TECOM Computer Resources
1. To provide familiarization with the computer resources available to TECOM personnel.

2. To educate TECOM personnel with the policies and procedures associated with such resources.
Outline

• Windows Account
• Windows Resources
  – Shared Drives
  – Printers
• Internet Access
• Exchange & Outlook Resources
• Outlook Web Access
• Remote Access
IT Policy Chain

- **MITNOC**: Security & Bandwidth
  - Works for MQMC C4
  - www.noc.usmc.mil

- **Base G-6**: Maintains BASE infrastructure
  - Building wiring, routers & switches
  - www.quantico.usmc.mil/g6/index.htm

- **TECOM G-6**: Maintains TECOM infrastructure
  - Windows NT, Exchange and Proxy Server
  - www.tecom.usmc.mil/g6

- **MCU G-6**: Supports applications, ISC for MCU HQ and Training
  - www.mcu.usmc.mil/g6

- **Local ISC**: First line of defense
  - Shared drive permissions, passwords, create/delete accounts
Windows NT Account

- Account Name: LASTNAME+FI+MI
  - Example: cunninghamjj
  - Account is NOT case sensitive

- Password
  - At least 9 characters
  - At least 1 special character from each character set (number, letter, special)
  - Expires every 90 days
  - Remembers last 10 passwords

- Windows “Domain”: TECOM
Windows NT Software

**TECOM “Standard” Load:**
- Office 2000
  - Word, Excel, PowerPoint & Outlook
- Internet Explorer
- Windows Media Player
- Adobe Acrobat
- Winzip
- Norton Anti-virus

**Other software as required/authorized**
- MARADMIN 479/02
- Established USMC Baseline & exceptions list
  - www.hqmc.usmc.mil/c4
• Log into the TECOM domain using your account
Shared Drives
NT Shared Drives

• Centrally Hosted Shared File Space
  - Files backed up every night
  - Permissions maintained by local ISCs

• Types of Shared Space
  - Personal Space
  - Organization/Section Folders
    • Structured/Disciplined storage for each unit’s files
    • Permissions controlled by ISC
  - Command Library
    • Very disciplined repository for EDCOM Documents
    • Files are indexed and available via Intranet server
Shared Drive Organization

- **H:\** Drive: User’s **Home** directory
  - 500Mb of storage
  - Permissions
- **O:\** Drive: **Office** Installation File Service
- **S:\** Drive: **Sectional** Folder Folder
  - Shortcut to section’s drive on the **T:** drive
- **T:\** Drive: **TECOM**’s Top-Level File Service
Getting To The Share Drive

- In Windows NT Explorer
  - [Start > Programs > Windows NT Explorer]

Personal Files: H:\

Sectional Files: S:\

All TECOM T:\

[Image of Windows Explorer window with file structure]
Mapping A Drive

• Used to set up the shortcut to drives

• Right click on:
  • “My Network Places” (Win2k)
  • “My Computer (Windows NT)

• Select “Map Network Drive…”
Mapping (con’t)

• Select drive letter
• Select Browse
• Scroll to TECOM04F
• Select Share Name
Network Printers
Categories of Printers

- **Departmental (School)**
  - Available to all
  - May collate, staple, sort and duplex
  - Xerox Document Centre
    - copiers, printers & fax machines

- **Workgroup:**
  - Shared within designated offices

- **Personal:**
  - Local printers on user’s computers
    - Generally limited to “hand-me-downs”
Network Printers Set-up

Start > Settings > Printers

Click "Next"

Double click "Add Printer"

Network Printer > Next
Network Printers (cont)

Select printer from list
- Print Queues on TECOM10R
- [Unit] [Room] [Type]
Internet Access
Be Wise ...

Don’t jeopardize your career and position over computer use

Official Use includes:
- Use to support DOD/DON/USMC Missions
- Use to enhance professional skills
- Improve professional or personal skills as part of a formal academic education development program.

Examples of prohibited behavior include:
- The creation, forwarding, or passing of chain letters.
- Obtaining, installing or using software obtained in violation of the appropriate vendors patent, copyright, trade secret or license agreement.
- Accessing, storing, processing, displaying or distributing offensive or obscene material such as pornography or hate literature.
- Activities whose proposes are for personal or commercial financial gain. These activities include solicitation of business services or sale of personal property.
- Partisan political activity, political or religious lobbying or advocacy of activities on behalf of organizations having no affiliation with the Marine Corps or the Department of Defense.
- Unauthorized fundraising.
- Illegal, fraudulent or malicious activities.

Use Government Computers in Accordance with DOD Policy.
Web Access

- Web Browser: Internet Explorer
- Click The “ “ Icon on your Desktop
- Web Browsing is Monitored
  - MITNOC
    - Monitors for security, bandwidth and USMC policy
      - Sites and protocols blocked based on THREAT
        » Sites can be entire countries or single machines
        » Blocked protocols include: FLASH, ActiveX, Anonymous FTP, Ping...Actually, just about everything EXCEPT HTTP and SMTP
  - TECOM
    - Monitors for appropriateness
    - Block known Porn, Gambling, etc
LAB

Practical Exercise

• Launch Microsoft Word
• Set a drive to:
  – TECOM04F/Computer Resource Class
• Set a printer:
  – TECOM10R/MCU_AECINST
  – Print a Document
Use and Limitations

• Official US Government Use
  – Incidental and occasional use allowed
  – NO “chain” mail or urban legends

• Limitations:
  – Within the USMC:
    • 5Mb attachment limit between sites
    • Most files permitted
  – To/From the Internet
    • Unzipped .exe, .com, .shs, .htm, .html and .vbs files
    • 5 Megabyte limit on attachments
  – Within TECOM
    • No size limit.
E-Mail

- MCU Email Address:
  - (last name)(first initial)(middle initial)@tecom.usmc.mil
  - Ex: lejeuneja@tecom.usmc.mil
- Accessed by Outlook 2000 for Windows
- Click on “ ” Icon to launch Outlook
- Must configure Outlook when you log onto a new machine
Configuring Outlook

1. Right click on icon
2. Select properties
3. Highlight Microsoft Exchange Server
4. Select properties
5. Type **tecom02e** (default)
6. Type alias (login name)
7. Click **Check Name**, then select name in list
8. Click **Apply**, then **OK**
Outlook 2000 Interface

- Menu
- Shortcut Bar
- Folder List
- Info Viewer
- Preview Pane
- Office Assistant
- Toolbars

Unclassified

Date
Public Folders

Structure

Public Folders
> All Public Folders
> T&E CMD
> Education Command
> (School)
Outlook Lists

• When sending e-mail, users have the following limitations:
  – Internet: 200 recipients
  – Within USMC: 200 recipients

• This was done to prevent the rapid spread of e-mail viruses

• Work around:
  – Exchange Distribution Lists
Exchange Lists

- Lists are created by Exchange Administrators
  - Maintained by functional areas
- To see members & who maintains
  - Highlight list
  - Select Properties
MCU Computer Resources

Outlook Web Access
OUTLOOK WEB ACCESS

• Allows access to mailbox from anywhere in the world
• Web Based Outlook Email Access
• Can Perform Most Outlook Desktops Functions
• Must Be Given Permission By TECOM Administrator
1. Obtain and fill out the OWA request form by going to “http://intranet.tecom.usmc.mil/g6/OWA/” (NO WWW)

2. The request must be from a workstation here on base or within the TECOM intranet.

3. Click on OWA Registration and fill out and submit the form stating the computer you will be using for OWA is in compliance with HQMC standards.

4. Once you have been approved (usually 24-48 hours), you will receive an email and have to change your TECOM password.
   - Should change password on a TECOM workstation
Trainine and Education Command

Marines
The Few, The Proud.

Recruiting | HOMC | Units | Career | Marine OnLine | News | Family | Publications | Locator | Links

TECOM G6

Name (Last, First, Middle): 

TECOM Domain Username: 

Rank: 

Section: 

Phone: 

OIC's email address (Right side below must complete) @tecom.usmc.mil

I confirm that the computer I use for Outlook Web Access is virus free and that all disk space and file types have been scanned.

I agree to maintain anti-virus software with the most current signature files on the computer I use for Outlook Web Access.

I understand that the Marine Corps site license for Norton Anti-Virus extends to employees privately owned computers and is available at [http://www.norton.com](http://www.norton.com).

I understand that I will be forced to change my TECOM account password once OWA access is approved.

Register

For comments or questions, please contact webmaster at webmaster@tecom.usmc.mil.

Privacy and Security Notice

We are continuously working to ensure this website is accessible to all visitors. If you find a problem that prevents access, please contact us by sending an email to the website at webmaster@tecom.usmc.mil.

This website will be updated as new information is received.
Accessing OWA

• Go To TECOM, or EDCOM, homepage and click on Hyperlink “Outlook Web Access”
  http://www.tecom.usmc.mil/
• When Security Alert pops up, click Yes to proceed.
• Type in username and password
• Type in username in the Log On field, press Enter
• Enter password at Network Password prompt

See following slides for visual instructions
Click “Outlook Web Access"
Accessing OWA (con’t)

1. Type in NT account and password
   - Click "OK"

2. Type in alias, click Enter
   - Click "OK"

3. Type password
   - Click "OK"

4. Log On
   - Exchange Users Group: Type your alias and then click here to connect to your personal e-mail account.
LAB

**Practical Exercise**

- Configure Outlook 2000
- Launch Outlook 2000
- Send an E-mail to EDCOM Training List
- Go to TECOM OWA Sign up page
Information Systems Coordinators
• Each School has an ISC who should be your first POC on all Computer related questions.

• ISCs have the following permissions:
  – Create and delete accounts
  – Maintain Shared File Permissions
  – Submit trouble tickets to TECOM help desk
MCU G-6 Website

- Mission & Objectives
- Customer Service Support, 784-0414
  - Submitting trouble tickets
- Training Curriculum
- AEC Schedule
- Other resources

www.mcu.usmc.mil/
(Look under G-6 Section, Information Technology)
Other Issues

• Remote Access Server (RAS)
  – Dial in Access to TECOM domain
  – Only allowed from US Govt computers
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Use Government Computers in Accordance with DOD Policy
Questions???