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MSA Computer Support Newsletter

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Email all questions and comments to: MSA-Helpdesk@ars.usda.gov

Did You Know?

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TIP: On or a few days after the second Tuesday of each month is the best time to manually check for updates because this is when Microsoft releases patches.

Microsoft Windows Automatic Updates are not always automatic. You must manually install the latest version of Microsoft Genuine Advantage software; otherwise Microsoft Automatic Updates will silently stop working. A good patch practice requires manual checks on a monthly basis. On or a few days after the second Tuesday of each month is the best time to manually check for updates because that is when Microsoft releases patches.

Non privileged user accounts are one of the best ways to protect your PC from being compromised by both known and unknown malware.

Agency best practice encourages passwords and password protected screensavers on every PC (desktops and laptops.)

Agency policy requires supported operating systems and all pertinent security patches on every networked PC.

Agency policy requires functional and up to date antivirus software on every networked PC.

Agency policy requires Patch Management software on every networked PC. (USDA-DM3535-02)

Mid South Stoneville Area Admin. PCs are updated and configured by Group Policy on the Stoneville Windows Domain and require administrative intervention to install software.

SharePoint

SharePoint is a tool that can be used to enable users to collaborate with one another. It allows the creation of document libraries. Access to these libraries can be controlled so that some users can only read the documents, whereas others can read and modify them. The libraries can be configured to store previous versions of the documents as well, so a history of changes can be kept.

“Emailing a document to a group of people is not the most efficient way to share information.”

Emailing a document to a group of people is not the most efficient way to share information, and it can get confusing when more than one current document is floating around. SharePoint sites provide an alternative, where specific users can be invited to the site to access the latest version of the document, track document versions, add comments to documents, and use discussion boards to share ideas.

Common Uses for SharePoint Sites:

Departmental site to provide a central place to store files, contacts, announcements, and other departmental information.

Project site to allow team members to collaborate and share documents within the site, which is managed by a designated project manager

Event site created for an important meeting or gathering to provide directions, an agenda, a list of attendees, and other information.

Management site to collect information from other sites or sources and enhance a manager’s ability to keep an eye on the many sources of information.

[SharePoint Frequently Asked Questions](#)

[SharePoint Hands-on Training and Tips & Tricks](#)

Changes in Outlook Web Access

Outlook Web Access has changed. As part of the new look, inactivity time outs have been applied as follows:

“This is a public or shared computer” - 20 minutes

“This is a private computer” - 360 minutes

Outlook Web Access is intended for use while away from the office. Basically, you will not have your stored email messages available when you use Web Access email. Email messages are stored on the computer in which you access the email using Outlook client; more commonly, your desktop computer.

ARS **ARS Web Mail**

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Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Use Outlook Web Access Light

I want to change my password after logging on

Domain \user name:

Password:

Connected to Microsoft Exchange
Secured by Microsoft Internet Security and Acceleration Server
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“Outlook Web Access is intended for use while away from the office.”

Outlook 2003 Tips

Have you ever noticed that as you type in an address to send an e-mail, a short AutoComplete list of recently used addresses is displayed? Have you ever accidentally sent an e-mail to a bad address or old GroupWise address and then later you've seen that same bad address on the AutoComplete list over and over again?

You can easily remove the bad address from the list altogether. Use the up or down arrow to select the bad address when it comes up on the AutoComplete list and then hit the delete key on the keyboard. Now the bad address is gone.

To quickly add a contact to your address book without having to type in all the information, open an e-mail from the contact you are looking to add to your list, **right-click** on the address to add (it's located in the header of the e-mail), from the menu, select **Add to Contacts**. A new contact window will open with the e-mail address already entered. Simply add any additional information you may need and click **Save and Close**.

When addressing an e-mail message, you can expand a distribution list by clicking the plus sign[+] next to the distribution list name. The list is then replaced with the individual names on the list. You can delete the names you do not want the message sent to without editing the saved distribution list.

To create a distribution list

1. In **CONTACTS**, select **NEW DISTRIBUTION LIST** from the **ACTIONS** menu.
2. Enter a name for the list in the **NAME** box.
3. Click the **SELECT MEMBERS** button.
4. In the **SHOW NAMES FROM THE** box, select the address book that contains the contacts you want to use.
5. Select the name of the contact and click the **MEMBERS** button.
6. Repeat step 5 for each member you want to add.
7. Click the **OK** button.
8. To add members who are not part of your Contacts or address book, click the **ADD NEW** button, enter member information, and click the **OK** button.
9. Click the **SAVE AND CLOSE** button.



If you have not been migrated to Outlook yet, please save these tips for future reference.