## SFC CNS GUIDE 2022 -English Edition-

Shonan Fujisawa Information Technology Center Keio University

#### Preface

SFC-CNS was established to provide SFC students and faculty with a state-of-the-art computer network environment at a time when almost all universities in the world did not yet have internet access. Since then, it has evolved to support various activities at SFC, incorporating new technologies as they became available, even after the internet became commonplace in the world. It is an open distributed computing environment in which a wide variety of devices, from UNIX, Mac, and Windows computers to high-performance servers, manufacturing, and music equipment, are connected, allowing users to exercise their creativity. If you can use these devices to their fullest extent, you can do a great many things. If you don't know how to use them, you can only accomplish ordinary tasks.

This is the same as the difference between using 100 different tools to create something and using only scissors to build something. I hope you will enjoy the fun and power of information technology by using more and more devices as tools.

This book is essential for SFC students because it contains a lot of information necessary to use SFC-CNS properly. Since many classes are offered online and it remains difficult to ask questions at ITC or the CNS consultant booth in-person due to the coronavirus pandemic, this book remains important for students as a source of important information regarding CNS. SFC-CNS is connected to the world. As a result, you need to protect your own computers, smartphones, and other devices connected to SFC-CNS by yourself. Please deepen your knowledge of information technology and learn how to use computers safely. This is the same as using knives, scissors, or other sharp tools without getting hurt or causing injury to others.

In particular, please be sure to learn the following social ethics and apply them correctly.

- Respect copyright and other intellectual property rights. Never plagiarize documents or copy software illegally.
- Respect the files and information of others. Respect other people's files, information, and privacy.
   Do not browse files that are not intended for you, even if they are visible to you.
- Understand that SFC-CNS is a system for education and research. Do not use it for any other purpose.
- Do not access computers that you are not authorized to use.
- Do not post derogatory comments or slander on SFC or other organization's web sites or web applications. Do not send slanderous or defamatory e-mails to others. Never send slanderous e-mails or chain e-mails, and if you do receive them, do not relay them.
- When creating web pages, be aware that anyone in the world can read the content. When creating web pages, respect the rights of others and do not infringe on the rights of others by publishing images, audio files, videos, or other content illegally.
- Do not do anything that may cause trouble to others.

If you have any concerns or questions, please consult with the CNS Consultant Desk in the Media Center or the Shonan Fujisawa Information Technology Center (ITC). SFC-CNS is operated by students and faculty members working together to create the best learning and research environment for themselves. After learning the basics of SFC-CNS through this manual, please refer to the ITC website to learn how to use the system in more depth. I hope that you will be actively involved in the operation of SFC-CNS to bring it to a new level.

ITC established an editorial committee to decide the contents, write, edit, and proofread this document. The editorial committee members are mainly students who are users of SFC-CNS, and students play a major role in the production of this publication. The editorial committee is composed mainly of students who are users of SFC-CNS, so students play a major role in this project. The committee also considers opinions on the versions published to date and questions about SFC-CNS sent to ITC.

Finally, I would like to express my deepest gratitude to the CNS consultants who have assisted in the production of this year's edition by organizing the materials and checking the contents. I would also like to thank the many people who have been involved with the SFC CNS Guide to this point in time.

#### Shonan Fujisawa Information Technology Center (ITC) Director Jin Nakazawa

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### Start Up

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# 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, various web systems, and many other resources. 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, Graduate School of Media and Governance, and Graduate School of Health Management, according to the CNS Terms of Use (refer to [p.156: 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:  $\Rightarrow$  https://www.sfc.keio.ac.jp/en/

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

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



The example login name shown above belongs to a student enrolled at the Faculty of Environment and Information Studies in academic year 2022. Each user has an email address in the form "[your CNS login name]@sfc.keio.ac.jp," which can be accessed by using a seperate password from your CNS login password (refer to [p.54: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 account may be suspended. For help changing your password, please refer to [p.143: 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.153 : SFC-CNS Technical Support Services]).

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

<u>Do not</u> 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.153 : SFC-CNS Technical Support Services]). To change your CNS login password, please refer to [p.143 : How to Change Account Passwords]. Wireless LAN

2

#### Websites You Can Use on Campus

#### Using SOL

¢.	) CANVAS	<u>コースの参照</u>	
	S アカウント 12xxxtk		
	<u>スワード</u>		
 ■ t	ナインインしたままにする	ログイン	3

#### 01 What is SOL?

SOL is the SFC's class management system. You can view class information, submit assignments, and check class materials. Please access from the following URL.

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

Please enter your CNS login name in **①**, and your CNS login passwords in **②**, and click **③** "Login".







#### 02 Using SOL

You can check your courses on the "Dashboard" which appears when you click on the **①** icon. By clicking on the name of the course, you will be able to view the class page for each course, check the course content, download lecture materials, and submit assignments.

#### 03Checking your syllabus

You can view the syllabus for all courses offered at SFC by selecting "All Courses" from the "Courses" menu, which appears when you click on the "Inbox" icon.

#### 04 Communication on SOL

Through SOL, you can receive communications from your course instructors and send questions. Click on the icon "Inbox" to see the messages you have received or to create a new message.

#### 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.

⇒ <u>http://keio.jp/</u>

You must set up and activate your keio.jp account on the keio.jp registration web site.

After activating your account, type your keio.jp ID in **1** "ID" and your keio.jp password in **2** "Password." Then, click **3** "Login."

If there are any questins about the activation of keio. jp account, please contact Shonan Fujisawa ITC(For contact details, please refer [p.157 : Other Support Services] .) 3

CNS Mail

**CNS** Printers

Application	Message III III III	ton (i) (i (i) noise
Commonly Used		fort None Read Unread
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er Mai	▲ 大学 (二日) 学校教育研究所開発 (目前) 新聞工事に伴う影響いな歴史主事ならび	
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Category		
AL		
Own		

#### 02 Use keio.jp

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

The software licenses that students are allowed to use are listed on [p.141 : Software Licensing Center] . To issue a license after accessing keio.jp, please check STEP 01  $\sim$  08 of [p.99 : Installing Antivirus Software on Your PC (Windows 10)] .

#### Other Websites

KEIC SFC		SFC-GC	TOP   FAQ   CONTACT   JAPANE
2018 Spring Semester	NEWS		ABOUT US
Monday	SFC-GC service will be unavailable on March 6 (Tue) 14:00-17:00.		About SFC Global Campus Registaration
Al and Policy [Kelo]Community	KEIO SFC on iTunes U is launched in Aug 2010. Please check updates !		For SFC students
Informatics[*] Region and Society (Asia-	Course Pick Up		Content for SFC student
Pacific) [Kelo]Mathematical Literacy for Problem Finding and Solving Network Industries!"]	face INTERNET MEASUREMENT AND DATA ANALYSIS 2013 Lecturer : Kenjiro Cho IP OPEN CLASS PAG	ε	e-Course の の 科目等度修生 ログイン
Tuesday	It becomes possible to access a huge amount of diverse data through the Internet. It allows us to obtain new knowledge and create new		Application for e-Course
Introduction to Student Build Campus(SBC)	services, leading to an innovation called "Big Data" or "Collective Intelligence". In order to understanding of the technical background one needs to have a good understanding of the technical background		(2018 Spring Semester) LINKS

#### 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.

 $\Rightarrow$  <u>https://gc.sfc.keio.ac.jp/</u>

\* As of August 2022, SFC-GC is currently suspended.

# Wellness System	Login Times	sible	Rulo				
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Menu	login						
y Login	password:						
1 Timetable	1 [	login					
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			login name and password for rese				
			se the system from 5/30am to 6a	m every morning durin	g the syst	em main	tenaros.
			se open from 9/19 (Mori). r this semester will start from 9/1				
	u the reserv	ation to	r this semester will scart from av i	a tworù eam			
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	10/3 (Mon)	815	Kendo	Satoshi Amano	SPCRIME.	Low	S.
			Termis	Yasuo Myazaki	SFCアニス コート	High	35
			Mind Exercise	Gen Sadayasu	+ 12	Low	28
		3段	Kendo	Satoshi Amano	SFCHERG	Low	20
			Ternis (guidence)	Yasuo Miyazaki	SFC7 ⇒ A ⇒->	High	23
			Classical Ballet	Yaeko Kato	7 < 7 1 3 2		
			Pro-Wreating Style Exercise	Tokimitau lahizawa	STOREN	Medium	20
		4限	Gigong	Yaeko Kato	37CR284	Low	22
			Baslortball	Nacki Sasaki	15FC717 -71	Medium	21

02 Wellness(Physical Education) System You can write notes, submit reports, and make

reservations for Physical Education 2-5 classes.  $\Rightarrow$  <u>https://wellness.sfc.keio.ac.jp/v3/index.php?lang=en</u>

<b>W</b>		Google mit	9. @Ask Us /	Contact Us 日本語	
🗙 Keio University	Libraries	1 Media Centers	) Find/Search	Online Forms	
Shonan Fujisaw (Library)	a Media Center				
News/Event	Catalog	Articles	My Library		
New Books (Japanese)	KOSMOS Search Materials	5		Search O	
Services					
Facilities	Pickup Contents				
Facilities Floor Map	Pickup Contents	Welcome to	Kein		$\wedge$

03Shonan 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.

⇒ https://www.lib.keio.ac.jp/en/sfc/



#### **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.

⇒ <u>https://search.lib.keio.ac.jp/discovery/</u> search?vid=81SOKEI\_KEIO:KEIO&lang=en

Start Up

2

3

CNS Mai

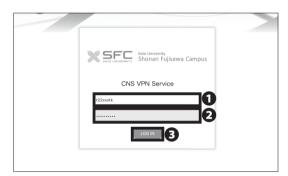
Wireless LAN

# 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.



S

#### 01

Open a web browser and go to the following URL:  $\Rightarrow$  https://vpn3.sfc.keio.ac.jp\_or\_https://vpn4.sfc.keio. ac.jp

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

02

Type the URL of the webpage you want to browse in **1** and click **2** "GO." You can browse the website almost as if you were on campus.

# **CNS** Printers

#### COLUMN vol.1

Μ

paloalto GLOBALPROTECT

#### 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.

⇒ https://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.

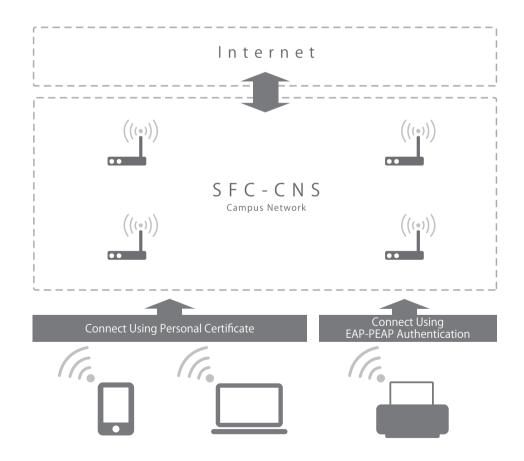
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# About the Wireless LAN Environment

#### 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.50 : Connecting Your Device to CNS by EAP-PEAP Authentication].



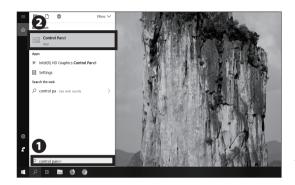
# Start Up

Wireless LAN

2

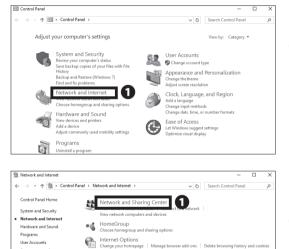
#### Connecting Your PC (Windows 10) to CNS

2



#### 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 ① "Control Panel" and from the results open ② "Control Panel."



Appearance and Personalization Clock, Language, and Region Ease of Access

壁 Network and Sharing Center

Control Panel Home

Change adapter settings

Change advanced sharing settings

← → × ↑ 型 « Network and Internet → Network and Sharing Center

Change your networking setti

Network Public network

🛬 Set u

02

Click ① "Network and Internet."

03

Click ① "Network and Sharing Center."

#### 04

p

✓ ひ Search Control Panel

Access type: Internet Connections: U Ethernet

or set up a router or access poin

ting info

View your basic network information and set up connections

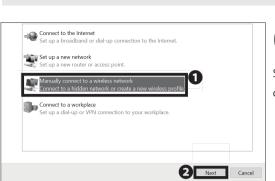
Troubleshoot problems Diagnose and repair network problems, or get troubleshoo

10

Click ① "Set up a new connection or network."

CNS Mail

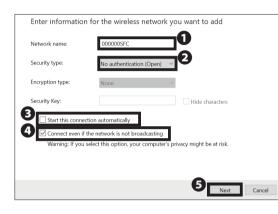
3



Wireless LAN

#### 05

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



### 06

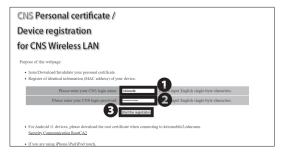
Type "000000SFC" in ① "Network name" and select "No authentication (Open)" from ② "Security type." Make sure that ③ "Start this connection automatically" is unchecked, and check ④ "Connect even if the network is not broadcasting." Then, click ⑤ "Next."



### 07

Click **1** "Close."

\* "000000SFC" can only be used for setting up Wireless LAN connection. It can not be connected outside campus.



#### 08

Open a web browser and go to the URL:

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

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

#### Wireless LAN

Wireless LAN

CNS Mail

**CNS** Printers

CNS Personal certificate / Device registration for CNS Wireless LAN

al certificate

Issue Issue the personal certificate
Register/Delete the device information

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 assubases to initial the personal certificate.	n
	More than 8 characters)
riteise einer ine posspirasie again. (contirmation)	9

	Device	e registration	
	for CNS	S Wireless LAN	
			logout
-	Download of	of the personal certificate	
	Download will sta Please click here i Download	tarf automatically. if download will not start.	
	Information of t	the personal certificate	
	Login name	t22xxxtk	
U	Issued date	2021/07/31 17:52:24	
S ≤18160	kop12 ^	×	

### 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.

New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" in **①** and move on 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.

You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer to [p. 25 How to delete an old certificate] or the website below.  $\Rightarrow$  <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/network\_</u> information\_wireless\_802\_1x\_renew.html

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.

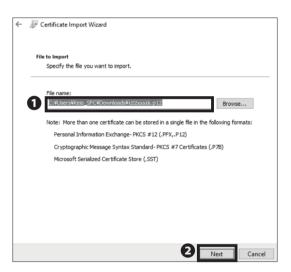
Your browser will prompt you to download the certificate. If you are using Firefox, a dialog box will appear at the bottom of the window. Click **1** "Open." If the download does not automatically begin, click **2** "Download."

Welcome to the Certificate Import Wizard This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store. A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept. Store Location ิด Current User ) Local Machine To continue, click Next. 2 Next Cancel

Wireless LAN

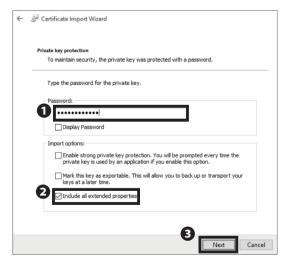
#### 12

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."

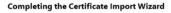


#### 14

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

\* If you have forgotten the passphrase, return to STEP 09 and reissue your personal certificate.

🖗 Certificate Import Wizard	15
Certificate Store	
Certificate stores are system areas where certificates are kept.	Click <b>①</b> "Next."
Windows can automatically select a certificate store, or you can specify a location for the certificate.	
Output Automatically select the certificate store based on the type of certificate	
O Place all certificates in the following store	
Certificate store:	
Browse	
0	
Next Cancel	
	- 1 <i>C</i>



The certificate will be imported after you click Finish.

You have specified the following settings: Context Selected Automatically determined by the wizard Context PFX File Name C:VUsersVKeio\_SFCVDownloadsV (22xxxk, p12

1

Finish

Cancel

Click **1** "Finish."

4 CNS Printers

Start Up

Wireless LAN

2

3

CNS Mail

1



**17** If a security warning shows up, click **•** "Yes" after confirming the thumbprint of the CNS root certification

authority (CA) matches the following value:

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

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

#### 🐲 Set Up a Connection or Network Choose a connection option Connect to the Internet Set up a broadband or dial-up connection to the Internet Set up a new network Set up a new router or access point. 0 Connect to a workplace et up a dial-up or VPN connection to your workplace 0 Next Manually connect to a wireless network Enter information for the wireless network you want to add 0 Network name: Security type: 0 WPA2-Enterprise Encryption type: ecurity Key Hide characters Start this connection automatically Connect even if the network is not broadcasting Warning: If you select this option, your computer's privacy might be at risk.

#### 20

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

#### 19

✓ Ŭ Search Control Pane

18

Click ① "OK."

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."

If you have reissued your personal certiticate, please

make sure to delete the old certificate.

#### Wireless LAN

2

→ ~ ↑ <u>雄</u> > Co

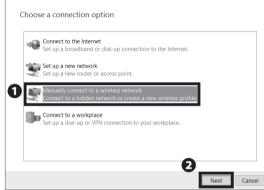
Change advanced sharin

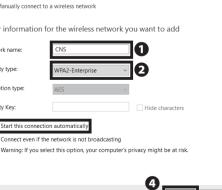


View your basic network information and set up connections

D

ims, or get tr



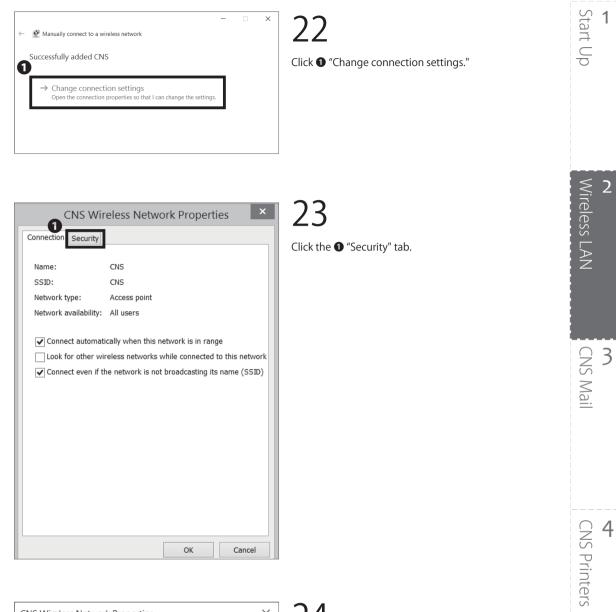


### 21

Cancel

Next

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



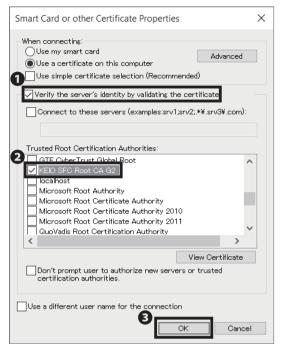
CNS Wireless Network Properties X						
Connection Security						
Security type:	WPA2-Enterprise	~				
Security type.	WIAZ Enterprise					
Encryption type:	AES	$\sim$				
Choose a network authentication method:						
Microsoft: Smart Card or other certific: 🗸 Settings 2						
Remember my credentials for this connection each time I'm logged on						

#### 24

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

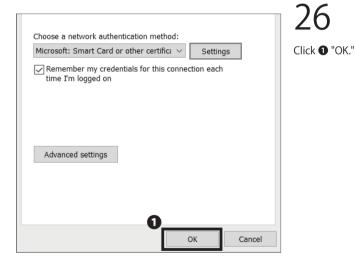
#### Wireless LAN

2



### 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."



## 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."

CNS

1

(2)

Choose a certificate

t22xxxtk @sfc.keio.ac.jp

Cancel



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."



#### Br Ai ١d CC 2018 e Media Encoder CC 2018 Ps obe Photoshop CC 2018 $\odot$ & Clock 1 🖽 📾 🥑 q

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

Use random hardware addresses Off

Control Panel

Apps

Settings

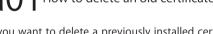
### 29

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.

### a01 How to delete an old certificate

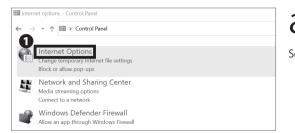
If you want to delete a previously installed certificate, open 1 "Control Panel."



Intel® Graphics Control Panel 🗅 Open Setti D Open file location Taskbar notification area -⇔ Pin to Start System - Pin to taskbar See if you have a 32-bit or 64-bit version of Windows rch the web Control panel - See wel 1 H 

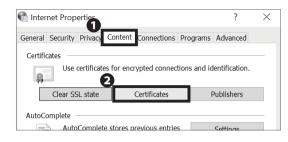
6

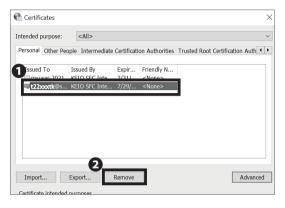
Control Panel



a02 Select 1 "Internet Options" and open it. Wireless LAN

2





#### a03

Click on the 1 "Content" tab and click 2 "Certificates."

### a04

Hover the cursor over **①** "[your CNS login name]@sfc. keio.ac.jp" to check the expiration date, and if it has expired, click **②** "Remove."



#### a05

Click **1** "Yes" when the warning message appears.

How to delete an old certificate is completed.

#### Wireless LAN

#### Start Up 1

#### Connecting Your Mac (macOS) to CNS



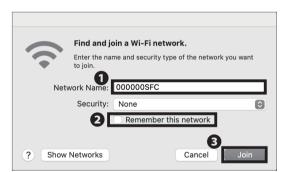
#### ()1

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 "Other..." from the list of Wi-Fi icon.

3

CNS Mail

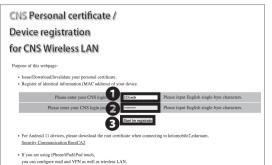
2



#### 02

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

\* "000000SFC" can only be used for setting up Wireless LAN connection. It can not be connected outside campus.



#### 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."



Issue the personal certificate

SFC-ITC SFC official web site Keio university SFC-ITC

Register/Delete the device information

Registration of the device

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.

New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" and move on to STEP 06.

The certificate is valid for the duration of the student's enrollment.



#### 05

Make a new passphrase for your personal certificate. This passphrase is necessary to protect your personal certificate against unauthorized use and must contain at least 8 characters.

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

CALC D.			
CINS Pe	rsonal certificate /		
Device	registration		
for CNS	Wireless LAN		
		logou	ıt
Download of	the personal certificate		
Download will sta			
Please click here i	download will not start.		
Download			
Information of t	he personal certificate		
Login name	t22xxxtk		
Issued date	2022/09/05 22:50:55		
Expiration date	2030/09/03 22:50:55		
Download of	her items		
Max Williamfi			

06

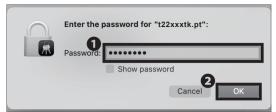
Your download will begin automatically. Once completed, open the file you just downloaded. If download does not begin, click **①** "Download" to save the file and open the certificate.

If your personal certificate has expired, please refer to [p.31 : a01 How to delete an old certificate]



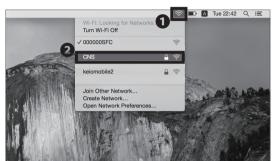
#### 07

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



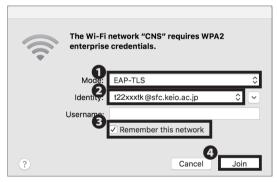
Type your personal certificate passphrase in **1** "Password" from STEP 05 and click **2** "OK."

\* If you have forgotten your passphrase, return to STEP04 and reissue your personal certificate.



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 • "Continue." Start Up

1

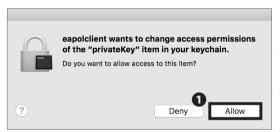


When asked to enter your password, type your macOS account password in ① "Password." Then, click ② "Update Settings."



### 13

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



#### 14

Again, click **①** "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.



### a01 How to delete an old certificate

To delete an old certificate, first click on **2** "Keychain Access" in the **①** "Utilities" section of the application.



Wireless LAN 2

... Keychain Access Z () Q Searc 1 All Items 占 login t22xxxtk @sfc.keio.ac.jp 🖒 Local Items e CA G2 xpires: Tuesday, September 3, 2030 22:50:55 Japan A System System Root Date Expire t22xxxtk @sfc.keio.ac Sep 3, 2030 22:50:5 New Identity Preference Private Excha Private Excha Private Excha 20

### a02

Select **1** "Certificates", and click **2** "Delete [CNS login name]@sfc.keio.ac.jp." which appears when you rightclick "[CNS login name]@sfc.keio.ac.jp."

After deleting the certificate, return to STEP1 and reissue your personal certificate. If you want to connect to other multiple devices after the reissue, select "Download" because only the latest certificate will be valid. If you are still unable to connect after adding the certificate, please "reboot" your device.

This is the end of the procedure for connecting your Mac (macOS) to CNS.

#### Connecting Your iOS Device to CNS

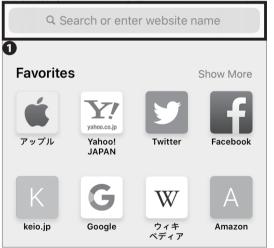


#### 01

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

 $\ast$  This procedure assumes that your smartphone has a 4G/5G connection.

\* If you don't have 4G/5G connection, please connect to SSID "000000SFC" from wireless settings.



### 02

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

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

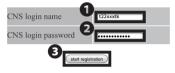


#### CNS Personal certificate / **Device registration** for CNS Wireless LAN

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

Wireless LAN configuration for iPhone:

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



#### 03

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

Wireless LAN

3 CNS Mail

4

**CNS** Printers

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

logout



Issue v

Issue

Issue the personal certificate

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

If you have already issued your personal certificate and the certificate is still valid, select "Download" in 1, tap 2 "go," and skip to STEP 06.

New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" and move on to STEP 06.

If your certificate has expired, select "Reissue" in **1** and tap **2** "go." If you select "Reissue," your previous certificate will be invalidated.

You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer to the website below.

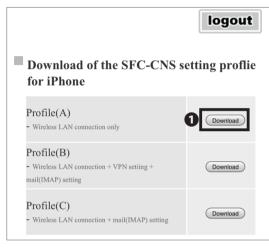
⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/network\_ information\_wireless\_802\_1x\_renew.html

Start Up 1





Make a new passphrase for your personal certificate. This passphrase 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.



#### 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 on Campus from Outside] inside the colomns [About VPN].

If you want to set up CNS mail, tap "Download" next to "Profile(B)" or "Profile(C)." Then follow STEP 6~21 of **[**p. 63 :Configuring Your CNS Mail on Your iOS Divice**]** . Then follow STEP 21 and STEP 22 in this section to set up your wireless LAN connection.



#### 07

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

Start Up

Wireless LAN

CNS Mail

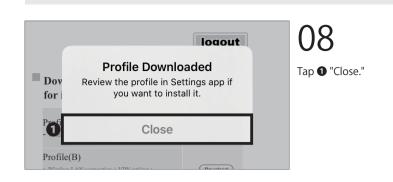
**CNS** Printers

4

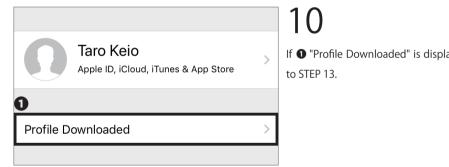
3

2

1







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

ayed, t	ap it	and	go	on

I Screen Time > 0  $\odot$ General > 0 **Control Center** > AA > **Display & Brightness** 

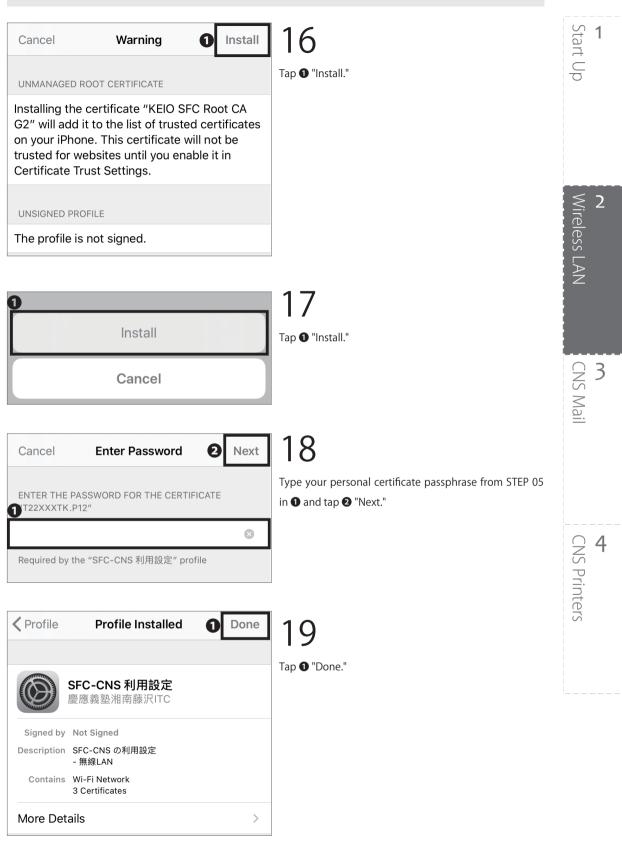
## 11

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

		12
<b>D</b> <sup>PN</sup>	Not Connected >	Tap <b>①</b> "Profile."
Profile	>	
Legal & Regulatory	>	
DOWNLOADED PROFILE		13
SFC-CNS 利用設定 慶應義塾湘南藤沢ITC	>	The downloaded profile will be displayed. Tap the Profile.
変感我 空加 判 膝 爪 H C		Tonic.
Cancel Install Prof	ile <b>1</b> Install	14
		Tap 🜒 "Install."
SFC-CNS 利用設定 慶應義塾湘南藤沢IT		
Signed by Not Signed		
Description SFC-CNS の利用設定 - 無線LAN		
Contains Wi-Fi Network 3 Certificates		
More Details	>	
Enter Passco	ode Cancel	15
		Type in your iOS device passcode.
Enter your pass	scode	

 $\circ \circ \circ \circ$ 

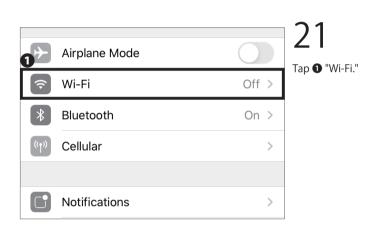
2 Wireless LAN







Go back to your home screen and tap ① "Settings."



K Settings Wi-Fi	
<b>0</b> Wi-Fi	
ACHOOSE A NETWORK 💥	
<b>a</b>	
CNS	<b>₽ 奈</b> (j)
CNS keiomobile2	<b>₽</b> \$ (j)

### 22

#### Turn on 🛈 "Wi-Fi."

Tap **2** "CNS." From now on, if you are on campus, your device will connect to CNS automatically.

Connecting Your iOS Device to CNS is completed.

\* The new personal certificate may not be installed properly if you have older profiles installed. Make sure to delete any older SFC-CNS profiles first, then try again if you encounter problems.

# Connecting Your Android Device to CNS

••



On your home screen, tap the **1** 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 **1** and go to the registration page or scan the following QR code :

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



## 03

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

CNS Personal certificate / **Device registration** 

Purpose of this webpage:

address) of your device.

3 L

Please enter your CNS login name

se enter your CNS logir

• Issue/Download/Invalidate your personal

1

2

input English single-byte

input English single-byte

• Register of identical information (MAC

for CNS Wireless LAN

certificate.

1

## 01

Wireless LAN

2

Start Up

1

for CN	IS Wireless LAN
1 ssue of t	the personal certificate
Issue	Issue the personal certificate
Registration of th	Delete the device information
SFC-ITC	SFC official web site Keio university SFC-ITC

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

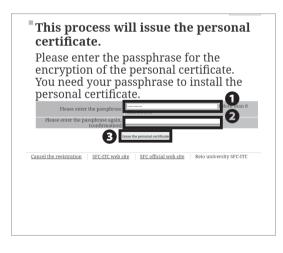
If you have already issued your personal certificate and the certificate is still valid, select "Download" in ①, tap ② "Submit," and skip to STEP 06.

New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" and move on to STEP 06.

If your certificate has expired, select "Reissue" in **1** and tap **2** "go." If you select "Reissue," your previous certificate will be invalidated.

You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer the website below.

⇒ <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/network\_</u> information\_wireless\_802\_1x\_renew.html



## 05

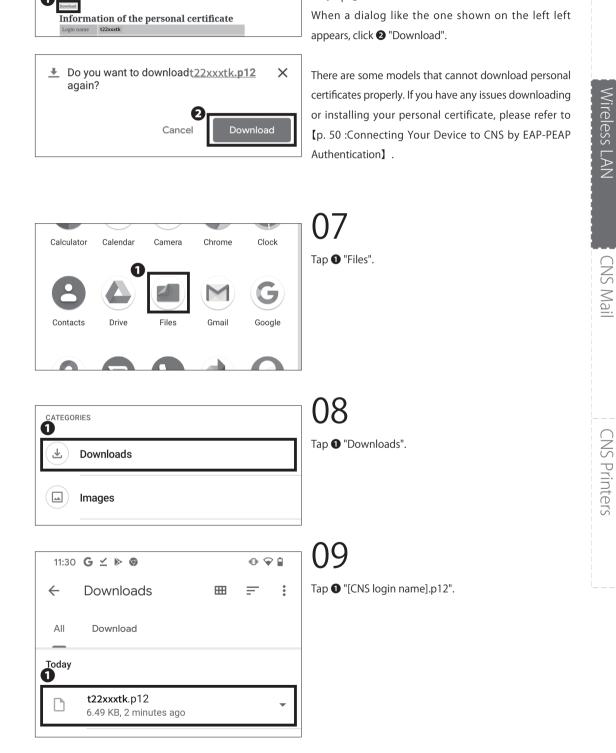
Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from unauthorized use and must contain at least 8 characters. Enter your passphrase in **1** and **2** and tap **3** "Issue the personal certificate." This passphrase will be used in STEP 10.

Your download should begin automatically. If it does



Wireless LAN 2

4



06

not, tap **1** "Download".

logout

Download of the personal certificate

ิก

Download will start automatically. Please click here if download will not start.



### Name this certificate Certificate name CNS 1 2 Cancel OK

### Install CA certificates in Settings

This certificate from null must be installed in Settings. Only install CA certificates from organizations you trust.



ิก

## 10

• Enter the passphrase that you entered when the certificate was issued and tap • "OK".

**1** Select "Wi-Fi certificate" and tap **2** "OK".

## 12

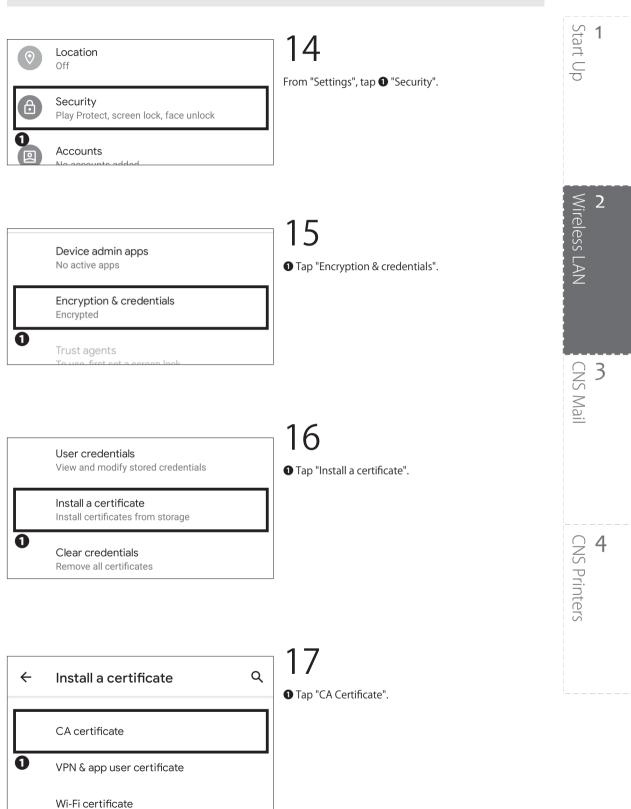
Change the Certificate name to "CNS" and tap"OK".

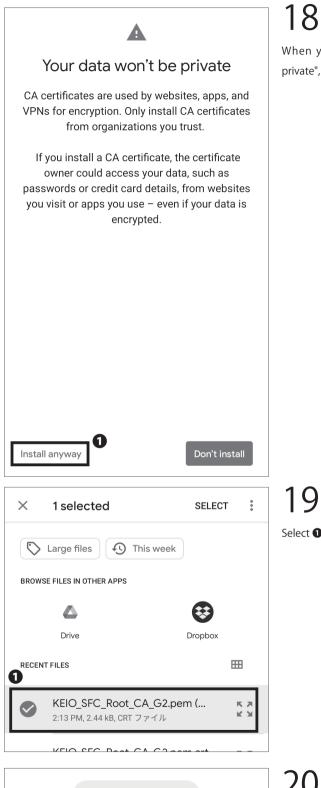
## 13

Download the Root certificate of CNS from the following link, and when the message "Install CA certificates in Settings" appears, tap  $\bullet$  "Close."

⇒ <u>https://itcsecure.sfc.keio.ac.jp/downloads/files/</u> KEIO\_SFC\_Root\_CA\_G2.pem







CA certificate installed

When you see the message "Your data won't be private", tap **1** "Install anyway".

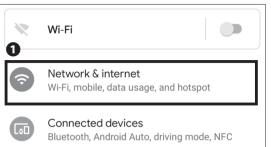
Select **①** "KEIO\_SFC\_Root\_CA\_G2.pem" and install it.

### 20

Verify that the message "CA certificate installed.".

Start Up

1



Apps & notifications Assistant, recent apps, default apps 21

### From "Settings", tap **①** "Network & internet".

÷	Wi-Fi	Q (?)	22
	Use Wi-Fi		Tap <b>1</b> "CNS".
•	000000SFC Connected	(ê)	
	CNS	Ð	
•	eduroam	ŀ	
•	keiomobile2	•	

Wireless LAN 2 CNS Mail 3 **4** CNS Printers

CNS			
EAP method			
TLS		•	
CA certificate			
CNS		-	
Online Certificate Status			
Do not validate		-	
Domain			
sfc.keio.ac.jp			
User certificate			
CNS		-	
Identity			
t22xxxtk			
Advanced options		~	
	Cancel	Connect	

Change the settings on this screen to the following values:

EAP method	TLS	
CA certificate	CNS	
Online Certificate System Do not validate		
Domain	sfc.keio.ac.jp	
User certificate CNS		
Identity	(your CNS login name)	

Once entered correctly, tap **1** "Connect."

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

~	Wi-Fi	Q (?)
_	Use Wi-Fi	
•	CNS Connected	<b>(</b> )
•	eduroam	ŀ
•	keiomobile2	£

### 24

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

Connecting Your Android Device to CNS is completed.

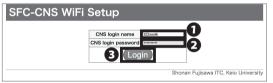
### Connecting Your Device to Wireless LAN Using "eduroam"

### 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:  $\Rightarrow$  <u>https://itcsecure.sfc.keio.ac.jp/form/wifi/</u>

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

\* 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 as well.

### SFC-CNS WiFi Setup パスワード(Prawwed) たのページでは SFC-CNS の無線LANのパスワード作成が可能です。 You can create password for WiFi in SPC-CNS on this page.

### 02

Click ① " パスワード (Password)."

Wireless LAN

2

Start Up

1

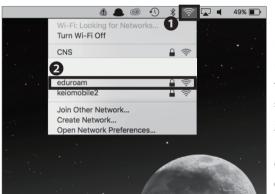
### Wireless LAN

### SFC-CNS WiFi Setup



### O3 Click ❶ "Create."

Remember the password that is displayed. This password will be used in STEP 05.



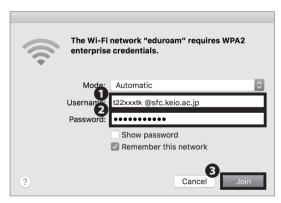
### 04

Shonan Fujisawa ITC, Keio Univer-

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

⇒ <u>https://www.sfc.itc.keio.ac.jp/en/network\_</u> information\_eduroam.html

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



## 05

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

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

### 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 the 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.

P	remise
•	It is available to set up and use kelomobile2 only inside of Kelo campus.
	(You can check the WiFi Password from a network outside Keio.)
•	You must have keio ID or ITC account (ua******, ub******) to obtain the Wi-Fi password for wifi connection.
P	rocess to set up keiomoble2
1.	Using kelo ID issue or Using ITC account issue
	Before go to step 2, make sure that your WI-FI password is issued.
2.	Set up keiomobile2
R	evising wireless LAN connection settings
•	Procedure for revising wireless LAN connection settings
N	otice
•	It is not necessary to renew the wireless LAN setting annually, however your ITC account or Keio ID has to be active.

In order to connect to keiomobile2, you need keio.jp (Keio ID) or 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)

⇒ <u>https://www.mita.itc.keio.ac.jp/en/net\_connect\_keiomobile2\_peap.html</u>

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

3

Start Up

Wireless LAN

1

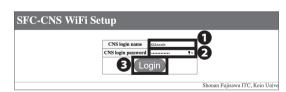
CNS Printers

# 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 to CNS by EAP-PEAP Authentication



01

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

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

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

\* This explanation is based on macOS. For other OSes, please refer to this explanation as well.

### SFC-CNS WiFi Setup

About this page

-このページでは SFC-CNS の無線LANのバスワード作成が可能です。 You can create password for WiFi in SFC-CNS on this page.

使用している機器がEAP-TLS(証明書)認証に対応していないなどの場合、EAP-PEAPが式での認証を行うことが可能です。CNSでは、通常EAP-TLS認証を推奨 しています

#### SFC-CNS WiFi Setup SFC-CNS WiFi Password A27-F0/fitt Create MRLANKRUI/A27-FE-DIC

A.

## 02

Lorout

Logout

🔽 📢 49% 🔳

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

## 03

Click **①** "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:

⇒ <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/network\_</u> information\_wireless\_peap.html

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

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



## 05

Network name	CNS3
Security WPA/WPA2 Enterprise	
Mode	Automatic
Username	[your CNS login name]@sfc.keio.ac.jp
Password SFC-CNS WiFi Passwor	

\* SFC-CNS WiFi Password is the password for PEAP created in STEP 03.

Once all settings are entered correctly, check **1** "Remember this network" and click **2** "Join."

Instructions for using EAP-PEAP authentication to join Wireless LAN services is now complete.

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3

CNS Mail



How to use CNS Mail on various devices

Using Your CNS Mail Account •••••••••••••••••••••••
Checking Your CNS Mailbox from On-Campus Computers • • • • • • • • • • • 55
Using Your CNS Mail from On-Campus Mac
Using Your CNS Mail from On-Campus Windows •••••••••••••••••••••••••
Configuring Your CNS Mail on Your PC (Windows 10) ••••••••• 56
Configuring Your CNS Mail on Your Mac (macOS) • • • • • • • • • • • • • • • • • 60
Configuring Your CNS Mail on Your iOS Device • • • • • • • • • • • • • • • • • 63
Configuring Your CNS Mail on Your Android Device • • • • • • • • • • • • • • • • • 69
Various Settings in CNS Mail • • • • • • • • • • • • • • • • • • •
Setting Up Mail Forwarding
Configuring Spam Filter • • • • • • • • • • • • • • • • • • •

# 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)	CRAM-MD5 Authentication or LOGIN	IMAP/SMTP-AUTH Password
	587 (Submission Port)	Authentication	IIVIAR/SIVITE-AUTH PASSWORD

## 01 What is IMAP?

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

## 02 Warning

If the amount of data in your CNS home directory exceeds 100GB, 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:

⇒ <u>https://www.sfc.itc.keio.ac.jp/en/computer\_email\_</u> cns\_usage\_config.html

### 04Use SFC-CNS WebMail

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

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

Start Up

1

2

Wireless LAN

**CNS** Mail

# 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 **①** "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.143 : How to Change Account Passwords], follow the 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 **1** "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.143 : How to Change Account Passwords], follow the instructions, and re-set the password.

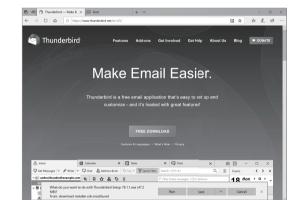
## **3** Configuring Your CNS Mail on Your PC (Windows 10)



## 01

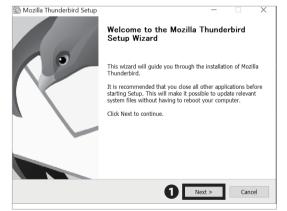
Open a web browser and go to the following URL:  $\Rightarrow$  <u>https://www.thunderbird.net/en-US/</u>

Click **1** "Free Download."



02

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

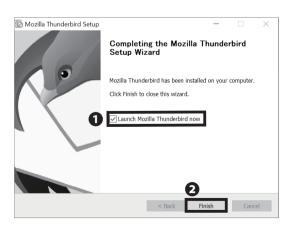


Click ① "Next >."

()

Mozilla Thunderbird Setup — — — X Setup Type Choose setup options Choose the type of setup you prefer, then click Next. Standard O Thunderbird will be installed with the most common options. Custom You may choose individual options to be installed. Recommended for experienced users.	04 Confirm <b>①</b> "Standard" is checked and click <b>②</b> "Next >."	Start Up
< Back Next > Cancel		Wireless LAN

🐻 Mozilla Thunderbird Setup — 🗆 🗙	05
Summary Ready to start installing Thunderbird	Click <b>①</b> "Install."
Thunderbird will be installed to the following location:	
C:¥Program Files (x86)¥Mozilla Thunderbird	
Use Thunderbird as my default mail application	
Click Install to continue.	
< Back Install Cancel	



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."

**CNS** Mail

2



Set Up Your Existing	Email Address	×
S	Set Up Your Existing Email Address Use your current email address	
Your <u>n</u> ame:	1 Taro Keio	()
<u>E</u> mail address:	2 t22xxxtk@sfc.keio.ac.jp	()
<u>P</u> assword:	<b>3</b>	Ø
	✓ Remember password	

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."

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

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

Set Up Your Existing Email Ad	dress		×
Set Up	Your Existing Email Address Use your current email address		
Your <u>n</u> ame:	Taro Keio	()	
<u>E</u> mail address:	t22xxxtk@sfc.keio.ac.jp	0	
Password:	•••••	ø	
~	Remember password		
Outgoing: S	AP imap.sfc. <b>keio.ac.jp</b> SSL TTP smtp.sfc. <b>keio.ac.jp</b> STARTTLS bootk		
<b>O</b> Configure <u>m</u> anually	Cancel	<u>D</u> one	

## 08

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

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C		
7	~	

**2** Wireless LAN

3 CNS Mail

System Integration	×
Use Thunderbird as the default client for:	
🖂 E-Mail	^
Newsgroups	
Feeds	~
Allow Windows Search to search messages	
Always perform this check when starting Thunderbird	
Set as Default	Cancel

Set Up Your Existing Email Address

Your <u>n</u>ame:

Email address:

Password

Protocol:

Server

Port:

SSL: Authentication:

Username:

Cancel

Set Up Your Existing Email Address Use your current email address

Taro Keio

1

993

SSL/TLS

t22xxxtk

t22xxxtk@sfc.keio.ac.jp

✓ Remember password

INCOMING

imap.sfc.keio.ac.jp

Encrypted password

2

✓ 465

MT

SSL/TLS

t22xxxtk

OUTGOING

mtp.sfc.keio.ac.jp

Encrypted password

З

4

Done

•••••

### 09

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

#### Incoming Receiving Server (IMAP)

Server hostname	imap.sfc.keio.ac.jp	
Port	993	
Protocol	SSL/TLS	
Authentication	Encrypted password	
Username	Your CNS login name	

#### Outgoing Sending Server (SMTP)

Server hostname	smtp.sfc.keio.ac.jp	
Port	465	
Protocol	SSL/TLS	
Authentication	Encrypted password	
Username	Your CNS login name	

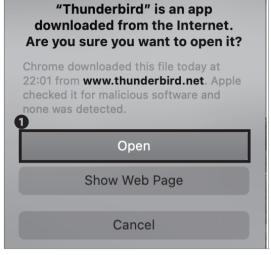
Once you have entered all the settings, click ③ "Re-test." After Thunderbird confirms the mail server information, click ④ "Done."

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.

Configuring Your CNS Mail on Your Mac (macOS)

Make Email Easier.         Tunderbird is a free email application that's easy to set up and customer - and it's leaded with great leatures.         Image: Im	Dpen a web browser and go to the following URL: $\Rightarrow https://www.thunderbird.net/en-US/$ Click • "FREE DOWNLOAD."
<ul> <li>Favorites</li> <li>Recents</li> <li>Downloads</li> <li>AirDrop</li> <li>AirDrop</li> <li>Applications</li> <li>Desktop</li> </ul>	<b>O2</b> Your download should begin automatically. Next, open the file you just downloaded.
Thunderbird <sup>**</sup>	Drag and drop the • "Thunderbird" icon onto • the Applications folder.
Favorites   Pavorites	04 Open Finder and click ① "Applications," then double- click ② "Thunderbird."



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

Home	Account Setup	×	m Thunderbird
Set Up Your Existir	ng Email Address		
To use your current email addres Thunderbird will automatically se	s fill in your credentials. earch for a working and recommende	d server cont	figuration.
Your full name			
Keio Taro		0	
Email address			
2 t22xxxtk@sfc.keio.ac.jp		<b>(</b> )	
Password			
3		Ø	
Remember password	4		
Configure manually	Cancel Conti	inue	

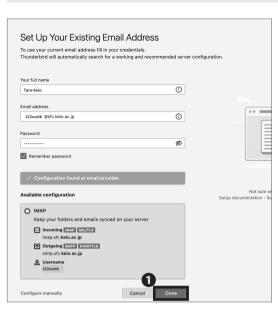
## 06

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." Start Up

Wireless LAN

2

1



CNS Mail

## 07

Thunderbird will start searching for your email account, wait until you see the message "Configuration found at email provider." If the message is displayed, click **1** "Done".

If the message is not displayed, click "Cancel" and then click "Configure manually...".

Manual configuration		
	0	
Protocol:	IMAP v	
Hostname:	imap.sfc.keio.ac.jp	
Port:	993 🔨	
Connection security:	SSL/TLS V	
Authentication method:	Encrypted password	
Username:	t22xxxtk	
OUTGOING SERVER	0	
Hostname:	smtp.sfc.keio.ac.jp	
Port:	465 🔷	
Connection security:	SSL/TLS 🗸	
Authentication method:	Encrypted password	
Username:	t22xxxtk	
	Advanced config	
Re-test	Cancel Done 4	

## 08

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

Incoming Receiving Server (IMAP)	0	Incoming	Receiving	Server	(IMAP)
----------------------------------	---	----------	-----------	--------	--------

•	
Server hostname	imap.sfc.keio.ac.jp
Port	993
Protocol	SSL/TLS
Authentication	Encrypted password
Username	your CNS login name

#### Outgoing Sending Server (SMTP)

Server hostname	smtp.sfc.keio.ac.jp
Port	465
Protocol	SSL/TLS
Authentication	Encrypted password
Username	your CNS login name

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

Start Up

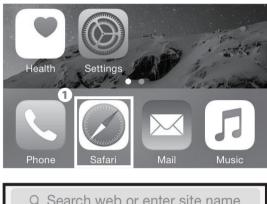
1

2

Wireless LAN

CNS Mail

## **5** Configuring Your CNS Mail on Your iOS Device



Q Search web or enter site name

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

02

01

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

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





Wireless	LAN configu	ration f	or iPhone	:	
• Issu	e of the priva	ite certi	ficate		
• Dov	vnload of con	ıfigurat	ion profil	e for iPhor	ne
CNS lo	ogin name	0	t22xxxtk		
CNS lo	ogin password	a <b>2</b>	•••••		
	3	start registra	tion		

### 03

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



### 04

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

New students have already issued a personal certificate at the time of CNS account pre-registration, so select "Download" and move on to STEP 06.

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

You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer the website below.

⇒ <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/network\_</u> information\_wireless\_802\_1x\_renew.html



 for iPhone

 Profile(A)

 - Wireless LAN connection only

 Profile(B)

 - Wireless LAN connection + VPN setting + mail(IMAP) setting

 Profile(C)

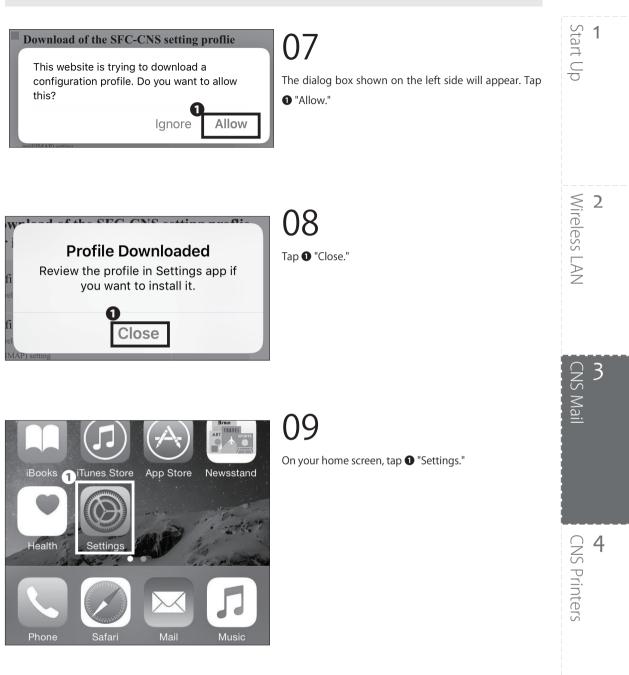
 - Wireless LAN connection + mail(IMAP) setting

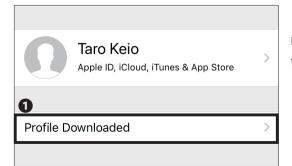
## 05

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

## 06

Tap **1** "Download" in Profile (C).





## 10

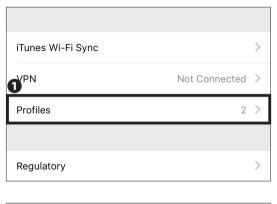
If **O** "Profile Downloaded" is displayed, tap it and go on to STEP 13.



If "Profile Downloaded" is not displayed in Settings, tap

1 "General."

11





Cancel	Install Profile	Install
	U	
	SFC-CNS 利用設定 慶應義塾湘南藤沢ITC	
Signed by	Not Signed	
Description	SFC-CNSの利用設定(無線LAN メール(IMAP)	,VPN,
Contains	Email Account VPN Settings Wi-Fi Network 3 Certificates	

Tap 1 "Profiles."

12

### 13

The downloaded profile will be displayed. Tap the **•** Profile.

## 14

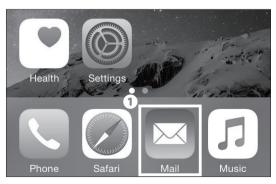
Tap **1** "Install."

Enter Passcode Cancel	15 Type your iOS device passcode.	<b>1</b> Start Up
Enter your passcode		
Cancel Warning Install	16	<b>2</b> Wireless LAN
UNSIGNED PROFILE The profile is not signed.	Tap <b>①</b> "Install"	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	17	CNS Mail
Install Cancel	Tap <b>①</b> "Install"	<b>4</b> CNS Printe
Cancel Enter Password 2 Next	]18	nters
ENTER THE PASSWORD FOR THE CERTIFICATE	Type your personal certificate passphrase from STEP 05 in <b>①</b> and tap <b>②</b> "Next." * If you have forgotten the passphrase, return to STEP	
Required by the "SFC-CNS 利用設定" profile	04 and reissue your personal certificate.	









### 22

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

Configuring Your CNS Mail on Your iOS Device is completed.

\* The new personal certificate may not be installed properly if you have older profiles installed. Make sure to delete any older SFC-CNS profiles first, then try again if you encounter problems.

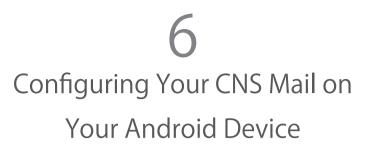
Start Up

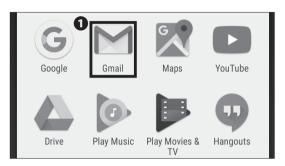
1

2

Wireless LAN

**CNS** Mail



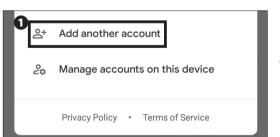


Tap ● "Gmail" from the home page or the list of apps.
If an email address is not set up in Gmail, go to STEP04.
\* The settings and procedure may vary from device to device. However, the procedure for configuring a mail server are the same.

	Search mail	0
INBOX		

02

Tap the **①** "account icon" shown on the search bar and a list of accounts will be displayed.



03



Set up	email	C
		Ta
<b>G</b> Go	ogle	
o 🗹 🛛 Ou	tlook, Hotmail, and Live	
Yal	hoo	
E E Exc	change and Office 365	
Otł	ner	

### 04

Tap 🛈 "Other."

	Add your ema	il address	
0	Enter your email t22xxxtk@sfc.keio.	ac.jp	
	MANUAL SETUP		
	<		(T >

### 05

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

	t22	xxxtk@sfc.keio.ac.jp
0	What t	type of account is this? Personal (POP3)
	۲	Personal (IMAP)
	0	Exchange
		0
	<	NEXT >

	t22xxxtk@sf	c.keio.a	c.jp
0	Password		<b>N</b>
		0	
	<		NEXT >

07

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

Wireless LAN CNS Mail

Start Up

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

71

Incoming server settings	
Username t22xxxtk	
Password 🔌	<
Server imap.sfc.keio.ac.jp	
0	
< NEXT	>

Enter the following settings:

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

Once typed correctly, tap ① "NEXT >."

### Outgoing server settings

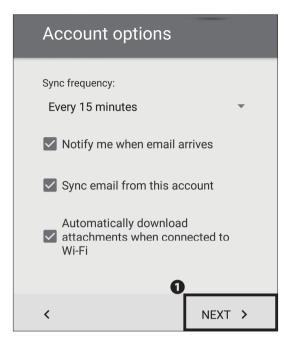
0	Require signin	
	Username t22xxxtk	
	Password	<b>®</b> ×
	SMTP server smtp.sfc.keio.ac.jp	
	0	
	< <b>-</b>	NEXT >

## 09

Next, type the information below if necessary.

Username	your CNS login name
Password	your IMAP/SMTP-AUTH password
SMTP server	smtp.sfc.keio.ac.jp

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



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

2

Start Up

1

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

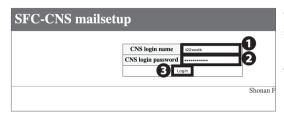
0	Give this account a name (optional) CNS			
0	Your name (displayed on outgo messages)	ving		
0	Taro Keio			
	6	)		
		NEXT >		

### 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.

### Various Settings in CNS Mail

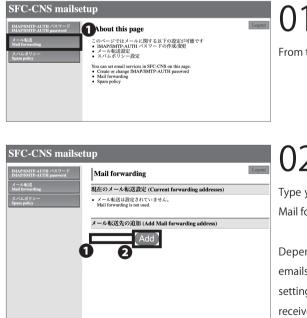


Open a web browser and go to the following URL:  $\Rightarrow$  https://itcsecure.sfc.keio.ac.jp/form/mailsetup/

Type your CNS login name in **1** and your CNS login password in 2. Then, click 3 "Login." In SFC-CNS mailsetup, you can perform the following

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

#### Setting Up Mail Forwarding

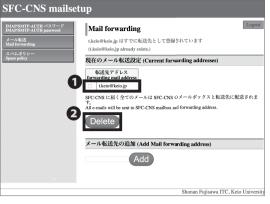


From the "mailsetup" menu, click 1 "Mail forwarding."

02

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

Depending on mail settings for a forwarding address, 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.



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 mailse	spam poli	cy Logout	
メール転送 Mail forwarding スパムポリシー	スパムポリシー設定 (Spam policy configuration)		
Spam policy	ポリシー名 (Policy name)	設明 (Description)	
	◎ 隔離 (Quarantine)	[Curent] スパムメールは隔離用サーバに隔離されます Spans mail will be quarantined.	
	○ 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 Span mails will be tagged in Subject and mail header.	
	○設定しない (No filtering)	スパムはタグ無しでそのまま配送されます Span mails will be delivered without tagging.	
	スパム判定基準(	Spam threshold)	
	Normal	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 sparn is available with this button.) * Strong Icr 5 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 sparn will be increased.)	

SFC-CNS mailset	up			
IMAP/SMTP-AUTH パスワード IMAP/SMTP-AUTH password	Spam policy			
メール転送 Mail forwarding スパムポリシー	スパムボリシー設定 (Spam policy configuration)			
Spam policy	ポリシー名 (Policy name)	説明 (Description)		
	◎ 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.		
	○ <i>タグ</i> (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.		
	○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)		
0	Normal	fのボタンをクリックすると Normal と Strong を選択出来ます。 o select criteria of spam is available with this button.) Strong (ごする とメバムと 専門堂 されるメールが多く なります。 fyou select strong, the mail judged as spam will be increased.)		
-		Change		

### 01

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

02

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

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."



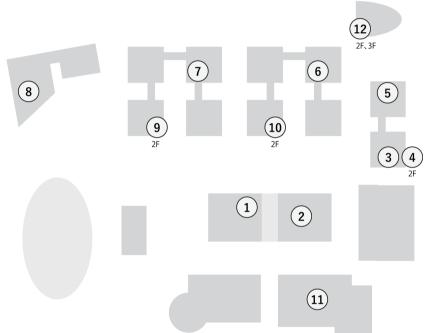
### **4** CNS Printers

Explaining how to use CNS Printers on SFC.

Using Printers at SFC · · · · · · · · · · · · · · · · · · ·	8
Location of the Printers •••••••••••••••••••••••••••••	8
Printing Charge (Points) • • • • • • • • • • • • • • • • • • •	
Operation of CNS Printers ••••••••••••••••••••••••••••••	9
Printing from On-Campus Computers • • • • • • • • • • • • • • • • • • 8	1
Printing from On-Campus Macs • • • • • • • • • • • • • • • • • • •	1
Printing from On-Campus Windows • • • • • • • • • • • • • • • • • • •	2
Printing from Your PC (Windows 10) •••••••••••••••••••••	3
Printing from Your Mac (macOS) ••••••••••••	8

## Using Printers at SFC





Map number	Location of the CNS Printers
1	Media Center 1st floor Open Area
2	Media Center ITC Entrance (1st Floor)
3	λ 11 PC room
(4)	λ 21 PC room
5	λ 18 PC room
6	o building 1st floor corridor
7	arepsilon building 1st floor corridor
8	Kamoike Lounge
9	κ building 2nd floor
(10)	ι building 2nd floor
(1)	A building 1st floor lobby
(12)	$\tau$ building 2nd floor loft, 3rd floor loft *only for those who can enter the room
-	Faculty of Nursing and Medical Care Room 205*only for those who can enter the room
-	Libary of Nursing and Medical Care next to the PC for DB searching
-	Faculty of Nursing and Medical Care Co-op

#### Printing Charge (Points)

Туре	Printing Charges		
Black and White	One-Sided ¥ 5 / page	Double-Sided ¥ 10 / page	
Color	One-Sided ¥ 15 / page	Double-Sided ¥ 30 / page	

### 01

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

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.

payment cards at a printer to pay for any excess usage.

### 02

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.

# Wireless LAN CNS Mail

Start Up

1

2



Enter your ID. t22xxxtk 1 2 3 4 5 6 7 8 9 0 q w e r t y u i o p a s d f g h j k l Z X C V b n m . - \_ UPPER CASE lower case Confirm

### 01

**Operation of CNS Printers** 

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

### 02

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

## CNS Printers

#### 4 **CNS** Printers

st(s) 1Page(s) Simpley Black & White

5 м

Please deposit above 5円. Fare adjustment will start after printing.

Este

0

Print

Yes

Prin

Select the jobs to print. Select All Deselect All Refresh

User ID: t22xxxtk

0001 examp le √ 2022/08/09 17:44:10

1 Job(s)

1 Job(s) Estimate

Select the jobs to print.

lected Job

(&)

II Jobs

### 03

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

### ()4

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

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

### 05

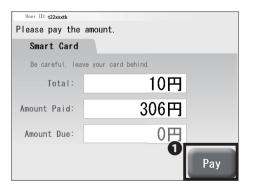
A screen similar to the one shown on the left will be displayed while your job is printing.

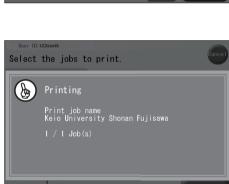
### 06

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

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







### Printing from On-Campus Computers

#### Printing from On-Campus Macs

fer File It Man Go Tools Window Help		🌱 📰 🖪 Thu 1719 Taro Kalo 🔍 I
	<ul> <li>sample.pdf (1 page)</li> </ul>	🖊 = 👌 🛞 Q Stanti
		The second secon
sample		
oumpio		

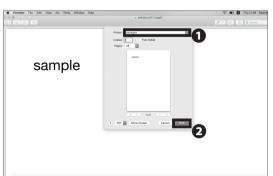
### 01

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.

**CNS** Printers

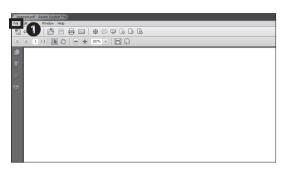
**CNS** Mail

Start Up

Wireless LAN

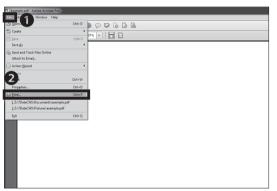
2

#### Printing from On-Campus Windows



### 01

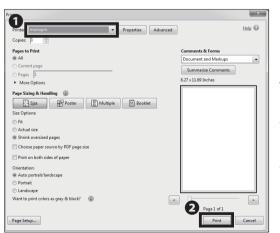
No specific configuration is necessary when you are printing your document(s) from on-campus computers. In this section, the steps to print a PDF file will be explained. Click ① "File" from the menu.



### 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."

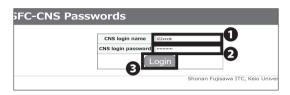
Your document(s) will be sent to CNS printers as printing job(s). Go to a nearby CNS printer to print your document(s).

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

#### CNS Printers 4

### 3

### Printing from Your PC (Windows 10)



### 01

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

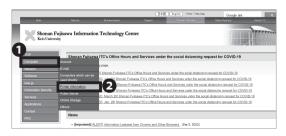
 $\Rightarrow$  <u>https://itcsecure.sfc.keio.ac.jp/form/password/</u>

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



O2 Click **①** "IPP Password."

SFC-CNS Pas	swords	
CNS Login Password IMAP/SMTP-AUTH Password	IPP Password	Logout
IPP Password	パスワードの確認 (Confirm password) Confirm	
Database Password CNS SSH Key	バスワードの作成/変更 (Create/Chagne password) Create/Change	
	IPP印刷について(About IPP printing)	
	• 日本語 • English	



### 03

Click **1** "Confirm."

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

04

Open a web browser and go to the URL:

 $\Rightarrow$  <u>https://www.sfc.itc.keio.ac.jp/en/top\_sfc.html</u>

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

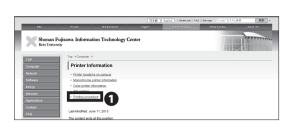
Start Up

Wireless LAN

2

3

**CNS** Mail



**CNS** Printers

Windows 10 Mac OS X 10.8 to 10.15 Ubuntu (v11.10) iPhone/Android

rinter Driver		
inter Driver for SF		
	lownload the driver for printers Ricoh SP C84	11 at CNS.
Monochrome Print	er	
6	OS	Installer
	Windows 11(64bit)	
	Windows 10(64bit)	207459.exe
	Windows 8.1(64bit)	
	Windows 10 (32bit)	207458.exe
	Windows 8.1 (32bit)	207436.688
	macOS 11.01	Ricoh PS Printers Vol4 DOM LIO 3.0.0.0.dn
	macOS 10.13	CNS向けにカスタマイズしています (Customized for SFC-CNS)
Color Printer		
	QS	Installer
2	Windows 11(64bit)	
-	Windows 10(64bit)	206852.exe
	Windows 8.1(64bit)	
	Windows 10 (32bit) Windows 8.1 (32bit)	206853.oxo
	Windows 10 (32bit)	Ricoh PS Printers Vol4 DOM LIO 3.0.0.0.dr

### 05

Click 1 "Printing procedure."

### 06

Scroll down to the middle part of the page and click vcvv ① "Printer driver."

### 07

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

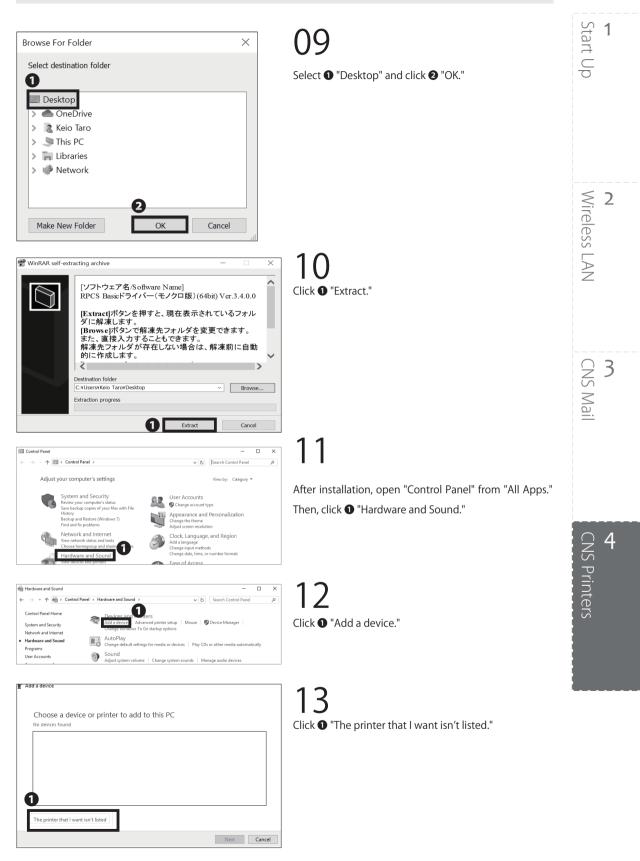
The following procedure will be for the black-and-white printer (monoprn), but if you would like to use the color printer (colorprn) as well, set the monoprn printer first, then follow STEP 07~22 again with <sup>2</sup> "Color Printer."

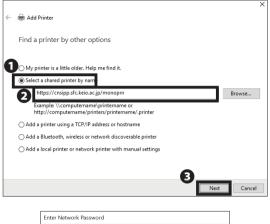
Please refer to [p.152 : How to Check a PC's Operating System] in case you do not know your PC's operating system.



### 08

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













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):

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

 $\Rightarrow$  <u>https://cnsipp.sfc.keio.ac.jp/colorprn</u>

### 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 • "Browse...."

### 18

Open "disk1" from the folder in which you extracted printer drivers during installation in STEP 10. Select the file in that folder and click <sup>(2)</sup> "Open."



### Printing from Your Mac (macOS)

SFC-CNS Passwords				
	CNS login name CNS login password <b>3</b>	122xxxtk Login	¶~	0 2

### 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:  $\Rightarrow$  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."

SFC-CNS Passwords				
CNS Login Password IMAP/SMTP-AUTH Password	IPP Password	Logout		
IPP Password Database Password	パスワードの確認 (Confirm password) Confirm			
CNS SSH Key	パスワードの作成/変更 (Create/Chagne password) Create/Change			
	IPP印刷について(About IPP printing)			
	<ul> <li>日本語</li> <li>English</li> </ul>			

02

Click 1 "IPP Password."

SFC-CNS Passw	vords	
CNS Login Password IMAP/SMTP-AUTH Password	IPP Password	Logout
IPP Password Database Password	パスワードの難認 (Confirm password) Confirm	C
CNS SSH Key	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)	B
	• 日本語 • English	



Click 0 "Confirm."

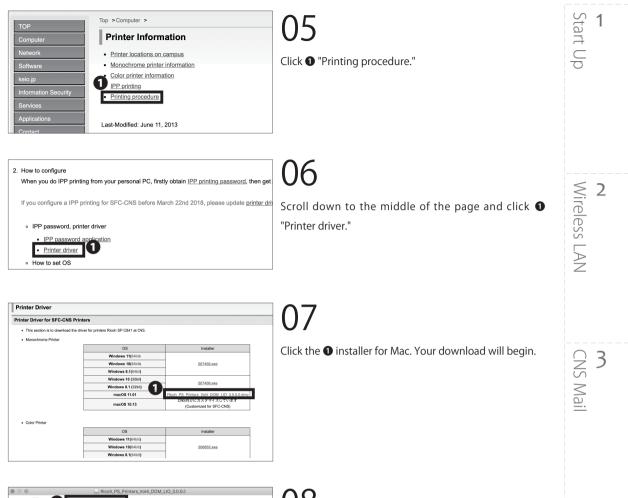
Remember the password you will see in the next page. This password will be used in STEP 34.



### 04

Open a web browser and go to the URL : ⇒ https://www.sfc.itc.keio.ac.jp/en/top\_sfc.html

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





### 08

Open the file you just downloaded. Then, double click **1** to launch the installer.

"Ricoh\_PS\_Printers\_Vol4\_DOM\_LIO\_3.0.0.0, pg" can't be opened because it is from an unidentified developer.
 Wour security preferences allow installation of only apps from the App Store and identified developers.
 "Ricoh\_PS\_Printers\_Vol4\_DOM\_LIO\_3.0.0.0, pg" is on the disk image
 "Ricoh\_PS\_Printers\_Vol4\_DOM\_LIO\_3.0.0.0, dmg". Safari downloaded this disk image today at 17:27 from itcsecure.sfc.keio.ac.jp.

### 09

The dialog like the image on the left will appear. Click **1** "OK." **4** CNS Printers

#### 4 CNS Printers



	C         Security & Privacy         Q Search
	General FileVault Firewall Privacy
	A login password has been set for this user Change Password
	Require password is finitules and steep of screen saver begins     Show a message when the screen is locked <u>Set Lock Message</u> Disable automatic login
	Allow apps downloaded from:
	O App Store and identified developers
	"Ricoh_PS_P0.0.0.pkg" was blocked from opening because it is not from an identified developer.
_	

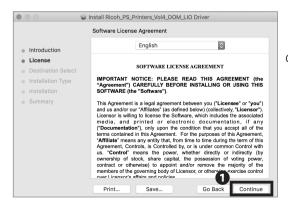
### 10

11

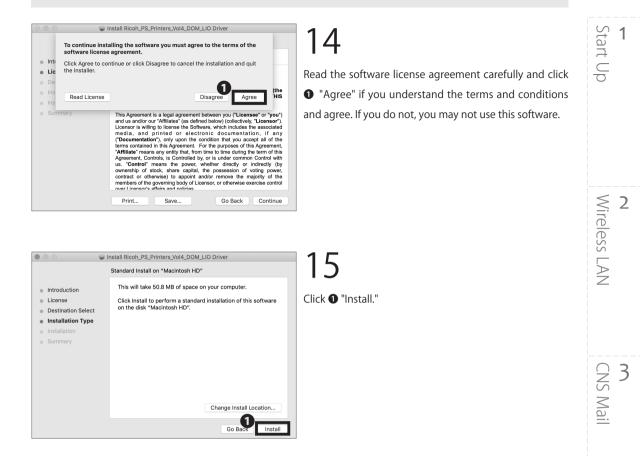
Open "System Preferences" and click **1** "Security & Privacy."

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

Install Ricoh\_PS\_Printers\_Vol4\_DOM\_LIO Driver
 Introduction
 License
 Destination Select
 Installation Type
 Installation
 Summary



13 Click • "Continue."





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

Install Ricoh\_PS, Printers\_Vold\_DOM\_LIO Driver
 Introduction
 License
 Destination Select
 Installation
 Summary

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

### 17

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

## CNS Printers

#### **4** CNS Printers







### 18

Open "System Preferences" and click **O** "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."



20

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

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

• • •	Add Printer	
Q Search	6 @	Icon and Text ✓ Icon Only Text Only
Name	^ Kind	Use Small Size
Name		Customize Toolbar
	•	

### 21

Click **1** "Customize Toolbar...."



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.

			Add F	Printer		
		ē			®®	
Type Device URL	Internet Internet Jetdirec LPD/LPI	Printing P Printing P Printing P Printing P	rotocol (I rotocol (I rotocol (i Printer	nttps) pps)		

#### $\bullet \bullet \bullet$ Add Printer මුණු Ē Ē Type: Internet Printing Protocol (https) 0 Device: Another Device ٥ URL https://cnsipp.sfc.keio.ac.jp/monoprn?waitjob=false 1 2 Name: monoprn Location: Use: Choose a Driver. 0



### 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 :

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

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



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

## CNS Printers

Start Up

Wireless LAN

2

3

CNS Mail

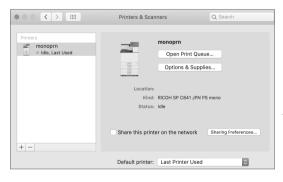


0	Printer Software
	Q Filter
	Dymo Label Printer
	Epson 24-Pin Series
	Epson 9-Pin Series
	EPSON FAX
	EPSON FAX A3
	HP DeskJet Series
	HP LaserJet Series PCL 4/5
	Intellitech IntelliBar Label Printer, 2.1
0	Oki 24-Pin Series
2	Oki 9-Pin Series
	RICOH SP C841 JPN PS
	RICOH SP C841 JPN PS mono
1	Cancel OK

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." Then, click 3 "OK."

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

		- 77
Type:	Internet Printing Protocol (https)	
Device:	Another Device	
URL:	https://cnsipp.sfc.keio.ac.jp/monoprn?waitjob=false	Click <b>1</b> "Ac
Name:	monoprn	
Name: Location:		
Location:		3





### 28

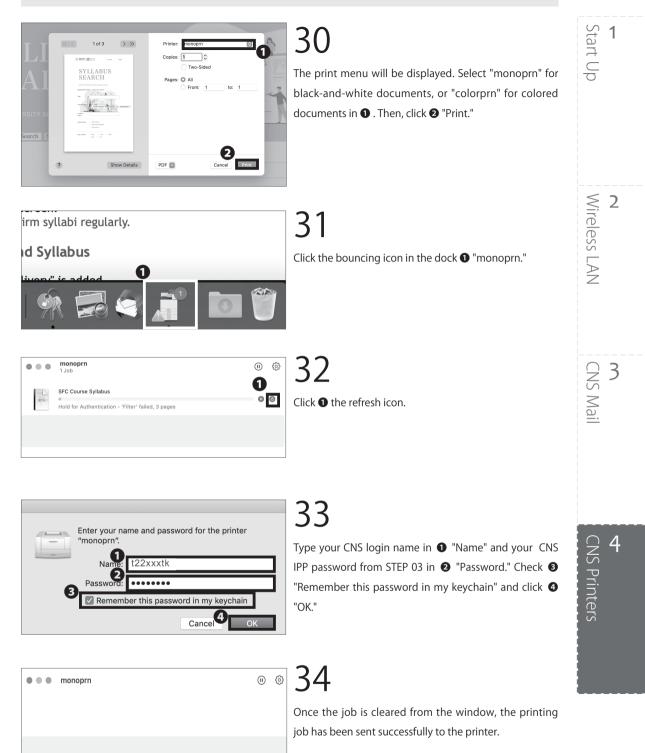
Printer setup is completed.

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



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

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



Printing from Your Mac (macOS) is completed.



### **5** Antivirus

Explaining how to protect your computer from viruses.

Protecting Your Computers from Security Threats • • • • • • • • • • • • • • • • • • •	• 98
Installing Antivirus Software on Your PC (Windows 10) • • • • • • • • • • • • • • • • • • •	• 99
Installing Antivirus Software on Your Mac (macOS) ••••••••••••••••••••••••••••••••••••	• 104
How to Update Your Windows / macOS System ••••••••••••••••••••••••••••••••••••	• 112
Are Software Updates Important? • • • • • • • • • • • • • • • • • • •	• 112
Updating Your Windows System (Windows 10) • • • • • • • • • • • • • • • • • • •	• 112
Updating Your Mac System (macOS)	• 113

### Protecting Your Computers from Security Threats

#### 1 Damage Caused by Computer $\Omega$ Antivirus Software 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.

In order to minimize the risk of computer malware, you should ensure your computer is updated regularly (please refer to [p.112 : How to Update Your Windows / macOS System)) and install antivirus software to help detect and remove any viruses on your computer.

### O3 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 University CALAMVS GLADIO FORTIOR
0	ユーザ名 t.keio@keio.jp
	バスワード
2	•••••
	3 Login
	Guide:on   off

### ()

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

Type your keio.jp ID in **1** "ID" and your keio.jp password in 2 "Password." Then, click 3 "Login."

keio.jpへようこそ。	→日本語 →English 7利用ガイド ●各種変更 ④ My Account
eio.jp University CALAMVS GLADIO FOR	TTOR
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角目	
My Library	2022/09/13 Kew よる [keio.ip] 2022年9月に卒業・修了される学生の皆様へ
	[kei0;]b]2022+33/c+# . le ] 64/07-2014/k.v
space (旧称 G Suite)	2022/09/06
	【総環】2022年度春学期終了時点でのアスペクト毎の取得単位数について

Aa Fo uating in September, 2021 ← < 1 2 × → News Show all news Utilizati The Health C Other e Kelo ID 2 Scholarshi e Schola e WebEx Gakuselkenpo e Medical Cari 注意唤起

### 02

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

### 03

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

## **CNS** Servers FAQ

5

6

8 Appendix

	e Top I © Logest			
Information				
- 2018-04-04 戦闘:本システムについて				
総動が時時にならなントウエアライセンス等をオンラインの物子 ソフトウエア時に利用品件が用むますので、利用品件 1回考1 シンフトウエアライセンス利用上の注意		26090003		
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Mathematica for Students (2022/VB/H17-f1t)>7()	Agree to the EULA	Not agree	Details	Detai
ESET(License for 2022 academic year)	Agree to the EULA	Not agree	Download	Dotal
NATLAS (2022年8月9-(10-3)	Acres to the EULA	Not agree	Details	Doteil
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	ウェア利用ライセンス取得 ware Licensing Center-			
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Information				
- 2018-04-04 - 概要:本システムについて				
高熱学校和しているシストウェアライセンス称をメンタインで取得 ソフトウェア国に同時後の以降なりますので、特別計画者・約9後の 値の計 ソフトウェアライセンス相称上の注意		-スルご利用したか		
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EULA	
Display the EULA	
Rule and Policy	
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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 cannot use ESET and should not continue.

### 06

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

### 07

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

You will use the **1** License Key in STEP 14.

#### Antivirus

6

**CNS** Servers

FAQ

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	é Top   @ Logout			
Information				
- 2018-04-04 - 概要: 本システムについて				
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総合セキュリティ対策製品 - Integrated Security Products -							
ソフトウェア名称 co 日本語版 English							
Product Name	os	32bit	64bit	32bit	64bit		
ESET Internet Security	Windows	ダウンロード CanonITソリューションズのESETのサイトが開き ます。 (個人向け製品をご利用の場合)の方を選択してく ださい。		Download (52.9MB)	Download (57.6MB)		
ESET Cybersecurity Pro	Mac	<u>ダウンロード</u> CanonITソリューションズのESETのサイトが 聞きます。 (個人向け製品をご利用の場合)の方を選択してく ださい。		(Up to mac	<u>nload</u> OS Mojave) 7MB)		
	アン	/ここの ・チウィルス製品 - Anti-	-				



### 08

Go back to the "license list," and click **①** "download." Certification from keio.jp authentication is required, so log in using the same steps referenced in STEP 01.

09

Choose the installer that is compatible with your Operation System.

Click **1** "Download" to download the installer.

10

Open the **1** download installer.



11 Click **①** "Continue."

Appendix

(eset security	- ×
End-user license agreement	
ESET Internet Security	^
IMPORTANT: Please read the terms and conditions of product application set out below carefully prior to download, installation, cappor user INROUGH DOWNLOADING, INSTALLING, COPYING OR USING THE SOFTWARE YOU ARE EXPRESSING YOUR CONSENT TO THESE TERMS AND CONDITIONS AND YOU ACKNOWLEDGE PRIVACY POLICY. End User License Agreement Under the terms of this End User License Agreement (hereinafter referred to as "the Agreement") executed by a between SERT, Soal s r. o. havion is related office at Einsteinova 24. 451.01 Bratishaw, Slowak Republic.	nd
extreme Lot: poor more thing in registered in the Ostrometry of the Section Society (Society Court, Society Cou	al

### 12

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

Use a purchased License Key

JPAN-8000-0000-0000-0000



### 13

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

Click ① "Use a purchased License Key."

## - ×



(eset) security	- ×
ESET Internet Security will be installed	
Epipy using computer with your personal other guard – ESST Internet Security. This solution gives you optima everyday PC usage. It lets you pay and bank more safely online.	il protection for
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### 14

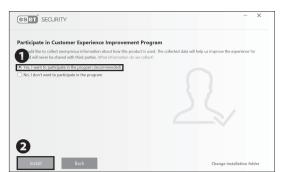
Enter your License Key from STEP 07 in **1**, then click **2** "Continue."

15

Click **1** "Continue."

### 16

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



Check **1** "Yes", then click **2** "install." This will enable all the features provided by ESET.



### 18

Click **1** "Done" to complete the installation process.

INTERNET SECURITY
A Home
Computer scan 
Update
Update
Tools
Setup
Help and support
Feed your computer not setup
Consected Home Monitor
Consected H

### 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.



5

6

**CNS** Servers

FAQ

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

Login to ke	Diniversity CALAMVS GLADIO FORTIOR	Open a web browser and go to the URL: ⇒ http://keio.jp/ Type your keio.jp ID in ● "ID" and your keio.jp password in ❷ "Password." Then, click ❸ "Login."
	Guide:on   off <u>User's Guide Support Desk</u> © Keio University.	
思想大部形、keio.jpへようこそ。		Click • "English" on the top of the page.
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Media Center	All Academic affairs Stud	lent life  Scholarship  Finding employment

### 03

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

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1. (2022 billion)				

The page shown on the left will be displayed. You will need to agree to EULA(End-User Lisence Agreements) first, so click ① "Detail" on the right side of "ESET(Lisence for 2022)."

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05

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

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

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	トウェア利用ライセンス取得 ftware Licensing Center- 。 Top 10 Lagant			
Information				
- 2018-04-04 厳密:本システムについて				
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ソフトウェア毎に利用条件が異なりますので、利用許道機・利用	<b>EPEMBOL</b> 、同様する場合のみ、ライセ:	/スをご利用ください		
(64)				
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LOOP BALLBALL CONNERS				



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

	Appendix	8

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### 07

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

You will use **①** License Key in STEP 26 so don't close the page until the download is complete.

5

Install.pkg



X

Uninstaller.app

Installer.pkg

### 10

Resources

1

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

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."

### 総合セキュリティ対策製品 ESET Internet Security (Windows)

#### 総合セキュリティ対策製品

慶應義塾 ITC本部

#### ESET Cybersecurity Pro (Mac) 日本語版 <u>ダウンロード</u> \*CanonITソリューションズESETサイト (個人向け製品をご利用の場合)の方を選択してください。 0 English <u>Download</u>

### 80

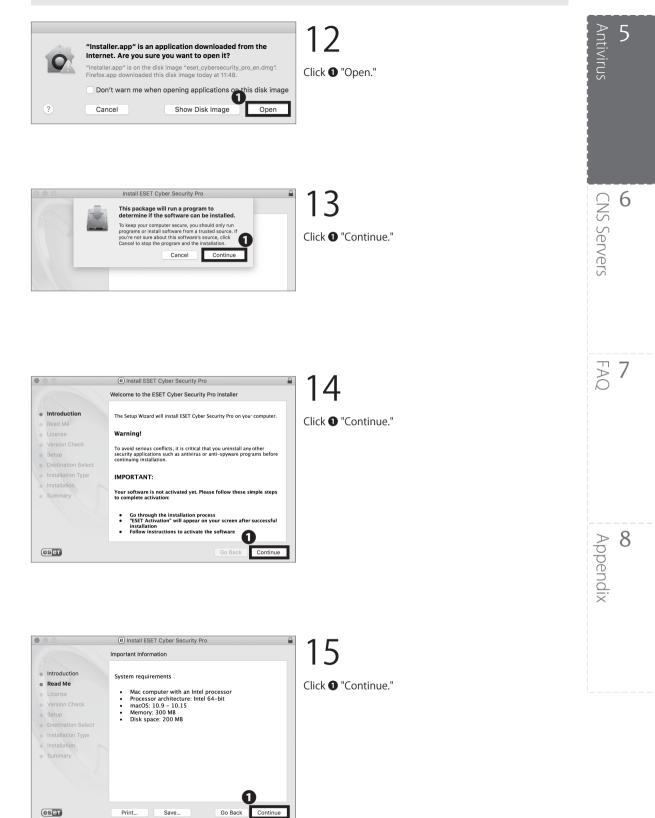
Go back to the license list and click ① "Download."

09

Click **1** "Download" to download the installer.

X ソフトウェア利用ライセンス取得 -Software Licensing Center-・254-0-04 建築:またステムについて 商品が発明しているソフトウェアライセンス年をポンラインで発展・確認することが可能です。 ソフトウェア年に利用を行う得なりますので、利用が提供・利用を用いた。回該する年に ソフトウェアライセンス利用上の注意 Available List Sohvare Cherrolitics Phylicssional (2022 覚見行ったンス) Educy Internet Mail (2022 覚見行ったンス) ESET(License for 2023 academic year) Mathematics for Studiens (2022 装良行ったンス) MATLAR (2023 覚見行ったンス) Agree to the EULA Agree to the EULA Please confirm the de Agree to the EULA Agree to the EULA

#### Antivirus 5



#### 5 Antivirus

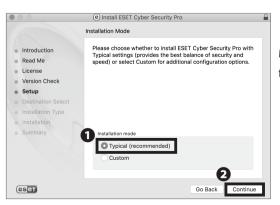
		Install ESET Cyber Security Pro	
		Software License Agreement	
•	Introduction	English	
0	Read Me	IMPORTANT: Please read the terms and conditions of product	
	License	application set out below carefully prior to download, installation, copy or use. THROUGH DOWNLOADING, INSTALLING, COPYING OR	
0	Version Check	USING THE SOFTWARE YOU ARE EXPRESSING YOUR	
•	Setup	CONSENT TO THESE TERMS AND CONDITIONS AND YOU ACKNOWLEDGE PRIVACY POLICY.	
0	Destination Select		
0	Installation Type	Software End User License Agreement	
6	Installation	Software End Oser Encense Agreement	
•	Summary	Under the terms of this Software End User License Agreement (hereinafter referred to as "Agreement") executed by and between ESET, spol. st. o., having its registered officia et listnetionov2 4, 85 101 Bratislawa, Slovak Republic, registered in the Commercial Register administered by Bratislava 1 District Court, Scetion Son, Entry No 358/th, Business Registration Number 31 333 535 (hereinafter referred to as "ESET" or "Drovider") and wan a bayosian teerson or load entry and the referred for the section of	
0	eser	Print Save Go Back Continue	

### 16

Read the EULA (End-User License Agreement) carefully. If you agree, click **1** "Continue." If not, you won't be able to use ESET.

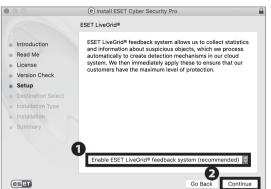






### 19

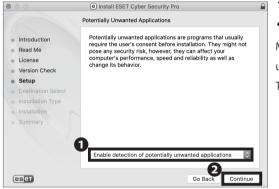
Make sure that **1** "Typical (recommended)" is selected for installation mode. Then click **2** "Continue."



Make sure that **1** "Enable ESET LiveGrid feedback system (recommended)" is checked.

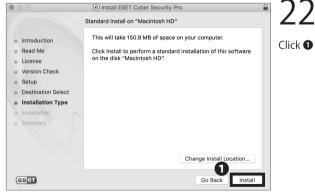
Then, click 2 "Continue."





## 21

Make sure that **1** "Enable detection of potentially unwanted applications" is checked. Then, click 2 "Continue."

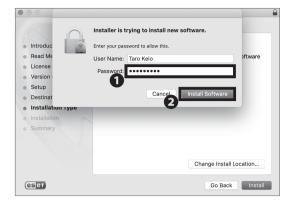


Click **1** "Install."

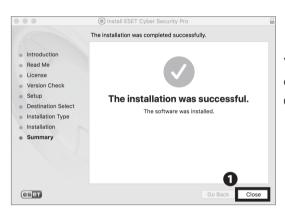
## 8 Appendix

FAQ

5



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



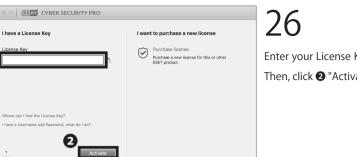
### 24

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

Click 1 "Close."



Open the application and click the 1 icon, then click 2 "Product activation."



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



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## 27

Click **1** "Done" after the activation.

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

## FAQ

8

Appendix

**CNS** Servers

### 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.

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## 5

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### 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)





← Settings	×
	Windows Update
Find a setting	You're up to date Last checked: Today, 09:37
Update & Security	
C Windows Update	Check for updates
Windows Security	Change active hours
	View update history
↑ Backup	Advanced options
P Troubleshoot	What's new
③ Recovery	Your device recently got the latest Windows t0 update with new features and important security updates. Find out what's new and get suggestions for using Windows in Tips.

### 01

Type "settings" in **1** the search bar in the lower left corner of your screen, then open **2** "Settings."

### 02

On the left screen, click **1** "Update & Security."

## 03

The Windows Update will be displayed. Click ① "Check for updates" and check to see if you need to update the Install Program or not.



Windows Update Update status Updates are available. ・2018-07 x64 ベース シスアム用 Wind (Adobe Flash Player 対応) (834338)

soft Access 201

Microsoft Office 2016 (KB4022214) 64 ビット版 の更新プログラム

Intel Corporation - Bi Status Availing Instal

Update setting:

Restart options

Settin

Windows Defende

→ Backup

Troubleshood

③ Recovery

Activation

▲ Find my devic

For developer

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.

FAQ

6

### Updating Your Mac System (macOS)



atically keep my Mac up to

()1

From the Apple menu bar at the top of the screen click the **1** "System Prefereneces..."

Click **1** "Software Update."

8 Appendix

()3

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

Updating your Mac system (macOS) is completed.



### 5 Antivirus



## **6** CNS Servers

Explaining how to upload files to CNS servers and publish files on the web.

Using CNS Servers •••••••••••••••••••••••
What are CNS Servers ?    ••••••••••••••••••••••••••••••••••••
Remote Access to CNS Servers ••••••••••••••••••••••••••••
What is Remote Access ? • • • • • • • • • • • • • • • • • •
Access Remotely from Your PC (Windows 10) • • • • • • • • • • • • • • • • • • •
Access Remotely from Your Mac (macOS) ••••••••••••••••••••••••••••••••••••
Transferring Files to CNS from Your PC (Windows 10) with WinSCP • • • • • • • • • 127
Transferring Files to CNS from Your Mac (macOS) with Cyberduck • • • • • • • • • 131
Publishing Files on the Web ••••••••••••••••••••••••••••
Publishing Files on the Web from On-Campus PC (Windows 10) • • • • • • • • • • • • • • • 133
Publishing Files on the Web from On-Campus Mac (macOS) •••••••••••••••••••••••••
Publishing Files on the Web from Your PC with WinSCP (Windows 10) •••••••••••••••• 135
Publishing Files on the Web from Your Mac with Cyberduck (macOS) •••••••••••••••••••••••••••••••••••
Correlation between URL and File Location • • • • • • • • • • • • • • • • • • •

## 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.

### 02Storage Assigned to You

Every student at SFC is assigned 100GB of storage on the CNS network. The storage is used by your e-mail and can also be used for personal purposes, such as storing reports, photos, backups, etc. However, if your storage is fully used, your e-mail will no longer work properly. Be sure to leave some space for e-mails in your storage. Please refer to the list below to find the path of your home directory, depending on the operating system of the CNS computer you will use.

### 03 Upload Using SSH

You have direct access to your CNS storage from on-campus computers. However, if using your own computer, you must use SSH (Secure Shell) to upload files onto the CNS servers. Instructions for this are given in [p.117 : Remote Access to CNS Servers].

### 04 Upload Using SCP/SFTP

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

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

### CNS Servers

## 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:

 $\Rightarrow$  <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/computer\_server.html</u>

### Access Remotely from Your PC (Windows 10)





### 01

Windows does not have a SSH client preinstalled. You must install dedicated software. We will use "PuTTY" as an example. Access the link below, and click ● "Download PuTTY." ⇒ <u>https://www.putty.org</u>

### 02

Click **①** "putty-64bit-0.77-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.

# CNS Servers

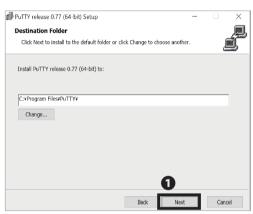
5

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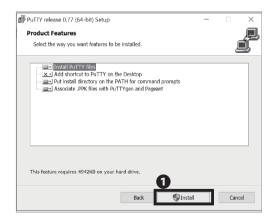


Open the file you just downloaded.

Click **1** "Next."

04

Confirm the installation location and click ① "Next."



### 05

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



PuTTY (64-bit) 🚊 Pageant 8 PSFTP PuTTY D PuTTY Manual G 1 PuTTY Web Site  $^{(1)}$ 7 

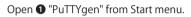
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Key No ley.		_
		61
Actions Generate a public/private key pair		Generate
		Generate Load
Generate a public/private key pair	Save public key	
Generate a public/private kay pair Load an existing private kay file	Save public ker	Load

PuTTY Key Generator			? >
e Key Conversions Help			
Key			
Please generate some randomness by movin	ing the mouse over th	e blank area.	
Actions			
Actions Generate a public/private key pair			Generate
			Generate Load
Generate a public/private key pair		Save public key	
Generate a public/private key pair Load an existing private key file		Save public key	Load
Generate a public/private key pair Load an existing private key file Save the generated key	ECDSA	Save public key	Load

Click 1 "Finish."

06

07



Generate a pair of public and private keys required for remote login. Click ① "Generate."

09

Follow the instructions on the screen and keep moving the mouse cursor randomly on the screen.

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Appendix

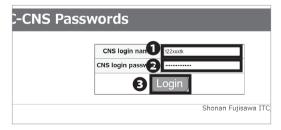
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CNS Servers

PuTTY Key Gene	rator			? >
e Key Conversio	ns Help			
+ROs88kAU0NW/B +z8pmZJZJ8/9ie5) BollfRJ/ocPZg9276 +miE52mWCVrTTE	SweDzfdsDXazgFlOYADJvow	Re1WIJ2GG#CF /dRfQEWglAqtY/i Vawa2RTjBwlov1 x7gy9xanLlov595	BdDBuibFv9uatAav2rfMSLI	
Key fingerprint	ssh-rsa 2049 SHA256:SIF	l2qQvsrvZraZA6l	GelKX(7JHGksGLdHdRn/W///	YROOZg
Key comment	rea-key-20220920			
Key passphrase:				
Confirm passphrase				
Actions				
Generate a public/p	rivate key pair			Generate
Load an existing priv	ate key file			Load
Save the generated	kay		Save public key	Save private key
Parameters				
Parameters Type of key to gene (•) RSA	rate: O DSA	C ECDSA	C EdDSA	SSH-1 (RSA)

	erator			?	×
e Key Convers	ions Help				
Key					
Public key for past	ting into OpenSSH autho	onized_keys file:			
+z8pmZJZJ8/8iel BollfRJ/ocPZg92 +miE52mWCVrTT	7SwiQzfds5XazgFIOYAC	XJvFVdRfQEVlgAqtY/ql )JvowVawa2RTjBwkw1U agB8mx7gv9xenLkw695n	BdDBuibFv@uatAao2gfMSLI		
Key fingerprint:			eKX7JHGlaGLdHBRnIWW	YROOZg	
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Confirm provide Actions Generate a public, Load an existing p	rivate key file rivate key file cil key	••	Save public he	Load	





The public key and private key have been generated. Please make a copy of the generated public key **①**.

## 11

To encrypt your private key, enter your desired passphrase in **1** and **2**, and then click **3** "Save private key."

### 12

Type any File name to save the private key. Then, click • "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.

## 13

Register the public key you have created.

Access the following URL, enter your CNS login name in **1** and your CNS login password in **2**, and then click **3** 

"Login."

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



ABADCypedWet+FQa666KAU9NW26BarPE Jam2J2J8/9165X (Poo6920LV97J80 Aax2g1MSLKpMB1DL110QBPcMAD3 (AQJvoxWawa2RT)Bwkw1UXEjL3J11 grogB9mx7g54xerLkw696n (MXQ1T) orcha8D101/AMMAc83 trimmCB1ax3 0

作成済みの公開鍵の登録(Add public key)

下のボタンをクリックしてください(Click this button) Add Public key 14

### Click 1 "CNS SSH Key."

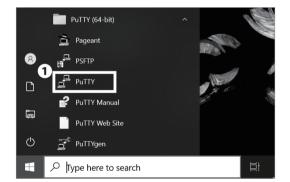
15

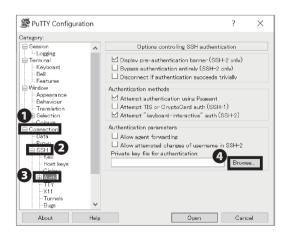
Paste the public key that you copied in STEP 10 in ① and click ② "Add Public key."



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Antivirus





## 16

Open **1** "PuTTY" from the Start menu.

## 17

Click 1 "Connection"  $\rightarrow$  2 "SSH"  $\rightarrow$  3 "Auth"  $\rightarrow$  3 "Browse..."



### Select private key file ← → × ↑ 🕅 « Users > cnsuser > .ssh ບ ບ ເ⊃ Search.ssh Organize \* New folder 1 · 🗆 🛛 2.4 E Pictures Marra Data modified CneDrive 💼 id\_rsa.ppk 9/20/2022 8:11 AM J This PC I 3D Objects

CNS Servers

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Click the private key you saved in STEP 12. Then, click 1 "Open."

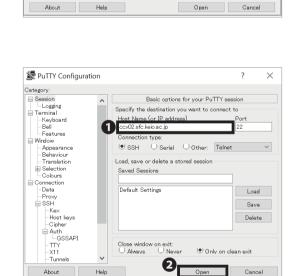
### 19

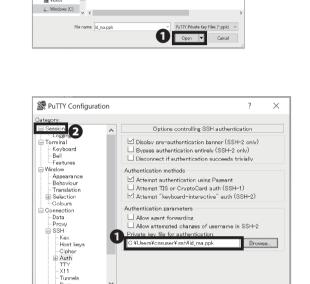
Confirm that the correct key has been selected in **①** and click 2 "Session."

## 20

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

⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/computer\_ server.html





6

Desktop Docume Downloads h Music E Pictures Wideos

Bugs



×

If you have never connected to a CNS server before, an alert similar to the one shown on the left will appear. Click **①** "Accept" to continue.

22

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 the passphrase is being typed.

PuTTY Security Alert

Help More info...

🖉 ccx02.sfc.keio.ac.jp - PuTTY in as: +22xxx+)

💣 ccx02.sfc.keio.ac.jp - PuTTY

The host key is not cached for this server: cont2 efc.keloac jn (port 22) You have no guarantee that the server is the computer you think it is

Too have to paramete that the server is the computer you time it as the earver's server 2013 Hey Shippinghi 2014 (TGSKO), ReTLIC/yHQU is served:2013 2015 HHZGS FANDER/300F (RgSCO), HULL (HTGSKO), ReTLIC/yHQU if you than it is host pass. "Access" it add the lay to PuTTY's cache and carry on connecting if you want to carry on connect (Inc.

ing with public key "imported-for key "imported-openssh-key"

Accept Connect Once Cancel

pe.

If you do not trust this host, press "Cancel" to abandon the connection

## 23

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

8

Appendix

### Access Remotely from Your Mac (macOS)

1 tarokeio — -bash — 80×24  $\bullet \odot \bullet$ CNSGuidenoMacBook-Pro:~ tarokeio\$ ssh-keygen -b 2048

### • tarokeio — ssh-keygen -b 2048 — 80×24

### ()1

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.

CNSGuidenoMacBook-Pro:∼ 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, the keys are saved to "/Users/[your username]/.ssh/id\_rsa"

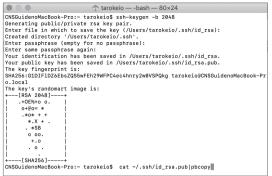
• 🏦 tarokeio — ssh-keygen -b 2048 — 80×24 CNSQuidenoMacBook-Pro: tarokeio\$ ssh-keygen b 2040 - 60424 Generating public/private rsa key pair. Enter file in which to save the key (/Users/tarokeio/.ssh/id\_rsa): Created directory 'Users/tarokeio/.ssh'. Enter passphrase (empty for no passphrase):

### ()3

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

☆ tarokeio — -bash — 80×24 . 0 | . | +----[SHA256]----+ CNSGuidenoMacBook-Pro:~ tarokeio\$ |

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



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.

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Antivirus

SFC-CNS Passwords CNS login name CNS login password ٩., Login Shonan Fujisawa ITC, Keio University

## 06

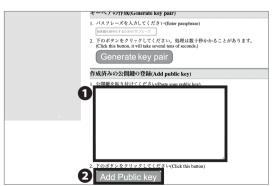
Before you can login using your new SSH key, you must first register it. Access the CNS SSH Public key page and login using your CNS login.

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



Select 1 "CNS SSH Key."

FAQ



### 08

Paste your public key copied in STEP 05 in 1 and click 2 "Add Public Key."

Make sure there are no extra spaces after the key.

CNS Servers

1 tarokeio — -bash — 80×24 CNSGuidenoMacBook-Pro:~ tarokeio\$ ssh t22xxxtk@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 = t22xxxtklogin server = ccx02.sfc.keio.ac.jp If this is your second time setting up, skip STEP10 and STEP 11.

 tarokeio — ssh t22xxxtk @ccx02.sfc.keio.ac.jp — 80×24 COSSQUIdenoMacBook-Pro: + TarokeioS shi 22xxx1k @cv2xs1k.cRv0.ac.jp = 0x74 The authenticity of host 'ccx02.sfc.keio.ac.jp (133.27.4.211)' can't be establis hed. ECDSA key fingerprint is SHA256:tTp9XCDGiFEv1zz/M4idjT55tSEAONqMZt+eqmORzc. Are you sure you want to continue connecting (yes/no)? yes

### 1()

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

CONSULIGNOMEDON-Pro: - tranceio 5 sh 122xxxt @cCXU2.StC.K00.8cj.p- 80x24 CONSULIGNOMEDON-Pro: - tranceio 5 sh 122xxxt @cCXU2.StC.K00.8cj.p The authenticity of host 'ccx02.sfc.keio.ac.jp (133.27.4.211)' can't be establis hed. ECDSA key fingerprint is SHx256:tTp9XCDD6iFEV1zz/MkidjT65tSEA0WqMZt+eqm0Rzc. Are you sure you want to continue comnecting (yes/no1? yes Warning: Permanently added 'ccx02.sfc.keio.ac.jp,133.27.4.211' (ECDSA) to the li st of known hosts. Enter passphrase for key '/Users/tarokeio/.ssh/id\_rsa':

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.

 tarokeio — ssh t22xxxtk @ccx02.sfc.keio.ac.jp — 80×24 CEDSA key fingerrint is SNA256:tTpSVDDIFFE12Z/WidfJE5tESLOWMWZt+eqmORzc. Are you sure you want to continue connecting (yes/no)? yes Warning: Permmently added 'cx02.sfc.keio.ac.jp,133.27.4.211' (ECDSA) to the li st of known hosts. Enter passpharses for key '/Users/tarokeio/.ssh/id\_rsa': Welcome to Ubuntu 16.04.7 LTS (ONU/Linux 4.4.0-186-generic x86\_64)

\* Are you ready for Kubernetes 1.19? It's nearly here! Try RC3 with sudo snap install microk8s --channel=1.19/candidate --classic

https://microk8s.io/ has docs and details. New release '18.04.4 LTS' available. Run 'do-release-upgrade' to upgrade to it.

The programs included with the Ubuntu system are free software; the exact distribution terms for each program are described in the individual files in /usr/share/doc/\*/copyright.

Ubuntu comes with ABSOLUTELY NO WARRANTY, to the extent permitted by applicable law. % ■

### 12

Type in your CNS login password.

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

5

6

**CNS** Servers

FAQ

Antivirus

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

Click 1 "DOWNLOAD WINSCP."



Setup - WinSCP 5.21.3		_	
Setup Type M <sup>that</sup> type of setup do you want?			ġ.
Typical installation (recommended)			
<ul> <li>Installs to default destination</li> <li>Installs all components</li> <li>enables most typical features</li> </ul>			
Custom installation			
<ul> <li>allows full selection of destination, components and feature</li> </ul>	es		
		•	
Help	Back	Next	Cancel

### 02

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

### 03

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

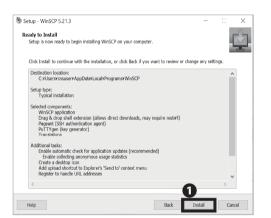
8 Appendix

Setup - WinSCP 5.21.3 × 57 Initial User Settings Please, select your preferred user interface options. two panels (left for local directory, right for remote directory)
 keyboard shortcuts like in Norton Commander (and other similar programs as Total Commander, Mintight Commander...)
 drag & drop to/from both panels 100 only remote directory
 keyboard shortcuts like in Windows File Explore
 drag & drop ⊖ Explorer 1100 2 Help Back Cancel

CNS Servers

### 04

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 >."



05

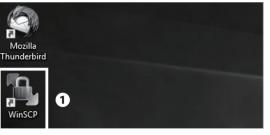
Click 1 "Install."



### 06

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

CNS Servers



07

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

6

**CNS** Servers

FAQ

8

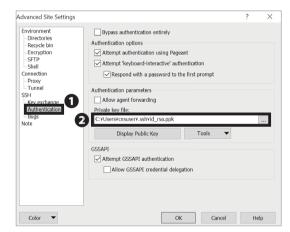
Appendix

5



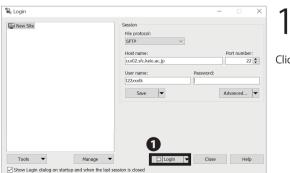
### 80

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 **G** "Advanced."

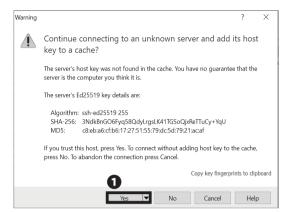


### 09

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 01~15 of [p.117 : Access Remotely from Your PC (Windows 10) ] .



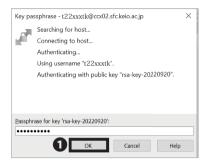
Click 1 "Login."



Click 1 "Yes."

Confirm the ssh-ed25519 key fingerprint matches the following:

c8:eb:a6:cf:b6:17:27:51:55:79:dc:5d:79:21:ac:af



### 12

Type the passphrase you typed in STEP 11 of [p.120 : Access Remotely from Your PC (Windows 10)] . Then, click O "OK."

	:cx02.sfckeio.acjp - WinSCP			-		$\times$
Local Mark Files Com	mends Session Options Remo	te Help				
E 🗑 🔯 Synchronize	🖬 🖉 🔝 🛞 🖓 Queue -	Transfer Settings Default	- <i>18</i> -			
122mmtk Broatt2 str.k	wio.acjp 🗶 🚇 New Session					
🚛 C. Windows 🔹 🗂	·			王 • [1] ② ① ② ② [1], Find Files [1];		
🖟 Upload 🔹 📝 Edit	- 🗙 📝 🗓 Properties 🖆 Ne	w•• 1 🗄 🖻 🗑	i 🔐 Download * 📝 Ec	lit - 🗶 📝 🕃 Properties 🔛 New -	+ - V	
://Users\cnsuser\sample\			/home/tt22xxxtk/			
Name	Size Type	Changed	Name	Size Changed	Rights	,
<b>1</b>	Parent directory	9/20/2022 8:53:05 AM	ā.,	8/25/2022 9:18:11 AM	non-xr-x	
			1 7DataCNS	6/13/2022 4:58:24 PM	PIKK	
			10DataCNS	6/13/2022 4:59:04 PM	PRO5	
			II CNSMac	6/28/2022 7:33:30 PM	PRO:	
			Mail	3/25/2022 5:46:41 PM	rxxx	
			III Malidir	9/20/2022 8:45:36 AM	PROC	
			public_html	6/13/2022 5:06:40 PM	PRXX	
			Win8	3/25/2022 5:46:41 PM	nex	
			III XPAppCNS	6/13/2022 4:58:24 PM	nax	
			II XPDataCNS	6/13/2022 4:58:24 PM	rao:	
<			4		_	

## 13

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 them from your local files to the remote file window.

Antivirus

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## 4

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

<page-header><complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block></page-header>	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 ● "Download." 02 Click ● "Cyberduck for macOS."	CNS Servers FAQ
************************************	<b>O</b> gen the file you just downloaded and run the Cyberduck application. Click <b>1</b> "Open" if you see the window shown on the left side.	Appendix
Cyberduck     Unregistered       Open Connection     Quick Connect       Quick Connect     Action       Refresh     Edit       Disconnect       Total     Q Search	04 Click • "Open Connection."	

		Cyberduck	Unregistered
<b>S</b> +		▼ <b>*</b>	
Open Connection	Quick Connect	Action Refresh Edit	Disconnect
19			
SFT	P (SSH File Transfer F	Protocol)	
	Server: ccx02.s	fc.keio.ac.jp	rt: 22 3
	URL: sftp://cc>	k02.sfc.keio.ac.jp	
	Username: t22xxxt	k	
	Password: Passwor	rd	
	Anon	ymous Login	
SS	6H Private Key: ~/.ssh/i	id_rsa	□ (5)
Add t	o Keychain	? Cancel C	Connect 6

Select "SFTP" from the ① list and type "ccx02.sfc.keio. ac.jp" in ② "Server," "22" in ③ "Port," your CNS login name in ④ "Username" and the file path to the private key you downloaded in ⑤ "SSH Private Key." Then click ⑥ "Connect." For private key generation please refer to STEP 01~08 of [p.124 : Access Remotely from Your Mac (macOS)].



### 06

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



### 07

When the screen on the left is displayed, type in the passphrase in **1**, and then click **2** "Continue."

	É t22xxxtk	occx02.sfc.keio.	ac.jp – SFTP	Unregistered
<b>C</b> +		■ ☆ < (	5 🖉	
Open Connection	Quick Connect	Action Ref	resh Edit	Disconnect
5 L 0 8	• •	/home/s2	Dxxxtk 🚺 🔺	Q Search
Filename		^ Size	Modified	
CNSiMac			2020/01/0	7 17:08
Mail			2019/12/2	5 19:39
Maildir			2019/12/2	5 19:39
public_html			2019/12/2	6 19:39
Wnn8			2019/12/2	6 19:39

## 80

Transferring Files to CNS from Your Mac (macOS) with Cyberduck is completed.

If connected properly, your screen should look like the image on the left.

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

### Publishing Files on the Web

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

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

You can access files published from your public\_html directory by visiting:

https://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.136 : 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.117 : Remote Access to CNS Servers]) will be given in this section.

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



01

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

### 02

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

8

Appendix

**CNS** Servers

5

Antivirus

CNS Servers

	(Wcns-pelc) (Z:)				-	• ×
794ル ホーム 共有	表示					~ 0
← → × ↑ Ξ > N	> s1boxtk (Wcns-pdc) (Z:)				v Ö stikostk (Wens-pd	c)(た)の狭原。P
	68 ^	更新日時	住城	712		
身 ウイック アウセス	7DetaCNS	2073/07/15 14:02	7711-741-9-			
🔳 f7,51-97	10DataCN5	2013/07/15 14:02	7711-711-9-			
Downloads	Mail	2019/01/21 11:00	77152455-			
🗄 Documents 📃	Makar	2019/06/25 15:20	2711-241-9-			
E Pictures 🖈	public,html	2013/05/21 20:17	ファイル フォルダー			
IIII PC	wing	2010/01/2111330	7713274787*			
I at Objects	XPAppCNS	2073/07/15 14:02	ファイル フォルダー			
	XPDataONS	2019/07/15 14/02	ファイル フォルダー			
Documents						
Downloads						
Jh Music						
E Pictures						
Videos						
■ デスクトップ						
MOWINTY C (C)						
MCWIN27-0 (D)						
MCWIN07-M (Ms)						
= a12xxatk (Were-pd)						
1 371-0						
- CARD - CARDE	8.0					1010 mm

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

If you want to know the URL of the uploaded file, please refer to 【p.136 : Correlation between URL and File Location】.

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



01

Open **①** "public\_html" from the desktop.

000	Dublic_html	
FAVORITIS → All My Files ← All Drop → Deskrop ← ChSiMac ← Applications → Applications → Documents → Music → Nutures Divices ↓ Work	example index.html	

### 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.136:Correlation between URL and File Location].

## Antivirus

6

**CNS** Servers

FAC

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

	t oortik
2000 → ① → ① → ② → ③ → ③ ② ② △ ② ② ③ For Fixe Streetwood → ③ □ Street → X → ② ② Properties 20000000 → ○ Streetwood → ○ ○ Streetw	t oortik
Download         Image: The state	t oortik
Download         Image: The state	t oortik
Size Charged Rights Own 184/05/219 003525 21/01/219 110622 www	t oortik
Size Charged Rights Own 184/05/219 003525 21/01/219 110622 www	t oortik
18/05/2019 00.35.25 //www.wr.wr.moot 21/01/2019 11:00:22 //www	t oortik
18/05/2019 00.35.25 //www.wr.wr.moot 21/01/2019 11:00:22 //www	oortk
21/01/2019 11:00:22 www 122w	oortk
	xxtR
ublic,html 21/01/2019 11:00:22 rwwx t22a	xxtR
	8 hid
	108m0cr4

# 

## 01

Launch WinSCP and connect to your CNS home directory. Please refer to [p.127 : Transferring Files to CNS from Your PC (Windows 10) with WinSCP] for instructions to install WinSCP.

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

02 Click **1** "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.136 : Correlation between URL and File Location].

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

	🛎 t22xxxtl	@ccx02.sfc.kei	o.ac.jp – SFTP	Unregistered
<b>C</b> +			0	
Open Connection	Quick Connect	Action F	tefresh Edit	Disconnect
V 🛛 🖉		/home/t	22xxxtk 🚺 🔺	Q Search
ilename		^ Size	Modified	
CNSiMac			2020/01/07	17:08
Mail			2019/12/26	19:39
Maildir			2019/12/26	19:39
public_html			2019/12/26	19:39
Wnn8			2019/12/26	19:39

## 01

Launch Cyberduck and connect to your CNS home directory. Please refer to [p.131 : Transferring Files to CNS from Your Mac (macOS) with Cyberduck] for instructions to install Cyberduck.

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

Publishing Files on the Web from Your Mac with Cyberduck (macOS) is completed. If you want to know the URL of the uploaded file, please refer to

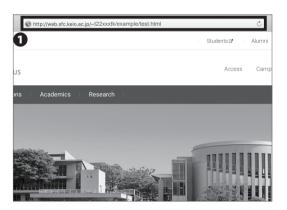
[p.136 : Correlation between URL and File Location]

### 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 :

https://web.sfc.keio.ac.jp/~[your CNS login name]/ [relative path from public\_html to the file]

000		🚞 example		
		***	٩	
Avoarts ⇒ All My Files ⇒ AirOrop ⇒ Desktop ☆ CNSIMac ⇒ Decuments ⇒ Decuments ⇒ Pictures Divices Envices ⇒ Work	Chatchis     Children     Mail     Mail	B Construction	Ae ►	n tesc.html



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

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

01

When a user, who has a CNS login name "t22xxxtk," 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 **①** "the address bar" to access. The format of the URL is as below:

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

In this example, since the CNS login name is "t22xxxtk" and the relative path from public\_html to the file is "example/test.html", the URL should be as follows:

https://web.sfc.keio.ac.jp/~t22xxxtk/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

Besides a CNS account for students and faculty members at SFC, a Keio ID will be distributed to all students and faculty members at Keio University. In the case where it is issued over March, 6, 2015, Keio ID should be formatted as follows. This will also apply to Keio Apps ID mentioned below.

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

By logging in to "keio.jp" with your Keio ID, you can use the various services provided by Keio University.

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 Google Workspace for Education. These services will be usable in collaboration with other members; for example, "Drive," "Group," "Calendar," etc. You can also use Gmail by using your Keio Apps ID as an e-mail address.

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

6 CNS Servers

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Antivirus

FAQ



## **7** FAQ

How to reset account passwords and common troubleshooting

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

### Services that Require Pre-registration

### CNS Services that Require Pre-registration

Certain network resources require an application to use. Access the Applications page of Shonan Fujisawa ITC from the following URL:

⇒ <u>https://www.sfc.itc.keio.ac.jp/en/application\_sfc.html</u>

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	Faculty and Staff	You can use VPS services.

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### Software Licensing Center

Site licensed software is the 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 the 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:

⇒ <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/software\_</u> license\_sfc.html

As of September 2022, the following softwares are available:

Name of Software	Description	Eligible Users*1
JMP	Statistical Analysis	Tenured and Non-Tenured Faculty and staff Member*2, Undergraduate and Graduate Students
Mathematica	Technical Calculation Software	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
SAS	Statistical Analysis	Tenured and Non-Tenured Faculty and staff Member*2, Undergraduate and Graduate Students
SPSS	Statistical Analysis and Data Mining	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
Amos	Analysis of Covariance Structure Software	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
Microsoft EES	Office, Windows OS (Upgraded)	Tenured and Non-Tenured Faculty, and Staff Member
Microsoft 365 Apps	Office	Tenured and Non-Tenured Faculty Member, Part-time faculty members in charge of a class, Undergraduate and Graduate Students
Becky! Internet Mail	Mail Client for Windows	Tenured and Non-Tenured Faculty Member, Undergraduate and Graduate Students
Nikkei NEEDS Financial Data Search System	Financial Data Search System	Tenured and Non-Tenured Faculty Member*2,
Nikkei NEEDS Stock Data Search System	Stock Data Search System	- Undergraduate and Graduate Students
Adobe ETLA	Adobe enterprise term license agreement	Tenured and Non-Tenured Faculty and Staff Menber
MATLAB	Math Analytics Program	Tenured and Non-Tenured Faculty and staff Member*2, Undergraduate and Graduate Students
Chem Office Professional	Chemistry-Oriented Analytical Program	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
ESET Smart Security / Cyber Security	Security Software	Staff, Undergraduate and Graduate Students
ArcGIS	Geographical Information Analysis Software	Tenured and Non-Tenured Faculty and staff Member*2, Undergraduate and Graduate Students
EndNote	To help manage documents and write papers	Tenured and Non-Tenured Faculty and staff Member, Undergraduate and Graduate Students
iThenticate	Plagiarism Detection Software	Tenured and Non-Tenured Faculty Member, Graduate Students
Zoom	Online Meeting Software	Staff, Undergraduate and Graduate Students

\*1 Except for correspondence course and non-degree students

\*2 Except for Keio Affiliated Schools

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**8** Appendix

## **2** Using Microsft 365 Apps

Microsoft
Sign in
No account? Create one!
Can't access your account?
2 Next
C Sign-in options

### 01

Access Microsoft 365 Apps from the following URL, and enter your Keio ID in the **1** field. Then click **2** "Next"

⇒ <u>https://portal.office.com</u>

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

### 02

You should be be redirected to keio.jp automatically to log in.

In the **1** "ID" section type in either your user ID for "keio.jp". For **2** "Password" section type in password for either your keio.jp password. Then click **3** "Login."

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Antivirus

## 3

### How to Change Account Passwords

### Checking and Changing SFC-CNS Passwords

CNS login name
CNS login password
 Bonan Fujisawa ITC, Keio University

### 01

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

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.153 : SFC-CNS Technical Support Services] ).

### SFC-CNS Passwords

### About this page

• SPC-CNS  $D \neq A \geq \pi X \neq T = F$ IBAD/SMT  $\neq A T = F$ • Web Database  $\pi^2 X = F$ • Web Database  $\pi^2 X = F$ • CNS WMAXJI  $\pi^2 Z = F$ You can set password in SPC-CNS on this page. • SPC-CNS Login password • SPC-CNS Login password • SPC-CNS Login password • Web Database password • CNS WMAX password

### 02

Logout

ドの設定が可能です

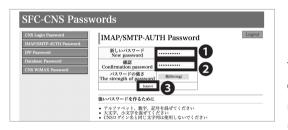
You will see the list of passwords you can change on the left side menu ① . Click the one you want to change.

**SFC-CNS Passwords** Logout CNS Login Password 現在のパスワード Current Password 新しい New 46 新パス17 けり下の条件が必要・ 10 文字以上の長さ
 小文字、大文字、数字を含むこと

FAO

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.

SFC-CNS Passw	vords	
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Click **1** "Confirm" to check IPP Password.

Click **2** "Create/ Change" to change your IPP password.

SFC-CNS Pass	words	
CNS Login Password IMAP/SMTP-AUTH Password IPP Password Database Password CNS WIMAX Password	Web DB Password 「スワードの構成 Confirm password」 レイスワードの作成後度 Create/Change password)	Logout
	備人用 Webサーバについて(About Web Service) ・ 日本語 ・ English	



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

Click **2** "Create/Change" to chage your Web Database Password.

### Changing Login Password of keio.jp Account





		• Back	7 User Guide	a Logot
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Keio University CALAMVS GLADIO FORTIOR				
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kelo.jp	ITC A	Account		
SFC-CNS	Mail soft/Sm	artphone a	pps	
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# 01

Open a web browser and go to the following URL:  $\Rightarrow \underline{http://keio.jp/}$ 

Type your keio.jp ID in **1** "ID" and your keio.jp password in **2** "Password." Then, click **3** "Login."

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

03

Click 1 "keio.jp."

04

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

5

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**CNS** Servers

Antivirus

#### 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.153 : SFC-CNS Technical Support Services] to change your password.

If you have forgotten your IMAP/SMTP-AUTH password, please refer to [p.143 : 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.

### 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 > maInternetil [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.



**CNS** Servers

# Troubleshooting

### Problems with Wireless LAN Connection

# $\mathsf{O1}$ 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.

# 02Check Your Certificate Expiration

You can confirm the expiration date of your certificate by following the instructions at the following site. Once the expiration date has passed, you will not be able to connect to the campus wireless LAN, so you will need to delete the old certificate and reissue a new one. For more details, please refer to the website below.

⇒ <u>https://secure.itc.keio.ac.jp/c/a/sfc/en/network\_</u> information\_wireless\_802\_1x\_renew.html

## 03Reconfigure 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

# $\mathsf{O1}$ Check Wireless LAN Connectivity

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

# 02Check 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.77 : CNS Printers].

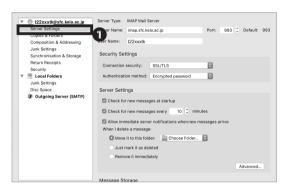
### Problems with Sending / Receiving Mail



# 01

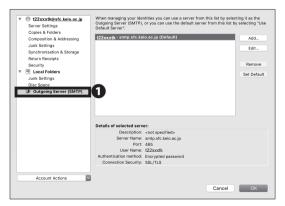
If you cannot send emails even though your sending and receiving email addresses are correct, your email client configuration might need to be updated.

Please refer to [p.56 : Configuring Your CNS Mail on Your PC(Windows10), p.60 : Configuring Your CNS Mail on Your Mac(mac OS)] and setup your mail client again. To change the settings in Thunderbird, click **2** "Account Settings" from **1** "Tools."



## 02Incoming 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.

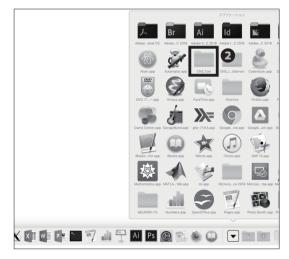
### FAQ

# 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 systems 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.

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Antivirus

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CNS Servers

FAQ

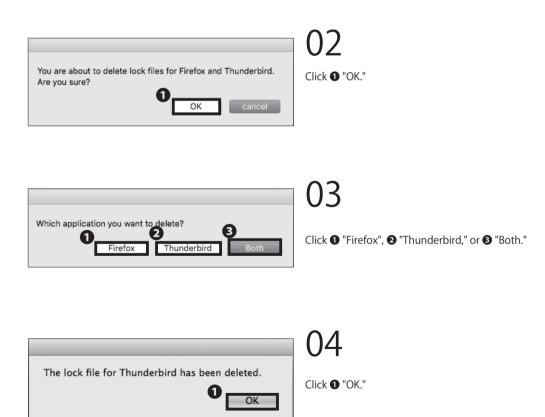
### Unable to Launch Firefox or Thunderbird



# 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.



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**CNS** Servers

Antivirus

### 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:

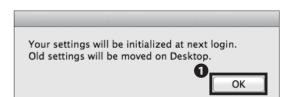
- Files on Desktop
- Files in Documents folder
- Files in Music folder
- Files in Pictures folder
- Bookmarks on Firefox and Safari

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

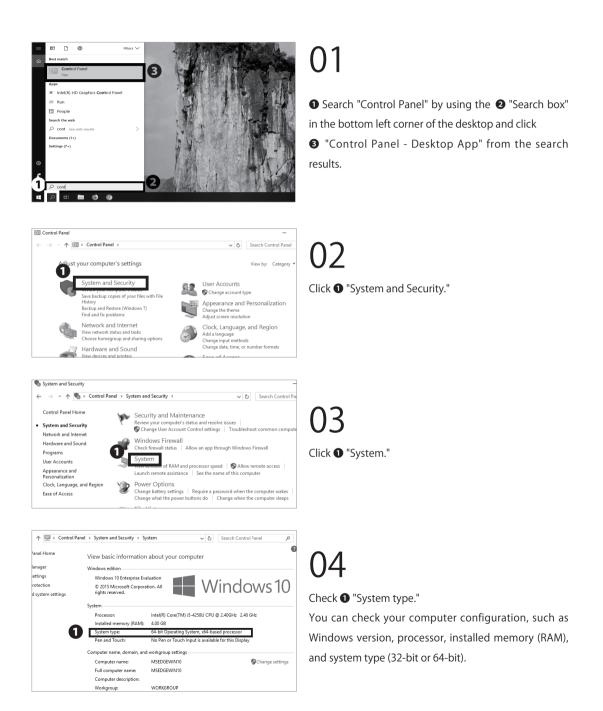
Read the warning in STEP 01, and, if you have no objections, click **1** "Yes."



# 03

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

## How to Check a PC's Operating System



### FAQ

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**CNS** Servers

# 7

## SFC-CNS Technical Support Services

Please send any questions you have about SFC-CNS to Shonan Fujisawa ITC or CNS Consultants. You can also check our website for further up-to-date information:

 $\Rightarrow$  <u>https://www.sfc.itc.keio.ac.jp/en/top\_sfc.html</u>

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	https://www.sfc.itc.keio.ac.jp								
Opening hours		17:00 lic holidays, and holidays set by Keio.)							
Hotline (Weekdays)	9:15 - 20:50 (Spring/Fall semester) 9:15 - 17:50 (Summer/Winter break period)	Tel. : 0466-49-3423							
Hotline (Saturday)	9:15 - 18:50 (Spring/Fall semester) 9:15 - 15:50 (Summer/Winter break period) (Closed on Sundays, and public holidays.)	Extension : 52512							

FAQ Appendix



# **B** Appendix

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

Terms of Use $\cdots \cdots \cdots$	•	٠	•	•	٠	٠	•	•	•	•	•	•	•	•	٠	•	٠	٠	•	•	٠	٠	156
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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").

- 1. 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

## **Other Support Services**

Shonan Fu	ijisawa ITC (Information Tech	nnology Center)					
Location	Media Center North First Floor CNS Service Desk						
E-mail Address	cns-request@sfc.keio.ac.jp						
Website	https://www.sfc.itc.keio.ac.jp						
Opening hours	9:15 - 17:00 (Closed on Saturdays, Sundays, public holidays, and holidays set by Keio.)						
Hotline (Weekdays)	9:15 - 20:50 (Spring/Fall semester)         Tel. :           9:15 - 17:50 (Summer/Winter break period)         0466-49-3423						
Hotline (Saturday)	9:15 - 18:50 (Spring/Fall semester) 9:15 - 15:50 (Summer/Winter break period) (Closed on Sundays, and public holidays.)	Extension : 52512					

# Who are CNS Consultants?

3

CNS Consultant provides students information and technical support services regarding CNS. Support Hours : 9:25-21:00 (weekdays only) Location : First floor of the Media Center

In case of natural disaster, event, or holiday, support hours may change. Please refer to the following URL for up-to-date information.  $\Rightarrow$  <u>https://www.lib.keio.ac.jp/en/sfc/</u>

As of August 2022, the CNS Consultant booth is currently not in operation.

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## 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.156: Terms of Use].

# 02 Do Not Drink or Eat

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

# 03 Fair Use

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

## 04 Log Out When Finished

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

## List of Available Equipment on Campus

# $\mathsf{O1}$ 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 the Media Center, your Student ID card is required. You may refer to the website for further information:

### 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. If you do not have a student ID card, you will not be able to use the facilities. In addition, if you wish to use the room between 23:00 and 8:00 the next day, you must submit an "online residency notice" on the Web in advance.

Location		Use Type	Model / OS	Quantity	Host Name		
		Walk-by	1	mcsupc01			
		Scaninng	4	mcvspc01-04			
		Video Edition	iMac Pro 2017 (macOS 12.6)	6	mchdmac01-06		
		Video Editing	iMac Retina 5K 27inch 2017 (macOS 12.6)	2	mchdmac80,81		
		Music Composition	2	mcdamac01,02			
			HP Z440 Workstation (Windows 10)	2	mcws01-02		
Open Area		General Use	DELL Precision Tower 3420 (Windows 10)	7	mcwin01-07		
	(1st Floor)		iMac Retina 5K 27inch 2017 (macOS 12.6)	6	mcmac01-06		
Media		Printer	RICOH IPSiO SP C841 PS	4	-		
Center		BYOD Monitor	DELL U3818DW 37.5inch Ultra Wide Monitor	1	U3818DW		
			DELL P4317Q 42.5inch 4K Multi-Monitor	1	P4317Q		
			Apple Pro Display XDR 32inch Retina 6K Display	1	-		
			EIZO CG319X 31.1inch Color Management LCD Monitor	2	-		
	Multimedia Multilingual Room(2nd Floor) General Use HP Pro Desk 600 G4		HP Pro Desk 600 G4 SF (Windows 10)	1	mmlswpc01		
	ITC Entrance (1st Floor)	Printer	RICOH IPSIO SP C841 PS	2	-		
	λ 11	CG/CAD/	Dell Precision 3630 (Windows 10)	45	ws00-44		
	A 11	Statistical analysis	RICOH IPSIO SP C841 PS	1	-		
PC Rooms	λ 18	Video Editio a	iMac Retina 5K 27inch 2017 (macOS 12.6)	40	hdmac00-39		
FC ROUINS	A 18	Video Editing	RICOH IPSiO SP C841 PS	1	-		
	λ 21	Music Composition	iMac Retina 5K 27inch 2019 (macOS 12.6)	40	damac00-39		
	A 21	Music Composition	RICOH IPSIO SP C841 PS	1	-		

 $\Rightarrow$  <u>https://www.lib.keio.ac.jp/en/sfc/</u>

(As of September 2022)

Due to the effects of COVID-19, their hours are shortened, to check the Media Center website for the latest information.

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**CNS** Servers

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Appendix

## 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.

# 02Restriction 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:

 $\Rightarrow$  <u>https://www.sfc.itc.keio.ac.jp/en/software\_fileshare.html</u>

# 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 videotaped clips without authorization of the creator.

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

# Antivirus

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Appendix

but O6Copyright of This Book SFC-CNS is made possible in part by the many free software, publicly-available documents, and public

domain software that is available openly online.

To fulfill social responsibility, the contents of the SFC CNS Guide 2022 English Edition may be reused based on the following policy. Copying, translating, altering, modifying, quoting, printing, distributing, and selling of contents within the CNS Guide 2022 English Edition may be permissible within the regulations in the next section.

# 07 Regulations About Redistribution of This Book

Please refer to this book as the source and also state that this book allows secondary modification when you redistribute.

Questions are only accepted on-campus or via email.

You may read the web version of this book from the URL below:

⇒ <u>https://cns-guide.sfc.keio.ac.jp/</u>

# 04Citation

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.

- The source and the author's name are clearly stated
- The 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 somewhere the creators have 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.

### SFC CNS GUIDE 2022 English Edition

September 1, 2022 (Date of Issue)

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