

SoNNet

Introduction



Don't forget to visit
www.son.washington.edu/sonnet!

Upgrading to SoNNet

1. Make sure all your files are on your **V drive** (we will move your important settings for you).
2. Prepare your **email folders** by making sure they are stored on the server, not locally.
3. Make a list of any **special applications** you need installed that aren't already included with SoNNet (www.son.washington.edu/sonnet/apps).
4. Upgrading takes about **4 hours** to copy settings, upgrade your account, and install software. While we will need your computer for that time, you need to be present and helping us for **1-2 hours**.

Security

- Don't save anything to the **C drive**. Instead, use your network drives (V, K, O) for most files, and the **D drive** for large files.
- **Clean Slate Computing** means programs can't be installed without your intention and authorization. To install software, first unfreeze:

Start > All Programs > Utilities > UnFreeze Computer

Your My Documents folder actually lives on your V drive.

- **Network drives** give you 1000 MB of storage each! They are the most secure location for data, because they are backed up every few hours. To get to archived files:
Open the folder > File > Properties > Previous Versions
- **Don't worry** about updating software or virus definitions! It's all automatic.
- **Patches & updates** are installed overnight, and every Saturday morning from 2 – 4 AM. You can turn computers off, but make sure you leave power strips on!

Mobility

- **Roaming Profile** means you can access your desktop and files from any SoNNet computer just by logging in.
- Use **NURS-KIT** on or off campus to access your files, special applications, and Outlook (intranet.son.washington.edu/nurskit).

Outlook

- Outlook integrates your **email & calendar**, contacts, tasks, and has many great features that allow for conference room scheduling, delegation, and mailing lists.
- **Webmail** looks and acts almost like the real thing (webmail.son.washington.edu).