

~~HELP~~

Orval A. and Ann T. Opperthausen Laptop Help Desk

VOLUME 5, ISSUE 1



NEWSLETTER

SEPTEMBER/OCTOBER 2009

~~DESK~~

~Architecture Students~

LAPTOP BATTERIES ARE AVAILABLE!



We have a limited supply of new T60 batteries available. If your current battery is not holding a charge, please come by the Help Desk for an exchange.

HELP DESK HOURS*

Monday - Thursday 8:00a.m. - 6:30p.m.

Friday 8:00a.m. - 4:30p.m.

All other times by appointment

* Effective October 5, 2009

PUBLIC PRINTERS

PRINTER NAME	LOCATION
C203	Help Desk
S202	Student Lounge in the Science Building
E152	Engineering Building Computer Lab
M113a	Library
APT N1	North Housing
APT S	South Housing

Managing Your Google Calendar

Every user who has a Lawrence Tech Google Apps for Education email account also has a calendar. The name of this calendar is [username]@ltu.edu. To see your calendar, click the Calendar link above and to the left of your Inbox.



By default, everyone at Lawrence Tech can view this calendar to see if you're busy or free. The screen shot below shows the default settings of this calendar. (Click on *Calendar à Settings à Calendars à Shared: Edit settings.*)



- If you do not want anyone to view your calendar, uncheck the box "Share this calendar with others" and click the Save Button.
- If you want everyone at Lawrence Tech to be able to see your event details: (This allows others to view the details of your events just as you see them)
 1. Check the "Share this calendar with others" checkbox.
 2. Check the "Share this calendar with everyone in the domain Lawrence Technological University" checkbox
 3. Select "See all event details" from the drop down menu.
 4. Click the Save button
- To allow only specific people to view your calendar:
 1. Uncheck the "Share this calendar with others" checkbox.
 2. Under "Share with specific people" enter the email address of the person you want to be able to view your calendar.
 3. From the Permission Settings drop down menu, select the appropriate level of access.
 4. Then click the Save button.

Adobe Software Program

Lawrence Tech is proud to announce that we have signed a Student Licensing Addendum, extending outstanding savings on Adobe products to all current Lawrence Tech University students, faculty, and staff!

Go to : <http://www.schoolworldedu.com/ltu/>



MS Office Now Available!

Students may come to the Help Desk to have MS Office installed on their personally-owned machines or purchase their own CD for \$10 (payable at the One Stop Center). The student is required to sign a Student Users Acceptance Form. Essentially this agreement states the student is required to remove the software if he/she leaves the university prior to graduation. Upon graduation, however, the student then owns the product. Limited to 1 install/CD per person. Limited quantities of CD's available for purchase.

RECALIBRATING YOUR BATTERY

To get the most useful life out of your Lenovo battery, you should recalibrate your battery.

Follow these steps to recalibrate your Lenovo Battery:

1. Start → Control Panel → Power Options
2. Click the Power Manager Tab
3. Launch Power Manager
4. Click the Battery Information Tab
5. Click the Battery Maintenance Button
6. Click Perform Reset - under the Battery gauge reset
7. Click continue
8. Click OK

This will take you back to the Battery Information tab - here you may watch the progress of the reset. Do not disconnect the AC adapter until the reset is complete.

This process may take a few hours so we recommend that you leave enough time for it to complete.

Try Something New - Email Labs

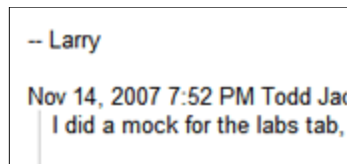
Gmail Labs allow you to try out experimental new email features. There are lots of great features in Labs, but they're still being tested. They may change, break, or disappear at any time. If a Lab works well, it may become a regular fully supported feature.

To start using Labs, log into your email and click on Settings. Then click the Labs Tab. Select the Lab you want and click the Enable radio button. When you're done, click the Save Changes button at the bottom of the page.

Can't see Labs? You need to run Internet Explorer 7.0+, Firefox 2.0+, Safari 3.0+, or Google Chrome to use Labs. If you have Internet Explorer 6.0, you won't be able to use Labs.

Here are just a few of the available Labs:

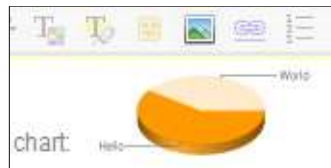
Signature tweaks



Places your signature before the quoted text in a reply, and removes the "-" line that appears before signatures.

Enable
 Disable

Inserting images



Allows you to insert images into a message body. You can upload and insert image files in your computer, or insert images by URLs. This lab will not work if you have offline enabled.

Enable
 Disable

Forgotten Attachment Detector



Prevents you from accidentally sending messages without the relevant attachments. Prompts you if you mention attaching a file, but forgot to do so.

Enable
 Disable

IT Services - Help Desk Staff Directory C203 A. Alfred Taubman Student Services Center 248.204.2330

Director :

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