



What's New in IMT



Information, Media and Technology

Volume 1, Issue 2

October 12, 2005

Support Desk Hours: Mon.—Thurs. 7 a.m.—10 p.m. Fri.—7 a.m.—5 p.m. Sat. 12 p.m.—6 p.m. Sun.—2 p.m.—8 p.m.

Phone: (626) 815-5050 | **E-mail:** support@apu.edu | **website:** www.apu.edu/imt



One Ringy Dingy...

Just a reminder you can find a copy of the APU Phone List in the public folders.

you can get to the phone list by clicking

- Public Folders
- Favorites
- APU Forms and Paperwork

Please note: You may not see “APU Forms and Paperwork” under Favorites until you restart Microsoft Outlook.

Please utilize the phone list for your personal use to minimize the number of campus calls to the University Operator and to assist in transferring calls to other departments.

Reducing the volume of internal calls to the University Operator will help the operator to more efficiently transfer outside calls to you and your department.

In Outlook 2003 Click

- Folder List Button...
- Public Folders...
- All Public Folders...
- APU Public Folders...
- APU Forms and Paperwork.

Once you're there **Right Mouse button Click** on the APU Forms and Paperwork folder and select “Add to Favorites” From then on

Fast Facts

If you have a **Verizon** cell phone you should update your phone about once a month. You do this by dialing ***228** then selection **Option 2**. This will allow better reception in areas and update some phone software.

Computer Store Hours:

Mon.—Thurs. 9 a.m.—5 p.m.

Fri.—9 a.m.—4:30 p.m.

Phone: 815-5096

E-mail orders to:

computerstore@apu.edu

Coming This November!!!

Operation Laptop Backup

This session will teach and assist you in creating a backup of the data on your laptop. Stay tuned for more information!



Getting Organized with MS Outlook

Not only can you move [Spam] e-mails to your Junk Email Folder, but you can move e-mails based on who they are from, who they are to, or subject. (To name only a few) For example you can have all e-mail sent to APU Everyone, APU News, and APU Faculty move to its own folder.

To learn out more please go to:

http://www.apu.edu/imt/training/help/technology_handbook.php

Select Appendix H—Outlook Rules

Also on October 28th from 9:30-10:15 is an Outlook class that will demonstrate and assist you in creating these rules. For more information contact training@apu.edu

Classroom News

IMT Media Service Support

Hours:

Mon.—Thurs. 7:00 a.m.—10:00 p.m.

Fri. 7:00 a.m.—5:00 p.m.

Call ext. 5050 for assistance.

To learn more about the equipment in the class room be sure to check out:

www.apu.edu/imt/media/classroom/

REMEMBER: In the classroom you can log to the computer with your APUNet ID and password or press enter at the prompt. If the computer is locked press and hold the power button for 5 seconds. This will restart the machine allowing you to log on.

Q&A

Q: How much space do I have for my Outlook mailbox and how do I know how much I've used?

A: Each (fac/staff) mailbox is allotted 160 megabytes of space. To check the size of your mailbox go to Tools on the menu bar and choose Mailbox cleanup. You should see the “View Mailbox Size” button. Remember 1,500kb = 1.5 megabytes.

Have a question you'd like answered here? Email your question to training@apu.edu

To request an electronic copy of this document please contact training@apu.edu



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Just a reminder you can find a copy of the APU Phone List in the public folders. (Entourage or Outlook)

To view them go to the Public Folders...

- All Public Folders...
 - APU Public Folders...
 - APU Forms and Paperwork.
- Look for a document called APU Phone



List, inside you will find an Microsoft Word document that you can open by double-clicking on it. You can also make the APU Forms and Paperwork folder a "Favorite" by right mouse button clicking on APU Forms and Paperwork and selecting Add to Favorites. **Note:** If you press and hold the Control button and click on the folder you will see the option to Add to Favorites.

We encourage you to use the phone list rather than call the University Operator. This reduce the volume of internal calls to the University Operator will help the operator to more efficiently transfer outside calls to you and your department.

Exciting News for Entourage

In September 2005 Microsoft introduced Service Pack 2 for Entourage. This update significantly improved the product. Allowing users to share their calendar with their Windows counterpart, as well as utilizing the scheduling capabilities within calendar. You will also receiving password expiration notices. You now see the Global Address when you create a New Message.

For additional information about the new version of Entourage, please contact training@apu.edu
You can also view your mailbox quota (see the Q&A section for more information) and view Public Folders easier.

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