High speed Internet connections and home computers have brought e-mail to the fore of daily communication along with a whole new set of problems. Last semester the campus e-mail server was overloaded with stored messages that should have been archived or deleted. E-mail delivery was nearly impossible until we all pitched in and deleted or archived our stored messages. Now things appear to be back to normal, but are we out of the woods? “No,” says John Carter, ITS Network Systems Programmer.

Managing e-mail effectively is the answer. We have now increased GroupWise to 12 times the size of the old ccMail system. But continually increasing the size ... to store e-mail is not the best solution. As with any e-mail system, the larger the storage space, the longer the administration of that system takes. While maintenance of the e-mail system is usually a transparent operation to the user, having a really large post-office increases the time needed to run diagnostics and backups and, in the event of a problem, it takes longer to bring the post-office back online.”

With this thought in mind, there are some steps we all must take to avoid the possibility of another overload. So, what can we do and what will take the least time?

Taming the ‘Beast’

For starters, access your e-mail daily and keep up with your ‘housekeeping’ chores.

- Get in the habit of using the ‘Delete and Empty’ option from the drop-down arrow on the ‘delete’ button. Your mailbox may appear to be fairly clean, but the trash could be running over!
- Archive messages that are ‘keepers’ as soon as you read them. You can sort them in the archive later if you prefer storing to folders.
- Speaking of folders, messages in the Cabinet are NOT archived until you archive them. (From an open message or from a closed and highlighted message, Click the Actions menu - Click Archive.)
- Set aside time each week to go through all mail in your Mailbox and decide if it stays or goes.

Beautiful Minds

Attachments take up space. It’s not unusual to attach portions of books, photos and various intellectual property to e-mail. The problem is that attachments you send stay in your ‘Sent Items’ taking up space. This hasn’t as much to do with housekeeping as it is a matter of setting your preferences.

- Click Tools - Options - Double-Click Environment
- Click the ‘Cleanup’ tab.
- Choose a preferable cleanup option
- Hint: Sent Mail is not listed separately from Mail.

Don’t Worry, Be Happy...

It’s not necessary to put your e-mail in folders before you archive. You can organize messages once they are in the archive or you don’t have to organize at all. From an open message or from a closed and highlighted message, Click the Actions menu - Click Archive.

Time is Money

The truth is, you’re going to have to invest a little time now if you want to save time later.

- FAQs - Available on the Web - tips that help you take control of your mailbox http://www.its.ipfw.edu/FAQS/gwuse.HTML
- Hands on Instruction - Specialty classes on archiving or managing other features of your mailbox. Class days/times differ each month. (See Page 2 for Technology Classes.)
Warning for AOL Instant Messenger users!

Many AOL subscribers may have AIM installed on their office and home computers. Knowing this, we wanted to alert you to the January 2nd warning regarding a newly discovered vulnerability in AIM’s game feature. For the details, please read the full warning under the General Announcements Bulletin Board. http://bboards.ipfw.edu/

NETg Computer Based Training is Here!

NETg, a new Computer Based Training tool offers anytime training to enhance your computing skills on a wide variety of software topics. Use Internet Explorer and Give it a try. http://cbt1.ipfw.edu/

Teaching, Technology & Textbook Fair

9am-3pm - February 28, 2002 - Walb Ballroom
Scheduled Publishers: Academic Systems, Harcourt, Prentice Hal, Thompson Learning, Xanadu. Also, see IPFW faculty presentations on effective use of digital course materials. More details will be supplied by the CELT Office in the near future.

ITS - People on the Move

Jim Litmer, an IPFW student pursuing a degree in Computer Engineering Technology and Computer Science, has accepted a position with IT Services Technical Support group. With over eight years of relevant experience and an excellent education, Jim brings valuable skills to this position that requires him to troubleshoot and repair IPFW’s computer hardware and software problems. Welcome, Jim.

GroupWise Virus Protection

All mail going in and out of GroupWise is now scanned for viruses. If someone sends a virus-infected file, they will receive an e-mail explaining that the message contained a virus or virus-like material and was rejected. The message states, “write to postmaster@ipfw.edu if you are unsure of what this all means.” It also suggests that they scan their machine with antivirus software. Those who don’t have antivirus can use http://housecall.antivirus.com to scan their machine from the Web. For more information, see: http://www.its.ipfw.edu/FAQS/gwuse.HTML

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