Part 2
General topics: mail.msu.edu, gmail, yahoo mail, AOL mail, AFS/web space/file storage, afs.msu.edu, netfiles.msu.edu, Facebook, Angel, Adobe Acrobat PDF. You also will learn about storage options such as afs.msu.edu, gmail, Windows Live Space, jump drives, hard drives, CD-R, CD-RW, DVD-R, DVD+R, DVD-RW.

In-class exercises:
These exercises will help you to learn the function of your AFS space, how to access the space using a ftp application such as netfiles.msu.edu or Filezilla. You also will explore other non-MSU email and storage options, mail.msu.edu preferences and afs.msu.edu quota. For the exercise you will use MS Word, Internet Explorer, Adobe Acrobat, and Filezilla.

1. What email accounts do you have and how often do you check each? Why would you have more than one? Are there limits? Do you have to check each? What are POP and IMAP when you are using Outlook to check your mail?

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2. How do you control spam in email?

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3. Explain the differences between a hard drive, jump drive, CD-R, CD-RW, DVD-R, DVD+R, DVD-RW disk. Which one is the most permanent and secure?

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4. Create a new Word document, insert some text and a picture, and save the file on your jump drive. Convert the Word file to an Adobe Acrobat format (PDF). What is PDF again and explain why it is a useful file format? NOTE: File names for use on the Internet are case sensitive, and spaces should be avoided (hint: use all lowercase with no spaces).

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5. What is AFS space and how does it relate to question 3? What are three ways that you access this space and from where? How is the P:drive different than AFS space? What is netfiles.msu.edu? What is Filezilla? Why don’t we leave files on the desktop or C: drive on the lab computers? Why do we always log off from a campus lab computer when we leave? From question 4, save a copy of the Word and PDF files in the web folder on your AFS space.

6. How is the web folder on AFS space different? What are the URLs to access these files from the Internet? (www.msu.edu/~msuid/exactfilenameandextension)

7. Go to afs.msu.edu and login in. How much storage do you have with your afs account? Why might you want a gmail, Windows Live Spaces or Facebook account? How secure is Facebook? What do we need to be aware of with the non-MSU accounts?

8. Open 2 Windows Explorer windows (one for the P: drive and one for the C: drive). How do we choose multiple files? What happens if we hold the right mouse button down as we drag and drop files between 2 Windows Explorer windows?

10. How do you safely remove a jump drive from a running computer?

Homework exercise (10 Points):
1. Create a new document in MS Word in a memo format and write a paragraph about a proposed topic/career/mentoring experience you would like to work on this term (expanding upon what you submitted the first day of class). Insert a graphic that relates to your topic/career/mentoring experience and include a label for the image.

2. Go to mail.msu.edu and login. Check your SPAM mailbox and capture this to the clipboard using <Print Screen>. In the same Word file, paste the screen capture, crop the image to only show a part of the SPAM mailbox and write a brief description about your findings.

3. Go to afs.msu.edu and login. Access the Quota menu and capture the screen using <Print Screen>. In the same Word file, paste the screen capture, crop the image to only show your disk space quota and write a brief description about your quota.

4. Save the file onto your JumpDrive and your AFS space (in the web folder) using your MSU NetID as part of the filename.

5. Using the method demonstrated in class convert the Word file to an Adobe PDF file. Save the PDF file on your JumpDrive and your AFS space (in the web folder).

6. Upload your completed PDF file to the Angel dropbox, Computer Exercise 2, and enter the complete URL of the Word file found in your AFS web folder in the description field of the dropbox. Note: If the URL you submit on Angel contains P; then your URL is wrong!