Periodically the Information Technology (IT) Division will provide items of interest to inform and assist college personnel with IT matters.

1. SECURITY UPDATE!!! These are a few of the security problems recently noted:

Please do not send your password to anyone by e-mail or any other means.

Please do not give others your User-id and password.

Please do not let others use your account, if they need an account please have their supervisor send in a Form 0051 - SYSTEM ACCESS FORM. If they need access to something you have please have their supervisor send in a Form 0051 - SYSTEM ACCESS FORM.

Supervisors please send a Form 0053 - Request for Removal From System(s) when you have a full time or part time employee leave.

If you have an employee change departments Full time or Part time please let the Information Technology Department know. This person may have access that they should no longer have.

2. Local Calls Cost Money! If you review the monthly long distance call logs, for verification, and see calls to Destin, Ft Walton Beach, or Shalimar most likely your department is spending money needlessly. If the callers in your department are dialing the AREA CODE and the local number, the calls go out over our SUNCOM trunks (listed as trunk 29), and you will be billed for those calls. Remind them when dialing that number, in the future, to dial without the area code.

3. Ten Truisms of E-mail:

1. Thou shalt include a clear and specific subject line.
2. Thou shalt edit any quoted text down to the minimum needest.
3. Thou shalt read thine own message thrice before thou sendest it.
4. Thou shalt ponder how thy recipient might react to thy message.
5. Thou shalt check thy spelling and thy grammar.
6. Thou shalt not curse, flame, spam or USE ALL CAPS.
7. Thou shalt not forward any chain letters.
8. Thou shalt not use e-mail for any illegal or unethical purpose.
9. Thou shalt not rely on the privacy of e-mail, especially from work.
10. When in doubt, save thy message overnight and reread it in the light of the dawn.
4. Employee Pay and Leave Info: If you have not yet set up your Employee web access please follow the link below and read the directions. If you need further assistance, please do not hesitate to call, Carol Elder @ 6942 or 729-4942.  https://raidernet.owc.edu/FCCSC/firstlogon/index.htm

5. Trouble with your Outlook forms?... You may need to clear your Forms cache if you are having trouble opening any of your Outlook Forms. If you receive a message that reads, "Could not be opened", "Outlook will use Outlook form instead", "The form requested to view message cannot be displayed", "Contact Administrator." or similar message, please follow these steps in Outlook:

On the menu at the top click on the word "Tools" (make sure you do not have an e-mail open)

Click on the word "Options"

Click the tab that reads "Other"

Click on the "Advanced Options" button

Click on the "Custom Forms" button

Click on the "Manage Forms" button

Click on the "Clear Cache" button

To get out click Close, OK, OK, OK

You may need to shut down Outlook and bring it back up. If this does not work please contact your friendly IT department at 6396.