

# Imlay City Community Schools TechTimes

Need Microsoft Office?  
Please see pg. 3



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## Welcome Back!

As a new school year begins I would like to take the opportunity to welcome everyone back. Over the summer the technology department has been extremely busy getting everything ready for the new school year and making sure everyone has the tools they need to have a productive learning environment.

Over the summer several key network improvements have been made and a brand new email system has been but into place. With the new email system comes more reliability and an improved user graphical interface for checking your email via the web. In order to check your email from any computer with internet access make sure that you go to the new web address found at: <http://email.imlay.k12.mi.us/owa>. The link can also be found under the Technical Support button on the main district website.

Another project this summer was an update to the Middle School Technology Lab for eighth grade students. This lab will help prepare eighth grade students in becoming more familiar with the use of technology and how to integrate it into their future studies both in high school and beyond. You can find a picture of the new lab on page 2 of the newsletter.

~Trevor Kaeding~ Director of Technology

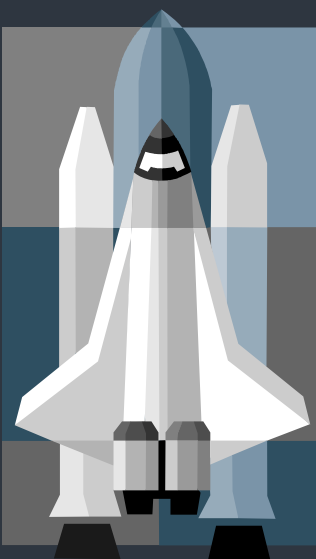
## Building On Technology through Professional Development

Professional development is an essential component of the district's plan to integrate technology into the curricula along with integrating the use of technology into lesson design and daily practice. Professional development for teachers, principals, administrators, school media personnel and building aides will help form the building blocks to effectively achieve growth in our district's technology.

Last year you may recall taking a technology needs assessment and survey. By looking at the results of this assessment and survey the district was able to identify key areas in need of improvement. The highest professional needs included web page design, use of cameras/scanners, lesson design, presentations, evaluation, and policy/ethical issues.

We will be using these areas to help create some professional development and the technology department will continue to develop tutorials on topics the department feels needs development.

~Continued on pg. 2~



Technology is taking us places we have never been....

## Facts about spam E-mail:

- It was estimated that in 2007 spam emails cost businesses on the order of \$100 billion
- The growth of spam emails:
- 2005—30 billion per day
- 2006—55 billion per day
- 2007— 100 billion per day

## Building On Technology through Professional Development—Cont.

I will also be publishing a newsletter periodically, focusing on technology awareness and points of interest. Please feel free to let the department know of any topics you would like us to help you explore or things you want to be able to know how to do. This will help create an even better professional development foundation.

Technology is all around us and we all use it everyday whether watching the morning news, typing an e-mail to a friend, making an electronic bank transfer, or as most of us do, especially our students or children—we multitask! That is why it is important to integrate technology into our daily lives. Preparing our children for a future that we cannot even describe requires of educators more than we have ever expected before.

## Spam E-mail—How You Can Help?

What is spam? Spam is the flooding of the Internet with many copies of the same message, in an attempt to force the message on people who would not choose to otherwise receive it. Most spam is from commercial advertising for monetary gain.

Everyone hates getting spam e-mail, but the fact is it is almost impossible to stop all forms of spam e-mail because of the nature and way spammers are finding ways around spam filters. They come up with ways to get their messages through by using chopped up letters or even pictures.

Over the last 2 years for Lapeer County schools 55.3 million e-mails have tried to be delivered to user mailboxes and of those only 3.8 million have been delivered. That means that approximately only 7% of the email entering the county are from legitimate sources! The chart below is a

	Total	Day	Hour
<b>Blocked</b>	<b>48,228,993</b>	<b>43,272</b>	<b>3,393</b>
<b>Blocked: Virus</b>	<b>106,991</b>	<b>68</b>	<b>3</b>
<b>Rate Controlled</b>	<b>2,947,502</b>	<b>23</b>	<b>3</b>
<b>Quarantined</b>	<b>109,874</b>	<b>164</b>	<b>17</b>
<b>Allowed: Tagged</b>	<b>107,264</b>	<b>101</b>	<b>8</b>
<b>Allowed</b>	<b>3,852,299</b>	<b>2,662</b>	<b>497</b>
<b>Total Received</b>	<b>55,352,923</b>	<b>46,290</b>	<b>3,921</b>

breakdown of what was actually allowed .

## The New Imlay City Middle School

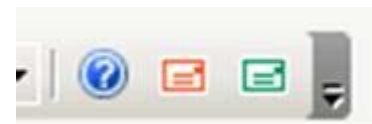
### Technology Lab!



## How You Can Help?

Outlook is set up so you can mark out spammers, sending their messages to the spam filter for everyone. To help select a message (or more than one message) in your inbox that is spam and click the red envelope button in the top right of the screen. Use the green envelope to tell the spam filter what ISN'T spam. The more things you send to it the smarter it becomes. All messages marked with the red envelope will be moved to your deleted items folder where you will then need to delete them.

Here is what the buttons look like in Outlook.

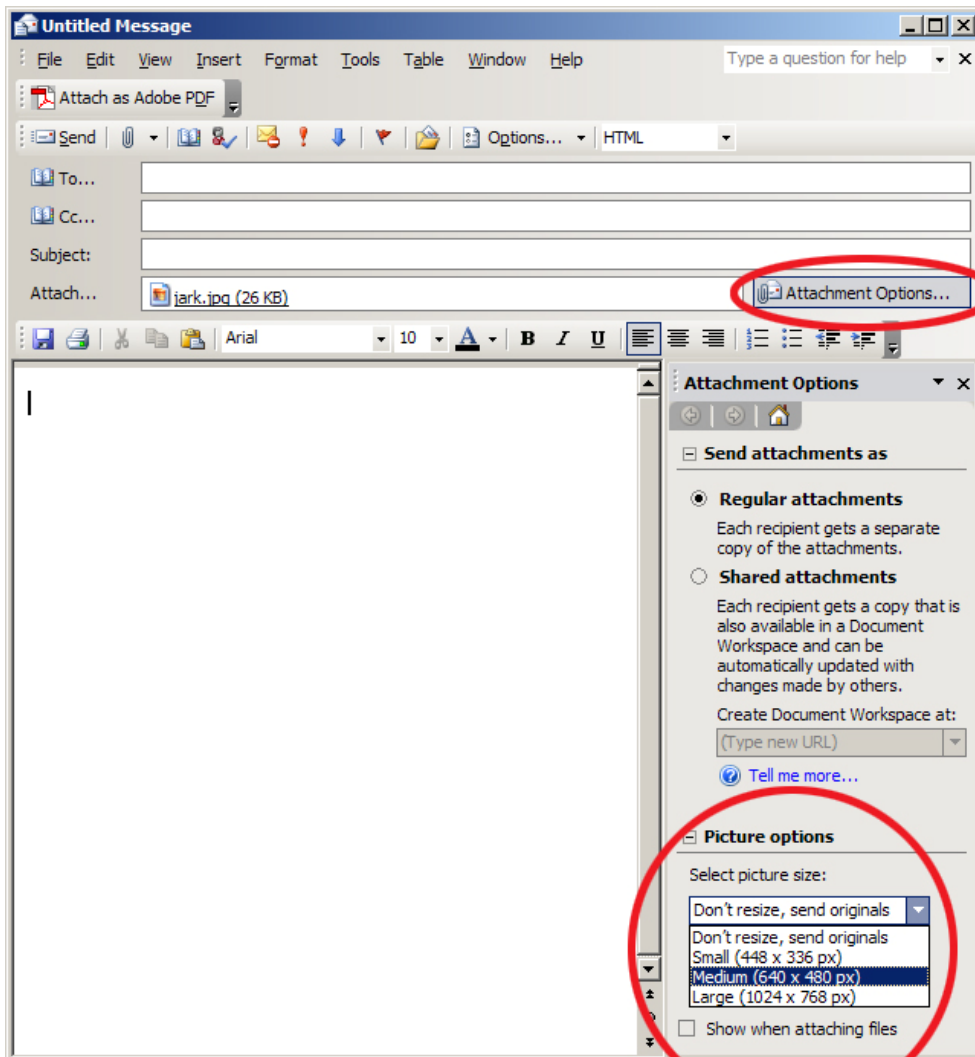


## Need Microsoft Office?

If you have a need for Microsoft Office at home as a school employee you can save a substantial amount of money by purchasing through the REMC Association of Michigan. They offer the Microsoft Office Professional Plus 2007 Suite for \$72.60 This includes the basic office programs plus Publisher. You need to have Windows XP or Windows Vista to run this version of Office. All you need to do to order is send them a copy of your school ID when ordering. The website can be find here:

<http://e5.onthehub.com/WebStore/OfferingDetails.aspx?ws=48cc7d25-c2db-db11-bd2e-0015c55eef34&o=7b19608d-0063-dd11-bb6c-0030485a6b08>

## Sending Picture Attachments



As digital camera picture resolutions and sizes become increasing larger it is important to make sure that if you are sending out pictures to send smaller size photos. Within Outlook there is an option to send smaller size pictures without having to take the photos into a photo editing program and making them smaller first.

As the illustration suggests after you insert a picture as a file attachment you will notice an Attachments Options button that once pressed will give you picture options. Then you can either select Medium (640 x 480 px) or Large (1024x768 px). Then you just send the message like you normally would. This is for Office 2003.

The only difference in Office 2007 is opening the attachment options box. This is done by making sure you are in the Message tab, and then click on the attachment options arrow in the Include box like the illustration below.

