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

1. Please note that the postage rates have changed on the Outlook "Form 0030 Request for Mailing".

   First Class $0.39
   Lib Rate $1.51
   Priority $4.05
   Express Mail $14.40
   Certified/Return Receipt $4.20

   If the form you open does not reflect this change you will need to clear your Outlook Forms Cache.

   Please follow these steps in Outlook:

   On the menu at the top click on the word "Tools" (make sure you do not have an email 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 me and I will assist you.

2. Viruses, Trojans, Worms, SPAM, Malware, Adware, Phishing, Zombies, Spyware, Identity Theft, Pharming, Keylogging!!

   Things to ponder:

   * 65% of U.S workers would open suspicious emails or links at work in belief they were protected by anti-virus.

   * 48% believe that if anything went wrong, the IT department would rescue them.
* 69% of all messages received - daily volume of SPAM messages in the U.S.

* 2,500 - average monthly amount of phishing attacks.......What is phishing?.....see http://www.webopedia.com/DidYouKnow/Internet/2005/phishing.asp

* Combat Identity Theft.....see http://www.consumer.gov/idtheft/

* Not sure if an email is a scam or hoax? see http://www.trendmicro.com/vinfo/hoaxes/default.asp

* Change your password often! Remember network passwords must contain AT LEAST 6 characters including AT LEAST one number and AT LEAST one capital letter. Want to automatically generate a new password? Go to http://www.winguides.com/security/password.php and click all the boxes and make the password length 6 or more. Uncheck the box for punctuation if you don't like to use them.

To contact the helpdesk call extension 6396 or email helpdesk@owc.edu