

# THE UT CHRONICLES

*The Official Newsletter of Drew University Technology*



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**DREW**  
TECHNOLOGY

## VOICEMAIL UPDATES

The old voicemail system will be decommissioned in May. If you have any messages to review, please do so promptly by following the steps outlined at [Checking Voicemail on the Old System](#).

Also, you can add a personal touch for people directed to your Mitel voicemail by recording a personal greeting. Instructions can be found at [Voicemail Instructions for Mitel](#).

## RESPONSIBLE USE OF TECHNOLOGY EQUIPMENT

As many of you know, the equipment purchased through University Technology for our everyday business needs can be rather pricy. With this in mind, we humbly request that you review the equipment in your offices for anything that can be returned to UT. This will allow the University to make fewer new purchases and maximize our return on investment. This equipment includes, but is not limited to, desktop computers, laptops, or phones, especially those formerly assigned to employees who have left the University.



## COMMONSCON MARCH 15

Please join us in the Academic Commons (main floor of the Library) on Friday, March 15 from 11am-3pm for the annual CommonsCon event. See what your colleagues from across campus are doing with technology. There will be food, drink and a chance to win an Apple Watch!



## ELLUCIAN CUSTOMER CENTER

We mentioned it last month, but Ellucian officially made their new Customer Center live on February 25. We've updated our documentation with views of the new look. Learn more at <https://uknow.drew.edu/confluence/x/z4MnB>, and remember to check out the video library (instructions at <https://uknow.drew.edu/confluence/x/2YMnB>).



## REMINDERS

- **File and Folder Names:** Make sure the names you give your files and folders do not reveal private or confidential information.
- **#TechTipTuesday:** For those who use [Twitter](#) or [Facebook](#), you can find University Technology posting tips on Tuesdays at @drewunivtech on each platform.
- **Phishing Emails:** For readers who may have missed our email earlier this month regarding email phishing and safety, please [look here](#) for useful information.