

InfoBytes

Technology Services-Division of Student Affairs

EMAIL GROUPS ON THE UNIVERSITY DIRECTORY

By Amy Armstrong



SPECIAL POINTS OF INTEREST:

- Placing an ad on the Plasma Screen
- Auto Response to FAQ's
- Edie Andrew
- Winter Solstice & New Year's

Anyone can create and maintain an email group within the University's Online Directory at <http://www.directory.umich.edu>. Email groups are a great way to communicate, however they must be maintained and removed when no longer needed.

To create a group, simply go to <http://www.directory.umich.edu> and click Bind. Authenticate with your unickname and password and then click New. You will need to create a unique name for you group. You will automatically be assigned the owner of the group as well as a member. Owners are allowed to make changes to the group, while members receive emails sent to the group. It is suggested to make more than one person an owner of the group. People without a UM unickname can be added to the group in the Non-University members section. Once you are done adding members you must remember to click the Save Changes button.

Once a group has been created, any error messages about members will be sent to the owner of the group. If you are receiving error messages, you should investigate the reason for the error – such as the person has left the University, and remove people from the group as appropriate. If the email group was created for a temporary purpose you should delete the entire group once it is not needed. Spammers love to use email groups to reach more people with a single email.

You can add the email group to the Do Not Spam list just as you can for your own email address. If you are worried about people using this email group to send out their own email, you can make the group a Moderated group and add the moderator's address. This means that unless the sender of the email has the moderator's email address, the email will not be sent to the members.

INSIDE THIS ISSUE:

PLASMA ADS	2
AUTO RESPONSE	3
MEET THE STAFF	3
FUN FACTS	4





PLASMA SCREEN ADVERTISING

By Zachary Travis

Looking for a good way to spread the word about a lecture, program, or general promotion? The SORC now offers high-tech plasma screen ads as an affordable and effective advertising option. When you post a plasma ad with the SORC, it will run at least four times an hour on one of the four 40-inch plasma screens located in high traffic areas around campus, such as the Mason Hall posting wall, the Michigan Union, Pierpont Commons, and the Duderstadt Center.

Reservations are accepted on a day to day basis, allowing you to post your ad any day of the week and for as long as you need, from a week to a whole semester. The cost of reserving is \$6.00 the first day and \$4.00 for each additional day, with a 25% discount for ads running 6 weeks and a 50% discount for ads running 12 weeks.

Information on content and technical requirements is available on The SORC website www.umich.edu/~sorc/plasma.htm. If you have any questions regarding plasma ad availability or would like to place a reservation for any of The SORC's many advertising services, you can visit our office on the 4th floor of the Michigan Union.



Take the time to relax this holiday season



FREQUENT QUESTIONS & AUTOMATIC RESPONSES

By Jennifer McGowan

Are there questions that your office answers over and over and over again? At the Campus Information Centers, we're always being asked: "Can you send me some information about UM?" "How do I sign up for a campus tour?" "Where can I buy Michigan apparel?" "When did my great-great-grandfather graduate from UM?" Because we're asked the same questions so frequently, we've written up a folder of 'automatic responses' that everyone on our staff has access to. So if you're answering an e-mail message that you know is one of our frequently asked questions, you can just open the folder, select the correct answer, and copy-and-paste the text right into your response.

The automatic responses allow us to respond more quickly to messages and to have uniformity in our answers. In addition to quality control, these responses are an easy way for new employees to learn some quick information about the University and to become familiar with one part of their job. Reading through all of the automatic responses is a required component of training. And everyone on staff has access to update or revise the responses as necessary.

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MEET THE STAFF



Name: Edie Andrew

Job Title: Web Manager

What you do: Oversee the Web development in Technology Services

How long have you been at UM? Since May 30, 2006

What is your favorite job memory? I really enjoyed the experience of attending the Common Threads Workshop

What do you like to do in your free time? I enjoy working out at the gym, roaming the Web & spending

time with family

What's your favorite computer tip or trick? Use Google's Picasa to organize your photos... it's awesome!

List a few of your favorite web sites: StyleGala, Amazon, Digg, CSSplay, Ebay, AsFusion

Where were you born? Ann Arbor.

What is your college degree? Graduated from EMU with a BA in marketing and attended WCC for technical courses.

If you won the lotto what would

you do? Be amazed... because I never buy lotto tickets!

Favorite movie? Saving Private Ryan

Favorite Book? Kiss the Girls by James Patterson

Do you have any special talents? Yes, photographic art.

Do you speak any foreign languages? No

Favorite quote: "Change is inevitable, except from a vending machine."



WINTER SOLSTICE & NEW YEAR'S FACTS

Winter Solstice:

<http://www.chiff.com/a/winter-solstice.htm>

- In the Northern Hemisphere, the Winter Solstice occurs on December 21, 2006 at 7:22 PM
- Sol + stice derives from an ancient Latin word meaning "sun" + "to stand still."
- In astronomy, winter solstice is when the earth's orbit tilts away from the sun to bring on the colder days of winter.
- However with each passing day after the winter solstice the earth begins to tilt back - to face the sun once again to signal the return of spring.

New Year's:

http://en.wikipedia.org/wiki/New_Year's_Day

- Originally observed on March 1 in the old Roman Calendar, New Year's Day first came to be fixed at January 1 in 153 BC
- It is also an occasion to make New Year's resolutions, which they will hopefully fulfill in the coming Year; the most popular ones in the western world include to stop tobacco smoking or drinking, or to lose weight or get physically fit.
- Polar Bear Clubs: in many northern hemisphere cities near bodies of water, will have a tradition of people plunging into the cold water on New Year's Day. The

Coney Island Polar Bears Club in New York is the oldest cold-water swimming club in the United States. They have had groups of people enter the chilly surf since 1903.

In the United States, a common image used is that of an incarnation of Father Time (or the "Old Year") wearing a sash across his chest with the previous year printed on it passing on his duties to the Baby New Year (or the "New Year"), an infant wearing a sash with the new year printed on it.



To contact **Technology Services** please call us at 647-0271. You may also email us at techservices@umich.edu.

If you are having problems with **Mpathways**, please call the Help Desk at 936-7000.

If you are having problems with your **username** or **username password**, please contact the ITCS Accounts Office at 764-8000.

If you suspect **system or university wide problems**, you can call the Help Desk and listen to their recorded message at 764-HELP. Any system problems will be on their recording.