Click the green **Download** button.

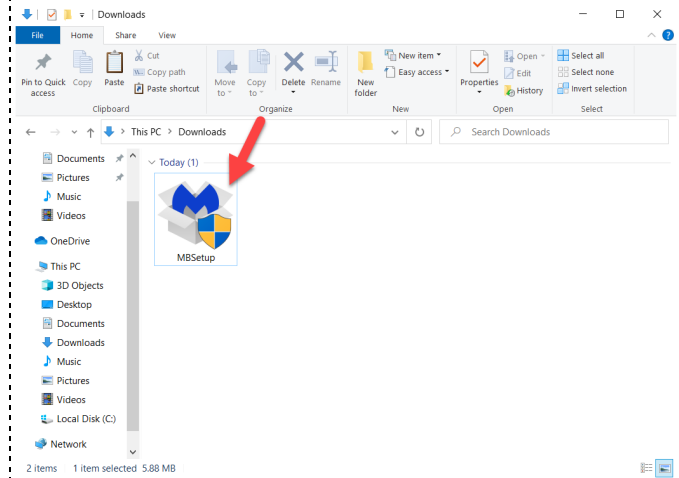7. From the **taskbar**, right click the **Start button.**

8. Click the **File Explorer** shortcut**.**

9. Click your **Downloads** folder.

10. Locate and double-click the installation file that was downloaded called **MBSetup.exe**.

11. Click the **Personal computer** button.
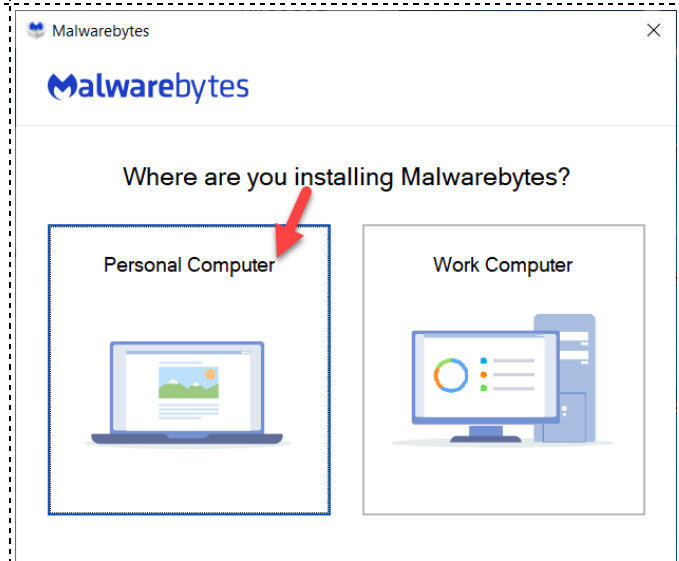
12. Click the blue **Install** button.

13. Click the **Yes** button.

> **User Account Control** ✕
>
> Do you want to allow this app to make changes to your device?
>
> M Malwarebytes Setup
>
> Verified publisher: Malwarebytes Inc
> File origin: Hard drive on this computer
>
> Show more details
>
> | Yes | No |
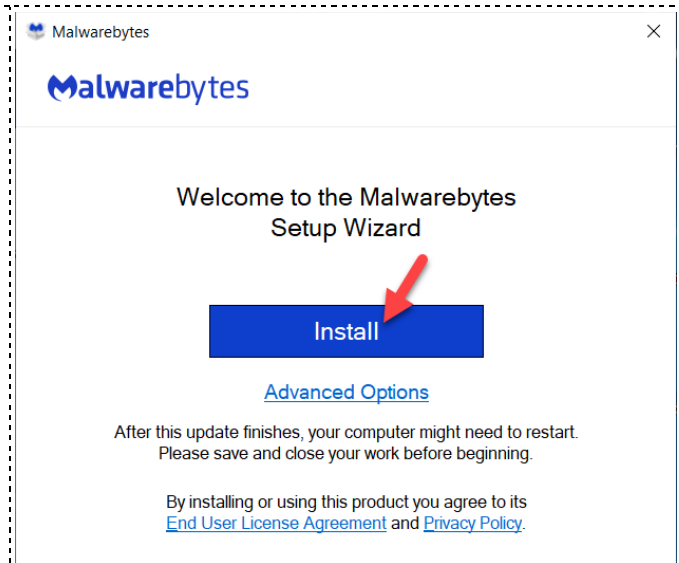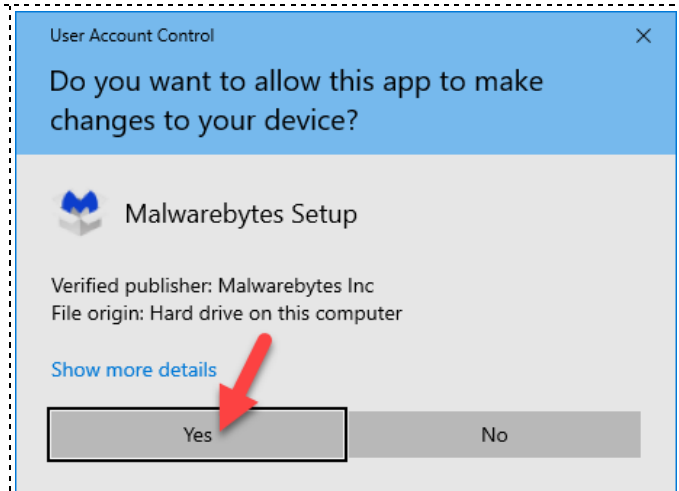
14. After the program is installed, you will see the **Get started** screen.

> M Malwarebytes Free 4.1.2   — ☐ ✕
>
> M
>
> **Welcome to Malwarebytes**
> Imagine a world without malware. We do.
>
> Get started
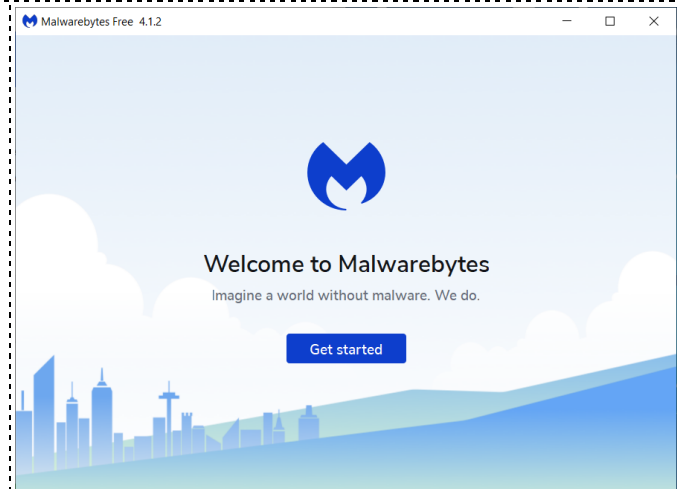
15. Visit the **Columbia Malwarebytes portal**: my.malwarebytes.com/en/portal/email

16. Enter your **UNI email address**.
17. Click the blue **Claim Malwarebytes license** button.

> 12
>
> Corporate or education email
> YourUNI@columbia.edu
>
> 13
>
> **Claim Malwarebytes license**
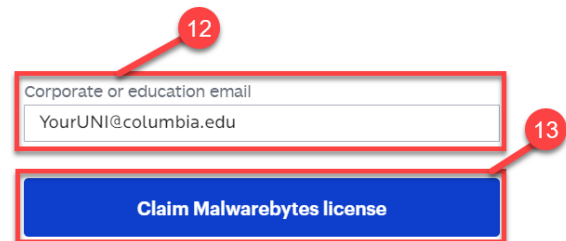
18. Enter **YourUNI and password**.
19. Click the blue **LOGIN** button.

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.

22. Click the blue **Done** button

23. Select the Close button.

Columbia Virtual Private Network (VPN)

Virtual Private Network (VPN) is a service that allows you to connect to the Columbia network via an encrypted tunnel. VPN simulates you being on campus without physically being on c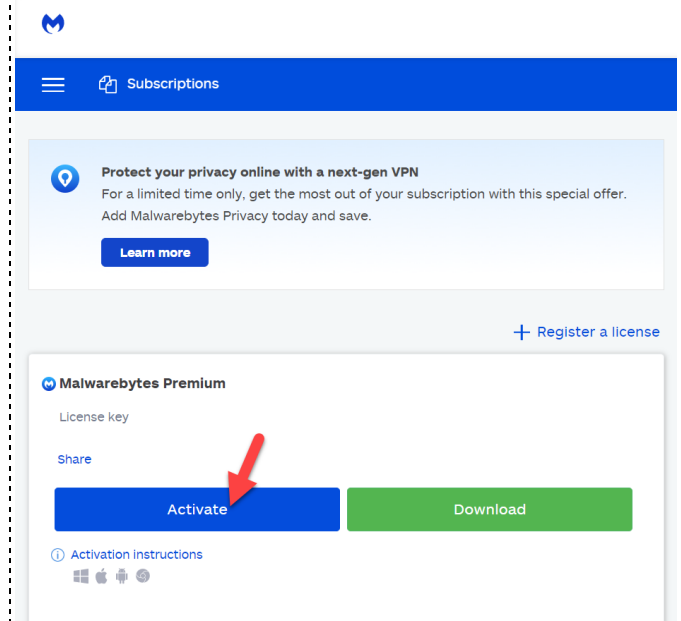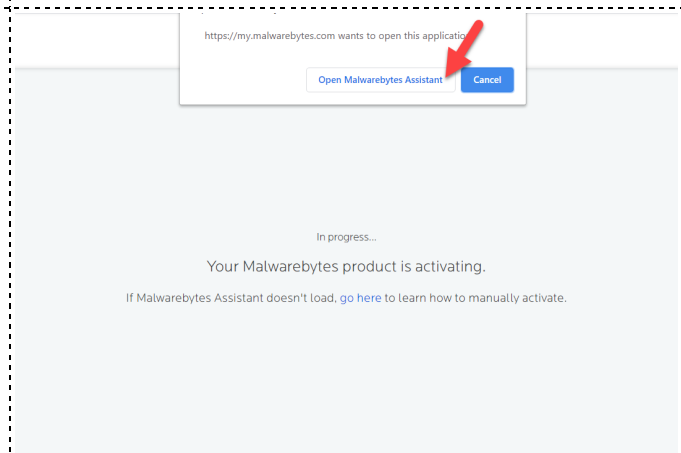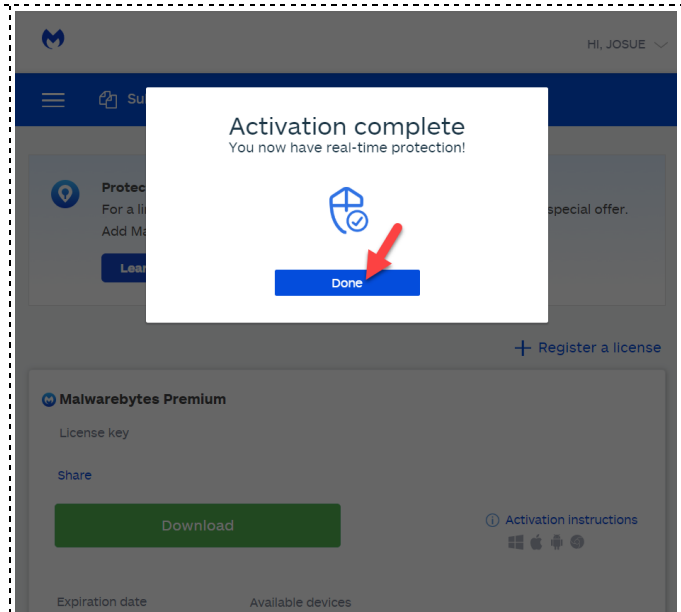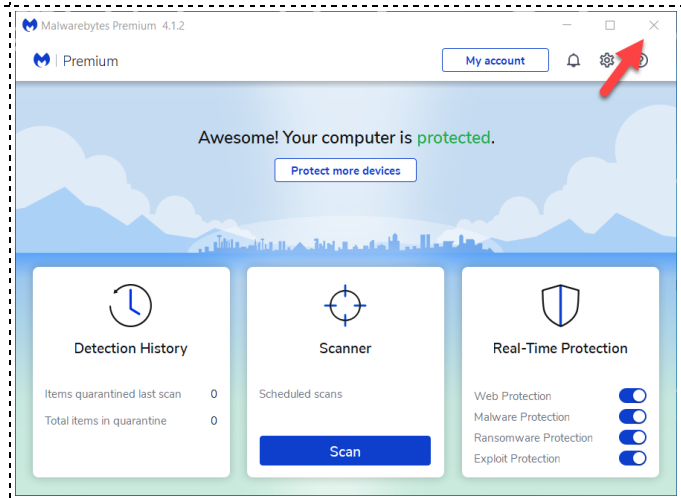ampus. In order use the Columbia VPN service you will have to setup Duo MFA with your UNI identity. **Duo MFA is required to access Columbia VPN services**.

Setting up Duo MFA

Authentication is the process of proving your identity during the login process. Two-factor authentication adds an additional proof of identification. Multi-factor authentication (MFA) layers multiple methods of identification for greater security.

Duo is a tech company that provides identity and access management solutions. Duo's Multifactor authentication (MFA) system is what is currently being used in Columbia University.

Duo MFA is a system that uses three methods of identification to validate your UNI identity. These secondary methods include push notifications sent through 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.

Enroll mobile device in Duo MFA

Enroll your mobile device in Duo MFA so you can use it as a method of identification along with your UNI identity. Please follow the steps to configure Duo MFA on your mobile device:

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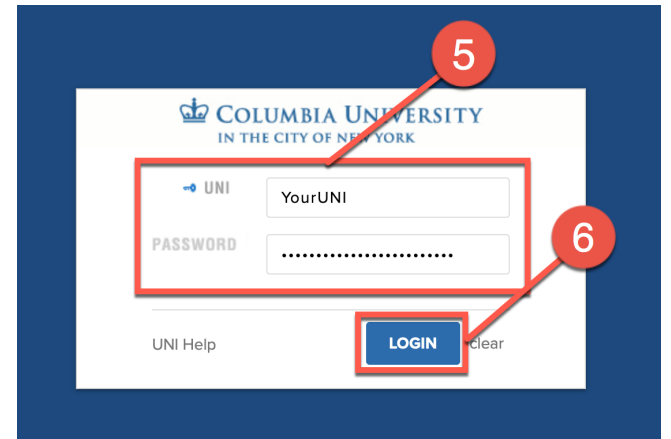
2. Enter **YourUNI** and **password**.
3. Click the blue **LOGIN** button.
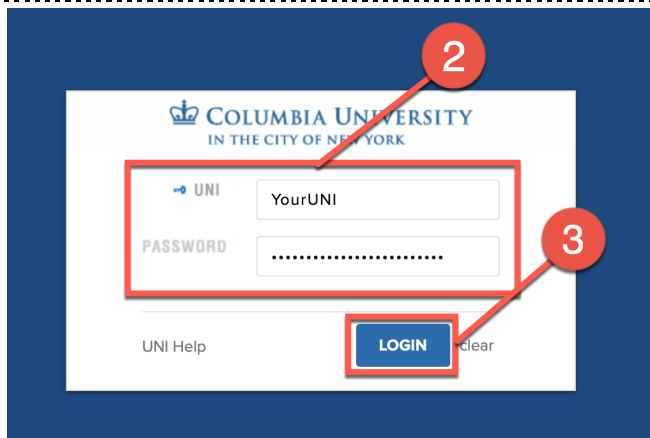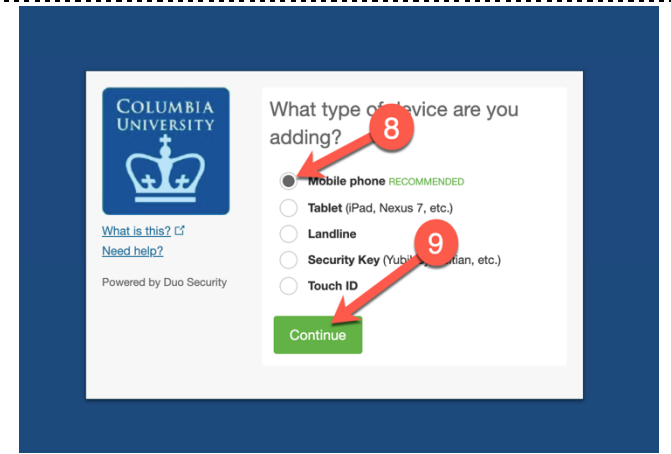
4. Click the blue **Setup** button.
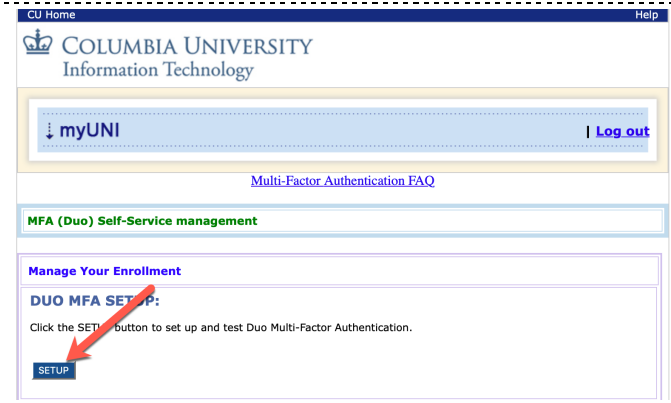
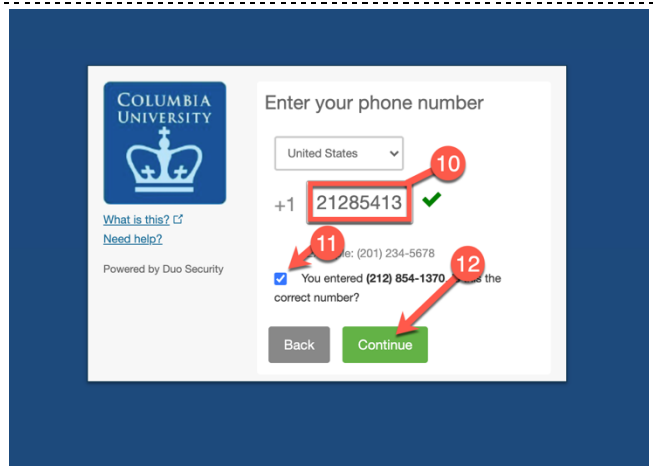5. Enter your **UNI** and **password**.
6. Click the blue **LOGIN** button.

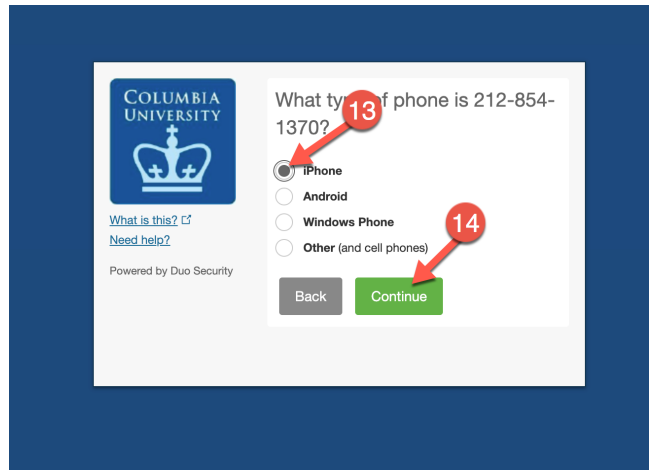
7. Click the green **Start setup** button.

8. Click the radio button to Select the **Mobile Phone** device.
9. Click the green **Continue** button.

15

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.
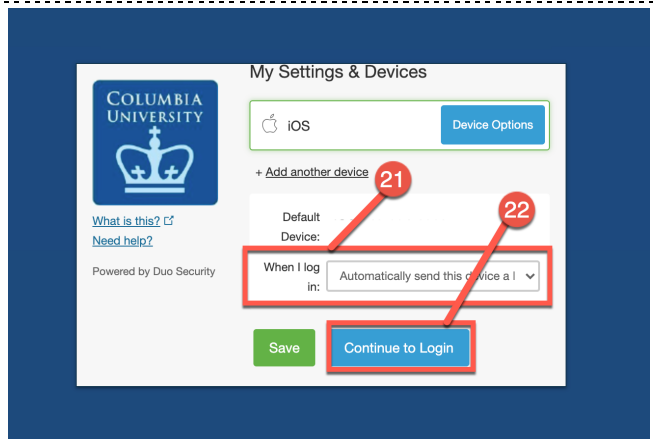18. Click the green **I have Duo Mobile** button.
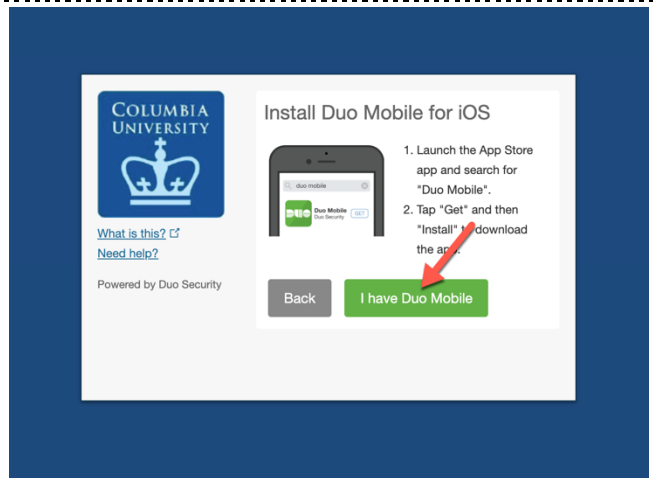
19. You would see a green check mark when your Mobile Phone has been activated.
20. Click the green **Continue** button.

21. Under the **When I log in**: drop down menu select **Automatically send this device a Duo Push**.
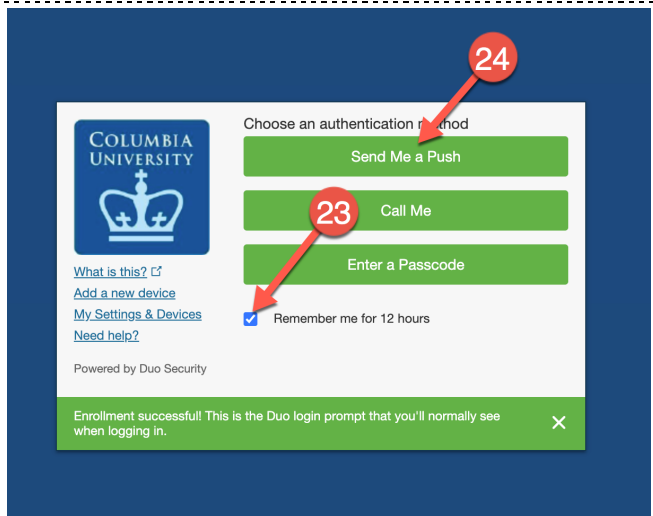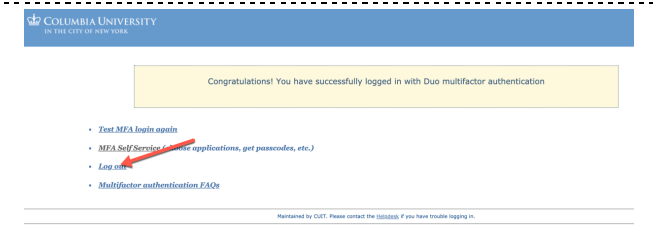22. Click the blue **Continue to Login** button.

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.

Generate Passcodes

If you lose your mobile device you will have to generate one-time use passcodes so you can regain access to Columbia services. Passcodes expire 24 hours after you generate them. Please follow the steps to generate passcodes from the Duo MFA Self-Service website:

1. Visit the **Duo-MFA Self-Service website**:
   uniapp.cc.columbia.edu/acctmanage/mfaselfservice

2. Enter **YourUNI** and **password**.
3. Click the blue **LOGIN** button.
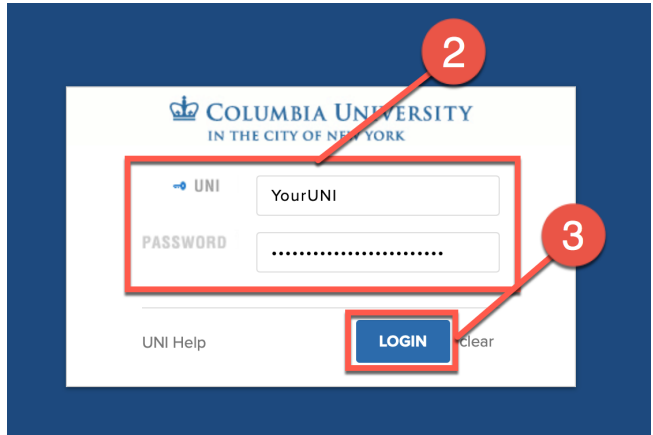
4. Click the blue **Generate Passcodes** button.
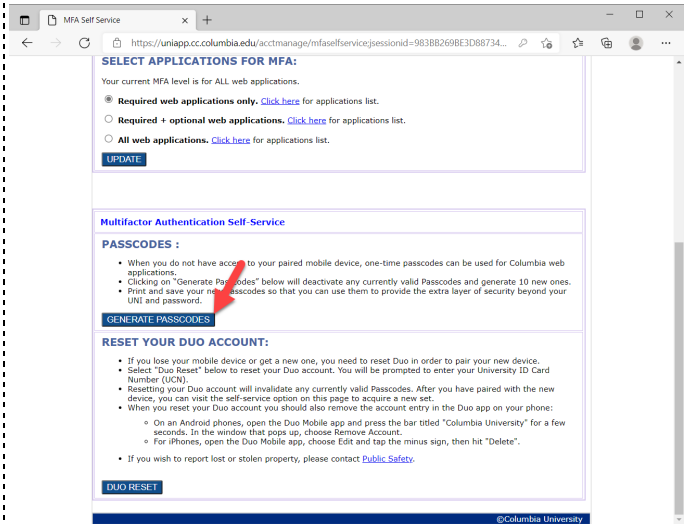
5. Click the **I don't have my device activate with Duo and want to use my University ID card Number (UCM)** radio button.
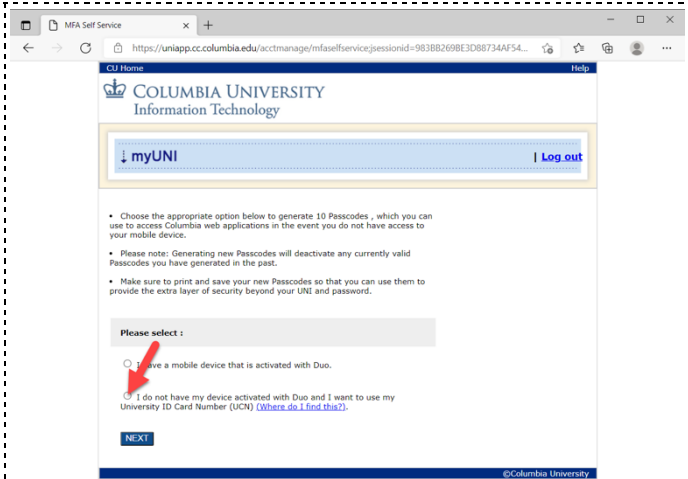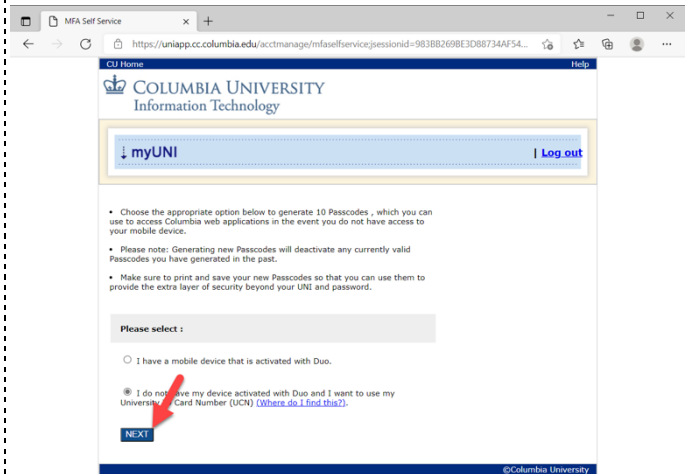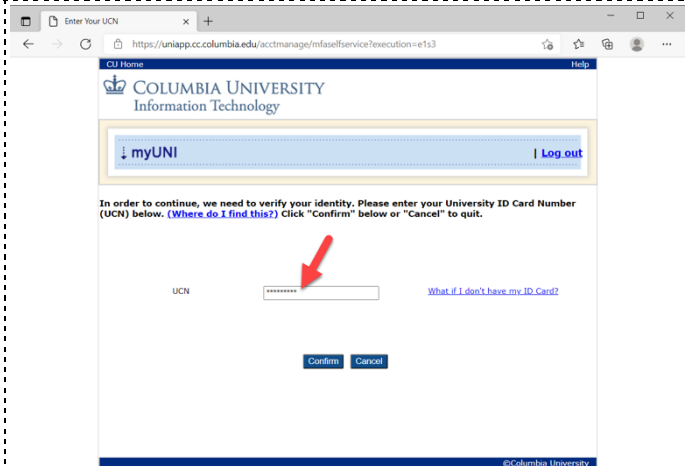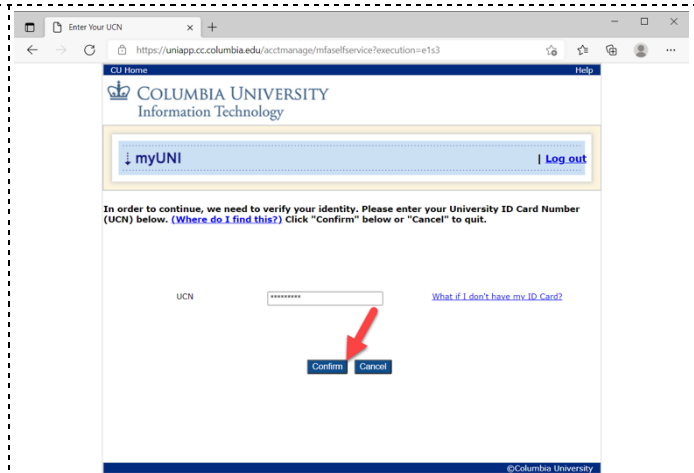
1. Click the blue **Next** button.

2. Enter the nine digits in the back of your **CUID** card.

3. Click the blue **Confirm** button.

4. Ten one-time use **passcodes** will become available.
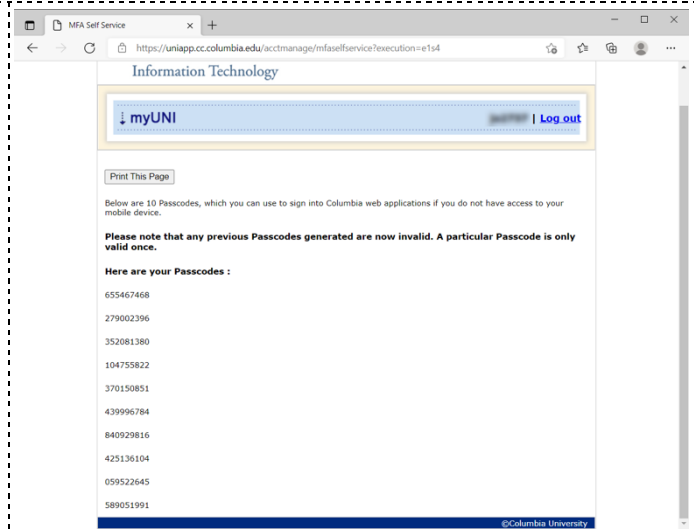
Install Cisco AnyConnect Client and Connect to Columbia VPN

Please follow the steps to install, and connect to Columbia VPN from your Windows device.

1. Visit the **Columbia VPN portal**: vpn.cc.columbia.edu

2. Enter:

   USERNAME: **YourUNI**
   PASSWORD: **YourUniPassword**
   2nd Password: **push**

3. Click the **Login** button.
4. Approve the login request sent to your Mobile device to enter the website.
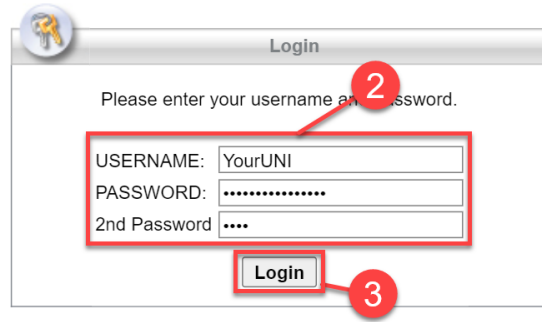
5. Click the **AnyConnect** link.
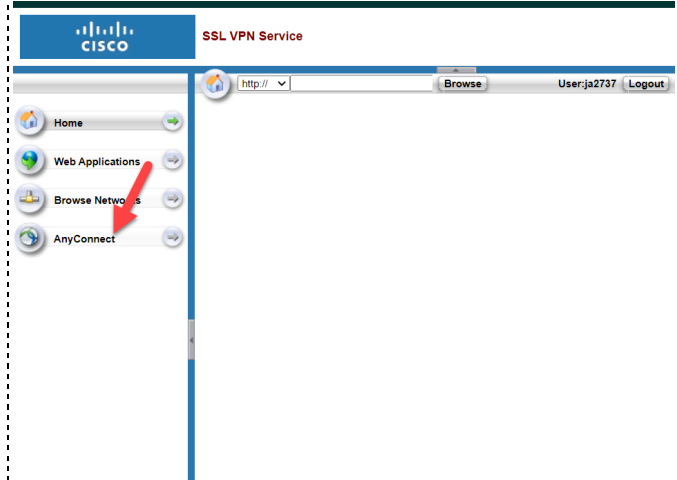
6. Click the **Start AnyConnect** link.
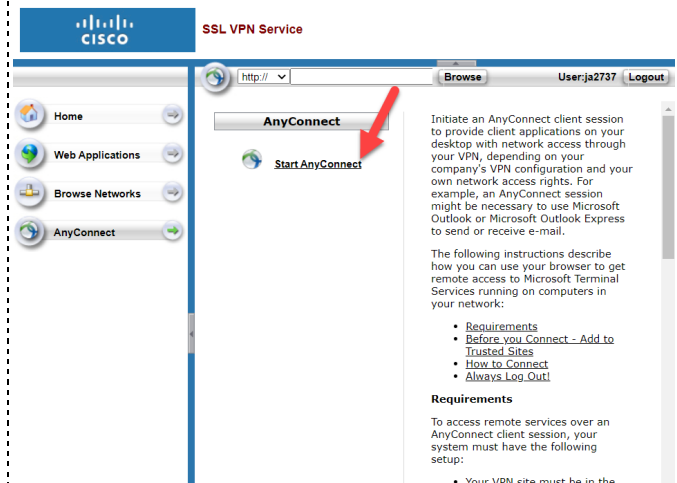
7. Click the blue **Download for Windows** button.

8. From the **taskbar**, right-click the **Start button**.

9. Click the **File Explorer** shortcut**.**
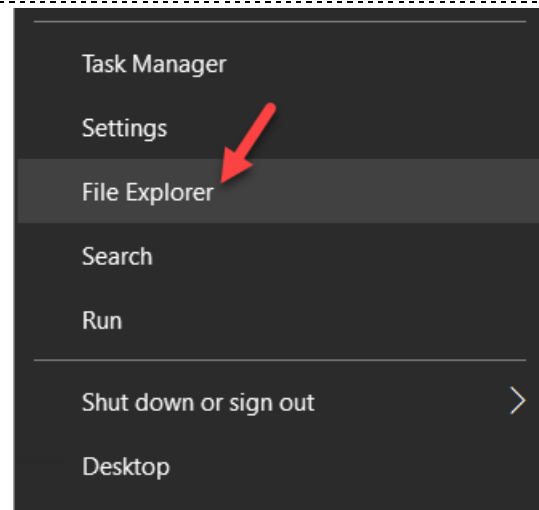
10. Click your **Downloads** folder.
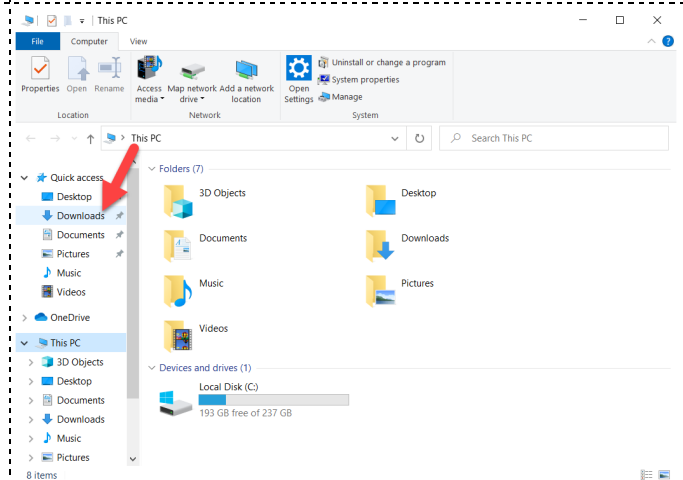
11. Double-click the file to start the installation.

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. From the **taskbar**, click the **Start button**

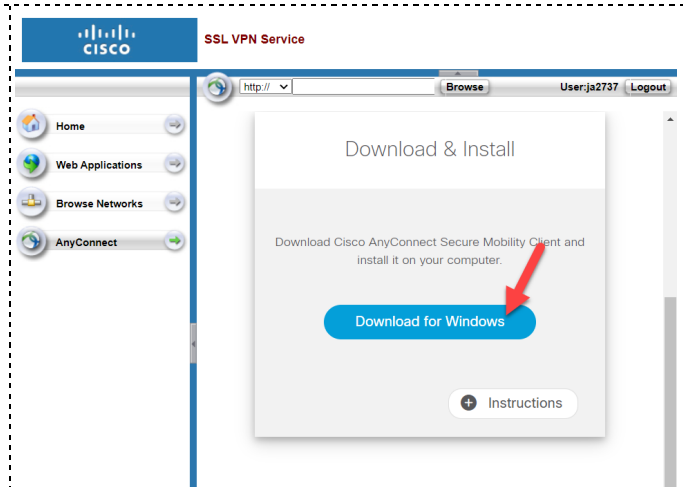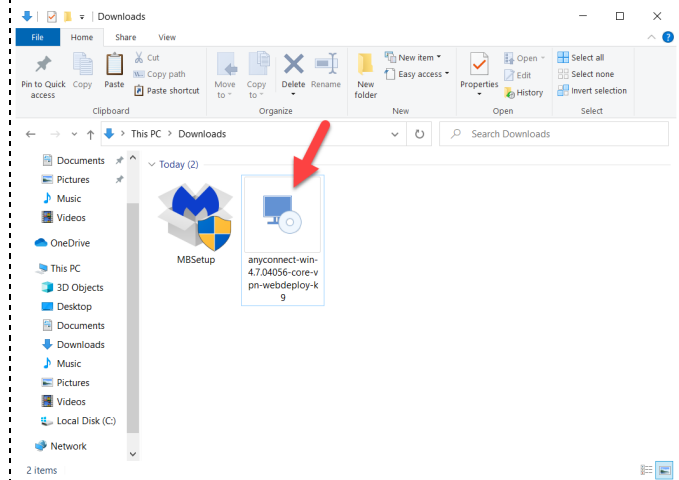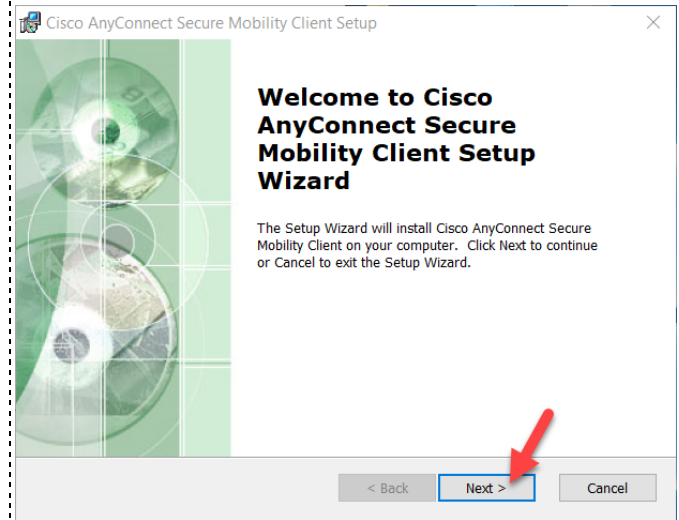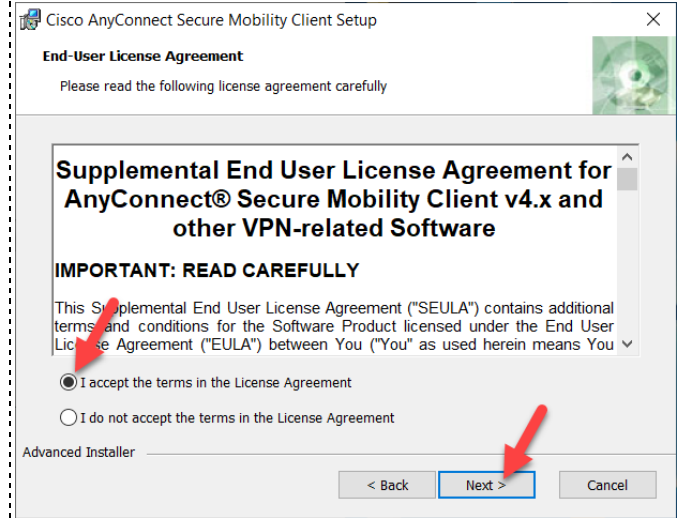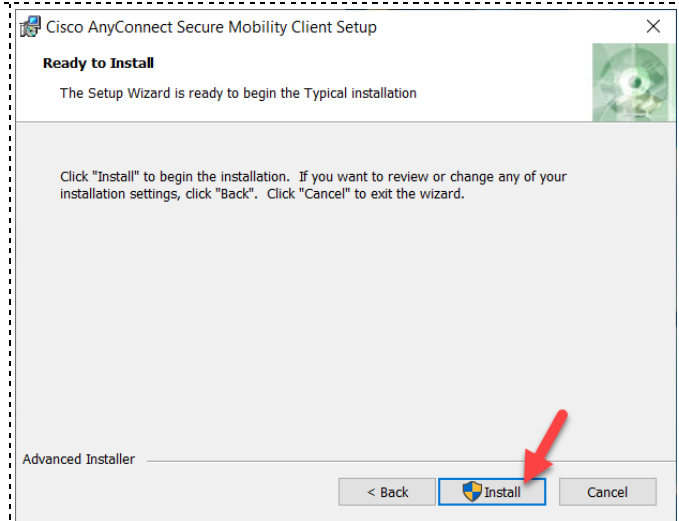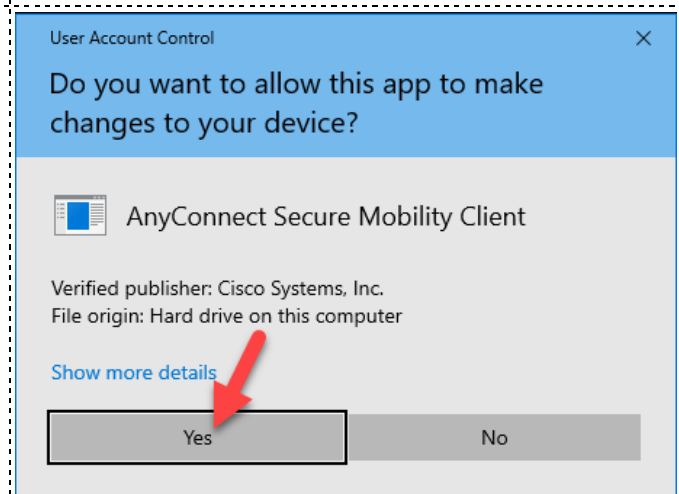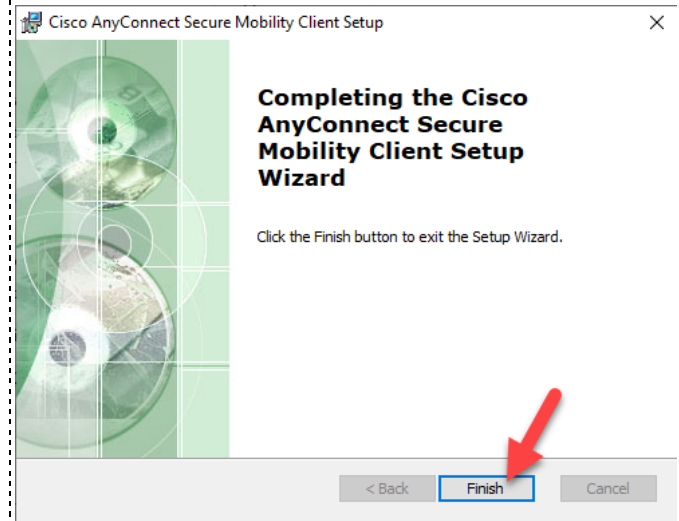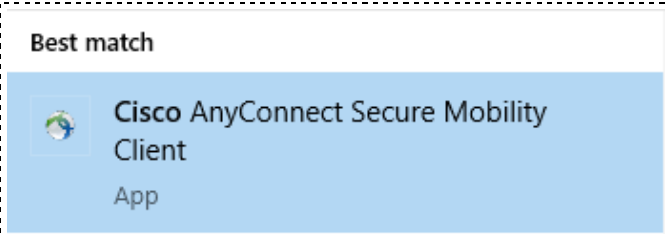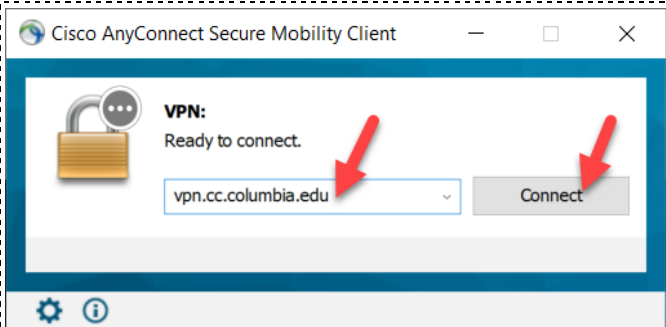|	
19. Enter: **Cisco**, then click the **Cisco AnyConnect Secure Mobility Client** from the App search list.	Best match ![Cisco icon] **Cisco** AnyConnect Secure Mobility Client App
20. Enter **vpn.cc.columbia.edu** in the drop-down menu. 21. Click the gray **Connect** button.	Cisco AnyConnect Secure Mobility Client — □ × **VPN:** Ready to connect. vpn.cc.columbia.edu ∨ Connect ⚙ ⓘ
22. Enter: USERNAME: **YourUNI** PASSWORD: **YourUniPassword** Duo Action: **push** 23. Click the **OK** button. 24. Approve the login request sent to your mobile device to establish a VPN connection.	Cisco AnyConnect | COLUMBIA VPN × Please enter your username and password. Username: YourUNI Password: ****************** Duo Action: **** Duo multifactor authentication (MFA) is now required for CU VPN. For users without an active Duo account, please have Duo MFA configured for your UNI per the instructions found at https://cuit.columbia.edu/mfa and then follow the instructions for active Duo OK Cancel
25. Click the gray **Disconnect** button.	Cisco AnyConnect Secure Mobility Client — □ × ✓ **VPN:** Connected to vpn.cc.columbia.edu. vpn.cc.columbia.edu ∨ Disconnect 00:00:23 IPv4 ⚙ ⓘ

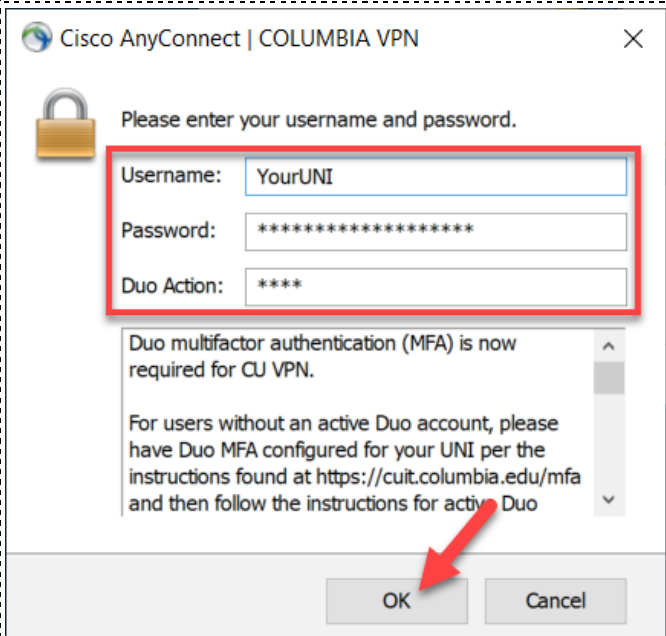26. Using the drop down menu select **COLUMBIA VPN**.
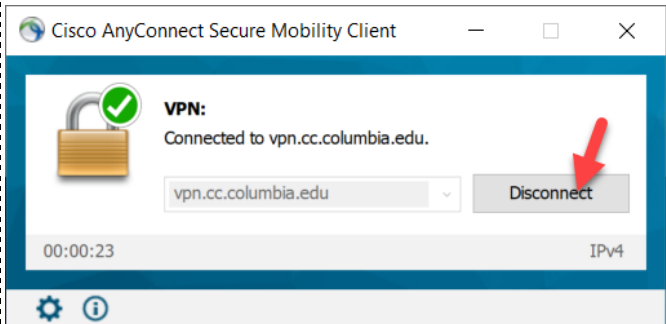

27. Enter:

    USERNAME: **YourUNI**
    PASSWORD: **YourUniPassword**
    Duo Action: **push**

28. Click the **OK** button.
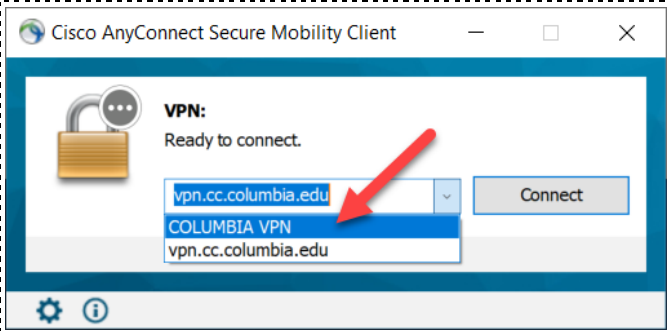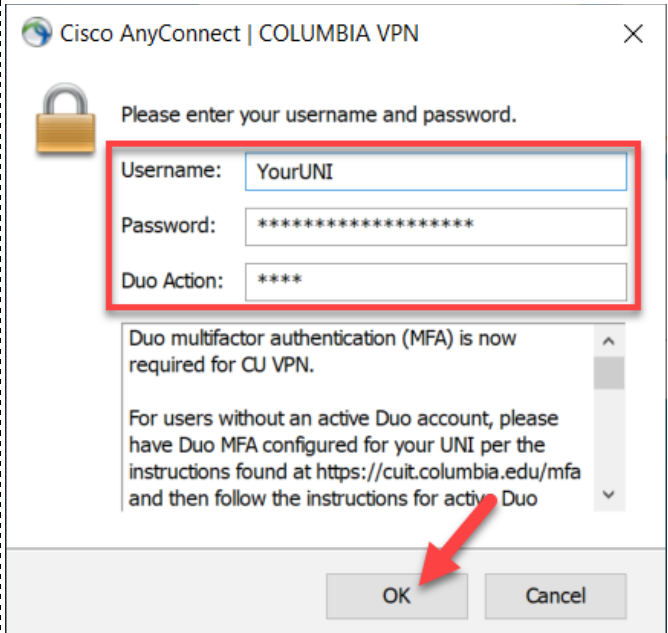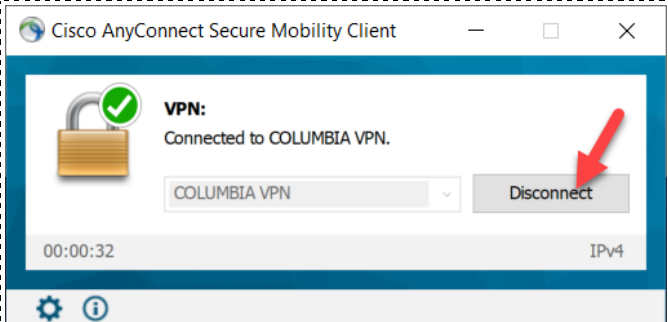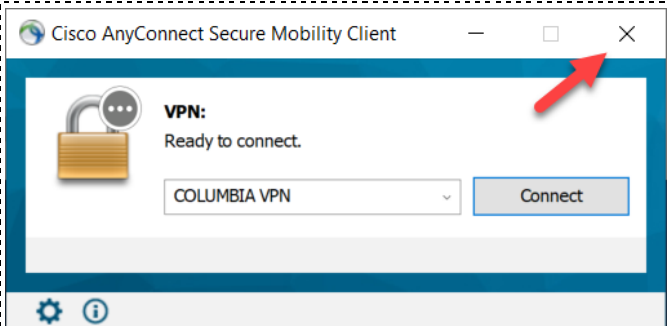29. Approve the login request sent to your mobile device.

30. Click the gray **Disconnect** button.

31. Click the **Close** button.

Connect to network drives

Network drives are storage devices connected to an IT 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 Law School buildings for security purposes. If you would like to connect to the network drives from off campus, you will have to connect to Columbia VPN to simulate that you are on campus.

G Drive:

The G drive is the name for the shared drive on the Law School IT network. Faculty, Staff, and Students all collaborate on the G drive. Folder access is granted by system administrators. Please follow the steps to connect the G drive to your Windows device:
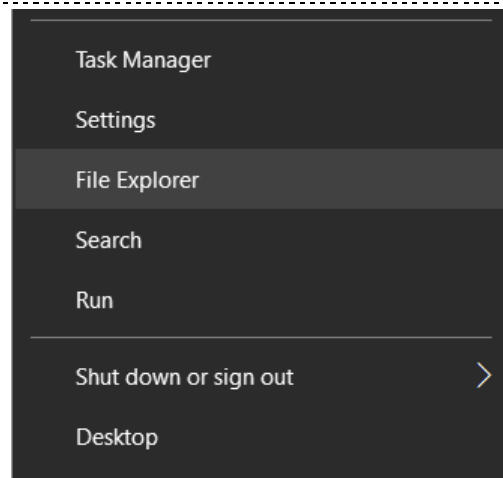
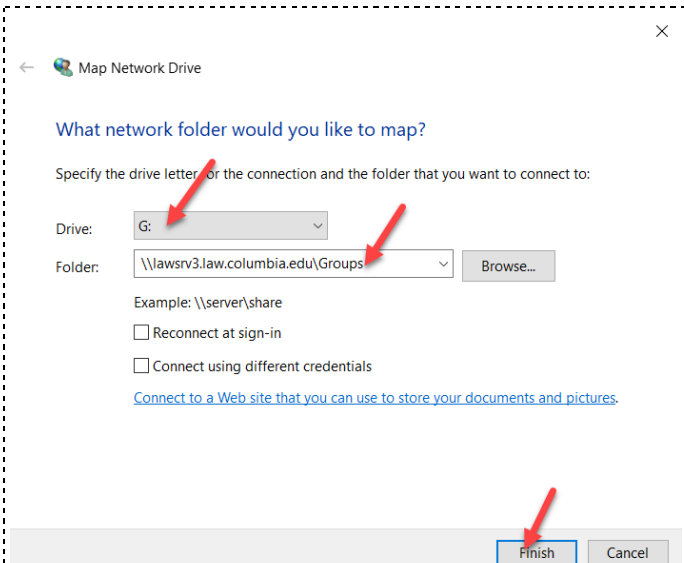|	
1. On the taskbar, right-click the **Start button**.	
2. Click the **File Explorer** shortcut**.**	
3. Click the **Map network drive** option.	
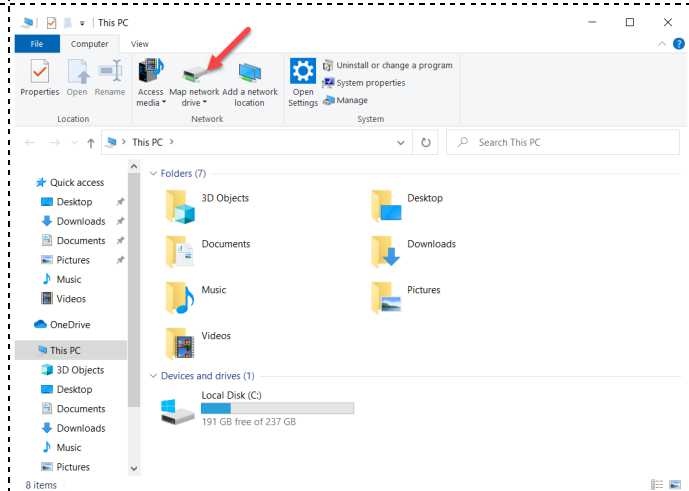
4. Select the G Drive letter, from the drop down menu.
5. Under **Folder:** enter:
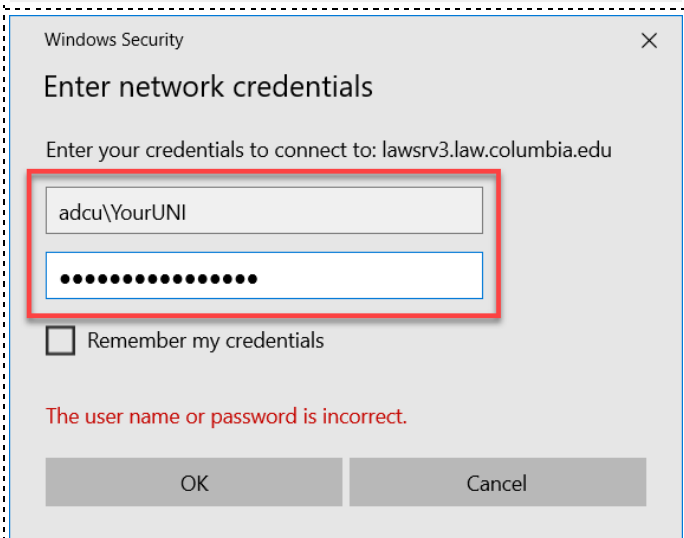
   \\lawsrv3.law.columbia.edu\Groups

6. Click the **Finish** button.
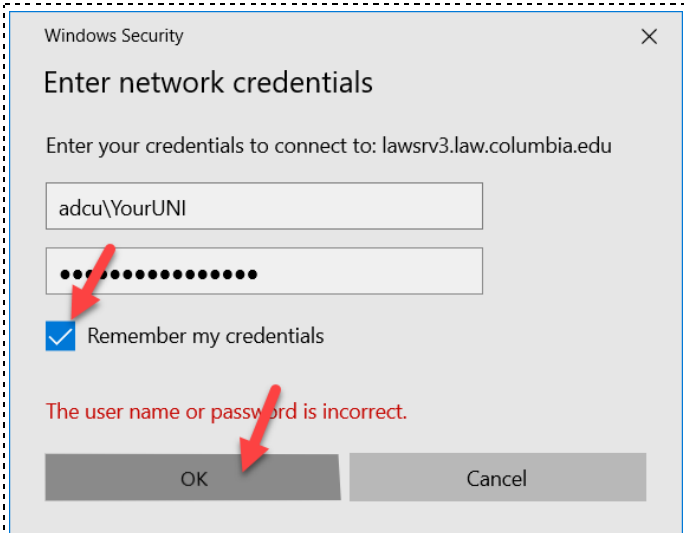
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7. Enter:

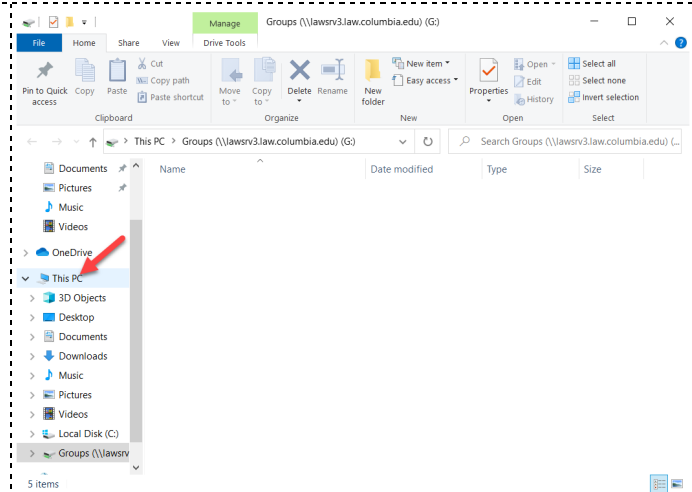   User Name: **adcu\YourUNI**

   Password: **YourUniPassword**

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8. Check the **Remember my credentials** checkbox.
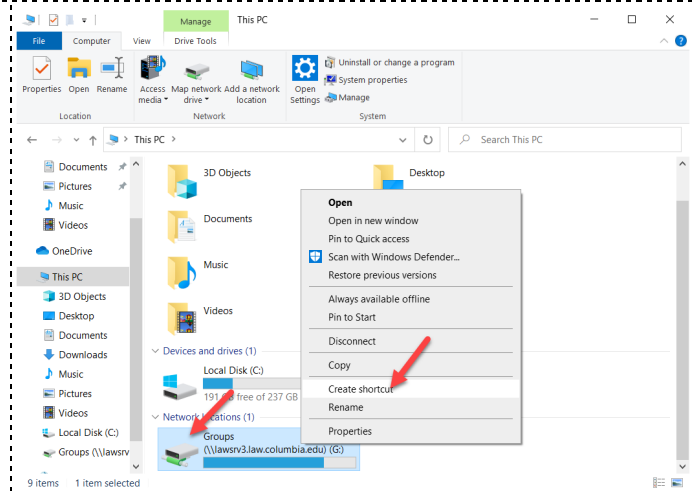9. Click the gray **OK** button.
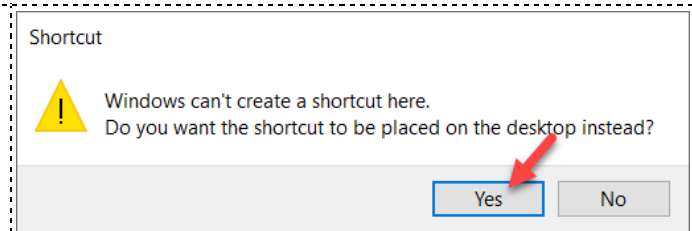
10. Click the **This PC** shortcut.

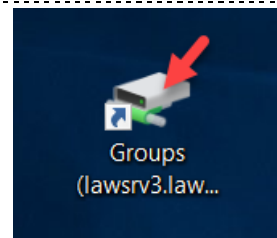11. Right-click the new **Groups** network drive.
12. Click the **Create shortcut** option.

13. Click the **Yes** button.

14. Right-click the newly created **Groups** shortcut located on your desktop.
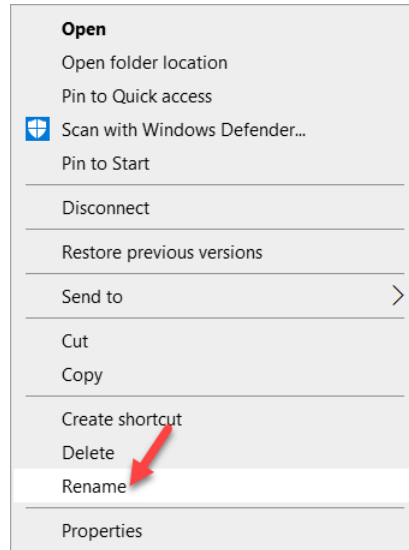
15. Select the **Rename** command.	Open Open folder location Pin to Quick access Scan with Windows Defender... Pin to Start Disconnect Restore previous versions Send to > Cut Copy Create shortcut Delete Rename Properties
16. Enter **G Drive** and press the **Return** key on your keyboard.	G Drive
17. Use this shortcut to access the G Drive.	G Drive
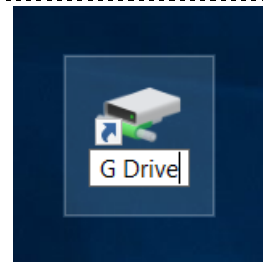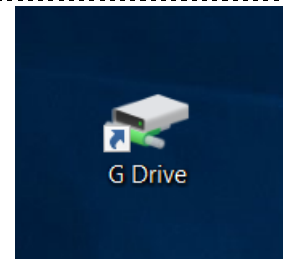
H Drive:

The H drive is your personal space on the network. Only you have access to your H drive. We recommend saving your files to the H drive if you do not already have a secure storage space for your files. Contents of the H drive are saved every night. Please follow the steps to connect the H drive to your Windows device:

1. On the **taskbar**, right-click the **Start button**.	
2. Click the **File Explorer** shortcut	
3. Click the **Map network drive** option.	
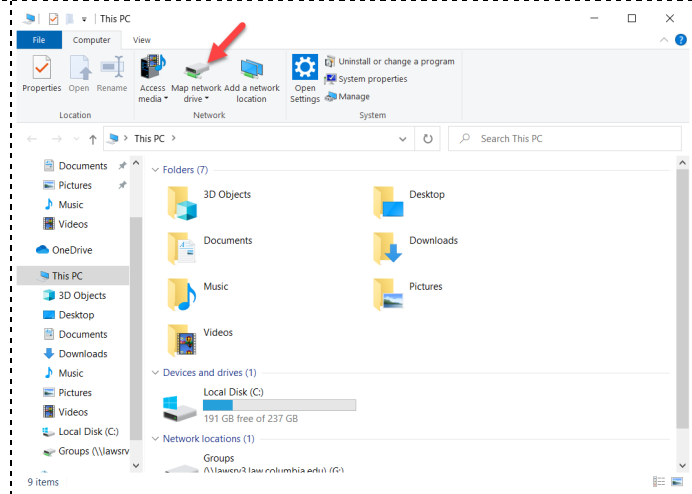
4. Select the H Drive letter, from the drop down menu.

5. Under **Folder:** type:

\\lawsrv4.law.columbia.edu\Students

6. Click the **Finish** button.

7. Enter:

   User Name: **adcu\YourUNI**

   Password**: YourUniPassword**

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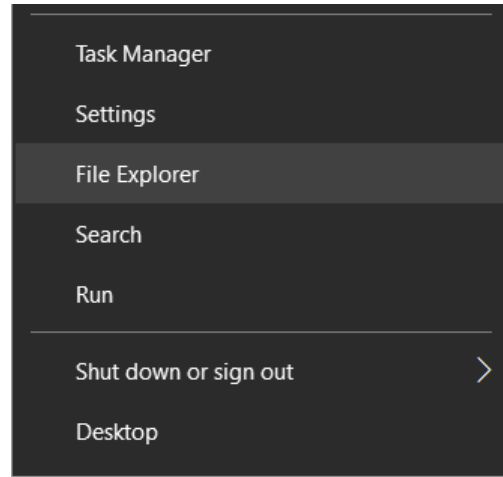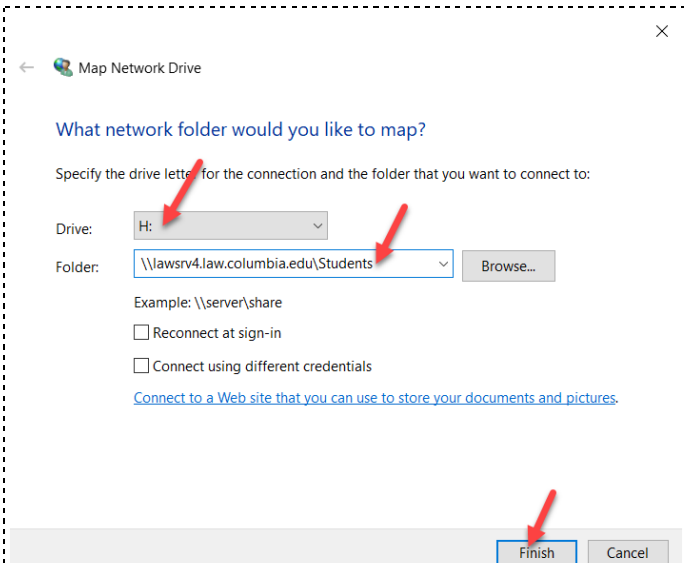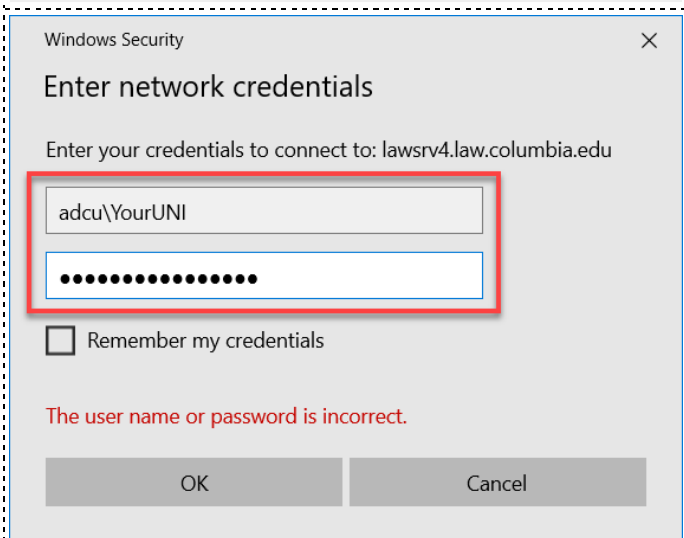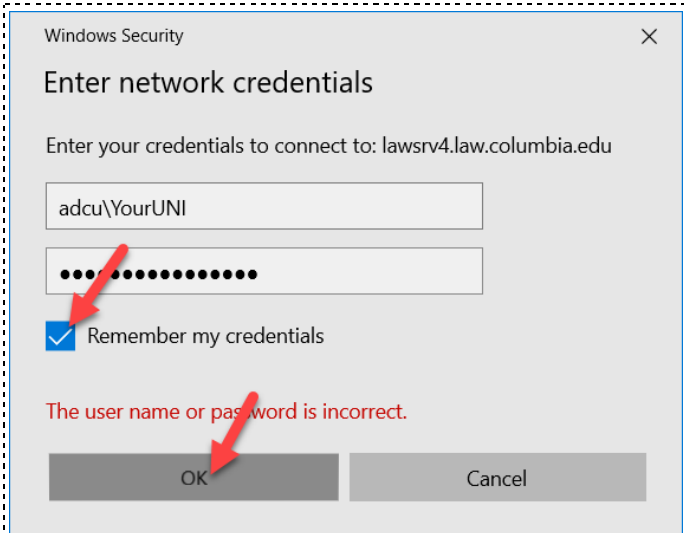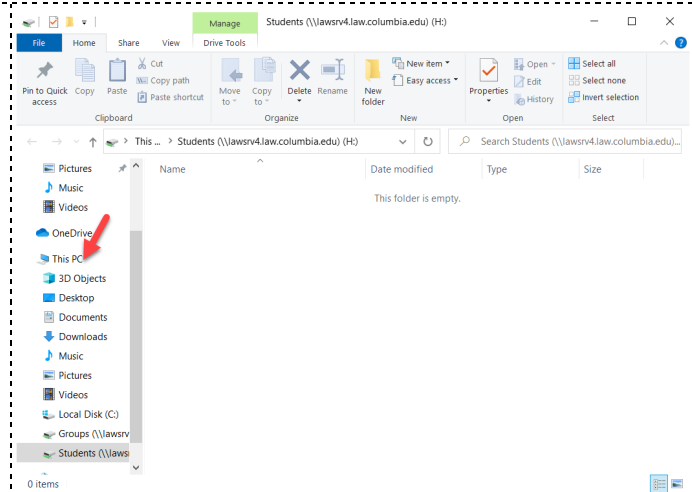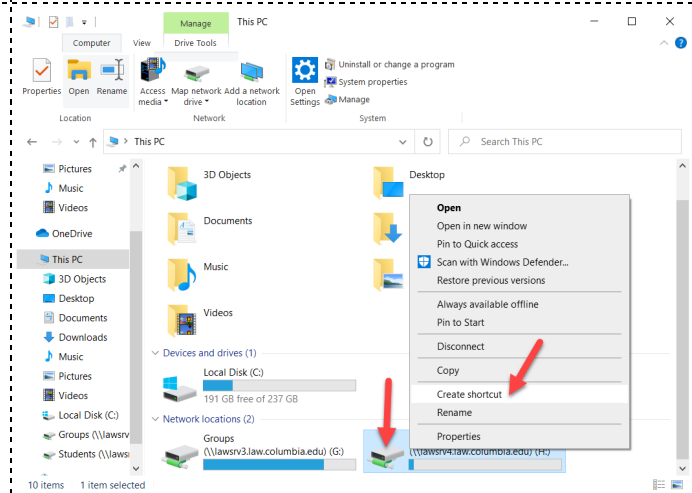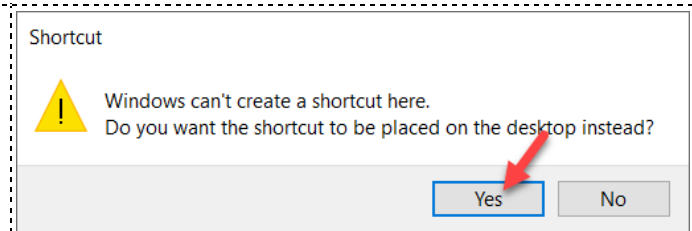12. Click the **Create shortcut** option.

13. Click the **Yes** button.

14. Right-click the newly created **Students** shortcut located on your desktop.
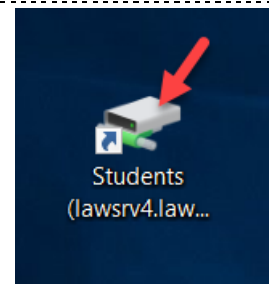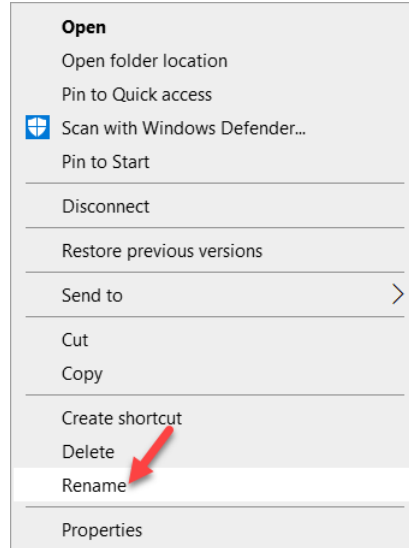
15. Select the **Rename** command.	Open Open folder location Pin to Quick access ⊞ Scan with Windows Defender... Pin to Start Disconnect Restore previous versions Send to >` Cut Copy Create shortcut Delete Rename Properties
16. Enter **H Drive** and press the **Enter** key on your keyboard	
17. Use this shortcut to access your H Drive.	
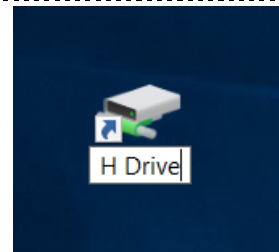
Student Lab Printers

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

1. You have a Printing Quota
2. To print, you must use the Print Release Station(s)

Printing Quota

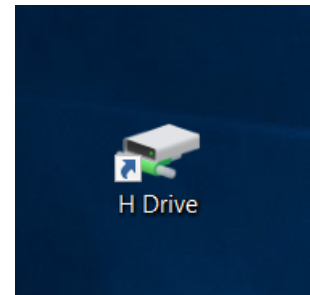1. You can print a total of **4000 pages for the entire academic year**
2. If your quota runs out, you must purchase additional pages, at **5 cents a page for black and white** and **20 cents a page for color** from the Circulation Desk, at the entrance to the Library, on the 3rd floor.
3. **Your pages 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.

Print Release Stations

When you send a job to print from either your Windows device, or, from the Student Lab computers you will need to release the job to a network printer. To release the job:

1. Walk up to the Release Station
   a. One is located to the left of the large printers in the 2nd floor student lab
   b. The other, is the computer located behind the large printers, in the 3rd floor 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.
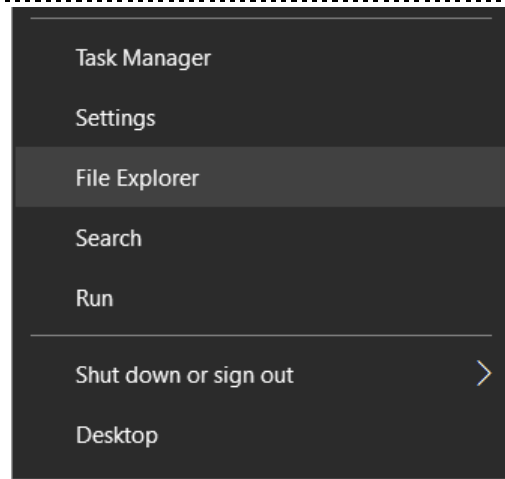
Configure Student Lab Printers

After accessing the student print server. Double click the printer that you want to setup. Your computer will download and install printer software and settings from the print server. After it is setup you will be able to see the printers available from your programs.
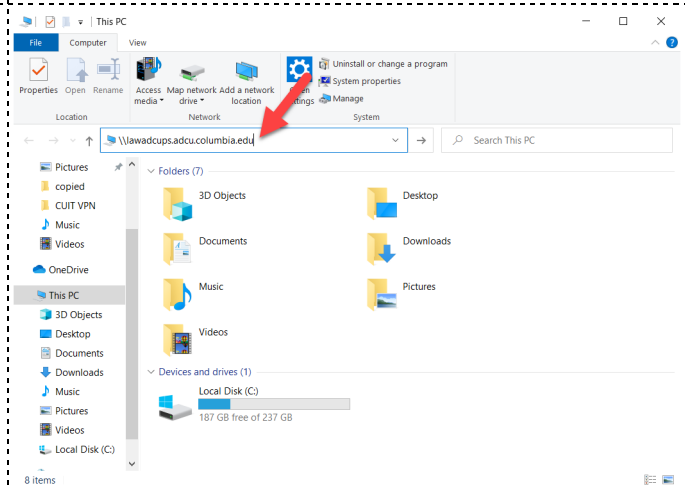
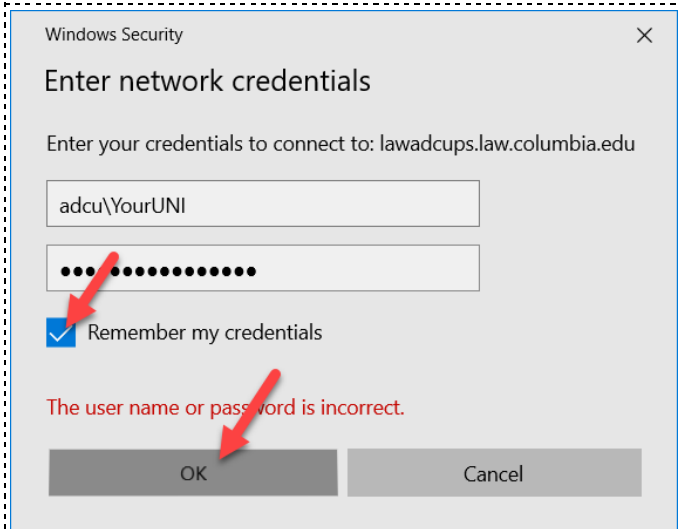|	
1. From the **taskbar**, click the **Start button**.	
2. Click the **File Explorer** shortcut.	
3. In the Address bar, Enter: **\\lawadcups.adcu.columbia.edu** And press the **Enter** key on your keyboard.	

4. Under:

   User Name: **adcu\YourUNI**
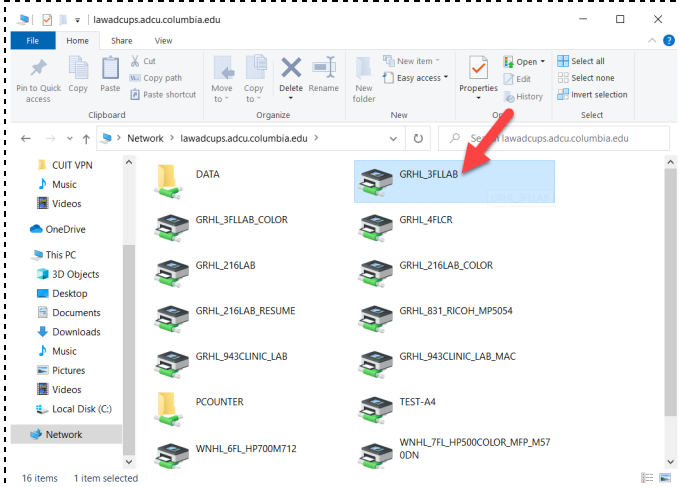
   Password: **YourUniPassword**
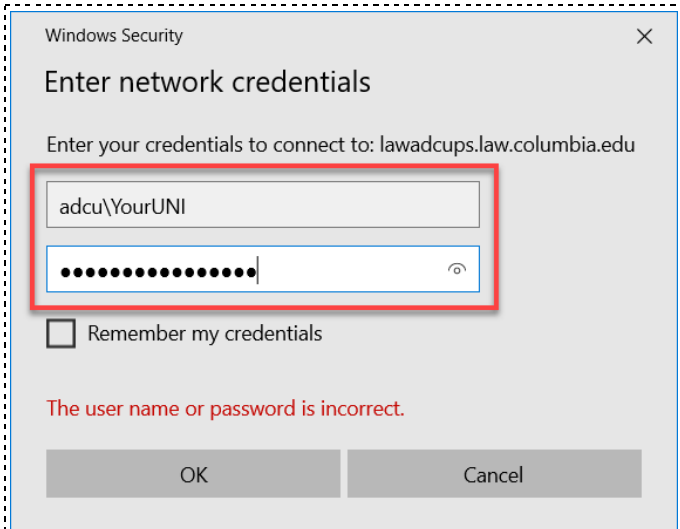
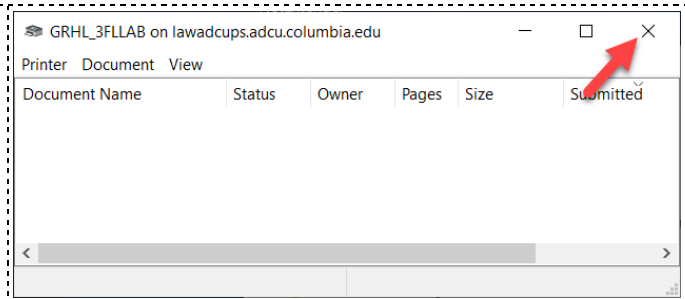5. Check the **Remember my credentials** checkbox.
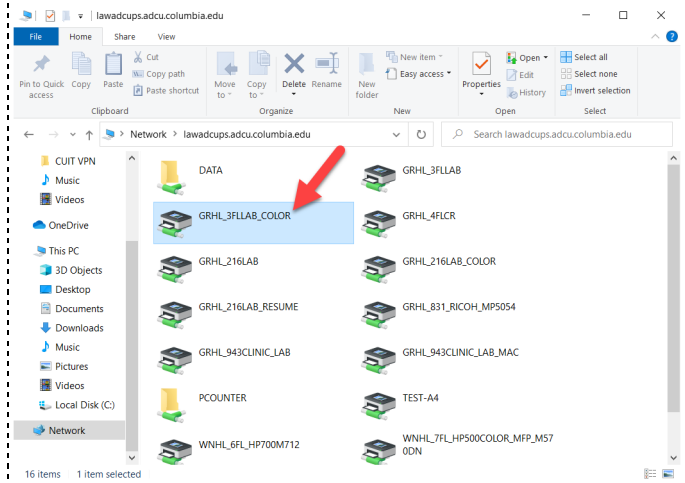6. Click the gray **OK** button.
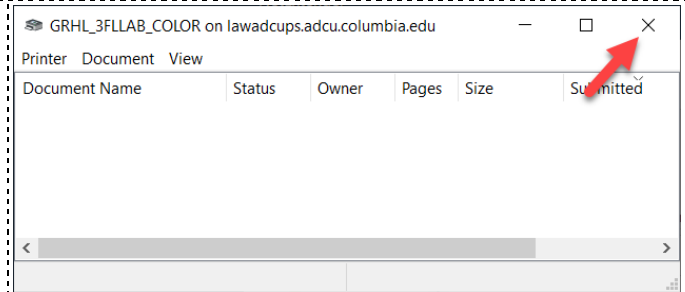

7. Double-click **GRHL_3FLLAB.**

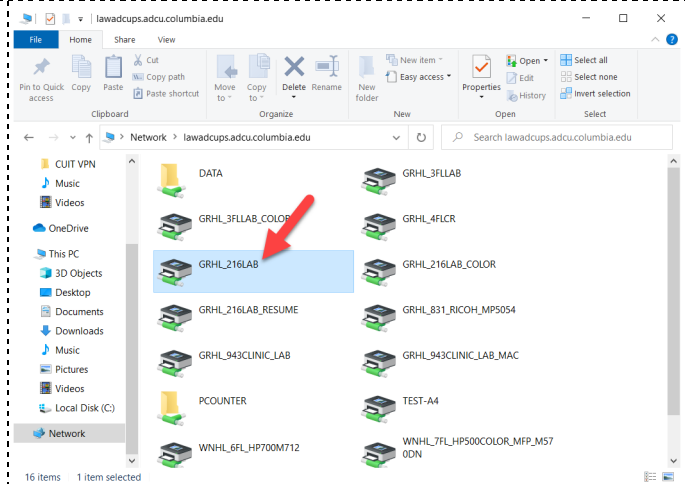8. Select the **Close** button.

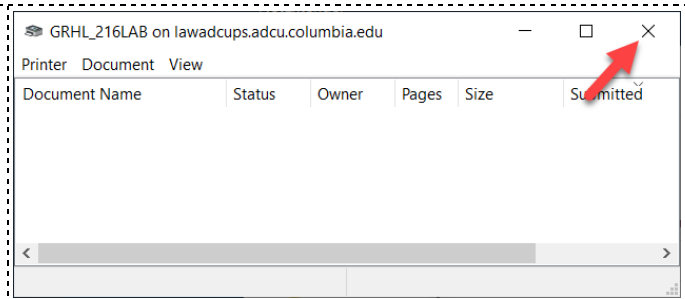9. Double-click **GRHL_3FLLAB_COLOR.**

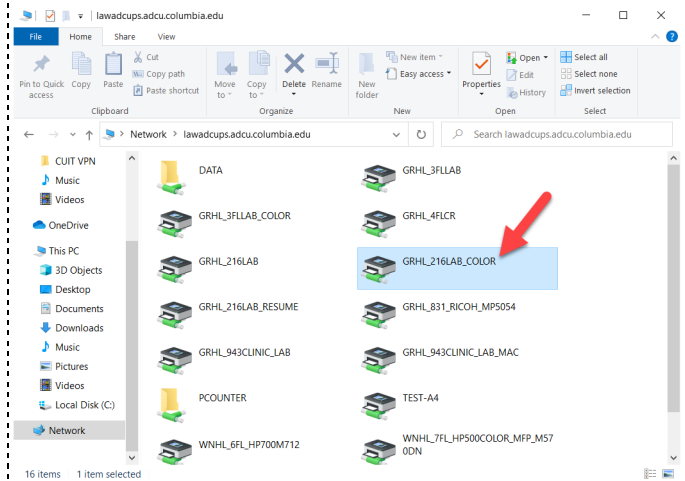10. Select the **Close** button.
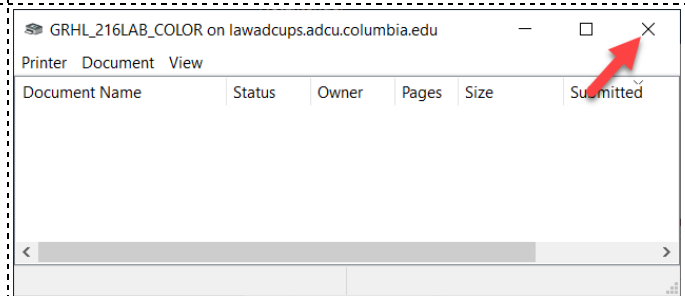

11. Double-click **GRHL_216LAB.**
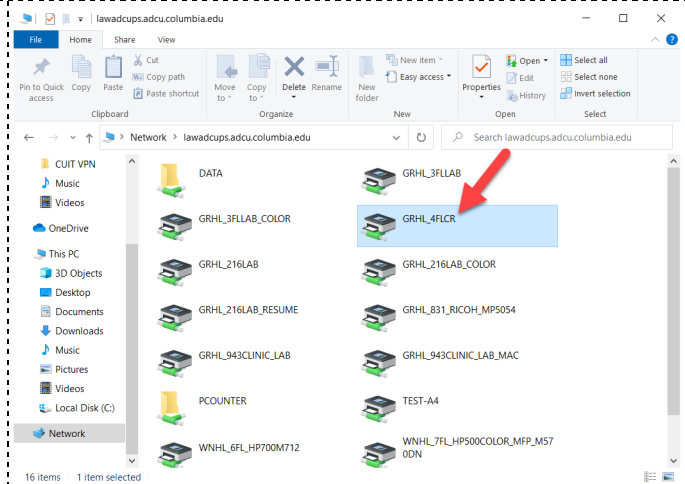
12. Select the **Close** button.

13. Double-click **GRHL_216LAB_COLOR.**

14. Select the **Close** button.

15. Double-click **GRHL_4FLCR.**

16. Select the **Close** button.

Document Name	Status	Owner	Pages	Size	Submitted

GRHL_4FLCR on lawadcups.adcu.columbia.edu

Printer   Document   View