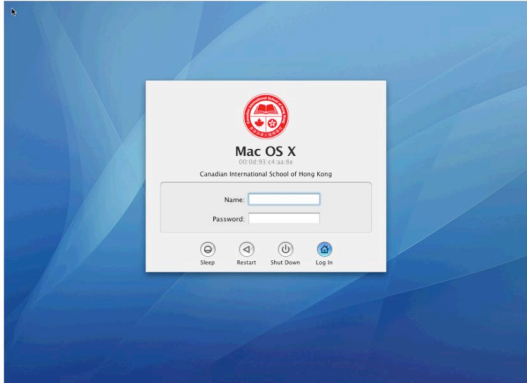

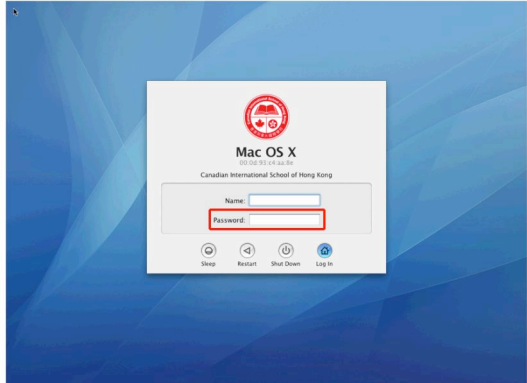
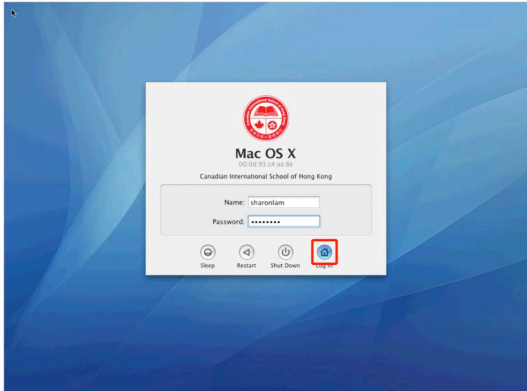

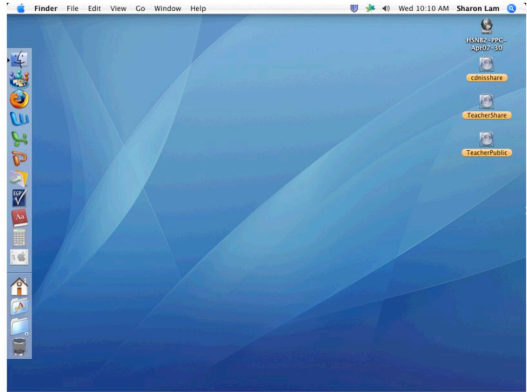
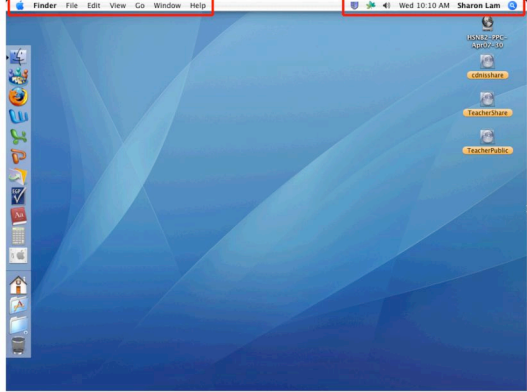


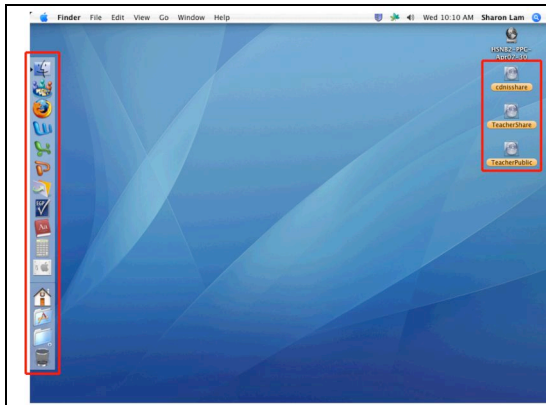


**Canadian International School of Hong Kong
Information Technology Department**

Computer Login Procedure

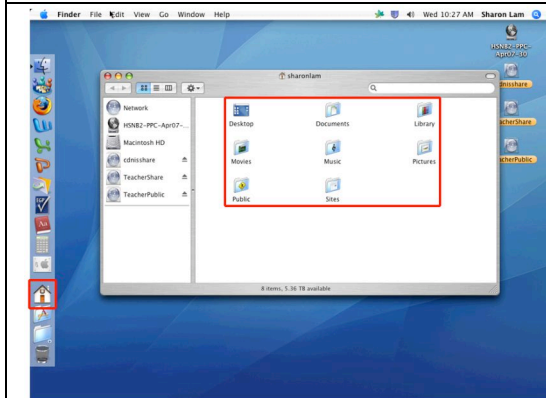
	<p>This is the computer login window.</p> <p>If the computer you are using is not yet turned on, please turn it on at the power button found on the front, right hand side or back of the computer. Once you have pressed the power button, please wait for a few minutes while the computer starts up until you see the login window.</p>
	<p>Enter your computer login name in the space highlighted.</p> <p>It is not case-sensitive and the computer login name is also known as server account.</p> <p>Tip: You can press the [tab] key on the keyboard to move the cursor to the next field.</p>
	<p>Enter your password in the space highlighted.</p> <p>When you type your password, the actual characters will not be seen to protect your password from being stolen.</p>

 <p>The image shows the Mac OS X login screen. At the top, it says 'Mac OS X' and 'Canadian International School of Hong Kong'. Below that, there are input fields for 'Name' (containing 'sharonlam') and 'Password' (with dots). At the bottom, there are four buttons: 'Sleep', 'Restart', 'Shut Down', and 'Log In'. The 'Log In' button is highlighted with a red square.</p>	<p>When you have entered your computer login name and password, click on the “Log In” button with the mouse.</p> <p>Alternatively, you can press the [return] or [enter] key on the keyboard.</p> <p>If you entered an incorrect login name or password, the window will shake to notify you of a mistake. If this happens, please check your computer login name and password and try again.</p>
 <p>The image shows the Mac OS X login screen. The 'Log In' button is now disabled, and a progress bar is shown below the name 'Sharon Lam' with the text 'Logging In...'.</p>	<p>When you supply a valid login name and password, you will be taken from the login window into the computer account.</p>
 <p>The image shows the Mac OS X desktop environment. The menu bar is at the top, and the dock is on the left. The desktop background is blue. There are several icons on the desktop, including 'HANI2 - ppt - support.doc', 'comshare', 'TeacherShare', and 'TeacherPublic'.</p>	<p>This is the Desktop and when you see this you are logged into the computer account.</p>
 <p>The image shows the Mac OS X desktop environment. The menu bar is highlighted with a red box. The menu bar contains 'Finder', 'File', 'Edit', 'View', 'Go', 'Window', 'Help', and system status icons on the right.</p>	<p>On the top is the Menu bar. The Menu bar has two parts to it. The left hand side changes according to the application you are in. In this picture, the Menu bar is in the Finder application.</p> <p>The right hand side of the Menu bar doesn't change. It will always show you the speaker volume, time and the name of the person logged in.</p>



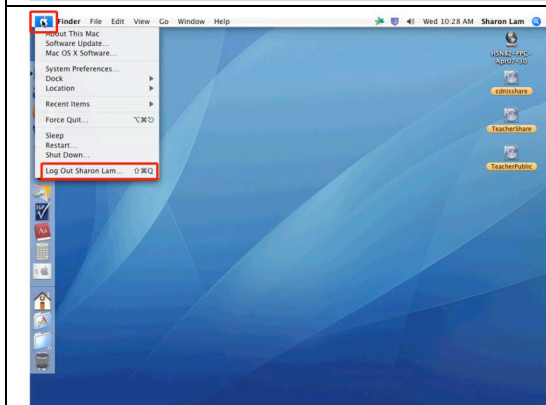
On the left hand side is the Dock. The Dock is used for placing frequently used applications, folders and files.

The right hand side of the Desktop shows the Sharepoints that are mounted. These are highlighted in yellow.



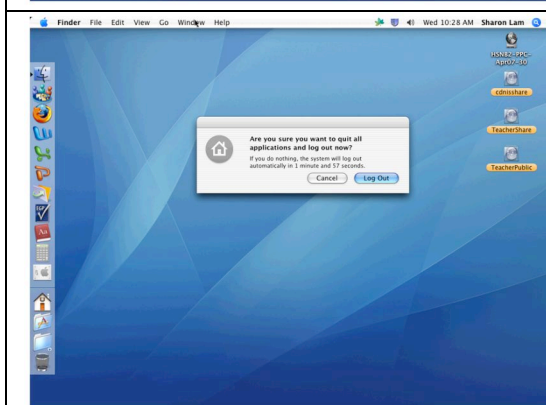
The House icon in the Dock is your place for saving files. It's organized into 8 folders.

Please save your files into the Desktop, Documents, Movies, Music and Pictures folders.

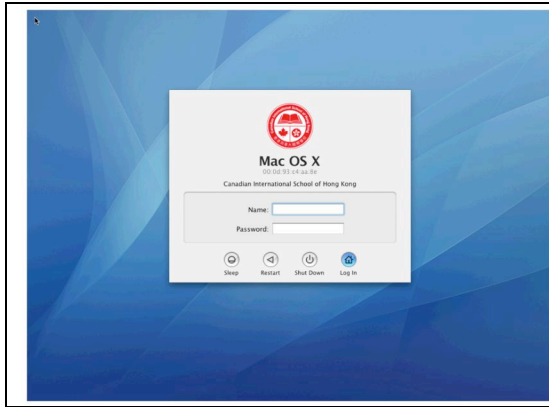


To logout of the computer account, use the mouse to click on the Apple icon and then choose "Log Out..." at the bottom of the menu.

Tip: Before you try to logout you should quit all applications. Applications that are running have a small black triangle beside the application's icon in the Dock. Some applications will cancel the logout process if they are still running.



When prompted click on the "Log Out" button to confirm logging out.



You have logged out when you see the login window.

The computers around the school will automatically shutdown at around 17:30 everyday to save energy.