# 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.

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# 1

# Start Up

Introduction to SFC-CNS and other frequently used websites


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# 1

# What is SFC-CNS ?

## 01 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.

## 02 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:
⇒ **https://secure.itc.keio.ac.jp/c/a/sfc/en/other_campus_sfc.html**

*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】).

## 03 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, **do not** write them down or tell them to anyone, including faculty, staff, or friends.

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

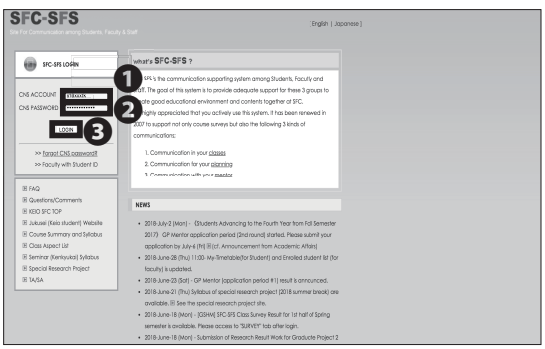
- When faculty or staff members ask for your password.
- When you want your friends to do something for you using your account.

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】.

# 2

# Websites You Can Use on Campus

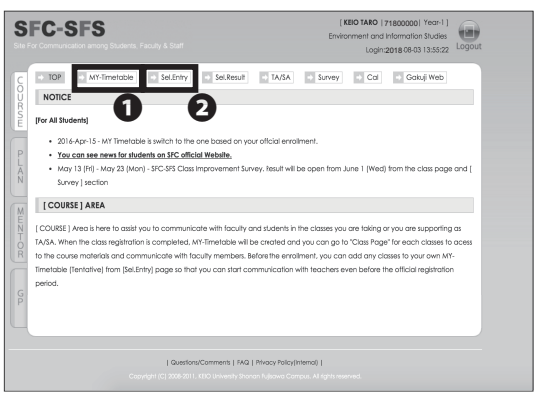
## SFC-SFS




### 01 About SFC-SFS?

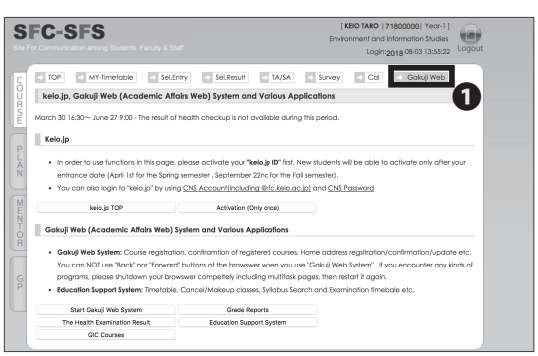
SFC-SFS is the communication support system for faculty members and students on campus. You will find information about your registered classes. In order to login, type your CNS login name in ❶ "CNS ACCOUNT" and your CNS login password in ❷ "CNS PASSWORD." Then, click ❸ "LOGIN."

⇒ **https://vu.sfc.keio.ac.jp/sfc-sfs/index.cgi?+en**




### 02 Use SFC-SFS

You can check your class scheduled on ❶ "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 ❷ "Sel. Entry."




### 03 Academic Affairs Web System

You have access to the ❶ "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.

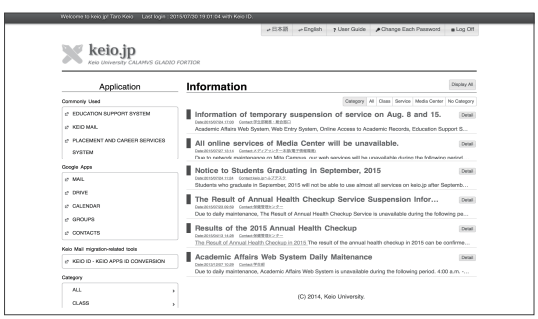
# keio.jp

## 01 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.
⇒ **http://keio.jp/**

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 ❶ "ID" and your keio.jp password in ❷ "Password." Then, click ❸ "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 ❶ "ID" and your CNS login password to ❷ "Password." Then, click ❸ "Login."

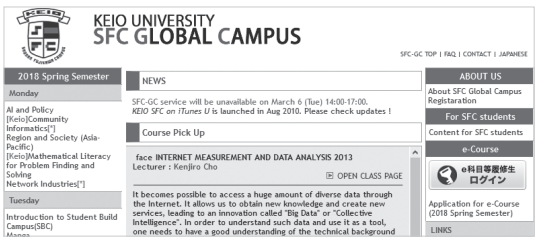



## 02 Use keio.jp

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 Pre-registration】. To issue a license after accessing keio.jp, please check STEP 01 ～ 10 of【p.93 : Installing Antivirus Software on Your PC (Windows 10)】.

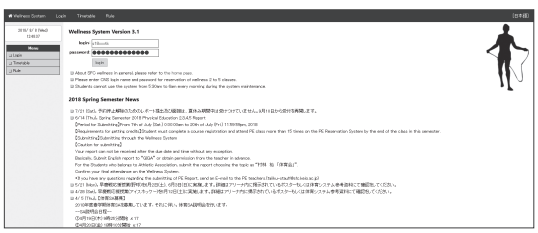
# Other Websites




## 01 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.

⇒ http://gc.sfc.keio.ac.jp/index.cgi?lang=e



## 02 Wellness(Physical Education) System

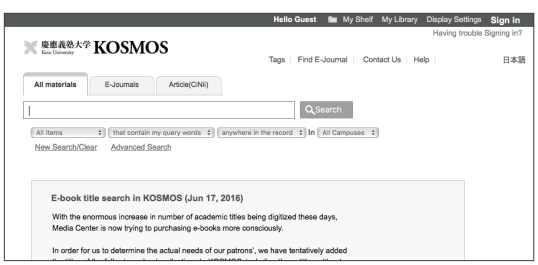
You can write notes, submit reports, and make reservations for Physical Education 2-5 classes.

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

## 03 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.

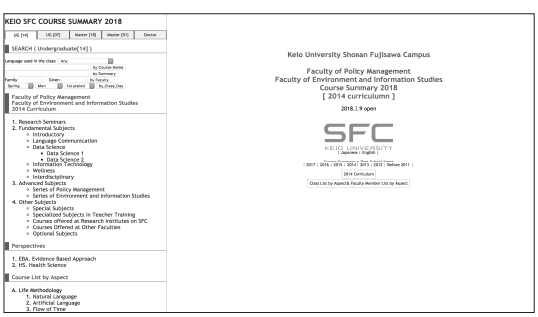
⇒ http://www.sfc.lib.keio.ac.jp/eng/




## 04 KOSMOS

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

⇒ http://kosmos.lib.keio.ac.jp/




## 05 Class & Seminar Syllabus

The SFC syllabus has different pages for regular classes and seminars. You can access each from the URL below:

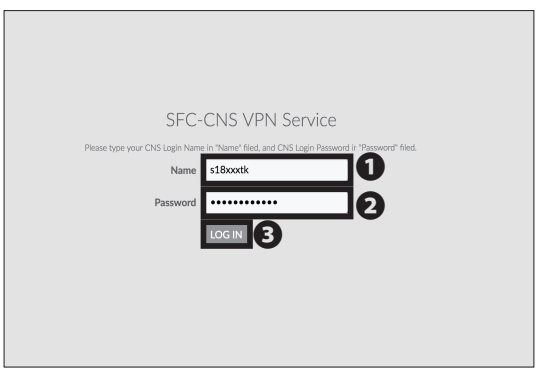
Class syllabus ⇒ https://vu.sfc.keio.ac.jp/course_u/data/2018/title14_en.html

Seminar syllabus ⇒ https://vu.sfc.keio.ac.jp/project/

# 3
# Access Content Only Available on Campus from Outside

## Browsing the Web Using the CNS Network over WebVPN

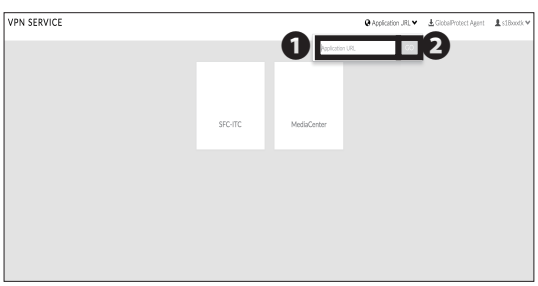
Several webpages are accessible only on campus due to licensing restrictions. However, you can use these websites from outside SFC if you have a CNS account. SFC has several different methods for accessing restricted content. Here, we will explain how to browse websites with WebVPN.




## 01

Open a web browser and go to the following URL:
⇒ **https://vpn2.sfc.keio.ac.jp/**

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, click ❸ "LOG IN."




## 02

Type the URL of the webpage you want to browse in ❶ and click ❷ "GO." You can browse the website almost as if you were on campus.

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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.

⇒ **http://www.sfc.itc.keio.ac.jp/en/network_cns_vpn2.html**

# 2

# Wireless LAN

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


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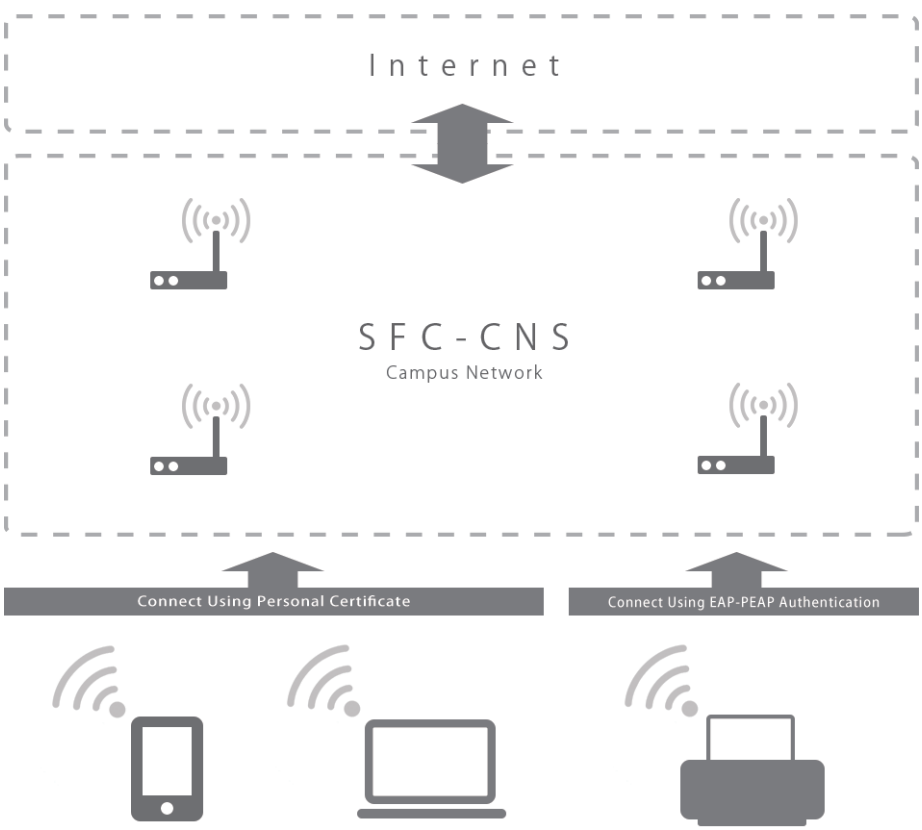
# 1
# About the Wireless LAN Environment on Campus

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.

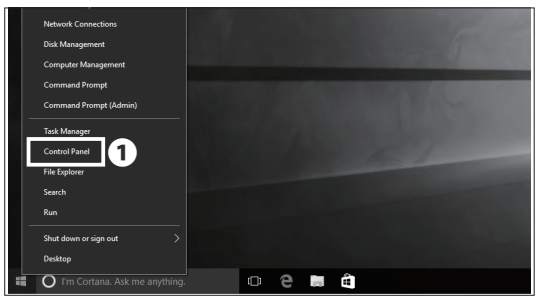
In this section, we will explain how to access the internet using a personal certificate using Windows, macOS, iOS, and Android.

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】.



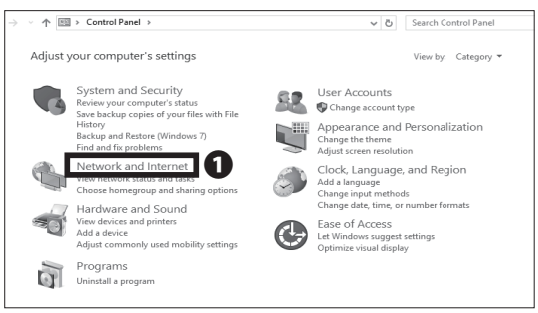
# 2

# Connecting Your PC (Windows 10) to CNS



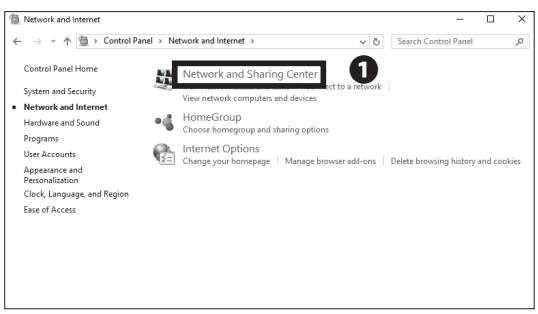

## 01

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 of connecting to the internet, skip to STEP 08. If not, right-click the Windows menu icon and click ❶ "Control Panel."



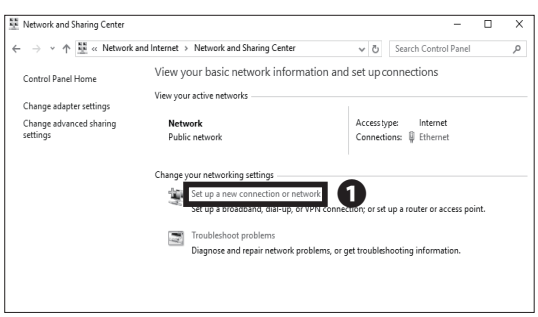

## 02

Click ❶ "Network and Internet."



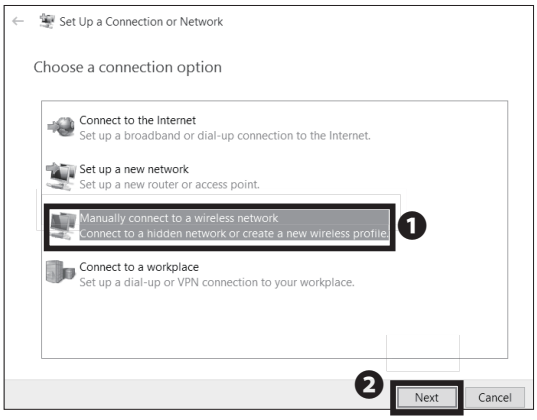

## 03

Click ❶ "Network and Sharing Center."



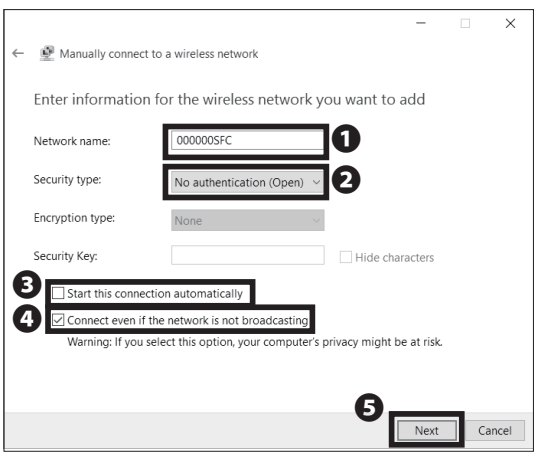

## 04

Click ❶ "Set up a new connection or network."



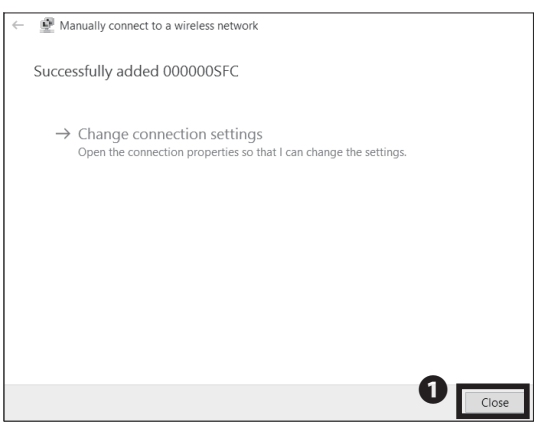

# 05

Select ❶ "Manually connect to a wireless network" and click ❷ "Next."



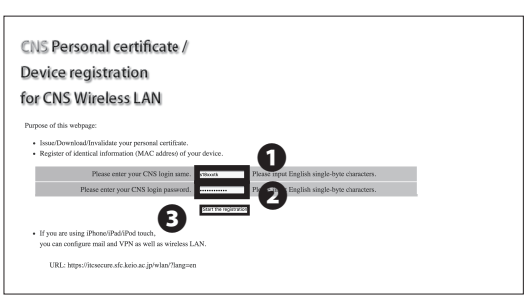

# 06

Type "000000SFC" in ❶ "Network name" and select "No authentication (Open)" from ❷ "Security type." Make sure that ❸ "Start this connection automatically" is unchecked, and check ❹ "Connect even if the network is not broadcasting." Then, click ❺ "Next."




# 07

Click ❶ "Close."




# 08

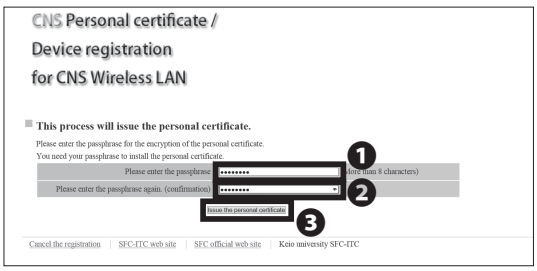
Open a web browser and go to the URL:
⇒ **https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en**

Type your CNS login name in ❶ and your CNS login password in ❷ , then click ❸ "Start the registration."

# 09

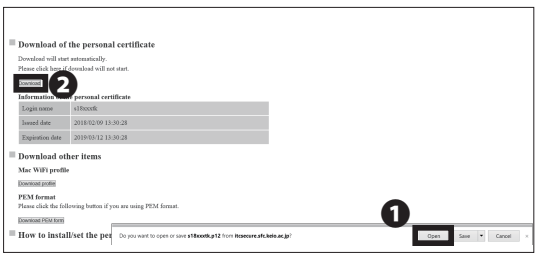
If this is your first time creating a personal certificate, select "Issue" in ❶ and click ❷ "Submit."

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



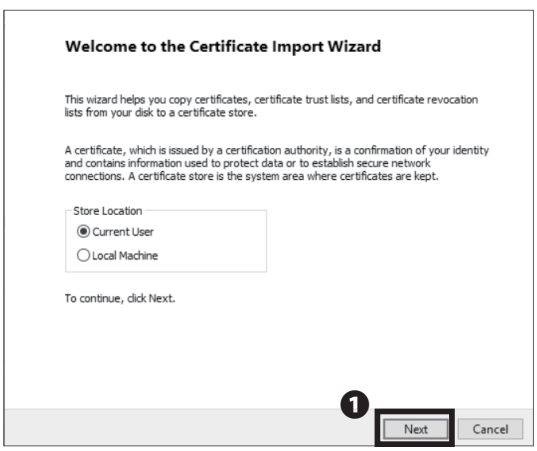

# 10

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 ❶ and ❷ ; then click ❸ "Issue the personal certificate." This passphrase will be used in STEP 14 and will be required when installing your certificate on any additional devices.



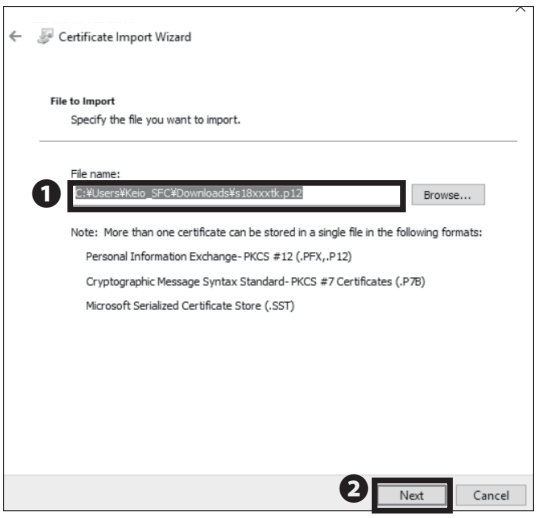

# 11

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 ❶ "Open." If the download does not automatically begin, click ❷ "Download."



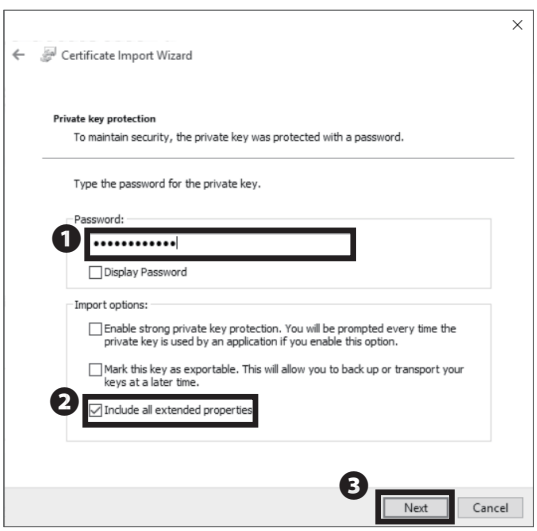

# 12

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



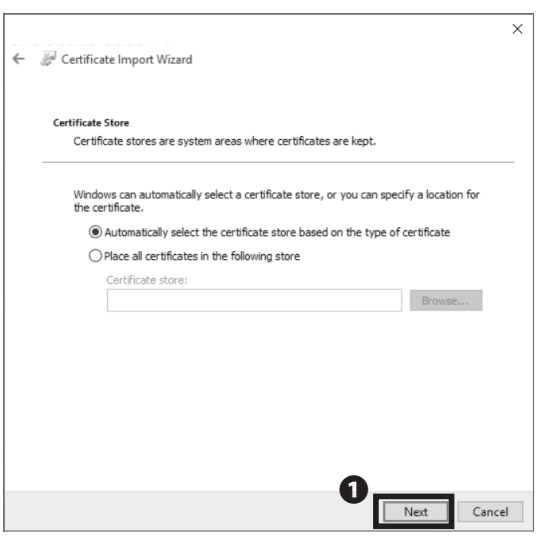

# 13

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



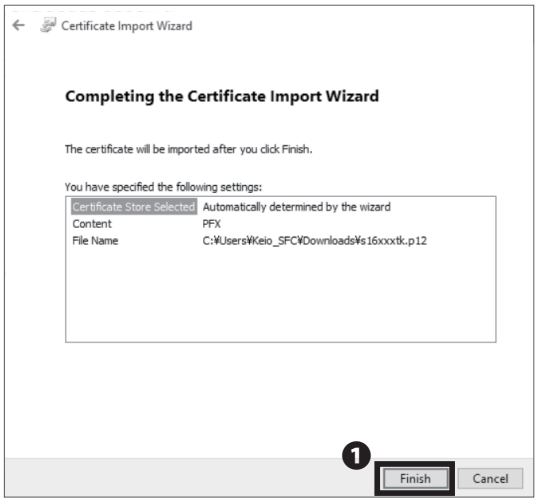

# 14

Type your personal certificate passphrase from STEP 10 in ❶ "Password" and check ❷ "Include all extended properties." Then, click ❸ "Next."




# 15

Click ❶ "Next."




# 16

Click ❶ "Finish."

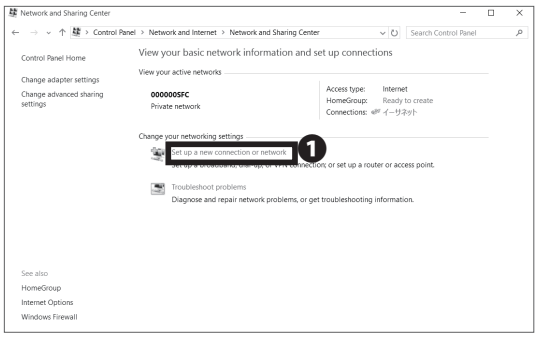
# 17

If a security warning shows up, click ❶ "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:B0:99:00:58:0E:63.

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

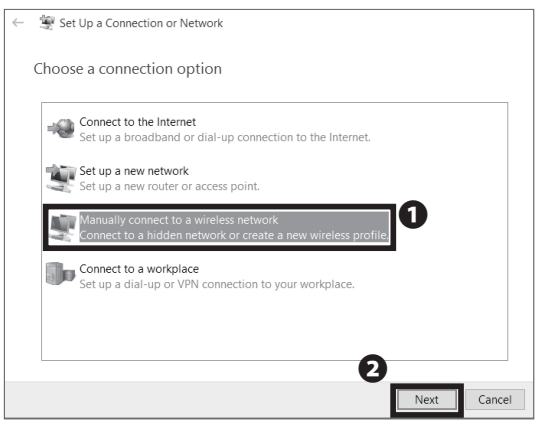
# 18

Click ❶ "OK."



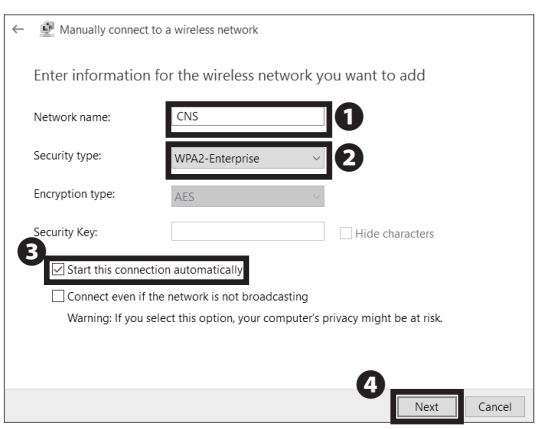

# 19

Go back to “Control Panel” and open “Network and Sharing Center” from “Network and Internet.”
Then, click ❶ “Set up a new connection or network.”



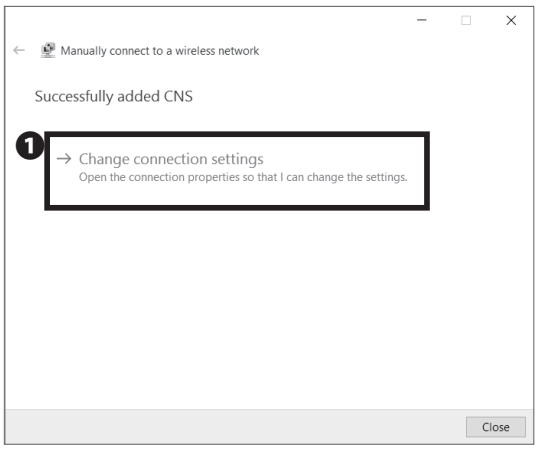

# 20

Select ❶ "Manually connect to a wireless network" and click ❷ "Next."



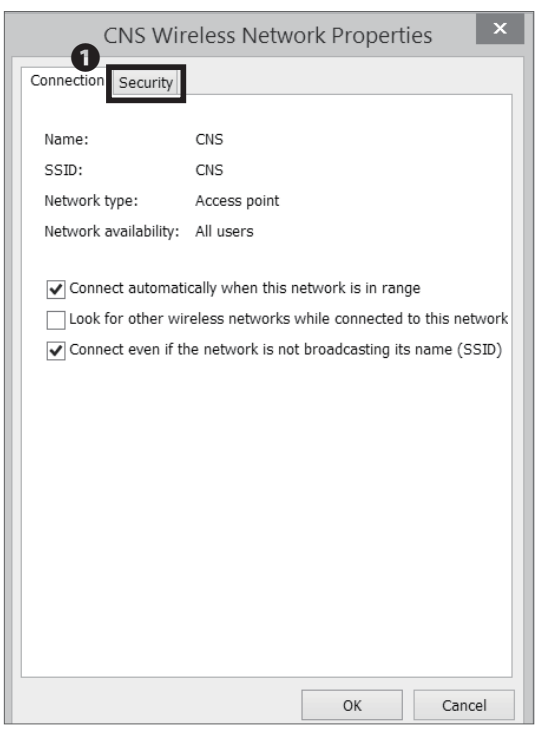

# 21

Type “CNS” in ❶ ”Network name.” Select “WPA2-Enterprise” from ❷ ”Security type” and check ❸ “Start this connection automatically.” Then click ❹ ”Next.”



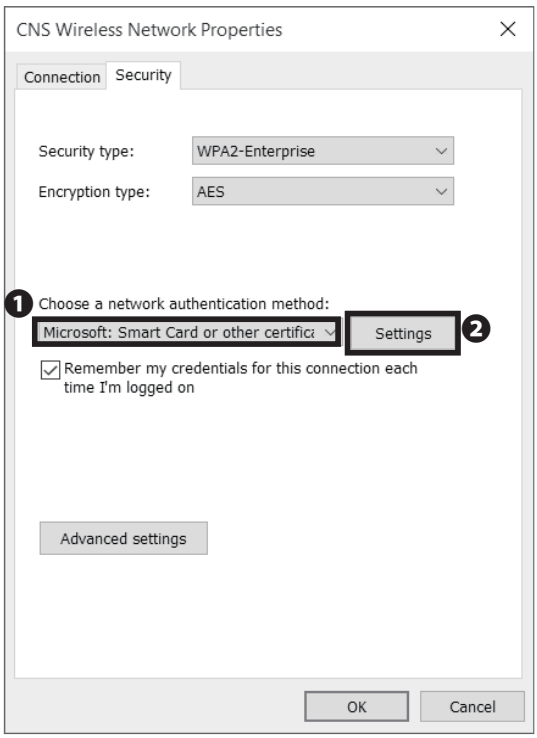

# 22

Click ❶ "Change connection settings."



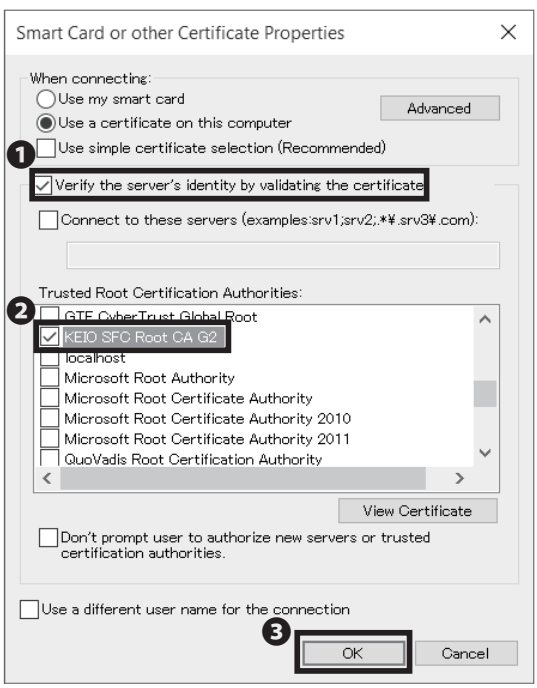

# 23

Click ❶ "Security" tab.



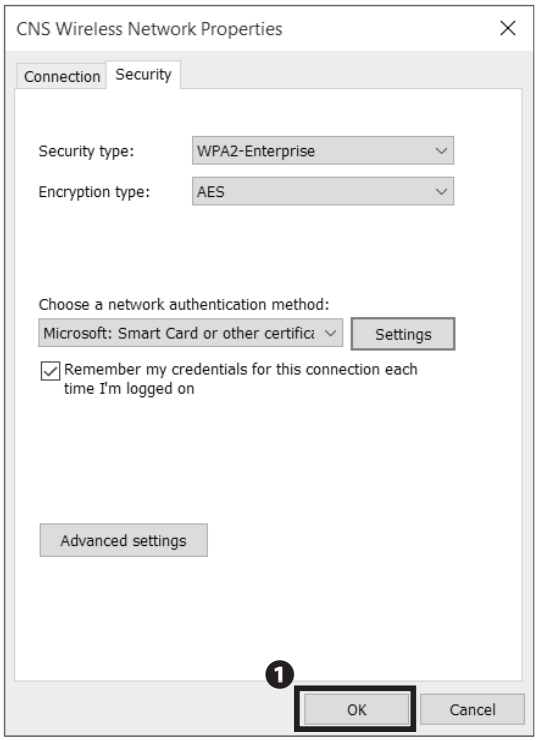

# 24

Below “Choose a network authentication method,” select ❶ “Microsoft: Smart Card or other certificate," and click ❷ “Settings.”




# 25

Check ❶ "Verify the server's identity by validating the certificate.” Check ❷ "KEIO SFC Root CA G2" in the "Trusted Root Certification Authorities." Then, click ❸ "OK."

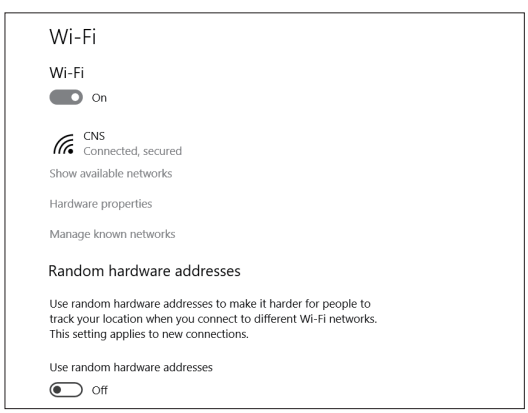



# 26

Click ❶ "OK."

# 27

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

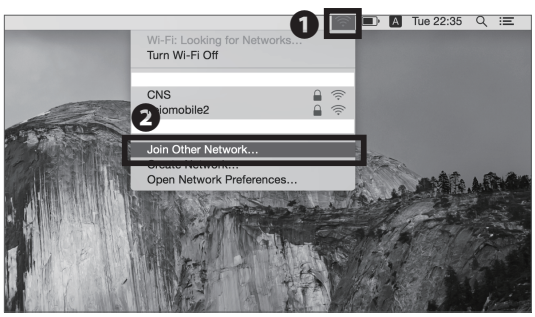



# 28

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

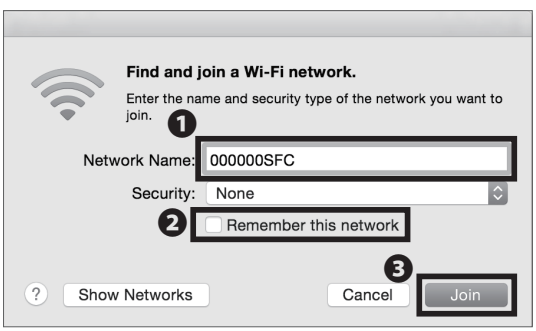
# 3

# Connecting Your Mac (macOS) to CNS



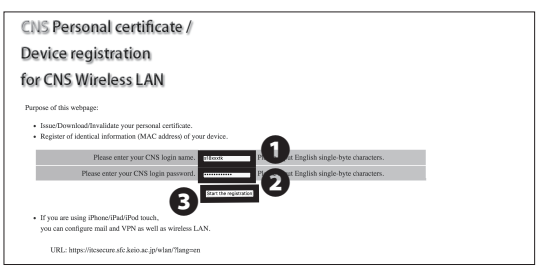

## 01

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 ❷ "Join Other Network..." from the list of ❶ Wi-Fi icon.




## 02

Type "000000SFC" in ❶ "Network Name." Uncheck ❷ "Remember this network." Then, click ❸ "Join."

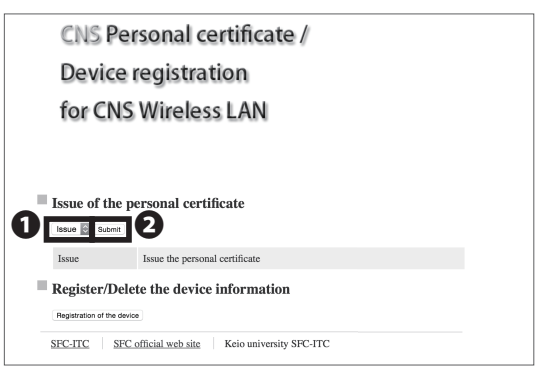



## 03

Open a web browser and go to the following URL:

⇒ **https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en**

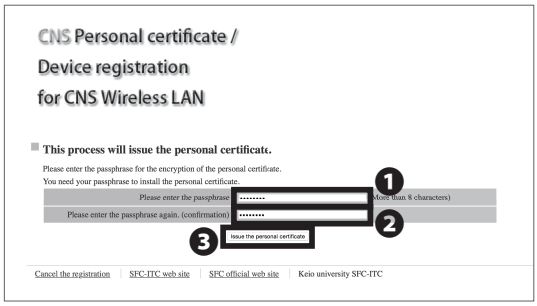
Type your CNS login name in ❶ and your CNS login password in ❷ . Then, click ❸ "Start the registration."




## 04

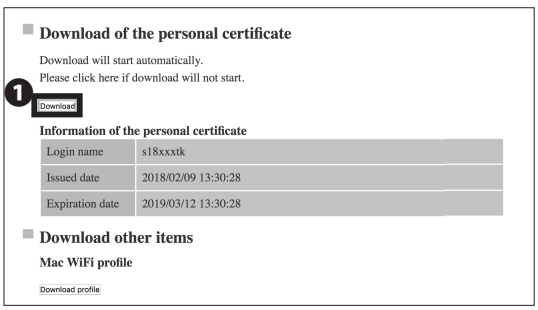
If this is your first time creating a personal certificate, select "Issue" in ❶ and click ❷ "Submit."

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



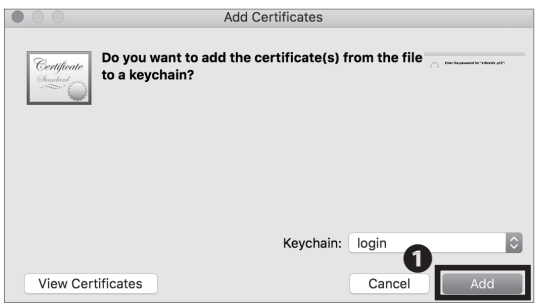

# 05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate against unauthorized use and must contain at least 8 characters. Enter your passphrase in ❶ and ❷ ; then click ❸ "Issue the personal certificate." This passphrase will be used in STEP 08.



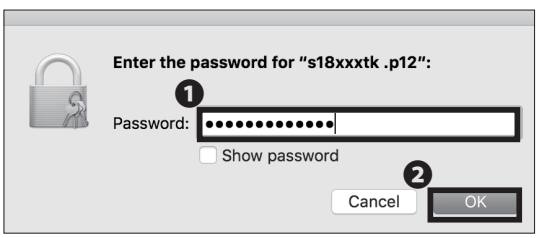

# 06

Your download will begin automatically. Once completed, open the file you just downloaded. If download does not begin, click ❶ "Download" to save the file and open the certificate.



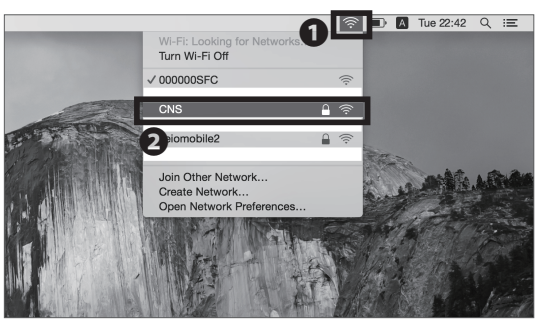

# 07

Once the window "Add Certificates" appears, click ❶ "Add."



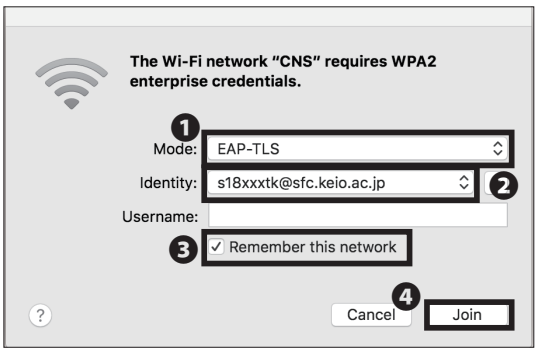

# 08

Type your personal certificate passphrase in ❶ "Password" from STEP 05 and click ❷ "OK."




# 09

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

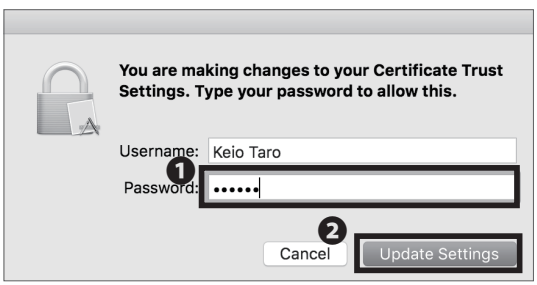



# 10

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

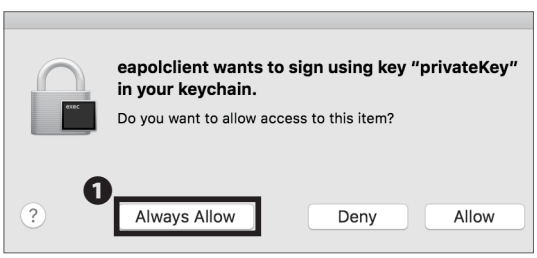
# 11

The dialog box shown on the left side will appear. Click ❶ "Continue."



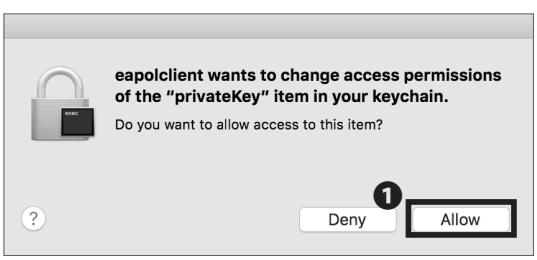

# 12

When asked to enter your password, type your macOS account password in ❶ "Password." Then, click ❷ "Update Settings."




# 13

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




# 14

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

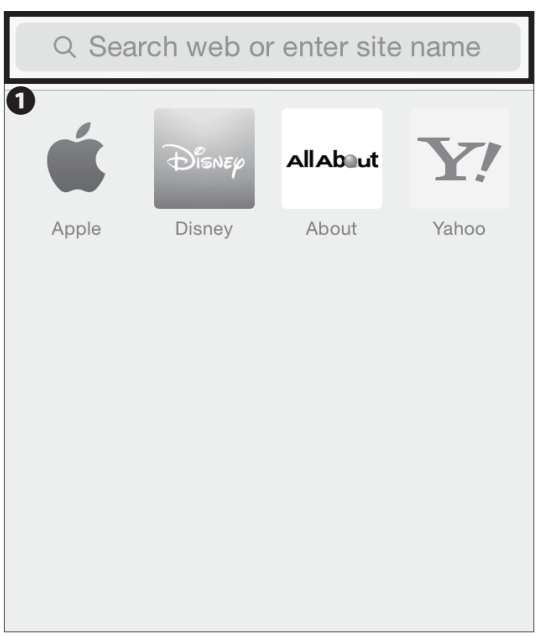
Connecting Your Mac (macOS) to CNS is completed.

# 4

# Connecting Your iOS Device to CNS

## 01

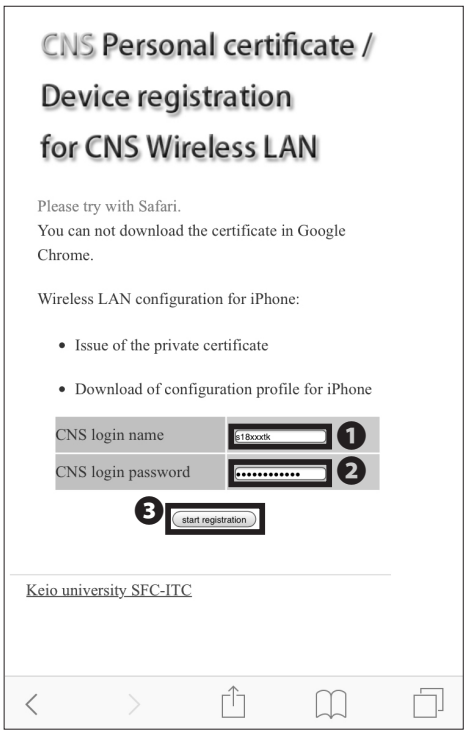
On your home screen, tap ❶ "Safari."




## 02

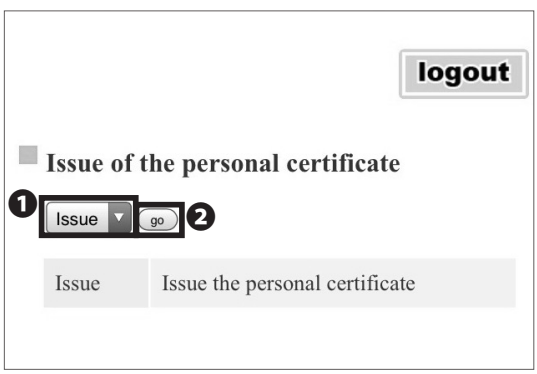
Type the following URL in ❶ and go to the registration page:

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




# 03

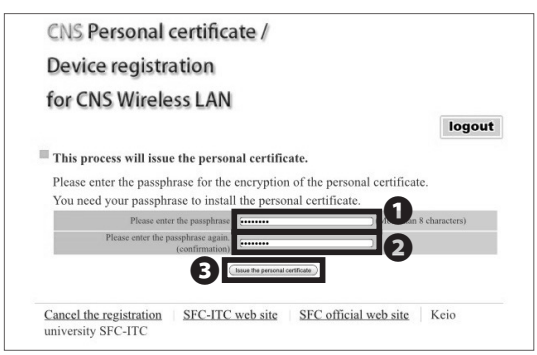
Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, tap ❸ "start registration."




# 04

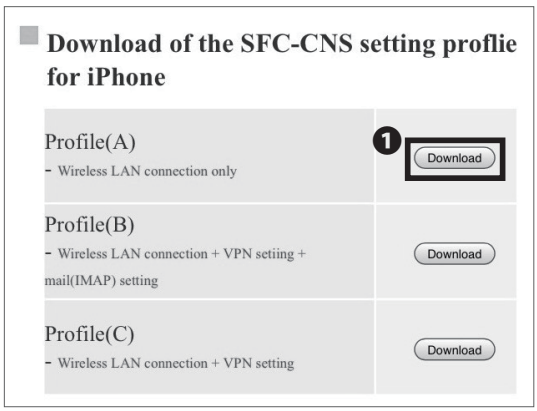
If this is your first time creating a personal certificate, select "Issue" in ❶ and tap ❷ "go."

If you have already issued your personal certificate and the certificate is still valid, select "Download" in ❶ , tap ❷ "Submit," and skip to STEP 06. If your certificate has expired, select "Reissue" in ❶ and tap ❷ "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 ❶ and ❷ and tap ❸ "Issue the personal certificate." This passphrase will be used in STEP 11.



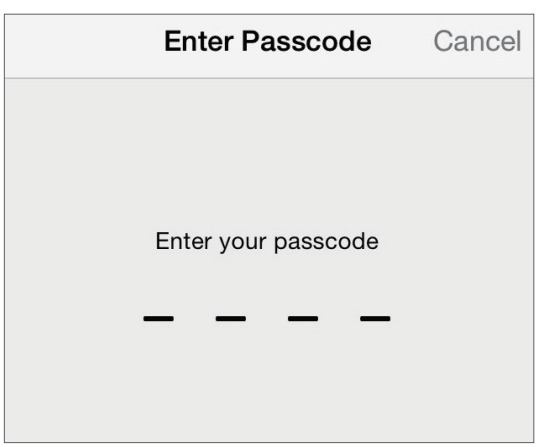

## 06

Tap ❶ "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.

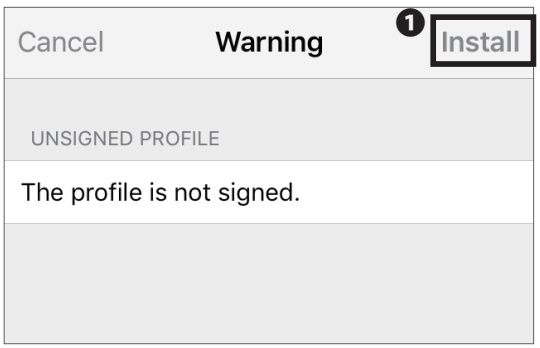
## 07

Tap ❶ "Install."



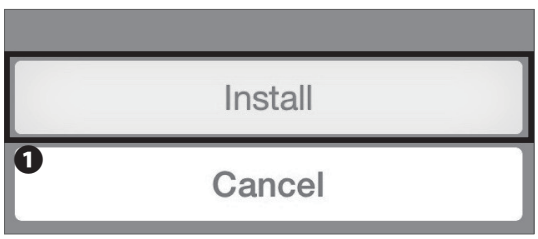

## 08

Type in your iOS passcode.




## 09

Tap ❶ "Install."




## 10

Tap ❶ "Install."

## 11

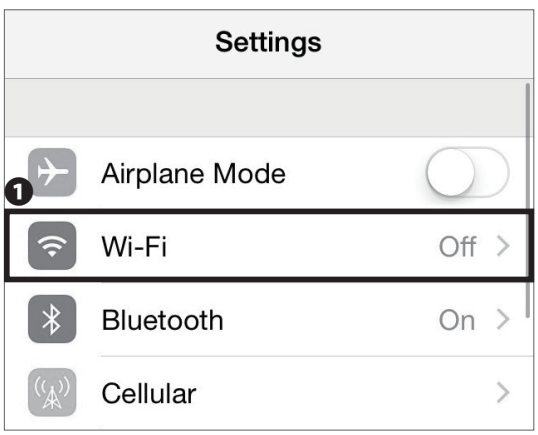
Type your personal certificate password from STEP 05 in ❶ and tap ❷ "Next."

## 12

Tap ❶ "Done."

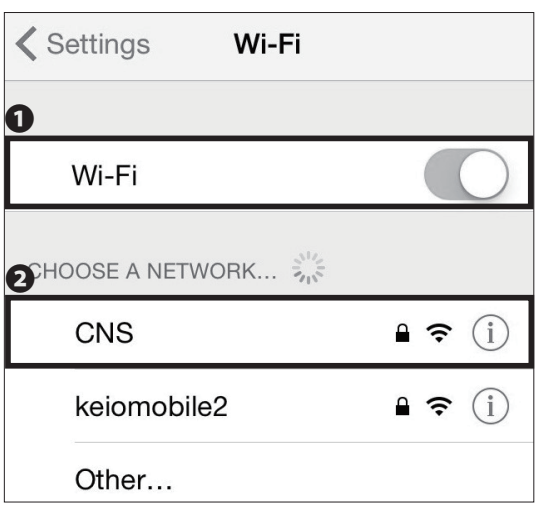
## 13

Go back to your home screen and tap ❶ "Settings."




## 14

Tap ❶ "Wi-Fi."




## 15

Turn on ❶ "Wi-Fi."

Tap ❷ "CNS." From now on, if you are on campus, your device will connect to CNS automatically.

Connecting Your iOS Device to CNS is completed.

# 5

# Connecting Your Android Device to CNS

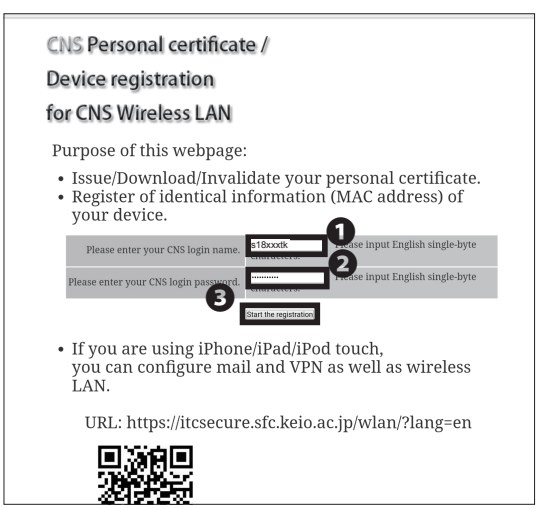
## 01

On your home screen, tap the ❶ Chrome icon.

## 02

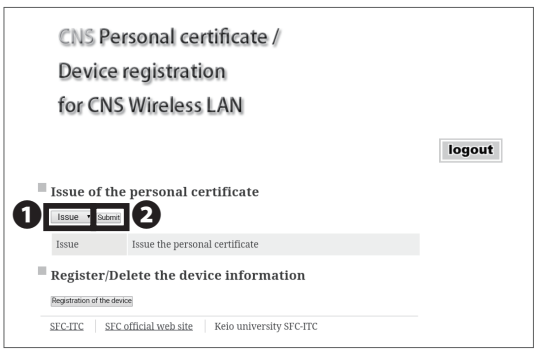
Type the following URL in ❶ and go to the registration page:

⇒ **https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en**




## 03

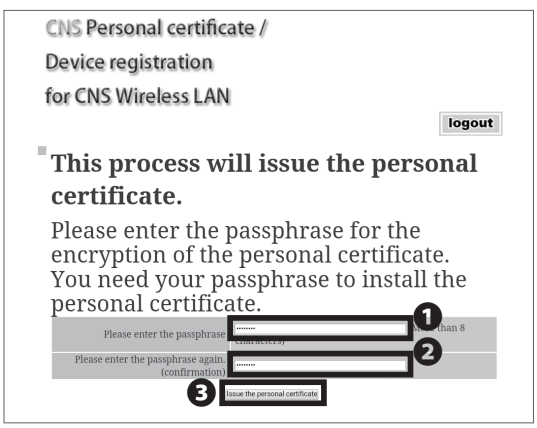
Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, tap ❸ "Start the registration."




# 04

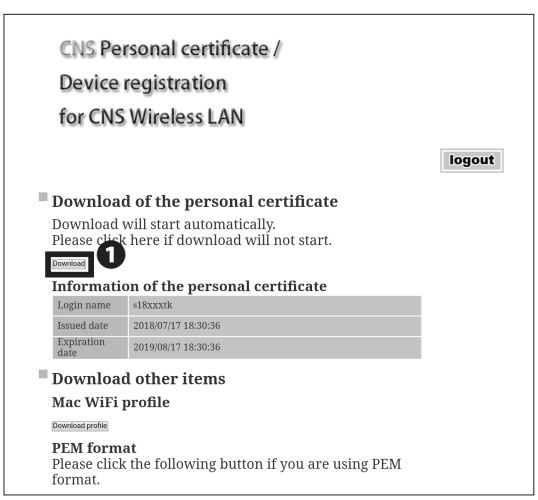
If this is your first time creating a personal certificate, select "Issue" in ❶ and tap ❷ "Submit."

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




# 05

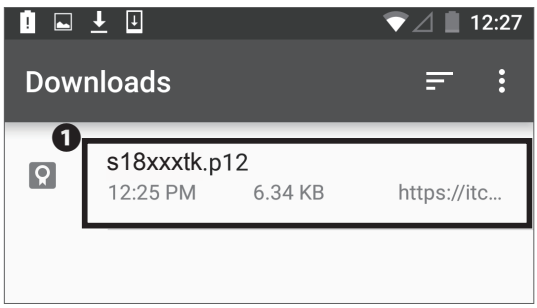
Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from unauthorized use and must contain at least 8 characters. Enter your passphrase in ❶ and ❷ and tap ❸ "Issue the personal certificate." This passphrase will be used in STEP 09.




# 06

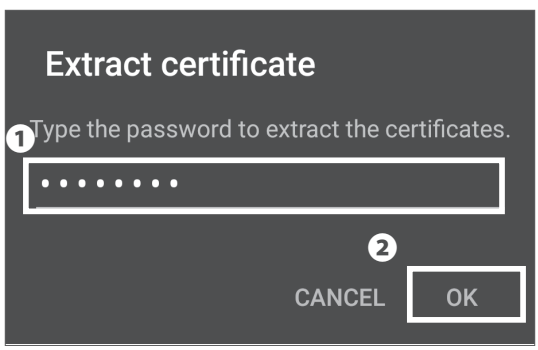
Your download should begin automatically. If it does not, tap ❶ "Download."

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】.




# 07

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

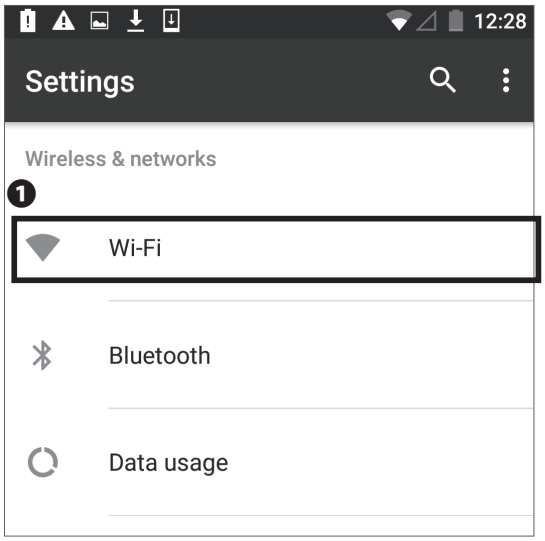



# 08

Type your personal certificate passphrase from STEP 05 in ❶ and tap ❷ "OK."

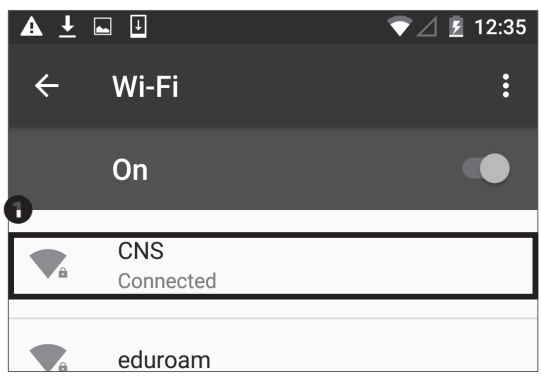
# 09

Type "CNS" in ❶ "Certificate name" and select "Wi-Fi" in ❷ "Credential use." Then, tap ❸ "OK."



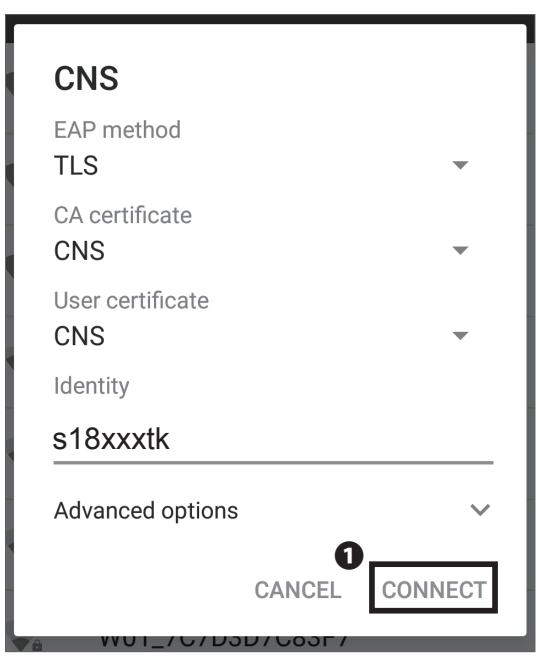

## 10

Tap ❶ "Wi-Fi."




## 11

Tap ❶ "CNS."

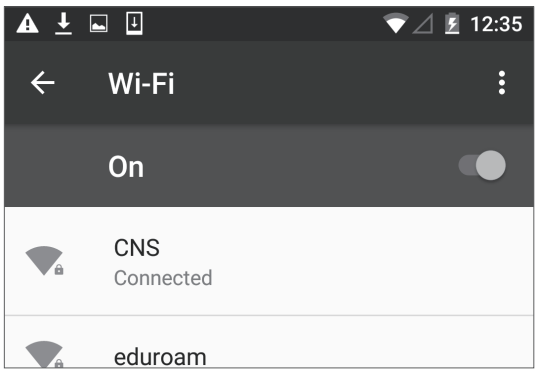



## 12

Change the settings on this screen to the following values:

| | |
|---|---|
| **EAP method** | TLS |
| **CA certificate** | CNS |
| **User certificate** | CNS |
| **Identity** | your CNS login name |

Once entered correctly, tap ❶ "Connect."




13

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

Connecting Your Android Device to CNS is completed.

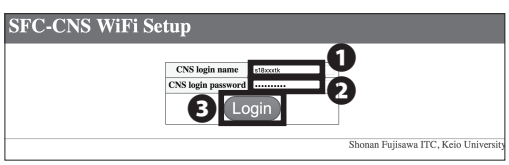
# 6

# 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 eduroam-participating organizations in Japan and overseas.

## Connecting to Eduroam




01

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

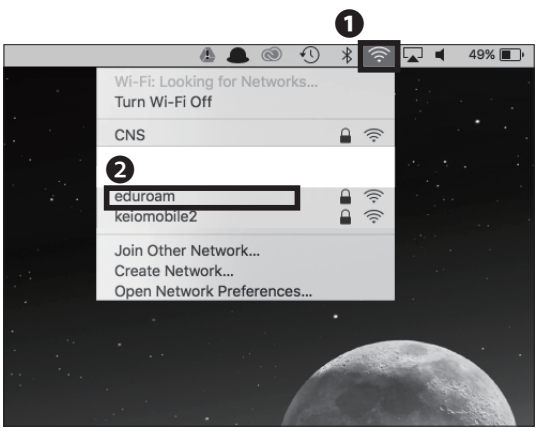
Type your CNS login name in ❶ and your CNS login password in ❷ . Then, click ❸ "Login."

02

Click ❶ " パスワード (Password)."

# 03

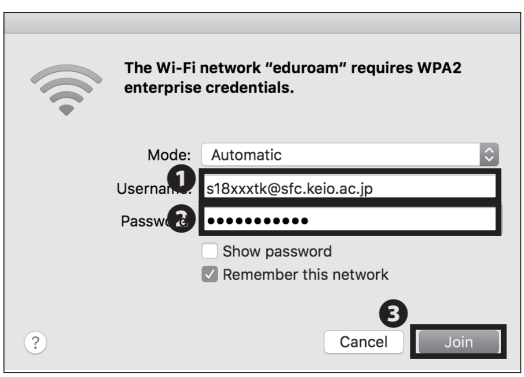
Click ❶ "Create." Remember the password that is displayed. This password will be used in STEP 05.




# 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:
⇒ **http://www.sfc.itc.keio.ac.jp/en/network_information_eduroam.html**

Click the ❶ Wi-Fi icon at the top of the screen and click ❷ "eduroam."




# 05

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

## Connecting to CNS by EAP-PEAP Authentication

01

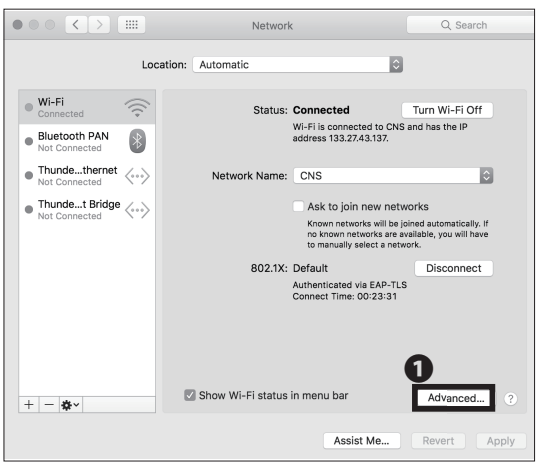
In order to connect to keiomobile2 you can use the same personal certificate used to connect to the CNS wireless LAN. For details connecting to the CNS wireless LAN service, please refer to

【Windows → p.17 macOS → p.26
iOS → p.29 Android → 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.

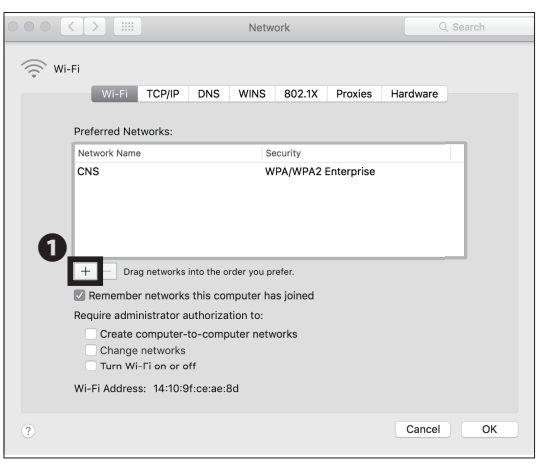
# 02

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



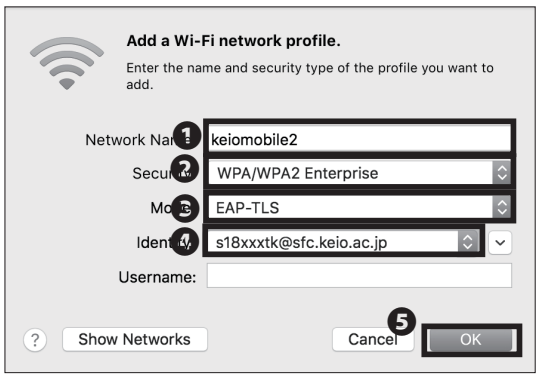

# 03

Click ❶ "Advanced...."



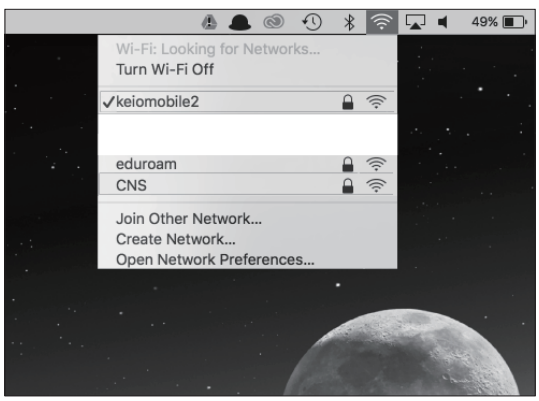

# 04

Click ❶ "+."




# 05

Type “keiomobile2” in the ❶ "Network name" section. Then, select “WPA2 Enterprise” in the ❷ "Security" section and “EAP-TLS” in the ❸ “Mode” section. In the ❹ “Identity” section, select the personal certificate you installed in STEP 1. Lastly, click ❺ “OK.”




# 06

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

# 8

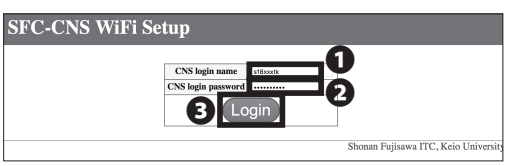
# Connecting Your Device to CNS by EAP-PEAP Authentication

## 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.

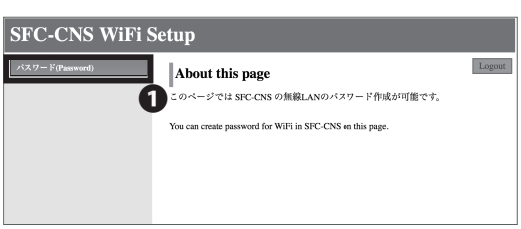
## Connecting to CNS by EAP-PEAP Authentication




### 01

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

Type your CNS login name in ❶ and your CNS login password in ❷ . Then, click ❸ "Login."

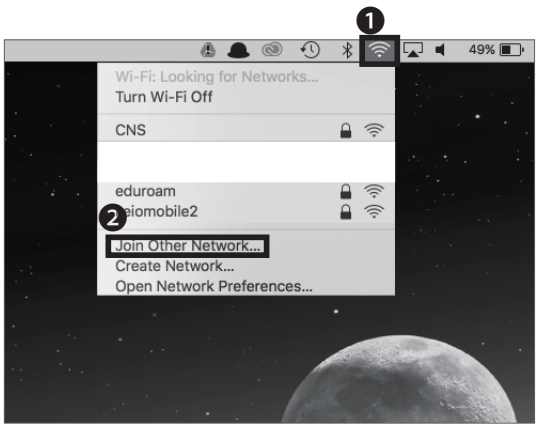



### 02

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

# 03

Click ❶ “Create.” 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:

⇒ **https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_peap.html**

Click ❶ Wi-Fi icon at the top of the screen and click ❷ “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 ❶ “Remember this network” and click ❷ “Join." Instructions for using EAP-PEAP authentication to join Wireless LAN services is now complete.

# 3

# CNS Mail

Explaining How To Use CNS Mail Account From Each Device.


Using Your CNS Mail Account . . . . . 48

Checking Your CNS Mailbox from On-Campus Computers . . . . . 49

- Using Your CNS Mail from On-Campus Mac . . . . . 49
- Using Your CNS Mail from On-Campus Windows . . . . . 49

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 . . . . . 68

- Setting Up Mail Forwarding . . . . . 68
- Configuring Spam Filter . . . . . 69

# 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 |
|---|---|---|---|
| smtp.sfc.keio.ac.jp | 465 (SMTP over SSL) | SMTP Authentication | IMAP/SMTP-AUTH Password |
| | 587 (Submission Port) | | |

### 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.

### 02 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.

### 03 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:

⇒ **http://www.sfc.itc.keio.ac.jp/en/computer_email_cns_usage_config.html**

### 04 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.

⇒ **https://webmail.sfc.keio.ac.jp/**

# 2

# Checking Your CNS Mailbox from On-Campus Computers

## Using Your CNS Mail from On-Campus Mac

01

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

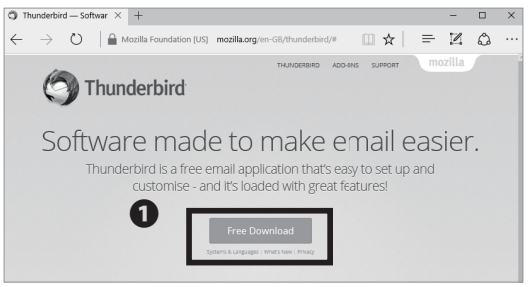
## Using Your CNS Mail from On-Campus Windows

01

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

# 3

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

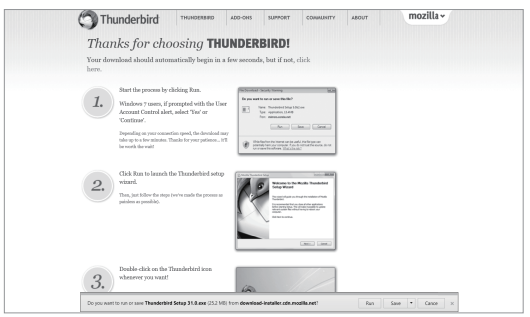



## 01

Open a web browser and go to the following URL:

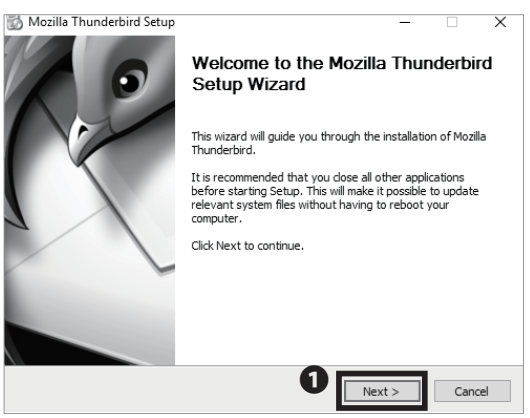
⇒ **https://www.mozilla.org/en-US/thunderbird/**

Click ❶ "Free Download."



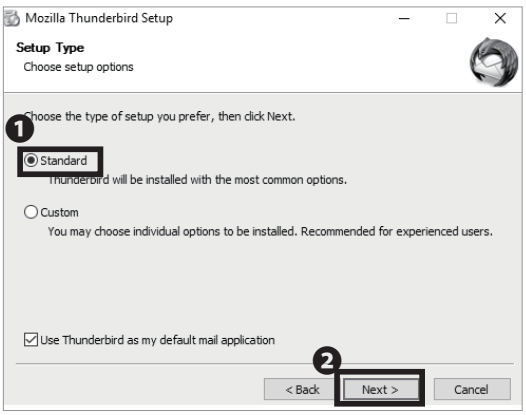

## 02

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



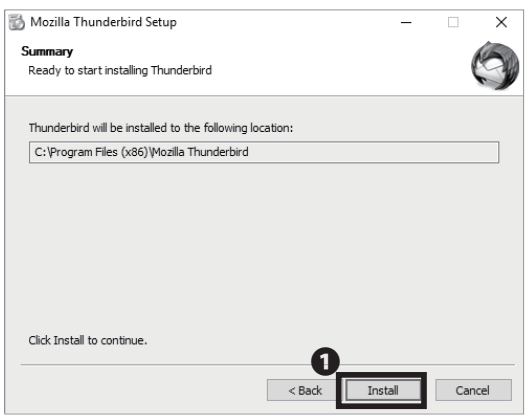

## 03

Click ❶ "Next >."



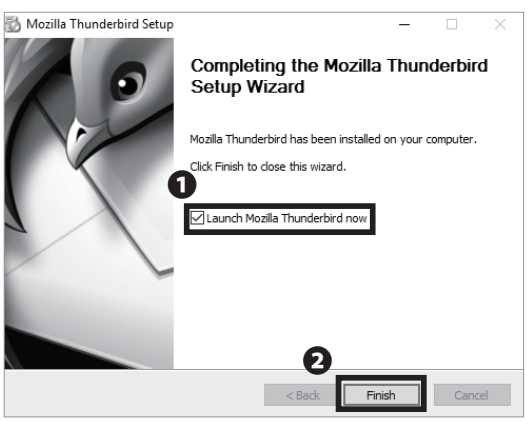

# 04

Confirm ❶ "Standard" is checked and click ❷ "Next >."



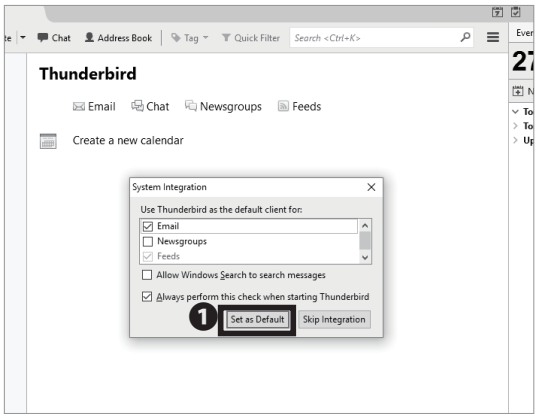

# 05

Click ❶ "Install."



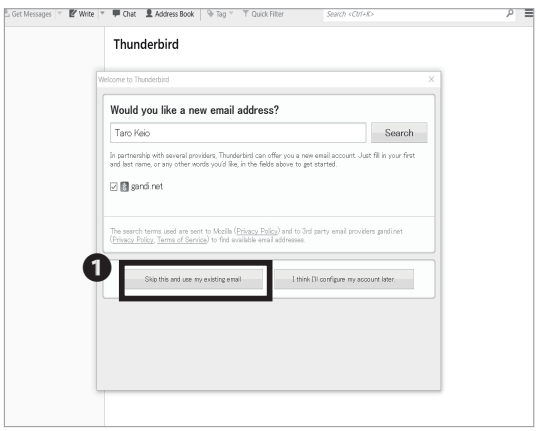

# 06

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



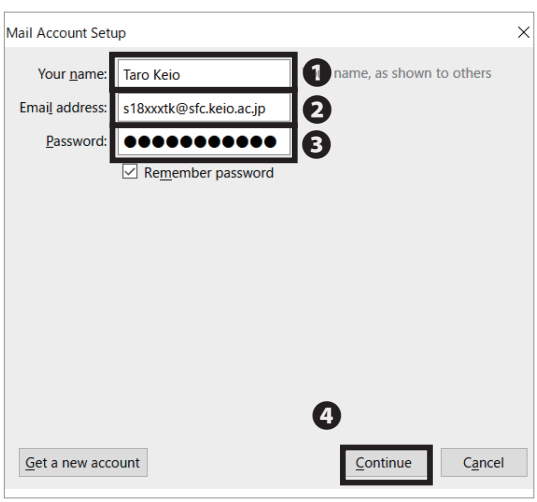

# 07

Click ❶ "Set as Default."




# 08

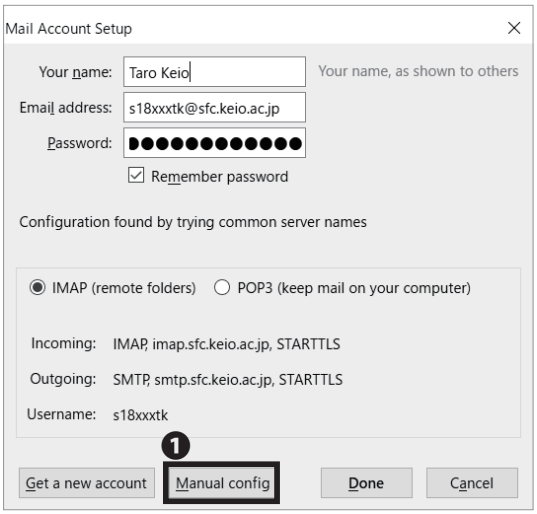
When Thunderbird is launched for the first time, a wizard shown on the left side will appear. Click ❶ "Skip this and use my existing email."




# 09

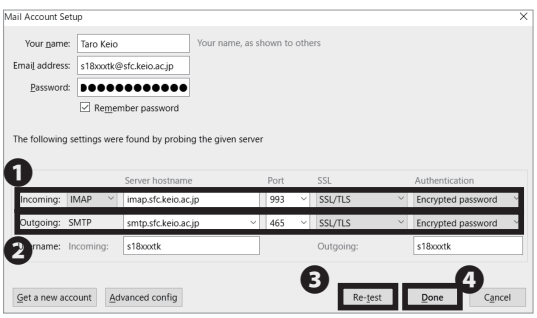
Type your full name in ❶ "Your name" and "[your CNS login name]@sfc.keio.ac.jp" in ❷ "Email address." Type your IMAP/SMTP-AUTH password in ❸ "Password." Confirm your information is entered correctly and click ❹ "Continue."

You can create and change your CNS IMAP password at the following URL:
⇒ **https://itcsecure.sfc.keio.ac.jp/form/password/**




# 10

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




# 11

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

**❶ Incoming Server (IMAP)**

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

**❷ Outgoing Server (SMTP)**

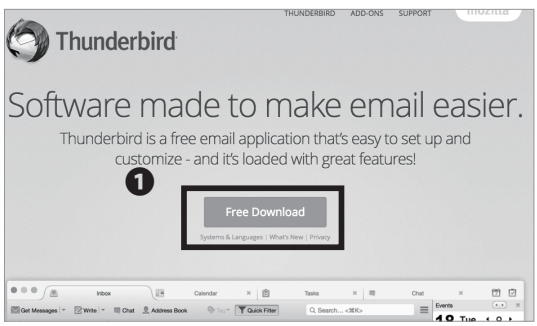
| | |
|---|---|
| **Server hostname** | smtp.sfc.keio.ac.jp |
| **Port** | 465 |
| **Protocol** | SSL/TLS |
| **Authentication** | Encrypted password |

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

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

# 4

# Configuring Your CNS Mail on Your Mac (macOS)

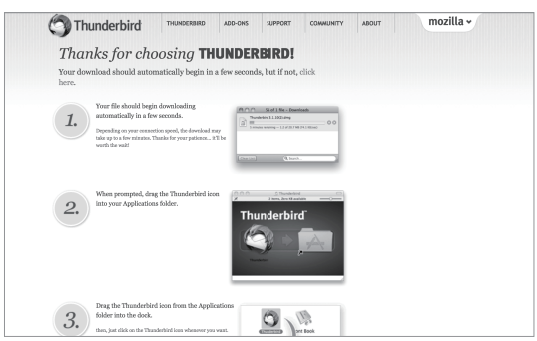



## 01

Open a web browser and go to the following URL:

⇒ **https://www.mozilla.org/en-US/thunderbird/**

Click ❶ "Free Download."




## 02

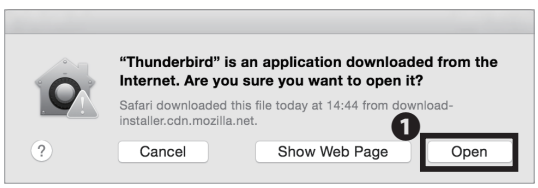
Your download should begin automatically. Next, open the file you just downloaded.

## 03

Drag and drop the ❶ "Thunderbird" icon onto ❷ the Applications folder.

# 04

Open Finder and click ❶ "Applications," then double-click ❷ "Thunderbird."

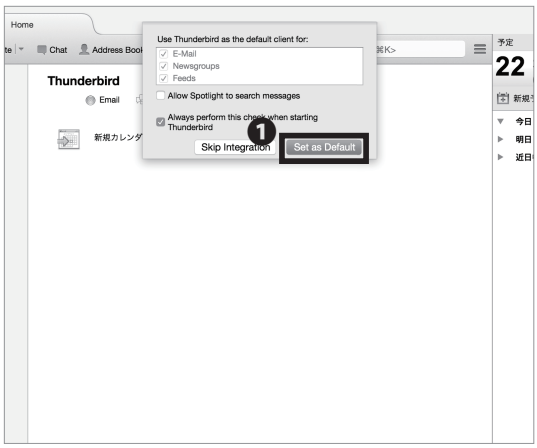



# 05

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

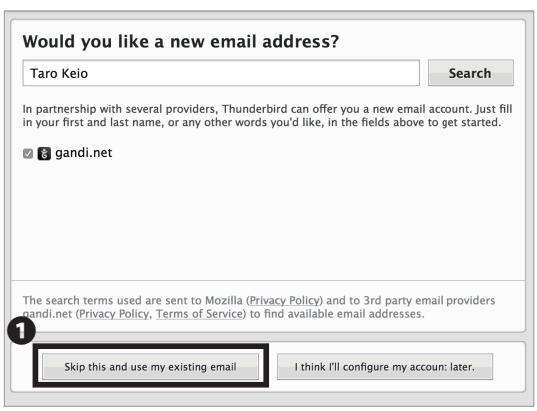
# 06

Click ❶ "OK."



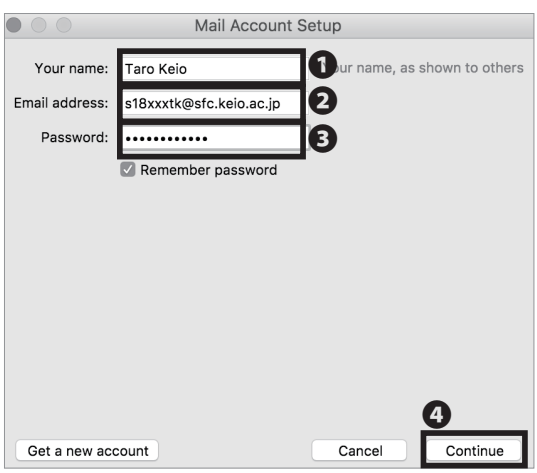

# 07

Click ❶ "Set as Default."



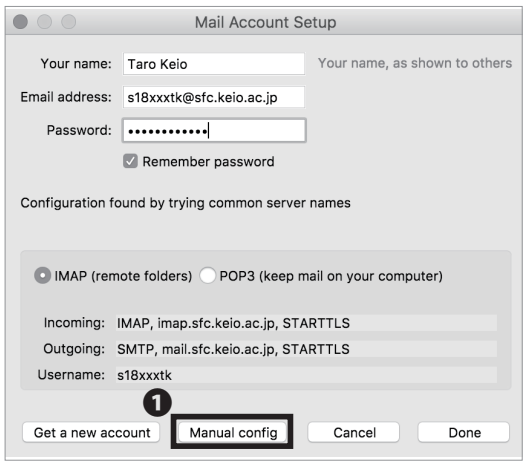

# 08

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



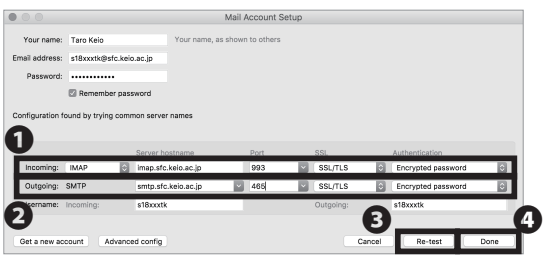

# 09

Type your full name in ❶ "Your name" and "[your CNS login name]@sfc.keio.ac.jp" in ❷ "Email address." Type your IMAP/SMTP-AUTH password in ❸ "Password." Check your information and click ❹ "Continue."




# 10

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




# 11

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

**❶ Incoming Server (IMAP)**

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

**❷ Outgoing Server (SMTP)**

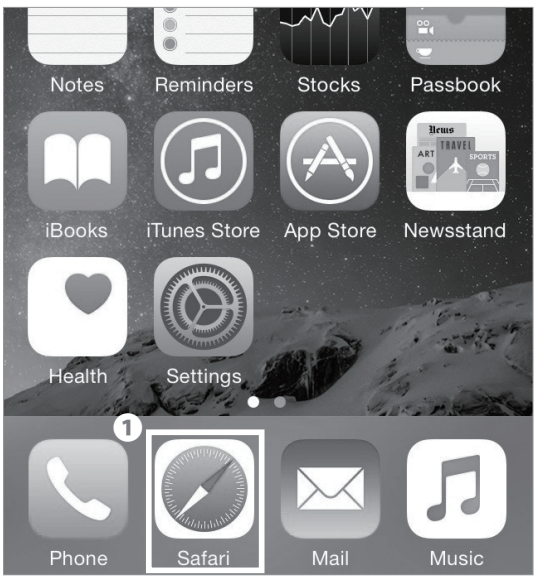
| | |
|---|---|
| **Server hostname** | smtp.sfc.keio.ac.jp |
| **Port** | 465 |
| **Protocol** | SSL/TLS |
| **Authentication** | Encrypted password |

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

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

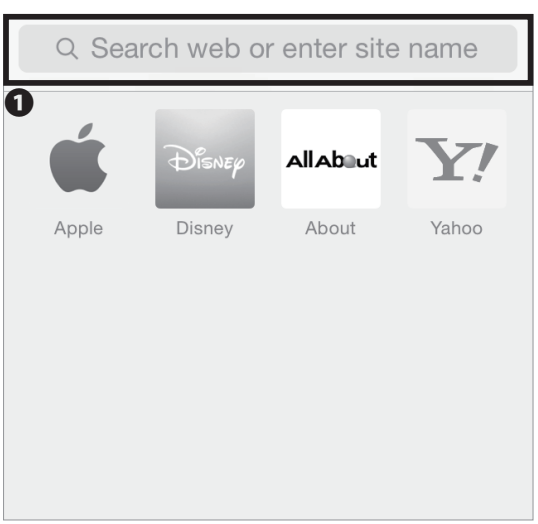
# 5

# Configuring Your CNS Mail on Your iOS Device




## 01

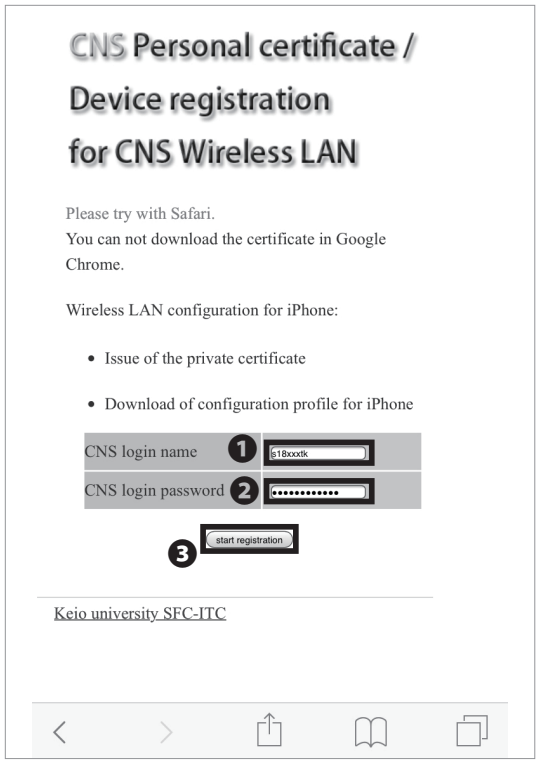
On your home screen, tap ❶ "Safari."




## 02

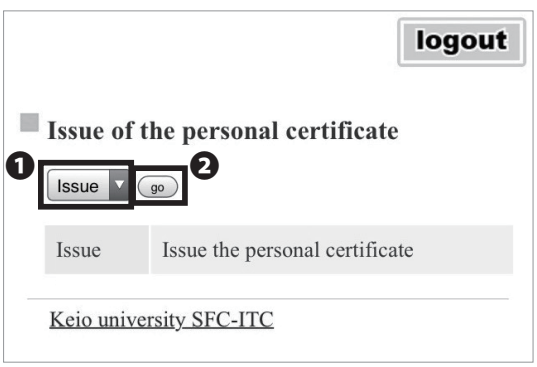
Type the following URL in ❶ and go to the registration page:

⇒ **https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en**



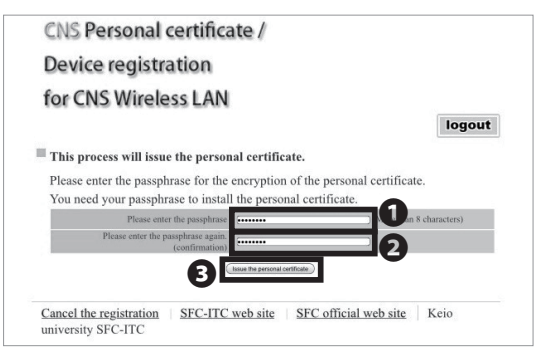

# 03

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, tap ❸ "start registration."



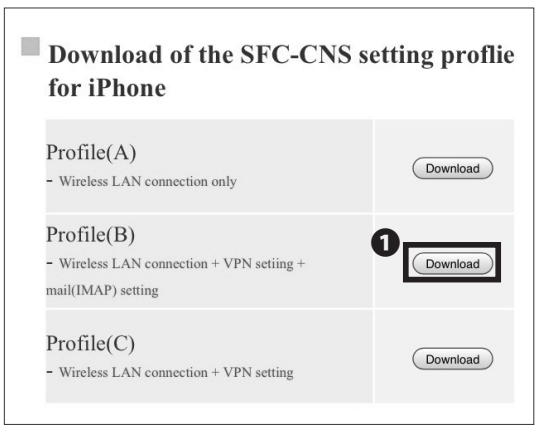

# 04

If this is your first time creating a personal certificate, select "Issue" in ❶ and tap ❷ "go."
If you have already issued your personal certificate and the certificate is still valid, select "Download" in ❶ , tap ❷ "Submit", and skip to STEP 06. If your certificate has expired, select "Reissue" in ❶ and tap ❷ "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 ❶・❷ , and tap ❸ "Issue the personal certificate." This passphrase will be used in STEP 11.

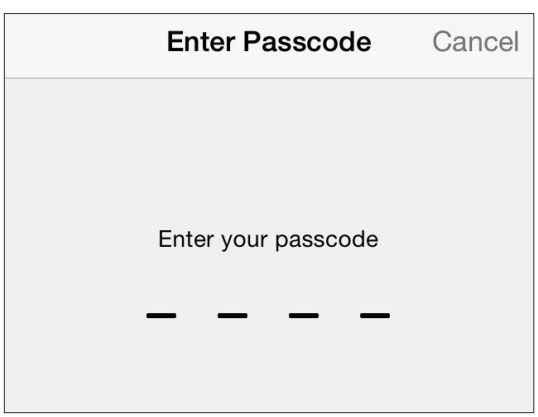



## 06

Tap ❶ "Download" in Profile (B).

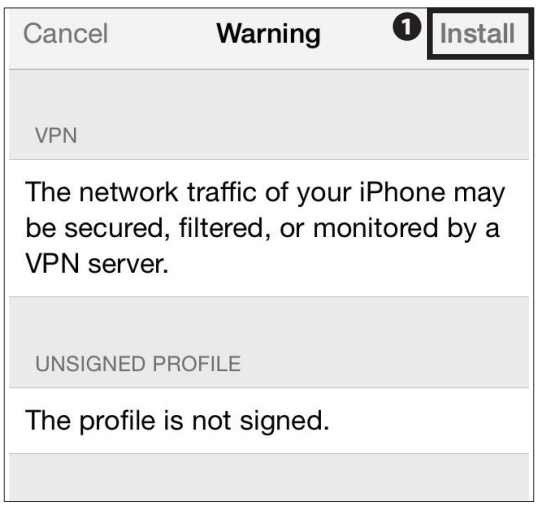
## 07

Tap ❶ "Install."



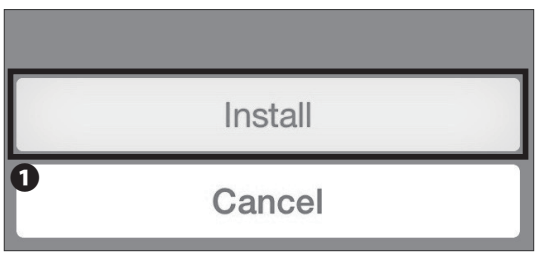

## 08

Type your iOS passcode.



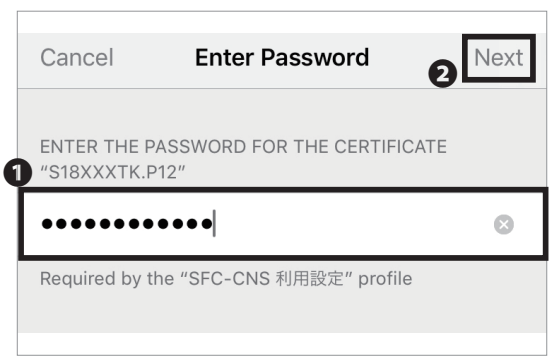

## 09

Tap ❶ "Install."



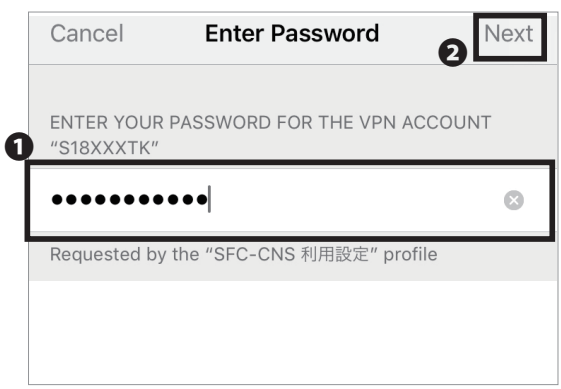

## 10

Tap ❶ "Install."




## 11

Type your personal certificate password from STEP 05 in ❶ and tap ❷ "Next."




## 12

Type your CNS login password in ❶ and tap ❷ "Next."

## 13

Type your IMAP/SMTP-AUTH password in ❶ and tap ❷ "Next."

## 14

Tap ❶ "Done."

## 15

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

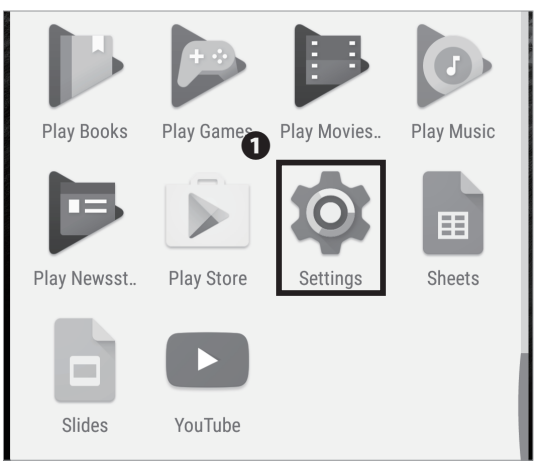
Configuring Your CNS Mail on Your iOS Device is completed.

# 6

# Configuring Your CNS Mail on Your Android Device

## 01

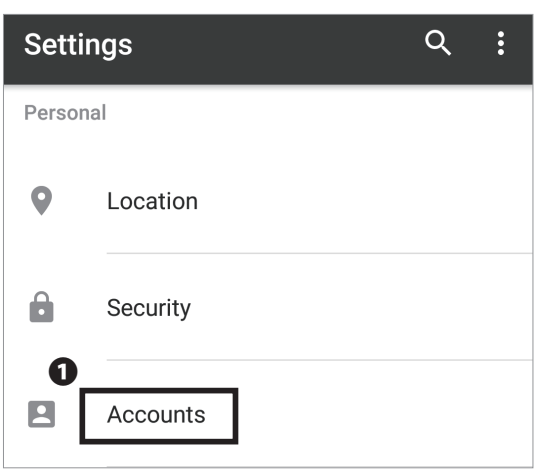
On your home screen, tap ❶ icon to open the list of apps.




## 02

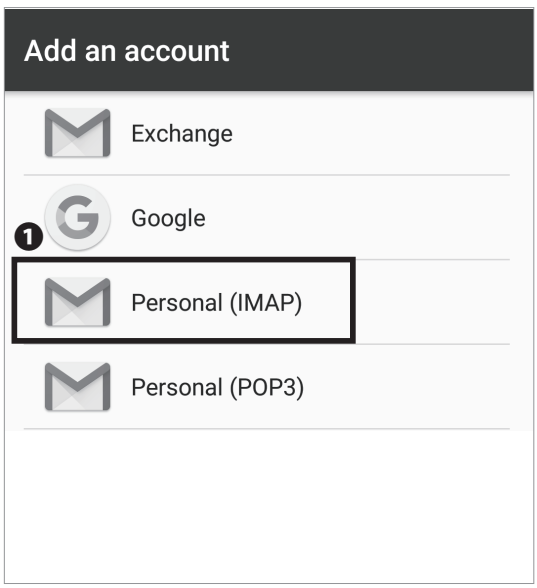
Tap ❶ "Settings."

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.




## 03

Tap ❶ "Accounts."




# 04

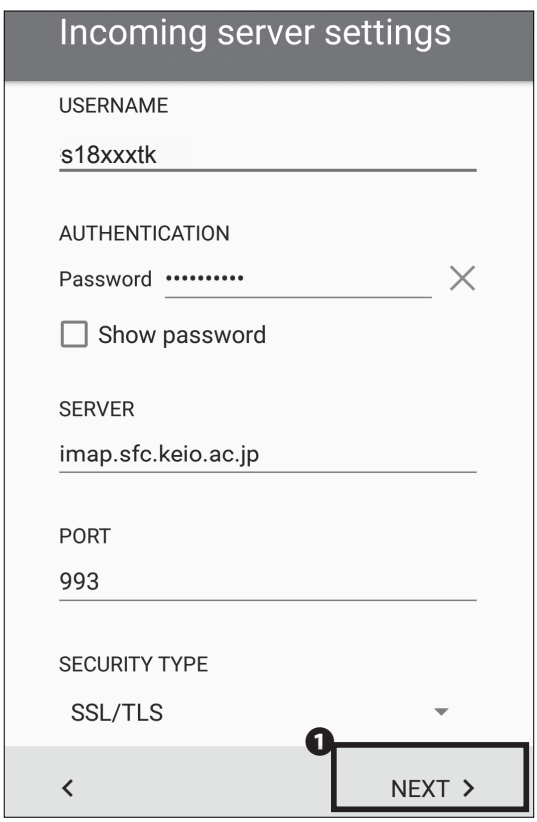
Tap ❶ “Personal (IMAP).”

# 05

Type “[your CNS login name]@sfc.keio.ac.jp” in ❶ .
Then, tap ❷ “NEXT >.”

## 06

Type your IMAP/SMTP-AUTH password in ❶ and tap ❷ "NEXT >."

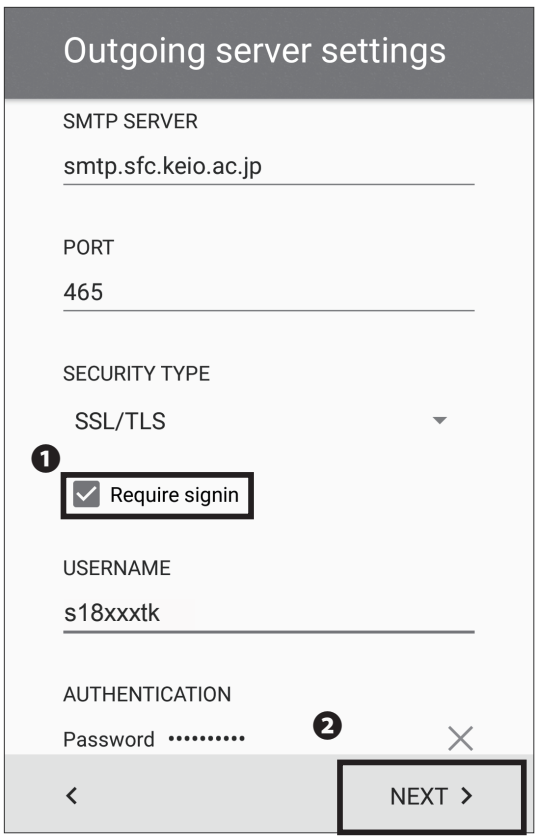



## 07

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 |

Once typed correctly, tap ❶ "NEXT >."

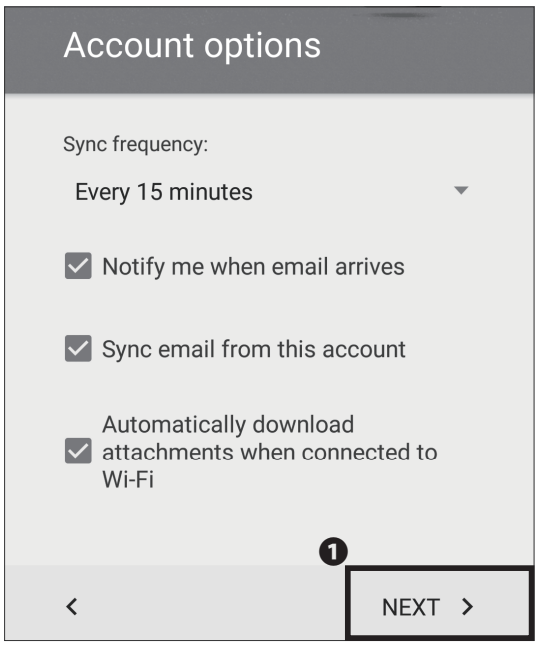



# 08

Next, type the information below if necessary.

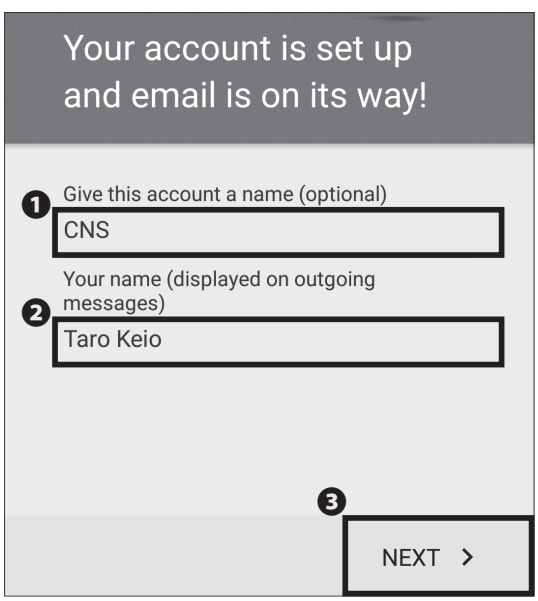
| | |
|---|---|
| **SMTP server** | smtp.sfc.keio.ac.jp |
| **Port** | 465 |
| **Security type** | SSL/TLS |
| **Username** | your CNS login name |
| **Password** | your IMAP/SMTP-AUTH password |

Check ❶ "Require signin." Once entered correctly, tap ❷ "NEXT >."




# 09

You can modify your account options if you desire. Once you are finished choosing your options, tap ❶ "NEXT >."

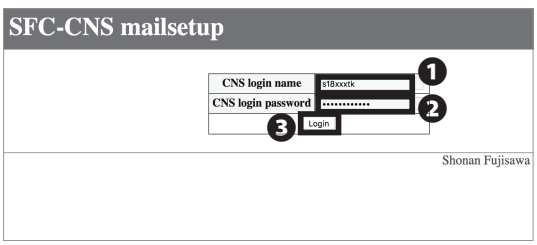



# 10

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

Configuring Your CNS Mail on Your Android Device is completed.

# 7
# Various Settings in CNS Mail



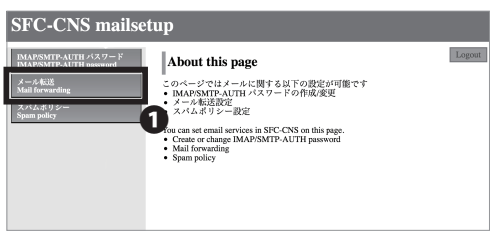

Open a web browser and go to the following URL:
⇒ **https://itcsecure.sfc.keio.ac.jp/form/mailsetup/**

Type your CNS login name in ❶ and your CNS login password in ❷ . Then, click ❸ “Login.”

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

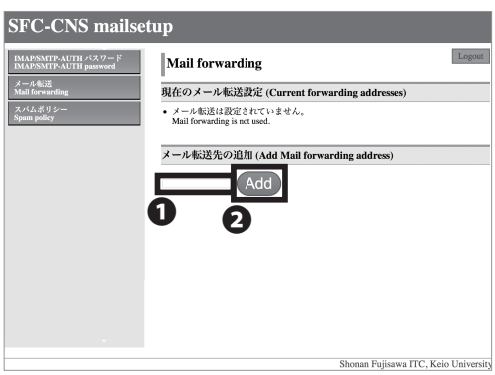
- Changing your IMAP/SMTP-AUTH password
- Setting up mail forwarding
- Configuring spam filtering

## Setting Up Mail Forwarding




01

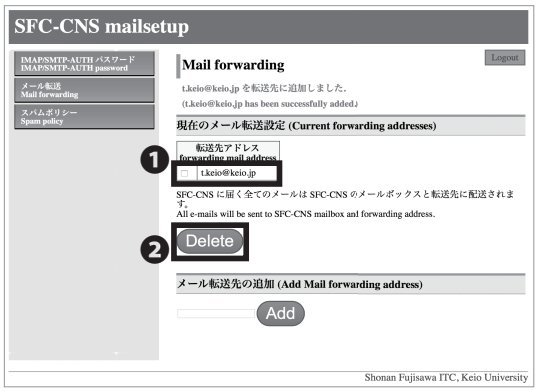
From the "mailsetup" menu, click ❶ "Mail forwarding."




02

Type your desired destination email address in ❶ "Add Mail forwarding address" and click ❷ "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.



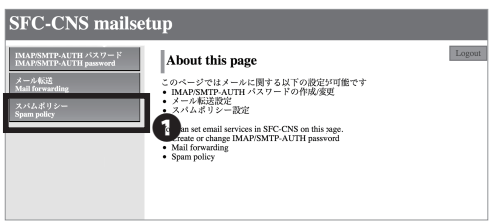

# 03

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 ❶ "forwarding mail address" and click ❷ "Delete."

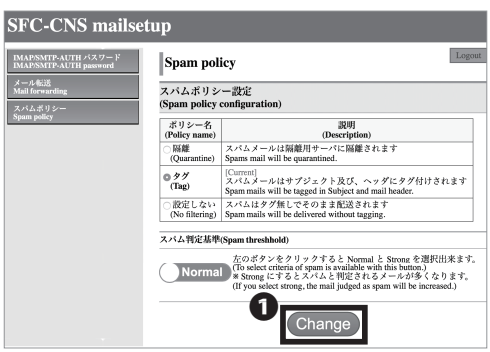
If you want to change the email address used in mail forwarding, delete your previous mail forwarding setting and add your new email address according to STEP01 ~ 02.

## Configuring Spam Filter



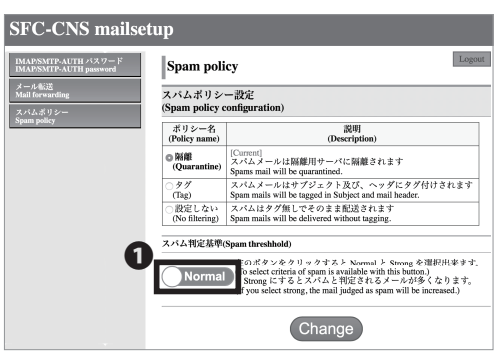

# 01

From the "mailsetup" menu, click ❶ "Spam policy."




# 02

Select which policy you wish to apply and click ❶ "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 ❶ , 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 . . . . . 72

- Location of the Printers . . . . . 72
- Printing Charge (Points) . . . . . 73
- Operation of CNS Printers . . . . . 73

Printing from On-Campus Computers . . . . . 75

- Printing from On-Campus Macs . . . . . 75
- Printing from On-Campus Windows . . . . . 76

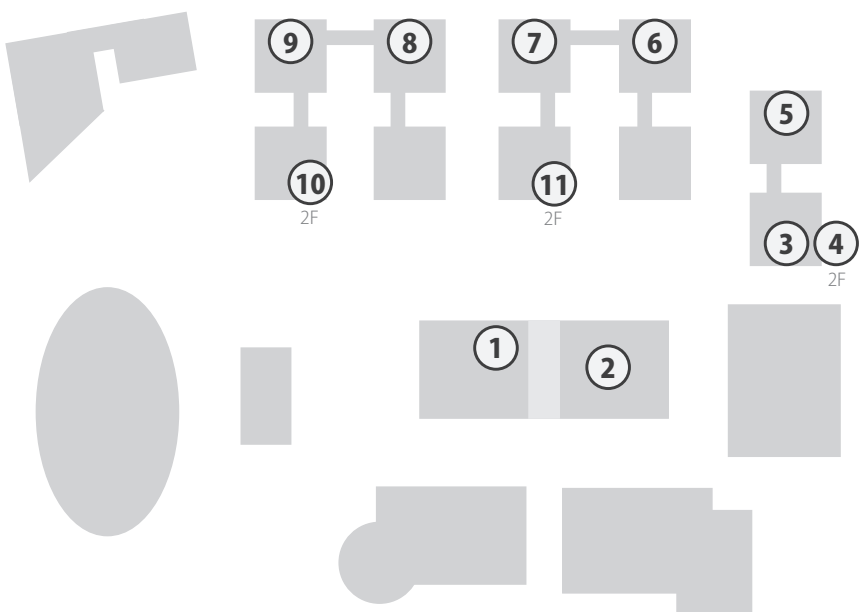
Printing from Your PC (Windows 10) . . . . . 77

Printing from Your Mac (macOS) . . . . . 82

# 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 | ο 17 PC Room |
| ⑦ | ι 18 PC Room |
| ⑧ | ε 17 PC Room |
| ⑨ | κ 18 PC Room |
| ⑩ | κ building 2nd Floor |
| ⑪ | ι building 2nd Floor |
| - | Faculty of Nursing and Medical Care Room 205 |
| - | Library of Nursing and Medical Care |

## Printing Charge (Points)

| Type | Printing Charges | |
|---|---|---|
| | One Sided | Two Sided |
| Black and White | A4-Sized ¥ 5 / page | A4-Sized ¥ 10 / page |
| | A3-Sized ¥ 5 / page | A3-Sized ¥ 10 / page |
| Color | A4-Sized ¥ 15 / page | A4-Sized ¥ 30 / page |
| | 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.

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.

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.

## Operation of CNS Printers

### 01

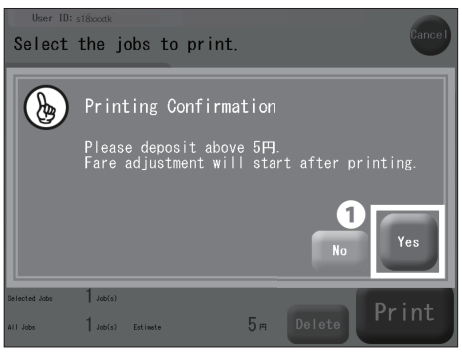
The following section describes how to use the printer after you send a printing job(s) from a computer.
On the terminal installed next to a printer, tap ❶ "English."

### 02

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

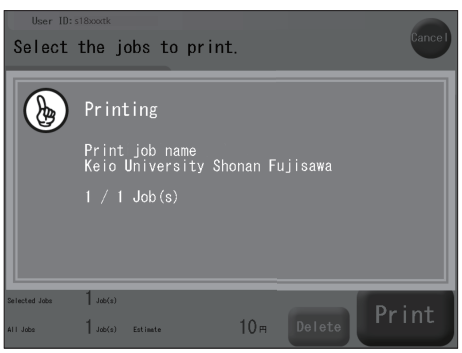
# 03

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



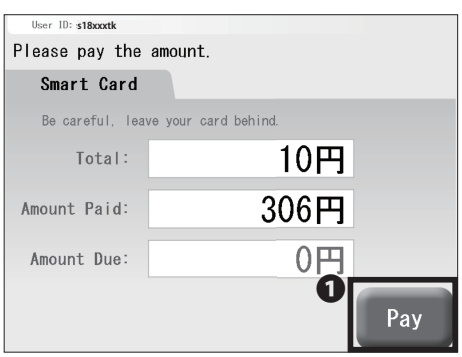

# 04

If you have exceeded your printing account balance, insert your PASMO or Suica into the card reader next to the printer, and tap ❶ "Yes."
The printer job may be interrupted or cancelled if the balance on your IC card is insufficient.




# 05

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




# 06

If you are paying with PASMO or Suica, the payment window shown on the left side will appear. Confirm the amount and tap ❶ "Pay."
Please do not forget to take your IC card when finished.

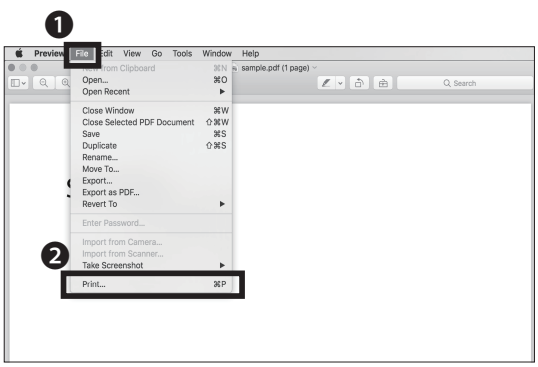
# 2

# Printing from On-Campus Computers

## Printing from On-Campus Macs

01

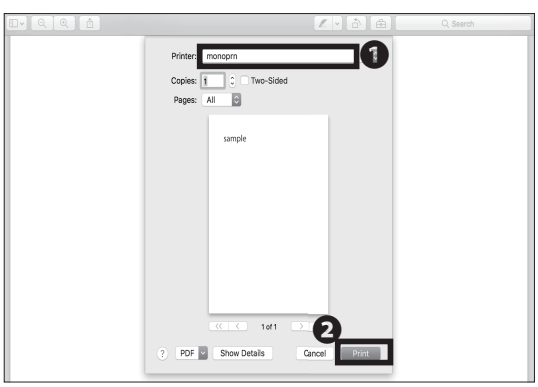
No specific configuration is necessary when you are printing your document(s) from on-campus computers. In this section, the steps to print a PDF file will be explained. Click ❶ "File" from the menu.




02

Click ❷ "Print..." from the ❶ "File" menu.

Alternatively, you could also press the Command key and the P key as a shortcut.

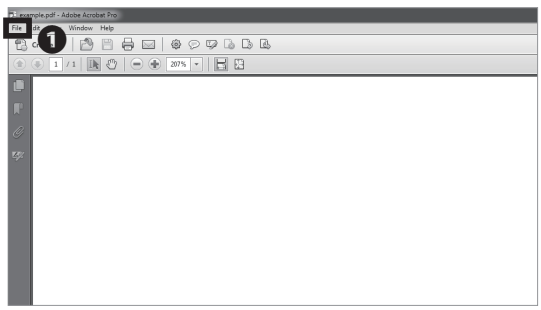



03

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

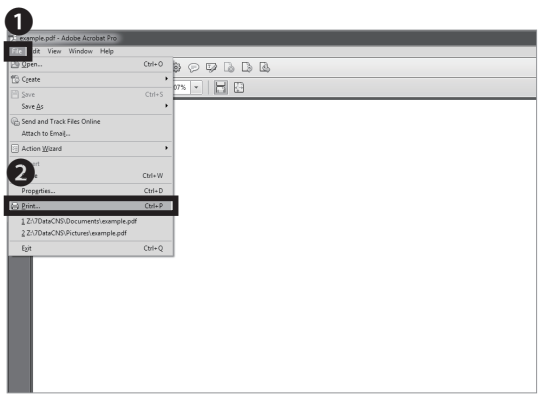
Your document(s) will be sent to CNS printers as printing job(s). Go to a nearby CNS printer to print your document(s).
Note that the color printing charge will be applied to black-and-white document(s) if "colorprn" is selected.

## Printing from On-Campus Windows




# 01

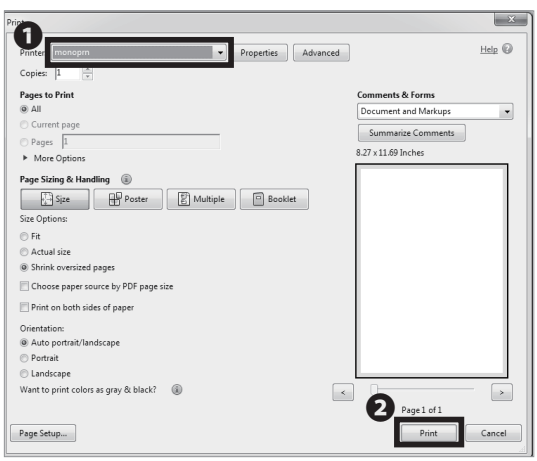
No specific configuration is necessary when you are printing your document(s) from on-campus computers. In this section, the steps to print a PDF file will be explained. Click ❶ "File" from the menu.




# 02

Click ❷ "Print..." from the menu ❶ "File."

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



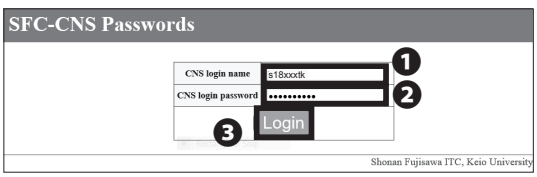

# 03

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

# 3

# Printing from Your PC (Windows 10)

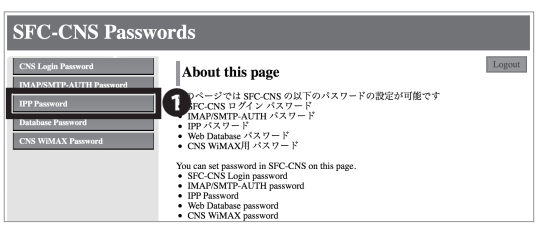



## 01

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:

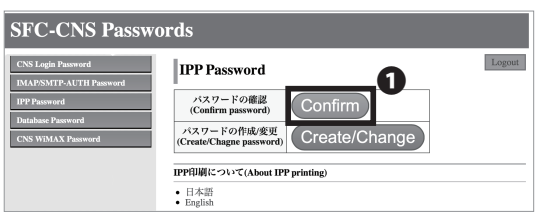
⇒ **https://itcsecure.sfc.keio.ac.jp/form/password/**

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, click ❸ "Login."




## 02

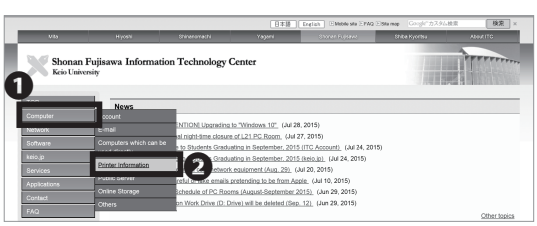
Click ❶ "IPP Password."




## 03

Click ❶ "Confirm."

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

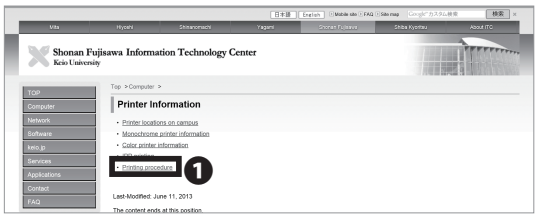



## 04

Open a web browser and go to the URL:

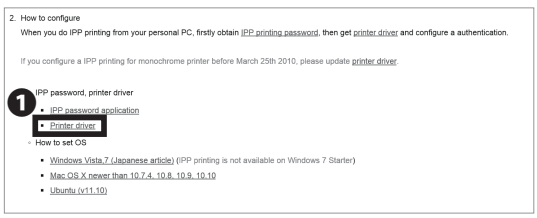
⇒ **http://www.sfc.itc.keio.ac.jp/en/top_sfc.html**

Click ❷ "Printer Information" from the ❶ "Computer" menu.



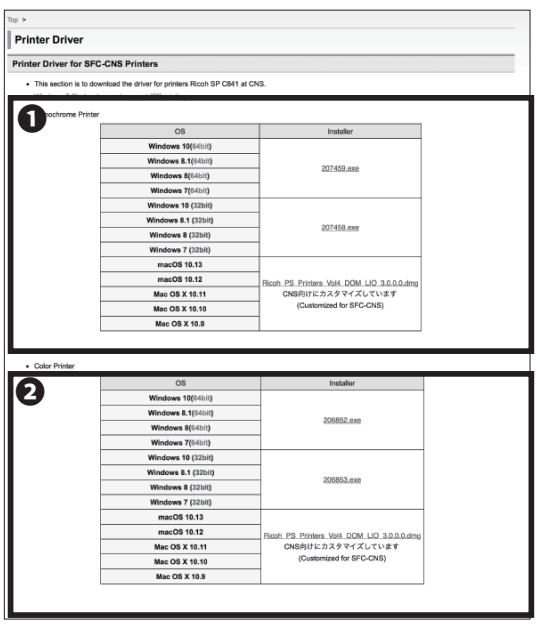

# 05

Click ❶ "Printing procedure."




# 06

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

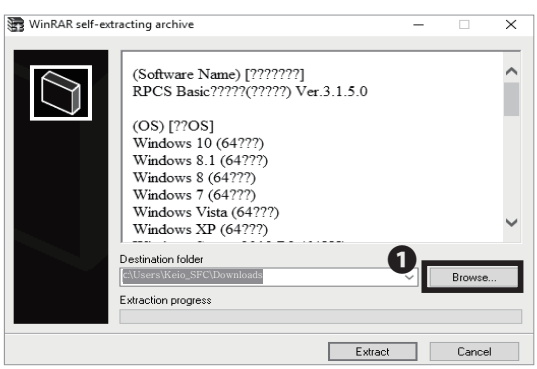



# 07

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

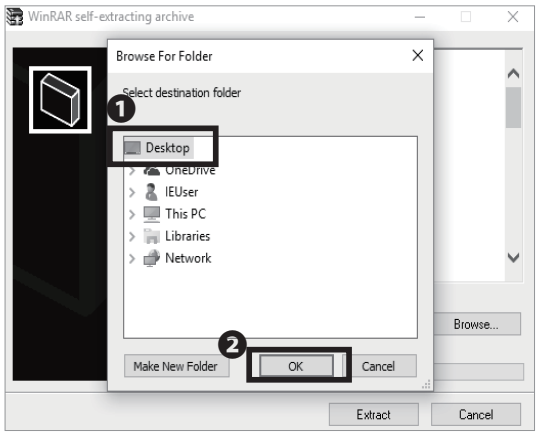
The following procedure will be for the black-and-white printer (monoprn), but if you would like to use the color printer (colorprn) as well, set the monoprn printer first, then follow STEP 07~22 again instead choosing ❷ "Color Printer."

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



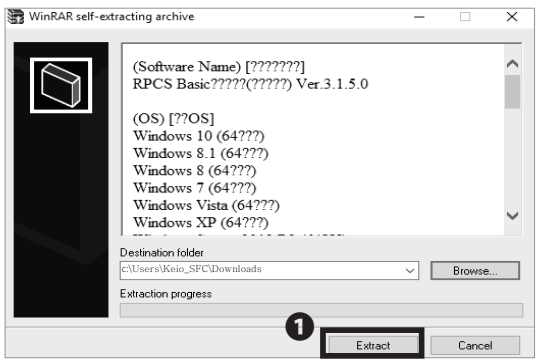

# 08

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



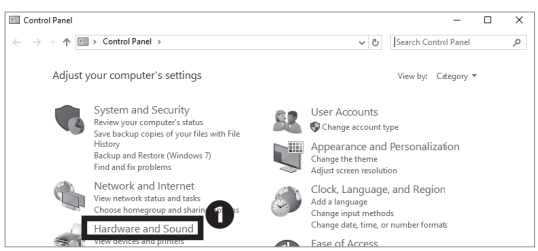

# 09

Select ❶ "Desktop" and click ❷ "OK."



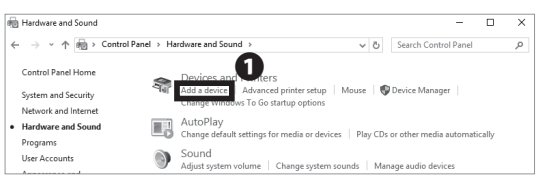

# 10

Click ❶ "Extract."



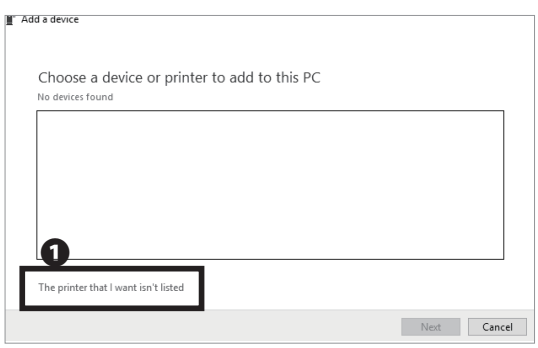

# 11

After installation, open "Control Panel" from "All Apps."
Then, click ❶ "Hardware and Sound."



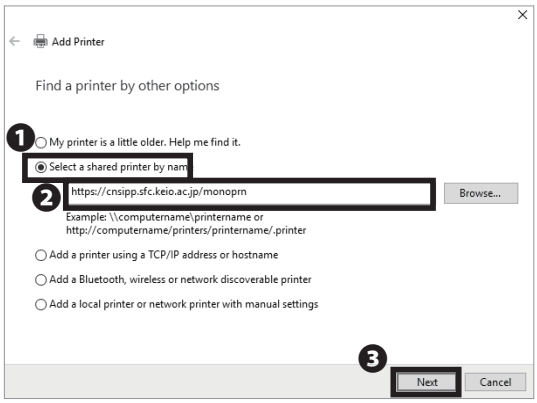

# 12

Click ❶ "Add a device."




# 13

Click ❶ "The printer that I want isn't listed."




# 14

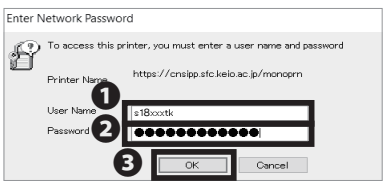
Confirm ❶ "Select a shared printer by name" is selected and type one of the printer addresses below in ❷ . Then, click ❸ "Next."

Black and White Printer (Monochrome):

⇒ **https://cnsipp.sfc.keio.ac.jp/monoprn**

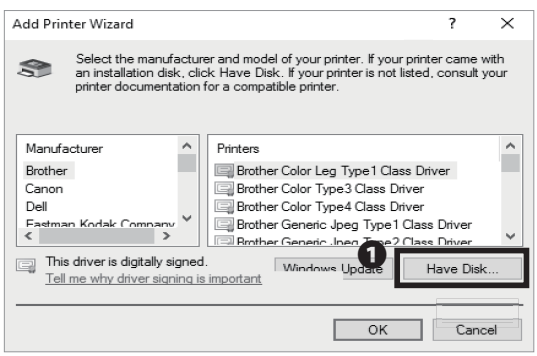
Color Printer:

⇒ **https://cnsipp.sfc.keio.ac.jp/colorprn**



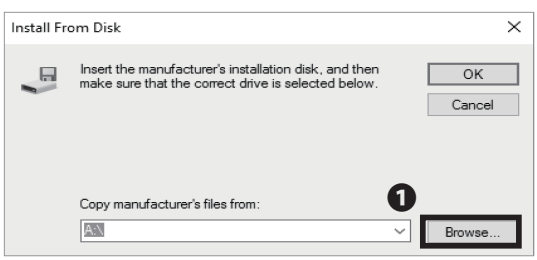

# 15

Type your CNS login name in ❶ "User Name" and your CNS IPP password from STEP 03 in ❷ "Password." Then, click ❸ "OK."




# 16

After the connection is established, "Add Printer Wizard" will appear. Click ❶ "Have Disk...."

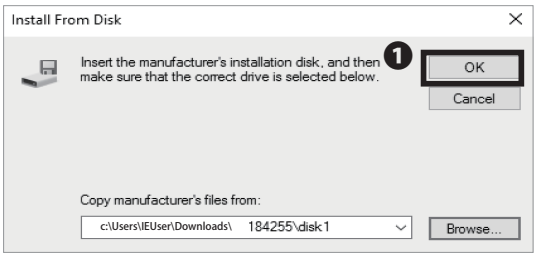



# 17

Click ❶ "Browse...."

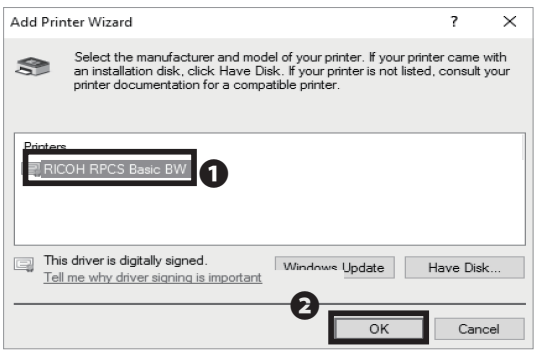
# 18

Open "disk1" from the folder in which you extracted printer drivers during installation in STEP 10. Select the ❶ file in that folder and click ❷ "Open."




# 19

Click ❶ "OK."

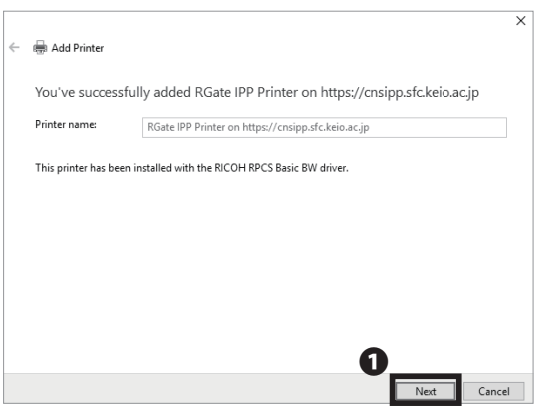



# 20

If you chose "Monochrome Printer", select ❶ "RICOH RPCS Basic BW."

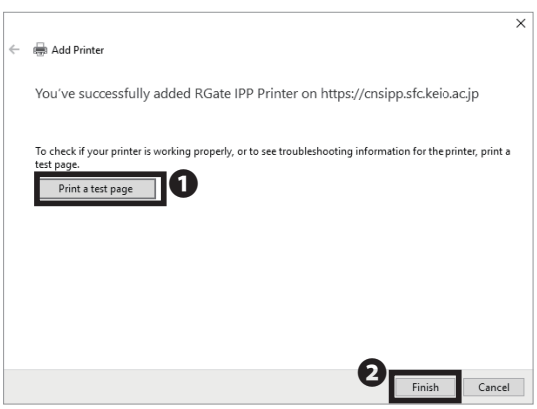
If you chose "Color Printer", select "RICOH IPSiO SP C841 RPCS."

Then, click ❷ "OK" to proceed.




# 21

Click ❶ "Next."



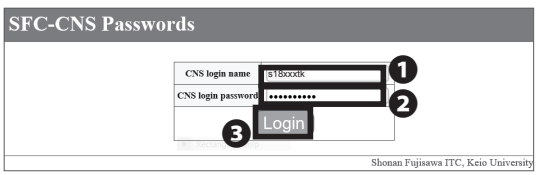

# 22

Click ❶ "Print a test page." Check that the job has been sent successfully by using the terminal next to one of the CNS printers. Confirm that your test page has printed correctly. Then, click ❷ "Finish."

Printing from Your PC (Windows 10) is completed.

# 4

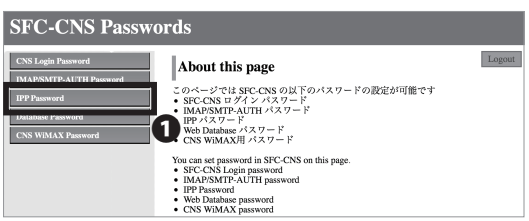
# Printing from Your Mac (macOS)




## 01

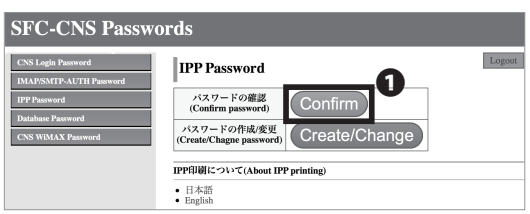
By using the IPP (Internet Printing Protocol), you can send printing jobs to the CNS printers from your Mac. First, open a web browser and go to the URL:
⇒ **https://itcsecure.sfc.keio.ac.jp/form/password**

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, click ❸ "Login."




## 02

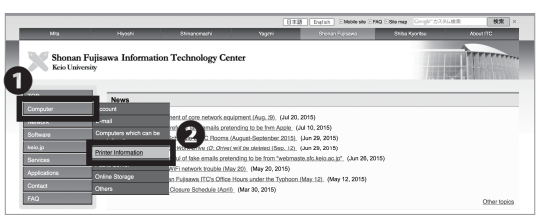
Click ❶ "IPP Password."




## 03

Click ❶ "Confirm."

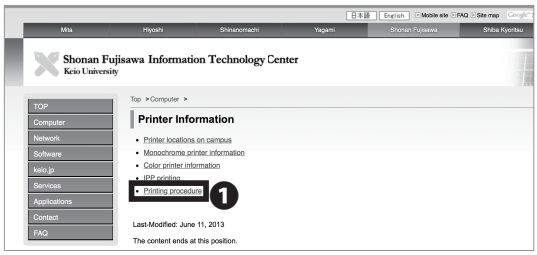
**Remember the password you will see in the next page.**
This password will be used in STEP 33.




## 04

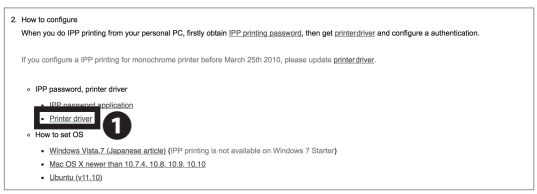
Open a web browser and go to the URL:
⇒ **http://www.sfc.itc.keio.ac.jp/en/top_sfc.html**

Click ❷ "Printer Information" from the menu ❶ "Computer."



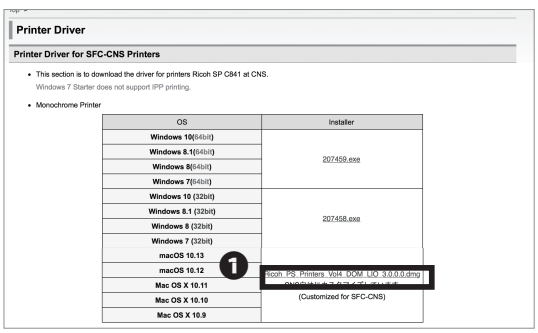

# 05

Click ❶ "Printing procedure."



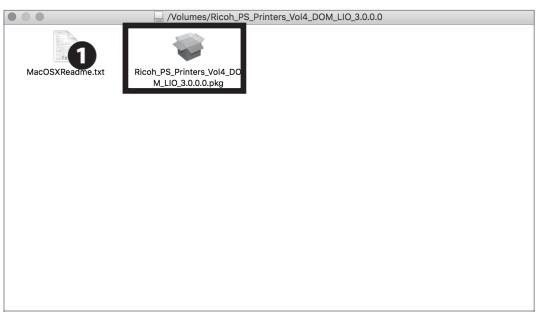

# 06

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



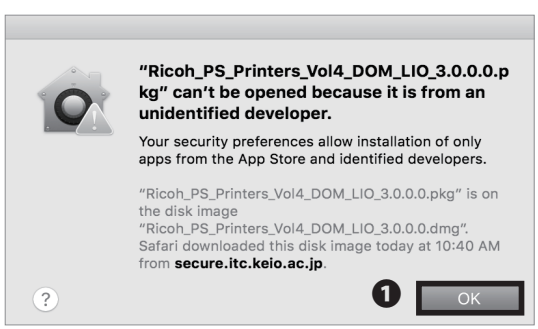

# 07

Click the ❶ installer for Mac. Your download will begin.




# 08

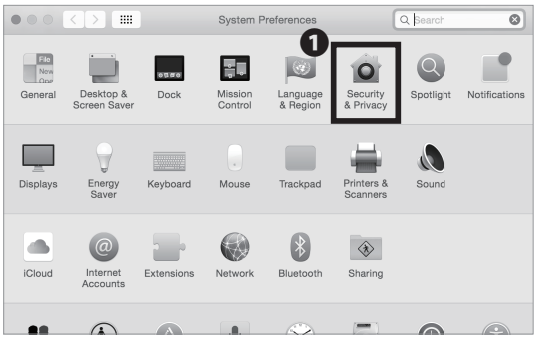
Open the file you just downloaded. Then, double click ❶ to launch the installer.




# 09

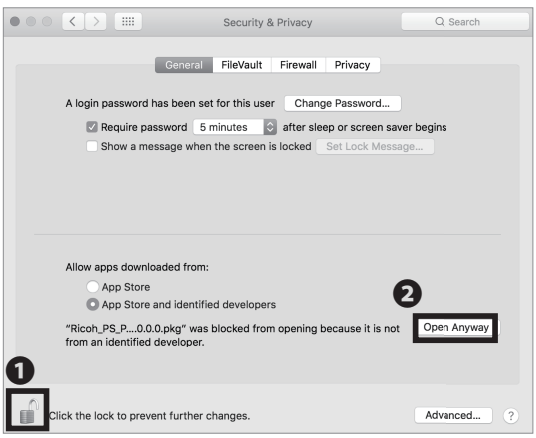
The dialog like the image on the left will appear.

Click ❶ "OK."




# 10

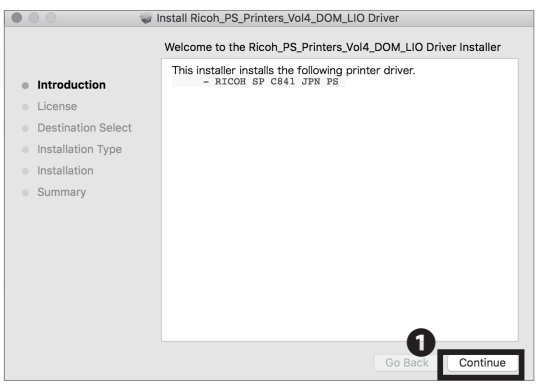
Click ❶ "Security & Privacy."




# 11

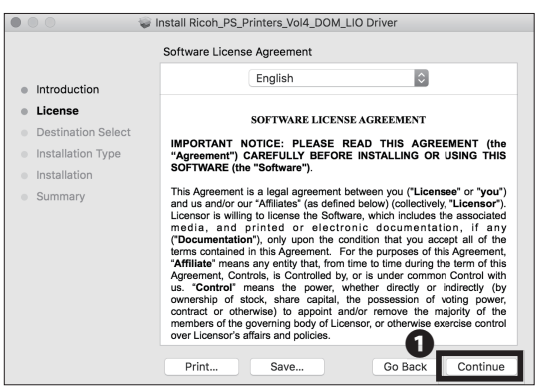
Click ❶ icon and type your macOS account password.

Then, check ❷ "Open Anyway."



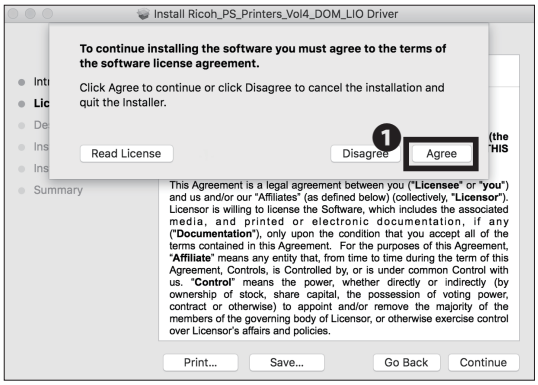

# 12

Click ❶ "Continue."



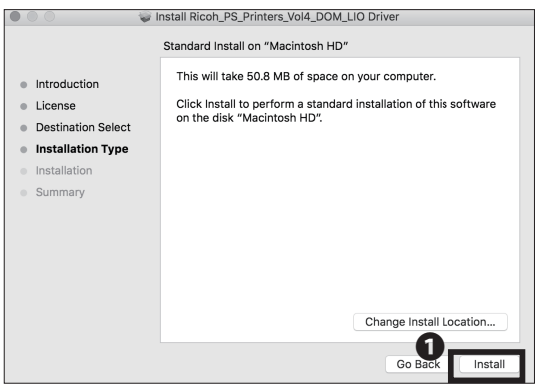

# 13

Click ❶ "Continue."




# 14

Read the software license agreement carefully and click ❶ "Agree" if you understand the terms and conditions and agree. If you do not, you may not use this software.

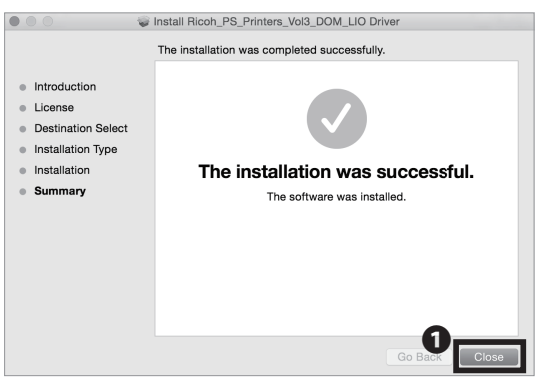



# 15

Click ❶ "Install."

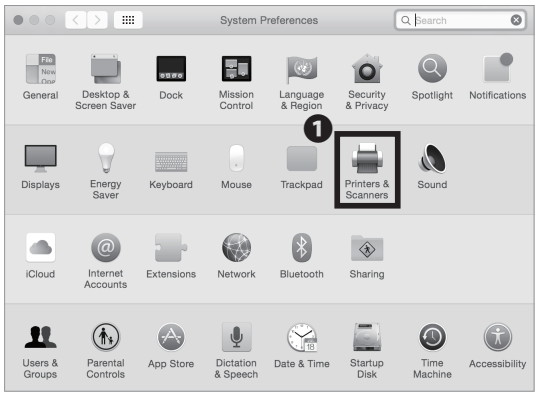
# 16

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




# 17

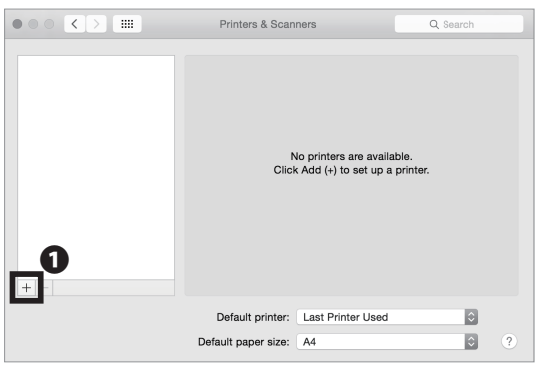
When the driver installation is finished, click ❶ "Close."




# 18

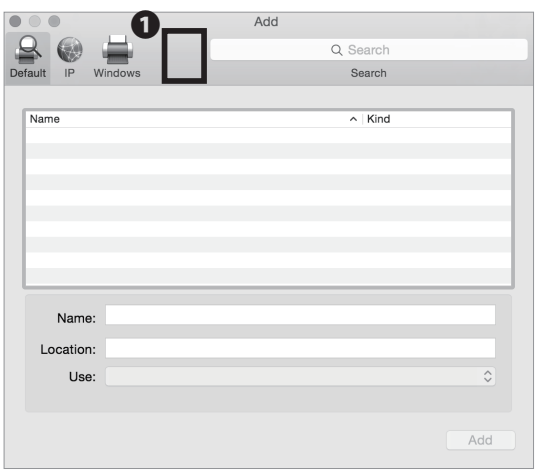
Open "System Preferences" and click ❶ "Printers & Scanners."

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."




# 19

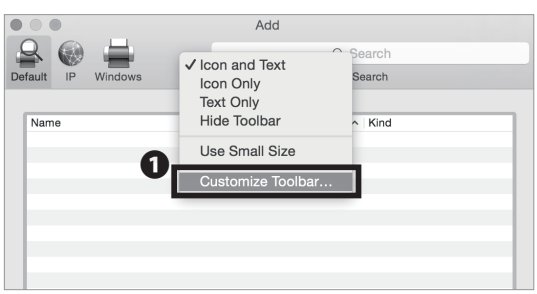
Click ❶ "+."




# 20

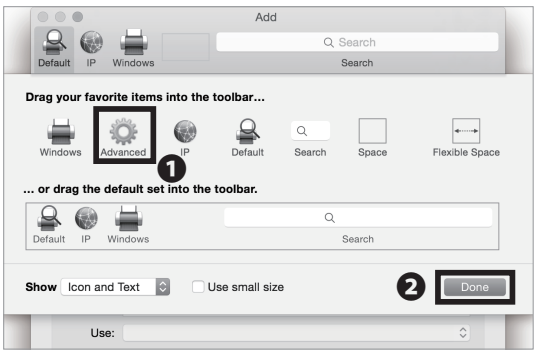
Hold the control key and click the ❶ blank space at the top of the window.

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.



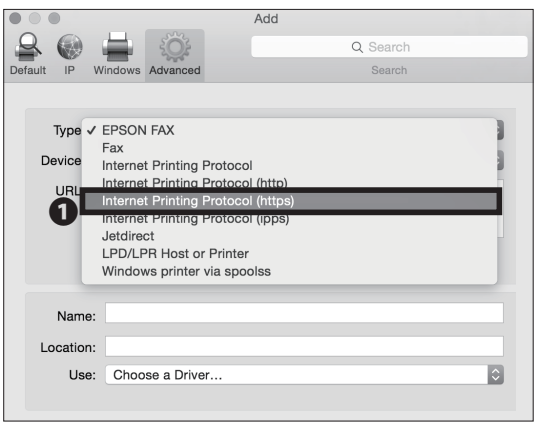

# 21

Click ❶ "Customize Toolbar...."



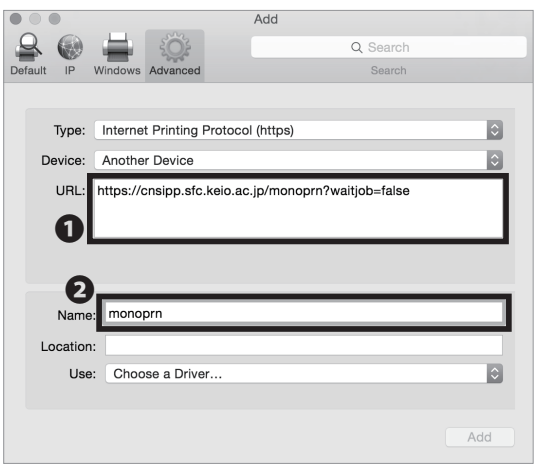

# 22

Drag and drop the ❶ "Advanced" icon onto the menu at the top of the window. Click ❷ "Done" and click the "Advanced" icon you just added.




# 23

Select ❶ "Internet Printing Protocol (https)" from "Type."

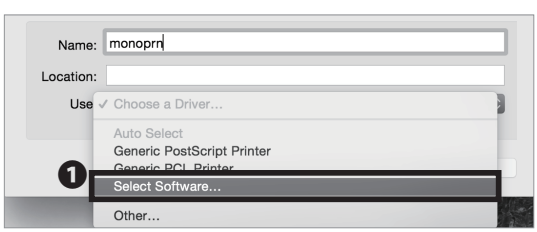



# 24

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

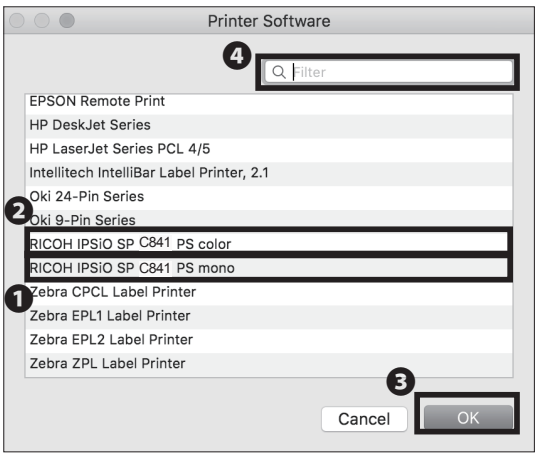
Black-and-White Printer (Monochrome):
⇒ **https://cnsipp.sfc.keio.ac.jp/monoprn?waitjob=false**
Color Printer:
⇒ **https://cnsipp.sfc.keio.ac.jp/colorprn?waitjob=false**

Type name in ❷ "Name." If you are setting up the black-and-white printer, type "monoprn." If you are setting up for the color printer, type "colorprn."




# 25

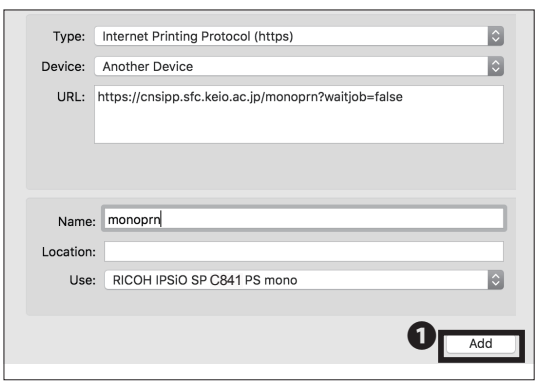
Select ❶ "Select Software..." from "Use."




# 26

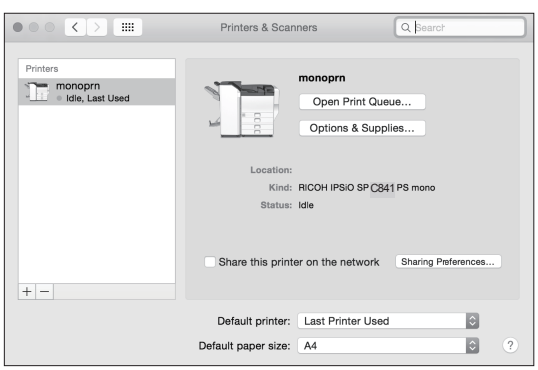
If you are setting up the black-and-white printer, select ❶ "RICOH IPSiO SP C841 PS mono" from the list. If you are setting up for the color printer, select ❷ "RICOH IPSiO SP C841 PS color." Then, click ❸ "OK."

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




# 27

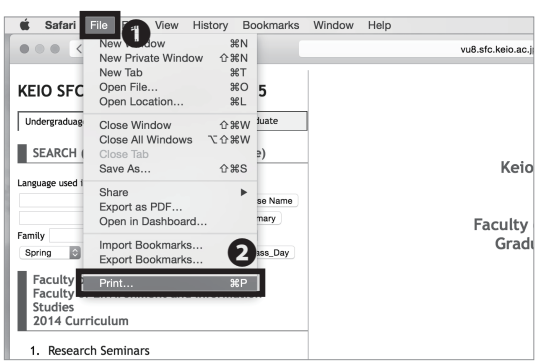
Click ❶ "Add."




# 28

Printer setup is completed.

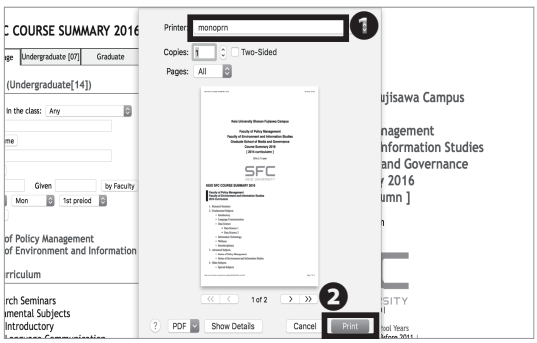
However, it is highly recommended that you automate the authentication process CNS printers require before printing. Follow the instructions below.




# 29

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

Click ❷ "Print..." from the menu ❶ "File."

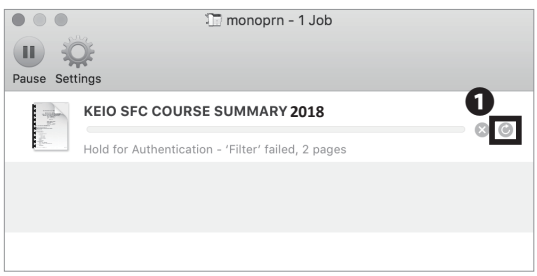



# 30

The print menu will be displayed. Select "monoprn" for black-and-white documents, or "colorprn" for colored documents in ❶ . Then, click ❷ "Print."

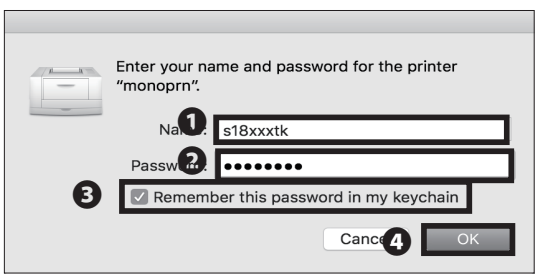
# 31

Click the bouncing icon in your dock ❶ "monoprn."



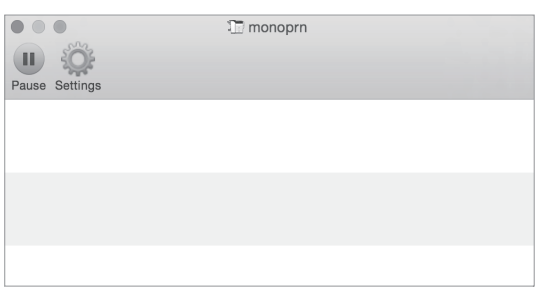

# 32

Click ❶ the refresh icon.




# 33

Type your CNS login name in ❶ "Name" and your CNS IPP password from STEP 03 in ❷ "Password." Check ❸ "Remember this password in my keychain" and click ❹ "OK."




# 34

Once the job is cleared from the window, the printing job has been sent successfully to the printer.

Printing from Your Mac (macOS) is completed.

# 5

# Antivirus

Explaining How to Protect Your Computer from Viruses.


Protecting Your Computers from Security Threats ・・・・・・・・・・・・・・・・・・・・ 92

Installing Antivirus Software on Your PC (Windows 10) ・・・・・・・・・・・・・・・・ 93

Installing Antivirus Software on Your Mac (macOS) ・・・・・・・・・・・・・・・・・・ 98

How to Update Your Windows / macOS System ・・・・・・・・・・・・・・・・・・・・ 105

- Are Software Updates Important? ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・ 105
- Updating Your Windows System (Windows 10) ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・ 105
- Updating Your Mac System (macOS) ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・ 107

# 1

# Protecting Your Computers from Security Threats

## 01 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.

## 02 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.

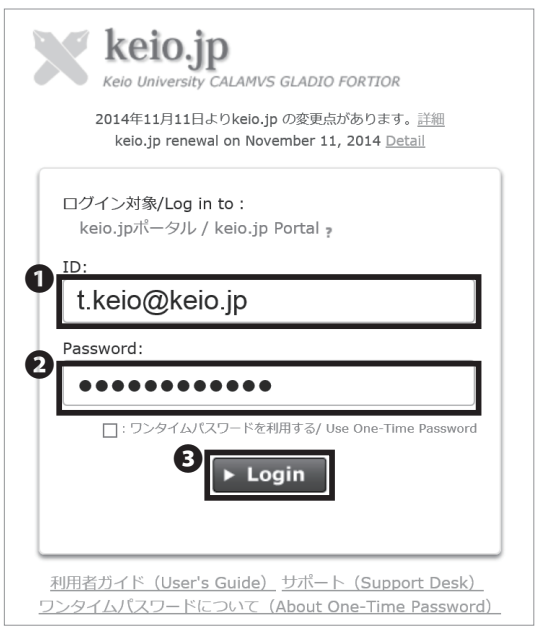
## 03 Using ESET Smart Security

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)




## 01

Open a browser and go to the URL:
⇒ **http://keio.jp/**

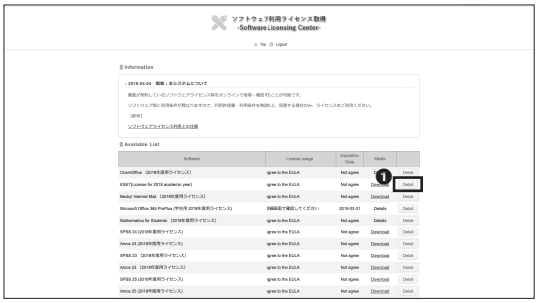
Type your keio.jp ID (or "[your CNS login name]@sfc.keio.ac.jp") in ❶ "ID" and your keio.jp password (or "your CNS login password") in ❷ "Password." Then, click ❸ "Login."

## 02

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

## 03

Click ❷ "Software Licensing Center" from the ❶ "Service" menu.




# 04

Click ❶ "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 ❶ "Agree."

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

# 06

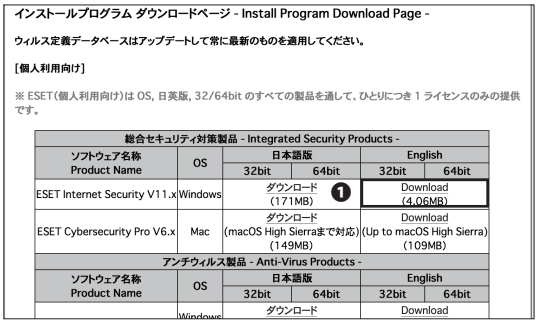
Go back to the license list.
Then, Click ❶ "Detail."

# 07

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

# 08

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



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]

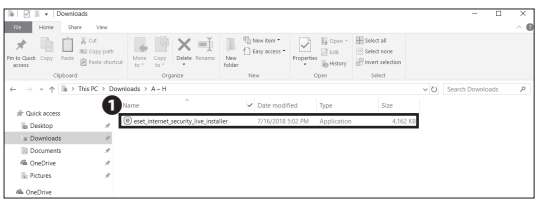
※ ESET(個人利用向け)は OS, 日英版, 32/64bit のすべての製品を通して、ひとりにつき 1 ライセンスのみの提供です。

| 総合セキュリティ対策製品 - Integrated Security Products - | | | | | |
|---|---|---|---|---|---|
| ソフトウェア名称 Product Name | OS | 日本語版 | | English | |
| | | 32bit | 64bit | 32bit | 64bit |
| ESET Internet Security V11.x | Windows | ダウンロード (171MB) ❶ | | Download (4.06MB) | |
| ESET Cybersecurity Pro V6.x | Mac | ダウンロード (macOS High Sierraまで対応) (149MB) | | Download (Up to macOS High Sierra) (109MB) | |
| アンチウィルス製品 - Anti-Virus Products - | | | | | |
| ソフトウェア名称 Product Name | OS | 日本語版 | | English | |
| | | 32bit | 64bit | 32bit | 64bit |
| | Windows | ダウンロード | | Download | |

# 09

Choose the installer that is compatible with your Operation System.

Click ❶ "Download" to download the installer.




# 10

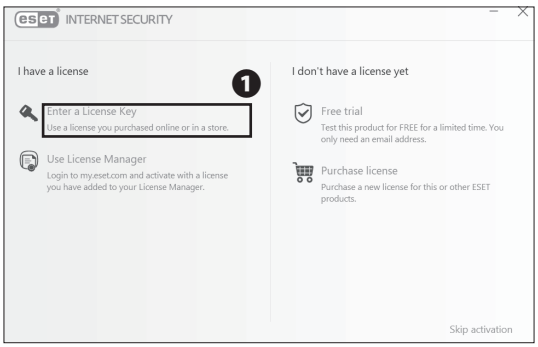
Open the ❶ download installer.

# 11

Click ❶ "Continue."

# 12

Click ❶ "I Accept."

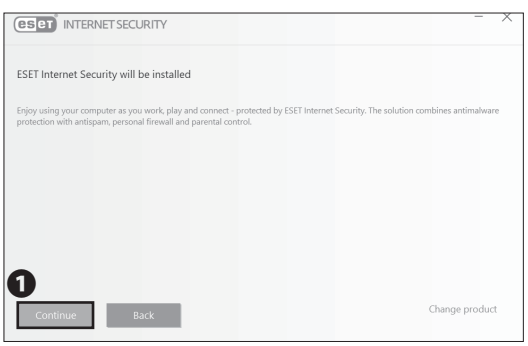



# 13

Next, you will need to activate the software in order to use it.
Click ❶ "Enter a License Key."

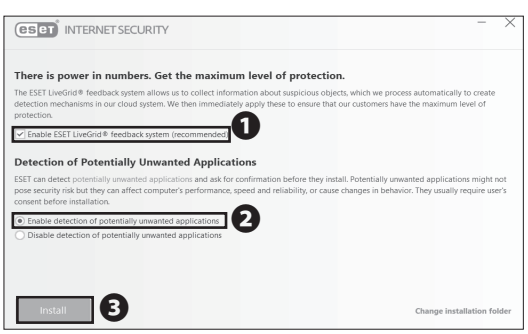
# 14

Enter your License Key from STEP 07 in ❶ , then click ❷ "Continue."



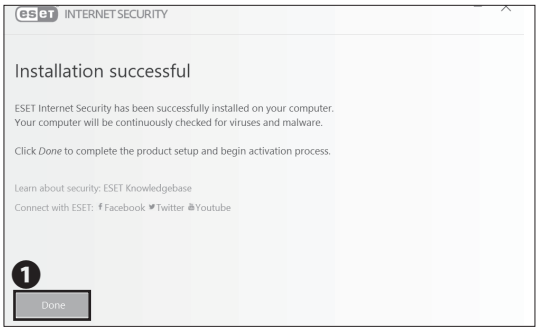

# 15

Click ❶ "Continue."



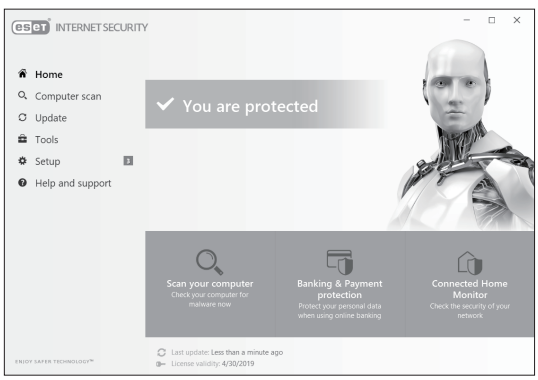

# 16

We recommend you check ❶ and ❷ , then click ❸ "Install." This will enable all the features provided by ESET.




# 17

Click ❶ "Done" to complete the installation process.




# 18

It is strongly recommended that you scan your computer regularly and click “Computer scan” after finishing.

Installing Antivirus Software on Your PC (Windows 10) is completed.

# 3
# Installing Antivirus Software on Your Mac (macOS)

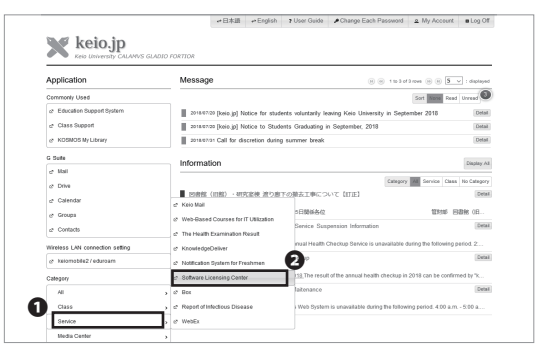
## 01

Open a web browser and go to the URL:
⇒ **http://keio.jp/**

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

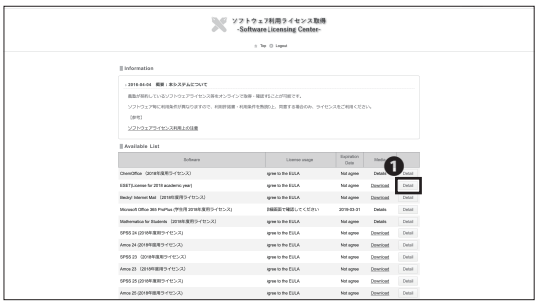
## 02

Click ❶ "English" on the top of the page.




## 03

Click ❷ "Software Licensing Center" from the ❶ "Service" menu.




# 04

Click ❶ “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.

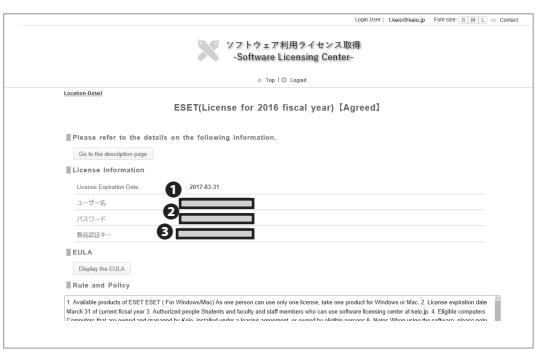
# 05

If you agree to the EULA (End-User License Agreements) and Rules and Policy, click ❶ "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.
Click ❶ "Detail."



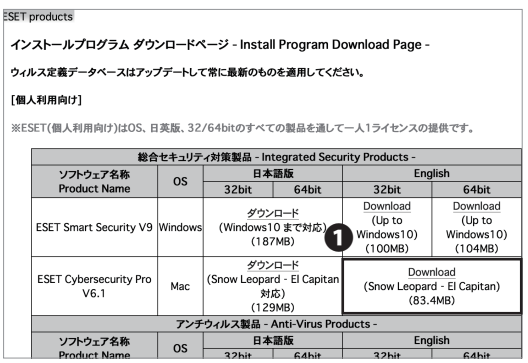

# 07

You can check your ❶ User Name, ❷ Password, and ❸ License Key for ESET on this page.

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

# 08

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

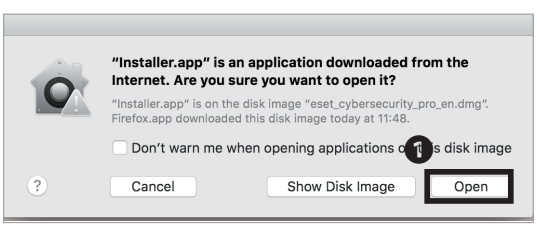



# 09

Click ❶ "Download" to download the installer.

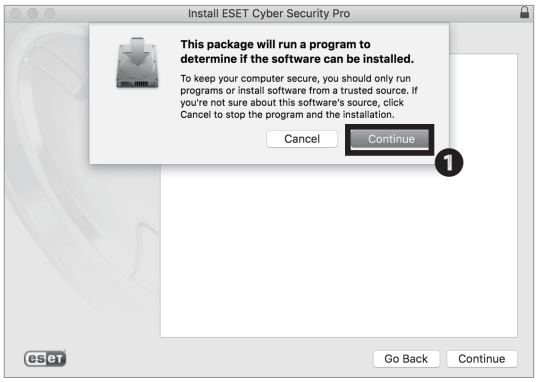
# 10

Open the file you just downloaded. Then double-click the ❶ icon. Right-click “install,” then click ❷ ”Show Original.” Then double-click “Install.pkg.”



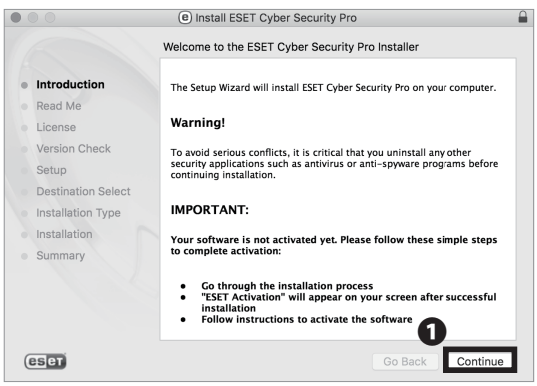

# 11

Click ❶ "Open."



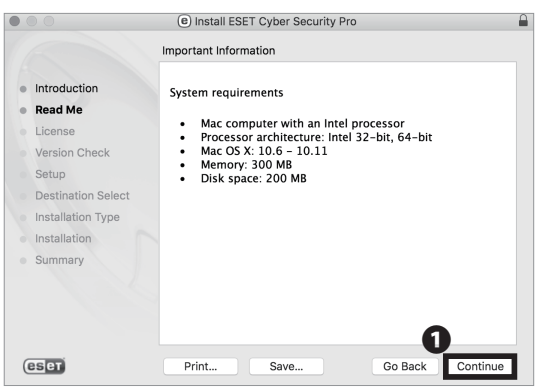

# 12

Click ❶ "Continue."



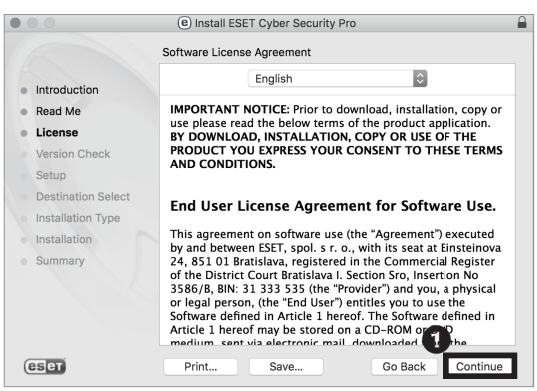

# 13

Click ❶ "Continue."



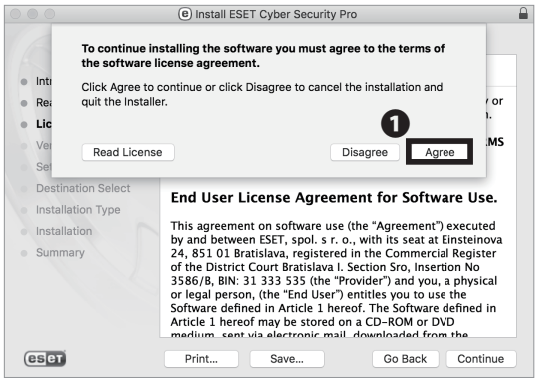

# 14

Click ❶ "Continue."



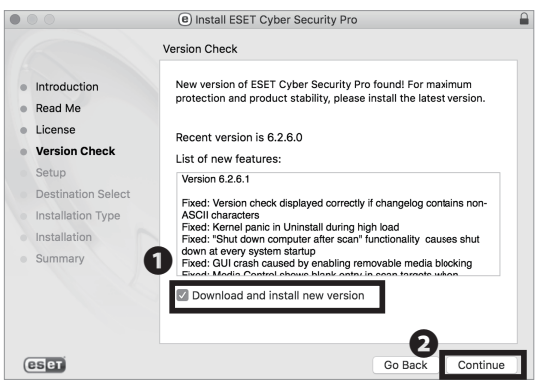

# 15

Read the EULA (End-User License Agreement) carefully. If you agree, click ❶ "Continue." If not, you may not use ESET.



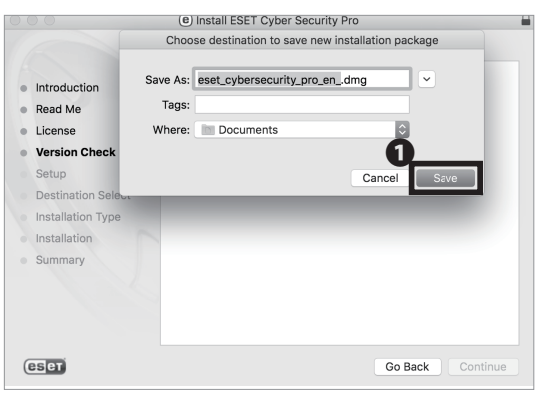

# 16

Click ❶ "Agree."



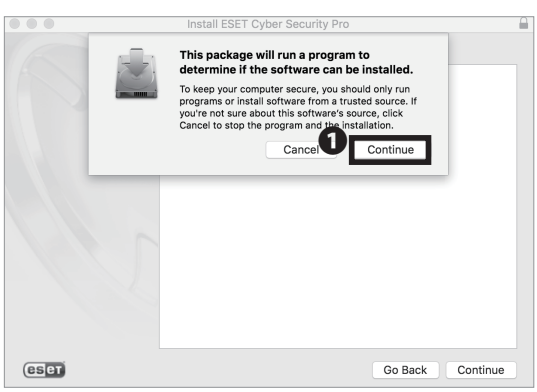

# 17

Make sure ❶ "Download and install new version" is checked. Then, click ❷ "Continue."



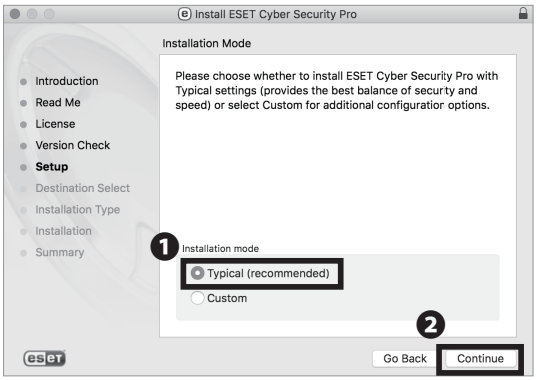

# 18

Click ❶ "Save."



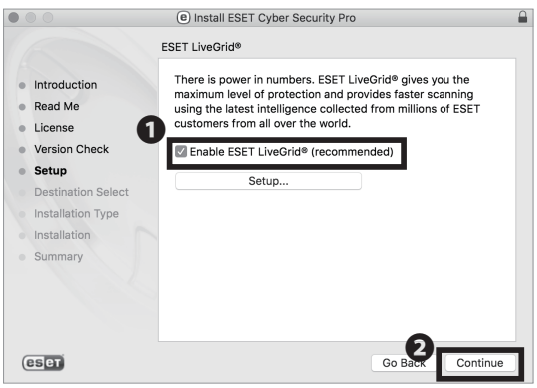

# 19

Click ❶ "Continue."



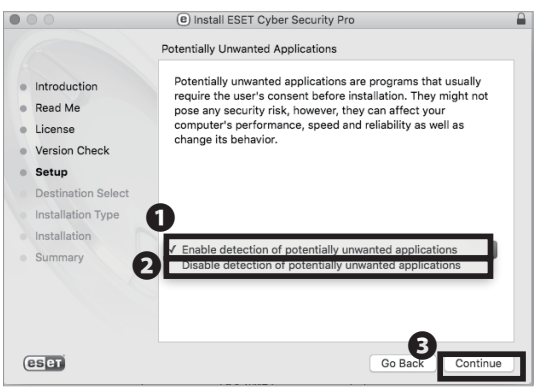

# 20

Make sure that ❶ "Typical (recommended)" is selected for installation mode. Then click ❷ "Continue."



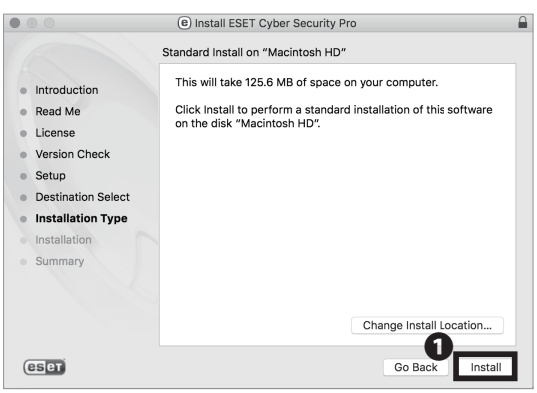

# 21

Make sure that ❶ "Enable ESET LiveGrid (recommended)" is checked. Then, click ❷ "Continue."



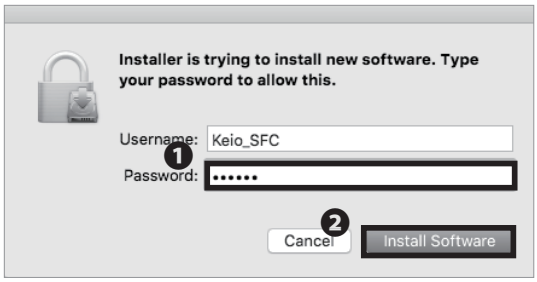

# 22

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



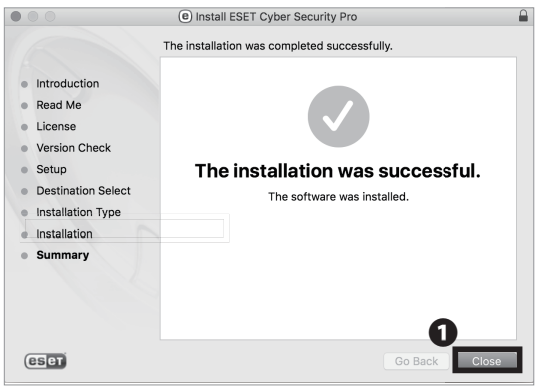

# 23

Click ❶ "Install."




# 24

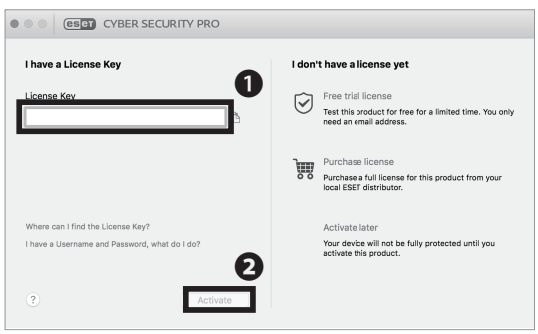
When the window prompts you to type in your password, type your macOS account password in ❶ "Password." Then, click ❷ "Install Software."




# 25

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

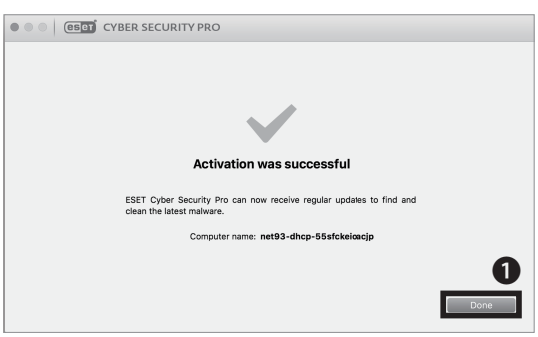
Click ❶ "Close."




# 26

Windows are shown as a result of activation.

Enter your License Key from STEP 07 in ❶ "License Key." Then, click ❷ "Activate."




# 27

Click ❶ “Done” after the activation.

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

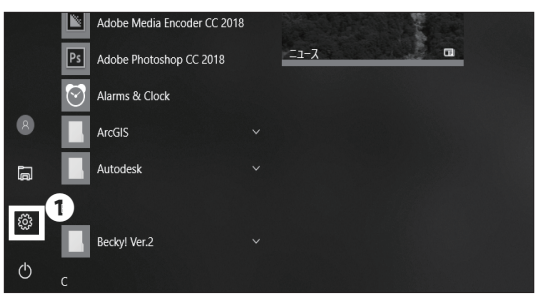
# 4

# How to Update Your Windows / macOS System

## Are Software Updates Important?

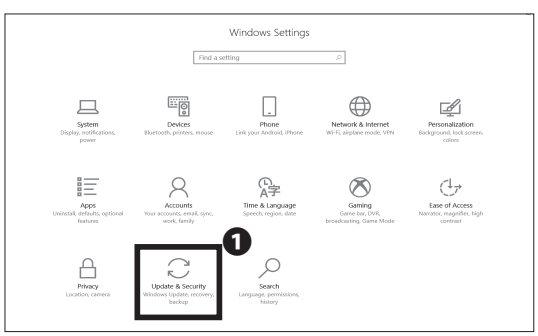
When a bug or vulnerability is discovered in a piece of software, a software publisher will often release an update to fix any problems. For example, Windows Update (on Windows PCs) and Software Update (on macOS) regularly receive updates designed to keep users safe. Many other software vendors have 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 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.

## Updating Your Windows System (Windows 10)



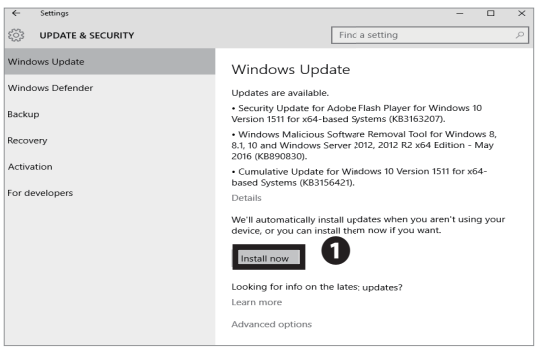

01

Click the Windows icon in the lower left corner of your screen, then click ❶ "Settings."



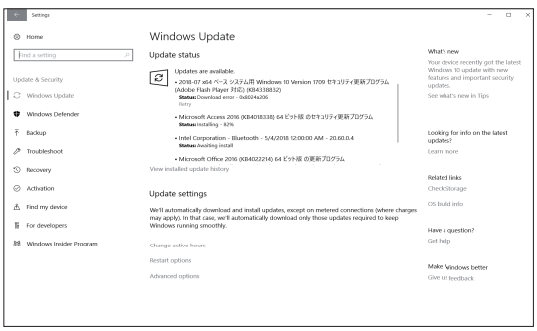

02

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




# 03

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

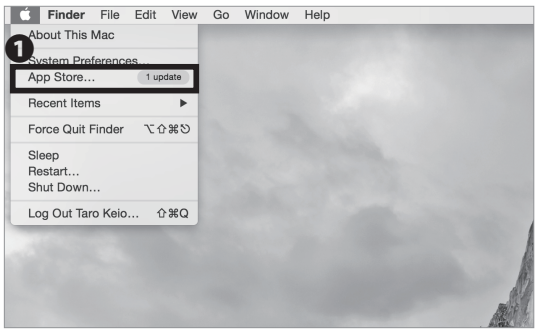



# 04

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.

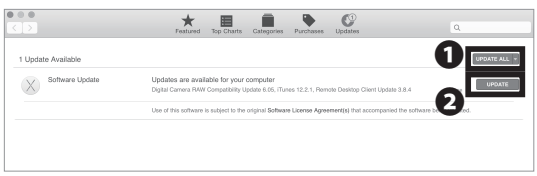
## Updating Your Mac System (macOS)




# 01

From the Apple menu on the menu bar at the top of the screen, click ❶ "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.




# 02

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

# 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.

### 02 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.

### 03 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】.

### 04 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 |

# 2

# Remote Access to CNS Servers

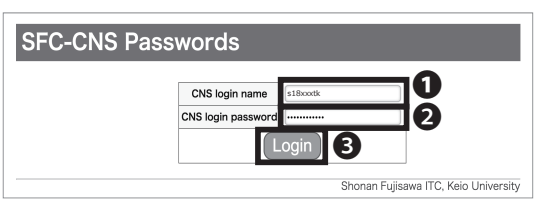
## What is Remote Access ?

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:

⇒ **http://www.sfc.itc.keio.ac.jp/en/top_sfc.html**

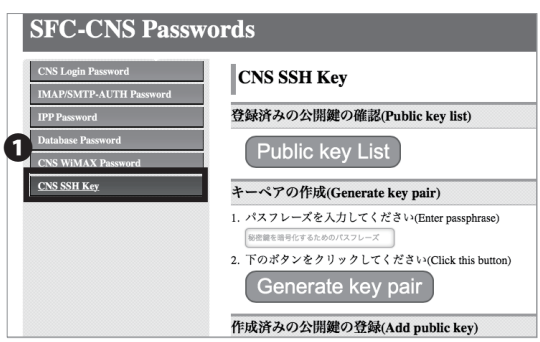
## Access Remotely from Your PC (Windows 10)




### 01

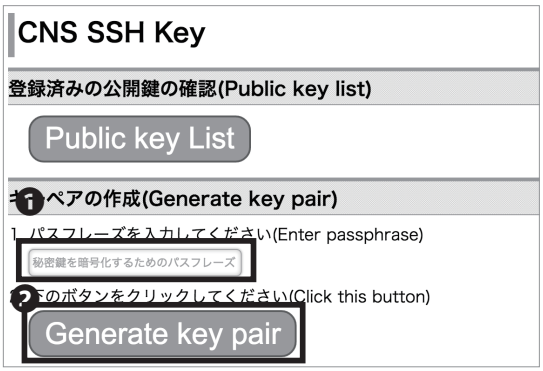
First, you will need to create a public and private key to log in to CNS servers remotely. Navigate to the following page, then enter your CNS login name at ❶ , and password at ❷ . Then click ❸ "Login."

⇒ https://itcsecure.sfc.keio.ac.jp/form/password/




### 02

Select ❶ "CNS SSH Key."

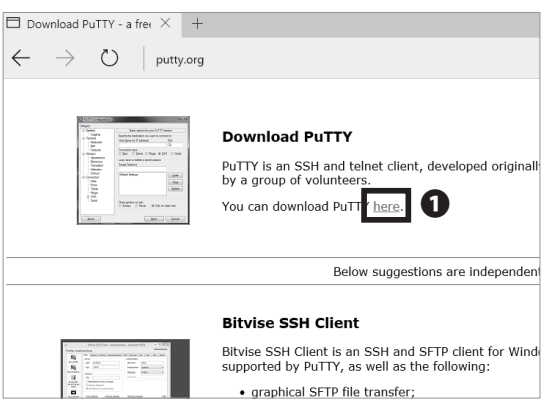



# 03

Next, you will be directed to the page which requires you to set a password for your keys. Enter your passphrase in ❶ and click ❷ "Generate key pair." This passphrase will be used in STEP 13.

# 04

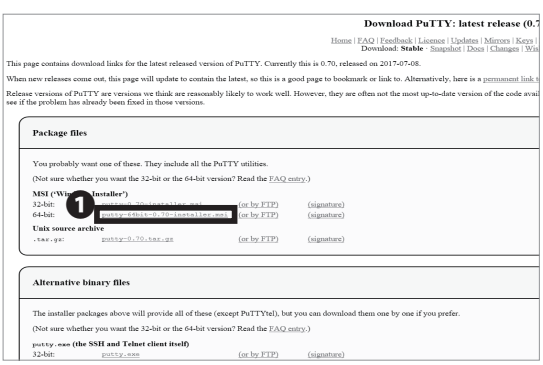
Click ❶ "Download." Download your secret key and save it to any location on your computer.




# 05

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 ❶ "here."

⇒ https://www.putty.org/



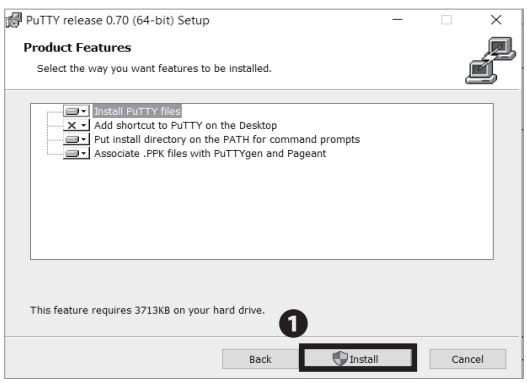

# 06

Click ❶ "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.

# 07

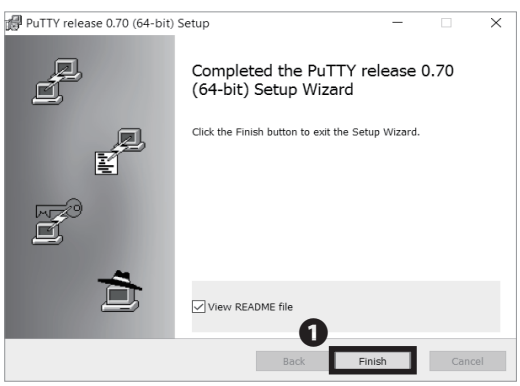
Open the file you just downloaded.

Click ❶ "Next."




# 08

Confirm that “Install PuTTY files” is selected, then click ❶ "Install."

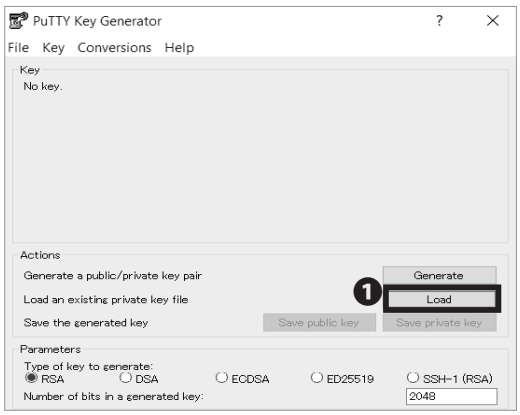



# 09

Click ❶ "Finish."

# 10

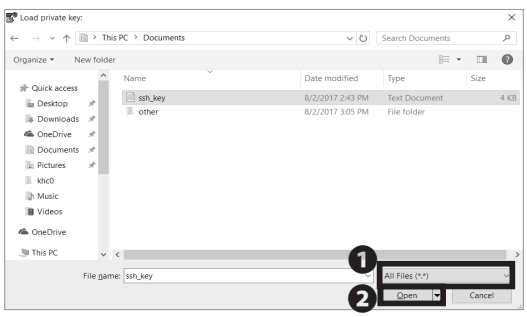
Open "PuTTYgen" from Start menu.




# 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.

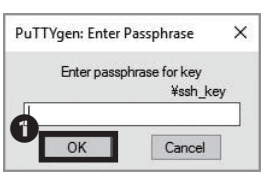
Click ❶ "Load."




# 12

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

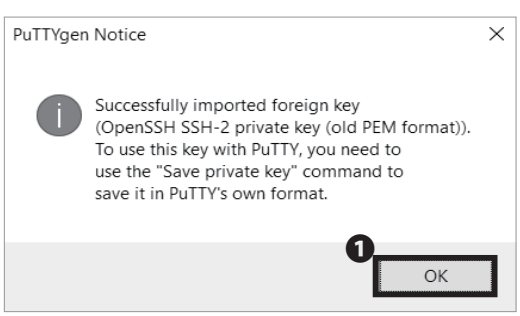
Then, choose the file you downloaded in STEP 04 and click ❷ "Open."




# 13

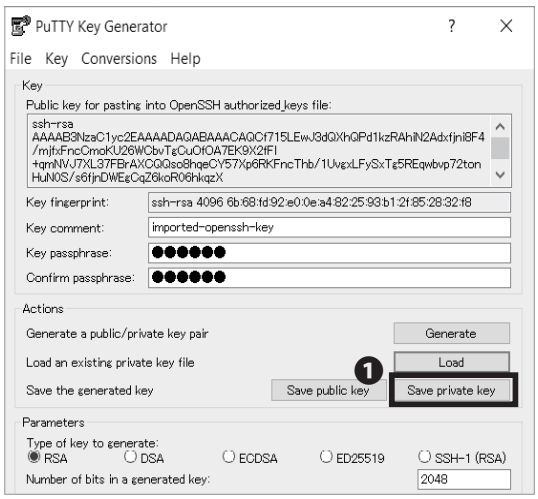
Type the passphrase you typed in STEP 03.

Then, click ❶ "OK."



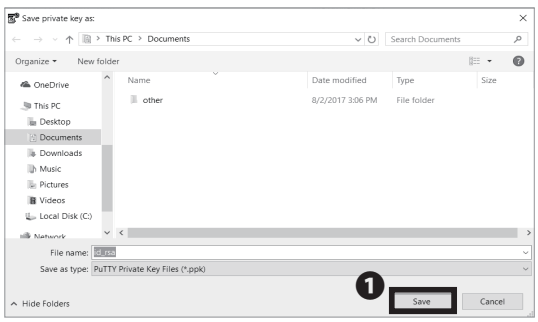

# 14

Click ❶ "OK."




# 15

Click ❶ "Save private key."



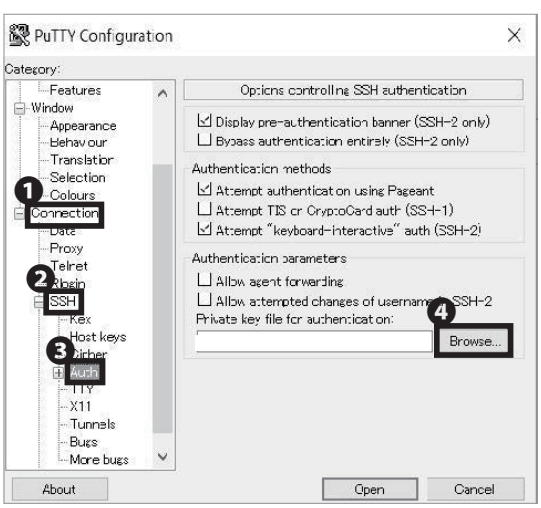

# 16

Type any File name to save the secret key.

Then, click ❶ "Save."

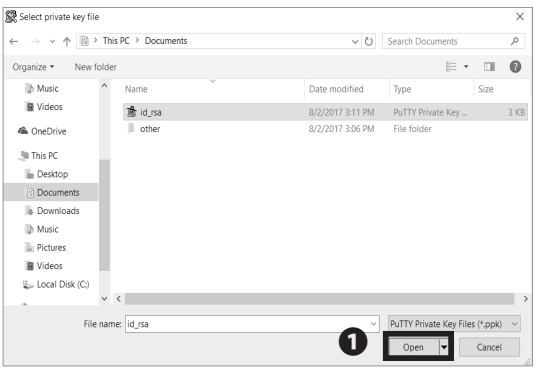
# 17

Open "PuTTY" from the Start menu.




# 18

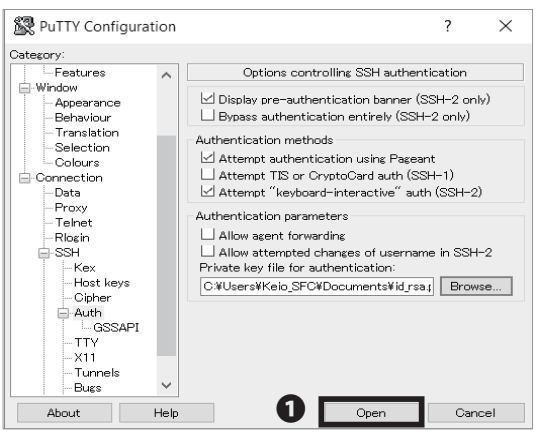
Click ❶ "Connection" -> ❷ "SSH" -> ❸ "Auth" -> ❹ "Browse."




# 19

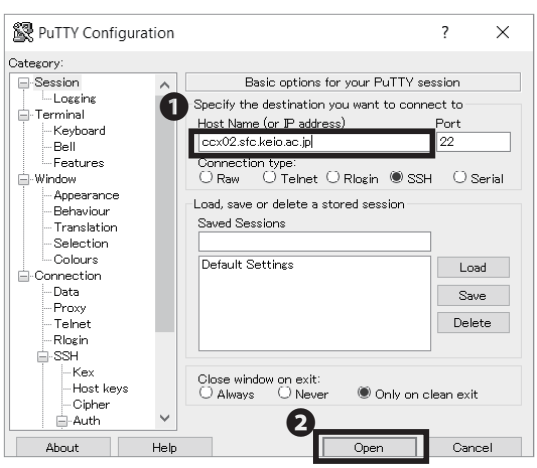
Click the secret key you saved in STEP 16.

Then, click ❶ "Open."




# 20

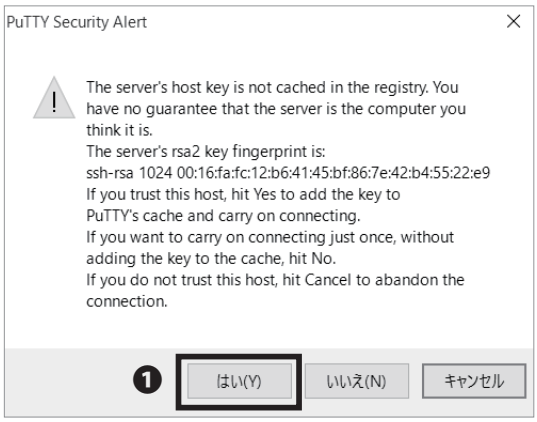
Click ❶ "Open."




# 21

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

⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/computer_server.html

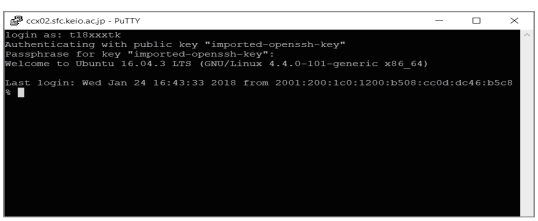



# 22

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

# 23

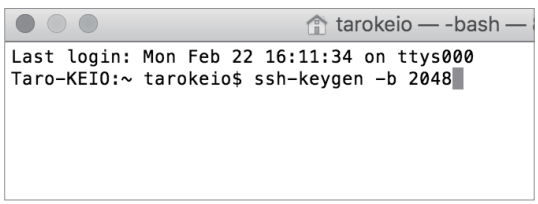
Type your CNS login name in "login as" then type enter key. Then type the passphrase you made in STEP 03 in "Passphrase for key 'imported-openssh-key.'" Then press the enter key. Be aware that the cursor won't move while passphrase is being typed.




# 24

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

## Access Remotely from Your Mac (macOS)

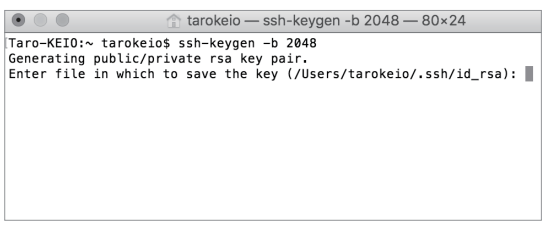



# 01

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

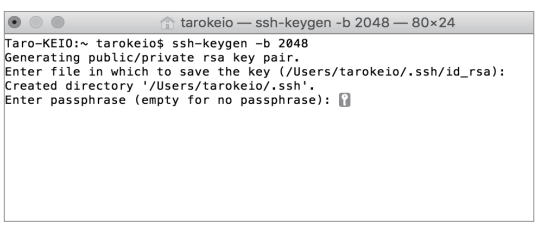
$ ssh-keygen -b 2048

and hit the Return key.



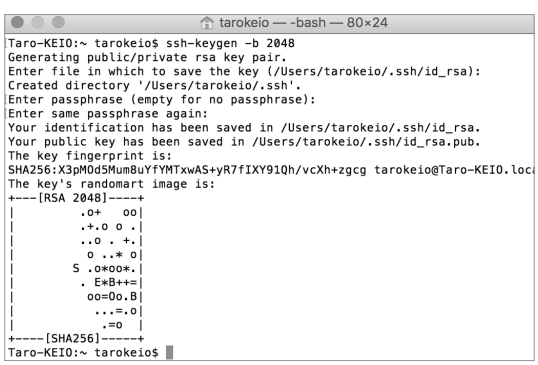

# 02

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."



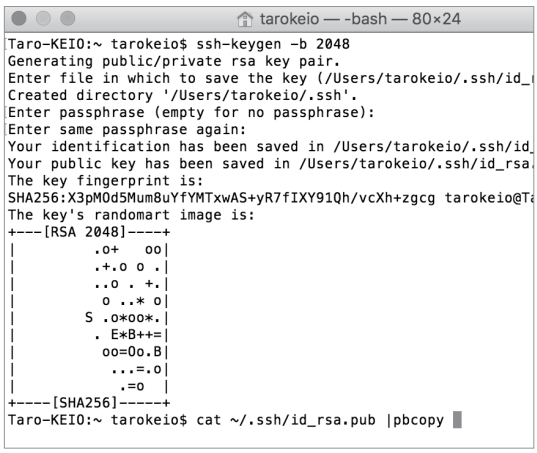

# 03

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.




# 04

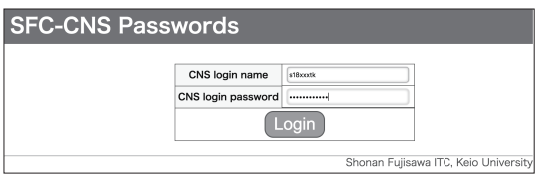
Once you reach this page, you have finished generating your SSH keys.




# 05

Copy the public key to the clipboard. To copy to the clipboard, type this command.

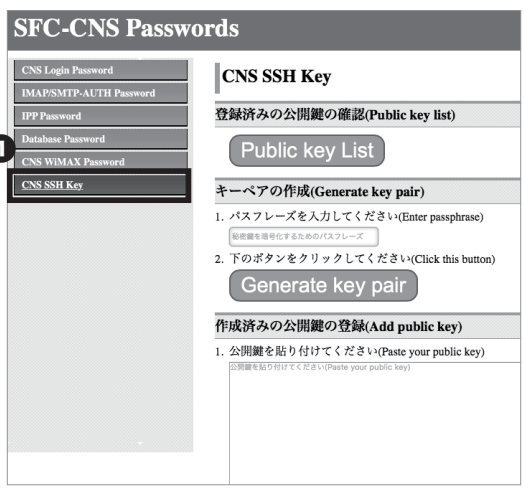
$ cat ~/.ssh/id_rsa.pub | pbcopy




# 06

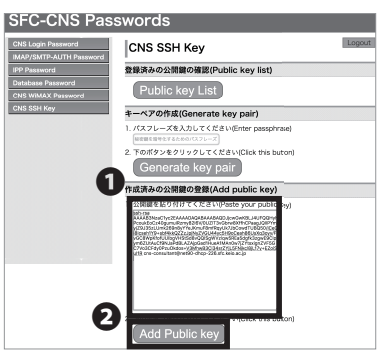
Before you can login using your new SSH key, you must first register it. Access the CNS SSH Public key page and login using your CNS login.

⇒ https://itcsecure.sfc.keio.ac.jp/form/password/




# 07

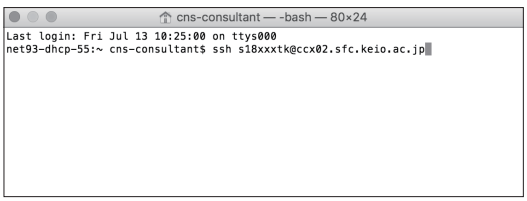
Select ❶ "CNS SSH Key."




# 08

Paste your public key copied in STEP 05 in ❶ and click ❷ "Add Public Key."

Make sure there are no extra spaces after the key.




# 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

# 10

Type in your CNS login password.

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

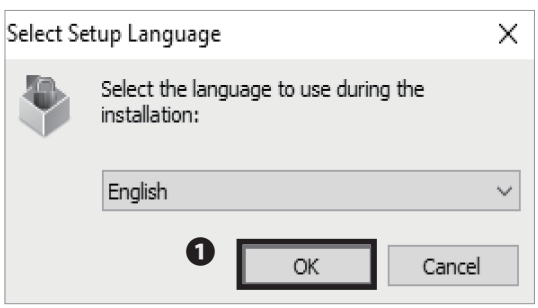
# 3

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

## 01

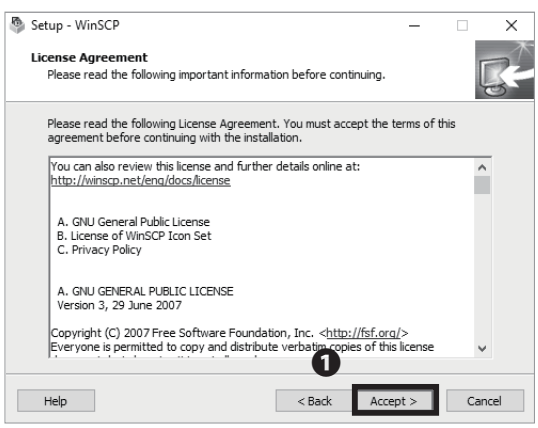
This section explains how to use the file transfer software "WinSCP."
Open a web browser and go to the following URL:
⇒ **https://winscp.net/eng/download.php**

Click ❶ "DOWNLOAD WINSCP."



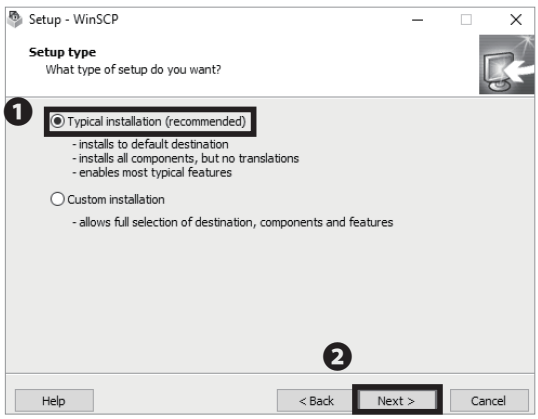

## 02

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



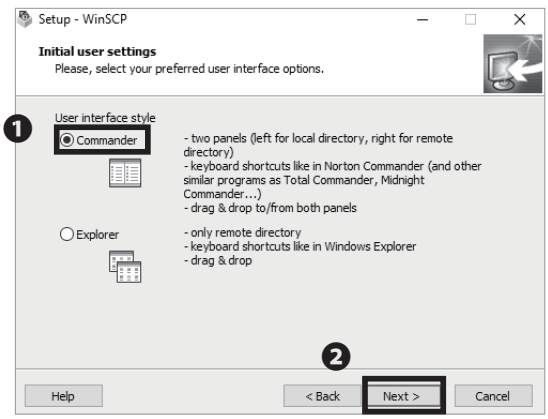

## 03

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



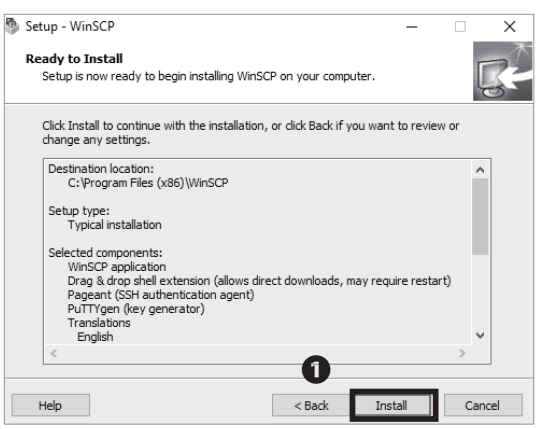

# 04

Make sure ❶ "Typical Installation (recommended)" is selected. Then click ❷ "Next >."



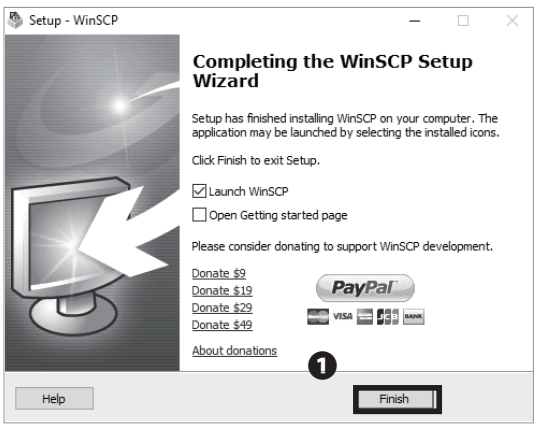

# 05

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 interface style after completing setup if you desire. Make sure that ❶ "Commander" is selected. Then, click ❷ "Next >."



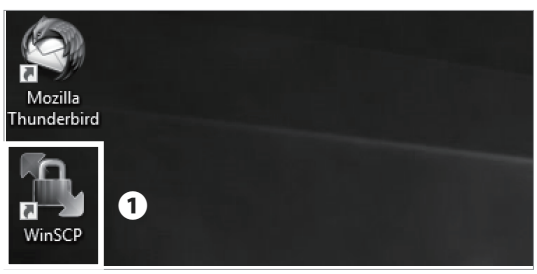

# 06

Click ❶ "Install."



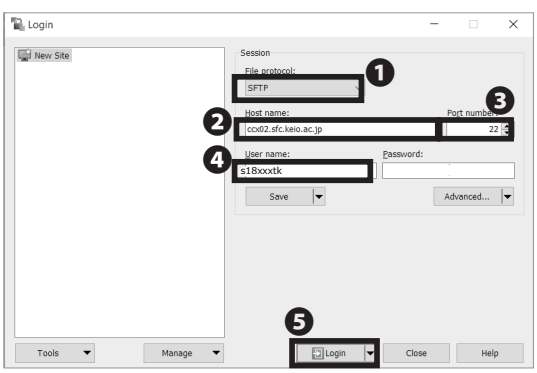

# 07

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



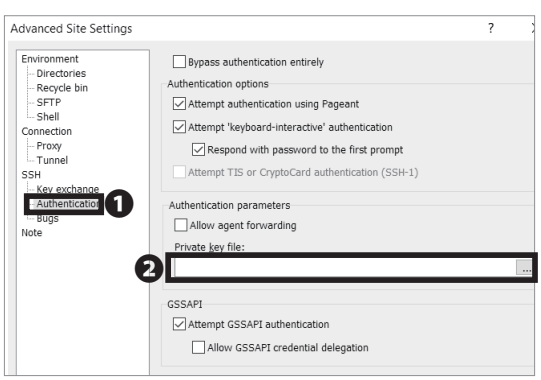

# 08

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



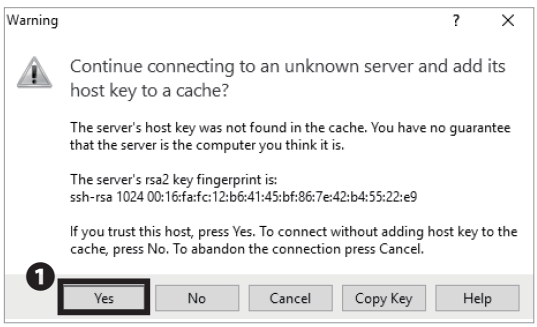

# 09

Select "SFTP" from ❶ "File protocol" and type "ccx02.sfc.keio.ac.jp" in ❷ "Host name," "22" in ❸ "Port number," your CNS login name in ❹ "User Name."
Then click ❺ "Login."



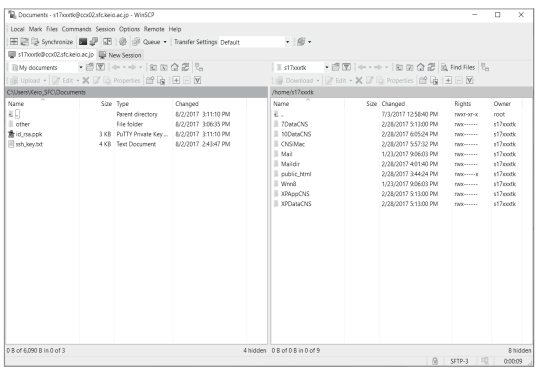

# 10

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




# 11

Click ❶ "Yes."



# 12

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.

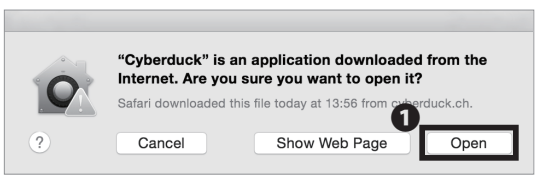
# 4

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

## 01

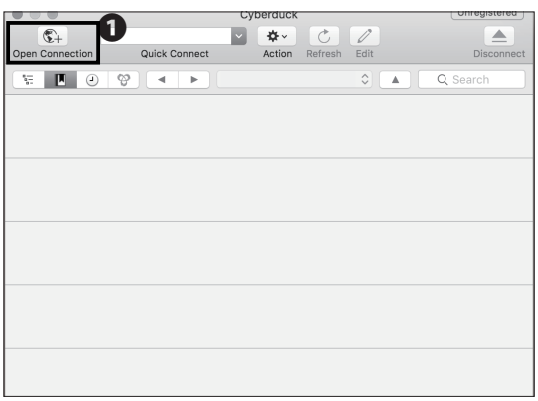
This section explains how to use the file transfer software "Cyberduck."
Open a web browser and go to the following URL:
⇒ **https://cyberduck.io/**

Click ❶ "Download."



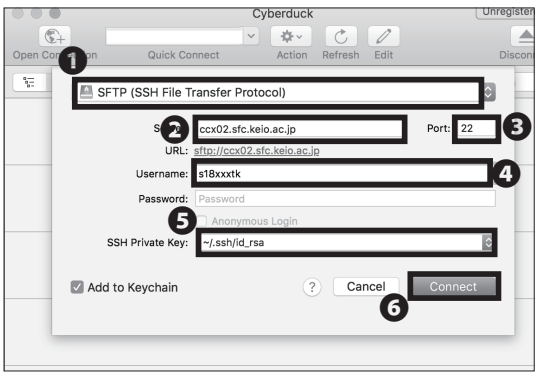

## 02

Open the file you just downloaded and run the Cyberduck application. Click ❶ "Open" if you see the window shown on the left side.



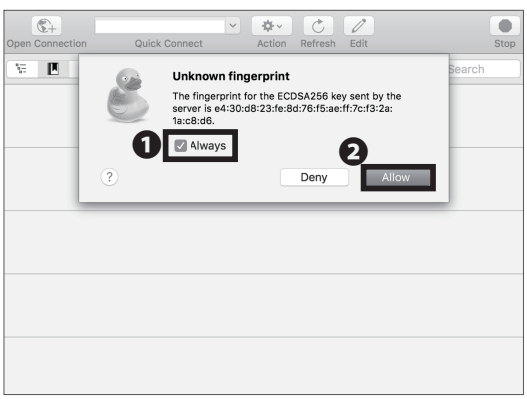

## 03

Click ❶ "Open Connection."



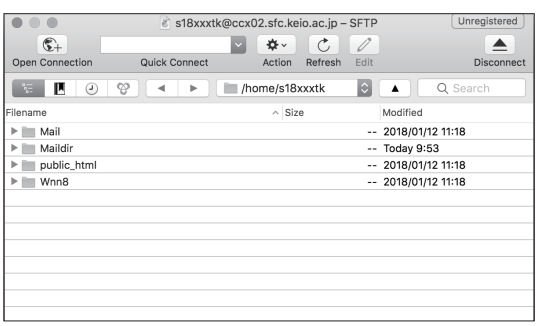

# 04

Select "SFTP" from the ❶ list and type "ccx02.sfc.keio.ac.jp" in ❷ "Server," "22" in ❸ "Port," your CNS login name in ❹ "Username" and the file path to the private key you downloaded in ❺ "SSH Private Key." Then click ❻ "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 ❶ "Always," and click ❷ "Allow."




# 06

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.

# 5

# 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 on-campus 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.

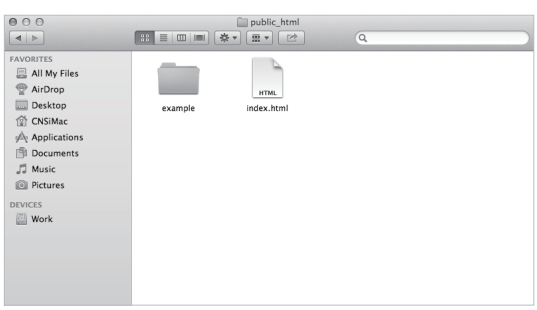
You can access files published from your public_html directory by visiting:
**http://web.sfc.keio.ac.jp/~[ your CNS login name ]/[ relative path from public_html to the file ]**
If you need more details, please refer to 【p.130 : Correlation between URL and File Location】.

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)

### 01

Open ❶ "public_html" from the desktop.




### 02

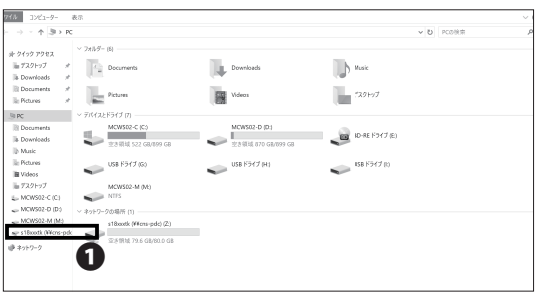
By dragging and dropping your files into the "public_html" directly, you can publish them to the web.

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

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

# 01

Click ❶ "PC" from the desktop.




# 02

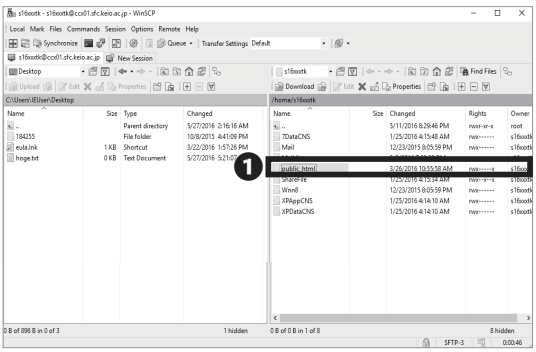
Click ❶ "[ your CNS login name ](Z:)" under "Network Location."

# 03

By dragging and dropping your files into ❶ "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】.

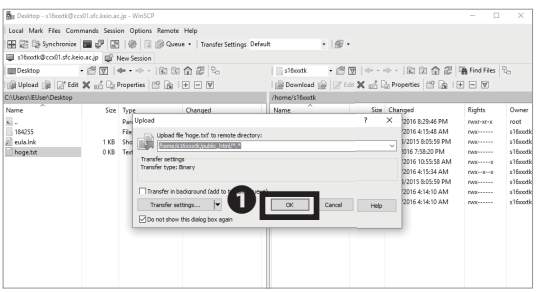
## Publishing Files on the Web from Your PC with WinSCP (Windows 10)



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 ❶ "public_html" directory (on the right side).

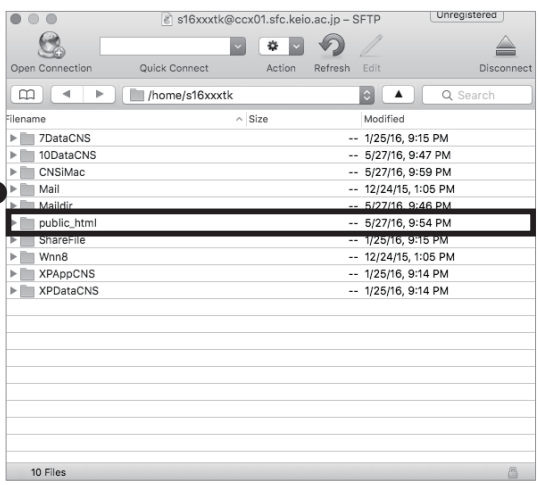


02

Click ❶ "OK."

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)




01

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 ❶ "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】.

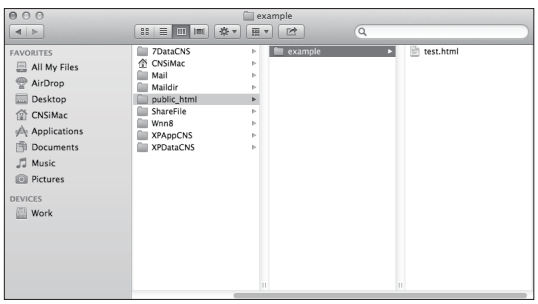
## Correlation between URL and File Location

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]**

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."




01

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.

02

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

⇒ **http://web.sfc.keio.ac.jp/~[your CNS login name]/[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).

# 7

# FAQ

How to Reset Account Passwords and Common Troubleshooting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Using Microsoft Office 365 ProPlus ・・・・・・・・・・・・・・・・・・・・・・・・・・・・ 136

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# 1

# 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:
⇒ **http://www.sfc.itc.keio.ac.jp/en/application_sfc.html**

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.

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:

⇒ **https://secure.itc.keio.ac.jp/c/a/sfc/en/software_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 |

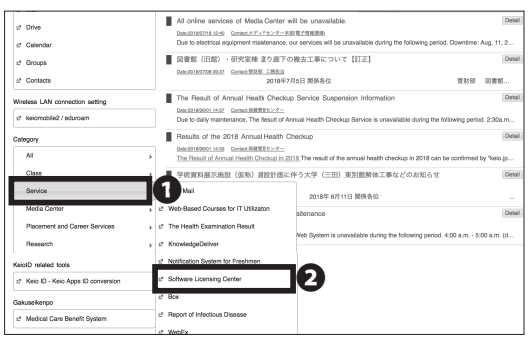
# 2

# Using Microsoft Office 365 ProPlus

## 01

Open your web browser and type in the following URL:
⇒ **http://keio.jp/**

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

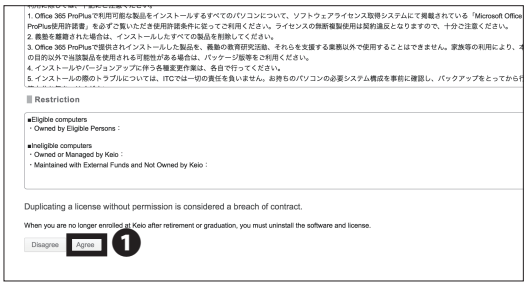



## 02

Look at the left section of your screen. From ❶ "Service" select ❷ "Software Licensing Center."

## 03

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




## 04

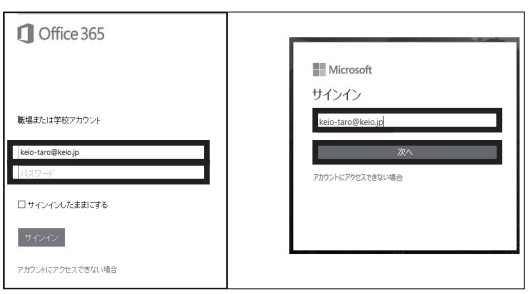
Next, after reading through the license agreement, warnings, and usage limitations, click ❶ "Agree." If you do not agree, you should not use the software.

## 05

Once the confirmation message appears, click ❶ "Agree."

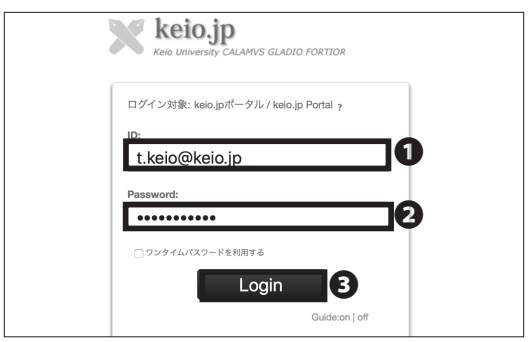
## 06

An email like the one shown on the left will be sent to your keio.jp email account. Office 365 (https://portal.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.

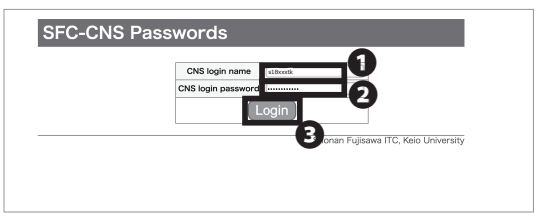



## 08

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

# 3
# How to Change Account Passwords

## Checking and Changing SFC-CNS Passwords




## 01

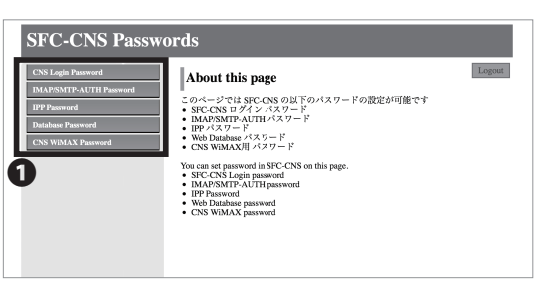
Open a web browser and go to the following URL:
⇒ **http://itcsecure.sfc.keio.ac.jp/form/password/**

You can change the following passwords here:

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

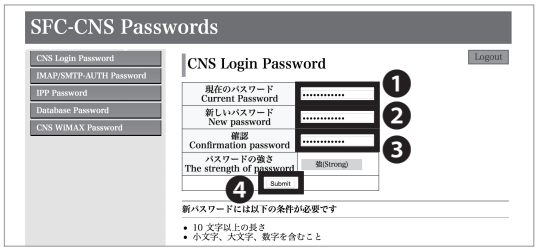
Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Then, click ❸ "Login."

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】).



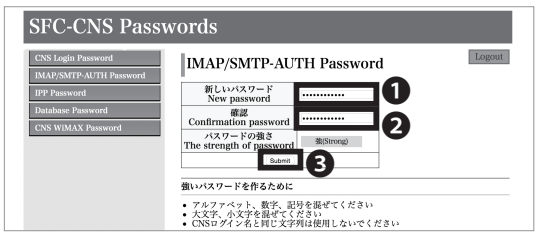

## 02

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



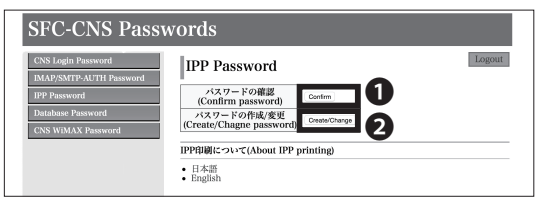

## 03 Changing CNS Login Password

Type your current CNS login password in ❶ "Current Password" and your new CNS login password in ❷・❸. Then, click ❹ "Submit" to save your changes.



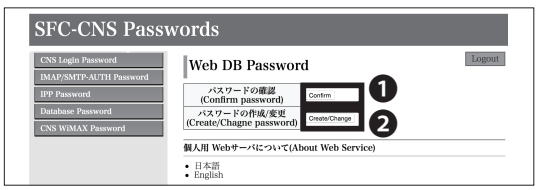

## 04 Changing IMAP/SMTP-AUTH Password

Type your new IMAP/SMTP-AUTH password in ❶・❷ and click ❸ "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.



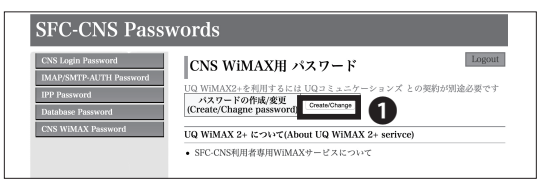

## 05 Checking IPP Password

Click ❶ "Confirm" to check IPP Password.
Click ❷ "create/ change" to change your IPP password.




## 06 Checking Web Database Password

Click ❶ "Confirm" to check your Web Database Password.
Click ❷ "create/change" to chage your Web Database Password.

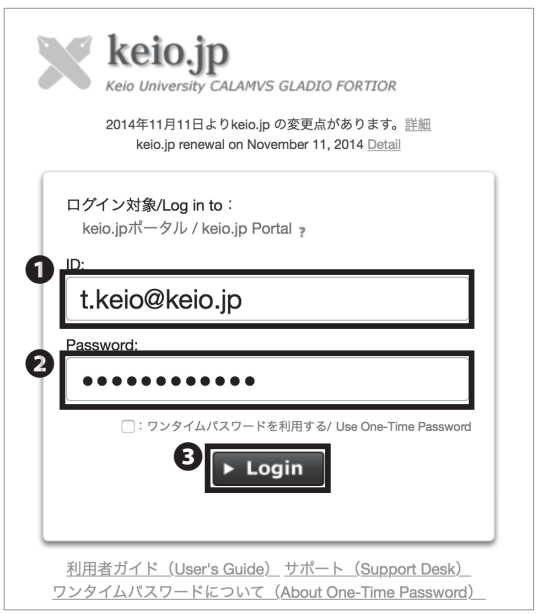



## 07 Confirm CNS WiMAX Password

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

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

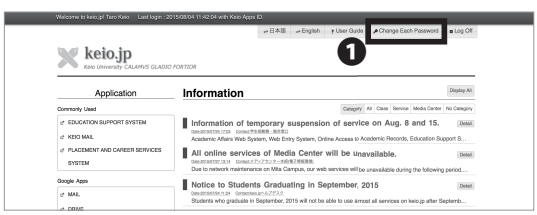
## Changing Login Password of keio.jp Account




# 01

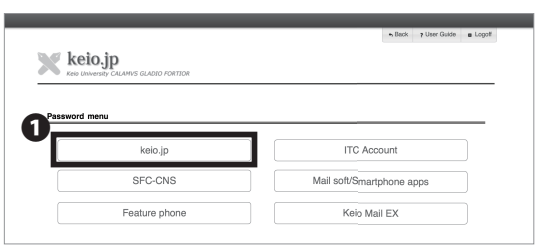
Open a web browser and go to the following URL:
⇒ **http://keio.jp/**

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



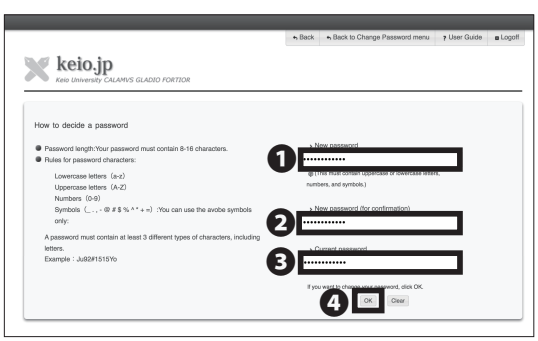

# 02

Click ❶ "Change Each Password" at the top of the page.




# 03

Click ❶ "keio.jp."




# 04

Type your current keio.jp password in ❸ "Current password" and your new keio.jp password in ❶・❷ . Then, click ❹ "OK" to apply changes.

## 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 http://keio.jp/ 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.

# 4
# Troubleshooting

## Problems with Wireless LAN Connection

### 01 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.

### 02 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.

### 02 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.

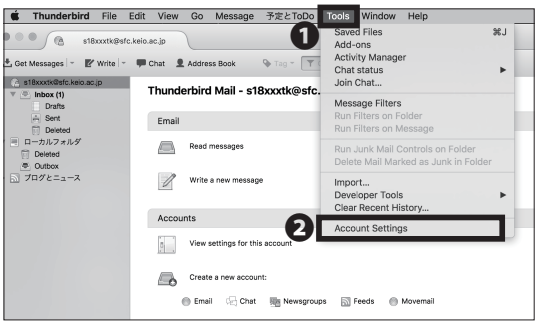
### 03 Check Printer Status

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.

### 04 Check Setting for Printers

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】.

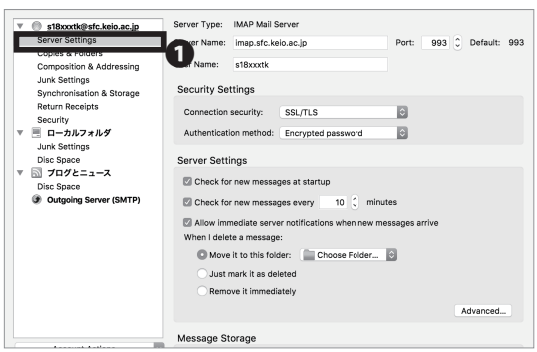
## Problems with Sending / Receiving Mail




# 01

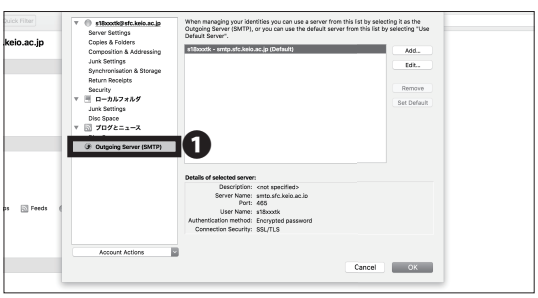
If you cannot send emails even though your sending and receiving email addresses are correct, your email client configuration might need to be updated.

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 ❷ "Account Settings" from ❶ "Tools."




# 02 Incoming Servers

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




# 03 Outgoing Servers

Click ❶ "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.

# 5

# Troubleshooting of On-Campus Macs

## Quick Fix with CNS Tool

## 01

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.

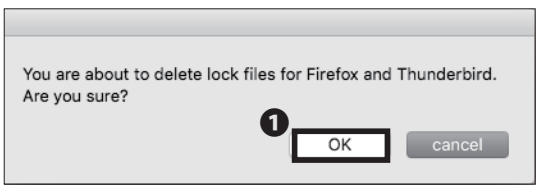
You can open ❷ "CNS Tool" folder from the ❶ "Applications" folder in your dock.

## 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 ❶ “Unlock Firefox Thunderbird.app” in the “CNS_Tool” folder.

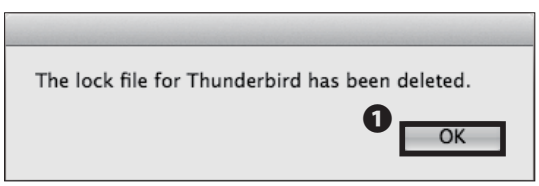



# 02

Click ❶ ”OK.”

# 03

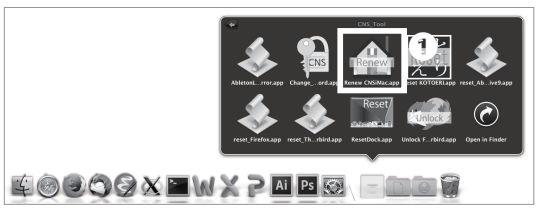
Click ❶ “Firefox”, ❷ “Thunderbird”, or ❸ “Both.”




# 04

Click ❶ “OK.”

## Resetting Your CNS Personal Space



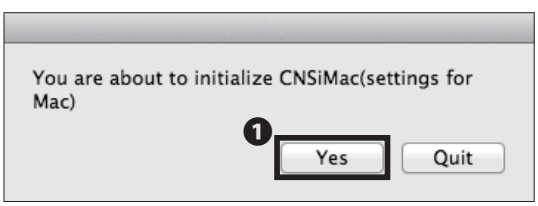

# 01

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:

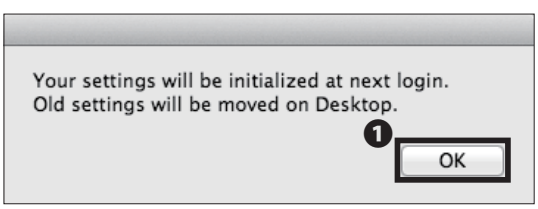
- Files on Desktop
- Files in Documents folder
- Files in Music folder
- Files in Pictures folder
- Bookmarks on Firefox and Safari

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 ❶ "Renew CNSiMac.app" from the "CNS_Tool" folder.




# 02

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

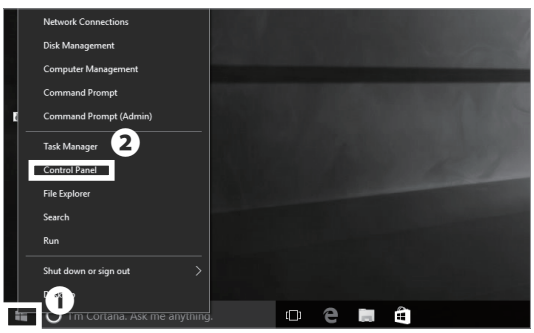



# 03

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

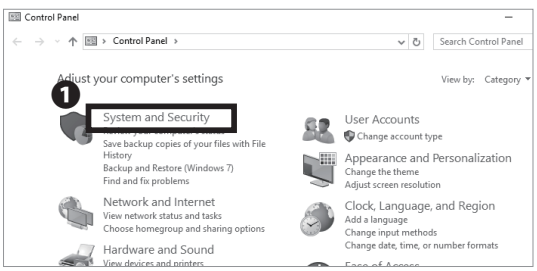
# 6

# How to Check a PC's Operating System



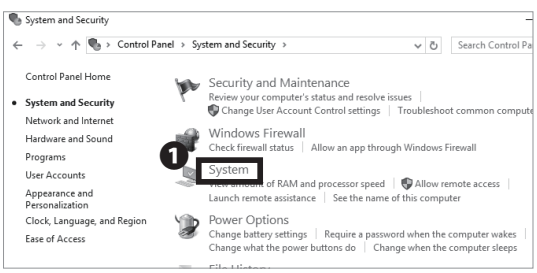

## 01

On the lower left corner of the desktop, right click ❶ "Windows key" then click ❷ "Control Panel."



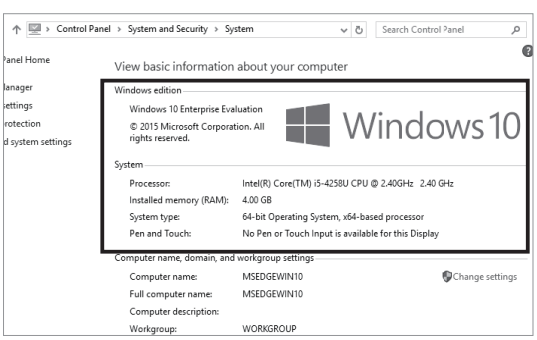

## 02

Click ❶ "System and Security."




## 03

Click ❶ "System."




## 04

You can check your computer configuration, such as Windows version, processor, installed memory (RAM), and system type (32-bit or 64-bit).

# 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:
⇒ **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**<br>(Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.) | |
| Hotline (Weekdays) | **9:15 - 22:50** (Spring/Fall semester)<br>**9:15 - 17:50** (Summer/Winter break period) | Tel.：<br>**0466-49-3423** |
| Hotline (Saturday) | **9:15 - 18:50** (Spring/Fall semester)<br>**9:15 - 15:50** (Summer/Winter break period)<br>(Sundays, public holidays are closed.) | Extension：<br>**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**<br>(Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.) |

# 8

# Appendix

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


Terms of Use ・・・

# 1

# 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

# 2

# Other Support Services

| 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** |
| Tel. | **0466-49-3423 <ext. 52512>** |
| 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)<br>**9:15 - 17:50** (Summer / Winter Break Period) |
| Hotline Hours (Sat.) | **9:15 - 18:50** (Spring / Fall Semester)<br>**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>** |
| 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) |
| Service Hours | **Regular Hours 9:15-22:30** (Until 18:30 [11:30-12:30 Lunch Break] on Saturdays)<br>**Shorter Hours 9:15-17:30** (Until 15:30 [11:30-12:30 Lunch Break] on Saturdays)<br>(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.) |

# 3

# Who are CNS Consultants ?

## 01 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:

⇒ **http://cnscon.sfc.keio.ac.jp/en/**

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

⇒ **http://www.sfc.lib.keio.ac.jp/eng/**

## 02 Rules and Fines

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

# 4

# Rules of Using On-Campus Computers

## 01 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】.

## 02 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.

## 03 Fair Use

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.

## 04 Log Out When Finished

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.

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### 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).

# 5

# List of Centers on Campus

## 01 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:

⇒ **http://www.sfc.lib.keio.ac.jp/eng/**

## 02 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 |
|---|---|---|---|---|---|
| Media Center | Open Area (First Floor) | Walk-by | HQ Compaq Pro 6300 (Windows 10) | 1 | mcsupc01 |
| | | Scaning | HQ Compaq Pro 6300 (Windows 10) | 4 | mcvspc01-04 |
| | | Video Editing | iMac Pro (OS X 10.13) | 6 | mchdmac01-06 |
| | | | iMac 27 inch (OS X 10.13) | 2 | mchdmac80,81 |
| | | Music Composition | iMac 27 inch (OS X 10.13) | 4 | mcdamac01-04 |
| | | General Use | HP Z440 (Windows 10) | 2 | mcws01-02 |
| | | | DELL Precision T3420 (Windows 10) | 7 | mcwin01-07 |
| | | | 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 | - |
| PC Rooms | κ 18 | General Use | iMac 21.5 inch (OS X 10.13) | 40 | zmac000-039 |
| | | Printer | RICOH IPSiO SP C841 PS | 1 | - |
| | ε 17 | General Use | iMac 21.5 inch (OS X 10.13) | 40 | zmac040-079 |
| | | Printer | RICOH IPSiO SP C841 PS | 1 | - |
| | ι 18 | General Use | iMac 21.5 inch (OS X 10.13) | 40 | zmac080-119 |
| | | Printer | RICOH IPSiO SP C841 PS | 1 | - |
| | ο 17 | General Use | iMac 21.5 inch (OS X 10.13) | 40 | zmac120-159 |
| | | Printer | RICOH IPSiO SP C841 PS | 1 | - |
| | λ 11 | CG/CAD/ Statistical analysis | HP Z440 Workstation (Windows 10) | 45 | ws00-44 |
| | | | RICOH IPSiO SP C841 PS | 1 | - |
| | λ 18 | Video Editing | iMac 27 inch (OS X 10.13) | 40 | hdmac00-39 |
| | | | RICOH IPSiO SP C841 PS | 1 | - |
| | λ 21 | Music Composing | iMac 27 inch (OS X 10.13) | 40 | damac00-39 |
| | | | RICOH IPSiO SP C841 PS | 1 | - |

(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.

# 6

# Copyright Rules and Claims

## 01 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.

## 02 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:
⇒ **http://www.sfc.itc.keio.ac.jp/en/software_fileshare.html**

## 03 Plagiarism

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 video-taped 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.

## 04 Citation

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

## 05 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.

## 06 Copyright of This Book

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⇒ **http://cns-guide.sfc.keio.ac.jp/**

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