1. **Telecommunications Relay Service:** A new number (711) has been established, by the FCC, to connect to the Telecommunications Relay Service that provides a link between people with hearing or speech disabilities using text telephones (TTY) and people who use voice telephones. 711 is to be available from/to any wireline, wireless or public phone. All calls are handled with complete privacy. Existing toll-free numbers still will work, 711 only adds an easier number to remember.

2. **Security ever more important:** In these troubling times it is additionally important to keep security in mind. Employees are given accounts in order to maintain the confidentiality of the information with which they are entrusted. Be sure to keep your password information secure and not give out your passwords. Arrange to have any paperwork that contains sensitive information picked up for shredding. Try to get in the habit of shutting down your PC at night, on weekends, and especially over holidays. This helps the college with physical security as well as network security.

3. **Email etiquette:** When sending emails do not forget to provide an appropriate subject in the subject line. Above all else, remember that electronic mail is about communication with other people. When you compose an e-mail message, read it over before sending it and ask yourself what your reaction would be if you received it. Any time spent on making e-mail clearer is time well-spent. We now have an "ALL_FACULTY" distribution list for those student related messages that might not be appropriate for "ALL_OWCC".

4. **PC and Printer Turn-Ins:** Please email helpdesk@owcc.net if you turn-in computer equipment for salvage or other disposition. Some equipment may have college software or college related data within the machine, which must be removed prior to salvage or sale. The same applies to equipment that has been approved for transfer outside of OWCC. Not all computer software licenses are transferable to other than OWCC usage. Notification also helps us with keeping our inventories current.