

What's New in IMT



Information, Media and Technology

Volume I, Issue I
September 21, 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

What's new with SPAM

May 30, 2005 Symantec BrightMail Anti-Spam software was activated campus wide.

Result: over 6 MILLION pieces of e-mail entering our campus have been identified as SPAM. That is 63% of e-mails coming to us from the outside world.

For more information about the Brightmail solution please go to: <http://www.apu.edu/imt/training/help/spam/brightmail.php>

For help in setting up Outlook rules to manage identified spam please go to:

<http://www.apu.edu/imt/training/instructions/outlookrules.php>



Fast Facts

Students may pick up a **FREE** copy of **End Note** at the IMT Support Desk. (Available in both Mac and Windows format)

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

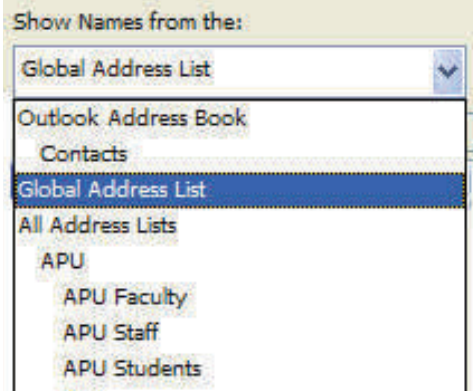


Address Book

Changes in the Email System

You may have noticed additional names in the Global Address List in Microsoft Outlook with (STUDENT) after their name. This past summer students were moved to Microsoft Exchange email service.

When you access the Global Address List you can switch to APU Faculty, APU Staff, or APU Student and view only the people associated with that group.



Wireless ON or OFF?

The new HP laptops have a button to the right of the power button that allows you to turn on/off your wireless. **Blue** light Wireless On!

IBM laptops press the FN+F5. Then you may change the status

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.

Using your laptop in the classroom:

IBM Laptop—FN+F7

HP Laptop—Presentation Button

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.

To learn more about the equipment in the class room be sure to check out: www.apu.edu/imt/media/classroom/

www.collegebuys.org

- Purchase Microsoft software for your home machine through the Work at Home program.

- For detail instructions see: www.apu.edu/imt/training/instructions/ Click on "Using Collegebuys"

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



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Wireless ON or OFF?

On the Mac you want to look to the right side of your



menu bar. Look for this icon:

If it is dark wireless is turned ON. If it is gray, press on the icon, from the drop down menu choose APUWIR

www.collegebuys.org

Purchase Microsoft software for your home machine through the Work at Home program.

For detail instructions see:

www.apu.edu/imt/training/instructions/

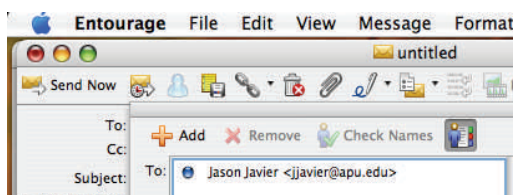
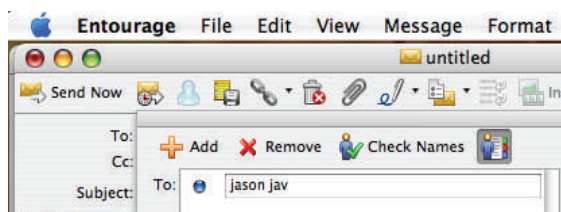
Click on "Using Collegebuys"

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



Changes in the Email System

This past summer students were moved to Microsoft Exchange email service. This gives the student a more stable environment and the ability for easier communication between students and faculty.



When in Entourage you can type the student's name in the TO field and press **Check names** to verify the address.

Classroom News

IMT Media Service

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Fri. 7:00 a.m.—5:00 p.m.

Call ext. 5050 for assistance.

Using your laptop in the classroom:

The data projector will probably detect your laptop automatically. If not, go to **System Preferences, Displays**. Press the Autodetect Displays. Then the Arrange Button check the Mirror displays option.

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.

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