User guide

Client™ 2 SP3 for Windows

January 2013

Novell®

Legal Notices

Novell, Inc. makes no representations or warranties with respect to the contents or use of this documentation, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Novell, Inc. reserves the right to revise this publication and to make changes to its content, at any time, without obligation to notify any person or entity of such revisions or changes.

Further, Novell, Inc. makes no representations or warranties with respect to any software, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Novell, Inc. reserves the right to make changes to any and all parts of Novell software, at any time, without any obligation to notify any person or entity of such changes.

Any products or technical information provided under this Agreement may be subject to U.S. export controls and the trade laws of other countries. You agree to comply with all export control regulations and to obtain any required licenses or classification to export, re-export or import deliverables. You agree not to export or re-export to entities on the current U.S. export exclusion lists or to any embargoed or terrorist countries as specified in the U.S. export laws. You agree to not use deliverables for prohibited nuclear, missile, or chemical biological weaponry end uses. See the Novell International Trade Services Web page (http://www.novell.com/info/exports/) for more information on exporting Novell software. Novell assumes no responsibility for your failure to obtain any necessary export approvals.

Copyright © 2007-2013 Novell, Inc. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, or transmitted without the express written consent of the publisher.

Novell, Inc. has intellectual property rights relating to technology embodied in the product that is described in this document. In particular, and without limitation, these intellectual property rights may include one or more of the U.S. patents listed on the Novell Legal Patents Web page (http://www.novell.com/company/legal/patents/) and one or more additional patents or pending patent applications in the U.S. and in other countries.

Novell, Inc.
1800 South Novell Place
Provo, UT 84606
U.S.A.
www.novell.com

Online Documentation: To access the latest online documentation for this and other Novell products, see the Novell Documentation Web page (http://www.novell.com/documentation).

Novell Trademarks

For Novell trademarks, see the Novell Trademark and Service Mark list (http://www.novell.com/company/legal/trademarks/tmlist.html).

Third-Party Materials

All third-party trademarks are the property of their respective owners.

Contents

About This Guide 5

1 Using the Novell Client for Windows Red N Menu 7

1.1 How Do I Use the Red N Menu? . . . 7
1.2 Logging In to the Network . . . 9
1.2.1 Running Novell Login Scripts During Login . . . 9
1.3 Logging Out of a Network Location (Server or Tree) . . . 10
1.4 Viewing Your Network Connections . . . 10
1.5 Mapping Network Drives . . . 11
1.6 Disconnecting a Mapped Drive . . . 12
1.7 Novell Utilities . . . 12
1.8 Configuring Your User Account . . . 13
1.9 Creating a Customized List of Browseable Paths . . . 13
1.9.1 Adding a Browseable Path . . . 13
1.9.2 Using a Browseable Path . . . 13
1.10 Configuring the Red N Icon . . . 14
1.11 Updating the Novell Client . . . 14
1.12 Configuring Novell Client Properties . . . 15

2 Using Novell Utilities 17

2.1 Copying Files to or from a Volume . . . 17
2.2 Assigning Rights to Volumes, Files, and Directories . . . 20
2.2.1 Limiting Access to My Files and Directories . . . 22
2.3 Setting Inherited Rights and Filters . . . 22
2.4 Viewing Object Properties . . . 24
2.4.1 Viewing File and Folder Properties . . . 24
2.4.2 Viewing Volume Properties . . . 25
2.5 Salvaging Deleted Files . . . 27
2.6 Purging Deleted Files . . . 28
2.7 Sending a Broadcast Message . . . 29

3 Configuring Your User Account 31

3.1 Viewing Personal Information . . . 31
3.2 Viewing Work Information . . . 32
3.3 Displaying Mailing Information . . . 32
3.4 Editing Your Login Script . . . 33
3.5 Configuring Login Account Information . . . 34
3.6 Changing Your Novell Password . . . 35
3.6.1 Using the Red N Menu to Change Your Novell Password . . . 35
3.6.2 Using Ctrl+Alt+Delete to Change Your Novell Password . . . 36
3.7 Viewing Group Memberships . . . 38
3.8 Challenge/Response Administration . . . 38
3.9 Managing Your Login Profiles . . . 39
3.9.1 Creating a Login Profile . . . 39
3.9.2 Viewing or Editing a Login Profile . . . 41
3.9.3 Removing a Login Profile . . . 41

3.9.4 Enabling the Use of DHCP In a Personal Login Profile 41

A Documentation Updates **45**

About This Guide

This guide describes how to use the Novell® Client™ for Windows features available in the Novell Client notification area. This guide contains the following sections:

- Chapter 1, "Using the Novell Client for Windows Red N Menu," on page 7
- Chapter 2, "Using Novell Utilities," on page 17
- Chapter 3, "Configuring Your User Account," on page 31

Audience

This guide is intended for users of the Novell Client for Windows.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to www.novell.com/documentation/feedback.html and enter your comments there.

Documentation Updates

For the latest version of this documentation, see the Novell Client online documentation (http://www.novell.com/documentation/windows_client/index.html).

Additional Documentation

For information on installing the Novell Client for Windows, see the *Novell Client 2 SP3 for Windows Installation Quick Start*.

For information on administering the Novell Client for Windows, see the *Novell Client 2 SP3 for Windows Installation Quick Start*.

For information on login scripts, see the Novell Login Scripts Guide.

Documentation Conventions

In this documentation, a greater-than symbol (>) is used to separate actions within a step and items within a cross-reference path.

A trademark symbol (®, ™, etc.) denotes a Novell trademark. An asterisk (*) denotes a third-party trademark.

1 Using the Novell Client for Windows Red N Menu

The Novell® Client™ for Windows software extends the capabilities of Windows 8 and Windows 7 workstation, and Windows 2012 server desktops by providing access to NetWare® and Open Enterprise Server (OES). When installed on Windows 8 or Windows 7 workstations, or Windows 2012 servers, the Client lets you enjoy the full range of Novell services, such as authentication via Novell eDirectory™, network browsing and service resolution, and secure and reliable file system access. The Novell Client supports the Novell traditional NCP™ protocol.

For information on installing the Novell Client for Windows, see the *Novell Client 2 SP3 for Windows Installation Quick Start*.

This section contains the following information:

- Section 1.1, “How Do I Use the Red N Menu?,” on page 7
- Section 1.2, “Logging In to the Network,” on page 9
- Section 1.3, “Logging Out of a Network Location (Server or Tree),” on page 10
- Section 1.4, “Viewing Your Network Connections,” on page 10
- Section 1.5, “Mapping Network Drives,” on page 11
- Section 1.6, “Disconnecting a Mapped Drive,” on page 12
- Section 1.7, “Novell Utilities,” on page 12
- Section 1.8, “Configuring Your User Account,” on page 13
- Section 1.9, “Creating a Customized List of Browseable Paths,” on page 13
- Section 1.10, “Configuring the Red N Icon,” on page 14
- Section 1.11, “Updating the Novell Client,” on page 14
- Section 1.12, “Configuring Novell Client Properties,” on page 15

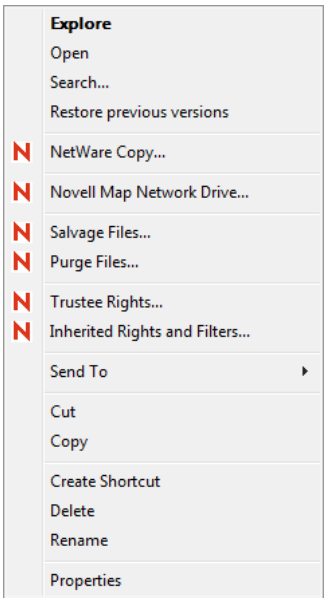
1.1 How Do I Use the Red N Menu?

Many of the Novell Client features are available when you right-click the N icon in the notification area of the taskbar, located in the bottom right portion of your screen.

Figure 1-1 *Red N Icon in the Notification Area of the Taskbar*

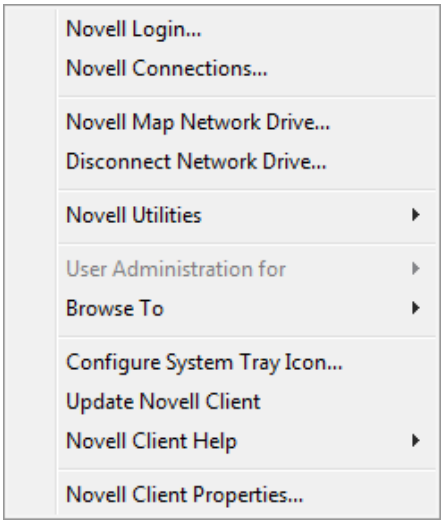
Right-clicking a Network folder also displays a menu of workstation features, where Novell Client features are preceded by an red N logo.

Figure 1-2 *Sample Network Folder Right-Click Menu*



Right-click N in the taskbar to see the following menu:

Figure 1-3 *The Novell Client Tray Application Menu*

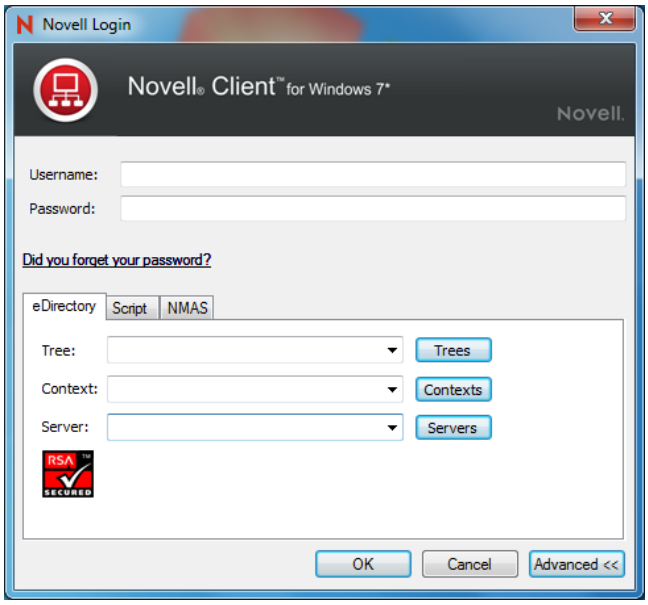


The Red N icon is automatically added to the notification area when you install the Client. If the Red N icon is removed from the notification area for any reason, you can restore it by double-clicking `C:\Windows\System32\nwtray.exe` in Windows Explorer.

1.2 Logging In to the Network

When you log in to the network, you gain access to directories and files as well as other services provided by network servers. Your network administrator should provide you with the required information so that you can log in.

1. Right-click N, then click *Novell Login*.
2. Type your username and password, then click *Advanced*.



3. Specify the tree, context, and server information for the server you want to connect to.

   You can type a DNS name or an IP address for the server. See your network administrator for this information.

   If your network has SLP set up, you can browse a list of available trees, contexts, and servers by clicking their associated buttons.
4. (Optional) To run login scripts during this login session, click the *Script* tab, then select the options needed to run the login scripts.

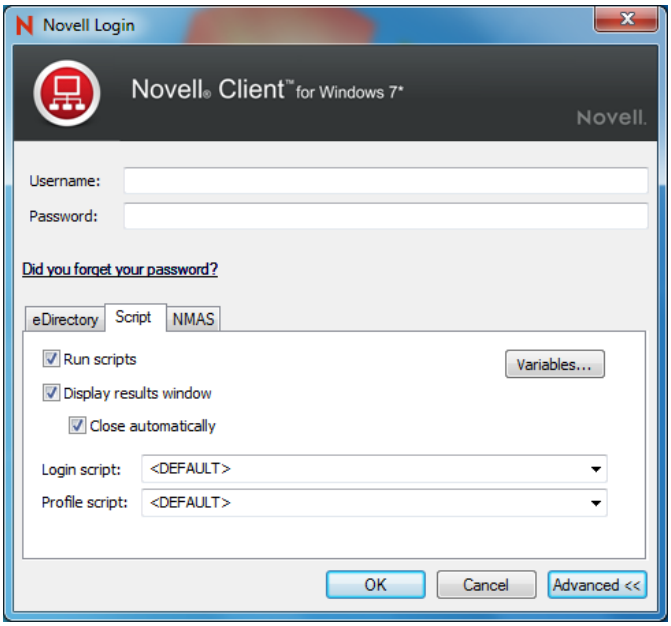
   For more information on login scripts, see Section 1.2.1, "Running Novell Login Scripts During Login," on page 9.
5. Click *OK* to log in to the server specified in Step 3.

1.2.1 Running Novell Login Scripts During Login

When you successfully log in to the network, one or more login scripts are executed. Login scripts can be used to automatically map drives and search drives to directories, display messages, set environment variables, and execute programs or menus.

You can specify whether login scripts are run, whether the results are displayed, and whether the login window is automatically closed during login. In addition, if the login script uses the %2, %3, %4, or %5 variables, you can set these variables by clicking the *Variables* button.

Figure 1-4 *Script Tab on the Novell Login Dialog Box*



Your network administrator should provide information on whether to use login scripts and, if so, which login scripts to use.

For additional information on setting up login scripts, see the Novell Login Scripts Guide.

1.3 Logging Out of a Network Location (Server or Tree)

1. Right-click N, then click *Novell Connections*.
2. Select the server or tree that you want to log out of.

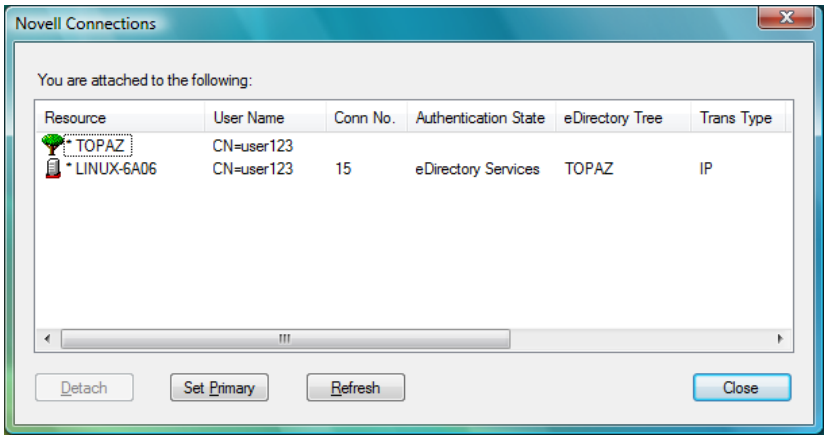
   NOTE: Logging out of a tree logs you out of all resources on that tree.

3. Click *Detach*, then click *Close*.

1.4 Viewing Your Network Connections

Novell Connections allows you to see what servers and trees you are logged in to. You can refresh connections, set a specific tree as your primary connection, or log out of a tree or server.

1. Right-click N, then click *Novell Connections*.



2 Do any of the following:

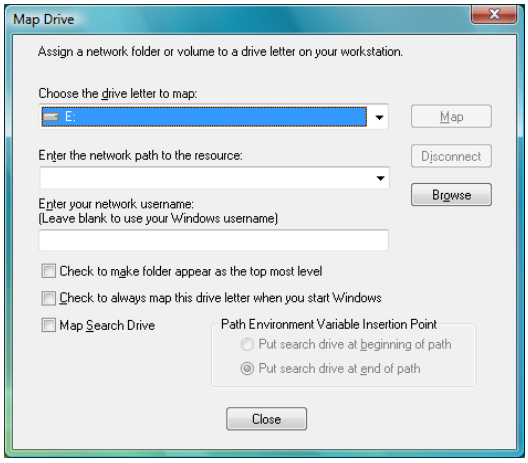
- **Set a connection as the primary connection:** Select the server you want to set as the primary connection, then click *Set Primary*.
- **Refresh a connection:** Select the connection that you want to refresh, then click *Refresh*.
- **Disconnect from a connection:** Select the connection you want to detach from, then click *Detach*.

3 Click *Close*.

1.5 Mapping Network Drives

When you map a drive, you create a connection to a drive on the network. After the drive is mapped, you can use it like a local hard disk, provided you have sufficient rights on the drive. You can map to a specific folder on the drive or to the root of the drive.

1 Right-click N, then click *Novell Map Network Drive*.



2 Select the drive letter you want to use for the network connection.

3 Specify the path to the directory you want to map.

The path can be in either of these formats:

Universal Naming Convention format: *server**volume**directory**subdirectory*

Novell format: *server\volume:\directory\subdirectory*

NOTE: A volume is a segment of a server. The volumes of a server display next to folder icons when you double-click a server.

You can also click the *Browse* button and locate the directory you want to map.

4 (Optional) To reestablish this drive mapping the next time you log in, select *Check to always map this drive letter when you start Windows*.

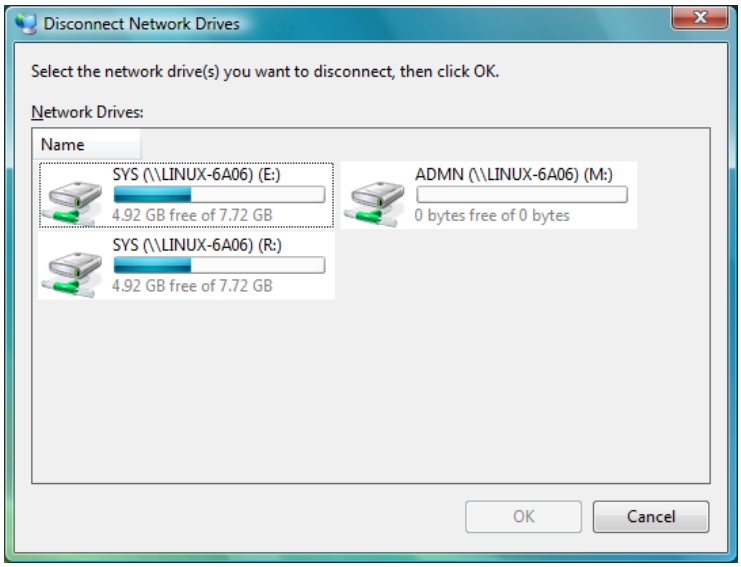
5 (Optional) Select *Map Search Drive* if you want to specify the drive as a search drive.

If you select *Map Search Drive*, you can choose whether this mapping should be at the beginning or the end of the path.

6 Click *Map*.

1.6 Disconnecting a Mapped Drive

1 Right-click N > *Disconnect Network Drive*.



2 Select the drives that you want to disconnect.

Shift+click or Ctrl+click to select more than one drive.

3 Click *OK* to disconnect the selected drives.

1.7 Novell Utilities

You can access various Novell utilities, such as Novell Copy, Salvage, Purge, and Inherited Rights and Filters, by selecting the *Novell Utilities* option on the N menu. For more detailed information, see Chapter 2, “Using Novell Utilities,” on page 17.

1.8 Configuring Your User Account

You can view or configure various aspects of your user account by selecting the *User Administration for* option on the N menu. For more detailed information on these options, see Chapter 3, "Configuring Your User Account," on page 31.

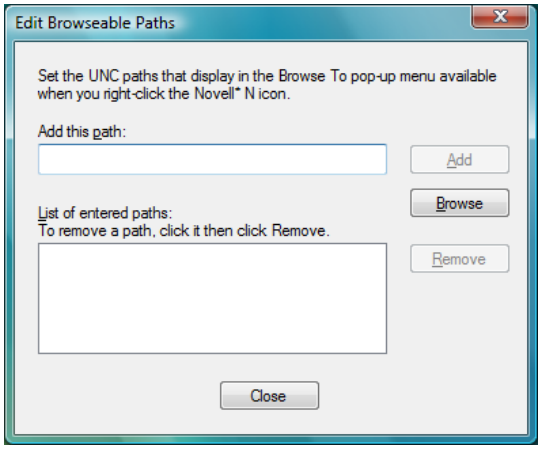
1.9 Creating a Customized List of Browseable Paths

You can use the Browse To feature to create a customized list of browseable paths. If you often use the same locations on the network, you can add these locations to your paths list. Then, when you need to go to one of those locations, you can select it from the list rather than browsing the network to find the location.

Browseable paths let you quickly access frequently used files without mapping drives every time you log in. Too many mapped drives can considerably lengthen the time it takes to log in. Browseable paths also help you find those locations you use frequently but don't normally map to, as well as those that you use infrequently and can never remember.

1.9.1 Adding a Browseable Path

1 Right-click N, then click *Browse To* > *Edit Browseable Path*.



2 Specify the path that you want to add.

If you're unsure of the path, browse the network until you find the location you want to add.

3 Click *Add*.

The locations you add are automatically added to the Browse To menu.

1.9.2 Using a Browseable Path

1 Right-click N, then click *Browse To*.

2 Click the path you want to access.

You can also select from the following options:

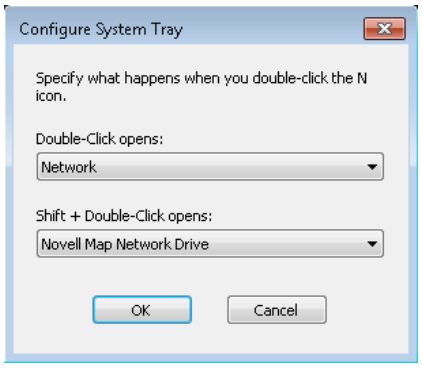
Computer: Opens the Windows Computer folder. The Computer folder gives you access to locations such as your hard drive, CD or DVD drives, removable media, and network locations that are connected to your computer. You can also access other devices connected to your computer, such as external hard drives and digital cameras.

Network: Opens the Windows Network folder. The Network folder gives you access to computers and devices on your network. You can view the contents of network computers and find shared files and folders. You can also view and install network devices, such as printers.

1.10 Configuring the Red N Icon

You can configure the N icon so the features you use most often are available by double-clicking or by pressing Shift when you double-click the icon. By default, double-clicking the icon opens the Windows 7 Network dialog box. Pressing Shift when you double-click the icon opens the Novell Map Network Drive dialog box.

1. Right-click N, then click *Configure System Tray Icon*.



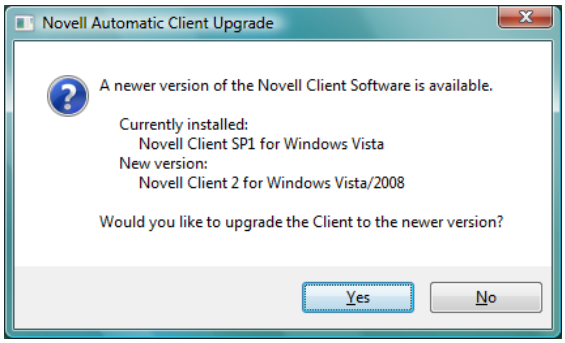
2. Click the drop-down lists to display the functions that can be configured, then select the function you want.
3. Click *OK*.

1.11 Updating the Novell Client

Novell Client software and properties can be updated at any time specified by your administrator. You can run the Novell Client Update Agent either automatically without intervention, or manually by selecting *Update Novell Client* from the N menu.

For more information on enabling Novell Client updates, see "Update Agent Settings" in the *Novell Client for Windows Administration Guide*.

1. Right-click N, then click *Update Novell Client*.
2. If a Novell Client update is available, you see a message displaying the currently installed version of the Client and the new version of the Client.



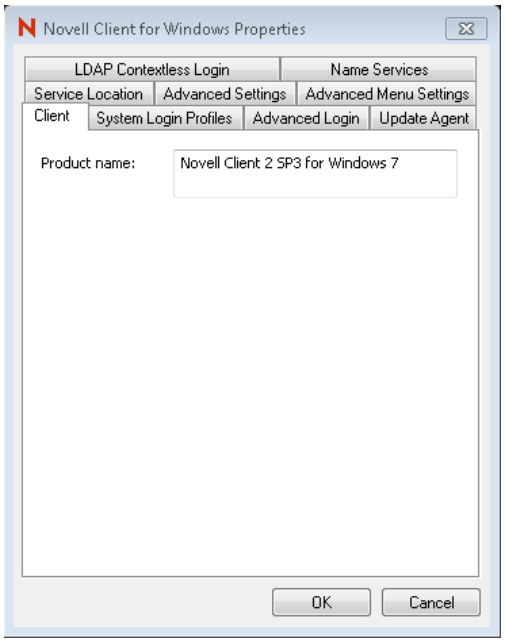
3 Click *Yes*, then follow the online instructions to update the Client.

The Novell Client Installation runs, your workstation reboots, and you are prompted to log in by using the Novell Network login tile.

If no Novell Client updates are available, you see a message saying that the Novell Client for Windows does not need to be updated.

1.12 Configuring Novell Client Properties

1 Right-click N, then click *Novell Client Properties*.



2 Use the options in the Novell Client Configuration dialog box to configure the way the Client works in your network.

Do not change any properties without first contacting your network administrator. Changing properties can damage the performance of your network connections and can prevent you from logging in to the network.

For more detailed information, see "Setting Client Properties" in the *Novell Client for Windows Administration Guide*.

3 Click *OK* to close the dialog box.

2 Using Novell Utilities

You can access various Novell® utilities by selecting the *Novell Utilities* option from the menu. The options on the submenu let you do the following:

- Section 2.1, “Copying Files to or from a Volume,” on page 17
- Section 2.2, “Assigning Rights to Volumes, Files, and Directories,” on page 20
- Section 2.3, “Setting Inherited Rights and Filters,” on page 22
- Section 2.4, “Viewing Object Properties,” on page 24
- Section 2.5, “Salvaging Deleted Files,” on page 27
- Section 2.6, “Purging Deleted Files,” on page 28
- Section 2.7, “Sending a Broadcast Message,” on page 29

2.1 Copying Files to or from a Volume

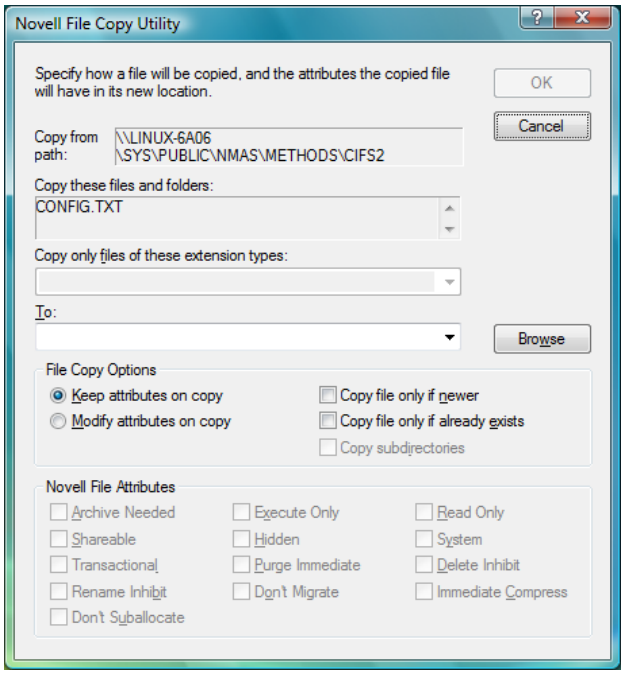
The Novell Copy utility lets you copy files or folders to or from any location you have access to on the network to another network location.

For example, you can use Novell Copy to keep two directories synchronized and to preserve Novell attributes during a copy.

Novell Copy is especially useful if you want to back up your data to a server. Select the parent directory, select *Novell Copy*, and then select the *Copy file only if newer* check box. This copies only files that have changed, which is a much quicker operation than copying the entire directory structure again.

1. Right-click , then click *Novell Utilities* > *Novell Copy*.
2. Browse to and select the files or folders you want to copy.
3. Click *OK*.

   The Novell File Copy Utility dialog box appears.



4 Select the file copy options you want applied to the files you are copying.

Keep attributes on copy: Don't change the file attributes when you copy the file. The file will have the same attributes in the destination location that it has in the source directory.

Modify attributes on copy: Assign different attributes to the file after copying it than it has in the source directory. Specify the attributes you want to assign to the file in the *Novell File Attributes* list.

Copy file only if newer: Copy the file to the destination directory only if the file you are copying is newer than the file with the same name that already exists in the destination directory. If the file does not exist in the destination directory, the file is copied to the destination directory.

Copy file only if already exists: Copy the file only if a file with the same name already exists in the destination directory.

5 (Optional) Specify the attributes you want applied to the file.

You can specify attributes only if *Modify attributes on copy* is selected.

Attribute	Description
Archive Needed	Marks the file so it is included if the directory is archived.
Shareable	Allows more than one user to access the file at the same time. This attribute is usually used only on files with the Read Only attribute.
Transactional	Allows a file to be tracked and protected by the Transaction Tracking System™ (TTS™) feature. TTS allows interrupted operations to be backed out of the file, restoring it to an uncorrupted state. All database files that need TTS protection should be marked with this attribute. ◆ A file that is flagged Transactional cannot be deleted or renamed. ◆ A file cannot be flagged Transactional while it is open. ◆ The Modify right is required to flag a file as Transactional.
Rename Inhibit	Prevents the name of the file or folder from being changed. ◆ The Modify right is required to change this attribute. ◆ A user with the Modify right can change this attribute and then rename the file. ◆ This attribute is automatically set and removed when the Read Only attribute is set or removed.
Don’t Suballocate	Previous versions of NetWare® worked with a fixed block size, determined at the time of installation. The block size became the smallest unit of storage on the file server’s hard disk. Generally, the larger the block size, the better the throughput between file server RAM and the hard disk. However, larger block sizes waste disk space. Novell subdivides a disk block into smaller suballocation units of 512 bytes. This ensures that disk space is used efficiently. If you don’t want to use the suballocation units on the files you’re copying, select Don’t Suballocate.
Execute Only	Permanently prevents files from being copied. Copy Inhibit prevents Macintosh* users from copying a file. This attribute overrides Read and File Scan trustee rights.
Hidden	Hides the volume, directory, or file from the DOS or OS/2* DIR command and prevents it from being deleted or copied The Novell NDIR command shows the file if the user has File Scan rights.
Purge Immediate	Specifies that this volume, directory, or file is immediately erased from the system if it is deleted. Purged items cannot be recovered. ◆ Normally, files deleted by users are saved by Novell so they can be salvaged (recovered). ◆ To view a list of deleted files in a directory and recover files, right-click the directory name and click *Salvage*. ◆ Normally, deleted files are saved until someone purges them or the Novell server runs out of disk allocation blocks on the volume. ◆ When a directory is flagged with the Purge Immediate attribute, any file in that directory is purged when the directory is deleted. Those files and directories can’t be recovered with the Salvage option.

Attribute	Description
Don't Migrate	Prevents files from being migrated. Data migration takes files off the server and migrates them onto another media such as a tape or a read/write optical disk. The migrated files are still seen in the directory listing and can be retrieved transparently to the user.
Read Only	Specifies that no one can write to this directory or file. When the Read Only attribute is set or removed, Novell also sets or removes the Delete Inhibit and Rename Inhibit attributes. A user can't write to, erase, or rename a directory or file when Read Only is selected.
System	Marks the file as a system file.
Delete Inhibit	Prevents files and folders from being deleted. This attribute overrides the Erase trustee right. ◆ The Modify right is required to change this attribute. ◆ A user with the Modify and Erase rights can change this attribute and delete the file. ◆ This attribute is set and removed when the Read-Only attribute is set and removed.
Immediate Compress	Specifies that every file in this directory should be compressed as soon as possible after it is closed.

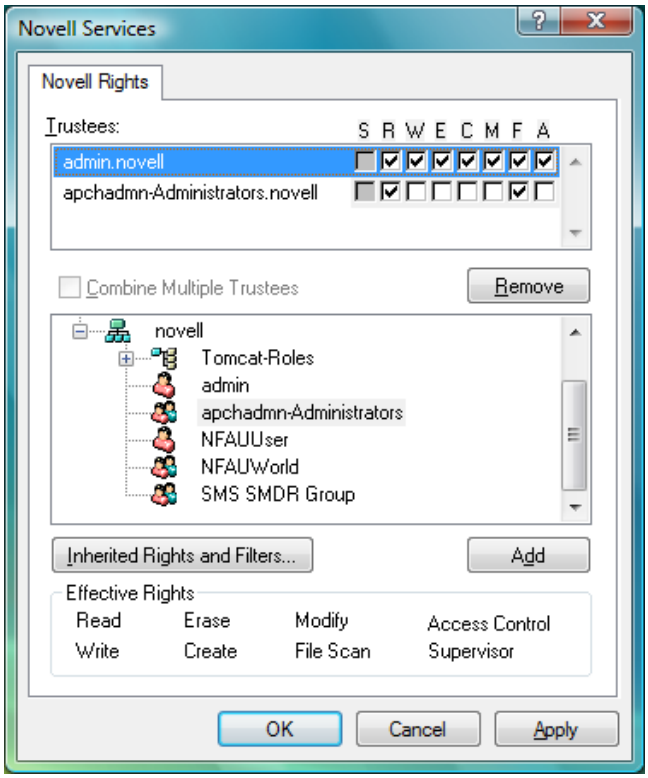
6 Click *OK* to copy the files.

2.2 Assigning Rights to Volumes, Files, and Directories

The Trustee Rights utility lets you display and give rights to volumes, files, and directories on a Novell server. A trustee is an object (such as a User object, Group object, Organizational Role objects, or container object) that has (or will have) rights to a volume, directory, or file. Trustee assignments allow you to assign ownership, set permissions, and monitor user access. You must have the Access Control (http://www.novell.com/documentation/oes11/stor_nss_lx/?page=/documentation/beta/oes11/stor_nss_lx/data/access.html) right to change trustee assignments.

1 Right-click N, then click *Novell Utilities* > *Trustee Rights*.

2 Select the folder or file you want to set trustee rights for, then click *OK*.



3 To add a trustee, select the object in the tree diagram, click *Add*, then set the rights for this user by selecting the boxes under the letters on the right.

For each trustee in the list, there is a set of eight check boxes, one for each right that can be assigned. If a check box is selected, the trustee has that right. To assign or unassign rights, use the check boxes in the dialog box.

The following rights can be set for each trustee:

- **Read:** For a directory, grants the right to open files in the directory and read the contents or run the programs. For a file, grants the right to open and read the file.
- **Write:** For a directory, grants the right to open and change the contents of files in the directory. For a file, grants the right to open and write to the file.
- **Erase:** Grants the right to delete the directory or file.
- **Create:** For a directory, grants the right to create new files and directories in the directory. For a file, grants the right to create a file and to salvage a file after it has been deleted.
- **Modify:** Grants the right to change the attributes or name of the directory or file, but does not grant the right to change its contents (changing the contents requires the Write right).
- **File Scan:** Grants the right to view directory and file names in the file system structure, including the directory structure from that file to the root directory.
- **Access Control:** Grants the right to add and remove trustees for directories and files and modify their trustee assignments and Inherited Rights Filters.
- **Supervisor:** Grants all rights to the directory or file and any subordinate items. The Supervisor right can't be blocked by an Inherited Rights Filter. Users with this right can grant or deny other users rights to the directory or file.

4 To remove a trustee, select one or more trustees in the Trustees list, then click *Remove*.

5 To view a list of rights and filters inherited by this volume, click *Inherited Rights and Filters*.

6 To apply the same trustee assignments to a group of selected files, click *Combine Multiple Trustees*.

   This check box is available only if you're viewing the right for multiple files or directories. At least one of the files or directories must have at least one trustee assignment. The trustees and rights shown are the combined trustees and rights for all of the files. If you select *Combine Multiple Trustees*, the trustee assignments that are chosen apply to all of the selected files after you click *OK* or *Apply*.

   For example, Kim is a trustee of file_a and file_b. Kim has Read, File Scan, and Access Control rights for file_a and Read and File Scan rights for file_b. If you select file_a and file_b and view their properties, Kim is shown as a trustee with Read, File Scan, and Access Control rights.

   If you select *Combine multiple Trustees* and then click *OK*, Kim is given the Access Control right for file_b. Therefore, Kim now has Read, File Scan, and Access Control rights for both file_a and file_b.

7 Click *Apply*, then click *OK* when you are finished modifying trustee rights.

2.2.1 Limiting Access to My Files and Directories

1 Double-click the Network folder.

2 Navigate to the file or directory.

3 Right-click the file or directory, then click *Properties*.

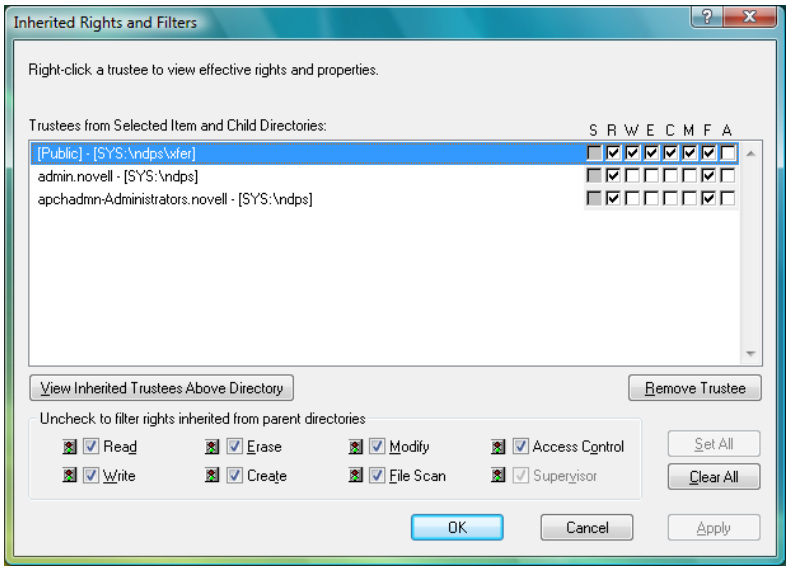
4 To change the access attributes of the file or directory, click *General*, select the attributes you want, then click *Close*.

2.3 Setting Inherited Rights and Filters

The Inherited Rights and Filters utility lets you view and set information about trustees and rights. Rights assignments on eDirectory™ containers can be inheritable or non-inheritable, but all rights assignments on directories are inheritable. You can block such inheritance on individual subordinate items so that the rights aren't effective on those items, no matter who the trustee is. One exception is that the Supervisor right can't be blocked.

1 Right-click N, then click *Novell Utilities* > *Inherited Rights and Filters*.

2 Select the folder or file you want to view or set inherited rights and filters for, then click *OK*.



The main part of this dialog box is the list of trustees inherited from the selected item and its parent folders.

3 To assign or unassign rights, use the check boxes to the right of a trustee.

For each trustee in the list, there is a set of eight check boxes, one for each right that can be inherited. If a check box is selected, the trustee has that right.

- **Read:** For a directory, grants the right to open files in the directory and read the contents or run the programs. For a file, grants the right to open and read the file.
- **Write:** For a directory, grants the right to open and change the contents of files in the directory. For a file, grants the right to open and write to the file.
- **Erase:** Grants the right to delete the directory or file.
- **Create:** For a directory, grants the right to create new files and directories in the directory. For a file, grants the right to create a file and to salvage a file after it has been deleted.
- **Modify:** Grants the right to change the attributes or name of the directory or file, but does not grant the right to change its contents (changing the contents requires the Write right).
- **File Scan:** Grants the right to view directory and file names in the file system structure, including the directory structure from that file to the root directory.
- **Access Control:** Grants the right to add and remove trustees for directories and files and modify their trustee assignments and Inherited Rights Filters.
- **Supervisor:** Grants all rights to the directory or file and any subordinate items. The Supervisor right can't be blocked by an Inherited Rights Filter. Users with this right can grant or deny other users rights to the directory or file.

4 To see a list of trustees for subfolders of the currently selected folder, click *View Trustees Below Directory*.

A list of all the users and their rights to each subfolder appears. You can modify or remove rights from this list.

5 To view a trustee's current effective rights (taking into account the Inheritance filter), right-click a trustee name, then click *Current Effective Rights*.

Users can receive rights in a number of ways, such as explicit trustee assignments, inheritance, and security equivalence. Rights can also be limited by Inherited Rights Filters and changed or revoked by lower trustee assignments. The net result of all these actions (the rights a user can employ) is called *effective rights*.

6 To view a trustee's properties (such as if they have the rights to modify inherited rights at this level), right-click a trustee name, then click *Properties*.

7 Click *Apply*, then click *OK* when you are finished modifying inherited rights and filters.

2.4 Viewing Object Properties

The Object Properties utility lets you view the property pages for a selected object. The property pages let you see information and statistics about that object. If you have sufficient rights, you can set attributes for that object.

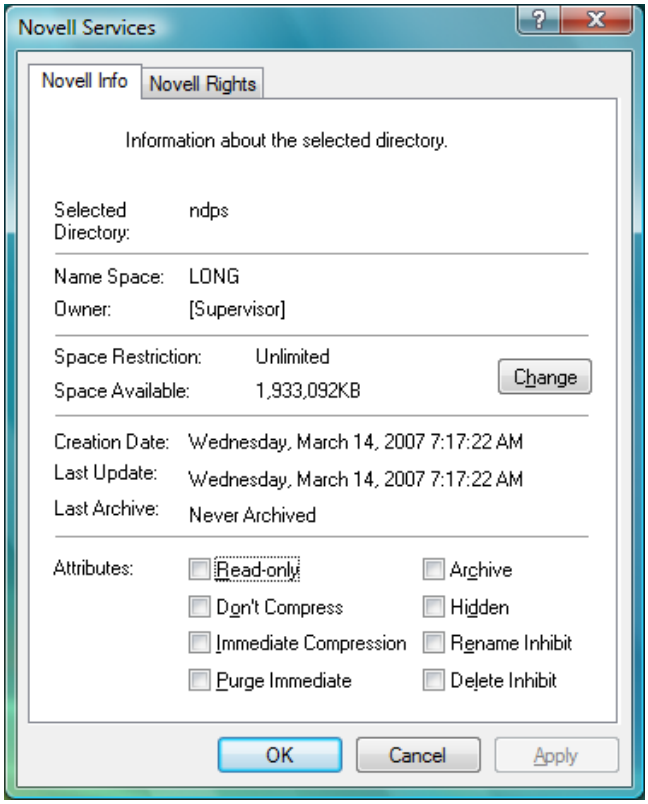
- Section 2.4.1, "Viewing File and Folder Properties," on page 24
- Section 2.4.2, "Viewing Volume Properties," on page 25

2.4.1 Viewing File and Folder Properties

1 Right-click N, then click *Novell Utilities* > *Object Properties*.

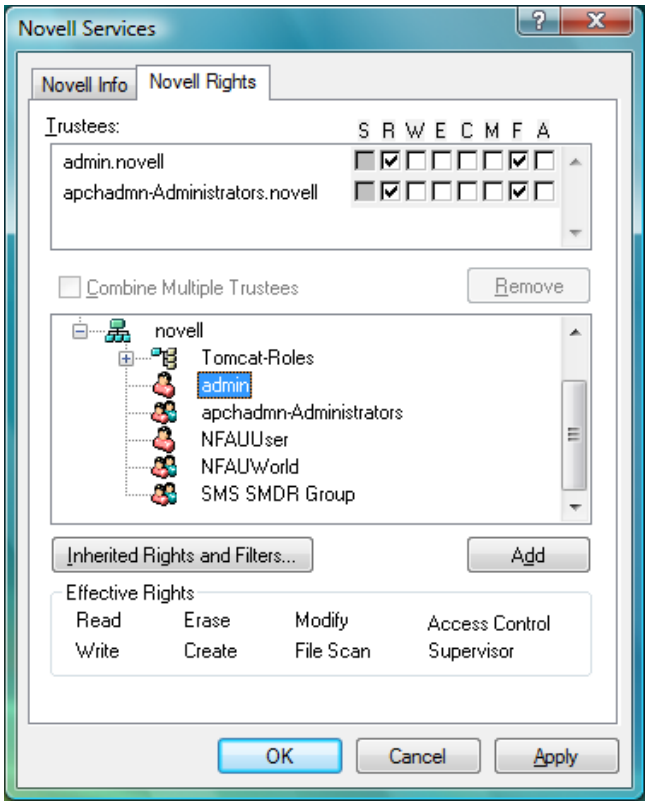
2 Select the Novell file or folder whose properties you want to see, then click *OK*.

3 On the *Novell Info* page, you can view the owner of the folder, the name spaces enabled on the folder, the amount of disk space available to you, the date the folder was created, updated, and archived, and any attributes set on the folder.



4 If you have rights to modify this object and need to make changes, select the properties you want to changed.

5 To view the eDirectory rights associated with this object, click the *Novell Rights* tab.



If you have Access Control rights and need to make changes to the Novell rights associated with this object, see "Managing File Security" in the *Novell Client for Windows Administration Guide* for specific steps on setting Novell file rights.

If you do not have Access Control rights, your effective rights to the file appear in the *Effective Rights* box. You cannot change these rights.

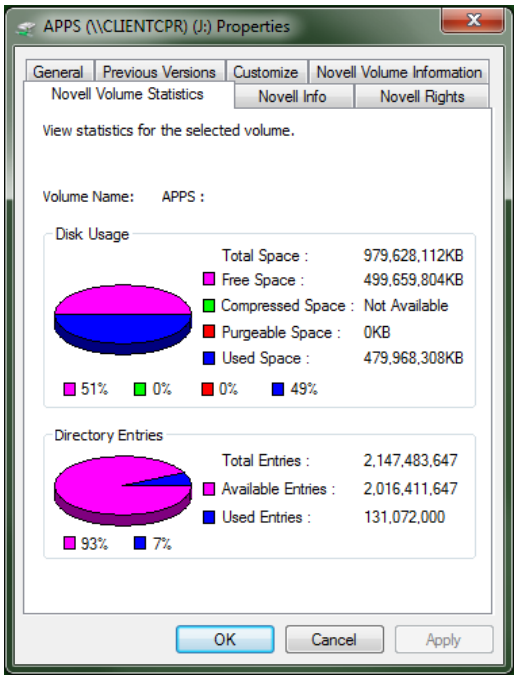
6 Click *Apply*, then click *OK* when you are finished viewing or modifying the object's properties.

2.4.2 Viewing Volume Properties

1 In Windows Explorer, navigate to the Novell volume whose properties you want to view.

2 Right-click the Volume, then click *Properties*.

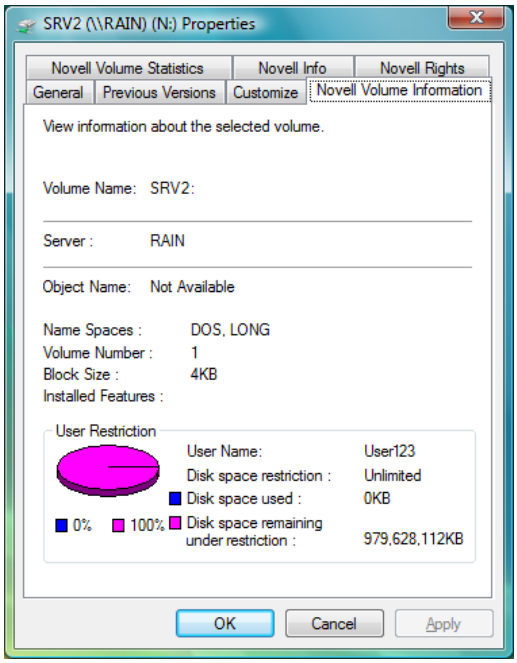
3 To view information about the total amount of used and available disk space on the volume and information about the number of used and available directory entries on the volume, click the *Novell Volume Statistics* tab.



The information you can view includes the following:

- **Disk Usage Graph:** Pie chart representing the disk usage of the selected volume.The chart includes the amount of unused space on the volume, the used disk space that is compressed on the volume, the disk space available for use after marked files are purged, and the used disk space on the volume (not including compressed or purgeable space).
- **Directory Entries Graph:** Pie chart representing the number of used directory entries compared to the number of available entries on the volume.

4 To view other information about the Novell volume, click the *Novell Volume Information* tab.



The information you can view includes the following:

- **Volume Name:** The name of the volume. The volume name corresponds to the name of the disk (or label) for local disks, such as diskettes or workstation hard disks.
- **Server:** The server where the volume is located.
- **Object Name:** The volume's eDirectory object name.
- **Name Spaces:** The name spaces enabled on the volume.
- **Volume Number:** The number of the volume. The volume number can be useful in diagnosing errors.
- **Block Size:** The block size of the volume (in kilobytes).
- **User Restriction Graph:** The amount of disk space you are using and the amount of remaining disk space that you can use. *Space Restriction* is the disk space available to you.

5 Click *OK* when you are finished viewing the object's properties.

2.5 Salvaging Deleted Files

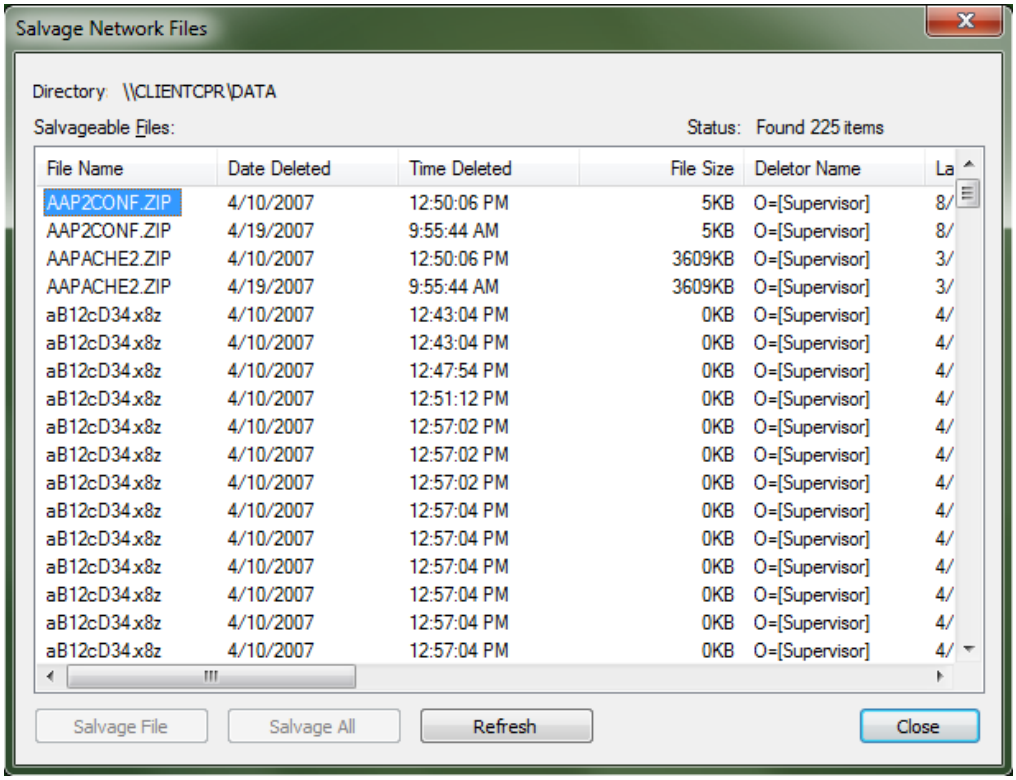
The Salvage utility lets you recover deleted files and directories from Novell file systems. Files that have been purged cannot be recovered.

IMPORTANT: You cannot salvage files or directories from an OES for Linux Reiser volume.

1 Right-click N, then click *Novell Utilities* > *Salvage*.

2 Select the folder where the files you want to recover are located, then click *OK*.

3 Select the files you want to recover.



4 Click *Salvage File*.

To salvage all deleted files in the folder, click *Salvage All*.

5 Click *Close*.

2.6 Purging Deleted Files

The Purge utility lets you purge deleted files and directories from Novell file systems. Deleted files are purged from a volume when one of the following events occurs:

- The Purge Delay setting times out. Deleted files are purged automatically.
- If a volume starts to fill up, the server starts purging files; the oldest files that have been deleted are automatically purged.
- If you do not want a file to be restored after deletion, you can enable the Immediate Purge of Deleted Files parameter. The file is deleted and purged immediately.
- You manually purge the deleted files.

WARNING: The Purge utility permanently removes deleted files from the selected directory. Purged files cannot be recovered with the Salvage utility.

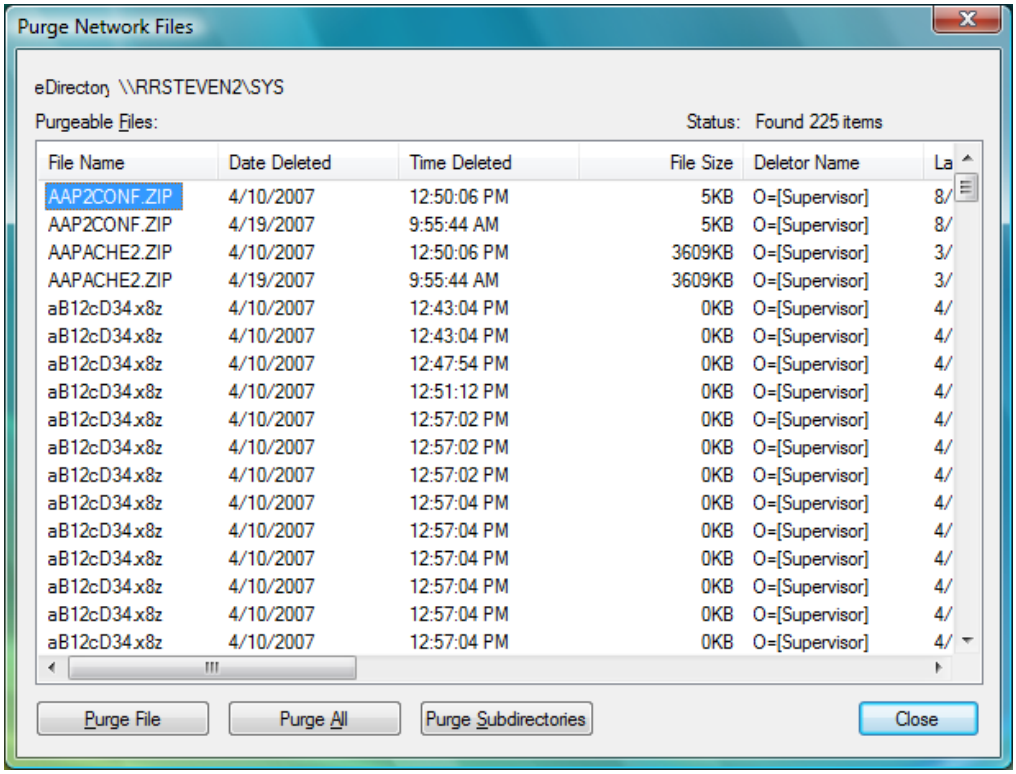
IMPORTANT: You cannot purge deleted files or directories from an OES for Linux Reiser volume.

---

1 Right-click N, then click *Novell Utilities* > *Purge*.

2 Select the folder where the files you want to purge are located, then click *OK*.

3 Select the files you want to purge



4 Click the appropriate purge option.

- Click *Purge File* to purge only the currently selected item(s) from the current directory level for which the Purge Files dialog was invoked.
- Click *Purge All* to purge all the deleted file items and deleted directory items in the current directory level for which the Purge Files dialog was invoked.
- Click *Purge Subdirectories* to purge all the deleted file items and deleted directory items in the current directory level, and then recurse into each subdirectory and purge all the deleted file items and deleted directory items in them too, starting at the current directory level for which the Purge Files dialog was invoked.

5 Click *Close*.

2.7 Sending a Broadcast Message

To send a broadcast message

1 From the Red N menu select *Novell Utilities* > *Send Message* > *To Users.*

2 Double-click the server to see a list of users and groups connected to it.

3 Type the message.

4 Select the users and/or groups to send the message to.

5 Click *Send*.

The Send Message Results dialog appears, showing the users and groups that the message was sent to."

3 Configuring Your User Account

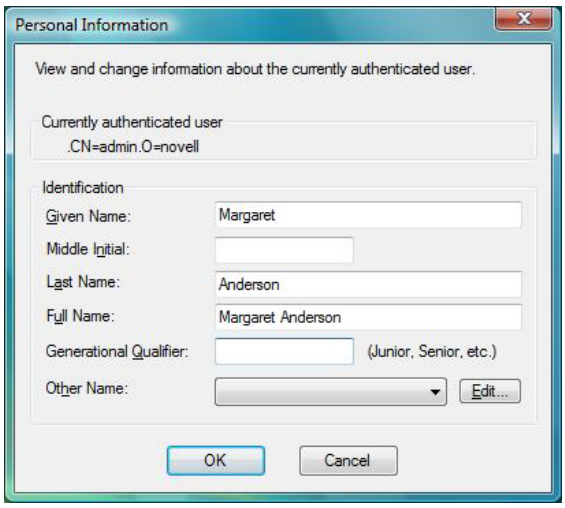
You can view or configure various aspects of your eDirectory™ user account by selecting the *User Administration for* option from the N menu. The options on the submenu let you do the following:

- Section 3.1, “Viewing Personal Information,” on page 31
- Section 3.2, “Viewing Work Information,” on page 32
- Section 3.3, “Displaying Mailing Information,” on page 32
- Section 3.4, “Editing Your Login Script,” on page 33
- Section 3.5, “Configuring Login Account Information,” on page 34
- Section 3.6, “Changing Your Novell Password,” on page 35
- Section 3.7, “Viewing Group Memberships,” on page 38
- Section 3.8, “Challenge/Response Administration,” on page 38
- Section 3.9, “Managing Your Login Profiles,” on page 39

3.1 Viewing Personal Information

This dialog box displays information about your name.

1 Right-click N, then click *User Administration for* > *Personal Information*.



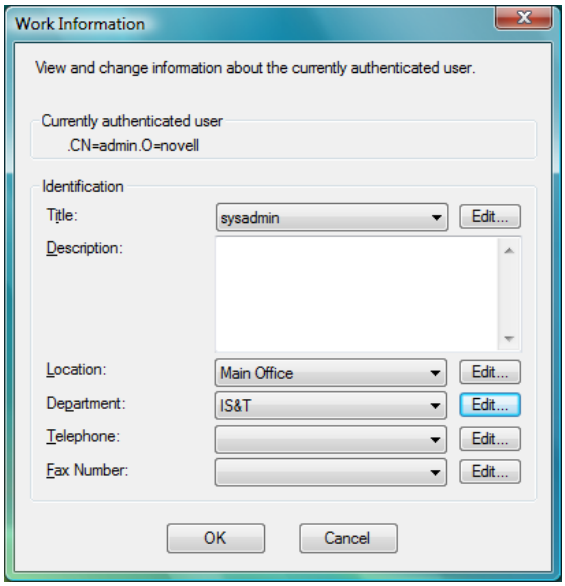
2 If you have sufficient rights, you can update your own information.

3 Click *OK* to close the dialog box.

3.2 Viewing Work Information

This dialog box contains information about your job, including your title, and contact information such as your location and phone and fax numbers.

1 Right-click N, then click *User Administration for* > *Work Information*.



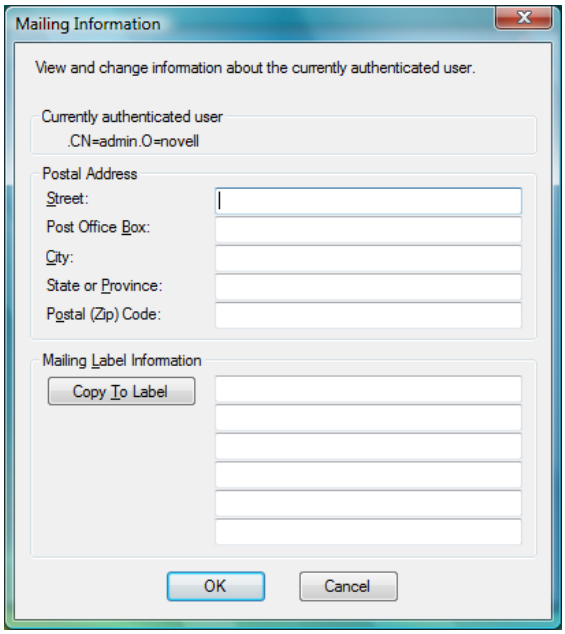
2 If you have sufficient rights, you can update your own information.

3 Click *OK* to close the dialog box.

3.3 Displaying Mailing Information

This dialog box displays information about your mailing address.

1 Right-click N, then click *User Administration for* > *Mailing Information*.



2 If you have sufficient rights, you can update your own information.

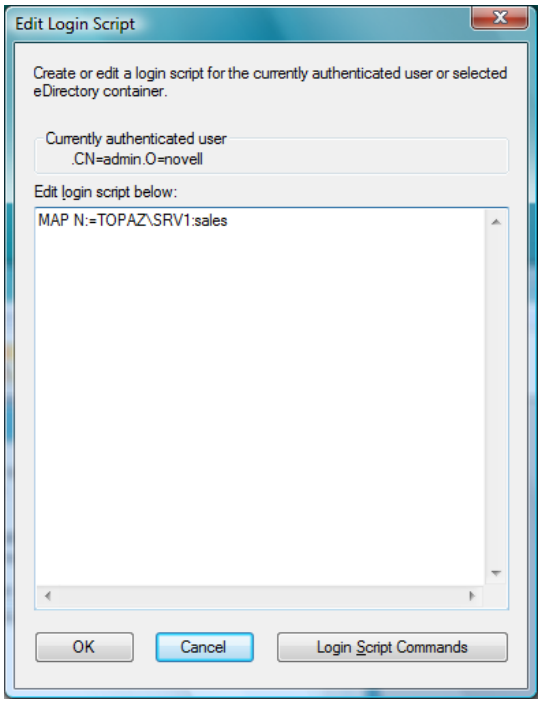
3 Click *OK* to close the dialog box.

3.4 Editing Your Login Script

This option lets you edit or create the personal login script that runs when you log in.

Check with your network administrator before creating or changing a login script. Your administrator can tell you whether you should create a personal login script on your network, and can provide information on script syntax.

1 Right-click N, then click *User Administration for* > *Edit Login Script*.



2 Make the changes you want to the login script.

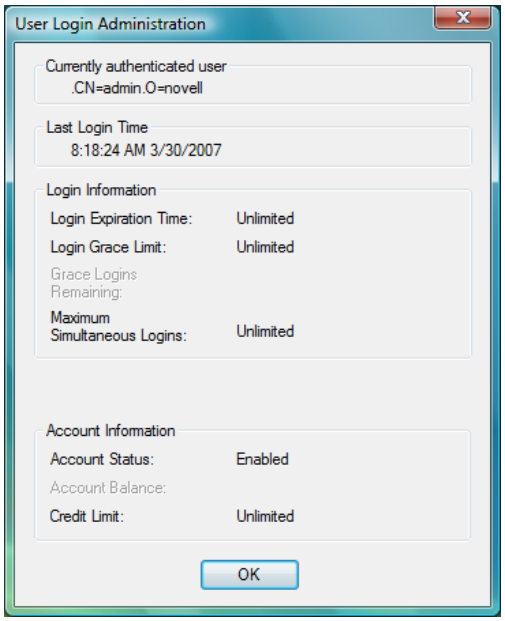
   For more information on login scripts, click *Login Script Commands* to open the Novell Login Scripts Guide.

3 Click *OK*.

3.5 Configuring Login Account Information

This dialog box displays information about your account, such as login expiration and time restrictions.

1 Right-click N, then click *User Administration for* > *Login Account Information*.



2 View your login and account information.

3 Click *OK* to close the dialog box.

3.6 Changing Your Novell Password

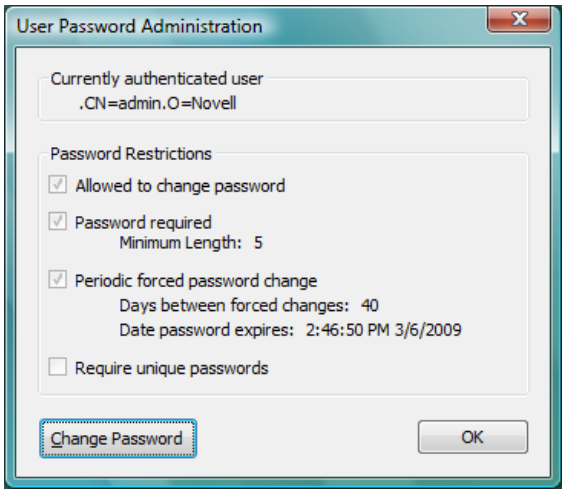
You can use either of the following ways to change you Novell password:

- Section 3.6.1, "Using the Red N Menu to Change Your Novell Password," on page 35
- Section 3.6.2, "Using Ctrl+Alt+Delete to Change Your Novell Password," on page 36

3.6.1 Using the Red N Menu to Change Your Novell Password

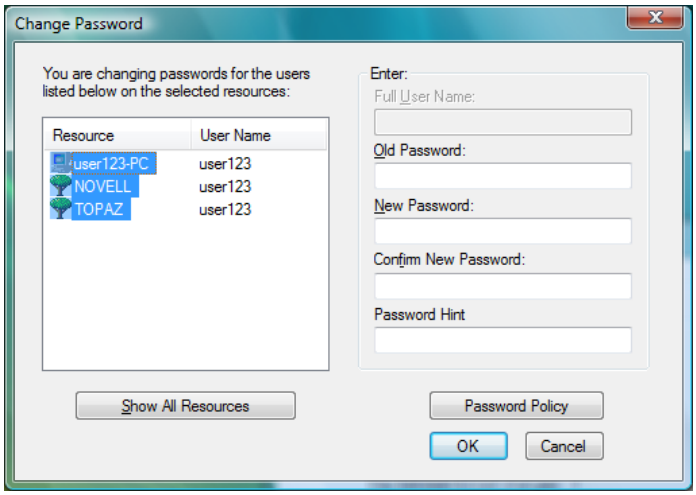
Use the User Password Administration dialog box to view information about your password restrictions and to change your eDirectory password.

1 Right-click N, then click *User Administration for* > *Novell Password Administration*.



2 Click *Change Password*.

3 Select the users whose password you want to change.



For example, you can change your Novell password and your Windows 7 password, or you can change only your Novell password.

4 Type your current password in the *Old password* field.

5 Type your new password in the *New password* field.

6 Retype the new password in the *Confirm* field.

7 Click *OK*.

You will receive a message telling you that the passwords for all selected resources were successfully changed.

8 Click *OK* to close the message, then click *OK* to close the User Password Administration dialog box.

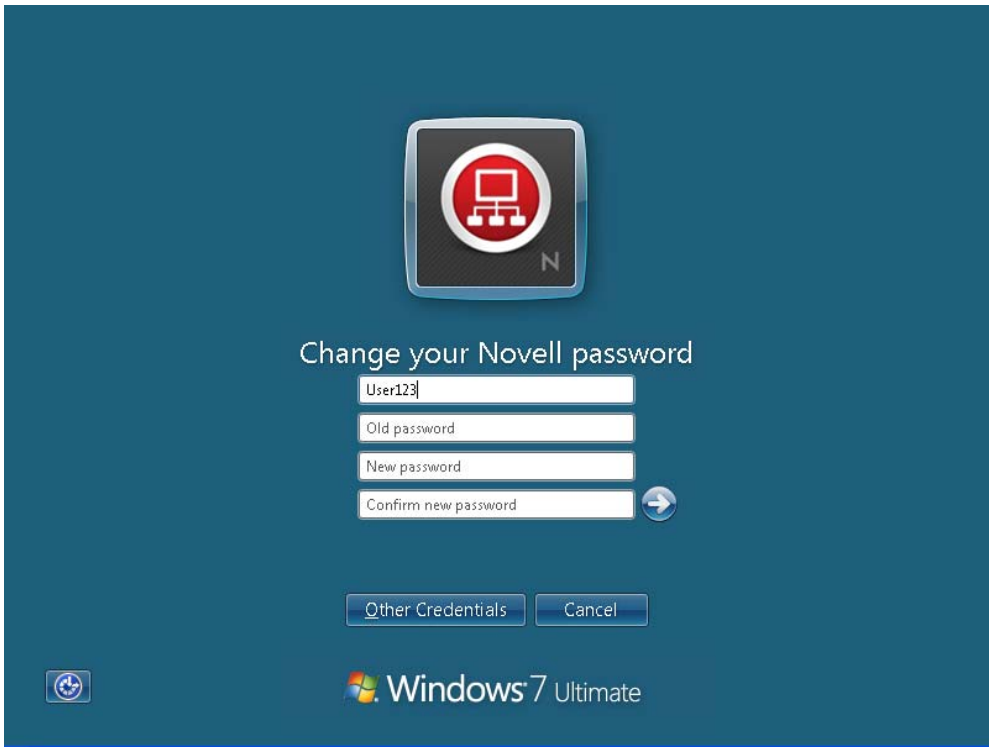
3.6.2 Using Ctrl+Alt+Delete to Change Your Novell Password

If you are logged into eDirectory, you can use the following steps to change your Novell password. If you are not logged into eDirectory, pressing Ctrl+Alt+Delete then clicking *Change a password* will let you change your local user password only.

1 Press Ctrl+Alt+Delete, then click *Change a password*.

2 Click the logon tile.

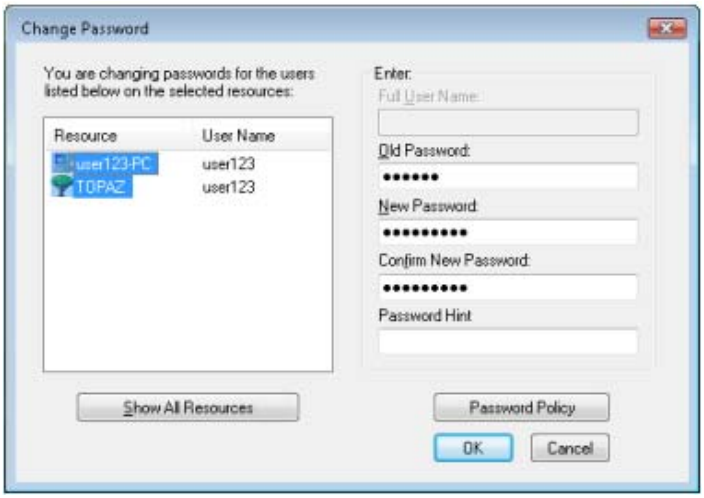
3 Type your current Novell password in the *Old password* field,.type your new password in the *New password* field, then retype the new password in the *Confirm new password* field.



4 Press Enter.

After the old password is verified, and if the new passwords you specified match, the Novell Change Password dialog box opens.

5 Select which resources you want the password change to go to.



For example, you can change your Novell password and your Windows 7 password, or you can change only your Novell password.

6 Click *OK*.

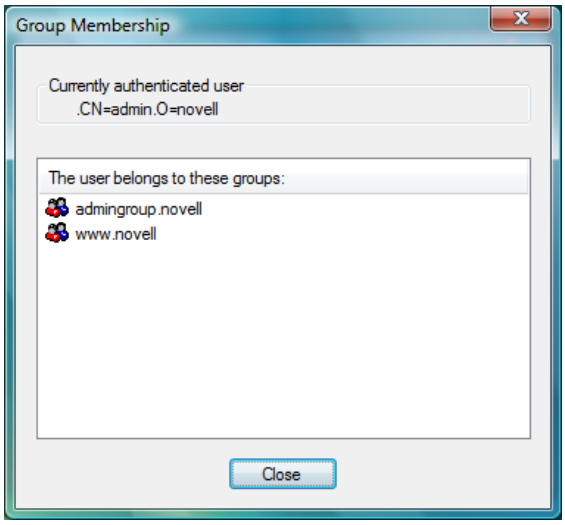
You will receive a message telling you that your password has been changed.

7 Click *OK* to close the message.

3.7 Viewing Group Memberships

This dialog box displays a list of the groups you belong to. A group is a collection of users who have the same rights to the same network resources.

1 Right-click N, then click *User Administration for* > *Group Memberships*.



2 View the list of the groups you belong to.

3 Click *OK* to close the dialog box.

3.8 Challenge/Response Administration

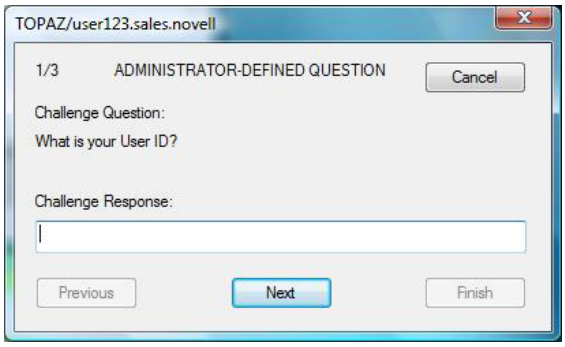
When you log in, the Novell Client™ checks to see if your system administrator has enabled the Forgotten Password feature and if you have entered responses to the challenge questions. If you have not entered responses, you are notified and a dialog box opens so that you can enter your responses. If the password policy uses a password hint or a password reminder and this option was not set, the Novell Client prompts you to enter this information.

If your system administrator has not enabled the Forgotten Password feature, you receive a message telling you that you cannot administer the challenge/response feature because Forgotten Password has not been enabled

1 Right-click N, then click *User Administration for* > *Challenge/Response Administration*.

2 Depending on how your system administrator configured the challenge sets, enter your information in the dialog boxes presented.

For example, if your administrator specifies four questions in the challenge set, enter your information in four different dialog boxes.



3 Follow the on-screen instructions to complete the challenge/response configuration.

4 Click *OK* when you receive a message telling you that your challenge/response data has been updated.

3.9 Managing Your Login Profiles

You can use login profiles to save login information, such as your username, server, tree, context, and login script. When you select a profile during login, the profile automatically sets up the login information you (or your system administrator) specified so that you don't have to enter this information.

Login profiles are especially useful if you log in from multiple places. You can create separate profiles for the office, home, laptop, or any other workstation you use. This simplifies the login process so that you don't have to remember your login information for each workstation.

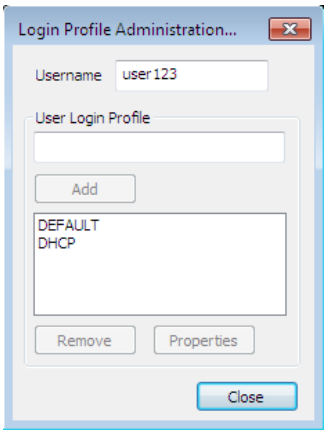
The Novell Client for Windows also allows different users on the same machine to have their own login profiles.

You can add, modify, or delete your own login profiles. Your system administrator can also create login profiles for you, or define a set of system login profile templates that contain the information most commonly needed for your environment. You can modify or delete your own login profiles as needed, but you can only view login profiles created by your system administrator.

- Section 3.9.1, "Creating a Login Profile," on page 39
- Section 3.9.2, "Viewing or Editing a Login Profile," on page 41
- Section 3.9.3, "Removing a Login Profile," on page 41
- Section 3.9.4, "Enabling the Use of DHCP In a Personal Login Profile," on page 41

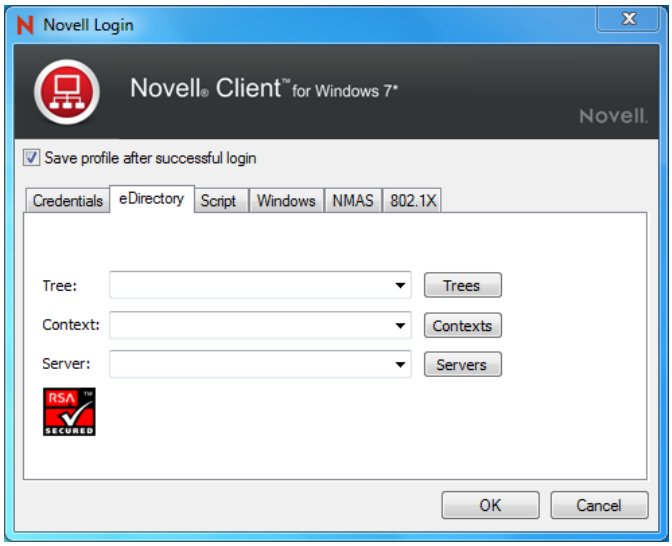
3.9.1 Creating a Login Profile

1 Right-click N, then click *User Administration for* > *Login Profile Administration*.



2 To create a login profile, type the name of the profile you want to add in the *User Login Profile* text box, then click *Add*.

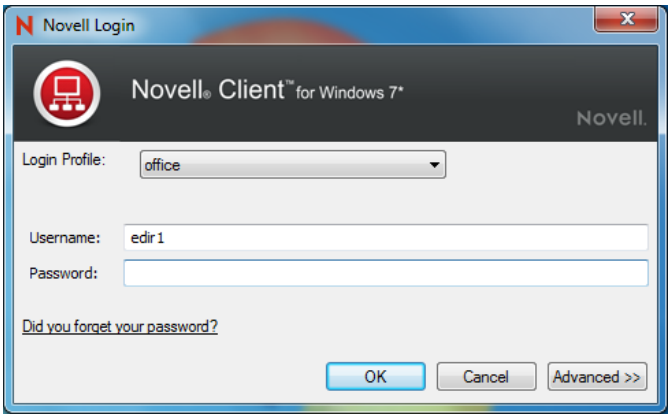
3 In the Novell Login dialog box, specify the login information you want for this profile, such as the user's name, server, and context.



4 Click *OK* to close the Novell Login dialog box, then click *Close*.

When you log in using the Novell Login dialog box, you can use the *Login Profile* drop-down list to select the login profile you created.

Figure 3-1 *Novell Login Dialog Box with the "office" Login Profile Selected*



3.9.2 Viewing or Editing a Login Profile

1. Right-click N, then click *User Administration for* > *Login Profile Administration*.
2. Select the name of the login profile you want to view or edit.
3. Click *Properties*.
4. In the Novell Login dialog box, view or modify the login information you want for this profile, such as the username, server, and context.
5. Click *OK* to close the Novell Login dialog box, then click *Close*.

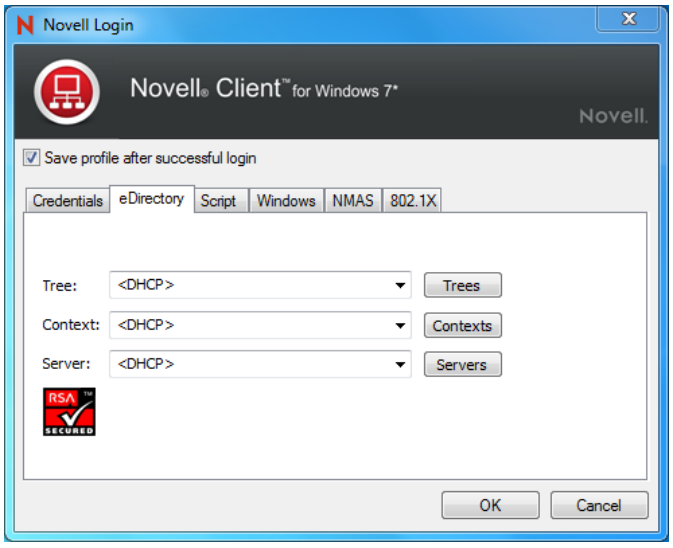
3.9.3 Removing a Login Profile

1. Right-click N, then click *User Administration for* > *Login Profile Administration*.
2. Select the name of the login profile you want to remove.
3. Click *Remove*.
4. Click *OK* to close the Novell Client Properties dialog box, then click *Close*.

3.9.4 Enabling the Use of DHCP In a Personal Login Profile

If a DHCP server is set up on your network, the DHCP server can inform the Novell Client of network-specific configuration information. To enable the use of DHCP in the Novell Client for Windows, create a DHCP entry in a login profile. You can do this by creating a new profile or by editing an existing profile.

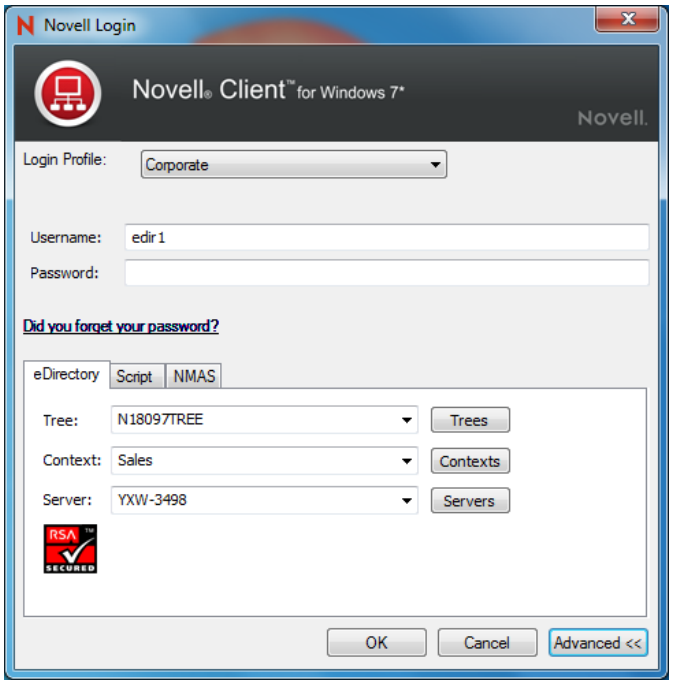
1. Right-click N, then click *User Administration for* > *Login Profile Administration*.
2. Type the name of the profile you want to add (for example, `Corporate`) in the *User Login Profile* text box, then click *Add*.
3. In the fields you want to be filled by DHCP, select <*DHCP*> from the drop-down menu.



4 Click *OK*, then click *Close*.

The next time you open the Novell Login dialog box, the DHCP profile you created is available as an option on the *Login Profile* drop-down menu.

Select the DHCP profile from the *Login Profile* drop-down menu to automatically populate the fields that were given the <DHCP> option in Step 3 with whatever the DHCP server sends.



NOTE: When using the login profile to perform a Novell login, you can overwrite the values displayed by DHCP, but the changes are in effect only for that specific login. If *<DHCP>* is chosen as an option in a login profile for Tree, Context, or Server, you cannot remove it by simply editing the field when logging in or by saving the profile on successful login. Any values entered in these fields during login are not saved when *<DHCP>* is enabled for that field. If you

want to permanently change the values in that field, you must edit the login profile using either the System Profile Manager (*System Login Profiles* tab on the Novell Client Properties dialog box) or the User Profile Manager (*Login Profile Administration* option on the Red N menu).

A Documentation Updates

The *Novell® Client™ 2 SP3 for Windows User Guide* has been updated since the initial product release as shown below.

January 30, 2013

Section	Change
All	Updated guide content to reflect the added support for Windows 8 and Windows Server 2012 in the SP3 release.