

ITS CORNER

ISSUE 04: Enhancing Productivity & Security With New ITS Tools



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Technology is constantly evolving, and staying up to date with the latest tools can help students, faculty, and staff work more efficiently while maintaining security.

In this issue, we explore **Windows 11, SharePoint & OneDrive**, three powerful tools that enhance productivity, collaboration, and cybersecurity.

WINDOWS 11 OVERVIEW

Windows 11 is designed for efficiency, security, and seamless integration with Microsoft 365 tools. Upgrading to Windows 11 can improve performance and user experience across academic and professional tasks.

Best Practices for Using Windows 11 Securely:

1. Keep your system updated to receive the latest security patches.
2. Enable BitLocker encryption for additional data security.
3. Regularly back up files to SharePoint and OneDrive to prevent data loss.

Ready to switch? Reach out to the Help Desk through [Freshservice](#) or at 405-682-7777 (Ext. 7777)!

KEY BENEFITS

- **Enhanced Security:** Built-in security features such as Windows Hello, TPM 2.0, and Secure Boot protect against cyber threats.
- **Improved Multitasking:** Snap Layouts and Virtual Desktops help organize open windows efficiently.
- **Seamless Microsoft 365 Integration:** Better compatibility with Teams, Outlook, SharePoint and OneDrive for a streamlined workflow.
- **Updated User Interface:** A modern design with a centered Start menu, new widgets, and an improved search experience.

BEWARE OF PHISHING ATTEMPTS!

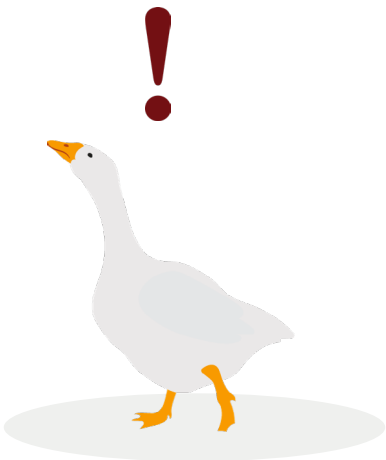
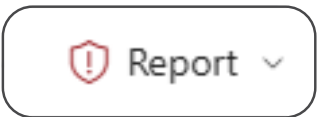
Phishing is a form of social engineering where attackers deceive you into revealing sensitive information or installing malware. This is often done by having you click on malicious links or download malicious files.

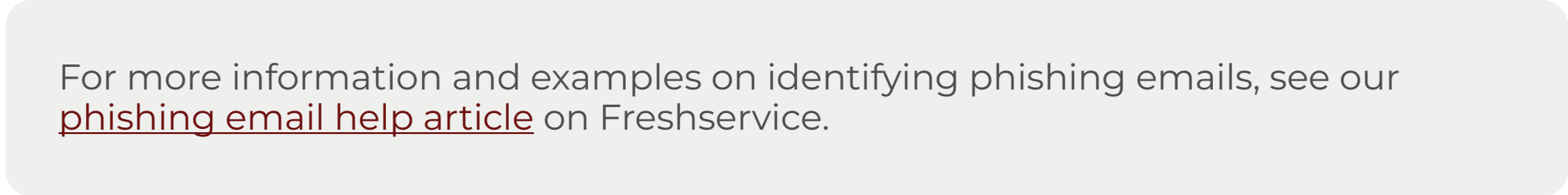
Sometimes phishing emails find their way into your mailbox. When this happens, it's important that you **report the phishing email right away!**

When you report a suspected phishing email scam, you help sound the alert and keep others safe.

To report phishing emails:

1. Right-click the suspicious email in Outlook. DO NOT interact with anything in the body of the email.
2. Select "Report" from the drop-down menu, then select "Report phishing".
3. Alternatively, you can select "Report" from the upper toolbar.





SHAREPOINT & ONEDRIVE - STREAMLINING FILE STORAGE

ONEDRIVE

SHAREPOINT

Benefits:

- ## Best Practices for Using OneDrive & SharePoint:

- # SharePoint & OneDrive

Curious about the move to SharePoint and OneDrive? Use [this link for SharePoint and OneDrive resources](#) or contact ITS or the CLT for additional help!

Got an IT Problem?

Your first stop is The Helpdesk located in the main building foyer behind the coffee shop. Mr. Brian W. Fugett, the Director of Technology Support Services, leads a team of trained on-demand IT professionals who can handle all your IT needs.

You can also reference all IT Help Articles on Freshservice using the [following link](#).

Previous ITS Corners

Want to read previous issues of ITS Corner? Visit the [OCCC ITS page!](#)

Upgrading to Windows 11, using SharePoint/OneDrive efficiently, and reporting phishing emails can significantly enhance productivity and security. Take advantage of these tools to work smarter, collaborate effectively, and stay protected online.

Stay Informed & Stay Secure!