

THE UT CHRONICLES

The Official Newsletter of Drew University Technology



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TECHNOLOGY



TIPS FOR WORKING REMOTELY

Topic 2: Video Call Etiquette and Tips



Video conference calls are not (brand) new, but the number of us joining in on them now has definitely increased. If you're being asked to participate in more video calls these days, we recommend a couple basics:

1. Mute yourself when you aren't talking.
2. Make sure you (and anyone in your household who may walk past) is dressed appropriately.

See more at <https://www.owllabs.com/blog/video-conferencing-etiquette>.

REMINDER: Be wary of people or things that ask for sensitive information

Unfortunately, when things like the coronavirus pandemic happen, some individuals will try to take advantage. We have seen reports of emails, text messages, phone calls, physical mail or even home visits offering information, diagnostic tests, and a fast path to the possible financial relief the government has been discussing. There is no way to give you an easy assessment of whether anything you encounter is real, so we ask a big ask: Please think about what you see, read or hear. Be smart. If you need a second opinion, go to a trusted source (start with [the CDC](https://www.cdc.gov); or you can email helpdesk@drew.edu!).

Here are some articles with additional information:

- <https://www.consumer.ftc.gov/features/coronavirus-scams-what-ftc-doing>
- <https://www.zdnet.com/article/coronavirus-themed-phishing-attacks-and-hacking-campaigns-are-on-the-rise/> (this one has a video)
- <https://www.washingtonpost.com/technology/2020/03/19/robocalls-coronavirus-test/>

FACULTY: ADVISING VIA ZOOM

This article originally appeared in the new weekly newsletter from Instructional Technology, *The Weekly Drew Download*

As we approach Registration for Fall 2020, it will be important for faculty to have one on one time with their advisees. Always start your Zoom experience by going to drew.zoom.us. Sign in using your Drew username and password, once you've arrived to the Zoom landing page, click on Meetings in the left hand side of the screen. Then select [Schedule Meeting](#). [Create a recurring meeting](#) in Zoom and also remember to turn on the "[Enable Waiting Room](#)" feature. Share that link with your advisees and let them schedule time with you.

While you're in your open hours, Zoom will prompt you when someone has entered the waiting room. Only the host has control of who enters the room. This way you can have time to chat one on one.

PEOPLE DOING GOOD DEEDS

Although there is a lot of sad and stressful news circulating right now, we wanted to take some time to share with you anecdotes of human beings seizing the opportunity to be good to other human beings. Thanks to technology and the human heart, we can see each other even when isolated, and community groups can put out and answer calls for support for elders and families in need. Our very own Drew [Biology department donated protective supplies for health care workers](#). There are many stories shared in [this article about New York City](#), and you can see creativity at work when reading [this list of good news stories](#). And bittersweet: Some students held a [mock graduation ceremony](#) before leaving campus. We look forward to hearing more about the good things our Drewids are doing and seeing!



Multiple Signatures in Gmail

Starting March 24, Google is rolling out (over about 2 weeks) the option of saving multiple signatures for your email account – be it your Drew email or a personal Google account. Once you have the option, you will see it in *Settings > Settings > General*. Scroll down to Signature and choose “Create New”. Save changes, and then choose which signature you use on a message you are composing by clicking the pen icon in the toolbar at the bottom. Learn more at <https://support.google.com/mail/answer/8395>.

