

INFOBYTES

TECHNOLOGY SERVICES DIVISION OF STUDENT AFFAIRS

Spam filling your mailbox?

Information taken from <http://office.microsoft.com/en-us/outlook/HA010347791033.aspx>

In addition to using the built-in Outlook filters, you can create custom rules to filter out specific types of unwanted messages. Custom rules include additional words or phrases that are not included in the Filters.txt file. Just as with the built-in feature, you can specify that the rules you create move messages from your Inbox to the junk e-mail folder, to your Deleted Items folder, or to any other folder you specify.

Create custom rules

On the **Tools** menu, click **Rules Wizard**, and then follow the instructions on your screen.

Add e-mail senders to the junk e-mail list

1. Click **Inbox**.
2. Select a message, and then right-click it.
3. Point to **Junk E-mail**, and then click **Add to Junk Senders list** or **Add to Adult Content Senders list**.

Review or delete e-mail senders on your junk e-mail list

1. On the **Standard** toolbar, click **Organize**.
2. Click **Junk E-mail**.
3. Click the underlined phrase **click here**.
4. In the second bulleted item, click **Edit Junk Senders** or **Edit Adult Content Senders**.

***Make sure to periodically go through your Junk E-mail folder in case something important slips in there by mistake!**



If spam is taking over your email there are steps you can take to prevent some of it

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Be on the Lookout for Outlook Upgrades

By Amy Armstrong

Beginning in February, ITCS is going to slowly start migrating the Exchange servers which provide your Outlook email from Exchange 2003 to Exchange 2007. One of the first steps is to move the web version of Outlook (what they call OWA). You won't need to do anything different – but the login screen will appear different than what it does now. You can click this link if you want to see what the new version is going to look like: <http://www.itd.umich.edu/exchange/faq/owa/owa07-login.html>

They don't have an exact date yet for the conversion – but if you do see this new login screen – it is OK to put in your name and password – this is a valid UM Outlook web site.

The entire upgrade process will happen in stages and probably will occur over several months. Your regular Outlook client should continue to function just fine. I do plan on upgrading to Office 2007 (which includes Outlook 2007) sometime this spring – which will allow us to use the new features once ITCS has completed the move to Exchange 2007.

How Facebook Could Hurt You

'U' faculty warns students about Internet postings and they can affect job searches

Taken from the Michigan Daily: <http://media.www.michigandaily.com/media/storage/paper851/news/2008/01/31/CampusLife/How-Facebook.Could.Hurt.You-3179816.shtml>

You might want to think twice before uploading that party picture to Facebook, posting private material online or sending that angry e-mail to your ex. Even once the material is deleted, it may come back to haunt you in the future.

University faculty stressed that message to an audience of about 70 people - most of them not students - at a forum on online privacy and boundaries in the Michigan Union last night.

The forum was the third in a series sponsored by University President Mary Sue Coleman's Ethics in Public Life Initiative, a task force created two years ago to address ethical concerns at the University.

Panelists, who included representatives from The Career Center and the Athletic Department, said there is a lot of uncertainty about what happens to information after it is put on the Internet. They said it's na'ive for students to think that only their friends are looking at their Facebook profiles because often, employers and others are looking at them too.

*See the Michigan Daily for the entire article

New SPG Information for Technology Security

By Amy Armstrong

As the ITSS Security Liaison for Technology Services and the departments that it supports, I have been asked to communicate information regarding a new SPG that has recently been approved.

SPG 601.27, (<http://spg.umich.edu/pdf/601.27.pdf>) establishing an information security policy for the University has been posted. This SPG is issued by the offices of Tim Slottow, Executive Vice President and Chief Financial Officer, Teresa Sullivan, Provost and Executive Vice President for Academic Affairs, and Dr. Robert Kelch, Executive Vice President for Medical Affairs. The SPG has been developed over the past two years with significant input from the University IT security community, and its implementation is well under way.

To summarize briefly:

- SPG 601.27 **formalizes the University-wide IT Security Program,**
- Establishes accountability for **implementing the program** in all units, and
- Establishes accountability for **appropriately securing a unit's information assets.**

By implementing this policy, the University is better positioned to minimize the impact of security incidents, provide appropriate protection of sensitive information, and meet applicable regulatory requirements. More information about this SPG is available at <http://www.safecomputing.umich.edu/faculty&staff.php>, including an announcement and a FAQ. Additional information about the IT Security Program and various guidelines that support the implementation of the SPG can be found at <https://www.itss.umich.edu/umonly/policiesGuidelines.php>. Your continued support of the IT Security Program is greatly appreciated.

If anyone has any questions regarding this new SPG, the Information Technology Security program at the University or information technology in general please contact me at aslewis@umich.edu or 647-0271.



“By implementing this policy, the University is better positioned to minimize the impact of security incidents, provide appropriate protection of sensitive information, and meet applicable regulatory requirements.”

"It's just ones and zeros"



Friends of the Michigan Union

<http://www.umich.edu/~munion/friends/>

By Scott Heinowski

The Friends of the Michigan Union site was designed to reconnect former life members and Graduates with the Michigan Union. The site provides resources on how to get involved with the Union via donations and volunteering, and shows off some of the great things that are happening at the Union today. The Friends site was designed to be easy to read and navigate and to be accessible to assistive technologies, while still having an engaging visual style. The color scheme is a clean and fresh take on the maize and blue, that makes it instantly identifiable as a Michigan site, but doesn't feel overdone.



MARCH 2008 BIRTHDAYS

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



March 21—Jeff Brake

March 23--Gary Evans

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