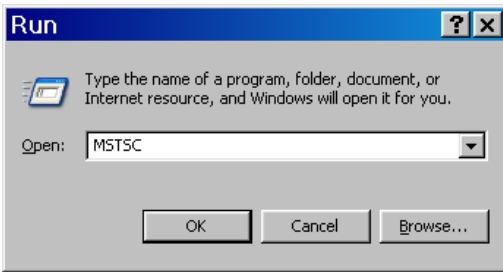


Setup instructions for Orem High Class of 1980 Remote Desktop connection

By completing these setup steps, you will have a desktop shortcut by which to access the Orem High remote desktop server. For any questions, call Doug Merrill @ 801.628.0800.



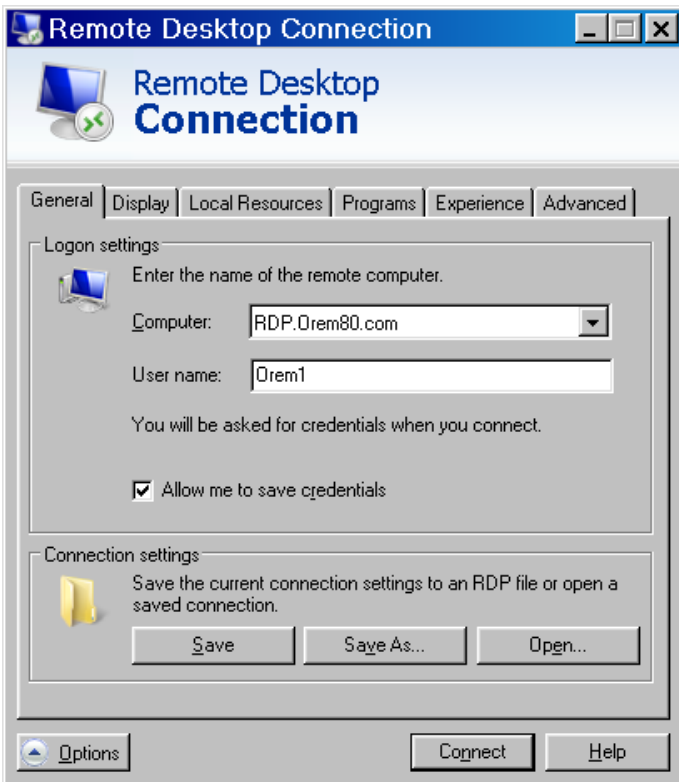
On your desktop, click Start | Run.

Enter MSTSC and click **OK**.



Enter "RDP.Orem80.com", as shown at left.

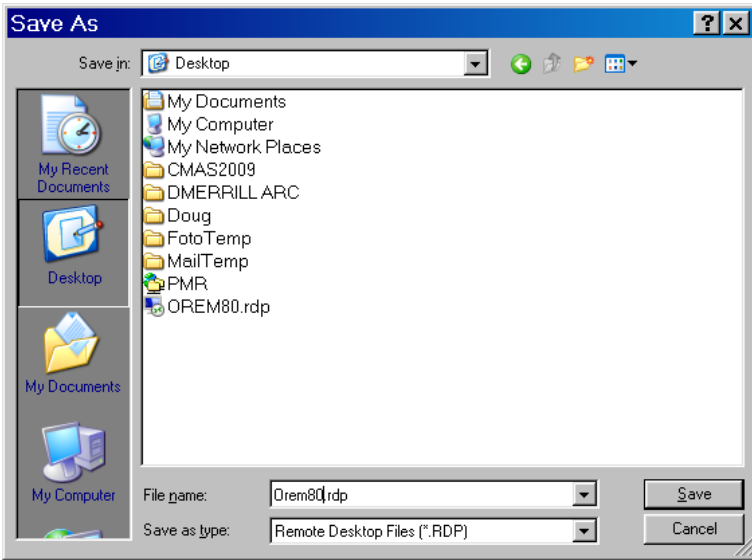
Click **Options**.



Click the checkbox to select **Allow me to save credentials**.

As **User name**, Type your assigned Orem80 login ID (This will be Orem1 – Orem8).

Click the **Save** button.



Windows XP: Click the icon labeled **Desktop** at left.

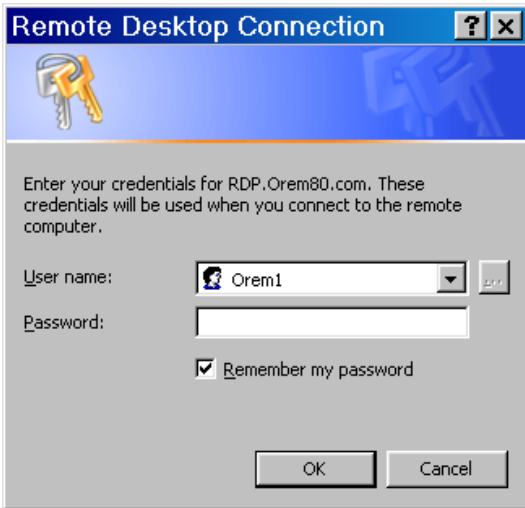
Windows Vista: Browse to your user desktop.

Enter the filename as **Orem80.rdp**.

Click **Save**.



You will now have a shortcut on your desktop named **Orem80.rdp**.



Double-click on the Orem80.rdp shortcut.

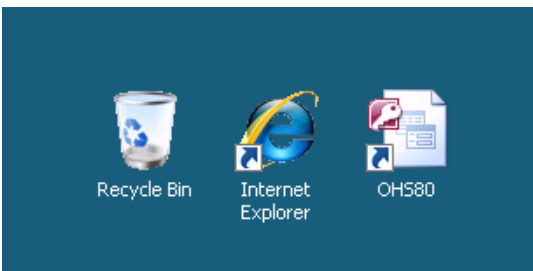
The Login screen at left will open.

Make sure your assigned Orem login name is displayed.

Enter the Password: **tigers1980**

Click the box to **Remember my password**.

Click OK. You will be connected and logged into the Orem80 remote server.



You will use the existing shortcuts on the remote desktop for your work with the planning team:

Internet Explorer: Open the Orem80.com website

OHS80: Name Database



To logout of the remote server, click the **Start** menu, then choose **Log Off** from the sub menu as shown at left.

Additional instructions below regarding Orem80 database.

Orem High School Class of 1980 30-Year Reunion Contact Management

Orem80 Mailboxes that will be monitored:

- Admin@Orem80.com Administrator questions or comments. **Doug**
- Info@Orem80.com Auto-responder. Incoming messages receive an auto response with reunion details and web address. **Doug**
- Lost@Orem80.com Receiving mailbox for updated information regarding lost or deceased class members. **Todd and Jana**
- Pics@Orem80.com Receiving mailbox for picture contribution as stated on the website. **Carla & Rick**
- RSVP@Orem80.com RSVP's submitted using the web form will be received here. **Julie**

Connecting to Orem80 Mailboxes

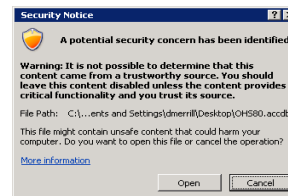
- On the web, goto <http://mail.Orem80.com>
- Enter the mailbox name (before the "@")
- Password = tigers80 (case sensitive)
- The mailbox will open to display any new messages.
- Read each new message, and proceed accordingly.
- Move each finished message into the folder named "Processed"

Reunion Contact Team (Calling Stewards)

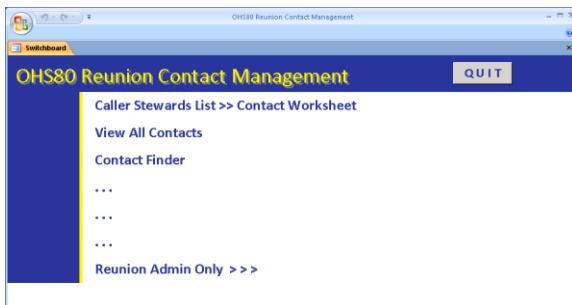
You will be provided with login instructions for connection to a remote server. This provides a common working area for all involved. Everyone on the committee will be able to login to this remote server to help keep our contact list up to date. You will all be working on the same contact list through a Microsoft Access database. This means you do not need to send in your updates, or call in your new information, or manage a collection of excel files. When you modify information in the OHS80 database, the changes are immediately reflected for all other team members.

Once you have logged into the remote server, you will have icons for Internet Explorer and OHS80. Internet Explorer will be fairly limited in application, to a few specific sites. OHS80 is the custom application we will use to manage the common list of classmates and note contact, attendance, and changes to personal information.

Click the desktop icon named OHS80. You may see the following message:
Select Open. The following screen will open.



Once the database has opened, you may resize the window as needed using standard Windows controls. The opening screen (above) provides access to every screen you will need to help us contact our graduating class:



View All Contacts: This is the full list of classmates. Use this only if you have updated information that is assigned to another steward.

Contact Finder: Can't find someone? Enter part of the first, or last, or married name and click "Find Now". This will display all contacts matching the entered text.

Caller Stewards List >> Contact Worksheet

As a Caller Steward, this menu options provides access to your assigned calling list. The following screen will open.



Steward Callers

This screen will display the names of all team members who have agreed to help contact class members.

Throughout the application, CLOSE will save and close the current form, and QUIT will close the database altogether.

Click on your name to open your Contact Worksheet. The following form will open to display your contact information, and all outstanding contacts we are trying to notify of the reunion.

Steward Contact Worksheet

This is your primary working screen. First, always make sure this screen includes your correct contact information at the top. We will use this information to generate committee lists when needed. The scrolling list lower portion of the screen includes contact information for each of your assigned classmates.

Note At regular working intervals, press F5 to refresh display of all contact information. Others will be updating information such as RSVP and Paid status as well, so you always should work with the most current set of names.

Primarily, we need to know who has been contacted by any method, who is attending, an RSVP count, and whether they have paid or not. Additional fields are used to track other important contact results for current and future events. Each field is discussed below:

Updating Classmate Information

Please review and update contact information with each person you call or email. Optionally, you may direct them to one of the following methods to update contact information:

- Check out www.Orem80.com. Use the RSVP form to reserve your reunion space or just send updated contact information.
- On www.Orem80.com, you can use the “Lost Friends” form to send updated information to our team.
- Send an E-mail to Lost@Orem80.com. We’ll take it from there.

(They can also use the web RSVP form to send new contact information, even if not attending)

The following information will be collected and maintained for each classmate:

- First Name, Last Name: First and last name as it was in high school.
- Married Name: Current last name (blank for male contacts).
- Spouse Name: First name of spouse (if OK to list by permission). We can also list first and last name of a classmate if applicable.
- Email: Current Email address by permission. We will generate occasional email blasts for class events.
- Preferred: Home, Cell, Email – if the contact would like to specify a preferred contact method, note such here
- Attempts: Each time you attempt to call or email this contact, select the next number on this list.
- Address, City, etc: Address, City, State, Zip, Country (if non-USA)
- Home Phone: Enter area code and number without using punctuation or spaces. The form will add the phone formatting.
- Cell Phone: Enter area code and number without using punctuation or spaces. The form will add the phone formatting.

The second section is our primary tracking method for the reunion, and may be updated by yourself, or those responding to the OHS80 email messages. Again, F5 will refresh the screen so you will have the most current info.

- Contacted: Check this box when you have made contact by any means – telephone, email, in person.
If they have been informed of the reunion, please check this box.
Next time you refresh your list (F5), this contact will no longer appear.
- Attending: Check this box if the contact has stated they are definitely attending. Names will appear on the ‘Attending’ web list.
- Paid: This box will be checked by those monitoring PayPal receipts, bank deposits, or checks received.
- RSVP: This box will be marked by those monitoring RSVP@Orem80.com.
- In Facebook Grp: This box has been updated to indicate members of the FaceBook group “Orem High Class of 1980”.
- In Classmates: This box will be updated to indicate members online in the Classmates.com group. _____
- Dead End Phone: Check this box if all available phone numbers are invalid.
- Do Not Call: Check this box if the contact does not wish to be involved in future events. *(OHS was not so awesome for some)*
- Steward: This will show your name. You can change this to another caller if discussions warrant.
- Lost: Check this box if we have no email, phone numbers are invalid, and address is out of date.
- Deceased: Check this box if you determine or are informed of the passing of this contact. Please be certain of this change.

When you have finished a work session, CLOSE and QUIT the database, then click Start | Logoff to close your remote session.