

~~HELP~~

Orval A. and Ann T. Opperthausen Laptop Help Desk

VOLUME 4, ISSUE 5



NEWSLETTER

MAY 2009

~~DESK~~

SPRING 2009 LAPTOP RETURN DATES

5/4/2009 to 5/8/2009 Final exam week

5/14/2009 Last day for non-teaching faculty

All students **not** enrolled for Summer or Fall must return their laptop. Enrollment for Summer or Fall by **May 13, 2009** will allow you to keep your laptop over the Summer without late fees.

Summer students **not** registered for Fall must return their laptop by **July 24, 2009** to avoid late fees.

RETURN YOUR LAPTOP



**HARRY BUTLER COULD FIND YOU IN HIS SLEEP.
IF HE SLEPT.**

NEW EMAIL SYSTEM COMING SOON!!

We're pleased to announce that Lawrence Tech is partnering with Google to bring you a new email system. This summer, Lawrence Tech will implement Google Apps for Education (Gapps), a suite of collaboration tools including email, shared calendars, chat, document sharing, and more. There are lots of advantages to using Gapps. Here are just a few:

- Access email from anywhere with an Internet connection
- Store up to 7 GBs of mail
- Easily share multiple calendars
- Google search technology is built in
- Improved spam blocking
- And much more



In the very near future Lawrence Tech will begin migrating email accounts to Gapps. During the summer, email will be delivered to both Gapps and to our existing mail server (Communigate). This will give users time to familiarize themselves with Gapps.

Account migration will be done by department. A migration schedule will be available soon. IT Services staff will work closely with users to address any issues concerning this transition.

By Fall 2009, our old mail server will be retired and all mail will be delivered to Gapps. We know that you'll enjoy the improved performance, reliability, and exciting new features that Gapps provides. You can start learning more about Gapps now at

<http://google.com/support/a/users/?hl=en>

Further information and instructions will be coming soon. Please watch this space!

SUMMER HELP DESK HOURS

Begin Monday, May 18

Monday - Thursday 8:00 a.m. - 5:00 p.m.

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

All other times by appointment

QUICK REMINDER

All laptop accessories will need to be returned with laptops/ tablets. Any parts that are not returned will result in charges to the student account.

External CD/DVD Drive - \$100



Power Adapter - \$50



Stylus - \$75



Laptop Bag - \$25



SUMMER 2009 LAPTOP DISTRIBUTION

Location: C203, Help Desk

Taubman Center



Wednesday, 5/13/ 2009

1:00 p.m. - 6:30 p.m.

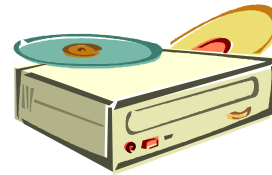
Thursday, 5/14/2009

11:00 a.m. - 4:30 p.m.

BACKING UP DATA

It is important that you back up your data before returning your laptop!

If you need assistance stop by the Help Desk and we will be happy to assist you with your data backup.



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

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