

# THE UT CHRONICLES

The Official Newsletter of Drew University Technology



@drewunivtech



Find online at  
<http://bit.ly/UTChronicles>

[drew.edu/ut](http://drew.edu/ut)

**DREW**  
TECHNOLOGY

## LET'S PRETEND YOU'RE NEW HERE

With the new calendar year, we thought it would be nice to share some things you hopefully know already. Even if you've been here in the Forest for a while now, we still might be able to share some tidbits you hadn't heard or have forgotten.

- Google shortcuts:
    - Email – [mail.drew.edu](mailto:mail.drew.edu)
    - Drive – [drive.drew.edu](https://drive.drew.edu)
    - Calendar – [calendar.drew.edu](https://calendar.drew.edu)
  - Moodle: [moodle.drew.edu](https://moodle.drew.edu)
  - Technology Help and Information: [uknow.drew.edu/techdocs](https://uknow.drew.edu/techdocs)
  - Remote Resource Pages: [bit.ly/DrewRemote](https://bit.ly/DrewRemote)
  - Microsoft Office:
    - Information – <https://uknow.drew.edu/confluence/x/EpSi>
    - Student Installation - <http://tinyurl.com/Office16Student>
    - Employee installation, Drew computer – <https://uknow.drew.edu/confluence/x/gowkAw>
    - Employee installation, personal computer – <https://uknow.drew.edu/confluence/x/hlj7>
  - Thesis and Dissertation Formatting: <https://tinyurl.com/DrewFormatting>
  - Duo Security:
    - Self-service site – [drew.edu/duo](https://drew.edu/duo)
    - Information – <https://uknow.drew.edu/confluence/x/CIBOAg>
    - Duo on a new phone – <https://uknow.drew.edu/confluence/x/OI4kAw>
  - Drew network drives: <https://uknow.drew.edu/confluence/x/0yTqAQ>
    - MyFiles (network drive access from anywhere): [myfiles.drew.edu](https://myfiles.drew.edu)
  - Best Practices on Passwords: <https://uknow.drew.edu/confluence/x/zYmTBQ>
- Sometimes, you should turn off your phone and your computer.

**973-408-4357**  
UT Helpdesk

**973-408-3001**  
Classroom Tech Help

To log or view a tech support request: [help.drew.edu](https://help.drew.edu)