

# THE UT CHRONICLES

*The Official Newsletter of Drew University Technology*



@drewunivtech



Find online at  
<http://bit.ly/UTChronicles>

[drew.edu/ut](http://drew.edu/ut)

**DREW**  
TECHNOLOGY

## HAPPY HOLIDAYS

From all of us in University and Instructional Technology: We wish you a happy, healthy, and relaxing holiday season (even if all you are celebrating is some time away from classes!).



### ON PAGE 2

- Upgrading to Windows 10
- Moodle Document Viewer
- Away Messages for Phone and Email
- Avoiding Online Shopping Scams
- Messaging/Smishing Attacks



## UPGRADING TO WINDOWS 10 FOR DREW-ISSUED PCs

Again, Microsoft ends support for Windows 7 on January 14, 2020.

We will start office sweeps to update computers still running Windows 7 the week of January 6.

If you have a Drew-issued computer running Windows 7:



1. Copy any files saved only to the local computer.
2. Schedule an appointment to move to Windows 10.

See <https://uknow.drew.edu/confluence/x/o4BqBQ> for more information.

Not sure what version of Windows you are using? Press the **Windows logo** key + **R**, type **winver** in the **Open** box, and then select **OK**.



## MOODLE DOCUMENT VIEWER

In an email sent to Faculty shortly before Thanksgiving, instructors were asked to download assignments to grade offline. The online document viewer seems to be causing Moodle to lock individual access (for an inconsistent amount of time). Please keep an eye on your email and the Moodle announcements at [moodle.drew.edu](http://moodle.drew.edu) for any updates on this situation.

## AWAY MESSAGES FOR PHONE AND EMAIL

When you are away from your phone or email, you may want to set an auto-reply on your email or special greeting on your phone to let people know.

Everyone with a Gmail account (including your Drew email) can follow [these directions from Google](#) to set an auto-reply.

Those with a Drew phone can follow the [instructions for Availability States](#) to configure a special greeting and set the phone to the desired state before leaving.

### Avoiding Online Shopping Scams

- <https://money.usnews.com/money/personal-finance/articles/online-shopping-scams-to-avoid-this-holiday-season>

### Messaging/Smishing Attacks

- <https://www.sans.org/security-awareness-training/resources/messaging-smishing-attacks>

