

TECH TIME

A Newsletter of the OCSD | Instructional Technology Department

OCSD Mail is Moving to the Cloud

By the end of January, all OCSD mail will be based in the Cloud. The Web mail link will then disappear. By Jan. 31 we will only access our Outlook email using Office 365 accounts via Classlink or on our device at school on the task bar.

What to Clean Out?

Focus on three main areas:

1. Your Desktop,
2. My Documents, and My Pictures
3. Your files on the School server U-Drive (or T Drive or S Drive) at your school.

What do I do with it?

If it is worth saving, it is worth organizing. Make yourself a new folder and set up sub folders.

Name them and put just the files you are really using into them.

Other Options

Afraid to throw something important out? Save it on a thumb drive or in hardcopy.

Tip: Get Outlook on your phone. and link it to your OCSD email.



Clean Up before the SYNC

Sync will add access. Clean out your files to simplify.

Recently, I had the privilege of meeting with the Longwood faculty and staff as we conducted a training about “Life in the Cloud.” What that means is having all your documents saved in the Cloud as well as on your devices.

The Biggest takeaway? Having your files SYNCed to The Cloud makes everything readily accessible and safe. All your files are right there for you at home or on the road EVEN WHEN YOU DON'T HAVE YOUR SCHOOL computer! (Sorry to type so loudly - I'm excited!)

The good news is you won't need to do anything to make syncing happen to your Office 365 One Drive. The District is going to do that for everyone over the next few months. Two things you DO need to know are 1) you need to clean off your personal files and





Don't Break the AUP

Every year we take the test to show that we know the Acceptable Use Policy of Okaloosa County Schools. What does this have to do with cleanup?

- Get rid of personal files, movies, folders, pictures, and videos
- They're not bad. They are just not work related.
- Keep Uncle Mike's 50th birthday pictures in the cloud or at home on your personal account.
- Your tax returns don't belong on a school device ... ever.

Every week people request to see stuff related to our computers and practice in the classroom. Often they get what they ask for. Your personal life shouldn't be available for those requests.

KEEPING PERSONAL FILES OFF SCHOOL ACCOUNTS IS THE KEY TO PROTECTING YOURSELF.

photos from school devices before this happens. And 2) don't try to sync your **PERSONAL** email accounts to the school cloud accounts. While it's okay to swap devices to access school files, it's a bad idea to mix school and home accounts. **So ... what will it look like?**

When your files are synced, you will see little green checkmarks next to the file names in your File Explorer. That shows that these files and folders are now SYNCed to the cloud. If you see the two curved arrows that means the folders are currently syncing. Red x's mean they are not synced.

To retrieve or download any synced files, just log in with your OOID, open the drive, and click on the file. Don't worry. Files won't float away in the Cloud. They just become available in other locations... **AT THE SAME TIME!!!!**

Now your next problem is to keep home time for home and work time for work, but I can't help with that part. :)

You can help STOP the SPAM

When I first started teaching in this district our email addresses ended with @mail.okaloosa.k12.fl.us. I was so happy to have email, I didn't mind that it took me three years to memorize it!

Soon... Telforce is going to pull the plug on the old addresses. **50% + our SPAM email comes from those old addresses.** They are still out there in our ClassLink Password Locker. And we need to get rid of them! How?

First, do an Outlook Search for that email extension. Mine is bearse@mail.okaloosa.k12.fl.us. Every email that comes up from the search is tied to using the old address. Next, go to the companies you want to get emails from and change your address in your profiles. Then change the email username in your ClassLink profile for that program.

If you don't do this, you may have trouble accessing that program or getting their emails. Save SPAM for sandwiches, clean out your address book today! The upside? Less email is more.