

<b>LAB 1</b>
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1. Your Blackboard Email Address

Check your email address on Bb to make sure it is valid and it is an email address you use (of course, the college prefers it be your QC email address.)

*To check your email address:*

*Home Tab > Tools > Personal Information > Edit Personal Information*

Update your email address if necessary.

*To update your email address:*

*Home Tab > Update Email > [type in your email address]*

*Note: The system will force this to be a CUNY email address.*

2. Open Windows Explorer and make sure you have:

- a. an "H:" drive (for your private work), and
- b. a "Z:" drive (public files for CSCI 212)

Alert your lab teacher if you have problems.