

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Wireless Connection Procedures

Please choose the correct procedure for your mobile device operating system.

Before configuring, please temporarily disable any Firewalls or Antivirus programs running on your laptop, to avoid difficulty connecting. Enable them again once the configuration is complete and you have made a connection.

Windows 7 Wireless Configuration

Step 1: Click **Start > Control Panel**.

Step 2: Click **Network and Internet**.

Step 3: Click **Network and Sharing Center** at the top of the window.

Step 4: Click **Set up a new connection or network**.

Step 5: Click **Manually create a network profile**.

Step 6: Enter the following, and then click **Next**.

- Network name: Rhodes-Air
- Security type: WPA2-Enterprise
- Encryption type: AES

Check **Start this connection automatically**.

Step 7: After RHODES-AIR is added, Click **Change connection settings**.

Step 8: Click the **Security tab**. Then verify these settings:

- Security Type: WPA2-Enterprise
- Encryption type: AES
- Network authentication method: Protected EAP (PEAP)

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Check **Cache user information for subsequent connections to this network**

Click **Settings**.

Step 9: Verify these settings:

- UNcheck the box labeled **“Validate server certificate.”**
- Select Authentication Method: Secured password (EAP-MSCHAP v2)
- Check **Enable Fast Reconnect**.

Click **Configure**.

Step 10: UNcheck the checkbox labeled **“Automatically use my Windows logon name and password (and domain, if any).”** Then click on **“OK”** for each of the open properties boxes.

Step 11: After a moment, you’ll see a bubble pop up in the lower right corner saying **“Additional information is required to connect to RHODES-AIR”**. Click on it to enter the credentials.

Step 12: In the box which comes up, enter your Rhodes State **username** and **password**. Click **“OK”**.

Your computer will then authenticate to the Rhodes State network and will store your login information until you change your password or it expires.

Windows VISTA Wireless Configuration

Step 1: Click **Start > Control Panel**

Step 2: Click **View network status and tasks** from under the Network and Internet option

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Step 3: Click **Setup a connection or network** from the left hand side of the Network and Sharing Center.

Step 4: Click **Manually connect to a wireless network** and click **Next**.

Step 5: Enter the following, and then click **Next**

- Network name: Rhodes-Air
- Security type: WPA2-Enterprise
- Encryption type: AES

4. Check **Start this connection automatically** and click **Next**.

Step 6: After RHODES-AIR is added, Click **Change connection settings**.

Step 7: Click the **Security tab**. Then verify these settings

- Security Type: WPA2-Enterprise
- Encryption type: AES
- Network authentication method: Protected EAP (PEAP)

4. Check **Cache user information for subsequent connections to this network**

5. Click **Settings**.

Step 8: Verify these settings:

- UNcheck the box labeled **"Validate server certificate."**
- Select Authentication Method: Secured password (EAP-MSCHAP v2)
- Check **Enable Fast Reconnect**

4. Click **Configure**

Step 9: UNcheck the checkbox labeled **"Automatically use my Windows logon name and password (and domain, if any)."** Then click on **"OK"** for each of the open properties boxes.

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Step 10: After a moment, you'll see a bubble pop up in the lower right corner that says "Additional information is required to connect to Rhodes State ". Click on it to enter credentials.

Step 11: In the box which comes up, enter your Rhodes State **username** and **password**. Enter "Rhodes" in the "**Logon domain**" field and click "**OK**".

Your computer will then authenticate to the Rhodes State network and will store your login information until you change your password or it expires.

Windows XP Wireless Configuration

NOTE: Windows XP users must have at least Windows XP Service Pack 2 installed in order to connect to our wireless network.

Step 1: **Start > Control Panel**

Step 2: In **Classic Mode view** - **Double click Network Connections icon**.

Step 3: Right click on your **Wireless Network Connection icon** and select **Properties**. If you have any other programs that are operating the wireless card you must disable it and place a check mark in the box that says "Use Windows To Configure My Wireless Network Settings".

Step 4: In the Wireless Network Connection Properties box, click "**Add**".

Step 5: Enter the following:

- Network name (SSID): Rhodes-Air (Capitals are important)
- Network Authentication: WPA or WPA2 (if available)
- Data Encryption: AES

Step 6: Once these are set, click the "**Authentication**" tab.

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Step 7: Select **"Protected EAP (PEAP) from the "EAP type"** dropdown list.

Step 8: Select **"Properties"**.

Step 9: UNcheck the box labeled **"Validate server certificate."** Then make sure **"Secured password (EAP-MSCHAP v2)"** is selected in the **"Select Authentication Method:"** section and check **"Enable Fast Reconnect"**.

Step 10: Click **"Configure..."**

Step 11: UNcheck the checkbox labeled **"Automatically use my Windows logon name and password (and domain, if any)."** Then click on **"OK"** for each of the open properties boxes till the configuration box is gone.

Step 12: After a moment, you'll see a bubble pop up in the lower right corner asking you to **"Click here to select a certificate or other credentials..."** **Click it.**

Step 13: In the box which comes up, enter your Rhodes **username** and **password**. Enter **"Rhodes"** in the **"Logon domain"** field and click **"OK"**.

You will see the wireless network connection bubble confirming that your Wireless Network Connection is now connected.

Your computer will then authenticate to the Rhodes State network and will store your login information until you change your password or it expires.

Mac OS X Wireless Configuration

Mac OS X 10.3 (Panther) and 10.4 (Tiger)

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Step 1: Select **Airport: on** from the Airport dropdown menu.

Step 2: Under the Airport menu, select **Open Internet Connect....**

Step 3: Click on **802.1X** in the toolbar. If you do not see an 802.1X icon, click on File, then New 802.1x Connection... *The 802.1x Connection Window will appear.*

Step 4: Under the "Configuration" pull down menu, select **Edit Configurations...**

Step 5: Click on the + **(plus)** button in the lower left-hand corner.

Step 6: Fill in the displayed fields with the following information:

- Description: Rhodes-Air
- Network Port: AirPort (*If you wish to always be prompted for your username and password, skip to step e*)
- User Name: your Rhodes username
- Password: your Rhodes password
- Wireless Network: Rhodes-Air
(NOTE: If you are near a Rhodes access point, "Rhodes-Air" will appear in this pull down menu. Otherwise, type "Rhodes-Air".)
- Authentication: PEAP (NOTE: Only check PEAP)

Step 7: Click **OK** to exit the Internet Connect configuration.

Step 8: Click **Connect**.

You may be asked to accept a certificate the first time you connect. Click More info and Select to always accept this certificate.

Step 9: Click **Continue**.

Troubleshooting tip: If you receive an "Invalid certificate" message when attempting to connect, make sure you only checked PEAP in step 6f.

Mac OS X 10.5 (Leopard)

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Step 1: Click the Airport Menu in the Title Bar. Select **Join Other Network....**

Step 2: In the Airport Configuration dialog box, enter the following:

- Network Name RHODES-AIR
- Security type: WPA2 Enterprise
- User Name: your Rhodes username
- Password: your Rhodes password

Click **Join**.

Step 3: When the Verify Certificate dialog open, click **Show Certificate**. Check the box to **Always trust the certification** then click **Continue**.

Step 4: When the 802.1X Authentication dialog box opens again, **enter your Rhodes username and password again**. Click the **OK**.

Step 5: You will now be connected to the Rhodes State wireless network. You can verify your connection information by pressing the Option Key on your keyboard and selecting the Airport Menu in the title bar.

Email Settings

Outlook Web Access

Open Web Browser and for a student - type "estudent.rhodesstate.edu" in the Address box and press Enter. For an employee - type "newmail.rhodesstate.edu. Alternately, you can click the Student Email or Employee Email link from the Rhodes State Homepage quick links dropdown.

You will then be asked to supply your Rhodes username (i.e. smith.jb), and password.

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

***Note** OWA will time out after a few minutes of inactivity - to significantly lengthen the period of time before it disconnects, choose "Private Computer" from the Security options.*

If you need further clarification on anything regarding the Exchange Outlook Web Client, click on " Help" at the right end of the menu bar.

POP/SMTP Access

You can setup any POP email client to access and download your Rhodes State email directly – BUT keep in mind that a POP connection downloads your emails to your local computer and removes them from the server at Rhodes State. This means that if you try to access your email using the Outlook Web Access after you have already downloaded it to your home computer your old mail will no longer be there.

Each email client configuration is slightly different. The basic information is as follows:

Students:

- POP (incoming) server: estudent.rhodesstate.edu
- SMTP (outgoing) server: estudent.rhodesstate.edu

Employees:

- POP (incoming) server: newmail.rhodesstate.edu
- SMTP (outgoing) server: newmail.rhodesstate.edu
- Incoming and Outgoing username should be your Rhodes domain name, for example: smith.jb
- The POP server should be set to require SSL and the port should be set to 995
- The SMTP server should be set to TLS (or SSL in Outlook). The port should remain at 25.

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Outlook 2007 and 2003 POP email account instructions

Outlook 2007 POP email account

Step 1. Add a New email account >> Tools -> Account Settings...

Step 2. Click New...

Step 3. Select Microsoft Exchange, POP3, IMAP or HTTP and click Next

Step 4. Check Manually configure server settings at bottom of screen then click Next.

Step 5. Select Internet E-mail then click Next.

Step 6. Complete the information. Account Type is POP3,

Students:

- POP (incoming) server: estudent.rhodesstate.edu
- SMTP (outgoing) server: estudent.rhodesstate.edu

Employees:

- POP (incoming) server: newmail.rhodesstate.edu
- SMTP (outgoing) server: newmail.rhodesstate.edu
- User name and password is your Rhodes username and password.

Step 6. Click More Settings...

Step 7. Click the Outgoing Server tab, check My outgoing server (SMTP) requires authentication, leave Use same settings as my incoming server selected.

Step 8. Click the Advanced Tab, under Incoming Server, check This Server requires an encrypted connection (SSL). The number next to POP3 should change to 995. Under Outgoing server, change Use the following type of encrypted connection to Auto. Click OK.

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Step 9. Back at the Add New Email Account, click Test Account Settings... When you get the successful response, click Close.

Step10. Click the Next> button, then Finish, then Close.

Outlook 2003 POP email account

Step 1: Add a New Email account >> Tools >> Email Account >> Add a New Email Account >> POP3

Step 2: Your Name: "your name"

Step 3: E-mail Address: smith.jb@rhodesstate.edu (your Rhodes State email address).

Step 4: Input POP server and SMTP server settings

Students:

- POP (incoming) server: estudent.rhodesstate.edu
- SMTP (outgoing) server: estudent.rhodesstate.edu

Employees:

- POP (incoming) server: newmail.rhodesstate.edu
- SMTP (outgoing) server: newmail.rhodesstate.edu

Step 5: User Name: (your Rhodes State username – example: smith.jb)

Step 6: Do not check "log on using Secure Password Authentication (SPA)"

Step 7: Click more Settings

Step 8: Select use same settings as my incoming mail server

Step 9: Click the Advanced Tab

Step 10: Check "This server requires an encrypted connection (SSL)" under Incoming server (POP3). The port should change to 995.

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Step 11: Check "This server requires an encrypted connection (SSL) under Outgoing server (SMTP). The port should stay 25.

Thunderbird 1.5 POP email account instructions

Step 1: Add a new Email account >> Tools >> Account Settings >> Add Account >> Email Account

Step 2: Your Name: "your name"

Step 3: Email Address: smtih.jb@rhodesstate.edu (your Rhodes State email address)

Students:

- POP (incoming) server: estudent.rhodesstate.edu
- SMTP (outgoing) server: estudent.rhodesstate.edu

Employees:

- POP (incoming) server: newmail.rhodesstate.edu
- SMTP (outgoing) server: newmail.rhodesstate.edu

Step 5: Incoming username: smith.jb@rhodesstate.edu

Step 6: Account Name: "anything descriptive" - For example: Rhodes State Student Email

Step 7: Finish Adding the Account. Then you must modify some account properties. In the same Tools >> Account settings window, select the Account you just created. Select Server settings under the email account. Select SSL under "user secure connection". Do not check "use secure authentication". The port should change to 995.

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			

Step 8: Click outgoing Server (SMTP)

Step 9: Select estudent.rhodesstate.edu or newmail.rhodesstate.edu for employees and then click Edit.

Step 10: Check "username and password"

Step 11: Select TLS under "Use secure connection". The port should remain at 25.

Windows Mobile Devices

Windows Mobile devices can be configured to receive your Rhodes State email directly into Outlook E-Mail. The configuration below is for Windows Mobile 6. *(Caution - using email with Windows Mobile is considered a data connection for most cell phone providers. You should have an unlimited data plan to use this feature.)*

Step 1: Run Outlook on your device and add a new account. The server address to add is estudent.rhodesstate.edu for students and newmail.rhodesstate.edu for employees.

Check the box for "This server requires and encrypted (SSL) connection"

Click Next.

Step 4: Enter your Rhodes State username and password. The domain should be entered as Rhodes.

Optionally check the "Save Password" dialog box.

Click Next.

Step 5: Check the items you want to synchronize.

Click Finish.

You will now automatically receive your Rhodes State email on your Windows Mobile Device.

Wireless Connection Procedures

September 27, 2010

Updated Date/Name	Reviewed Date/Name	Approved Date/Name	Reason for Change
Sylvia Sargent 9/15/10			
Omer Calvelage 9/27/10			
Cathi Castro 9/27/10			