



IT Matters

Elizabethtown College Information & Technology Services Student 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 »](#)

Network Drives



Network drives are a valuable resource that E-town offers its faculty, staff, and students. They can be used for document sharing for anything from clubs collaborating to faculty sharing files with their classes to students working on a group project. Plus, they are a more secure place.

[Network Drives »](#)

Web Printing



Often, first years and even upperclassmen don’t know the full scope of the printing services that E-town offers. Many students email themselves files and print them out from a computer lab. While this is a perfectly viable option, web printing can be much faster!

[Web Printing »](#)

Office 365 OneDrive



Did you know that Office also has an online component, called Office 365? Think the constant backing up of your files that you get with Google Drive, but with Microsoft Office’s more refined features and universal accessibility for E-town students.

[OneDrive »](#)

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