

Net Proxy

Net Proxy allows you to do various tasks from a remote location, such as your home computer. Some of those tasks include:

- Accessing the home and shared drives.
- Accessing voicemail.
- Accessing Datatel

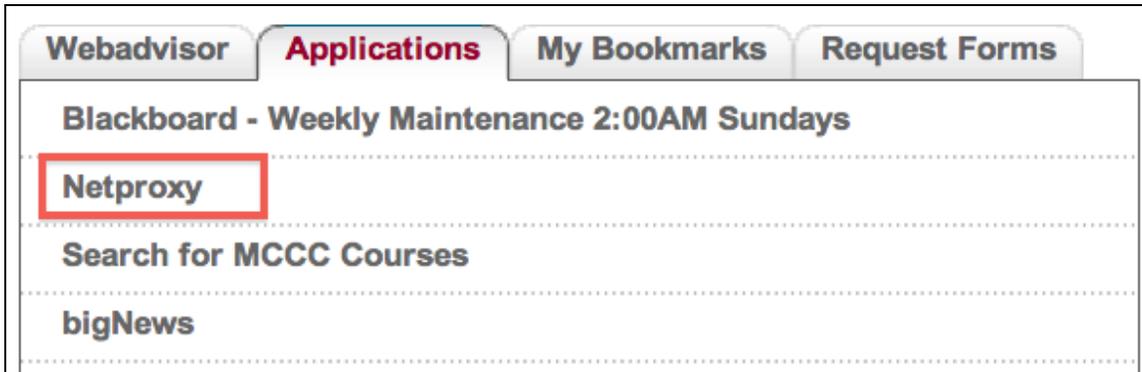
Follow these steps to access Net Proxy

1. Access the college's home page at www.mc3.edu.

The screenshot shows the Montgomery County Community College website. At the top left is the college logo and name. To the right is a 'MY MC3 LOGIN' button. Below the header is a navigation menu with links for ABOUT US, ACADEMICS, ADMISSIONS, STUDENT RESOURCES, CAMPUS LIFE, ALUMNI AND DONORS, and ARTS. A search bar is located to the right of the navigation menu. The main content area features a large banner image of two students sitting at a table, with the text 'Spring Into Accelerated Courses' and 'Start Dates Beginning January Through March'. Below the banner are three columns of content: 'Upcoming Events' with a list of dates and events, 'Take Action' with 'Request Information' and 'Apply Now' buttons, and 'Pathways' with a list of resources and campuses.

2. Logon to the portal by clicking the MY MC3 LOGIN in the top right corner of the screen.
3. Logon with your college user id and password.

4. Select Netproxy highlighted below.



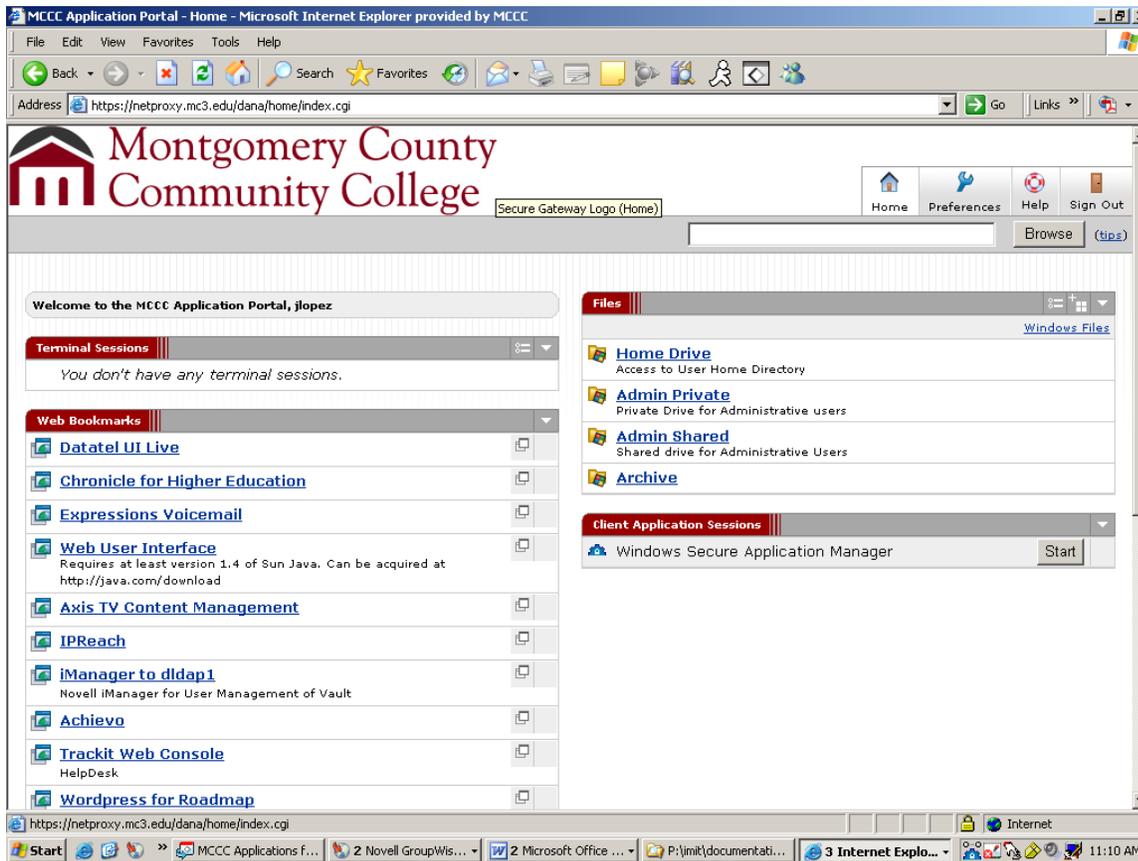
5. For security purposes, you will be prompted to logon again. Enter your network user id and password again and click **Sign In** as shown in the screen below.



6. The first time you log on you will be prompted to install software called Juniper Networks as shown below:



7. Click **Install**.
8. Once the software has loaded, you will be presented with the following screen. You will only see applications that you have access to.



Accessing your Home Drive at the College via the Web

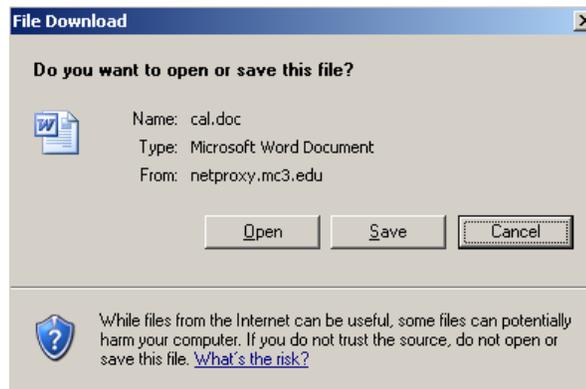
Your Home drive is your H drive here at the college. You can upload and download files to and from your home computer.

Follow these instructions to download files from your H drive to your home computer:

1. Click on **Home Drive**.
2. If your file is in a folder on your H drive, click on the Folder name.
3. Once you have located your file, click the checkbox next to the file and then click **Download** as shown below.



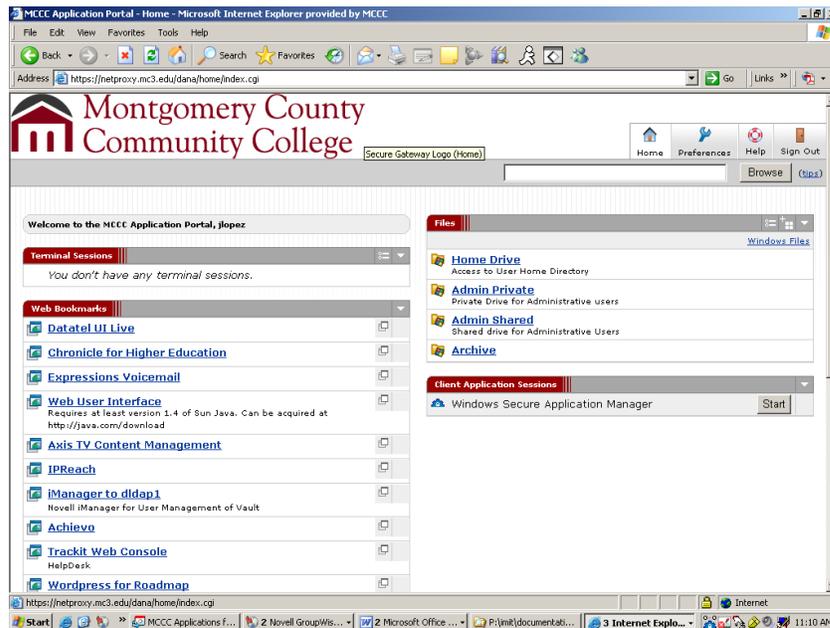
4. Click on the filename link that you want to download.
5. You will be prompted to open or save the file as shown below. Click **Open**.



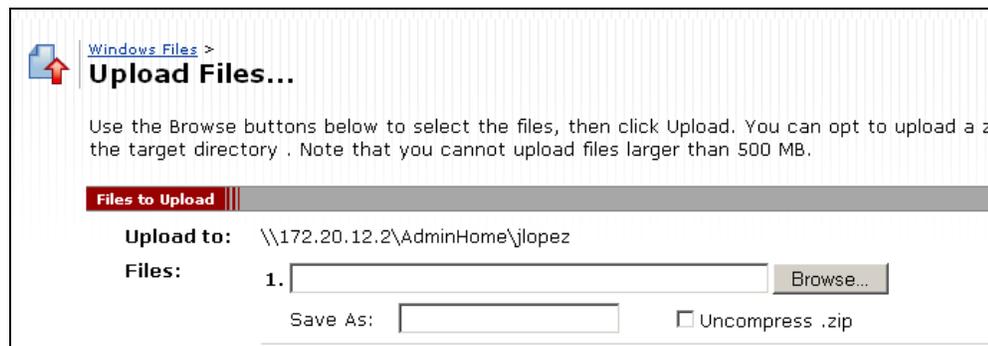
After updating your file, you will save those changes on your home computer, most likely on your C drive. If you want to get those changes back on your H drive at work, you will have to upload the file to your H drive.

Follow these instructions to upload files from your home computer to your H drive:

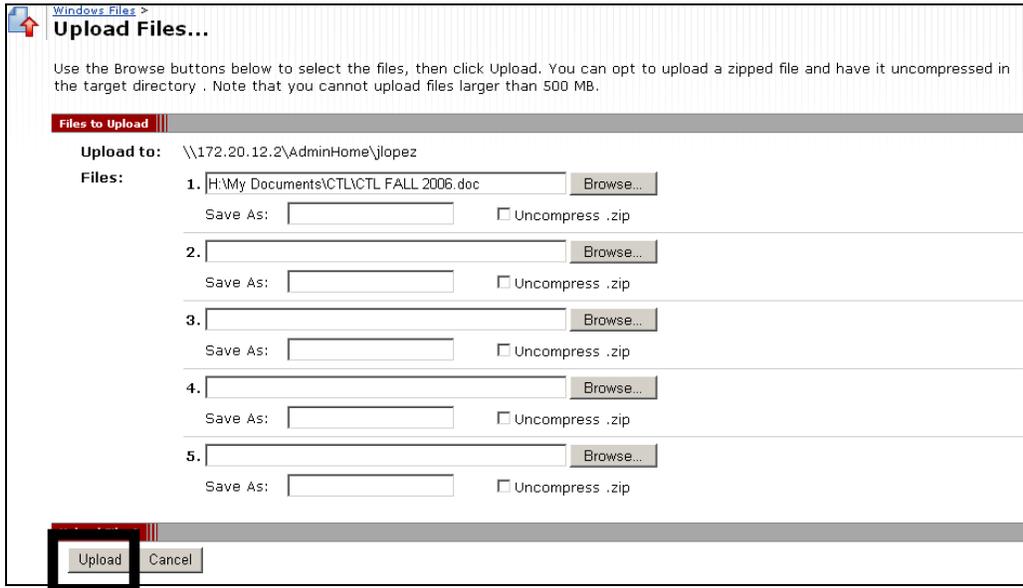
1. Click on **Home Drive** as shown below.



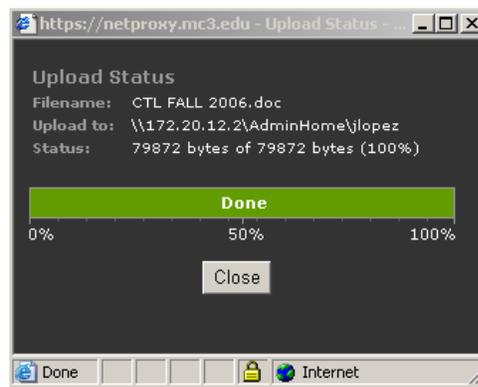
2. Click on .
3. Click on the **Browse** button shown below to go to where the files are located on your home computer.



4. Locate the file, highlight it, and then click **Open**.
5. The file will populate next to the **Browse** button. You can continue to browse to multiple files using the steps above.
6. When you have selected all of the files that you want to upload, click the **Upload** button, shown below.



7. The following screen will display. When the status reaches 100%, click Close.

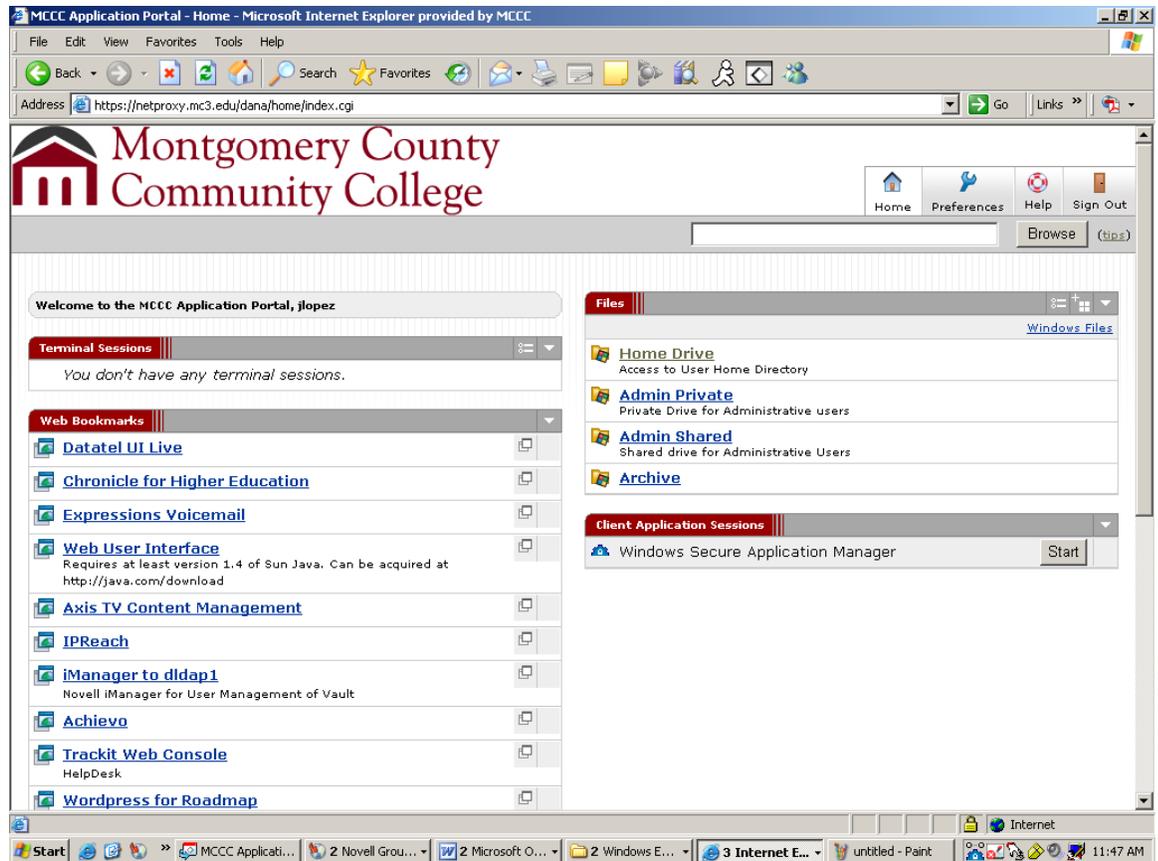


8. The files will now be on your Home (H) drive at MCCC.

Listening to Voicemail via Netproxy

1. From the Net Proxy home page, click **Expressions Voicemail** as shown below.

Click here to access your



2. Type in your mailbox ID number which is your phone extension and then your voicemail password, and click **Login**.

Login

User (or mailbox/ID number):

Password (or telephone password):

3. The following screen will display. You can listen or delete your voicemail from this screen.

User mode
Web Assistant - The configuration and mail interface

Mail Client

- [Inbox \(1\)](#)
- [Sent items](#)
- [Compose message](#)
- [Enquiry](#)

Personal settings

SIEMENS

JULIE LOPEZ [Logout](#) [Help](#)

Message: 1 - 2 (count: 2)

Page: (count: 1), Messages/page.

Refresh:

[\[Delete\]](#)
[\[Read\]](#)
[\[Unread\]](#)
[\[Flag for follow-up\]](#)
[\[Clear Flag\]](#)

<input checked="" type="checkbox"/>	Type From	Subject	Date ↑	Size	Action
<input type="checkbox"/>	7379, Ana Quemuel	Voice mail: 3 sec.	10/31/2006 11:49 AM	29 kB	
<input type="checkbox"/>	1880, Hodge Jesse	Voice mail: 71 sec.	10/17/2006 8:58 AM	561 kB	

[\[Top\]](#)
[\[Prev\]](#)
[\[Next\]](#)
[\[Bottom\]](#)

E-mail
 Fax
 SMS
 Voice mail
● Unread

4. If you have voicemail, click the link as indicated above.
5. Click **Play** to listen to the voicemail as shown below.

Montgomery County
Community College

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[Delete] [Unread] [Flag for follow-up]
[Reply with original message] [Reply w/o original message] [Forward]

From: 7379, Ana Quemuel
To: 7469, JULIE LOPEZ
Date: 10/31/2006 11:49 AM
Subject: Voice mail: 3 sec.
Type:  Voice mail

This message contains audio data. You can listen to this data or save it by clicking on the icon below.

 [Play](#)

Attachments

Attachment name: [8114eac80f.0b00.WAV](#)

[Reply with original message] [Reply w/o original message] [Forward]

Click **Play** to listen to the voicemail

6. Click **Open** when prompted.
7. The voicemail will open in your media software and play.

Logging out

Once you have finished checking your voicemail or using your web drive, it is important to remember to log out of your account by clicking on **Sign Out**. Signing out of your account will prevent any unauthorized access to your files.

Click here to
Sign Out

The screenshot displays the Montgomery County Community College application portal. At the top left is the college's logo and name. The top right navigation bar contains icons for Home, Preferences, Help, and Sign Out. An arrow points from the text 'Click here to Sign Out' to the Sign Out icon. Below the navigation bar, the main content area is divided into several sections: a welcome message, a 'Web Bookmarks' list with links to various services, a 'Files' section showing drive access (Home Drive, Admin Private, Admin Shared, Archive), and a 'Client Application Sessions' section with a 'Start' button for Windows Secure Application Manager.