

# IT Services

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## Computer Use Policy

### Computer and Network Use

The College provides computers, software, peripherals, and network services for use by RSC students, faculty, and staff to support academic and administrative functions. Personal use of these resources for other purposes is permitted when it does not consume a significant amount of these resources (to be determined by the network administrator), does not interfere with the performance of the user's job or other college responsibilities, and is otherwise in compliance with this policy. **These resources may not be used for personal commercial purposes or for personal financial or other gain.** Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

### User guidelines:

1. Student Network logons are created 1 week prior to the first day of classes for the semester which the student is enrolled. Faculty and staff (part-time or regular) may obtain a network logon upon request of the immediate supervisor. Students, faculty, and staff are responsible for any access code assigned to them, which includes not sharing any network or computer system logons and passwords. An access code includes any form of information used to authenticate, secure, or control electronic information technology resources. Examples include network logon Ids, passwords, keys, and door codes.
2. Copyrighted software must only be used in accordance with its license or purchase agreement and must not be copied or altered except as permitted by law or by the software licensing agreement. ITS staff will install college-approved software on college-owned computers. Upon request, ITS staff will install personal software as long as it is licensed.
3. Inappropriate conduct that will not be tolerated includes, but is not limited to:
  - Unauthorized access, alteration or destruction of another user's data, programs, electronic mail, or voice mail.
  - Attempts to obtain unauthorized access to either local or remote computer systems or networks.
  - Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
  - Obscene, offensive, threatening, harassing, or intimidating material entered into the computer and sent by electronic means
  - Intentional viewing of pictures of an erotic or sexual nature when such images can be viewed by others who are offended by them; and, mailing, printing, or copying obscene materials.
  - Knowingly running, installing, or giving to another a program or data file which could be classified as or contain a computer virus, worm, or Trojan horse.
  - Activities that embarrass, denigrate, or libel an individual or organization.
  - Activities that imply College endorsement of any commercial products other than those approved by the appropriate Executive Council member.

More in-depth Policy can be found in the Policy and Procedure manual found on the internal Web Page ▶ RSC Documents and Forms ▶ Policy and Procedure Manual ▶ Section 5 (II-5-1)

***Remember: the computer you use belongs to Rose State College.***

## Software for Faculty and Staff

Licensing agreements with Microsoft and McAfee permit RSC to offer free to full/part-time staff and faculty a single copy of Office 2007, Office 2010, Windows XP, Windows 7, and McAfee Antivirus. To receive your copy of any of these products, bring either DVD (see list below) to ADM 200 and see Rochelle Dillard.

Office 2007 - 1 DVD-R or DVD+R (NO DVD-RWs)  
Windows XP—1 DVD (NO DVD-RWs)

Office 2010 -- 1 DVD-R or DVD+R (NO DVD-RWs)  
McAfee Antivirus -- 1 CD (NO CD-RWs)  
Windows 7—1 DVD (NO DVD-RWs) Please inform if you need 32 bit or 64 bit.

The requested software will be copied to your blank DVD or CDs.

## Dell Student/Faculty/Staff Education Sales

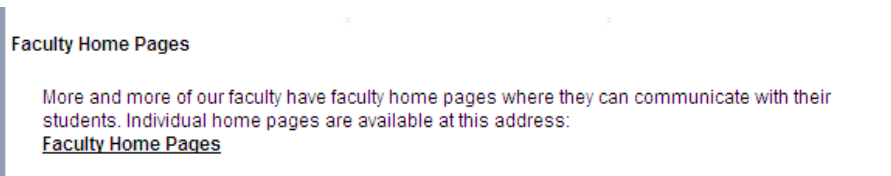
Discounted pricing for Dell computer equipment and accessories is available for RSC employees and students:

1. Visit <http://www.dell.com/edubuy>
2. Enter member ID: US11411289
3. Or call 1-866-535-3580

## Discounted Educational Pricing on Software Products

Note that many companies offer substantial educational discounts for their software products. You may use a specialized service (such as Teachware.com or Diskovery.com) or a link to educational pricing on the company's web site to take advantage of the discounted pricing.

## Faculty Web Pages



**Setup:** To acquire web space, you, or a representative from your division will need to submit a helpdesk request to IT services. A folder will be created and a generic “under construction” file will be placed in it. If you are familiar with HTML, you will then be able to edit the page to fit your needs. Otherwise, you should contact Chris Meyer for webpage assistance. Student organizations wishing to develop a site may request space on the server through their faculty sponsor.

**Limitations:** File space for Faculty Web Pages and for Student Organization Web Pages will initially be limited to 50 MB and 10 MB, respectively. If your files exceed this limit, a warning e-mail message will be sent, your pages will automatically be locked, and no changes will be allowed until the folder size has been returned to its size limit. NOTE: Additional space can be requested on an as-needed basis and as server capacity allows.

**Requirements:** All Faculty Web Pages must include

1. The date that the site was last modified
2. An e-mail link to the person responsible for the site
3. A link back to the RSC Home Page

The home page file must be named index.htm or index.asp. Access to other web pages will follow standard URL naming and linking protocols.

For security reasons, Common Gateway Interface (CGI) scripts are not permitted. (CGI scripts are often used to process Web-based forms or perform other tasks based on the actions of someone viewing a Web page.)

Java applets (small self-contained programs included within a Web page) are allowed. However, the applets must be version 1.02 compliant or Sun plug-ins may be used.

All pages must comply with at least Priority 1 checkpoints for accessibility as specified in the W3C Accessibility Guidelines. (The Bobby Accessibility Tool will analyze a page and provide feedback for complying with the W3C guidelines.) In addition to making our pages more accessible to those with visual impairments, complying with these checkpoints also makes the pages more readable for everyone.

When at all possible, link to "official" documents instead of creating separate instances. For example, link to the "official" program sheets and course information pages instead of creating different versions.

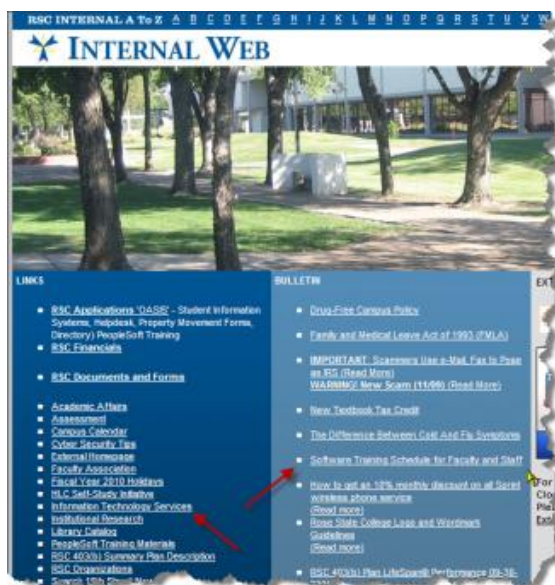
Consider all contents of the "web development" folder on the network "W" drive to be "live." That is, the replication service that makes the contents of this folder available from off campus will transfer these files either instantly or at pre-determined times. Therefore, it is recommended that all web page work should be performed on a drive other than the "W" drive and tested before moving files to this location.

An individual's web pages will be removed from the web upon termination of employment with the College.

## Software Training

RSC offers free one-hour training sessions in TRC 217 to all faculty and staff. Topics cover a variety of features in Office 2010 suite. The sessions are listed on the internal web page in the Bulletin Section listed as **Software Training Schedule**...and in the links section under **Information Technology Services**.

Send an email to [pfordenbacher@rose.edu](mailto:pfordenbacher@rose.edu) to with software training in the subject line to reserve space in a session.



## Internal Web Page...

LINKS	BULLETIN	EXTRAS
<ul style="list-style-type: none"><li>■ <a href="#">Fall 2011 Professional Development Program (In-Service) Agenda</a></li><li>■ <a href="#">RSC Applications 'OASIS' - SIS, Helpdesk, Property Movement Forms, Directory, PS Training</a></li><li>■ <a href="#">RSC Financials</a></li><li>■ <a href="#">Sharp/Kyocera Copier Training &amp; Manuals</a></li><li>■ <a href="#">2011-12 Catalog</a></li><li>■ <a href="#">RSC Documents and Forms</a></li><li>■ <a href="#">Academic Affairs</a></li><li>■ <a href="#">Assessment</a></li><li>■ CALENDARS:<ul style="list-style-type: none"><li>■ <a href="#">2011-2012 Academic Calendar</a></li><li>■ <a href="#">Campus Calendar</a></li><li>■ <a href="#">Fiscal Year 2012 Holidays and Closings</a></li></ul></li><li>■ <a href="#">RSC Benefits - Announcements</a></li><li>■ <a href="#">Cyber Security Tips</a></li><li>■ <a href="#">External Homepage</a></li><li>■ <a href="#">Faculty Association</a></li><li>■ <a href="#">Health Insurance Information (OKHEEI website summarizing dental, health, and Rx coverage)</a></li><li>■ <a href="#">HLC Self-Study Initiative</a></li><li>■ <a href="#">Information Technology Services</a></li><li>■ <a href="#">Institutional Research</a></li><li>■ <a href="#">Library Catalog</a></li><li>■ <a href="#">PeopleSoft Training Materials</a></li><li>■ <a href="#">RSC 403(b) Summary Plan Description</a></li><li>■ <a href="#">RSC Organizations</a></li><li>■ <a href="#">Search 15th Street News</a></li><li>■ <a href="#">Software Tutorials</a></li><li>■ <a href="#">Web Mail</a></li></ul>	<ul style="list-style-type: none"><li>■ <a href="#">Equal Employment Opportunity Statement</a></li><li>■ <a href="#">Drug-Free Campus Policy</a></li><li>■ <a href="#">RSC Social Media Policy</a></li><li>■ <a href="#">Family and Medical Leave Act of 1993 (FMLA)</a></li><li>■ <b>IMPORTANT:</b> <a href="#">Scammers Use e-Mail, Fax to Pose as IRS (Read More)</a></li><li>■ <b>WARNING! New Scam (11/09)</b> <a href="#">(Read More)</a></li><li>■ <a href="#">New Textbook Tax Credit</a></li><li>■ <a href="#">The Difference Between Cold And Flu Symptoms</a></li><li>■ <a href="#">Software Training Schedule for Faculty and Staff</a></li><li>■ <a href="#">Rose State College Logo and Wordmark Guidelines (Read more)</a></li><li>■ <a href="#">RSC 403(b) Plan LifeSpan® Performance 12-31-2009</a></li><li>■ <a href="#">"In Their Shoes" Web Presentation</a></li></ul>	<p>Oklahoma City, OK</p> <p>84°F</p> <p>9 mph</p> <p>Forecast Radar Cameras</p> <p>WeatherBug</p>  <p>D2L LOGIN</p>

### Documents and Forms

For your convenience important Documents and Forms have been place in one section titled “Documents and Forms.” Included in this section are:

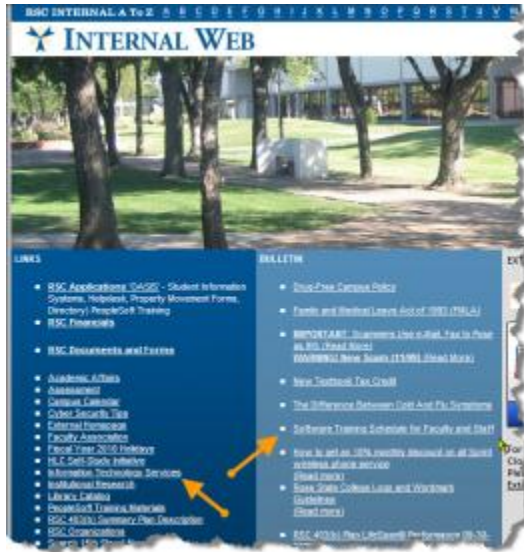
- the RSC 403(b) Summary Plan Description
- 1997 NCA Self Study Report
- 2008 HLC Site Team Report
- Emergency Procedures Flip Chart
- Exposure Control Plan For Bloodborne Pathogens
- Fact Sheet 2009
- **FORMS HANDBOOK**
- Online Degree Plans
- **POLICIES AND PROCEDURES MANUAL**
- Property Movement Requests instructions
- Request for Institutional Change
- Strategic Plans

The Forms handbook contains many different kinds of forms required at RSC, including Timesheet templates.

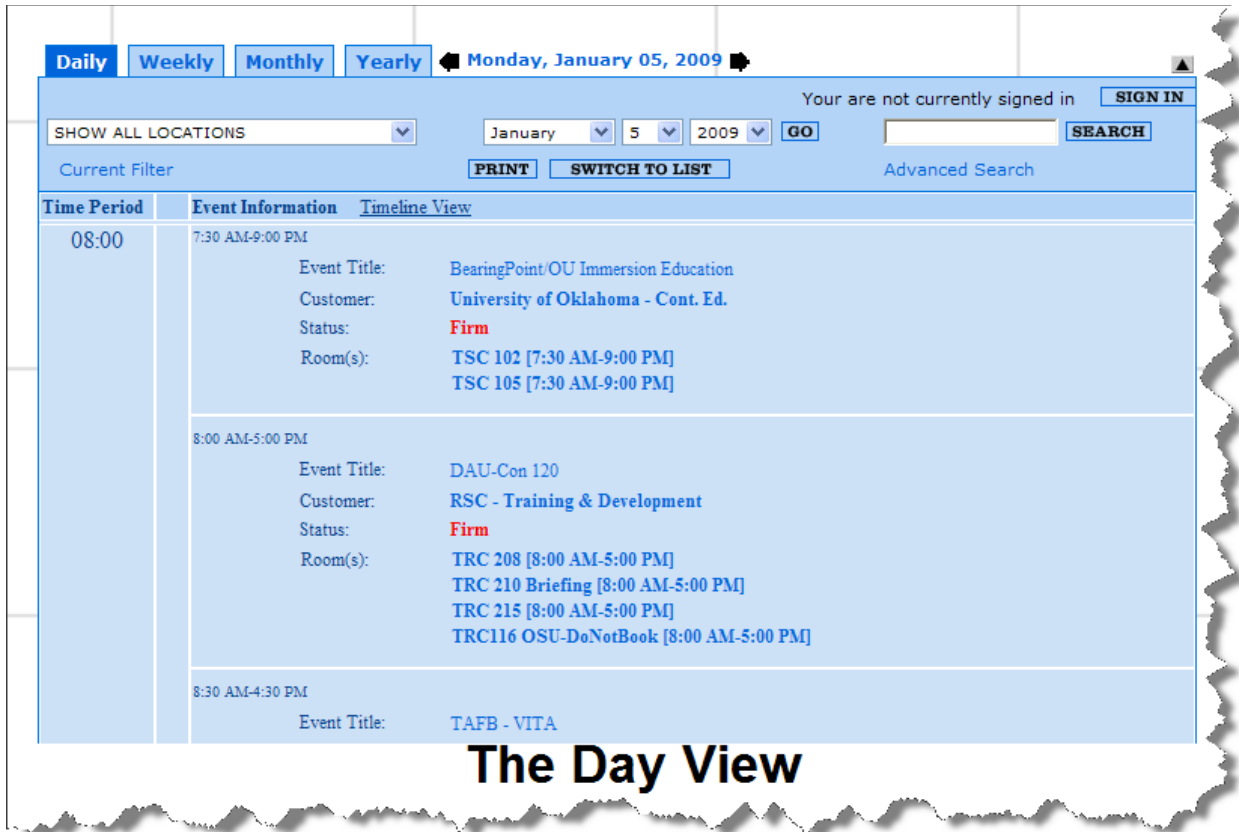
### The Campus Calendar

Many are unaware of a helpful feature found on both the internal and external web pages – a campus calendar of events. This calendar provides information on the time and location of **all events scheduled on campus** (including the Atkinson Heritage Center). Contact information is also provided. You may view events in day, week, month, or year views as well as a scrollable list view of all events (one month at a time).

If you have questions, please contact Ken Roper, ext. 6240, or Pam Fordenbacher, ext. 6299, for assistance.



The Internal Web Page



The Day View



[Daily](#) [Weekly](#) **[Monthly](#)** [Yearly](#) ◀ January 2009 ▶

SHOW ALL LOCATIONS

Current Filter   Advanced Search

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 ▶ New Year's Day ▶ Midwest City Kiwanis	2	3
4	5 ▶ BearingPoint/OU Immersion Education ▶ DAU-Con 120 ▶ TAFB - VITA ▶ Bus. Affairs Directors Meeting ▶ Midwest City Rotary Luncheon ▶ BAR/BRI Bar Review Course ▶ Sweeney Todd	6 ▶ TFCU - Retirement Briefing ▶ VPP ▶ BearingPoint/OU Immersion Education ▶ DAU-Con 120 ▶ TAFB - VITA ▶ BAR/BRI Bar Review Course	7 ▶ VPP ▶ BearingPoint/OU Immersion Education ▶ DAU-Con 120 ▶ TAFB - VITA ▶ Okla. City Economic Round Table Meeting ▶ Del City Kiwanis Meeting ▶ MWC Optimist Club Meeting ▶ BAR/BRI Bar Review Course	8 ▶ Character First ▶ BearingPoint/OU Immersion Education ▶ DAU-Con 120 ▶ STP/ELP Diversity ▶ Leadership MWC ▶ TAFB - VITA ▶ Midwest City Kiwanis ▶ Character First ▶ Advisory Committee Meeting ▶ CLT Advisory Committee Meeting ▶ BAR/BRI Bar Review Course ▶ Big Teepee Meeting	9 ▶ RSC group ▶ BearingPoint/OU Immersion Education ▶ DAU-Con 120 ▶ STP/ELP Diversity ▶ AARP - Driver Training Program ▶ How the Ever Changing Economy Affects YOU ▶ BAR/BRI Bar Review Course	10 ▶ BAR/BRI Bar Review Course ▶ Lace Guild of Oklahoma
11 ▶ Lace Guild of Oklahoma	12 ▶ Green Belt #5 ▶ BearingPoint/OU Immersion Education ▶ DAU-Con 120	13 ▶ VPP ▶ Green Belt #5 ▶ BearingPoint/OU Immersion Education	14 ▶ TFCU - Retirement Briefing ▶ VPP ▶ BearingPoint/OU	15 ▶ Chancellor's Visit ▶ OJA-DS/ADS Meeting ▶ BearingPoint/OU	16 ▶ BearingPoint/OU Immersion Education ▶ RSC - Professional	17 ▶ BAR/BRI Bar Review Course

The Month View

[Daily](#) [Weekly](#) **[Monthly](#)** [Yearly](#) ◀ January 2009 ▶

SHOW ALL LOCATIONS

Current Filter   Advanced Search

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 ▶ New Year's Day ▶ Midwest City Kiwanis	2	3
4	5 ▶ DAU-Con 120 ▶ TAFB - VITA ▶ Bus. Affairs Directors Meeting ▶ Midwest City Rotary Luncheon ▶ BAR/BRI Bar Review Course ▶ Sweeney Todd	6 ▶ VPP ▶ BearingPoint/OU Immersion Education ▶ DAU-Con 120 ▶ TAFB - VITA ▶ BAR/BRI Bar Review Course	7 ▶ VPP ▶ DAU-Con 120 ▶ TAFB - VITA ▶ Okla. City Economic Round Table Meeting ▶ Del City Kiwanis Meeting ▶ MWC Optimist Club Meeting ▶ BAR/BRI Bar Review Course	8 ▶ Character First ▶ BearingPoint/OU Immersion Education ▶ DAU-Con 120 ▶ STP/ELP Diversity ▶ Leadership MWC ▶ TAFB - VITA ▶ Midwest City Kiwanis ▶ Character First ▶ Advisory Committee Meeting ▶ CLT Advisory Committee Meeting ▶ BAR/BRI Bar Review Course ▶ Big Teepee Meeting	9 ▶ RSC group ▶ BearingPoint/OU Immersion Education ▶ DAU-Con 120 ▶ STP/ELP Diversity ▶ AARP - Driver Training Program ▶ How the Ever Changing Economy Affects YOU ▶ BAR/BRI Bar Review Course	10 ▶ BAR/BRI Bar Review Course
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**Click the Print button in any view to print a hard copy of the calendar.**

**Click the "Switch to List" button to change to a monthly listing of events.**

1 2 3

[Daily](#)
[Weekly](#)
[Monthly](#)
[Yearly](#)

Your are not currently signed in [SIGN IN](#)

SHOW ALL LOCATIONS 
 January  5  2009  [GO](#)
 [SEARCH](#)

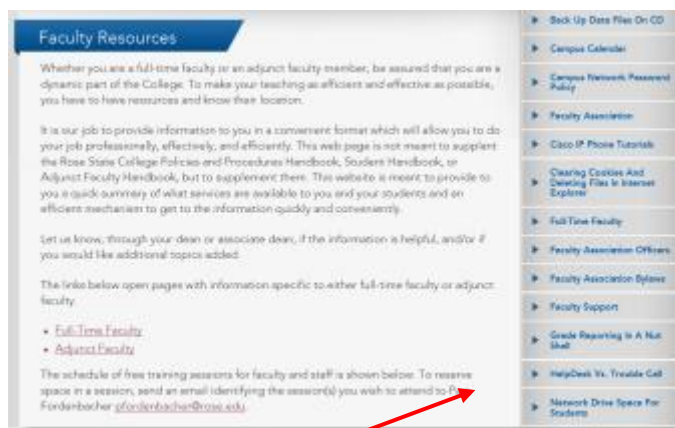
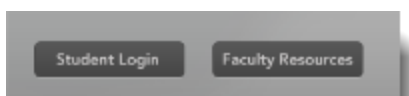
Current Filter [PRINT](#) [SWITCH TO LIST](#) [Advanced Search](#)

Date	Time	Event Name	Room	Type
1/1/2009	11:30 am - 01:00 pm	Midwest City Kiwanis	SC 152 Tinker Terr	Luncheon
1/5/2009	07:30 am - 09:00 pm	BearingPoint/OU Immersion Education	TSC 105	Class
1/5/2009	07:30 am - 09:00 pm	BearingPoint/OU Immersion Education	TSC 102	Class
1/5/2009	08:00 am - 05:00 pm	DAU-Con 120	TRC 210 Briefing	Workshop
1/5/2009	08:00 am - 05:00 pm	DAU-Con 120	TRC116 OSU-DoNotBook	Workshop
1/5/2009	08:00 am - 05:00 pm	DAU-Con 120	TRC 215	Workshop
1/5/2009	08:00 am - 05:00 pm	DAU-Con 120	TRC 208	Workshop
1/5/2009	08:30 am - 04:30 pm	TAFB - VITA	TSC Auditorium	Meeting
1/5/2009	10:30 am - 12:00 pm	Bus. Affairs Directors Meeting	TRC 109	Meeting
1/5/2009	11:30 am - 01:00 pm	Midwest City Rotary Luncheon	SC 135 Raider Room	Luncheon
1/5/2009	01:00 pm - 05:00 pm	BAR/BRI Bar Review Course	TSC 103	Class
1/5/2009	05:00 pm - 10:00 pm	BAR/BRI Bar Review Course	TSC Auditorium	Class
1/5/2009	07:30 pm - 10:30 pm	Sweeney Todd	CC Main Stage	Performance

## The List View

## Full-Time and Adjunct Faculty Resources on the External Web

The external RSC web page has two different pages loaded with resources, information, and links for full-time and adjunct faculty. This is a great place to explore when you have a few minutes'. Also, check out the additional links on the right side of the Faculty /resources webpage.



*Links include:*

### General Information

Back Up Data Files on CD  
Campus Calendar  
Campus Network Password Policy  
Cisco Phone Tutorials  
Help Desk Vs. Trouble Call  
RSC Print Screen Utility  
Software Available  
VPN Access  
Dial in Connection from Home  
Software Resources  
Faculty Staff Home Pages  
Safety Documents

### Faculty

Faculty Association  
Full-Time Faculty  
Faculty Association Officers  
Faculty Association Bylaws  
Faculty Support  
Grade Reporting in a Nutshell  
Network Drive Space for Students  
Student Network Login  
Adjunct Faculty

To access the main faculty page shown above, simply click **“Faculty Resources at the bottom of any Web Page.**

## View Your Paycheck Online

To view or print the details of your paycheck you can log into the PeopleSoft system. Follow the steps below.

1. Log into the RSC Applications 'OASIS' system (on the internal web, left column link).
2. Click "Self Service".
3. Click "Payroll and Compensation".
4. Click "View Paycheck". Enter your PeopleSoft password at the prompt. Click the button "View Paycheck". Note that you may click the "View a Different Paycheck" link to view other paycheck period information.

**View Paycheck**

Kenneth Roper

Company: Rose State College  
Address: 6420 Southeast 15th Street  
Midwest City, OK 73110

Net Pay: \$Quintillion Dollars

Pay Begin Date: 12/01/2008  
Pay End Date: 12/31/2008  
Check Date: 12/23/2008

[View a Different Paycheck](#)

General			
Name:	Kenneth Roper	Business Unit:	ROSE1
Employee ID:	0000634	Pay Group:	Rose State Salaried Exempt
Address:		Department:	10304 - Information Technology
		Location:	Rose State College
		Job Title:	Coordinator
		Pay Rate:	Mucho Moola Monthly

Tax Data			
Fed Marital Status:	Married	OK Marital Status:	Married, use regular table
Fed Allowances:	1	OK Allowances:	1
Fed Addl Percent:	0.000	OK Addl Percent:	0.000
Fed Addl Amount:	\$0.00	OK Addl Amount:	\$0.00

**Paycheck Summary**

Payroll Period	Total Tax	Total	Net Pay	Days

## Webmail from Home

Anytime you are at home or on a computer you can access your e-mail if you are connected to the internet.

1. Type **webmail.rose.edu** into the address bar. Do not use www.
2. When the e-mail page opens up type your login name in the Domain\user name box and your RSC password into the Password Box.

From this webpage you will be able to check your e-mail and delete if you need to, but your personal folders will not be available.

Your e-mail is stored on the main RSC server and your personal folders are stored on the C-

Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

Domain/user name: pfordenbacher

Password: [REDACTED]

**Client** (what's this?)

Premium

Basic

**Security** (what's this?)

Public or shared computer

Private computer

drive of the computer in your office.

## **Password Policy**

The password will need to be changed every 180 days

The password must meet the following criteria:

A minimum of 8 characters and a maximum of 127 characters in length

Contain three of the four following characteristics:

**Upper case A-Z**

**Lower Case a-z**

**Utilize numbers 0 through 9**

**Non-Alphabetic characters (e.g. ! \$ # & % \*)**

**Password CANNOT contain all or part of your username**

Upon changing a password, there is a 5-day waiting period prior to changing your password again.

There is a five password history. (i.e. Your new password cannot be identical to your five previously used passwords.)

For some individuals, it is easier to remember a password if it is based on a familiar quote, favorite saying, etc. Also, swapping numbers or symbols for letters facilitates meeting the criteria.

Examples include:

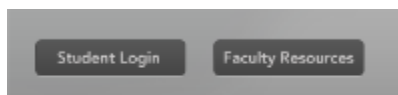
StaClo\$e

R0seState

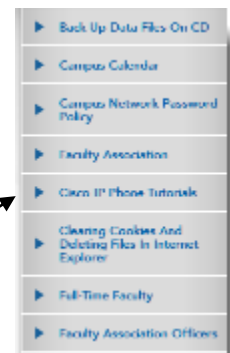
In order to protect you, you will need to go through your Division Office to have your password reset. We cannot check ID's over the phone.

Remember to restart computer either at the end of the day or better first thing in the morning (due to power flashes).


## Phone Tutorials



On the external web site under Faculty Resources, there is a link to Phone Tutorials these are short video tutorials to help navigate around the Cisco phone system. There tutorials for the 7940 series and the 7960 series. The number of your phone is on the phone above the screen.



### Using Call Logs and Directories

Your phone maintains logs of your missed, placed, and received calls. You can use the Directories  button to view and dial from call logs. You can also access a corporate directory.

**Note** If the network shuts down or is reset, you might lose information in your call logs.

#### If you want to... Then...

View your call logs Choose > **Missed Calls**, **Placed Calls**, or **Received Calls**. A maximum of 32 records is stored in each of these logs.

Dial from a call log. Choose a listing and go off-hook. If you need to edit the number displayed in

the log, press **EditDial** followed by << or >> to move the cursor or erase digits. Use the keypad to enter digits.

If you want to dial from a call log while on an active call, scroll to a listing and press **Dial**. Then choose a softkey to handle the original call:

- **Hold**—Puts the first call on hold and dials the second.
- **EndCall**—Disconnects the first call and dials the second.
- **Transf**—Transfers the first party to the second. (Press **Transf** twice.)
- **Confrn**—Creates a conference call with all parties. (Press **Confrn** twice).

Erase your call logs Press , then press **Clear**. Doing so erases your Missed, Placed, and Received call logs.

Dial from a corporate directory

Choose > **Corporate Directory** (exact name can vary). Search for a listing by entering letters with your keypad. (You can search using a partial name.) To dial from a listing, scroll to it and go off-hook.

If you want to dial from a directory while on an active call, scroll to a listing and press **Dial**. Then choose a softkey to handle the original call:

- **Hold**—Puts the first call on hold and dials the second.
- **EndCall**—Disconnects the first call and dials the second.
- **Transf**—Transfers the first party to the second. (Press **Transf** twice.)
- **Confrn**—Creates a conference call with all parties. (Press **Confrn** twice).

## Cisco Voice Mail

### To Set Up Voice Mail: (not everyone has voice mail)



1. Press the “Messages” button.
2. Press “\*”
3. Enter your phone number (the 4-digit campus extension) at the prompt for your ID.
4. Press “#”
5. Enter “123654” at the prompt for your password.
6. Press “#”
7. Follow the menus to customize your Voice Mail, change the password, etc.

### To Access Voice Mail:

From your telephone:

1. Press “Messages” button.
2. Enter your password at the prompt.
3. Press “#”

From any phone on campus:

1. Press the “Messages” button.
2. Press “\*”
3. Enter your phone number (the 4-digit campus extension) at the prompt for your ID.
4. Press “#”
5. Enter your password.
6. Press “#”

From Off-Campus:

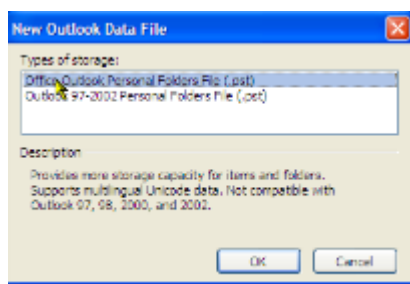
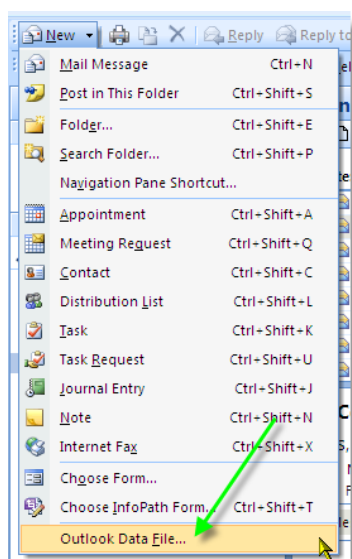
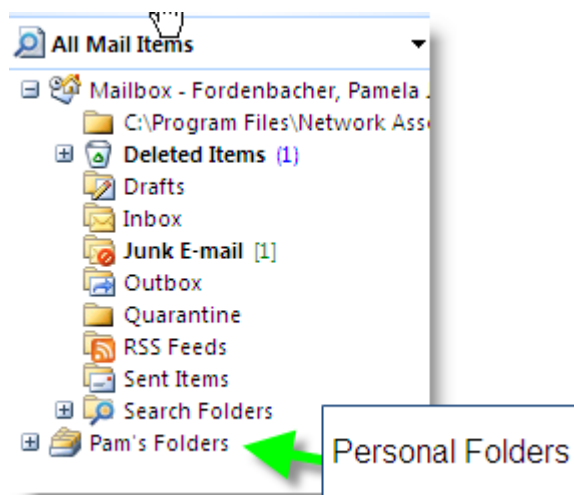
1. Dial 736-0250
2. Press “\*”
3. Enter your phone number (the 4-digit campus extension) at the prompt for your ID.
4. Press “#”
5. Enter your password.
6. Press “#”

Messages

## Personal Folders in Outlook 2007

The campus uses Outlook to read, send, and save e-mails. Many staff and faculty members save e-mails for further reference but they cannot be stored in the inbox due to server space restrictions. Each faculty and staff member is allotted 100 mg of server space for storage. This includes messages received, sent, inbox, calendar, deleted items, etc. Any items above Search Folders is included in the allotted 100 mg. In outlook there is an optional storage system called personal folders which can be added to save e-mails. The files are called .pst files and are stored on your computers C-drive.

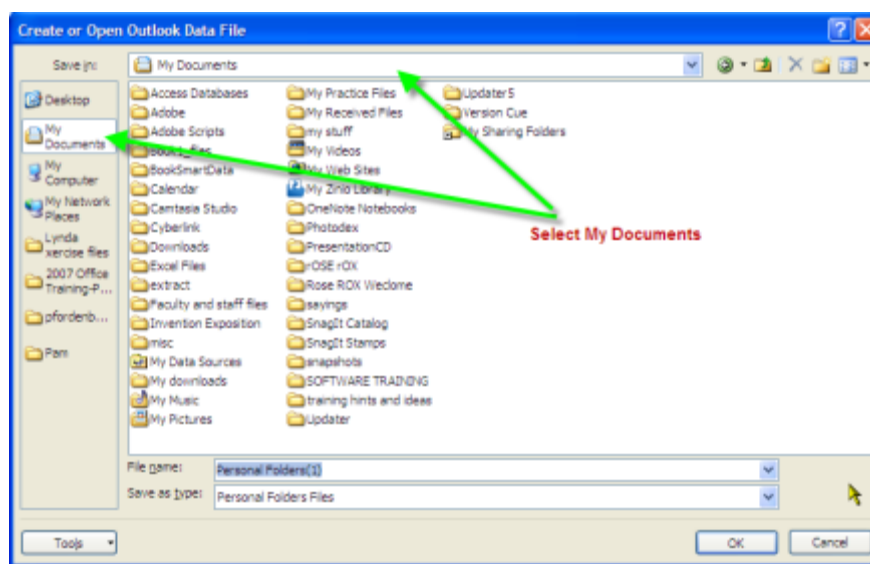
If your outlook does not have this folder there are 2 options; you can install yourself following the instructions below or you can have a help-desk sent in for an IT member come set you up.



1. Select the New tab, in the dropdown select Outlook Data File.
2. Select the Office Outlook Personal Folders File(.pst) ▶ OK.

3. The default setting is to save in Outlook. Select My Documents from the Navigation menu at the left and save there. You will know

where to find the files if you need to back them up. These files can only be opened through Outlook.



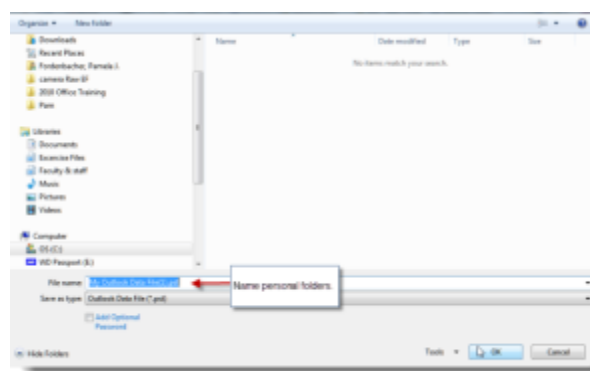
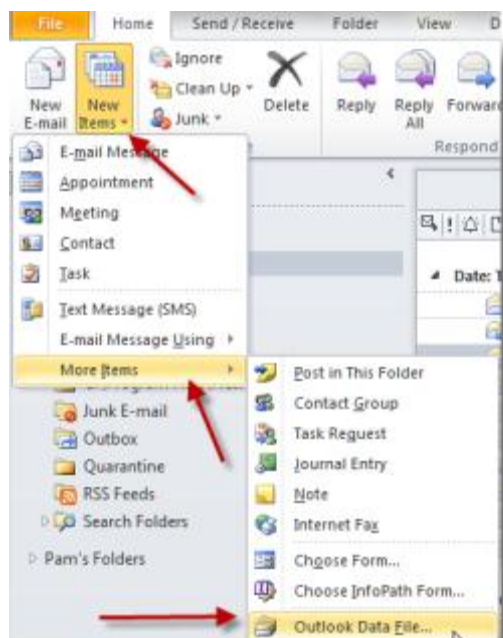
4. The Personal Folders menu will open up if you would like to change the file name to your name change it ▶ select OK.
5. The Personal Folders will be added to your Outlook Navigation bar.

See above.

## Personal Folders in Outlook 2010

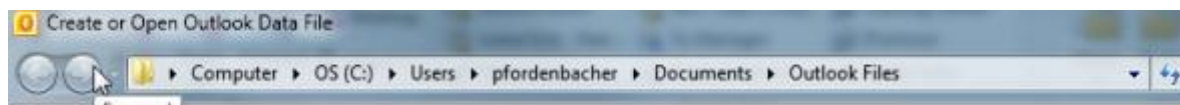
The campus uses Outlook to read, send, and save e-mails. Many staff and faculty members save e-mails for further reference but they cannot be stored in the inbox due to server space restrictions. Each faculty and staff member is allotted 100 mg of server space for storage. This includes messages received, sent, inbox, calendar, deleted items, etc. Any items above Search Folders is included in the allotted 100 mg. In outlook there is an optional storage system called personal folders which can be added to save e-mails. The files are called .pst files and are stored on your computers C-drive.

If your outlook does not have this folder there are 2 options; you can install yourself following the instructions below or you can have a help-desk sent in for an IT member come set you up.



1. On the Home tab select New items, select more items then Outlook Data File.

2. Notice the address bar, by default the personal folder or .pst file will be saved in this location. Your name will be inserted where pfordenbacher is located. This is where you will find your personal folders if they are accidentally closed.



3. The Personal Folders menu will open up If you would like to change the file name to your name change it ► select OK.

4. The Personal Folders will be added to your Outlook Navigation bar.

*See above.*