TECHNOLOGY TIPS

Monthly Newsletter

NEWS & FEATURES

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Did You Know?

The Ukraine/Russia conflct causes us to be more aware of Cybersecurity

We know that times like these can feel a bit scary, but we also wanted to let you know you will be fine. Continue to focus on the Cybersecurity fundamentals as we have taught you, and you will go a long way to protecting yourself, no matter who the cyber attacker is.

Savvy threat actors are going to try their best to capitalize upon the anxiety, fear, and emotion many of us will be dealing with during uncertain times. Prompt and clear communication is a key first step to navigating through these situations safely.

There is going to be a tremendous amount of false information spread on the Internet

Watch Out for False Information Scams to donate money

Phishing Emails will become more prevalent

Spotlight!!
Microsoft OneDrive

Overview
- Access and edit your files from all your devices.
- Share inside or outside your organization.
- Work together in real-time on Office documents.
- Quickly find the files that matter to you.
- Keep your files protected and backed up.
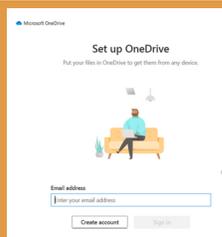
Try it!
OneDrive gives you one place to store, share, and sync your work or school files.

As part of your organization's Microsoft 365 subscription, or SharePoint Server, you can save your files in OneDrive and then work with them from almost any device.

- Upload files from your PC or Mac.
- Share files with others.
- Give others permission to edit files and work on them at the same time.
- Get to your files from anywhere, on your computer, tablet, or phone.
- Sync OneDrive to your PC or Mac, so you can access your files even when you're offline.
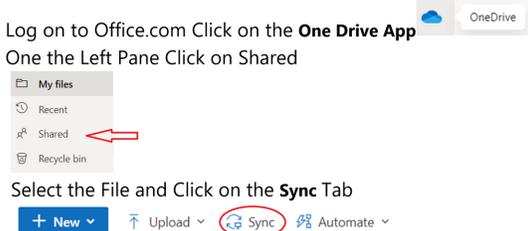
Set up OneDrive
Put your files in OneDrive to get them from any device.

Email address
[Enter your email address]
Create account   Sign in

Sync It!!

Sync OneDrive to your computer
Select **Start**, type OneDrive, and then select the **OneDrive app**.
Sign in to OneDrive with the account you want to sync and finish setting up.

Your OneDrive files will start syncing to your computer.

1. Log on to Office.com Click on the **One Drive App**
2. One the Left Pane Click on **Shared**

   📁 My files
   🕑 Recent
   👥 Shared
   🗑 Recycle bin

3. Select the File and Click on the **Sync** Tab

   ➕ New ⌄   ⬆ Upload ⌄   ⟳ Sync   🔗 Automate ⌄

Microsoft has training Videos and Material to assist with your Office 365 Learning?

Microsoft OneDrive

More OneDrive Videos

Link to more Information on Sync!

What You Need to Know!

OnBase has a Web Application!

OnBase is a document storage and retrieval solution. OnBase is used by many departments but not all.

Below is the Link

OnBase Web Link

OnBase is moving to Single Sign-On

The IT team is working with the vendor to make all logins into OnBase use the same login and password used to login to your computer.

Coming Summer 2022!!!

This Month in Tech History

March 8, 1983

IBM introduces the IBM Personal Computer XT, which stands for eXtended Technology. For a price of $4,995, it features a Intel 8088 processor, a 10MB hard drive, eight expansion slots, serial port, 128 kB RAM, 40Kb ROM, a keyboard, and one double-sided 360kB floppy drive.

March 24, 2001

Mac OS X 10.0, the first public version of Mac OS X, is released. The code name for this release was Cheetah, although Apple did not start using the code names for marketing purposes until Mac OS X 10.3, Jaguar.

Make The Most Of Your Mouse Middle Click Button In Windows

In addition to get your long active window moving (how to display the last active window in Windows 10), which is the well-known page-scrolling function, the middle mouse button also has many other functions.

Open Links in New Tabs

What do you usually do to open a link in a new tab in the mainstream browsers, such as Google Chrome, Internet Explorer, and Mozilla Firefox?

- Some people answered that they often move the pointer to the new tab button and click on it (click the left button) to achieve.
- Yet, there's a quicker way to open links in new tabs: you can click on the middle button on a mouse to open the links directly and immediately.
- Well, new links can also be opened by holding down the Ctrl button on the keyboard and left-clicking on the target link (this is also considered as the middle mouse button keyboard shortcut)

Close Tabs in Browser

According to search, many people are accustomed to open several tabs in a web browser at the same time. So if you want to close the certain tab, it may take some time:

1. You need to find the right one and click to choose it.
2. Then, you should click the little X button (located on the right corner of the tab) to close it.

With the help of middle click mouse button, you can make things easier: you only need to shift to the tab you want to close and then click on the middle mouse button to make it disappear.

Open Every Link in a Folder

Saving favorite sites is a smart move to save time when you use Firefox, Google Chrome, Internet Explorer, or any other web browsers. Certainly, it's a good idea to organize the frequently used favorite sites into a folder. Thus, you can find and open them quickly when necessary.

Yet, the more amazing thing is – you can open all the links in a folder quickly and simultaneously by middle-clicking on that folder, all thanks to the middle button on a mouse.