

Novell Client User Guide

The Novell Client User Guide is designed to help users perform daily tasks. The User Guide is not a technical document and does not contain information about advanced or administrative tasks. Detailed technical information and information about advanced tasks can be found in the Novell Client administrator documentation.

The Novell Client User Guide is divided into the following sections:

[Quick Reference \(Frequent Tasks\)](#)

[How Do I Use the !\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\) Menu?](#)

Quick Reference

This Quick Reference Guide contains step-by-step procedures for the most commonly performed Novell Client tasks.

How Do I:

Log In to Network

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Log Out of the Network

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Log In to the NetWare Network (Preferred Server or Tree)

The preferred server or tree is the server or tree you logged in to initially.

1. From the  menu, select NetWare Login.
2. Enter your username and password.
3. Click OK.


Hint: If an error message states that you aren't recognized in this context, include your location in the NDS tree with your username. For example:

bmooney.acctserv.site1.acme

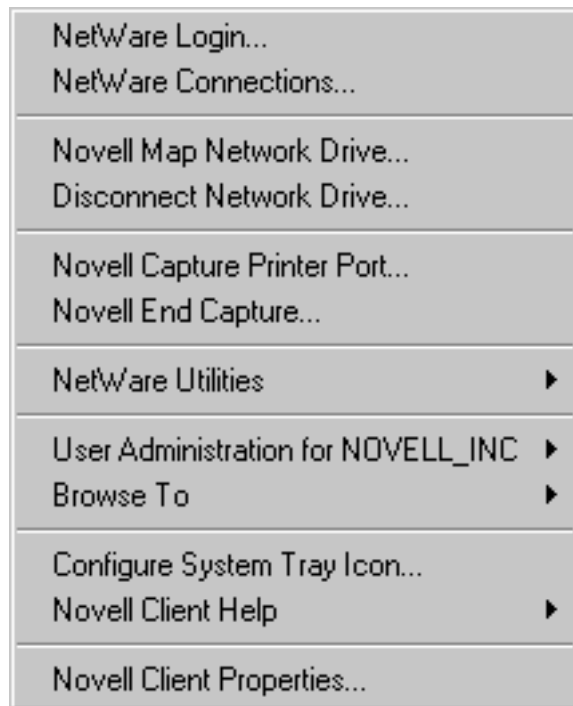
Log In to a Network Location Other Than My Preferred Server or Tree

1. From Network Neighborhood, double-click Entire Network.
2. Double-click one of the following:
 - NetWare Servers (to log in to a bindery-based server)
 - Novell Directory Services (to log in to an NDS server or tree)
3. Double-click the tree or server that you want to log in to.
4. (Conditional) If prompted, enter your username and password and then click OK. (If you are authenticated to the resource, a password is not required.)
 - If an Access Denied message displays, you mistyped your name or password, or you don't have rights to the server or tree.
 - If the server or tree contents display, you have successfully logged in.

How Do I Use the Menu?

Many of the Novell* Client* features are available when you right-click the  icon in the system tray, located in the bottom-right portion of your screen. Right-clicking on Network Neighborhood also displays a menu of workstation features, where Novell Client features are preceded by an N logo.

Right-click the  icon to see the menu.



Click on the menu options in the above figure for information about each option.

Novell Client Properties


The Novell Client properties configure the way the client works in your network. Do not change any properties without first contacting your network administrator. Changing properties can damage the performance of your network connections, and can prevent you from logging in to the network.

Information about the properties can be found within the property pages.



Novell Client Help

The Novell Client Help option provides access to a quick reference guide, instructions on using the client interface, and links to documentation and other resources on the Internet.

Configure System Tray Icon

You can configure the  icon so the features you use most often are available by double-clicking or Shift+double-clicking the icon. By default, double-clicking the icon opens Network Neighborhood. Shift+double-clicking the icon opens the Novell Login dialog box.


To configure the icon:

1. From the  menu, select Configure System Tray Icon.
2. Select the action you want to configure.
3. Click  for a list of functions that can be configured.
4. Click OK.

Browse To

You can use Browse To to create a customized list of browseable paths. If you often use the same locations on the network, you can add those locations to your paths list. Then, when you need to go to one of those locations, you can select it from the list rather than browsing the network to find the location.

To add a browseable path:


1. From the  menu, select Browse To > Edit Browseable Paths.
2. Enter the path that you want to add.

If you're unsure of the path, browse the network until you find the location you want to add.

3. Click Add.

The locations you add are automatically added to the Browse To menu.

To use one of these locations:

1. From the  menu, select Browse To.
2. Click the path.

Browseable paths allows you to quickly access frequently used files without having to map drives every time you log in. Too many mapped drives can lengthen the time it takes to log in considerably. It also helps you find those locations you use frequently but don't normally map to, as well as those that you use infrequently and can never remember.

User Administration for *Tree Name* or *Server Name*

The actual text of this option includes the name of your tree or server.

When you select User Administration for *Tree Name* or *Server Name* from the **N** menu, the following menu appears:



Click the options in the above picture for information on each option. These options let you view or configure various aspects of your user account.

Group Membership

This dialog box displays a list of the groups you belong to. A group is a collection of users who have the same rights to the same network resources.

Novell Password Administration

This dialog box displays information about your password restrictions.



If you use Novell Client for Windows 95/98, a button allows you to change your password. This button is not available in Windows NT.



To change your password in Windows NT/2000, press Ctrl+Alt+Del and select the Change Password option.

Login Account Information

This window displays information about your account, such as login expiration and time restrictions.

Edit Login Script

This dialog box enables you to edit or create the personal login script that runs when you log in.

Check with your network administrator before creating or changing a login script. Your administrator can tell you whether you should create a personal login script on your network, and can provide information on script syntax.

Mailing Information

This dialog box displays information about your mailing address. If you have sufficient rights, you can update your own information.

Work Information

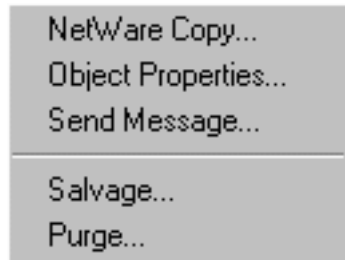
This dialog box contains information about your job, including your title, and contact information such as your location and phone and fax numbers. If you have sufficient rights, you can update your own information.

Personal Information

This dialog box displays information about your name. If you have sufficient rights, you can update your own information.

NetWare Utilities

You can access various NetWare utilities by selecting the NetWare Utilities option from the **N** menu. The NetWare Utilities submenu contains the following options:



Click on each option in the above figure for more information about that object.


Purge

The Purge utility permanently removes deleted files from the selected directory. Purged files cannot be recovered with the Salvage utility.

Salvage

The Salvage utility recovers files deleted from the selected directory.

Send Message

1. From the  menu, select NetWare Utilities > Send Message.
2. Double-click a server to see a list of the users connected to that server.
3. Enter the message.
4. Select the users or groups.
5. Click Send > OK.

Notes

- The Send Message Results dialog box shows the users and groups the message was sent to.
- Choose multiple users or groups by using the Shift or Ctrl keys with the Up- and Down-arrow keys or by dragging the mouse.
- The users shown are those connected to the server.
- The groups shown are those listed in the bindery or bindery emulation context.

Object Properties

This option enables you to view the property pages for the object you selected. The property pages let you see information and statistics about that object.

NetWare Copy

The NetWare Copy browser enables you to copy a folder from any location you have access to on the network to another location.

For example, you can use NetWare Copy to keep two directories synchronized and to preserve NetWare attribute during a copy.

NetWare Copy is especially useful if you want to back up your data to a server. Select the parent directory, select "NetWare Copy," and then check the "Copy only if newer" check box. This only copies files that have changed, a much quicker operation than copying the entire directory structure again.


To use NetWare Copy:

1. Use the browser to walk the network until you find the files or folders you want to copy.
2. Select the files or folders you want to copy.
3. Click OK.

The NetWare File Copy Utility dialog box appears.

4. Set the desired options and attributes for the files you are copying, then click OK.

End a Printer Capture

1. From the  menu select Novell End Capture.
2. Select the captured port that you no longer want.
3. Click OK.

The Printer icon will disappear when the capture has been ended.

Related Topics

[Capturing a Printer](#)

Capture a Printer Port

You need to capture a printer port only if you want to print DOS-based programs on this printer.

1. From the **N** menu, select Novell Capture Printer Port.
2. Follow the on-screen instructions to fill in the dialog box.

Related Topics


[Ending a Printer Capture](#)

Disconnect Network Drive

Use this option to close one or more network connections. From the list of current connections, select those you want to close, then click OK.

Novell Map Network Drive

When you map a drive, you create a connection to a drive on the network. Once the drive is mapped, you can use it like a local hard disk, provided you have sufficient rights on the drive. You can map to a specific folder on the drive or to the root of the drive.

1. From the  menu, select Novell Map Network Drive.
2. Follow the on-screen instructions to fill in the dialog box.

The path can be entered in either of these formats:

- Universal Naming Convention format (*\\server\volume\directory\subdirectory*)
- NetWare format (*server\volume:\directory\subdirectory*)


Note: A volume is a segment of a server. The volumes of a server display next to folder icons when you double-click a server.

3. (Optional) Check Map Search Drive if you want to specify the drive as a search drive.
4. (Conditional) If you checked Map Search Drive, you can choose whether this mapping should be at the beginning or the end of the path.

Related Topics

[How Do I Delete A Drive Mapping?](#)

Delete Drive Mappings

1. From the  menu, select Disconnect Network Drive.
2. Click the drives that you want to disconnect.

Shift+click or Ctrl+click to select more than one drive.

3. Click OK to disconnect the selected drives.

NetWare Connections Option

To display current NetWare resources, select NetWare Connections from the  menu.

NetWare Connections displays information about your current connections. It also indicates the current server and current tree, and allows you to change them.


NetWare Connections Notes

NetWare Connection Information

NetWare Connection Information	What It Means
Resource	The names of the servers and trees you are connected to.
User Name	Your username for each connection. For Directory Services (NDS*) connections, the username is prefixed by "CN=" (CN denotes common name).
Conn No.	Your connection number on the server.
Authentication State	Shows whether the connection is a Directory Services (NDS) or bindery connection.
NDS Tree	The NDS tree for each connection to a server that is running NetWare* 4* or later.
Trans Type	The transit protocol being used between the server and the workstation.
Address	The internal address of the server.
Detach	Removes your connection to the selected server or tree.
Set Primary	Novell Client uses the primary server or tree to obtain lists of other servers or trees on the network.

 Server

 Tree

 Server your workstation is attached to but not authenticated to.

NetWare Login

Click NetWare Login to open the Novell Login dialog box. Use this dialog box when you want to log in to a NetWare network.

If you are already logged in to NetWare and would like to access another server on the same network, you do not need to log in to NetWare again. You can access resources on the same network by browsing the network in Network Neighborhood. However, to log in to a different network, or to log in to the network if you are logged in to the workstation but are not logged in to the network, you must use the NetWare Login option.

Related Topics

[Log In to the NetWare Network \(My Preferred Server or Tree\)](#)

[Log In to a Network Location Other Than My Preferred Server or Tree](#)

View My Network Connections

To see the volumes, servers, and trees you are connected to, select NetWare Connections.

Change My Network Password in Windows 95/98

1. From the **N** menu, select User Administration for *tree* > Novell Password Administration
2. Click Change Password.
3. Enter old and new passwords.
4. Click Details to see which passwords will be changed.
5. Click OK.

You are shown which passwords will be synchronized.

6. Click OK.

Change My Network Password in Windows NT/2000


1. Press Ctrl+Alt+Del.
2. Click Change Passwords.
3. Select the resource, such as the workstation or tree, that you want to change the password for.
4. Enter your old and new passwords when prompted, then click OK.
5. Change the password for other resources, if desired.
6. Click OK.

Synchronize Windows NT/2000 Passwords

You can synchronize your NetWare® and Windows* NT/2000* passwords when you start your workstations and log in.

1. Start the workstation.
2. When prompted, press Ctrl+Alt+Del to log in.
3. Enter your NetWare username and password.
4. (Conditional) If necessary, change other login parameters, such as tree, context, server, etc.
5. Click OK.
6. Enter your workstation username and password.
7. Check the Change Your Windows NT/2000 Password to Match Your NetWare Password after a Successful Login check box.
8. Click OK.


View Mapped Drives

1. To see which drives are mapped and which are available, select Novell Map Network Drive from the  menu.
2. Scroll through the drive letters.

Limit Others' Access To My Files and Directories

1. Double-click Network Neighborhood.
2. Navigate to the file or directory.
3. Right-click the file or directory and then click Properties.
4. To change access attributes of the file or directory, click General, check the desired attributes, and then click OK.


View My Rights to a Volume or Directory

1. From the  icon, select NetWare Utilities > Object Properties.
2. Right-click the volume or directory and then click Properties.
3. To view your rights, click the NetWare Rights tab.

Read and File Scan rights let you locate and view a file, but not modify it.

If you need additional rights, such as Write, see your network administrator or the directory owner.

Log Out of a Network Location (Server or Tree)

1. From the  icon, select NetWare Connections.
2. Select the server or tree that you want to log out from.

Note: Logging out from a tree logs you out from all resources on the tree.

3. Click Detach > OK.