

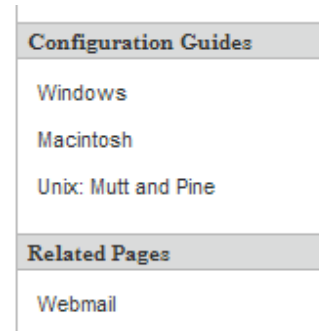
## CHECKING YOUR EMAIL

### 1. Accessing your Stanford email account:

The easiest way to check your Stanford emails is by using the website <http://webmail.stanford.edu>. This is the recommended way to access your emails if you are planning to use it only for a short term.

### 2. Configuring your email program:

For long-term usage, you might want to set up your email program like Eudora, Outlook Express, Outlook, Entourage or Thunderbird. Use the website <http://imap.stanford.edu> for information about configuring your email program. On the left side of this webpage, you will see “Configuration Guides” with separate links for Windows, Macintosh and Unix (see the snapshot on the right). The information provided is specifically for setting up a Stanford email account.



### 3. Accessing other email accounts:

For information about accessing other email accounts like Yahoo, Gmail or Hotmail, visit their respective websites. If you are not sure of their website addresses, you might want to do a Google search.

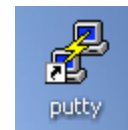
## ACCESSING MILLER REMOTELY

Miller is our department linux server that is available for use by PhD students, visitors and faculty. The following instructions are for those who already have a miller account. If you don't have one, check with the department office to see how to get an account.

### Accessing miller from our department PCs

#### 1. Using PuTTY:

Look for the “putty” icon on the desktop, shown on the right. Open the program by double clicking it. Select the *miller.stanford.edu* server and press the Open button. Login with your username and password.



#### 2. Running X11 applications:

Ensure the X-Win32 icons (shown on the right) are appearing in the System Tray. If not, start X-win32 manually by double clicking the X-Win32 desktop icon shown on the right or from the Programs list.



### **Accessing miller from any other PC**

You will need to download and install PuTTY (it's easy to find using Google) or a similar secure telnet client.

The first time you start up a session to access miller, you will need to open PuTTY and follow these instructions.

- On the initial page, type *miller.stanford.edu* in the “Host Name” box and ensure that the SSH button is selected below.
- In the left hand box, select Connection > SSH > X11 as shown, and check the “Enable X11 forwarding” box.
- In the left hand box now select “Session” to bring us back to the initial page. Type “miller” in the box right underneath “Saved Sessions” and then click “Save” – now “miller” should appear in the box below as well.
- Click open to start a session.
- As this is the first time you have accessed miller, you will see a security alert. Click yes this time to store this information about miller on your computer. This alert should not appear when you connect to miller from the same computer again.

### **Accessing miller from Mac OSX**

The best way to access miller is via the X11 program that usually comes on a disc accompanying your computer. You can also access it online via apple.com (try a Google search for “Mac X11 download”).

To access miller, open X11 and type in the command line:

```
ssh -X username@miller.stanford.edu
```

where you should replace username with your user ID. The “-X” allows you to open new windows on your local desktop, such as a new xterm window or emacs. On later versions of OS X, from 10.4 onwards, you may need to use -Y instead of -X so that this works correctly.

## **PRINTING**

### **To print a document (Word, pdf, ps etc):**

- Open the document and go to File → Print at the top of the menu bar.
- A new pop-up window will appear and you will see a list of available printers in the “Select Printer” box (see below). You might have to use the horizontal scroll bar to see all of them.
- To print a document in grayscale (black and white), you can select any one of the following printers
  - HP LaserJet 4100 (Room 125)
  - HP LaserJet 4200 PS (Room 211)
  - HP LaserJet 4200 PS (Room 223)
- To print a color document, select the printer: HP Color LaserJet 5500 (Room 125)

- Click the “Preferences” button for more advanced printing options
- Click the “Print” button to start printing the document

