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DREW TECHNOLOGY

CONSIDER WHAT YOU MIGHT BE SHARING

These days, we hear pretty often about security breaches. We all know how hard it can be to remember which password we've used for each of the hundreds of accounts we've created, and there are still times when a wallet is stolen with a license and debit card inside. But have you stopped to think about the smaller things you are sharing unintentionally? Consider this scenario: You have to do a presentation in front of class. Someone asks a question, so you minimize your PowerPoint presentation and go back to your desktop to open your browser. While waiting for the browser to open, you notice the document you left on your desktop named "Coronavirus Diagnosis" with last Friday's date on it.

Of course, presentations are not the only situations when information may be shared unintentionally. If you've ever handed your phone to a child to show them a picture, you've probably noticed that they will find everything else on your phone as well!

So how can you avoid uncomfortable situations like that class presentation? The best option is to avoid putting too much detail into a filename. Determine a storage strategy, perhaps with nested folders or an index spreadsheet, that helps you keep track. And remember the advances in modern searches, which can find a term within a file and do not rely on the filename.

Reminder: Are you logged in?

Especially if you are using a public or shared computer, it is important for you to protect your data – and all the information you have access to – by logging out of accounts or locking your computer. If you sign in to your Google account to print a paper in the Library from a public computer, remember to sign out after printing. If you have to take a walk to the water cooler during work, remember to lock your computer first.

TIPS FOR WORKING REMOTELY
Topic 1: CloudPC

One service Drew offers that can be useful both for students and employees of the University is CloudPC. This is a website that can be reached at cloudpc.drew.edu on a computer running the Mac, Windows, or even Chrome OS – though the experience is different on each type of machine, and can be different depending on your browser. We recommend using the Citrix Workspace app rather than the "light version" for most work.

What apps are available to you in CloudPC depends on your role(s) at Drew. Many students are already aware of the SPSS software accessible in CloudPC. The Office suite is another option, for both students and employees. If you have a Mac at home but need to use Publisher – an app not available in the Office suite for Mac – you can find Publisher in CloudPC.

Important: Please note that you must close the app(s) you've opened during your CloudPC session to avoid creating a frozen or hung session. To do this, close each virtual window – if you are running the light version, this means the windows within the browser tab (the tab should then close on its own).

REPORTING ITEMS AS SPAM OR PHISHING IN GMAIL

As we've shared before, Gmail enables you to mark messages you receive as spam or phishing. When enough users report a suspicious message, Google is more likely to block that sender. But which is which? Spam is email sent to a wide audience trying to sell something. Phishing is a more targeted attempt at stealing your login credentials or having you follow a malicious link. Visit our best practices documentation for how to recognize these messages, how to report them, and what steps to take if your account is compromised.

Tip for Searching in Gmail

Clicking the small downward-pointing triangle at the right of the search box in Gmail (on the web) gives you many advanced search options. You can use them alone or in combination, and you can learn the search phrases that will make your next search faster. For example, if you try looking for things bigger than 10MB using the Size filter, and see that the search phrase is "larger:10M".