SFC CNS GUIDE 2018 -English Edition-

Shonan Fujisawa Information Technology Center Keio University

Preface

SFC-CNS was created to provide the most advanced computing environment to all students, faculty, and staff at SFC when this campus was established, at a time when most universities were not yet connected to the internet. Since then, it has been evolving with state-of-the-art technology of the times, aiming to support all the activities at SFC.

SFC-CNS is a distributed computing environment consisting of a wide range of devices incuding, for example, UNIX/Mac/Windows computers, high-performance servers, and equipment for fabrication and music. Leveraging them all for your activities will bring you wonderful results; otherwise you will get something ordinary. This difference is similar to that between making something with hundreds of tools or with just a knife. SFC students are meant to master various computing technologies. May their force be with you.

Before starting your first day at SFC, you should be well-familiarized with our spirit. Everyone on this campus should contribute to the system to establish, improve, and improvise new services for every individual on the network. Explore technology and make a difference. Such cooperation is only possible when campus services are open to everyone. However, open often means insecure. Everyone has a responsibility to protect their own data and equipment and must respect others on the network.

Please follow the following rules and enjoy your SFC life:

- Do not illegally duplicate software. You must observe copyright laws.
- It is prohibited to access files or other information without permission from the author(s).
- Understand that SFC-CNS is a system exclusively for education and research purposes. Do not use the services for other purposes (such as profit-making activities).
- Do not access computers without permission.
- Do not troll others on social networking services.
- Do not send emails with the intention of harming others.
- Do not send or forward chain emails.
- You must be aware that people all over the world can read the web pages that you create and publish on this network. Be sure to observe copyright law, especially when you include pictures, audio files, or movies.
- Do not cause trouble to others.

If you have any further questions, please feel free to visit the CNS Consultant Desk in the Media Center or the Shonan Fujisawa Information Technology Center (ITC) at SFC.

Acknowledgement

ITC organized an editorial committee consisting mainly of students to determine what contents should be included in this guide book. Many other contributions from students are contained throughout the book in the form of "frequently asked questions."

I would like to thank the students for writing, correcting, and editing this guide, and I am grateful to all the people who contributed to the SFC CNS Guide.

Jin Nakazawa

Director, Shonan Fujisawa Information Technology Center

Shonan Fujisawa Information Technology Center (ITC) Director Jin Nakazawa

SFC CNS GUIDE Editiorial Comittee

Leader Sera Narumoto

Member	Honami Takeda	Mizuho Habuchi	Koki Itazu	Yuki Furuya
	Yuichiro Serizawa	Takahiro Kaneko		Korry Luke

Staff Yuka Sasaki Rei Konno

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Start Up

1

Introduction to SFC-CNS and other frequently used websites

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What is SFC-CNS ?

0 1 What is SFC-CNS?

SFC-CNS stands for Shonan Fujisawa Campus - Campus Network System. A network is a web of interconnected computers that share information resources, which is an integral part of our society. CNS is the network system that supports academic life of Shonan Fujisawa Campus.

Network system resources available for your use are delivered in different forms, including wireless network access points, the Gakuji Web System (Academic Affairs Web System), and many others. CNS is the overall environment of all shared network resources for students, faculty, and staff at SFC.

On campus, there are a number of computers connected to CNS for research and educational purposes. All students, faculty, and staff on campus are free to use the shared resources through these computers installed on campus or on your personal computers.

O2 What is an "Account"?

Many people at SFC use CNS. Those who use the system are called "users," and their privileges to use CNS are called "accounts."

Accounts on CNS are assigned to students, faculty, and staff in the Faculty of Policy Management, Faculty of Environment and Information Studies, Faculty of Nursing and Medical Care and Graduate School of Media and Governance, and Graduate School of Health Management, according to the CNS Terms of Use (refer to [p.150:Terms of Use]).

If you would like to obtain a CNS account but are not a student, faculty, or staff of the five departments listed above, you can view details about applying for a CNS sub-account by viewing at the "Information for Students at Other Campuses" page of the Shonan Fujisawa Information Technology Center (ITC) website:

⇒ <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/other_</u> <u>campus_sfc.html</u>

*If you are only taking correspondence courses and foreign language courses, you are not eligible to receive a CNS account.

In order to identify users and manage the security of CNS, all students on campus are provided with a CNS account. A CNS account has a uniquely assigned login name and a password. The login names of undergraduate students contain the user's faculty, enrollment year, and initials.



The example login name shown above belongs to a student enrolled at the Faculty of Policy Management in academic year 2018. Each user has an email address in the form "[your CNS login name]@sfc.keio.ac.jp," which can be accessed by using a seperate password from your CNS login password (refer to [p.138 : How to Change Account Passwords]).

OB Password Management

A CNS login password is used to confirm your identity when accessing certain resources on CNS. You must make a password that satisfies the following conditions:

- Contains only alphanumeric characters and certain special characters
- Contains 10 or more characters
- Contains at least one uppercase character, one lowercase character, and one number

The following password types **should be avoided completely** because they can be easily guessed.

- Your name or any relative's name
- Common dictionary words
- Birthday, address, telephone number, or repeated sequences of characters -e.g. Yukichi0110 (Combination of your name and birthday)

Your CNS login password must be changed at least once every 180 days, or your CNS account may be suspended. For help changing your password, please refer to **[**p.138 : How to Change Account Passwords**]** . If you forget your password, or if your account has been suspended, please bring your student ID or campus card to the CNS/ERNS service desk at the Shonan Fujisawa Information Technology Center (refer to [p.148 : SFC-CNS Technical Support Services]).

Having your CNS account information stolen not only puts your account at risk but the entire CNS environment. In order to reduce the chances of having your information stolen, please be careful with how you handle your passwords. In particular, <u>do not</u> write them down or tell them to anyone, including faculty, staff, or friends.

Do not share your password, even in the following occasions:

- When faculty or staff members ask for your password.
- When you want your friends to do something for you using your account.

If you suspect any suspicious activity involving your CNS account, change your CNS login password immediately and consult the CNS/ERNS service desk at the Shonan Fujisawa Information Technology Center. To change your CNS login password, please refer to [p.138 : How to Change Account Passwords].

Wireless LAN

2

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SFC-SFS

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SFC-SFS

TOP.

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SFC-SFS

Kelo.jp

keio.jp TOP

Gakuii Web (Academic Alfairs Web) System and Various Applications

Start Cakuji Web System Grada Reports
The Health Examination Result Education Support System
CliC Courses

[For All Students]

Survey 1 section

r's SFC-SFS ?

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You can see news for students on SFC official Website,
 May 13 [Fi] - May 23 (Mon) - SFC-SFS Class Improvement Survey, itesuit will be open from June 1 (Wed) from the class

(COUBS) Area is here to assid you to communicate with faculty and sudents in the classes you are laking on you are supporting as IAAA. When the class regulation is compreheted, MiT-imreteles will be created and you can go to "Class Tage" for each classes to actue to the course materials and communicate with locatly members. Before the rearbitrent, you can add any classes to your own MITimateles (Fertificated) (mort Ball-thing) ages to the you can staff communications with teaches even before the difficient agranted on

| Questions/Comments | FAQ | Privacy Policy(Internal) |

 TOP
 Mrt1Imetable
 Sel.Entry
 Sel.Kesuli
 14/5A
 Survey
 Cd

 kelo.jp, Gakuji Web (Academic Alfaits Web) System and Various Applications

 March 20 16:30* Ame 27 920 - The result of heating in begins in characteria is not available during this period.

You can also legin to "kelo.jp" by using CNS Account[including @fc.kelo.ac.jp] and CNS Password

Activation (Only once)

kuji Web System: Course registration, confirantion of registeral course, Home address registration, com KOI una 'Next' non 'Trowert' building of the homewave wave van une 'Cabui (Web Stefert', if grans, pieces shutdown your browwer competibly including multitask poges, then redart 8 again cables Support System: Theratable, Cancel/Makkey, classes, Sybbos Search and Bourniantion final

 In order to use functions in this page, please activate your "kella (p ID" fist. New students will be able to activate any after your entrance date (April 1st for the Spring semester, September 22nc for the Fail semester).

0

[COURSE] AREA

2

Websites You Can Use on Campus

SFC-SFS

(English | Japanese

Login:2018-08-03 13:55:2

600

About SFC-SFS?

SFC-SFS is the communication support system for faculty members and students on campus. You will find information about your registered classes. In order to login, type your CNS login name in 1 "CNS ACCOUNT" and your CNS login password in 2 "CNS PASSWORD." Then, click 3 "LOGIN."

 \Rightarrow <u>https://vu.sfc.keio.ac.jp/sfc-sfs/index.cgi?+en</u>

O2Use SFC-SFS

You can check your class scheduled on ① "MY-Timetable." To view the class page, click the name of the class you are taking. On this page, you can check detailed information about classes, download lecture notes, submit assignments, and request to stay overnight to study. You can create your plan for next semester and submit assignments for classes requiring pre-registration on ② "Sel. Entry."



You have access to the **①** "Gakuji Web (Academic Affairs Web System)" through SFC-SFS. Services such as "keio. jp Activation," "Cancelled Class Information," and "Grade Reports" are also available here.

2

3

CNS Mail

keio.jp



What is keio.jp?

Keio.jp is the identity management platform used in Keio University. The system can also be used to obtain student software licenses.

 \Rightarrow <u>http://keio.jp/</u>

You must set up and activate your keio.jp account on the "Gakuji Web" page on SFC-SFS before you can use it. After activating your account, type your keio.jp ID in **1** "ID" and your keio.jp password in **2** "Password." Then, click **3** "Login."

Since November 11, 2014, keio.jp can also be accessed by logging in with your CNS account and CNS login password. To login with your CNS account, type "[your CNS login name]@sfc.keio.ac.jp" in ① "ID" and your CNS login password to ② "Password." Then, click ③ "Login."

	・日本語 。English 7 User Guide #Change Each Pasawood ●Log
Keio.jp	FORTIOR
Application	Information
Commonly Used	Campory Al Disas Service Media Center No Catego
2° EDUCATION SUPPORT SYSTEM 2° KEID MAL	Information of temporary suspension of service on Aug. 8 and 15. Constitution of the service of Aug. 8 and 15. Constitution of the service of Aug. 8 and 15. Constitution of the service of Aug. 8 and 15. Constitution of the service of Aug. 8 and 15. Constitution of the service of Aug. 8 and 15. Constitution of
2" PLACEMENT AND CAPEER SERVICES SYSTEM	All online services of Media Center will be unavailable. Invasion and the service of the Center will be unavailable define the behavior service Day to reacted maintainable or MM Centersettes are set and/or will be uppediate define the behavior service
Google Appe	Notice to Students Graduating in September, 2015 Notice to Students Graduating in September, 2015 Students who creates in Secondes, 2013 will not be able to use almost all services on teroize after Seconder, 2013 Students who creates in Secondes, 2013 will not be able to use almost all services on teroize after Seconder, 2014
2 DRIVE 2 GALENDAR	The Result of Annual Health Checkup Service Suspension Infor
e GROUPS e contacts	Results of the 2015 Annual Health Checkup Mexisteria List Content BERS/CC The Result of Annual Health Content in 2015 The result of the annual health checkup in 2015 can be confirme.
Kelo Mail migration-related tools	-
# KEID ID - KEID APPS ID CONVERSION	Academic Affairs Web System Daily Mattenance Description of the anti-anti-anti-anti-anti-anti-anti-anti-
Category	
ALL)	(C) 2014, Keio University.



On keio.jp, you are free to download licenses for software, and browse through various research journals and publications.

The software licenses that students are allowed to use are listed on [p.134 : Services that Require Preregistration] . To issue a license after accessing keio. jp, please check STEP 01 \sim 10 of [p.93 : Installing Antivirus Software on Your PC (Windows 10)].

Other Websites











SFC Global Campus

This website is for sharing our courses globally with students outside SFC. 500+ classes and 5000+ class videos are open to the public for free.

 \Rightarrow <u>http://gc.sfc.keio.ac.jp/index.cgi?lang=e</u>

$\sum 2$ Wellness(Physical Education) System

You can write notes, submit reports, and make reservations for Physical Education 2-5 classes.

⇒ <u>https://wellness.sfc.keio.ac.jp/v3/index.</u> <u>php?newLang=en</u>

\bigcirc 3 Shonan Fujisawa Media Center (Library)

Opening hours of the Media Center and library event news are available through this website. You can also make a reservation for using the AV Hall, studios, and so forth.

⇒ http://www.sfc.lib.keio.ac.jp/eng/



KOSMOS allows you to search for books in the Keio University libraries, reserve books, and check the status of any currently checked-out books.

⇒ <u>http://kosmos.lib.keio.ac.jp/</u>



seminars. You can access each from the URL below:

Class syllabus \Rightarrow <u>https://vu.sfc.keio.ac.jp/course_u/</u> data/2018/title14_en.html

Seminar syllabus \Rightarrow <u>https://vu.sfc.keio.ac.jp/project/</u>

3 Access Content Only Available on Campus from Outside

Browsing the Web Using the CNS Network over WebVPN

Several webpages are accessible only on campus due to licensing restrictions. However, you can use these websites from outside SFC if you have a CNS account. SFC has several different methods for accessing restricted content. Here, we will explain how to browse websites with WebVPN.



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About VPN

VPN stands for Virtual Private Network, which enables a computer to access and transmit data to a private network as if it were connected directly. It extends a private network over a public network, such as the internet. VPNs allow computers connected to the internet to work from remote places while benefiting from the security and management systems of the private network. SFC has several different methods for accessing content restricted to on-campus use. To get more details, see "VPN Service" on the ITC website.

⇒ <u>http://www.sfc.itc.keio.ac.jp/en/network_cns_vpn2.html</u>

2

tart Up

CNS Mail

CNS Printers



Explaining how to connect to the wireless LAN available on campus from your own device.

About the Wireless LAN Environment on Campus • • • • • • • • • • • • • • • • • • •
Connecting Your PC (Windows 10) to CNS • • • • • • • • • • • • • • • • • • •
Connecting Your Mac (macOS) to CNS · · · · · · · · · · · · · · · · · · ·
Connecting Your iOS Device to CNS • • • • • • • • • • • • • • • • • • •
Connecting Your Android Device to CNS • • • • • • • • • • • • • • • • • • •
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1 About the Wireless LAN Environment

on Campus

Wireless network access points are widely available across campus for research and educational purposes. Wireless local area networks (LAN) are networks which connect devices using wireless radio signals. The wireless network used by CNS uses a set of standards known as IEEE 802.11 a/n/ac, which is supported by most modern devices. Your access to CNS must be authenticated via personal certificate using a method known as EAP-TLS. Your certificate strengthens the security of your connection and authenticates you and your devices to the network.

In this section, we will explain how to access the internet using a personal certificate using Windows, macOS, iOS, and Android.

If any of your devices is not compatible with EAP-TLS authentication, you should use EAP-PEAP authentication instead, which is explained in [p.44 : Connecting Your Device to CNS by EAP-PEAP Authentication].



Start Up

Wireless LAN

Connecting Your PC (Windows 10) to CNS



First, connect to the wireless LAN used for setting up network access on new devices. If you have a mobile router or any other method of connecting to the internet, skip to STEP 08. If not, right-click the Windows menu icon and click **①** "Control Panel."





Start Up 1

3 CNS Mail

Wireless LAN

CNS Printers

CNS Personal certificate / **Device registration** for CNS Wireless LAN

Issue of the personal al certificate Issue the pe nal certificate Register/Delete the device information SFC-ITC | SFC official web site | Keio university SFC-ITC



Download of the personal certificate			
Download will start automatically.			
Plense click here if desvaload will not start.			
Janeicasi 7			
Information	er personal certificate		
Logia name	s18xxxxfk		
laward date	2018/02/09 13:50:28		
Expiration date	2019/03/12 13:30:28		
Download other items			
Mac WiFi profil	e		
Download profile			
PEM format Plasse click the fel	lowing button if you are using PEM format.	0	
Download PEM form	-	U	
How to insta	Il/set the per Do you want to open or save stituotik.p12 from Heseoure.sfc.8	cio.ac.jp?	Open Save •
	I		



If this is your first time creating a personal certificate, select "Issue" in 1 and click 2 "Submit."

If you have already issued your personal certificate, and the certificate is still valid, select "Download" in **①**, click 2 "Submit," and skip to STEP 11. If your certificate has expired, select "Reissue" in 1 and click 2 "Submit." If you select "Reissue," your previous issued certificate will be invalidated.

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate against unauthorized use and must contain at least 8 characters. Type your passphrase in **1** and 2; then click 3 "Issue the personal certificate." This passphrase will be used in STEP 14 and will be required when installing your certificate on any additional devices.

Your browser will prompt you to download the certificate. If you are using Microsoft Edge, a dialog box will appear at the bottom of the window. Click ① "Open." If the download does not automatically begin, click 2 "Download."

Open the file you just downloaded and wait for the "Certificate Import Wizard" to appear. Then click 1 "Next."



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Make sure that the path to your downloaded certificate is correctly entered in **1** "File Name." Then click **2** "Next."



Type your personal certificate passphrase from STEP 10 in 1 "Password" and check 2 "Include all extended properties." Then, click 3 "Next."





Certificate Import Wizard The import was successful. If a security warning shows up, click **•** "Yes" after confirming the thumbprint of the CNS root certification authority (CA) matches the following value:

FB:90:09:D1:F6:45:EE:9B:B8:21:8A:09:E3:3F:B0:99:0 0:58:0E:63.

If the thumbprint does not match, you should stop and contact ITC.

Click 1 "OK."

CNS Mail

Start Up

Wireless LAN

2

1

4 CNS Printers

21



Go back to "Control Panel" and open "Network and Sharing Center" from "Network and Internet."

Then, click ① "Set up a new connection or network."



Cancel

4

Next



× CNS Wireless Network Properties 0 Connection Security CNS Name: SSID: CNS Network type: Access point Network availability: All users \checkmark Connect automatically when this network is in range Look for other wireless networks while connected to this network ✔ Connect even if the network is not broadcasting its name (SSID) ОК Cancel





Wirplace I AN	CNS Mail	CNS Printers
Wireless LAN	M SN	CNS Prin

Start Up





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Below "Choose a network authentication method," select ① "Microsoft: Smart Card or other certificate," and click ② "Settings."

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Check ① "Verify the server's identity by validating the certificate." Check ② "KEIO SFC Root CA G2" in the "Trusted Root Certification Authorities." Then, click ③ "OK."

CNS Wireless Networ	k Properties		×	26
Connection Security				$\angle \bigcirc$
Security type:	WPA2-Enterprise	~		Click 1 "OK."
Security type.	WIAZ Enterprise			
Encryption type:	AES	\sim		
Choose a network au				
Microsoft: Smart Car	d or other certifica $$	Settings		
	edentials for this connec	tion each		
time I'm logged o	n			
Advanced settings				
	•			
	C	ОК С	Cancel	



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Click the internet access icon in the bottom right of the screen. Select ① "[your CNS login name]@sfc.keio.ac.jp" and then click ② "OK."

Wi-Fi	
Wi-Fi	
On On	
CNS Connected, secured Show available networks	
Hardware properties	
Manage known networks	
Random hardware addresses	
Use random hardware addresses to make it harder for people to track your location when you connect to different Wi-Fi networks. This setting applies to new connections.	
Use random hardware addresses	
• Off	

28

If "Connected" is displayed, close "Network and Internet." Instructions for connecting your Windows 10 to wireless LAN is now complete.

CNS Mail

Wireless LAN

2

Start Up

1

3

Connecting Your Mac (macOS) to CNS



01

First, connect to the wireless LAN used for setting up network access on new devices. If you have a mobile router or any other method to connect to the internet, skip to STEP 03. If not, click **2** "Join Other Network..." from the list of **1** Wi-Fi icon.



02

Type "000000SFC" in ① "Network Name." Uncheck ② "Remember this network." Then, click ③ "Join."



Open a web browser and go to the following URL: ⇒ <u>https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en</u> Type your CNS login name in ① and your CNS login password in ② . Then, click ③ "Start the registration."



If this is your first time creating a personal certificate, select "Issue" in **1** and click **2** "Submit."

If you have already issued your personal certificate and the certificate is still valid, select "Download" in ①, click ② "Submit," and skip to STEP 06. If you don't remember your certificate password, select "Reissue" in ① and click ② "Submit." If you select "Reissue," your previous certificate will be invalidated.

for CNS Wireless LAN

on (MAC add

ng iPhone/iPad/iPod touch, gure mail and VPN as well as wireless LAN

URL: https://itesecure.sfe.keio.ac.jp/wlan/?lang=en

B

Register of identical inform

Make a new passphrase for your personal certificate.

This password is necessary to protect your personal

certificate against unauthorized use and must contain

at least 8 characters. Enter your passphrase in **1** and

2; then click 3 "Issue the personal certificate." This

passphrase will be used in STEP 08.









80

Type your personal certificate passphrase in **1** "Password" from STEP 05 and click **2** "OK."





Click the **①** Wi-Fi icon to get the list of available wireless networks. Then, select **②** "CNS" from the list.

2 Wireless LAN

Start Up

1

CNS Mail

4 CNS Printers





10

From ① "Mode," select "EAP-TLS." From ② "Identity," select "[your CNS login name]@sfc.keio.ac.jp." Make sure to check ③ "Remember this network" and leave the "Username" column blank. Then, click ④ "Join."



12

When asked to enter your password, type your macOS account password in **1** "Password." Then, click **2** "Update Settings."





13

The dialog box shown on the left side will appear. Click • "Always Allow."

14

Again, click \bullet "Allow" on the dialog box. From now on, if you are on campus, your computer will connect to CNS automatically.

Connecting Your Mac (macOS) to CNS is completed.

Connecting Your iOS Device to CNS



On your home screen, tap **1** "Safari."

Start Up

1

2



Type the following URL in **1** and go to the registration page:

 \Rightarrow https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en

CNS Personal certificate / Device registration for CNS Wireless LAN

Please try with Safari. You can not download the certificate in Google Chrome.

Wireless LAN configuration for iPhone:

- Issue of the private certificate
- Download of configuration profile for iPhone





Type your CNS login name in ① "CNS login name" and your CNS login password in ② "CNS login password." Then, tap ③ "start registration."





If this is your first time creating a personal certificate, select "Issue" in **1** and tap **2** "go."

If you have already issued your personal certificate and the certificate is still valid, select "Download" in ①, tap ② "Submit," and skip to STEP 06. If your certificate has expired, select "Reissue" in ① and tap ② "go." If you select "Reissue," your previous certificate will be invalidated.

05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from unauthorized use. It must contain at least 8 characters. Enter your passphrase in **1** and **2** and tap **3** "Issue the personal certificate." This passphrase will be used in STEP 11.

Download of the SFC-CNS setting profile for iPhone Profile(A) • Wireless LAN connection only Profile(B) • Wireless LAN connection + VPN setting + mail(IMAP) setting Profile(C) Download

- Wireless LAN connection + VPN setting

06

Tap 1 "Download" in "Profile(A)."

If you select "Profile(B)," you can set up both wireless LAN connection and CNS mail at the same time. Tap "Download" in "Profile(B)" and follow STEP 07 to STEP 15 at [p.58 : Configuring CNS Mail on Your iOS Device]. Then, follow STEP 14 and STEP 15 in this section to set up your wireless LAN connection.

Cancel	Install Profile	1 Install	() /
			Tap ① "Install."
FERMIN	SFC-CNS 利用設定 慶應義塾湘南藤沢ITC		
Signed by	Not Signed		
Description	SFC-CNS の利用設定 - 無線LAN		
Contains	Wi-Fi Network 3 Certificates		
More Deta	ils	>	

Enter Passo	code	Cancel
Enter your pas	scode	
	· _	
	-	



Type in your iOS passcode.

3 CNS Mail

Wireless LAN

2

Start Up

1



3 Certificates



5 Connecting Your Android Device to CNS



01

On your home screen, tap the **1** Chrome icon.

Search or type	URL
----------------	-----

02

•

Type the following URL in **①** and go to the registration page:

 \Rightarrow <u>https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en</u>



03

Type your CNS login name in ① "CNS login name" and your CNS login password in ② "CNS login password." Then, tap ③ "Start the registration."

0



04

If this is your first time creating a personal certificate, select "Issue" in **1** and tap **2** "Submit."

If you have already issued your personal certificate and the certificate is still valid, select "Download" in ①, tap ② "Submit," and skip to STEP 06. If your certificate has expired, select "Reissue" in ① and tap ② "Submit." If you select "Reissue," your previous issued certificate will be invalidated.

CNS Personal certificate / Device registration for CNS Wireless LAN This process will issue the personal certificate. Dease enter the passphrase for the encryption of the personal certificate. You need your passphrase to install the personal certificate. Please enter the passphrase to install the personal certificate.

05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from unauthorized use and must contain at least 8 characters. Enter your passphrase in **1** and **2** and tap **3** "Issue the personal certificate." This passphrase will be used in STEP 09.

CNS Personal certificate / **Device registration** for CNS Wireless LAN logout Download of the personal certificate Download will start automatically. Please click here if download will not start. Information of the personal certificate Login name s18xxxtk Issued date 2018/07/17 18:30:36 Expiration 2019/08/17 18:30:36 Download other items Mac WiFi profile PEM format Please click the following button if you are using PEM format



Your download should begin automatically. If it does not, tap **1** "Download."

There are some models that cannot download personal certificates properly. If you have any issues downloading or installing your personal certificate, please refer to [p.44 : Connecting Your Device to CNS by EAP-PEAP Authentication].

Start Up

1



07

Tap ① to open the certificate file "[your CNS login name].p12."





Type your personal certificate passphrase from STEP 05 in **1** and tap **2** "OK."



)9

Type "CNS" in $\ensuremath{\mathbf{0}}$ "Certificate name" and select "Wi-Fi" in

2 "Credential use." Then, tap 3 "OK."
Wireless LAN



2 Wireless LAN



13

If "Connected" is shown below "CNS," your device is successfully configured.

Connecting Your Android Device to CNS is completed.

6 Connecting Your Device to Wireless LAN Using Eduroam

What is Eduroam?

Eduroam is an academic/research wireless LAN roaming infrastructure developed by the GEANT Association (formerly known as TERENA) in Europe. It is a de facto standard for securely granting wireless network access to visiting academics and researchers in 74 countries and regions around the world, including Japan. By using eduroam, you can use the wi-fi not only at Keio University campuses, but at other eduroamparticipating organizations in Japan and overseas.

Connecting to Eduroam

SFC-CNS WiFi	Setup
	CNS login name theorem 2
	Shonan Fujisawa ITC, Keio Uni

 $\left(\right)^{2}$

Open a web browser and go to the following URL: ⇒ <u>https://itcsecure.sfc.keio.ac.jp/form/wifi/</u>

Type your CNS login name in **1** and your CNS login password in **2**. Then, click **3** "Login."



02 Click ● "パスワード (Password)." Start Up

Wireless LAN

2

3

CNS Mail

1





03

Click • "Create." Remember the password that is displayed. This password will be used in STEP 05.

04

In this section, we will explain how to connect using macOS. If you are using any other devices, go to the following URL to get more details:

⇒ <u>http://www.sfc.itc.keio.ac.jp/en/network_</u> information_eduroam.html

Click the **①** Wi-Fi icon at the top of the screen and click **②** "eduroam."



05

Type [your CNS login name]@sfc.keio.ac.jp in ① "Username" and your SFC-CNS Wi-Fi password from STEP 03 in ② "Password." Then, click ③ "Join."

Instructions for using eduroam to connect to wireless LAN is now complete.

7 Connecting Your Device to Wireless LAN Using keiomobile2

What is keiomobile2?

Keio ITC provides a wireless LAN service named "keiomobile2" for access within all Keio campuses. Students, faculty, and staff may access from any Keio campus, but the connection can only be set up while on campus.

If you wish to access keiomobile2 at other Keio campuses, you may do so by using the same certification you use for CNS wireless LAN.

In case it is necessary for students and faculty staff to access keiomobile2 at other Keio campuses, they can do so by using CNS wireless LAN certification. In such case you cannot access keiomobile2 at SFC so please use CNS service instead.

4

CNS Printers

Wireless LAN

Start Up

1

Connecting to CNS by EAP-PEAP Authentication



0^{1}

In order to connect to keiomobile2 you can use the same personal certificate used to connect to the CNS wireless LAN. For details connecting to the CNS wireless LAN service, please refer to

 $[Windows \rightarrow p.17 macOS \rightarrow p.26]$

iOS \rightarrow p.29 Android \rightarrow p.34]

In this section, we will explain how to connect using macOS. For Android and other operating systems please setup according to these instructions.

2 Wireless LAN





Once you have finished installing your personal certificate, open system preferences and open **1** "Network."











Type "keiomobile2" in the **①** "Network name" section. Then, select "WPA2 Enterprise" in the **②** "Security" section and "EAP-TLS" in the **③** "Mode" section. In the **④** "Identity" section, select the personal certificate you installed in STEP 1. Lastly, click **⑤** "OK."



Instructions for using keiomobile2 to connect to wireless LAN is now complete.

CNS Mail

4

CNS Printers

Wireless LAN

2

8

Connecting Your Device to CNS by EAP-PEAP Authentication

What is EAP-PEAP Authentication?

EAP-PEAP is one of the Extensible Authentical Protocol methods, which authenticates devices using PEAP (Protected EAP). Similar to EAP-TLS, which authenticates clients using a certificate, devices using EAP-PEAP authentication will send their credentials (e.g. ID and password) using an encrypted communications path. In EAP-TLS, both the client and authentication server use certificates to prove their identities to each other, which is known as mutual authentication. Compared to EAP-TLS authentication, EAP-PEAP is slightly less secure; however, since the client does not need a certificate, devices that do not support certificate-based authentication can send encrypted communications easily. When you are connecting to the CNS wireless LAN using devices that are incompatible with EAP-TLS authentication, please use EAP-PEAP authentication.

Connecting to CNS by EAP-PEAP Authentication



Open a web browser and go to the following URL: \Rightarrow https://itcsecure.sfc.keio.ac.jp/form/wifi/

Type your CNS login name in **1** and your CNS login password in **2**. Then, click **3** "Login."



02

Once logged in, click ① " パスワード (Password)."





03

Click ① "Create." This password will be used in STEP 05.

)4

In this section, we will explain how to connect using macOS. If you are using any other devices, go to the following URL to get more details:

⇒ <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/network_</u> information_wireless_peap.html

Click **1** Wi-Fi icon at the top of the screen and click **2** "Join Other Network...."

Note: "CNS3" will not be displayed on the list as it is a hidden network.



05

Network name	CNS3
Security	WPA/WPA2 Enterprise
Mode	Automatic
Username	your CNS login name
Password	SFC-CNS Password

Once all settings are entered correctly, check • "Remember this network" and click • "Join." Instructions for using EAP-PEAP authentication to join Wireless LAN services is now complete. Wireless LAN

Start Up

1



Explaining How To Use CNS Mail Account From Each Device.

Using Your CNS Mail Account •••••••••••••••••••••••••••••••
Checking Your CNS Mailbox from On-Campus Computers • • • • • • • • • • • • • • • • • 49
Using Your CNS Mail from On-Campus Mac • • • • • • • • • • • • • • • • • • •
Using Your CNS Mail from On-Campus Windows •••••••••••••••••••••••••••••••
Configuring Your CNS Mail on Your PC (Windows 10) •••••••••• 50
Configuring Your CNS Mail on Your Mac (macOS) • • • • • • • • • • • • • • • • • 54
Configuring Your CNS Mail on Your iOS Device • • • • • • • • • • • • • • • • • 58
Configuring Your CNS Mail on Your Android Device • • • • • • • • • • • • • • 63
Various Settings in CNS Mail • • • • • • • • • • • • • • • • • • •
Setting Up Mail Forwarding
Configuring Spam Filter • • • • • • • • • • • • • • • • • • •

1 Using Your CNS Mail Account

Technical Specifications of CNS Mail Servers

......

		IMAP4	
Receiving Server	Port	Authentication Methods	Password
imap.sfc.keio.ac.jp	993 (IMAP over SSL)	CRAM-MD5 Authentication or LOGIN Authentication	IMAP/SMTP-AUTH Password
		SMTP	
Sending Server	Port	Authentication Methods	Password
anto de lucio en in	465 (SMTP over SSL)	SMTP Authentication	
smtp.sfc.keio.ac.jp	587 (Submission Port)	Sivilly Authentication	IMAP/SMTP-AUTH Password

01 What is IMAP?

IMAP stands for Internet Message Access Protocol, which allows users to access emails stored on the mail server. Today, the IMAP protocol is the most commonly used protocol for accessing and retrieving emails from mail servers. Emails sent to your CNS account are accessible from CNS mail servers using IMAP. You can view, organize, send, and receive emails from almost anywhere. With IMAP, the mail server manages all information, so any changes you make will be synchronized to all your devices. However, you must be connected to the internet in order to send and receive emails. Depending on your email client, previously read messages may be stored in a cache and could be available even when you are not connected to the internet.

O2 Warning

If the amount of data in your CNS home directory exceeds 80GB, you will be unable to use your CNS email account. Please refrain from sending emails with large attachments. Such emails can create delays or other problems for both the CNS mail server and the receiving mail server. If you need to send large files, you should use a file-sharing service such as SFC-CNS Online Storage.

\bigcirc 3 Use Other E-Mail Clients

If you use your CNS mail account from anywhere other than the on-campus computers, please set up your mail client using the technical specifications of the CNS mail servers listed above. If you need more details, please visit the following URL:

⇒ <u>http://www.sfc.itc.keio.ac.jp/en/computer_email_</u> cns_usage_config.html

Use SFC-CNS WebMail

By using the SFC-CNS WebMail system, you can access your CNS email account in a web browser without using an email client. Please visit the following URL and login with your CNS login name and IMAP/SMTP-AUTH password.

⇒ <u>https://webmail.sfc.keio.ac.jp/</u>

2

Checking Your CNS Mailbox from On-Campus Computers

Using Your CNS Mail from On-Campus Mac



()1

The mail client for on-campus Mac computers is Thunderbird. Login to an on-campus computer with your CNS account, click **①** "Thunderbird" in your dock to open the software.

Using Your CNS Mail from On-Campus Windows



01

The mail client for on-campus Windows PCs is Thunderbird. Login to an on-campus computer with your CNS account, then double-click • "Thunderbird" on the desktop to open the software. Start Up

1

2

Wireless LAN

3 Configuring Your CNS Mail on Your PC (Windows 10)



01

Open a web browser and go to the following URL:

 \Rightarrow <u>https://www.mozilla.org/en-US/thunderbird/</u>

Click 1 "Free Download."





Your download will begin automatically. Next, open the file you just downloaded.









Mozilla Thunderbird Setup			
Summary			1 m
Ready to start installing Thunderbird			5
Thunderbird will be installed to the follo	owing locations		
C:\Program Files (x86)\Mozilla Thund			
Click Install to continue.			
	1		
			Cancel
	< Back	Install	







06

Installation of Thunderbird is now finished. You can now continue and setup access to your CNS mail account. Check ① "Launch Mozilla Thunderbird now" and click ② "Finish."





08

When Thunderbird is launched for the first time, a wizard shown on the left side will appear. Click \bullet "Skip this and use my existing email."

Mail Account Set	up	×
Your <u>n</u> ame:	Taro Keio	
Emai <u>l</u> address:	s18xxxtk@sfc.keio.ac.jp	
Password:	•••••••••	
	Remember password	
	•	
Get a new acco	ount <u>C</u> ontinue C <u>a</u> ncel	

09

Type your full name in ① "Your name" and "[your CNS login name]@sfc.keio.ac.jp" in ② "Email address." Type your IMAP/SMTP-AUTH password in ③ "Password." Confirm your information is entered correctly and click ④ "Continue."

You can create and change your CNS IMAP password at the following URL:

 \Rightarrow <u>https://itcsecure.sfc.keio.ac.jp/form/password/</u>



10

Thunderbird will attempt to complete setup automatically using the Mozilla database. Wait until it finishes, then click ① "Manual config."

Mail Account Setup × Your pame: Itero Keio Email address: s18ootk@sfckeio.ac,p Basswort: ● Regember password The following settings were found by probing the given server 1 Server hostname Port: SSL Authentication Incoming: IMAP × Imp.sfckeio.ac,p > 993 × ISSL/TLS × Encrypted password 2 mane: Incoming: s18ootk = 0 vigoing: SSL/TLS × Encrypted password 2 mane: Incoming: s18ootk = 0 vigoing: S180/TLS × Encrypted password 3 Rejets Done 4 Cancel

1

Next, type the following incoming and outgoing mail server information into the settings window as shown.

Incoming Server (IMAP)

•	
Server hostname	imap.sfc.keio.ac.jp
Port	993
Protocol	SSL/TLS
Authentication	Encrypted password

Outgoing Server (SMTP)

Server hostname	smtp.sfc.keio.ac.jp
Port	465
Protocol	SSL/TLS
Authentication	Encrypted password

Once you have entered all the settings, click ③ "Re-test." After Thunderbird confirms the mail server information, click ④ "Done."

Configuring Your CNS Mail on Your PC (Windows 10) is completed.

CNS Mail

Wireless LAN

2

Start Up

1

4 Configuring Your CNS Mail on Your Mac (macOS)



1

Open a web browser and go to the following URL:

 \Rightarrow <u>https://www.mozilla.org/en-US/thunderbird/</u>

Click 1 "Free Download."



02

Your download should begin automatically. Next, open the file you just downloaded.



03

Drag and drop the **1** "Thunderbird" icon onto **2** the Applications folder.



\cap	Λ	
\cup		

Open Finder and click **1** "Applications," then doubleclick **2** "Thunderbird."

2		an application downloade	
<u>V</u>	Safari downloaded t installer.cdn.mozilla	this file today at 14:44 from dowr .net.	nload-

05

A dialog box similar to the one shown on the left will appear. Next, click ① "Open."





Start Up

1



Taro Keio			Search
n partnership with several n your first and last name,			
	of any other words y	ou u nice, în the neit	is above to get started.
🛛 🚼 gandi.net			
The search terms used are gandi.net (<u>Privacy Policy</u> , Te			



When Thunderbird is launched for the first time, a wizard will appear. Click **①** "Skip this and use my existing email," then move to next step to configure your CNS mail account.



09

Type your full name in ① "Your name" and "[your CNS login name]@sfc.keio.ac.jp" in ② "Email address." Type your IMAP/SMTP-AUTH password in ③ "Password." Check your information and click ④ "Continue."



10

Thunderbird will attempt to configure itself automatically using the Mozilla database. Once it finishes, click **①** "Manual config."

2 Wireless LAN

Start Up

1

			Mail Account Se	tup				
Your name:	Taro Keio	Your name, a	is shown to others					
mail address:	s18xxxtk@sfc.keid	p.ac.jp						
Password:								
	🖾 Remember pass	sword						
Configuration fo	ound by trying comm	non server names						
Configuration fo	ound by trying comm	non server names Server hostname	Port	S	SL	Authenticatio	n	
Incoming:	IMAP		Port 993		SL SSL/TLS	Authenticatio		
	IMAP 🕤	Server hostname		V 5			assword	
Incoming:	IMAP 💿	Server hostname imap.sfc.kelo.ac.jp	993	V 9	SSL/TLS	Encrypted p	assword	_
Incoming: Outgoing:	IMAP 💿	Server hostname Imap.sfc.keio.ac.jp smtp.sfc.keio.ac.jp	993	V 9	SSL/TLS	Encrypted p	assword	_

11

Next, type the following incoming and outgoing mail server information into the settings window as shown.

Incoming Server (IMAP)

Server hostname imap.sfc.keio.ac.jp	
Port	993
Protocol	SSL/TLS
Authentication	Encrypted password

Outgoing Server (SMTP)

Server hostname	smtp.sfc.keio.ac.jp	
Port	465	
Protocol	SSL/TLS	
Authentication	Encrypted password	

Once you have entered all the settings, click ③ "Re-test." After Thunderbird confirms the mail server information, click ④ "Done."

Configuring Your CNS Mail on Your Mac (macOS) is completed.

4

CNS Printers

5 Configuring Your CNS Mail on Your iOS Device



01

On your home screen, tap 1 "Safari."





Type the following URL in **①** and go to the registration page:

 \Rightarrow <u>https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en</u>

CNS Personal certificate / Device registration for CNS Wireless LAN

Please try with Safari. You can not download the certificate in Google Chrome.

Wireless LAN configuration for iPhone:

- Issue of the private certificate
- Download of configuration profile for iPhone

CNS	login name	1 (s18xxxtk		
CNS	login passwoi	rd 2 🗔]	
	0	start registration		
	0			
<u>Keio uni</u>	versity SFC-IT	<u>°C</u>		
,		<u> </u>	\sim	_
<	>			

logout



CNS Personal	certificate /	
Device registra	ation	
for CNS Wirele	ss LAN	
		logout
This process will issue	e the personal certificate.	
Please enter the passph	rase for the encryption of the personal of	certificate.
You need your passphr	ase to install the personal certificate.	
7 1 1	r the passphrase	Dan 8 characters)
7 1 1	r the passphrase	(1)an 8 characters)
Please ente	r the passphrase again.	1) in 8 characters)

03

Type your CNS login name in ① "CNS login name" and your CNS login password in ② "CNS login password." Then, tap ③ "start registration."



Start Up

1

2

04

If this is your first time creating a personal certificate, select "Issue" in **1** and tap **2** "go."

If you have already issued your personal certificate and the certificate is still valid, select "Download" in **1**, tap **2** "Submit", and skip to STEP 06. If your certificate has expired, select "Reissue" in **1** and tap **2** "go." If you select "Reissue," your previous certificate will be invalidated.

05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from unauthorized use. It must contain at least 8 characters. Enter your passphrase to **1** • **2**, and tap **3** "Issue the personal certificate." This passphrase will be used in STEP 11.

CNS Printers





Type your iOS passcode.

VPN Tap ● "Install." The network traffic of your iPhone may be secured, filtered, or monitored by a VPN server. Tap ● "Install."	Start Up
be secured, filtered, or monitored by a	
UNSIGNED PROFILE	×ire 2
The profile is not signed.	2 Wireless LAN
	AN
10	
Install Tap O "Install."	
Cancel	CNS Mail
	Mail
Cancel Enter Password Over the Inter Password	
ENTER THE PASSWORD FOR THE CERTIFICATE Type your personal certificate password tap 2 "Next."	
••••••	CNS 4
Required by the "SFC-CNS 利用設定" profile	CNS Printers
	ers
Cancel Enter Password 2 Next 12	
ENTER YOUR PASSWORD FOR THE VPN ACCOUNT "S18XXXTK" Type your CNS login password in ① ar	nd tap 9 "Next."
••••••••	
Requested by the "SFC-CNS 利用設定" profile	



Cancel	Enter Password	2 Next
	PASSWORD FOR THE INCOMIN C-CNS IMAP"	g mail
•••••		۲
Required by	the "SFC-CNS 利用設定" profile	



13

Type your IMAP/SMTP-AUTH password in **1** and tap **2** "Next."



Tap 1 "Done."



15

On your home screen, tap **①** "Mail" and make sure a new mailbox is added to your iOS device.

Configuring Your CNS Mail on Your iOS Device is completed.

6 Configuring Your CNS Mail on Your Android Device



Play Movies.

Settings

Play Music

Sheets

Play Games

Play Store

YouTube

Play Books

Play Newsst..

Slides

On your home screen, tap **1** icon to open the list of apps.



Tap **1** "Settings."

Settings for the following steps may be different between models, but the settings for the incoming mail server and the outgoing mail server are the same for all models.

Setti	ings	Q	:
Perso	nal		
•	Location		
	Security		
	Accounts		

03



Start Up

1

CNS Mail

4 CNS Printers





Tap 1 "Personal (IMAP)."

Add your email address Terr your email S18xxxtk@sfc.keio.ac.jp Manual setup 2 NEXT >

05

Type "[your CNS login name]@sfc.keio.ac.jp" in ① . Then, tap ② "NEXT >."

s18xxxtk@sfc.ke	io.ac.jp
O Password	
Show password	
0)
<	NEXT >

Incoming server settings AUTHENTICATION Х Password Show password imap.sfc.keio.ac.jp

NEXT >

SECURITY TYPE

SSL/TLS

<

USERNAME

s18xxxtk

SERVER

PORT 993

2 "NEXT >."

Enter the following settings:

Username	your CNS login name	
Password	your IMAP/SMTP-AUTH password	
Server	imap.sfc.keio.ac.jp	
Port	993	
Security type	SSL/TLS	

Type your IMAP/SMTP-AUTH password in **1** and tap

Once typed correctly, tap ① "NEXT >."

1

Outgoing server s	settings
SMTP SERVER	
smtp.sfc.keio.ac.jp	
PORT	
465	
SECURITY TYPE	
SSL/TLS	•
 Require signin 	
USERNAME	
s18xxxtk	
AUTHENTICATION	
Password ••••••	×
<	NEXT >



Next, type the information below if necessary.

SMTP server	smtp.sfc.keio.ac.jp	
Port	465	
Security type	SSL/TLS	
Username	your CNS login name	
Password	your IMAP/SMTP-AUTH password	

Check **1** "Require signin." Once entered correctly, tap **2** "NEXT >."





Your account is set up and email is on its way!

0	Give this account a name (option CNS	onal)
ค	Your name (displayed on outgo messages)	ing
•	Taro Keio	
	6	1
		NEXT >

10

Type "CNS" (or any other name you can use to distinguish from other mail accounts) in ① "Give this account a name (optional)" and your full name in ② "Your name (displayed on outgoing messages)." Then, tap ③ "NEXT >" to finish.

Configuring Your CNS Mail on Your Android Device is completed.

4 CNS Printers

7 Various Settings in CNS Mail

SFC-CNS mailsetu	ıp
	CNS login name 518xxxtt 1 CNS login password
	Shonan Fujisawa

Open a web browser and go to the following URL: ⇒ https://itcsecure.sfc.keio.ac.jp/form/mailsetup/

Type your CNS login name in **1** and your CNS login password in **2**. Then, click **3** "Login."

In SFC-CNS mailsetup, you can perform the following actions:

- Changing your IMAP/SMTP-AUTH password
- Setting up mail forwarding
- Configuring spam filtering

Setting Up Mail Forwarding





01

From the "mailsetup" menu, click 1 "Mail forwarding."

02

Type your desired destination email address in ① "Add Mail forwarding address" and click ② "Add."

Depending on the mail forwarding setting, emails may not be sent properly. If so, check your email settings, such as spam filters, to make sure that you can receive emails properly.

Start Up

1

2

Wireless LAN

CNS Mail



03

Confirm that the email address you added is listed under "Current forwarding addresses."

If you want to stop mail forwarding, check the box next to the email address that you want to delete in **①** "forwarding mail address" and click **2** "Delete."

If you want to change the email address used in mail forwarding, delete your previous mail forwarding setting and add your new email address according to STEP01 ~ 02.

Configuring Spam Filter



SFC-CNS mailsetup

IMAPISMTP-AUTH パスワード IMAPISMTP-AUTH password メール転送	Spam pol	Logout
メール和125 Mail forwarding スパムポリシー Spam policy	スパムポリシ (Spam policy	ー 設定 configuration)
spam poacy	ポリシー名 (Policy name)	訳明 (Description)
	○隔離 (Quarantine)	スパムメールは隔離用サーバに隔離されます Spams mail will be quarantined.
	◎ タグ (Tag)	[Current] スパムメールはサブジェクト及び、ヘッダにタグ付けされます Spam mails will be tagged in Subject and mail header.
	 設定しない (No filtering) 	スパムはタグ無しでそのまま配送されます Spam mails will be delivered without tagging.
	スパム判定基準	(Spam threshhold)
	Norma	左のボタンをクリックすると Normal と Strong を選択出来ます。 (To select criteria of spam is available with this button.) * Strong (こする とメバムと料理されるメールが多くなります。 (If you select strong, the mail judged as spam will be increased.)
		Change



01

From the "mailsetup" menu, click **1** "Spam policy."

02

Select which policy you wish to apply and click "Change." In spam policy configuration, there are three options: "Quarantine," "Tag," and "No filtering." In "Quarantine" mode, emails that are judged as spam will be isolated on the mailserver you are using. In "Tag" mode, such emails will be tagged as spam in the subject line and header. The default setting is "Tag."

03

Make sure the policy that you selected is highlighted with bold and tagged "[Current]."

By clicking **1**, you may change the spam threshhold to either "Normal" or "Strong."



4 CNS Printers

Explaining how to use CNS Printers on SFC.

Using Printers at SFC	• • • •	• • •	•	•••	• •	•	•••	• •	•	• •	•	••	•	• •	٠	•	• •	72
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1 Using Printers at SFC

Location of the Printers



Map number	Location of the CNS Printers
1	Media Center Open Area
2	Media Center ITC Entrance
3	λ 11 PC Room
(4)	λ 21 PC Room
5	λ 18 PC Room
6	o 17 PC Room
7	ı 18 PC Room
8	ε 17 PC Room
9	к 18 PC Room
10	к building 2nd Floor
11	ı building 2nd Floor
-	Faculty of Nursing and Medical Care Room 205
-	Library of Nursing and Medical Care
Start Up

Wireless LAN

INS Mail

2

1

Printing Charge (Points)

Tuno	Printing Charges								
Туре	One Sided Two Sided								
Black and White	A4-Sized ¥ 5 / page	A4-Sized ¥ 10 / page							
BIACK and white	A3-Sized ¥ 5 / page	A3-Sized ¥ 10 / page							
Color	A4-Sized ¥ 15 / page	A4-Sized ¥ 30 / page							
COLOR	A3-Sized ¥ 15 / page	A3-Sized ¥ 30 / page							

Your printing account is refilled with 2,500 yen each year. If you exceed that initial balance, you must insert your PASMO, Suica, or any other public transportation payment cards at a printer to pay for any excess usage.

To prevent paper jams and other malfunctions, you are not allowed to use your own paper.

The job will be suspended if the charge exceeds 2,500 yen while printing. If this occurs, please resend the job from the beginning.

Be careful when selecting the printer type; for example, when printing a black-and-white document with the color printer setting, you will be charged the price for color printing.

Operation of CNS Printers



Enter your ID.
s18xxxtk
1 2 3 4 5 6 7 8 9 0
qwertyuiop
asdfghjkl
zxcvbnm
UPPER CASE lower case
Clear Back Confirm

 $\left(\right)$

The following section describes how to use the printer after you send a printing job(s) from a computer. On the terminal installed next to a printer, tap ① "English."



Type your CNS login name and tap 1 "Confirm."

4 CNS Printers

User ID: s18xxxtk

	the jobs to pr	int.		Cancel
per exam		Simplex Black & White	Esta	5 円
elected Jobs	1 Job(s)		0	
II Jobs	1 Job(s) Estimate	5.	Delete	Print





User ID: s18xxxtk	
Please pay the amoun	t.
Smart Card	
Be careful, leave your	card behind.
Total:	10円
Amount Paid:	306円
Amount Due:	0円
	Pay

Tap the job(s) you want to print and tap **1** "Print." There will be no charge up to 2,500 yen per year.



If you have exceeded your printing account balance, insert your PASMO or Suica into the card reader next to the printer, and tap **1** "Yes."

The printer job may be interrupted or cancelled if the balance on your IC card is insufficient.

A screen similar to the one shown on the left will be displayed while your job is printing.

If you are paying with PASMO or Suica, the payment window shown on the left side will appear. Confirm the amount and tap 1 "Pay."

Please do not forget to take your IC card when finished.

Printing from On-Campus Computers

Printing from On-Campus Macs



No specific configuration is necessary when you are printing your document(s) from on-campus computers. In this section, the steps to print a PDF file will be explained. Click **1** "File" from the menu.



		Q. Search
Printer: monoprn Copies: 1 0 Two-Sided Pages: All 0		
sample		
≪ < 1of1 >	e	
? PDF Show Details C	Cancel Print	

In section **1**, for black-and-white document(s), select "monoprn." For color document(s), select "colorprn." Then, click 2 "Print."

Your document(s) will be sent to CNS printers as printing job(s). Go to a nearby CNS printer to print your document(s).

Note that the color printing charge will be applied to black-and-white document(s) if "colorprn" is selected.

Start Up

Wireless LAN

2

1

Printing from On-Campus Windows



01

No specific configuration is necessary when you are printing your document(s) from on-campus computers. In this section, the steps to print a PDF file will be explained. Click ① "File" from the menu.





Click 2 "Print..." from the menu 1 "File."

Alternatively you could also hit the Ctrl (Control) key and the P key for a shortcut.



03

In section ①, for black-and-white document(s), select "monoprn." For color document(s), select "colorprn." Then, click ② "Print."

Your document(s) will be sent to CNS printers as printing job(s). Go to a nearby CNS printer to print your document(s).

Note that the color printing charge will be applied to black-and-white document(s) if "colorprn" is selected.

CNS Printers

3 Printing from Your PC (Windows 10)

asswords	
CNS login name s18xxxtk	
CNS login password	2
Login	

01

By using the IPP (Internet Printing Protocol), you can send printing jobs to CNS printers from your PC. First, open a web browser and go to the URL:

 \Rightarrow <u>https://itcsecure.sfc.keio.ac.jp/form/password/</u>

Type your CNS login name in ① "CNS login name" and your CNS login password in ② "CNS login password." Then, click ③ "Login."





SFC-CNS Passwo	ords	
CNS Login Password IMAPSMTP-AUTH Password IPP Password Database Password CNS WiMAX Password	IPP Password パスワードの簡認 (Confirm) パスワードの作成変更 (Create/Change	Logout
	IPP印刷について(About IPP printing) - 日本語 - English	



Remember the password you will see in the next page. This password will be used in STEP 15.





Open a web browser and go to the URL:

 \Rightarrow <u>http://www.sfc.itc.keio.ac.jp/en/top_sfc.html</u>

Click **2** "Printer Information" from the **1** "Computer" menu.

Start Up

1

2

3

CNS Mail

Wireless LAN

77





Click 1 "Printing procedure."





How to set OS

4

<u>Windows Vista,7 (Japanese article)</u> (IPP printing is not available on Windows
 <u>Mac OS X newer than 10.7.4. 10.8. 10.9. 10.10</u>

CNS Printers

<u>Ubuntu (v11.10)</u>

r Driver		
river for SFC-C	NS Printers	
section is to downk	ad the driver for printers Ricch SP C841	at CNS.
	100 1.0	
ochrome Printer		
	OS	Installer
	Windows 10(64bit)	
	Windows 8.1(64bit)	
	Windows 8(64bit)	207459.8x8
	Windows 7(64bit)	
	Windows 10 (32bit)	
	Windows 8.1 (32bit)	
	Windows 8 (32bit)	207458.0x0
	Windows 7 (32bit)	
	macOS 10.13	
	macOS 10.12	Ricoh PS Printers Vol4 DOM LID 3.0.0.0.dmg
	Mac OS X 10.11	Hicon PS Printers Vol4 DOM LID 3.0.0.0.dmg CNS向けにカスタマイズしています
	Mac OS X 10.11 Mac OS X 10.10	
		CNS向けにカスタマイズしています
r Printer	Mac OS X 10.10 Mac OS X 10.9	CNSF)けビカスタマイズしています (Customized for SFC-CNS)
r Printer	Mac OS X 10.10 Mac OS X 10.9 OS	CNS向けにカスタマイズしています
r Printer	Mac OS X 10.10 Mac OS X 10.9 OS Windows 10(P4bit)	CNSF)けビカスタマイズしています (Customized for SFC-CNS)
r Printer	Mac OS X 10.10 Mac OS X 10.9 OS Windows 10(64b1) Windows 10(64b1)	CNSF)けビカスタマイズしています (Customized for SFC-CNS)
r Printer	Mac OS X 10.9 Mac OS X 10.9 OS Windows 10(14511) Windows 8.1(14510) Windows 8.1(14510)	CN65(FU) 12: 57.29 94 XU X V 35 9F (Customized for SFC-CN5)
r Printer	Mac OS X 10.10 Mac OS X 10.9 OS Windows 10((45)1) Windows 1.5((45)1) Windows 3((45)1) Windows 3((45)1)	CN65(FU) 12: 57.29 94 XU X V 35 9F (Customized for SFC-CN5)
r Printer	Mac OB X 18.10 Mac OB X 10.8 OS Windows 10(1411) Windows 10(1411) Windows 8(1411) Windows 8(1411) Windows 10(1211)	CN65(FU) 12: 57.29 94 XU X V 35 9F (Customized for SFC-CN5)
r Printer	Marc OB X 18.10 Marc OB X 10.9 OS Withdows 10(4/chil) Windows 24(4/chil)	CN65(FU) 12: 57.29 94 XU X V 35 9F (Customized for SFC-CN5)
r Printer	Mac DB X 19.10 Mac DB X 19.3 OS Windows 10(6/4/4) Windows 10(6/4/4) Windows 10(6/4/4) Windows 10(6/4/4) Windows 10(2/4/4) Windows 10(2/4/4) Windows 10(2/4/4) Windows 10(2/4/4)	Cutofilitic 17,37 947 X,U X 19,17 (Cutofilitic 17,37 947 X,U X 19,17 (Cutofilitic 17,37 947 X,U X 19,17 Installer 200552.com
r Printer	Mac O X 15.10 Mac O X 15.9 OS Windows 10(6/6/0) Windows 10(6/6/0) Windows 10(6/6/0) Windows 10(6/6/0) Windows 10(2/6/0) Windows 10(2/6/0) Windows 10(2/6/0) Windows 10(2/6/0)	Cutofilitic 17,37 947 X,U X 19,17 (Cutofilitic 17,37 947 X,U X 19,17 (Cutofilitic 17,37 947 X,U X 19,17 Installer 200552.com
r Printer	Mac C & X 51.0 Mac C & X 51.3 OS OS Windows 10(5/6/10) Windows X 10(6/10) Windows X 10(6/10) Windows X 10(6/10) Windows X 10(6/10) Windows X 10(10) Windows X 10(10)	Cutofilitic 17, 27 94 77, UC 11, 19 (Cutofilitic 17, 27 94 77, UC 11, 19 (Cutofilitic 17, 27 94 77, UC 11, 19 Installer 200552, san 200553, san
r Prister	Mac O X 15.10 Mac O X 15.9 OB Windows 10(6/m) Windows 10(6/m) Windows 10(6/m) Windows 10(6/m) Windows 10(2/m) Windows 11(2/m) Windows 12(2/m) Windows 12(2/m) Windows 12(2/m) Windows 12(2/m) Windows 12(2/m)	CMBRITEC57.379747/LUV.97 (Customized for SPC-CNS) Installer 200852.ese 200852.ese 200853.ese 200853.ese
r Printer	Mac C & X 10.0 Mac C & X 10.3 OS OS Windows 10(5/6/10) Windows X 10(6/10) Windows X 10(6/10) Windows X 10(6/10) Windows X 10(6/10) Windows X 10(10) Windows X 10(10)	Cutofilitic 17, 27 94 77, UC 11, 19 (Cutofilitic 17, 27 94 77, UC 11, 19 (Cutofilitic 17, 27 94 77, UC 11, 19 Installer 200552, san 200553, san



06

Scroll down to the middle part of the page and click • "Printer driver."

07

Download the appropriate driver for your operating system and desired printer. For black-and-white documents, choose ① "Monochrome Printer." For color documents, choose ② "Color Printer."

The following procedure will be for the black-and-white printer (monoprn), but if you would like to use the color printer (colorprn) as well, set the monoprn printer first, then follow STEP 07~22 again instead choosing **2** "Color Printer."

Please refer to [p.147: How to check a PC's Operating System] in case you do not know your PC's operating system.

80

Open the installer you just downloaded. The window shown on the left will appear. Then, click ① "Browse...."

78

CNS Printers 4





CNS Printers 4



4 Printing from Your Mac (macOS)

	U
SFC-CNS Passwords	By usin
CNS login name 5185octik	send pr
B Login	First, op
Shonan Fujisawa ITC, Keio University	⇒ <u>https</u>

01

By using the IPP (Internet Printing Protocol), you can send printing jobs to the CNS printers from your Mac. First, open a web browser and go to the URL: ⇒ <u>https://itcsecure.sfc.keio.ac.jp/form/password</u>

Type your CNS login name in ① "CNS login name" and your CNS login password in ② "CNS login password." Then, click ③ "Login."





SFC-CNS Passw	ords	
CNS Login Password IMAP/SMTP-AUTH Password	IPP Password	Logout
IPP Password Database Password	パスワードの確認 (Confirm password) Confirm	
CNS WIMAX Password	パスワードの作成/変更 (Create/Change password) Create/Change	
	IPP印刷について(About IPP printing)	
	 日本語 English 	

Click **1** "Confirm."

Remember the password you will see in the next page. This password will be used in STEP 33.





Open a web browser and go to the URL:

 \Rightarrow <u>http://www.sfc.itc.keio.ac.jp/en/top_sfc.html</u>

Click 2 "Printer Information" from the menu 1 "Computer."







Continue

CNS Printers 4



Installer is trying to install new software. Type your password to allow this. Username: Taro Keio Password: Password: Cancel Install Software

Install Ricoh, PS, Printers_Vol3_DOM_LIO Driver
 Introduction
 License
 Destination Select
 Installation
 Summary

The installation was successful.
The software was installed.
Installed.

When the window prompts you to type in your password, type your macOS account password in **1** "Password." Then, click **2** "Install Software."

When the driver installation is finished, click 1 "Close."

4 CNS Printers









18

Open "System Preferences" and click **1** "Printers & Scanners."

The next procedure will be for the black-and-white printer (monoprn), but if you would like to use the color printer (colorprn) as well, set the monoprn printer first, then follow STEP19~35 again; this time choose" colorprn" instead of "monoprn."



Click **1** "+."

20

Hold the control key and click the **O** blank space at the top of the window.

If you are using a trackpad and do not know how to right click, open "System Preference" and select "Trackpad." Then click "Secondary Click" from "Point & Click" tab to configure your right click settings.









Type one of the printer addresses as below in ① "URL."

Black-and-White Printer (Monochrome):

⇒ <u>https://cnsipp.sfc.keio.ac.jp/monoprn?waitjob=false</u> Color Printer:

 $\Rightarrow \underline{https://cnsipp.sfc.keio.ac.jp/colorprn?waitjob=false}$

Type name in **②** "Name." If you are setting up the blackand-white printer, type "monoprn." If you are setting up for the color printer, type "colorprn."

25

Select **1** "Select Software..." from "Use."

1

2

3









If you are setting up the black-and-white printer, select

"RICOH IPSiO SP C841 PS mono" from the list. If you are setting up for the color printer, select rRICOH
 IPSiO SP C841 PS color." Then, click rOK."

You can find the printer software easily by typing "RICOH" in ④ "Filter" column.

28

Printer setup is completed.

However, it is highly recommended that you automate the authentication process CNS printers require before printing. Follow the instructions below.

29

Print any kind of file or webpage (As an example, the SFC website is used).

Click 2 "Print..." from the menu 1 "File."





Explaining How to Protect Your Computer from Viruses.

Protecting Your Computers from Security Threats • • •	•	•	•	•	٠	•	٠	•	•	•	•	•	٠	٠	•	92
Installing Antivirus Software on Your PC (Windows 10)	٠	•	•	•	٠	•	٠	•	•	•	•	٠	٠	٠	٠	93
Installing Antivirus Software on Your Mac (macOS) •••	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	98
How to Update Your Windows / macOS System •••	•	•	•	•	•	•	•	•	•	•	•	•	•	•	٠	105
Are Software Updates Important? • • • • • • • • • • • • • • • • • • •	•••	•	•	•••	•	•	• •	•	•	•	• •	•	•	• •	•	105
Updating Your Windows System (Windows 10) \cdot · · · · · · · ·	•••	•	•	•••	•	•	• •	•	•	•		•	•	• •	•	105
Updating Your Mac System (macOS) ••••••••••••••	•••	•	•	•••	•	•	• •	•	•	•	• •	•	•	• •	•	107

Protecting Your Computers from Security Threats

Damage Caused by Computer

Viruses

Once your computer is connected to the internet, there is a risk that your computer could be infected with viruses or other malicious software designed to exploit flaws in your computer. If infected, any of the following could occur without your knowledge.

- Theft of personal information
- Emails with spam or viruses are sent to people in your address book
- Your computer participates in attacks against other computers or networks

Computers infected with viruses or malware will generally try to spread and infect other computers on the network. In order to prevent the spread of malware, ITC reserves the right to, without any prior notification, restrict internet access for devices possibly infected with malware.

D 2 Antivirus Software

In order to minimize the risk of computer malware, you should ensure your computer is updated regularly (please refer to [p.105: How to Update Your Windows / macOS System]) and install antivirus software to help detect and remove any viruses on your computer.



Keio University provides every student, faculty, and staff member with a license to use "ESET Smart Security" for Windows or macOS (on one computer). The following pages describe how to obtain and install this software.

Please note that antivirus software often does not function properly if you install two or more antivirus software programs on your computer (such as another program or a trial edition). If you have any other antivirus software installed on your computer, you should uninstall them before proceeding.

2

Installing Antivirus Software on Your PC (Windows 10)

Keio University CALAMVS GLADIO FORTIOR
2014年11月11日よりkelo.jp の変更点があります。 <u>詳細</u> keio.jp renewal on November 11, 2014 <u>Detail</u>
ログイン対象/Log in to : keio.jpポータル / keio.jp Portal _? ID:
t.keio@keio.jp
Password:
·····
□: ワンタイムパスワードを利用する/ Use One-Time Password 3 ▶ Login
<u>利用者ガイド (User's Guide) サポート (Support Desk)</u> ワンタイムパスワードについて (About One-Time Password)

)1

Open a browser and go to the URL: $\Rightarrow <u>http://keio.jp/</u>$

Type your keio.jp ID (or "[your CNS login name]@sfc.keio. ac.jp") in ① "ID" and your keio.jp password (or "your CNS login password") in ② "Password." Then, click ③ "Login."

<page-header>

02

Click ① "English" at the top of the page.

)3

Click **2** "Software Licensing Center" from the **1** "Service" menu.

5

6

Antivirus

8

Appendix

	トウェフ利用ライセンス取得 ftware Licensing Center-								
	a Ne O Light								
Information									
UTERIO BUILDING TO ACCUT									
・メイローのの「新聞・市のスケルム」という 新聞が見てているシフトウェアライセンス将をポンラインで表示・新聞手覧ことが可能です。									
V2H21298CRR6402820artet. RENER-RR	erennol Reference ort	DRACKING CO.	11.						
C6H41									
3/21-2129-(10-388-1008									
Available List									
Solway	Literse usage	Expration	Medie						
Chendhar (2018)2885-(12-3)	spresso the EULA	Not agree	.	Ewant					
ESETS.cense for 2018 academic year)	spresso the ESSA	Magee		Ewant					
Body Merel Mat. (2010)(8)(95-(1)>2)	spree to the EULA	Not agree	Desclored	Defail					
Monaud Office 200 ProPlac (学生月 2010年度日5-(115-2)	お新聞ので発送してください	2010-03-01	Defails	Defail					
Mathematica for Eladerin (2018) \$(8)(5-(1)>2)	spree to the EULA	had agree	Defails	Detail					
5P45 34 (2936年度用ライセンス)	agree to the EULA	Not agree	Descioed	Detail					
Amos N (2018年度用9-4 (2:>2))	igne to the EULA	Not agree	Descioel	Detail					
arman Grandele-(10-X)	spree to the EULA	Not agree	Described	Defail					
Anos 23 (2010) 2010 (2010) 2010 (2010)	spree to the EULA	Not agree	Institut	Detail					
5P50.35 (2010/IERD-112-2)	sprease to the EULA	Not agree	Desciont	Datail					
Amos 25-2011年8月ライセンス)	igne to the EULA	Not agree	Devriced	Detail					
Landon Data)									
ESET(License for 2	1018 academic year) [Not a	Bise)							
Please refer to the details on the following info	emation.								
So to the description page									
Vau must agree to the EULA to use this softwa	re er toel.								
APOTOR: Passe wat the terms and conditions of protect applica powers, and two, instruction, common on using the softmar	don set out below carefully prior to download, inst	biletion, copy or use. T	IROUGH						
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Click ① "Agree" in the "ESET" row to read the EULA (End-User License Agreements).

Doing so does not mean that you have agreed to the EULA for ESET yet.

05

If you agree to the EULA (End-User License Agreements) and the Rules and Policy, click **①** "Agree."

If you don't agree to the EULA or Rules and Policy, then you may not use ESET and should not continue.

06

Go back to the license list. Then, Click ① "Detail."

07

You can check your **1** License Key for ESET on this page. You will use the **1** License Key in STEP 14.



Go back to "license list," and click ① "download." Certification from keio.jp is required, so login referencing STEP 01.





[個人利用向け]

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ソフトウェア名称 Product Name

ESET Cybersecurity Pro V6.

ソフトウェア名称 Product Name

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(eset) INTERNET SECURITY

All-in-One Internet Security

ESET Internet Security V11.x Window

Mac

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Click 1 "I Accept."

8

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C Last update: Less than a minute ago License validity: 4/30/2019 Installing Antivirus Software on Your PC (Windows 10) is completed.



3 Installing Antivirus Software on Your Mac (macOS)

keio University CALAMVS GLADIO FORTIOR 2014年11月11日よりkelo.jp の変更点があります。詳細
keio.jp renewal on November 11, 2014 Detail
ロ グイン対象/Log in to : keio.jpボータル / keio.jp Portal _? ID:
t.keio@keio.jp
Password:
□: ワンタイムパスワードを利用する/ Use One-Time Password 3 ▶ Login

10

Open a web browser and go to the URL:

\Rightarrow <u>http://keio.jp/</u>

Type your keio.jp ID (or "[your CNS login name]@sfc.keio. ac.jp") in ① "ID" and your keio.jp password (or "your CNS login password") in ② "Password." Then, click ③ "Login."





02

Click **1** "English" on the top of the page.

03

Click **2** "Software Licensing Center" from the **1** "Service" menu.

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Click **①** "Agree" in the "ESET" row to read the EULA (End-User License Agreements).

Doing so does not mean that you have agreed to the EULA for ESET yet.

Vou must agree to the EULA to use this software or tool.
INPORTANT: Please read the terms and conditions of product application set out before candidy prior to download, installation, copy or use. THROUGH DOWINLOADING, INSTALLING, COPYING OR USING THE SOFTWARE YOU ARE EXPRESSING YOUR CONSENT TO THESE TERMS AND CONDITIONS.
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Under the terms of this Software Darks Journ Largers Agreement pleasater referred to an The Agreement') executed by and between DERT, poist 1.6 hviring to any advected the and derived and the Agreement's and the Agreement's and the Agreement's executed by and between DERT (advected the agreement of the and derived and the Agreement and the Agreement's and the Agreement's executed by and between DERT (advected the agreement of the and derived and the Agreement and the Agreement's and the Agreement's and the Agreement The agreement of the advected to the Agreement and the Agreement and the Agreement and the Agreement The agreement of the Agreement and the Agreement and the Agreement and the Agreement and the advected to the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and the Agreement and Agreement and Agreemen
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Duplicating a license without permission is considered a breach of contract.
When you integer enrolled at Keio after referement or graduation, you must uninstall the activante and license.
Disagree Agree

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05

If you agree to the EULA (End-User License Agreements) and Rules and Policy, click **1** "Agree."

If you don't agree to the EULA or Rules and Policy, then you may not use ESET and should not continue.

Go back to the license list.

Click **1** "Detail."



99

You can check your ① User Name, ② Password, and ③ License Key for ESET on this page.

You will use S License Key in STEP 26 so don't close the page until the download is complete.

Antivirus

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CNS Servers

FAQ

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Go back to the license list and click 1 "Download."

ESET products

インストールプログラム ダウンロードページ - Install Program Download Page -

ウィルス定義データベースはアップデートして常に最新のものを適用してください。

[個人利用向け]

※ESET(個人利用向け)はOS、日英版、32/64bitのすべての製品を通して一人1ライセンスの提供です。

総合	セキュリテ	ィ対策製品 - In	tegrated Secu	rity Products -				
ソフトウェア名称	os	日本	語版	English				
Product Name	US	32bit	64bit	32bit	64bit			
ESET Smart Security V9	Windows	<u>ダウンロード</u> (Windows10まで対応) (187MB)		Download (Up to Windows10) (100MB)	Download (Up to Windows10) (104MB)			
ESET Cybersecurity Pro V6.1	Mac	<u>ダウンロード</u> (Snow Leopard - El Capitan 対応) (129MB)		Down (Snow Leopan (83.4	d - El Capitan)			
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ソフトウェア名称	os	日本	語版	Eng	lish			
Product Name	05	32hit	64bit	32hit	64bit			

))

Click ① "Download" to download the installer.



10

Open the file you just downloaded. Then double-click the **1** icon. Right-click "install," then click **2** "Show Original." Then double-click "Install.pkg."













16 Click **①** "Agree."

17

Make sure **1** "Download and install new version" is checked. Then, click **2** "Continue."



Click 1 "Continue."







20

Make sure that **1** "Typical (recommended)" is selected for installation mode. Then click **2** "Continue."

21

Make sure that **①** "Enable ESET LiveGrid (recommended)" is checked. Then, click **②** "Continue."

22

If you want to use the function shown on the window, select ① "Enable detection of potentially unwanted applications." If not, select ② "Disable detection of potentially unwanted applications." Then, click ③ "Continue."



Click 1 "Install."

6

5

8 Appendix







When the window prompts you to type in your password, type your macOS account password in ①

"Password." Then, click 2 "Install Software."

25

You have successfully installed ESET Cyber Security Pro on your Mac.



26

Windows are shown as a result of activation.

Enter your License Key from STEP 07 in ① "License Key." Then, click ② "Activate."





Click 1 "Done" after the activation.

Installing Antivirus Software on Your Mac (macOS) is completed.

How to Update Your Windows / macOS System

Are Software Updates Important?

When a bug or vulnerability is discovered in a piece of software, a software publisher will often release an update to fix any problems. For example, Windows Update (on Windows PCs) and Software Update (on macOS) regularly receive updates designed to keep users safe. Many other software vendors have similar ways to provide users with updates. Software updates fix bugs and are crucial for information security. Malicious hackers will often attempt to exploit vulnerabilities

Media Encoder CC 2018

Adobe Photoshop CC 2018

Alarms & Clock

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before users are able to update their computers, so users should apply software updates as soon as possible. Please ensure all your software is up to date to help keep your computer safe on the internet. The following pages describe how to install operating system updates (on Windows and macOS) and configure your computer to check for updates automatically.

FAQ

8

Appendix





02

On the left screen, click ① "Update & security."

Updating Your Windows System (Windows 10)

← Settings	- 🗆 ×
🔅 UPDATE & SECURITY	Find a setting
Windows Update	Windows Update
Windows Defender	Updates are available.
Backup	 Security Update for Adobe Flash Player for Windows 10 Version 1511 for x64-based Systems (KB3163207).
Recovery	 Windows Malicious Software Removal Tool for Windows 8, 8.1, 10 and Windows Server 2012, 2012 R2 x64 Edition - May 2016 (KB890830).
Activation	Cumulative Update for Windows 10 Version 1511 for x64- based Systems (KB3156421).
For developers	Details
	We'll automatically install updates when you aren't using your device, or you can install them now if you want.
	Install now
	Looking for info on the lates; updates?
	Learn more
	Advanced options

Select any updates that appear, then click **1** "Install now."

< Settings		- • ×
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M Windows Insider Program	Charge active houre	Get hip
	Restart options Advanced options	Make Vindows better Give ut teedback



Depending on the type of updates that are installed, you may need to restart your computer in order for all the updates to install properly. If necessary, save your work and reboot your computer.

Instructions for updating your software is now complete.

6

CNS Servers

AC

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Appendix

Updating Your Mac System (macOS)



01

From the Apple menu on the menu bar at the top of the screen, click ① "App Store...."

If you use a macOS version prior to macOS Mavericks, the menu bar will say "Software Update" instead of "App Store" in the Apple menu.

>	Featured	Top Charts	Gategories	Purchases	Updates	
1 Update Available						
Software Update	Updates are avail Digital Camera RAW			es 12.2.1, Rem	ote Desitop Client Update 3.8	
	Use of this software	s subject to the	original Softwar	e License Agrei	ment(s) that accompanied the	software be

The App Store will launch. If you see any update(s), click • "UPDATE ALL" or • "UPDATE."

Updating Your Mac System (macOS) is completed.

COLUMN vol.2

Threats on the Web

The internet is one of the most notable inventions in the field of computer science. It has become so essential to our daily lives that millions of machines around the world are connected and able to communicate. However, "essential" does not necessarily mean "secure;" all devices on the internet are at risk of attack.

For example, malicious attackers can create websites designed to trick users and install malware and other unauthorized software, resulting in data theft, vandalism, or other harm. You must be careful when using the internet and should avoid nonreputable websites that could harm your computer.


6 CNS Servers

Explaining How to Upload Files to CNS Servers and Publish Files on the Web.

Using CNS Servers ••••••••••••••••••••••••••••••
What are CNS Servers ? ••••••••••••••••••••••••••••••••••••
Remote Access to CNS Servers •••••••••••••••••••••••••••••
What is Remote Access ? • • • • • • • • • • • • • • • • • •
Access Remotely from Your PC (Windows 10) • • • • • • • • • • • • • • • • • • •
Access Remotely from Your Mac (macOS) ••••••••••••••••••••••••••••••••••••
Transferring Files to CNS from Your PC (Windows 10) with WinSCP • • • • • • • • • 121
Transferring Files to CNS from Your Mac (macOS) with Cyberduck • • • • • • • • • 125
Publishing Files on the Web ••••••••••••••••••••••••••••
Publishing Files on the Web from On-Campus Mac (macOS) •••••••••••••••••••••••••••••••
Publishing Files on the Web from On-Campus PC (Windows 10) ••••••••••••••••••••••••••••
Publishing Files on the Web from Your PC with WinSCP (Windows 10) • • • • • • • • • • • • • • • • 129
Publishing Files on the Web from Your Mac with Cyberduck (macOS) ••••••••••••••••••••••
Correlation between URL and File Location • • • • • • • • • • • • • • • • • • •

1 Using CNS Servers

What are CNS Servers ?

01 What are Servers?

Servers are computers or software that provide services and data to other computers on networks. CNS mail and other CNS services are hosted on internal CNS servers. This section provides details about personal storage available on CNS.

O2 Storage Assigned to You

Every student at SFC is assigned 80GB of storage on the CNS network. The storage is used by your e-mail and can also be used for personal purposes, such as storing reports, photos, backups, etc. However, if your storage is fully used, your e-mail will no longer work properly. Be sure to leave some space for e-mails in your storage. Please refer to the list below to find the path of your home directory, depending on the operating system of the CNS computer you will use.

OS Upload Using SSH

You have direct access to your CNS storage from on-campus computers. However, if using your own computer, you must use SSH (Secure Shell) to upload files onto the CNS servers. Instructions for this are given in [p.111 : Remote Access to CNS Servers].

Upload Using SCP/SFTP

You can upload files to the CNS servers using SCP or SFTP. Instructions on how to use WinSCP on Windows, and Cyberduck on macOS will be given in this section.

Directory	Path on CNS Servers
macOS Home directory	/home/ [your CNS login name]/CNSiMac
Windows 10 Desktop directory	/home/ [your CNS login name]/10DataCNS/CNSDESKTOP
Windows 10 Document directory	/home/ [your CNS login name]/10DataCNS/Documents

Remote Access to CNS Servers

What is Remote Access ?

Even if you cannot access on-campus computers physically, you can still access CNS servers remotely using the SSH protocol. In this section, instructions for remote access on Windows 10 and macOS are provided. For more information about CNS servers, please refer to the following URL:

⇒ <u>http://www.sfc.itc.keio.ac.jp/en/top_sfc.html</u>

Access Remotely from Your PC (Windows 10)

SFC-CNS Pass	words
	CNS login name 1800tk
	CNS login password
	[Login] 3
	Shonan Fujisawa ITC, Keio University

01

First, you will need to create a public and private key to log in to CNS servers remotely. Navigate to the following page, then enter your CNS login name at ①, and password at ②. Then click ③ "Login."

 \Rightarrow <u>https://itcsecure.sfc.keio.ac.jp/form/password/</u>





Antivirus

6

8

Appendix





Windows does not have a SSH client preinstalled. You must install dedicated software. We will use "PuTTY" as an example. Access the below link, and click • "here."

⇒ <u>https://www.putty.org/</u>

Download PuTTY: latest release (0.7 Home | EAQ | Eeedback | Licence | Updates | Mirrors | Keys | Download: Stable - Snapshot | Docs | Changes | Wis sion of PuTTY. Currently this is 0.70, released on 2017-07-08. load links for the latest re When new releases come out, this page will update to contain the latest, so this is a good page to bookmark or link to. Altern Release versions of POTTY are versions we think are reasonably likely to work well. However, they are often not the most use if the problem has sheady been fixed in those version. Package files You probably want one of these. They include all the PuTTY utilities unt the 32-bit or the 64-bit v Read the FAO or aller') MSI ('Win Dinstall 32-bit: 64-bit: or by FTP) (or by FTP) (signature) (signature) Unix sou rce arcl (or by FTP) (signature) Alternative binary files The installer packages above will provide all of these (except PuTTYtel), but you can download them one by one if you prefer (Not sure whether you want the 32-bit or the 64-bit version? Read the FAQ entry.) ty.exe (the SSH and Telnet client itself) (or by FTP) (sign



Click **1** "putty-64bit-0.70-installer.msi" and save it to any location. If your operating system is 32-bit, click the link for 32-bit and download the installer file.



Appendix

Antivirus

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PuTTY release 0.70 (64-bit)	Setup -	-		\times
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	Back Finish		Can	cel

n

🖤 Install

Cancel

Back

This feature requires 3713KB on your hard drive.



10

Click 1 "Finish."

Open "PuTTYgen" from Start menu.

😰 PuTTY Key Generator ? \times File Key Conversions Help Key No key. Actions Generate a public/private key pair Generate Load an existing private key file Save the generated key Parameters Type of key to generate: RSA ODSA O ECDSA O ED25519 🔾 SSH-1 (RSA) Number of bits in a generated key: 2048

CNS Servers

11

The secret key you downloaded in STEP 04 is stored in OpenSSH format, so we are going to convert to a format usable by PuTTY. Click ① "Load."

Load private key:				
→ * ↑ 10 ×	This PC > Documents	~ 0	Search Documents	م ر
rganize 👻 New f	older) 	• 🗆 🕜
	^ Name	Date modified	Туре	Size
i∦ Quick access iii Desktop #	ssh_key	8/2/2017 2:43 PM	Text Document	4 K8
la Downloads ≠	other	8/2/2017 3:05 PM	File folder	
le OneDrive 🖉				
🗟 Documents 👒				
🗟 Documents 👒				
Documents				
Documents Pictures khc0				
Documents Pictures Khc0 Videos				
Documents # Pictures # khc0 Music				

12

Click **1** and change to "All Files(*.*)."

Then, choose the file you downloaded in STEP 04 and click **2** "Open."





Type the passphrase you typed in STEP 03. Then, click **①** "OK."





Click 1 "OK."

114

CNS Servers 6



🕵 Select private key file ← → × ↑ 🕅 > This PC > Documents Č) Search Documents Q Organize * New folder i · 🖬 🕼 Ib Music Name Type Size B Videos 8/2/2017 3:11 PM PuTTY Private Key ... 3 KB ≜ id_rsa a OneDrive - Desistor Documents b Downloads D Music Pictures Videos 😓 Local Disk (C:) × < ate Key Files (*.ppk) 🗸 🗸 File name: id_rsa O Open -Cancel

CNS Servers

19

Click the secret key you saved in STEP 16.

Then, click **1** "Open."





20

Click 1 "Open."

21

Type your host name in ① "Host Name." We are using "ccx02.sfc.keio.ac.jp" as an example. Click ② "Open." For more information regarding CNS server, refer to the following URL:

⇒ <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/computer</u> <u>server.html</u>

CNS Servers 6





If you have never connected to a CNS server before, an alert similar to the one shown on the left will appear. Click ① " はい (Y)" or "Yes" to continue.







Type your CNS login name in "login as" then type enter key. Then type the passphrase you made in STEP 03 in "Passphrase for key 'imported-openssh-key." Then press the enter key. Be aware that the cursor won't move while passphrase is being typed.



24

If you see the screen shown on the left, remote access is completed.

CNS Servers

FAQ

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Access Remotely from Your Mac (macOS)

Last login: Mon Feb 22 16:11:34 on ttys000 Taro-KEI0:~ tarokeio\$ ssh-keygen -b 2048

01

First, start Terminal.app from the Applications folder. On your Mac, we will use the ssh-keygen command to create private and public key. Type in \$ ssh-keygen -b 2048 and hit the Return key.

● ● tarokeio — ssh-keygen -b 2048 — 80×24 Taro-KEIO:~ tarokeio\$ ssh-keygen -b 2048 Generating public/private rsa key pair. Enter file in which to save the key (/Users/tarokeio/.ssh/id_rsa): 02

The next page will ask you where you want to save your keys. Hit the Return key. By default, keys are saved to "/Users/[your username]/.ssh/id_rsa."

 03

Next, you will be asked to create a passphrase for your private key. Type your passphrase twice. Be aware that the cursor will not move while the passphrase is being typed.

	👚 tarokeio — -bash — 80×24
Taro-KEIO:~ tarok	eio\$ ssh-keygen -b 2048
Generating public	/private rsa key pair.
Enter file in whi	ch to save the key (/Users/tarokeio/.ssh/id_rsa):
Created directory	'/Users/tarokeio/.ssh'.
Enter passphrase	(empty for no passphrase);
Enter same passph	
	on has been saved in /Users/tarokeio/.ssh/id_rsa.
	as been saved in /Users/tarokeio/.ssh/id_rsa.pub.
The key fingerpri	
	8uYfYMTxwAS+yR7fIXY91Qh/vcXh+zgcg tarokeio@Taro-KEIO.loc
The key's randoma	
+[RSA 2048]	
,0+ 0	
.+.0 0	
0*	
S.0*00*	
. E*B++	
00=00.	
=.	
.=0	
+[SHA256]	
Taro-KEIO:~ tarok	e10\$



Once you reach this page, you have finished generating your SSH keys.

CNS Servers 6



tarokeio ---bash -- 80×24
Taro-KEI0:~ tarokeio\$ ssh-keygen -b 2048
Generating public/private rsa key pair.
Enter file in which to save the key (JUsers/tarokeio/.ssh/id__
Created directory '/Users/tarokeio/.ssh'.
Enter passphrase (empty for no passphrase):
Enter same passphrase again:
Your identification has been saved in /Users/tarokeio/.ssh/id_rour public key has been saved in /Users/tarokeio/.ssh/id_rour public





Before you can login using your new SSH key, you must first register it. Access the CNS SSH Public key page and login using your CNS login.

Copy the public key to the clipboard. To copy to the

clipboard, type this command.

\$ cat ~/.ssh/id rsa.pub | pbcopy

 \Rightarrow <u>https://itcsecure.sfc.keio.ac.jp/form/password/</u>





08

Paste your public key copied in STEP 05 in 1 and click

Add Public Key."

Make sure there are no extra spaces after the key.

FAQ

CNS Servers

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8 Appendix

09

Open "Terminal.app" from the Applications folder. Type in

\$ ssh [your CNS login name]@[login server]

For example,

login name = s18xxxtk login server = ccx02.sfc.keio.ac.jp

● ● ● ↑ cns-consultant — ssh s18xxxtk@ccx02.sfc.keio.ac.jp — 80×24 Last login: Fri Jul 13 10:28:57 on ttys001 net93-dhcp-55:~ cns-consultants ssh s18xxxtk@ccx02.sfc.keio.ac.jp Enter passphrase for key 'Vlsers/cns-consultant'.sh/id_rsa': Welcome to Ubuntu 16.04.3 LTS (GNU/Linux 4.4.0-101-generic x86_64)

Last login: Fri Jul 13 10:29:49 2018 from 2001:200:1c0:2035:bca0:bfd1:ea66:9d61

10

Type in your CNS login password.

If you see "%" on the bottom of the terminal window, you have successfully logged in.

Transferring Files to CNS from Your PC (Windows 10) with WinSCP

	WinSCP 5.13 Download
rtisement Win5	Adverti
0	SHA-256 host key fingerprints are used.
C	DOWNLOAD WINSCP 5.13 (9.1 MB) 28,688 downloads to date

This section explains how to use the file transfer software "WinSCP."

Open a web browser and go to the following URL:

 \Rightarrow <u>https://winscp.net/eng/download.php</u>

Click 1 "DOWNLOAD WINSCP."



Open the file you just downloaded. Click ① "OK."

s	etup - WinSCP	-		×
L	icense Agreement Please read the following important information before contin	nuing.	Ę	R
	Please read the following License Agreement. You must acce agreement before continuing with the installation.	pt the terms o	f this	
	You can also review this license and further details online at: http://winscp.net/eng/docs/license		^	
	A. GNU General Public License B. License of WinSCP Icon Set C. Privacy Policy			
	A. GNU GENERAL PUBLIC LICENSE Version 3, 29 June 2007			
	Copyright (C) 2007 Free Software Foundation, Inc. < <u>http://</u> Everyone is permitted to copy and distribute verbatin copies		e v	
	Help < Back	Accept >	Can	icel

Read through the license agreement carefully. If you agree, click **1** "Accept >." If not, you may not use this software.

5

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Antivirus



Make sure **1** "Typical Installation (recommended)" is selected. Then click **2** "Next >."

🧐 Setup - WinS	СР		-	×	
Initial user s Please, sele	ettings ect your preferred user ir	terface options.		R-	
User interfa	nder - two panel directory) - keyboard similar prog Commande - drag & dr	op to/from both panels ite directory shortcuts like in Windov	Commander (and ler, Midnight		N "C fo in su "N
Help		Back	Next >	Cancel	

Next, select your preferred user interface style. 'Commander interface style" will be used as an example for the instructions in this book. You can change the nterface style after completing setup if you desire. Make sure that ① "Commander" is selected. Then, click ② 'Next >."



Click 1 "Install."

6

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07

Installation for WinSCP is completed. Click **①** "Finish" and close the installation wizard.



After installation, a shortcut to WinSCP is created on your desktop. Double click **①** "WinSCP" to launch.



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Appendix

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09

Select "SFTP" from ① "File protocol" and type "ccx02.sfc. keio.ac.jp" in ② "Host name," "22" in ③ "Port number," your CNS login name in ④ "User Name." Then click ⑤ "Login."

Advanced Site Settings ? Environment Bypass authentication entirely Directories - Directories - Recycle bin - SFTP - Shell Connection - Proxy - Tunnel Authentication options Attempt authentication using Pageant Attempt 'keyboard-interactive' authentication Respond with password to the first prompt Attempt TIS or CryptoCard authentication (SSH-1) Authentication parameters Allow agent forwarding rivate key file: GSSAPI Attempt GSSAPI authentication Allow GSSAPI credential delegation

10

The screen to the left will appear. Select **①** "Authentication." Then enter the file path to the private key you downloaded. For **②** private key generation please refer to STEP 01~04 of **【**p.111: Access Remotely from Your PC (Windows 10)**】**.

123



Documents - s17xxetic	9ccx02.sfc.kei	acjp - WinSCP					-	
Local Mark Files Comm	sands Session	Options Remote I	leip					
🗄 📰 🗟 Synchronize	n 🖉 🕫	🛞 🖗 Queue •	Transfer Settings Default	- 1 <i>9</i> 1 -				
s17xxxtx@ccx02.stc.kei	ozcjo 🖽 N	ew Session						
FI My documents	· 19 1	→ → → 1 81 81	2 E 5.	st7xxrk • i	5 😨 i 🔶	·· IN N & 2 B	Find Files	~
🖟 Upload + 📝 Edit •	× IT B.	Properties fff Da	+ - V	I III Download - IIP	ean - 🗙 🕅 🛛	Properties 1 In 1	+ - 1	
Wers/Keio_SFO/Docume				/home/s17.cotk				
iune ^ El ∎other ∎d, dusapk ∎ohlkeybt	3 KB	Type Paret directory File folder PuTY Private Key Field Document	Changed 82/2017 31:10 PM 82/2017 31:063 PM 82/2017 31:063 PM 82/2017 31:07 PM 82/2017 24:047 PM	Nume ^ E = 1 70maCMS 1 950maCMS 2 055Mme 2 444 1 444 1 4444 2 44444 2 4444 2 4444 2 44444 2 44444 2 44444 2 44444 2 44444 2 44444 2 44444 2 44444 2 444444 2 444444 2 444444 2 44444444	Size	Charged Charged 72/2017 12:580 PM 208/2017 51:100 PM 208/2017 51:300 PM 208/2017 55:32 PM 208/2017 54:32 PM 208/2017 46:340 PM 208/2017 46:340 PM 208/2017 54:340 PM 208/2017 54:340 PM	Rights max32x	Dwner root s17xootk s17xootk s17xootk s17xootk s17xootk s17xootk s17xootk s17xootk s17xootk
B of 6,090 B in 0 of 3			4 h	idden 0Bof0Bin0of9				8 hk

Transferring Files to CNS from Your PC (Windows 10) with WinSCP is completed. If connected properly, your screen should look like the image on the left.

Your local computer's files are shown on the left side, and the remote computer's (CNS server's) files are shown on the right side of the screen. You can upload files easily by dragging and dropping from your local files to the remote file window.

4 Transferring Files to CNS from Your Mac (macOS) with Cyberduck



01

This section explains how to use the file transfer software "Cyberduck."

Open a web browser and go to the following URL:

 \Rightarrow <u>https://cyberduck.io/</u>





Open the file you just downloaded and run the Cyberduck application. Click **①** "Open" if you see the

window shown on the left side.

		Cyberduck		Unregistered
(\$+)		◆ ↓	0	
Open Connection	Quick Connect	Action R	efresh Edit	Disconnect
1 I O 9	? • •			Q Search

03

Click **1** "Open Connection."

5

6

CNS Servers

FAQ

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Select "SFTP" from the **1** list and type "ccx02.sfc.keio. ac.jp" in **2** "Server," "22" in **3** "Port," your CNS login name in **3** "Username" and the file path to the private key you downloaded in **3** "SSH Private Key." Then click **3** "Connect." For private key generation please refer to STEP 01~04 of **[**p.118: Access Remotely from Your Mac (macOS)**]**.



05

When the screen to the left is displayed click **1** "Always," and click **2** "Allow."

• • •	💰 s18xxxtk@	ccx02.sfc.keio.ac.jp -	- SFTP	Unregistered
C +		▼ ☆ ⊂	0	
Open Connection	Quick Connect	Action Refresh	Edit	Disconnect
	9 - - 	/home/s18xxxtk		Q Search
ilename		^ Size	Modifie	ed
🕨 🛄 Mail			2018/	01/12 11:18
Maildir Maildir			Today	9:53
public_html			2018/	01/12 11:18
Wnn8			2018/	01/12 11:18



Transferring Files to CNS from Your Mac (macOS) with Cyberduck is completed. If connected properly, your screen should look like the image on the left.

In this screen, you can see your files stored on CNS. You can upload files easily by dragging and dropping local files onto the remote file screen.

Publishing Files on the Web

You can publish your files to the web by uploading them to the directory specified on the CNS servers ("public_ html" under home directory) in three ways: from oncampus computers, by remotely accessing via SSH, or with any file transfer software. Files in this directory will be made publicly accessible on the internet unless either of the following options are set:

- Limiting access with Basic Authentication or Digest
 Authentication
- No read, write, and execute permission on "other" class of files.

You can access files published from your public_html directory by visiting:

http://web.sfc.keio.ac.jp/~[your CNS login name]/ [relative path from public_html to the file]

If you need more details, please refer to [p.130 : Correlation between URL and File Location].

Instructions for publishing files from on-campus computers, using file transfer software on computers, and remotely accessing CNS via command line interface (please refer to [p.111 : Remote Access to CNS Servers]) will be given in this section.

Publishing Files on the Web from On-Campus Mac (macOS)



 $\left(\right) \left[\right]$

Open **①** "public_html" from the desktop.

	0 0 0 4 b		Dublic_html	Q	
ZNUMERS Image: Constraint of the second	All My Files All My Files Children Desktop CNSMac Applications Documents Music Differes DEVICES	example			

02

By dragging and dropping your files into the "public_ html" directly, you can publish them to the web.

If you want to know the URL of the uploaded file, please refer to [p.130 : Correlation between URL and File Location] .

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8 Appendix

Publishing Files on the Web from On-Campus PC (Windows 10)



01

Click **1** "PC" from the desktop.



)2

Click **①** "[your CNS login name](Z:)" under "Network Location."



03

By dragging and dropping your files into **1** "public_ html," you can publish them to the web.

If you want to know the URL of the uploaded file, please refer to [p.130 : Correlation between URL and File Location] .

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Publishing Files on the Web from Your PC with WinSCP (Windows 10)



01

Launch WinSCP and connect to your CNS home directory. Please refer to [p.121 : Transferring Files to CNS from Your PC (Windows 10) with WinSCP] for instructions to install WinSCP.

Drag and drop the file or the directory that you want to publish on the web from local files (on the left side) to • "public_html" directory (on the right side).

😼 Desktop - s16cotk@c							×
		on Options Remote Help					
🕀 🖾 🕼 Synchronize	a 7 🗈	🛛 🛞 📴 🚱 Queue 🔹 🗍 Transfer Settings 🛙	• 🕼 •				
s16xxtk@ccx01.sfc.ke	io.acjp 😰 N	New Session					
Desktop	• 🕾 🔽 🔤	 ・・・ 国団合部 	s16cotk • 🖆 😨		国团合部	鲁 Find Files	20
🙀 Upload 🎲 📝 Edit	X al G.P	Properties 😁 🛐 💌 🖃 🗑	Download 🎲 📝 Edit	🗙 🔬 🖓 Pi	operties 🔐 🔓 1 🗄	∃ ⊟ 🕅	
://Users//EUser/,Desktop			/home/s16xxtk				
Neme ⊒ - 194255 ⊇ eula.Ink hoge.tat	1 KB	Type	Name	Size Ch ? × ~	2016 8:25+46 PM 2016 4:15+8 AM 1/2016 8:05:59 PM 1/2015 8:05:59 PM 2016 1:05:55 8 AM 2016 4:154 AM 2016 4:164 AM 2016 6:414:10 AM	Rights PM82-327-32 PM82-327-32 PM82-332-32 PM82-32-32 PM82-32 P	Owner root s16oot s16oot s16oot s16oot s16oot s16oot



Publishing Files on the Web from Your PC with WinSCP (Windows 10) is completed. If you want to know the URL of the uploaded file, please refer to [p.130 : Correlation between URL and File Location].

Publishing Files on the Web from Your Mac with Cyberduck (macOS)

	🖹 s16xxxtk@ccx01.sfc.k	eio.ac.jp – SFTP	Unregistered
	*	9/	
Open Connection	Quick Connect Action	Refresh Edit	Disconn
	/home/s16xxxtk		Q Search
Filename	∧ Size	Modified	
7DataCNS		1/25/16, 9:	15 PM
10DataCNS		5/27/16, 9:	47 PM
CNSiMac		5/27/16, 9:	59 PM
▶ 🛄 Mail		12/24/15, 1	:05 PM
▶ Maildir		5/27/16.9	46 PM
public_html		5/27/16, 9:	54 PM
ShareFile		1/25/16, 9:	
▶ Wnn8		12/24/15, 1	
XPAppCNS		1/25/16, 9:	
XPDataCNS		1/25/16, 9:	14 PM
10 Files			A

)1

Launch Cyberduck and connect to your CNS home directory. Please refer to **[**p.125 : Transferring Files to CNS from Your Mac (macOS) with Cyberduck**]** for instructions to install Cyberduck.

Drag and drop the file or the directory that you want to publish on the web from your computer to **①** "public_ html" directory.

Publishing Files on the Web from Your Mac with Cyberduck (macOS) is completed. If you want to know the URL of the uploaded file, please refer to [p.130 : Correlation between URL and File Location].

Correlation between URL and File Location

Here you can see the relationship between a file placed in "public_html" in your home directory on one of the CNS servers and the URL used to access the file from the internet. After uploading files, you can access the files on the web by launching a browser and typing the URL shown below:

http://web.sfc.keio.ac.jp/~[your CNS login name]/ [relative path from public_html to the file]

000		🚞 example		
	*	• =• 2	Q	
FAVORITS All My Files All Dy Files All Dy Files All Dy Files All Dy Files All Dy Files Documents J Music Documents J Music Documents Work	TORACNS COSIMac Mail Maildir Poblic.html Sharefile Win8 XXPApCNS XPDataCNS	 Mil example Mil exam	• 💽 test.html	

A relative path is a way to specify the location of a directory relative to the current directory.

For example, when there is a file "test.html" under the directory "example" that is located under the directory "public_html," the relative path to "test.html" from "public_html" will be "example/test.html."

When a user, who has a CNS login name "s18xxxtk," makes a directory "example" under "public_html" that is located on home directory, then creates a file "test.html" in there, the directory structure should look like the image on the left.

	慶應義塾大学 相南藤沢キー	ァンパス		
Cについて ニ	ュース・アーカイブ	キャンパスライ	フ 入試情報	そうしょう ジョン・大学 しょうしょう しょうしょう しょうしょう しょうしん しょうしん しょうしん しょうしん うちょう しんしょう しんしょ しんしょ

02

When you access the files on the web, open a web browser and type the URL into **①** "the address bar" to access. The format of the URL is as below:

⇒ <u>http://web.sfc.keio.ac.jp/~[your CNS login name]/</u> [relative path from public_html to the file]

In this example, since the CNS login name is "s18xxxtk" and the relative path from public_html to the file is "example/test.html/", the URL should be as follows:

http://web.sfc.keio.ac.jp/~s18xxxtk/example/test.html

If you cannot access the files on the web, please check the following:

- The file is placed under "public_html" in your home directory.
- The URL is typed correctly (Especially whether "~" is typed exactly before your CNS login name).

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Appendix

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7 FAQ

How to Reset Account Passwords and Common Troubleshooting

Services that Require Pre-registration •••••••••••••••••••••••••••••
CNS Services that Require Pre-registration ••••••••••••••••••••••••••••••••••••
Software Licensing Center • • • • • • • • • • • • • • • • • • •
Using Microsoft Office 365 ProPlus • • • • • • • • • • • • • • • • • • •
How to Change Account Passwords • • • • • • • • • • • • • • • • • • •
Checking and Changing SFC-CNS Passwords • • • • • • • • • • • • • • • • • • •
Changing Login Password of keio.jp Account • • • • • • • • • • • • • • • • • • •
Have You Forgotten Your Password ? 141
Troubleshooting $\cdots \cdots \cdots$
Problems with Wireless LAN Connection • • • • • • • • • • • • • • • • • • •
Problems with CNS Printers · · · · · · · · · · · · · · · · · · ·
Problems with Sending / Receiving Mail • • • • • • • • • • • • • • • • • • •
Troubleshooting of On-Campus Macs • • • • • • • • • • • • • • • • • • •
Quick Fix with CNS Tool ••••••••••••••••••••••••••••••••••
Unable to Launch Firefox or Thunderbird ••••••••••••••••••••••••••••••••••••
Resetting Your CNS Personal Space ••••••••••••••••••••••••••••••••••••
How to Check a PC's Operating System ••••••••••••••••••••••••••••••••••••
SFC-CNS Technical Support Services · · · · · · · · · · · · · · · · · · ·

Services that Require Pre-registration

CNS Services that Require Pre-registration

Certain network resources require an application to use. Access the Applications page of Shonan Fujisawa ITC from the following URL: Select the service you wish to use and download the corresponding application form. Fill in the required items and turn it in at the Shonan Fujisawa ITC counter. Some applications can be submitted online.

 $\Rightarrow \underline{http://www.sfc.itc.keio.ac.jp/en/application_sfc.html}$

Services that require an application are listed below:

Name of Service	Eligible Users	Description
Registration for using P2P File Sharing Software	Students, Faculty and Staff	You can use file sharing software inside the university campus for research purposes.
Registration for CNS Mailing Lists	Faculty and Staff	You can create a mailing list for "Circle" activities (university clubs and societies) and lectures.
Registration for CNS Shared Workspaces	Faculty and Staff	You can use a shared workspace on CNS.
Registration for renting Remote Conference System	Faculty and Staff	You can use the video meeting system for having discussions with people from remote locations.
Registration for connecting devices to CNS	Full-time Faculty and Staff	You can connect devices to CNS with static hostnames and IP addresses.
Registration for Sub-Domains	Full-time Faculty and Staff	You can obtain sub-domains for laboratories.
Registration for Sub-Networks	Full-time Faculty and Staff	You can obtain sub-networks for laboratories.
Cloud Computing	Students, Faculty, and Staff	You can use VPS services.

Software Licensing Center

Site-Licensed software is software that Keio has purchased for faculty, staff, and/or students to use. Some software can be installed on your personal computer and used for research or educational purposes while a user is a student, faculty, or staff member at Keio. Some programs can be downloaded online; however, some programs must be installed by Shonan Fujisawa ITC after completing a paper applicaton form. For the latest information, please check the Site-Licensed Software detail/application page on the ITC website:

⇒ <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/software_</u> license_sfc.html

As of September 2018, the following software is available:

Name of Software	Description	Eligible Users
JMP	Statistical Analysis	Student, Faculty, and Staff
Mathematica	Technical Calculation Software	Student, Faculty, and Staff
SAS	Statistical Analysis	Student, Faculty, and Staff
SPSS	Statistical Analysis and Data Mining	Student, Faculty, and Staff
Amos	Analysis of Covariance Structure Software	Student, Faculty, and Staff
Microsoft Software	Office, Windows OS (Upgraded)	Tenured and Non-Tenured Faculty, and Staff
Microsoft Office 365 ProPlus	Office	Student, Tenured and Non-Tenured Faculty
Becky! Internet Mail	Mail Client for Windows	Student and Faculty
MATLAB	Math Analytics Program	Student, Faculty, and Staff
Chem Office Professional	Chemistry-Oriented Analytical Program	Student, Faculty, and Staff
ESET Smart Security / Cyber Security	Security Software	Student, Faculty, and Staff
ArcGIS	Geographical Information Analysis Software	Student, Faculty, and Staff
EndNote	To help manage documents and write papers	Student, Tenured and Non-Tenured Faculty and Staff
iThenticate	Plagiarism Detection Software	Graduate Student, Tenured and Non-Tenured Faculty
Nikkei NEEDS Financial Data Search System	Financial Data Search System	Student, Tenured and Non-Tenured Faculty
Nikkei NEEDS Stock Data Search System	Stock Data Search System	Student, Tenured and Non-Tenured Faculty
Adobe ELTA	Adobe enterprise term license agreement	Tenured and Non-Tenured Faculty and Staff
Adobe CLP	License program for Adobe products	Faculty and Staff

8 Appendix

6

Using Microsoft Office 365 ProPlus

Keio.jp	
ログイン対象: keio.jpポータル / keio.jp Portal ?	
t.keio@keio.jp	
Password:	
ワンタイムパスワードを利用する	
Login 3	
Guide:on off	
利用者ガイドサポート	

All online services of Media Center will be Descentering 1240 Context/1/1712/2-2008/0789 Due to electrical equipment maintenance, our ser AI et Calend ■ 図書館(旧館)・研究室棟 渡り廊下の撤去工事について【訂正】 Data20140708.0027 Contact 世紀 二月6日 et Groups De ※ ようお「の放気工事に 」 2018年7月5日 駅係各位 De Its of the 2018 Annual He Det (伴う大学(三田)東別館解体工事などのお知ら1 De 1 2018年 6月11日 関係各位 Reas into a 0 e* Keio ID - Kei et Medical Care Benefit System

01

Open your web browser and type in the following URL: $\Rightarrow \underline{http://keio.jp/}$

In the **1** "ID" section type in either your user ID for "keio.jp" or "[Your CNS login name]@sfc.keio.ac.jp." For **2** "Password" section type in password for either your keio.jp password or CNS login password. Then click **3** "Login."

02

Look at the left section of your screen. From **①** "Service" select **②** "Software Licensing Center."

義整が契約しているソフトウェアライセンス等をオンラインで取得	・確認することが可能です。			
ソフトウェア毎に利用条件が異なりますので、利用許諾書・利用条	件を熟読の上、同意する場合のみ、ライセン	スをご利用ください		
[你考]				
ソフトウェアライセンス利用上の注意				
Available List				
Software	License ussge	Expiration Date	Media	
ChemOffice (2018年度用ライセンス)	Agree to the EULA	Not agree	Details	Detail
ESET(License for 2018 academic year)	Agree to the EULA	Not agree	Download	Detail
Becky! Internet Mail (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail
Microsoft Office 385 ProPius (学生用 2018年度用ライセンス)	詳細問題で確認してください	2019-03-31	Details	Detail
Mathematica for Students (2018年度用ライセンス)	Agree to the EULA	Not agree	Details	Detail
SPSS 24 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail
Amos 24 (2018年夏用ライセンス)	Agree to the EULA	Not agree	Download	Detail
SPSS 23 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail
Amos 23 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail
SP88 25 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail
Amos 25 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail
MATLAB (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail
AroGIS サポートサイト (2018年度用)	Agree to the EULA	Not agree	Details	Detail

03

When "Available List" is displayed, click **1** "Detail" button next to the "Microsoft Office 365 ProPlus" item.



Next, after reading through the license agreement, warnings, and usage limitations, click **①** "Agree." If you do not agree, you should not use the software.

Once the confirmation message appears, click

 Please refer to the datalis on the following information.

 Go to the description page

 Rule and Policy

 Thirts Rule, rule, Tex Crâze (ださい, Longo ads Proluva UBR)(Rule, Rule, Policy and Restriction to use its softwarout, 3 Office add Proluva UBR)(Rule, Value, Policy and Rule, Value, Policy 3 Office add Proluva UBR)(Rule, Value, Policy 3 Office add Proluva UBR)(Rule, Value, Policy 3 Office add Proluva UBR)(Rule, Value, Policy 4 / 2X) - And/Rule Policy 4 / 2X) - And/Rule Policy 4 / 2X) - And/Rule Policy 5 / 2X)

 Restriction

 Eligide Company - Owned by Eligide Prenson:

 Stription Examption

 Stription Examption

 Stription Examption

 Owned by Eligide Prenson:

・申請者: ・申請日時: 13:17:05.03

申請後、数時間程度で Office365 (<u>https://portal.office.com</u>) へのサインインが可能になります。 (1日経ってもサインインができない場合は、以下のお問合せ先までご連絡ください。)

問い合わせ先: <u>help@keio.jp</u>

* このメールは、通知専用のメールアドレスから送信されているため、 返信は無効となります。



1	keio.jp
	ログイン対象: keio.jpポータル / keio.jp Portal ?
	t.keio@keio.jp
	Password:
	2 つ ワンタイムバスワードを利用する Login 3
	Guide:on off

06

"Agree."

An email like the one shown on the left will be sent to your keio.jp email account. Office 365 (<u>https://portal.</u> office.com) will be available for you to **use within a few days after your request.**

07

On the login page for Office 365 ProPlus enter your Keio ID. You may see one of two different login screens, but you can login from either one.

08

On the Keio.jp login page, type in your Keio.jp ID in **1**"ID" section. type in your password in **2**"Password" section(or your CNS login password). **3** Click "Login." You should now be able to use Microsoft Office applications. Instructions for using Microsoft Office 365 ProPlus is now complete. 5

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CNS Servers

Antivirus

3 How to Change Account Passwords

Checking and Changing SFC-CNS Passwords

CNS login name stBcotk
CNS login password
 3 onan Fujisawa ITC, Keio University

01

Open a web browser and go to the following URL: \Rightarrow http://itcsecure.sfc.keio.ac.jp/form/password/

You can change the following passwords here:

- CNS Login Password
- IMAP/SMTP-AUTH Password
- IPP Password
- Web Database Password
- CNS WiMAX Password

Type your CNS login name in ① "CNS login name" and your CNS login password in ② "CNS login password." Then, click ③ "Login."

If you have lost your current CNS login password, you must bring your student ID card or campus card to the "CNS/ERNS Service Counter" of Shonan Fujisawa ITC in order to reset your password. (Please refer to [p.148 : SFC-CNS Technical Support Services]).

SFC-CNS Passwords

spin Password
SMTP-AUTH Password
sword
se Password
UMAX Possword

About this page このページでは SFCCNS の以下のパスワードの設定が可能です SFCCNS ログインパスワード MARPSMTP-AUTHバスワード IPP パスワード

HFレンスウード 体験 Database CNS WiMAX用パスワード) can set password in SPC-CNS on this pag SPC-CNS Login password IMAP/SMTP-AUTH password IMAP/SMTP-AUTH password IMP Password Web Database password



Logout

You will see the list of passwords you can change on the left side menu ① . Click the one you want to change.

6

CNS Servers

Antivirus



IMAP/SMTP-AUTH Password

13

アルファペット、数字、記号を混ぜてください
 大文字、小文字を混ぜてください
 CNSログイン名と同じ文字列は使用しないでください

新しいパスワート New password 確認 nfirmation pass

強いバスワードを作るために

催認 Confirmation passw パスワードの強さ The strength of pass s Logout

SFC-CNS Passwords

) B Changing CNS Login Password

Type your current CNS login password in ① "Current Password" and your new CNS login password in ② • ③ . Then, click ④ "Submit" to save your changes.



Type your new IMAP/SMTP-AUTH password in $\mathbf{0} \cdot \mathbf{2}$ and click $\mathbf{3}$ "Submit." IMAP/SMTP-AUTH password must be longer than 10 letters, including lower and uppercase letters and numbers, and it must be different from your CNS login password.



O5 Checking IPP Password

Click 1 "Confirm" to check IPP Password.

Click **2** "create/ change" to change your IPP password.





Click **1** "Confirm" to check your Web Database Password.

Click **2** "create/change" to chage your Web Database Password.





To change or confirm password for CNS WiMAX, click ① "Create/Change."

A separate contract with UQ Communications is needed to use UQ WiMAX2+.

Changing Login Password of keio.jp Account









01

Open a web browser and go to the following URL: \Rightarrow <u>http://keio.jp/</u>

Type your keio.jp ID (or "[your CNS login name]@sfc.keio. ac.jp") in ① "ID" and your keio.jp password (or "your CNS login password") in ② "Password." Then, click ③ "Login."

Click **①** "Change Each Password" at the top of the page.



04

Type your current keio.jp password in ③ "Current password" and your new keio.jp password in ① • ② . Then, click ④ "OK" to apply changes.

Antivirus

CNS Servers

Have You Forgotten Your Password ?

If you have forgotten your CNS login password, you must bring your student ID to the CNS/ERNS Service Counter [p.148 : SFC-CNS Technical Support Services] to change your password.

If you have forgotten your IMAP/SMTP-AUTH password, please refer to **(**p.138 : Checking and Changing SFC-CNS Passwords**)** to set a new email password.

If you have forgotten your ID and/or password for keio. jp, please bring your student ID to the CNS/ERNS Service Counter and fill out the appropriate form.

Starting on November 11, 2014, you can log in to keio.jp using your CNS account. Visit <u>http://keio.jp/</u> and type [CNS login name]@sfc.keio.ac.jp in "ID" and your CNS password in the password field.

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Tips for Creating a Stronger, More Secure Passwords

Currently, you must make and remember passwords to protect your digital information. The steps below are designed to help you make more secure passwords.

Step 01: Decide the basic string for your password

Refrain from using your telephone number, name, birthday, or any other words that could be easily obtained by a third party. You should also refrain from using words available in a dictionary.

Step 02: Replace letters with special characters and numbers

Replacing letters with characters and numbers can strengthen the security of a password (e.g. word > w0rd, Internet > !nternet, queen > 9ueen)

Step 03: Do not use the same password more than once

Using the same password for multiple websites makes it easier for an attacker to steal your password and impersonate you. You should make a different passwords for each service you use. However, remembering several unique passwords can be difficult, so you may be able to combine existing passwords and use similar expressions to make new ones (e.g. w0rd > cw0rdns [CNS Password], !nternet > ma!nternetil [mail password]).

There are also several resources available online for generating stronger and more secure passwords. Enjoy a more secure internet life using your strong, original password. **8** Appendix

4 Troubleshooting

Problems with Wireless LAN Connection

O 1 Check Your Physical Switch

Your computer may have a physical switch for controlling wireless adapters. Please look for a Wi-Fi switch on your computer and access the system configuration on your computer to ensure that your wireless adapter is turned on.

O2 Reconfigure Wireless Network

In some cases, your wireless network setting might not have been configured correctly. Please reconfigure the device; refer to [p.15 : Wireless LAN].

Problems with CNS Printers

01 Check Wireless LAN Connectivity

Printing requires internet connectivity; please check your network connectivity and try again.

O2 Check File Size of Printing Jobs

Reduce the size of the file you are trying to print. If your file is too big, it may take a while to be sent to the CNS printers.

Changing file format may also help make the file smaller.

\sum Check Printer Status

Occasionally, printers may show errors if they run out of toner or paper. If CNS printers display any errors, please contact Shonan Fujisawa Campus ITC or the CNS Consultants immediately.



Your computer might not be properly configured if you are having problems with printing. Please setup the printer profile again by following the instructions on [p.71 : CNS Printers].

5 Antivirus

6

CNS Servers

FAC

Problems with Sending / Receiving Mail



01

If you cannot send emails even though your sending and receiving email addresses are correct, your email client configuration might need to be updated.

Please refer to [p.50 : Configuring Your CNS Mail on Your PC (Windows 10)] and setup your mail client again. To change the settings in Thunderbird, click ② "Account Settings" from ① "Tools."

▼ 🛞 s18xxxtk@sfc.keio.ac.jp	Server Type:	IMAP Mail Server				
Server Settings	er Name:	er Name: imap.sfc.kelo.ac.jp		993 🗘	Default:	993
Composition & Addressing Junk Settings Synchronisation & Storage Return Receipts Security $\Psi = \Box -2hJ \nabla \pi M \Psi$ Junk Settings Diec Space $\Box T a D^2 L \equiv - \lambda$ Diec Space \blacksquare Outgoing Server (SMTP)	Name: Security Se	s18xxxtk ttings				
	Connection Authenticat	security: SSL/TLS ion method: Encrypted passw	ord 🖸			
	Server Settings Check for new messages at startup Check for new messages every 10 Check for new messages every Move it a bin folder: Check for new messages arrive Check for the folder: Check for					
	Message St	torage			dvanced.	



Click **1** "Server Settings" to check the current setting of incoming servers.

	 s18xxxtic@sfc.kelo.ac.jp Server Settings 	When managing your identities you can use a server fro Outgoing Server (SMTP), or you can use the default ser Default Server"	om this list by selecting it as the rver from this list by selecting "Use
keio.ac.jp	Copies & Folders Composition & Addressing Junk Settings Synchronisation & Storage	stilloootik - arritp.stc.keio.ac.jp (Default)	Add.
	Return Roceipts Security マーカルフォルダ Junk Settings Disc Space		Remove Set Default
	 ▼ State 2 − X ✓ Dutgoing Server (SMTP) 	Details of selected server: Description: onet spacified> Server Nome: seria of Loka auto	
is 🔯 Feeds		Port: 465 User Name: s18xxxxx Authentication method: Encrypted password Connection Security: SSL/TLS	
	Account Actions		Cancel OX

\bigcirc Outgoing Servers

Click **①** "Outgoing Server (SMTP)" to check sending server settings.

If you encounter any strange error messages or have difficulties solving an issue by yourself, please visit the ITC office or the CNS consultant booth.

8 Appendix

Troubleshooting of On-Campus Macs

Quick Fix with CNS Tool





The CNS Tool will help you change your CNS login password, reset all the configurations and file system of your personal CNS space, and delete any locked files.

You can open **2** "CNS Tool" folder from the **1** "Applications" folder in your dock.
Unable to Launch Firefox or Thunderbird



01

If Firefox or Thunderbird cannot be launched and shows the error "already activating and cannot be launched", you can fix this problem with "Unlock Firefox Thunderbird.app."

Click **①** "Unlock Firefox Thunderbird.app" in the "CNS_ Tool" folder.



6

CNS Servers

Resetting Your CNS Personal Space



01

If you encounter serious problems with your CNS personal space while using on-campus Mac computers, you may reset your entire CNS personal space to fix any problems.

This will delete all the files listed below:

- Files on Desktop
- Files in Documents folder
- Files in Music folder
- Files in Pictures folder
- Bookmarks on Firefox and Safari

Your CNSiMac directory will be backed up and stored in a new folder "Previous_CNSiMac." However, this folder can only store one backup at a time. Please make a backup of the folder if necessary. If you understand the risks and wish to proceed, click **①** "Renew CNSiMac.app" from the "CNS_Tool" folder.



Your settings will be initialized at next login. Old settings will be moved on Desktop.

02

Read the warning in STEP 01, and, if you have no objections, click **①** "Yes."

03

Click **1** "OK." Your personal CNS space will be reset the next time you login.

FAQ 7



and system type (32-bit or 64-bit).

Installed memory (RAM):

System type: Pen and Touch:

nputer name, de

Computer name: Full computer name:

Workgroup:

Computer description:

4.00 GB

rkgroup setti

MSEDGEWIN10

MSEDGEWIN10

WORKGROUP

64-bit Operating System, x64-based process

No Pen or Touch Input is available for this Display

Change settings

7 SFC-CNS Technical Support Services

Please send any questions you have about SFC-CNS to Shonan Fujisawa ITC or CNS Consultants. You can also check our website for further up-to-date information: \Rightarrow http://www.sfc.itc.keio.ac.jp/en/top_sfc.html

Shonan Fujisawa ITC (Information Technology Center)								
Location	Media Center North First Floor CNS/ERNS Service Desk							
E-mail Address	cns-request@sfc.keio.ac.jp							
Website	http://www.sfc.itc.keio.ac.jp/en/top_sfc.html							
Opening hours	9:15 - 17:00 (Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.)							
Hotline (Weekdays)	9:15 - 22:50 (Spring/Fall semester) 9:15 - 17:50 (Summer/Winter break period)	Tel. : 0466-49-3423						
Hotline (Saturday)	9:15 - 18:50 (Spring/Fall semester) Extension : 9:15 - 15:50 (Summer/Winter break period) 52512 (Sundays, public holidays are closed.) 52512							

CNS Consultant Desk						
Location	Media Center First Floor CNS Consultant Desk					
E-mail Address	cns-consultant@sfc.keio.ac.jp					
Tel.	0466-49-3425					
Extension	52519					
Websites	http://cnscon.sfc.keio.ac.jp/en/					
Opening Hours	9:20 - 22:30 (Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.)					

ð Appendix

Contact addresses in case you have any problems, list of equipment available for public use, and information about copyright.

Terms of Use $\cdots \cdots \cdots$	٠	٠	٠	•	•	• •	•	٠	٠	٠	•	•	•	•	•	٠	٠	٠	٠	٠	٠	150
Other Support Services ••••••	•	•	•	•	•	• •	•	٠	٠	•	•	•	•	•	•	•	٠	•	٠	•	٠	151
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Rules of Using On-Campus Computers	٠	•	•	•	٠	• •	•	٠	٠	•	•	•	•	•	•	٠	٠	•	٠	•	٠	153
List of Centers on Campus •••••	٠	•	•	•	٠	• •	•	٠	٠	•	•	•	•	•	•	٠	٠	•	٠	•	٠	154
Copyright Rules and Claims • • • •	•	•	•	•	•	• •	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	156

Terms of Use

To Users of CNS and ERNS

Shonan Fujisawa Campus

Shonan Fujisawa Campus - Campus Network System Terms of Service

The following rules shall be observed by all users of the Shonan Fujisawa Campus - Campus Network System (hereinafter referred to as "SFC-CNS").

- I. SFC-CNS users acknowledge that the SFC-CNS is a network for academic purposes.
- II . Individuals using the network for non-educational or non-research purposes, such as any examples listed below, may have their SFC-CNS accounts terminated or temporarily suspended. Users should understand that such termination or suspension could result in inability to earn course credits or other significant disadvantages.
 - a. Profit making activities
 - b. Actions or activities that violate public order and decency
 - c. Actions or activities that invade the privacy of others
 - d. Actions or activities that interfere with the normal operation of the network
 - e. Actions or activities that infringe on copyrights or other intellectual property rights
 - f. Actions or activities which could damage the reputation of Keio University
 - g. Other actions or activities that violate laws and regulations or rules of Keio University
- III . Individuals found to be operating devices that could interfere with the normal operation of the network may have their access to SFC-CNS terminated.
- IV. These rules may be revised at any time. Revised rules shall take precedence over previous versions.
- V . The Shonan Fujisawa Campus shall issue SFC-CNS accounts only to persons agreeing to abide by these rules.

Established: 3 September 2003 Enforced: 3 September 2003

Appendix 8

Antivirus

5

6

CNS Servers

FAQ

2

Other Support Services

Shonan Fujisawa ITC (Information Technology Center)								
Location	Location Media Center North First Floor CNS/ERNS Service Desk							
E-mail Address	cns-request@sfc.keio.ac.jp							
Tel.	0466-49-3423 <ext. 52512=""></ext.>							
Website http://www.sfc.itc.keio.ac.jp/en/top_sfc.html								
Opening Hours	9:15 - 17:00 (Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.)							
Hotline Hours (Mon Fri.)	9:15 - 22:50 (Spring / Fall Semester) 9:15 - 17:50 (Summer / Winter Break Period)							
Hotline Hours (Sat.)	9:15 - 18:50 (Spring / Fall Semester) 9:15 - 15:50 (Summer / Winter Break Period)							

CNS Consultant Desk							
Location Media Center First Floor CNS Consultant Desk							
E-mail Address cns-consultant@sfc.keio.ac.jp							
Tel.	0466-49-3425 <ext. 52519=""></ext.>						
Website	http://cnscon.sfc.keio.ac.jp/en/						
Service Hours	9:20 - 22:30 (Closed on Saturdays, Sundays, public holidays, and holidays set by Keio)						

AV Consultant Desk							
Location Media Center First Floor AV Consultant Desk							
E-mail Address	av-staff@sfc.keio.ac.jp						
Website	http://avcon.sfc.keio.ac.jp/web/ (Japanese only)						
	Regular Hours 9:15-22:30 (Until 18:30 [11:30-12:30 Lunch Break] on Saturdays)						
Service Hours	Shorter Hours 9:15-17:30 (Until 15:30 [11:30-12:30 Lunch Break] on Saturdays)						
	(Closed on Sundays, public holidays, and holidays set by Keio.)						

Database Consultant Desk							
Location Media Center Second Floor Database Consultant Desk							
E-mail Address	dbconsultant@sfc.keio.ac.jp						
Service Hours	16:30 - 19:40 (Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.)						

8 Appendix

Who are CNS Consultants ?

) 1 CNS Consultants

The CNS Consultant Desk is a resource intended to provide students, faculty, and staff with information, technical support, and on-campus service regarding CNS. The purpose of the CNS Consultant Desk is to troubleshoot problems and loan out devices for temporary use (such as laptops and USB DVD drive readers).

Support Hours: 9:20 ~22:30 (weekdays only)

Location: First floor of the Media Center, near the AV Consultant Desk

In case of a natural disaster, event, or holiday, support hours may change. Please refer to the following URL for uptodate information:

 \Rightarrow <u>http://cnscon.sfc.keio.ac.jp/en/</u>

For more information about the Media Center's operating hours, please refer to the following URL:

 \Rightarrow <u>http://www.sfc.lib.keio.ac.jp/eng/</u>



There are several rules and guidelines you must follow in

order to borrow equipment from the CNS Consultant Desk. These rules are the same regardless of the equipment type (Windows laptop, MacBook Pro, or DVD/Blu-ray Drive, Adapter, USB Charger) and also dictate penalties if you fail to return any equipment in good, working order.

Important notices for using loanable equipment:

• You must show your student ID in order to borrow equipment using a lending form. Obtain and complete an application form from the CNS Consultant Desk. A CNS Consultant will review the application form and rules with you. Please be sure to read the rules on the application form carefully.

• Loanable equipment must be returned by closing time on the day after you borrowed the equipment, unless the CNS Consultant Desk is not open the next day. For example, if you borrow a laptop on Monday, you must return it by closing time on Tuesday, but if you borrow a laptop on Friday, you must return it by closing time on Friday (since the CNS Consultant Desk is not open on Saturdays).

• If you fail to comply with any points of the loaning agreement, you may be restricted from borrowing equipment for up to six months or incur other penalties or restrictions.

Equipment for Rental	Model	Note					
	TOSHIBA Dynabook Satellite B65/A	CD / DVD-ROM Readable CD / DVD-R / DVD-RW Writable					
Laptop	Apple MacBook Pro Retina 15inch	N/A					
External DVD Drive	BUFFALO BRXL-CSPI6U2	USB2.0 & Type-C/A Compatible CD / DVD-ROM / BD Readable CD / DVD-R / DVD-RW / BD Writable					
	700-NAC026	For Windows					
A.C. A denter	85W MagSafe 2 Power Adapter	For MacBook Pro					
AC Adapter	30W USB-C Charge Cable & Power Adapter	For MacBook					
	85W USB-C Charge Cable & Power Adapter	For MacBook Pro					

Rules of Using On-Campus Computers

] Introduction

You may not use CNS for inappropriate purposes and should respect other network users at all times. You must abide by the following rules and should refrain from abusing campus resources. For the full CNS terms of use, refer to [p.150: Terms of Use].

O2 Do Not Drink or Eat

Liquid and food can cause severe damage to computer equipment. No beverages and wet objects (with exception of bottled drinks) are allowed to be placed near computer equipment.



Because a limited number of computers are available for public use, the demand for equipment exceeds availability. You are asked to be respectful and sensitive to the needs of others at all times and limit your use during times of heavy demand.



Make sure to log out when you are finished. If you do not, a third party may exploit your account for illegal means and put the CNS network at risk.

<u>Appendix</u>

5

Antivirus

CNS Servers

AC

COLUMN vol.4

What is "残留"(zanryu)?

Staying on campus overnight is referred to as "zanryu" in Japanese. Zanryu occurs from 23:00 to 8:00 the following morning. Many students lose track of time and may "accidentally" do zanryu during their college life at SFC. Zanryu must be done for academic purposes; any club activities may not be conducted overnight at SFC.

Some students frequently stay overnight and enjoy the vacant campus in the morning, with the rising sun congratulating them for the hard work done the previous night.

Staying overnight may help you finish your work; however, it also has the potential to harm your health and well-being. As a college student, you are free to make your own decisions, but Keio does not recommend the act.

In order to stay overnight, you must submit an online application (through SFC-SFS) or complete a paper form when a night watchman (zanryu ojisan) asks you. The link to submit an application online is available at the top of each class page on SFC-SFS; look for the button marked "Report for Overnight Stay" (オンラ イン残留届け).

List of Centers on Campus

Equipment at Media Center

Computers which have audio-visual equipment installed, allow you to make a copy of VHS and edit video materials. Service Hours are from 9:15 to 23:00 on weekdays, from 9:15 to 19:00 on Saturdays. On Sundays and National holidays, the center is closed. To enter into the Media Center, your Student ID card is required. You may refer to the website for further information:

O Z Equipment at PC Rooms

PC Rooms are available to use 24 hours a day unless a lecture is conducted in the room. On New Years' holidays and summer holidays, the rooms will be closed. To enter the room, your Student ID card is required. You have to submit a "Zanryu-Todoke" through SFC-SFS to stay overnight in the room.

	Location	Use Type	Model/OS	Quantity	Host Name	
		Walk-by	HQ Compaq Pro 6300 (Windows 10)	1	mcsupc01	
		Scaning	HQ Compaq Pro 6300 (Windows 10)	4	mcvspc01-04	
		Mala a Falteta a	iMac Pro (OS X 10.13)	6	mchdmac01-06	
		Video Editing	iMac 27 inch (OS X 10.13)	2	mchdmac80,81	
	Open Area	Music Composition	iMac 27 inch (OS X 10.13)	4	mcdamac01-04	
A 4 12 -	(First Floor)		HP Z440 (Windows 10)	2	mcws01-02	
Media Center		General Use	DELL Precision T3420 (Windows 10)	7	mcwin01-07	
Center		General Use	iMac 27 inch (OS X 10.13)	4	mczmac01-04	
		-	iMac 27 inch (OS X 10.13)	6	mcmac01-06	
		Printer	RICOH IPSiO SP C841 PS	4	-	
	Multimedia Multilingual Room (Second Floor)	General Use	Dell Precision T3420 (Windows 10)	2	mmlswpc01-02	
	ITC Entrance	Printer	RICOH IPSIO SP C841 PS	2	-	
	к 18	General Use iMac 21.	iMac 21.5 inch (OS X 10.13)	40	zmac000-039	
	K 18	Printer	RICOH IPSIO SP C841 PS	1	-	
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	7.11	Statistical analysis	RICOH IPSiO SP C841 PS	1	-	
	λ 18	Video Editing	iMac 27 inch (OS X 10.13)	40	hdmac00-39	
	710	video Luiting	RICOH IPSiO SP C841 PS	1	-	
	λ 21	Music Composing	iMac 27 inch (OS X 10.13)	40	damac00-39	
	71 21		RICOH IPSiO SP C841 PS	1	-	

\Rightarrow <u>http://www.sfc.lib.keio.ac.jp/eng/</u>

(As of Sep. 2018)

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About Keio ID and Keio Apps ID

Besides a CNS account for students and faculty members at SFC, a Keio ID will be distributed to all students and faculty members at Keio University. In the case when it is issued over, Keio ID should be formatted as follows. This will also apply to Keio Apps ID mentioned below.

[The character string you set in activation] @ keio.jp

By authenticating "keio.jp" with a Keio ID, you can use the various services provided by Keio University. For example, you can use licensed software and KOSMOS My Library, and browse a database, electronic journals, grade reports, and official information of class cancellations and make up classes.

Also, for those who have a Keio ID already, please login to keio.jp and check for your Keio Apps ID. Your Keio Apps ID should be formatted in default as follows (It is displayed on the upper right of the screen after "Keio Mail" is launched).

[your Keio ID] @ keio.jp

By using a Keio Apps ID, you can make better use of the services of G Suite for Education. These services will be usable in collaboration with other members; for example, "Drive," "Group," "Calendar," etc. You can also use Gmail by using your Keio Apps ID as an e-mail address.

Keio Apps ID can be used as a Google account, which means that you can download apps and digital content in Google Play. It is, however, not recommended. If your Keio Apps ID expires after graduating while you're using your Google account to pay for apps, your payment or settlement will be invalid. Keio University will not provide a guarantee against such a loss.

Appendix

5

Antivirus

Copyright Rules and Claims

O 1 Copyright

Redistributing someone else's copyrighted materials such as music, movies, and software without prior consent or legal agreement often results in infringement of copyrights. Those who have acted against the law will be disciplined by the University and face consequences.

O2 Restriction on Use of P2P Softwares

Keio University will not tolerate any act of sharing copyrighted materials over the CNS network, in accordance with the amendment of Japanese Copyright Law in 2012. For educational and research purposes, you may use P2P softwares if your registration form is given to and accepted by Shonan Fujisawa ITC.

For in-detailed information of "Use of File Sharing Software on Campus" and up-to-date information of peer-to-peer software regulation, visit:

 \Rightarrow <u>http://www.sfc.itc.keio.ac.jp/en/software_fileshare.html</u>



Copyright is a legal right that a creator has, given by the country, on exclusive rights to use and distribution of their production. All the reports, submissions by students to professors or staff must be the result of one's creation of his or her own. You may not write words taken from others work as if these are originally your thoughts and are expected to clearly credit the source of the documents or references. Any of the following acts is to be considered as infringement of copyright.

- Imitating or using the thoughts and language of another creator.
- Distributing music or movie files of other creators to the general public online.
- Exposing the records of TV programs or videotaped clips without authorization of the creator.

Rules, policies, and notices produced by the government and municipal bodies are not subjected to copyright as they are documents of the general public.

Antivirus

The copyrighted work of others can be used without permission in the form of a citation. To cite correctly, the following conditions must be satisfied.

- Source and the author's name are clearly stated
- Original text and the cited section can clearly be distinguished
- The cited work is necessary to prove your pont
- Your work must not simply duplicate or restate the cited work
- The cited work is published

O5 Use of Open Content

Out of all the works that are exchanged over the internet, there are some where the creators has left the work to be shared. This kind of work is called "Open Content" and can be used with comparatively few restrictions.

Creators who permit their work to be used freely are releasing a lot of open content. Amongst these works there are those being distributed under the kinds of shared use agreements that you will see in the following sections. Make the most of open content but be sure that you understand and follow the tems of use.

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