1. **Viruses & hoaxes.** We continue to receive numerous re-forwarding of email from college personnel of new and old virus information that they have received from friends and acquaintances. **99%** of the virus notifications you receive are **HOAXES.** Since the implementation of the virus checker on our email system, actual viruses have significantly been reduced at OWCC. Please do not forward email about viruses around the campus. Most times it just keeps the hoax going. You may want to contact the person who continually sends them to you and ask to not receive them anymore.

2. **Storage Overflow.** Our E-Mail server allows most users **25 million bytes** (Equivalent of 21,000 average messages not counting attachments) of storage for your inbox, sent, deleted, calendar, notes, journal, contacts, tasks etc, etc. When you receive a server generated message saying you have reached your limit check the following areas for messages that can be deleted:

   - Look for messages with large attachments
   - Check your sent folder and see if the messages can be deleted
   - Delete the messages in your deleted folder
   - Consider moving messages to your personal folders

The Staff Server (OWCC-R-04) is a server where staff can store important documents and data. It should not be used to store applications or to backup entire hard drives. Please ensure outdated data is removed when no longer needed.

3. **Are you XPerienced?** Microsoft has recently released **Office XP**, their next version of their Office Application Suite. I have had some questions about it and offer the following information:

   * Office XP will only work with Windows 98 and later. It will **not** work with Windows 95.
   * 55% of Office customers are using Office 97
   * 40% of Office customers are using Office 2000
   * 5% of Office customers (mostly home users) are using Office 95
   * Many home PC's are sold with Microsoft **Works** Suite

It will probably be at least one full year before Office XP is utilized on campus. In addition, "Windows XP Professional", the business replacement operating system for Windows 98, Windows NT and Windows 2000 is due out around October 25th, 2001. The home version will be called "Windows XP Home Edition" (Go figure!) There will be a major change in pricing and licensing for Microsoft products effective October 1st, 2001.

4. Webshots and other **screensavers** downloaded from the internet have been known to interfere with other software and hardware, including causing a slowing of the machine's
input/output. You may want to only use the screensavers that come with the operating system.

5. **Helpdesk:** Remember to email the helpdesk (helpdesk@owcc.net) for computer or telephone problems or changes. The phone number is 6396 or H E L P (4357). See [http://staffserver](http://staffserver) for links to college forms, documents, software and FAQ's.

1. **Wreck Codes:** When preparing department requisitions (DR's) on-line, in Nexus, ensure you have the correct **TYPE** code indicated at the very top of the form. By default it is set to **RQ** (for standard requisition). This is a field that has an asterisk next to it that allows you to view a look-up table by pressing F1. Please be sure to change it to **CP** if you are ordering computer software or hardware, **TE** if you are ordering telephone related items (phones, headsets, etc) and **AV** if you are ordering Audio/Visual items. There are other codes possible. Contact the purchasing department if you have questions. If you do not code your DR properly, it may be sent back to you for proper coding.

2. **Long Distance Calls:** Why can't I make long distance calls after 5:30 p.m? During the times between 5:30 p.m. and 6:30 a.m. and on weekends access to long distance, including Crestview and Defuniak Springs areas, is restricted. Since starting this policy, when the new telephone switch was installed, there has been an average 20% savings in long distance charges. To make college related long distance calls during these times you must use a PIN number. If you need your PIN number please email or call the Helpdesk (helpdesk@owcc.net)(Extension 6396). PIN numbers are only provided to those who already are authorized to make long distance calls.

3. **Location, Location, Location.** The three words that mean so much when buying a home are replaced by **Security, Security, Security** when talking about network access, mainframe access and equipment and room access. Please do not write down your passwords and especially do not post your password on your monitor. If you feel your password has been compromised please contact the helpdesk to make changes.