



INNER CIRCUITS

A Technology Newsletter for Extension Specialists

Extension Technology and Computer Services
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U.S. Department of Agriculture
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E-Mail Upgrade

By John Myers

The University is upgrading its e-mail system. The Microsoft Exchange 5.5 servers are being replaced with new Microsoft Exchange 2000 servers. This article pertains to Extension users of the *UM-Users* domain. To find out if you are a member of the *UM-Users* domain, double click on your name in the address book and click on the *E-mail Addresses* tab. If you look on the X400 line and see "o=UM System" then you are a member of the *UM-Users* domain. The first question that everyone asks about the upgrade is, "How is this going to affect me?"

The e-mail quotas are changing from 32MB/48Mb/64MB to 50MB/95MB/100MB. This means that the system will not warn you that you have exceeded your limit until your mailbox reaches 50MB. Your mailbox will continue to work normally until you reach 95MB, at which point you will not be able to send any messages until you decrease your storage to less than 95MB. If you still do nothing and allow your mailbox to exceed 100MB, then all your incoming e-mail will be returned to the sender.

The web interface will be changing too. The address webmail.umsystem.edu will remain the same, but the look will be different. The new web look is almost identical to what you see when you access your e-mail with Outlook. No more do you have to click on check boxes to move or delete multiple messages. Just shift click or control click to select the messages you want to manipulate. The web interface is also using secure sockets layer (SSL). This means that all access to your e-mail is encrypted. No hacker on the internet will be able to intercept your e-mail and read it.

Ok, I see some of the good things, but what are the bad things about this change? How long will I be without e-mail? When is this going to take place? Tentatively the mailboxes will be converted sometime in early December. The exact date is not known right now due to the fact that some of the hardware is not here yet. Groups of mailboxes will be converted overnight starting around 10:00pm. The only requirement for conversion is that the mailbox is closed before converting. You will get an e-mail from the administrator telling you that your mailbox will be moved that night. This means that it is very important for you to remember to close your mailbox before you go home.

When you come in the next day and try to start your Outlook, you'll have to enter your password and then read your e-mail. It will be that easy. The software will automatically know that your mailbox has been converted and will look on the new server for

your mailbox. One problem, that does not always happen, can occur. If you are reading multiple mailboxes, the additional mailboxes might not appear. If this happens, call ETCS and we will correct the problem.

Pruning Your Mailbox

by Joe Lear

Almost everyone has gotten the dreaded message from the Administrator saying their mailbox is over its size limit. But what if you cleaned out your inbox and you still keep getting the mailbox full message?

The inbox is just the tip of the iceberg for your total mailbox. Every time you send a message, it's stored in your sent items folders. When you delete a message it's not really deleted until you clean out your deleted items folder. If you keep your schedule in outlook, your calendar is also part of your mailbox.

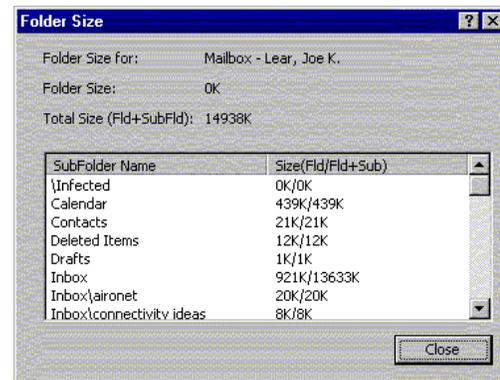
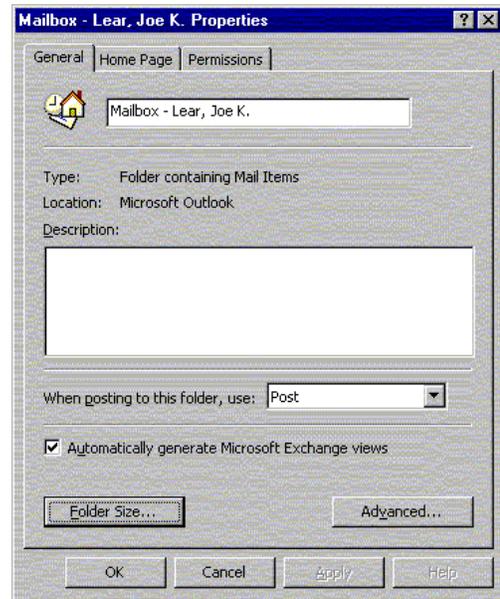
So how can you tell where your mailbox needs the most pruning?

Just Right Click on "Outlook Today" under the folder list and choose properties.



At the bottom of the mailbox properties dialog box that appears, click the button that says Folder Size. After a short time the list of folders and subfolders in your mailbox will appear.

To determine the size of each of your folders look to the right of the folder. The size of the folder is listed first followed by a slash and the size of the folder plus any subfolders that are below that folder. The file size is listed in K. K stands for 1000 bytes. 1000k is equal to 1 MB so a folder that has 4300k would be 4.3 megabytes, 13000k would be 13 MB, and so on. Determine from the list your largest folders and where these folders are located. Click close and OK and proceed to prune those folders of old messages by deleting them or moving the folders to your personal folder area which stores the messages on your local hard drive or server.



Repeat the process for checking your mailbox size and continue pruning until you get it below the size limits. Remember, pruning your mailbox regularly keeps your mailbox healthy, your mail flowing, and those administrator messages out of your mail.



Anti-Virus Corner

Current Norton Anti-Virus Versions



Program Versions:

Program: 7.50.846
Scan Engine: 4.1.0.6

Virus Definition File:

Version: 31128c
Date: 11/28/01



(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.

New Computer Based Training from NetG

by Jill Dourty

On December 11, 2001, the SmartForce computer based training (CBT) contract will expire. The entities of the University of Missouri, including University Outreach & Extension, have finalized a contract with NetG to take over this role. We are excited as NetG courses are known for their "catchy" delivery of accurate and interesting information. These courses are also MOUS certified which means that all Extension employees have the opportunity to become **Microsoft Office User Specialists!** (For more information on MOUS, visit <http://www.microsoft.com/traincert/mcp/mous/mous.asp> or contact me at DourtyJ@missouri.edu).



NetG makes computer based learning easy. Users will be able to take a pretest to assess what information they know. NetG will then generate a customized individual learning path for you based on your scores on the pretests as well as the applications about which you have elected to learn. This means you work through the courses on the information you need. Also, NetG offers you the option of querying their database for material on a specific subject. For example, if you need help with creating a pie chart in Excel, you can do a search for "pie chart" and it will bring up any material related to pie charts. You can then choose which application you are working with (Excel) and then what information you need about pie charts (how to create them).

NetG accounts will be created for each Extension employee and tied to our e-mail login and password. Users will not have to create their own accounts nor will any of us have to worry about forgetting our passwords! At this time, we have beta testers who

are helping us review the new courses while we work out the kinks. Tentative date to release the new CBT courseware is at the end of January. More information and instructions will be released as soon as it is ready.

For those of you who have taken SmartForce courses, you have done a wonderful job! My congratulations to you! Please do not be concerned about your Lego© blocks. We will resume awarding Legos© when the new NetG courses are in place. Plan on continuing your CBT education with NetG in January!

At any time, please send your questions or comments regarding CBT, NetG, or SmartForce to DourtyJ@missouri.edu.



Welcome Megan

by John Myers

Megan Wallace joined ETCS in October as a Programmer/Analyst. Her main work emphasis will be on the Continuing Education Information System software for campus units. Megan received her Bachelor of Science in Management Information Systems with a minor in Computer Science from Northwest Missouri State University in 1999. In her spare time, she enjoys reading, watching, and going to movies, cross-stitching, cooking, and spending time with her family and friends.



Inner Circuits Mailing List Corrections/Additions -

Send an email message to ETCS or call 573-882-2096 to correct an address, add someone to or delete someone from the mailing list.

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