TEMPLE COLLEGE
INFORMATION TECHNOLOGY

TECHNOLOGY TIPS

Brought to you by the Information Technology Department

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 If you use a debit card and purchases are made without your permission, the money is withdrawn directly from your account.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.

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.

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
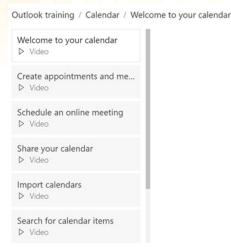
TECHNOLOGY TIPS

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

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

- 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
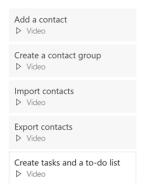- Keep your calendar organized by using color categories and reminders

Outlook training / Calendar / Welcome to your calendar

Welcome to your calendar
▷ Video

Create appointments and me...
▷ Video

Schedule an online meeting
▷ Video

Share your calendar
▷ Video

Import calendars
▷ Video

Search for calendar items
▷ Video

Microsoft Outlook Contacts and Tasks 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/create-tasks-and-a-to-do-list-in-outlook-6de6ee52-751b-4405-b389-850572b15306

- 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

Outlook training / Contacts and tasks / Create tasks and a to-do list

Add a contact
▷ Video

Create a contact group
▷ Video

Import contacts
▷ Video

Export contacts
▷ Video

Create tasks and a to-do list
▷ Video

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

- Coronavirus scams are spreading as fraudsters follow the headlines. Beware of robocalls, texts and emails promising COVID-19 cures or stimulus payments. https://www.aarp.org/money/scams-fraud/info-2020/coronavirus.html
- Dell offers discounts to Temple College students, faculty, staff and alumni. Visit dell.com/templejc to learn more.

- There is a secret to putting your USB drive in the right way. Just grab any USB cable sitting around your house. See that symbol on one side? It's not just branding or decoration. That symbol will point up if you're plugging in horizontally and if you're plugging a cable vertically, the USB symbol will face you.

Most-Used Apps in Microsoft Teams

Microsoft Teams has apps you can install to help you. Here are some of the most used and downloaded apps

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.