





Log in to network

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

1. Double-click NetWare® Login. 
2. Note your tree or preferred server (which is specified at Logging In to NetWare Using: Name).
3. Enter your username and password and then click OK.

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

1. Double-click NetWare User Tools. 
2. Click NetWare Connections. 
3. Navigate the Resources list (scroll or double-click) to the server of choice.
4. Click-hold the server, and then drag and release it in the Connections list box.
5. (Conditional) If requested, enter your username and password and then click OK.
Note: When successful, the server displays in your Connections list. If you have a color monitor, the servers you are authenticated to are red (not applicable for bindery connections).
6. Click  to exit User Tools.



Change password

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


1. Double-click NetWare User Tools. 
2. Click NetWare Connections. 
3. Click the Directory tree  or server  in the Connections list.
4. Click SetPass.
5. Enter your old and new passwords where prompted.
6. To change your password for all connections, check the Synchronize Password for All Connections check box.
7. Click OK.
8. Click  to exit User Tools.

Access network resources




NAVIGATE THE NETWORK

1. Double-click NetWare User Tools. 
2. Click Drive Connections. 
3. Navigate the Resources list:
 - To view the list, use the scroll bar.
 - To show or hide the elements of a resource (except files), double-click the resource.




Note: If you have access rights to the resource, it will expand to show its contents.

 - To move up one directory level at a time, scroll to the top of the list and double-click the Up-arrow.
4. When finished, click  to exit User Tools.




MAP SEARCH DRIVES

1. Double-click NetWare User Tools. 
2. Click Drive Connections. 
3. Navigate the Resources list to the resource of choice.
4. Click-hold the directory, volume, or other resource of choice, and then drag and release it into an unmapped drive.
5. Click Drive Type.
6. To run the application from any directory or drive, check the Search Drive check box and then click OK.
7. When finished, click  to exit User Tools.

MAP NETWORK DRIVES




1. Double-click NetWare User Tools. 
2. Click Drive Connections. 
3. Navigate the Resources list to the resource of choice.
4. Click-hold a directory or volume (a segment of a server), and then drag and release it into an unmapped drive.
5. Click Drive Type.
6. To have this drive mapping available the next time you run Windows, check the Permanent Drive check box and click OK.
7. When finished, click  to exit User Tools.

DELETE DRIVE MAPPINGS


1. Double-click NetWare User Tools. 
2. Click Drive Connections. 
3. Click-hold the mapped drive, and then drag and release it onto the Resources list.
4. When finished, click  to exit User Tools.

Set up network printing




SELECT A PRINTER OR PRINT QUEUE

1. Double-click NetWare User Tools. 
2. Click Printer Connections. 
3. Click a printer or queue from the Resources list. (See your network administrator for selection guidelines.)
4. Click-hold the printer or queue, and then drag and release it into a noncaptured port (a numbered LPT not followed by text, like LPT3).
5. To have this printer or print queue available the next time you run Windows, click Permanent.
6. Click  to exit User Tools.

VIEW OR CANCEL PRINT JOBS



1. To view current print jobs on your printers, from the Program Manager window, double-click Print Manager. 
2. To cancel a print job, click the job and then Delete.
3. To exit Print Manager, click View and then Exit.


SET UP PRINTING PREFERENCES

1. Double-click NetWare User Tools. 
2. Click Printer Connections. 
3. Double-click a captured port.
4. To set preferences, check or uncheck an item (such as form feed).
Note: An X in the box indicates the item is selected or enabled.
5. Click Defaults.
6. To set preferences for the selected LPT only, check the Current LPT Only check box and then click Save.
7. To set these preferences for all LPTs, check the Global (All) LPTs check box and then click Save.
Note: LPT-specific settings override the global settings.
8. Click OK.
9. Click  to exit User Tools.


View or modify access rights

VIEW YOUR RIGHTS TO A DIRECTORY

1. Double-click NetWare User Tools. 
2. Click Drive Connections. 
3. Double-click a mapped drive to view your rights, which can include:
 - [S] Supervisor Right 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 (such as Write to File), see the directory owner or your network administrator.
4. When finished, click  to exit User Tools.




CHANGE ACCESS RIGHTS FOR YOUR DIRECTORIES

1. Double-click NWAdmin. 
2. If a list of resources is not displayed, click Tools and then NDS Browser.
3. Navigate to the directory of choice and right-click it.
4. Click Details.
5. To view current trustees (authorized users) and their rights, click Trustees of This Directory.
6. To add a trustee:
 - 6a. Click Add Trustee.
 - 6b. Click the object and then OK.
 - 6c. Click Access Rights and then OK.
7. To delete a trustee:
 - 7a. Click the trustee in the Trustees list.
 - 7b. Click Delete.
 - 7c. Click Yes and then OK.

Note: A 16-bit version of NWAdmin is not available in NetWare 5. Contact your network administrator for access to NWAdmin on a NetWare 4 server.




View connections

VIEW YOUR NETWORK CONNECTIONS




1. Double-click NetWare User Tools. 
2. Click NetWare Connections. 
3. Click one item in the Connections list.
4. Click NetWare Info.
5. When finished viewing, click OK.
6. Click  to exit User Tools.

Send or manage messages

SEND A MESSAGE




1. Double-click NetWare User Tools. 
2. Click Send Messages. 
3. Enter your message.
4. Click a server.
5. Click a user or group from the Resources list, and then click Send.
6. Click  to exit User Tools.

TURN MESSAGE RECEPTION ON OR OFF

1. Double-click NetWare User Tools. 
2. Click NetWare Settings. 
3. Click the NetWare tab.
4. To turn message reception on or off, check or uncheck Broadcast.
Note: X in the box = reception on; no X in the box = reception off.
5. Click OK.
6. Click  to exit User Tools.

Log out

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

1. Double-click NetWare User Tools. 
2. Click NetWare Connections. 
3. Click-hold the server or tree connection, and then drag and release it onto the Resources list (or click the server or tree connection, and then click Log Out).
Note: When the log out is successful, the server or tree no longer displays in the Connections list, or the icon loses its color, to indicate that you are no longer authenticated to it.
4. Click  to exit User Tools.