IMO Meeting Summary  
November 2000

Vilas Satkalmi, of the Client Support Office, gave a presentation on the new McAfee virus scan software. McAfee version 4.5 can be downloaded to your PC by pointing your web browser to compinfo.pace.edu. Vilas demonstrated the process of downloading the software to the desktop and took us through the installation process. The new version automatically updates the virus scan each week, eliminating the updates previously conducted by the user. McAfee will now update and run a scan of the drives and the user cannot delete it. This will ensure that McAfee will contain the most up-to-date virus information.

Christine Moloughney, of the User Services Department, presented Special Features in Microsoft Word 2000. This presentation was a supplement of the Microsoft Word 2000 Quick Source guide that was given out at last month’s IMO meeting. Topics included: using comments, inserting images, wrapping images and objects, inserting columns, inserting tables and navigating documents. For a copy of this presentation, point your browser to www.pace.ed/DoIt and click on the link for IMO Resources and select IMO Notes.

Deborah Mock, Manager of the User Services Department, presented Creating a Table in E-Mail and Sharing IMO News with your Department. Debbie demonstrated three methods for inserting tables into an outgoing Netscape Communicator mail message. The inserting tables feature allows you to organize and add structure to outgoing messages. The color option can be used to emphasize information within specific rows and columns. Debbie also encouraged the IMO’s to disseminate the information from the IMO meetings to the members of their Department. She suggested three possible ways to do this: print format, newsletter format and e-mail format. For a copy of this presentation, point your browser to www.pace.ed/DoIt, click on the link for IMO Resources and select IMO Notes.
A discussion ensued concerning other methods. One suggestion was to go back to your department and conduct a mini meeting with your colleagues about the IMO meeting.