



IT Matters

Elizabethtown College Information & Technology Services Student Newsletter – May 5, 2015

Prevent Problem: Change Your Password Now



Stop! Before you start packing for the summer, there are a few things left to take care of on campus. The most important thing is to change your password so you don't lose access to your email or JayWeb. Click below to find out what needs to be finished before you don those shades and splash into the summer heat.

[Changing Password »](#)

Email - Out of Office



Did you know you can set up your email to automatically reply that you are not on campus over the summer? Follow these instructions in order to create an Out of Office Reply rule so your professors and email correspondents won't be left in the dark. You can decide what it says, who it goes to, and even set a date for when OWA will stop automatically replying!

[Learn How »](#)

Spotlight: Swivl

Have you seen the neat robots ITS now has for check out? You can use the Swivl recording robot with an iPod or iPad to record speeches, presentations, and student teaching. It can be extremely useful for putting together a portfolio, demonstrating public speaking or student teaching experience for future employers, and capturing video for projects.

The robot can charge to run for several hours without its cord, making it portable, and it can turn 360°, making it versatile for recordings that include movement. It's easy to use, provides great audio, and smooth movement without the usual "jumpiness" seen in videos. To find out how you can check out the Swivl, contact the ITS Help Desk at helpdesk@etown.edu or x3333.



Sleep Tight – Limit Late Night Tech

Is your smartphone an electronic boogeyman? Everyone knows that you shouldn't be looking at a screen before bed. Most people do it anyway because they have to watch that last

episode of Breaking Bad or just need to finish that one last paper. But what is the true cost and how does it affect your sleep? Click below to find out.

[Sleep Better »](#)

BlackBoard Farewell



May is upon us and that means graduation for many of the beloved students here at Elizabethtown College. This includes some of those who have been with us the longest. Nearly 15 years after they entered the hallowed electronic halls of Etown, Bb Fake Students 1, 2, and 3 are finally graduating. Find out all the little things you didn't know about these three wonderful students by clicking below.

[The 15-year Students »](#)

Sign up for the ITS Blog



If you haven't gotten a chance to subscribe to the ITS Blog yet, make sure to do so before you head off for the summer. You'll have access to hundreds of posts on helpful tips (like how to use Excel Pivot Tables for next semester's classes) and computer help (such as managing your email). You'll also get up-to-date information as new blog posts are released. Simply [click here](#), enter your email on the Blog, and hit subscribe!

Summer Help Desk Hours



Beginning on Monday, May 18th, the ITS Help Desk will be shifting to summer hours.

| | |
|--------------------------|-------------------------------------|
| Monday - Thursday | 8:00am – 12:00pm & 12:30pm – 4:30pm |
| Friday | 8:00am – 12:00pm & 12:30pm – 2:00pm |
| Saturday - Sunday | Closed |

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Contact Us:

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Website: www.etown.edu/its

Knowledgebase: Helpsheets and videos for 24/7 tech support
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