

COMPUTER UPDATES

Due to the new computer network, you may need to make updates to the following:

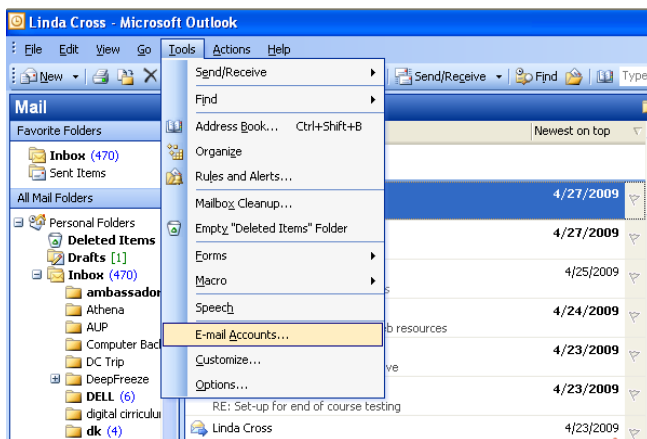
- Email – only if you are asked for a password when Sending/Receiving
- Gradebook – reset desktop shortcut to the new IP address
- Library Search (Destiny) – reset desktop shortcut to the new IP address

Follow the directions below.

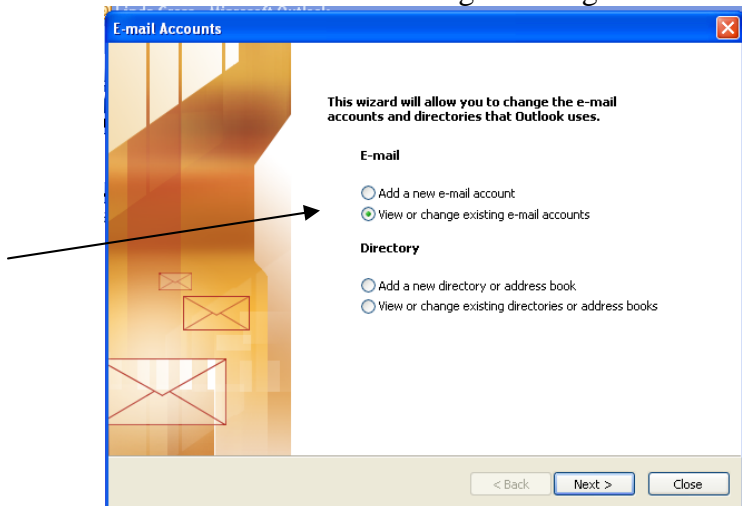
OUTLOOK EMAIL

To set your email password complete the following steps

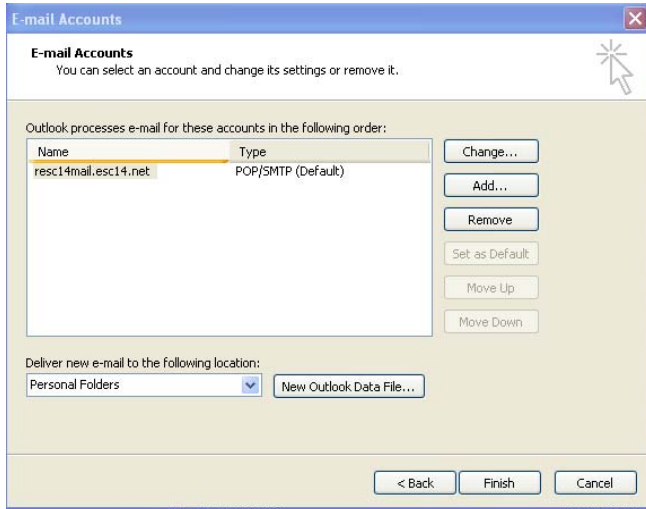
1. Open Outlook
2. Select **Tools, Email Accounts**



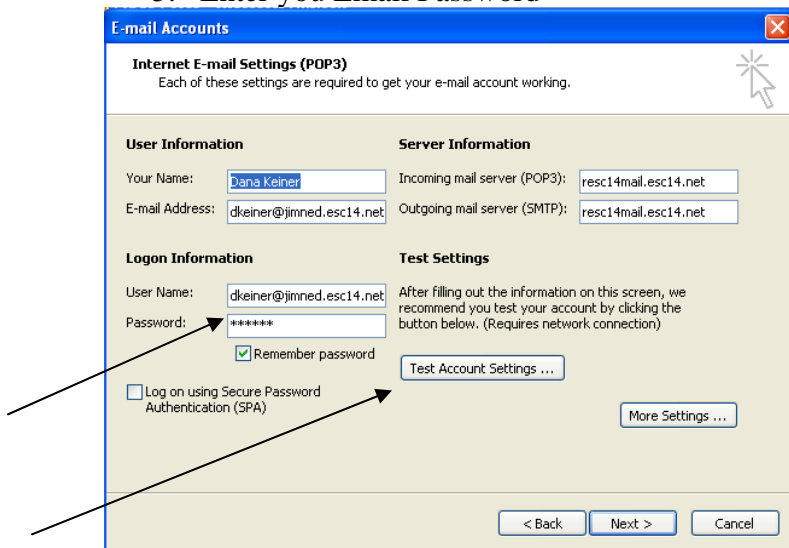
3. Select View or change existing email accounts, next



4. Click on the esc14mail account and select **Change**



5. Enter your Email Password



6. Click **Test Account Settings**
(if your password does not work, try **123456** for the Password)

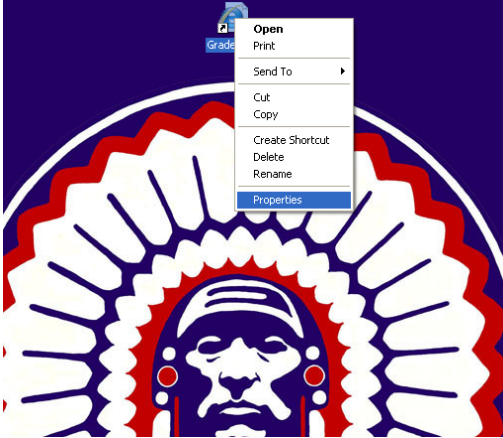
7. Click **Next** and **Finish**

8. **Close Outlook and reopen it** for the change to take effect.

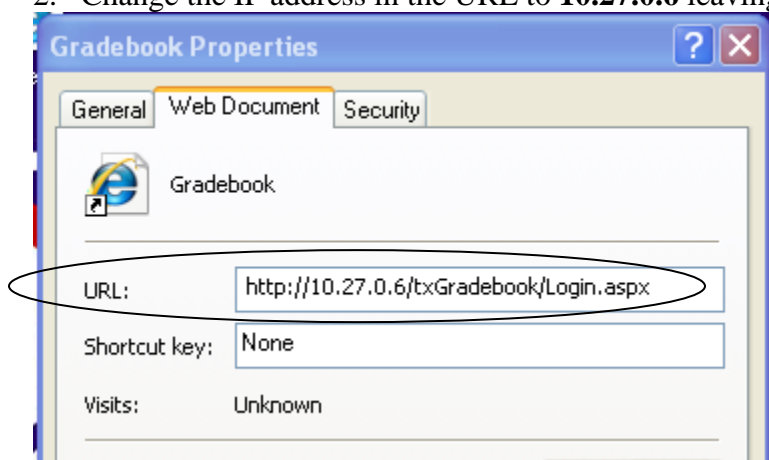
GRADEBOOK

The Gradebook shortcut on your desktop may need to be updated.

1. Right Click on the Gradebook shortcut and select **Properties**



2. Change the IP address in the URL to **10.27.0.6** leaving the remaining text.

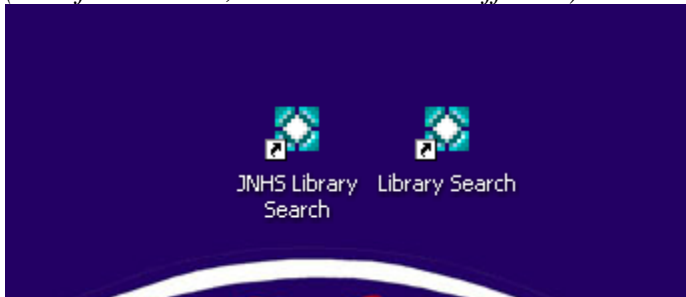


3. Click OK.

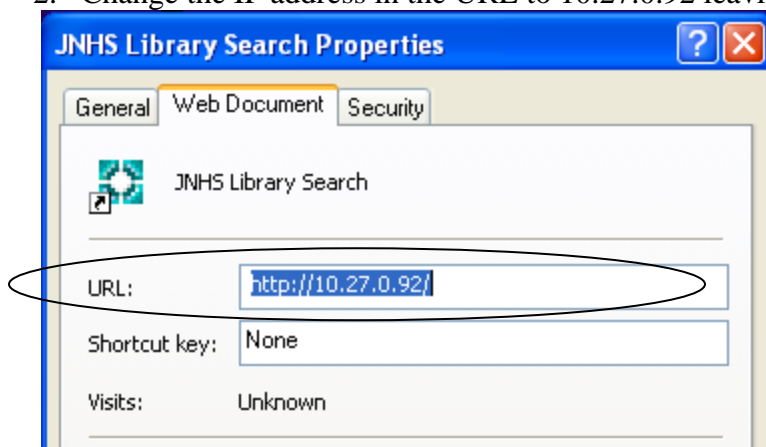
LIBRARY SEARCH

The Library Search (Destiny) shortcut on your desktop may need to be updated.

1. Right Click on the **Library Search** shortcut and select **Properties**
(look for the icon, the text could be different)

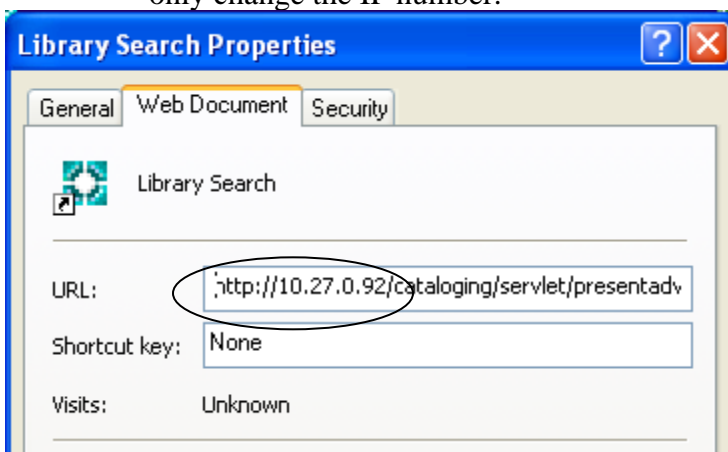


2. Change the IP address in the URL to 10.27.0.92 leaving the remaining text.



If the URL is longer, leave the text and arrow back to the beginning and change the IP there.

1. click in the blue highlighted URL.
2. use the back arrow (or CTRL+Home) to the beginning of the URL and only change the IP number.



3. Click OK.