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## ICCD Software Training I

Web Pages – Class Pages – Server Communication – Password Protection – Tools

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This tutorial will introduce you into editing your Web and Class Pages, setting up server communication and installing password protection for single files.

Please find all necessary equipment on the ICCD CD.

The CD contains:

- Local Web Pages – blank pages
- Local Class Pages – blank pages
- WS\_FTP 95 LE – FTP programme
- Tutorial: Software Training I
- ICCD forms: letterheads, logos etc.
- ICCD Power Point Presentation

## Web Pages – Class Pages

### *Class Page Archive*

View Class Pages of previous courses of the Centre for East Asian Studies at

<http://www.dresden.iccd-project.net/neo-conf/>

- go to “Neo-Confucianism”
- browse through the several options, course description, schedule etc., to get an idea of what you can do with your Class Pages

To inquire about other technical solutions please view

<http://rcswww.urz.tu-dresden.de/~cstorm/Taiwan/>

### Getting started

Use the Windows Explorer to create a new directory in c:\iccd\

Choose a short and precise name for your directory, e.g. a short title of your class or your name. Please use small letters only. Avoid “spaces” and any special letters.

The directory is called [your directory] in this tutorial hereafter.

Copy the Web / Class Pages’ files from your CD into your new directory. (Mark all relevant items in the Windows Explorer’s right window and drag & drop them into your new directory = c:\...\your directory)

### *Open Your Directory in FrontPage*

Click on **Start** → **Programmes** → **Microsoft FrontPage** to open FrontPage, the programme which you will use editing your Class Pages.

If there are differences between the versions FrontPage 2003 and FrontPage 2000 you will find both versions explained. (FP 2003, FP 2000)

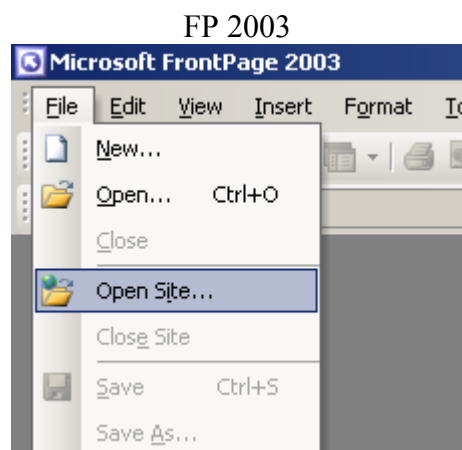
Click on **File** →

**Open Site...** (2003)

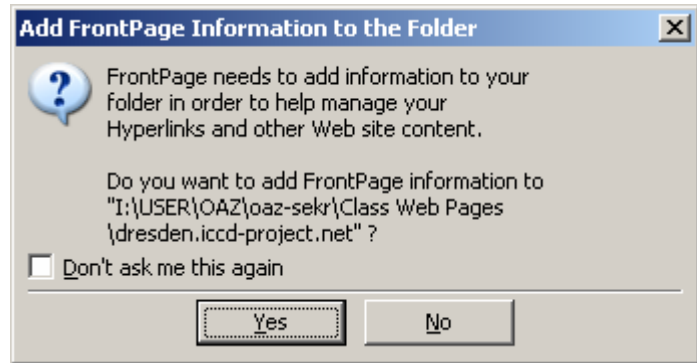
**[Open Web... (2000)]**

in the menu bar.

Select your directory and hit **Open**



If a directory is opened the first time, FrontPage opens a window. Answer the question with “Yes”, because then e.g. hyperlinks and references to images are updated automatically when you move files around or delete them.



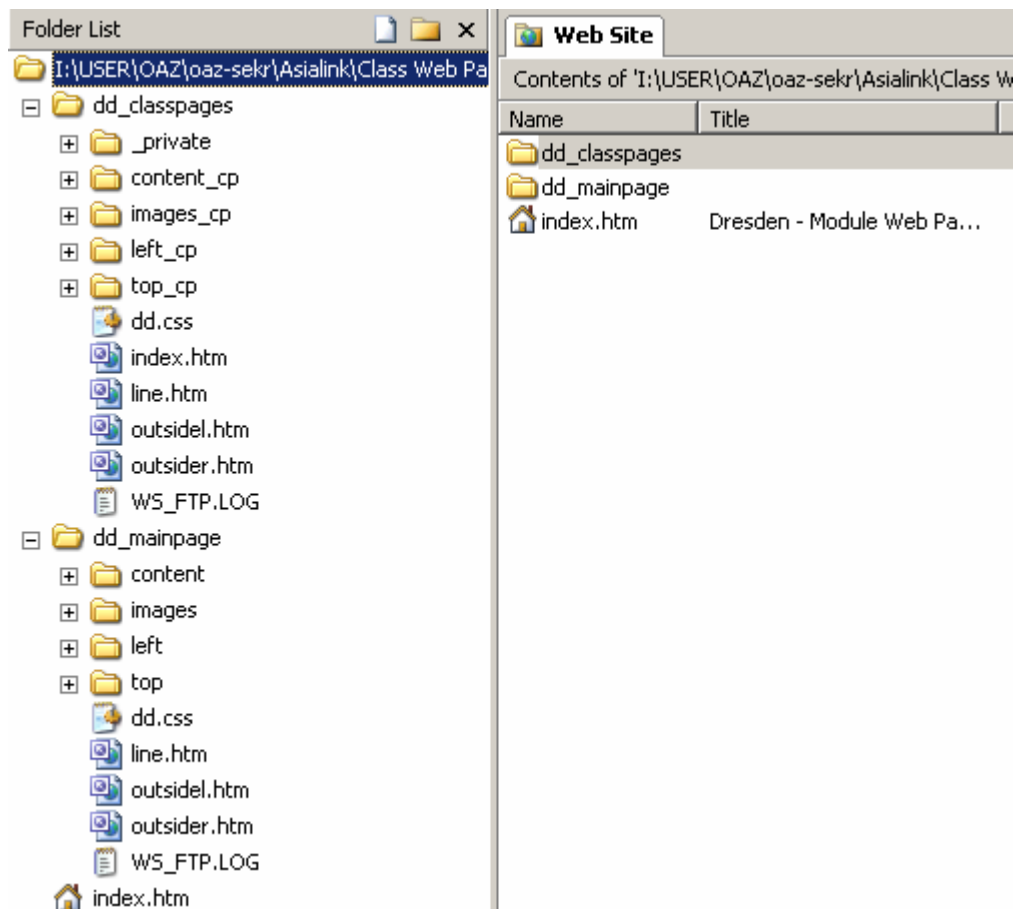
Next you see the structure of your directory in the work area.

Double clicking on “Index.htm” provides you with a general view of the Web / Class Pages appearance.



If you wish to edit single pages please avoid working in this mode. Instead please **open** the *content* / *content\_cp* folder and open the single files directly by double clicking on the respective file name.

[When working with FrontPage 2000 it may occur, that you cannot see the structure of your folders and files. Then activate the option **View** → **Folder list**.]



Most of the relevant files can be found in the *content* (Web Pages) or the *content\_cp* (Class Pages) folder.









Formally you will be responsible for editing two different and independent web sites:

1. your local Web Pages giving information about your institute, the project related work etc.
2. your Class Pages, designed especially to meet the needs of teaching a course.










The **general file structure** is as follows:

Web Page:

(example for Web Page Dhaka = dh\_... Others are li\_..., be\_..., dd\_... respectively.)

<div>  <b>dh_mainpage</b> </div> <div>  <b>content</b>  archive.htm  classpage.htm  contact.htm  disclaimer.htm  home.htm  news.htm </div> <div>  <b>images</b>  al_blau.gif  logo_hell_schrift.gif  punkt.gif  spr_oben.gif  spr_unten.gif  strich.gif  uni_dhaka_blau2.gif </div> <div>  <b>left</b>  larchive.htm  lclasspage.htm  lcontact.htm  left.htm  lhome.htm  lnews.htm </div> <div>  <b>top</b>  top.htm  dh.css  line.htm  outsidel.htm  outsider.htm  index.htm </div>	<div> <p>The <i>content</i> folder contains the major files to be edited.</p> <hr/> <p>The <i>image</i> folder contains several images, i.e. logos. Avoid deleting any of them. If you wish to add additional images within your pages please save them in this folder.</p> <hr/> <div>  <p>The <i>left</i> folder contains left side frames. Please do not change or delete them.</p> </div> <hr/> <div>  <p>The <i>top</i> folder contains the top frame. Please do not change or delete them.</p> </div> <hr/> <div>  <p>The remaining files are responsible for arranging the loaded files properly on the screen. Please do not change or delete them.</p> </div> </div>
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## Class Pages

<ul style="list-style-type: none"> <li>  <b>dh_classpage</b> <ul style="list-style-type: none"> <li>  <b>content_cp</b> <ul style="list-style-type: none"> <li>  <b>material</b> <ul style="list-style-type: none"> <li>Test_open.doc</li> <li>  <b>restricted</b> <ul style="list-style-type: none"> <li>Test_restricted.doc</li> <li>Test_restricted.htm</li> </ul> </li> <li>contact.htm</li> <li>description.htm</li> <li>disclaimer.htm</li> <li>home.htm</li> <li>link.htm</li> <li>literature.htm</li> <li>material.htm</li> <li>msgboard.htm</li> <li>partner.htm</li> <li>reports.htm</li> <li>schedule.htm</li> </ul> </li> <li>  <b>images-cp</b> <ul style="list-style-type: none"> <li>al_blau.gif</li> <li>logo_hell_schrift.gif</li> <li>punkt.gif</li> <li>spr_oben.gif</li> <li>spr_unten.gif</li> <li>strich.gif</li> <li>uni_dhaka_blau2.gif</li> </ul> </li> <li>  <b>left-cp</b> <ul style="list-style-type: none"> <li>lcontact.htm</li> <li>ldescription.htm</li> <li>left.htm</li> <li>lhome.htm</li> <li>llink.htm</li> <li>lliterature.htm</li> <li>lmaterial.htm</li> <li>lmsgboard.htm</li> <li>lpartner.htm</li> <li>lreports.htm</li> <li>lschedule.htm</li> </ul> </li> <li>  <b>top-cp</b> <ul style="list-style-type: none"> <li>top.htm</li> </ul> </li> </ul> </li> <li>dh.css</li> <li>index.htm</li> <li>line.htm</li> <li>outsidel.htm</li> <li>outsider.htm</li> </ul> </li></ul>	<p>The <i>content</i> folder contains the major files to be edited.</p> <p>The <i>material</i> folder stores course material i.e. word documents, relevant .htm files, scanned book pages etc. containing important information for the students to prepare for class.</p> <p>This material is either open to everybody who might visit the page or restricted by password (see below) to participants of the course if the material is under copyright protection.</p> <hr/> <p>The <i>image</i> folder contains several images, i.e. logos. Avoid deleting any of them.</p> <p>If you wish to add additional images within your pages, or if students use pictures in their reports please save them in this folder.</p> <hr/> <div style="text-align: center;">  </div> <p>The <i>left</i> folder contains left side frames. Please do not change or delete them.</p> <hr/> <p>The <i>top</i> folder contains the top frame. You will have to customise it. (See below).</p> <hr/> <div style="text-align: center;">  </div> <p>The remaining files are responsible for arranging the loaded files properly on the screen. Please do not change or delete them.</p>
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[There are two different Class Pages for the Dhaka team: *dh\_classpage\_1* and *dh\_classpage\_2*.]

Open now the file “home.htm” of your Web / Class Pages. You may enter a welcome message and general information about your institute or the course here.

When opening a page you are automatically in the **Design** mode [**Normal** mode in FP 2000]. Here you can type and edit your pages very similar to the use of Microsoft Winword. In the beginning you may prefer to use this mode.


The **Code** mode [FP 2000: **HTML** mode] enables you to edit your pages directly in html encoding. Writing html code provides a better technical quality, but you have to have some knowledge of the html code.

The **Preview** mode gives you a screen display as should appear later in the web.

You will find the respective buttons in the bottom menu bar.

### Save the Changes

After having changed something in one of your pages always save the file, even when the page is not finished. You might want to get into the routine of saving changes every 5 to 10 minutes. As Murphy’s Law also applies to computers, the computer freezes or there is a power failure just when you have worked on your Web / Class Pages for hours and hours and then all your work is gone. To prevent such frustrating and discouraging events, always save your files. There are three ways to do that:

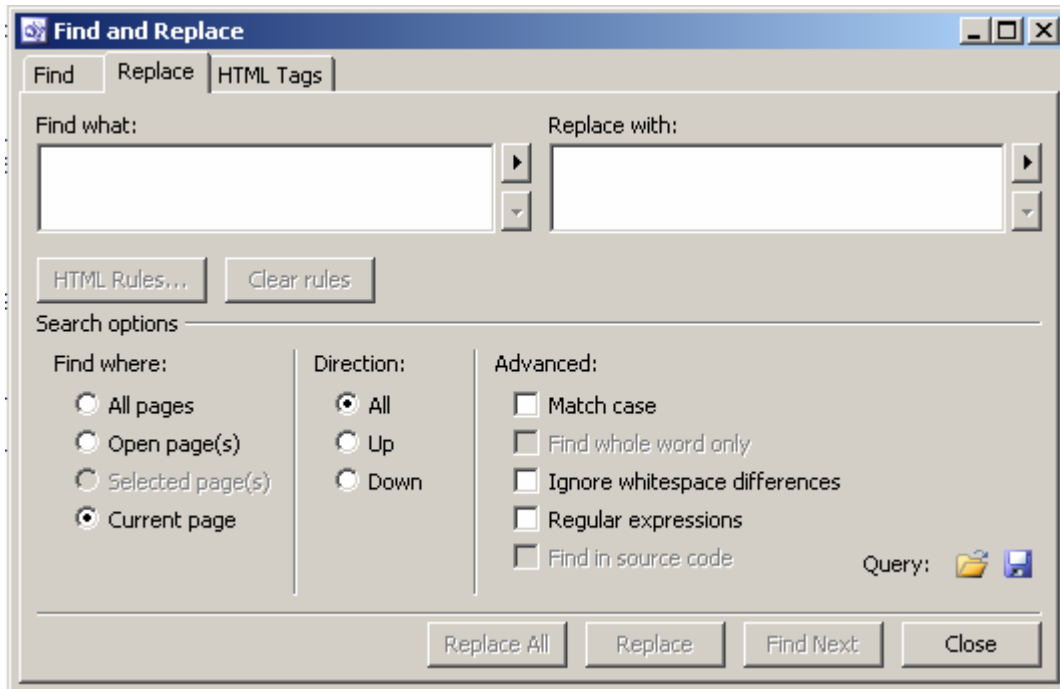
1. click on **File** → **Save**
2. use the shortcut **CTRL+s**
3. click on the floppy disk icon 

You may now like to edit and save another page.

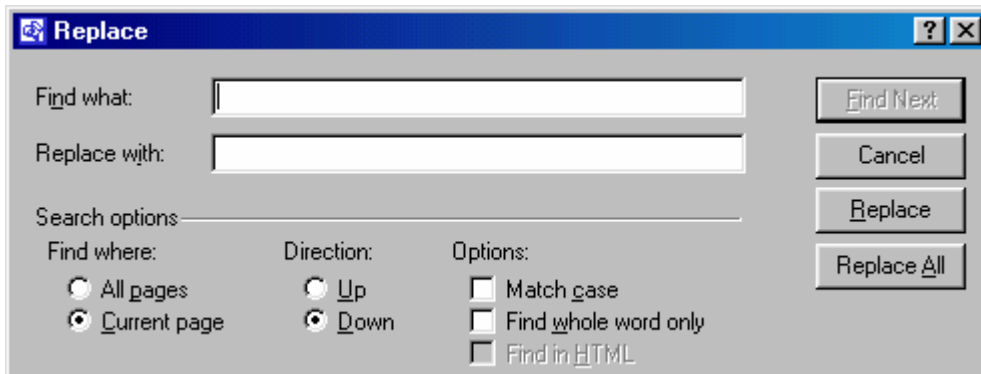
Please note that some ordinary tasks allow additional options compared to Winword.

The **Edit** → **Replace** task e.g. will ask you whether to process the replacements in the current file only or in all files belonging to the site [= all pages belonging to your directory], etc. Make sure to choose the radio button fitting to your intentions.

FP 2003:



FP 2000



## Customizing Your Page

### *Customizing Your Contact Page*

Open **contact.htm** in the *content / content\_cp* folder.

Insert your ICCD email address into the **TO** field and save the file.

### *Customizing Your Class Pages' Top Frame*

Open **top.htm** in the Class Pages' *top-cp* folder.

Insert your name, time and place of your course like in the example below.



Then save the file.



## FTP – Programme

An FTP (= File Transfer Protocol) is a programme enabling you to set up communication between your computer (local system) and the server (remote system) containing the ICCD domain and subdomains. Normally you will work on your pages on your own computer first and only afterwards connect to the server for the uploading procedure.

We will use the WS\_FTP 95 LE programme for server communication. It is a free shareware.

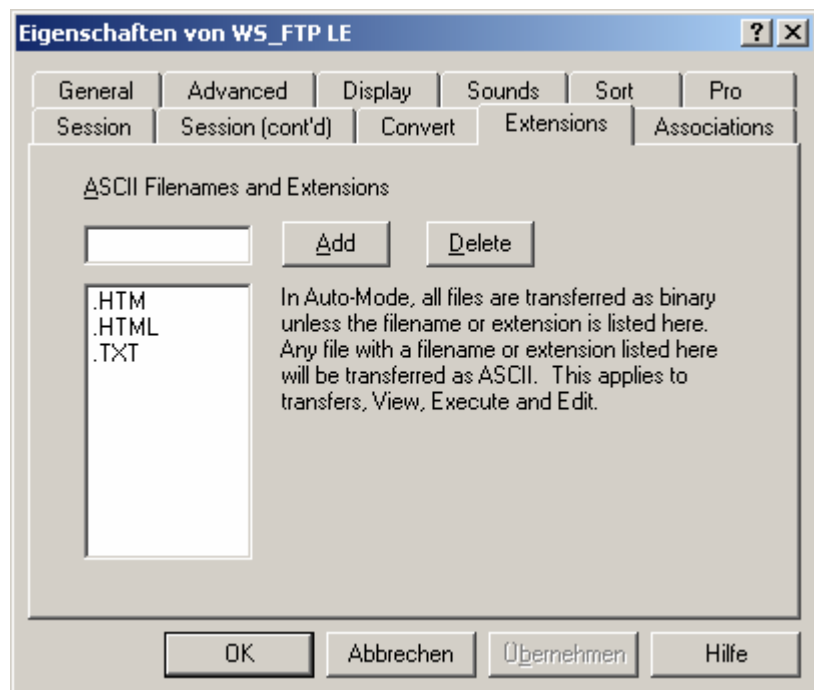
### Installation

To install WS\_FTP on your computer start the Explorer and open the WS\_FTP folder on your CD. Then double click on the WS\_FTPLE.EXE file. This will start the installation wizard. Follow the instructions and choose to be “Student /Faculty member” working “at home”. For the rest always choose “Yes”, “Agree” or “standard application”.

You may now run the WS\_FTP programme by opening the **Start → All Programmes → WS\_FTP** menu and clicking the **WS\_FTP 95 LE**.

To create a desktop icon, right mouse click the WS\_FTP 95 LE and choose **Copy**. Then close all open windows, place the mouse on a free desktop space, right mouse click and choose the **Insert** button. A WS\_FTP 95 LE icon will appear on your desktop. The programme may be started by double clicking the icon.

Before connecting the first time to the server a few Options should be changed. Click the **Option** button in the bottom menu and choose the **Extensions** card. Type .HTM and **Add**. In the same way add .HTML as well. All HTML- HTM- and TXT-files will then be transferred in the ASCII mode. This mode ensures, that all layout formats are transferred properly. All other files will be transferred in the binary code which mostly, but not always, keeps formats as well.



To enable the new settings please open the **Session (cont'd)** card and choose **Auto Detect**.

To connect to the domain server click the **Connect** button in the bottom menu. Choose **New** and fill out the following fields:

Profile Name:

ICCD-Dresden

Host Name / Address:

dresden.iccd-project.net

Host Type: Automatic detect

User ID: iccddr

The screenshot shows a Windows-style dialog box titled 'Eigenschaften von Session'. It has four tabs: General, Startup, Advanced, and Firewall. The 'General' tab is active. It contains the following fields and controls:

- Profile Name:** A dropdown menu showing 'ICCD-Dresden' with a 'New' button to its right.
- Host Name/Address:** A text box containing 'dresden.iccd-project.net' with a 'Delete' button to its right.
- Host Type:** A dropdown menu showing 'Automatic detect'.
- User ID:** A text box containing 'iccddr'.
- Password:** An empty text box.
- Account:** An empty text box.
- Anonymous:** A checkbox that is unchecked.
- Save Pwd:** A checkbox that is unchecked.
- Comment:** An empty text box at the bottom.
- Buttons:** At the bottom are four buttons: 'OK', 'Abbrechen', 'Übernehmen', and 'Hilfe'.

The host names are:	User IDs	Preliminary Passwords
dresden.iccd-project.net		
limerick.iccd-project.net		
beijing.iccd-project.net		
dhaka.iccd-project.net		



Attention: You should change your password as soon as possible. (See section: Administration of subdomains) to ensure that nobody but you yourself and the administrator of the main domain have access to your net presentation.

Next choose the **Startup** card. Under **Initial Local Folder** enter the path in which you have your Web / Class Page files [For software training: C:\Oaz\...]. After connecting, WS\_FTP 95 LE will then directly open the respective folder. Of course WS\_FTP enables you to navigate freely. You can initiate or change the path later on whenever you like to.

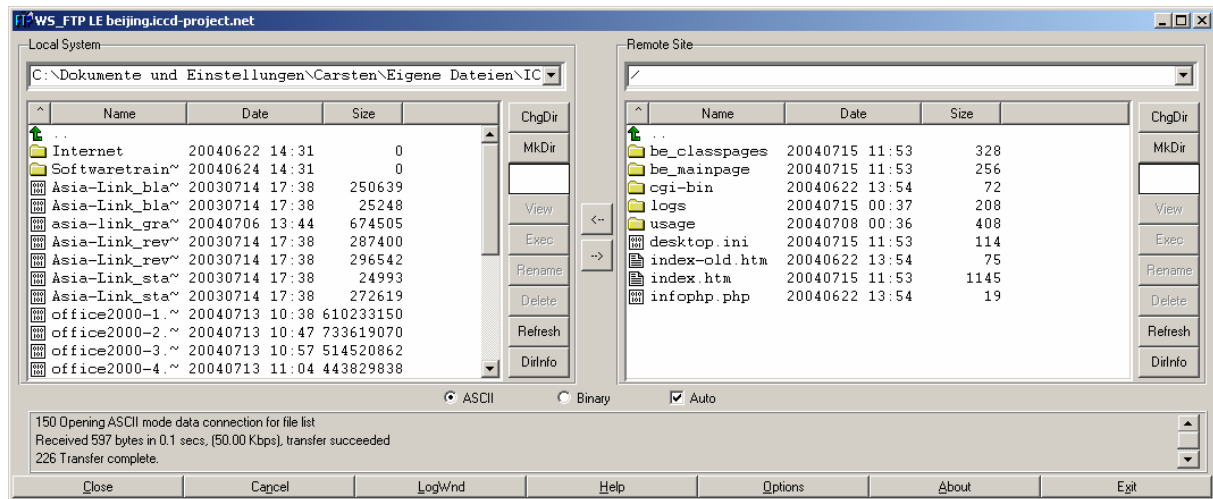


I strongly recommend not to insert your password into the form. It can be used by everybody working on your computer and is subject to viruses and attacks while you are online. Select **Accept**. (= Übernehmen).

For later sessions you may choose the Profile Name containing your specifications from the scroll bar. Press **OK**.

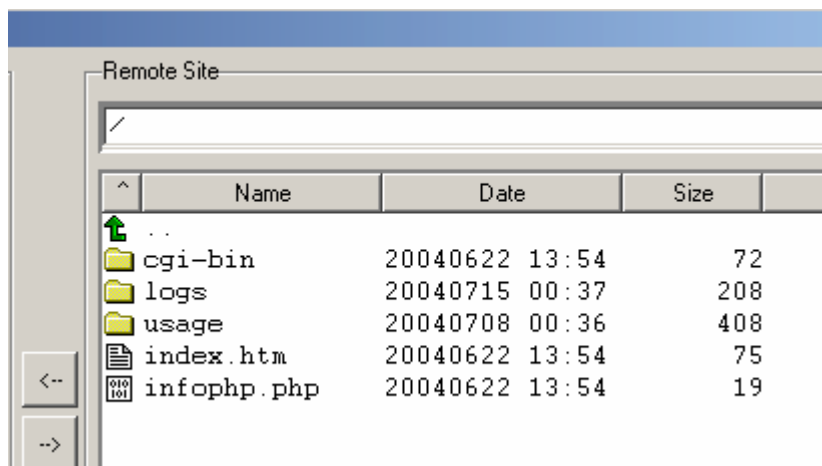
The system will then ask you to type your password. Then you have access to your server.

Once you have access you will see the directory tree of your (sub)domain in the right window (= remote system).



Your subdomain (= remote system) will contain your local Web Pages and your Class Pages. The Web Pages and Class Pages will be located in different sub folders.

When opening your subdomain for the first time, you will find the following structure:



The folders *cgi bin*, *logs*, and *usage* have been installed by our provider. Do not delete them!


## Renaming Folders / Files

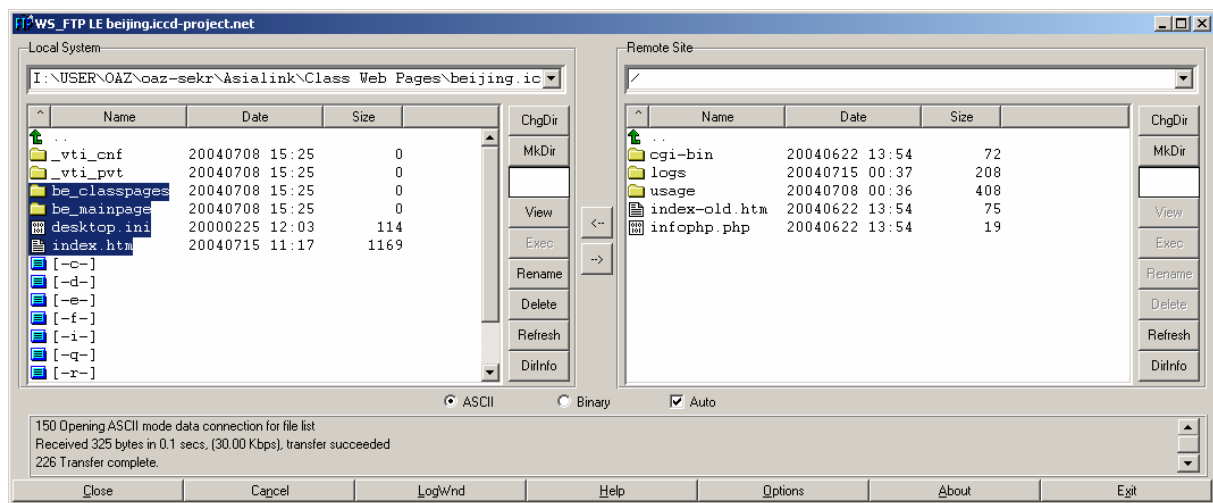
When working on your subdomain the first time please rename the *index.htm* and *infophp.php* files into *index-old.htm* and *infophp-old.php*. Mark the *index.htm* first, select the **Rename** button, change the name in the dialog box and hit **OK**.

## Transferring Web / Class Pages

You may now transfer your Web / Class Pages from your local computer to the remote system. Choose the correct folder on the remote system side by double clicking it. (Otherwise you will transfer all files into the top level.)

**Attention:** You do not need to choose a folder when uploading for the first time!

Mark all relevant files and folders in the Local system area and press the transfer arrow  in the middle menu bar. (You need to mark the *local\_classpages* and *local\_mainpages* folders and the index.htm.)



You are asked if you want to transfer the selected folders and their contents. Answer: **Yes**.

You have now successfully uploaded your Class Pages to the internet and may view them in your Browser. The address is: [http://\[your subdomain\].iccd-project.net/\[local\]\\_classpages/](http://[your subdomain].iccd-project.net/[local]_classpages/)  
I.e.: [dhaka.iccd-project.net/dh\\_classpages/](http://dhaka.iccd-project.net/dh_classpages/)

Once the transfer is complete, close WS\_FTP by first clicking **Close** and then **Exit**.







**Attention:** If you click **Exit** directly your connection will stay open for some time. This enables pirates to spy on your login and passwords to misuse them later.

When you leave your WS\_FTP session open for a longer time, you should keep two things in mind:

1. When you work on your Web / Class Pages and want to transfer changed and / or new pages before they are completely finished, you should press **Refresh** in the WS\_FTP before the transfer so that the new file version is put on the server.
2. The FTP connection to the server is automatically closed after a certain time when you have not worked in the FTP for a longer period during one session. The connection can be re-established by clicking Close and then Connect. Even when your FTP connection is closed, your internet connection is still open.

The top level file structure of your subdomain is as follows

*Remote System:*

-  cgi-bin
-  logs
-  usage
-  local\_classpages
-  local\_mainpage
  - index.htm
  - index-old.htm
  - info.php.php



If you want to delete parts of your Web / Class Pages from the remote site you have to delete all files from a folder before you can delete the folder itself. This may keep you busy for some time, but it prevents you from deleting files by mistake.

### Update your Web / Class Pages

Throughout the term you will make changes in your Web / Class Pages, e.g. to upload students' reports, to add additional material etc. When you make these changes, you only need to transfer the file(s) you modified and not the whole directory. This is especially useful when you occasionally work from home, have a slow internet connection and want to save time you are online.


Please make sure to open the correct folders on your local **and** your remote site. Some of the files of your Web and Class Pages have identical file names. Please do not mix them up by copying them into the wrong folder.



During the transfer process WS\_FTP 95 LE creates a file (WS\_FTP.LOG) containing information about the transfer process itself and subfolders containing an mirror image of all transferred files and folders (\_vti\_cnf plus sometimes \_vti\_pvt). You will find them in both your local and the remote system. These are internal files of the WS\_FTP programme. You are free to either leave or delete them.

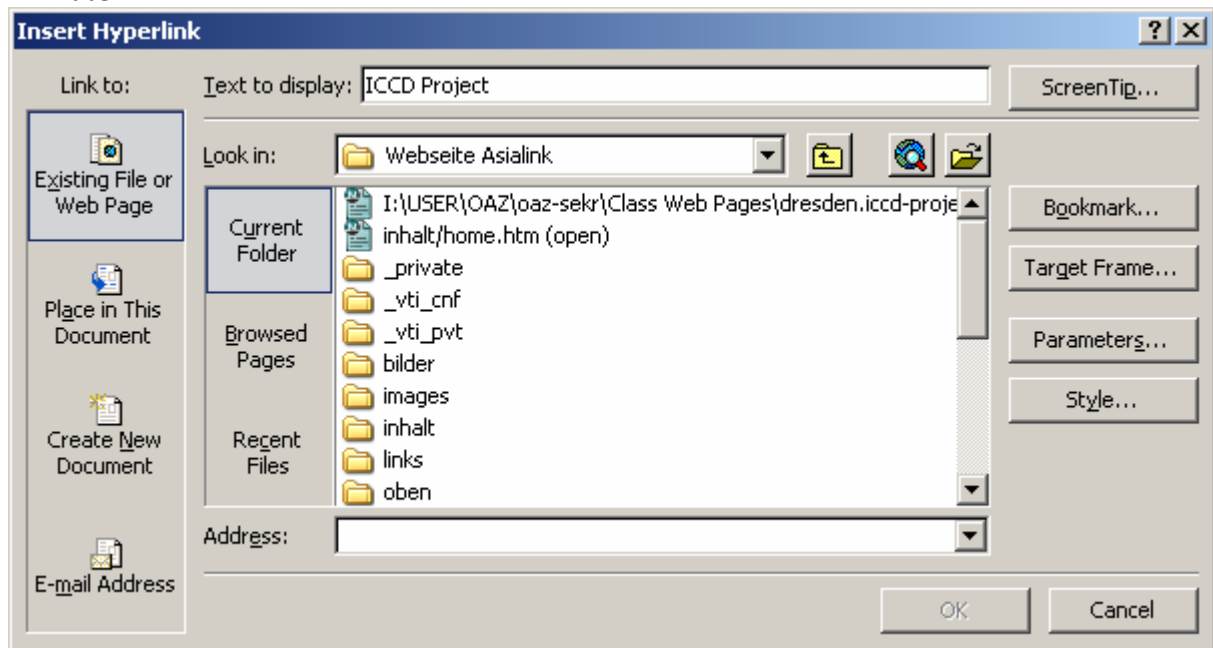
## Additional Tools

### Hyperlink

1. to insert a hyperlink, highlight the word or phrase you want to link
2. click the hyperlink icon  or go to **Insert** → **Hyperlink**
3. enter the **Address** of the link destination

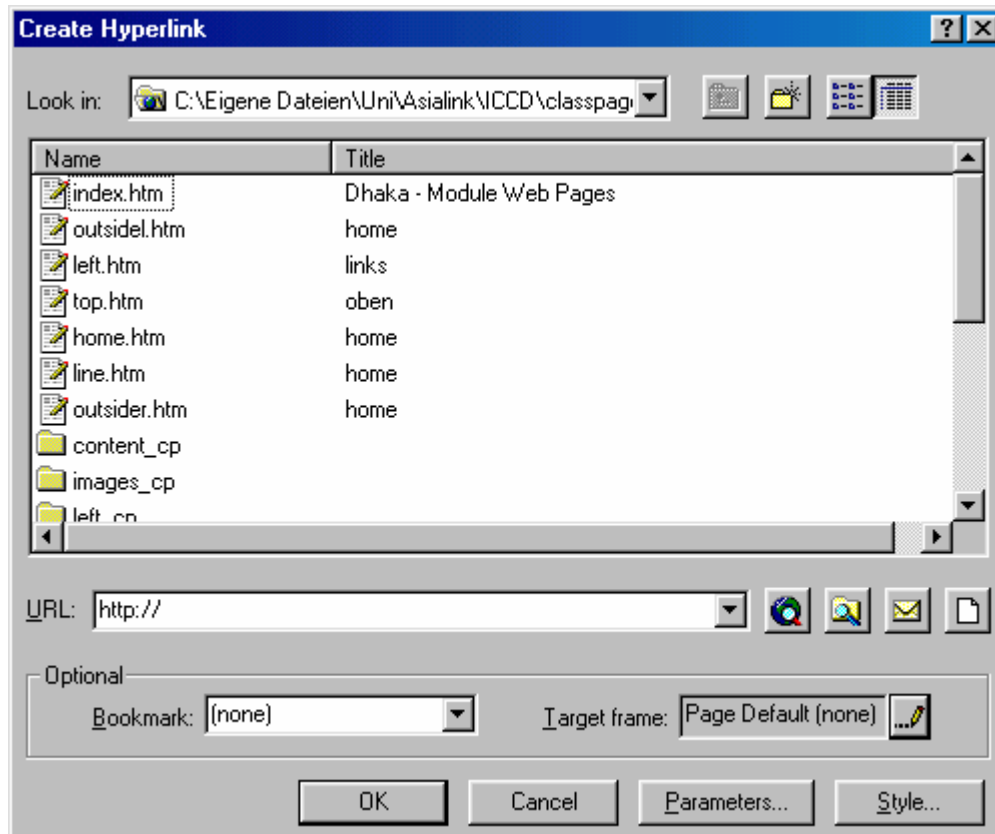
If you link a page from your directory, you may select the file from the dialog box.

FP 2003



The **Text to display** automatically shows the word or phrase you have highlighted before. You are free to change it.

FP 2000

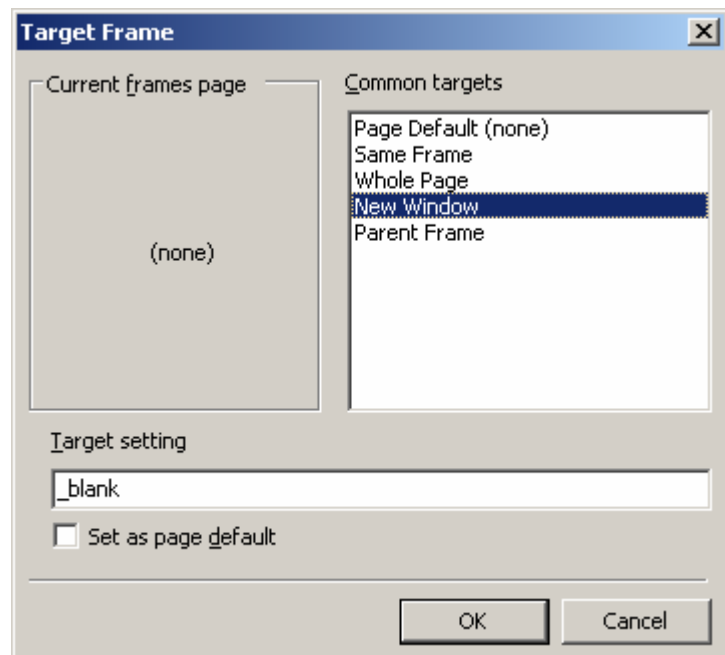


A link you create within a web site is called: internal link

If the link goes to a different web site:

1. type / copy the address into the **Address** field
2. go to the box **Target Frame**
3. select **New Window** in **Common Targets**

A link you create that points to a web site that is no part of your directory is called: external link. It is advised to use the Target Frame command New Window. Clicking on the link will then open it in another window. The window with your Class Pages' web site is retained and one can easily jump between the windows without having to hit the Back and Forward button endlessly.



4. Click **Ok**
5. clicking **Ok** again brings you back to your text
6. save your file

## Creating new pages

To add a new page e.g. for longer reports, papers, or additional material etc. open the file **blank.htm** in the *content* / *content\_cp* folders. Then save the file under a different filename (**File** → **Save as...**) i.e. smith.htm if it is to contain a paper written by a certain Smith. Take care to insert the correct path, i.e.: ...\\material\\restricted.

It is recommended to use only small letters for file and folder names and not to use spaces. Then you do not need to remember if you used small or capital letters. Additionally, frequent errors are prevented when you type an address into the browser because you do not have to ponder whether you had named a file e.g. Self Awareness.htm, Selfawareness.htm, SelfAwareness.HTM, SELF AWARENESS.htm, selfAwareness.htm etc. but you know that it can only be selfawareness.htm. Please do not use **special characters** either.

You do not have to type the *.htm* extension in FrontPage when you want to save a web page because the extension is added automatically.

1. Next add the required content to your new page.
2. Then add a link to the source page (i.e. reports.htm) and from the source page to the new one.
3. Save all pages.



If you want to create an additional page on the *content* or *content\_cp* level and want it to appear as a link in the left side frame, please contact the Dresden team.

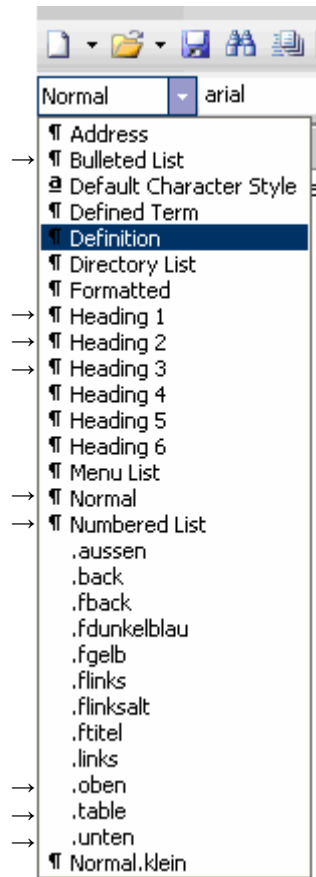
## Standardized Formatting

Like in a word processing document one can apply pre-made formats to texts in FrontPage, e.g. for headlines and paragraphs, although with much fewer choices. Additionally, the Web / Class Pages use a style sheet where information about the appearance of these formats is stored already. That means you do not need to worry about selecting a font, font size, etc. The style sheet also defines the look of the links so that they are always displayed equally (light red at all ICCD pages). In order to have these style sheet formats available in all your Web Pages, please make use of the template **blank-page.htm**, save the file under a different name and add you content. (See above: *Creating new pages*.)

To properly use the formats:

- highlight the text concerned and apply the desired format or
- select the format before entering the text





You will find a list of styles partly containing of general styles to be found in every FrontPage document and partly defined by the ICCD team. To guarantee the ICCD visibility and equal appearance of all Web / Class Pages please make use of the latter if possible.

The ICCD styles are the following ones:

- Bulleted List
- Heading 1
- Heading 2
- Heading 3
- Normal
- Numbered List
- .oben (=top)
- .table
- .unten (=bottom)

These styles are restricted to basic layout options. You are free of course to change styles (bold, italics, paragraph indentation and spacing etc.) as long as you keep to the general ICCD features (= frame appearance, colours, etc.).

## Tables

To insert a table into your page:

Place the cursor where you want to insert a table.



Please do not enter text or a table below the page's bottom line or the *Disclaimer* link.

1. click on the menu option **Table** → **Insert** → **Table** or use the table icon
2. define the number of rows and columns
3. set the border to 0 (no border) or to any other value for the desired border width



When you insert a table using the table icon, you can only select the number of rows and columns. In order to change the table's width, border etc., make a right mouse click into the table and select **Table Properties...**

4. when you want to make changes to the whole table, make a right mouse click into the table and select **Table Properties...**
5. if you want to adjust a single cell's appearance, make a right mouse click into that cell and select **Cell Properties...**
6. you can also change the cell's / table's background, border colour, cell spacing, cell padding and much more. To explore the different functions you should take your time to play around with the features.
7. save the file

To keep to the ICCD's general web appearance please choose the .table format from the format scroll bar.



You can align cells horizontally and vertically. The feature of alignment is especially useful when you create table cells of varying length, but still want to align them at the same height. The default option is left (horizontal) and middle (vertical). To align your cells at the same height and with a left alignment choose left (horizontal) and top (vertical) in the **Cell Properties** menu.

Examples for tables:

Border value = 1

Default alignment

This is the standard alignment of a table.	It looks rather strange with uneven text length.
--	--

The same table without borders:

This is the standard alignment of a table.	It looks rather strange with uneven text length.
--	--

Border value = 20; Cell spacing = 20; Alignment: Horizontal: left; Vertical: top

In this table the columns are both aligned at the top.  Additionally, the cell spacing and the border value are set to "20" . The first allows more space between the cells	The texts start both at the top even with different column length.
---	--


## Pictures

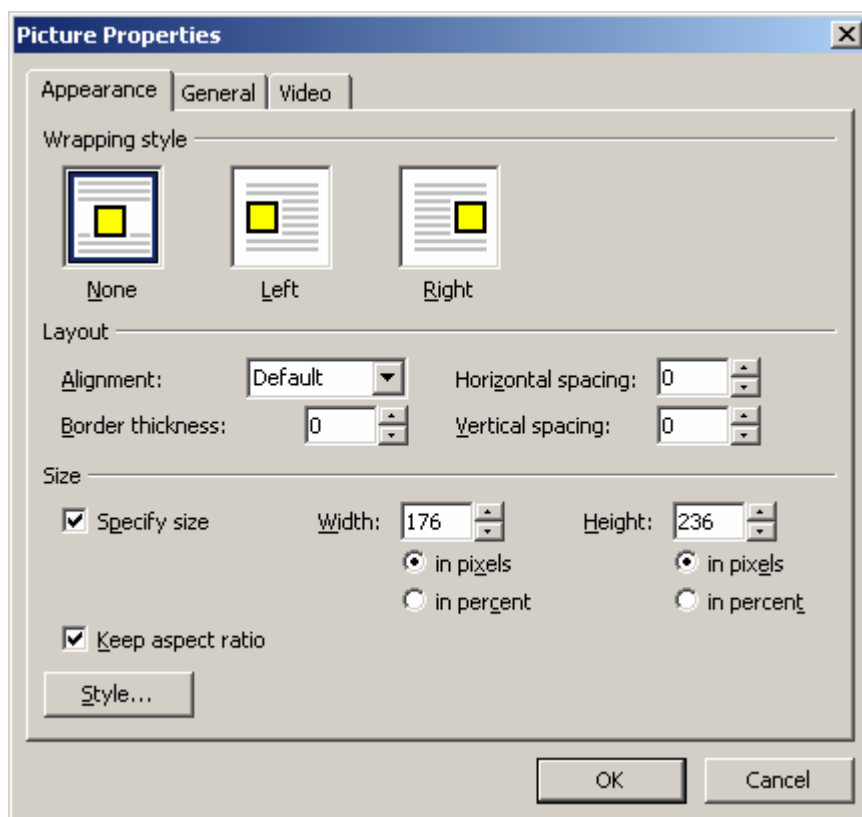
To insert a picture into your page:

Place the cursor where you want to insert a table.



Please do not enter text or a table below the page's bottom line or the *Disclaimer* link.

- click on the menu option **Insert** → **Picture** → **from File** or use the Insert picture from File icon 
- choose a picture from the folder where you have saved it and click **Insert**
- right mouse click on the picture and choose **Picture Properties ...**



Set the properties, especially **Width** and **Height** properly.

## Customizing the Students' Page

To customise your Students' page please advise your students to send you by email:

- a short introductory text about themselves (name, age, interests, hobbies etc.) of about 50 words in length.
- a newer photo in a jpg or gif format

Copy all photos into the Class Pages' *content\_cp/students* folder.

Now open the *student.htm* file in the Class Pages' *content\_cp* folder and insert the pictures one by one into the photo space, which is visible on the page. Follow the instructions above in paragraph **Pictures** (p. 20).



According to the original size of the photo given to you, the cell spacing of the underlying table may change instantly.

To restore the proper spacing of cells and to ensure that all photos appear more or less at the same size please open the **Picture properties ...** menu and set the **Height** to 100 pixels. The **Width** should then be around 70.

To insert the students' introductory texts open the file (Word document, email etc.) containing the description send to you by your students. Mark and copy the relevant text into the *student.htm* file at the proper place.



According to the original format of the text given to you, the cell spacing of the underlying table may change instantly.

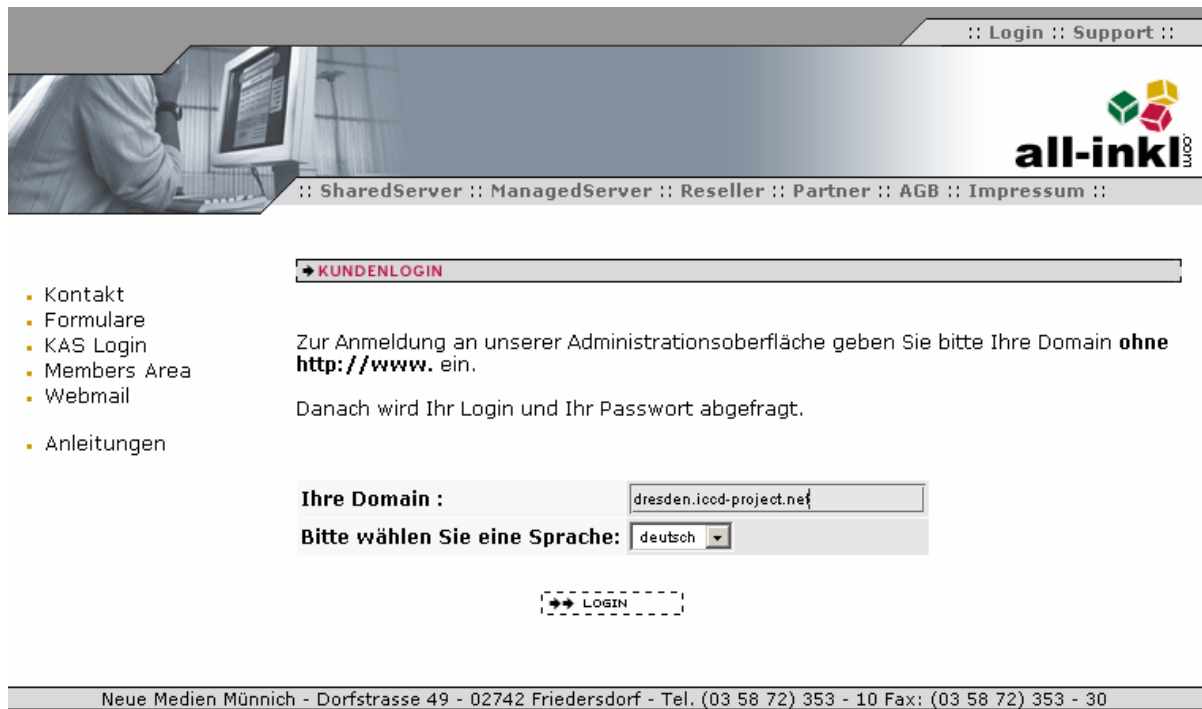
Please mark the text and apply the format **Normal** from the format scroll bar in the top menu. (see section Standardized Formatting, p. 17). If the student's text is longer than the given amount of words the cell's height will increase automatically to a fitting size. Please pay attention that the length of the students' introductory texts is approximately the same. The corresponding picture is aligned to the cell's middle level.

## Administration of Subdomains

### Login

To administer your subdomain open your browser and go to <http://www.all-incl.com>.

You will see a German language welcome page. Click the **Support** button in right top menu. Next click the **KAS Login** in the left side frame.



all-incl

SharedServer :: ManagedServer :: Reseller :: Partner :: AGB :: Impressum

**KUNDENLOGIN**

Zur Anmeldung an unserer Administrationsoberfläche geben Sie bitte Ihre Domain **ohne** <http://www.> ein.

Danach wird Ihr Login und Ihr Passwort abgefragt.

Ihre Domain :

Bitte wählen Sie eine Sprache:

LOGIN

Neue Medien Münnich - Dorfstrasse 49 - 02742 Friedersdorf - Tel. (03 58 72) 353 - 10 Fax: (03 58 72) 353 - 30

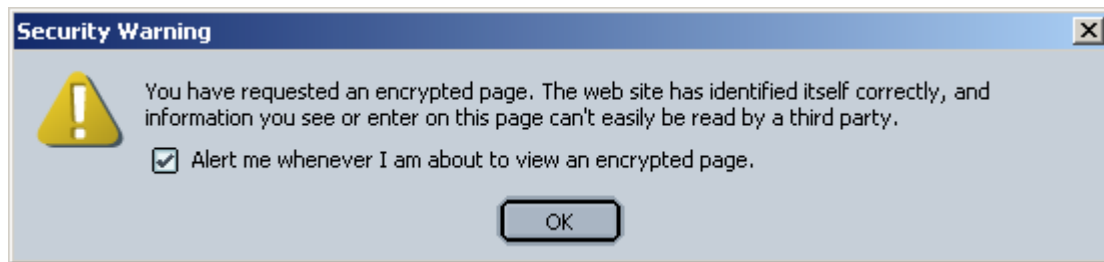
Please enter your subdomain into the field: **Ihre Domain:** i.e.

Sub domain names are:	User IDs	Preliminary Passwords
dresden.iccd-project.net		
limerick.iccd-project.net		
beijing.iccd-project.net		
Dhaka.iccd-project.net		

In the language box below choose: **english** and click the **Login** button.  
Then you will see a dialog box. Enter your User ID and your password.

Attention: You should change your password as soon as possible to ensure that nobody but you yourself and the administrator of the main domain has access to your net presentation.

Depending on your browser options you will see the following message. Hit **Ok**.



You will then see the main menu:

Relevant tasks are:

→ E-Mail Accounts

→ Directory Protection

→ Change Password

## Kunden Administrations System

### Please select

- ☐ Manage your C-Names
- ☐ Manage your E-Mail Accounts
- ☐ Manage your Mailinglists
- ☒ Directory protection
- ☐ Manage FTP-Users
- ☐ Install Statistics
- ☐ Install Frontpage 2000 Support
- ☐ Install Mysql-Support
- ☐ Change Password for this Account

**continue**

### Manage your E-Mail Accounts

To install e-mail accounts select the **Manage your E-Mail Account** radio button and click **continue**.

You have three choices:

- manage POP3-Accounts
- manage forwardings
- manage autoresponders

## POP3-Accounts and Forwardings

There are two generally different possibilities to use [name@iccd-project.net](mailto:name@iccd-project.net) e-mail addresses.

1. A *physical address* as a POP3-Account. You will get a login and a password and can use your normal e-mail programme to send and get messages. The incoming mails will be stored in the ICCD domain's web space until you download them on your computer. You have to check your account regularly.  
Outgoing mail shows the [name@iccd-project.net](mailto:name@iccd-project.net) address as sender.  
→ **Receive and send function.**
2. A *virtual address*. All incoming mail will be forwarded to an e-mail address of your choice. You will not have to check an additional address all the time.  
You can not send mails showing a [name@iccd-project.net](mailto:name@iccd-project.net) address as sender. All outgoing mail will go via your regular e-mail account  
→ **Receive function only.**

Please note that we have installed all personal e-mail addresses directly on the top level domain as [name@iccd-project.net](mailto:name@iccd-project.net) since this is more convenient than the addresses from the subdomains, which would be: [name@local.iccd-project.net](mailto:name@local.iccd-project.net).

It is therefore recommended to use the **Manage your E-Mail-Accounts** function only to install additional functional e-mail addresses like [info@local.iccd-project.net](mailto:info@local.iccd-project.net) etc.



The number of available POP3 addresses is limited. Please contact the Dresden team before installing a POP3 Account.

If you want to use other administrative functions of your subdomain click **Back**, otherwise leave the Administration Area by simply closing the page.

## Directory Protection

You may want or need to protect single files or documents from general access and to restrict the access to a certain group of persons. This is e.g. useful if you add scanned material from books for your students or if you do not want texts to be open to the public. To a certain extend you can escape charges with copyright violations. Protected pages are for **internal use** only.

To install a directory protection select the **Directory Protection** radio button and click **continue**.

You will find a short text introducing the use of this function.

To protect pages from your Class Pages enter the complete path [i.e.: `\dd-classpages\content_cp\material\restricted`] into the Directory field. Then enter a User name (i.e. student) and a Password (i.e. Weber). Click the **Save** button.

You have now installed a protection for all pages, files, pictures in the directory *material\restricted* in your Class Pages. This means that you have to save all relevant documents in this directory.

Try now to enter the Restricted Area in your Class Pages Material page. A dialog box will appear and ask for the User ID and the Password.



The legal status is not completely clear.



- Do not reproduce complete or longer text passages from a book.
- Do not copy more than the really relevant pages or a single chapter / essay / dictionary's entry etc.
- Choose a password that is not easy to detect (**not**: your name, parts of the module name, words that occur prominently on your Class Pages).
- Instruct your students not to tell the login and password to others.



According to our experience you won't get legal problems if keeping to these rules.

If you want to use other administrative functions of your subdomain click **Back**, otherwise leave the Administration Area by simply closing the page.

### **Change Password for this Account**

Select the **Change Password for this Account** radio button and click **continue**.

Enter your new Password and repeat it in the second box. Click **Save**.

You will get the message: Your Password will be changed. When you click the **Back** button, the system instantly requires your User ID and your new password before you get access to any other administrative tasks.