Instructions for getting your Computer/Laptop on the Network:

In Taylor Hall, the Gym Annex, or Tri-Towers

Step 1: Obtain your computer's MAC/Physical Address.

PC:

****Follow these instructions if you are using Windows XP****

Click Start -> Run -> type `command`

When the black command box opens, type `ipconfig/ all`

Note the Physical Address under "Ethernet adapter Local Area Connection X", NOT Ethernet adapter Wireless Connection!

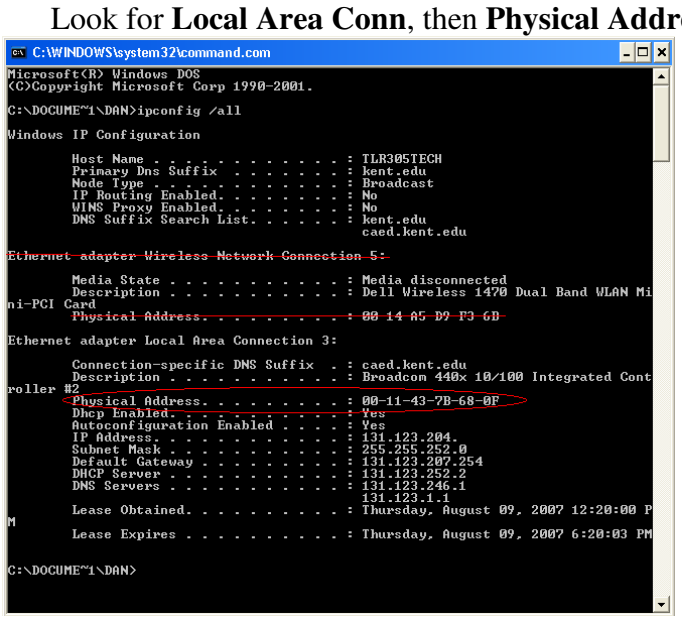
****Follow these instructions if you are using Windows Vista****

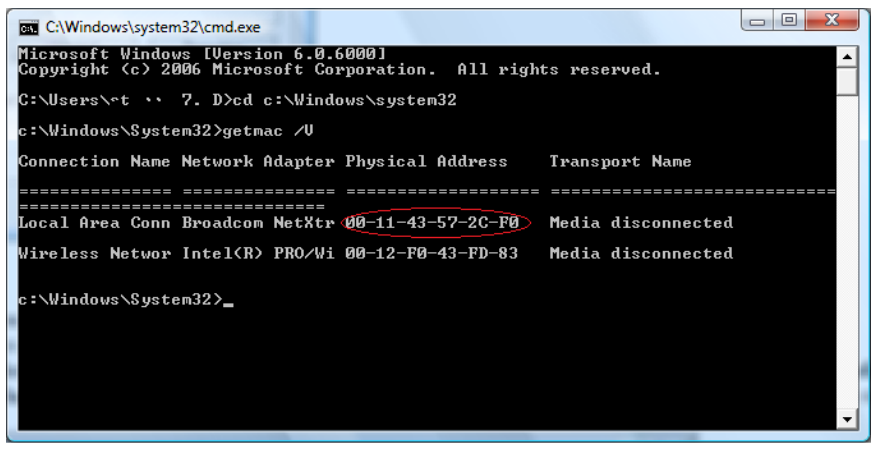
Click on the **Start** menu.

Type **cmd** where it says *Start Search* in the lower left and press Enter.

Enter **getmac /V** in the black window that appears. (If this doesn't work, enter **c:**, enter **cd c:\windows\system32**, then enter **getmac /V**.)

Look for **Local Area Conn**, then **Physical Address** in the text that is returned.





XP **VISTA**

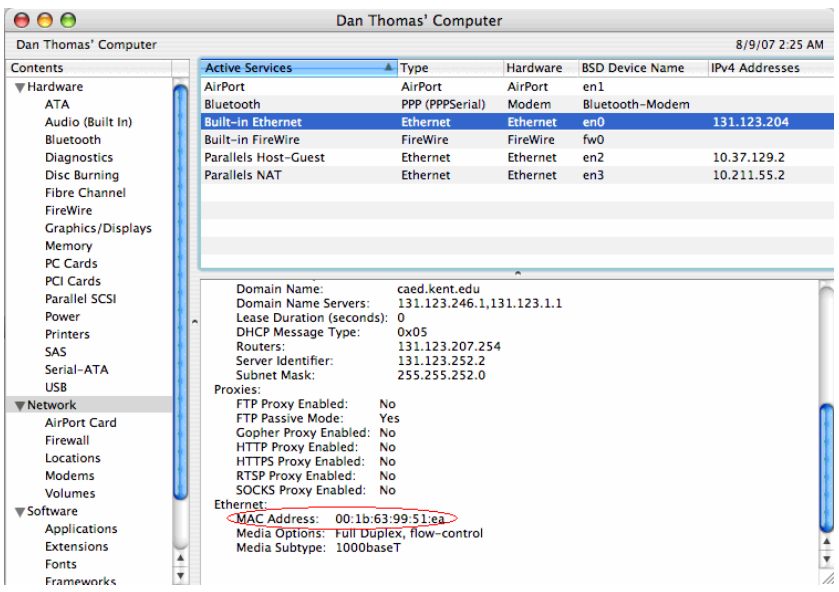
MAC:

Click the apple in top left corner and click "About this Mac"

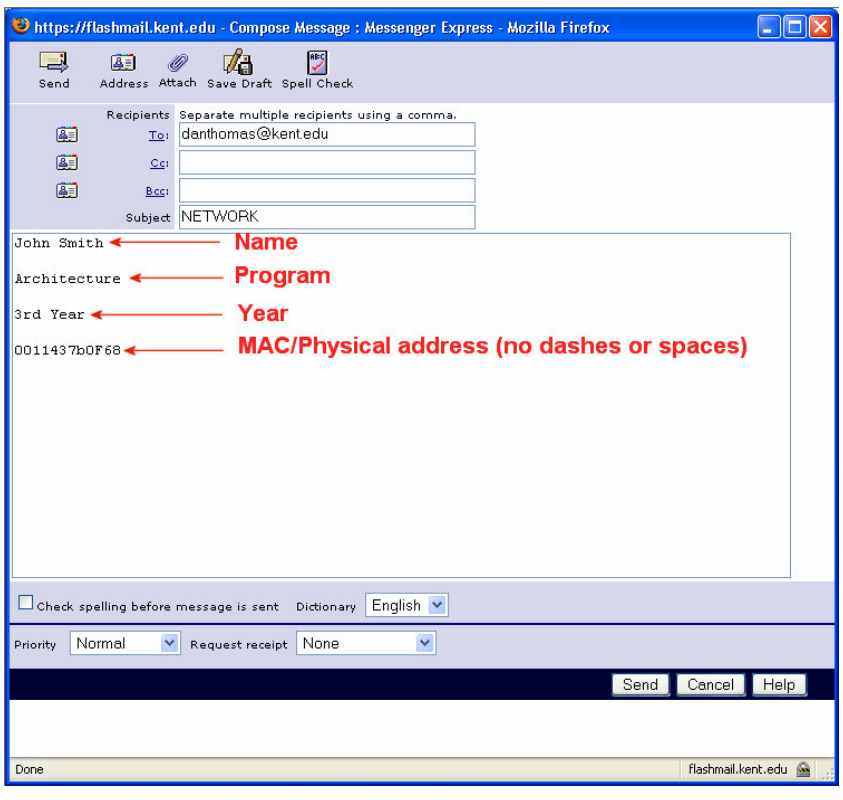
Click the More Info… button

Click 'Network' in the left column then click "Built-in Ethernet" under Active Services

Scroll down until you see "MAC Address:" under the Ethernet heading.



Once your Physical/MAC address is obtained, send it in an email as shown below:



IMPORTANT:

The email must be formatted exactly as shown. It must be sent to danthomas@kent.edu and **the 'Subject:' field must contain the word NETWORK for the email to filter properly. Failure to follow these instructions may delay your request.**

Requests are usually fulfilled within 1-2 business days, however there may be a delay at the beginning of the semester.

Please see Dan Thomas for alternate instructions if you are unable to send email or if you are having any other problems.