

## Welcome to Microsoft Research Asia First Day

### Your Desk and Computer

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We will assign you a computer and create a network account for you.

For Interns:

You will have a fixed seat and computer.

Ms.Ning Song(Ext 74989 for MSRA)/Ms.Lisa Duan(Ext 76998 for MSRA)will lead you to the right place.

You will have an account in the **MSLPA or Fareast** Domain.

*Please read the documents on the [\\msrasia\Share\Visiting Students](#) share immediately after finishing your check-in procedure and logging in for the first time.*

### Logging In

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You need to Re-install OS on your computer:

Restart computer and **press F12**, system will be booted from Network.

Your user name is your account alias, and **MSLPA or Fareast** is your domain.

The initial username and password of your account can be obtained from your mentor, Ning Song (Ext 74989) or Lisa Duan (Ext 76998).

The first time you log in, you will be prompted to change your password. Please create a password that contains all of the following:

- 8 or more characters long
- Includes both capital and lower case letters: (A,B,C,...Z: a,b,c,...z)
- Includes numbers: (0,1,2,3,...9)
- Includes symbols (such as ~! @#\$%\*&{}?)

### Help! I can't change my password!

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Occasionally, users are prompted to change their password, but are then unable to change it. First, please be sure you're following the rules above. If you still have trouble, please go to a phone booth (these are on every floor) and call 75000. The MSIT Helpdesk will check whether your alias is active and can help you change your initial password.

### Setting up Outlook and checking e-mail messages

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You will need to configure Outlook before using it for the first time. Please go to the following link to learn how to configure outlook: <http://msrasupp/1stday/Pages/step6.aspx>

### Installing software

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We have already installed the most popular Microsoft applications on your computer. If you want to install something else, or if you need administrator permissions, please send email to your mentor and cc: **msrait@microsoft.com** (please include your **computer name** in the email). Microsoft products and site licensed software can be found on the **\\msrasia\products** file share. Please feel free to install and experiment with any Microsoft products you like.

## I have a problem with my computer. Can you help?

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Please start by reading <http://msrasupp> – the most common problems and solutions are there. Still have trouble? Contact us:

- **E-mail:** [msrait@microsoft.com](mailto:msrait@microsoft.com) (do not send us e-mail from a non-Microsoft account!)
- **Telephone:** 73888
- **Service Desk:** Southwest corner of 12F (12230-12235 and Our normal hours of operation are Monday – Friday 9 am to 6 pm) For faster service, please provide your **full name**, your **user alias**, your **computer name**, your **Seat number** and a **detailed description of your problem** when asking for help.

## Sharing data with mentors and other team members

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We have created a shared folder for you on our managed file server ([\\msralpa\users\your\\_alias](\\msralpa\users\your_alias)). There is a size limit of 10GB. Please only save business-related data in the shared folder during your internship, and be sure to hand off any important files to your mentor before you check out. Your folder will be automatically deleted after you check out.

## Can I bring my own computer equipment to the office?

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**No!** You may only use Microsoft-assigned computers and equipment at the office. Non-Microsoft electronic computing and/or recording devices including Notebooks, USB-WIFI, PC's, CD/DVD/Hard Drives including USB Memory Disk are not allowed within the lab. Installing software not approved and posted on \\msrasia\products, as well as piracy within the lab of any sort, including Software, VCD/DVD is strictly prohibited. *Violation of this policy is very serious and will lead to disciplinary action.*

## Your Email Address

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<your alias>@microsoft.com

## Configuring Printers

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Please go to <http://msrasupp/1stday/Pages/step7.aspx> for detailed instructions on setting up your printer:

- By default, nobody at Microsoft has color printing permissions. If you have a business need for color printing, please ask your mentor to contact [msrait](#) with the business justification.
- Print anything you need for business, but please print only **business related** material at the office.
- Be considerate to your colleagues. Print jobs larger than 75 pages tie up the printer for a long time.
- Consider the environmental impact of printing. Saving paper means saving our beautiful forests.

## Work Areas

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Please keep a neat, clean and professional work area, because this keeps our office healthy. Food and drink items that are left out for a long time can attract insects and mice, and bother your neighbors with a bad smell.

## Domain Security Policy

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Your computer is fully managed by MSRA IT and MSIT:

- Do not change the computer name or disjoin the computer from MSLPA domain.
- Do not change the local msrait password (we can't easily help you fix problems if you lock us out).
- If you need additional permissions on your computer or need to help with the MSLPA domain, please contact us. Our alias is [msrait](#).

## Frequently Asked Questions (FAQ)

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Please go to <http://msrasupp/faq/Pages/faq.aspx>