

System Administrator's Notes for Faculty & Staff

Our department webpage is <http://www.mne.ksu.edu>.

Student flowcharts are accessed through the blank on our department webpage or, for a full interface, see <http://flowcharts.engg.ksu.edu>.

Sharing non-confidential documents through the web is easy, just place the document (PDF format is best) in `\\athena\web\Docs`, and it will be accessible from the *Docs* link on our department webpage (to others at KSU or <http://www.mne.ksu.edu/Docs> for those outside of KSU).

If you want to share project files with other faculty or staff, use `\\blossom\collaborate`. You can make a directory there, and set permissions on it (by right-clicking on it in explorer) so that only select people can access your folder.

To access your department e-mail at home or on the road, just use <http://webmail.mne.ksu.edu>.

Setting up an e-mail list for a class has never been easier. Just go to the class listserv page, <http://www.ksu.edu/cns/forms/classapp.html>, and fill in the form.

All MNE student accounts are generated automatically at the beginning of the semester. Students in your classes who are not MNE majors will have to come see me about an account if they need to use department computers (remember, there are computers available to all engineering students in Fiedler and Seaton halls).

I can setup a space on `\\athena\web\classes` for you to publish class material on the web. The web page for your class will be linked under *Class Material* on our homepage.

My e-mail address is admin@mne.ksu.edu. You can check on the status of your e-mail to me at <http://www.mne.ksu.edu/admin> (choose *Logs*).

There is a flatbed scanner, cd writer, smart card reader, and compact flash reader in RA323 for general use.

You can send email to department students: mne_students@ksu.edu. If you want to send email to specific classes (Freshmen, Juniors, etc.) put the class designation first in the subject line: FR:, SO:, JU:, SR:, GR:, or EVERY: for all students.

See the Faculty & Staff Resources link on our department webpage for additional information.