



# Integrated Information Technology Services (IITS)

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User Guide for Laptops with Windows Vista  
Network Configuration & Software Installation (For Home  
Premium & Business Version)  
Version 1.7

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A. Logging onto administrator profile.....	3
B1. Configuring Wireless Settings for Students .....	3
B2. SMU WiFi Helper – Tool for Auto Wireless configuration.....	7
C. Joining of SMU Domain .....	9
D. Setting up Administrators Rights in SMU Domain.....	11
E. Logging in as SMU account & adding SMU network printer .....	13
F. Automated Installation of SMU Suite of Applications .....	14
G. Appendix: Configuration of Outlook 2003 .....	15
H. Appendix: Configuration of Outlook 2007 .....	16

## A. Logging onto administrator profile

1. Login as local administrator and key in the administrator password for your notebook.  
(This password is different from your school password)

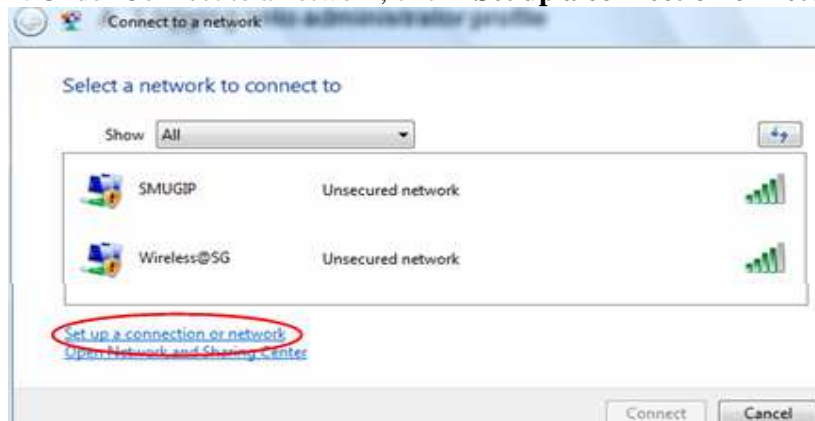
### B1. Configure Wireless Settings for Students (Manual Method)

**(Note: If you are currently connected with SMU network @ helpdesk/DIY Clinic via cable, you can skip this section and proceed to B2: Installing of WiFi Helper – Tool for Auto Wireless configuration)**

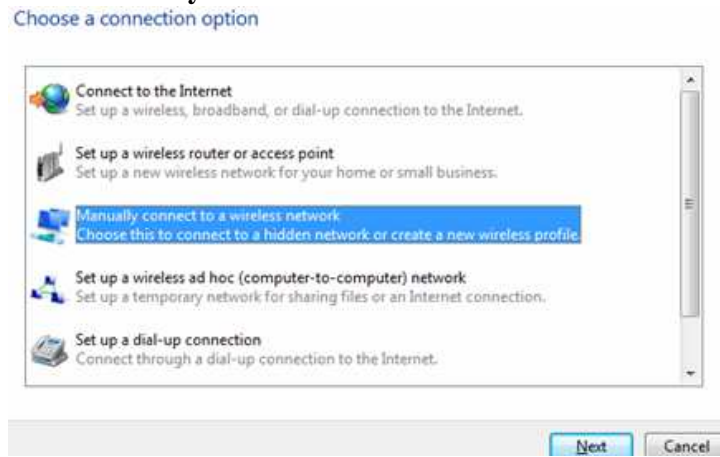
1. Double click the network icon and click **“Connect to a network”**



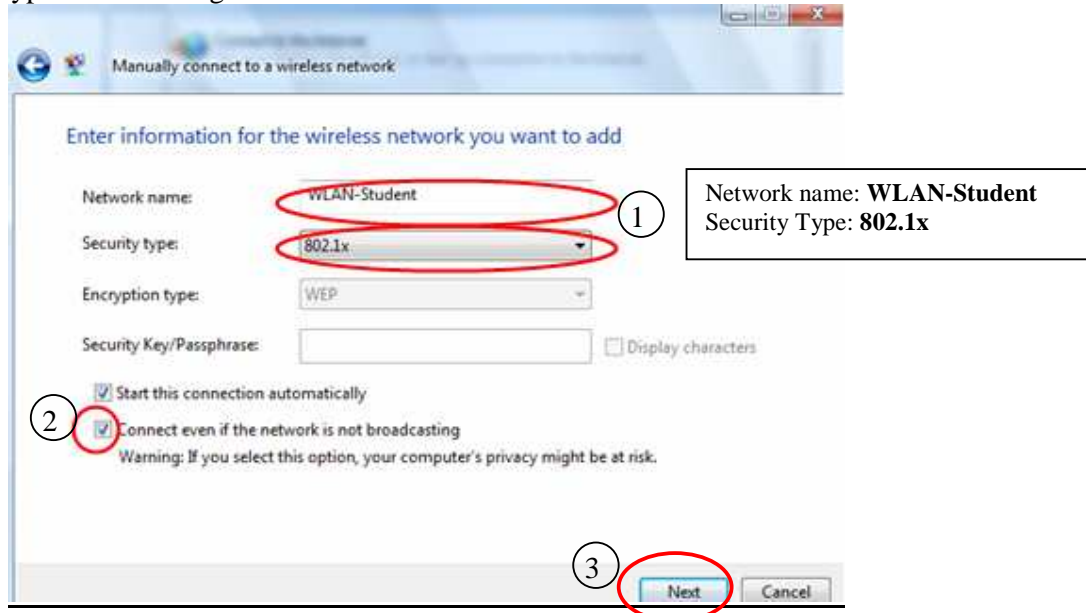
2. Under Connect to a network, click **“Set up a connection or network”**



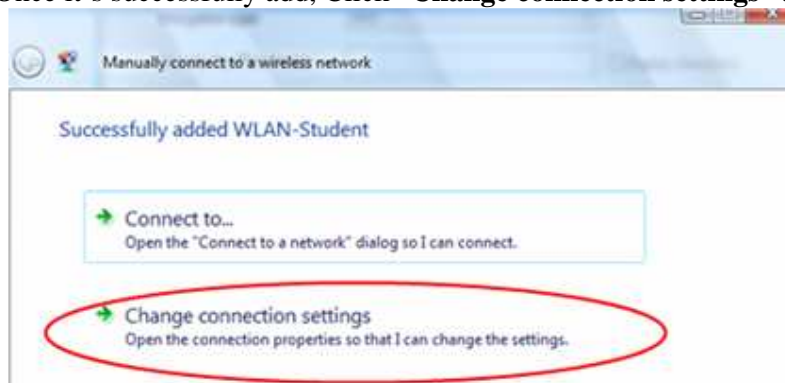
3. Click **“Manually connect to a wireless Network”** → Next



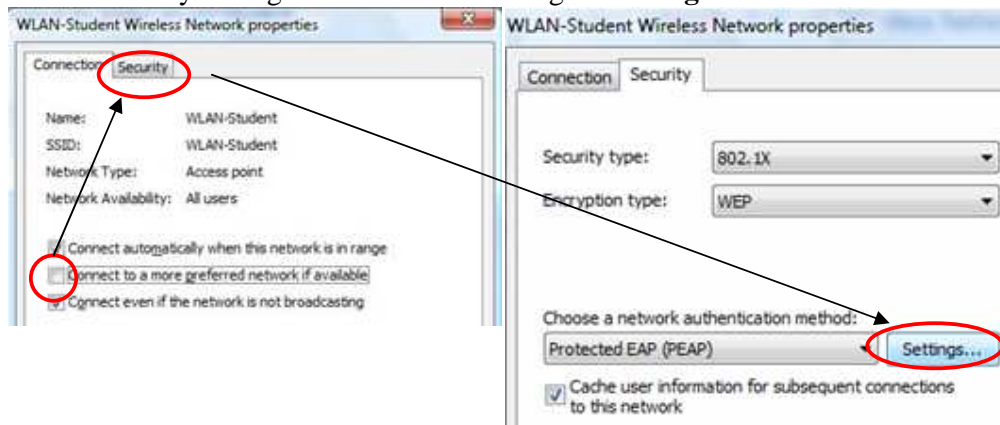
4. Type the following details as shown below:



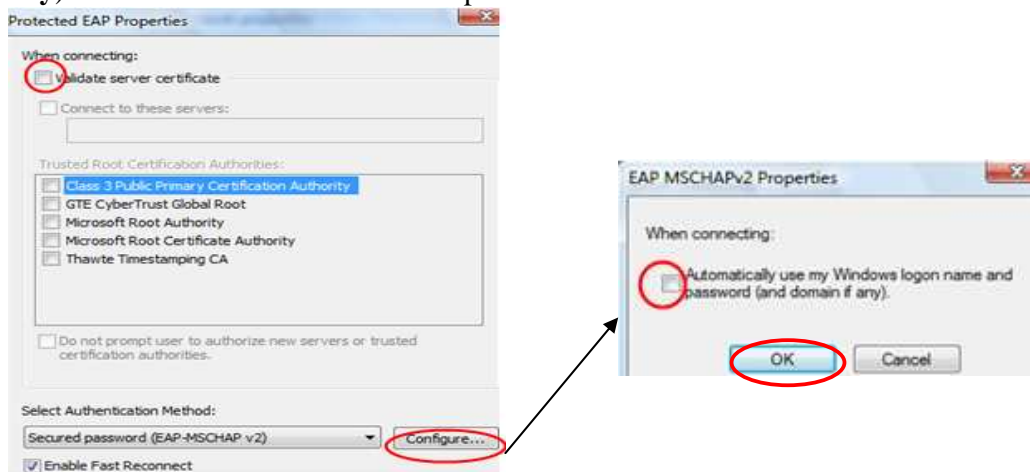
5. Once it's successfully add, Click **“Change connection settings”** to proceed



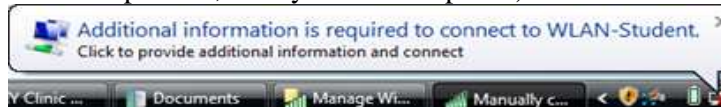
6. Uncheck **“connect to a more preferred network if available”** → **“Security”** Check the correct security settings below before clicking on **Settings**



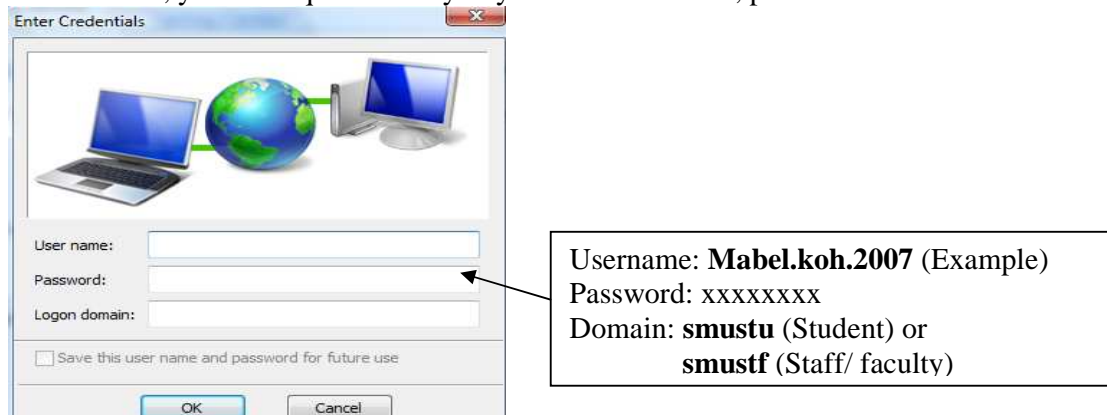
1. Under PEAP properties, uncheck **Validate server certificate** → **Configure** → Uncheck “**Automatically use my Windows logon name and password (and domain if any)**” → Click **OK** and exit to desktop screen.



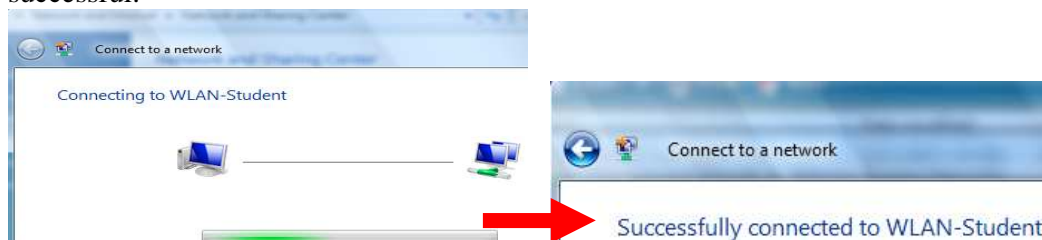
2. There will be a screen show “**Additional information is required to connect to WLAN-Student**” click to proceed. (If there’s no pop-up screen, under **Network and Sharing Center** → **Connect to a network** → highlight **WLAN-Student** & connect. If problem still persists, kindly consult helpdesk)



9. From here, you are required to key in your school user ID, password & domain.



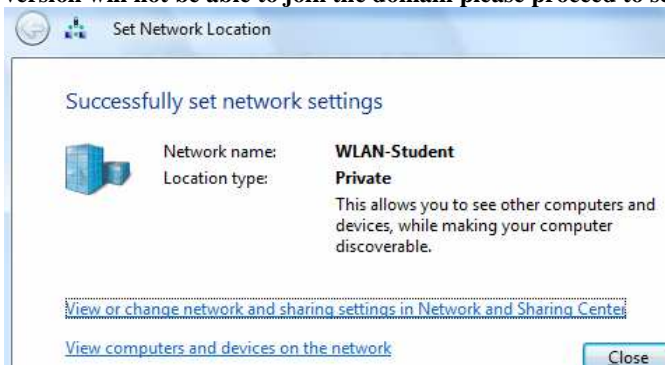
10. Once you have keyed in your details click **OK** and the connecting screen is shown below. If you keyed in the correct password and settings, you will see the connection is successful.



11. Under Set Network Location, select “**Work**” to proceed. (\* If you have selected the other that Work, kindly go back to step 1 to redo)




12. After you have selected Work, you will see that you have successfully connected to the network. Click “**Close**” and continue the next Section C (Join to SMU Domain\*)  
(Applicable for users who are using Windows Vista Business version.\* Users using Home Premium version will not be able to join the domain please proceed to section F)



## B2. SMU WiFi Helper – Tool for Auto Wireless configuration

(Note: For users who only require install wireless tool only. Otherwise, please proceed to next section. WiFi Helper installation is included in section F)

Click **Start**  → type on windows search  → type on windows search  → type on windows search [\\fs21\applications](http://fs21/applications).

[Note: For users who are not connect to WLAN-Student network, please go back to section B1 to configure wireless. If not, you can loan the DVD media to install Wifi helper at helpdesk in exchange with your student pass. You are required to return the media before you leave.]

1. Go to PC Software Image → Student → Wi-Fi Helper → Double click “WiFi\_Helper\_VistaSelect.bat” [Network Method]
  - 1a From CD drive, go to Student → Wi-Fi Helper → Double click “WiFi\_Helper\_VistaSelect.bat” [CD Method]
2. Please type **1 & Enter** for notebooks that are to be joined to SMU Domains or Type **2 & Enter** for notebooks that are not to be joined to SMU Domains

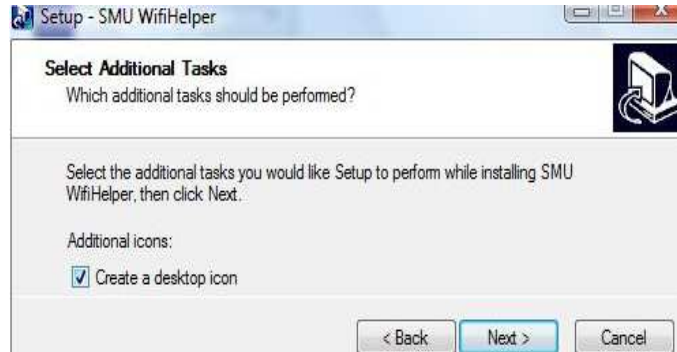
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C:\Windows\System32\cmd.exe
Please choose your SMU WiFi Helper settings:
1 - WiFi Helper for WLAN-Student_Vista_JoinedDomain
2 - WiFi Helper for WLAN-Student_Vista_NotJoinedDomain
Enter 1 or 2 of your preferred choice:
  
```

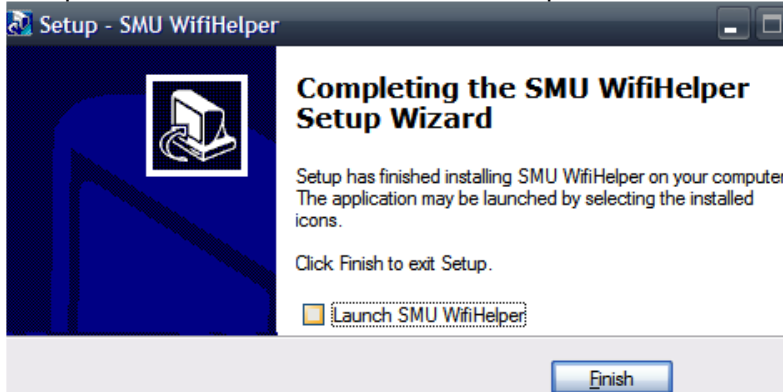
3. Click **Next** to proceed to the next screen shot.



4. Check **“Create a desktop icon”** and click **Next** → **Install** to complete with the installation.



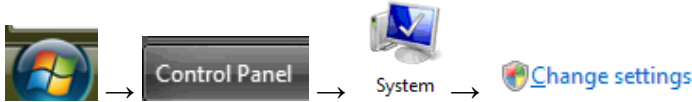
5. Once completed, uncheck **“Launch SMU WiFi Helper”** and click **Finish**



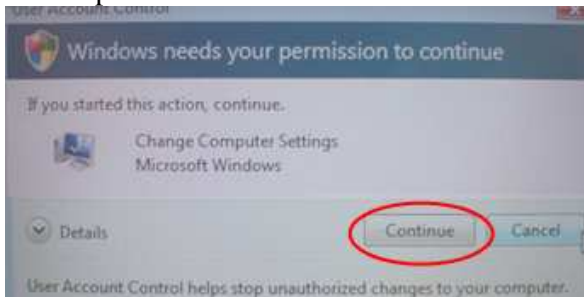
### C. Joining to SMU domain (\*Only for Windows Vista Business onwards)

**\*\*Please ensure the wireless network or LAN connection is up**

1. Click on **Start** → **Control Panel\*** (\*Make sure you have already switched to Classic view) → **System** → Change Settings

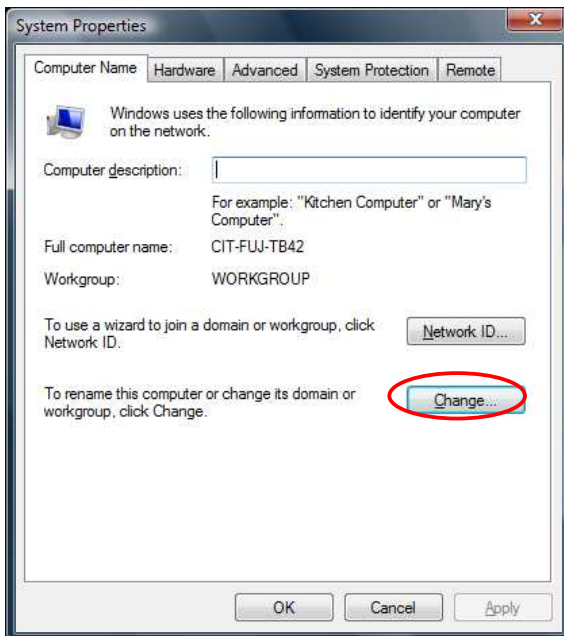


2. After clicking on change settings, user will be prompted the below screen to proceed. Click **“Continue”**

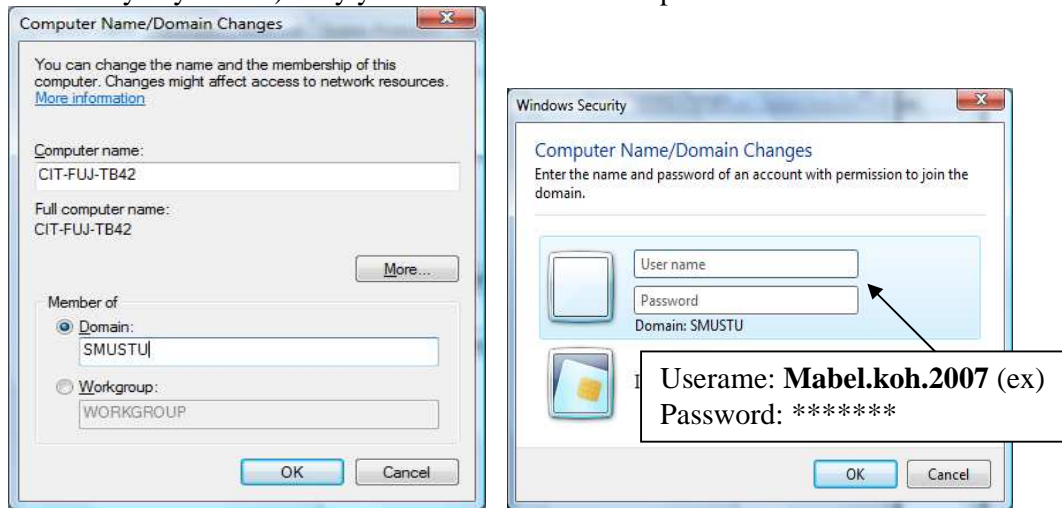


3. Under Computer name, click **Change**. (**Note:** your computer name must be in the following format: Please change accordingly if you have not. Click **OK** after changes. **Restart your PC if you change your computer name**. Else, proceed to step 4)

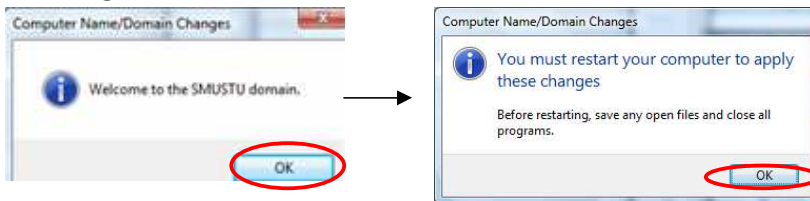
	<b>Username (example)</b>	<b>Computer name for Notebook (example)</b>
Student ( from year 2008)	amy.liao.2008	amyliao2008
Student ( from year 2007)	Jessica.lim.2007	Jessicalim2007



4. At **Member of**, click **Domain** and key in **smustu**. Click **OK** (Note: For staff faculty key **smtstf**). Key your school username & password and click **OK**

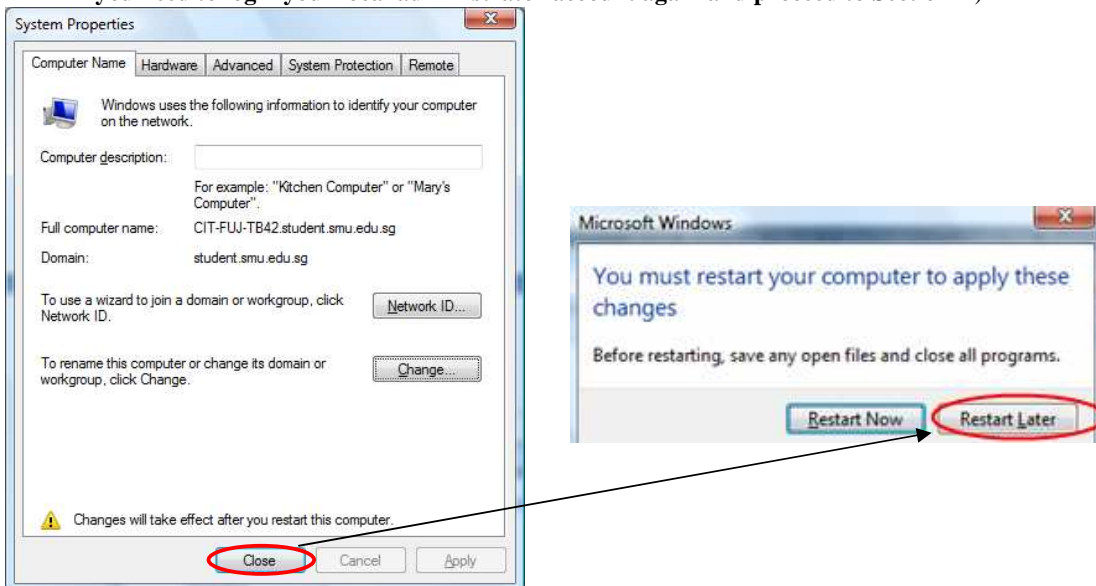


5. If successful, you will be prompted “Welcome to SMUSTU domain”\*, click **Ok** → **Ok**



\*If you do not see the above box, please approach any of the helpdesk staff for assistance

6. Click “**Close**” and click “**Restart Later**”# (#If you have select wrongly “Restart Now”, you need to login your local administrator account again and proceed to Section D)



**Note: To be able to install programs using student profile (Username: mabel.koh.2007) , please proceed to Section D (SETTING ADMINISTRATOR RIGHTS for SMU username)**

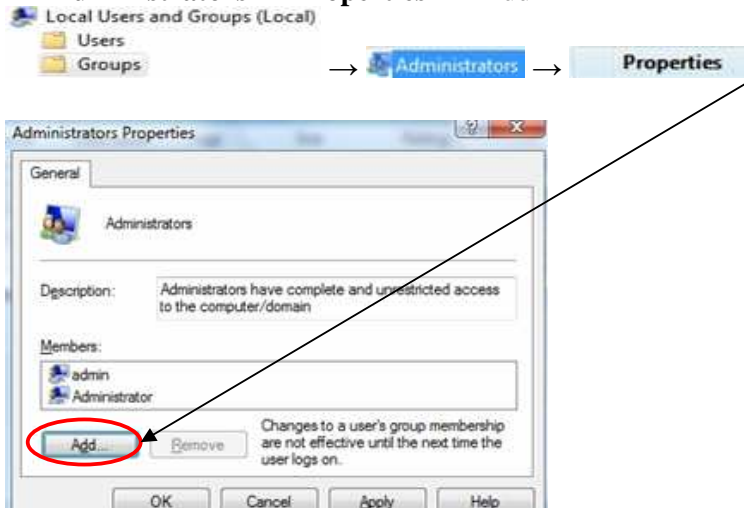
## D. Setting Administrator Rights for SMU username

### To add your username to the Administrators group:

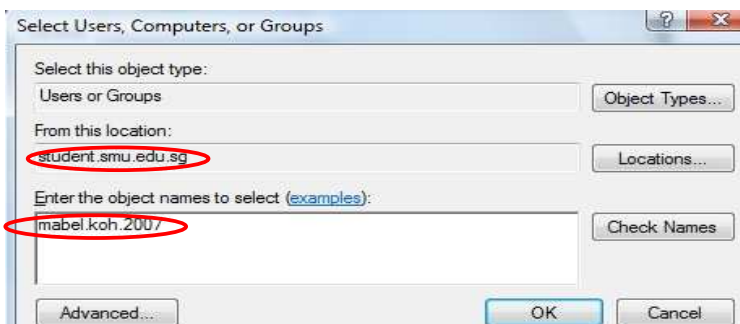
1. Click **Start** → (Right Mouse click) **Computer** → **Manage**



2. Under Computer Management, click **Local Users & Groups** → **Groups** → **Administrators** → **Properties** → **Add**



3. Under **Select Users**, please ensure that “Locations” is under **student.smu.edu.sg** before you key in your Username as shown below and click **OK** close all menu windows to desktop.

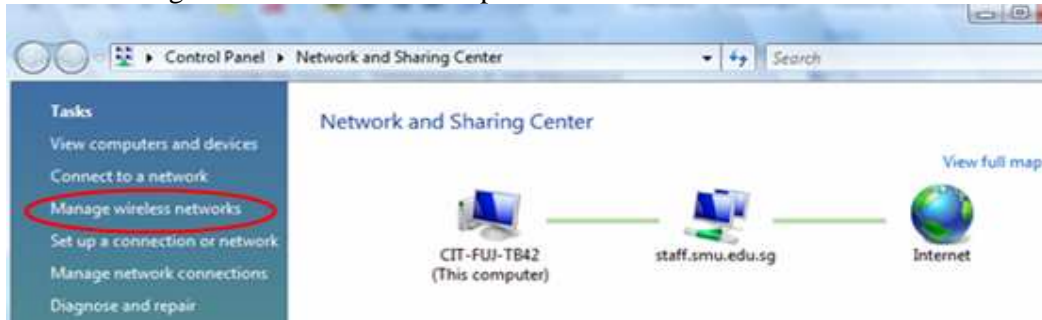


4. Once finish adding your student ID as administrator. Proceed to set back the wireless authentication for domain login.

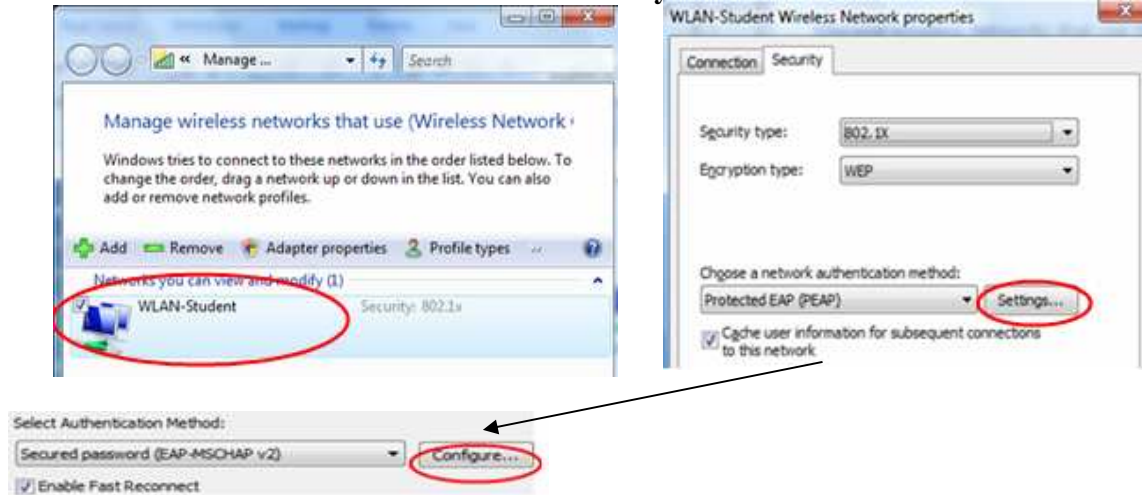
Click **Start** → **Control Panel** → **Network and Sharing Center**



- Click “Manage Wireless networks” to proceed



- Double click on **WLAN-Student** icon → **Security** tab → **Settings** → **Configure**



- Check the box “**Automatically use my Windows logon name and password (and domain if any).**” Click **OK** → **OK** → **OK**

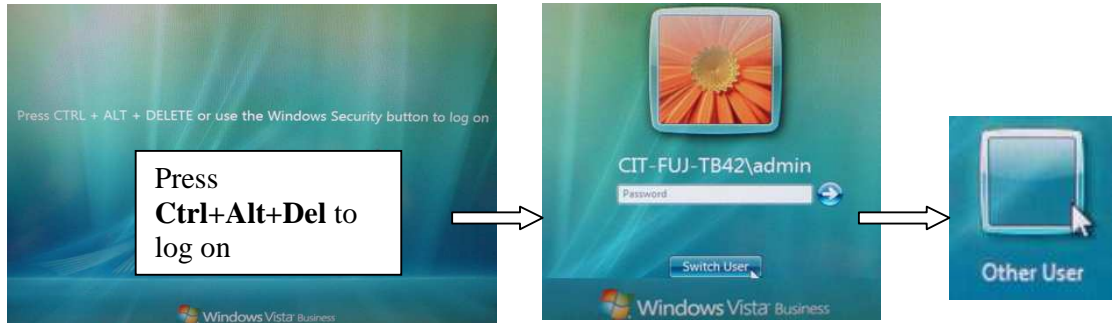


- Click **Start** → **Arrow** → **Restart**

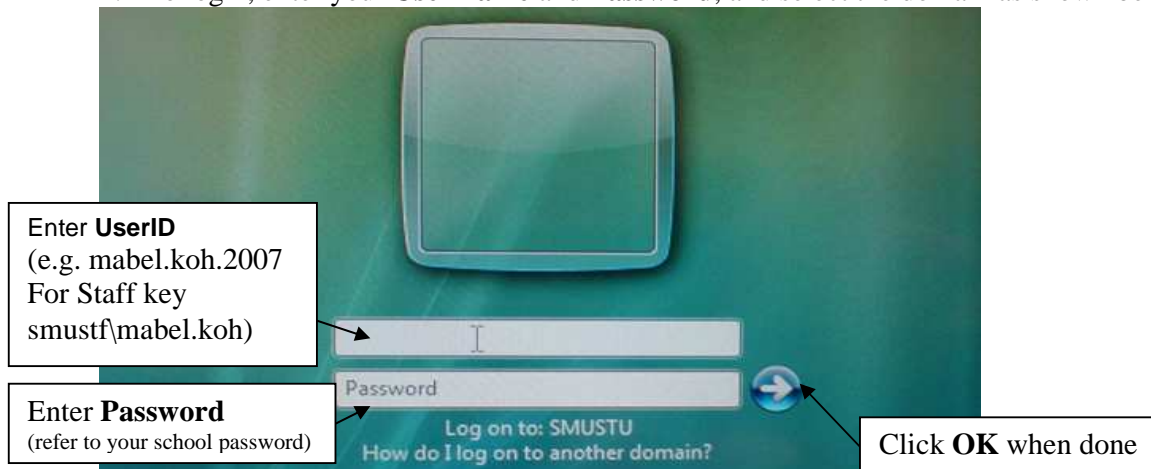
**(Note: Ensure that your wireless network card is installed properly. Please log in after the system has restarted. )**

## **E. Logging In as SMU user account & Adding SMU network printer:**

1. Once Win Vista has fully launched. Press **Ctrl+Alt+Del** at the login screen. Proceed to click on **Switch User** → **Other User**





2. To login, enter your **User name** and **Password**, and select the domain as shown below.




### **Adding SMU network Printers (Library Resources)**

1. Click **Start, Run** and type [\\seng-city-ps](http://seng-city-ps)
2. The printer list will be displayed. **Double click** on the three printer queues:

For B&W printing:  MonoPCL A3


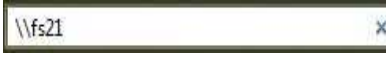
 MonoPCL A4

For Color printing:  ColorPS

3. The printer should now be successfully added to the PC  
For more information, you can visit the library website at:  
[http://library.smu.edu.sg/faq/how\\_setupprinter.asp](http://library.smu.edu.sg/faq/how_setupprinter.asp)

## F. Automated Installation of SMU suite of applications (Est. 30min)

### [For Network Method]

Click **Start**  → type on windows search  `\\fs21`  
<\\fs21\applications>.

### SMU Standard Installation with Office 2007

Go to PC Software Image → Student → **Student installation\_vista\_office07.exe**  
 (Proceed to step 2 under CD Method)

### [For CD Method]

1a. From CD drive, go to Student → **Student cdinstall\_vista\_office07.bat**

1. With this automated installation, you would only need to require clicking **Yes/ Agree** to default settings to proceed the next screen or software installation. If you do not wish to install certain software, you may click cancel/ abort that particular software to skip to the next one. List of Software to be installed when using the batch file in sequence:

2. Local **Administrator** is enabled with the default password as: **Student01**

1	MS Office Pro 2007 (Win) w SP2	8	Macromedia Shockwave Player
2	- Save as PDF & XPS	9	Adobe Flash Player
3	Adobe Reader 9.1	10	VLC Media Player
4	SMU Vista Patch (Java)	11	Real Player
5	Virtual Learning Community	12	WiFi Helper
6	Virtual Canvas**	13	Trend Micro – Office Scan *
7	Endnote X2	14	SMU VPN

**Note: Do not restart if you wish to install the complete software installation.**

\* Office Scan will not be installed if you did not use administrator account. You may wish to seek Helpdesk for assistance if you encounter any problems.

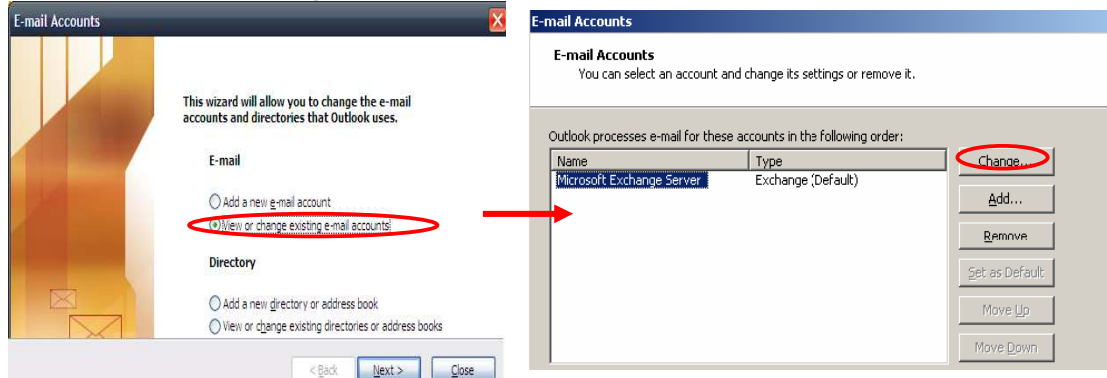
\*\* Installation of Virtual Canvas done from CD will not be complete & will require user to access internet to download the latest Virtual Canvas. A text file will be copied to your desktop containing the hyperlink to download the application.

# Only Exchange/ Bridging students are not allowed to install Office 2003/ Office 2007

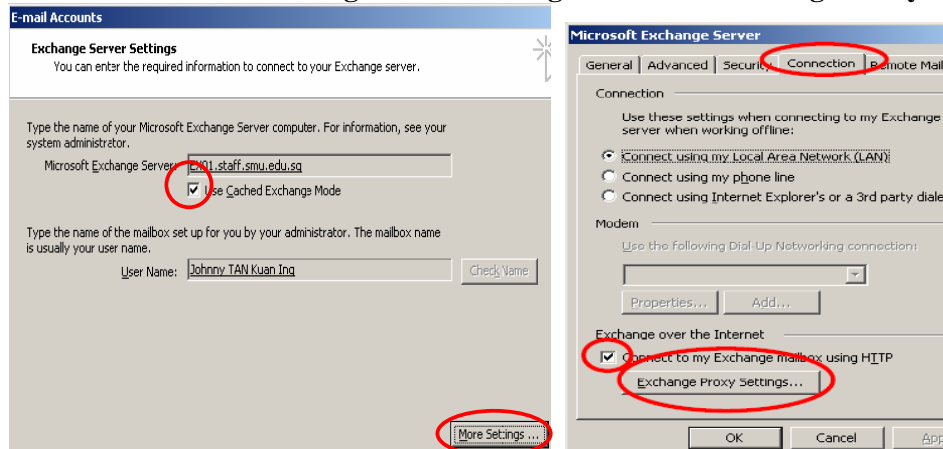
## G. Configuration of Outlook 2003

### Configure Outlook for RPC over HTTPS Connection

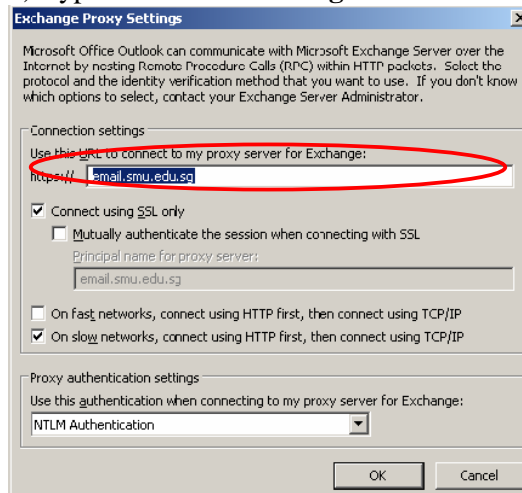
1) Under Outlook 2003, click “Tools” → “Email Accounts” → View or change existing e-mail → Next → Change



2) Check “Use Cached Exchange Mode” → “More Settings” → Connection Tab → check “Connect to Exchange Mailbox using HTTP” → Exchange Proxy Settings

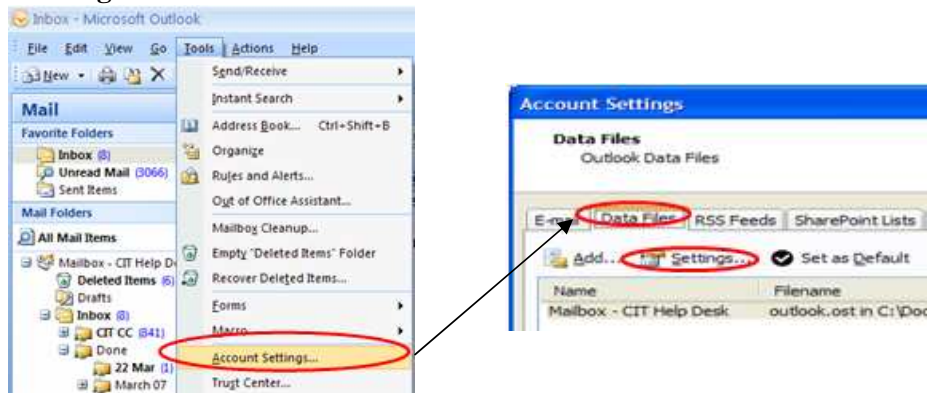


3) Type “email.smu.edu.sg” → Click OK x 2 to exit & restart Outlook to apply settings.

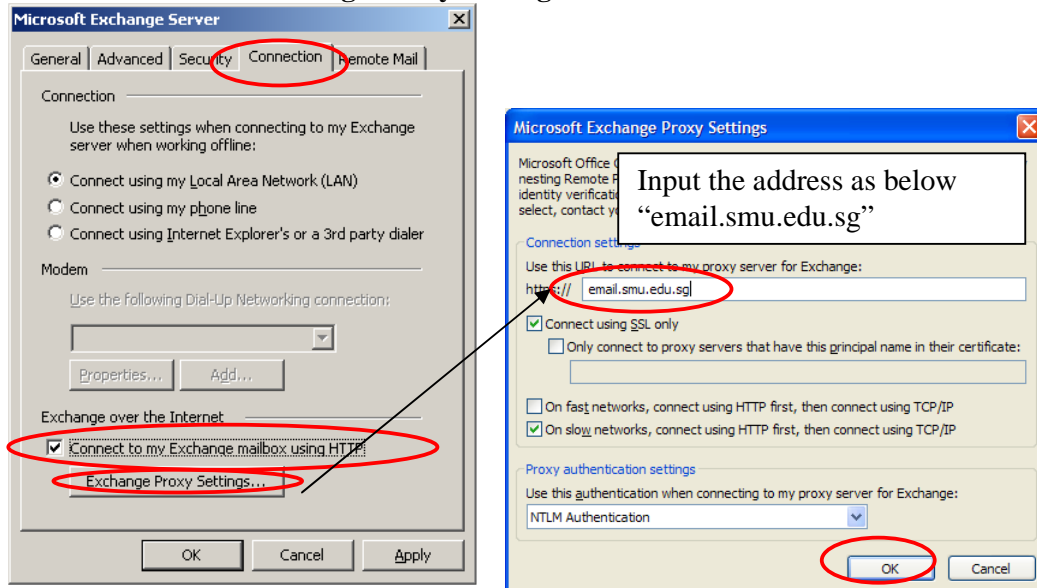


## H. Configuration of Outlook 2007

1) Under Outlook 2007, click “Tools” → “Account Settings” → “Data Files” → “Settings”



2. Click on the “Connection” Tab. Check on “Connect to Microsoft Exchange using HTTP”. Click on “Exchange Proxy Settings” button.



3. Click **Ok** and you are done. Restart Outlook for changes to take effect.