bITS & BYTES

MEET OUR NEW IT STAFF

Larry is a graduate of U.C.L.A. where he studied Economics and Engineering. He started his career in telecommunications while still attending the University. Afterwards he worked overseas in Canada, Central & South America, Europe, Africa and the Middle East. He settled down to the bucolic life of Manhattan where he worked as a consultant to M.C.I. Larry finally came to his senses in 1988 and moved to the Coachella Valley. He has two grown children and has only one more semester of college tuition to pay for his youngest child! Larry has owned and operated a hiking tour company in the Palm Springs area and was a reserve officer in the Palm Springs Mounted Police for 16 years. In his spare time he likes to golf and watch Godzilla movies.

LARRY MONTEZ, Information Technology Technician

FOLDER REDIRECTION

Information Technology is in the process of rolling out a new feature named folder redirection. This utility will automatically backup all files that are stored on the "C" drive of your desktop computer in the Documents, Desktop and Pictures folders.

This automatic backup process is being implemented to ensure that operational data is backed up on a regular basis. Should a computer become infected with a virus or should a hard drive fail, a backup will exist to assist with recovery.

This backup will be performed automatically and will be stored on our network disk drives. As you make changes to your files during the day, the system will sync all changes so that a comprehensive backup is available. Eventually the backup will also be replicated at an off-campus location as part of our disaster recovery. All security associated with the files on your computer will remain intact; i.e. you retain exclusive access to your files.

INFORMATION TECHNOLOGY SERVICES
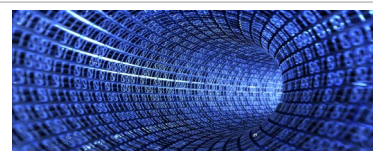
Mission Statement
As a team of information systems and educational technology professionals, we are dedicated to delivering both an efficient computing environment and quality customer service to support the mission and goals of the Desert Community College District.

Vision
We envision the Information Technology Services department as a team of information technology experts working in partnership with the institution.

We are committed to:

♦ An effective technological environment that maximizes the flow of information throughout the district, its affiliates and the community at large.

♦ A proficient user community continuously increasing its own knowledge and productivity.

♦ Information technology as a strategic element in the ongoing success of the Desert Community College District.

In This Issue

WINDOWS 10 OVERVIEW

Windows 10 launched in late July of 2015 and Microsoft has promised to support it through 2025. The Operating System (OS) runs across all Microsoft devices including laptops, desktops, tablets, and smartphones. This means that many of the same apps work on all Windows 10 devices. It also allows you to connect a tablet or smartphone to a monitor and use it like a PC.

Other changes with Windows 10 include:

- Searching is easier in Windows 10 because of its new search function and Cortana, Microsoft's version of Siri. A search on a Windows 10 device simultaneously checks the internet and the local PC for any files matching the criteria.

- Windows Explorer has been renamed File Explorer and is your best tool for locating file and folders on your PC.

- You can create virtual desktops quite easily in Windows 10, allowing you to split usage between common tasks or projects and effortlessly switch between the screens.

- There is a Task View icon on the task bar that allows you an overview of all open apps, files, and Windows desktop features.

- You can remove live tiles from the Metro-Style screen that opens from the Start Button (Windows key) by right-clicking and selecting **Unpin from Start**.

- The Settings option opens up the Settings App, a more friendly way to configure your PC, while the old Windows 7 Control Panel is still available as well.

- Windows 10 has improved security over Windows earlier incarnations. Microsoft has separated its Security updates from other updates.   These are pushed automatically to your PC resulting in a PC that is always up to date on security patches.

Want to learn more? Check out the upcoming training sessions.

CENIC 10GB CONNECTION COMING SOON

College of the Desert is scheduled to implement a big upgrade! Our current connection to the Internet provided by the Corporation for Education Network Initiatives in California (CENIC) is being upgraded to 10 gigabits per second. This is coming in the nick of time as our current 1 gigabit connection per second is becoming saturated with traffic. In order to support this 10x's increase in speed, the college is also upgrading our network Firewalls to the latest Cisco Firepower series devices. They will support the new speeds and add additional protection from Internet attacks on our network. Engineers with both CENIC and Spectrum are working out the details to get us upgraded smoothly with negligible network down time. We hope to see the new circuits online later this year.

VOICEMAIL TIPS

To access your voice mail through a phone system, you may:

♦   Dial (760) 568-3098; enter your 4-digit extension; enter your PIN followed by #

OR

♦   Dial 3098 if on campus; enter your PIN followed by #

To reset your voice mail PIN, log into your web email account:
♦   Click on Settings (top right corner)
♦   Select Options
♦   General, Voice Mail, Reset PIN
♦   You will receive an ermail from Microsoft Outlook stating that your PIN has been reset with the new PIN noted
♦   You will be prompted to change this PIN the first time that it is used

This allows you to listen to your voice mails if you do not have computer access to your email or if you prefer to listen to your messages.

EXCHANGE 2016

College of the Desert is in the process of migrating from Microsoft Exchange 2010 to Microsoft Exchange 2016. We are more than halfway there at about 75% completion.

Benefits:

♦   More intuitive Outlook Web Access (OWA) in that it will act more like your desktop client version.

♦   Improved spam filters and enhanced security features: Exchange 2016 contains features that route attachments, messages and URLs to a separate environment where they can be analyzed for virus and malware signatures.

Note the new COD splash page!

COLLEGE of the DESERT
OUTLOOK WEB ACCESS

Training Dates – Fall 2017

Topic	Time	Dates		Instructor
Colleague Web UI 5.3	1:00pm-2:00pm	Fri., 10/13		F. Roa
Document Accessibility	1:00pm-2:00pm	Tues., 10/24		J. Gorges
Excel – Beginning	10:30am-11:30am	Tues., 10/3		R. McKay
Excel – Tips & Tricks	10:30am-11:30am	Tues., 11/14		R. McKay/M. Hadley
Scantron 101	1;00pm-2:00pm	Wed., 12/6		Jack Lin
Web Maintenance	10:30am-11:30am 1:00pm-2:00pm	Thurs., 10/19	Thurs., 11/16 Thurs., 12/14	M. Harlow
Windows 10	10:30am-11:30am 1:00pm-2:00pm	Wed., 9/27	Tues., 10/17	R. McKay

Session Outcomes

Colleague/Web UI/Web Advisor
> Learn how to use new features of Colleague Web UI navigation; Review, discuss and demo tips and tricks of the Web UI navigation; Use of favorites; Processing by using Saved Lists; Use of Web Advisor Introduction to Self Service

Document Accessibility
> Saving files to pdf; Combining pdf files; Inserting/Deleting pages

Excel – Beginning
> Formatting Data Columns and Rows; Using Sorts, Filters and Tables on your data; Setting the Page Setup and Views; Using IF, SUM and AVERAGE formulas; Naming Data for better formula use and recall

Excel Tips and Tricks:
> Tables and Ranges; Filters and slicers; Copying and pasting; Embedding and linking; Data validation

Scantron 101
> Ability to operate and use the new features of existing, plus new Scantron machines; Tips and tricks, from simple test marking to more elaborate reports from ParScore

Web/Portal Maintenance
> Structure; Manage web parts; Adding files; Check for accessibility

Windows 10
> Changes for Windows 10; Customizing Windows 10; Productivity tips; Where are my files?