

5 February 1998

Since the editorial staff has been given authorization to use the network to copy files to/from computers, we have had increasing network problems. These problems have included system settings reset incorrectly — something which neither I nor Peter did, and nobody else should have done. I would like to take the opportunity to review the procedure and to clarify exactly how you are authorized to use the computers.

Your full compliance with these guidelines is expected. Your failure to comply will result in hours of wasted time, and the possibility of equipment failure and loss of documents. PLEASE BE SURE YOU UNDERSTAND THE PROCEDURES AND LIMIT YOUR ACCESS TO THE COMPUTER TO THOSE AREAS AS OUTLINED BELOW.

NETWORKING PROCEDURES

- Go to the apple menu at the far left of the menu bar.
- Go to CHOOSER
- In the left section of the box, click once on APPLE SHARE
- In the right section of the box, the computers available on the network will be listed under SELECT A FILE SERVER. Double click on the name of the computer you would like to connect to.
- Another box will appear asking for a NAME and PASSWORD. These fields are case-sensitive.
- Type Kathleen or Hayes as the NAME
- Type post as the PASSWORD
- Another box will appear with the name of the computer. DO NOT check the box next to the computer name. Click OK.
- You should now be connected to the computer which you can open from your desktop.
- Copy the appropriate files.
- Then IMMEDIATELY throw in the trash the icon for the connected computer.

YOU ARE AUTHORIZED TO USE THE FOLLOWING PROGRAMS

- Microsoft Word
- cc:Mail (if you have an email box and Peter has instructed you on using it)

YOU ARE NOT AUTHORIZED TO USE ANY OTHER PROGRAMS UNLESS YOU GET APPROVAL FROM ME.

YOU ARE NOT AUTHORIZED TO ACCESS, IN ANY WAY, SHAPE OR FORM, THE SYSTEM FOLDER — INCLUDING CONTROL PANELS AND OTHER FILE SHARING FACILITIES, OR ANY OTHER UTILITIES ON THE COMPUTER UNLESS YOU GET APPROVAL FROM ME.

NOBODY BESIDES PPP STAFF IS AUTHORIZED TO USE OUR COMPUTERS EXCEPT WITH THE PERMISSION OF ME OR MICHAEL.

IF YOU HAVE A PROBLEM, FIND ME, CALL ME, OR FIND PETER. FULL STOP. END OF CONVERSATION.

If you have any questions about the above, please ask me. Otherwise, I will consider you fully responsible for Post equipment you are using. I appreciate your serious consideration of these issues.

Sincerely,