

How to Add the O Drive & Install Adobe/Outlook May 2021

From: Luskin IT Support <ITSupport@luskin.ucla.edu>

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Subject: new laptop

Hi Folks,

Your laptop is on its way and could arrive to you on Saturday or Monday.

The default account is "LuskinUser" with the password "Luskin123!" You can change the password if you want. The laptop will have the Office Suite, Cisco VPN client, internet browsers, Hummingbird client for OASIS, Zoom client, and the Sophos VPN. The nonmeddash and rapid-tool files are on the laptop. The nonmeddash is already added as an add-on in excel.

How to install Adobe Products:

<https://www.it.ucla.edu/news/ucla-adobe-creative-cloud-software-now-available-students>

How to setup Outlook locally on the laptop:

<https://ucla.app.box.com/v/configure-email-in-outlook>

How to map the O drive to the laptop:

1. You need to be connected to the UCLA VPN.
2. Follow these instructions. <https://kb.netgear.com/19864/How-do-I-map-a-network-drive-in-Windows>
3. Pick any drive letter and for the folder enter `\\164.67.121.63\oadmin` . For the username use "paad\LuskinLoginAccount" and your account password.

After the mapping is made you will need to be connected to the UCLA VPN in order to access the network drive.

Dennis

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