Passwords and Internet site access information

Outlook and Network Access
You will be set up with an Outlook e-mail account and a BOCES network account. This will give you access to your BOCES Outlook e-mail and the network.

Your login for network access is your first name, a period (.) and last name (e.g., john.doe). Your e-mail address is your login followed by @neric.org (e.g., john.doe@neric.org).

The default password (for both) is "Changeme1" This automatically prompts you to change your password.

If your office is physically located in a district, you will most likely be set up with an e-mail account associated with your respective district. Your BOCES e-mail may auto-forward to your district account (or vice versa). If you want to set this up, just ask!

Webmail and Webtools
The Outlook e-mail is also accessible through a Web browser from anywhere.
To log in to Outlook:
Go to *https://nex.neric.org/owa* and use your Outlook/network login and password.

Communications Service Team Intranet
To access the team intranet, you will need to use your login for the BOCES/NERIC web server. This may or may not be the same login you use to access your district website. (It depends on which server your district site is housed.)
To log in to the team intranet:
Go to www.capitalregionboces.org/communications/intranet and use nericfs\firstname.lastname as your ID (e.g., nericfs\john.doe). Use the password that has been assigned to you (this cannot be changed).

NYSSBA e-Clips
To subscribe to NYSSBA e-clips, please contact *Denise M. Carmichael* at
denise.carmichael@nyssba.org OR info@nyssba.org   Phone: 518.783.3755

Please note that due to the content in the e-clips and/or security settings put in place by school districts and/or email providers and because of the frequency of emails sent by us, several emails from NYSSBA may go directly into your SPAM and/or JUNK folder. I would suggest that you and/or your Technology Department *whitelist the @nyssba.org domain to be certain the emails are delivered and not considered SPAM or JUNK*.

Activating fonts
Before working on a school publication in Adobe InDesign, it may be necessary to activate new fonts for that particular file. To do this, follow the steps below:

1. First, you will need to find your administrative credentials. In the bottom-right side of your computer screen, you should see an arrow pointing up. Click on the arrow and look for a little icon with a computer screen (when you hover over this icon, it should say "BGInfo"). Click on the BGInfo icon.

2. Once you click on the icon, a small pop-up window will appear (as shown below) with part of your username administrative credentials. Write down or take a photo of the information with your phone and save it for future reference.
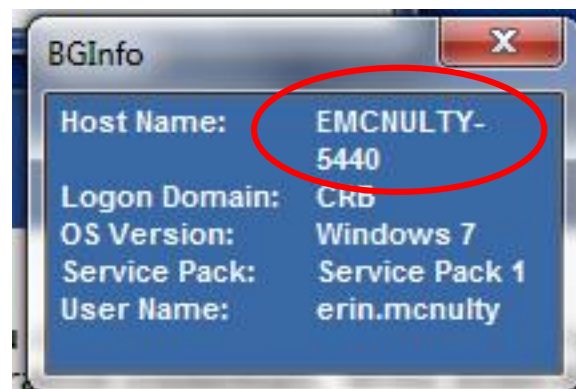
3. To find all of your fonts, go to your "C" drive (under the start menu, click on "Computer" to find the C drive) and find a folder called "CRBfonts." (If you need a copy of our font library, call the main communications office, and we can schedule

time for the fonts to be burned to a CD for you.) Within that folder, there are multiple collections of fonts for your use.

4. Open the folder that contains the fonts you want to activate, so that you can see the individual font files (usually each font has four files associated with it). The file you want is the one WITHOUT the PFB or AFM extensions. It's also the one with an icon that has a small "A" in the lower-left comer. RIGHT-CLICK on that file.

5. Choose Install from the menu that pops up. You should then be prompted to provide administrative credentials. For the username, type the information found under the "Host Name" field within the BGInfo pop-up window (e.g., emcnulty-5440). Then, add a backslash (\) and the word "admin" (e.g., emcnulty-5440\admin). The password is "gyfpo".