



Modify Computer Settings after a Reload

After your computer has been reloaded, there are several things that need to be modified on your computer. Below is a list of things you will need to do.

- Change computer password
- Map X, O, and P drives
- Install NAS Backup icon on the desktop
- Install USB and/or parallel printers
- Install copiers
- Install scanners

Some other changes you may notice with your computer are:

- Sophos
- New icons for MSU-ES mail and MSU-ES Utilities
- A Screen Saver password

Changing Computer Password

The instructions for changing the computer password can be found at <http://cas.ext.msstate.edu/>.

Step 1: **Left-click** the word here in the last sentence. **Left-click** FixIT.

Step 2: **Left-click** How Do I? Videos.

Step 3: **Left-click** Computer.

Step 4: Select the desired topic. To watch the video, **left-click** the play icon. To download the handout, scroll down below the video and **left-click** the Adobe PDF icon.

Mapping X, O, and P Drives

The instructions for mapping these drives can be found at <http://cas.ext.msstate.edu/>.

Step 1: **Left-click** the word here in the last sentence. **Left-click** FixIT.

Step 2: **Left-click** How Do I? Videos.

Step 3: **Left-click** Drives.

Step 4: Select the desired topic. To watch the video, **left-click** the play icon. To download the handout, scroll down below the video and **left-click** the Adobe PDF icon.





Installing NAS Backup Icon on the Desktop

The instructions for installing the NAS Backup icon can be found at <http://cas.ext.msstate.edu/>.

Step 1: **Left-click** the word here in the last sentence. **Left-click** FixIT.

Step 2: **Left-click** How Do I? Videos.

Step 3: **Left-click** NAS Unit.

Step 4: **Left-click** Install the NAS Back-up Utility.

Step 5: To watch the video, **left-click** the play icon. To download the handout, scroll down below the video and **left-click** the Adobe PDF icon.

Installing USB and Parallel Printers

If you have a USB and/or parallel printer, it may automatically reinstall on your computer once you connect the printer cable. The HP LaserJet 2015 and Ricoh printer should already be installed on your computer.

Step 1: Connect the printer cable to the computer.

Step 2: A new message should appear near your clock stating a new device has been found and is installing on your computer.

Step 3: Once it is installed, you should print a test page. If the printer does not work, contact CAS.

Installing Copier

If your office has a copier, you will need to contact your service provider to schedule a time to install your copier.

Understanding Sophos

Sophos is the antivirus software that is currently installed on your computer. Your computer has a full scan that will run Wednesday at 12:00 noon.

Understanding the Screen Saver Password

To adhere to the security policy of MSU, the screen saver password option has been activated on your computer. After ten minutes of inactivity, your screen saver will appear. When you move your mouse or press a key on the keyboard, it will ask for a password. In order to log in to your computer, you will need to perform the following:

Step 1: Enter your password.

Step 2: **Left-click** OK.

Still can't fix it? Email the CAS Resource Center at fixit@ext.msstate.edu.

