



# IT Matters

Elizabethtown College Information & Technology Services Newsletter – September 22, 2016

## What's New on Campus?



ITS worked hard over the summer to update several systems on campus. What's new on campus? You may have noticed the new TV cable, new Windows 10 computers, and updated Outlook Mail App. We also upgraded the entire Wi-Fi system to be faster and more efficient than ever.

[See What's New »](#)

## Safe, Productive Browsing



Anyone can post anything on the internet and sneaky thieves or malicious hackers are always looking for new ways to trick the average internet user into clicking on links that may contain malware that will slow your computer or capture personal information. How can you keep yourself safe while working and learning online? While it is not an exact science, you can take proactive measures to have Safe Productive Browsing.

[Safe Browsing »](#)

## Password Change Reminder



It's that time of year again! Summer is over, and classes have started. With fall semester underway, you will likely be prompted to change your E-town Network password soon. Once you've changed your password via the Outlook Web App, be sure to update your password anywhere you have it automatically saved such as password apps or autofill. This way you won't lock yourself out of your account. Review the criteria for creating a [new password](#).

[Password Change »](#)

## Setting up E-town Email on Phones



Chances are that you've needed to check your email when you're on the go, but don't have access to a computer. Logging in to email via a web app is a hassle. If you [setup E-town email on your smartphone](#), you can open it easily and quickly. You can even receive notifications for new emails right on your smartphone, too.

[Email on Phones »](#)

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## Keeping Devices Safe



It'll never happen to me, right? That is what everyone thinks. But even in a safe campus such as E-Town, devices can get stolen or lost. Don't let a misplaced or stolen device allow others to get access to your information. There are features built into devices to help keep the information safe and apps that can help if a device gets lost, so you can [keep your devices safe](#).

[Stay Safe »](#)

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## Help Desk Hours

Need ITS support? [Come visit the Help Desk](#). The good news is we are open everyday of the week!



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Mon - Thu.....	8 a.m. - 9 p.m.
Fri.....	8 a.m. - 5 p.m.
Sat.....	12 p.m. - 5 p.m.
Sun.....	5 p.m. - 9 p.m.

  

Library Circulation Desk	
Sun - Thu.....	7 p.m. - 10 p.m.

ETOWN ITS HELP DESK

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## Tech Tips from the ITS Blog



[Link to a Document in OneDrive »](#)

[Downloading Office 365 »](#)

[Skype Group Calls »](#)

[Knowledgebase »](#)

[Get Rid of Start Menu in Office »](#)

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### Connect With Us:

[Facebook](#)

[Twitter](#)

### Contact Us:

Phone: 717-361-3333

Email: [helpdesk@etown.edu](mailto:helpdesk@etown.edu)

Walk-in: Nicarry 125

[ITS Blog](#)

Online Tickets: [helpdesk.etown.edu](https://helpdesk.etown.edu)  
Website: [www.etown.edu/its](https://www.etown.edu/its)

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