Windows Explorer Assignment

**O**pen up the Microsoft Windows Explorer (right click on the Start button, left click on explore) and use it to create folders on your “I:” drive under the “I:\myweb” folder

NOTE: if you don’t have access to your “I:” drive or the “I:\myweb” folder, contact the Help Desk immediately and get this fixed! You must get this completed to earn credit for your assignment. This includes any problems you might have with your wireless access – we will you our laptops and these connections throughout the course, and you need to get things working!!!

**A**dd the following folders under “I:\myweb”

* AboutMe
* Courses
* Family
* Friends

**U**nder the “Courses” folder, add a folder for each course you have taken (or will be taking) during this academic year. These need to be named using the DEPNUM codes that are listed in the Undergraduate Bulletin and/or the Course Schedule web pages. Capitalize the DEP code. DO NOT include spaces (use an underscore if you like). Use mixed case to briefly describe each course folder, e.g.

* CIT110Basics
* ECO221Micro
* ECO222Macro
* LIB100MOI
* LIB105CollegeWriting
* LIB110Speech
* MAT150CalcI

Use these folders to store a backup copy of some of your papers, PowerPoint slides, etc. Keep the names of the files fairly simple because we can use this to build a “portfolio website” of your work.

Outlook Assignment

**S**pend at least 45 minutes researching and reviewing tips & tricks for using Microsoft Outlook. In particular, look for information on

* Managing mail/calendars/tasks
* Scheduling meetings/activities/events

**W**rite a one to two page summary of the “best new/cool tip(s)” you learned from your research. Be sure to describe any steps that you’d follow to perform this operation so others can learn how to do what you discovered.

* Save the file as “Outlook.docx” on your I: drive (e.g. I:\myweb\courses\CIT110Basics\Outlook.docx )
* Print a copy of this summary and turn it into class – be sure to put your name on the print out.

**U** se MS Outlook to complete the following:

* Add all the “breaks” into your Outlook calendar. The Loras College Academic Calendar is available on-line. Use this as guideline.
* Add each of your course meeting times for this semester to your Outlook calendar as a recurring appointment. Adjust these occurrences for any breaks (e.g. Spring Break)
* Add all of your final exam testing periods (NOTE: the exam schedule is posted on IQ)
* Add any other important events/items/etc. that you’ll have this semester – set up your calendar so you are organized for the semester
* Add important assignments as Tasks in your to-do list, e.g. all exams, major papers, etc.
* We will check this in class by setting the calendar view to Month.
* Print out a copy of your February calendar – put your name on it and staple it to your summary of tips & tricks.