

CIS hopes you've had a good summer and we are looking forward to having you back!

CIS requests your assistance in the maintenance of your laptop when you arrive on campus. If you have received a new laptop this summer, you can ignore this message.

Over the summer there have been several deployments of patches and software updates, including an upgrade to Microsoft Office 2010. Below are instructions and tips to successfully install these.

Please leave yourself ample time for the installations to complete, and remember that once you begin the process it is important that you let it run till completion! For example, your computer may seem like it is stuck on 'Running Startup Scripts' when it is booting...it is actually installing software at this time and the computer should not be turned off so as to not corrupt the installation.

Sequence for connecting your laptop to the campus network:

1. Make sure your laptop is completely powered off by clicking 'Start', then 'Shut Down' (not Restart or Logoff)
2. Plug in the power cord.
3. Plug in the campus network cable.
4. Turn off your wireless! It must be off to ensure you are on the network. If you don't know the location of your wireless switch, go to this [link](http://www.delhi.edu/cis/faq/hdwr_home.php) (http://www.delhi.edu/cis/faq/hdwr_home.php) and click on the link below "Laptop Wireless Switch Locations." (note: for the D610 model, the laptop will need to be powered on to do the Fn F2 toggle)
5. Power on the laptop.

Installation Tips

It is recommended that you do not shut your computer down if you encounter a problem. As always, we urge you to call the Helpdesk if you think there is an installation issue.

When your computer reaches the Microsoft Windows (network) log in screen, log in and allow your computer to sit for at least 15 minutes without using it. This will allow installations that are happening in the background to complete. After the 15 minutes, check under Start, All Programs to make sure that Microsoft Office 2010 has been installed.

Launch one of the Office applications in order to ensure the installation was successful.

Again if you have any issues, error messages, and or questions, please give the Helpdesk a call at 4835.

We want to thank you in advance for all your help and patience during the semester startup.