Connecting your XP
Connecting to the wireless network with Windows XP

To be able to use ESADE’s WiFi (or “wireless”) network, be sure to follow the instructions as follows.

⚠️ You must have an updated antivirus programme available before connecting to the ESADE network.

Enabling and configuring your WiFi card

Step 1: Ensure that your wireless network card (or “network adapter”) has been enabled. For this, go to Panel de control (Control Panel) via Inicio (Start) -> Panel de control. Next, click on Conexiones de red (Network Connections).

Step 2: You’ll see the following window after opening Network Connections:

This window indicates the status of each connection. Check to ensure that the wireless connections option is not Desactivado (Disabled). If it is, right-click on the icon and then click on Activar (Enable).

Step 3: Check to make sure that the network card has a dynamic address assigned to it. For this, right-click on the network connections icon and select Propiedades (Properties).

Step 4: In the list, Esta conexión utiliza los siguientes elementos (This connection uses the following elements), select Protocolo TCP/IP (TCP/IP Protocol). Next, click on Propiedades (Properties).

Step 5: Enable the options, Obtener una dirección IP automáticamente (Obtain an IP address automatically) and Obtener una dirección DNS automáticamente (Obtain a DNS address automatically).

If you want to connect to the WiFi network from another location that requires using manually inserted addresses, click on the Configuración alternativa (Alternate Configuration) tab.

Step 6: Click on Aceptar (Accept).
Connecting to the network

**Step 1:** Open *Panel de control* (Control Panel) via *Inicio* (Start) -> *Configuración* (Settings) -> *Panel de control*. Next, click on *Conexiones de red* (Network Connections).

**Step 2:** Right-click on the icon, *Conexiones de Red Inalámbricas* (Wireless Network Connections), and select *Ver redes inalámbricas disponibles* (View Available Wireless Networks).

**Step 3:** Select the “esade” network and then click on the button, *Conectar* (Connect). If you don’t see “esade” on the list of available networks, click on *Actualizar lista de redes* (Refresh network list) in the left sidebar.

**Step 4:** Wait a few seconds to connect to the network. You may see a warning from Windows indicating that the network is not secure. If you see this message, select the option, *Conectar de cualquier forma* (Connect Anyway).

**Step 5:** You’ll connect to the ESADE network.

**Step 6:** Close the screen with the list of available networks.

**Step 7:** You are now connected to Internet.

⚠️ We recommend you deactivate any pop-up blockers so that you can surf the web without any interruptions.
ESADE allows you to configure your e-mail accounts in numerous ways. Below we explain the differences between the different options so that you can choose the one which best suits your needs.

The following table details the most recommended setting depending on your different needs.

<table>
<thead>
<tr>
<th>Mobility</th>
<th>POP</th>
<th>IMAP</th>
<th>Exchange</th>
<th>Webmail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>High storage</td>
<td>●</td>
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<tr>
<td>Security</td>
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<tr>
<td>Organisation</td>
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<tr>
<td>Speed</td>
<td>●</td>
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</tr>
</tbody>
</table>

**Exchange**

This is an advanced e-mail solution, providing numerous integrated collaborative tools (calendar, task list, contacts and notes).

It is recommended for people who need mobility and want to access their mail and folders from different locations.

This is a safe option as the messages are stored on the server which is heavily protected against data loss.

**POP**

This option is recommended for those who don’t want any space limits imposed on their e-mail accounts. Your messages are downloaded directly to your PC and erased from the online server. As such, the amount of space available for your messages will depend on the space available on your PC.

**IMAP**

This option is recommended for people who require great mobility and want to access their e-mail accounts from different locations.

It is also safe given that the online server always keeps a copy of your messages until you decide to eliminate them manually.

Access to your accounts is also fast since, initially, you only download message headers. Later, you can open the message to download the entire text if you so desire.

**Webmail**

This is the best option if you don’t want any unnecessary complications.

To access webmail you don’t have to configure anything. All you have to do is open an Internet browser and introduce your mail server’s URL address. In just a few seconds you’ll have access to your messages, contacts, calendar, etc.).
In this manual we explain how to configure your account to be able to take advantage of all the tools in Outlook from remote locations. You will be able to access the Exchange server by means of a secure connection (HTTPS), thus avoiding having to use VPN or other similar networks.

**Step 1:** Close Outlook if it's open.

**Step 2:** Go to Panel de control (Control Panel) via Inicio (Start) -> Configuración (Settings) -> Panel de control (Control Panel).

**Step 3:** Double-click on the icon, Correo (Mail).

**Step 4:** If you don’t have any Exchange account left click on “Cuentas de correo electrónico...” (Email accounts...) and we go directly to Step 7. If already have an Exchange account, left click in “Mostrar perfiles...” (Show profiles...) and you will have to add a new profile following the steps:

**Step 5:** Click on “Mostrar perfiles...” (Show profiles...).

**Step 6:** Left click on the button “Agregar” (Add) and write the name you prefer.

**Step 7:** This window will appear if you don’t have any Exchange account. Left click on “Cuentas de correo electrónico” (Email accounts) and into the next window click on “Nuevo...” (New).

**Step 8:** Into the next window you will see the automatic configuration of your account. Write your information account.

**Step 9:** Click on siguiente.
If is the first time that you configure the account in Outlook you must select the checkbox “no volver a preguntar sobre este sitio web” and click “permitir.”

When the next screen appears, the configuration are finished. Click on finalizar and ou can now open Outlook.

**Configuring your e-mail account as an IMAP or POP3 account in Outlook 2007/2010**

IMAP and POP3 are two different protocols which allow you to access an e-mail server. This manual explains how to configure Outlook with both protocols so that you can access the ESADE mail server.

**Step 1:** Go to Panel de control (Control Panel) via Inicio (Start) -> Configuración (Settings) -> Panel de control. Double-click on the icon, Correo (Mail).

**Step 2:** Click on Cuentas de correo electrónico… (E-mail Accounts…), highlighted in red in the following image.

**Step 3:** Select Agregar una nueva cuenta de correo electrónico (Add a new e-mail account) and then click on Siguiente (Next).

**Step 4:** Choose the first option if you want to set up a POP3, IMAP account.

And then Check the option “Configurar manualmente las opciones del servidor o tipos de servidores adicionales” (Manually configure server settings or additional server types) and click “Siguiente” (Next). Select “correo electronico de internet”

**Step 5:** A dialogue box will open for you to provide the following information:

- In the field, Su nombre (Your Name), indicate the name you want those receiving e-mails from you to see as the sender.

- In the Dirección de correo electrónico (E-mail address) field, introduce your ESADE e-mail address.

- In the field, Tipo de cuenta (Account type), specify the type of configuration you prefer, POP3 or IMAP.

- In the field, Servidor de correo entrante (Incoming mail server) field, introduce outlook.office365.com for your imap/pop account.

- Under Servidor de correo saliente (Outgoing mail server), introduce smtp.office365.com

- In the field, Nombre de usuario (User Name), introduce the name you use on the ESADE network.
In the **Contraseña** (Password) field, type in your ESADE network password.

After completing the previous steps, the window should look as follows.

**Step 6:** Click on **Mas configuraciones** (More settings) – highlighted in red in the previous image. Next, click on the **Servidor de Salida** (Outgoing Server) tab.

**Step 7:** Activate the **Mi servidor de Salida (SMTP) requiere la autentificación** (My outgoing server SMTP requires authentication) checkbox and then click on **Aceptar** (Accept).

**Step 8:** On the **Advanced** tab keep the input port for **POP3** server or for **IMAP**, tick **SSL** encryption, keep the port’s outgoing server (**SMTP**) and select the **TLS** encrypted connection as set in the following image. Then click **OK**.

**Paso 9:** accept the next message and click on **“Finalizar”** (Finish).

You can now open Outlook.

This manual explains how to connect to and use your ESADE e-mail through any computer with Internet access. For this you will use webmail, a tool which will allow you to get to your mail without having to set up an e-mail client (programme).

**Step 1:** Open your Internet browser (Internet Explorer, Firefox, Safari, etc.). Be sure that you are connected to Internet. The screenshots are from Internet Explorer, though the steps required are the same for all browsers.

**Accessing your e-mail account with a browser**
Step 2: Go to the following URL:
webmail.esade.edu

Step 3: An authentication window such as the following will open. Type your ESADE network user name and password.

Step 4: You will now be able to access your account, including all your folders, calendars, alerts and some settings options.
Working with the Queries technologies menu

The **Queries technologies menu** provides you with the tools you need to be able to access your e-mail account, the network units (R and S), the instant messenger service, printer setup and a tool to change your password and have your e-mail messages forwarded.

This manual describes how to use these different tools.

### Accessing Queries Technologies menu

**Step 1:** Open an Internet browser and go to the following address: [www.esade.edu](http://www.esade.edu).

**Step 2:** At the footer of the ESADE home page, click on **Intranet**.

**Step 3:** Fill out the authentication window, introducing your ESADE **username** and **password**.

**Step 4:** Once the Intranet’s main page has loaded, click on **Campus > Serv/Dept/Unidades** on the navigation bar in the top right corner of the page.

Once the page has loaded click on **Servicio TIC** and once has loaded the next page click on **Queries technologies** on the navigation bar in the top right corner of the page.

Throughout this manual, we assume that the starting point is the **Queries technologies webpage**.

### Accessing the R: and S: network units

**Step 1:** Click on the option **Unidades de red S y R** from the menu that opens.

Depending on which network unit you want to access, select the second or third option on the list.

Windows offers **2 types** of access to these network units:

**HTTP/FTP Access:** This option allows you to access a network unit, no matter your computer’s operating system.

To download a file, all you have to do is click on it.

To save a file, use the options that appear at the bottom of the page. If you want to save a file stored on your computer’s hard drive, click on **Examinar** (Browse), find and highlight the file in your computer and then click on the **Upload** button.
WebDav: This option also allows you to access the network unit depending on the operating system you have. Follow instructions appeared when you open corresponding manual.

⚠️ There is a guide for the operative system you are using. You can find it following the same link for WebDav.

Setting up printers

Step 1: Connect to Internet following the instructions outlined in the section on Connecting to the Network.

Step 2: Downloading the drivers from the Intranet, then go to the tab that gets Queries technologies, as shown in the picture below:

Select Printers / Printers in paragraph ICT Services / ICT Services, the next page, at the end we appear different drivers (Mac / Win 32 and 64 bits):

Step 4: From your computer’s Start menu, click on Printers and Faxes. If you cannot find it, go to Control Panel ➔ Printers and Faxes.

Step 5: Click on Add Printer.

Step 6: A new screen will open. Click on Next.

Step 6: The next step is to indicate the type of printer you want to install. Check the option A network printer or printer attached to another computer and then click on Next.

Step 7: Go to the third option Connect to a printer on the Internet or on your Intranet and type in http://printers3.esade.es/printers/STUDENTS/.printer where X is:

- 1 if we are at Edificio 1.
- 3 if we are at Edificio 3.
- 4 if we are in Madrid.
- 6 if we are in Sant Cugat.
Step 8: Click on **Next** to open a dialogue box that will ask you to introduce your ESADE user name and password.

![Configuration dialogue box](image1)

Step 9: After accepting, a new window will ask you to install the drivers you downloaded previously. To do this, click on the option **Install from Disc** and then on **Browse** to find where you unzipped the downloaded driver files. Highlight the `.inf` file and then click on **Open** and **Accept**.

![Driver installation](image2)

Step 10: A new screen will open for you to indicate the printer model. Select **"Xerox Global Print Driver PS"** and then click on **Accept**.

![Printer model selection](image3)

Step 11: Once it has been installed, you will see the name assigned to that printer. Click on **Next** and then, lastly, on **Finish**.

Paso 12: Go to **"Printers and faxes"** and click with the right button on the printer Students. Select the **Advanced** options and choose the correct driver **"Xerox Global Print Driver PS"**. You can see it in the next image.

![Printer options](image4)

Paso 13: Now you have to go to **Options** and select the **"Xerox WorkCentre 5735"** in configuration.

![Options selection](image5)

Paso 14: Accept and now the printer is installed permanently.

⚠️ If you change your password, you will have to eliminate this printer from the list and reconfigure it with the new password.
**Copy and print with the TUI card**

**Step 1:** Bring the TUI card to the RFID receiver. The indicator change the color red to green.

**Step 2:** Wait until appears the follow screen, and select Yes to continue or Exit to disconnect.

**Step 3:** If you want a print, select Serv. Personaliz, and if you want a document copy select Copia.

**PRINT (1):** Select Print and in the follow screen choose the document pressing the selection button and choose Print or Delete.

**COPY (2):** Choose COPY appears the image below, go to the photocopy panel and choose the copy option that you want.

Once the task 1 or 2 is done, you can Logout. Bring the TUI card to the RFID receiver and wait the logout, or select the key button in a panel of a printer and then, select Desconexión.

**Changing your password**

**Step 1:** Select “Gestión de mi cuenta” from the menu of options in the Queries technologies page.

**Step 2:** Click on “Cambio contraseña” and a new window will appear, when you have to introduce your new password, and then introduce it again to confirm the new password.
Step 3: Up to that moment, your ESADE password is the password you have recently typed.

**Forwarding your e-mail**

Using this tool, you can redirect the mail arriving at your e-mail account to another e-mail address.

To access this tool, click on “Gestión de mi cuenta” option.

Select Redirección de correo electrónico. If you have your mail redirected, you can undo this redirection clicking on Eliminar redirección.

To redirect your mail, you have to introduce the account where you want to receive your mails, then click Aceptar.

**TUI Smart Card**

You’ve just received your new TUI Smart Card, your student ID Card, University Pass and e-wallet all in one.

Your new card offers a series of additional services. You can use it as a Pass to access the ESADE Sant Cugat Campus; borrow material from the library; make photocopies on campus; pay for food and drinks at the on-campus cafes and restaurants.

Various options available with your new TUI Card are detailed below.

**Using your TUI Card**

Click on TUI on the Queries Technologies for the Tarjeta Inteligente (Smart Card) option, within ICT Services, to access ESADE’s Smart Card services portal.

**How to activate your TUI Card**

If your card has not yet been activated, a window will automatically open with a Activar nueva tarjeta (Activate new card) button.

Step 1: Click on the Activar nueva tarjeta (Activate new card) button.

**Note:** The system only allows you one active card at a time. If you have several ESADE cards, please contact tui@esade.edu for instructions on how to destroy the extra cards.

Step 2: If activation has worked, you will see that the Activo (Active) field in Información del carnet (Card information) says Si (Yes). Check that the number on the bar code is the same as the number shown on your card at Identificador carnet actual (Current card identifier). If they are NOT the same, please contact tui@esade.edu.

**How to top up your TUI Card**

Because TUI also a money card, it can be topped up and used like any other debit card.

To make a payment you must have a positive balance – you can top up your card with cash at any cafe or restaurant on the ESADE Campus.
 Queries technologies TUI Card menu

The menu on the top of the smart card window offers the following options:

Making payments

Your university card can be used as a cash card. You can monitor this service via the following options.

Consult movements: Consult the movements made between the two given dates.

Consult movements by shop: Consult movements made between two dates, organised by shop.

Consult movements by type: Consult movements made between two dates, organised by type.

Display help: Gives you more detailed information on card movements and tells you what to do if your card is lost or stolen. It also provides replies to Frequently Asked Questions.

TUI Card operations

Cancel card: If your TUI card is lost or stolen you can use this option to cancel it.

Reactivate Card: If you have cancelled your card and want to use it again, you can reactivate it.

Card photograph: Lets you change the photograph on your TUI.

Electronic signature

This section describes the options related to your electronic signature. In ‘Display Help’ you will find a help file which explains what an electronic signature is, what it is used for, and how to use it.

If you are unsure about anything or need more information, send an e-mail to tui@esade.edu.

Advantages

Lastly, your university card gives you a range of advantages. In this section you will find:

Discounts: Information on shops where you can get a discount with your university card.

Banco Santander: Link to the Banco Santander website, with information on services offered by Santander to university card holders.

Sant Cugat car park season Tickets: Information on discounts and season tickets available from the ESADE Sant Cugat campus.

Sant Cugat car park access: Information on the automatic access service with your university card (no need to pick up a ticket) at the ESADE Sant Cugat campus car park.
**Accessing webmail**

**Step 1:** In the Intranet’s main page, click on Acceso correo in the right menu of the page.

**Step 2:** A new browser window will open allowing you to access your e-mail account from any computer with Internet access.

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**How to contact us**

You have many possibilities to contact us. We are available at the IT Office, by phone or by e-mail.

You can find us in the IT Office open all weekdays from 8:00h to 22:00h and Saturdays from 8:00h to 14:00h.

You can also call at the internal phone number 4003 or at the external phone number 93 567 66 99 if you are outside ESADE.

It’s also possible to send your inquiries by e-mail to cau@esade.edu and the IT crew will reply you as soon as possible.

If you need more information or devices guides, you can find it at the following link:

http://shared.esade.edu/infotic/Alumnos