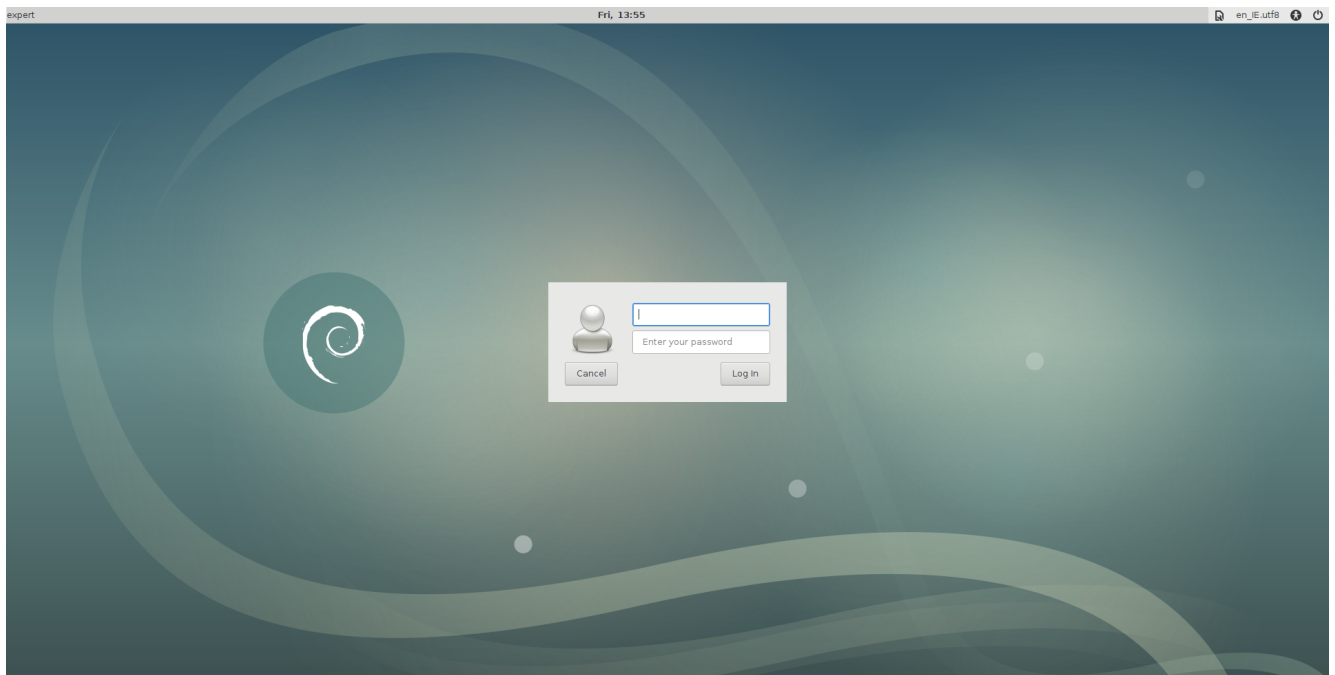


Before continuing to read this manual, you have to start your computer by pushing the start button otherwise, you could not use your computer.

After waiting some times, a login screen should be in front of you. Enter your credentials and press the key “Enter” to log in.



Now, you are connected and you can use , as you want it, the computer. First, if your keyboard is misconfigured, for example the keys on your keyboard do not match what it displayed on your screen, you have to go to the menu “System” on the top corner left of your screen then click on “Preferences” and go to “Keyboard”. On the screen, there is a tab named “Layouts”, click on it and then you can add or delete language for your keyboard.

Next, to access the internet there are different ways to access it. The first one is to click on the menu “Applications” on the top left corner of your screen with your mouse then go to “Internet” and click on “Firefox ESR”. The second way is to open a terminal (press Alt + T) and enter “firefox” next to the prompt (the line with your name and the name of your computer with the sign ‘\$’ at the end, it should look like this “name@name_of_the_computer \$”) and execute it by pressing the

“Enter” key. The last one is to press Alt + F2 and enter “firefox” in the search bar and execute it.

Now that you can access the internet via firefox, you can check your mails on your Zimbra email. To go on Zimbra, you will need to go on <https://zimbra.univ-lille.fr> and enter your login name and password of your university account and then you will have access to your inbox.

Otherwise, you can access your inbox with the Thunderbird application. First you have to open thunderbird, then choose to use an already existing email address.

Now you can create a new account with your email address, you have to type your name and first name, the email address you want to use and then you need to type the password you want for this new account. Lastly, to finish the creation of the account, just click on the “finish” button on the bottom right corner of the dialogue box. Now thunderbird will show you your inbox.

If you need to write a text document you can use the Pluma word processor. Like firefox there are different ways to open Pluma.

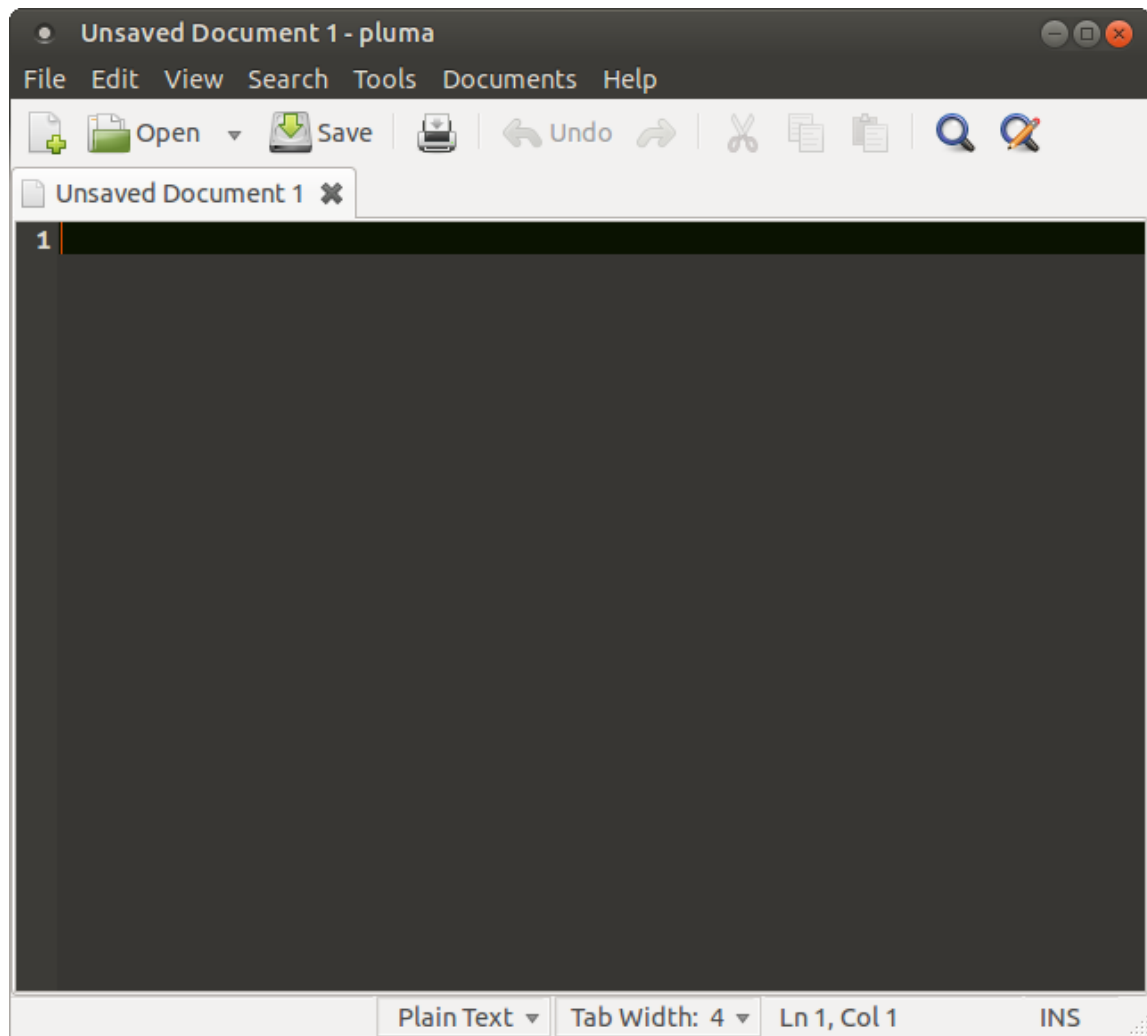
The first one is to click on “Applications” on the top left corner of your screen with your mouse then click on “Accessories” and then click on “Pluma”.

The second way is to open pluma via the terminal, it is the same as opening firefox in your terminal but instead of typing “firefox”, you have to type “pluma” and then press the “Return/Enter” key.

The last way is to press ALT and F2 keys at the same time and then type pluma in the search bar and press the “Return/Enter” key.

First, when Pluma opens, it creates a new untitled document that you can write on. On the top left corner of the pluma’s window you can see four icons.

From the left to the right, the first one, when click on, allows you to create a new document, the second one allows you to open other text documents on your computer or the one which you have created and saved before, the third allows you to save your document and the last one allows you to print the document you have opened.



597 words.