



Information Technology Quarterly

Vol. 7 No. II

Second Quarter 2005

Edwin Poisson, Director, Information Technology

Files Get New Home on Network

by Sandy Jaszczak, eGovernment Program Services

It's spring cleaning time for Oakland County's network file server system.

In March, the Novell file server system replacement project began with the installation of a new Active Directory (Microsoft platform) system. New drive letters, I:, J: and K:, were setup and kick-off sessions were held to facilitate the moving and cleaning up of all files from the old network file server system to the new.

The network file server replacement project is required at this time because the old network file server system has become obsolete.

Since March, the Department of Information Technology (IT) has been working with an assigned Active Directory liaison within each department or division to ensure a smooth transition by June 15. The moving (or migration) of all existing network files is a major initiative on the part of the Technical Systems and Networking Division of IT. The current drive letters, N:, O: and P:, will be completely eliminated once every department has transferred its files to the new network drive letters.

One of the new features of the Active Directory system is that it will provide functionality that allows permission for access to a file to be granted by division or business unit administrators rather than by IT staff. Access to a restricted folder will no longer have to go through the Network Administrator, but rather will be managed by a designated member of a department or division. This functionality will be rolled out to all departments once the file migration is complete.

In addition, folder quotas (growth restrictions) and file type restrictions are being introduced. As a result, business or division units have been going through a "cleanup" period prior to files being

moved to their new home. Cleanup involves IT working with the Active Directory liaisons from each area to identify files and/or folders that may be out of standard. File types such as .mp3, .wav and other video, audio or graphic files are being restricted because of the potential for copyright infringement and other related liabilities. IT is

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providing exceptions, however, for those departments that require these file types for legitimate County business.

Active Directory offers the latest advances in network file management and will provide a solid foundation for Oakland County in its next phase of growth. The security capabilities of Active Directory are superior to what currently exists, and the new standards and file restrictions will help business or division units adhere to a more manageable directory structure. This, in turn, will help each department better manage file storage.

Once the migration and cleanup period is complete, the old network letter drives will be removed and all County staff will access their network-based electronic files on network drive letters I:, J: or K:. The completion of this project will result in improved network file server stability and position the County to implement other projects of broad impact.

“Electronic files are critical to an organization’s operation and success,” according to IT Director Ed Poisson. “The integrity, accessibility and security of these documents are central to the role of information technology services.”

The Active Directory Quick Start Guide can answer many of your questions, and is available at the following web address:

www.co.oakland.mi.us/ittrain/documentation/activedirectory.html

For more information and support, please call the IT Help Desk at (248) 858-8812.

Network Connection Screens



Since the inception of the Active Directory migration, users may have noticed some new screens when

logging into the network. These screens are designed to assist in letting users know when they have connected to the network. Users should **not** close out the windows. Premature closing will halt the connection process, and users will not be properly connected to their network drives.

Any questions or concerns regarding the drive mapping process should be directed to the IT Help Desk at (248) 858-8812.

New Shared Drive Location

As part of the Active Directory migration, the following Information Technology directories and contents have been copied from **O:\InfoTech** to **J:\GenCounty\InfoTech**:

O:\InfoTech\Broadcast
O:\InfoTech\Standard
O:\InfoTech\Training
O:\InfoTech\Telephone

Once the entire County has switched to Active Directory, the copies on the O:\ drive will be removed.

Nextel Users *by Kim Morris, Internal Services*



Everyone is familiar with using their cell phones to communicate verbally. However, are you aware that Nextel phones have the capability of Two Way Text Messaging? Two Way Text Messaging allows anyone to send you a written message via their email application (i.e. Outlook, Webmail, etc.). It also allows the Nextel user to send text messages to either another Nextel phone or an email address.

To Send A Text Message From Outlook to a Nextel Phone:

1. From **Outlook**, click the **New** icon to create an email message.
2. In the **To** field, using the recipient's ten-digit Nextel phone number (not the direct connect number), type **number@messaging.nextel.com**.
NOTE: Do not include spaces or hyphens in the Nextel phone number.
3. In the **Subject** field, type the subject.
4. In the **Body Text**, type your message.
5. Click the **Send** button.

There are Three Ways to Receive Mail Notifications:

1. The phone will beep when a message is received.
2. An envelope will appear in the phone's display window.
3. You can periodically check your message queue.

To Access or Send a Text Message From a Nextel Phone:

Each model varies slightly so you must read the user manual provided for your particular model. If you need assistance, please call Gloria Logan at (248) 858-0158.

Departments still using beepers may want to consider eliminating them and using their Nextel phones instead. Address books can be programmed in the phone and groups created to assist in sending messages. Two Way Text Messaging can be used on all County owned Nextel phones. The cost for the Unlimited Text Message plan is \$5 per month. In most instances, this is less than the cost of a pager. Another option is the Express Messaging plan in which messages are ten cents each on a per usage basis.

To add the monthly text messaging plan to your Nextel phone or for additional information, ask your department's telephone liaison to contact Gloria Logan, Communications Unit, at (248) 858-0158.

Who Owns the Internet?



No one actually owns the Internet, and no single person or organization controls the Internet in its entirety. More of a concept than an actual tangible entity, the Internet relies on

a physical infrastructure that connects networks to other networks.

There are many organizations, corporations, governments, schools, private citizens and service providers that all own pieces of the infrastructure, but there is no one body that owns it all. There are, however, organizations that oversee and standardize what happens on the Internet and assign IP addresses and domain names, such as the National Science Foundation (www.nsf.gov), the Internet Engineering Task Force (www.ietf.org), ICANN (www.icann.org), InterNIC (www.internic.net), and the Internet Architecture Board (www.iab.org).

Backup Reminder

Whether you have a document saved on a floppy disk, a database saved on your “D” drive, a spreadsheet saved on a network drive or a document saved on your flash drive (memory stick), make sure you have a backup copy, preferably on different media. Equipment fails, and accidents happen!

Backup instructions can be found under www.co.oakland.mi.us/ittrain/assets/docs/nt_backup_restore_proc.pdf. Please contact the IT Help Desk at (248) 858-8812 with any questions.

On the Lighter Side

I halve a spelling checker, It came with my pea see. It plainly marks four my revue Mistakes I dew knot sea.

Eye strike a key and type a word And weight four it two say Weather eye am wrong oar write It shows me strait aweigh.

As soon as a mist ache is maid It nose bee fore two long And eye can put the era rite Its rarely ever wrong.

I've scent this massage threw it, And I'm shore your pleased too no Its letter prefect in every weigh; My checker tolled me sew.

—adapted from www.computerjokes.com

Information Technology Quarterly

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www.co.oakland.mi.us

This newsletter is designed to share useful technology news and information with Oakland County Employees!

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