Shopping Online this Holiday Season? Protect Yourself with These Tips

1. **Pay with a credit card instead of a debit card**
   Credit cards often offer more fraud prevention and protection than debit cards. If you use a debit card and purchases are made without your permission, the money is withdrawn directly from your account.

2. **Enable 2FA for all online transactions**
   Enabling two-factor authentication (2FA) for your online transactions and account logins gives you an added layer of protection. Having this in place will alert you to fraudulent transactions.

3. **Do not store your credit card information online**
   Some online retailers offer the option of storing your credit card information. While this provides more convenience, you may be putting your credit card information at risk. Major companies have suffered data breaches and had their customers' credit card information stolen.

4. **Disable your browser’s autocomplete feature**
   Avoid having your credit card information stored on your browser by disabling the autocomplete feature in your browser settings.

5. **Avoid performing financial transactions over unsecured public Wi-Fi networks**
   Cyber criminals can capture information passing through unsecured Wi-Fi networks, including your bank credentials. If you must perform financial transactions on the go, be sure to use only your mobile data.

6. **Be vigilant against phishing or bogus sites**
   Cyber criminals create websites that mimic popular sites to trick people into revealing their personal information. Cyber criminals often substitute visually similar characters in the web address, e.g. www.amaz0n.com instead of www.amazon.com, so be sure to review the web address carefully.

7. **Be wary of offers that are too good to be true**
   Online shopping sites often offer attractive deals. Cyber criminals take advantage of these popular periods to carry out scams. Always be wary of offers that sound unbelievable.

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**If you believe you have fallen victim to an online scam or fraud, you should:**

- Change your password for the affected account and all other accounts where you may have used the password.
- Inform the bank of the fraudulent transaction(s) and request a card replacement if necessary.
- Contact local authorities for next steps and possibly submit a police report.

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**Happy Holidays from the Information Systems Team!**

Having password problems? Need help logging in? Stop by in person, email helpdesk@templejc.edu, or call 254-298-8450
**Microsoft Outlook Calendar Training Videos**

Microsoft offers a series of videos to help you learn how to use Outlook Calendar. You can find these videos at [https://support.microsoft.com/en-us/office/welcome-to-your-outlook-calendar-6fb9225d-9f9d-456d-8c81-8437bfcd3ebf](https://support.microsoft.com/en-us/office/welcome-to-your-outlook-calendar-6fb9225d-9f9d-456d-8c81-8437bfcd3ebf)

- Create appointments and meetings
- Schedule an online meeting
- Share your calendar
- Import your Gmail or Yahoo calendars into Outlook
- Use calendar search to find events and meetings
- Keep your calendar organized by using color categories and reminders

**Microsoft Outlook Contacts and Tasks Training Videos**


- Add contacts and create contact groups
- Import your contacts from Gmail or iCloud
- Export contacts into a .pst file
- Create tasks and to-do lists to help you stay organized

**Did You Know?**

- Phishing emails impersonating the Election Assistance Commission (EAC) and using eac@usa.gov as the spoofed sender have been recently reported. [https://www.eac.gov/news/2020/10/06/alert-false-voter-registration-phishing-email](https://www.eac.gov/news/2020/10/06/alert-false-voter-registration-phishing-email)
- Dell offers discounts to Temple College students, faculty, staff and alumni. Visit dell.com/templejc to learn more.

**Most-Used Apps in Microsoft Teams**

- **Microsoft Stream** allows you to view and share pre-recorded videos from members of your organization.
- **Polly** allows you to put polls inside your Teams channels via a simple-to-use interface.
- **Karma** allows you to give kudos to your fellow employees.
- **Wiki** offers a dedicated place to put the rules everyone needs to follow in one central, easily accessible location.
- **Planner** is an amazing way to keep track of tasks for you and your team. Other project management apps include Trello, Wrike and Asana.
- **MyHub** gives users an easy interface through which to sort and organize their Teams, Groups, SharePoint sites and Yammer communities while making it much easier to access the content associated with each workspace.
- **ScrumGenius** is an amazing way to keep track of recurring meetings and the progress associated with meeting goals.