



Calendars, Contact Lists, and Email

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

Our department-wide contact lists and calendars for spaces, shows, rentals, and events are maintained as part of the University's TMail/Exchange email system and can be viewed by all Department faculty and staff. In 2010-2011, changes to the university's email system for students (mandated by the Student Government Association) made it impossible for the Department to share its calendars and contact lists with students.

All members of the Theatre Department and The Clarence Brown Theatre are *required* to have a working University email account. The following is an excerpt from Hilltopics regarding the University's email:

“All students are provided with a University email account. UT uses the University-supplied email account as an official means of communication with all students. Official communication can include, but is not limited to, information and notices about financial obligations, course schedules, cancelled courses, and financial aid. Students are responsible for activating, maintaining and checking their University-supplied account and for all official University communication sent to that account.”

1. GET YOUR NETID

Your NetID is the "name" part of your University email address "name@utk.edu". If you don't know your NetID, search for yourself in the UT Directory: <http://directory.utk.edu> Your NetID is displayed to the right.

HINT: To find yourself quickly, enter your full, legal first and last name. Do not enter nicknames, any portion of your middle name(s), or any prefixes or suffixes as the search engine is not very sophisticated.

2. SETUP YOUR NETID PASSWORD

The University has recently undertaken an effort to unify all of the various information technology resources so that your NetID provides access to the majority of our information resources with a single password. To setup, change, and/or reset your password, click on Password Management from the menu on the left of the UT Directory (<http://directory.utk.edu>) then follow the onscreen links and instructions.

3. GET A TMAIL ACCOUNT

If you have never used a university-provided email address, go to <http://tmail.utk.edu> and select “New Account Registration” from the menu at left. To sign-up you must know your UT NetID and password—see the next sections for more information on NetID's and passwords.

FORWARDING EMAIL FROM TMAIL/VOLMAIL TO AN ALTERNATE ADDRESS

ADVISORY: If you choose to forward your email, University policy states that the University is not responsible should a technical difficulty or delivery error prevent a forwarded message from reaching you. Once received by your official UT account a message is considered delivered as if it had been handed to you in person. Faculty, staff, and students are required by University policy to maintain their University email account.

CALENDAR AND CONTACT LIST UPDATES

The ever changing nature of our business mandates that any printed calendar and/or contact list is likely to be outdated by the time you have printed it. The most current calendars and contact lists are available to faculty and staff via TMail. Printable contact lists and calendars for the entire department are published to be server (S:\Resources). Please be aware that if you print a calendar or contact list that it is YOUR responsibility to keep abreast of changes as it is not possible for us to keep this information up-to-date in its printable form.

TMAIL, VOLMAIL, EXCHANGE, AND “THE SERVER”

Before we begin exploring further, it is important to clarify the differences between TMail, VolMail, Exchange, and “The Server”. TMail and Exchange for their part are virtually synonymous and refer to the Faculty/Staff email system, while VolMail refers to the newly implemented student email system. “The Server” on the other hand refers to the file and print server maintained by the Department to provide network printing, file sharing, and file backups.

While it is technically correct to say that TMail, VolMail, and Exchange all run on servers, referring to the information in those systems as “on the server” has often lead to confusion. To help alleviate confusion, references to “The Server” should always refer to our Department file/print server and never to TMail where our calendars and contact lists are maintained. **The most current calendars and contact lists are only TMail/Exchange**—everything else (photos, forms, show information, this manual, etc.) is on “The Server”.

PUBLIC FOLDER INFORMATION – CALENDARS (FAC/STAFF ONLY)

Calendars within the public folders are broken up to allow each user the ability to choose what information they want to view. When using the web interface and some older clients, calendars may only be viewed one at a time. Within newer clients (i.e. Outlook 2007), multiple calendars may be overlaid and viewed simultaneously. Below is a description of the calendars currently on the system.

OVERVIEW CALENDARS:

Overview Calendars show information in general, sweeping terms. Overlaying these seven calendars will create a Production Calendar very similar to the PDF version available on the server. These calendars are maintained by the PM & PSM.

Season Overview – Rough outline of the department schedule. No details.

Department Events – Auditions, Meetings, Tour Weeks, and other department-wide events.

Football Games – UT Football Schedule. Lists home games only.

Holidays – Major Nationally Recognized Holidays

UTK Academic Schedule – Information from the UT Registrar’s Academic Calendar.

SHOW CALENDARS:

A show calendar has been created for each show in the season and includes all information regarding rehearsals, technical deadlines, performances, etc. An additional calendar in this folder collates all rental information and external events for all department facilities including our Lab Projects. These calendars are primarily maintained by the PSM.

SPACE CALENDARS:

Space calendars have been created for each of the 4 communal facilities controlled by the Department and are scheduled as listed: 1) Conference Room – Main Office Staff; 2) Carousel Theatre – General Manager; 3) Clarence Brown Theatre – General Manager; and 4) Lab Theatre – General Manager.

If you see erroneous information or would like to add information to a calendar, please contact the person responsible for that calendar via email.

ADVISORY: Multiple calendars may be stacked and simultaneously viewed only by PC users running Microsoft Outlook 2007 or greater. No other clients currently support this function.

PUBLIC FOLDER INFORMATION – CONTACT LISTS (FAC/STAFF ONLY)

In a world where contact information—numbers, emails, addresses, etc.—changes so rapidly, our contact lists have proven themselves to be out-of-date by the time they are printed. While many of you may find a printed contact list useful, the Department will no longer be printing and distributing these lists in paper form.

For those of you who would like to print a particular contact list (for desk reference, etc.), client interfaces to TMail—such as Outlook and Entourage—provide a method to choose both what information is included on a list and how it is formatted so that you get a list best suited to your needs. For help printing and organizing contact list information, check the help information for the program you are using. Classes are also available from the University.

A generic version of our faculty/staff and graduate contact lists will also be published in PDF form to the resources folder on “the server” at the beginning of each semester. These lists are not updated except at the semester breaks. For more information on accessing the Department’s servers, see the “Server Access” section of this document.

Contact Lists in the Public Folders are broken up into the groups listed below. To update your information on any of the contact sheets, email the Production Stage Manager at psm@utk.edu.

Show by Show Lists – All personnel directly involved in a particular show.
Job titles listed here are show specific.

Faculty
Graduates (Performance)
Graduates (Design & Production)
Staff
Undergraduates
Distribution Lists

The Distribution Lists include common email groups. If you would like to be added to a group or to suggest a group you think would be useful, please contact the Production Manager at productionmanager@utk.edu.

ADVISORY: The Distribution Lists cannot be used by Mac users as Macs are not compatible with this part of the TMail system. Users on all platforms that sign in via the web interface of TMail will be able to view these contact and distribution lists; however, these lists are not available when sending email via the web interface due to technological limitations.

INFORMATION SECURITY

It is against UT Information Security policies to transmit or store confidential information in an unsecured manner. Examples of common information include DOB, SS#'s, grades, medical information, and Credit Card #'s/Information. These types of data should **never** be requested or sent by University employees via email, voice mail, text message, or other means that is considered unsecure. End result: never ask for any personal information that is not in the public domain (i.e. findable in a phone book or other directory) to be sent via email/text, faxed to an unsecured fax machine, or left on your voicemail. If you are the one providing the information, you should never send it via one of these methods.

For your own security as well, never send any secure information via email. Despite password protection to log into your email account, the actual transmission of email from one computer to another is VERY insecure. Messages are sent as "clear text" (think a letter mailed without an envelope) which makes it easy for someone with very little skill to copy a message while it's in transit. When browsing online, information you enter into forms is secure ONLY when you are on a secure site. These sites will generally have addresses that begin with https:// instead of http://. **FOR MORE INFO ON SECURITY, SEE “WHAT IS A SECURE CONNECTION?” IN THE WIRELESS ACCESS APPENDIX AND “SECURITY” IN NETWORKED RESOURCES AND COMPUTER LABS.**