Fast And Easy Updates

By Brian Weston

Looking to get your hands on the latest software or program update, but like many users you don’t have administrative access? Well look no further. Some of you may have heard about a device called the KBOX. KBOX handles updates for many of our campus software programs including Adobe Reader, Flash, Shockwave, Windows, and Office updates. In addition to the software updates, KBOX has a library of software available for faculty/staff to install, without having to wait for IT. This includes software like Skype, Turning Point, iTunes and Dropbox, just to name a few.

To access the KBOX, go to http://kbox on your office computer’s web browser.

Smartphone By The Numbers

By Mauricio Escobar

So, you’ve decided it’s finally time to step into the 21st century and ditch that old flip phone, or maybe it’s been two years since your last upgrade and it’s time for the latest and greatest? Well you’re in luck, the big three: Apple, Samsung and Blackberry are introducing new handsets that should fit the bill. Rather than telling you what you should buy, we’ll give you the run down and let you decide.

First, the new iPhone. At this point it’s just a rumor, but if Apple sticks to their timeline you can expect an iPhone 5s by early summer. This phone will likely be a minor refresh with an updated camera and new processor. Next, Samsung’s new Galaxy S4 will be on shelves in a matter of weeks and is a refresh of the S3 with an improved camera, processor and a minor screen size change. Finally, the new Blackberry Z10 is a completely redesigned phone from the old standby, Research in Motion (RIM). A completely new phone from the ground up and some growing pains are to be expected. Initial specs and reviews are promising, but with any new technology, updated hardware and software are likely right around the corner. Take a look at the chart for a comparison of the specs on the 3 phones.

Looking to save a few bucks? Why not look at last year’s model? Picking up an iPhone 5 or Galaxy S3 will likely save you $100 or more.
Technology Tips And Tricks

One ‘Rule’ to move them all!
By Be Phan

Having trouble finding an email from that very important person? A simple rule can solve your issue by moving important emails into a folder. Rules help you manage your email by applying an action automatically on an arriving or sent message. The rule is based on conditions you specify when you create the rule.

Let’s get started: Find an email from a person you wish to create the rule for, then right click on the email message to select ‘Rules’, and then select ‘Create Rules’.

A ‘Create Rule’ dialogue box will pop up. Check the following two boxes: ‘From’ box and the ‘Move the item to folder’ box (see picture).

If the folder you want is not listed, you can click on ‘Select Folder’ to choose a different folder or you can create a ‘New’ folder from there as well. Click ‘OK’ when done.

The ‘Success’ dialogue box will display and you can choose to run the rule on the current folder or select ‘OK’ to run it only on new email messages.


Note It!
By Pete Hernandez

Do you have several sticky notes on your desk? Do you find yourself unable to find what you’re looking for? Try Microsoft One Note. It is installed on all campus computers as part of office 2010 and is a program that is often overlooked. You can use One Note to create and organize your notes in a searchable medium. Never lose a note again! You can even share your notes with others. Give it a try!

Jessica Whitener has been with the Information Technology department since 2010 as a college assistant. Jessica is a member of our frontline staff answering the hundreds of phone calls we receive each week, triaging support requests, answering questions, and trying to keep track of the technicians as they run from building to building, which is a job in and of itself! Jessica doesn’t have a background in technology, but her willingness to learn and a can do attitude have made her an indispensable member of our department.

Sadly, Jessica is finishing up her pre-reqs and hopes to transfer to Washington State in the fall. As you can tell from her photo, Jessica is a Disney fanatic, making a pilgrimage to the happiest place on earth every couple of weeks. Jessica is also quite the baker, providing cupcakes and goodies for office parties, as well as being the Institutional Development baking champ two years running!