

HAPPY HOLIDAYS

HCS Tech. Specs.



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SPAM On Rise During Holidays

'Tis the season to be jolly and apparently for some, send SPAM. You have probably have noticed an increase in the amount of SPAM in your inbox and in your daily SPAM reports from LightSpeed. If you are one of the 5 or so people district-wide who have not yet called or emailed the technology department to ask why this is happening read on and you will learn.

At the same time store owners across the nation began stocking their shelves in preparation for the barrage of holiday shoppers, SPAMMERS were preparing to for a barrage of their own. Hoping to solicit the eager holiday shopper, SPAMMERS began to tailor their emails to align with the shopping season. Imitation Rolexes make excellent gifts for some so you may have seen the SPAM Mail advertising the popular imitation Rolex.

Many SPAMMERS have spent the last several months working on methods to circumvent filters and get their SPAM to potential customers. What better time of the year to do that then when so many consumers are in the market for the perfect (or maybe not so perfect) gift. Many consumers have turned to the ease of online shopping. SPAMMERS know this and if they can get their advertisements to your inbox at just the right time, you might just take them up on the offer.

One of the newest techniques that have been developed to circumvent SPAM filters involves sending only an image to your inbox. Filters have a difficult time sifting out this image-based junk because many filters can't "see" what is in the image. In addition, many SPAMMERS also use the SPAM definitions of the most popular SPAM filters to test their new techniques. SPAMMERS also use pure text messages and often time misspell key words so filters will overlook the message as something that is not spam.

All of this adds up to an increase of SPAM in your inbox. However, there is light at the end of the tunnel. Once the engineers at LightSpeed develop algorithms to properly filter the junk that is circumventing our filter, you will once again have cleaner inboxes, and in another 11 months, you can expect to see the same thing. Unfortunately, SPAM is not going away. Don't you wish there was a National Do-Not-Email list?



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Got Internet Explorer Version 7?

Did you get the download of Internet Explorer 7.0? If not, you will, and you need to be prepared.

In August 2006, Microsoft began the final release of Internet Explorer 7, the first major update to its Internet browser in several years. It is available only to machines running Windows XP, and it cannot be installed on earlier operating systems such as Windows 98, Windows 2000, or Windows ME. Internet Explorer 7 has a redesigned and streamlined interface, offers the ability to open several browser windows at once, is able to shrink the text on web pages to fully print an entire page on regular inkjet printers, and promises improved security features to help to keep your personal data safe from fraudulent websites and online phishing scams. Other browser applications, such as Firefox, have been incorporating many of these advanced features for some time and Microsoft is just now catching up. In trials being conducted by Hartland's Tech Department, we are finding Internet Explorer 7 to be a solid and worthy successor to the world's most widely used Internet browser. However do not expect to see it on your workplace desktop in the very near future. Before it is installed district-wide, Hartland technicians want to be certain that IE7 is fully compatible with online applications such as Zangle.

You can expect to see IE7 on your home desktop sometime soon. "Automatic Updates" is a feature built into the Windows XP operating system that, depending upon your configuration, will either automatically install what Microsoft considers "Critical" Updates or will provide a popup notification in the System Tray to tell you that these updates are available. In most Windows XP installations, the default setting is to download and install the updates automatically. So, unless you have

disabled "Automatic Updates" on your home computer, IE7 will automati-



cally install itself in the very near future (if it has not already done so). Even if you are using dial-up to connect to the Internet, the download will come to your computer, piece-by-piece, each time you connect to the Internet until the entire upgrade file has been collected on your computer. Once your machine has completed the entire IE7 download, you will be presented with a popup that asks you to install Internet Explorer 7.

Most of these installs go without a hiccup. However, after install, some people may find that just opening Internet Explorer 7 is freezing up their browser or their entire computer. This problem is being caused by the way that IE7 and some other applications interact. Applications such as instant messengers, search engine toolbars, stock tickers, WeatherBug, ESPN, and others may cause these browser or computer freezes to occur. While some of these may conflict with IE7, Yahoo Messenger and Yahoo Toolbar are two that almost certainly will cause problems.

To remove any conflicting programs from your computer, click on START, then click on SETTINGS, then click on CONTROL PANEL. Click on the icon that says ADD OR REMOVE PROGRAMS. When the application opens, use the slide bar on the right side to scroll down to find programs that might be causing the conflict. On the left side, single-click on the offending program to highlight it in blue then click on the REMOVE button. Finally, close the ADD OR REMOVE application and immediately restart your machine.



Training Corner



Creating Group Wise Groups

Creating a GroupWise group will quickly allow you to email a large number of people. For example, instead of searching for all of our HCS first grade teachers and adding them to the To: field one at a time, a user would be able to select one group and quickly send the email. CES users have begun using GroupWise groups to email parents regarding classroom, grade level, or school-wide events.

To Create a GroupWise Group:

1. Open your address book in GroupWise.
2. In the left hand column, select the Address Book in which to add your group.

If you would like to add an Address Book to your list of books, do the following:

- a. Select the "File" from the dropdown menu.
 - b. Click "New Book".
 - c. Type the name of the book.
 - d. Click "Ok."
 - e. Your book will now appear in the left hand column. (If you are creating an address book for all of your books, it might make sense to create a book called "Groups.")
3. Single click on the address book in which you wish your group to be added.
 4. Click on the button called "New."
 5. Select "Group." (If you wish to add a single contact, the procedure is the same, just select "contact" instead "group.")
 6. Type the name of the group in the "Name" field.
 7. Click the button that says "Add" and you will be given the opportunity to select the members that you want in your group.
 8. Click the "Ok" button.

Note: If you wish to send an email to the group but you do not wish for the group to see everyone's email address, all you need to do is send the email to yourself but Bcc the group. CES Teachers asked for this because they thought it would be useful in sending email to parent groups but not requiring each parent to see each other parent's email address.

For a training video on this topic, go to the "R" drive and click on the file gw_users_groups.avi.

R:\Tech\TrainingVideos\gw_users_groups.avi

You will also find a video there showing how to share your GroupWise address book with other GW users. For example, if you are a first grade teacher wants to share groups with other 1st grade teachers this video will show you how to set this up. The CES Teachers were once again responsible for these great ideas.

R:\Tech\TrainingVideos\address_book_sharing.avi

At Times, Do You Not Get Your Drive Mappings?

There are times when users log in and don't get their drive mappings. If this is the case, you can try the following method to get your mappings back.

1. Right click on your red "N" in your sys tray. (lower right hand corner of your desktop.)
2. Select "Novell Connections."
3. Select RESALAN and click "Detach." Wait for five seconds then click "Refresh" to confirm that you have detached from the RESALAN Tree.
4. Click "Close" and then right click on the red "N" in your sys tray again.
5. This time, select "Novell Login" and when the login window appears, type your username and password and click "Ok".

If you still do not get your drive mappings log a TrackIt ticket and a Tech will be in contact with you.

Saving your Favorites in Internet Explorer

As you know, if your computer fails, it may become necessary to image it. In addition to any files that you have saved on your hard drive, it is a good idea to back-up your favorites to your network drive ("H" drive), USB Flash Drive, CD, or whatever backup method you may use. The procedure is not difficult but the differs slightly with different versions of the browser. You may want to consider doing this at home and saving a copy on a USB thumb drive or CD the same as you do when backing up your files at home.

Using Internet Explorer 7:

1. Open Internet Explorer 7.
2. Click on the Add to Favorites Button on the Toolbar. (button with a plus sign and a star)
3. Click "Import and Export."
4. Click the "Next" button on the Welcome Screen.
5. Select "Export Favorites" from the list and click "Next."
6. Select the source folder from the list. Most often it will be the "Favorites" folder. Click "Next."
7. Click the "Browse" button and chose the location and file name for the exported file. Usually it is acceptable to stick with the default file name "bookmark.htm." Click "Next."
8. Click "Next."
9. Click Finish.

Using Internet Explorer 6.x:

1. Open Internet Explorer 6.x.
2. Click the "File" dropdown menu.
3. Click "Import and Export."
4. Click "Next" on the welcome screen.
5. Select "Export Favorites" from the list and click "Next."
6. Select the source folder from the list. Most often it will be the "Favorites" folder. Click "Next."
7. Click the "Browse" button and chose the location and file name for the exported file. Usually it is acceptable to stick with the default file name "bookmark.htm." Click "Next."
8. Click "Next."
9. Click Finish.

To view a video of this procedure, go to the Hcsshare drive or the "R" drive, click on Tech, and Click on TrainingVideos
R:\Tech\TrainingVideos\export_favorites.avi



Happy Holidays



From Your

HCS Tech Department