

News from IT, April-May 2007



Office 2007 Ready-To-Go: IT will deliver Microsoft Office 2007 to campus desktops beginning on or about May 16. The delivery date will be announced in advance through the *Daily Digest*. Classes to orient users to the look and feel of the product will be conducted by Tom Wilson beginning Tuesday, May 15. The schedule will be found as soon as its available as a selection on the IT Training page, located [here](#). Because of the significant differences in look and feel between this version of Office and previous versions, IT strongly encourages the campus community to take advantage of training opportunities for the new product. **Stay tuned!**

Faculty - Please use the correct form for Evaluations!: We've been asked to remind faculty to use the most recent version of the Cover Sheet when doing their class evaluations. Forms with an approval date as early as 1972 have shown up in our IN box this year. While we certainly applaud everyone's *reduce - reuse - recycle* spirit, it is important that the proper form be used. These forms are maintained on the web by the Provost's office, and can be accessed via the MUforms page: <http://www.mansfield.edu/main/muforms.htm> under F for faculty – Office of the Provost – or reach that by clicking [here](#).

IT to have instrumental role in emergency

response: In light of the recent tragedy at Virginia Tech, senior administration has restated campus security alert policies. In their response, IT has been given a significant role in providing information to the campus community. Web services, voice mail, Email, alerts provided through messaging to cell phones and alerts via the campus movie channel – all these functions are part of the overall solution and each one touches the very core of what we do. IT has pledged to work with President Loeschke to ensure that we can provide a fast response to any event necessitating activation of the campus' emergency alert policy.

Email passwords to expire in a few days:

Remember when you had to change your Email password in February? Well, per policy, 90 days will have passed on or after May 6, and it will be time to update your password again. You will receive email notification when your password is about to expire. The email will guide you to the password change utility. Over the course of the next several minutes after changing your password, the other systems that use the same password formula will update to accept your new password. Here are the guidelines for acceptable ways to create and new/changed password:

- Your password must have a minimum of eight (8) characters
- The password cannot contain your full last name, or your full first name
- The password must contain ANY three (3) of the following four (4) elements:

- * A lower case letter (a-z)
- * A capital letter (A-Z)
- * A number (0-9)
- * A special non alpha-numeric character - such as (!@#%&^*~?)

This password change will affect the following systems:

- Exchange Email (Outlook/Outlook Web Access)
- Web publishing and Web Administration
- Wireless Authentication
- My.Mansfield
- eTime
- Employee Self Service

If your password has expired, you must go to the password change utility <https://info.mansfield.edu/password> in order to reset it.

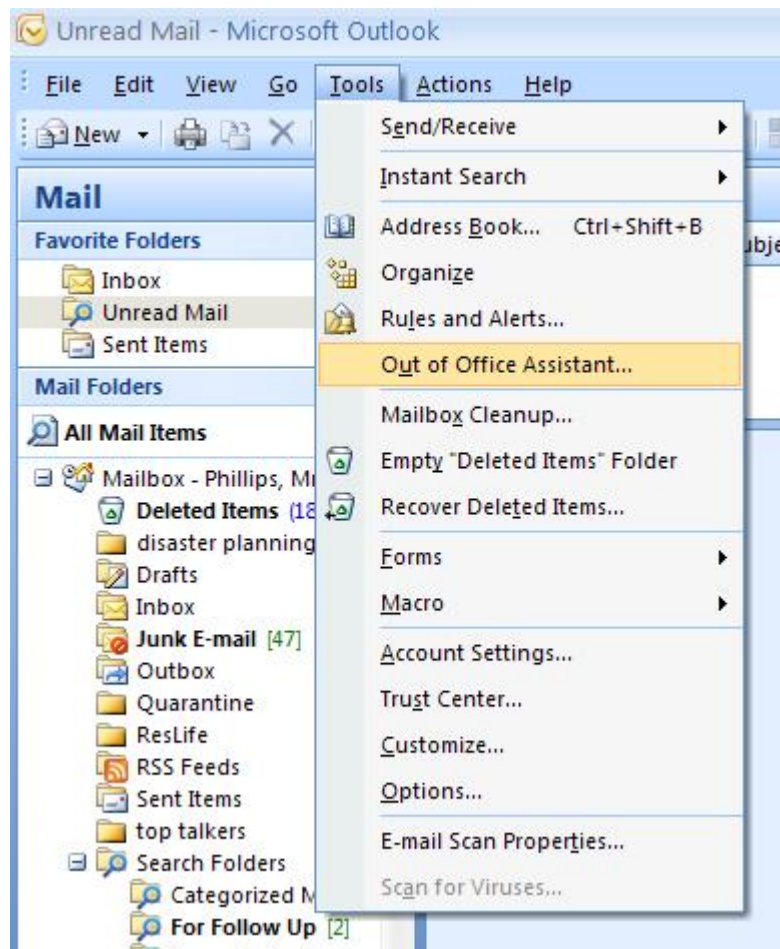
Remember! Your password will again expire in another 90 days, which will be on or after August 3rd!

Prepare your office for summer: For those of you who are leaving your office for most or all of the summer, IT suggests you take the following steps to ensure a smooth, hassle-free return.

1. **Back up your important files:** Let's face it, stuff happens. We've all experienced, or had someone we know experience, data loss. Please make sure you have a copy of all your critical files. We suggest you make two copies and take one home with you. Don't be caught cold on your return with a failed hard drive and lost data. All desktop machines have CD writers now, and the disks are dirt cheap. Large capacity usb flash memory dongles are also a great way of stashing critical data, but should never be relied on as a long-term storage medium or your sole source of back up data – they are simply too easily lost, stolen, or affected by impact or static discharge.
2. **Change your voicemail greeting:** Let folks know that they cannot expect a message to be returned in a timely manner. Changing your greeting is easy, simply dial 4400,

enter your password, then when listening to the next prompt, press 3132. You will hear your current recording, and be prompted on how to record a new greeting. Leave a Post-It! note on your phone to remind you to change the greeting again upon your return. Remember! Voicemail only holds stored messages for 30 days.

3. Use Outlook's "Out of Office Assistant": By adding a vacation message to the Out of Office Assistant you can let people know you are away, and when they might expect a response. The assistant will send an Email to every sender with your vacation message one time. As you can see below, the Out of Office assistant is found in Outlook under Tools.



4. Power-down your office equipment:
Summertime means thunder storms, brownouts and power surges. Most modern electronics, including your computer, are not fully powered-off when you shut them down. Unplugging equipment from the power line ensures it will

not be damaged by lightning strikes or power surges. If you are leaving your office for several weeks, please power your equipment off, and if you can, unplug it from the wall. **It is not necessary to disconnect your network connections, cables between equipment, etc!**

That's about it from here! We hope you all have a great summer!