



**New College Durham**

## New College Durham Remote Access System Documentation

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## Logging on to the remote access system

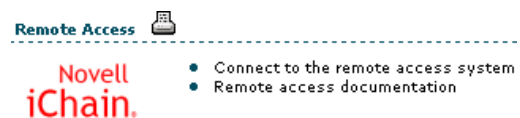
Go to the college website  
<http://www.newdur.ac.uk> in internet explorer.



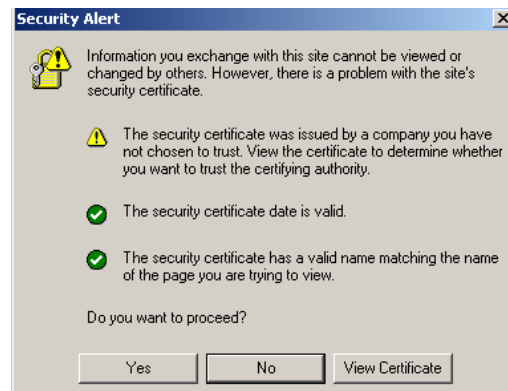
Click on the Novell iChain logo to view the remote access system webpage.



On the remote access webpage select "Connect to the remote access system".



You will then see a security alert. You need to click yes to proceed.



You now need to enter your network login ID and password.

Username:

Password:

Click on the Login Button

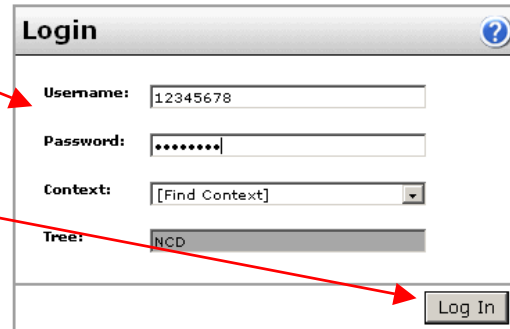


# First Time Use

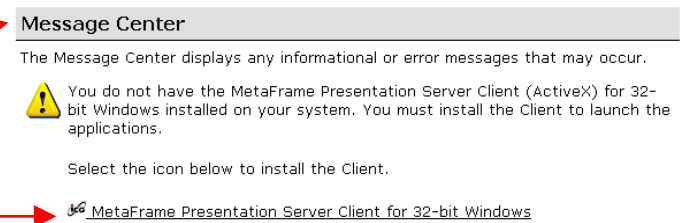
The first time that you log onto the remote access system there are a couple of items that you **may** have to do. These are:

You need to log into the Citrix client. Enter your Network User ID and password.

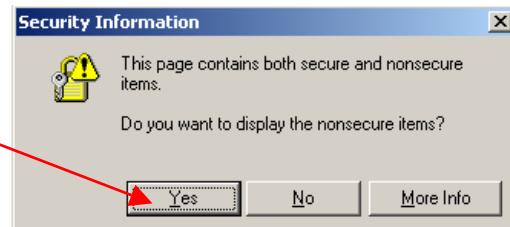
Click on the Log In Button.



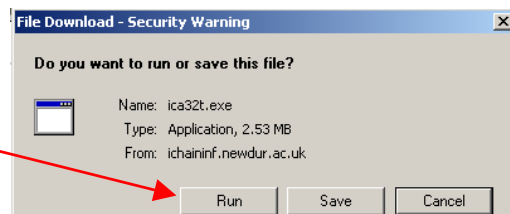
There may be a notice in the Message Centre telling you that you don't have some software installed. To install the software click on the Metaframe Icon. This may take a couple of minutes.



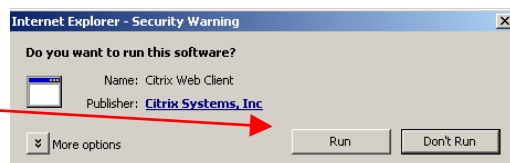
An alert will be displayed at the start of the installation. Click on the Yes button.



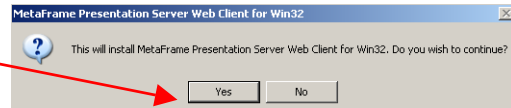
You will now be asked if you want to save a file or run it. Click the Run icon.



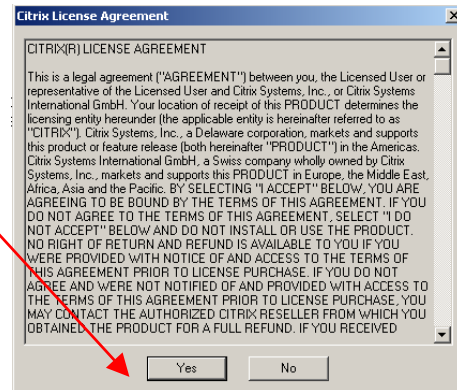
After a couple of seconds, you may be presented with another screen. Click on the Run button.



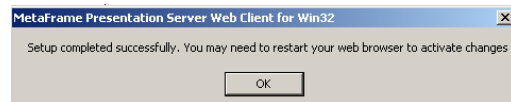
You will be asked another question.  
Click on Yes.



The Licence Agreement will be  
displayed. Click on the Yes button.



Once the software has been  
installed, then you will be told to  
restart internet explorer.



Before restarting internet explorer  
please click on the Log Off Button  
first. Now you can close internet  
explorer.



Open Internet Explorer and login  
again. You can now use the remote  
access network.

## Using NetStorage

NetStorage is a shortcut that takes you to your network area. To access this you need to: -

Click on the NetStorage icon which is in the Applications Area.



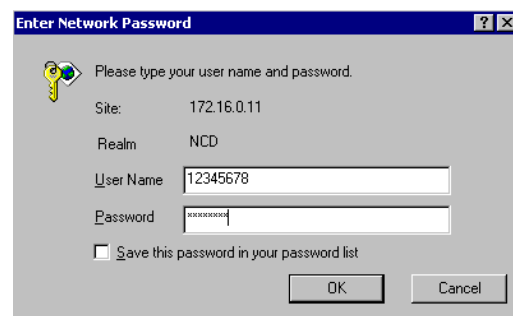
The Citrix client will open several files and then ask you about the level of access you want to grant. It is suggested that you give yourself full access but ensure that this access is requested every time.



Click on the Ok button once you have selected the settings.

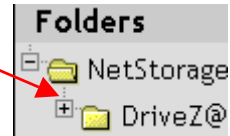
You will now be prompted to enter your Network ID and password.

Once you have entered your details click on the OK button.

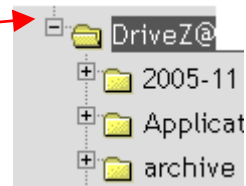


You now have access to your network area. It is presented to you via a tree structure.

To view a file in a sub-folder click on the + symbol next to the directory that you want. This will then display the folder/files in that folder.



To minimise the folders click on the - symbol.



When you have navigated the file structure to the file that you want, you can open it by double clicking on it. (As long as it can use the software packages that have been provided via Citrix).

When you are finished please click on the exit icon to log off NetStorage.



You will now be reminded that you need to enter your network details the next time that you log into NetStorage. Click on the OK button.



Close the NetStorage window by clicking on the Exit button.



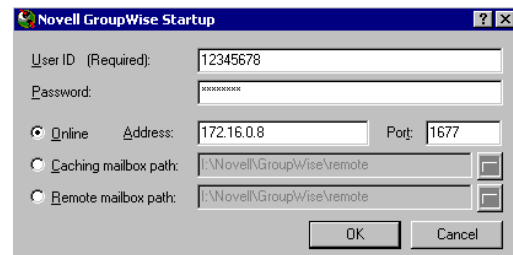
# GroupWise

To access your email account while on the remote access network click on the GroupWise icon.



GroupWise

The pc will load GroupWise and then ask you to enter your email account details. The User ID is your network ID. If you have a problem with your password please contact Fujitsu so that your password can be reset.



The screenshot shows the 'Novell GroupWise Startup' dialog box. It contains the following fields and options:

- User ID (Required): 12345678
- Password: [Redacted]
- Online: Address: 172.16.0.8, Port: 1677
- Caching mailbox path: F:\Novell\GroupWise\remote
- Remote mailbox path: F:\Novell\GroupWise\remote
- Buttons: OK, Cancel

Use your email account as normal and when you are finished log out of GroupWise. You will be returned to your Citrix session.

# Password Reset

To change your password, from within the remote access session, click on the Password Icon. This icon is displayed next the Applications area.



You will now be asked to enter your current details as a security feature.

After entering your details click on the Login button.

Context:


Username:

Password:

Destination:

You will now be prompted to enter your old password and your new password.

When you have done this click on the OK button to complete the password change.

**Change Password** 

Old password:

New password:

Confirm password: