

Departmental Email Accounts

In your office correspondence or departmental Web pages, do not direct departmental email to an employee's email account? For example, if someone is interested in majoring in Culinary Science, email regarding this interest should not be directed to the administrative assistant for the department, *e.lagrasse@csuohio.edu*. Instead, direct all department email to a departmental email account, *culsci@csuohio.edu*.

Here's the reason why you would want to do this. If someone retires, they take their email with them. If someone quits, they can have their email forwarded to an off-campus account for 90 days. If you direct your department email inquiries to an employee and s/he leaves, you lose a valuable communication source.

A departmental email account, on the other hand, stays with the University when the departmental administrative assistant, say, starts his own cooking show. The departmental email account can be viewed by anyone in the department who has the ID and password, so the account will always be monitored even when the main person who does so is on vacation or out ill.

Contact the Call Center, x5050, to request a departmental email account.

New University PC Vendor With Lower PC Pricing, and New Services (with Personal Purchase Options)

By P. Phillips

Cleveland State University rebid its PC and Notebook contract for all university computer purchases. The bids were reviewed by Information Services & Technology, representatives from each college, the Library, Continuing Education, the Provost's Office, Purchasing Department, and Controller's Office. After considering the pricing, quality of product, company strength, and services, the contract has been awarded to Hewlett Packard.

All existing Gateway equipment will continue to be serviced as it is today. When you are ready to replace your PC equipment, you will purchase its replacement under the new agreement. All existing monitors will continue to work with the HP equipment. You only need to replace Gateway monitors if they fail and are out of warranty.

Highlights of the new agreement:

- New Lower Pricing
- Slightly beefed up configurations
- New services bundled into the base pricing
- Reduced pricing for most add-on components or upgrades

Base Computer Model

Old	New
Performance Desktop Gateway E4610D @ \$930	HP 7800 @ \$660
Standard Desktop Gateway E4610S @ \$680	HP 7800 @ \$534
Standard Laptop Gateway E475M @ \$1285	HP 8510 @ \$1137
Ultra-light Laptop Gateway E100M @ \$1420	HP 2510p @ \$1204
Convertible Tablet Gateway E155C @ \$1669	HP 2710p @ \$1448
15" Flat Panel Display \$179	\$155
19" Wide Screen FPD \$234	\$185
24" Wide Screen FPD \$669	\$501

Notes:

In addition to the new lower pricing, installation is now part of the base computer price.

All computers will be delivered with a standard university software image including the OS, Microsoft Office, Email, McAfee Virus Scan, and Landesk Management Suite.

Data migration for up to 10 GB will cost an additional \$13.50. Data must be under one folder (i.e. My Documents) and favorites must be one folder. Larger data migrations or moving disorganized data will result in additional costs.

All Laptops are sold with a CSU monogrammed laptop case. You will have a choice among a small briefcase, large briefcase, hard-side portfolio, and backpack.

All laptops will be laser engraved with the CSU logo. This is to discourage theft by clearly identifying the laptops as CSU property. Laser engraving cannot be removed without replacing the laptop chassis.

Personal Purchases:

HP is extending the same offer to CSU students, faculty, and staff. The price will be just slightly higher than the university will be paying, to cover credit card costs. Each purchaser will be responsible for shipping and handling charges and applicable state taxes.

myTime Internet Access

By M. Humer

myTime is now available from any Internet connected computer anywhere in the world! You and your employees are now able to do all your myTime functions from your off campus

location.

myTime (cont.)

The functions include:

- Timecard Approval
- Timestamp
- Reports
- Timecard Edits

Since employees will now be able to Timestamp from off campus locations, supervisors should notify in writing all employees who they are authorizing to use this option.

We have added a new report called "Punch Origin" to the reports section for all supervisors. This report will show you where every Timestamp originated, either on campus or from an off campus IP address. This report can be run at any time for any or all of your employees.

Office 2007 Tip of the Month

IS&T Office 2007 Training Resource

Rowen Garcia, IS&T's Director of Academic Development and Services, created and maintains a resource page for Office 2007. It contains helpful information about online help and self-paced training courses available from Microsoft, an interactive reference guide, and more.

The URL is:

www.csuohio.edu/ist/office2007resource.shtml

Excel 2007 Tip of the Month

Select a range of non-adjacent cells

Have you ever wanted to apply a certain type of formatting to several groups of cells within a spreadsheet but not to the whole spreadsheet? Here's an easy way to do this:

1. Hold down the Ctrl key
2. With your mouse, select the first group by pointing to the first cell in the group, hold the left mouse button, and drag to the end of the group.
3. Repeat step 2 for as many groups as you need
4. Release the Ctrl key
5. Apply the formatting

50 Tips and Random Thoughts About Email: Part 10 (continued from past months and to be continued)

34. Use the address book capability of your e-mail software. You'll make fewer errors in the "TO:" line. And you won't have to look up people's addresses as often.

35. Learn to sort your messages by date, sender, topic, etc. It's faster to find an archived email this way.

36. Be polite, but not overly so. That is, everything done for you by e-mail doesn't need an individual thank you. A reply with the word, 'Thanks,' and no other messages often wastes two people's time and bandwidth.

37. Do not request 'delivery' and 'read' receipts unless you want to annoy your recipient. Like the priority flag, these should only be used on very rare occasions and are generally just a waste of computer cycles.

38. You may want to ask before you send an attachment. Because of computer viruses, many people won't open attachments unless they know the sender. Even that can be a mistake because many viruses come disguised in email messages from someone you know. Some email systems won't accept executable files even if they are not viruses. Before sending an attachment, ask the recipient if you may do so.

Quote of the Month

The colossal misunderstanding of our time is the assumption that insight will work with people who are unmotivated to change. Communication does not depend on syntax, or eloquence, or rhetoric, or articulation but on the emotional context in which the message is being heard. People can only hear you when they are moving toward you, and they are not likely to when your words are pursuing them. Even the choicest words lose their power when they are used to overpower. Attitudes are the real figures of speech.

-Edwin H. Friedman

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