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Tuesday
August 13
2024

Technology Training and Tidbits

Technology training information, updates, and tips for
Goucher faculty and staff.

Volume 2
Issue 8

Is Your Internet Up to Speed?



In our world of digital connectivity, having a fast and reliable internet connection is essential for both personal and professional use. Whether you're streaming videos, participating in virtual meetings, or simply browsing the web, knowing your internet speed can help you improve your online experience. When you check your home internet speed regularly, you can:

- **Identify issues with your connection.** If you notice a significant drop in speed, it might be time to troubleshoot or contact your service provider.
- **Verify your plan.** Test your speed to ensure you're getting the speed you're paying for. Service providers often advertise certain speeds based on ideal conditions, but the actual speed you receive can vary due to the age of your device, activity, distance, etc.
- **Optimize performance.** Knowing your speed can help you adjust your internet usage. For instance, if your speed is lower than expected, you might choose to avoid bandwidth-heavy activities or upgrade your plan. Here are [17 Easy Ways to Speed up Your Wi-Fi or Internet Connection](#).

How to Check Your Internet Speed

1. **Choose a speed test tool.** There are many free tools available online to test your internet speed, such as [Speedtest by Ookla](#), [Fast.com](#), and [Google Fiber](#).
2. **Connect directly to your router.** Testing using a Wi-Fi connection is useful, but for the most accurate results, connect your computer directly to your router using an Ethernet cable. Wi-Fi connections can be slower with varying results.

- 3. Close other applications.** Disconnect other devices and close any applications using your internet during the test. This ensures that the speed test measures the full bandwidth available to your device. A fresh reboot is also good before you run the test.
- 4. Run the test.** Navigate to your chosen speed test tool and click the start button. The test will measure your download and upload speeds as well as latency. Latency, also called ping, measures how much time it takes for your computer, the internet, and all the steps in between, to respond to an action you take (like clicking on a link). Since conditions vary at different times of the day, run the test a few times.
- 5. Analyze the results.** Compare the results with the speed advertised by your internet service provider (ISP). If there are significant differences, contact your provider for more information and available options.

Checking your internet speed regularly can ensure you're always getting the best possible performance from your connection. Be proactive so you can enjoy a smoother, faster online experience!

For more information on how to check your Internet speed and free tools, check out the following articles:

[The 5 Best Internet Speed Tests: Test Your Broadband Connection](#)

[CNET article Best Internet Speed Tests for 2024](#)

[How to Check Your Internet Speed](#)

[Evaluating Your Broadband Speed](#)

Quick Tip!

Set Up Out-of-Office Replies for Multiple Non-Consecutive Days

When you're out of the office, it's beneficial to inform your colleagues and team members when you'll be away. Maintaining an up-to-date calendar is one effective method. Another method is to send an out-of-office reply. Out-of-office replies are easy to set up when you're away for multiple consecutive days. However, setting them up for non-consecutive days can be a bit more challenging.

While Outlook does not have a straightforward way to set out-of-office replies for multiple non-consecutive days, there is a workaround to automate replies for specific days of the week. For instance, if you are out of the office every Wednesday, create an Outlook rule to automatically reply to emails received on Wednesdays when you are unavailable. This ensures

that your contacts are informed of your absence on those days without needing to manually update your out-of-office settings each week.

Basically, you'll create a rule based on the email header. The email header includes details such as sender, recipient, date, time, etc., as well as information on how to route the email. It's metadata we don't typically see.

It sounds complicated, but it's easy, and only takes a few minutes to set up to ensure you're being responsive even when you're unavailable! Instructions, complete with screenshots, can be found at [Setting Up Recurring Out of Office auto reply for certain days of the week](#).

IT Training Events

Below is our fall schedule of IT Training events. Feel free to register for all that interests you. Seats are limited, and sessions with low interest could be cancelled, so please [register](#) soon to save your spot!

Basics - Workshops for getting started.

OneDrive Basics

August 15, 2024 / 10:00 – 11:00 a.m. / Online

Teams for Online Meetings Basics

August 15, 2024 / 11:00 – 12:00 p.m. / Online

November 4, 2024 / 9:00 - 10:00 a.m. / Online

Excel Calculations for Beginners

August 28, 2024 / 10:00 – 11:00 a.m. / Online

Beyond the Basics - Workshops that build on foundational training.

Teams for Online Meetings: Interactive Features

September 10, 2024 / 1:00 - 2:00 p.m. / Online

October 22, 2024 / 2:00 – 3:00 p.m. / Online

Excel Pivot Tables

September 24, 2024 / 1:00 – 1:45 p.m. / Online

November 14, 2024 / 11:00 - 12:00 p.m. / Online

Design and Deliver – Workshops to enhance content delivery.

Enhancing Visual Presentations

September 16, 2024 / 10:00 - 11:00 a.m. / Online

Creating Visual Aids

October 3, 2024 / 2:00 – 3:00 p.m. / Online

Creating Instructional Videos: Short and Sweet

October 14, 2024 / 1:00 – 2:00 p.m. / Online

Editing Instructional Videos

October 28, 2024 / 10:00 - 11:00 a.m. / Online

Productivity Pros – Workshops geared toward adding new skills for productivity.

Getting Started with Microsoft Forms

September 12, 2024 / 9:00 – 10:00 a.m. / Online

November 19, 2024 / 1:00 - 2:00 p.m. / Online

Process Mapping with Flowcharts

August 20, 2024 / 9:00 – 10:00 a.m. / Online

October 31, 2024 / 2:00 – 3:00 p.m. / Online

Introduction to Automation

December 10, 2024 / 2:00 – 3:00 p.m. / Online

Introduction to OneNote

October 8, 2024 / 2:00 - 3:00 p.m. / Online

December 5, 2024 / 9:00 – 10:00 a.m. / Online

[Click here to view course descriptions and register for IT workshops.](#)

To view previous editions of the Technology Training & Tidbits newsletters [click here](#).

To make a training request for yourself or your department, please contact the Help Desk at helpdesk@goucher.edu.

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).