

End of Semester Cleanup Checklist for Students

The end of the school term is rapidly approaching and in preparation for leaving campus it is a good time to clean up your data files (H: drive) and Gmail accounts. Please read this information carefully. The first part pertains to **Graduating and Non-Returning Students ONLY!**

If you will be returning to VWC, please go to the portion of this document labeled **RETURNING STUDENTS ONLY.**

GRADUATING and NON-RETURNING STUDENTS (ONLY!!!)

Lifetime Alumni Email Account Setup

All alumni are entitled to a lifetime VWC Alumni email account which can be setup via <http://alumni.vwc.edu/> link on the VWC website. Please set up your account as soon as possible. It's free and easy!

Email Accounts

Graduating students will retain their regular VWC student email account for a period of one year after their graduation date.

Non-Returning student email accounts will be deleted after the drop/add period of the following regular (fall or spring) semester.

SUGGESTION: If you have another email account and you wish to forward your VWC email to it, you can do so using the following steps:

On the VWC Home Page:

1. Click **Gmail**
2. Click **Sign In** under the Email box.
3. Type in your Gmail **Username** and **Password** in the sign in areas.
4. Click on the settings tab at the top of the page.
5. Click on the Forwarding and POP/IMAP tab.
6. Complete the forwarding section and click save.

This will forward all mail sent to your VWC address to the address you specified. Once your VWC mail account has been deleted, your mail will no longer be forwarded.

Below are a few housekeeping tips that will help you to keep your Gmail clean and manageable.

Gmail Housekeeping Tips:

1. Delete any messages that you no longer need in your email account.
2. Delete the items in your trash folder.
3. File attachments take up lots of space in Gmail. Save attachments to the hard drive on your pc or laptop.
4. Check your Gmail regularly.

WebAdvisor

WebAdvisor account access does not expire. However, it is your responsibility to remember your password. If you forget your password, it can not be emailed to your email account because this feature only works for **CURRENT active VWC email accounts**. WebAdvisor passwords cannot be emailed to any other account including VWC Alumni email accounts.

Network Access and Print Accounts

Network logons, print accounts, and access to other network resources are discontinued at any time you are no longer taking classes. *This does not include WebAdvisor.*

H: drive backup

If you would like a copy of the contents of your **H: drive**, copy the files to a CD, DVD +/- R, or USB device. **Do this before you leave campus.** Student H: drives have a **1GB** limit so make sure whatever media you choose for your backup has enough available space.

If you are going to copy the contents of your H: drive to a USB device, this is done using **copy & paste** features in **windows explorer**.

Removing Symantec Antivirus from your computer

The Symantec Antivirus software is provided to current VWC students and is the property of the college. You must remove it from your computer once you leave the college.

To remove Symantec Antivirus: Click on **Start...Control Panel...Add/Remove Programs...Symantec Antivirus...Remove**. **If it asks for a password, type: Symantec.**

After removing the VWC copy of Symantec Antivirus, be sure to install a personal copy of antivirus software to ensure that your computer is protected from viruses and spyware.

RETURNING STUDENTS ONLY

H: drive backup

During the summer, Computer Services will be upgrading the Student server. Therefore, copy any files that you currently have on your H: drive and **wish to keep** to a CD, DVD +/- R, or USB device. **Do this before you leave campus.** Student H: drives have a **1GB** limit so make sure whatever media you choose for your backup has enough available space. If you are going to copy the contents of your H: drive to a USB device, this is done using **copy & paste** features in **windows explorer**.

To create a CD or DVD of your H: drive in the Lab, use the following instructions:

1. Delete any files on your H: drive that you don't want to keep
2. Put a Blank DVD or CD in the drive
3. Click: **Start...All Programs...Sonic...Record Now! Plus...Record Now! Plus**
4. When Record Now! Plus opens: Click: **Data Disc**
5. Click: **Add files and Folders** button
6. Select your **H: drive**
7. Select all of the files you want to save
8. Click: **ADD...BURN**
9. Once files have been copied, exit Record Now! Plus

Email Cleanup

Below are a few housekeeping tips that will help you to keep your Gmail clean and manageable.

Gmail Housekeeping Tips:

1. Delete any messages that you no longer need in your email account.
2. Delete the items in your trash folder.
3. File attachments take up lots of space. Save attachments to a USB device, CD, or DVD. You can save these to your H: drive and include them in the backup of your H: drive.
4. Check your Gmail over the summer and get rid of any messages that are not needed for school.

Keeping Antivirus Definitions updated

Please **do not remove** the Symantec Antivirus that VWC provided. If you do, you will have to go through the process of reinstalling it when you come back to campus. This could delay your ability to connect to the Internet when you return in the fall. If you will be using your pc or laptop on the Internet during the summer, you must make sure that you keep your Symantec Antivirus definitions up-to-date. This can be done easily using the following procedures:

To update your Antivirus definitions:

1. You must be connected to the internet before proceeding.
2. **Double-click on the gold antivirus shield** located in the bottom right task bar. This should bring up the Symantec antivirus window.
3. Click on the **LIVE UPDATE** button.
4. Click **Next...Finish**
5. Click **Exit** to close the Symantec Antivirus window.

Keeping MS Windows updated

If you will be using your pc or laptop on the Internet during the summer, you must make sure that you keep your Windows Updates current. If you have been

using your computer on the VWC network, the **automatic update feature** should already be enabled and not require anything additional. The Microsoft automatic updates will only work if you are connected to the internet and your computer is turned on.

Please contact the HelpDesk at helpdesk@vwc.edu or Ext. 3111 if you have any questions or concerns.