

# SFC CNS GUIDE 2019

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

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

Please follow the following rules and enjoy your SFC life:

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

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

## Acknowledgement

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

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

Jin Nakazawa

Director, Shonan Fujisawa Information Technology Center

Shonan Fujisawa Information Technology Center (ITC)

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# 1

## Start Up

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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](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.

s  
faculty
19xxx  
enrollment  
year
tk  
name initials

The example login name shown above belongs to a student enrolled at the Faculty of Policy Management in academic year 2019. Each user has an email address in the form "[your CNS login name]@sfc.keio.ac.jp," which can be accessed by using a separate password from your CNS login password (refer to 【p.48 : Using Your CNS Mail Account】).

## 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 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 service desk at the Shonan Fujisawa Information Technology Center (refer to 【p.148 : SFC-CNS Technical Support Services】). To change your CNS login password, please refer to 【p.138 : How to Change Account Passwords】.

## 2

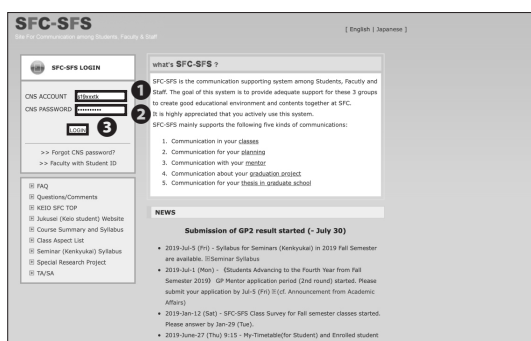
## Websites You Can Use on Campus

## SFC-SFS

## 01 About SFC-SFS

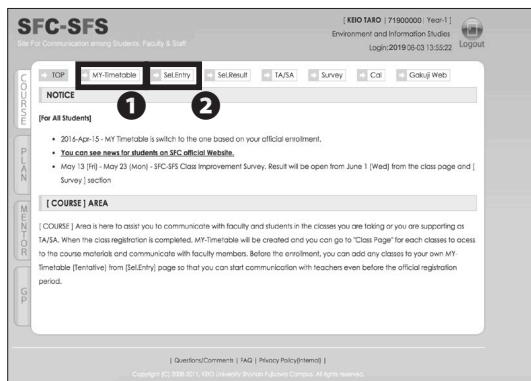
SFC-SFS is the communication support system for faculty members and students on campus. You will find information about your registered classes. In order to login, type your CNS login name in ① “CNS ACCOUNT” and your CNS login password in ② “CNS PASSWORD.” Then, click ③ “LOGIN.”

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



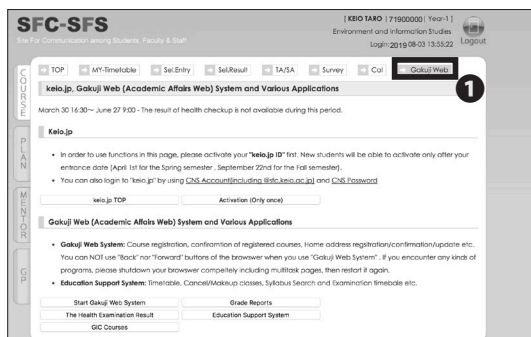
## 02 Use SFC-SFS

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



## 03 Academic Affairs Web System

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



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.

⇒ <https://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](http://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 ~ 08 of **[p.93 : Installing Antivirus Software on Your PC (Windows 10)]** .

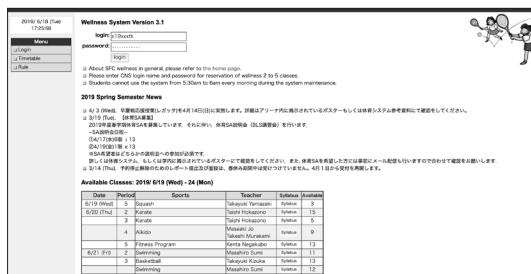
## Other Websites



## 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.

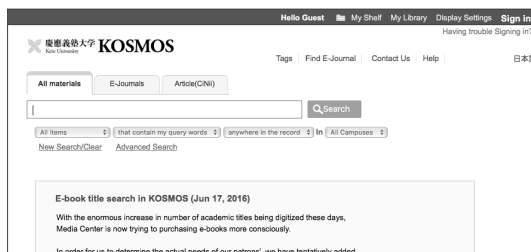
⇒ <https://wellness.sfc.keio.ac.jp/v3/index.php?newLang=en>



## 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.

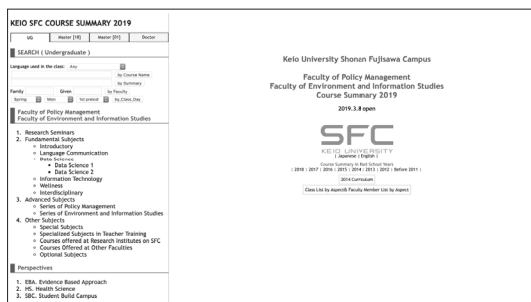
⇒ <http://www.sfc.lib.keio.ac.jp/eng/>



## 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 &amp; 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/2019/title14\\_en.html](https://vu.sfc.keio.ac.jp/course_u/data/2019/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.

#### COLUMN vol.1

### 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](http://www.sfc.itc.keio.ac.jp/en/network_cns_vpn2.html)



# 2

## Wireless LAN

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

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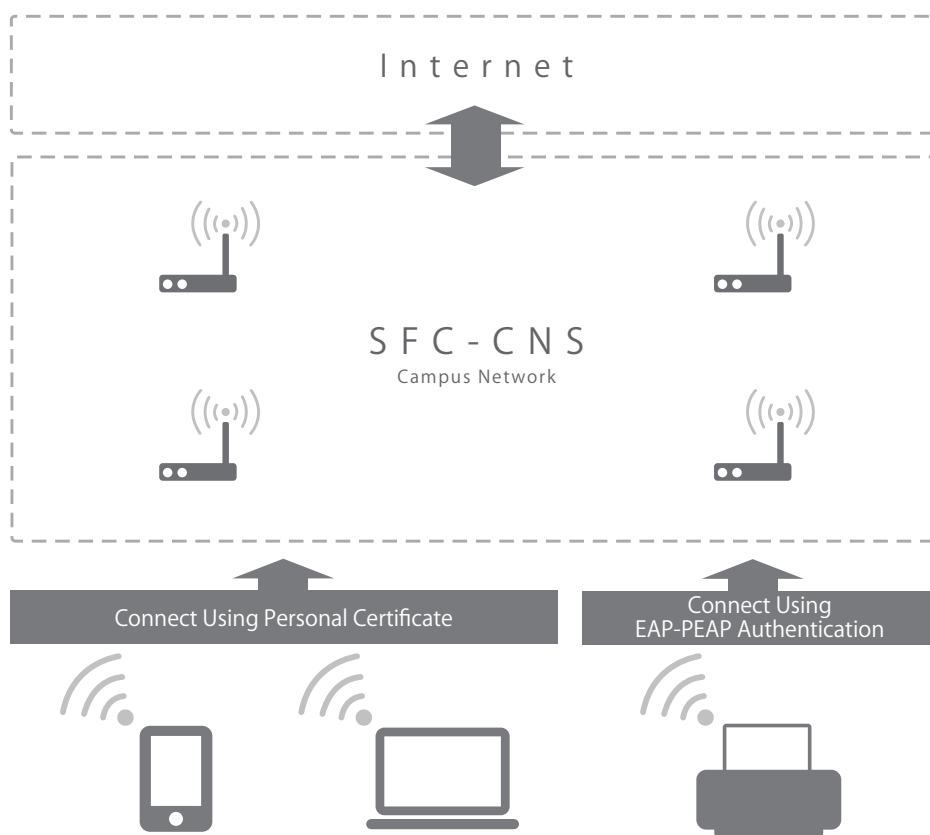
# 1

## About the Wireless LAN Environment on Campus

Wireless network access points are 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.

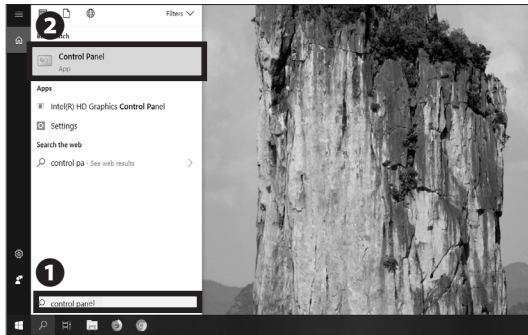
In this section, we will explain how to access the internet using a personal certificate using Windows, macOS, iOS, and Android.

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



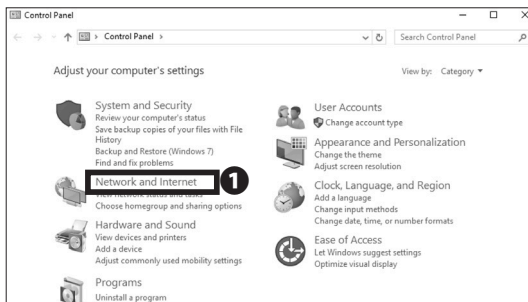
## 2

## Connecting Your PC (Windows 10) to CNS



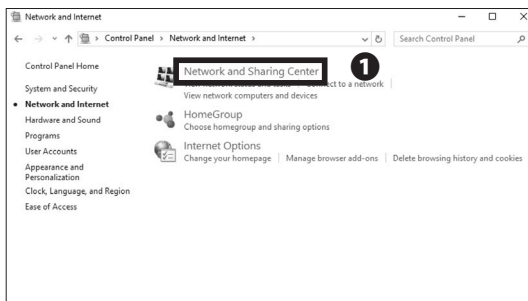
## 01

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. On the bottom left of the screen you will have to search ❶ "Control Panel" and from the results open ❷ "Control Panel."



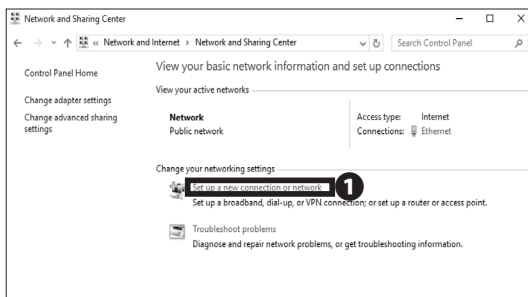
## 02

Click ❶ "Network and Internet."



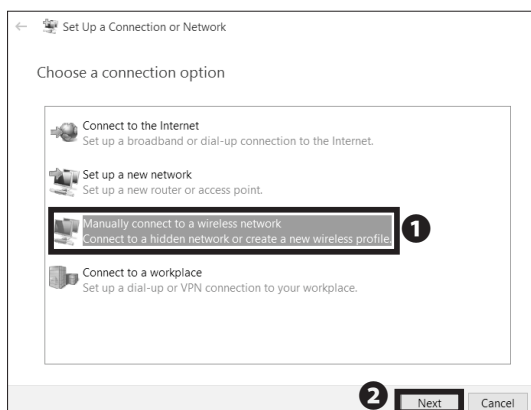
## 03

Click ❶ "Network and Sharing Center."



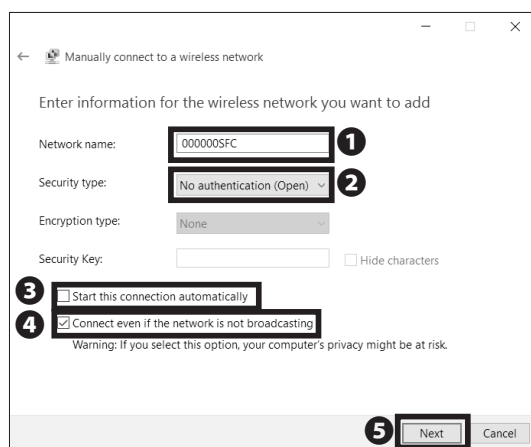
## 04

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



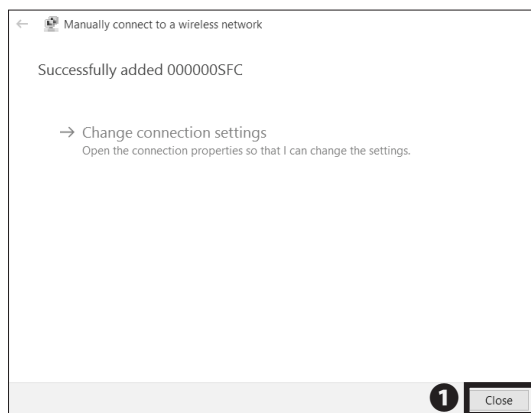
05

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."

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

Purpose of this webpage:

- Issue/Download/Reissue your personal certificate.
- Register of identical information (MAC address) of your device.

Please enter your CNS login name:  **1** Please input English single-byte characters.

Please enter your CNS login password:  **2** Please input English single-byte characters.

**3**

• If you are using iPhone/iPad/iPod touch,  
you can configure mail and VPN as well as wireless LAN.

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

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 **1** and your CNS login password in **2**, then click **3** "Start the registration."

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

**1**  **2**

Issue the personal certificate

**Register/Delete the device information**

[SFC-ITC](#) | [SFC official web site](#) | [Keio university SFC-ITC](#)

09

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

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

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

**This process will issue the personal certificate.**

Please enter the passphrase for the encryption of the personal certificate.  
You need your passphrase to install the personal certificate.

Please enter the passphrase:  **1** (minimum 8 characters)

Please enter the passphrase again (confirmation):  **2**

**3**

[Cancel the registration](#) | [SFC-ITC web site](#) | [SFC official web site](#) | [Keio university SFC-ITC](#)

10

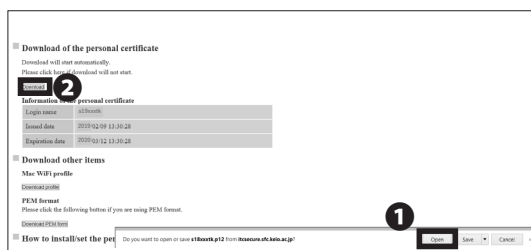
Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate against unauthorized use and must contain at least 8 characters. Type your passphrase in **1** and **2**, then click **3** "Issue the personal certificate." This passphrase will be used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

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

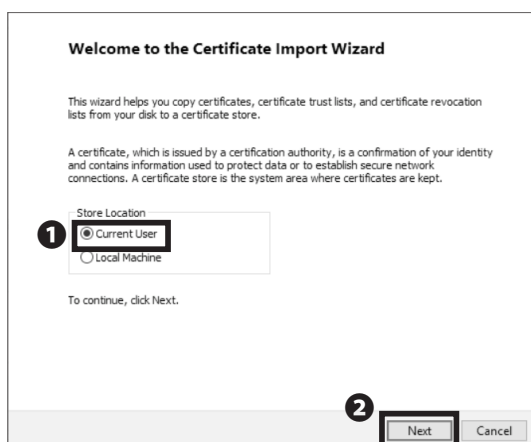


11

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 ① "Open." If the download does not automatically begin, click ② "Download."

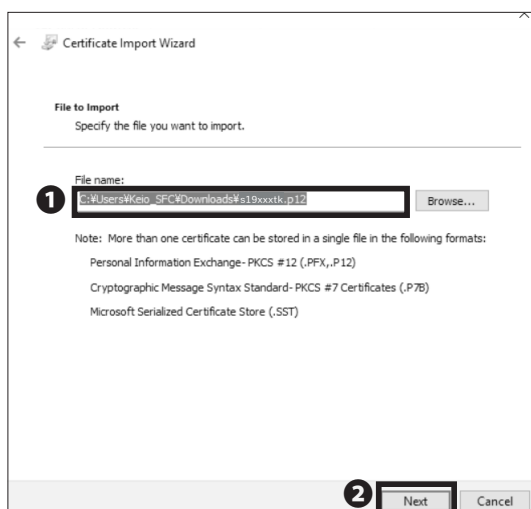
The certificate will expire in 13 months after initially issued. If the expiration date passes, you will not be able to use the wireless LAN, so you will need to delete and reissue your certificate. Please refer to the web site below for instructions on deleting a previously installed certificate.

⇒ [https://secure.itc.keio.ac.jp/c/a/sfc/en/network\\_information\\_wireless\\_802\\_1x\\_renew.html](https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_802_1x_renew.html)



12

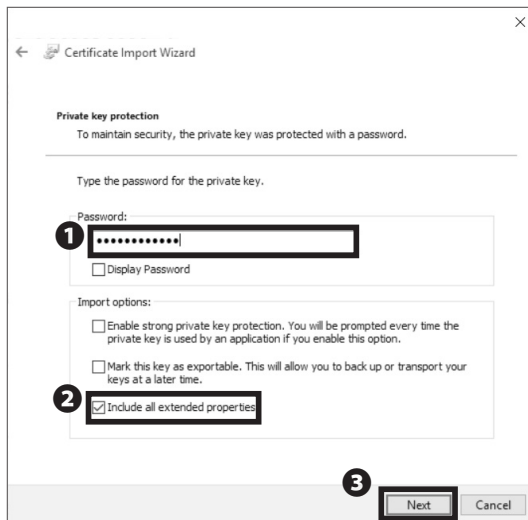
Open the file you just downloaded and wait for the "Certificate Import Wizard" to appear. Check ① "Current User," then click ② "Next."



13

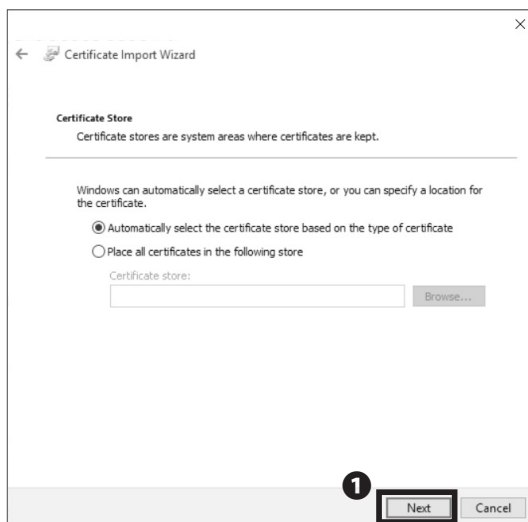
Make sure that the path to your downloaded certificate is correctly entered in ① "File Name." Then click ② "Next."





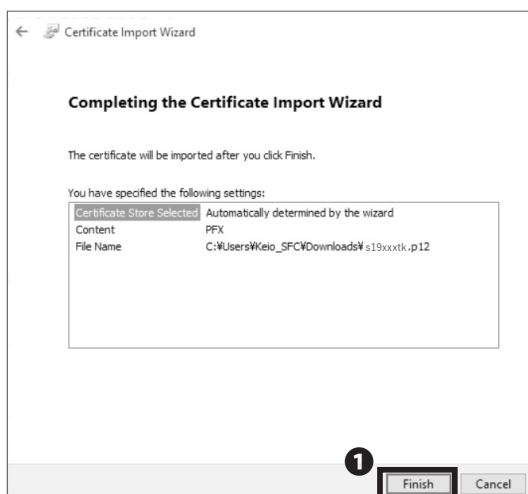
14

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



15

Click 1 "Next."



16

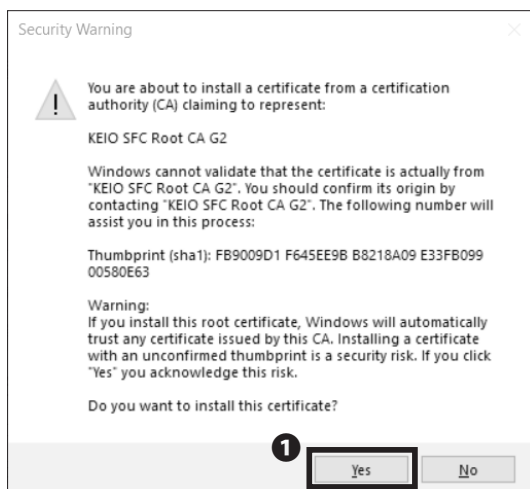
Click 1 "Finish."

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

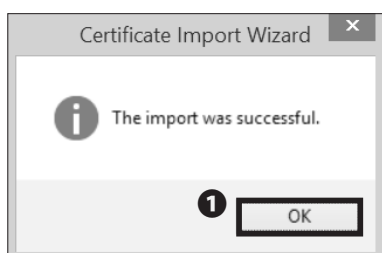


17

If a security warning shows up, click **1** "Yes" after confirming the thumbprint of the CNS root certification authority (CA) matches the following value:

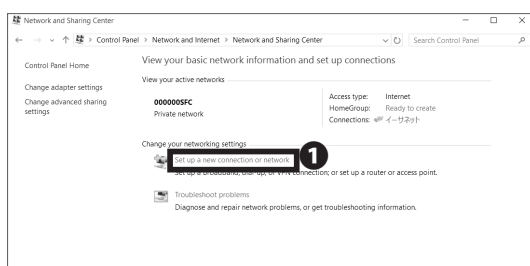
FB:90:09:D1:F6:45:EE:9B:B8:21:8A:09:E3:3F:B0:99:00:58:0E:63.

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



18

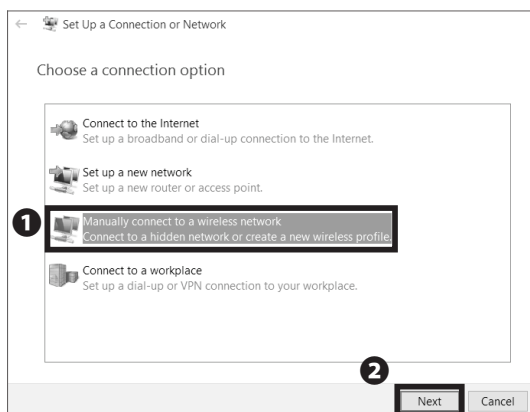
Click **1** "OK."



19

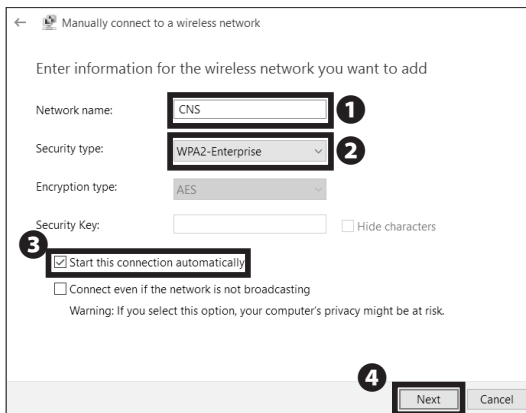
Go back to "Control Panel" and open "Network and Sharing Center" from "Network and Internet."

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



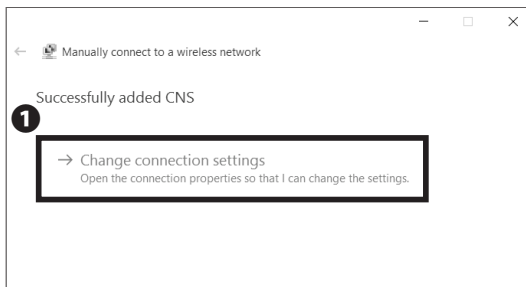
20

Select **1** "Manually connect to a wireless network" and click **2** "Next."



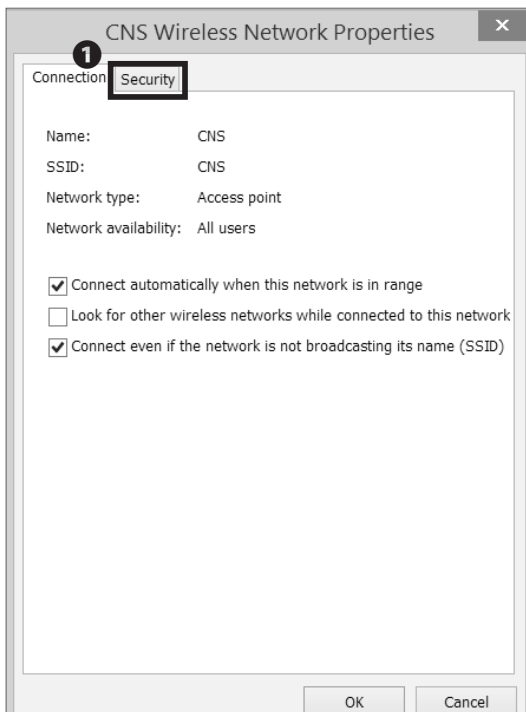
21

Type "CNS" in ① "Network name." Select "WPA2-Enterprise" from ② "Security type" and check ③ "Start this connection automatically." Then click ④ "Next."



22

Click ① "Change connection settings."



23

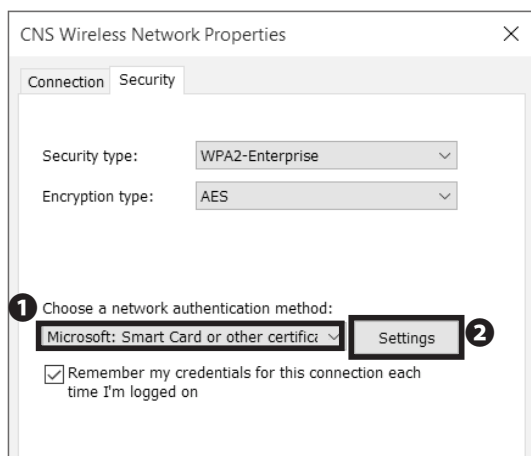
Click the ① "Security" tab.

Start Up 1

Wireless LAN 2

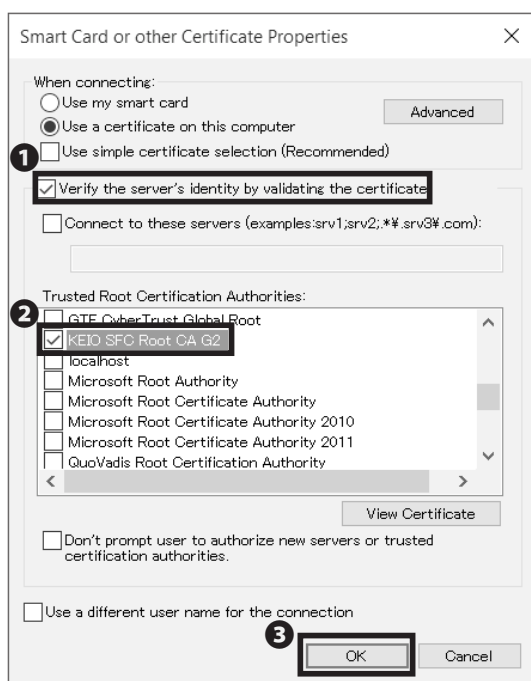
CNS Mail 3

CNS Printers 4



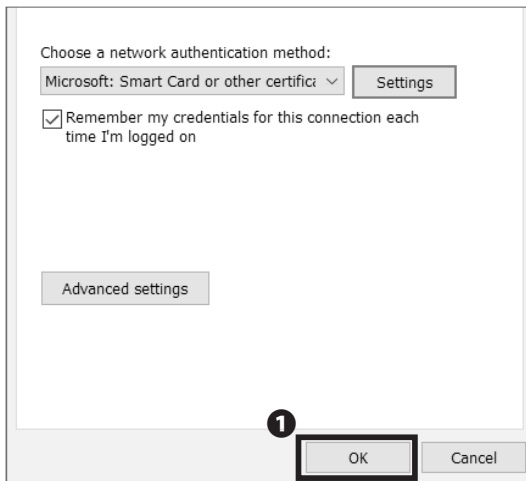
24

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



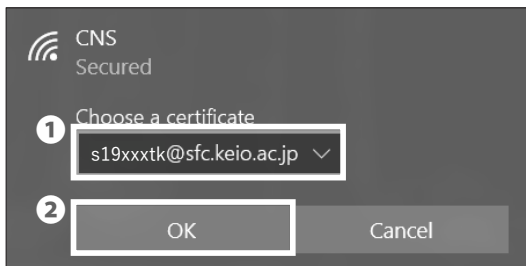
25

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



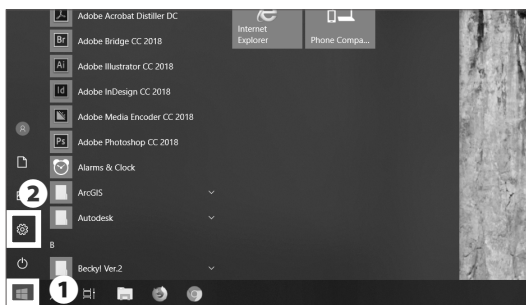
26

Click 1 "OK."



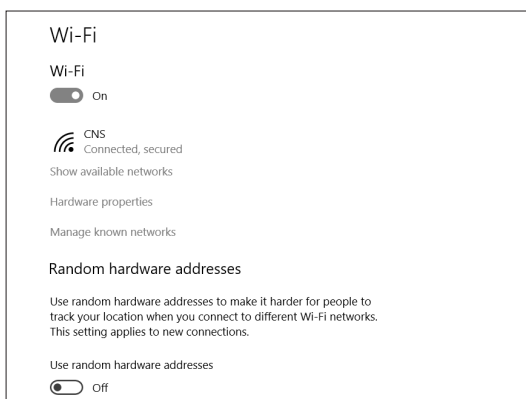
27

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



28

If you want to make sure your device is connected, look at the bottom left of your screen, click the 1 Windows icon, then click 2 "Settings."



29

Open "Network and Internet" in Settings, then click "Wi-Fi." You will be able to check which LAN is connected now. Once "Connected" is displayed, close "Network and Internet."

Instructions for connecting your windows 10 to wireless is now complete.

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

## 3

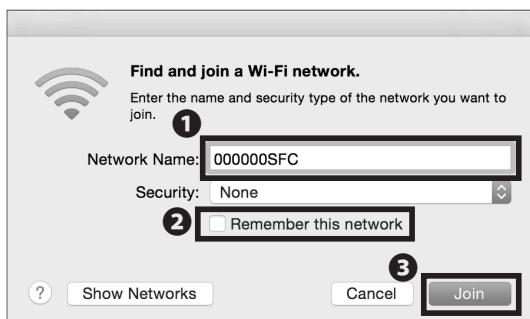
## Connecting Your Mac (macOS) to CNS



## 01

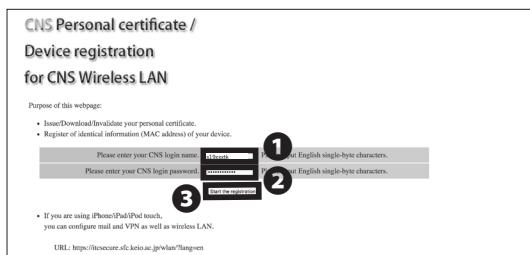
First, connect to the wireless LAN used for setting up network access on new devices. If you have a mobile router or any other method to connect to the internet, skip to STEP 03. If not, click ② "Join Other Network..." from the list of ① Wi-Fi icon.

## 02



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

## 03

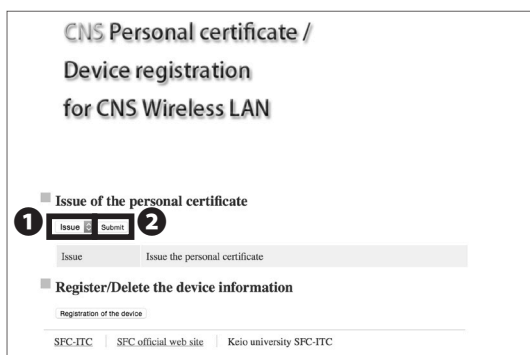


Open a web browser and go to the following URL:

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

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

## 04



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

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

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

■ **This process will issue the personal certificate.**  
Please enter the passphrase for the encryption of the personal certificate.  
You need your passphrase to install the personal certificate.

Please enter the passphrase:  (More than 8 characters) **1**

Please enter the passphrase again. (confirmation)  **2**

**3** Issue the personal certificate

[Cancel the registration](#) | [SFC-ITC web site](#) | [SFC official web site](#) | [Keio university SFC-ITC](#)

## 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 **1** and **2** and click **3** "Issue the personal certificate." This passphrase will be used in STEP 08.

The certificate will expire in 13 months after initially issued. If the expiration date passes, you will not be able to use the wireless LAN, so you will need to delete and reissue your certificate. Please refer to the web site below for instructions on deleting a previously installed certificate.

⇒ [https://secure.itc.keio.ac.jp/c/a/sfc/en/network\\_information\\_wireless\\_802\\_1x\\_renew.html](https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_802_1x_renew.html)

■ **Download of the personal certificate**  
Download will start automatically.  
Please click here if download will not start.

**1** [Download](#)

**Information of the personal certificate**

Login name	s19xxxtk
Issued date	2019/02/09 13:30:28
Expiration date	2020/03/12 13:30:28

■ **Download other items**  
**Mac WiFi profile**  
[Download profile](#)

## 06

Your download will begin automatically. Once completed, open the file you just downloaded. If download does not begin, click **1** "Download" to save the file and open the certificate.

**Add Certificates**

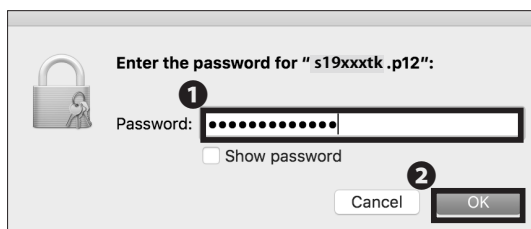
Do you want to add the certificate(s) from the file "s19xxxtk.p12" to a keychain?

Keychain:  **1**

[View Certificates](#) [Cancel](#) **2** [Add](#)

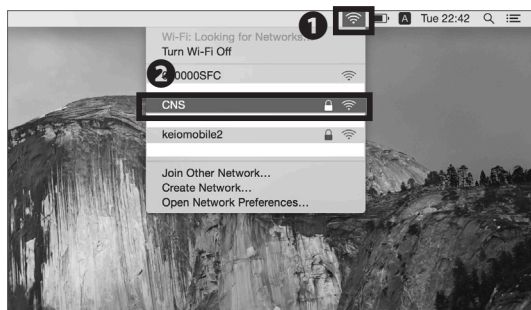
## 07

Once the window "Add Certificates" appears, make sure the selected keychain in **1** is "login." Then click **2** "Add."



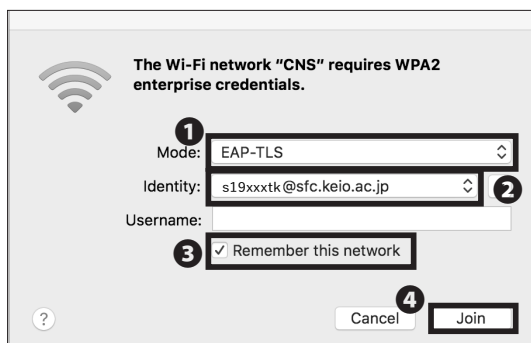
08

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



09

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



10

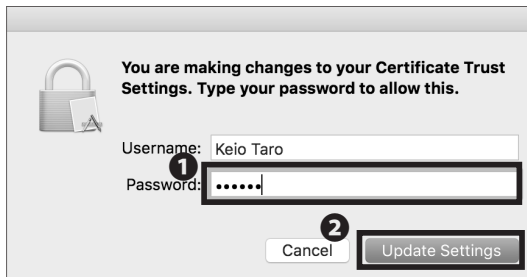
From **1** "Mode," select "EAP-TLS." From **2** "Identity," select "[your CNS login name]@sfc.keio.ac.jp" Make sure to check **3** "Remember this network" and leave the "Username" column blank. Then, click **4** "Join."



11

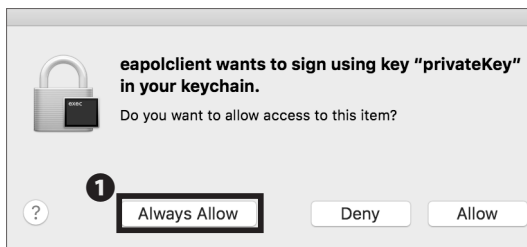
The dialog box shown on the left side will appear. Click **1** "Continue."





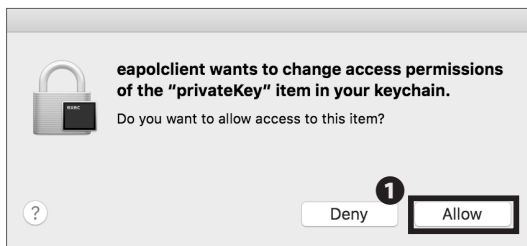
# 12

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.

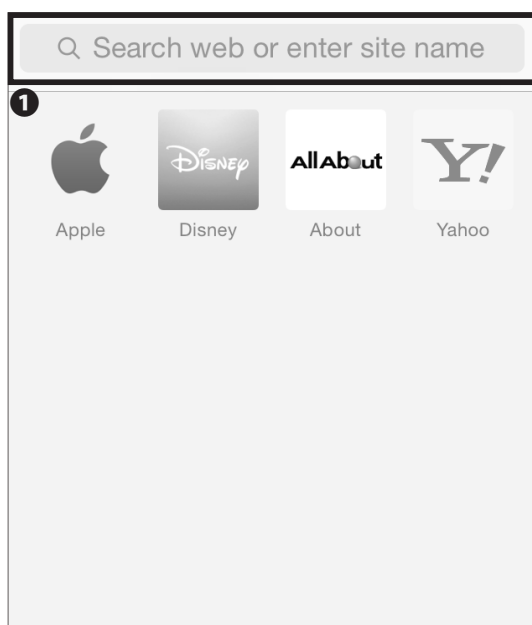
## 4

## Connecting Your iOS Device to CNS



01

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



02

Type the following URL in **1** and go to the registration page or scan the following QR code :

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



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

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

Wireless LAN configuration for iPhone:

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

CNS login name  ❶

CNS login password  ❷

❸

Keio university\_SFC-ITC

## 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."

■ **Issue of the personal certificate**

❶  ❷

Issue    Issue the personal certificate

## 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.

The certificate will expire in 13 months after initially issued. If the expiration date passes, you will not be able to use the wireless LAN, so you will need to delete and reissue your certificate. Please refer to the web site below for instructions on deleting a previously installed certificate.

⇒ [https://secure.itc.keio.ac.jp/c/a/sfc/en/network\\_information\\_wireless\\_802\\_1x\\_renew.html](https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_802_1x_renew.html)

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

[logout](#)

■ **This process will issue the personal certificate.**  
Please enter the passphrase for the encryption of the personal certificate.  
You need your passphrase to install the personal certificate.

Please enter the passphrase (8 characters) **1**  
Please enter the passphrase again (confirmation) **2**

**3** Issue the personal certificate

[Cancel the registration university SFC-ITC](#) [SFC-ITC web site](#) [SFC official web site](#) [Keio](#)

## 05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from unauthorized use. It must contain at least 8 characters. Enter your passphrase in **1** and **2** and tap **3** "Issue the personal certificate." This passphrase will be used in STEP 18.

■ **Download of the SFC-CNS setting profile for iPhone**

<b>Profile(A)</b> - Wireless LAN connection only	<b>1</b> <a href="#">Download</a>
<b>Profile(B)</b> - Wireless LAN connection + VPN setting + mail(IMAP) setting	<a href="#">Download</a>
<b>Profile(C)</b> - Wireless LAN connection + mail(IMAP) setting	<a href="#">Download</a>

**Notice**

## 06

Now you'll be on a selecting site of Setting profile. Tap **1** "Download" next to "Profile(A)." If you select "Profile(C)," you can set up both wireless LAN connection and CNS mail at the same time. Also by selecting "Profile(B)," you can add VPN settings at the same time. To check VPN [p.13 : Access Content Only Available] inside the columns [About VPN] . If you want to set up CNS mail, tap **1** "Download" next to "Profile(B)" or "Profile(C)." Then follow STEP 6~21 of [p. 59 :Configuring Your CNS Mail on Your iOS Device] . Then follow STEP 21 and STEP 22 in this section to set up your wireless LAN connection.

■ **Download of the SFC-CNS setting profile**

This website is trying to download a configuration profile. Do you want to allow this?

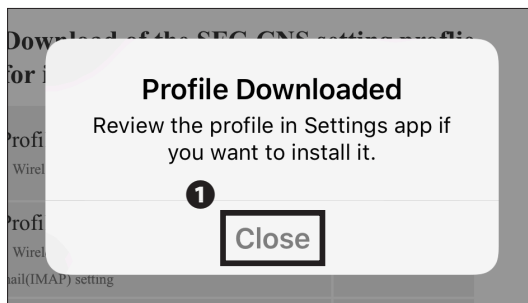
[Ignore](#) **1** [Allow](#)

mail(IMAP) setting

Profile(C)

## 07

The dialog box shown on the left side will appear. Tap **1** "Allow."



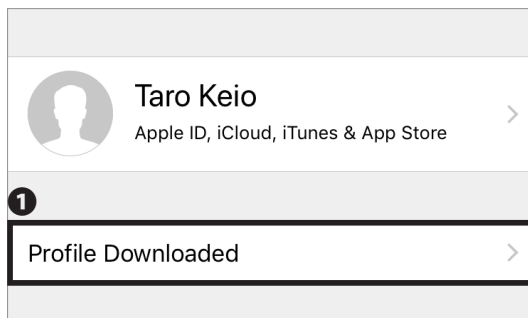
08

Tap ❶ "Close."



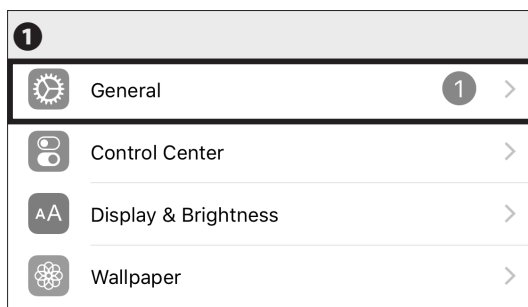
09

On your home screen, tap ❶ "Settings."



10

If ❶ "Profile Downloaded" is displayed, tap it and go on to STEP 13.



11

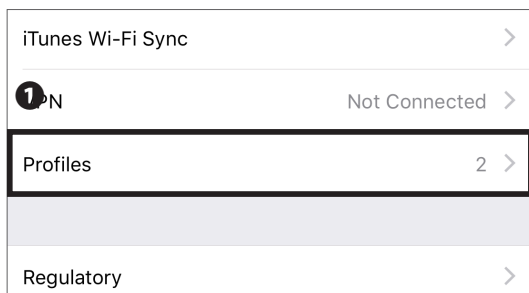
If "Profile Downloaded" is not displayed in Settings, tap ❶ "General."

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4



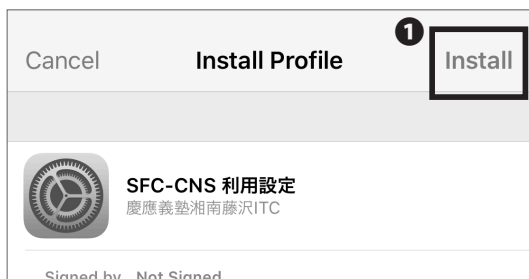
# 12

Tap ❶ "Profiles."



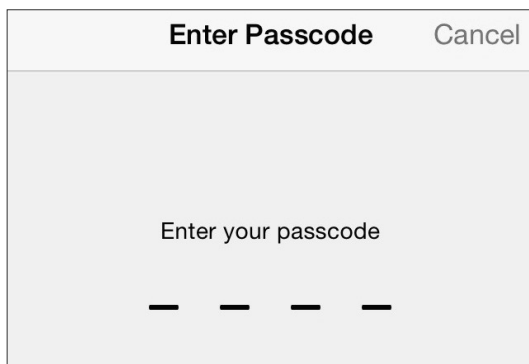
# 13

The downloaded profile will be displayed. Tap the ❶ Profile.



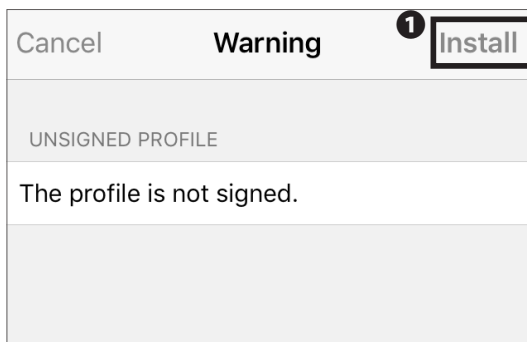
# 14

Tap ❶ "Install."



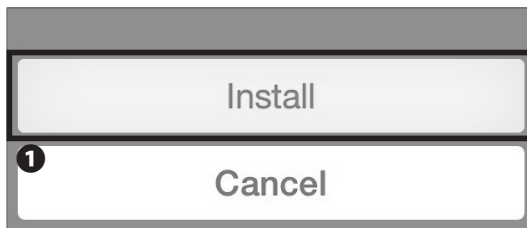
# 15

Type in your iOS passcode.



16

Tap ① "Install."



17

Tap ① "Install."



18

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



19

Tap ① "Done."

Start Up 1

Wireless LAN 2

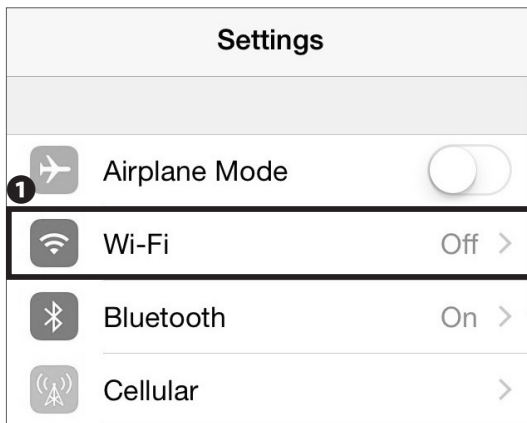
CNS Mail 3

CNS Printers 4



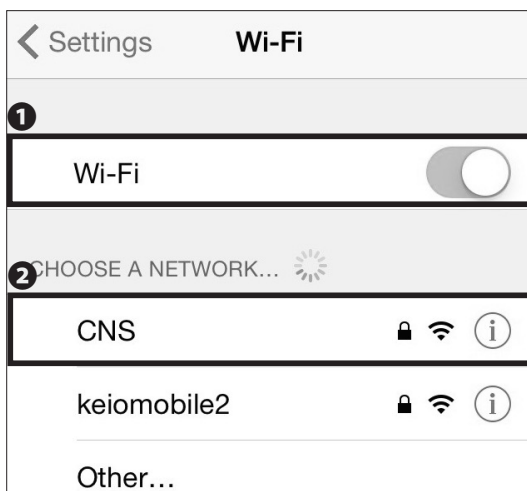
20

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



21

Tap ❶ "Wi-Fi."



22

Turn on ❶ "Wi-Fi."

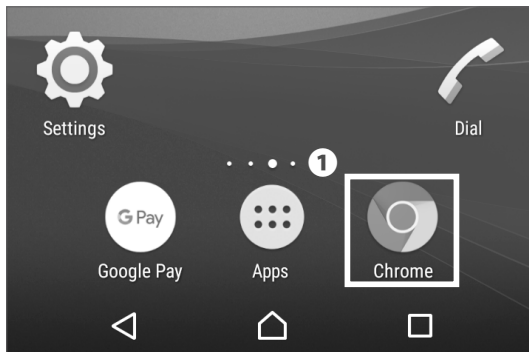
Tap ❷ "CNS." From now on, if you are on campus, your device will connect to CNS automatically.

Connecting Your iOS Device to CNS is completed.



## 5

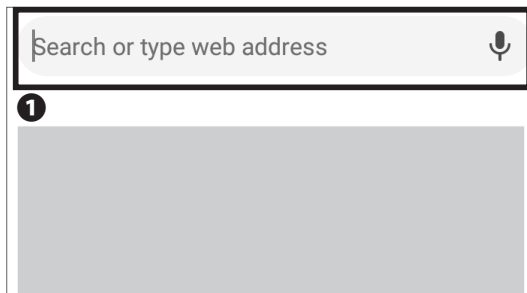
## Connecting Your Android Device to CNS



## 01

On your home screen, tap the ❶ Chrome icon.

The procedure for setting up an Android device depends on the specific model. This explanation uses a Xperia Z3 Compact (SO-02G).



## 02

Type the following URL in ❶ and go to the registration page or scan the following QR code :

⇒ <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."

Purpose of this webpage:

- Issue/Download/Invalidate your personal certificate.
- Register of identical information (MAC address) of your device.

Please enter your CNS login name.	<input type="text"/>	❶ Please input English single-byte characters.
Please enter your CNS login password.	<input type="password"/>	❷ Please input English single-byte characters.
		❸ Start the registration

- If you are using iPhone/iPad/iPod touch, you can configure mail and VPN as well as wireless LAN.

URL:

## for CNS Wireless LAN

**1 Issue of the personal certificate**

## 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."

When "Reissue" has been selected, any previously issued certificates will be revoked.

**■ This process will issue the personal certificate.**

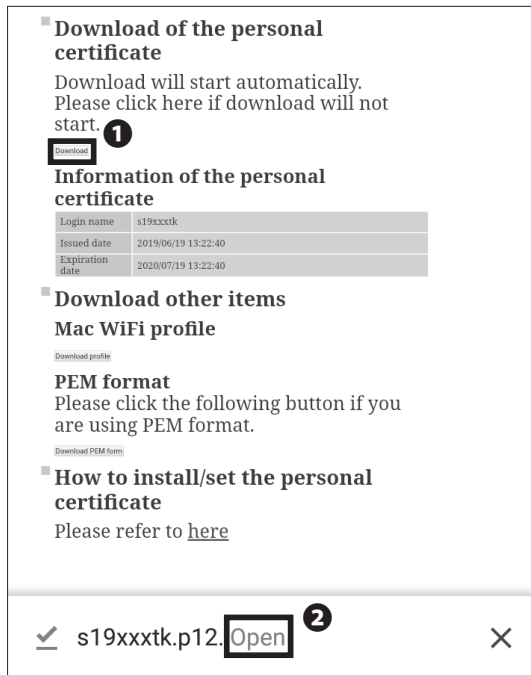
Please enter the passphrase for the encryption of the personal certificate. You need your passphrase to install the personal certificate.

## 05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from unauthorized use and must contain at least 8 characters. Enter your passphrase in ❶ and ❷ and tap ❸ "Issue the personal certificate." This passphrase will be used in STEP 07.

The certificate will expire in 13 months after initially issued. If the expiration date passes, you will not be able to use the wireless LAN, so you will need to delete and reissue your certificate. Please refer to the web site below for instructions on deleting a previously installed certificate.

⇒ [https://secure.itc.keio.ac.jp/c/a/sfc/en/network\\_information\\_wireless\\_802\\_1x\\_renew.html](https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_802_1x_renew.html)

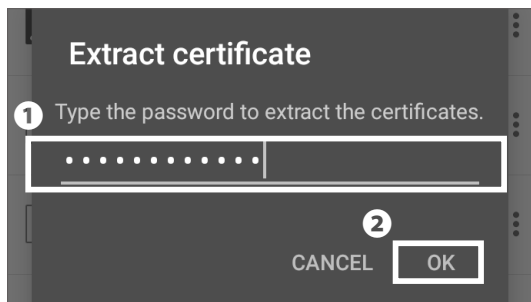


## 06

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

When a dialog like the one shown at left appears, click **2** "Open."

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] .



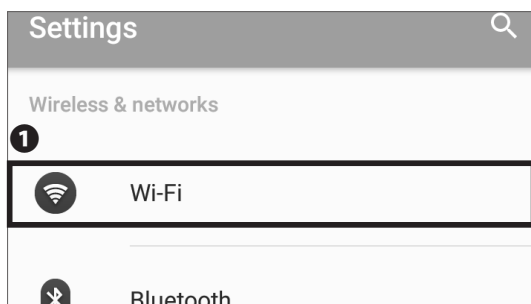
## 07

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



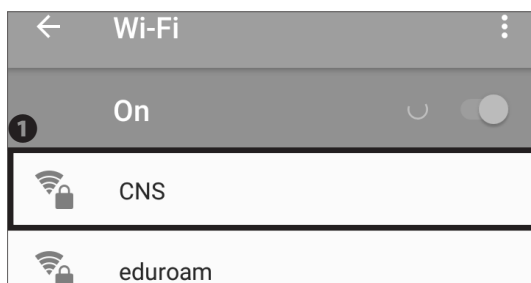
## 08

Type "CNS" in **1** "Certificate name" and select "Wi-Fi" in **2** "Credential use." Then, tap **3** "OK."



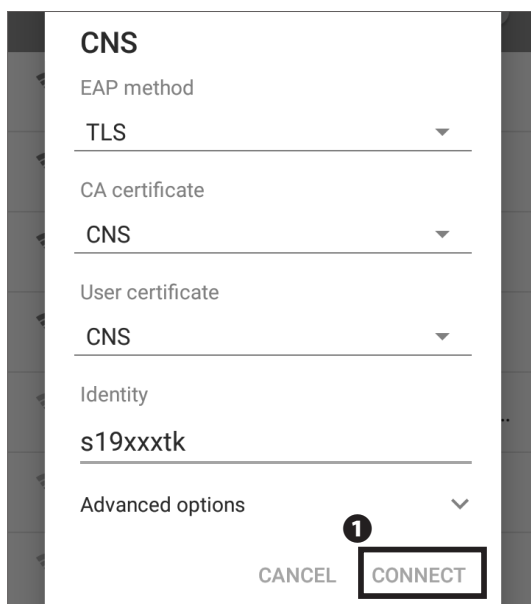
09

Tap ❶ "Wi-Fi" from the settings app.



10

Tap ❶ "CNS."



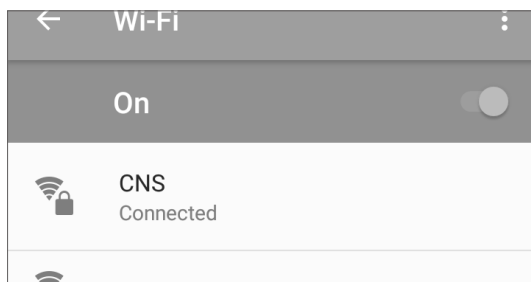
11

Change the settings on this screen to the following values:

<b>EAP method</b>	TLS
<b>CA certificate</b>	CNS
<b>User certificate</b>	CNS
<b>Identity</b>	(your CNS login name)

Once entered correctly, tap ❶ "Connect."

\* On some devices, you may be prompted to select the connection type. If asked, select "802.1X EAP."



12

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 GÉANT 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."

\* This procedure differs from the procedure of setting up a connection to CNS.

\* This explanation is based on macOS. For other OS, please refer to this explanation to connect to eduroam.

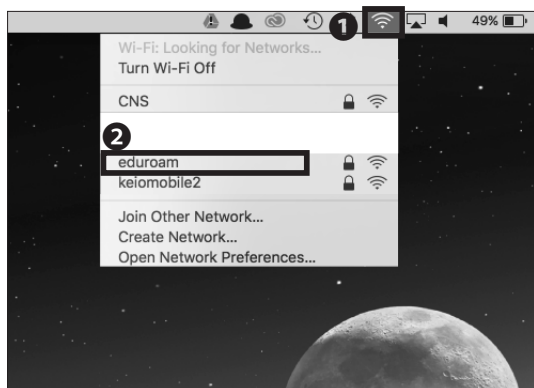
## 02

Click ❶ "パスワード (Password)."



03

Click **1** "Create." Remember the password that is displayed. This password will be used in STEP 05.

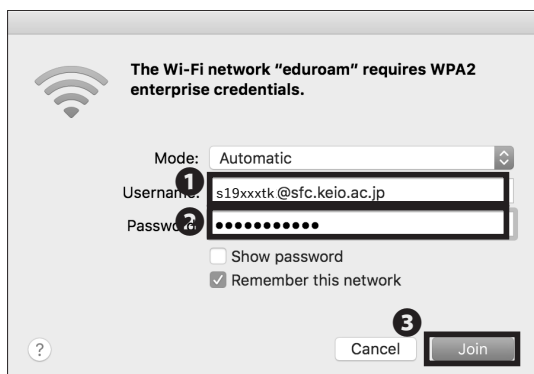


04

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:

⇒ [https://www.sfc.itc.keio.ac.jp/en/network\\_information\\_eduroam.html](https://www.sfc.itc.keio.ac.jp/en/network_information_eduroam.html)

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



05

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

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

## 7

## Connecting Your Device to Wireless LAN Using "keiomobile2"

What is "keiomobile2"?

"keiomobile2" is a cross-campus wi-fi service offered by Keio ITC. As a member of Keio University, you can connect to Internet from any campus. "keiomobile2" can only be set up inside campus.

In order for students, faculty and staff who have CNS accounts to connect to "keiomobile2," you need a keio.jp (Keio ID), or an ITC account and its PEAP password.

wireless LAN/WiFi Service (keiomobile2)
<b>Premise</b>
<ul style="list-style-type: none"> <li>It is available to set up and use keiomobile2 only inside of Keio campus.</li> <li>You must have keio ID or ITC account (ua*****, ub*****, aa*****) to obtain the Wi-Fi password for wifi connection.</li> </ul>
<b>Process to set up keiomobile2</b>
<ol style="list-style-type: none"> <li>Using keio ID issue or Using ITC account issue Before go to step 2, make sure that your Wi-Fi password is issued.</li> <li>Set up keiomobile2</li> </ol>
<b>Revising wireless LAN connection settings</b>
<ul style="list-style-type: none"> <li>Procedure for revising wireless LAN connection settings</li> </ul>

In order to connect to "keiomobile2," you need a keio.jp (Keio ID) or an ITC account (ua\*\*\*\*\*, ub\*\*\*\*\*, aa\*\*\*\*\*) to issue a password for Wi-Fi connection.

For more information, please refer to the website below.  
How to: connect to wireless LAN / Wi-fi Connection Service (keiomobile2)

⇒ [https://www.mita.itc.keio.ac.jp/en/net\\_connect/keiomobile2\\_peap.html](https://www.mita.itc.keio.ac.jp/en/net_connect/keiomobile2_peap.html)

\* "keiomobile2" can also be joined using either SFC-CNS personal certificate or PEAP password.

## 8

# Connecting Your Device to CNS by EAP-PEAP Authentication

## What is EAP-PEAP Authentication?

EAP-PEAP is one of the Extensible Authentication 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 Your Drive to CNS by EAP-PEAP Authentication

## 01

Open a web browser and go to the following URL:

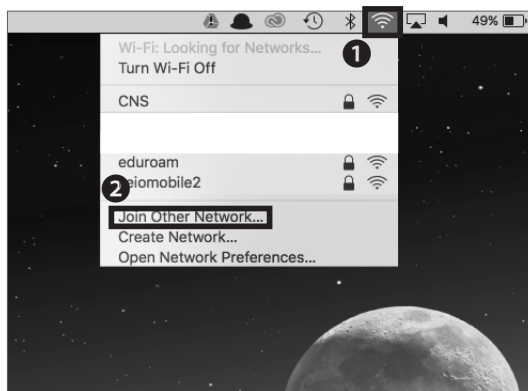
⇒ <https://itcsecure.sfc.keio.ac.jp/form/wifi/>

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

\* This procedure differs from the procedure of setting up a connection to CNS.

\* This explanation is based on macOS. For other OS, please refer to this explanation to connect to eduroam.





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](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.

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CNS Mail 3

CNS Printers 4



# 3

## CNS Mail

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## 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](http://www.sfc.itc.keio.ac.jp/en/computer_email_cns_usage_config.html)

## 04 Use SFC-CNS Web Mail

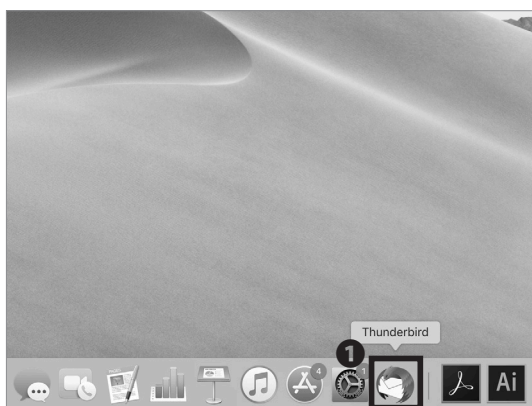
By using the SFC-CNS WebMail system, you can access your CNS email account in a web browser without using an email client. Please visit the following URL and login with your CNS login name and IMAP/SMTP-AUTH password.

⇒ <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.

Enter the IMAP/SMTP-AUTH password you set up at the beginning of your first year. If you forgot your password, go to **【p.138 : How to Change Account Passwords】**, follow its instructions, and re-set the password.

### 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.

Enter the IMAP/SMTP-AUTH password you set up at the beginning of your first year. If you forgot your password, go to **【p.138 : How to Change Account Passwords】**, follow its instructions, and re-set the password.

Start Up 1

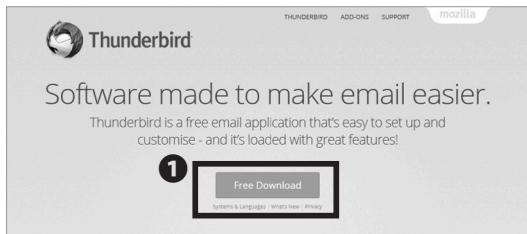
Wireless LAN 2

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## 3

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

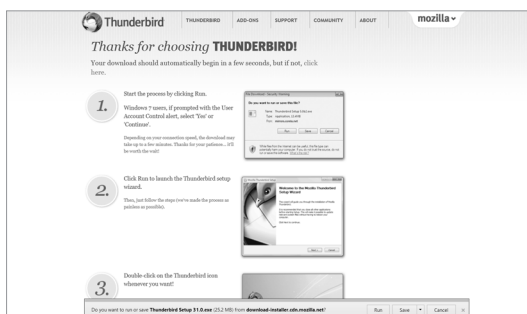


## 01

Open a web browser and go to the following URL:

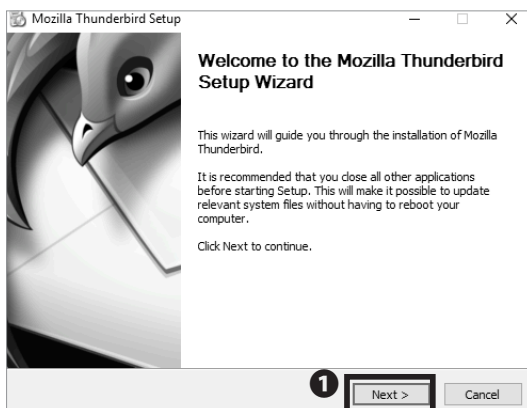
⇒ <https://www.mozilla.org/en-US/thunderbird/>

Click **1** "Free Download."



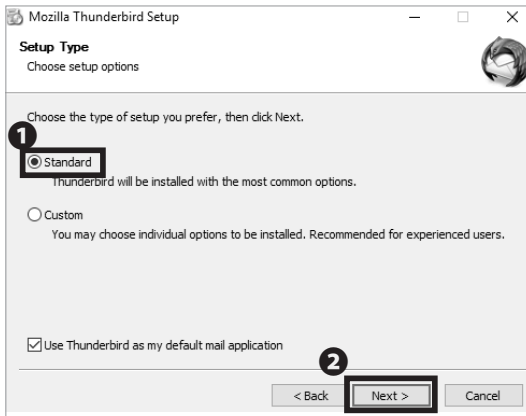
## 02

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



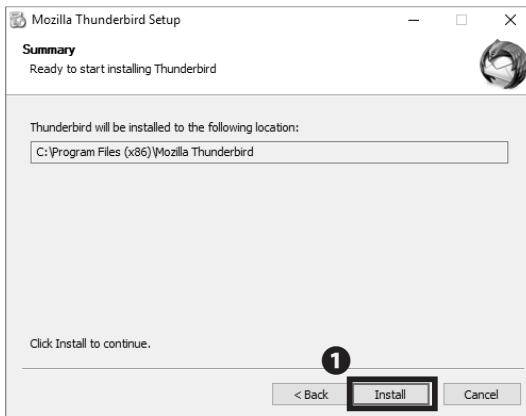
## 03

Click **1** "Next >."



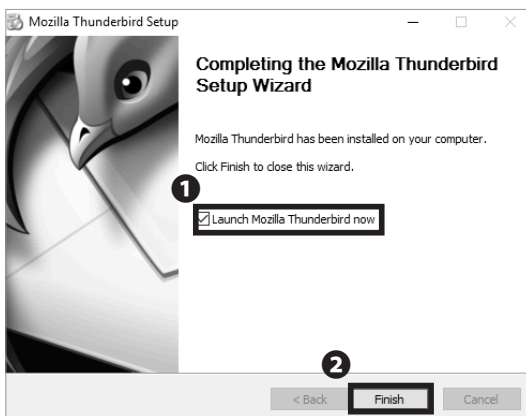
04

Confirm **1** "Standard" is checked and click **2** "Next >."



05

Click **1** "Install."



06

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

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Mail Account Setup

Your name: Taro Keio **1** name, as shown to others

Email address: s19xxxtk@sfc.keio.ac.jp **2**

Password: ●●●●●●●●●● **3**

☒ Remember password

**4** Continue Cancel

Get a new account

07

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

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

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

Mail Account Setup

Your name: Taro Keio Your name, as shown to others

Email address: s19xxxtk@sfc.keio.ac.jp

Password: ●●●●●●●●●●

☒ Remember password

Configuration found by trying common server names

☒ IMAP (remote folders) ☐ POP3 (keep mail on your computer)

Incoming: IMAP imap.sfc.keio.ac.jp, STARTTLS

Outgoing: SMTP smtp.sfc.keio.ac.jp, STARTTLS

Username: s19xxxtk

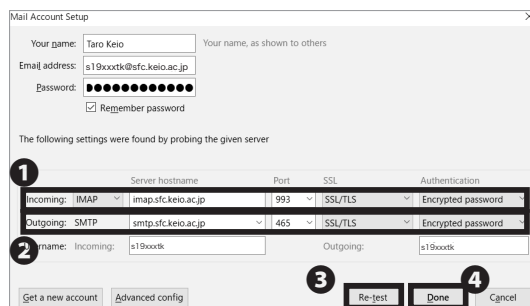
**1** Manual config Done Cancel

Get a new account

08

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





# 09

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

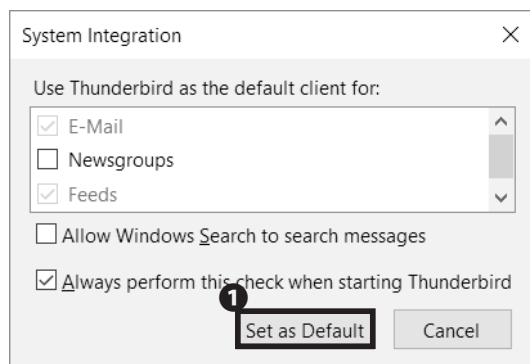
## 1 Incoming (Receiving) Server (IMAP)

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

## 2 Outgoing (Sending) Server (SMTP)

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

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



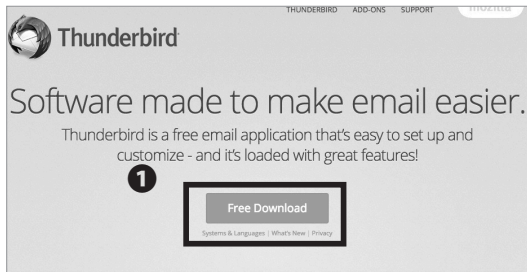
# 10

If such window shown in the image on the left appears, click **1** "Set as Default."

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

## 4

## Configuring Your CNS Mail on Your Mac (macOS)

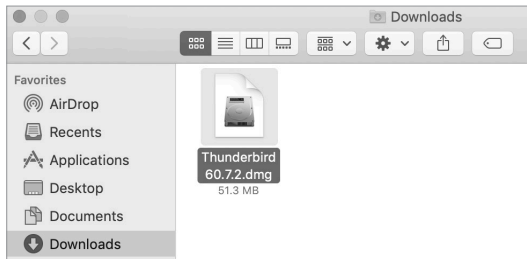


01

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.



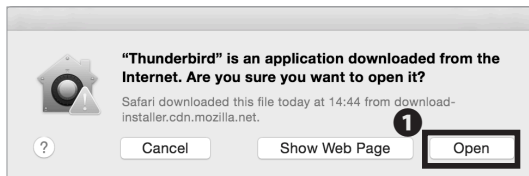
03

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



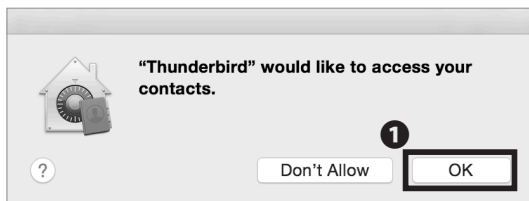
## 04

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



## 05

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



## 06

Click **1** "OK."

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Mail Account Setup

Your name: Taro Keio **1** Your name, as shown to others

Email address: s19xxxtk@sfc.keio.ac.jp **2**

Password: ..... **3**

☒ Remember password

**4** Continue

Get a new account Cancel Continue

## 07

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

Mail Account Setup

Your name: Taro Keio Your name, as shown to others

Email address: s19xxxtk@sfc.keio.ac.jp

Password: .....  
☒ Remember password

Configuration found by trying common server names

☒ IMAP (remote folders) ☐ POP3 (keep mail on your computer)

Incoming: IMAP, imap.sfc.keio.ac.jp, STARTTLS

Outgoing: SMTP, mail.sfc.keio.ac.jp, STARTTLS

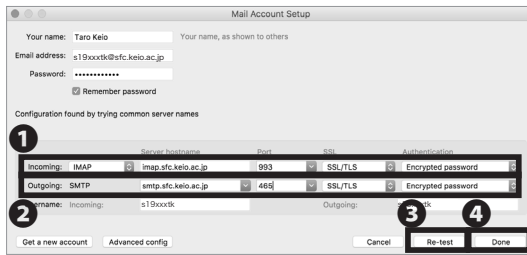
Username: s19xxxtk

**1** Manual config

Get a new account Manual config Cancel Done

## 08

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



# 09

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

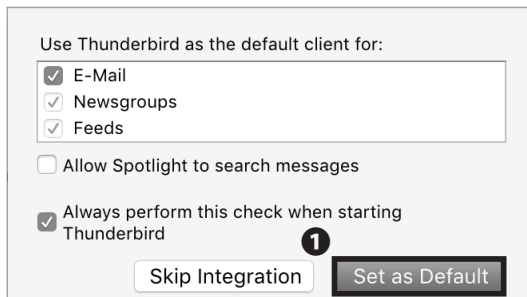
## ① Incoming (Receiving) Server (IMAP)

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

## ② Outgoing (Sending) Server (SMTP)

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

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



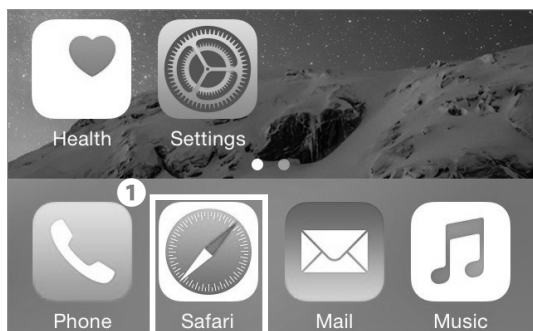
# 10

If such window shown in the image on the left appears, click ① "Set as Default."

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

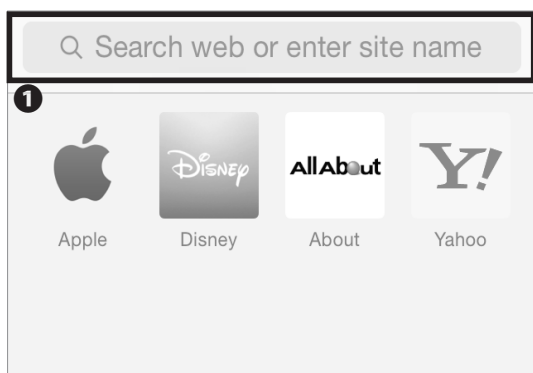
## 5

## 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 or scan the following QR code :

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



Wireless LAN configuration for iPhone:

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

CNS login name	❶	<input type="text" value="s19shootk"/>
CNS login password	❷	<input type="password" value="....."/>
		❸ <input type="button" value="start registration"/>

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 18.

## 06

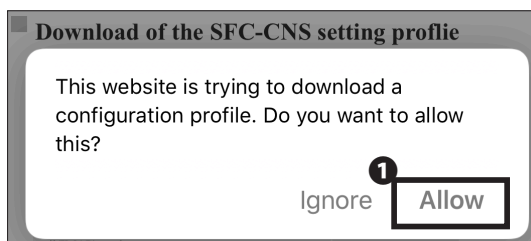
Tap ❶ "Download" in Profile (C).

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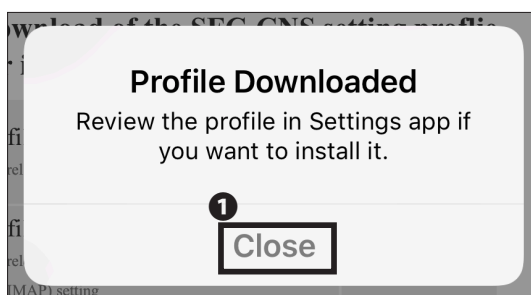
CNS Printers 4



07

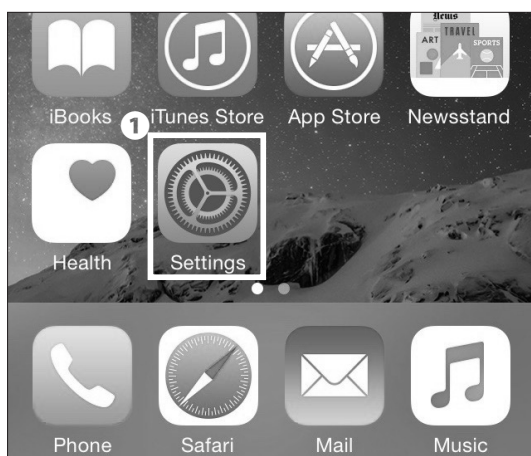
The dialog box shown on the left side will appear. Tap

1 "Allow."



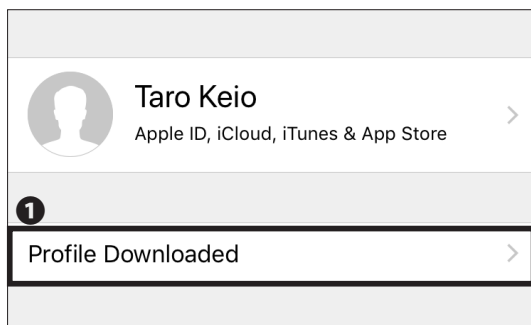
08

Tap 1 "Close."



09

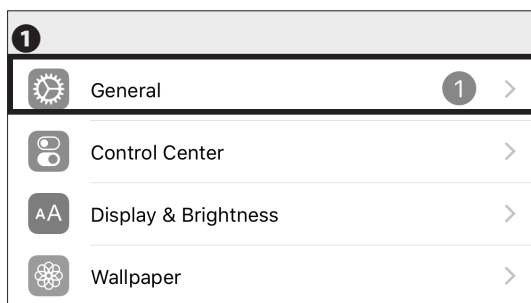
On your home screen, tap 1 "Settings."



10

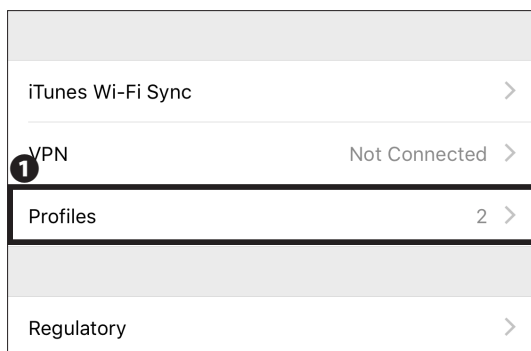
If 1 "Profile Downloaded" is displayed, tap it and go on to STEP 13.





11

If "Profile Downloaded" is not displayed in Settings, tap  
① "General."



12

Tap ① "Profiles."



13

The downloaded profile will be displayed. Tap the ① Profile.



14

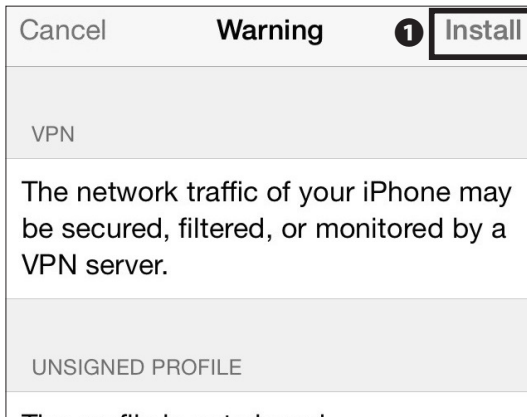
Tap ① "Install."

Start Up 1

Wireless LAN 2

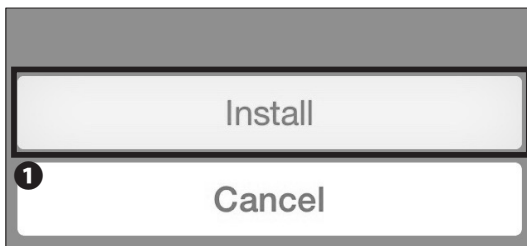
CNS Mail 3

CNS Printers 4



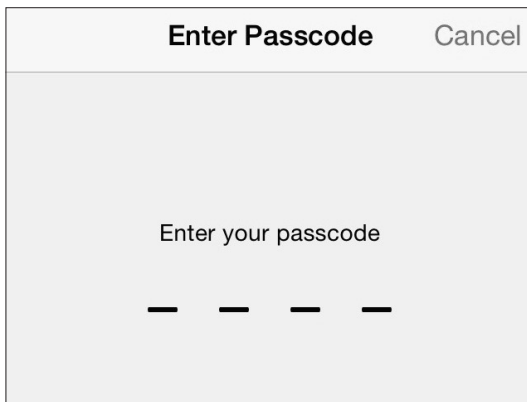
15

Tap ❶ "Install."



16

Tap ❶ "Install."



17

Type your iOS passcode.



18

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



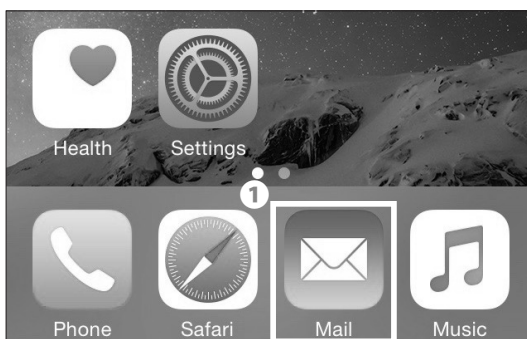
19

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



20

Tap ❶ "Done."



21

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.

Start Up 1

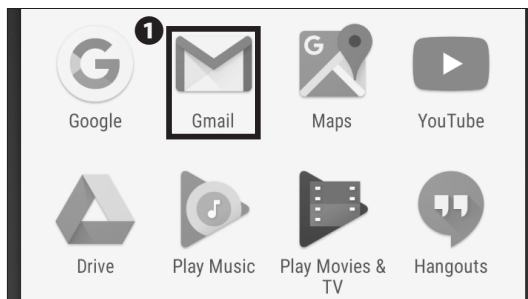
Wireless LAN 2

CNS Mail 3

CNS Printers 4

## 6

## Configuring Your CNS Mail on Your Android Device

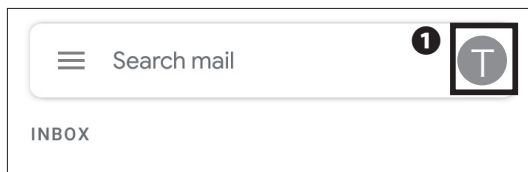


01

Tap ❶ "Gmail" from the home page or the list of apps.

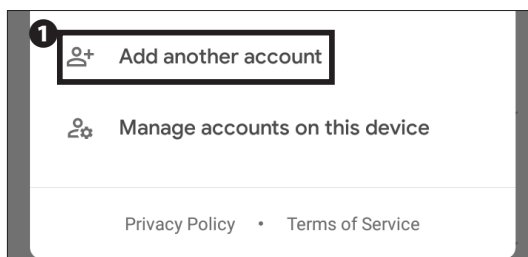
If an email address is not set up in Gmail, go to STEP04.

\* The settings and procedure may vary from device to device. However, the procedure for configuring a mail server are the same.



02






Tap the ❶ "account icon" shown on the search bar and a list of accounts will be displayed.



03

Tap ❶ "Add another account".

### Set up email

-  Google
-  Outlook, Hotmail, and Live
-  Yahoo
-  Exchange and Office 365
- 1**  Other

04

Tap **1** "Other."

### Add your email address

**1**

Enter your email  
s19xxxtk@sfc.keio.ac.jp

MANUAL SETUP

**2**

< NEXT >

05

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

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s19xxtk@sfc.keio.ac.jp

What type of account is this?

1 ☐ Personal (POP3)

☒ Personal (IMAP)

☐ Exchange

2

< NEXT >

06

Tap 1 "Personal (IMAP)" and tap 2 "NEXT >."

s19xxtk@sfc.keio.ac.jp

1

Password

.....

2

< NEXT >

07

Type your IMAP/SMTP-AUTH password in 1 and tap 2 "NEXT >."

### Incoming server settings

Username  
s19xxxtk

Password  
.....

Server  
imap.sfc.keio.ac.jp

1

< NEXT >

## 08

Enter the following settings:

<b>Username</b>	your CNS login name
<b>Password</b>	your IMAP/SMTP-AUTH password
<b>Server</b>	imap.sfc.keio.ac.jp

Once typed correctly, tap ❶ "NEXT >."

### Outgoing server settings

1

Require signin ☒

Username  
s19xxxtk

Password  
.....

SMTP server  
smtp.sfc.keio.ac.jp

2

< NEXT >

## 09

Next, type the information below if necessary.

<b>Username</b>	(your CNS login name)
<b>Password</b>	(your IMAP/SMTP-AUTH password)
<b>SMTP server</b>	smtp.sfc.keio.ac.jp

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

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Account options

Sync frequency:  
Every 15 minutes ▼

☒ Notify me when email arrives

☒ Sync email from this account

☒ Automatically download attachments when connected to Wi-Fi

< NEXT >

10

You can modify your account options if you desire. Once you finished choosing your options, tap **1** "NEXT >."

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

**1** Give this account a name (optional)  
CNS

**2** Your name (displayed on outgoing messages)  
Taro Keio

**3** NEXT >

11

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

Configuring Your CNS Mail on Your Android Device is completed.



## 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.

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**SFC-CNS mailsetup**

IMAP/SMTP-AUTH パスワード  
IMAP/SMTP-AUTH password

メール転送  
Mail forwarding

スパムポリシー  
Spam policy

**Mail forwarding**

1keio@keio.jp を転送先に追加しました。  
(1keio@keio.jp has been successfully added.)

現在のメール転送設定 (Current forwarding addresses)

転送先アドレス  
forwarding mail address

1 1keio@keio.jp

2 Delete

SFC-CNS に届く全てのメールは SFC-CNS のメールボックスと転送先に配送されます。  
All e-mails will be sent to SFC-CNS mailbox and forwarding address.

メール転送先の追加 (Add Mail forwarding address)

Add

Shonan Fujisawa ITC, Keio University

03

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

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

If you want to change the email address used in mail forwarding, delete your previous mail forwarding setting and add your new email address according to STEP 01 ~ 02.

## Configuring Spam Filter

**SFC-CNS mailsetup**

IMAP/SMTP-AUTH パスワード  
IMAP/SMTP-AUTH password

メール転送  
Mail forwarding

スパムポリシー  
Spam policy

**About this page**

このページではメールに関する以下の設定が可能です  
• IMAP/SMTP-AUTH パスワードの作成/変更  
• メール転送設定  
• スпамポリシー設定

① You can set email services in SFC-CNS on this page.  
• Create or change IMAP/SMTP-AUTH password  
• Mail forwarding  
• Spam policy

01

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

MTP-AUTH パスワード  
MTP-AUTH password

メール転送  
Mail forwarding

スパムポリシー  
Spam policy

**Spam policy**

スパムポリシー設定  
(Spam policy configuration)

ポリシー名 (Policy name)	説明 (Description)
<input checked="" type="radio"/> 隔離 (Quarantine)	[Current] スパムメールは隔離用サーバに隔離されます Spams mail will be quarantined.
<input type="radio"/> タグ (Tag)	スパムメールはサブジェクト及び、ヘッダにタグ付けされます Spam mails will be tagged in Subject and mail header.
<input type="radio"/> 設定しない (No filtering)	スパムはタグ無しでそのまま配送されます Spam mails will be delivered without tagging.

スパム判定基準(Spam threshold)

左のボタンをクリックすると Normal と Strong を選択出来ます。  
(To select criteria of spam is available with this button.)  
※ Strong にするとスパムと判定されるメールが多くなります。  
(If you select strong, the mail judged as spam will be increased.)

☐ Normal

① Change

02

Select which policy you wish to apply and click ① "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, any spam emails will be identified as spam in the subject line and header. The default setting is "Quarantine."

MTP-AUTH パスワード  
MTP-AUTH password

メール転送  
Mail forwarding

スパムポリシー  
Spam policy

**Spam policy**

スパムポリシー設定  
(Spam policy configuration)

ポリシー名 (Policy name)	説明 (Description)
<input checked="" type="radio"/> 隔離 (Quarantine)	[Current] スパムメールは隔離用サーバに隔離されます Spams mail will be quarantined.
<input type="radio"/> タグ (Tag)	スパムメールはサブジェクト及び、ヘッダにタグ付けされます Spam mails will be tagged in Subject and mail header.
<input type="radio"/> 設定しない (No filtering)	スパムはタグ無しでそのまま配送されます Spam mails will be delivered without tagging.

スパム判定基準(Spam threshold)

左のボタンをクリックすると Normal と Strong を選択出来ます。  
(To select criteria of spam is available with this button.)  
※ Strong にするとスパムと判定されるメールが多くなります。  
(If you select strong, the mail judged as spam will be increased.)

① ☐ Normal

Change

03

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

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

# 4

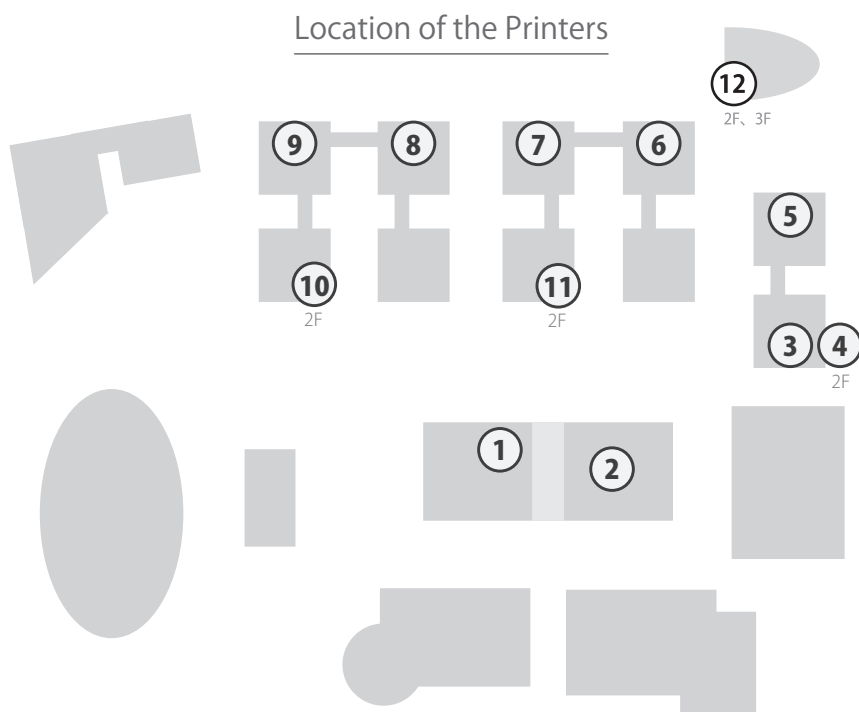
## CNS Printers

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



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
⑫	τ building 2nd floor, 3rd floor
-	Faculty of Nursing and Medical Care Room 205
-	Library of Nursing and Medical Care
-	Faculty of Nursing and Medical Care Co-op

## 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.



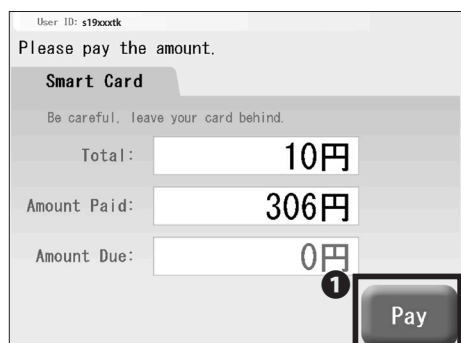
04

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.



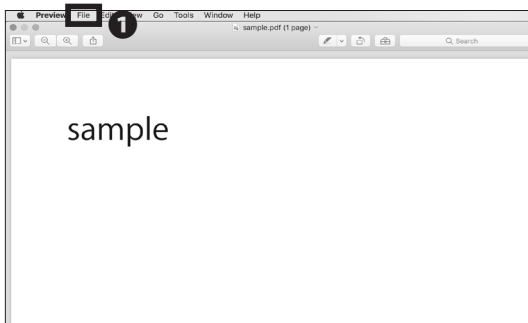
06

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

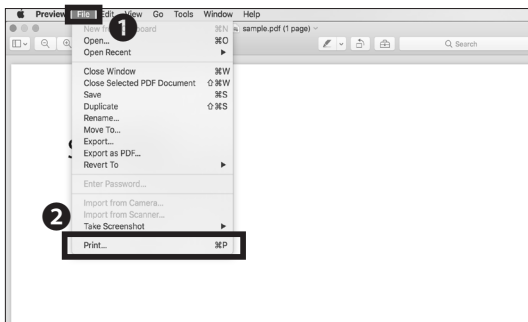
## Printing from On-Campus Computers

## Printing from On-Campus Macs



01

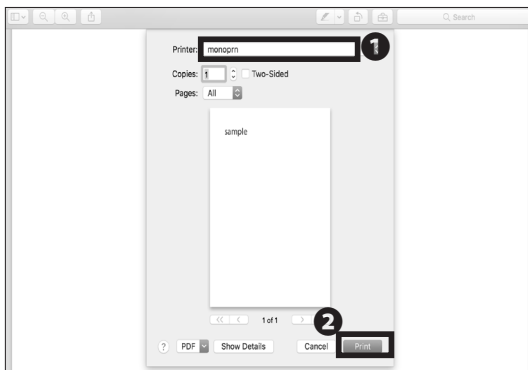
No specific configuration is necessary when you are printing your document(s) from on-campus computers. In this section, the steps to print a PDF file will be explained. Click **1** "File" from the menu.



02

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

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



03

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

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

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

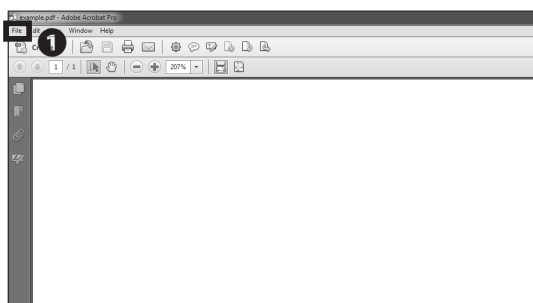
Start Up 1

Wireless LAN 2

CNS Mail 3

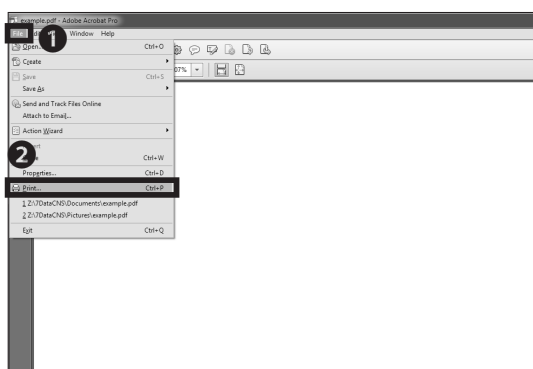
CNS Printers 4

## Printing from On-Campus Windows



01

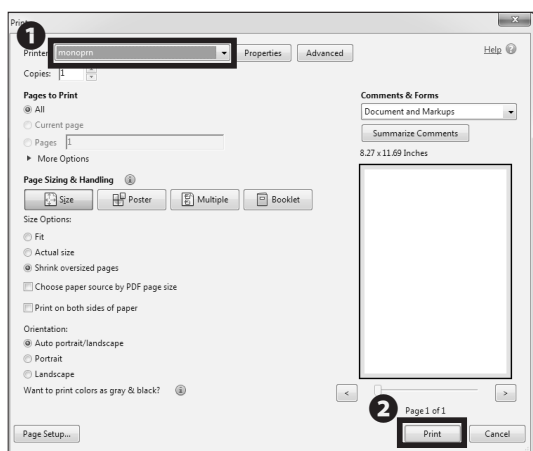
No specific configuration is necessary when you are printing your document(s) from on-campus computers. In this section, the steps to print a PDF file will be explained. Click **1** "File" from the menu.



02

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

Alternatively you could also press the Ctrl (Control) key and the P key at the same time for a shortcut.



03

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

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

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



## 3

## Printing from Your PC (Windows 10)

SFC-CNS Passwords

CNS login name: s19000tk (1)

CNS login password: \*\*\*\*\* (2)

Login (3)

Shonan Fujisawa ITC, Keio University

## 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."

SFC-CNS Passwords

Logout

❶ About this page

このページでは SFC-CNS の以下のパスワードの設定が可能です

- SFC-CNS ログインパスワード
- IMAP/SMTP-AUTH パスワード
- IPP パスワード
- Web Database パスワード
- CNS WiMAX 用 パスワード

You can set password in SFC-CNS on this page.

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

## 02

Click ❶ "IPP Password."

SFC-CNS Passwords

Logout

❶ IPP Password

パスワードの確認 (Confirm password) Confirm (1)

パスワードの作成/変更 (Create/Change password) Create/Change

IPP印刷について(About IPP printing)

- 日本語
- English

## 03

Click ❶ "Confirm."

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

Shonan Fujisawa Information Technology Center  
Keio University

❶ Computer

❷ Printer Information

## 04

Open a web browser and go to the URL:

⇒ [http://www.sfc.itc.keio.ac.jp/en/top\\_sfc.html](http://www.sfc.itc.keio.ac.jp/en/top_sfc.html)

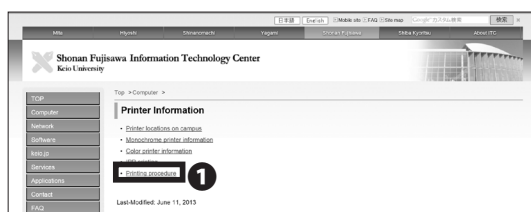
Click ❷ "Printer Information" from the ❶ "Computer" menu.

Start Up 1

Wireless LAN 2

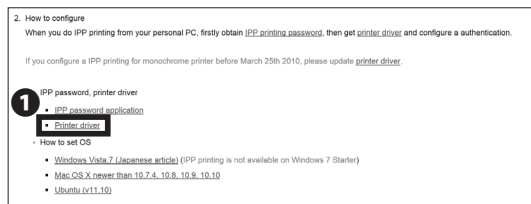
CNS Mail 3

CNS Printers 4



05

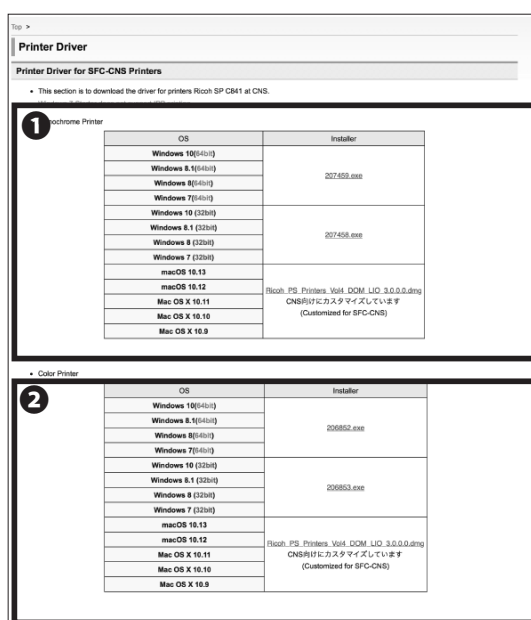
Click ❶ "Printing procedure."



06

Scroll down to the middle part of the page and click

❶ "Printer driver."

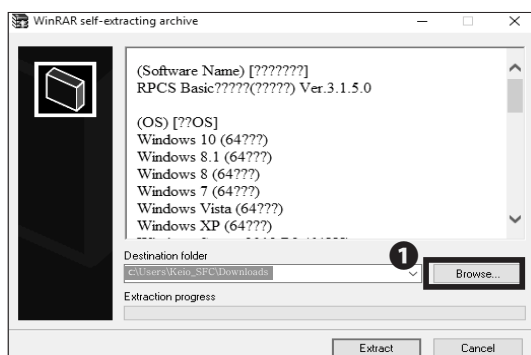


07

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."

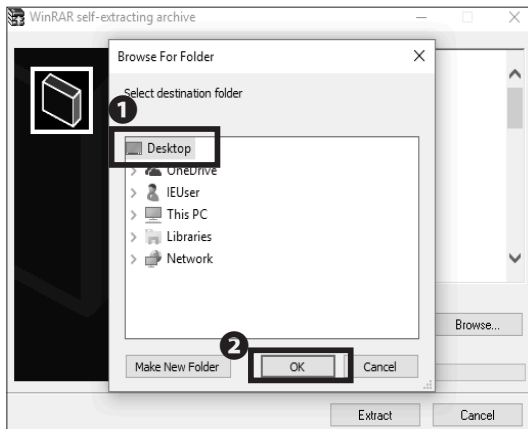
The following procedure will be for the black-and-white printer (monoprn), but if you would like to use the color printer (colorprn) as well, set the monoprn printer first, then follow STEP 07~22 again with ❷ "Color Printer."

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



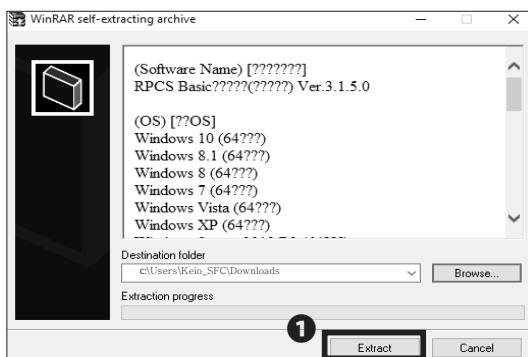
08

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



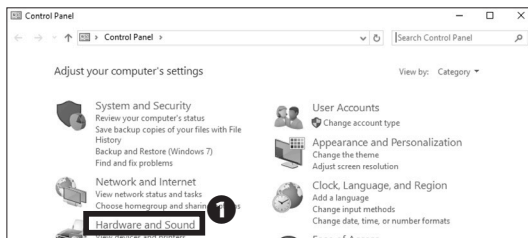
09

Select ❶ "Desktop" and click ❷ "OK."



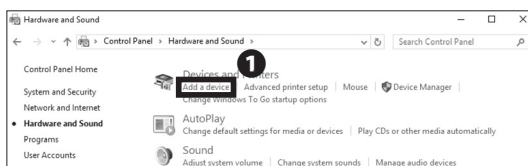
10

Click ❶ "Extract."



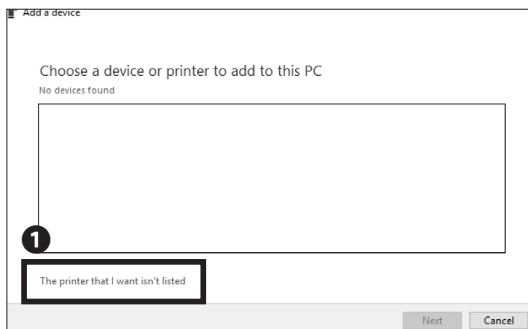
11

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



12

Click ❶ "Add a device."



13

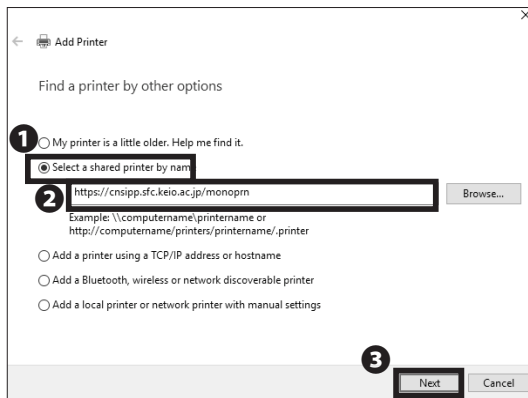
Click ❶ "The printer that I want isn't listed."

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4



14

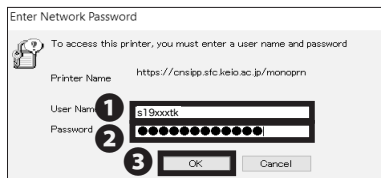
Confirm ① "Select a shared printer by name" is selected and type one of the printer addresses below in ② . Then, click ③ "Next."

Black and White Printer (Monochrome):

⇒ <https://cnsipp.sfc.keio.ac.jp/monoprn>

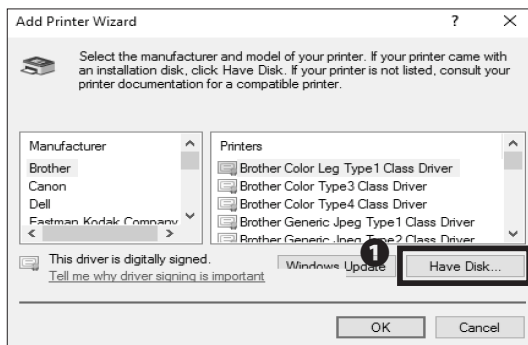
Color Printer:

⇒ <https://cnsipp.sfc.keio.ac.jp/colorprn>



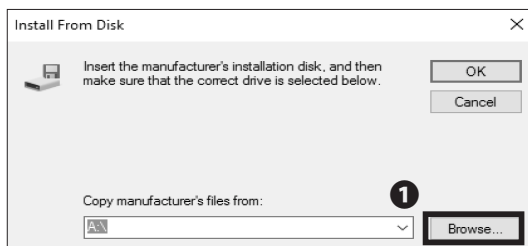
15

Type your CNS login name in ① "User Name" and your CNS IPP password from STEP 03 in ② "Password." Then, click ③ "OK."



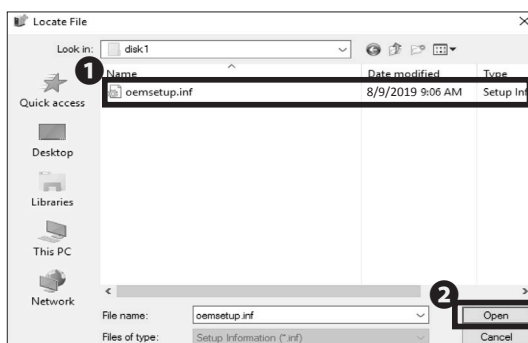
16

After the connection is established, "Add Printer Wizard" will appear. Click ① "Have Disk...."



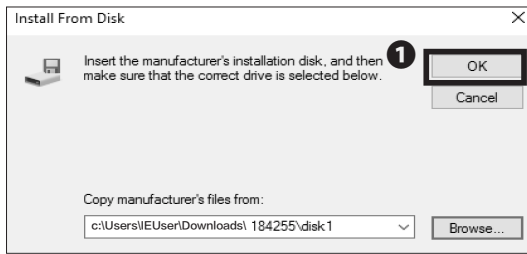
17

Click ① "Browse...."



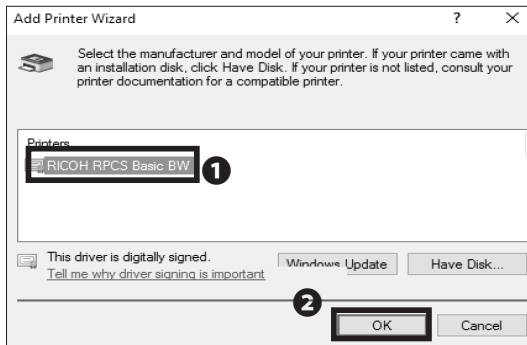
18

Open "disk1" from the folder in which you extracted printer drivers during installation in STEP 10. Select the ① file in that folder and click ② "Open."



19

Click ① "OK."

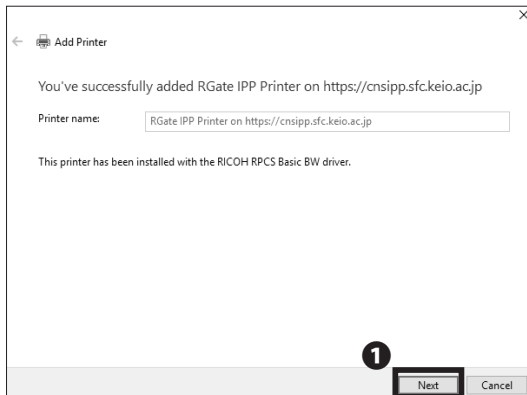


20

If you chose "Monochrome Printer," select ① "RICOH RPCS Basic BW."

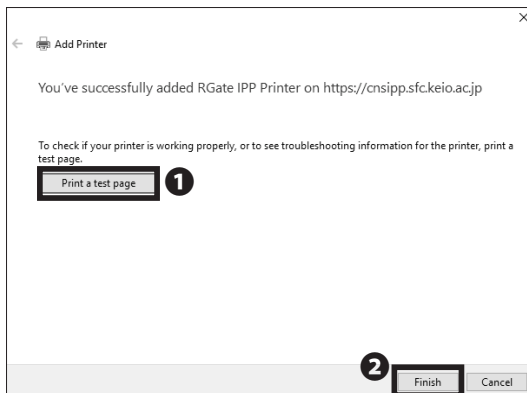
If you chose "Color Printer," select "RICOH IPSiO SP C841 RPCS."

Then, click ② "OK" to proceed.



21

Click ① "Next."



22

Click ① "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 ② "Finish."

Printing from Your PC (Windows 10) is completed.

Start Up 1

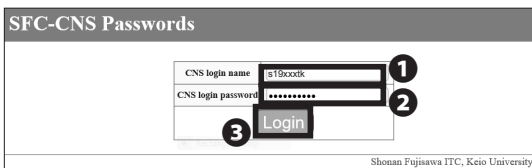
Wireless LAN 2

CNS Mail 3

CNS Printers 4

## Printing from Your Mac (macOS)

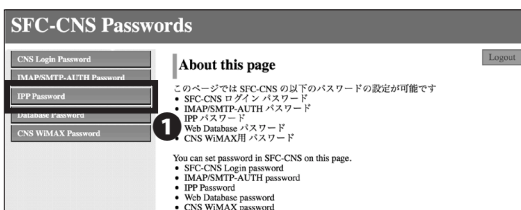
## 01



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

## 02



Click **1** "IPP Password."

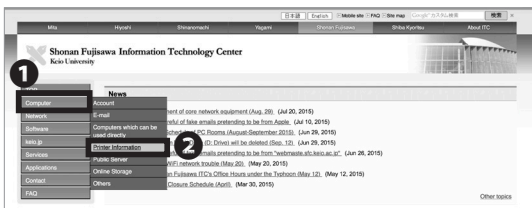
## 03



Click **1** "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](http://www.sfc.itc.keio.ac.jp/en/top_sfc.html)

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



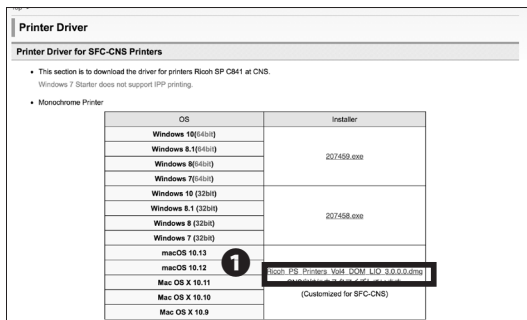
05

Click ❶ "Printing procedure."



06

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



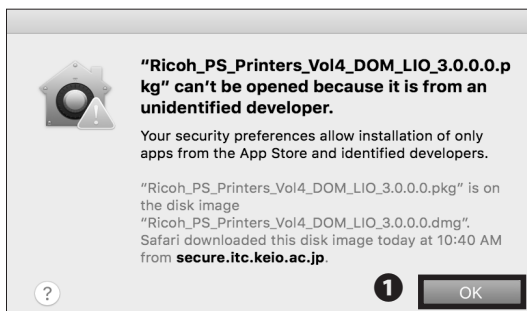
07

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."

Start Up 1

Wireless LAN 2

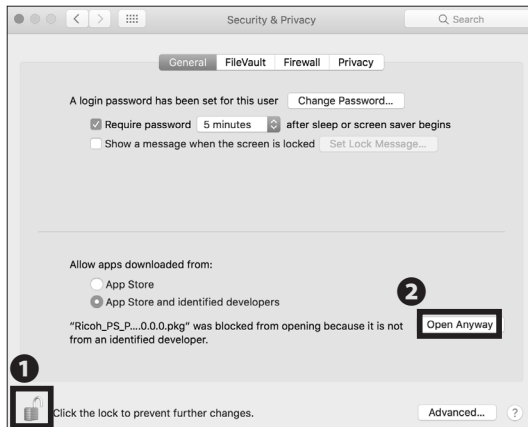
CNS Mail 3

CNS Printers 4



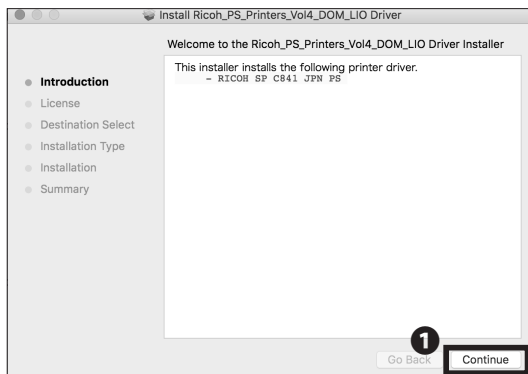
# 10

Click ① "Security & Privacy."



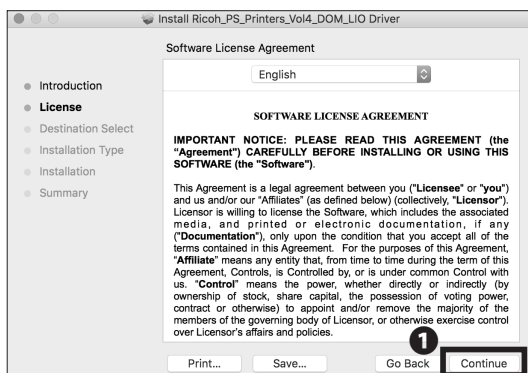
# 11

Click ① icon and type your macOS account password. Then, check ② "Open Anyway."



# 12

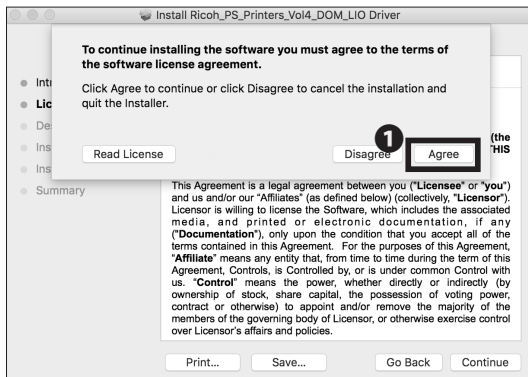
Click ① "Continue."



# 13

Click ① "Continue."

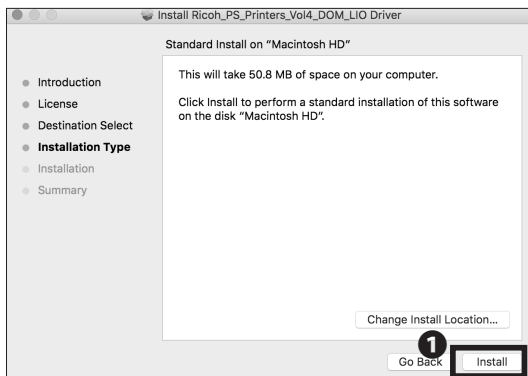




14

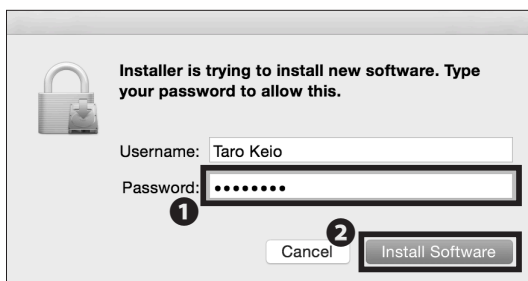
Read the software license agreement carefully and click

**1** "Agree" if you understand the terms and conditions and agree. If you do not, you may not use this software.



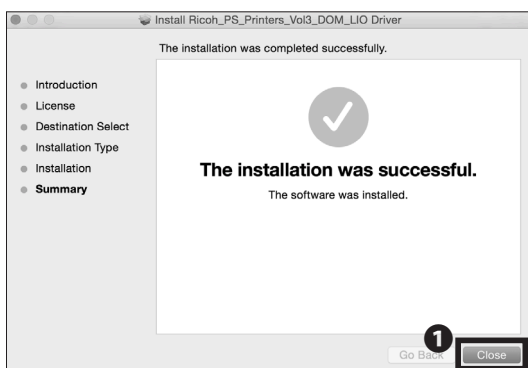
15

Click **1** "Install."



16

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



17

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

Start Up 1

Wireless LAN 2

CNS Mail 3

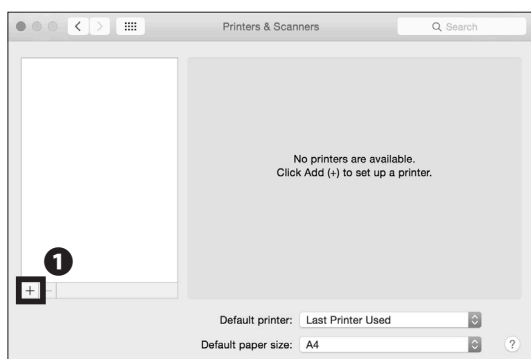
CNS Printers 4



18

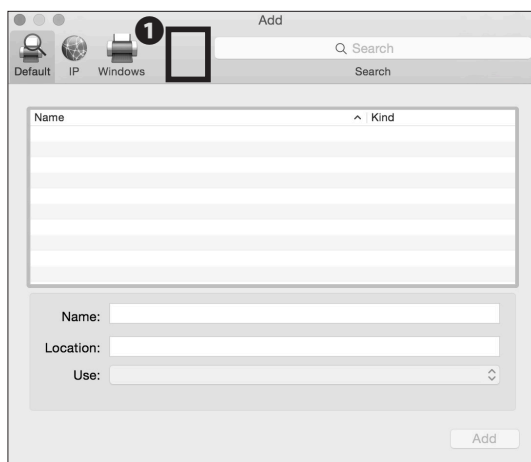
Open "System Preferences" and click ❶ "Printers & Scanners."

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 STEP19~34 again; this time choose "colorprn" instead of "monoprn."



19

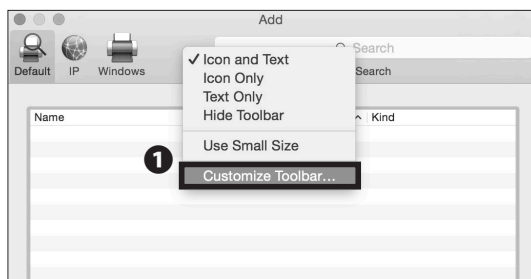
Click ❶ "+".



20

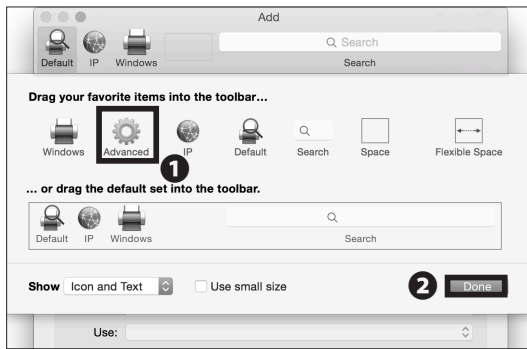
Hold the control key and click the ❶ blank space at the top of the window.

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.



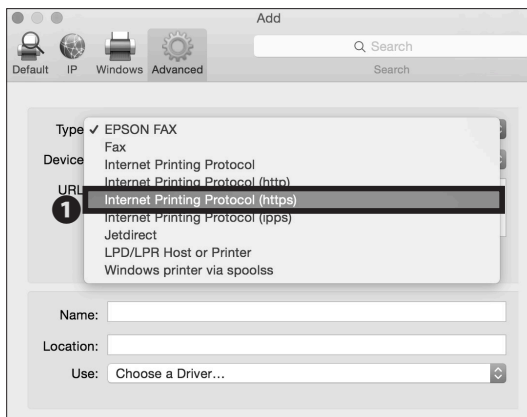
21

Click ❶ "Customize Toolbar...."



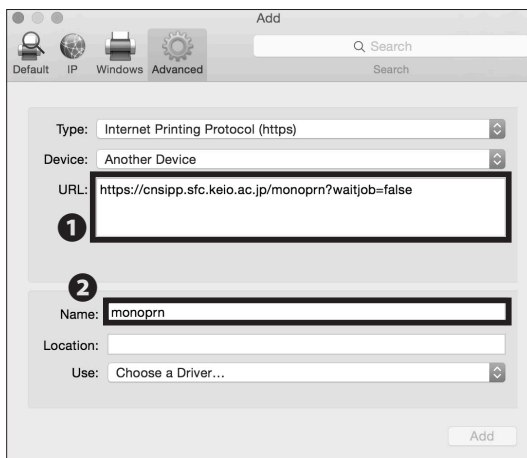
22

Drag and drop the **1** "Advanced" icon onto the menu at the top of the window. Click **2** "Done" and click the "Advanced" icon you just added.



23

Select **1** "Internet Printing Protocol (https)" from "Type."



24

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

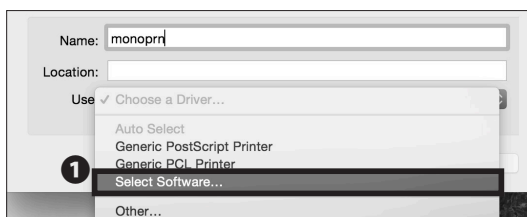
Black-and-White Printer (Monochrome):

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

Color Printer:

⇒ <https://cnsipp.sfc.keio.ac.jp/colorprn?waitjob=false>

Type name in **2** "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

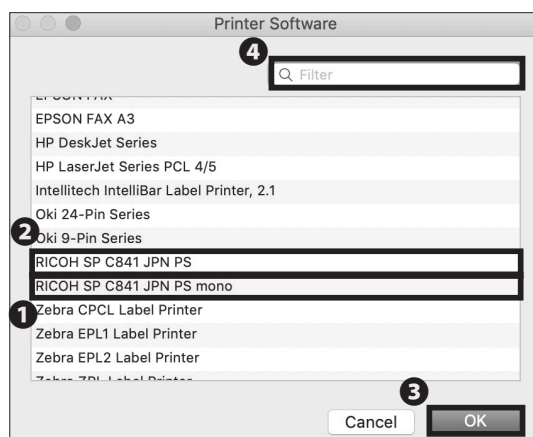
Select **1** "Select Software..." from "Use."

Start Up 1

Wireless LAN 2

CNS Mail 3

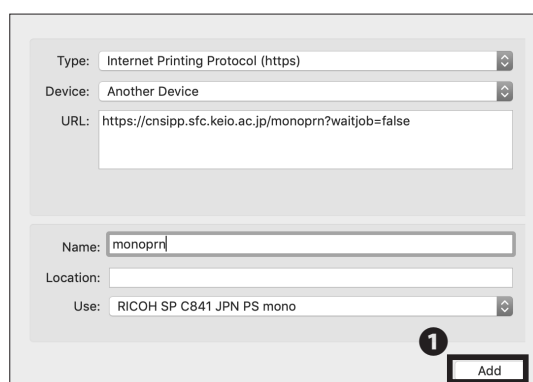
CNS Printers 4



26

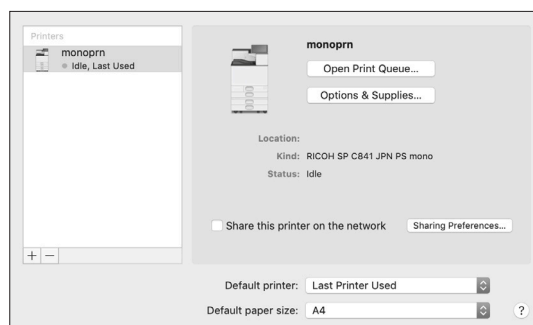
If you are setting up the black-and-white printer, select ① "RICOH SP C841 PS mono" from the list. If you are setting up for the color printer, select ② "RICOH SP C841 PS color." Then, click ③ "OK."

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



27

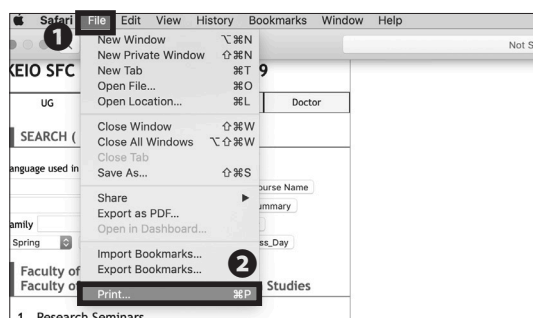
Click ① "Add."



28

Printer setup is completed.

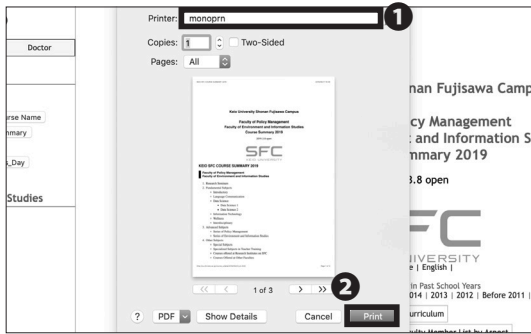
However, it is highly recommended that you automate the authentication process CNS printers require before printing. Follow the instructions below.



29

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

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



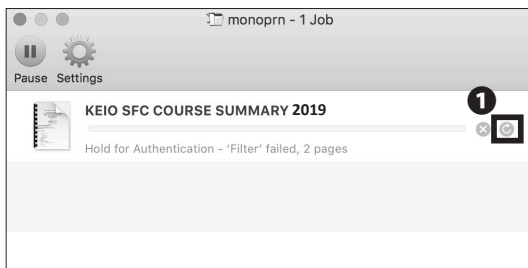
30

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



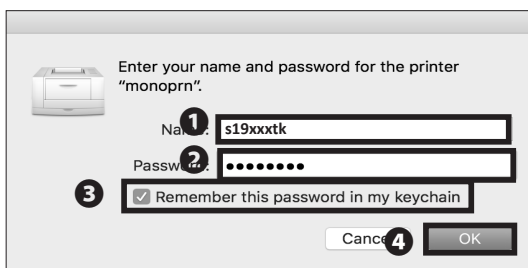
31

Click the bouncing icon in the 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.

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4



# 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	106
Are Software Updates Important?	106
Updating Your Windows System (Windows 10)	106
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.106 : 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

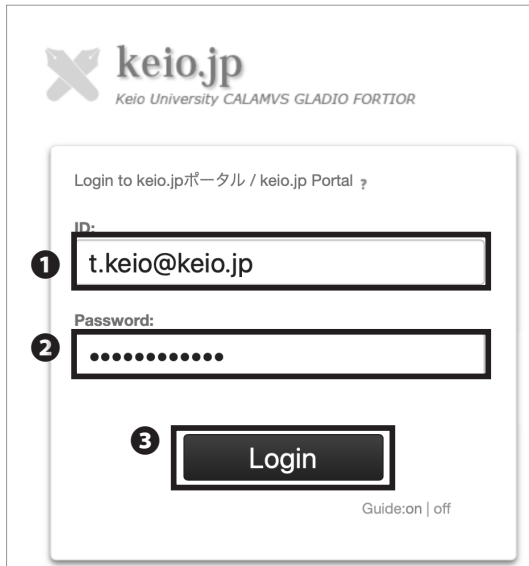
Keio University provides every student, faculty, and staff member with a license to use "ESET Smart Security" for Windows or macOS (on one computer). The following pages describe how to obtain and install this software.

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)



keio.jp  
Keio University CALAMVS GLADIO FORTIOR

Login to keio.jpポータル / keio.jp Portal

ID: **1** t.keio@keio.jp

Password: **2** .....

**3** Login

Guide: on | off

## 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 **1** "ID" and your keio.jp password (or "your CNS login password") in **2** "Password." Then, click **3** "Login."



## 02

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



## 03

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



04

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

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



05

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

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



06

Go back to the license list.

Then, click **1** "Detail."



07

You can check your **1** License Key for ESET on this page.

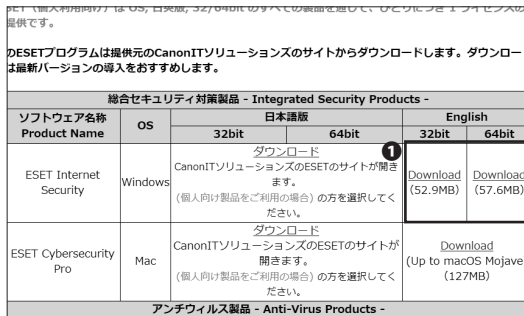
You will use the ❶ License Key in STEP 14.



08

Go back to "license list," and click ❶ "download."

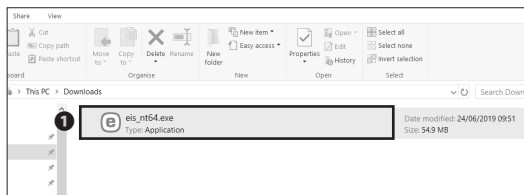
Certification from keio.jp is required, so login referencing STEP 01.



09

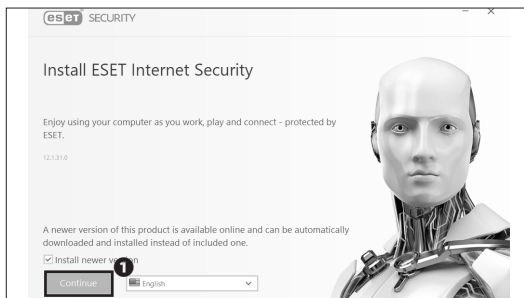
Choose the installer that is compatible with your Operation System.

Click ❶ "Download" to download the installer.



10

Open the ❶ download installer.



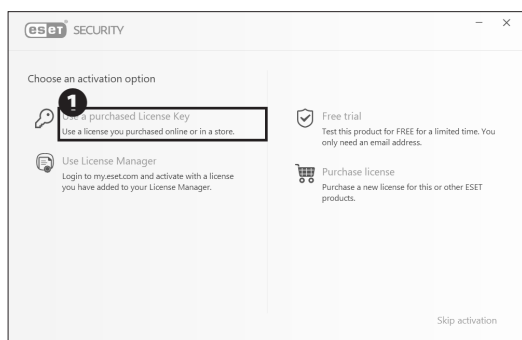
11

Click ❶ "Continue."



12

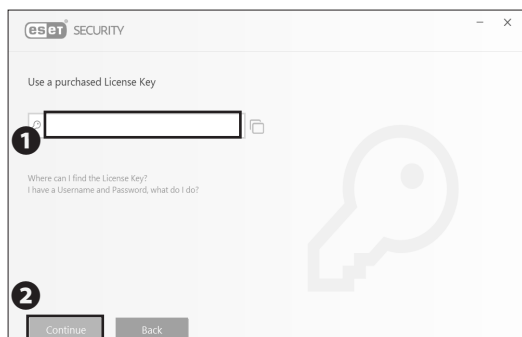
Click ❶ "I Accept."



13

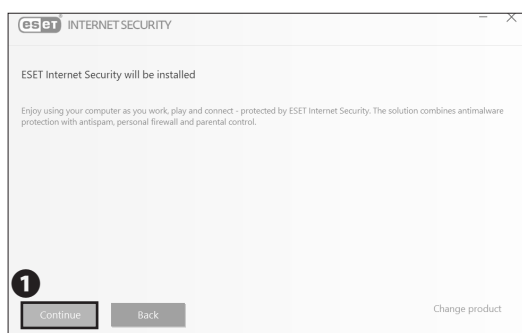
Next, you will need to activate the software in order to use it.

Click **1** "Use a purchased License Key."



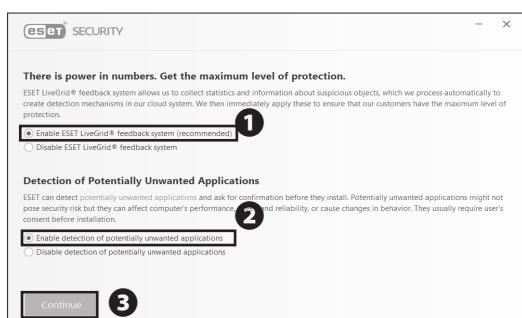
14

Enter your License Key from STEP 07 in **1**, then click **2** "Continue."



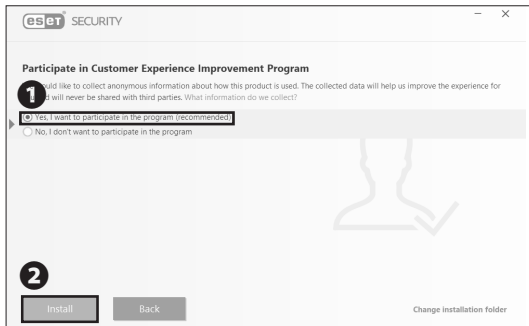
15

Click **1** "Continue."



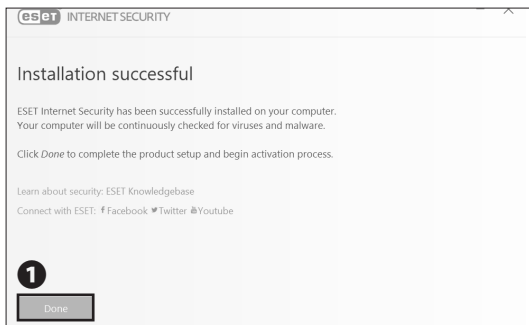
16

We recommend you check **1** and **2**, then click **3** "Continue."



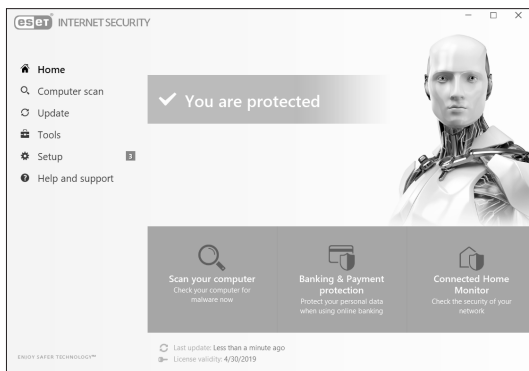
17

Check ❶ "Yes", then click ❷ "install." This will enable all the features provided by ESET.



18

Click ❶ "Done" to complete the installation process.



19

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.





05

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

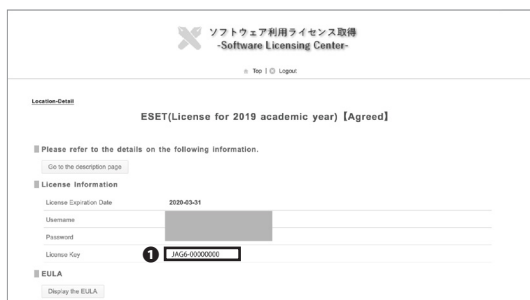
If you don't agree to the EULA or Rules and Policy, then you may not use ESET and should not continue.



06

Go back to the license list.

Click ❶ "Detail."



07

You can check your ❶ License Key for ESET on this page.

You will use ❶ License Key in STEP 32 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.



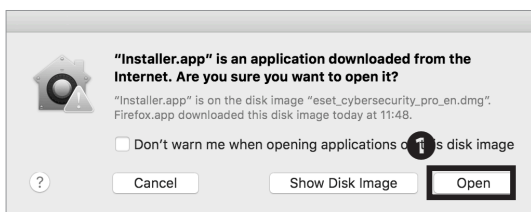
10

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



11

Double click **1** "Installer.pkg."



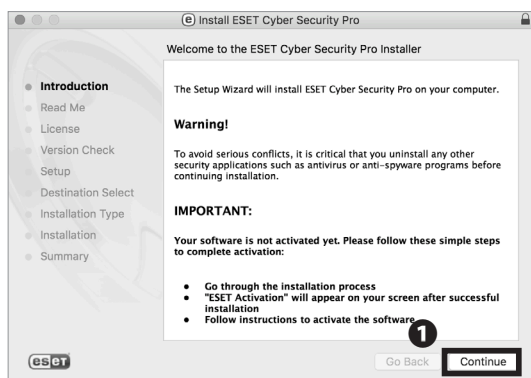
12

Click **1** "Open."



13

Click **1** "Continue."



14

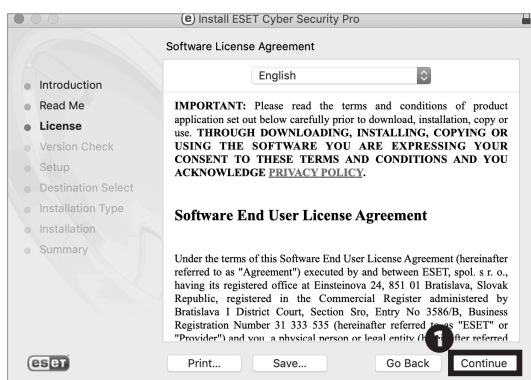
Click **1** "Continue."





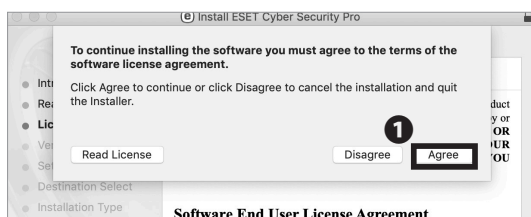
15

Click ① "Continue."



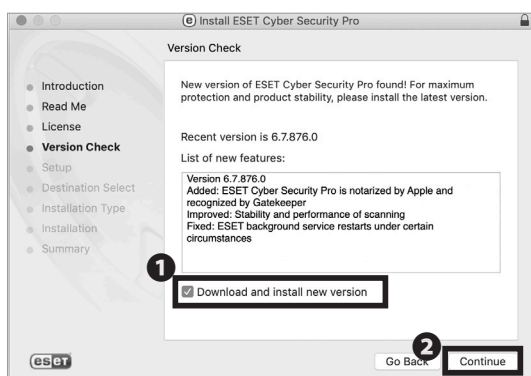
16

Read the EULA (End-User License Agreement) carefully. If you agree, click ① "Continue." If not, you may not use ESET.



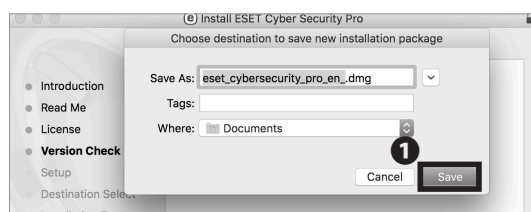
17

Click ① "Agree."



18

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



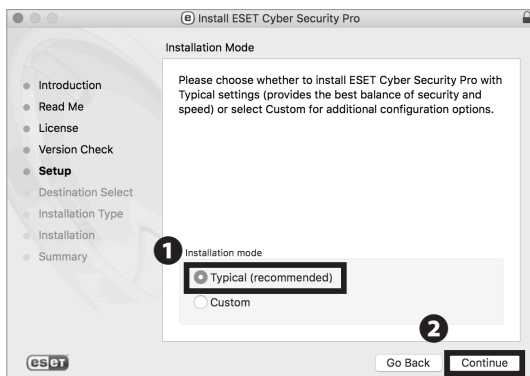
19

Click ① "Save."



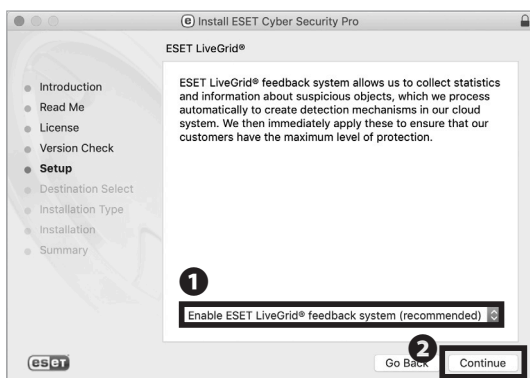
20

Click ① "Continue."



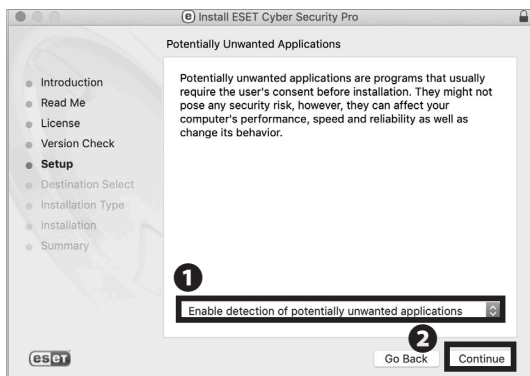
21

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



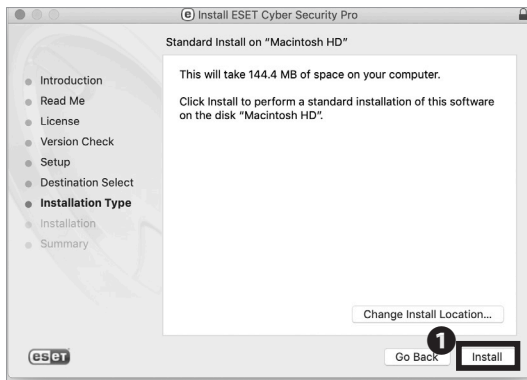
22

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

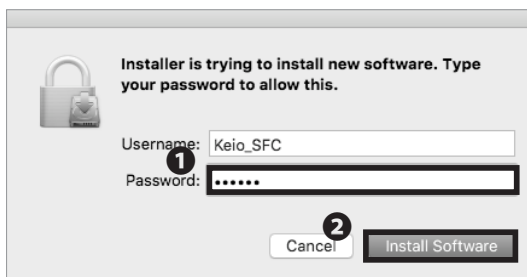


23

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

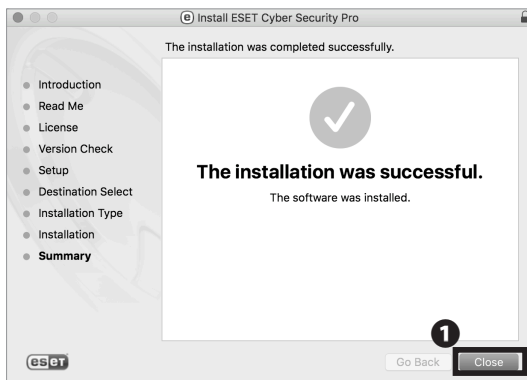


23

Click **1** "Install."

24

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



25

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

Click **1** "Close."

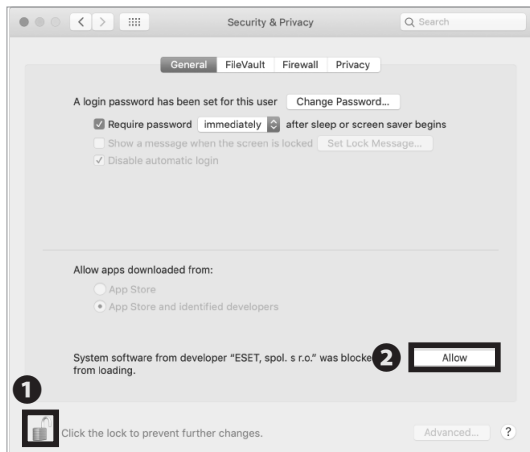
26

Click **1** "OK."



27

From "System preferences" click **1** "Security & Privacy."



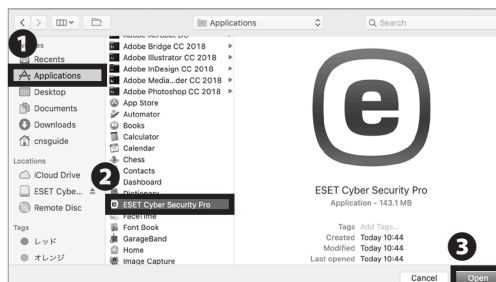
28

Click **1** icon and type your macOS account password. Then, check **2** "Allow."



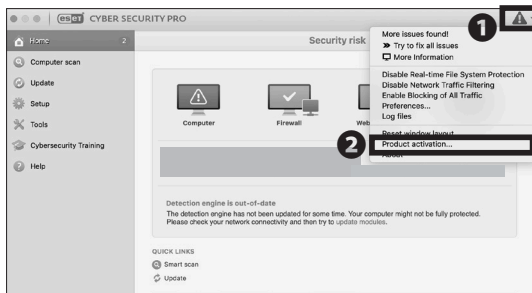
29

From **1** "Privacy" click **2** "Full Disk Access." Then, click **3** "+".



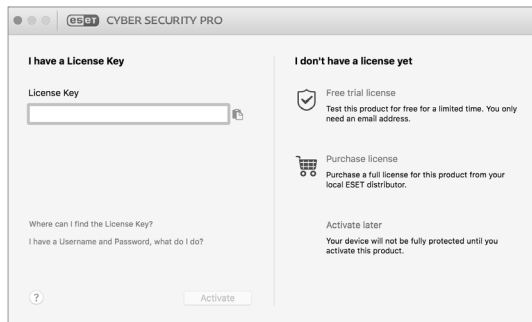
30

Click **1** "Application" -> **2** "ESET" -> **3** "Open."



31

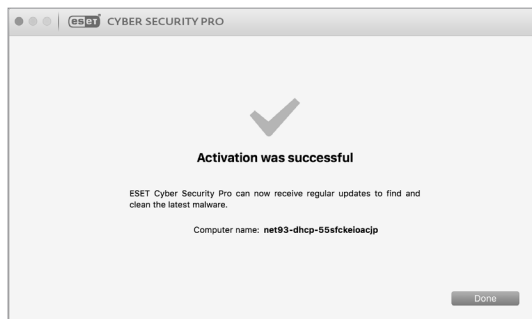
Open Finder and click "Applications," then double-click "ESET." Look at the top right of window, click the ❶ icon, then click ❷ "Product activation."



32

Windows are shown as a result of activation.

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



33

Click ❶ "Done" after the activation.

Installing Antivirus Software on Your Mac (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.

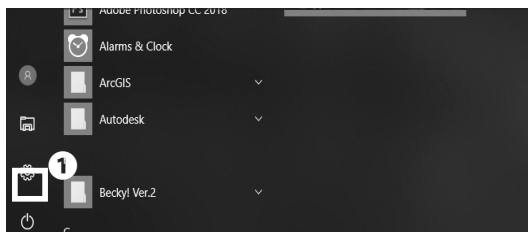
## 4

## How to Update Your Windows / macOS System

Are Software Updates Important?

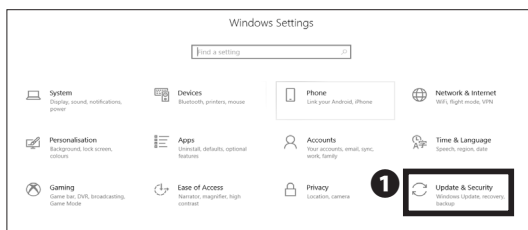
When a bug or vulnerability is discovered in a piece of software, a software publisher will often release an update to fix any problems. For example, Windows Update (on Windows PCs) and Software Update (on macOS) regularly receive updates designed to keep users safe. Many other software vendors have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

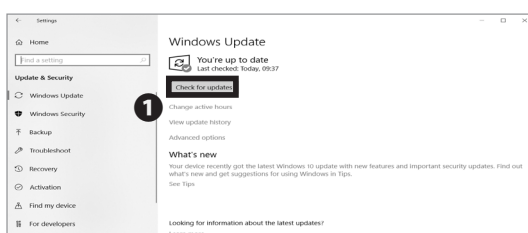
01

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



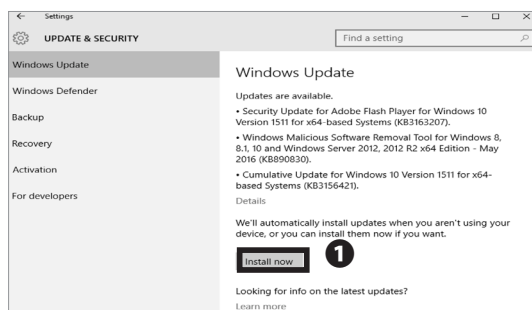
02

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



03

The Windows Update will be displayed. Click ❶ "Check for updates" and check to see if you need to update the Install Program or not.



04

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

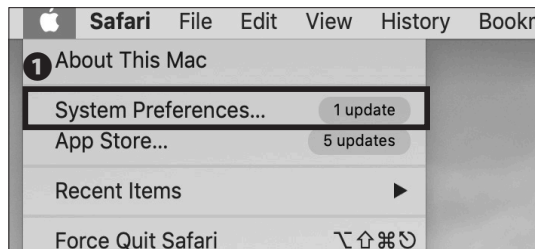


05

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 bar at the top of the screen click the **1** "System Preferences..."



02

Click **1** "Software Update."



03

If there are any new update messages displayed, click **1** "Update Now."

Updating your Mac system (macOS) is completed.





# 6

## CNS Servers

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

Using CNS Servers	110
What are CNS Servers ?	110
Remote Access to CNS Servers	111
What is Remote Access ?	111
Access Remotely from Your PC (Windows 10)	111
Access Remotely from Your Mac (macOS)	118
Transferring Files to CNS from Your PC (Windows 10) with WinSCP	121
Transferring Files to CNS from Your Mac (macOS) with Cyberduck	125
Publishing Files on the Web	127
Publishing Files on the Web from On-Campus PC (Windows 10)	127
Publishing Files on the Web from On-Campus Mac (macOS)	128
Publishing Files on the Web from Your PC with WinSCP (Windows 10)	129
Publishing Files on the Web from Your Mac with Cyberduck (macOS)	129
Correlation between URL and File Location	130

## 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.

## 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] .

## 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.

## 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 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:

⇒ [https://secure.itc.keio.ac.jp/c/a/sfc/en/computer\\_server.html](https://secure.itc.keio.ac.jp/c/a/sfc/en/computer_server.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."

## CNS SSH Key

### 登録済みの公開鍵の確認(Public key list)

## Public key List

## キーペアの作成(Generate key pair)

1. パスフレーズを入力してください(Enter passphrase)
- 秘密鍵を暗号化するためのパスフレーズ 1
2. 下のボタンをクリックしてください(Click this button)

## CNS SSH Key

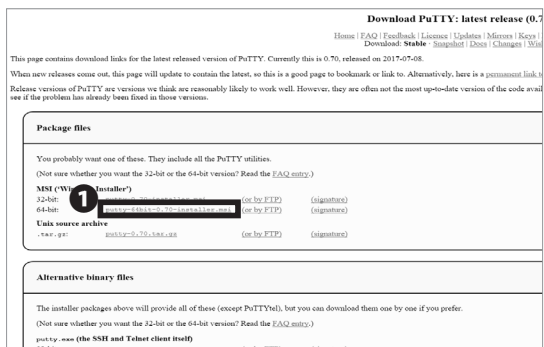
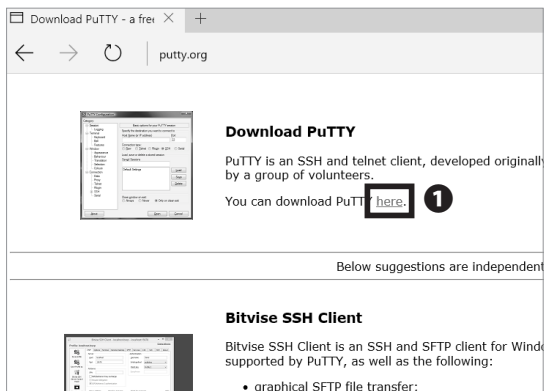
[Logout](#)

✓ キーペアが作成されました。  
(Key pair has been generated successfully.)  
自動的にダウンロードが開始されます  
(Download will be started automatically)

秘密鍵(Private key)

- ダウンロードは今回のみ可能です (You can download only this time)
- Mac, Linux等で利用する場合は `chmod 600` を忘れずに (If you use on Mac/Linux, Please `chmod 600` this key.)

```
h+ireabzi
I9H7a8Dlact9WbpOn2JyfGUCk50bixGVXZD.VJ83DngkeFYOj/y0TqSj
5yeHzQo
IATVveg2gyVeCatXyHgAVSAjRbdr6soH0AQIJJ.TYJL0twMT6TidwDNf
LMt9Xhg
SoFF/v+JeDNn5nh/W4bC5G8jXpkurv/EBjE81pLWajtk1dK3GyuhvRBP
3MXMf
-----END RSA PRIVATE 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 **1** "Download." Download your secret key and save it to any location on your computer.

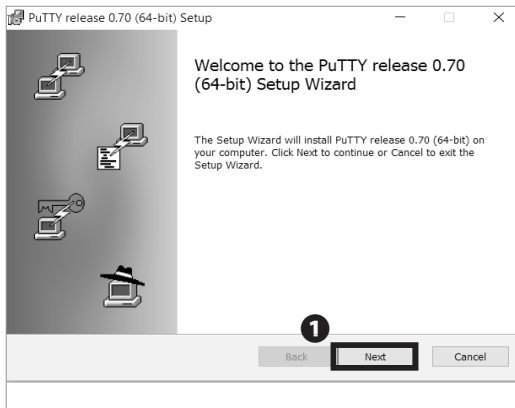
05

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 **1** "here."

⇒ <https://www.putty.org/>

06

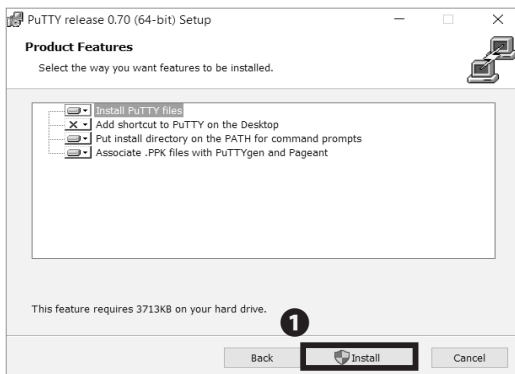
Click **1** "putty-64bit-0.70-installer.msi" and save it to any location. If your operating system is 32-bit, click the link for 32-bit and download the installer file.



07

Open the file you just downloaded.

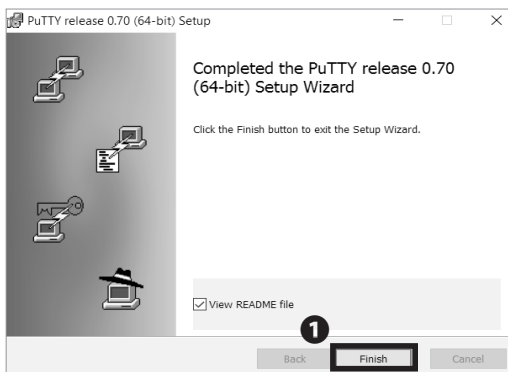
Click **1** "Next."



08

Confirm that "Install PuTTY files" is selected, then click

**1** "Install."



09

Click **1** "Finish."



10

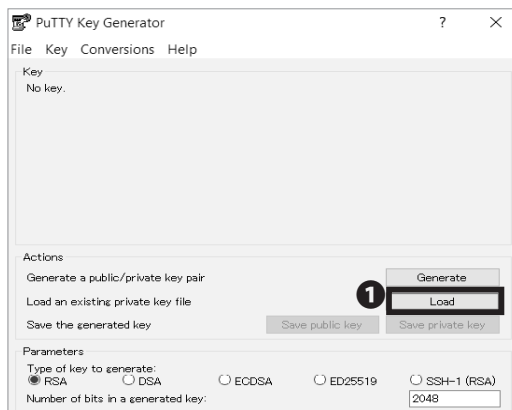
Open "PuTTYgen" from Start menu.

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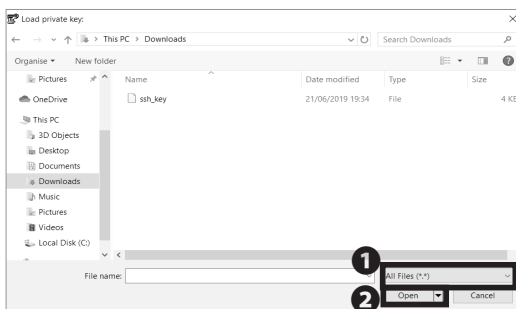
Appendix 8



11

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

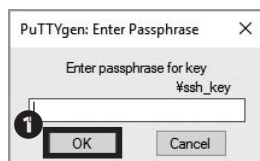
Click **1** "Load."



12

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

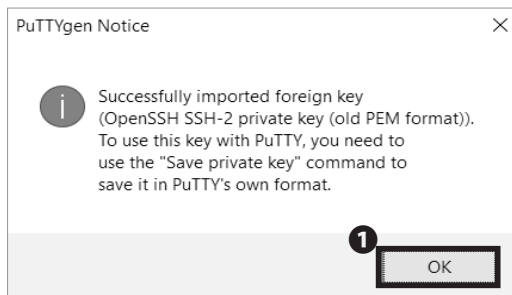
Then, choose the file you downloaded in STEP 04 and click **2** "Open."



13

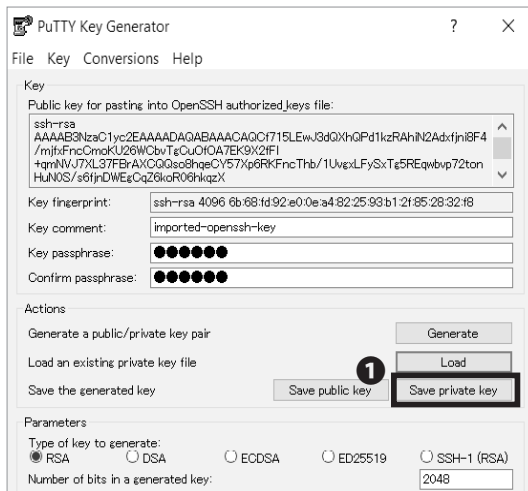
Type the passphrase you typed in STEP 03.

Then, click **1** "OK."



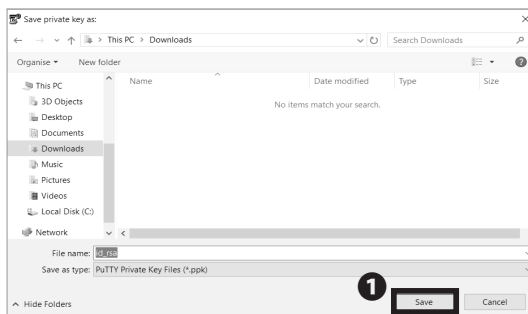
14

Click **1** "OK."



15

Click ① "Save private key."



16

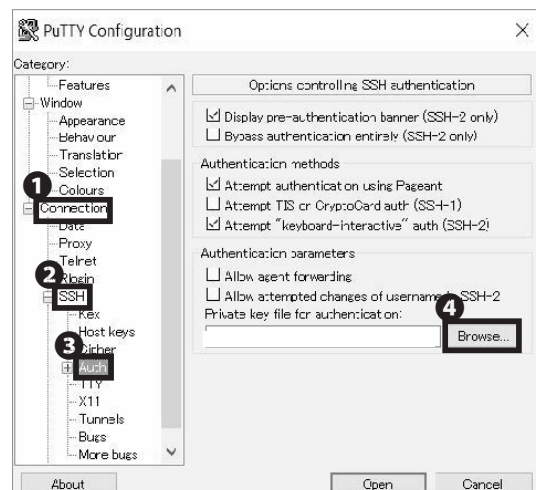
Type any File name to save the secret key. Then, click ① "Save."

The saved private key will be used in STEP 19. The private key you saved should be stored securely in the same way as a password. Do not disclose or share it with others.



17

Open "PuTTY" from the Start menu.



18

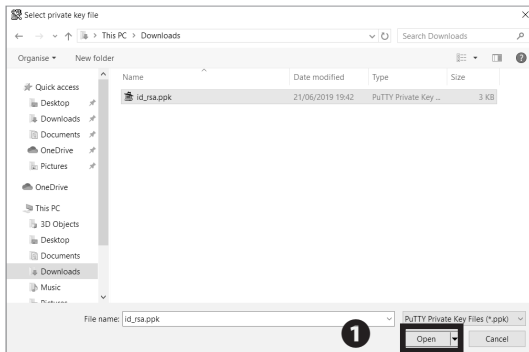
Click ① "Connection" → ② "SSH" → ③ "Auth" → ④ "Browse."

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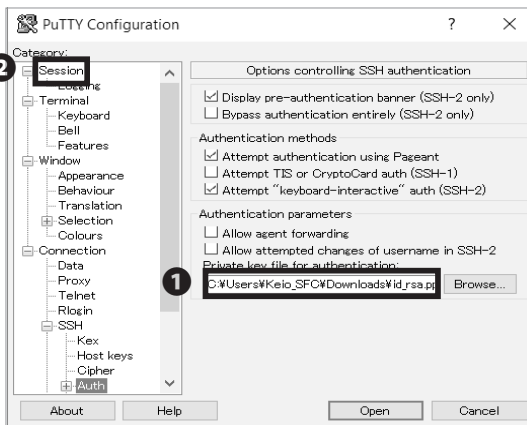
Appendix 8



19

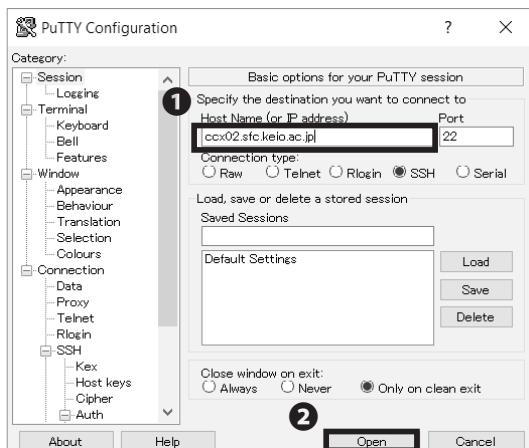
Click the secret key you saved in STEP 16.

Then, click ❶ "Open."



20

❶ "Private key files for authentication" column selected after you check if the key is correct, click ❷ "Session."



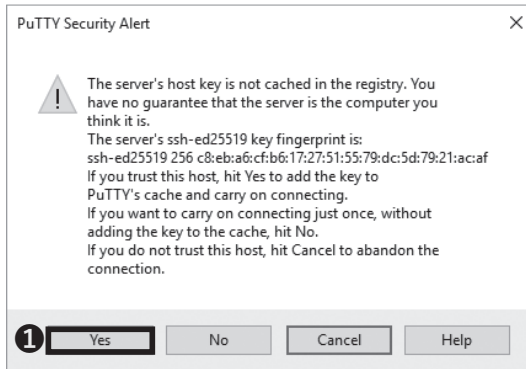
21

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](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.

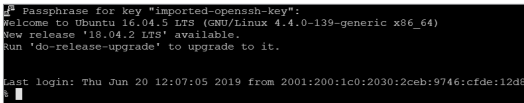
The ssh-ed25519 key fingerprint is below.

ssh-ed25519 256 c8:eb:a6:cf:b6:17:27:51:55:79:dc:79:21:ac:af



## 23

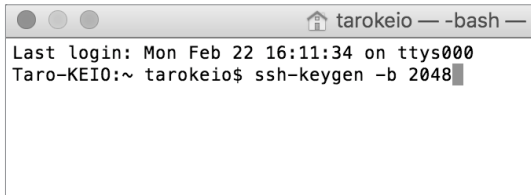
Type your CNS login name in "login as" then type enter key. Then type the passphrase you made in STEP 03 in "Passphrase for key 'imported-openssh-key.'" Then press the enter key. Be aware that the cursor won't move while passphrase is being typed.



## 24

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

## Access Remotely from Your Mac (macOS)



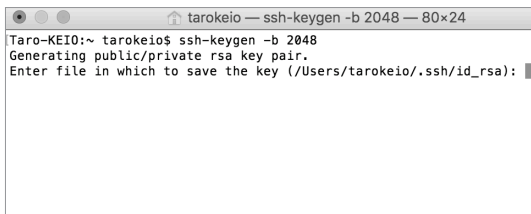
```
tarokeio ~ -bash
Last login: Mon Feb 22 16:11:34 on ttys000
Taro-KEI0:~ tarokeio$ ssh-keygen -b 2048
```

01

First, start Terminal.app from the Applications folder. On your Mac, we will use the `ssh-keygen` command to create a private and public key. Type in

```
ssh-keygen -b 2048
```


and hit the Return key.



```
tarokeio ~ -bash
Taro-KEI0:~ tarokeio$ ssh-keygen -b 2048
Generating public/private rsa key pair.
Enter file in which to save the key (/Users/tarokeio/.ssh/id_rsa):
```

02

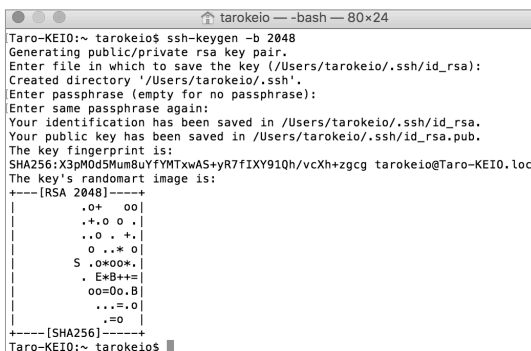
The next page will ask you where you want to save your keys. Hit the Return key. By default, keys are saved to `"/Users/[your username]/.ssh/id_rsa"`



```
tarokeio ~ -bash
Taro-KEI0:~ tarokeio$ ssh-keygen -b 2048
Generating public/private rsa key pair.
Enter file in which to save the key (/Users/tarokeio/.ssh/id_rsa):
Created directory '/Users/tarokeio/.ssh'.
Enter passphrase (empty for no passphrase):
```

03

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



```
tarokeio ~ -bash
Taro-KEI0:~ tarokeio$ ssh-keygen -b 2048
Generating public/private rsa key pair.
Enter file in which to save the key (/Users/tarokeio/.ssh/id_rsa):
Created directory '/Users/tarokeio/.ssh'.
Enter passphrase (empty for no passphrase):
Enter same passphrase again:
Your identification has been saved in /Users/tarokeio/.ssh/id_rsa.
Your public key has been saved in /Users/tarokeio/.ssh/id_rsa.pub.
The key fingerprint is:
SHA256:X3pM0d5Mum8uYfYMTxwAS+yR7fIXY91Qh/vcXh+zcgc tarokeio@Taro-KEI0.local
The key's randomart image is:
+---[RSA 2048]-----+
|      .o+  oo|
|      .+o o .|
|      ..o .+|
|      o . . * o|
|      S .o*oo*+|
|      . E*B++=|
|      oo=0o.B|
|      ..=.o|
|      .o=|
+---[SHA256]-----+
Taro-KEI0:~ tarokeio$
```

04

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

```

Taro-KEIO:~ tarokeio$ ssh-keygen -b 2048
Generating public/private rsa key pair.
Enter file in which to save the key (/Users/tarokeio/.ssh/id_
Created directory '/Users/tarokeio/.ssh'.
Enter passphrase (empty for no passphrase):
Enter same passphrase again:
Your identification has been saved in /Users/tarokeio/.ssh/id_
Your public key has been saved in /Users/tarokeio/.ssh/id_rsa.
The key fingerprint is:
SHA256:X3pM0d5Mum8uYfYMTxwAS+yR7fIXY91Qh/vcXh+zcgc tarokeio@T
The key's randomart image is:
+----[RSA 2048]-----+
|.o+ .o|
|.+.o .o|
|.o .+.|
|.o .+.|
|.o .+.|
|.o .+.|
|.o .+.|
|.o .+.|
|.o .+.|
|.o .+.|
+-----[SHA256]-----+
Taro-KEIO:~ tarokeio$ cat ~/.ssh/id_rsa.pub |pbcopy

```

05

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

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

The public key that you created will be copied to the clipboard.

## SFC-CNS Passwords

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/>

## SFC-CNS Passwords

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.

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```

cnsguide1 — -bash — 80x24
Last login: Tue Jun 18 13:33:24 on console
net84-dhcp-190:~ cnsguide1$ ssh s19xxxtk@ccx02.sfc.keio.ac.jp

```

## 09

Open "Terminal.app" from the Applications folder.

Type in

```
ssh [your CNS login name]@[login server]
```

For example,

login name = s19xxxtk

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

If this is your second time setting up, skip STEP10 and STEP 11.

```

cnsguide1 — ssh s19xxxtk@ccx02.sfc.keio.ac.jp — 80x24
Last login: Tue Jun 18 13:33:24 on console
net84-dhcp-190:~ cnsguide1$ ssh s19xxxtk@ccx02.sfc.keio.ac.jp
The authenticity of host 'ccx02.sfc.keio.ac.jp (2001:200:1c0:1100::4:211)' can't
be established.
ECDSA key fingerprint is SHA256:tTp9XCDGiiFEv1zz/M4idjT55tSEAOWqMZt+eqmORzc.
Are you sure you want to continue connecting (yes/no)? yes

```

## 10

If a window like the one shown on the left appears, type "yes", then hit the return key.

```

cnsguide1 — ssh s19xxxtk@ccx02.sfc.keio.ac.jp — 80x24
net84-dhcp-190:~ cnsguide1$ ssh s19xxxtk@ccx02.sfc.keio.ac.jp
The authenticity of host 'ccx02.sfc.keio.ac.jp (2001:200:1c0:1100::4:211)' can't
be established.
ECDSA key fingerprint is SHA256:tTp9XCDGiiFEv1zz/M4idjT55tSEAOWqMZt+eqmORzc.
Are you sure you want to continue connecting (yes/no)? yes
Warning: Permanently added 'ccx02.sfc.keio.ac.jp,2001:200:1c0:1100::4:211' (ECDS
A) to the list of known hosts.
Enter passphrase for key '/Users/cnsguide1/.ssh/id_rsa':

```

## 11

Type the passphrase you made in STEP 3. Then, hit the return key. Be aware that the cursor will not move while the passphrase is being typed.

```

cnsguide1 — ssh s19xxxtk@ccx02.sfc.keio.ac.jp — 80x24
net84-dhcp-190:~ cnsguide1$ ssh s19xxxtk@ccx02.sfc.keio.ac.jp
The authenticity of host 'ccx02.sfc.keio.ac.jp (2001:200:1c0:1100::4:211)' can't
be established.
ECDSA key fingerprint is SHA256:tTp9XCDGiiFEv1zz/M4idjT55tSEAOWqMZt+eqmORzc.
Are you sure you want to continue connecting (yes/no)? yes
Warning: Permanently added 'ccx02.sfc.keio.ac.jp,2001:200:1c0:1100::4:211' (ECDS
A) to the list of known hosts.
Enter passphrase for key '/Users/cnsguide1/.ssh/id_rsa':
Welcome to Ubuntu 16.04.5 LTS (GNU/Linux 4.4.0-139-generic x86_64)
New release '18.04.2 LTS' available.
Run 'do-release-upgrade' to upgrade to it.

Last login: Mon Feb 25 02:20:02 2019 from 223.217.186.125
%

```

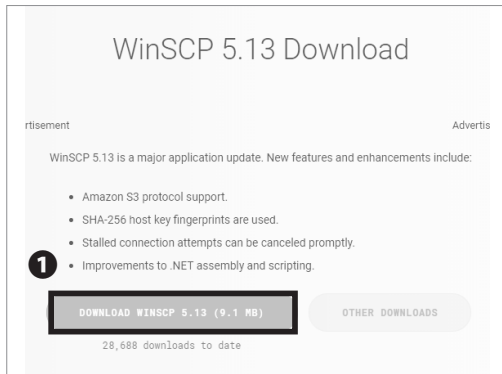
## 12

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



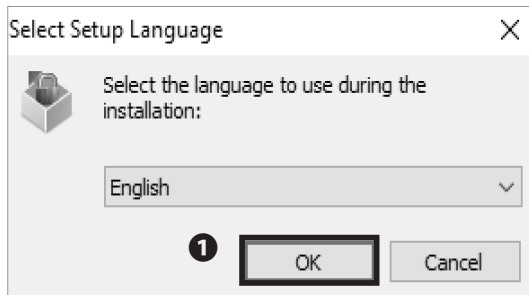
## 01

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

Open a web browser and go to the following URL:

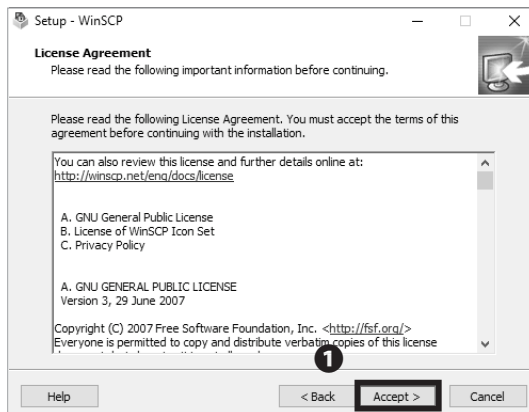
⇒ <https://winscp.net/eng/download.php>

Click ❶ "DOWNLOAD WINSCP."



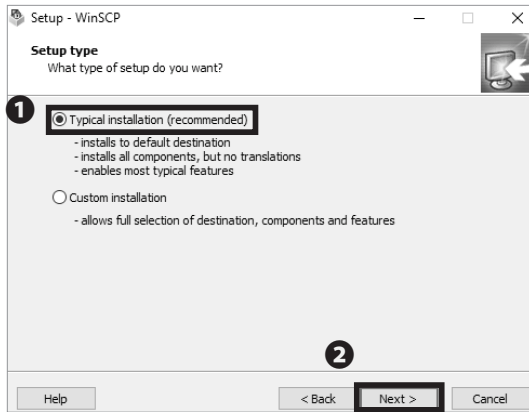
## 02

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



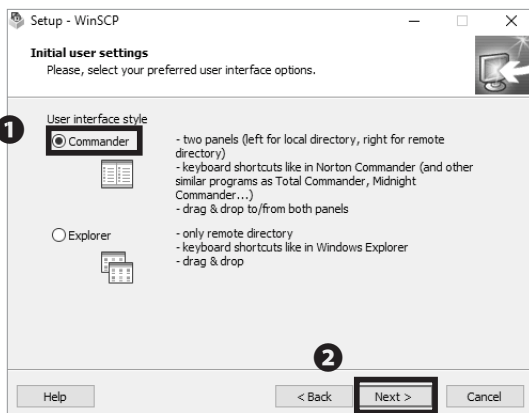
## 03

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



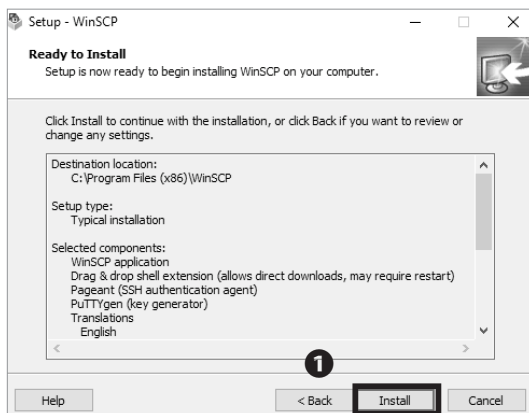
04

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



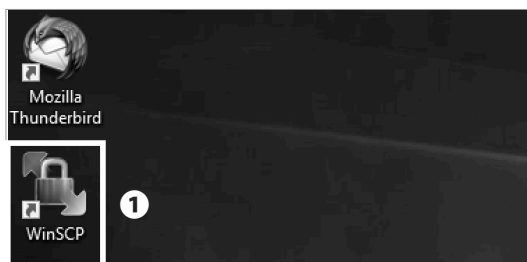
06

Click 1 "Install."



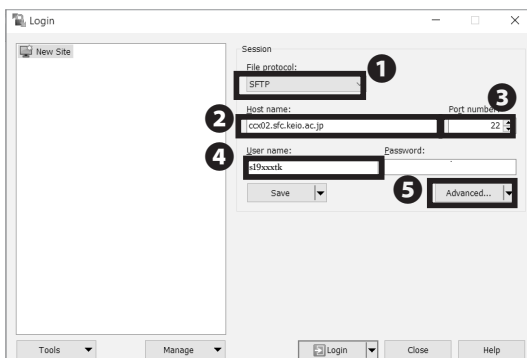
07

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



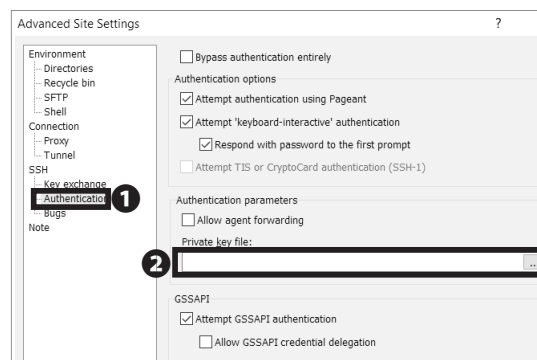
08

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



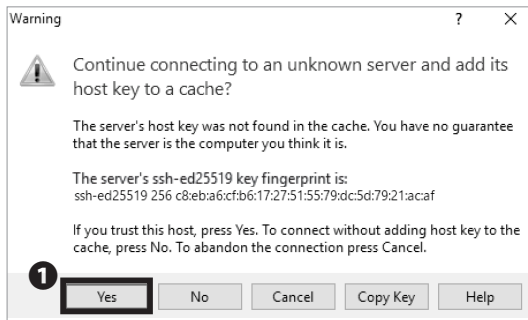
09

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



10

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



11

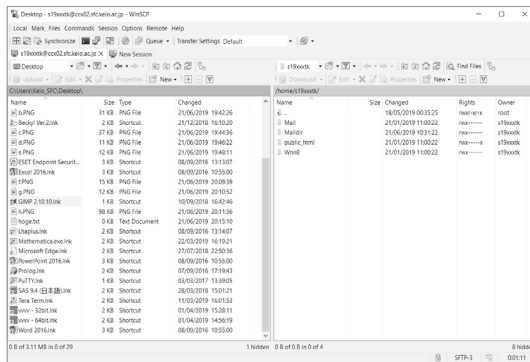
Click 1 "Yes."

Confirm the ssh-ed25519 key fingerprint matches the following:

00:16:fa:fc:12:b6:41:45:bf:86:7e:42:b4:55:22:e9

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



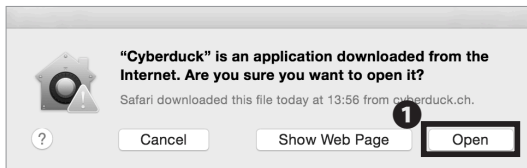
## 01

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

Open a web browser and go to the following URL:

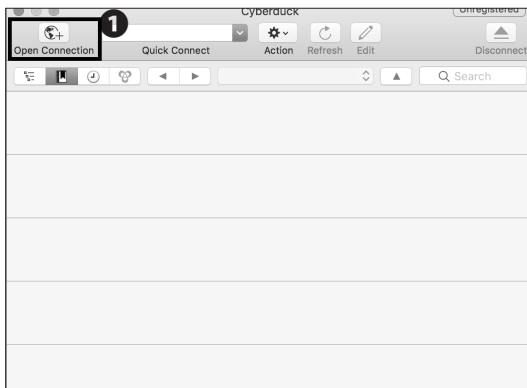
⇒ <https://cyberduck.io/>

Click **1** “Download.”



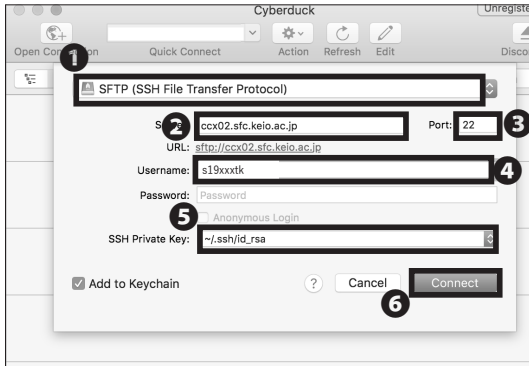
## 02

Open the file you just downloaded and run the Cyberduck application. Click **1** “Open” if you see the window shown on the left side.



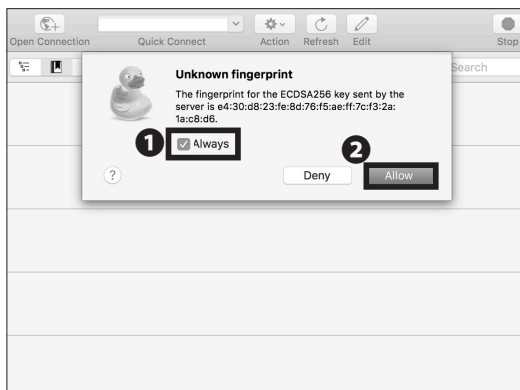
## 03

Click **1** “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)] .

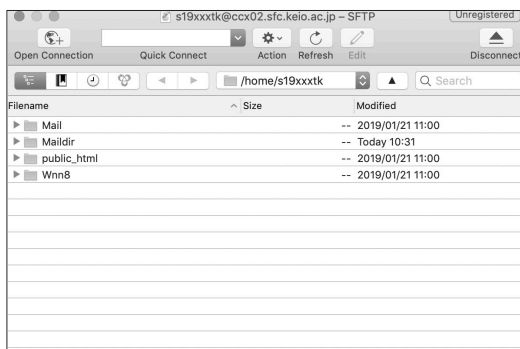


05

When the screen to the left is displayed click ❶ "Always," and click ❷ "Allow."

The ccx02 key finger print is below.

e4:30:d8:23:fe:8d:76:f5:ae:ff:7c:f3:2a:1a:c8:d6



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/~\[ your CNS login name \]/\[relative path from public\\_html to the file\]](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】.

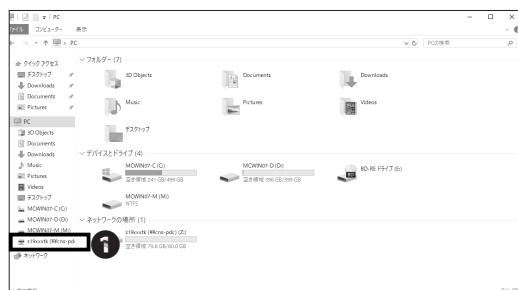
Instructions for publishing files from on-campus computers, using file transfer software on computers, and remotely accessing CNS via command line interface (please refer to 【p.111 : Remote Access to CNS Servers】) will be given in this section.

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



## 01

Click ❶ "PC" from the desktop.



## 02

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

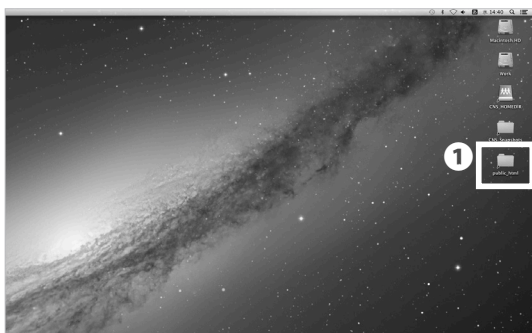


03

By dragging and dropping your files into ❶ “public\_html,” you can publish them to the web.

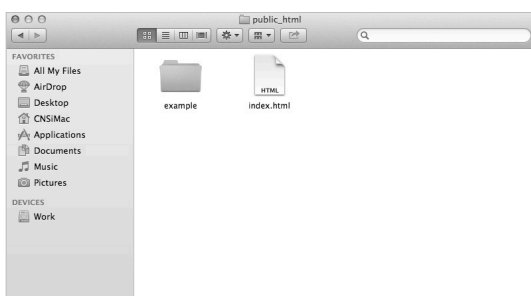
If you want to know the URL of the uploaded file, please refer to 【p.130 : Correlation between URL and File Location】 .

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



01

Open ❶ “public\_html” from the desktop.

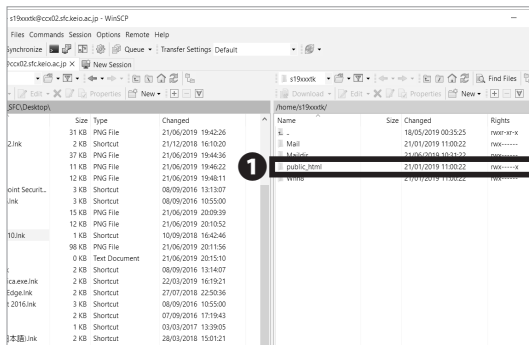


02

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】 .

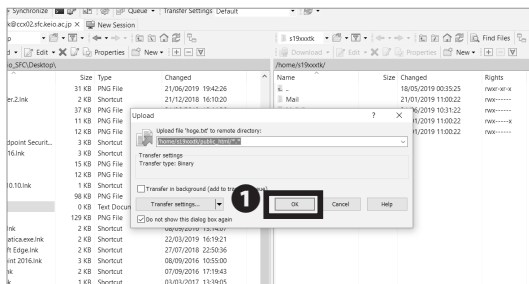
## Publishing Files on the Web from Your PC with WinSCP (Windows 10)



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).

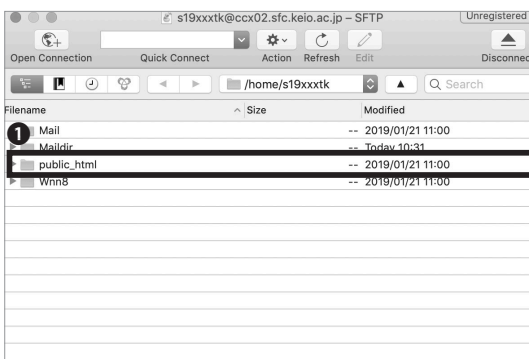


02

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] .

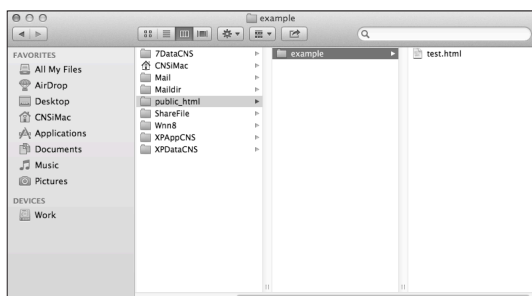
## Correlation between URL and File Location

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/~\[your CNS login name\]/\[relative path from public\\_html to the file\]](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 "s19xxxtk," 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/~\[your CNS login name\]/\[relative path from public\\_html to the file\]](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 "s19xxxtk" 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/~s19xxxtk/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).

## COLUMN vol.3

## About Keio ID and Keio Apps ID

In addition to a CNS account for students and faculty members at SFC, a Keio ID will be issued to all students and faculty members at Keio University. IDs issued after March 6, 2015, will be formatted as follows. This will also be the same for Keio Apps ID mentioned below.

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

By using “keio.jp” to log in using 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 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 (formerly known as Google Apps 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. After graduation, you can continue using Gmail only.

Keio Apps ID can be used as a Google account, which means that you can download apps and other digital content in Google Play. It is, however, not recommended. If your Keio Apps ID becomes invalid after graduating and you are using your Google account to pay for apps or subscriptions, your payment will be invalid. Keio University will provide no guarantees against such loss.

Keio Apps ID can be used as a Google account, including various apps and services. However, Keio University provides no guarantee for data stored on services such as Google Drive, Calendar, or Groups, since the data is not stored on Keio University's servers. When storing important data, CNS users may also share data using “SFC-CNS Online Storage Service.”





# 7

## FAQ

How to Reset Account Passwords and Common Troubleshooting

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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:

⇒ [https://www.sfc.itc.keio.ac.jp/en/application\\_sfc.html](https://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 application form. For the latest information, please

check site licensed software detail/application page on the ITC website:

⇒ [https://secure.itc.keio.ac.jp/c/a/sfc/en/software\\_license\\_sfc.html](https://secure.itc.keio.ac.jp/c/a/sfc/en/software_license_sfc.html)

As of September 2019, 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 EES	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 ETLA	Adobe enterprise term license agreement	Tenured and Non-Tenured Faculty and Staff

## 2

## Using Microsoft Office 365 ProPlus



keio.jp  
Keio University CALAMVS GLADIO FORTIOR

ログイン対象: keio.jpポータル / keio.jp Portal

ID:  
t.keio@keio.jp ①

Password:  
\*\*\*\*\* ②

☐ ワンタイムパスワードを利用する

Login ③

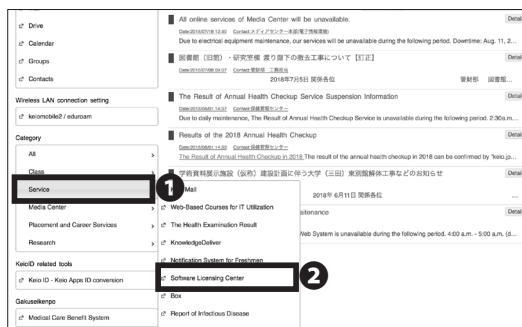
Guidance | off

利用ガイド サポート

## 01

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

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



① Service

② Software Licensing Center

## 02

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

「2018年度」年度・セグメント別ライセンス一覧

画像が示しているソフトウェアライセンス等もオンラインで取得・確認することが可能です。  
ソフトウェア別に利用条件が異なりますので、利用登録・利用条件を確認の上、同意する場合は、ライセンスもご確認ください。

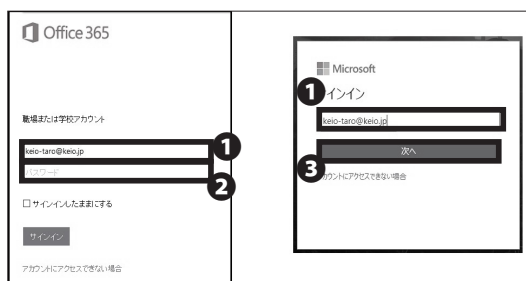
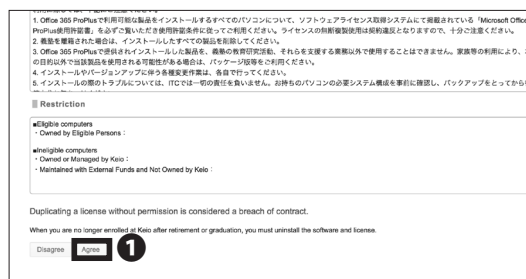
【年次】  
ソフトウェアライセンス利用上の注意

Available List

Software	License usage	Expiration Date	Media		
ChemOffice (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
ESET/Internet Mail (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
Microsoft Office 365 ProPlus (学生用 2018年度用ライセンス)	詳細画面で確認してください	2019-03-31	Download	Detail	①
Mathematica for Students (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
SPSS 24 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
Amnis 24 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
SPSS 23 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
Amnis 23 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
SPSS 25 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
Amnis 25 (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
MATLAB (2018年度用ライセンス)	Agree to the EULA	Not agree	Download	Detail	
AutoCAD サポートサイト (2018年度用)	Agree to the EULA	Not agree	Download	Detail	

## 03

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



## 04

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

## 05

Once the confirmation message appears, click **1** "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 in **1**. Type in your password in **2** "パスワード (Password)" section(or your CNS login password).Click **3** "次へ (Next)."

You may see one of two different login screens, but you can login from either one.

## 08

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

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

If you have lost your current CNS login password, you must bring your student ID card or campus card to the "CNS 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 ① . Click the one you want to change.

## 03 Changing CNS Login Password

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

## 04 Changing IMAP/SMTP-AUTH Password

Type your new IMAP/SMTP-AUTH password in **①** • **②** and click **③** "Submit." IMAP/SMTP-AUTH password must be longer than 10 letters, including lower and uppercase letters and numbers, and it must be different from your CNS login password.

## 05 Checking IPP Password

Click **①** "Confirm" to check IPP Password.  
Click **②** "Create/ Change" to change your IPP password.

## 06 Checking Web Database Password

Click **①** "Confirm" to check your Web Database Password.  
Click **②** "Create/Change" to change your Web Database Password.

## Changing Login Password of keio.jp Account

ログイン対象/Log in to :  
keio.jpポータル / keio.jp Portal ?

1 ID:  
t.keio@keio.jp

2 Password:  
.....

☐ : ワンタイムパスワードを利用する/ Use One-Time Password

3 **Login**

[利用者ガイド \(User's Guide\)](#) [サポート \(Support Desk\)](#)  
[ワンタイムパスワードについて \(About One-Time Password\)](#)

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."

1 **Change Each Password**

02

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

1 **keio.jp**

ITC Account  
Mail soft/Smartphone apps  
Feature phone  
Keio Mail EX

03

Click ❶ "keio.jp."

How to decide a password

- Password length: Your password must contain 8-16 characters.
- Rules for password characters:
  - Lowercase letters (a-z)
  - Uppercase letters (A-Z)
  - Numbers (0-9)
  - Symbols ( \_ , ! , # , \$ , % , ^ , \* , + , = ) \* You can use the above symbols only.
- A password must contain at least 3 different types of characters, including letters.
- Example : Jk02P1510n

1 **Current password**

2 **New password**

3 **Confirm password**

4 **OK**

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 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 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.

### COLUMN vol.4

## Tips for Creating 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], Internet > 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 a 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 Check Your certificate expired

If you are still unable to connect to CNS even after confirming your computer's wireless adapter is on, your certificate may be expired. Certificates expire in 13

months after issued and must be renewed in order to use CNS for a longer period of time.

If your certificate is expired, delete the old certificate from your machine and follow the instructions to issue and install a new one on [【p. 16 :About the Wireless LAN Environment on Campus】](#) .

### 03 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.

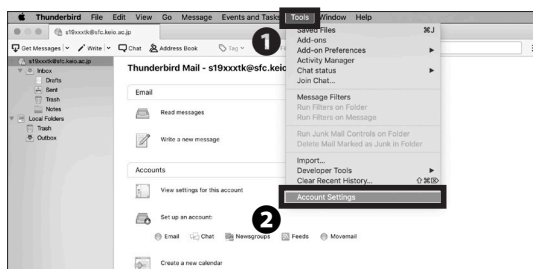
### 03 Check Printer Status

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】](#) .

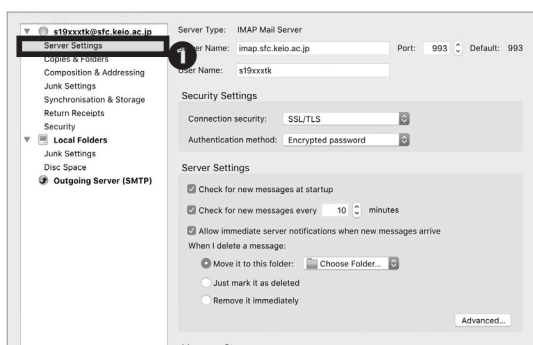
## Problems with Sending / Receiving Mail



# 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.

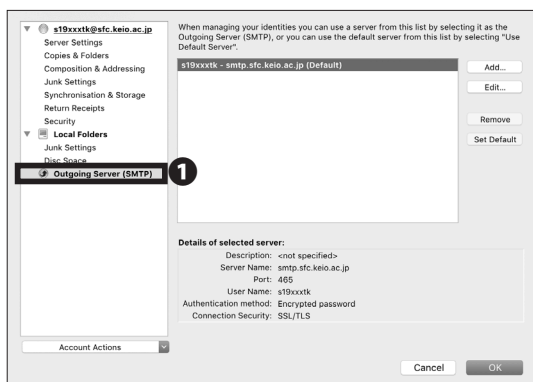
Please refer to **[p. 50 :Configuring Your CNS Mail on Your PC (Windows 10)]** and setup your mail client again. To change the settings in Thunderbird, click **2** "Account Settings" from **1** "Tools."



# 02

## Incoming (Receiving) Servers

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



# 03

## Outgoing (Sending) Servers

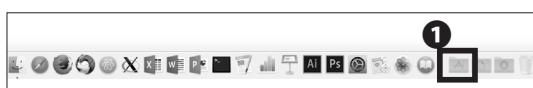
Click **1** "Outgoing Server (SMTP)" to check sending server settings.

If you encounter any strange error messages or have difficulties solving an issue by yourself, please visit the ITC CNS service desk 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 ② "CNS Tool" folder from the ① "Applications" folder in your dock.



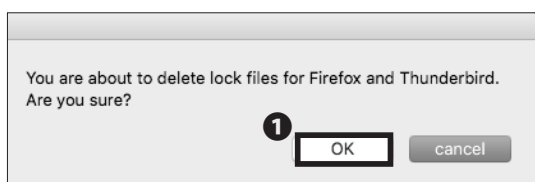
## Unable to Launch Firefox or Thunderbird



# 01

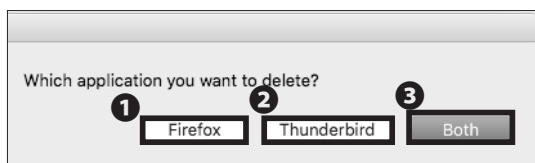
If Firefox or Thunderbird cannot be launched and shows the error "already activating and cannot be launched," you can fix this problem with "Unlock Firefox Thunderbird.app."

Click **1** "Unlock Firefox Thunderbird.app" in the "CNS\_Tool" folder.



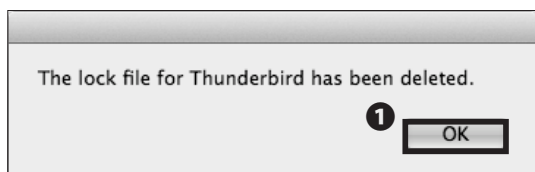
# 02

Click **1** "OK."



# 03

Click **1** "Firefox", **2** "Thunderbird," or **3** "Both."



# 04

Click **1** "OK."

## Resetting Your CNS Personal Space

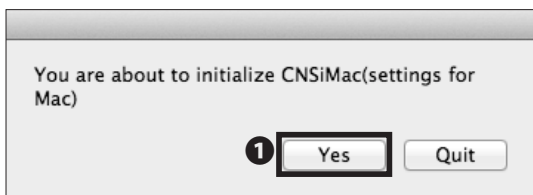
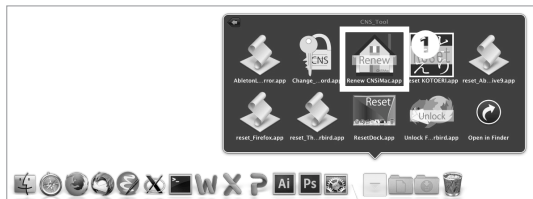
## 01

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:

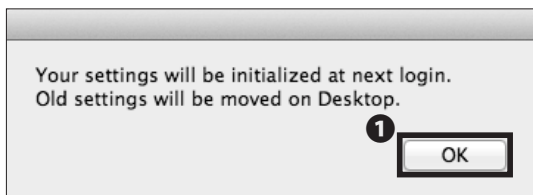
- Files on Desktop
- Files in Documents folder
- Files in Music folder
- Files in Pictures folder
- Bookmarks on Firefox and Safari

**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 **1** "Renew CNSiMac.app" from the "CNS\_Tool" folder.



# 02

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

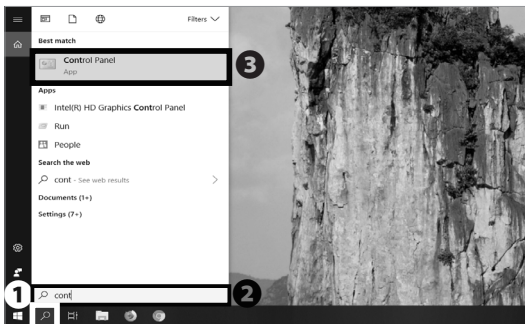


## 03

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

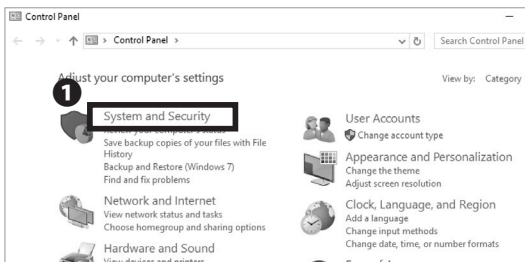
## 6

## How to Check a PC's Operating System



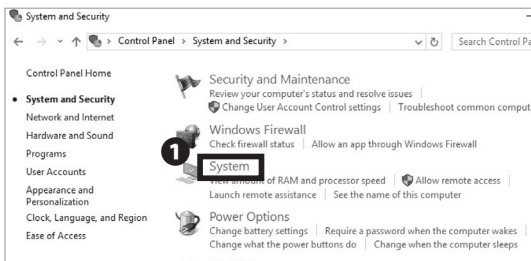
01

Search "Control Panel" by using the ❶ "Search box" in the bottom left corner of the desktop and click ❷ "Control Panel - Desktop App" from the search results.



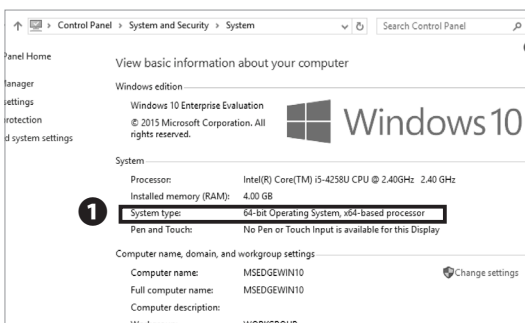
02

Click ❶ "System and Security."



03

Click ❶ "System."



04

Check ❶ "System type."

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

Antivirus 5

CNS Servers 6

FAQ 7

Appendix 8

## 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](http://www.sfc.itc.keio.ac.jp/en/top_sfc.html)

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

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	<a href="http://cnscon.sfc.keio.ac.jp/en/">http://cnscon.sfc.keio.ac.jp/en/</a>
Opening Hours	9:20 - 22:30 (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.

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## 1

## Terms of Use

To Users of CNS

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	<a href="http://www.sfc.itc.keio.ac.jp/en/top_sfc.html">http://www.sfc.itc.keio.ac.jp/en/top_sfc.html</a>
Opening Hours	9:15 - 17:00 (Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.)
Hotline Hours (Mon. - Fri.)	9:15 - 22:50 (Spring / Fall Semester) 9:15 - 17:50 (Summer / Winter Break Period)
Hotline Hours (Sat.)	9:15 - 18:50 (Spring / Fall Semester) 9:15 - 15:50 (Summer / Winter Break Period)

CNS Consultant Desk	
Location	Media Center First Floor CNS Consultant Desk
E-mail Address	cns-consultant@sfc.keio.ac.jp
Tel.	0466-49-3425 <ext. 52519>
Website	<a href="http://cnscon.sfc.keio.ac.jp/en/">http://cnscon.sfc.keio.ac.jp/en/</a>
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	<a href="http://avcon.sfc.keio.ac.jp/web/">http://avcon.sfc.keio.ac.jp/web/</a> (Japanese only)
Service Hours	Regular Hours 9:15-22:30 (Until 18:30 [11:30-12:30 Lunch Break] on Saturdays) Shorter Hours 9:15-17:30 (Until 15:30 [11:30-12:30 Lunch Break] on Saturdays) (Closed on Sundays, public holidays, and holidays set by Keio.)

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

Antivirus 5

CNS Servers 6

FAQ 7

Appendix 8

## 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 up-to-date 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 be subject to other penalties or restrictions.

Equipment for Rental	Model	Note
Laptop	Panasonic CF-LX7	CD / DVD-ROM Readable 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 CD / DVD-ROM / BD Readable 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	MacBook/MacBook Air
	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】 .

## 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.

## 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.

## 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. Zantryu occurs from 23:00 to 8:00 the following morning. Many students lose track of time and may “accidentally” do zantryu during their college life at SFC. Zantryu 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

Some computers have audio-visual equipment installed, which allow you to make copies of VHS tapes or edit video materials. Service hours are from 9:15 to 23:00 on weekdays, and 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 a PC room.

Location		Use Type	Model/OS	Quantity	Host Name
Media Center	Open Area (First Floor)	Walk-by	HP ProDesk 600 G4 (Windows 10)	1	mcsupc01
		Scanning	HP ProDesk 600 G4 (Windows 10)	4	mcvspe01-04
		Video Editing	iMac Pro 2017 (OS X 10.13)	6	mchdmac01-06
			iMac Retina 5K 27 inch 2017 (OS X 10.13)	2	mchdmac80,81
		Music Composition	iMac Retina 5K 27 inch 2019 (OS X 10.14)	2	mcdamac01,02
		General Use	Dell Precision 3630 Tower (Windows 10)	2	mcws01,02
			Dell Precision Tower 3420 (Windows 10)	7	mcwin01-07
			iMac 21.5 inch (OS X 10.13)	4	mczmac01-04
			iMac Retina 5K 27 inch 2017 (OS X 10.13)	6	mcmac01-06
		Printer	RICOH IPSiO SP C841 PS	4	-
PC Rooms	Multimedia Multilingual Room (Second Floor)	General Use	HP ProDesk 600 G4 (Windows 10)	2	mmlswpc01-02
	ITC Entrance	Printer	RICOH SP C841 PS	2	-
	κ 18	General Use	iMac 21.5 inch (OS X 10.13)	40	zmac000-039
		Printer	RICOH SP C841 PS	1	-
	ε 17	General Use	iMac 21.5 inch (OS X 10.13)	40	zmac040-079
		Printer	RICOH SP C841 PS	1	-
	ι 18	General Use	iMac 21.5 inch (OS X 10.13)	40	zmac080-119
		Printer	RICOH SP C841 PS	1	-
	ο 17	General Use	iMac 21.5 inch (OS X 10.13)	40	zmac120-159
		Printer	RICOH SP C841 PS	1	-
	λ 11	CG/CAD/Statistical analysis	Dell Precision 3630 Tower (Windows 10)	45	ws00-44
			RICOH SP C841 PS	1	-
	λ 18	Video Editing	iMac Retina 5K 27 inch 2017 (OS X 10.13)	40	hdmac00-39
			RICOH SP C841 PS	1	-
	λ 21	Music Composing	iMac Retina 5K 27 inch 2019 (OS X 10.14)	40	damac00-39
			RICOH SP C841 PS	1	-

(As of Sep. 2019)

## 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 software if your registration form is submitted to and accepted by Shonan Fujisawa ITC.

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

⇒ [https://www.sfc.itc.keio.ac.jp/en/software\\_fileshare.html](https://www.sfc.itc.keio.ac.jp/en/software_fileshare.html)

## 03 Plagiarism

Copyright is a legal right that a creator has, given by a 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 point
- 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 terms of use.

## 06 Copyright of This Book

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⇒ <https://cns-guide.sfc.keio.ac.jp/>





# SFC CNS GUIDE 2019 English Edition

September 13, 2019 (Date of Issue)

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Printed by Dai Nippon Printing Co., Ltd.

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ISBN 978-4-906838-31-8