New Employee

We are happy to introduce to you the newest member of the Information Technology Team. Radhika Rajappa is our full-time Application Support Specialist for the VAX-based administrative systems. She holds a Bachelors Degree in Business obtained in India and had been a graduate assistant to Lee Kirts before his departure. She is currently working on a Master’s Program in Instructional Technology. We are extremely pleased to have her as an integral part of our group.

Windows 95 Tips

Windows 95 provides many new enhancements and innovations over its predecessors, Windows 3.1 and Windows for Workgroups 3.11. One of the most important features is the Quick Menu. Quick menus appear when you point at a specific area (Win95 desktop) or object (icon) when you “right-click,” which means clicking the right-hand button on your mouse. These menus contain frequently used commands such as: Open, Cut, Copy, Paste, Create shortcut, Delete, Undo, and a very important feature—Properties. You must proceed with caution when working with the properties of any item. You can customize, but you can also run the risk of disabling the item by changing its configuration. So be very careful when editing the Properties of any item. For help or any questions you may have, contact us at x2645. More on the Win95 operating environment in the next issue. Have fun!

MS Exchange E-Mail

Microsoft Exchange installations have been taking place all over campus for faculty and staff. For this reason, we’ve decided that this month’s issue will contain some pointers on using some of the rich features of the Exchange mail system.

For starters, we’ll discuss using the Personal Address Book (PAB) to keep those e-mail addresses you use frequently. The PAB can contain addresses of other users on our Exchange server or internet addresses for people on Laurel, Hardy, or some external e-mail service.

How to add entries to your Personal Address Book (PAB)

...individuals from the Global List of other Exchange users:
1. Open the Address Book (click on the Address Book button on the tool bar, or go to the Tools menu and select Address Book) and verify that “Show names from the Global Address List” appears in the top right corner.
2. Highlight the name of the person you wish to add to your PAB.
3. Click on the Add to Personal Address Book button on the toolbar or choose the command from the File menu.
...individuals from an external (Internet) source:
1. From the Tools menu, choose Address Book (or click the Address Book button on the toolbar).
2. From the File menu, choose New Entry or click the New Entry button on the toolbar.
3. From the “Select the entry type” box, highlight Internet Address.
4. Confirm that “Put this entry in the Personal Address Book” is checked at the bottom of the dialog box.
5. Click OK.
6. The tab “SMTP General” appears. In the “Display name” box, type in the name as you’d like it to appear in your PAB. In the “E-mail address” box, type in the e-mail address in standard internet form. For example: username@hardy.texsci.edu
7. Deselect “Always send in Exchange format.”
8. Click OK.
9. The new entry should now be in your PAB.

...groups of e-mail addresses:
If you frequently send mail to the same group of people, you may want to create a Distribution List for that group.
1. From the Tools menu, choose Address Book (or click the Address Book button on the toolbar).
2. From the File menu, choose New Entry or click the New Entry button on the toolbar.
3. From the “Select the entry type” box, highlight Personal Distribution List.
4. Confirm that “Put this entry in the Personal Address Book” is checked at the bottom of the dialog box.
5. Click OK.
6. In the Name box, type the name you want for the your new distribution list, then click Add/Remove Members.
7. Double-click the name that you want to add to the PDL, or select each name and click the Members button.
8. Click OK.

How to use Help in Exchange
Exchange Help is fairly simple to use and can provide many useful tips. When you click on the Help menu and choose Help Topics, you have a choice of three tabs: Contents, Index, and Find. We suggest you start with the index.

Index
The Index allows you to look up a specific topic, just as in a back-of-a-book index. Click on the Index tab, then type in the first few letters of the word or phrase you’re seeking. Highlight the closest match you find, then click the Display button, which will produce either a short list of more specific topics or the informational text.

Help Contents
If you’re looking for more general information, you may prefer to start from the Contents tab. This is arranged in a hierarchy similar to the table of contents at the front of a book. The topics are shown in small expandable lists, marked by icons that look like books. If you double-click on the book next to “Getting Started with Microsoft Exchange Client,” you will see an additional list of “chapters.” Highlight a chapter, then click Display (or double-click on the chapter).

Find
If all else fails, you can search through the Help files. Click the Find tab, then enter the word or words you’re seeking. Help will display a list of “matching words” that it finds within Help topics. Select your word from the list. All the topics where that word appears will be listed in the topic box. Highlight your choice, then click the Display button.

Web Tips
Need to find an E-mail address? Many internet search sites include features for seeking individuals. For example, go to People Find from Lycos directly by typing this URL into the Address location slot: http://www.lycos.com/cgi-bin/pursuit/?query. Alternatively, click Microsoft Internet Explorer’s Search button and select Lycos. When the Lycos page comes up, click on the People Find selection from the list on the left. It will take you to a page where you can look up an E-mail address or telephone number. “411,” a service which bills itself as “the Internet White Pages,” provides similar search capabilities at: http://www.Four11.com. The AT&T Toll Free Directory can also be very useful: http://www.tollfree.att.net.

With tax time coming (too soon!), you may wish to check out the IRS online site for many tax forms and information sheets, at http://www.irs.ustreas.gov/prod. Perhaps less stressful is the U.S. Postal Service at http://www.usps.gov/. Check out that zip code finder!

Remember that URLs (Universal Resource Locators) are case sensitive, so pay close attention to the upper and lowercase spellings.

Software Tip of the Month
Any of you are converting from WordPerfect to Microsoft Word, so you will be pleased to know that all of your WordPerfect files can be easily converted to Word files by the conversion program contained within Word. Word 7.0 in the MSOffice package will readily open your WordPerfect documents. If you are changing over from a Mac platform, Word will also open the Macintosh formatted documents. And for those of you who are a little nervous about using Word, don’t be! MSWord is very user friendly and easy to learn. Call us at x2645 for assistance.