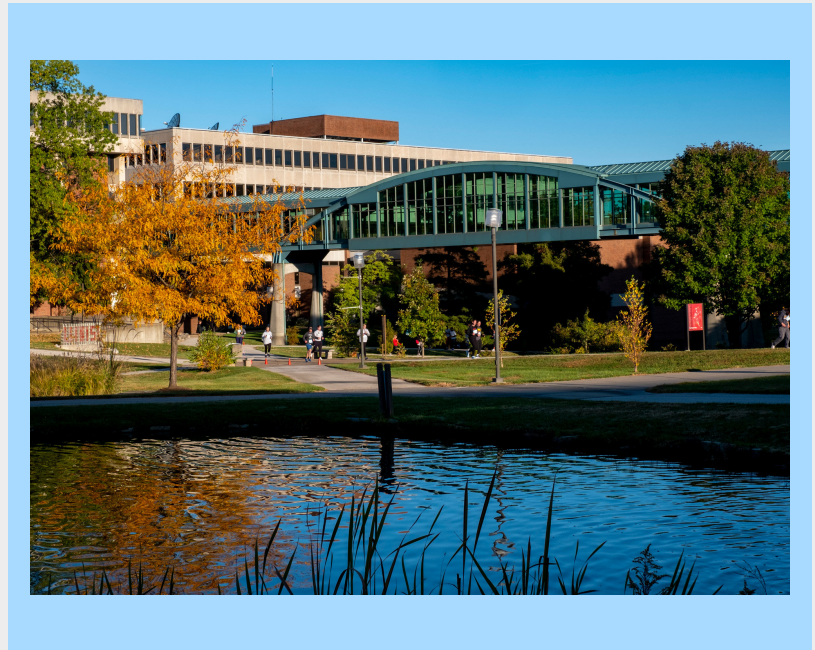# IT Insight

September Greetings

Information Technology Services (ITS) is hoping that your semester is starting off smoothly.
Please check out our newsletter for a variety of useful information, including links and tips to guide you if you are new to campus or those "good-to-know" tidbits to help you every day.
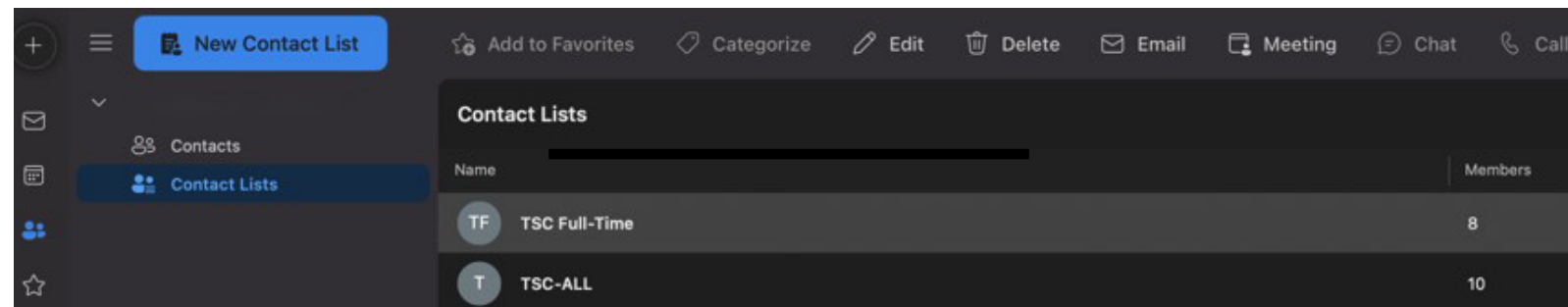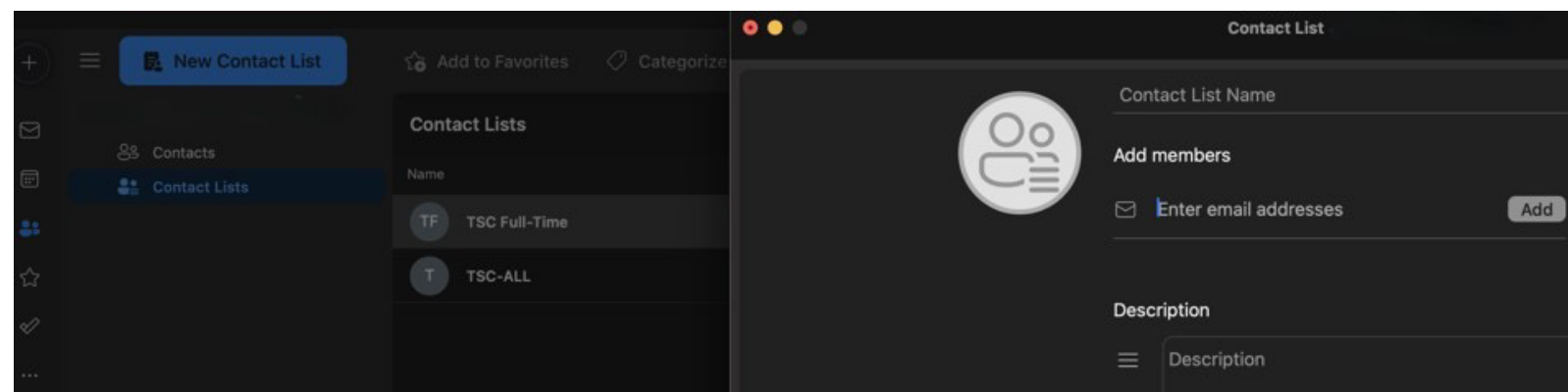

Contents

ITS Staff News

- In August, Brian Boyd joined the ITS Campus Relations and Communications Team as a Project Manager-Expert. Welcome to ITS and UMSL, Brian!

- Congratulations to Chris Scheetz (ITS Director of Customer & Support Services). Chris was a recent recipient of the Chancellor's Award for Excellence.

HOW TO CREATE A CONTACT LIST IN MAC OUTLOOK

To create a Contact List in Mac Outlook, click "people" on the left-hand rail (it's the third icon down; under mail and calendar).

Once clicked, select "Contact Lists," then "New Contact List."

Contact lists on Macs will sync up with the PC version and Outlook for web as well, so all your lists will be kept in sync no matter which computer or browser you're using.

XEROX PRINTERS

If the printer you use needs supplies or service, contact the Help Desk at https://help.umsl.edu or call x6034.

To assist with UMSL's sustainability, Xerox offers toner drop off locations on North and South campus as follows:
- MSC first floor between Help Desk (MSC 190) and Triton Pantry
- JCPenney 7, outside of Printing Services
- Marillac 100 (TLC)

GOOD to KNOW

HELPFUL LINKS FOR CAMPUS NEWCOMERS

- Help Desk: https://help.umsl.edu

- Need to find a faculty or staff member? Here's the campus directory: https://www.umsl.edu/directory/index.html

- Hungry? This link lists the campus food locations that are open: https://umsl.sodexomyway.com/dining-near-me/open-now

- Wondering how to transfer a call or make a conference call on your office desk phone? Find the instructions here: https://www.umsl.edu/technology/phones/guides/index.html

- Trying to find your way around campus? Check out the campus maps: https://www.umsl.edu/maps.html

- Need the link to the Bookstore? https://www.umsltritonstore.com/

RAVE GUARDIAN SAFETY APP

UMSL students, faculty, and staff have an added layer of security with a free mobile app that turns any smart phone into a personal safety device. The Rave Guardian Safety App is free to download, offering speed dial functionality to reach campus police (or 911 when off campus), a safety timer that allows friends and family to act as a virtual safety escort, and a call directory of university support services.

All students, faculty, and staff are encouraged to enhance their personal safety by downloading the Rave Guardian Safety App. To learn more about the Rave Guardian Safety App, please visit:
https://www.umsl.edu/safety/police/safety/rave.html

SAFETY APP

DELL DISCOUNTS

DELL DISCOUNTS ON PERSONAL PURCHASES FOR UMSL EMPLOYEES & STUDENTS

UMSL faculty, staff, and students can purchase select items such as laptops, tablets, accessories, and other Dell products for personal use at a reduced price through the UMSL Bookstore. Discounts on Dell items are applied during checkout, and some products, such as laptops, include a warranty and technical service if needed. For discounted products not offered through the UMSL Bookstore, shop this Dell website created for UMSL faculty, staff, and students as an additional way to take advantage of special pricing for personal purchases made through Dell.

Please remember - for UMSL funded purchases, requests should be submitted through Information Technology Services at **https://www.umsl.edu/technology/procurement/**.

DID YOU KNOW?

Common IT & UMSL Acronyms

Common Building Acronyms

ACRONYMS GOT YOU STUMPED?

Below are definitions to some common IT & UMSL acronyms:

- ISO   Information Security Officer
- ITS   Information Technology Services
- MFA   Multi-Factor Authentication
- SSO   Single Sign On
- TSC   Technology Support Center
- UCP   UMSL Computer Program
- VPN   Virtual Private Network
- BPM   Business Policy Manual
- CRR   Collected Rules and Regulations
- RFP   Request for Proposal
- RFB   Request for Bid
- RFI   Request for Information

Building Acronyms:
- AAB   Arts Administration Building
- ABH   Anheuser Busch Hall
- BH   Benton Hall
- CH   Clark Hall
- CNS   Center for Nanoscience
- ESH   Express Scripts Hall
- FAB   Fine Arts Building
- JCP   JCPenney Building
- LH   Lucas Hall
- MSC   Millennium Student Center
- MTB   Mark Twain Building
- PAC   Performing Arts Center (Touhill)
- RB   Research Building
- SLB   Science Learning Building
- SCA   Sculpture and Ceramics Annex
- SSB   Social Sciences & Business Building
- SH   Stadler Hall
- TJL   Thomas Jefferson Library

Tip of the Month

Have you tried using the "Snipping Tool?" It's a handy little tool that you can use to take a snip of an image, words, or full screen, then copy and paste it wherever you need it.

You may be pleasantly surprised how often you use it. For quick access, pin the Snipping Tool to your Taskbar. Check out this link to learn more details.

IT Chuckle

What do you call a computer mouse that swears a lot?

A cursor!