Infrastructure Update

We're pleased to announce that we have selected Northern Telecom (Nortel), as the prime contractor for our campus-wide infrastructure project. As you may know, this includes high-speed networking, voice communications, and video delivery. We are now working with Nortel to develop a project schedule, which we will share with the campus community as soon as possible.

The first step, running conduit under Henry Avenue, was completed in December. This enables expansion to the Ravenhill campus and was important to accomplish before the onset of winter. Further early steps will include constructing a systems room in the basement of Search Hall, from which all other connections originate, and laying conduit from Henry Avenue to Ravenhill.

Web News

Many of us use the worldwide web to do research, but Professor Lloyd Russow of the School of Business Administration goes one step further. He's created a web-based, searchable database for researchers in the field of international business. Working with Professor George Tsetsekos of Drexel University, Dr. Russow produces the International Business Research Index (IBRIndex) which contains citation information for all journal articles that have appeared in the Journal of International Business (JIBS) since it was first published in 1977. There are currently more than 600 records available, which can be searched by author, title, and year. Major expansions are planned, including possibly adding records from other journals and expanding records to include keywords or even full text. You can check out the IBRIndex at: http://ib.philacol.edu/ib and send comments to Dr. Russow at russowl@philacol.edu.

Mac news

Information Technology supports both the Macintosh and Windows platforms on campus. We're now in a position to begin offering extended services for our customers with Macintosh computers.

Dial-up internet access

Faculty and staff using Macintosh computers with high-speed modems can now get access to the Internet through the Philacol network, from work or home. To use Netscape for browsing the worldwide web, you'll need at least 8Mb RAM.

MS Exchange

Faculty and staff with high-end Macs (PowerMac with system 7.5, at least 8Mb RAM, at least 12 Mb free hard disk space) using either dial-up or hardwired network access may be interested in using the new MS Exchange e-mail system. This e-mail package provides a graphical interface, server or local storage of e-mail, a personal address book, and more. Warning: it's not for the underpowered machine! Call us at x2645 to request installation and training.

Computer Center Update

Our DEC VAX Hardy was down at times during the holidays, which caused difficulty for some people trying to access e-mail during that period. Diagnosing and solving the problem turned into quite an exercise! The original problem was diagnosed as a disk drive failure, solved by replacing the faulty hardware. Next, a small piece of lint on the circuit breaker caused additional shutdowns until it was discovered and removed. Continuing performance problems prompted the replacement of the brand new drive, which still didn’t resolve the situation. Finally, the entire hard disk was replaced. Hardy is now back online serving our community.
MS Exchange

Reminder! When you send mail to people who are not on the Exchange global list, you should simply type the internet address of the recipient in the “To” box on your new message. The syntax for the address is very important. It is not necessary to add a prefix such as “internet” or “smtp” to the address. Sending mail to accounts on Laurel or Hardy requires the same syntax as any other internet address. Here are some correct examples:

- To: jonesr@hardy.texsci.edu
- To: williams@microsoft.com

It is incorrect to type in an e-mail address like this:

- To: internet:shukti@umich.edu

Mailbox Quotas:

Our MS Exchange server has been configured to allow you to save up to 2Mb of data in your mailbox. If you go over that amount, the System Administrator will send you a warning that you have exceeded your limit. If you exceed the limit by too much, you will lose the ability to send mail until you have resolved the situation.

To avoid this, make sure to clean out all the messages that you don’t want from all your mail folders, including your “Deleted Items” folder. You can check the size of individual messages by scanning the “size” column in Exchange. Notice that some file attachments can be very large. For example, a 4-page Word document with graphics could be using 1,000Kb (i.e., 1Mb), which is half your total quota! If you would like to store more mail than the server allows, you have the option of creating Personal folders. This is a feature that permits storage of some e-mail messages on your local hard drive, rather than on the server. Remember, any files saved to a personal folder will not be backed up, as those in your mailbox are. However, a personal folder may still be a good solution for storing non-critical files.

To create a personal folder:

1. From the Tools menu in Exchange, choose Services, and then choose Add.
2. In the Available Information Services box, select Personal Folders, and then choose OK.
3. In the File Name box, type <YourAccount>.pst (e.g., JonesR.pst), and then choose OK.
4. In the Create Microsoft Personal Folders dialog box, type the folder name you will see in Exchange (e.g., My Personal Folder). For more information, click the Help button.
5. In the Password box, type a password, if needed, and then type it again in the Verify Password box. You may wish to password-protect your new folder if other have access to your computer.
6. Choose OK until all open dialog boxes are closed.

Now any mail you’d like to store off the server can be dragged into your new personal folder.

Software Tip of the Month

Microsoft Excel is the spreadsheet application we support on campus for both Windows and Mac platforms. Learning to use formulas will allow you to create spreadsheets that perform calculations, from the simple to the complex. All formulas must begin with an equal sign (=), but then can contain various elements such as operators, functions, cell references, and values.

Arithmetic operators include addition (+), subtraction (-), multiplication (*), and division (/). Examples of two commonly-used functions are SUM and AVERAGE. A cell reference identifies a location on the spreadsheet by column and row, such as “B3” for the cell located in the second column over, third row down.

As a simple example of using formulas, consider a spreadsheet where you need to find the average for a row of test scores for each student:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test1</td>
<td>Test2</td>
<td>Test3</td>
<td>Test4</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student A</td>
<td>87</td>
<td>83</td>
<td>98</td>
<td>65</td>
<td>=AVERAGE(B2:E2)</td>
</tr>
<tr>
<td>3</td>
<td>Student B</td>
<td>78</td>
<td>75</td>
<td>85</td>
<td>50</td>
<td>=(B3+C3+D3+E3)/4</td>
</tr>
</tbody>
</table>

In row 2, Student A’s grade is calculated using the AVERAGE function. In row 3, Student B’s average is calculated using mathematical operators. Both work equally well, although the first is obviously easier to enter. Entering the previous formulas will return the following values:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test1</td>
<td>Test2</td>
<td>Test3</td>
<td>Test4</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student A</td>
<td>87</td>
<td>83</td>
<td>98</td>
<td>65</td>
<td>83.25</td>
</tr>
<tr>
<td>3</td>
<td>Student B</td>
<td>78</td>
<td>75</td>
<td>85</td>
<td>50</td>
<td>72</td>
</tr>
</tbody>
</table>

Check out Excel’s Help menu for more details on writing formulas, or call us for assistance (x2645).