

**Log in to network**

**LOG IN TO A NETWORK LOCATION (A SERVER OR TREE)**

1. Change to a network drive (usually F through Z).  
For example, enter  
F:
2. Log in using your server name and username using the following format:  
LOGIN *server/username*  
For example:  
LOGIN ACCTSERV/JJONES
3. (Conditional) If required, enter your password.

**Change password**

**CHANGE YOUR PASSWORD TO A NETWORK LOCATION (A SERVER OR TREE)**

1. Enter  
SETPASS
2. When prompted, enter your old and new passwords.  
This changes your password throughout the network.

**View connections**

**VIEW YOUR NETWORK CONNECTIONS**

1. Enter  
WHOAMI  
A list of all your server connections displays.

**Access network resources**

**NAVIGATE THE NETWORK**

After logging in to a network location, do one or more of the following:

- To view the directory structure, enter  
TREE
- To view current drive mappings, enter  
MAP
- To change drives, type a previously mapped drive letter.  
For example:  
G:

**MAP SEARCH DRIVES**

To run an application from any directory or drive, map a search drive to the application's directory by doing the following:

1. At a network drive, map the next available drive to a directory of your choice using the following format:  
MAP S16:= *server/volume: directory*  
For example, enter  
MAP S16:= ACCTSERV/APPS: DBASE

A drive letter is assigned and a new search drive number replaces the S16.

**MAP NETWORK DRIVES**

To map the next available network drive to the resource of your choice, do the following:

1. Enter  
MAP N *server/volume: directory/subdirectory*  
For example, enter  
MAP N ACCTSERV/VOL3: SALES/MONTHLY
2. Note the drive letter assigned.
3. To access the directory you mapped, enter the drive letter.  
For example, enter  
G:

**DELETE DRIVE MAPPINGS**

1. At a network drive, enter  
MAP DEL *drive\_letter*:  
For example, enter  
MAP DEL G:

## Set up network printing

### SELECT A PRINTER OR PRINT QUEUE

1. Enter  
NETUSER
2. Select Printing.
3. Select the appropriate port and press Enter.
4. Select Change Printers.
5. Select a new default printer or print queue. (See your network administrator for selection guidelines.)

### VIEW OR CANCEL PRINT JOBS

1. Enter  
NETUSER
  - To view your available printing ports, select Printing, select the appropriate port, and then press Enter.
  - To view all current print jobs, select Print Jobs and press Enter.
  - To cancel a print job, select the job in the list and press Delete.

### SET UP PRINTING PREFERENCES

- Enter  
CAPTURE *[options]*
- The options include the following:
- CR=*path*  
S=*bindery\_server\_name*  
J=*configuration\_name*
- The configuration option has some overrides that include the following:
- P=*printer\_name*  
Q=*queue\_name*  
C=*number\_of\_copies*  
B (banner)  
NB (no banner)
- For additional information on this utility, enter  
CAPTURE /?

Note: The DOS utility NETUSER is not available in NetWare 5. Contact your network administrator for access to NETUSER on a NetWare 4 server.

## View or modify access rights

### VIEW YOUR RIGHTS TO A DIRECTORY

1. Change to a network drive. For example, enter  
F:
2. Change (CD) to the directory of choice and enter  
RIGHTS

- [S] Supervisor Rights to Directory
- [R] Read from File
- [W] Write to File
- [C] Create Directories and Files
- [E] Erase Directory
- [M] Modify Directory
- [F] Scan for Files
- [A] Change Access Control

Read from File and Scan for Files let you locate and view a file, but not modify it. If you need additional rights to a directory, see the directory owner or your network administrator.

### CHANGE ACCESS RIGHTS FOR A DIRECTORY

1. Navigate to the directory of choice.
2. Make sure you have the Change Access Control right to this directory.
3. Enter  
RIGHTS
  - To grant a user rights to this directory, use this syntax:  
RIGHTS . *[rights]* /Name= *username*  
For example:  
RIGHTS . RFM /Name= *jsmith*
  - To delete a user rights to this directory, use this syntax:  
RIGHTS . -*[rights]* /Name= *username*

## Send or manage messages

### SEND A MESSAGE

1. Enter  
NETUSER
2. Select Messages.
3. Select Send Messages to Users or Send Messages to Groups.
4. Select the user or group from the list.
5. Type your message and press Enter.

### TURN MESSAGE RECEPTION ON OR OFF

1. Enter  
NETUSER
2. Select Message.
3. To change your current setting, select Set Receive Message.  
*Note:*
  - If Set Receive Message: Off is displayed, then your current setting is On.
  - If Set Receive Message: On is displayed, then your current setting is Off.

*Note: The DOS utility NETUSER is not available in NetWare 5. Contact your network administrator for access to NETUSER on a NetWare 4 server.*

## Log out

### LOG OUT OF THE NETWORK

1. Exit all DOS applications.
2. Enter  
LOGOUT