

# THE UT CHRONICLES

The Official Newsletter of Drew University Technology



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**DREW**  
TECHNOLOGY

## GOOGLE CALENDAR: DISPLAYING A WORK LOCATION

Google recently rolled out an enhancement to the working hours feature in Google Calendar work and school accounts, allowing you to reflect a hybrid work schedule by also identifying your working location. Instructions are available at our growing [Google Calendar information page](#) in U-KNOW, or directly from [Google Support's page](#).

This can only be set up on a computer, but the short version is: Settings > Settings > Working Hours & location > Enable working location > set the days appropriately.



## PROTECTING YOUR PRIVATE INFORMATION

Although it is not yet National Cyber Security Awareness Month (that's October!), we wanted to take a moment to remind you that you CAN and SHOULD protect your privacy, personal information and data.

One way to do this is to be aware of your surroundings – is someone looking over your shoulder? Is that wireless network trustworthy?

Another way is to log out of all your accounts after using a public workstation, like the computer for the printer in the Library.

One final suggestion: If you send a print job that has confidential data, ensure you get the printout or that the job is deleted before you walk away. There are instructions at the printer to help you with this.

## HELPFUL LINKS AND NUMBERS

For easy reference, here are some links and phone numbers you may want handy:

973-408-4357 UT Helpdesk	973-408-3001 Classroom Tech Help
To log or view a tech support request: <a href="http://help.drew.edu">help.drew.edu</a>	<a href="http://uknow.drew.edu/techdocs">uknow.drew.edu/techdocs</a> Technology Help and Information