

November		Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Goal: Take a class through the Boston Consortium's Management Development Program this month.					
		4	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	
								2001

December		Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Goal: Contact Colleen with a suggestion for an on-campus class for your work group.					
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					2001

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A Reminder about Wheaton's Acceptable Use Policy

The college's connection to the internet is like a wide interstate highway. Email messages are like cars travelling on the highway. A web page travels in a couple of cars plus a pickup truck to transport the images. A movie is a convoy of wide-load heavy equipment that ties up several northbound lanes for an hour or more, preventing you and everyone else from getting down the on-ramp and slowing traffic to a crawl.

Most people don't realize that they're choking everybody's internet service when they share movies and sound files. And, you probably don't realize that as soon as you start using a filesharing program other people all over the internet start downloading files off your hard drive, clogging up traffic on the southbound lanes, too. You can make a difference for everybody by turning off movie and sound file sharing.

The campus network is intended for uses consistent with the academic mission of the College. College policy (the Acceptable Use Policy) prohibits:

- using more than your fair share of the network's capacity, preventing others from doing their work,
- violating laws, including the copying or sharing of copyrighted songs and movies without permission,
- using the network for commercial purposes, such as running a business from your dorm room.

Violations have been and will be taken to the College Hearing Board. You can find the Acceptable Use Policy on the web at www.wheatoncollege.edu/it&s/policies/aup.ssi If you have questions, please contact Dean Jack Kuszaj; the Director of IT&S, Tom McAuley; or David Caldwell.

✂ ✂ To make your own little booklet, cut along the dotted line and fold up like an accordian (first in half and then in quarters, matching service symbols (ex. Ⓜ). © 9/2001 ✂ ✂

NEWSGROUP QUICK SHEET

A browser is your window to worldwide discussions on ... everything! Directions for reading news via Netscape and I.E. follow.

LAUNCH NETSCAPE NAVIGATOR

- Edit > Preferences > Mail and Newsgroup > News Servers
- Add (news server name below). OK. OK.

LAUNCH INTERNET EXPLORER

- Tools > Mail and News > Read News
- Complete the Internet Connection Wizard (see news server name below)

Your browser will need to download a list of available newsgroups the first time. This may take a few minutes; wait for it to finish.

You may read/search group names and subscribe to the list(s) of interest.

News Server (NNTP): news.genuity.net

SAFE COMPUTING TIPS

GENERAL PRODUCTIVITY TIPS

- Backup critical files often; save them to personal server space, floppy, zip, or CD-ROM
- Use a surge protector. Verify power's on.
- Run anti-virus software and update it weekly.
- Review *Computing at Wheaton* and the *Supported Software List*
- Call the Support Center (x3900) for help.

EMAIL PRODUCTIVITY TIPS

- Check your Outbox and delete/purge unwanted mail.
- Use caution when opening attachments.
- Review QuickStart Guides from IT&S.

LEARNING ABOUT TECHNOLOGY

Visit the IT&S Technology Education website regularly for information about Learning Paths, on- and off-campus classes, web-based training, events, resources and more.

See www.wheatoncollege.edu/its/education

COMPUTING SUPPORT

SUPPORT CENTER **x3900**
 Network access, repair of college-owned computers, email accounts, Blackboard basics, general questions

BEFORE CALLING THE SUPPORT CENTER:

- Check network and power cable connections
- Be sure *caps lock* key is off (esp. if you're having password and login problems)
- Write down and report what you were doing when the problem occurred; include error messages, and what you may have already tried
- Act on virus alert emails immediately
- Review Wheaton's *Supported Software List*

TECHNOLOGY ORIENTATIONS

Technology Orientations are available from the Kollett Academic Computing Center (Front Desk; Mon.-Fri.; 8:30am-4:30pm).

ACCEPTABLE USE POLICY

Policies at www.wheatoncollege.edu/it&s/

KEY COLLEGE CONTACTS

PUBLIC SAFETY	x3333
BLACKBOARD	x3806
COMPUTER CONNECTION	x3928
Sales, Computer Loan Program	
CTS	x3907
Repair of personally-owned computers	
EMERGENCY RESPONSE TEAM	
Faculty support for technology classrooms	
• Sci Ctr, Media Ctr, Woolley Elec.	x5695
• Knapton, Meneely, Mars, Watson, Mary Lyon	x3629
OFFICE SERVICES	x3825
Copies (color, B&W); faxes & FedEx packages (sending); special print services incl. invitations, lamination, external resources	
POST OFFICE	x3825
FedEx and UPS package deliveries	
TECHNOLOGY EDUCATION	x3923
TELEPHONE HELP	x4444