Network/E-Mail Accounts

ormally, students are automatically assigned an e-mail account. If for some reason you were not generated an account and you wish to have one, you need to fill out a form at the Computer Center. You will be given a user ID and a password to access the system and get into your mailbox. Faculty and staff members who wish to have an account need to contact our front desk at x2645 and put in a Work Order requesting the account.

Once you’ve gotten your e-mail accounts and you need to use the labs to access e-mail, get a booklet on e-mail usage from any of the lab assistants to get you started. The procedure for faculty, staff and students is the same however there is one important difference. Faculty and staff members log onto a different domain name. Instead of logging onto the “Student” domain, the domain name is “Philacol”.

We would also like to inform everyone that mass mailing of e-mail is not allowed without the express permission from the Office of Public Relations. Not adhering to this rule could result in the loss of your e-mail privileges.

Dial-up Access

ome students, staff, and faculty at the College may wish to access our computer network with a modem and phone line. This may be your only possibility if you are off campus or in a campus buildings not yet up on the new network. Currently, faculty and staff can get dial-up access by calling our front desk at x2645 and having a workorder created to obtain the necessary software and documentation.

Student access to the dial-up modem pool has been unfortunately delayed. However, a small group of student volunteers will begin testing our dial-up service starting November 4th. If this testing is as successful as anticipated, then all students will be granted dial-up privileges shortly thereafter.

Network Interface Cards

students in residence halls may need to purchase and install network interface cards (NICs) in order to attach their personal computers to the new College network. Both IBM-compatible computers running Windows 95 and Power Macintosh computers running OS 7.5.3 and above will be supported by OIT for network connectivity.

Students interested in attaching their network-compatible PCs to the new network will need to buy and install the appropriate NIC for their system. All cards must support 100BaseT connectivity, which describes the speed (100 megabit, “fast Ethernet”) and the connection type (“T,” or the RJ-45 connector). Depending on the architecture of your computer, you’ll need a specific type card for the available expansion slots inside your system unit. You will need either an “ISA” or a “PCI” type card for your Win95 machine. Older Power Macs may require a NuBus card, while newer Macs will also use PCI cards. You may need to check your original system documentation or call your vendor to determine which type of card you need.

The OIT-recommended NICs for Win95 machines is the 3Com 3C905-TX (for PCI slots) and 3Com 3C509-TX (for ISA slots). The recommended NIC for Macs is the AsantéFast 10/100 card, for PCI or NuBus slots as needed.

Note that some computers may have been shipped “Ethernet ready” but that may mean only a 10BaseT NIC, which is incompatible with our faster 100Mb network.

Focus on OIT Staff
Welcome to Paul Keenan, our newest staff member at the Office of Information Technology. Paul joins us as Systems Manager, with responsibilities for our network infrastructure, NT servers, administrative systems, and more. He has a full plate, but plenty of enthusiasm for the challenges ahead!

Paul worked previously for nine years at Allegheny University of the Health Sciences, formerly Hahnemann University, in systems administration. He earned an MS in Information Studies from Drexel University.

Paul and his wife recently returned from Guangzhou, China where they adopted their 9-month-old daughter, Lia. Lia is adjusting well to life in the Philadelphia area and Paul is also adapting his life to fatherhood and sleepless nights!

Please join us in welcoming Paul to our Philadelphia College community. We’re very pleased he has chosen to join us!

Software Tip of the Month

Microsoft Outlook has a feature that allows you to view a mail message in a third pane of the mailbox interface. The “Tri-Pane” option is available on the Web. To obtain it, go to the Help Menu in Outlook. From there select “Microsoft on the Web” and then “Free Stuff”. Word will launch the Web for you and when the site opens, scroll down the page and click once on “Outlook 3-Pane Extension”. Follow all the prompts and fill out the entries on the Web to download the feature.

Once you have downloaded the file, you have the choice of turning the option on or off. To turn the option on, go to the View Menu and select “Current View”. Click once on “Messages with Autoview. This will set the Tri-Pane to be in view with each message that you click on automatically viewable. To turn the option off, just go back to the View Menu and take the check off of Messages with Autoview.

Also, there is a way to check on the “File Size” of your Outlook folders. To do so, click on the Mailbox Header to reveal the folder structure of your mailbox. It is the gray Header Bar in the Outlook Window. (See diagram below)

Once you click on the header, select “Mailbox - username”. The folder view should have now switched to show that folder. Now, go to the file Menu ,choose “Folder” and then select “Folder Size”. This will show you the size of all of your folders in your mailbox. If you try to see the size of an individual folder, you will not be given the option to view the folder size. The only way to see the actual size of all of the folders is to access the folder size from the Main Mailbox. By viewing the size of the folders, you can keep a check on the size of the mailbox. This is very important because your mailbox has a size of 2MB and if you exceed the limit, it may hinder your e-mail usage.

Next Month’s Tip. How to stop the “Journal Folder” from saving a record of all activity on your PC.