To setup your PC to get Internet access:

You will need: network patch cable, your disk with the operating system (Windows 95, Windows NT, or Windows 98) and whatever internet software you plan to use.

Be sure that you network interface card is installed and that you have a network cable plugged into the card and into one of the gray sockets in the wall.

**Windows 95 or 98:**

1. Go to Start Menu
2. Go to Settings
3. Go to Control Panel
4. Go to Network (If the Client for Microsoft Networks and/or Client for Netware Networks, highlight one and hit the Remove button then highlight the other and hit Remove. Sometimes when you install the network card Windows automatically places these clients in the network setup.)
5. Choose Add
6. Choose Protocols
7. Choose Microsoft
8. Choose TCPIP
9. Click OK
10. Click OK (*The PC may ask for your Windows 95 or 98 disk at this point*)
11. Reboot your machine.

**Windows NT 4.0:**

1. Log in to your machine as Administrator
2. Go to Start Menu
3. Go to Settings
4. Go to Control Panel
5. Go to Network (If the Client for Microsoft Networks and/or Client for Netware Networks, highlight one and hit the Remove button then highlight the other and hit Remove. Sometimes when you install the network card Windows automatically places these clients in the network setup.)
6. Choose Add
7. Choose Protocol
8. Choose Microsoft
9. Choose TCPIP
10. Click OK
11. Click OK (*The PC may ask for your Windows NT disk at this point*)
12. Reboot your Machine

Now you can install your internet software.

**Mac Instructions for setting up Internet:**

For a Mac to be put to the network it needs to be OS 7.1.6 or higher, and Open Transport needs to be installed on the machine.

**To set up a Mac to the Internet:**

- Go to APPLE in upper left hand corner
- Choose **Control Panel**
- Choose **TCP/IP**
- Choose **Ethernet**
- Choose **DHCP**
- Restart Machine

**To setup Voice Mail:**

To first setup Voice Mail you need to be on your on phone and extension. Dial 5500 and follow the instructions it gives you.

**To Check Voice Mail:**

From your phone dial 5500 and enter your four digit security code.

**To Check Voice Mail:**

From off-campus and from other phones on campus, dial 793-5500 or 5500(on campus) and immediately enter 9+{your extension} then enter your four digit security code. Follow the instructions the Voice Mail System provides from there.