



Self Setup in 5 Easy Steps

Instructions and Checklist - Mac Version

If you're computer savvy, setup of your computer at Millsaps can be easy as pie!

- **At The Hub**, there are Documentation Reference Books available. If you have any problems, you can always ask for help.
- **On your own**, you can hop on the Guest network and get the instructions at the following website:

http://millsaps.edu/administrative_offices/its_documentation.php

Problems? Head to The Hub and a ResCon can help, or contact ResNet at [601-974-1899](tel:601-974-1899) or resnet@millsaps.edu.

Before You Start

Millsaps College does not provide antivirus software for Mac computers. If you wish to purchase this software, the Helpdesk or Resnet can help you figure out what's best.

If you already have a copy of Office on your computer, or don't want Office at all, you can simply skip that step.

STEP 1 - SETUP WIRELESS INTERNET

Using the instructions for your operating system, **connect to MajorAir**. This will give you wireless internet access from anywhere on campus!

Once you're connected, **open up your web browser** and try to navigate to any page. You should be redirected to the **Millsaps College NetReg** page. If not, go here:

<http://10.5.0.1>

From the NetReg page, **agree to the terms by typing in your Millsaps College username and password**. Once done, **restart** your computer.

When your computer is back up, try to connect to a webpage. **Ask for help if still isn't connecting**.

STEP 2 - SETUP YOUR H: DRIVE

Using the instructions for your operating system, connect to the H:\ drive. The H:\ drive is your space on the Millsaps network to save all of your school work. You can start this process super-easy by going here:

<https://secure.millsaps.edu/hdrive/>

- **Do you need to do some printing on campus?** Students can hop into the Library, or into the Sullivan-Harrell Hall Computer Labs to print papers and other necessary documents. Just remember, use email when you can! **We don't want to kill any trees.**

- **Major Air is available all over campus!** This makes studying a lot more convenient. Move from the Caf', to the Library, to the Bowl and keep your internet connection the whole time.

STEP 3 - INSTALL OFFICE

Now it's time for some freebies! Millsaps provides students with their own copy of **Microsoft Office**. Once you have your network drive, **open Finder**, then **press command+K**. In the Go window, enter the following as the **Server Address**:

**smb://mil-svr-fs-01.milintdom.millsaps.edu/
Student Install**

You may be asked for your password - this is the same information you used to connect to the H:\ drive before. Navigate to **Office 2008** and **open** the following file:

Office 2008 SP 1.ISO

It may take a few minutes to load. Once it finishes, just **follow the on-screen instructions**.

STEP 4 - SETUP YOUR SMARTPHONE

This can take a while, so now is a good time to **set up your smartphone**. Using the instructions for your phone type, setup your **MajorAir connection** and **email (Exchange) profile**.

STEP 5 - SETUP YOUR OUTLOOK PROFILE

Once Office finished installing, you can set up your profile in Entourage. Following the instructions for your version of Office (the school gives you 2008), **setup your email profile**.

Once you finish this setup, **you're done!** Please be sure to fill out a survey before you leave.

Did you know we back up the contents of the H:\ drive regularly? If you accidentally delete a paper or your computer destroys something important, you can send an email to helpdesk@millsaps.edu and someone will help recover the lost documents!

If you want a newer version of Office, we can help with that. For \$16.00 (check or charged to your student account), you can purchase a copy of Office 2010. We also sell upgrades to Windows 7, and Mac software as well!

Want to use your PlayStation 3, Wii, or Xbox 360 on the network? We have instructions for that! Simply let a ResCon know what you need, and we will be happy to give you a copy of the instructions. Got another device? Just ask, we can try to help!