



IT Matters

Elizabethtown College Information & Technology Services Newsletter – December 5, 2014



Prepare for Winter Break Before You Leave Campus

Ready for the holidays? Just remember a few things before heading out, like setting Out of Office notices and making sure VPN works. Change your password if necessary. Then enjoy winter break with no computer worries! Check out the links and information below for tips on how to get things ready for break and more.



Email – Out of Office Notices

Notify email senders that you're away from the office:

- Outlook Web App (OWA) - [Video & Step by Step Instructions](#)
- Outlook (PC) – [Video & Step by Step Instructions](#)
- Outlook (Mac) – [Video & Step by Step Instructions](#)



Phone – Temporary Greetings

Let callers know you're out of the office by [creating](#) and [enabling](#) an alternate greeting on your office phone.



VPN – Access the Network from Off-campus

If you are doing any college work from home over winter break, before you leave make sure VPN is working and that you can connect to your network drives on your [college-owned computer](#). On a [personal computer](#) check that you can connect using a remote desktop connection to ecfsHome-ts.



Change Your Network Password

If you haven't changed your password since the beginning of the fall term, change it now to stay connected to email, JayWeb and Blackboard. You won't have to do it again until April. Just make sure to remember the new password. After you change your password, change it on all your devices. Use your new password before you leave campus.

- [Step by Step Directions & Video](#)
- [Log on to OWA](#) to test your new password.

WiFi – Update Your Password

After you change your email password, if you connect to EC_JAYNET_LOGIN on campus

you will need to change the wireless password for that connection. This is not necessary if you connect to EC_OPEN_WIFI.

[Android](#), [iPhone](#), [Mac Computer](#), [Windows](#)

Email on Wireless Devices – Update Your Password

If you receive college email on any of your devices, such as an iPhone, update your mail settings to use the new password. Step by step instructions: [iPhones](#)

Get to Know Canvas Before Break! (Last Workshops of the Year)

Getting to Know Canvas – 30 minute workshop

Monday, Tuesday, or Friday 11:00-11:30 in N114

Register: <https://eventbrite.com/event/14784656305/>



Canvas Basics – 1 hour workshop

Monday, Tuesday or Thursday 12-1:00 in N114

Register: <https://eventbrite.com/event/14785388495/>

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Contact Us:

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Walk-in: Nicarry 108

Online Tickets: helpdesk.etown.edu

Website: www.etown.edu/its

Knowledgebase: Helpsheets and videos for 24/7 tech support

Atomic Learning: On-demand video tutorials on common technology topics