

Email

Eudora

Mail is downloaded to your computer.
Have to have the program configured properly
Read and compose messages if you aren't connected to the Internet

Webmail

Web based ISU email
500 MB space
Must be connected to the Internet
Sometimes slower
Accessed from any connected computer

SPAM

ISU uses a spam catcher
Can configure Webmail or Eudora to use the filter

Greenlee Server

File server for the School

Holds faculty, student and course home folders

Accessible from the Internet

Backed up to tape every night

Accessing the Greenlee server

Things that are stored on it

Personal Folder

Public Faculty Stuff

File Exchange

Using it for Class

Students have a Drop Box and Class Files folders

I need a class data sheet from AccessPlus

HandBack system for returning assignments to students

Web Server

We will host your website on our server

WebCT is preferred for class websites

You are responsible for design/maintenance

We have PHP, PERL, MySQL enabled

Mail Server

We create mailing lists for

Classes

Committees

Special projects

They all end in @jlmc.iastate.edu

Send an email to postmaster@jlmc.iastate.edu for mailing list changes/updates

See <http://www.jlmc.iastate.edu/lists> for more information. Log in with your Greenlee School username and password

Important web addresses

<http://www.jlmc.iastate.edu>

<http://asw.iastate.edu>

Changing email password

Setting out of the office notification

Creating your own email lists

You can have up to 20

Will end in @iastate.edu

<http://kosh.ait.iastate.edu>

Monitor important University systems

Check and see if the mail servers, logon servers,

WebMail, etc. have problems

<http://lib.iastate.edu>

accessplus.iastate.edu

payroll/hr stuff

webct.iastate.edu

Maureen will show 110 website

<http://www.atomiclearning.com/macosexpanther>

Really good training videos

Computer Labs

Log in with ISU username and password

Printing is monitored

Lab Monitor in Room 16 is available for help

If students need to stay late

Must have written authorization from their professor 24 hours in advance

Faculty must provide

Name of student

Date student is allowed to stay after hours

ISU ID Number of student

Room student is allowed to stay late in

Both the student and faculty member giving permission are personally responsible for the room.

Be sure you are comfortable with this before granting permission

AIT Training classes

<http://ait.iastate.edu/training/videos/>

<http://ait.iastate.edu/css/>

\$10 fee for classes

Photoshop, JMP, MS Office, Flash, Fireworks, etc.