



# LEARNING YOUR WAY AROUND O365

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<http://www.nocccd.edu/Departments/IS/InfoServices.htm>

# AGENDA

- ❑ Log In / Opening Programs
  - ❑ Outlook 2016
    - ❑ Customizing Outlook
    - ❑ Mailbox capacity, archiving and security
  - ❑ Using the Calendar
  - ❑ Using Office and Sharing documents
  - ❑ Skype for Business
  - ❑ Security
    - ❑ Use of the cloud
    - ❑ Social media
    - ❑ Email
    - ❑ Websites
    - ❑ Mobile Devices
  - ❑ One Drive
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# EMAIL

- What is phishing? Does anyone know enough about you to pose as you? <https://www.lookout.com/resources/know-your-mobile/what-is-phishing>
- Don't open ANY attachments that end in .exe or .scr AND unless you know the person and you were expecting them to send something. Call them and see if they sent you something.
- Never send passwords, credit card, SSN etc.
- Don't send anything you don't want to see in the newspaper or on Twitter!



# SOCIAL MEDIA

- Separate Work from Personal – e-Discovery; Free Speech; Privacy
- Understand how security settings work
- Understand how to restrict your posts to the audience you want
- Remember just because you delete something does not mean it is gone – everything is stored on a backup server somewhere
- Remember this is a cloud based service in most cases, treat it as such
- If you don't want it seen on the front page of the paper or in a Tweet don't write it!
- Refer to the Social Media Guidelines:  
[http://www.nocccd.edu/Departments/IS/documents/Social\\_Media\\_Guidelines.pdf](http://www.nocccd.edu/Departments/IS/documents/Social_Media_Guidelines.pdf)



# WEBSITE

- Anything on a public site is available to the world!
- Remember, you are representing the District if you use one for District business
- Follow Board Policy:  
[http://www.nocccd.edu/Policies/PDFs/3740.AP.final\\_032904.pdf](http://www.nocccd.edu/Policies/PDFs/3740.AP.final_032904.pdf)
- Guidelines offer additional suggestions:  
[http://www.nocccd.edu/Departments/IS/documents/Website\\_Guidelines.docx](http://www.nocccd.edu/Departments/IS/documents/Website_Guidelines.docx) (Note new version under consideration at DCC)
- Consider ADA/Section 508 requirements!



# MOBILE DEVICES



- District Owned Devices governed by BP/AP 3720
- BYOD (Bring Your Own Device)
  - Use is optional and District not responsible
  - No technical support
  - Wired or wireless network use is governed by each campus
  - myGateway not mobile responsive at this time
  - Don't expect privacy
  - BP 5500 will apply to your students' usage
  - Put in your syllabus the expectations for these devices; you cannot require them of students
  - Wipe the device of college business upon separation
  - Don't share personal information
  - Contract provisions will apply
- Use of personal device may become public if used for business!
- Refer to Mobile Computing Device Guidelines:  
[http://www.nocccd.edu/Departments/IS/documents/Mobile\\_Computing\\_Guidelines.pdf](http://www.nocccd.edu/Departments/IS/documents/Mobile_Computing_Guidelines.pdf)

# A FEW OTHER REMINDERS!

- Passwords – don't share; use a phrase; never use personal information
- Computers – log off when you leave your work location



# CLOUD SERVICES

- Most new development of systems is offered in the cloud as the only option – Why?
- Once something is in the cloud even if you delete it, it's not gone!
- Only protection is the contract / End User Licensing Agreement – Read it!
- Refer to Cloud Solution Security Measure Guidelines on our website at:  
[http://www.nocccd.edu/Departments/IS/documents/Cloud\\_Solution\\_Security\\_Measure\\_Guidelines.pdf](http://www.nocccd.edu/Departments/IS/documents/Cloud_Solution_Security_Measure_Guidelines.pdf)





QUESTIONS?

