

STUDENT AFFAIRS IT THE BYTE

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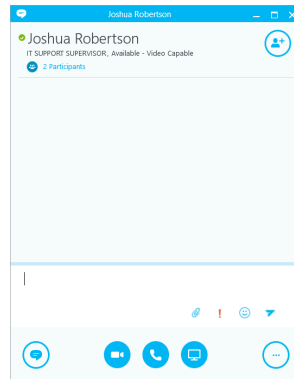
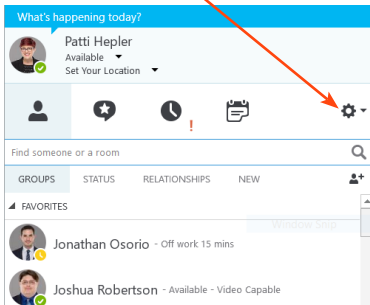
Stay up-to-date with the latest news, tips, project updates, and staff highlights from Student Affairs Information Technology

Introducing Skype for Business

Skype for Business is quickly changing how the modern office operates. Skype video-calls offer a great alternative to meeting in person and traveling all over campus. You can quickly and easily chat with multiple colleagues at once, set up conference calls, and present slide decks. The desktop program and mobile app will be a great aid in streamlining your meetings and how you communicate on and off campus. Get more info and tutorials about Skype for Business at it.ufsa.ufl.edu/resources/tutorials or call 352-392-2465.

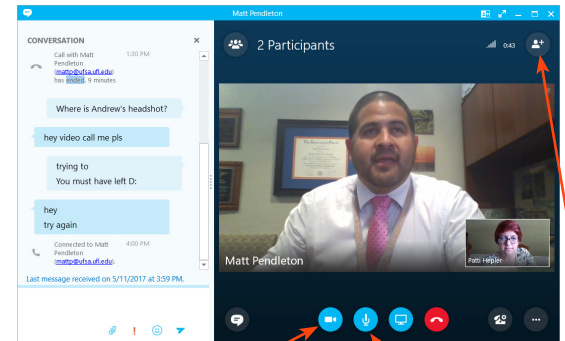
Video Call Quick Start

1. Click the gear icon on your home window. In the settings, set up your audio device and camera.
2. Search the full name of the person you want to video call in the search bar.



3. Double-click on the contact to open the chat window. Click the camera button on the bottom to start a video call.

4. Skype will ring the other person; when they accept, the call will look like this:



Turn off
your camera

Mute your
microphone

Add more
people to
the call

Meet Our Team

Andrew Day



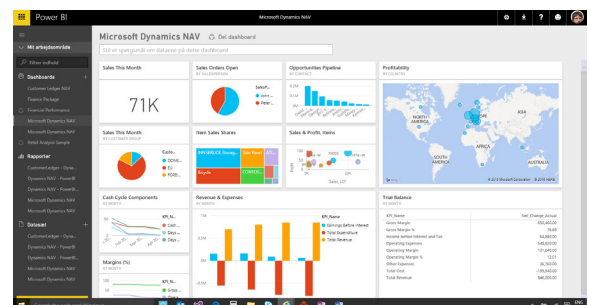
Andrew Day joined the IT Assistance team two months ago and is already thriving in his new position. This job allows him to use his top five StrengthsQuest strengths every day. He enjoys fixing things and problem solving, which is aided by his restorative and context strengths. His favorite thing about working for

Student Affairs IT is all of his coworkers. "They are definitely an interesting bunch of people," he said. He has enjoyed working on the Windows 10 Migration project because it has presented new and different challenges, and he is looking forward to its successful completion. In his free time, Andrew likes hanging out with friends to play Magic the Gathering and Dungeons and Dragons, reading Clive Cussler novels, and playing video games, especially the Fallout franchise.

Announcements

Microsoft Power BI

Microsoft Power BI is a powerful new tool for analyzing and visualizing data from hundreds of varying sources. This free program makes it easy to create and publish beautiful analytical reports and graphics. Give it a try!



You can install it yourself now with the Application Catalog link on your desktop!

Project Updates

World Class Wireless

UF Student Affairs IT, in collaboration with UF Housing Facilities Management and UF Information Technology, is halfway through a project to bring the World Class Wireless standard to the residence halls.



After receiving feedback from students, various surveys and key stakeholders, the Student Affairs IT team accepted the challenge of creating a standard for reliable and fast wireless internet. Now they are working with UF Housing Facilities Management to upgrade

wireless internet where Gators live.

World Class Wireless was recently installed in Broward Hall (pictured) and is now moving on to the Yulee Area. The project is scheduled to be finished by the end of 2017.



All of the newly installed wireless access points feature an info label with instructions on which port to use for getting started, plugging in computers and entertainment devices and a list of ways to get help.



Visit the project site for information about the World Class Wireless standard and schedule of installs:
it.ufsa.ufl.edu/projects/worldclasswireless

Migration to Windows 10

UF Student Affairs is migrating to Windows 10! This new operating system features many benefits over Windows 7 including improved computer speed and boot-up time, longer battery life, improved touch experience for tablets and touch-enabled devices, and access to Google Chrome for web browsing. One important change to remember is that "My Computer" is now called "This PC." In File Explorer, you'll find your shared network drives under "This PC."



We are migrating now because Microsoft has stopped sending security updates for Windows 7, and support for the OS will likely end soon as well.



The migrations to Windows 10 started in mid-April and have been going very smoothly. The small-batch approach has

allowed IT Assistance to quickly solve any problems with the computers and assist the new users of Windows 10 with any inquiries. All employees in Student Affairs will be using Windows 10 by the end of the summer.

To learn when your migration begins and get important resources like cheat sheets, visit: it.ufsa.ufl.edu/win10



Top Tech Tips

Effective Support Tickets

Having computer issues can be stressful. Here are tips to make sure your issue gets resolved as quickly as possible.

1. Be very specific: think of what happened, when it happened, what you were doing when it happened.
2. Include any and all error codes you receive.
3. Use the IT Assistance icon on your desktop to submit tickets. It automatically includes important info the IT team needs to assess your ticket.
4. Specify times that you are available in your office for remote or on-site IT assistance.

DATES TO REMEMBER

National Donut Day: June 2
Last Day of Summer A: June 16
Take Your Dog to Work Day: June 23
First Day of Summer B: June 26

HOW TO GET HELP

Phone: 352-392-2465
Email: ITHelp@ufsa.ufl.edu
Web: it.ufsa.ufl.edu

This publication is available in alternative formats upon request. Please contact us at 352-392-2465 or ithelp@ufsa.ufl.edu.



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