



March 2018



[From the Desk of the VP](#)

This month, Mark Adams talks about university technology assets and property procedures.

[>>Read More](#)



[Email Encryption Now Available](#)

Email is a vulnerable communication method. Find out how email encryption can help.

[>>Read More](#)



[Digital Parenting](#)

Parenting can be challenging when it comes to technology. Read on for resources to help you keep children safe online.

[>>Read More](#)



[Security Tip: Disk Encryption](#)

Do you store sensitive information in electronic format on your home computer? Disk encryption can help protect that data.

[>>Read More](#)



[Tech Tip: Email Rules](#)

Email rules can help save you time and help with day-to-day work efficiency when used.

[>>Read More](#)



[March Training Schedule](#)

Join us this month for training on Office 365, Office 2016, WebCMS, and other topics.

[>>Read More](#)

Story Ideas Welcome!

Have a story idea or topic you'd like us to talk about? We'd love to hear from you! Contact the IT@Sam Communications Staff at 936-294-4497 or ITComms@shsu.edu.

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From the Desk of the VP



vulnerable

adjective vul·ner·a·ble \ 'vəl-n(ə)-rə-bəl , 'vəl-nər-bəl \

1: capable of being physically or emotionally wounded

2: open to attack or damage

Whether it is a sensitive communication or sensitive data that needs to be encrypted or understanding the threats children face online, there are many ways we find ourselves digitally vulnerable. In addition to sharing tips on how to stay safe online, IT@Sam also safeguards the equipment used by faculty, staff, and students.

One of the key processes completed by campus each fiscal year is the [annual property audit](#). IT@Sam personnel are currently visiting campus locations to verify locations of over 10,000 university assets. In addition to this effort, each department will soon begin the same process for those university assets of which they are custodians. It is with this in mind, that I ask you to consider the following reminders.

- All campus assets are state property and the custodial responsibility for assets rests with all campus employees. (See the Department Responsibilities section of Finance & Operations Procurement and Business Services Policy [FO-PUR-23](#))
- Some, but not all, assets have an orange tag. Regardless, do not remove assets from campus without proper authorization. A signed [RA-22](#) form provides this proper documentation. (See Employee Responsibilities section of Finance & Operations Procurement and Business Services Policy [FO-PUR-23](#))
- Assets returned to IT may require a signed [RC-21](#) form attached. IT@Sam must have appropriate documentation to pick up assets. (See the Surplus Property section of Finance & Operations Procurement and Business Services Policy [FO-PUR-23](#))
- Report technology items that are missing, or stolen, to law enforcement and IT@Sam as soon as possible in addition to submitting a [Missing/Found Asset Report Form](#) to property. (See Employee Responsibilities section of Finance & Operations Procurement and Business Services Policy [FO-PUR-23](#))

As always, IT@Sam is happy to serve. Please [contact us](#) for any questions or technology needs.

Mark Adams

VP for Information Technology

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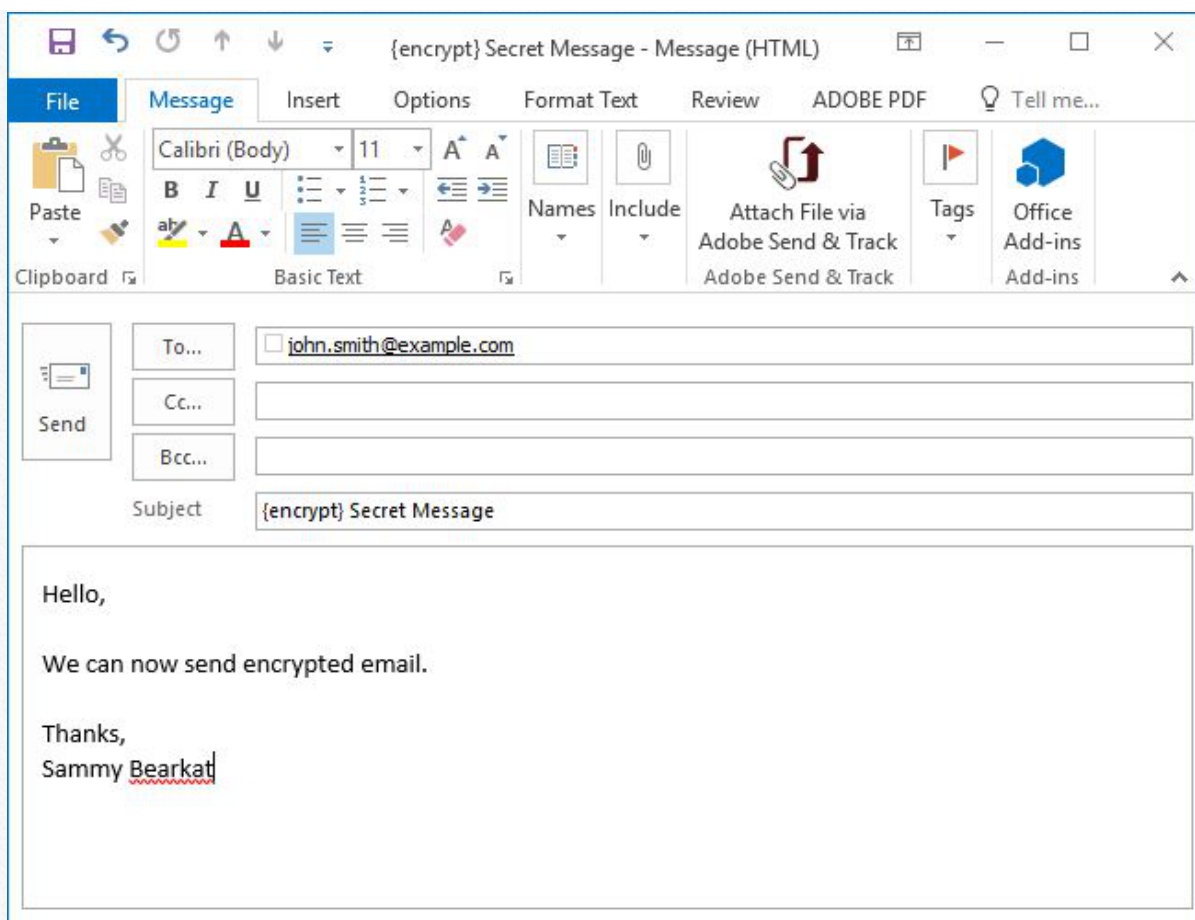
Email Encryption Now Available

Email is a vulnerable medium of communication. The contents of email messages are an easy target for those with malicious intentions. This vulnerability is more prominent when using [unsecured Wi-Fi](#).

Internal email, which is email sent from one SHSU email address to another SHSU email address, is protected, as the message never leaves our internal network and is never exposed. However, messages from SHSU email addresses to non-SHSU addresses (such as a GMail or other corporate email address) leave our network and can be exposed "in transit" to the recipient.

What is Encryption? How do I do it?

[Email encryption](#) is the act of disguising, or protecting, the content of an email. This act renders messages unreadable to parties other than intended recipients. To encrypt your message, simply type the tag {encrypt} in the subject or body of the email.



What should I encrypt?

If your message contains sensitive information that could be exploited, encrypt your message. If you are just not sure, encrypt the message. It is always better to be safe than sorry.

Check out our [online email encryption help](#) for additional information and how-tos.

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Digital Parenting

Online safety is everyone's concern – from preschoolers to grandparents. Regardless of your role in a child's life, it is important to understand the threats children face online and know what you can do to keep them safe.

Changes in the cyber world happen fast. The interaction on social media sites, the increasing number of Wi-Fi enabled toys, and the trending apps that are a “must” can be overwhelming. Fortunately, there are online resources geared toward educating busy families on internet child safety to help us protect the 2-year-old “Swiping Queen,” the 8-year-old who thinks they are a [musical.ly](#) star, the kid who plays [Minecraft](#) endlessly, or the 14-year-old who is doing some weird stuff with face filters on [Snapchat](#).



While it is important for our youth to have the technical understanding and experience necessary to navigate this digital landscape, a lack of parental oversight can come at a cost.

Below are some resources to empower you with today's youth in the digital environment.

Resources:

- Each week David Tucker of [DigitalParenting.com](#) releases new resources to help parents navigate this digital world in his *Digital Parenting Minute* videos. However, you can watch the videos anytime on [YouTube](#).
- [The Alicia Project](#) – A survivor of Internet luring/abduction and child sexual exploitation, Alicia promotes Internet and Child Safety Awareness and suggests these 12 [Internet Safety Tips](#).
- [DigitalParentingCoach.com](#) teaches and encourages parents and caregivers about trends, issues, and challenges of parenting in the digital age.
- [Internet Age Restrictions: What Are They and Why Do They Matter](#) (Inspire Me, July 2016).
- The [Family Online Safety Institute](#) has several great blog posts including:
 - [7 Steps to Good Digital Parenting](#)

- [Go With Your Gut: How to Talk to Your Kids About Online Safety](#)
- [Advice on Talking to Your Kids About Grooming and Radicalization.](#)

Did You Know?

In 2004, the European Union SafeBoarders project started the [Safer Internet Day \(SID\)](#) initiative. Today, it is recognized worldwide. From cyberbullying to social networking, SID encourages everyone to do his or her part in creating a better Internet for everyone, especially the youngest users. The next Safer Internet Day takes place on February 5, 2019.

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Security Tip: Disk Encryption



In addition to [email encryption](#), hard drives can be encrypted as well.

Disk encryption is technology that protects information by converting it to a state that is not easily accessible by unauthorized people. Encryption is important because it allows you to protect sensitive data that you do not want anyone else to have, such as tax document archives or other documents that contain personal details that should remain private.

If you find you have this sort of sensitive data that you would like to protect, there are a few free tools to help you for your home devices.

Encryption Software

- [Bitlocker](#) – Free with Windows 7 & 10 Professional and Enterprise operating systems.
- [FileVault](#) – Macintosh OSX
- [VeraCrypt](#) – Free for Windows, Macintosh OSX, and Linux.

In addition to these resources, we have tutorials available for how to encrypt external drives through [Windows 10](#) and [Mac OSX](#).

Special thanks to Dr. A. Page Glave for suggesting this topic.

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Tech Tip: Email Rules

Microsoft Outlook has the functionality to create email rules to help you manage your email messages. By using rules you can reduce manual and repetitive actions needed to manage your email mailbox. These automatic actions can help you manage your workload in an efficient manner.

For example, rules can be configured to:

- filter emails based on content to another folder,
- forwarding message to another person based on content, and
- flag messages for follow up among many other options.

Real World Application

Department heads and managers frequently attend meetings or are away from their office for extended periods. An email rule can automatically forward voicemail, purchase approvals, or other time sensitive requests to an administrative assistant.

Getting Started

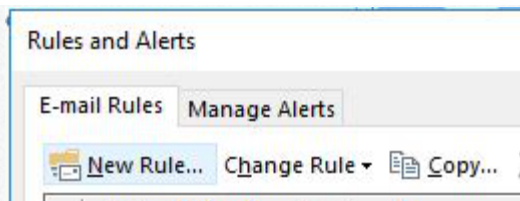
To set up a rule, click on **File > Manage Rules & Alerts** in Outlook.



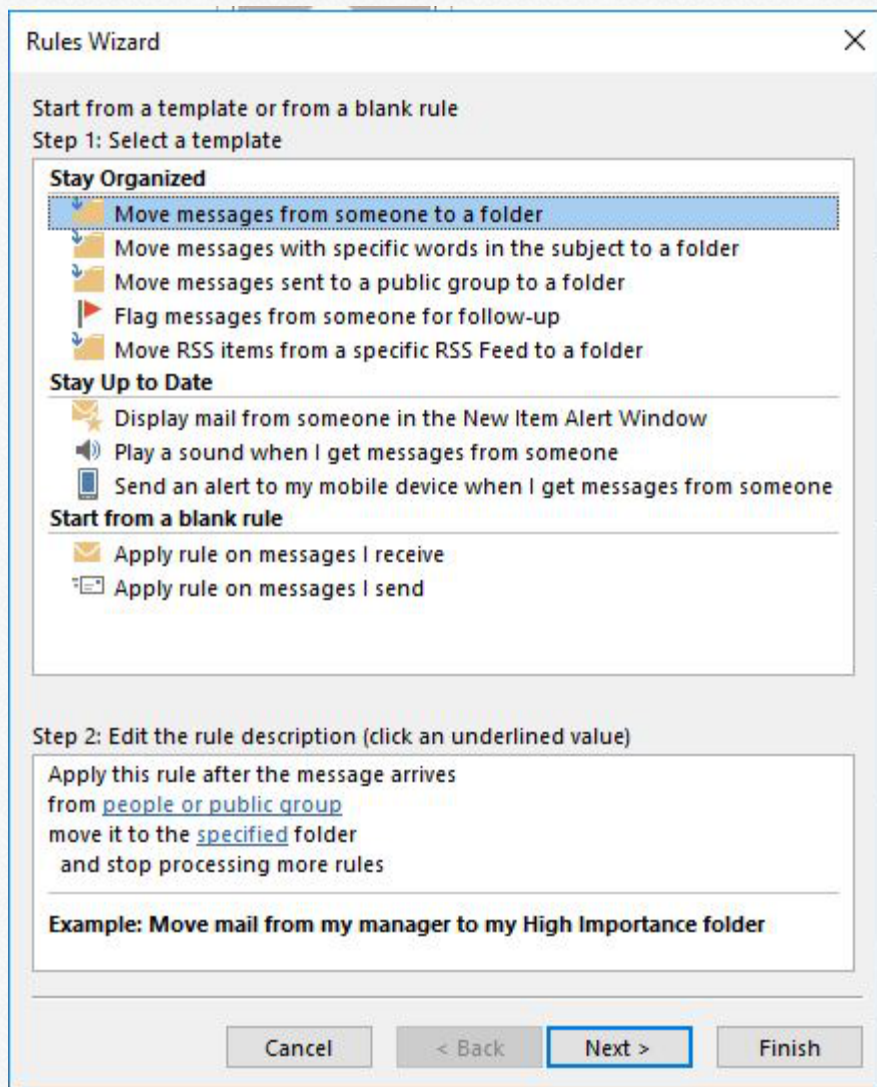
Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Then click on **New Rule**.



From there you will be able to see all options available and select those that fit your need.



Please contact our [Training team](#) should you have questions or would like assistance in setting up a rule.

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March Training Schedule

Several technology training sessions are available during the month of March.

One-on-one assistance and department training are available upon request. For questions, or to schedule a training, contact our Training Staff at ITTraining@shsu.edu.

Date	Time	Title
March 6	2:00 - 3:30 PM	WebCMS
March 20	3:00 - 4:00 PM	Office 365 - Introduction
March 21	9:00 - 11:00 AM	Outlook 2016 - Introduction
March 21	2:00 - 4:00 PM	Word 2016 - Advanced
March 22	2:00 - 3:00 PM	Qualtrics - Introduction
March 23	9:00 - 11:00 AM	Excel 2016 - Advanced
March 26	2:00 - 3:30 PM	WebCMS
March 27	9:00 - 11:00 AM	Photoshop CC 2015 - Intermediate
March 29	10:00 - 11:00 AM	OneNote 2016 - Introduction

To sign up for one of these training sessions, please visit [Talent Management](#).

If you are unable to attend a class you have registered for, please make sure to cancel in [Talent Management](#). This will allow those on the waiting list the opportunity to register for the class.

Cancellation Policy: Classes require a minimum of five (5) attendees. Classes that do not meet this requirement will be canceled at least 24 hours before the start of the class. Should a class be canceled, the enrolled attendees will be notified by e-mail and by phone.

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