

# Workstation Configuration

12/29/2005

Prepared for:  New User  Current User

## User

User:

Position:

Location:

Phone/Ext:

eMail:

Alternative eMail:

## Account Configuration

Password cannot be changed  Domain Account

Password does not expire  Local Account

Login:  Domain

Password:  Machine Name

## Hardware

Check if this unit is a laptop

Mouse OK  Power Supply (Brick) OK  RJ45 Network Cable Included

Keyboard OK  Power Strip/ Surge Protector

Model  Placed in service

Default Printer:   Tested

Alternate Printer:   Tested

Windows 2000 Pro  Windows XP Pro  Other OS

## eMail Configuration

POP Account Applied For

POP Account Sends Mail  POP Account Receives Mail

Webmail address:

## Security Updates

Managed  Unmanaged

Current updates installed  Recent Full Scan

License File Current  Anti-Spam

Update Windows

## OutLook Configuration

Incoming POP Account set  Set: Go to Inbox on startup

Set: Allow "unsafe" attachments  Check if Outlook instead of OE

Outlook: Outgoing SMTP account set

Set: My outgoing server requires authentication