HOLIDAY MAIL DELIVERY

The following will be the mail delivery schedule for the Holiday week of December 22, 2000 through January 1, 2001.

December 22 - mail/parcels will be delivered/received until 12 noon.
December 25 - CLOSED
December 26 - December 29 - mail/parcels will be delivered/received until 12 noon each day.
January 1 - CLOSED
January 2 - Resume normal operating hours

HSPH CATERING POLICY

Harvard School of Public Health and Harvard Dining/ Sebastions have a contractual agreement, which designates them as the exclusive caterers for all in-house functions. Sabastions has the right of first refusal on any event that is catered at the School of Public Health.

The serving of alcoholic beverages follows the same above stated guidelines. Harvard School of Public Health holds a beer and wine license, which we apply for each year through the City of Boston. Any event where beer and wine is offered Sebastions must be contacted, as they are the exclusive providers of all alcoholic beverages. School policy states that all alcohol must be served by a bartender (no self service). It is also the policy of the school when offering alcoholic beverages that a non-alcoholic beverage is offered, as well as a food selection.

Thank you for your cooperation in this matter.

I SHOULD MAKE A BACKUP?

By Alex Garcia-Rangel

As some of you may have learned the hard way, today’s modern computer is a fickle beast, capable simultaneously of simplifying our life and seemingly destroying it. I speak in the latter case of the dreaded hard drive crash. Too often as a computer technician, I have found individuals who lose data on their computer and respond with “It can’t be, my whole life was on that computer!” Now your average PC tech is not without emotions such as sympathy and compassion but while we already know the answer, we can’t help but ask, “You didn’t make a backup?”

Computers, programs, hard drives, floppy disks, etc. are fallible. They do things we can’t always explain like turn the 40-page word document you thought you saved yesterday into a 2-paragraph document today. PLEASE PROTECT YOURSELF. Any file that is important to you should exist in more than one place. In fact, it should exist in more than 2 places. It is very possible that you could have your hard drive die and not be able to retrieve any data. You might then pop in your tape backup that you’ve had for 6 months only to discover that the tape comes up “unreadable.” The same could happen with a floppy or zip disk. To ensure peace of mind, make backups and make multiple copies.

HOLIDAYS AND THE ON-CALL PROGRAM

On-call hours for the December holidays:

Christmas Day, December 25: No technician On-Call
December 26 - December 29: 9 a.m. - 5 p.m.
December 30: 9 a.m. - 1 p.m.
December 31 - January 1: No technician On-Call
Computers and hard drives aren’t as fragile as they were a few years ago, but you’re asking for trouble if you move your PC around while it is running. While your computer is running, its hard disk is very vulnerable. A tiny magnet literally floats less than a hair’s breadth above a platter where data is stored. A minor bump can send the magnet skittering into the disk's surface. The damage can’t be repaired. Not only will you need a new hard disk, but also you'll likely lose the information the disk held.

**Vacations and Email**

Some of you may know that when you go on vacation, you can set up an automatic reply in your email account. When someone sends you an email, this allows him or her to find out that you are out of the office and may not respond until you return. You can edit your reply to include whatever information you choose.

Eudora email does have the ‘vacation message’ feature. However, for it to work you would have to leave your computer on and leave Eudora running the whole time you are away. The impracticality of this is not lost on the IT Department. There is a better way to set up your vacation reply.

You must use telnet to access your account on the HSPH server and then use the UNIX Vacation command. The Help Desk can provide detailed instructions on setting up an automatic reply in your email account. If you would like to receive our instruction sheet, please visit our web site or send an email request to helpdesk@hsph.harvard.edu.

**Brown Bag Lunch Series**

If enough interest is expressed, the IT Department is considering putting together a series of lunchtime mini-seminars for the staff and faculty of HSPH.

The topics to be covered in this series can include a wide range of items from policies and procedures to software demonstrations. If you are interested, please send an email with the topics you would like to see covered to: Kathi_Bell@harvard.edu

Beginning Monday, January 8, 2001, the IT Department will be offering weekly orientation for all new employees at the School of Public Health. It is strongly recommended that you attend if you are new to HSPH.

The sessions will be 1/2 hour in length and will cover basic information about the Department of Information Technology including policies and procedures. Some basic computer operation (logging into Novell, changing passwords, etc) will also be covered. Attendees will be able, if they choose, to log into the system(s) and change passwords during the class.

Further information about the location and times of these sessions will be provided later in the month. If you have any questions, please contact the Help Desk at 432-HELP (4357).

Current employees are also welcome to attend!

**IT/Operations Construction**

While most of us are away from the School enjoying our winter break the week of December 25th, the IT and Operations Department will be undergoing some major renovations.

When we all return on January 2nd, the staff of the IT Department will be scattered about the Lower Level of Kresge and those remaining in their old offices will be barricaded behind a temporary wall put up for the duration of the construction.

While we always welcome visitors to our Departments, during the month of January, it may be a good idea for you to conduct whatever business you can via telephone, email or interoffice mail with both the IT and Operations staff.

You will be able to enter the offices if you absolutely must see us in person, but be forewarned, you will have to go through a construction area to get to some of the people!