

# Tech Chat

GEORGETOWN HIGH  
SCHOOL

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## Dear Tech Geeks,

*Can you tell me how to setup my email so that when someone emails me they receive an automatic response?*

Go to Tools, then to Rules

Click on New (it's on the right)

Give your rule a New Name (i.e. Maternity Leave or Out of Office)

When event is New Item and items are Received

Then click on Add Action (where it says Then Actions are)

Go to Reply

Click OK (when the radio button says Reply to Sender)

In the Subject Area you can put (Maternity Leave or Out of Office)

Compose the message that you want to automatically reply to people who have e-mailed you i.e. I'm out of the office until ...

Click OK

Click Save (If there is a checkmark in the box...it is enabled)

## Website Resources



<http://www.techappsnetwork.org/> (Technology)

<http://www.usingenglish.com/teachers.html> (ESL)

<http://free.ed.gov/> (Variety of Federal Resources)

<http://testprep.sparknotes.com/> (Free Test Prep)

## Professional Development for the Month

**What:** Using K-12 Online Databases #5833

**When:** April 20th 4:30-6:30PM

**Where:** Benold M.S. (Room 160)

Learn how to use this free resource from the State of Texas to help your students with their research. Class instructed by Mary Beth Huba.



## Did you Know?

You can use Survey Monkey to get feedback from students on an End-of-Year evaluation for your course.

To create your own survey go to:

[www.surveymonkey.com](http://www.surveymonkey.com)

Username: Georgetown high school

Password: eagles

## Look Who's Using Technology



**Mike Weiland**  
**World and U.S.**  
**History**

Mike has been a teacher at GHS for 15 years.

He believes in using technology

daily in his classes. Why? In his own words:

**“Totally, quicker editing, ease of presentation and most importantly it allows students to interact with in class reports, powerpoints etc. using technology equipment. Using the projector and the computerizing of all daily quizzes and presentations has been great!”**

## TROUBLESHOOTING TIPS

### A VERY COMMON PROBLEM

If your computer or printer or monitor won't turn on or you cannot connect to the internet, the first thing to do is check the connections. Make sure all the cables are plugged in and that the connections are secure. You would be surprised at how many technology issues have to do with a simple bad connection.

