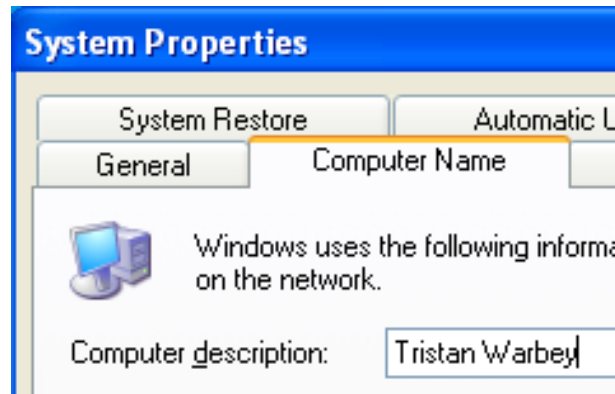


Click **Start, Settings, Control Panel**, (you may need to select **Switch to Classic View**) **System**, and select **Computer Name** Tab.

Change the Computer description field to be your Name.



Click **Change** from within the same **Computer Name** Tab window. Change the Computer name to be your **Building, Room Number and CRSID**. Member of = **WORKGROUP** (see below)

eg. ABC-123-TEF453, WH-G27-MS243, EH-113-DJC567, QW-101-STM126, DE-207-JK122

For Harrison House Residents this will be **Building, Flat, Room Number and CRSID**

In this Example the room is West House Room Number G02, CRSID TW292.

In this Example It is Harrison House, Flat 1, Room 2, CRSID TW292

