

IT Department Newsletter

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GroupWise Campus Community emails – what “not” to send

Do you:

- Have a litter of kittens that need a home?
- Have a great video clip that you’d like to share?
- Want to share a great cookie recipe?
- Want to tell everyone that they should sign a petition?
- Have personal items to give away?

Unfortunately, these are all samples of messages that should not be sent to GroupWise Campus Community. According to policy adopted by the College, messages such as these are considered an unacceptable use of College Information Technology resources. Please refer to http://www.stcc.edu/it/it_use_policy.asp to make yourself aware of the responsibility you have as a GroupWise client.

If any message is found to not be compliant with the guidelines, you may be asked to retract it, so please be sure to check before you hit the send button.



How do I retract a GroupWise sent message?

If you find that you must retract a message sent, it is best to follow these simple steps as soon as possible; once an email is opened, it cannot be retracted.

In your Novell GroupWise account, click on the "Sent Items" folder, locate the appropriate message. Click on it to select it (i.e., highlight it), click your right mouse button, and select Delete, and then "delete from all mailboxes" option; click OK.

Datatel Password Changes

Reminder: When your Datatel password expires (usually every 6 months or so), you will be prompted to choose a new password. The new password must be at least 6 characters long and must contain at least 1 number.

When typing in the new password, the cursor will not move.

When asked to enter the password again, make sure you type it in exactly as you did the first time.

This is an example of a valid password: crazy123

Mission of the IT Steering Group

The Information Technology (IT) Steering Group provides management oversight of the IT function. This includes allocating scarce IT resources by setting priorities, setting IT policy, resolving significant IT project issues, and communicating critical needs to the President and the Board of Trustees.

Decisions will be made in accordance with the following principles:

- Decisions should maximize return on investment
- IT resources should support the College's strategic and operational plans
- IT policies should balance the needs of various stakeholders (students, faculty, administrative staff, IT department)

Spring Cleaning of your Network Drives

In anticipation of upgrades to the College's administrative computer system (i.e., your F drive, and other shared drives), the IT Staff requests that you take time now to review files you have saved, and delete items that you know are no longer needed. This will assist us in our update process.

Remote Access Policy

The IT Steering Group has recently approved a Remote Access Policy for the College. For details, check out the policy at this link.. http://www.stcc.edu/it/docs/Remote_Access_Policy.pdf

The Virtual Private Network (VPN) is a tool used to access Datatel through the client. For those staff who require off-campus access through the VPN, when it is time to replace their desktop unit, a docking station setup, with a laptop, will be considered instead of the traditional desktop unit, at a cost of a few hundred dollars more. By working with College-owned laptops, the IT Staff will control encryption. This policy will assist the College in compliance with a number of new rules/ regulations related to unauthorized access to Personally Identifiable Information (PII). And, as more options become available through WebAdvisor, fewer staff will have need of the VPN.

It is the IT Department's obligation to do all that it can to ensure that (PII) information is protected. Thank you in advance for helping us work toward that goal.



The Ups and Downs of GroupWise Shared Folders

GroupWise (including WebAccess) allows you to share personal folders with other GroupWise users. Users can post to the folder, and all folder sharers can easily see and respond to the information. In general, this is a great resource for project-type work; all information is stored in one central location, available for sharing.

The downside occurs when someone deletes a shared folder. If you are the owner/creator of the shared folder, the deleted items will go into your trash. Other sharers of the folder will receive the message that the items have been deleted, but they cannot recover them (because the deleted items are in your trash, only accessible to you). Once you delete a shared folder, it is gone.

The IT Staff strongly recommends that users use caution when deleting shared folders, because others may be affected. Restoring files from backups is a time-consuming process.

Before deleting, check with all file sharers first. Chances are, someone wants to keep those files, and will ask that you forward files to them.