

## A Technology Newsletter for Extension Specialists

Extension Technology and Computer Services  
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# Getting Your Computer Ready for the Active Directory

*By Ethan Froese & Joe Lear*

Every morning when you start your computer, you type in your network password and login to the Extension domain. Next, you double click the Outlook icon and are presented with another password to the um-users\* domain. Soon that will change and you will just use one password to login for network and email access.

The University of Missouri is moving towards a combined user account and resource system called the Active Directory. You currently login to the Extension domain which contains no information about your email account. Once you login to the Extension domain and click on the Outlook icon, you are logging into a different domain called um-users. That's two different accounts that you use every day, hence the need for two different passwords.

Moving into the Active Directory will not only free you from an additional login, it also streamlines resource sharing and aids ETCS with computer management.

If you work on campus, we'll be visiting your computer (if we haven't already) sometime in the next three months to move it into the Active Directory. After we move you into the Active Directory, you'll login to the um-users domain using your email password and you'll no longer need a password for Extension. Your email password is the only password you'll have to use for network and email access.

If you work in the field, we'll be visiting you a little later. The complexity of the wide area network and possible line outages adds additional requirements needed to successfully move to the Active Directory. Possible solutions to these requirements are being evaluated and we expect to be able to move the field to the Active Directory by the end of 2003.

What can you do to help us get you ready for the move? Here is a list of things that will help and are good computer housekeeping tips in general.

1. Clean out your temporary internet folders by opening up Internet Explorer, clicking on tools, clicking on internet options. Make sure you are on the general screen (tab at the top) and then click the Delete Files button. Select "Delete all offline content" and then select "OK". For more information on cleaning your computer, see the Computer House Cleaning article in the November 2002 issue of *Inner Circuits*.
2. If you are on campus and have Windows 98, call us. We need to upgrade your PC to Windows 2000 or XP. If you are in the field, and your computer is at least a 450 MHz processor with at least 192 Mb of RAM, we can up upgrade you to XP.
3. Make sure your email password meets the complexity requirements. See the July 2002 issue of *Inner Circuits* Computer Terrorism article for more details on how to change your password.
4. Make sure your computer is patched to the hilt. For more information see the July 2002 Issue of *Inner Circuits* Windows Updates article.

It usually takes about 15 – 30 minutes to move a computer into the Active Directory. After your computer is moved, everything will look the same. You'll still have access to the familiar Q, R, and S drives and your desktop will look the same as it did before.

\*Depending on where you work or if you are a student, you may be logging into the umc-users or tigers domain.

## Office Updates!

By Jill Dourty

Just as there are Windows Updates for you to run on your own computer, there are Office Updates as well. From Office Update's website:



"The Office Product Updates site is the online extension of Office that helps you keep your Office products up-to-date. Office product updates are created by Microsoft for Office XP and Office 2000 to bring you the highest levels of security, stability, and critical functionality available. Updates are available for free through the Office Product Updates site."

Please go to <http://office.microsoft.com/productupdates/> and click on "Scan my computer to find Office updates I need." If there are any updates listed there for you to run, put a checkmark in the box before the update name. Some will require you to run them individually and some will allow you to run multiple updates at once. You may need your Office Disk 1 to run these—keep it handy. While Office Updates don't normally require you to reboot, some of their updates may request a reboot to finish installing the update. If you choose not to reboot immediately, the updates will finish next time you do reboot.

Please take the time to get and keep your computer software up-to-date! ETCS suggests you run your Office Updates (which you can conveniently access from the Windows Updates page) every week when you run your Windows Updates. Please contact [ETCS@missouri.edu](mailto:ETCS@missouri.edu) or call Jill Dourty (573/882-7260) if you have any questions or problems!

## Network Wiring

By John Myers



Have you ever sat down to use your computer and it either won't let you log on or your drive mappings (Q: and R) keep disconnecting? If so, then your network wiring could be at fault. Back in the old days when Ethernet connections were only 10Mbps (megabits per second), everything worked just fine, but with the new faster speeds (100Mbps & 1000Mbps), comes new problems.

One common problem is inadequate wiring. There are different ratings of network wiring, depending on the speed that you intend to run on. When we first started to put networks in the county offices, we used Category 3 (Cat3) wiring. For 10Mbps networks this was fine, but for today's speeds we need better wiring. Category 5 (Cat5) and Category 5E (Cat5E) are the preferred wiring specifications.

Another common problem can be interference. Florescent lights can cause major interference, even with Cat5 wiring. The interference from florescent lights does not appear until you reach the 100Mbps network speed. Usually the network connection still

works, but is much slower than the same line running at 10Mbps. This type of interference can also corrupt your files and databases.

Ok, then let's just run everything at 10Mbps and be done with it. Good idea, but it's becoming increasingly hard to find hubs, switches and network cards that work at 10Mbps. Even when you find new equipment that works at 10Mbps, the equipment appears to be more susceptible to these network problems, even when they are run at 10Mbps.

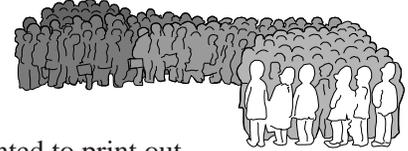
If you are responsible for the wiring in your office, then here are a few things for you check to make sure your network will run smoothly in the future. First, make sure your wiring is either Cat5 or Cat5E. I'm not just talking about the wiring from the wall to your computer, but all the wiring from your computer back to the hub or switch. You can find out what type of wiring you have by looking at the wire. On the side, every few feet, there should be writing. Somewhere in the writing you should see CatX where the X will either be 1-5 or 5E. If you have anything below Cat5, then you should proceed to get your wiring replaced. Second, if you have florescent lights and a drop ceiling, and your network wires are lying near the florescent lights, then you will need to move your wiring. Move the wires at least three feet from the florescent lights.

If you have any other questions or concerns about your office wiring, please contact us at [etcs@missouri.edu](mailto:etcs@missouri.edu) and we will be glad to help you. If you do these simple checks now, it will save you time and trouble in the future.

# Tired of 1000 People in the To: Line?

By Jill Dourty

Have you received an email from someone that you really wanted to print out, but didn't because it had a large number of names in the To: and/or CC: line? Very annoying, isn't it? Unfortunately, Outlook 2000 or 2002 doesn't appear to let us easily print messages without that very long list of names at the beginning. That "stuff" like "To:", "From:", "Sent:", and "Subject:" is called the "header".



Some research has uncovered a way that will allow you to edit an individual message so that when you print it, it won't print the "To:" (and or "CC:") line. See the instructions below:

## To Modify the Message Form in Outlook

1. Open the mail message in Outlook.
2. On the Tools Menu (of the email), select Forms, and then click Design This Form.
3. Right-click to select the field you want to remove, (*select the field, not its label; You should right click out to the right side of the word "To": and go to properties. If the "CC:" field is also full of names, you can repeat the procedure on that part too*) on the shortcut menu, click Properties.
4. On the Validation tab, uncheck the box in front of "Include this field for Printing and Save As" and then click OK.
5. Click on the X in the upper right corner to close the message—click YES to save the changes to the message!
6. Open the email message again from your inbox and print the message from Outlook. *The field removed in step three will not print. Other mail messages are not affected.*

## Anti-Virus Corner

### Current Norton Anti-Virus Versions



**Program Versions:**  
**Program:** 8.00.9374  
**Scan Engine:** 4.1.0.15

**Virus Definition File:**  
**Version:** rev. 4  
**Date:** 2/12/03



(Your versions should be at this level or greater.)

See <http://etcs.ext.missouri.edu/tips/default.htm> for instructions on updating your anti-virus.

Remember, this is only a fix for the one email you have open, you will have to do this to each long "header-ed" email you receive and wish to print! If you need assistance or have questions about these instructions, please call Jill Dourty at 573/882-7260.

## My Address Checker Won't Check Addresses

By Joe Lear

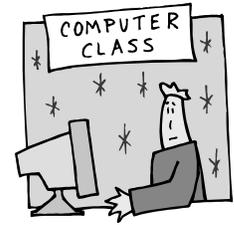


After installing the latest update to the MyMailList program, and starting the address checker part of the program, you may encounter the error that the program could not find the supporting program files to do address correction. You may have to reinstall the software.

- Click OK on the error.
- Click Mailing on the menu bar and then click Check Address Preferences.
- Make sure the MyPostageRateSaver CD is inserted in your CD-ROM drive. Click the Down arrow on the CD-ROM option of the check address preferences dialog box.
- Select the CD-ROM drive the address checker is in even if it already appears as the Selection in the CD-ROM option.
- Click OK to close the Preferences dialog box.

Now when you click Mailing, then check addresses, you may get the warning that the MyPostageRateSaver is newer than the last CD you used for address correction. Click Ok and the address checker program should start normally.

## New Training Scheduled!



By Jill Dourty

### Access

Tuesday, Mar. 18, 2003 (1-4pm)  
Thursday, Apr. 3, 2003 (8:30-11am)

### Excel

Tuesday, Feb. 25, 2003 (1-4pm)  
Monday, Mar. 10, 2003 (1-4pm)  
Thursday, Apr. 17, 2003 (8:30-11am)

### FrontPage

Tuesday, Feb. 18, 2003 (1-4pm)  
Monday, Mar. 3, 2003 (1-4pm)  
Thursday, Mar. 13, 2003 (8:30-11am)

### Outlook

Monday, Feb. 24, 2003 (1-4pm)  
Thursday, Mar. 6, 2003 (8:30-11am)  
Tuesday, Apr. 15, 2003 (1-4pm)

### PhotoDraw

Thursday, Mar. 20, 2003 (8:30-11am)  
Tuesday, Apr. 8, 2003 (1-4pm)

### PowerPoint

Thursday, Feb. 20, 2003 (8:30-11am)  
Tuesday, Mar. 4, 2003 (1-4pm)  
Monday, Mar. 17, 2003 (1-4pm)

### Publisher

Thursday, Apr. 1, 2003 (1-4pm)  
Thursday, Apr. 10, 2003 (8:30-11am)

### Word

Monday, Feb. 17, 2003 (1-4pm)  
Thursday, Feb. 27, 2003 (8:30-11am)  
Tuesday, Mar. 11, 2003 (1-4pm)

There are only 12 seats available for each of these courses. If you would like to register for any of these, please fill out our online form by clicking on <http://etcs.ext.missouri.edu/trainform.shtm>.

**Inner Circuits Mailing List Corrections/  
Additions** - Send an email message to ETCS or call 573-882-7130 to correct an address, add someone to or delete someone from the mailing list.