

MFO System Administrator's Guide

May, 2002

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Introduction

The LAN (Local Area Network) for MFO consists of the server, the website, PCs, and the printers. As the system administrator, you can take care of the following:

- Friendsmn01 Server
- Friendsmn01 Website
- PC Network Connection
- PC Printer Connection
- Printer Problems
- Netscape
- Optimize Windows

Friendsmn01 Server

The Friendsmn01 server is on the Dell Power Server 8300 located in the corner behind the door of the west office.

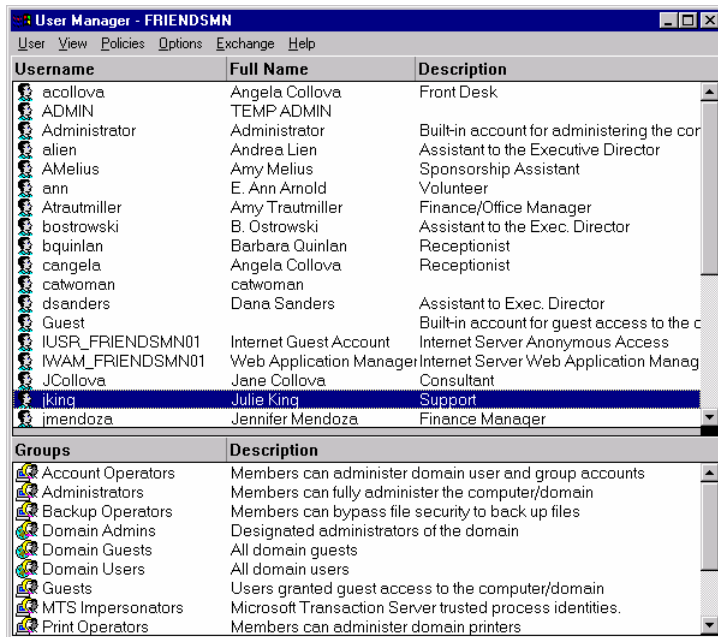
The User Manager for Domains is the administrative utility for managing user accounts where you can do the following:

- Create an Account
- Manage an Account

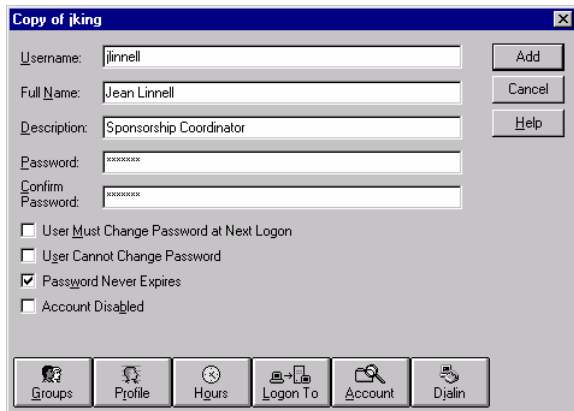
I. Create a New Account

To create a new account, click on the **User Manager for Domains** icon on the desktop and the User Manager window appears.

1. Select the user **jking Julie King** (always use this one- I know for sure that it works and has all the correct permissions, etc.)



2. Select **Copy** under the **User menu** and a copy of the User Profile appears.



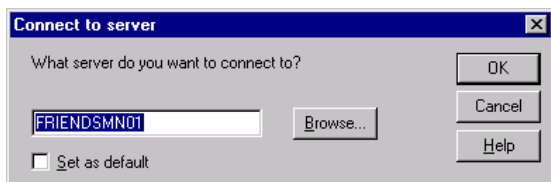
Fill in the following fields:

- “Username”- generally the first letter of the first name and the last name together
- “Full Name”
- “Description”
- “Password”
- “Confirm Password”.

Check the “Password Never Expires” option.

Note: the “User Must Change Password at Next Logon” option is useful when you’re having problems setting up a user and want to verify that they got on the server.

3. Click on the **Add** button and the Connect to server prompt appears. The default “FRIENDSMN01” should already be in the field and then click **OK**



If the user had not been set up on a computer yet, the following warning will come up because they are not part of the Client Microsoft network. Click **OK**. If the Connect to server prompt pops up again, close it by clicking on the X.



4. You should now see the new user in the User Managers window list.

II. Manage an Account

To manage the existing accounts, click on the **User Manager for Domains** icon on the desktop and the same User Manager window appears.

1. Double click on the account and the User Account window appears. You can modify the following as shown:

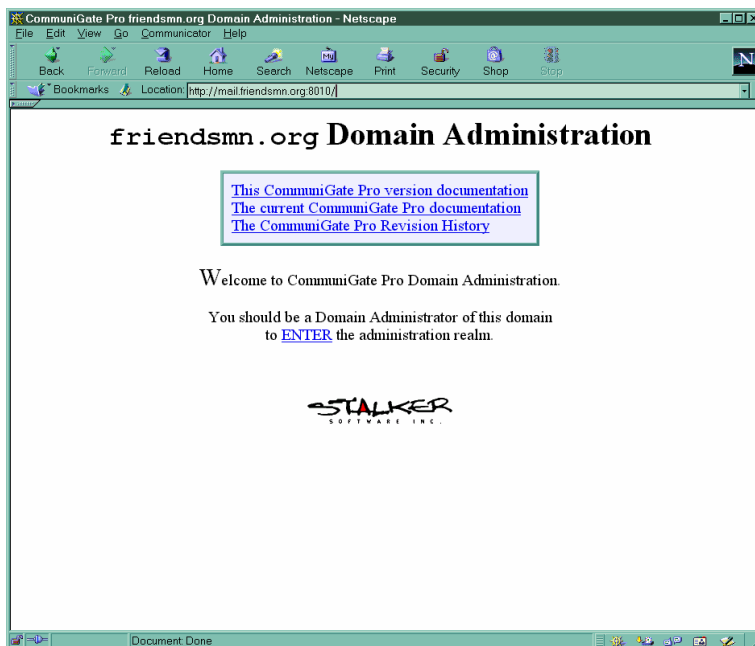
- Full Name
- Description
- Password
- Disable the account

Note: Do not change the Username as this would create a new account.

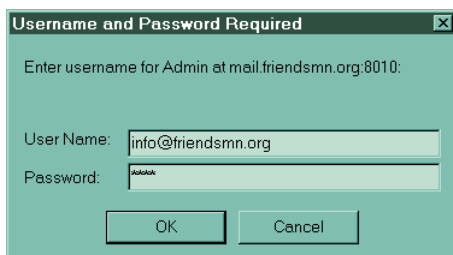
Friendsmn01 Website

The administrative website for the mail is: <http://mail.friendsmn.org:8010/>. On the web site you can do the following:

- Create an Account
- Remove an Account
- Redirect Mail to New Account

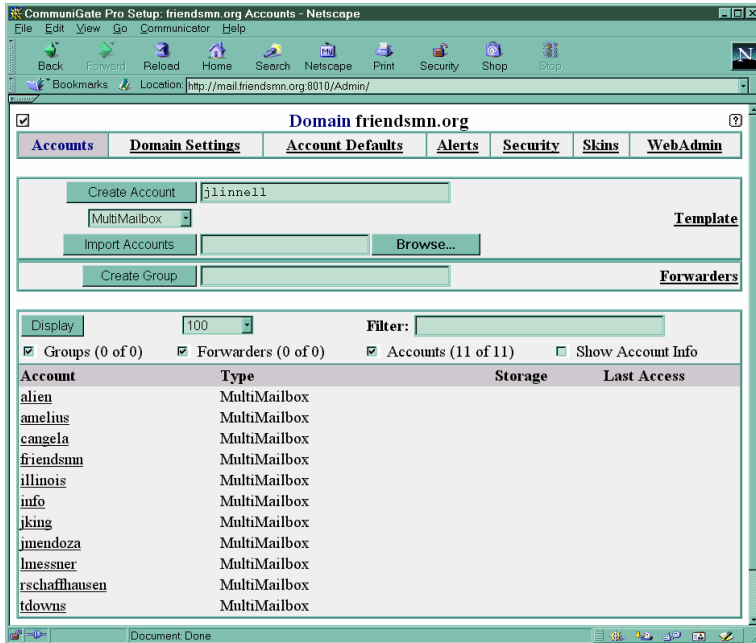


Click on **Enter** and the access prompt appears.



- "User Name:" is info@friendsmn.org
- "Password:" is snow

Click on **OK** and the Domain page appears.

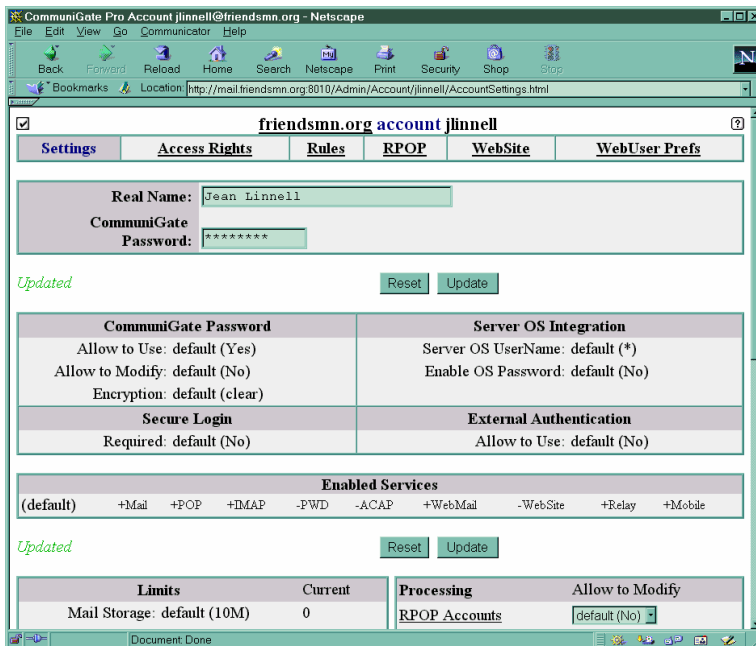


Note: There is no log out or exit button for the web site. When you are done, simply open a new web page or close your browser.

I. Create a New Account

Enter the user name in the **Create Accounts** field and click on the **Create Account** button.

The Account page appears.



1. Fill in the following fields:

- “Real Name:” is the user’s full name
- “CommuniGate Password:” enter the password that you entered for them on the server.

Note: The number of asterisks (aka the “encryption mask” in the Password field will remain the same even if you just enter a 3 letter word)

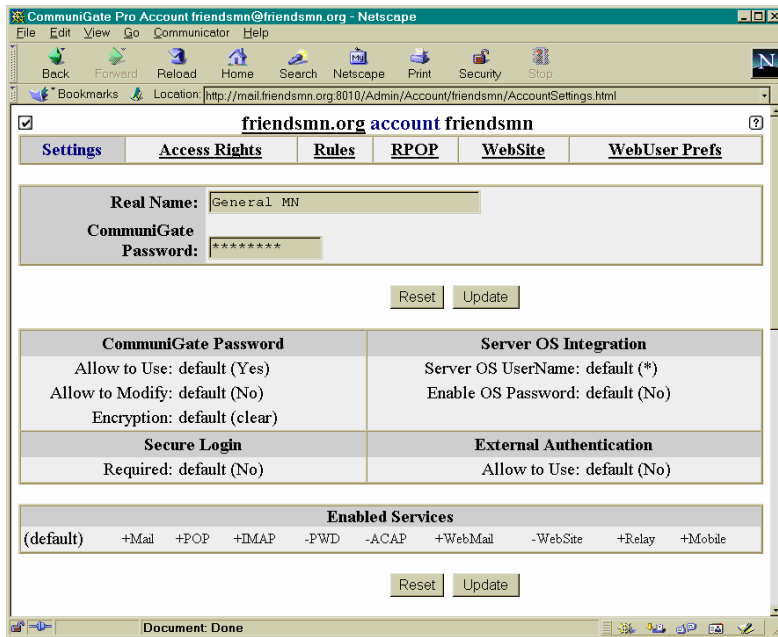
2. Click on the **Update** button. “Updated” should appear on the left, then click on “friendsmn.org” at the top to get back to the Domain page. The new account should be in the list.

II. Remove an Account

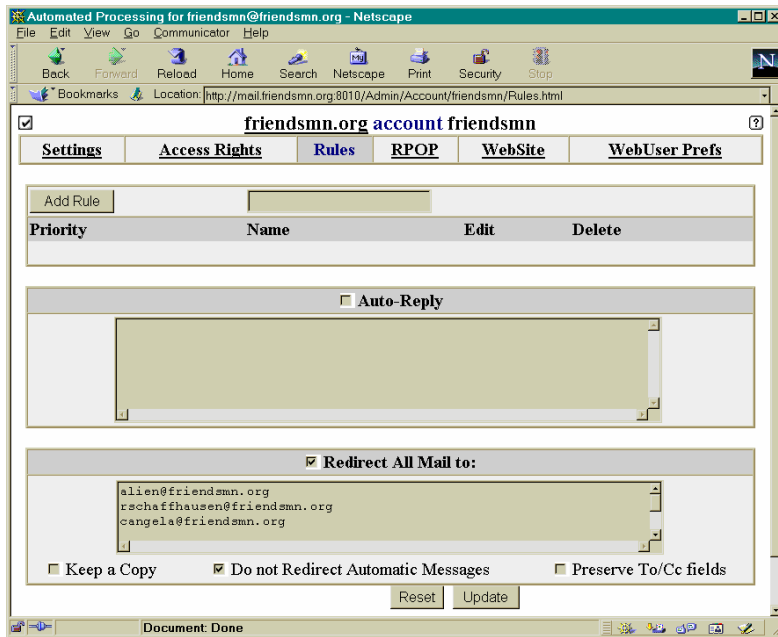
To remove an account, simply double click on account name in the list to open the account page and then click on the **Remove Account** button at the bottom. A Confirmation page appears and click on the **Remove** button.

III. Redirect Mail to an Account

To have the website redirect website mail to a particular account, double click on the **friendsmn** account in the list and the account page appears.



1. Click on the **Rules** button and the **Account Rules** page appears.

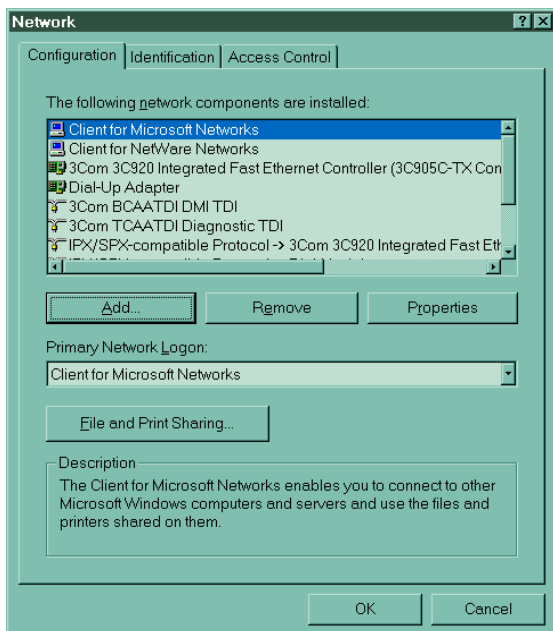


2. Enter the user's complete email account in the **Redirect All Mail to:** field.

3. Click on the **Update** button. "Updated" should appear on the left, then click on "friendsmn.org" at the top to get back to the Domain page.

PC Network Connection

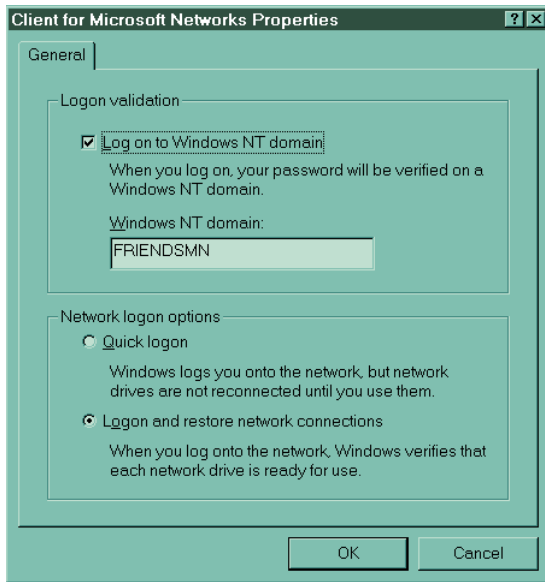
The network utility is located in the **Control Panel (Start Button ->Settings ->Control Panel)**. Double click on the **Network** icon and the Network window appears:



I. Configuration tab

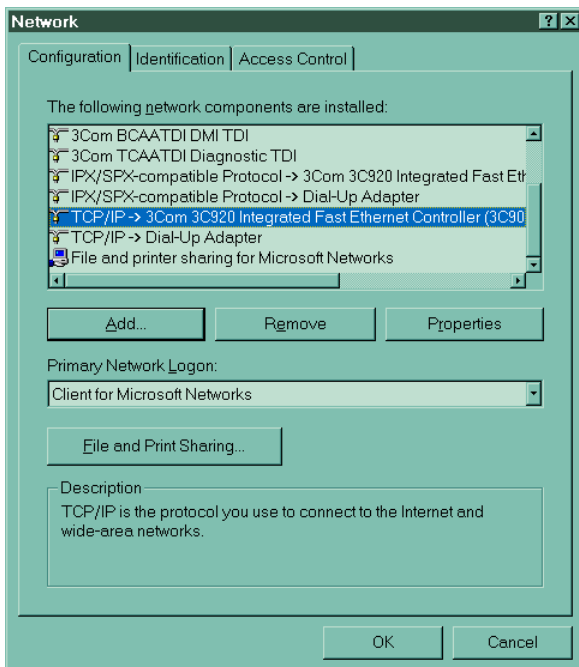
1. Select **Client for Microsoft Networks** and click on the **Properties** button. The Properties window

appears.



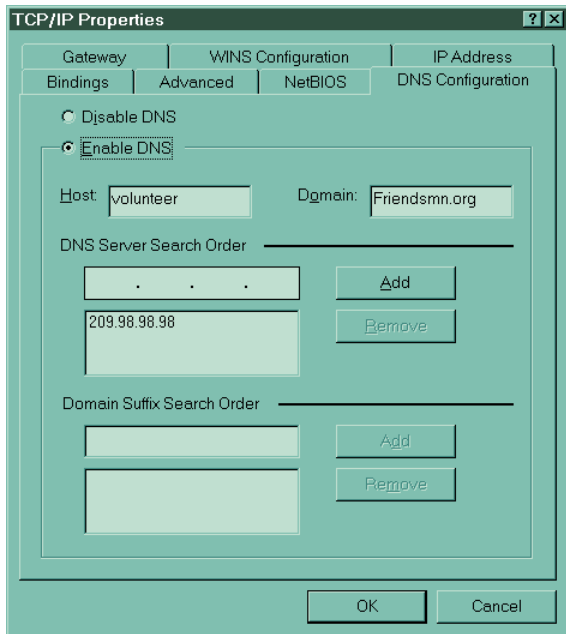
- “Logon to Windows NT domain” should be checked
- “Windows NT domain” is “FRIENDSMN”
- “Network logon options” click on “Logon and restore network connections.”

2. Select **TCP/IP -> 3Com 3C920 Integrated Fast Ethernet Controller** and click the **Properties** button.



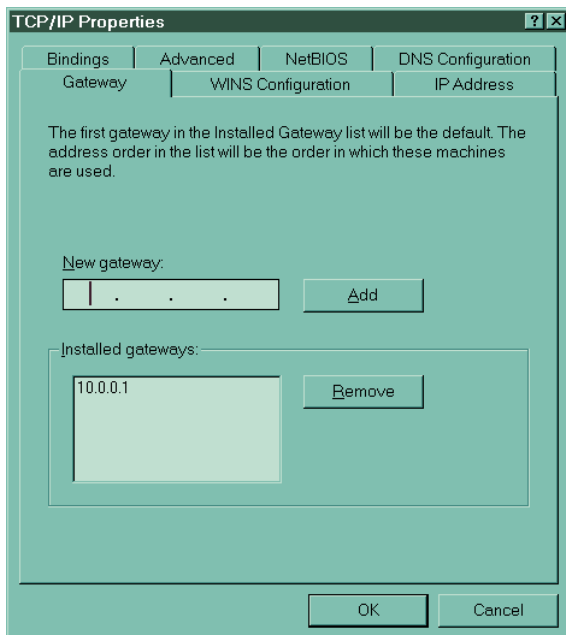
The TCP/IP Properties window appears.

II. DNS Configuration tab



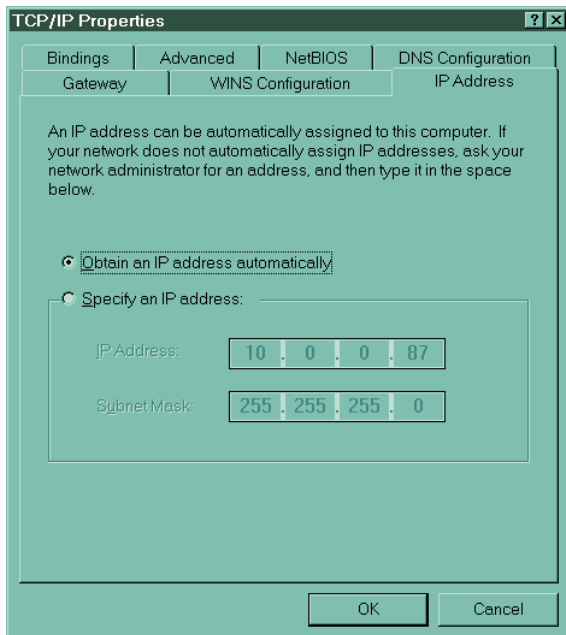
- Click on “Enable DNS”.
- “Host:” is the name of the computer (I highly recommend keeping it generic like “Finance” or Sponsorship”.
- “Domain:” is “Friendsmn.org”
- “DNS Server Search Order” is 209.98.98.98. If the numbers are not in there, go ahead and enter them and then click the Add button.

III. Gateway tab



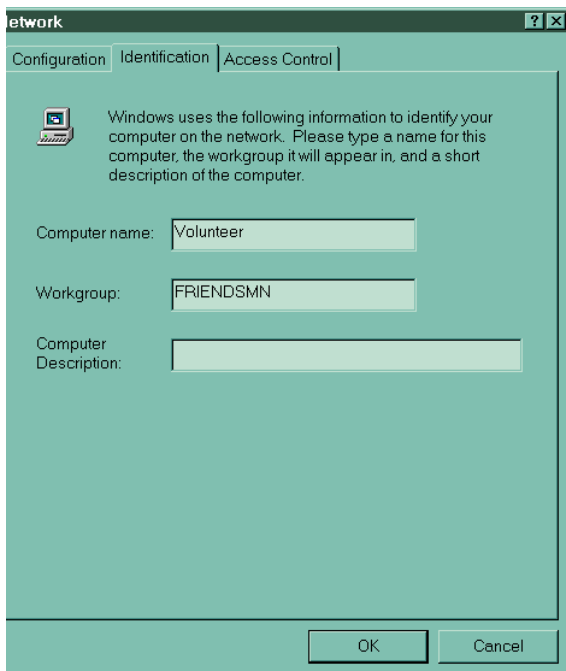
- “Installed gateways:” is 10.0.0.1. If the numbers are not in there, go ahead and enter them and then click the Add button.

IV. IP Address tab



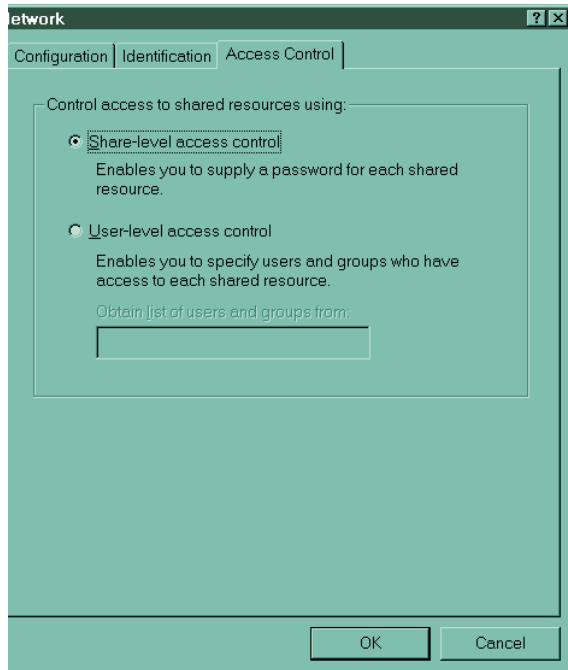
- Click on “Obtain an IP address automatically.”

V. Identification tab



- “Computer name:” keep it generic.
- “Workgroup:” is FRIENDSMN

VI. Access Control tab



- Click on “Share-level”

PC Printer Connection

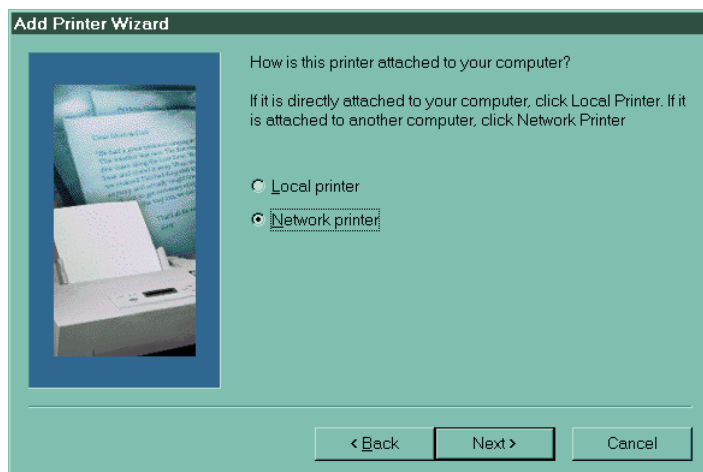
The PC connection to the network involves the following:

- Setting Up the Connection
- Printer Problems

I. Setting Up the Connection

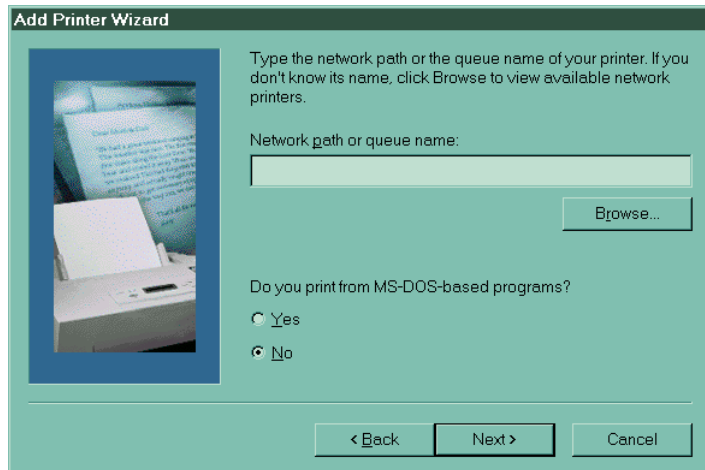
The printer utility is located in the **Start Button** ->**Settings** ->**Printers**. Click on the **Add Printer** icon and the Add Printer Wizard comes up where you click the **Next** Button.

1. First screen

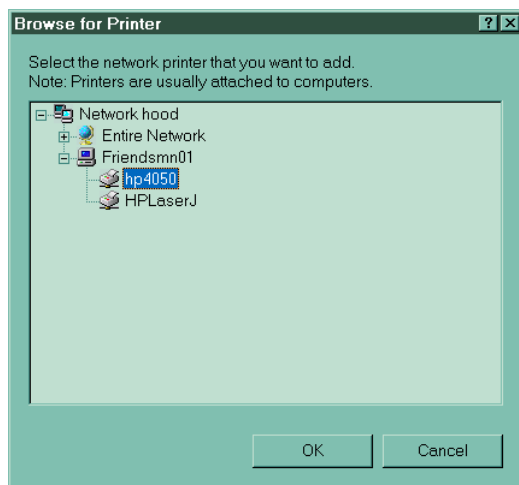


- Click on “Network Printer”.

II. Second Screen

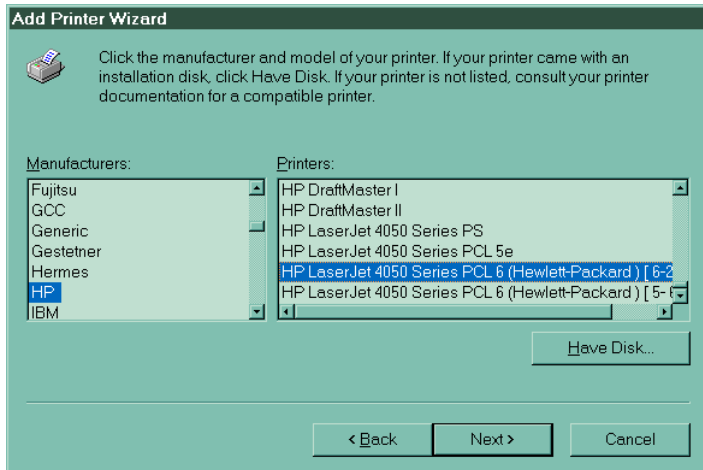


1. Click on the **Browse** button to select the network path.



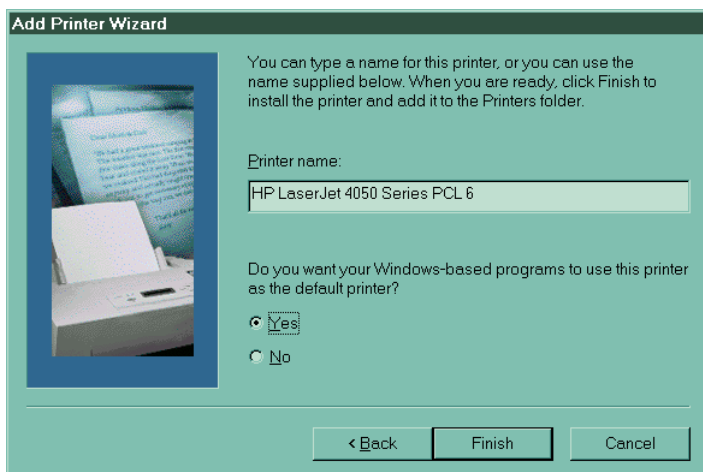
- Under “Friendsmn01”, select the hp4050
2. Click on “**No**” for the MS-DOS-based programs.

III. Third Screen



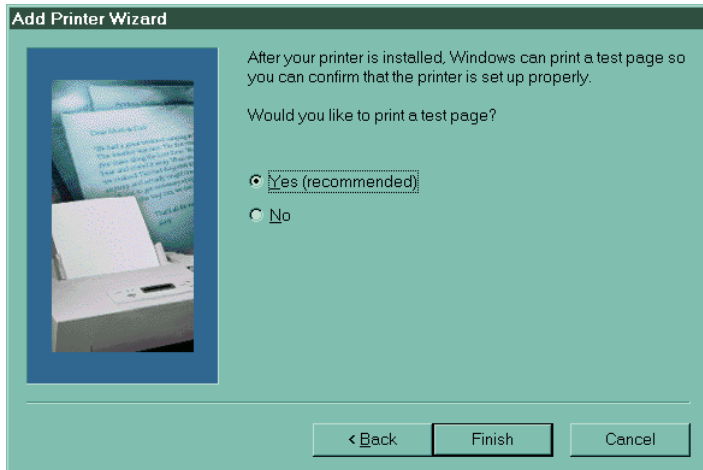
- “Manufacturers:” is HP.
- “Printers” is the HP LaserJet 4050 Series PCL 6 all the way down at the bottom of the list (Note: not all screens will show the date in brackets and that’s okay).

IV. Fourth Screen

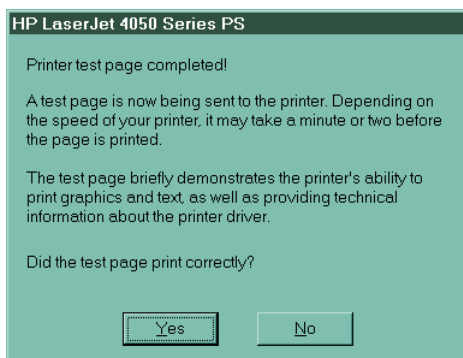


- Click on “Yes” for the default printer.

V. Fifth Screen



- Click on “**Yes**” for the test page.



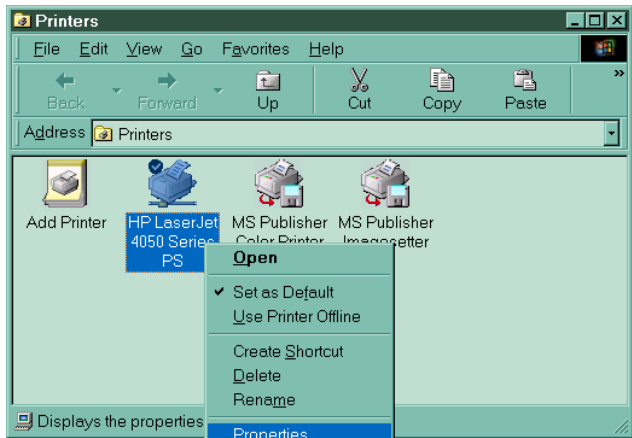
Note: I recommend saving the printer test page for future reference as it gives information on the printer connection, the drivers, etc, for that specific PC.

Printer Problems

The Printer properties page comes up. Most of the problems involve the following:

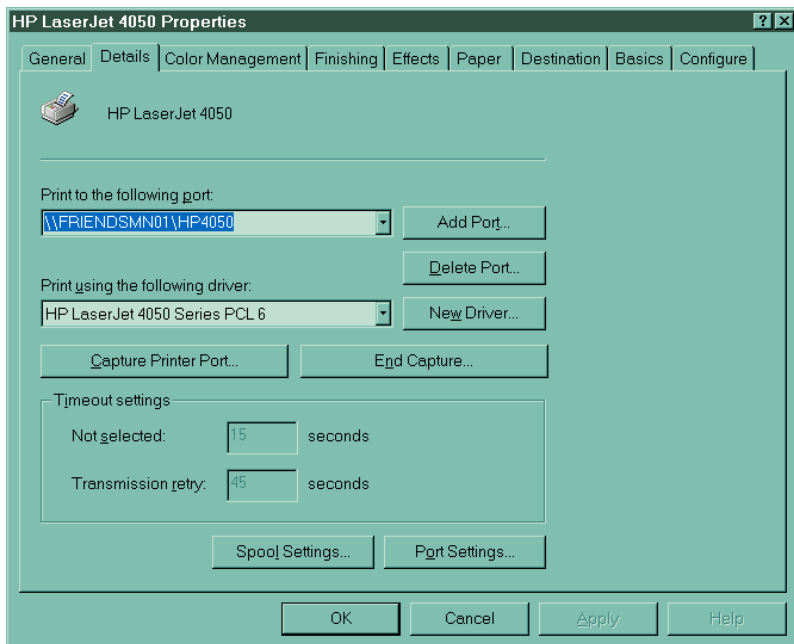
- Printer port
- Printer driver
- Spool settings

The printer utility is located in the **Start Button ->Settings ->Printers**. Select the printer, right click for **Alt-menu**, and select **Properties** as shown below:



I. Printer Port and Driver

The HP LaserJet Properties window appears.

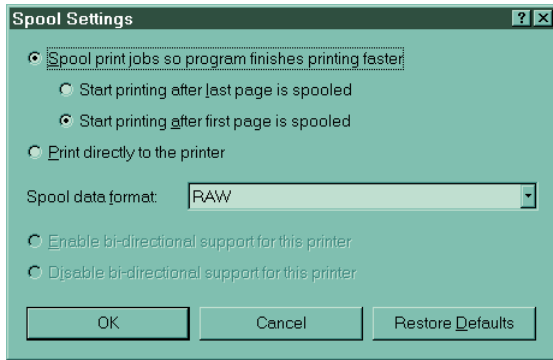


Make sure it has the following settings:

- "Print to the following port" should be \\FRIENDSMN01\HP4050
- "Print using the following driver" should be "HP LaserJet 4050 Series PCL 6"

II. Spool Settings

Check the spool settings by clicking on the **Spool Settings** button and the Spool Settings window appears.



Make sure it has the following settings:

- "Spool print jobs..." should be selected
- "Start printing after first page is spooled"
- "Spool data format" is RAW

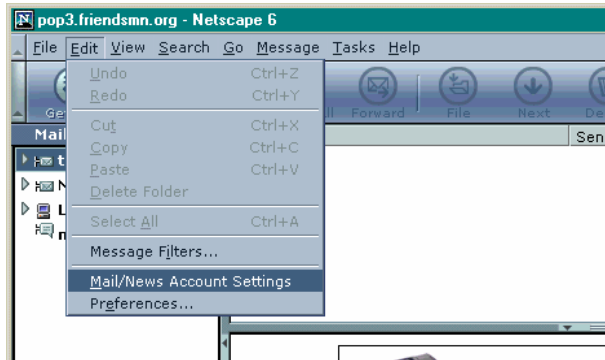
Netscape

Version 6.0 is latest and is very different from the earlier 4.0 versions that were originally set up.

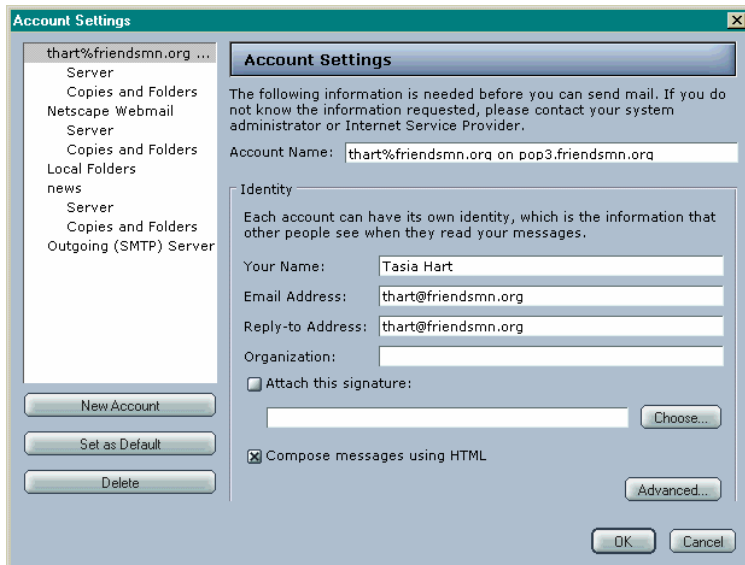
I. Netscape 6.0

The Communication Coordinator's PC has been upgraded to this version. In Netscape, click on the **Mail** icon at the bottom to open the **Inbox**.

1. Go to the **Edit** menu and select **Mail/News Account Settings**.



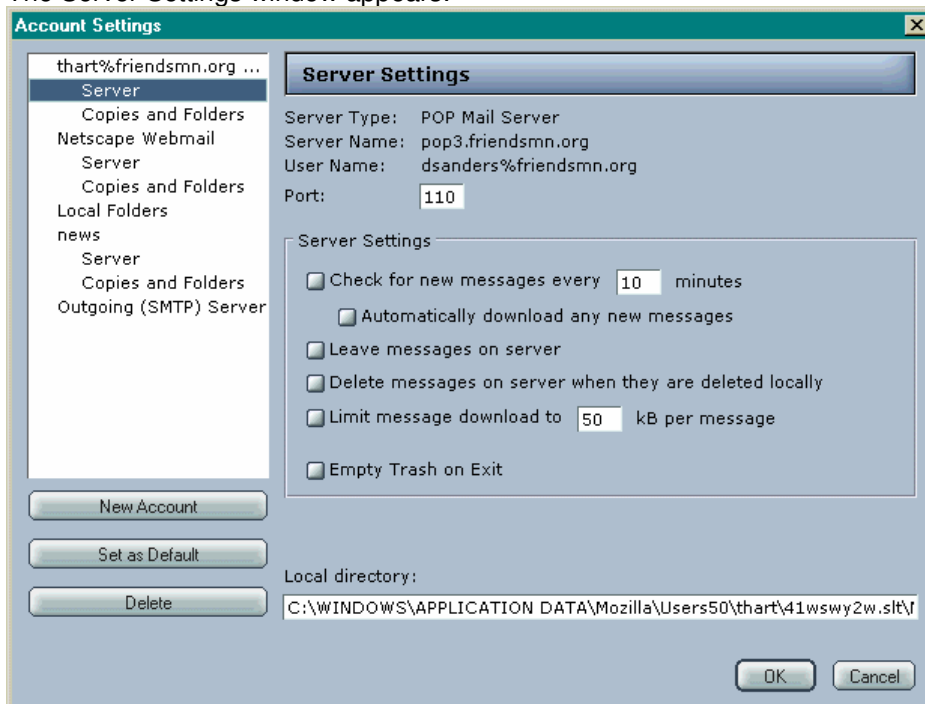
The Account Settings window appears:



- "Account Name:" is the email address with the % sign along with the pop3 server name
- "Your Name" is the user's full name
- "Email Address" is the address as it normally appears
- "Reply to Address" is also the same

2. In the left pane, click on **Server**.

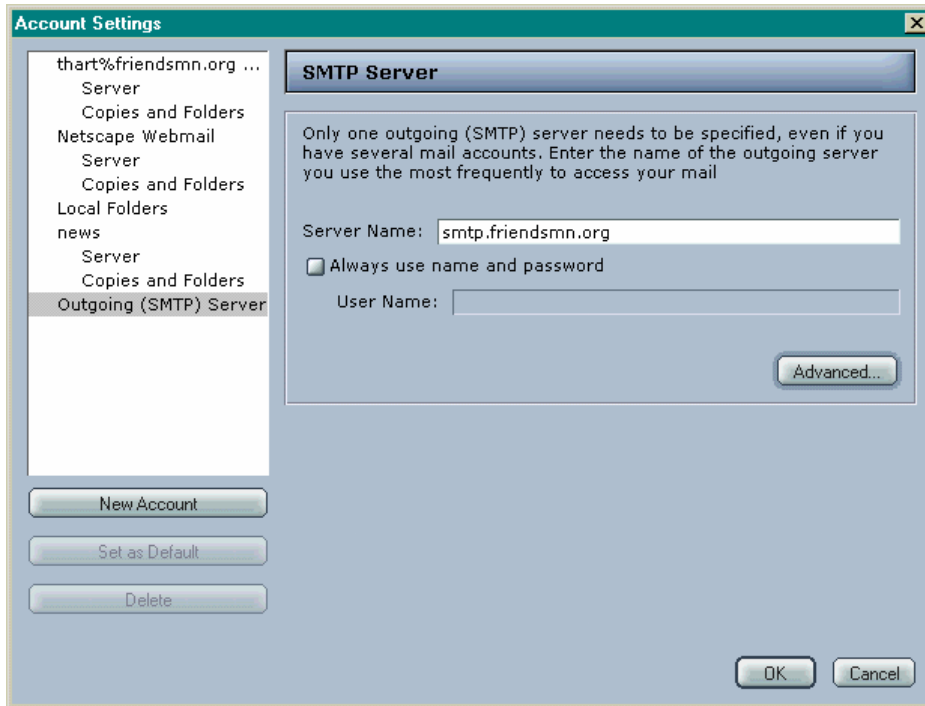
The Server Settings window appears:



- "Server Type" is the POP Mail Server
- "Server Name" is the actual address of the server
- "User Name" is the email address of the user with the % sign.

- "Local directory:" should already be filled in with the default directory for the user.

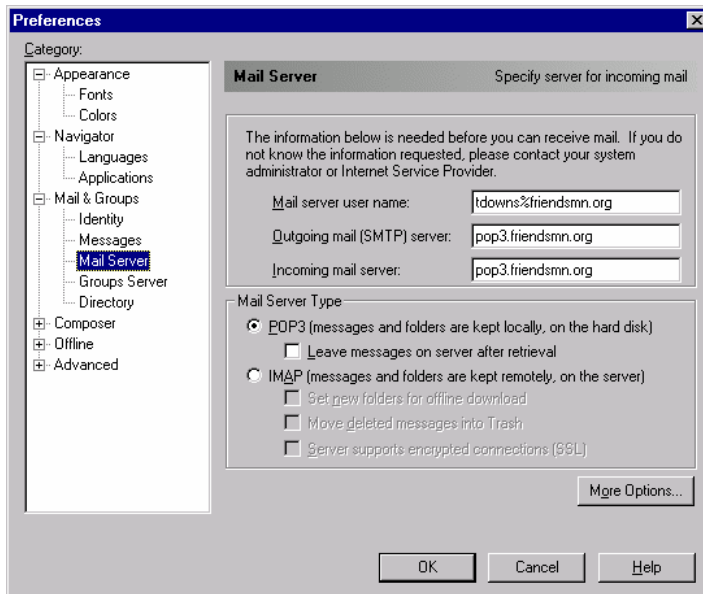
3. In the left pane, click on **Outgoing (SMTP) Server**. The SMTP Server window appears:



- "Server Name:" is the smtp address.

II. Netscape 4.04 (Sponsorship's computer)

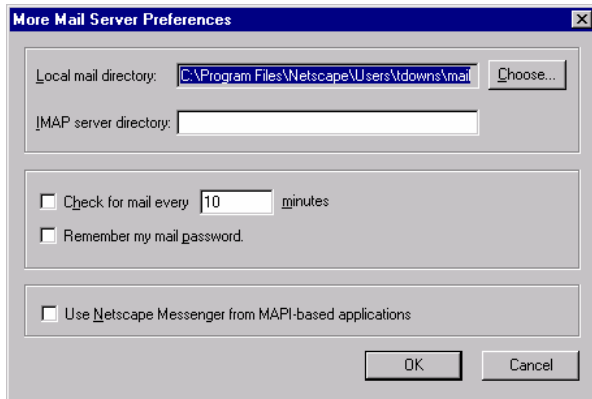
1. In Netscape, click on **Edit** menu and select **Preferences**. The Preferences window appears, then select **Mail Server** under the **Mail & Groups** Category.



- “Mail server user name:” is like the email address except that the % sign replaces the @ sign
- “Outgoing mail (SMTP) server:” is pop3.friendsmn.org
- “Incoming mail server:” is also pop3.friendsmn.org
- “Mail Server Type” click on “POP3”

(Note: You need the % **sign** in there. Most of the problems encountered were because an @ sign was used in the user name instead of the % sign.)

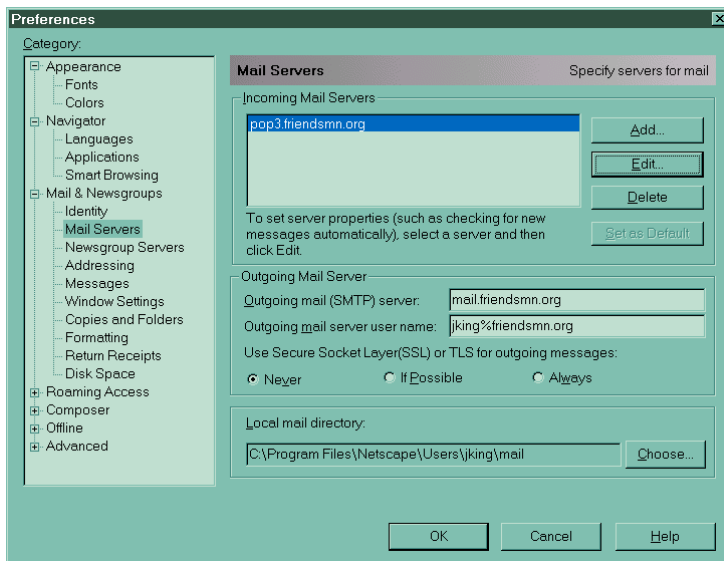
2. Click on the **More Options** button and the More Mail Server Preferences window appears.



- “Local mail directory:” is the user’s file under Netscape and should appear in the field, if not, click on the **Choose** button to browse for it
- “Check for mail every _” is 10 minutes, anything less is a bit excessive to keep pingging the server so often

III. Netscape 4.77 (Sponsorship Support’s computer)

1. In Netscape, click on **Edit** menu and select **Preferences**. The Preferences window appears, then select **Mail Server** under the **Mail & Groups** Category. And you can see how different it looks.

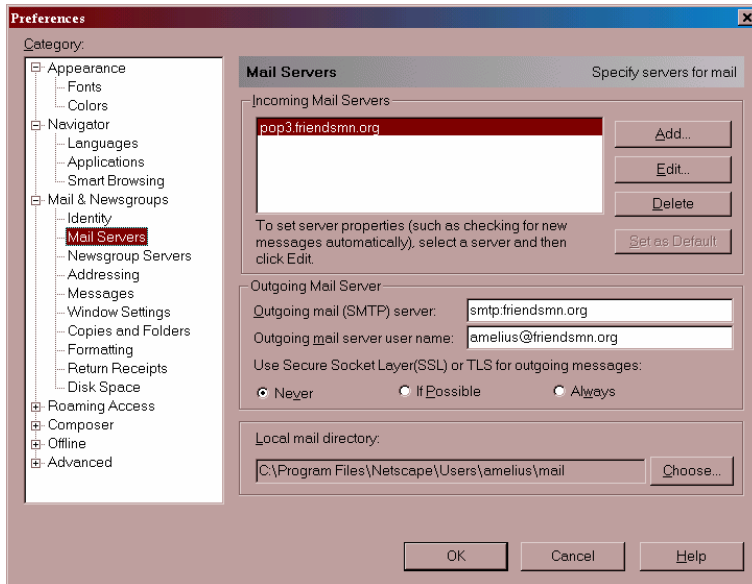


A. Outgoing Mail Server pane:

Make sure it has the following settings:

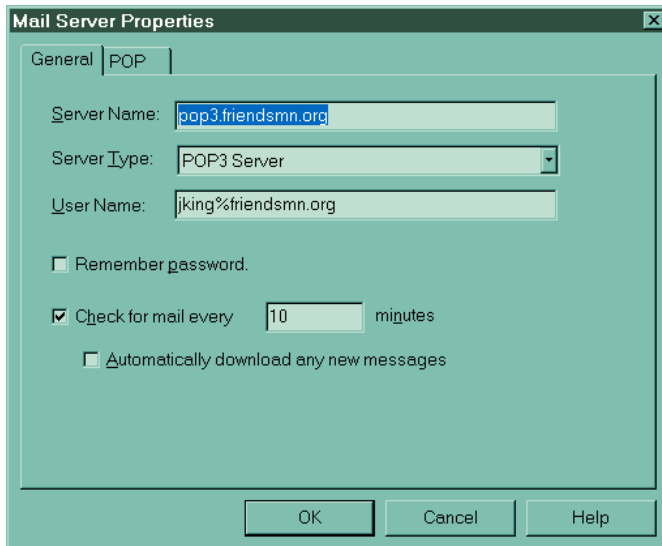
- “Outgoing mail (SMTP) server:” mail.friendsmn.org
- “Outgoing mail server user name:” is the email address with the pesky % sign
- “Use Secure Socket Layer..” click on Never.

Note: if “smtp” is already in the “Outgoing mail (SMTP) server before you’ve added anything else, leave it and then add the friendsmn.org. This happened on another computer even though it was the same version as shown below.



B. Incoming Mail Server box

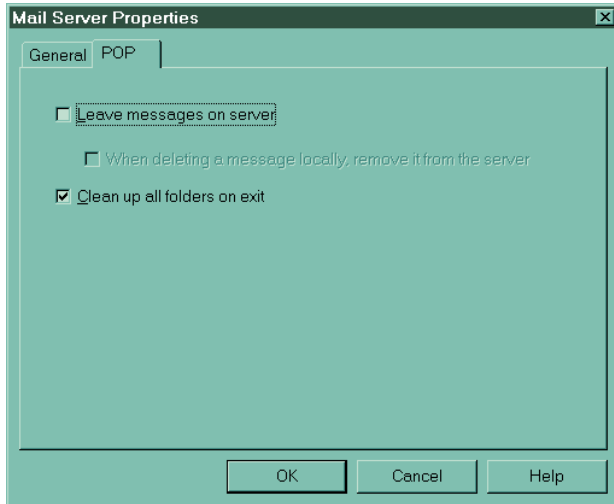
2. Click on the **Edit** button and the Mail Server Properties window appears.



General tab:

- “Server Name:” pop3.friendsmn.org should already be there
- “Server Type:” is POP3 Server
- “User Name:” is the email address with that pesky % sign
- Check the “Check for mail” and put in 10 minutes

POP tab:

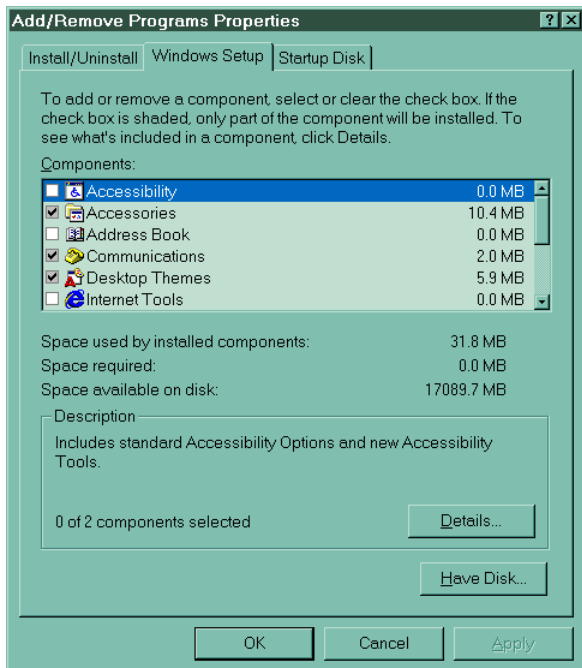


- Check the “Clean up all folders on exit” option

Optimize Windows

When the PCs are running slow you can delete some of the extraneous Windows utilities to free up resources. The Windows Setup utility is located in the **Control Panel (Start Button ->Settings ->Control Panel)**. Click on the Windows Setup tab to remove components.

I. Windows Setup

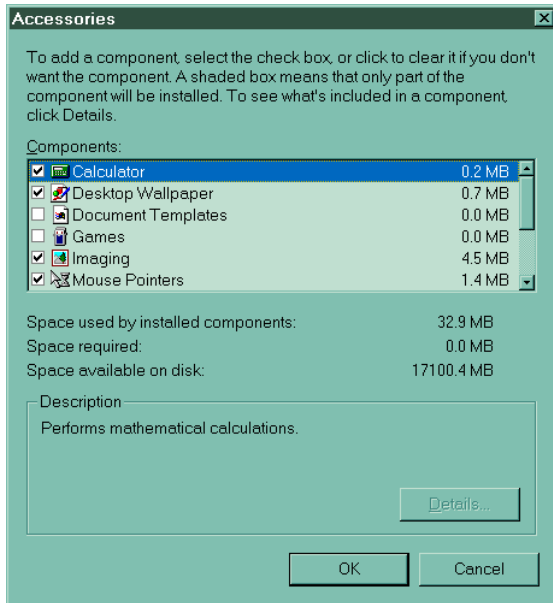


You don't need the following utilities and can uncheck them:

- Accessibility
- Address Book
- Internet Tools
- Multilanguage Support
- Online Services
- Outlook Express
- Web TV for Windows

II. Accessories

Select “**Accessories**” and click on the **Details** button.



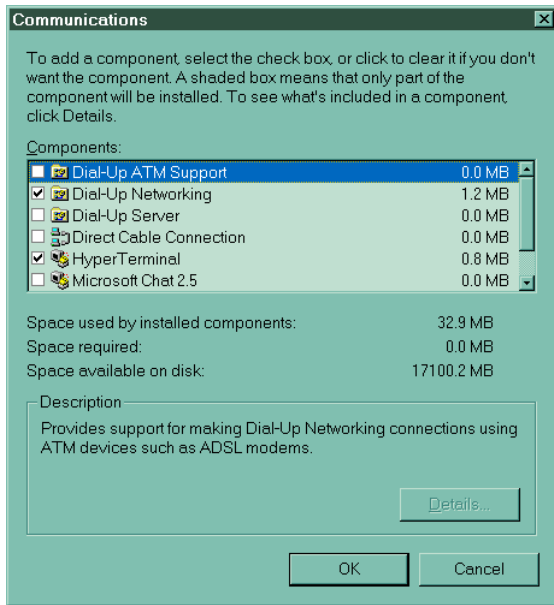
You really don't need the following:

- Document Templates
- Games
- Paint
- Quick View

(Note: even if you do not remove anything here, be sure to uncheck “Windows Scripting Host”).

III. Communications Utilities

Select “**Communications**” and click on the **Details** button.

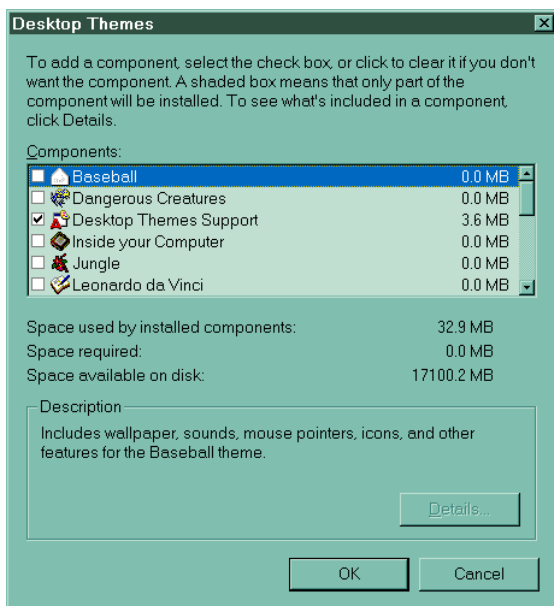


You don't need the following:

- Dial-Up ATM Support
- Dial_Up Server
- Direct Cable Connection
- Microsoft Chat
- Phone Dialer
- Virtual Private Networking

IV. Desktop Themes

Select “**Desktop Themes**” and click on the **Details** button.



- Ask the person if they really need all of these themes and uncheck the ones they don't want.

V. Multimedia

Select “**Multimedia**” and click on the **Details** button.

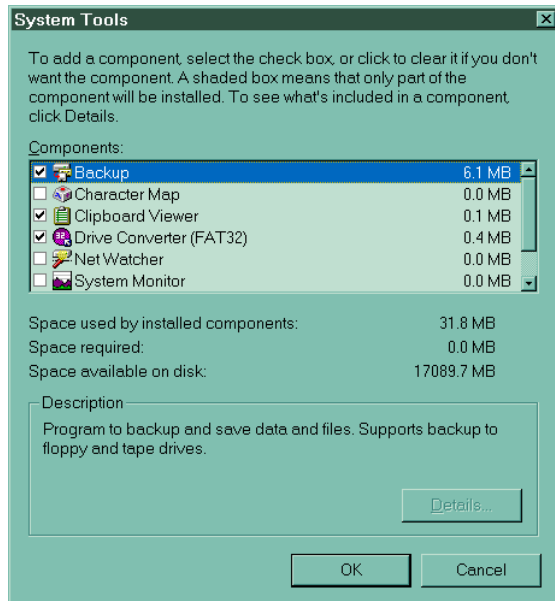


You don't need the following:

- Multimedia Sound Schemes
- Sample Sounds

VI. System Tools

Select “**System Tools**” and click on the **Details** button.



You don't need the following:

- Character Map

- Netwatcher
- System Monitor
- System Resource Meter
- WinPopup