

Technically Speaking

LookOut!

Setting up your university email account in Microsoft Outlook is easy. Outlook is a great way to check your email without having to enter your username and password each time you want to check your email.

To start, simply open Microsoft Outlook from the Start menu. If a dialog box opens saying that your name cannot be matched, click OK. Another window will appear prompting you to setup your Exchange server. The box labeled Microsoft Exchange Server should be filled in for you as wally.nwmissouri.edu. Leave that alone. Fill in the box labeled

User Name: with your S number. After you click the Check Name button, the contents of both boxes will be underlined and you may then click OK. Your Outlook inbox will now be setup! Whenever you open Outlook, it will automatically open your email inbox. If you have any problems setting up Outlook on your University Laptop, ask the PERT in your building for assistance. He or she will be happy to assist you.

If you want to setup Outlook to access your university email on a personal computer, it can be done. First, you must have Out-

look installed. Second, you have to have the Exchange server component of Outlook installed. Finally, you have to setup the Exchange server. In order to setup the Exchange server, go to Start → Control Panel and open Mail. Click the Email Accounts button to start the email accounts wizard. Select the Add a new email account button and click next. Then select Microsoft Exchange Server and click next. Now follow the steps mentioned previously to setup the Exchange server. If you have any questions ask the PERT in your building for assistance. 🐼

On the Web!



Fun Links

www.ebaumsworld.com

- A huge collection of movies, jokes, pictures and games of funny things found on the internet.

www.strindbergandhelium.com

- The dry, melancholy dialog of Strindberg brightened by the curiously uplifting character Helium.

www.facebook.com

- If you don't have a facebook account yet, GET ONE! It's a great way to link up with friends everywhere.

www.funfreepages.com/flash/get_perpendicular.php

- Schoolhouse Rock for computer nerds!

www.wikipedia.org

- Online encyclopedia/dictionary that even knows about popular culture subjects.

Long Distance Printing By Becky Rainford Sharing Personal Printers on the Northwest Network

Printer sharing is a fantastic resource that we have available to every campus-owned computer. If you share your personal printer to yourself, you can print documents from any Northwest computer on campus. You can also share your printer with other residents, like your roommate, so they can print to your printer.

To set up your computer to share your printer on the Northwest network, click on *Start*, then *Printers and Faxes*. Double-click on the printer you would like to share. In the window that appears, click on *Printer then Sharing...* Select the *Share this Printer* option and name your printer.

Next, you need to set up who can access your printer. Select the *Security* tab, click on 'Everyone', then click *Remove* to make sure only the people you select can print to your printer. Sharing a printer to 'Everyone' is a policy violation. If you would like to give someone else permis-

sion to use your printer, click *Add...* In the white box, type in the S number of the person you are sharing the printer with and select *Check Names*. Repeat this process for whomever you want to give access. Click *OK*, then setup the permissions for printing for each person. Select *OK* again and your printer is shared!

To print to your printer from another computer, you must first install the printer on the computer you are using. To install your printer, right-click on *My Network Places* on the desktop and select *Search for Computers...* Type in the name of the computer connected to the printer you need. The name of your university laptop is NW then the five digit number on the sticker on the front of your laptop (ex. NW#####). Press *Enter*. Double-click on the computer name and then the printer. The printer will automatically be installed. Make sure you are printing to the correct printer when you are ready to print. 🐼

By Chris Grandfield

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Help Desk Hours

M-T 8 am—10 pm

Fri 8 am—5 pm

Sat 11 am—4:45 pm

Sun 1 pm—10 pm

Notebook Support

Center Hours

M-F 8 am—4:30 pm

Library Lab Hours

M-T 7:30 am—11:45 pm

Fri 7:30 am—4:45 pm

Sat 11 am—4:45 pm

Sun 1 pm—11:45 pm

Legally Downloading Music

Believe it or not, there are ways to download music legally. Legally downloading music may cost you a little bit of money, but by the same token, you do not have to go out and buy a whole CD with maybe only two or three songs that you want. Have you heard of iTunes, which is a media player that has a music store built in to it where you can buy songs for \$0.99 each? Yes, iTunes costs money, but is cheaper than buying the whole album and getting songs you will never listen to anyway. You can download iTunes from Apple at <http://www.apple.com/itunes/>.

Computer Lingo



Terms you should know

Ethernet - Ethernet is the most common type of connection computers use in a local area network (LAN). An Ethernet port looks similar to a regular phone jack, but is slightly larger. This port can be used to connect your computer to another computer, a local network, or an external DSL or cable modem. The green cable that connects your school computer to the wall is an Ethernet (CAT5) Cable.

Computer Tips



- Don't leave documents open at night. All university computers reboot between 4:00 and 6:00 a.m. daily.
- If you need to step away from your notebook for a few minutes, press the Windows button + L to lock your computer and prevent tampering.

Storage Solutions The Answers to All Your Storage Needs!

By Daman Kapoor

The various types of storage devices available today can overwhelm any normal human being. The memory capacity can range from a few megabytes to hundreds of gigabytes. The storage device can vary in size from a pack of gum to a book. Different devices are available for every storage need. You may want a small, pocket-size USB flash drive like the SanDisk Cruzer, a removable-media drive like the Sony DRU-510A DVD burner or an external hard drive like Maxtor's Personal Storage 5000DV. Below is a discussion of a few storage devices available to bring you out of this dilemma of portability, capacity and cost.

USB Flash Drives – If you need to carry a small amount of data, under 4GB, you can carry it around on a small USB flash drive. USB flash drives are compact and easy-to-use devices that slip into your pocket, conveniently around your neck or on a keychain for ultimate portage. They can hold important documents, hundreds of digital photos or hours of MP3s. Flash drives are USB 2.0 Hi-Speed drives. Just plug the drive into the USB port on your notebook and you will have instant storage capacity. No installation is required! They can range from a



modest \$40 for a 512MB drive to \$300 for a 4GB unit.

CD/DVD Burners – A traditional CD-R (Recordable CD) can hold up to 700MB of information. The average computer system without any additional purchases or installations can read CD media, which is why dedicated CD burners continue to thrive. Basic CD writers average about \$70. However, DVD (Digital Versatile Disc) has a much greater storage capacity. A 4.38GB DVD will store as much music as seven CD's (9 hours of music in CD audio format) and is the equivalent of 3,400 floppy discs! However, the capability to read DVDs is not always available on the average computer system.

External Hard Drives – Is your hard drive full? Do you need to backup? Need to travel with large data files? An external hard drive is the answer to all your needs. In any case, you will want to dedicate a drive to backup. Purchase a drive with about two or three times the amount of space used by the files you are backing up. A good rule of thumb is to buy more than you think you need. External hard drives are modestly priced for around \$1 per GB. So a 200GB drive will be approximately \$200. External hard drives are affordable, simple, and sufficient to fulfill your backup needs. 🐾

High-Definition Discs

By Taft Burnes

In the next few years, the entertainment industry will be making huge changes in the way home entertainment is delivered. Some of these changes are coming from the world of High-Definition. The United States entertainment industry is moving toward HD TVs and High-Definition formatted discs. DVDs will be replaced with some type of high definition formatted disc, either HD DVDs or Blu-Ray Disc.

What are the differences between the two? The main differences between the two discs are seen in the storage capacity. A Blu-Ray Disc can hold 25 Gigabytes of data on a single layer disc and 50 Gigabytes on a dual layered disc, while HD DVDs can hold up to 15 Gigabytes on a single layer and 30 Gigabytes on a dual layer disc. Today's DVD can hold 4.7 Gigabytes of data on a single layer and 8.5 Gigabytes on a dual layer disc.

The plus side of HD DVDs is that they use the same format as older DVDs, which means they will be cheaper to produce. HD DVD supporters believe that HD DVD discs should be the next standard because existing DVD manufacturing facilities can be used to create HD DVDs. Blu-Ray, on the other hand, will be more expensive initially, but will be able to provide added features that HD DVDs will not be able to because of the larger storage capacity. Supporters of Blu-Ray Disc believe that Blu-Ray should be the next standard for formatted discs since their lifetime is expected to be 10 to 15 years. They also claim that HD DVDs are just a stepping stone for another DVD format.

In the end, the final decision all depends on the consumers. Will the consumer pay for a more expensive disc that may have more feature and storage capacity or will they want to buy a less expensive disc? Only time will tell. 🐾

Combating Spyware

By Erin Jewell

Have you ever waited five minutes (or more) for your computer to start up in the morning just so you can check your email? Have you ever been so completely bombarded by pop-up ads that you just shut off your computer? Chances are, you are not alone. Millions of computers like yours are infected with spyware.

What is spyware?? Spyware is a type of software intended to take partial control of a computer's operation without the consent of the user. This enables a third-party to take advantage of the user in several different aspects. First of all, pop-ups will start showing up every few minutes allowing for the delivery of unsolicited information. In addition, theft of personal information, such as credit card or social security numbers, could occur.

Spyware is not like a typical virus; in fact, it's not a virus at all. Spyware is usually downloaded and installed by the user. Often-times it comes disguised as a useful or file-sharing program. Some examples of well-known spyware programs are Kazaa, WeatherBug, Bearshare and Bonzi Buddy. Some-



times spyware installs itself on a computer by manipulating security features designed to prevent unwanted installations. This appears as a pop-up looking like a Windows dialogue box, asking if the user would like to install new features. Regardless of the "yes" or "no" button pushed, the spyware immediately starts to download.

Spyware may seem scary to the new user and it's not exactly fun for really experienced users either. However, despite the many ways spyware can affect computers, it's relatively easy to combat. Many products have been released designed to either remove or block spyware. Such examples are AdAware, Spybot and anti-spyware editions of products by Symantec.

More recently, Microsoft has released a FREE download of anti-spyware software available for Windows XP and Windows 2000. If you are having problems with spyware, you can get this new program by going to the following URL:

<http://www.microsoft.com/athome/security/spyware/software/default.aspx>.



Wireless Connectivity

By Allen Lode

It has been said that PC does not stand for Personal Computer, but rather stands for Profusely Corded. Hopefully someday there will be an answer to all of the cordage that comes out of a computer, but for now we will take it one step at a time starting with Internet connectivity.

All university notebook computers come equipped with a wireless network adapter. What that means is they are able to connect to network resources when a wireless access point is within range. Wireless access points can currently be found on campus in the Station, the Library, the Union (2nd and 3rd floors) and the Forest Village Community

Building. Personal notebooks can also connect wirelessly if they are running Windows XP Professional with Service Pack 2 installed and have joined the NWMSU domain.

If you are connecting wirelessly on campus, make sure that you are not also plugged into a wired network connection. Having both running at the same time slows down network traffic as a whole and is a policy violation. Also, sharing the wireless network connection to others or running non-university controlled wireless devices is a policy violation. Consult your PERT for wireless questions.

So Much Google, So Little Time

If you need to know the answer to anything, try searching the Internet using Google (www.google.com). Beyond searching the Internet, Google has additional tools and resources available. Press the more>> link above the search box to reveal a list of other services.

For instance, if you download Earth, you can enter any location in the world and see a satellite picture of it. Earth is an extension of Maps, which is similar to MapQuest except that Maps gives you the satellite picture option.

PERT SPOTLIGHT

Taft Burnes Tower Suites

Taft is a Management Information Systems major with a minor in Computer Science. He is a Leo and enjoys long walks on the beach, candle light dinners and romantic movies. Taft is an Eagle Scout and a member of Tau Kappa Epsilon Fraternity, where he was the Vice President during the Fall of 2004. Taft will graduate in December, at which time he plans on starting his career in programming either in the Kansas City or Omaha areas.

Last summer, Taft worked as a Desktop Support Technician Intern with DST Systems in Kansas City, Missouri. Taft's favorite past-times are watching movies, playing videogames, listening to music, playing the guitar, computers and athletic activities.

Preview for Next Month...

Don't miss next month's edition to learn about how to shop for a digital camera.

Technically Speaking is a monthly PERT Newsletter for residents in Dieterich, Millikan, Franken, Phillips, Tower Suites, Douglas and South Complex.

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