



# IT Matters

Elizabethtown College Information & Technology Services Student Newsletter – September 14, 2015

## Out with the Old, In with the New



For those who've had classes in Nicarry before, you can probably agree that it wasn't the most modern building on campus. But after the renovations of this summer, it's looking to be one of the more tech-savvy places at Etown. With new classrooms sporting new lighting, interactive projectors and new computer podiums, those who have a class in Nicarry this semester should definitely be excited.

[Learn More »](#)

## New Year, New Look at the ITS Help Desk



What could be better than a new semester at Etown? A new help desk to go with it, of course! Over the summer, Nicarry got a major facelift, and looks so much better than the building we left in May.

[See the Change »](#)

## Spotlight: Devin Drennen

Each issue of IT Matters will feature a different staff member as a way of highlighting the members of the department and thanking them for their contributions to the ITS team.

This issue's featured staff member is one of our student workers, Devin Drennen.

When he's not working in the engineering labs of Esbenshade or carrying out his duties as secretary of the cycling club, Devin can be found behind the Help Desk in Nicarry 125. He'll help you with your computer, your device, your classroom equipment, and much more. Devin works hard to make sure things are done right. He likes to help students, staff, and faculty understand the problem that they're having so they can prevent it from happening again or solve the problem themselves if it does. When it comes to most anything tech-related, Devin's got your back. To find out more about this talented member of ITS, watch his [Spotlight Video](#).

## Office 365: Features & Programs



Everyone on campus now has free access to Office 365. Office 365 is the new online suite of Microsoft programs that allow you to work collaboratively with others and from any computer by saving all work online.

[See the Features »](#)

## Create Flags in Outlook



When it comes to your email, nothing is more frustrating than an unorganized mailbox. With the mountain of emails that we get each day, it's easy to lose track of important ones, even if they've been flagged as important. The solution? Making a "Flagged Email" folder in your Outlook 2013 mailbox is an easy way to organize these emails and let you return to them quickly later.

[Flagging Email »](#)

## Email on the Go: Setting up Email on your Smart Phone



Chances are you've needed to check your email when you're on the go. The problem is, you don't have access to a computer. But fear not! If you configure your email on your smartphone, you can open it easily and quickly. Read the article below to find out how to set it up!

[Get Connected »](#)

## Tech Tips from the ITS Blog



[Recent Updates to Canvas »](#)

[Canvas Tip of the Week: Published Content and Unpublished Modules »](#)

[Canvas Tip of the Week: Notification Preferences »](#)

[For Faculty: Videos About Teaching and Learning »](#)

[Recent Updates to Canvas »](#)

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### Contact Us:

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Walk-in: Nicarry 125

Online Tickets: [helpdesk.etown.edu](http://helpdesk.etown.edu)

Website: [www.etown.edu/its](http://www.etown.edu/its)

**Knowledgebase**: Helpsheets and videos for 24/7 tech support  
**Atomic Learning**: On-demand video tutorials on common technology topics