

Using MCC's Computer Resources

Lecture Notes

Logging on to MCC Campus Computer Networks

Hardware: Any computer found on MCC's campus

Why? To access the Internet, programs and class information when working on campus

1. If necessary, turn on the computer and monitor.
2. On some computers you might be asked to select between Windows XP or Windows Vista using the keyboard arrow keys.
3. Click (press left mouse button once) on OK button to agree to MCC's Computer Usage Policy.
4. Next the computer will display MCC's Logon screen:
5. Type the username you used when registering for class into the Username text box.
Note: The username is usually your first and last name connected with a period: Joe.Smith
6. Press the Tab key.
7. Type the password you used when registering for class into the Password text box.
Note: The password is originally your initials + student number + !: js123456!
8. Press Enter key.
9. The Welcome screen will appear and it will take some time to complete start-up.



How to Open the Internet Explorer Browser and MCC's Homepage

Software: Internet Explorer browser and connection to the Internet

Why? To display college information posted on the Internet

1. Turn on the computer.
2. Logon to the MCC network.
3. Click on Internet Explorer icon at the bottom of the screen:
Internet Explorer should open with the MCC homepage.
4. On campus you can always return to the MCC Homepage by clicking on the Home button found in the toolbar:



Note: MCC's homepage is found at www.muskegoncc.edu

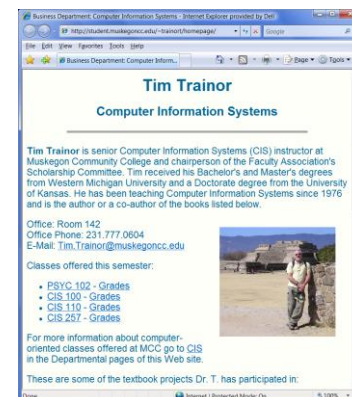


Finding Dr. T's Homepage (student.muskegoncc.edu/~trainort/homepage)

Software: Internet Explorer browser and connection to the Internet

Why? To access course information, assignments and current grades.

1. Logon and open the Internet Explorer browser.
2. Display MCC's homepage.
3. Click on **Academics** link at the top of the page.
4. Click on the **Academic Departments** link
5. Click on the **Business** link.
6. Under Computer Information Systems, click on **Tim Trainor**

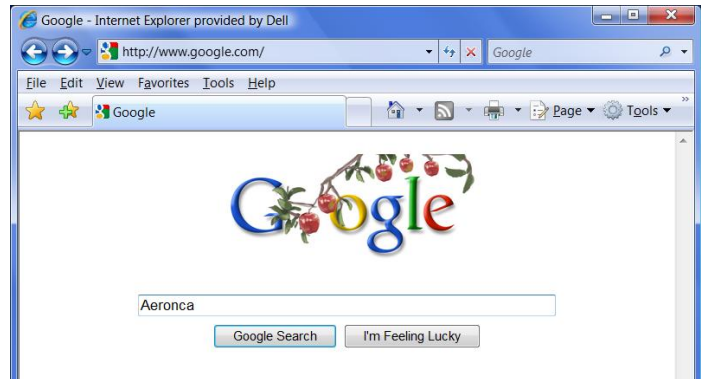
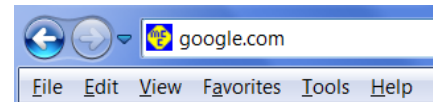


Using a Browser to Find Information on the Internet

Software: Internet Explorer browser and connection to the Internet

Why? To locate information on the Internet.

1. Logon and open the Internet Explorer browser.
2. Delete the contents in the address bar and type *google.com*
Note: yahoo.com and ask.com are other popular search sites.
3. Press the Enter key.
4. In the search page's Search text box type a keyword(s) to be used in the search.
The search word "Aeronca" is used in the example below:
5. Press the Enter key.
6. Select the link that best describes what you are looking for from the search results page.



Download and save an image from a Web page

Software: Internet Explorer browser and connection to the Internet

Hardware: A USB drive or other storage media

Why? To save an image for use within a document, slide show or other file.

1. Open Web page with image in your browser.
2. Right-click on image and select **Save Picture As** option.
3. Use the Save Picture dialog box to identify the storage media and file folder where you want to save the image.
4. You can change the filename, but do not change the filename extension.
5. Click on the Save button.

