

## TOP TEN Technology Tips

1. CHANGE YOUR LOG IN PASSWORD NOW, if you have not changed it yet. Anyone can log into your account and read or delete your documents.
2. LOG OUT OF YOUR COMPUTER BEFORE YOU LEAVE SCHOOL - or even if you leave your room for a while. Anyone can access your computer and read or delete documents. (Elementary staff - shut down computers after school)
3. Students should be supervised at all times when using computers.
4. iTunes is the application that allows you to listen to an audio CD. Only use it to LISTEN from a CD - please do not IMPORT your music into iTunes for storing - this will take up too much space on the server.
5. iTunes again - there is a feature in iTunes that allows you to listen to Internet radio broadcasts. Please DO NOT use this feature, as it takes up too much Internet bandwidth. Internet access will be slowed for all users if you use this.
6. danvers.org is for educational purposes. Personal and commercial use may expose all users to unwanted email and spam. If you have never changed your danvers.org email password from the original, this should be done right away. You risk someone signing into your email account and reading your email.
7. Technology problem reporting forms must be submitted for any work. These are available in each building and are online <http://www.danvers.mec.edu/techhelp.html>
8. It is a good idea to check your email daily. Administration, staff, and technology announcements are sent by email.
9. You can use the Mail application on your dock to send and receive email. This would replace the need to go online to danvers.org. The Mail application works like Outlook or Eudora, but must be configured. I will be holding a training session on how to set up and use Mail, in early October.
10. If you are going to be using a thumb or flash drive, you must be certain that the virus protection on your home computer is always up to date.

New online forms:

Go to <http://www.danvers.mec.edu/techhelp.html> for

OS X Quick Tips

Technology Problem Reporting Form

danvers.org email tutorial - everything you would ever want to know

How to configure OS X email

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Questions? Email [ekster@danvers.org](mailto:ekster@danvers.org)