Everywhere you go… nothing but ’net!

Create your own web site

Now all students, faculty, and staff can request a subdirectory on the College web server, giving us space to create our own home page or even a full-blown personal web site (up to file 10Mb file storage). Get more information, including directions on how to register, by accessing our web site at:

www.philacol.edu/oit

Follow the links for “computing,” then “web home pages.” You must register online from our web site in order to receive space on the College server.

Note that all students are required to place the official College disclaimer text on their initial web page. Also, no web sites housed on the College web servers may be used to promote commercial interests, including home businesses. Web sites failing to comply with any official College policies may be removed from the server without warning.

FrontPage 98 for creating web pages

The officially supported web design tool at the College is Microsoft FrontPage (98 for Windows and 1.0 for Macintosh). FrontPage is an award-winning package that allows even novice web designers to build a professional-looking home page. In addition, FrontPage adds site management tools that make it easy to keep your web site organized.

Training in FrontPage 98 will begin in early October. See the OIT web site for details and sign-up.

FrontPage 98 is available in the academic computing labs in Search Hall. In addition, faculty and staff can request installation of FrontPage on their office machines by calling our front desk at x2645.

Read your email from anywhere: Outlook Web Access

Outlook Web Access (OWA) is the new College solution for remote access to your email. OWA allows you to use your favorite web browser as a front-end to the College email server. Just log on from our OWA web page and you can send and receive email messages, find names from the Global Address List, check your calendar, and access your personal contacts.

You must have a modern web browser (we recommend the most current versions of Internet Explorer and Netscape Navigator) and some type of internet connection. Do you dial up to Erol’s and use Internet Explorer 4 for your web browsing? As long as you know your College username and password, you’re all set to read your email!

Please note that subscribers to internet service via AOL may need to upgrade to AOL’s newest software, version 4. AOL’s version 3 is based on an older version of Internet Explorer (3.0) that does not support the JavaScript required for use of OWA.
Accessing Network Services

Cables, cables, cables

Next year, all resident students will be required to supply their own cables for data (computer network) and cable TV as well as telephones. Previously, OIT has provided both data and TV cables, on loan through Student Life. Data cables must be “cat 5” and TV cables are standard coax. The College Store plans to stock these cables in a variety of lengths for next year.

Dial-up networking

Non-resident students, as well as faculty and staff from home, have the ability to gain access to College network services through the use of “dial-up networking.” (DUN). This service requires a network-compatible personal computer, a high-speed modem (at least 28.8kbps), and a regular phone line. Of course, if you live outside a local phone call to campus, you will incur regular toll charges while dialed into our network. Obtaining an account with a commercial Internet Service Provider (ISP) may be more cost effective.

To take advantage of the dial-up service provided by the College, please print out the important step-by-step directions available at the OIT website. Follow links for “computing,” “the College network,” then “dial-up networking.”

Troubleshooting

Student support

Unfortunately, the technicians in the Office of Information Technology cannot make house calls for students. Any student that requires assistance with computing should call the student helpdesk at x2836. Our able lab assistants can help with most of your computing questions. If the student help desk is unable to resolve your computing problem, it will escalate the problem to the OIT full-time staff. OIT will offer support to students via telephone or email. We can be reached directly by email at oit@philacol.edu.

Faculty and staff support

Faculty and staff should continue to call the OIT front desk at x2645 for prompt attention to computing questions and requests.

Office 98 for the Macintosh

In a bold development move, Microsoft recently released Office 98, the newest Macintosh version of its popular office suite. All of the 19 new G3 Macintosh computers recently installed for faculty and staff were deployed with this critically-praised software installed. Office 98 for the Mac includes Word, Excel, and PowerPoint. Other faculty and staff with Macs who are interested in upgrading their Office software should contact our front desk at x2645.

OIT redesigns web site

Please take a moment to browse through the new, bold OIT web site, accessible at our new URL: www.philacol.edu/oit

The new site has been entirely designed with Microsoft FrontPage and gives an idea of just a few of the nifty features available for web design with this full-featured package.

Included are links to request your own web homepage, documentation for connecting your personal computer to our network, directions for accessing your email account from the web, academic computing lab hours, and more!

Telecommunications tips

Voicemail

- If your phone doesn’t ring for incoming calls, or if it rings in someone else’s room, then call forwarding has probably been activated. To turn off call forwarding, pick up your phone and dial “73,” listen for the tones, then hang up.

- Do your callers sometimes tell you they “got someone else’s voicemail”? Make sure you’ve checked all three of your voicemail greetings (external, internal, and temporary).

- Impress your friends with your detailed voicemail knowledge! Reference guides to our Meridian Mail voicemail system are available from your R.A.

- WARNING! If you make 3 attempts to log into your voicemail with the wrong password, your account will become disabled. You must call us at x6857 to reactivate your voicemail.

Cable TV

- Make sure your TV is plugged into the “live” cable jack, located on the new wallplates along with your phone and data jacks.

- Next, if you run your cable through a VCR, make sure your TV is set to the same channel (3 or 4) that your VCR expects. There should be a 3/4 switch on the back of your VCR.

- Having trouble with channels 3, 6, and 10? OIT is currently investigating reports of local channel reception problems in Ronson Hall. After double-checking that your cable connections are tight, please report clarity problems to x6857.

- If you only receive channels up to 13, you haven’t changed your signal input to CATV.

- OIT can provide cable adapters for students who don’t have “cable-ready” TVs. Call x6857.