



INFOBYTES

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Technology Services
Division of Student
Affairs

Accessing your Outlook Email via the Web

By Amy Armstrong

With the fairly recent conversion to Outlook, many people are unaware that you can access your Outlook account very easily from the web. You can access it from home, while on vacation or anywhere there is a web browser.

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The web site you need to go to is <https://exchange.umich.edu>. At the login screen put in your login name as UMROOT*uniquname* (replacing *uniquname* with your own *uniquname*) and then your email password. Your email password is the same password as the Windows Workstation password you normally use at work (the second password if you have 2 passwords at login).



Special points of interest:

- Website of the Month
- Meet the Staff

It is recommended that you use Internet Explorer as the browser, however other browsers such as Safari, Netscape and Firefox will work. There are a few features which will only work with Internet Explorer as both Outlook and Internet Explorer are Microsoft products and they are designed to work best with each other.

You can perform almost all of the same activities in the Outlook Web Access as you can with the normal Outlook, although some screens may appear a bit different. I suggest you try it at work just to get a feel for the interface and how to do simple tasks such as send email, read your calendar, etc.



Campus
Information
Centers

Behind the Scene: CIC

By Jen McGowan

At the Campus Information Centers, our student staff have a very visible role on the front lines of customer service 19 hours each day, in two different locations on campus. Less visible are the responsibilities that the students have in the behind-the-scenes running of the office. Each month, one student writes the front-page article for our staff newsletter.

"Less visible are the responsibilities that the students have in the behind-the-scenes running of the office."

Another student organizes a field trip or guest speaker for the month's staff meetings, while yet another student is responsible for typing and sending out the meeting minutes. The student on our management team shares equal responsibility with the permanent staff for organizing and running our three yearly retreats, and we have six students each year designated as "trainers" to train new hires to be exemplary CIC employees.

Giving the students a stake in the running of the office gives them a sense of ownership, usefulness, and pride that translates into increased dedication at the desks.

Think
Spring

Website of the Month:

Student Organization Accounts Service

By Maria Laitan

According to Steve Cole, Student Organization Accounts Service (SOAS) Office Supervisor, it was time for the website to be updated. People are now able to find what they need with fewer page hits. This is mostly attributed to the reorganization of the content.

The primary purpose of SOAS is to serve Michigan Student Assembly (MSA) registered student organizations. Each SOAS representative is committed to assisting students with their organization's financial activities and responsibilities. Their services are similar to those you might find at any financial institution, except they not only want to assist students, but teach them financial systems as well.

Visit the new SOAS web site: <http://soas.umich.edu/>

Meet the Staff

Name: Brian Pratt

Job Title: Computer Support Temp.

What you do: Whatever my boss tells me to do ;-). Mostly I troubleshoot computer problems and run updates.

How long have you been at UM? 2 Years and counting. I went to WCC for 2 years and transferred over in 2005.

What is your favorite job memory? Turning my 2-weeks notice in at McDonald's!

What do you like to do in your free time? I'm a big movie buff; I like to hit the theatre at least once a week.

What's your favorite computer tip or trick? If it won't turn on, make sure it's plugged in.

List a few of your favorite web sites: www.vgcats.com A comic book for video game fans, and www.gamedev.net A website for game development enthusiasts.

Where were you born?: Right here in A2: St. Joseph Mercy.

What is your college degree? Anticipating a Bachelor's in Computer Science sometime next year.

If you won the lotto what would you do? Spend it all as

fast as possible.

Favorite movie? The Matrix

Favorite Book? "The Taking" by Dean Koontz

Do you have any special talents? I teach Tae Kwon Do at a martial arts studio in Milan.

Do you speak any foreign languages? A bit of Spanish... barely conversational-level

Favorite quote: "There are 2 things in life that are certain: death, taxes, and typos" -Me



**Technology Services Division
of Student Affairs**

530 South State Street
3410 Michigan Union
Ann Arbor, Michigan
48109-1349
Phone: 734-647-0271
Fax: 734-647-1483

**The Technology Services web-
site is being redesigned. With
the redesign emerged the new
Technology Services logo. Here
is a sneak peak at what is to
come.**



April Showers Bring May Flowers...

