

STEP 3 - 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/>

STEP 4 - INSTAL 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 it up** (you can find it listed as the H: drive in My Computer), then **navigate** here:

[H:\Student Install\Office 2007](#)

And **open** the following file:

[Single_Install.vbs](#)

When it opens, **click Next** and the install will go on its own.

STEP 5 - 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**

STEP 6 - INSTAL THE NEW ANTIVIRUS

and **email (Exchange) profile**.

Once Office finished installing, you can **install Microsoft Security Essentials** if you want it. Go back to your H:\ drive and **navigate** to the following folder:

[H:\Student Install\MS Security Essentials](#)

Open the folder that corresponds with your version of Windows and **open** the following file:

[setup.exe](#)

Just **follow the instructions on your screen** to get the install going.

STEP 7 - SETUP YOUR OUTLOOK PROFILE

This is a short install, but while you wait you can **setup your email** on your computer. Following the instructions for your version of Office (the school gives you 2007), **setup your email profile**.

Once you finish this setup and Microsoft Security Essentials is installed, **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!