Keep Your Password Strong

By Jim Temple

In today’s electronic world, the first line of defense to keep your information secure is your password. More and more companies offer online that require you to “create an account” to sign up. This account requires you to choose a username and a password. If you are like most people, you try and stick to a couple of key passwords because, let’s face it, no one can remember a unique password for everything. While you don’t need a unique password for everything, you must make sure the passwords you choose are difficult for other people to guess. Herein lies the problem.

Splashdata, a company that creates password management applications, releases a “Worst Password” list annually from passwords easily stolen by hackers and posted on the Internet. This year’s list of twenty-five are:

- password
- 123123
- 123456
- 12345678
- abc123
- qwerty
- monkey
- letmein
- dragon
- 111111
- baseball
- iloveyou
- trustno1
- 1234567
- sunshine
- welcome
- shadow
- ashley
- football
- jesus
- michael
- ninja
- mustang
- password

Any of these look familiar. If so, you are obviously not alone but I strongly encourage you to change your password to something more complex. Incorporating upper and lower case letters, numbers and special characters (@$#) will help make your passwords more difficult to break. Your electronic identity requires vigilance to stay protected and a strong password is a great first step. Make the change today.

Web UI is coming!

By Mike Brezina

Now, you may be asking yourself, what is Web UI? Well, I can tell you that it has nothing to do with a spider named Charlotte, nor does it have anything to do with crime fighter in a blue and red suit. Web UI is the newest way to access Datatel. Instead of logging into Datatel by clicking on an icon located on your computer, you can now use a web page on your Internet browser making Datatel easier to use and support.

In Web UI there are new features that make navigating through screens easier, allow you to customize the look and feel, improved search capabilities, and much more. The screens you regularly use will have a different look and feel with enhancements and added functionality making them easier to use. Alas, the downside is that query builder will be going away. However, shed no tears, because Informer, a better and exciting web tool, is already available.

An email with the website address and some instructions to get you started will be coming soon. When you first log in there is an informative video to watch to help get you started. The username and password will not change and the desktop icon will remain for a while to help with the transition. If you have any questions about Web UI, please call the Helpdesk.

HELP DESK
For Technical or Audio Visual Assistance
Dial:
x3953 (Valencia)
x3533 (CCC)
Or Email: helpdesk@canyons.edu
Technology Tips And Tricks

Windows Keyboard Shortcuts
By Be Phan

Do you keep many different windows open on your computer? Need to get to your desktop quickly? You don’t have to close everything to get there and you don’t have to open Windows Explorer. All you have to do is use the “Windows Logo Key + D” on your keyboard and you’re there. It’s that easy.

Are you running late for a meeting? Don’t just leave, quickly lock your computer by using “Windows Logo Key + L” on your keyboard. Below are a few additional shortcut keys that you might find useful.

Need more shortcuts, go here: http://windows.microsoft.com/en-US/windows7/Keyboard-shortcuts

| Windows Logo Key + Left Arrow | This will maximize the window to the left side of the screen |
| Windows Logo Key + Right Arrow | This will maximize the window to the right side of the screen |
| Windows Logo Key + E | This will open Computer (aka My Computer) |
| Alt + F4 key | This will close the active item or exit the program |

Outlook Mailbox Size in Office 2010
By: Kourtney Brewster

We have all gotten that dreaded email telling us that our mailbox is full. Panic ensues because we need to send an important email. Don’t worry! Here are a few quick tips on how to check your mailbox size so that you can locate what is taking up the most space.

First, to see how much space you are currently using, and to see how big each folder is in Outlook, follow these steps: Click on “File”, then “Info”, then on the screen click on the square titled “Cleanup Tools” and choose “Mailbox Cleanup”. In this new window you can select “View Mailbox Size”. This will allow you to see how much space is being used. Look for folders that appear much larger than the others, as these will be the places you will want to remove items from first. Click “Ok” and go back to the mailbox cleanup window. If you do not want to go folder by folder in search of emails to remove, you can choose to “Find items larger than” and set a size to search for. I would suggest typing 1000 kilobytes (this is about 1mb and would be a large email). Once all those big emails are listed you can right click on one and move it to your archive folders or delete it. When you are all done, don’t forget to empty your deleted items folder to clear up the space you’ve made!

If you need help setting up an archive folder, contact the help desk @3953.

Work Phone Tips
By Brian Weston:

Ring….. Ring……. Ring….. Tired of that same ring? Want to delete a voicemail without listening to the whole message? There are plenty of shortcuts for these problems and more that your phone can do with the push of a few buttons. If you have a multi-line phone, press FNC and 3 to change your ringtone sound to the four possible choices. Now have your coworker call your line and listen to your cool new sound. Another multi-line phone tip is to press FNC and 1 mute your line without putting the person on hold. Single line you can place a call on hold by pressing the Flash key and wait for the dial tone, then press *1. To reconnect, press the Flash key again.

Voicemail is not left out of this guide. If you want to delete that voicemail that you already listened to, but don’t want to listen to it again press 36. This will send that voicemail straight to the trash. Is there a number that someone said too fast at the end of their 6 minute message? Don’t listen to the whole voicemail again; just press 7 to rewind the message a little. Finally, if you want to check your voicemail from off campus; dial (661)259-7800 enter 9 and your extension.

For the whole list of telephone tips check out http://www.canyons.edu/offices/Facilities/phonetips.html