



## **For Faculty – Staff Only**

How can I use my computer without the network?



It is important to understand that most of our online resources are based on technologies that rely on network connectivity to function properly. As a result, printing to network (laser) printers, GroupWise e-mail, Internet access, and database applications such as Jenzabar and InfoMaker will not function without this network connectivity. Only the Microsoft Office applications will function off the network. You will not be able to access any files saved to a network (shared) drive (G:\ or Y:\). You can access what is saved on your local C:\Local User Documents (hard) drive and create new files only.

If your computer is not able to connect to the network for an extended period of time, you can still use the Microsoft Office applications (Word, Excel, etc) by following these steps:

1. Start the computer.
2. Check the box labeled, "Workstation only."
3. Enter the username: UD
4. Enter the password: ud
5. Click on the Advanced Tab, and select the computer name from the drop down list (change it from DBQ)
6. There is a folder located already on the C: drive (hard drive) in which to save any files you create. The folder is called C:\Local User Documents
7. Save all files you create to this folder
  - a. From any Office application, select Save As... from the File menu.
  - b. Select the drop-down box labeled, "Save in".
  - c. Select the icon labeled, "Local Disk (C:\)."
  - d. Double click the C:\Local User Documents

You can access the Microsoft Office programs from the Start menu. **Start | Programs | Microsoft Office**