Welcome to

myTri-Cspace

Presented by
The Office of Training and Development
Cuyahoga Community College

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Introduction to my Tri-C space

Setting up Your Computer

1. If you need to resize your screen resolution:

   From your Desktop

   Right Mouse click in the blue area to bring up the pop-up menu

2. Left Click on Properties

3. From the Display Properties dialog box, click the Settings tab
4. Click on the **Screen Resolution** slider and set at 1024 by 768 pixels

5. Click **Apply**

6. Click **OK**
Logging in to my Tri-C space

1. AFTER October 27, 2006, from any internet browser, type https://my.tri-c.edu

2. If the Security Alert screen appears, click Yes.

3. At the Secure Access Log in dialog box, type in your S number and your network password.

An on-line tutorial with help for login instructions will appear here.
Basic Navigation

1. Internet navigation toolbars

   *my Tri-C space* header

2. *my Tri-C space* navigation toolbar
3. Tabs

Everyone will see at least a **Home** or **Welcome** tab, an **Employee** tab, and a **MyTab** or **Sample** tab.

Other tab names will be different based on our roles within the College.

4. Channels are blocks of information located on the tabs.
5. Each channel has a title bar and a row of control buttons.

6. You can minimize a channel when you don’t need to see all the information by clicking the channel minimize button.
7. Only the channel name and channel control buttons will be visible when the channel is minimized.

8. Click the minimize to restore the channel to its original size.
Locating Help

1. To locate Help within my Tri-C space

Clicking the Help icon takes you to the Help Center where you can find more specific information on how to customize your my Tri-C space layout.

After October 2006 you will find a link to on-line tutorials on the help icon on the toolbar.

2. Click any of the topics from the General Help Menu or from the Help Topics Index.
3. To exit the Help Center, click the **Exit** icon in the upper right corner of the screen.

4. You will be returned to the **my Tri-C space** Welcome tab.
Personalizing my Tri-C space

Adding Columns

1. To add a new column, click the Content/Layout link in the top left-hand corner of the page above the system tabs.

2. You see the Manage Content/Layout page, which allows you to add a column.

Please note: Whenever you are working on the Manage Content/Layout screen, always check to make sure you are working on the correct Tab. It will appear in a different color.
3. Make sure you select the tab you want to customize by clicking on its name, in this case, Sample.

You’re looking at a blank layout, where there is only one large column on the tab.

4. Click the Add Column button.

By default, the column size is 100% of the screen. If you add more columns you must “size” the columns.
5. To size a column after you have added it to a tab:

Under Set Column Widths, enter percentage values for each column. The combined total of all fields should equal 100%.

Set the first and third columns to 30% and the middle column to 40%, for a total of 100%.

Be sure to put the percentage sign in.

6. Save your work - Click Submit
7. Click the *back to* button, located in the upper left-hand corner of the screen.

Note that there are additional on-screen instructions for adding columns, deleting columns, moving columns, and removing columns.

8. This takes you out of the Manage Content/Layout screen.

At this point, your tab is ready for you to add information. You’ll do this by adding channels to the columns.

You may need to navigate to the tab where you added the columns.
Adding Channels

1. To add a channel:

Click the Content/Layout tool found in the top left-hand corner of the page above the system tabs.

2. Reminder:
Make sure you’ve clicked on the tab you want to add the channel to.

Select Sample
Click **Add Channel** in the first column.

3. From the **Manage Content/Layout** screen, **Select a category** by clicking the down arrow.

4. In order to see all of the available channels, click **Select All**.
5. Click Go

6. Select a channel from this list by highlighting it with your mouse.

   In this example, we are selecting “Wellness.”

7. The channel you pulled inside the tab is now located on the first column in the Content/Layout view.

   In the Content/Layout view, the channels are indicated by a small rectangle with the channel name above it.
8. To see the channel content, click the back to link.

Moving a Channel

1. To move a channel, click the Content/Layout button.
2. Click the directional arrow within the channel.

**Removing Channels**

1. To remove a channel, click the **channel remove icon** (the X). If this icon is grayed out, the channel cannot be removed.
2. At the confirmation dialog box, click **OK** to remove the channel, or click **Cancel** if you change your mind and want to keep the channel.

Remember, if you remove a channel, you can still add the channel back into your display using the **Content/Layout** tool.

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### Bookmarks

1. A Bookmark is a customizable display area for your internet or intranet links. It is similar to the Favorites options in Internet Explorer.

Bookmarks Plus can be inserted as a channel into any tab or column that is available to you.
**Adding a Bookmark Folder**

1. To add a folder that will contain your personal bookmarks, click the Add button next to the image of the folder.

2. Fill in Folder Name. Then click Add.

   Click Cancel if you change your mind.

3. A new "top level" folder is created.

**Adding Bookmark Links**

1. Links can now be added into the folder. Click on the bookmark button with the plus sign.
2. You have two options:

To add the bookmark link to the existing list, click **New Top Level Bookmark**.

To create the bookmark within the folder, click in the circle next to the folder name (in this example “MY TEST FOLDER”).

Type in the **Bookmark Title**, such as Cleveland.

Then type in the website’s URL, including **http://**

For example, http://www.cleveland.com

You then have the option to input a description for the link, such as “A quick link to Cleveland news”

Click **ADD**

If you change your mind, click **Cancel**.

3. To open the website. Click on the link.

Remember, if you created the bookmark inside a folder, you must open the folder first.
4. The website will be launched in a separate window.

If you need to resize the window to see the website, click the maximize button.

When you are ready to close the website, click on the X at the top right corner to exit and close the window.

**Deleting Bookmarks and Folders**

1. To delete a bookmark, click on the Delete Bookmark icon. (It displays a minus sign.) The bookmarks area opens with boxes next to the links. Select the bookmark you wish to delete by clicking in its box, in the example “Cleveland.”

Click the Delete button. If you change your mind, click the Cancel button.

If you have bookmarks within folders, you can delete the individual links without deleting the folders.
2. To delete a folder, click on Delete Folder button. (See Step 1)

   *Caution*: If you delete a folder, all the bookmarks within the folder are also deleted.

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Outlook Web Access (OWA)

Navigating the OWA Screens

1. It is possible to access your email account without leaving *my Tri-C space*. Outlook Web Access (OWA) is available by clicking the Mail icon in the Toolbar.

2. If the Security Alert screen appears, click **OK**.
3. Before trying anything else, remember this:

Use the “X” to exit from OWA.

Do not use Log Off button as this may cause problems with my Tri-C space and the network login.

4. The OWA screen looks similar to the Outlook screen that you normally see when you are using the network.

However, there is no vertical scroll bar and fewer messages may be displayed at one time.

Locate the navigation buttons at the upper right of the OWA screen.

5. To view more screens, use the navigation icons at the top right just under the toolbar.
Addressing and Sending Messages

1. To create a new mail message, go to “New, Message.”

2. If you know how to spell the person’s name, type it in the “To” box.
   Enter the Subject and the message.

3. To check the recipient’s name, click the “Check Name” icon on the Tool Bar.
   If there is just one person with that name, the system will underline the name. If there is more than one person, there will be a list of the duplicate names to choose from.
4. Another way to find names is to select the “Find” box and type in the known information.

Clicking the “find” icon will return a list of names with additional information.

Highlight the desired name(s) and click the appropriate button at the bottom of the screen.

Click “Close.”

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**Attaching Files in OWA**

1. Click the attachments button.

2. This is a three step process.

   Click the **Browse** button and navigate to the file you want.

   Click **Open** at that dialog box.

   When the file appears in the **Browse** field, click **Attach**.

   Do this for each file you wish to attach.

   Click close when all the required files are attached.
3. The files will appear in the Attachments line in the mail message.

When the message is complete, click Send.

**Personal Folders in OWA**

1. Personal Folders stored on the H: drive (the way many Tri-C employees were originally setup to do) will not appear in OWA.

Do Not Panic—Folders are still there on the H: drive – they are not accessible until they are moved to a default folder within OWA.

This process must be done from the regular Outlook screen—not in OWA.

For additional help with this, instructions are included in a separate handout.
Out of Office Messages and Other Options

1. Other functions in OWA are very similar to your Exchange server version. (Calendar, Contacts, etc.)

Out of Office Messages:

Click the Options button.

2. The Out of Office Assistant appears on the Options screen.

Complete the information, and click the appropriate button to indicate your "Out of Office" response.

Save and Close.

Logging Out of OWA

1. Important:
   Use the “X” to exit from OWA.

   Using the Log Off button may cause problems with my Tri-C space and your network login.
Groups in *my Tri-C space*

**Navigating in Groups**

1. This section is an introduction to:
   - Group functionality
   - Viewing available groups
   - Searching for groups
   - Learning more about a group
   - Joining a group
   - Unsubscribing from a group

2. Groups in *my Tri-C space* provide the ability to create and manage group home pages for collaborative work—such as committees, workgroups, and departments.

   Group members can share files with other group members, email others in the group, have group announcements and a message board.

   Click the **Groups** icon on the toolbar to begin.

3. There are three tabs in Groups.

   **My Groups** tab provides a list of, and links to, those groups to which a person has already subscribed.

   The **Groups Index** tab lists all the categories of groups at Tri-C and allows access to the guest home pages within each category. This provides additional group information and the ability to request membership.

   The **Request Group** tab is used for requesting the formation of a new group. Following approval of this request, the requestor automatically becomes the group leader.
4. Groups are designated in categories in the main Group Index folder - to open a category, click a folder icon.

5. There are three different kinds of groups.

Public groups (green icon) are open to everyone.

Restricted Groups (yellow icon) are reserved for special groups such as an A&R department or a committee. Approval from the group leadership is needed to join a restricted group.

Hidden groups are just that - viewable and available only if membership is required for a special purpose – perhaps for a SAC committee doing a search for a new employee. Membership is assigned in these groups. The group leader assigns membership to hidden groups.

Click the Group Name to go to the Guest View page.

### Joining a Group

1. Each viewable group has two homepages – a member view and a guest view. The guest view provides general information about the group and an option for non-members to join.
Please note that clicking links at the “Your Location” line also allows easy navigation.

To join a specific group, click the Join Group icon.

2. The College has policies for participating in groups in my Tri-C space. Agreement to those policies is necessary for membership.

Click in the required information boxes to indicate agreement to the policies. Both boxes must be selected.

Click Join.

3. There is an immediate confirmation when joining a public group.

Click OK to view the group's home page.
4. The Group home page gives many options for participating in a group. Users can view announcements, share files, view names of other members, view group news, and work with the message board.

5. This screen shows the group members’ names.

To see a list of the group member, click “Members” in the Groups Tools. The Group Tools menu and the Personal Tools menu may vary from this screen capture. Tools are dependent on your role and the group, and also on the access the College has allowed.
6. Remember that clicking on the “path” will help navigation of the site.

The Group name will be added to your “My Groups” list.

**Searching for a Group**

1. Conducting a search will assist with finding groups of interest.

Navigate to the Groups index tab.

Scroll down to the search field.

In the **Group Search** field, enter part of the name the group might be called.

In this example, a search will be conducted looking for a group about computers, or computing, etc.

Be careful about entering too much of the name—entering “computing” when the group name is “computers” will result in no results. Instead, try something like “comput”

Click the **Search** button.
2. The names of all the groups that contain the search criteria will appear. Read the guest pages to see if the group is of interest, or navigate back to the Groups Index page.

3. Making a request to join a restricted group requires several extra steps.

Open a folder to find restricted groups. Remember these groups are indicated by a yellow icon.

The Banner Coordinators group is a "yellow" folder which indicates that it is restricted.

4. The guest view gives a short description of the group's purpose.
5. Even though the group is restricted, a user still can request to join.

The Join a Group screen appears.

Note that additional criteria about group membership appear in the center of the screen.

As before, the user must agree to share name and email address with other members of the group.

State reasons for wanting to join the restricted group.

Click the Join box.

6. The group leader will either send an acceptance message, or will send a message stating reasons why the membership request is not allowed.
**Unsubscribing From a Group**

1. Unsubscribing from a group.

   To Unsubscribe from a group, navigate to the “My Groups” tab, click the check box for the group, and then click the Remove button.

2. Confirms by clicking **OK**.

3. Your membership has been removed, and the name no longer appears on the “My Groups” tab.

   If you are interested in requesting a group, please contact The Office of Training and Development for further help. We will be able to provide training for the leader and the group members.
Logging out of my Tri-C space

1. To log out of my Tri-C space, click the logout icon near the upper right corner of the screen.

2. The Logout screen appears. If this screen does not disappear by itself within a few seconds, click the Complete the sign out process link.
3. This returns you to the Secure Access Login screen.

4. To exit my Tri-C space and to close out of your internet browser, click the X – or close - button in the upper right corner of the screen.