

Technically Speaking

Special Edition: Useful information for new students!

Technically Speaking is a monthly PERT Newsletter for residents in Dieterich, Millikan, Franken, and Phillips

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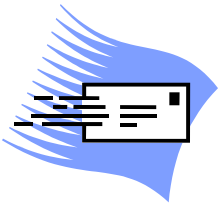
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Setting up Outlook on your campus computer can be done in a few easy steps. Contact the PERT for your hall if you encounter any problems.

Setting up Outlook 2003 Using email on your Campus PC

By: Gulshan Lakhani,
Dieterich Hall PERT

The first computing activity many new residents wish to perform is to setup Outlook on their campus computer so they can send/check their email. Using Outlook is similar to using the web-based version. However, Outlook has many more features that make managing your email much easier. Setting up Outlook on your Campus computer is a relatively simple task that can be completed in a few short steps.

- Click on 'Start' (in the toolbar at the bottom of the screen).
- Select Email (Microsoft Office Outlook)
- In the dialog box that pops up, type \\Wally in the 'Server' text-

box and type in your 'S' number in the 'Username' textbox. Click the 'Check Name' button.

- Click 'Apply' and then 'Ok'

These steps can be performed on any campus PC from which you wish to use Outlook to access your campus email. However, you must log into the computer with your 'S' number in order to gain access to your email through Outlook. This will prevent anyone else who uses the computer from accessing your email.

For additional assistance with customizing and using Outlook, contact your PERT or call the Help Desk at x-1634.



By: Akshay Kamath,
Phillips Hall PERT

eCompanion/Northwest Online

Most classes at Northwest have incorporated eCompanion/Northwest Online as a tool for a higher standard of learning. Students can check grades, submit assignments, participate in threaded discussions, take quizzes, and even send an email to the instructor, or other classmates. To log into eCompanion,

- Go to Northwest's homepage and click on the Quick Tools drop-down menu at the top-right hand corner of the page
- Select eCompanion from the list
- Once the site is loaded, type in your username, which is your s2***** number and your pass-

word, which (by default) is your Northwest student ID number (919-----).

Once in the site, you will find a list of all your classes that have an online component. You can click on 'My Profile' to change your password, or simply click on a class to get into it. In each class, you will find links to your Grade book, Calendar, Syllabus, Chat forum, and Discussion forum.

Most classes require students to use eCompanion and/or campus email to keep in contact with the instructor and their classmates. So make sure you check them both at least once a day. 🍏

Tips for this Month:

- Be sure to restart your campus computer at least once a week. This will allow it to automatically download important anti-virus updates.
- If you are ever prompted to download or to install Windows Updates, be sure to do this ASAP (as soon as possible). If security vulnerabilities are discovered in its software, Microsoft will issue updates that need to be installed on your campus computer to help insure the security and stability of your computer.

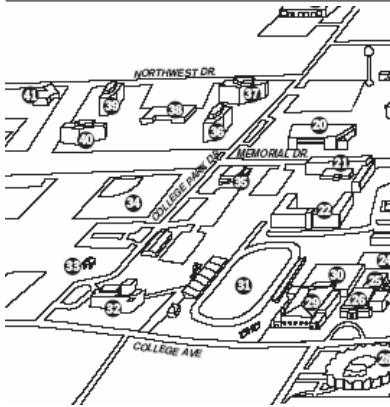


If you are enrolled in an online course, you will receive an email informing you of this. The email will also include instructions on how to access, use, and troubleshoot your eCourse/ Northwest Online resource.

PERT Contact Information

Adam Clark Franken Hall	x 6628
Gulshan Lakhani Dieterich Hall	x 6742
Akshay Kamath Phillips Hall	x 6383
Christine Miller Millikan Hall	x 5217
Help Desk	x 1634

Help Desk Hours:
M-T 8 am–10 pm
Fri 8 am–5 pm
Sat 11 am–4:45 pm



Don't know where Wells Hall or the Volk Agriculture Professions Center is? Visit the online Campus Map!

Online NWMSU Map Getting Around Campus From your Computer

**By: Christine Miller,
Millikan Hall PERT**

Don't know where to find the food court schedule? Trying to find your campus address?

Want to know what events are coming to Northwest? Well look no further, here are some helpful site addresses, to get your year off on the right paw.

Campus Map:
<http://www.nwmissouri.edu/virtualcampus/NWMSUmap.pdf>

Campus Dining, and food court opening times:

<http://www.ecampuservices.com/Location.asp?ACCOUNT=500102900&UID=222&LOCID=363>

Hall addresses and other residence information:

<http://www.nwmissouri.edu/LIFE/policies.htm>

All northwest activities that you can participate in:

<http://www.nwmissouri.edu/studentaffairs/orglist.htm>

Events that are coming to Mary Lynn Performing Arts Center:

<http://www.nwmissouri.edu/news/encore/AboutShows.htm>

Your professor's phone number and room number, type in last name:

<http://www.nwmissouri.edu/compserv/fdir.html>

Computer policies and information for setting up your home PC:

<http://www.nwmissouri.edu/COMPSERV/clientcomputing/ClientComputingSupport.htm>

Student Health Center:

<http://www.nwmissouri.edu/healthcenter/>



Editorial: Access Denied...

Key Computing/Network Policy Points to Remember

**By: Adam Clark,
Franken Hall PERT**

As we start off a new year, I want to say a word or two about "Network Stability". None of us can function as an effective student on this campus if our network is down. So, to make sure that we don't relive some previous network horror stories, we have to make known and enforce key policy points outlined in our policy manual and available online (see link on the left for a comprehensive list). The penalties are also listed. As students, we are responsible for abiding by them whether we have read them or not. So I urge you to read through them. If you have questions about them, you can visit with the PERT in your hall, or you can call the Help Desk. If we all abide by these policies, then we should have a trouble free year. 🍏

Preview for Next Month...

Don't miss next months feature story about Stanford University's folding@home project. Read how each of us can use our computers to help contribute to the worldwide cause of curing illness and disease!

Technically Speaking is a monthly PERT Newsletter for residents in Dieterich, Millikan, Franken, and Phillips Halls.

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View the Computing/Network Policies at:
<http://www.nwmissouri.edu/COMPSERV/clientcomputing/ComputingPolicies.html>

