

Columbia Law School

Configuration Manual

For

Mac OS X

(English Language Only)



Information Technology

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IMPORTANT NOTE ON COLUMBIA UNIVERSITY'S NETWORK

If you arrive with an infected Macintosh, or if it becomes infected after you're here, you may lose access to the Internet until you clean it up. This can take hours, endanger your personal documents, and require you to re-format your hard drive and re-install your operating system and all your applications from scratch. Although the Law School IT department is here to help you should it be necessary, it's up to YOU to take the necessary precautions to secure your Macintosh. The checklist on the previous page and the instructions for implementing some of these checklist items on the following pages are there to help you avoid becoming infected and being consequently blocked off the network.

In addition, please note that you may also be blocked by CUIT (Columbia University Information Technology), the University IT department at-large, should you connect to the University networks immediately outside of the Law School with an infected Macintosh. You can still come to us at the Law School IT department for assistance in getting back on the network at any time.

NOTE ON SUPPORT

This document is intended for configuring a Macintosh running English-language versions of Macintosh OS X only.

The Helpdesk at CLS-IT supports connectivity to the CLS network only. The Helpdesk does not provide support for applications, operating systems, hardware, or other Macintosh issues. If your Macintosh experiences hardware and/or software problems, contact your vendor/manufacturer for support.

Please be advised that the Helpdesk does not perform hardware/software installations. Students must perform hardware/software installation(s) themselves as per the manufacturer's instructions. If you experience problems during installation, contact your vendor/manufacturer for support.

Introduction

This manual will guide you through:

1. Connecting your Macintosh to the **Columbia Law School (CLS) network** using a wired **and/or** wireless-Ethernet card.
2. Connecting your Macintosh to the **Columbia University network (CUIT)** using a wireless-Ethernet card.
3. Connecting your Macintosh to the **CLS High-Speed Network Printers** using a wired **and/or** wireless-Ethernet card.

System Requirements

To connect your Macintosh to both the CLS and CUNIX networks, you must have the following:

- A valid CLS network account
- A valid Columbia University Information Technology (CUIT) network account
- A Macintosh running at least **Macintosh OS X 10.10**

For wired-Ethernet connections, you will also need:

- An Ethernet cable
- A live Ethernet jack at the Law School
- An Ethernet enabled port on your Mac

For wireless-Ethernet connections, you will also need:

- An Airport(Wireless) card
- To operate your Macintosh in a designated **wireless** area.

Registering Your Macintosh

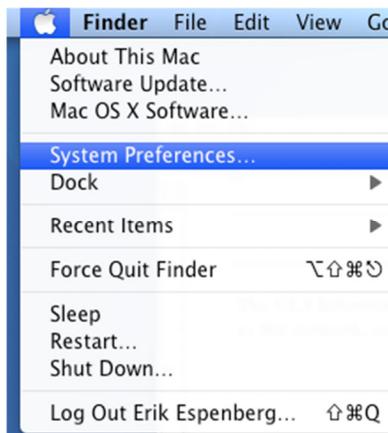
The CLS Information Technology Department provides and maintains a high-speed Ethernet network. **Before** you can connect to this network, you **must**:

1. Collect information about your Macintosh.
2. Register your Macintosh on the CLS network.

To do this, follow these instructions:

Step 1: Collect Information About Your Macintosh

1. Please click on the “**Apple**” icon located at the top left of the screen. Please select “**System Preferences**”.



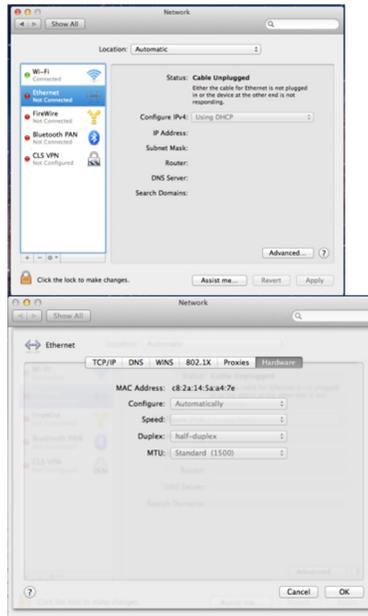
2. Click on the icon labeled “**Network**” under the “Internet & Wireless” section.



3. Click on “**Ethernet**”

NOTE: If you have a new model MacBook, MacBook Air or MacBook Pro w/ Retina Display, you might not have this. You can skip to step 7.

4. Please click on the button labeled “**Advanced**”



5. Please click on the tab labeled “**Hardware**”
6. Write down the “**MAC Address**” into the section allotted for you in **step 10**.

7. Please click on **Wi-Fi** (it may also say **Airport**).

8. Please click on the button labeled “**Advanced**”



9. Please write down the **Wi-Fi Address** in the space allotted below (Step 11)



10. Enter the **Ethernet ID** here:

_____ : _____ : _____ : _____ : _____ : _____

11. Enter the **Airport/WiFi ID** here:

_____ : _____ : _____ : _____ : _____ : _____

12. Your manufacturer should be Apple:

_____ Apple _____

13. Enter your Apple Model here (e.g. MacBook Pro, MacBook Air, etc.):

Step 2: Register Your Apple In Lawnet

Note: This step must be performed on a Computer with a live internet connection.

You may do these steps from the Columbia Law Guest network (from inside Law School buildings), or from your home network (if you are choosing to do this from outside of the Law School):

-
1. Go to the following website.

www.law.columbia.edu/lawnet

-
2. Click on the “Log In” button on the far right hand side of the web page. On the following page, Enter your **Law School User Name and password**, and then click **Login**.



-
3. On this page, you should see all of your available services, but if not, click on the “My Services” tab to expand the dropdown menu. A menu will appear, and you should select “Register Ethernet Card” from the “Information Technology” heading. On the next page, click the green “Register New Card” button.



-
4. You will need to refer to **page 6** for the information being requested.

Card Address: This is the **Physical Address** you recorded in **Step 10, on page 6**. Enter the 12 characters **WITHOUT** the dashes.

Note You will only see one line for “Card Address.” This is fine. You can enter another card after you click “Register.”

Operating System: Select **Mac OS X**.

Workstation Manufacturer: Enter “Apple”

Workstation Model: Enter the information for **Step 13, on page 6**.

When you have entered all the required information, click **Register**.

Register Network Card

This form allows you to register the network card of your laptop in order to be able to connect to the Internet through the Law School network. Please, fill out the form and then click the Register button underneath. To see an explanation for a particular field of the form, place your mouse pointer at the question mark next to it.

About your card

Card Address

About your computer

Operating System
-- Select Operating System --

Manufacturer

Model

-
5. *You will see this confirmation screen if successful.*
 6. *Click **View Current Registration***
 7. *Check to make sure that the **Card Address** you just entered matches your **Physical Address**. If you have made a mistake, check the box next to the Card Address and press **Delete**. Repeat **step 4, on this page** and correctly enter your information.*

[Register Network Card](#)

Thank You!

Your request has been received. If you registered between 6:00 AM and 11:00 PM (US Eastern Time) you can expect network connectivity in 15 min, otherwise it will be available next morning.

[View Current Registrations](#)

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8. *If you have a second **Physical Address** you need to register, click **Register New Card**.*
 9. *Repeat **Step 4, on page 7**, entering the second **Physical Address** on page 6.*
 10. *Once all your Physical Addresses have been registered, click the **Log Out** button and proceed to the next page.*

Register New Card

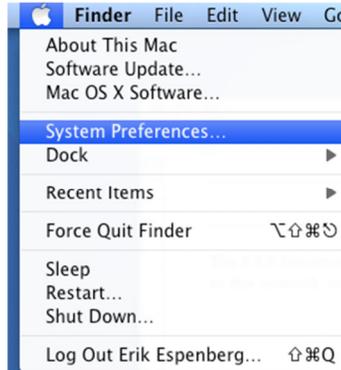


[Logout](#)

Setting Up Automatic Apple OS X Updates

IMPORTANT: These instructions will guide you through the process of setting up Macintosh OS X to download Critical Updates automatically. These updates will be downloaded silently in the background while you work, as they become available. When the downloads are complete, Macintosh OS X will notify you that they are ready to install. Please **DO NOT WAIT** to install the updates at a later time. Many of today's viruses and worms are created to exploit the vulnerabilities in Macintosh OS X that these Critical Updates address. Failure to install these updates when they are ready will leave your Macintosh prone to hackers and viruses which neither Symantec Anti-Virus nor your Firewall will be able to block.

-
1. Please click on the **"apple"** icon in the top left hand corner.
 2. Click on **System Preferences**.



3. In the **System Preferences** window click on the icon labeled **App Store**, located near the bottom of the window.



4. Make sure that **Automatically Check for Updates, Download newly available updates in the background, and Install system data files and security updates** are all checked. Macintosh OS X will know to automatically download and install any updates it finds on the server as soon as you turn your machine on and are connected to the Internet.



NOTE: As Critical Updates are meant to address vulnerabilities in Macintosh OS X that are often found as a result of new viruses and worms that aim to exploit them, there may be periods in which Critical Updates seem to come out everyday, while other times you may go for a few weeks before seeing an update available. This is normal – just be sure to install them as they appear.

Installing Symantec Endpoint Protection

Please Note: If you already have Anti-virus Currently Installed, you may continue to use your antivirus as long as you keep it updated.

IMPORTANT: Columbia University provides a version of Symantec Anti-Virus available free of charge to Columbia Students. Please be sure to follow these instructions while connected to the Internet. You will need the connection in order to download the program and to update it once it has been installed. **ALSO**, please be sure to **UNINSTALL** any previous version of Symantec/Norton Anti-virus or any other Anti-virus program on your Macintosh before you proceed. We encourage you to consider using the University's version (below) which will never require a subscription fee. Instructions for removing prior versions of Symantec can be found at www.symantec.com.

-
1. Please click on Safari, Safari is located on the dock (at the bottom of the screen).



-
2. Please type the following address into the address bar:
<http://cuit.columbia.edu>



3. Under the heading for "Services & Resources for the CU Community", look for the link for **Software and Downloads** and click it.



4. In the next page, under "By Type," click on **Computer Security**.



5. Locate the link for **Symantec Antivirus** and click it.



6. Click on the link for your version of OS X.

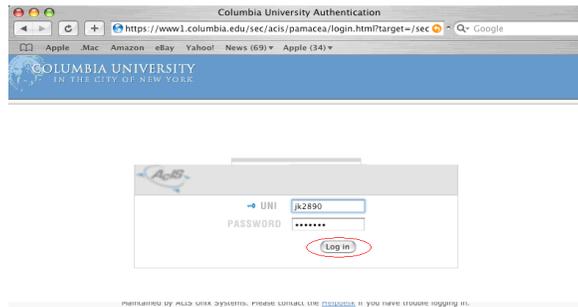
IF YOU ARE UNSURE WHICH VERSION YOU SHOULD USE, PLEASE CLICK THE APPLE ICON IN THE TOP-LEFT, AND SELECT “ABOUT THIS MAC.” This will tell you the version of OS X you are using.

[SEP 14.x for 64-bit Windows 10, 8, 7](#) (157 MB)

[SEP 14.x for 32-bit Windows 10, 8, 7](#) (145 MB)

[SEP 14.x for Mac OS 10.9 and Later](#) (36 MB)

7. You will then be asked to put in your **UNI** and **password**. Please enter this information and then click “**Log in**”. The UNI is the ID given to you by the University when you first entered the school. It is the same login and password you use to login into your Columbia e-mail account.



8. After you click “Log In”, the file should automatically download and save to your Downloads folder under the name SEP_MAC.

9. After opening the folder, click on “**Symantec Endpoint Protection.dmg**” and once it loads, click on “**Symantec Endpoint Protection Installer**”



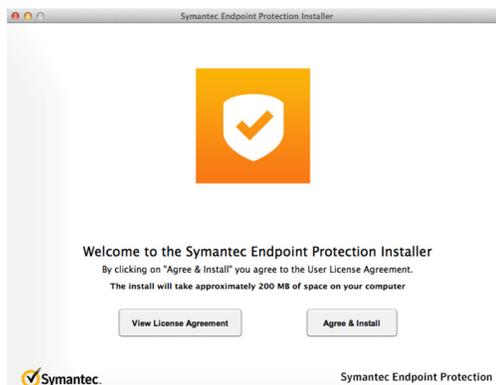
10. You may be prompted with a security window. Just click “**Open**” to proceed.



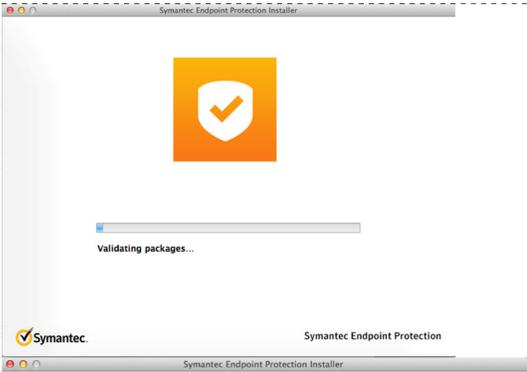
11. Another warning will appear that informs you the system will need to be restarted when the installation is complete. Please click “**Continue**.”



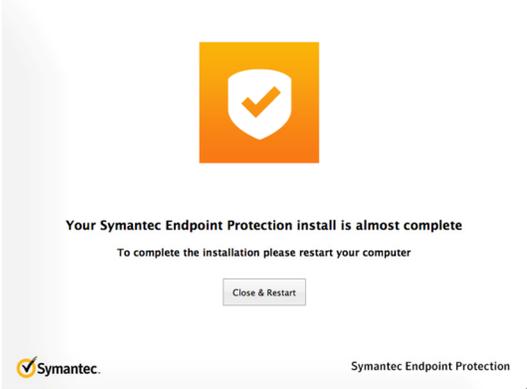
12. You will see a window for the license agreement. If you agree to it, please click “**Agree & Install**.”



13. From here, the software should begin installing for you.



14. Once complete, the Installer will allow you to click **“Close & Restart.”** By clicking this, your computer will shut down and restart. Please save any open documents before clicking this.



15. When you restart, your Symantec AntiVirus will run “LiveUpdate” in the background to give you the newest Virus Definitions.

Adding the Student Network Drives to your Macintosh

Please remember that access to your Network drives is only available while inside of one of the Law School Academic Buildings unless you are using VPN to connect.

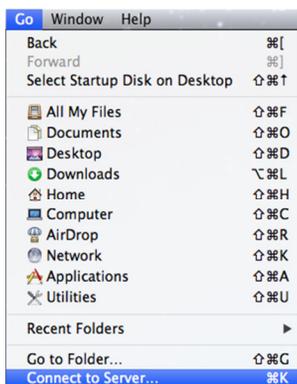
1. Please click Finder, and then click on "Preferences".



2. In the window that appears, be sure that "Connected Servers" is checked. Once done, you can close the window.



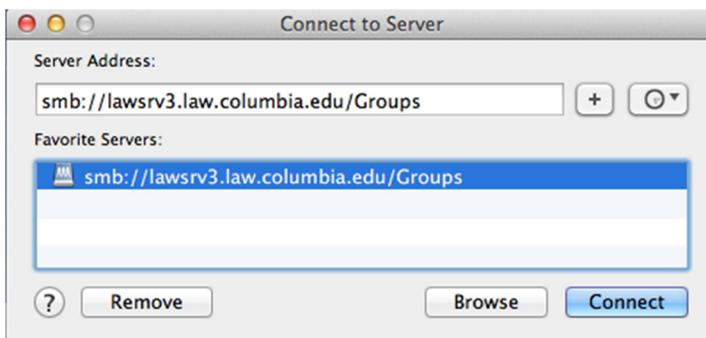
3. Now you will click "Go", then "Connect to Server".



4. Please type the following path for access to your student G drive:

smb://lawsrv3.law.columbia.edu/Groups

**Then click the + sign in order to add this address to your favorite connections, just in case you lose the Alias on your Desktop.*



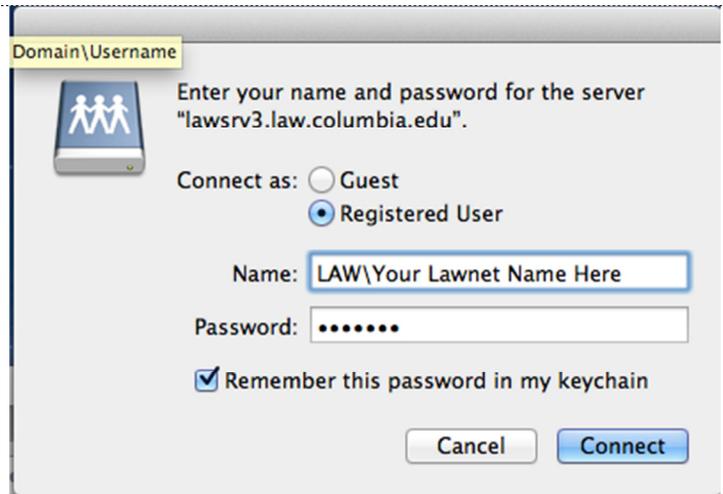
5. You will now click “Connect.” When prompted in the dialogue box, the following should be what you will fill in to complete your access to the drive:

Username: LAW\YourLawNetUsername

Password: YourLawNetPassword

NOTE: Where it says “Your Lawnet Name Here”, you should enter your own Lawnet name.

Click the check box to remember the Username & Password in your Keychain, and click OK. You should now see your G drive folder.

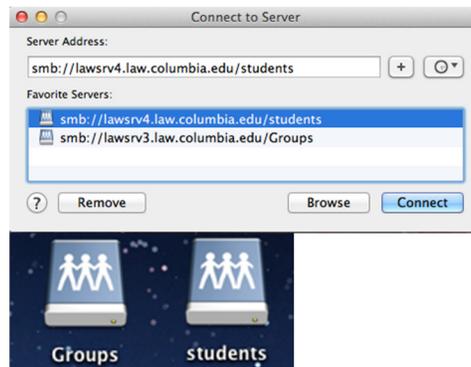


6. For access to your student H drive, please type:

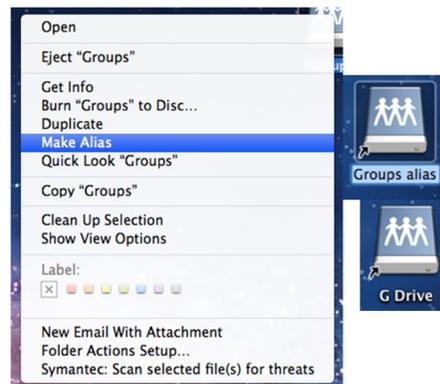
smb://lawsrv4.law.columbia.edu/students

7. Please click on the + sign to add this to your favorites, and then press the “Connect” button.

(Repeat step 5 from above for your username and password in order to authenticate with the Law School network.)



8. To make the Alias (i.e. Shortcut) to the G/H drives, you will need to right click the “Groups” drive, and click on “Make Alias”



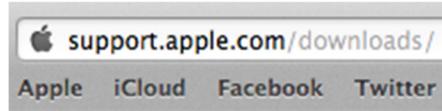
9. A shortcut should appear, and you can rename it to something more familiar, such as “G Drive”.

10. You will repeat these steps for the “Students” alias, and you can rename the alias to “H Drive.”

Adding CLS Network Printers to Your Mac

IMPORTANT: Columbia Law School has several network printers in Jerome Greene Hall for use by its students. These printers are located on the 3rd Floor inside of the computer lab (directly across from the Library), the 2nd floor inside of the Library (enter the Library and go downstairs), and the 4th Floor of the Library (enter the Library and go upstairs). These printers are labeled: GRHL_3FLLAB, GRHL_216LAB, and GRHL_4FLCR, respectively.

1. You will first need to download the HP Printer drivers from the Apple website by visiting:
<http://support.apple.com/downloads>

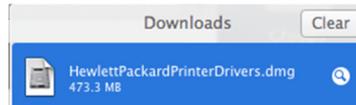


2. You may click on "Browse by Product" and search for "HP Printer Drivers". and once you find the **HP Printer Drivers v 5.0**, you can begin downloading them.



HP Printer Drivers v5.0 for OS X

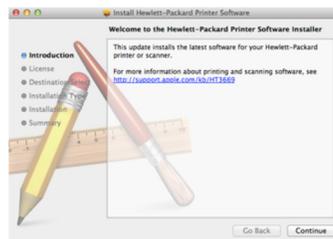
3. After the download is complete, you will be able to install the software. Double click the file "HewlettPackardPrinterDrivers.dmg" from your downloads folder to unpack the file.



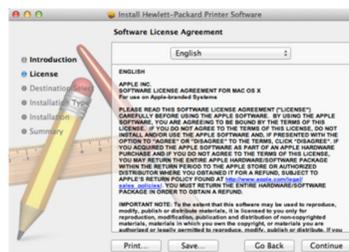
4. You will then see a window pop up, and you will need to launch the file "HewlettPackardPrinterDrivers.pkg".



5. When the package launches, you will be greeted with a Welcome window. Click "Continue."



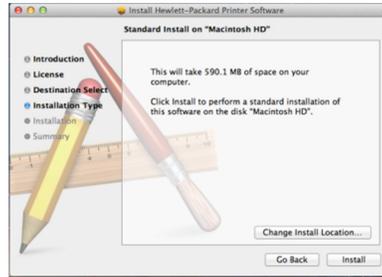
6. You will now see a License Agreement window. Click "Continue".



7. You will be asked to confirm your agreement of the License Agreement. If you agree to the terms, click "Agree."



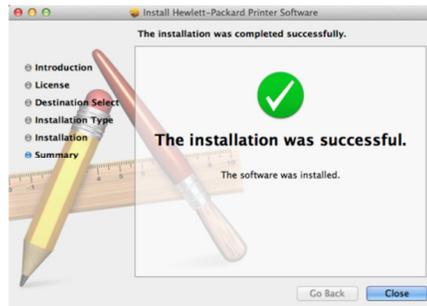
-
8. The next window that should appear will inform you how much space will be required by the installation. You can click **“Install”** to proceed.



9. You will be prompted to enter the password for your computer in order to proceed with the installation. Enter your password, and click **“Install Software.”** Because of the size, the installation may take a couple of minutes to complete.

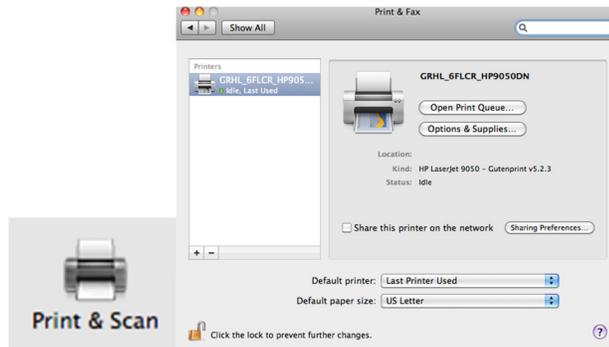


10. Once completed, you can click **“Close”** to close the installer.

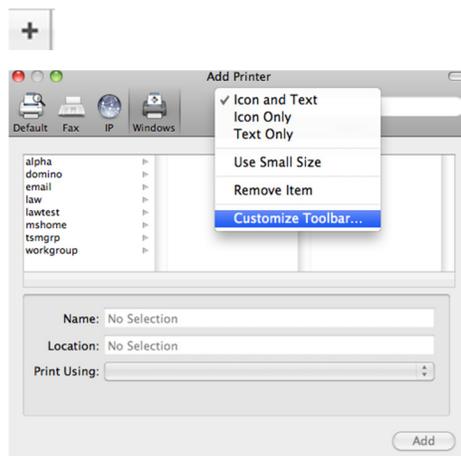


Part 2: Adding CLS Network Printers to Your Mac “Windows” Printing via SAMBA (SMB)

1. Go to **System Preferences** and click on **Print and Scan** (It may also say “Printers & Scanners”).



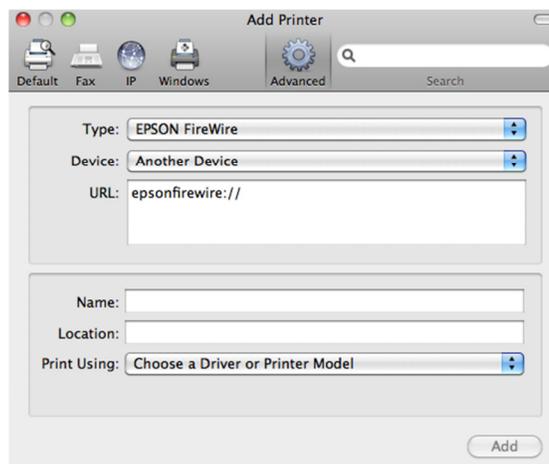
2. Click on the + sign to add another printer.
3. Right click on any open space on the menu bar, and click **“Customize Toolbar”**.



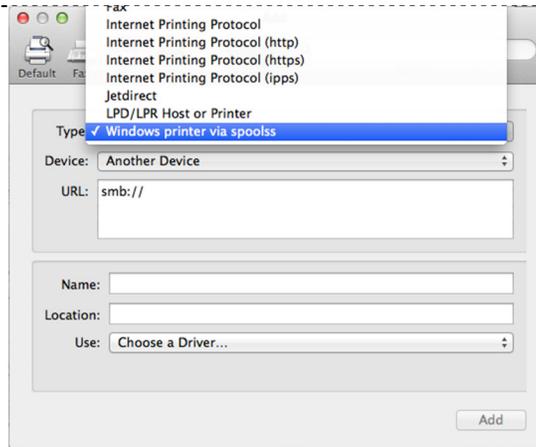
4. Click and Drag the **“Advanced”** icon to the menu bar, then click **Done**.



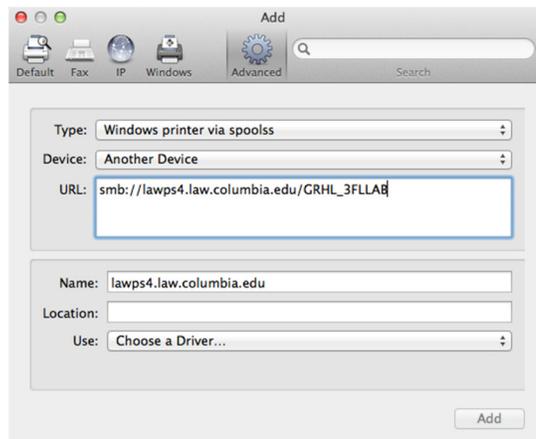
5. Now you will click on the **Advanced** icon.



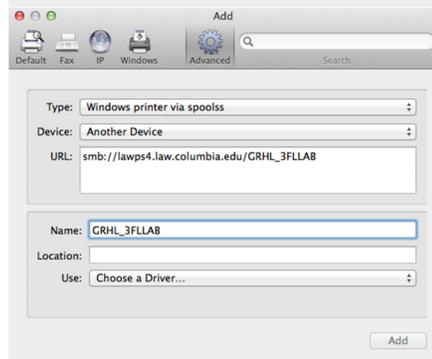
6. From the dropdown menu under **Type**, you will select **“Windows printer via spoolss”**.



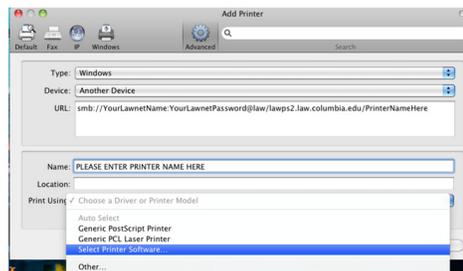
7. In the field for URL, type the following string:
smb://lawps4.law.columbia.edu/GRHL_3FLLAB



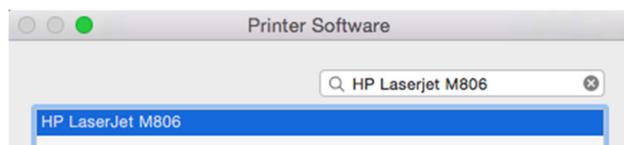
8. In the field for **Name**, enter the name of the printer.
In this case, replace **lawps4.law.columbia.edu** with **GRHL_3FLLAB**.



9. To add the driver, you will now click the menu for **“Choose a Driver or Printer Model”**. From there, you will click **“Select Printer Software.”**



10. Select a driver for the printer you wish to add, then click OK. In this case, type **“HP Laserjet M806”** from the Filter box. You can click on the **“HP Laserjet 806”** then click **OK**.



11. Now you will click **“Add”** to add the printer to your Mac.

12. You will then be prompted for some additional options for the printer, which you will check the boxes for **“Optional Tray”** and **“Duplex Unit.”** When finished, click **“OK.”**

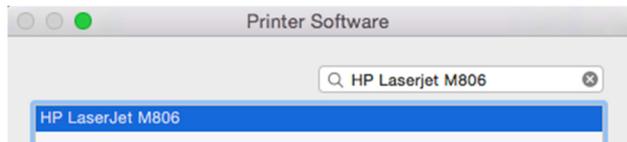
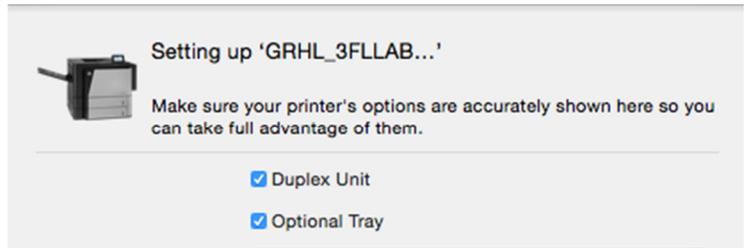
13. You may open a webpage to print a test document to the printer. If the print job is successful, the print icon will appear on your dock, and quickly disappear. If the printer says **“Paused”**, you may have to re-add the printer.

NOTE: You will not lose any print credits for printing the test page, unless you are release it from the Release Station in the lab.

14. Please repeat steps 5-12 in order to add the printers on the 2nd Floor of the Library. Instead of GRHL_3FLLAB, you will use **GRHL_216LAB**(for the 2nd Floor of the Library in JGH).

15. The 4th Floor printers (**GRHL_4FLCR**) should be added using the same steps, except the drivers should reflect the **“HP LaserJet M806.”** You will also need to check the **“Duplex Unit.”**

16. You will be prompted to enter your Law School username and password upon the first print job you send to the printer. Enter your Law School name and password, and check **“Remember this password”**, and you should be all set.



Printing Quota and Print Release Stations

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

- **You have a Printing Quota:**
 - a. You can print a total of **4000 pages for the entire year**
 - b. If your **quota runs out**, you must **purchase additional pages, at 5 cents a page** from the **Circulation Desk**, at the entrance to the Library, on the 3rd floor.
 - c. **Your pages are available until July 31st** following the end of the Academic Year.
 - d. **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.
 - e. **If your job does not print properly**, for whatever reason (low toner leading to 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 can not 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 laptop, or, from the computer 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:

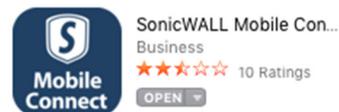
- a. Walk to the **Release Station**
 - a. one is located to the **right of the large printers in the 2nd floor Computer Lab**
 - b. the other is the first computer, to the **right of the printers in the 3rd floor Computer Kiosk.**
- b. A list of logins will appear – **find your Law School login** in the list and double-click it.
- c. Enter the **password** to your Law School login.
- d. A list of jobs you have sent to print will appear.
 - a. Click on the **check-box to the left of the job** to select it for printing.
 - b. Click the big **Print** button on the upper-left hand side of the window – the job should start printing in one of the printers in the lab. Along with your document, you may get a receipt (known as a separator sheet) with your Law School login, the name of the job (document), the number of pages in the job, and the remaining quota you have available. This should make it easier to find your job.

Configuring and Connecting a VPN (Virtual Private Network)

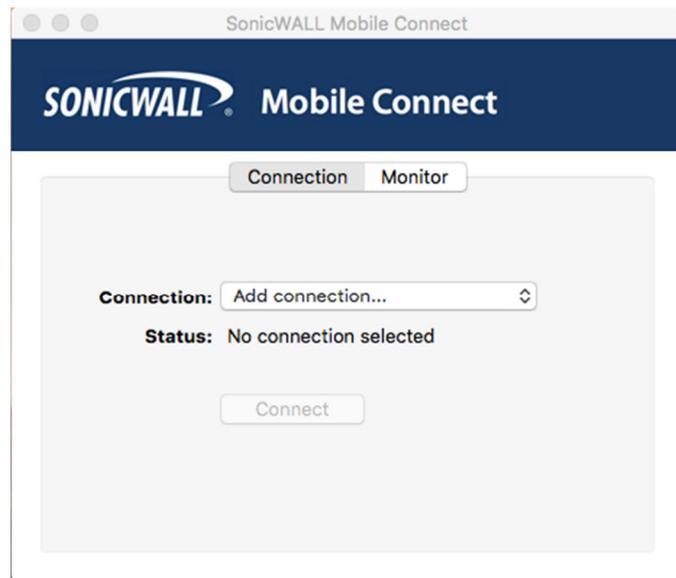
1. To obtain VPN connectivity for the CLS network, you will want to download the “**SonicWALL Mobile Connect**” software in the App Store.
2. You will first click on the “**App Store**” icon, typically located on the Dock.
3. Once the App Store is open, please type in “**SonicWALL Mobile Connect**” and hit enter.
4. When you see the software, please click on ‘**Get**’ (you may need to authenticate using your personal Apple ID and password that you use to download other Apps in the App Store).
5. After the software is finished downloading, you can click on the grey button that says “**Open.**”



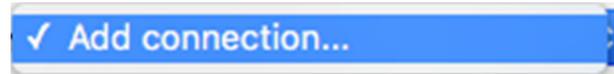
Search Results for “sonicwall mobile connect”



6. Once the software opens, it should look similar to the image on the right.

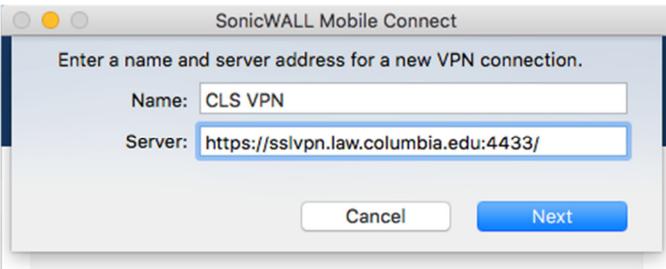


7. To begin configuring the VPN service, please click on “**Add Connection.**”



8. A new window will open. Please type in “CLS VPN” as the Name, and under Server, please type in:

<https://sslvpn.law.columbia.edu:4433/>

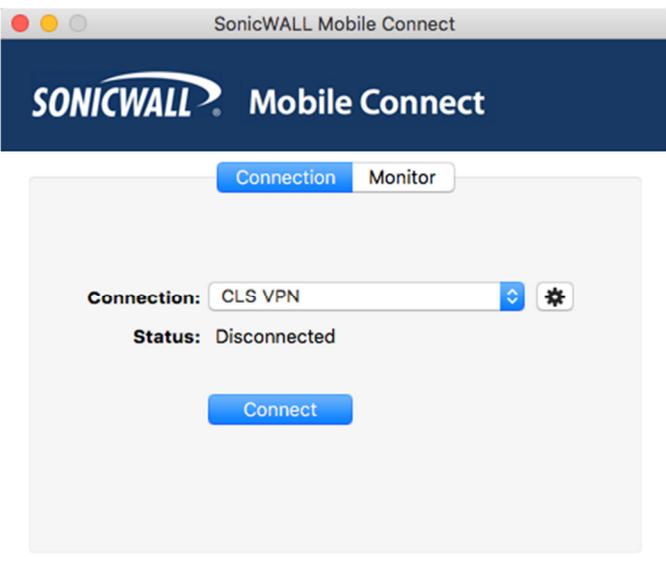


9. Once this info has been added, please click “**Next.**”

10. The window should expand to allow for more options. At this point, you will be able to add your **Lawnet** username & password to the respective fields (please replace YourLawnetUsername with the username you actually use for Lawnet). Once complete, click **Save.**



11. To connect, please click the blue “**Connect**” button.



12. Once connected, the blue button should change to “**Disconnect,**” and you will now be allowed to connect to the G/H drives from outside of the CLS network.

APPENDIX A: Notebook Support Policy

The Information Technology Helpdesk at Columbia Law School maintains the Notebook Support Policy outlined below. In brief, we provide:

- **Support for problematic connections between notebook computers and the Law School network**
- **Detection and removal of viruses, worms, and dangerous spyware that attempt to get into your system**

Within this framework, we support a core set of hardware and software. For purchasing advice, see the TechBrief entitled *Computer Purchasing Advice for Students*.

The Helpdesk will make every effort to support network connectivity for computers meeting **ALL** of the following requirements:

- **Supported notebook computers:**
Any **Windows-based** notebook computers (such as Dell, IBM, Toshiba, etc.) using Windows 7 (Professional or Ultimate) or Windows 10 (Professional or Ultimate) and **Apple** notebook computers running Yosemite (10.10), and above. **BootCamp** for the MacBook Pro (a program designed by Apple to allow the Mac to run Windows and the Mac OS) can be used by the student, but will not be supported or installed by Columbia Law School IT.
- **Supported Ethernet adapters:**
Any make or model
- **Supported Wireless adapter:**
Any make or model that supports the 802.11g/n wireless networking standard
- **Supported Operating Systems** (*English versions only*): Windows 7 Professional and Ultimate, Windows 10 Professional and Ultimate, and Mac OS X 10.10 or later.
- **Unsupported Operating Systems:**
Windows Vista Home Basic and Home Premium, Windows 7 Home Basic and Home Premium, any version of Windows older than XP Service Pack 3, Linux, Unix, any Mac OS previous to 10.10 are **NOT** supported.
- **Students are required to configure their computers themselves**, using the Columbia Law School Laptop Configuration Manuals
- For students experiencing **problems with connectivity and/or computer virus infection**, a Helpdesk Support Specialist will be available during Helpdesk walk-in office hours. Helpdesk walk-in office hours are Monday through Friday, from 9:00 am to 5:00 pm.
- The Helpdesk Support Specialist troubleshoots failed installation routines. **The Helpdesk Support Specialist does not perform initial installations.**
- **The Helpdesk Support Specialist supports connectivity and computer virus infection only.** This includes connecting to the Law School network or dialing into the University. The Notebook Support Specialist does not provide support for applications, operating systems, hardware, or other issues.
- The Helpdesk Support Specialist will make every effort to support connectivity for any English version of Windows 7 or 10 as well as, Mac OS X 10.10 and above. For further technical assistance, contact your notebook vendor.

APPENDIX B: Obtaining Notebook Support

The Information Technology Department has identified two explicit categories of technical support into which all student-owned computers fit. The following will help you determine which category your notebook falls into.

Full Connectivity Support + Full Antiviral Support

If you have:

- Any IBM compatible notebook computer or any Mac notebook computer
AND
- English Windows 7 or Windows 10 or Mac OS X 10.10 or greater
AND
- Problems connecting to the Law School Network (Ethernet) or CUNIX (modem)
AND
 - Any Ethernet adapter make or model
AND/OR
 - Any Wireless adapter make or model that supports the 802.11b/g wireless networking standard

Then the IT Department will do everything it can to ensure your connection. For notebook connectivity support, please visit the Helpdesk during walk-in office hours (Monday through Friday, from 9:00 am to 5:00 pm).

Vendor Support

If you have:

- Non-English Windows or Non-English Max OS X
OR
- An unsupported Operating System such as Linux, Unix, Windows XP, Windows NT, Windows 3.1, DOS, etc
OR
- A non-configured computer (i.e., your Ethernet card is not fully installed)
OR
- A computer problem other than CLS network connectivity

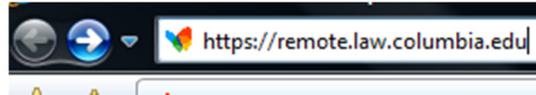
Then the IT Department **CANNOT** provide technical support. You are encouraged to contact your vendor or manufacturer for all technical support.

If you are having problems with your hardware, operating system, software, or non-Columbia ISP (Internet Service Provider) you are advised to contact your vendor, manufacturer, and/or ISP for all technical support.

APPENDIX C: Accessing the G and H Drives on the Web

1. Navigate to:

<https://remote.law.columbia.edu>



Please note the S in HTTPS. This is important!

This page will work best when using Safari.

2. You will be asked for your Law School login and password. Unlike previous examples in this manual, **do not put LAW** before your login, here.

A screenshot of a login form titled "Log In". It has two input fields: "Username" with the text "eespen" and "Password" with a masked password of 12 asterisks. There are links for "Forgot Username" and "Forgot Password" to the right of each field. Below the password field is a checked checkbox labeled "Use Java™ enabled version". At the bottom is a "Log In" button.

Log In	
Username: eespen	Forgot Username
Password: *****	Forgot Password
<input checked="" type="checkbox"/> Use Java™ enabled version	
<input type="button" value="Log In"/>	

3. The initial view will show you a list of files currently on your **H Drive**. The date files were last modified, the time, and their sizes will appear to the right of the screen. Folders will have yellow folder images beside them. The **G Drive** and all its folders and files, can be found in the **Groups** folder.

A screenshot of the Columbia Law School remote access interface. The header shows the Columbia Law School logo and the text "COLUMBIA LAW SCHOOL H & G drives file transfer online". Below the header is a table with columns for "Name", "Size", and "Date Modified". The table lists several folders: "Groupset", "Groups", and "Manuals".

Name	Size	Date Modified
Groupset		09/27/2013 14:17:02
Groups		07/24/2014 19:30:00
Manuals		08/10/2012 14:46:03

To download a file for editing/viewing: **Click the filename.**

To enter a folder to see its files: **Click the folder.**

To upload a file:

- Make sure you are in the correct folder where you want the file to be placed.
- Click the **“Upload”** button.
- Click the **Browse** button. Locate the file on your computer and double-click it.
- Once the file’s location appears in the text box, press the **Upload** button. Wait a few moments for the file to be uploaded and listed in the list of files and folders, below.
- If you are replacing an old version of a file on the G or H with a newer version from your computer, you may be asked to overwrite the file. Allow it do so, if this is what you want.