



IT Matters

Elizabethtown College Information & Technology Services Newsletter – September 21, 2018

Turn Off Focused Inbox



One feature of the move to Office365 is automatic sorting of your mail into two tabs, labeled “Focused” and “Other.” Focused is based upon its algorithm’s judgement of the content of the email’s importance. This feature may cause important email to go unnoticed, though. Here’s how to turn it off.

[Focused Inbox »](#)

Hoover Classroom Audiovisual Renovations



Upon returning to campus, you might realize that Hoover looks a little bit different. Classrooms have been renovated with new panels on the podiums and some other fun features to enhance learning.

[Hoover Upgrades »](#)

Faxing Changes



Over the summer, the process of sending a fax changed slightly. When sending a fax, you must now type +1, then the destination number followed by @fax.tc. To fax both a message body and an attachment, enter /b at the end of the subject line of the message.

[Faxing »](#)

ITS Fall Hours 2018

The Help Desk is located in Nicarry 125 and is open Monday through Saturday. The Help Desk also offers late night hours at the Library Circulation Desk for your convenience.



	Nicarry 125	Library Circulation Desk
Monday – Thursday:	8:00am – 9:00pm	7:00pm – 10:00pm
Friday:	8:00am – 5:00pm	
Saturday:	12:00pm – 4:00pm	
Sunday:		7:00pm – 10:00pm

[Full Details »](#)

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Contact Us:

Phone: 717-361-3333

Email: helpdesk@etown.edu

Walk-in: Nicarry 125

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