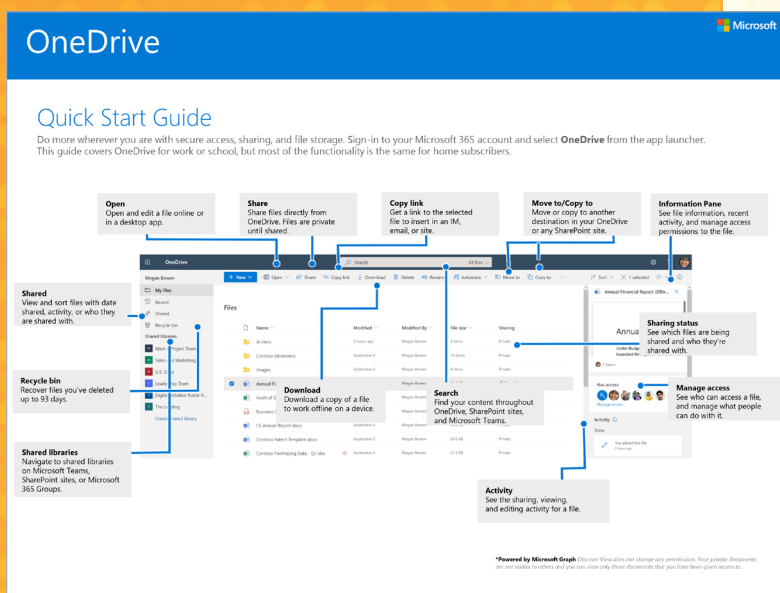


TECHNOLOGY TIPS

Brought to you by the Information Technology Department

Microsoft Office Cheat Sheets

Want to learn more about OneDrive and other Microsoft products? You can get up to speed fast with these quick reference guides: <https://support.microsoft.com/en-us/office/office-cheat-sheets-61abfe7b-1c43-483c-b82b-3806d80e027e>



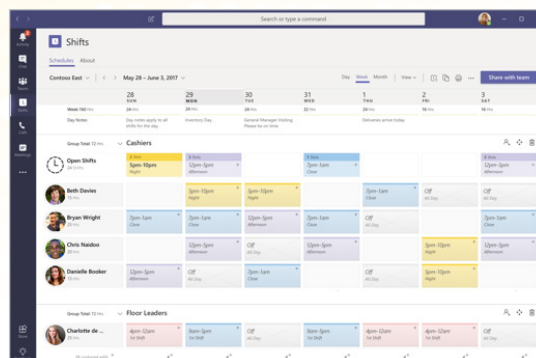
How to Share Files in One Drive

You can use Microsoft OneDrive to share photos, Microsoft Office documents, other files, and entire folders with people. The files and folders you store in OneDrive are private until you decide to share them and you can see who a OneDrive file is shared with or stop sharing at any time.

Click here to see how: <https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07>

Creating or Joining a Shared Calendar in Microsoft Teams

Want to know how to create or join a shared calendar in Microsoft Teams? Email Ryan Brown (ryan.brown@templejc.edu) for an illustrated guide.



Having password problems? Need help logging in?

Stop by in person, email helpdesk@templejc.edu, or call 254-298-8450

TECHNOLOGY TIPS

Want to know how to do something? Send your suggestions for Technology Tips to shawn.dach@templejc.edu

Securing Your Computer When You are Away From Your Desk

Leaving your desk for a cup of coffee? Quickly use the Windows Key + L shortcut to lock your screen. This differs from signing out since you won't have to worry about saving your work. Everything is just as you left it when you enter your password to unlock.



This Month in Tech History

NOVEMBER 1, 1954

The world's first commercial transistor radio known as the Regency TR-1 goes on sale. Texas Instruments designed and developed the transistor technology and then partnered with IDEA to design and manufacture the completed radio. The TR-1 sold more than 100,000 units, ushering in the commercial transistor industry.



NOVEMBER 10, 1983

Microsoft formally announces Windows, a graphical user interface for Microsoft DOS-based systems.

NOVEMBER 12, 1990

Tim Berners-Lee submits a proposal for a hypertext project he calls "WorldWideWeb". In this proposal, he lays out his vision for what will become the modern web. In about three months, he has a web browser ready. And in only another three months, the first web server goes online, marking the launch of the world wide web.

NOVEMBER 9, 2004

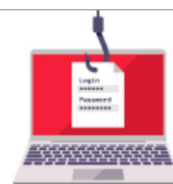
The Mozilla Foundation releases version 1.0 of the Firefox web browser. Firefox is significant in internet history because it represented the first serious alternative to the dominance of Microsoft's Internet Explorer in several years.

HOW LONG WILL IT TAKE TO CRACK YOUR PASSWORD

number of Characters	Numbers only	Upper or lower case letters	upper or lower case letters mixed	numbers, upper and lower case letters	numbers, upper and lower case letters, symbols
3	Instantly	Instantly	Instantly	Instantly	Instantly
4	Instantly	Instantly	Instantly	Instantly	Instantly
5	Instantly	Instantly	Instantly	3 secs	10 secs
6	Instantly	Instantly	8 secs	3 mins	13 mins
7	Instantly	Instantly	5 mins	3 hours	17 hours
8	Instantly	13 mins	3 hours	10 days	57 days
9	4 secs	6 hours	4 days	1 year	12 years
10	40 secs	6 days	169 days	106 years	928 years
11	6 mins	169 days	16 years	6k years	71k years
12	1 hour	12 years	600 years	108k years	5m years
13	11 hours	314 years	21k years	25m years	423m years
14	4 days	8k years	778k years	1bn years	5bn years
15	46 days	212k years	28m years	97bn years	2tn years
16	1 year	512m years	1bn years	6tn years	193tn years
17	12 years	143m years	36bn years	374tn years	14qd years
18	126 years	3bn years	1tn years	23qd years	1qt years

Defend against phishing attacks

Phishing emails appear genuine, but are actually fake. They might try and trick you into revealing sensitive information, or contain links to a malicious website or an infected attachment.



Phishers use publicly available information about you to make their emails appear convincing. **Review your privacy settings**, and think about what you post.



Know the techniques that phishers use in emails. This can include urgency or authority cues that pressure you to act.



Phishers often seek to exploit 'normal' business communications and processes. **Make sure you know your organisation's policies** and processes to make it easier to spot unusual activity.



Anybody might click on a phishing email at some point. If you do, **tell someone immediately** to reduce the potential harm caused.