

## Use network shortcuts

### USING THE NOVELL SYSTEM TRAY ICON

You can access many of the Novell Client software features by right-clicking the N icon in the system tray.

The system tray icon also contains an option that allows you to configure the client features that start when you double-click or Shift+double-click the icon.

1. Right-click the N icon in the system tray. 
2. Click Configure System Tray Icon.
3. Click the features you want to start by default when you double-click or Shift+double-click the icon.
4. Click Close.

## Log in to network

### LOG IN TO THE NETWARE NETWORK (YOUR PREFERRED SERVER OR TREE)

1. Turn on your computer and ensure Microsoft\* Windows 95 or NT is running.
2. Ensure the Novell Client is loaded. (Novell Client Login screen should display next.)
3. Enter your username and password where requested, and then click OK.

*Hint:* If an error message states that you aren't recognized in this context, include your location in the Directory tree with your username. For example:  
bmooney.acctserv.site1.acme

### LOG IN TO A NETWORK LOCATION (OTHER THAN YOUR PREFERRED SERVER OR TREE)

1. Double-click Network Neighborhood. 
2. Double-click Entire Network.
3. (Conditional) If you are given the option, double-click one of the following:
  - Novell Directory Services to log in to an NDS server or tree
  - NetWare™ Servers to log in to a bindery-based server

*Note:* Only NetWare 4™ or NetWare 5™ users are given the option.
4. Double click the tree  or server  that you want to log in to.
5. (Conditional) If required, enter your username and password and click OK. (If you are authenticated to the resource, a password is not required.)
  - If an Access Denied message displays, you don't have rights to the server or tree.
  - If the server or tree contents displays, you have successfully logged in.

## Set preferences

### SET VIEWING PREFERENCES

1. Double-click Network Neighborhood. 
2. Click View and set your viewing preferences.
  - Click Toolbar to toggle on | off (✓ = on)
  - Click Status Bar to toggle on | off (✓ = on)
  - Select Large Icons, Small Icons, List, or Details (✓ = on)
3. Click Options.
4. Click a tab (Folder, View, or File Types), set preferences, and then click OK.

*Note:* At the Folder tab, if you select Browse Folders Using a Separate Window for Each Folder, you must set viewing preferences for each window.

## View connections

### VIEW YOUR NETWORK CONNECTIONS

1. To see the servers you are connected to, right-click Network Neighborhood. 
2. Click NetWare Connections.
3. To connect to another server, see the “Log in to a network location” procedure in this guide.

## Change password

### CHANGE YOUR PASSWORD TO A NETWORK LOCATION (A SERVER OR TREE) IN WINDOWS 95

1. Double-click My Computer. 
2. Double-click Control Panel.
3. Double-click Passwords.
4. Choose to change either all or some passwords at the same time.
  - To change Windows and NetWare passwords, click Change Windows Password.
  - To change NetWare password only, click Change Other Passwords.
5. Check the passwords you want to change and then click OK.
6. Enter your old and new passwords where prompted and then click OK.
7. To change your password for all servers you are authenticated to, click OK at the NetWare Password Synchronization dialog box.
8. To exit the window, click  in the upper-right corner.

### CHANGE YOUR PASSWORD TO A NETWORK LOCATION (A SERVER OR TREE) IN WINDOWS NT

1. Press Ctrl+Alt+Del.
2. Click Change Passwords.
3. Select the resource you want to change the password for, such as the workstation or tree.
4. Enter your old and new passwords where prompted and then click OK.
5. Change the password for other resources, if desired.
6. Click OK.

## Access network resources

### NAVIGATE THE NETWORK

1. (Optional) Use the "Set viewing preferences" procedure in this guide to set your preferences.
2. Double-click Network Neighborhood. 
3. To show or hide the contents of a container object, double-click the object.  
Container object examples:
  -  (tree)
  -  (context)
  -  (server)
  -  (folder which can represent a volume, directory, or subdirectory)
4. To move up one directory level at a time, click the Up-arrow on the Toolbar  (toggle Toolbar on/off from View menu).
5. To open a file, double-click it. (You might also have to select a program and then click OK.)
6. To change your default location for this session in a tree you are logged in to:
  - 6a. Browse to the context of choice and right-click it.
  - 6b. Click Set Default Context > OK.
7. To close any window, click  in the upper-right corner.

### VIEW MAPPED DRIVES

1. To view your mapped drives, double-click My Computer.   
Each mapped drive is displayed in this format:  
*resource ON 'server' (drive letter:)*  
For example:  
SYS ON 'ACCTSERV' (H:)
2. To use a mapped drive, double-click the drive of choice.
3. To exit the window, click  in the upper-right corner.

### DELETE DRIVE MAPPINGS

1. Right-click Network Neighborhood  or My Computer. 
2. Click Disconnect Network Drive.
3. Click the drive and then OK.
4. To exit the window, click  in the upper-right corner.

### MAP DRIVES--PATH UNKNOWN

1. Double-click Network Neighborhood. 
2. Double-click the server of choice (where the resources you want to map reside).
3. Navigate to the resource of choice. (See the "Navigate the network" section.)
4. Right-click the resource.  
*Note:* Don't right-click-hold, or you will view the wrong menu.
5. Click Novell Map Network Drive.
6. Click  and select an unmapped network drive (usually F through Z, not followed by text).
7. Check that the specified path leads to the resource you want to map.
8. To have this path available the next time you run Windows, check Reconnect at Logon.
9. Click OK.
10. To exit the window, click  in the upper-right corner.

### MAP DRIVES--PATH KNOWN

1. Right-click My Computer. 
2. Click Map Network Drive.
3. Click  and select an unmapped network drive.
4. Enter the path (or click  ) to the resource of choice in one of the following formats:  
Universal Naming Convention format:  
*\\server\volume\directory\subdirectory*  
NetWare format:  
*server\volume:\directory\subdirectory*  
*Note:* A volume is a segment of a server. The volumes of the server display next to folder icons  when you double-click a server.
5. To have this path available the next time you run Windows, check Reconnect at Logon.
6. Click OK.
7. To exit the window, click  in the upper-right corner.

## Set up network printing

### SELECT A PRINTER OR PRINT QUEUE

1. Double-click Network Neighborhood. 
2. Navigate to where the printer or queue resides (a server, context, or tree).
3. Double-click the applicable printer icon.
4. Does the printer's status screen display?
  - If so, your printer or queue is already set up. Exit the window.
  - If not, continue with Step 5.
5. Follow the screen prompts while using the following completion guidelines to select the printer or queue.
  - You need to capture a printer port only if you want to print DOS-based programs on this printer.
  - If you select a manufacturer and model from the list provided, you might be prompted to load the CD-ROM or disk containing your printer driver.
  - Keep existing drivers unless otherwise instructed.
  - Changing the printer name only changes the way it displays in My Computer. The default name still displays in Network Neighborhood.
  - You need a default printer for your Windows-based programs. Verify that this printer has been chosen as the default. (See statement below Printer Name box.). You might have to click Yes.

### DISPLAY PRINTER ON DESKTOP (CREATE A PRINTING SHORTCUT)

1. Double-click My Computer. 
2. Double-click Printers.
3. Right-click-hold the printer of choice.
4. Drag and release it onto your desktop. (The desktop is where My Computer is displayed.)
5. Click Create Shortcut(s) Here.  
Displayed printer can now be used as a printing shortcut for drag-and-drop printing or for managing print jobs.

### MANAGE YOUR PRINT JOBS

1. Double-click My Computer. 
2. Double-click Printers.
3. Double-click the printer whose jobs you want to view.
  - To pause or purge all your print jobs, click Printer > Pause Printing (or Purge Print Jobs).
  - To cancel or pause a particular print job, right-click the print job and then click Pause Printing or Cancel Printing.
  - To reorder your print jobs, click-hold a job and then drag and release it onto a new location in the list.

### SET PRINTING PREFERENCES

1. Double-click My Computer. 
2. Double-click Printers.
3. Right-click the printer of choice and then click Properties (or click the printer, File, and then Properties).
4. Click the appropriate tab.  
Note: Some settings here might be overwritten or duplicated by your application printing preferences.

To do this _____	Click this tab _____
Print/don't print a banner page or form feed	Printer Settings
Choose portrait or landscape paper	Paper
Change number of copies printed	Printer Settings or Paper
Perform a print test	General

5. Make the changes you want, and then click OK.

### DELETE A SELECTED PRINTER

1. Double-click My Computer. 
2. Double-click Printers.
3. Right-click the printer and then click Delete.
4. Click Yes to confirm the deletion.

## View or modify access rights

### VIEW YOUR RIGHTS TO A VOLUME OR DIRECTORY

1. Double-click Network Neighborhood. 
2. Navigate to the volume or directory. (See the “Navigate the network” procedure in this guide.)
3. Right-click the volume or directory and then click Properties.
4. To view your rights, click NetWare Rights tab. Read and File Scan let you locate and view a file, but not modify it. If you need additional rights, such as Write, see your network administrator or the directory owner.

### LIMIT OTHERS' ACCESS TO YOUR FILES OR DIRECTORIES

1. Double-click Network Neighborhood. 
2. Navigate to the file or directory. (See the “Navigate the network” procedure in this guide.)
3. Right-click the file or directory and then click Properties.
4. To change access attributes of the file or directory, click General, check ( ✓ ) the desired attributes, and then click OK.

## Log out

### LOG OUT OF A NETWORK LOCATION (A SERVER OR A TREE)

1. Right-click Network Neighborhood. 
2. Click NetWare Connections.
3. Click the server or tree you want to log out of.  
*Note:* Logging out of a tree logs you out of all resources on that tree.
4. Click Detach > Close.