

Welcome back to EC. ITec (Information Technology at EC) is here to insure that your technology needs are met while you are a student at EC. I have compiled a list below of important things that you need to know.

- Your login name and password should not be given to anyone else on campus. If you think that this has been compromised, change your password immediately. To change your password, go to the options under your web email and click on the menu on the left with the change password link .

The screenshot displays a web email interface. On the left, a vertical menu titled 'Options' contains several settings categories: Regional Settings, Messaging (highlighted in yellow), Spelling, Calendar Options, Out of Office Assistant, Rules, E-Mail Security, Junk E-Mail, Change Password (indicated by a blue arrow and callout bubble), and General Settings. Below these are icons for Mail, Calendar, Contacts, Tasks, and Documents. The main content area shows 'Message Options' with settings for 'Number of items to display per page' (set to 50) and 'After moving or deleting an item' (set to 'open the next item'). There are also four checked checkboxes for notifications: 'Play a sound when new items arrive', 'Display a notification when new e-mail items arrive', 'Display a notification when new voice mail items arrive', and 'Display a notification when new fax items arrive'. Below this is the 'E-mail Signature' section, which includes a text editor with a toolbar (font: Tahoma, size: 10, bold, italic, underline) and a checkbox for 'Automatically include my signature on outgoing messages'. The 'Message Format' section is partially visible at the bottom.

- Turn on your junk mail filter in your email! Junk email will filter into a junk box in your mailbox.

Options

Messaging

Spelling

Calendar Options

Out of Office Assistant

Rules

E-Mail Security

Junk E-Mail

Change Password

General Settings

Deleted Items

Mobile Devices

Version: 8.1.393.1

Save

Junk E-Mail

Do not filter junk e-mail

Automatically filter junk e-mail

Turn on junk e-mail filter here

Manage Safe Senders List

E-mail from e-mail addresses in your Safe Senders List will never be treated as junk e-mail. You can include e-mail addresses or entire domain names in this list.

Safe Senders

@geocities.com

@new-music.itunes.com

2009@yahoo.com

3com@technicalsolutions.info

924185069@gsc.edu

a_mart549@yahoo.com

Safe senders will not go into junk box

Also trust e-mail from my Contacts

Manage Blocked Senders List

E-mail from e-mail addresses or domain names on your Blocked Senders List will always be tr

Blocked Senders

4perish@geocities.com

5raffia@geocities.com

a.pierce_mk@geocities.com

- If you need to purchase Microsoft office or any other software, go to www.ec.edu/cris and click on the icon to save on Microsoft software (see below).

The screenshot shows a website page with a blue sidebar on the left and a main content area on the right. The sidebar contains the following text: "arn -", "Class System", "sition Culture", "ter Access", "rk Order", "a Survey", "Clock", "/Staff", "ages", "Profiles &", "les", "on &", "onal Accept", "Resources". The main content area has a dark blue header with the text "Resources for Students" in yellow. Below the header is a dark blue bar with the text "Labs & Links" in white. The main content area contains the following text: "Aaron Computer Labs", "Fall 2009", "Hours of Operations", "M-Th - 8 AM to 11 PM", "F - 8 AM to 4 PM", "Saturday - 11 AM to 4 PM", "Sunday - 2 PM to 5 PM". Below this is a login link: "Login to view daily lab reservations", "Aaron 100", "Aaron 101", "Aaron 102", and "to reserve labs contact David Jordan". To the right of this text is a list of links: "EC Library", "FAFSA homepage", "MSDN", "Online Dictionary", "Google", "Yahoo". A blue speech bubble points to the "Yahoo" link with the text "Click here to buy software". Below the speech bubble is a blue box with the text "Save up to 85% on Microsoft Products!" and the "ScholarBuy" logo. At the bottom center of the main content area is a logo for "FACTS EC's New Payment Plan" featuring a graduation cap.

- If you have a personal Windows laptop and want to print to one of our printers, you will need to add the printer to your computer. Click start run and type in one of the print queues listed below. You will be asked to login with your username and password. The print queue that you may use are as follows:

[\\print\aaroon100](#)

[\\print\aaroon101](#)

[\\print\aaroon102](#)

[\\print\libup](#)

[\\print\libmain](#)

[\\print\telab](#)

If you have a Mac, you will need to use Mac computer lab in Aaron room 101.

- You are given a 500 page printing balance each semester to print academic related material only. If you need to know your printing balance, from a Windows computer in the computer labs, hover your mouse over the dollar sign (\$) in the lower right corner to see the balance. If you need more printing pages, come by the IT office in room 112 in the Aaron building. If the dollar sign is not showing up in the bottom start bar click here [\\academic\DATA\pcounter\wbalance.exe](#) .
- If you need to use wireless at EC, you will need to obtain the wireless key in order to get on the wireless access point. The key is found under Current Student, Computer Usage, Wireless Internet Info or go to the link <http://www.ec.edu/cris/wirelesskey.asp> and login.
- Do not plug wireless access points or routers into the network of the residence halls. These could cause problems for everyone on the campus network.
- Keep antivirus and antispyware software up to date up to date on your personal computers.
- The ITec department does not work on student personal computers. We will give advice and recommendation though.

Thanks,

Glenn Toney
Director of ITec
Emmanuel College