

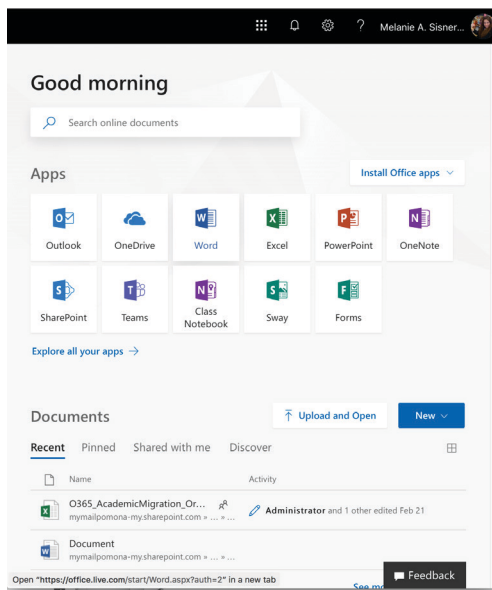
Office 365 is Here!

This spring, Pomona Faculty and Staff e-mail accounts are being upgraded to Office 365 accounts. While the actual use of e-mail remains unchanged, there are some new features and benefits to the new accounts. Here are some things to look for:

New, improved Webmail (OWA)

The old version of Webmail was a quick and usable mail client, accessible from any web browser. The new webmail utilizes the online version of Outlook and serves as a full featured mail client in most web browsers. There is also a new interface for web browsers that cannot support the full version of OWA, such as those found on tablets and older computers. The new Webmail also allows real-time access to your calendar (including shared calendars) and contacts.

Because Webmail is now cloud-based (as opposed to being run from an in-house server), Microsoft can easily roll out new features as they become available.



Microsoft Office

Included with Office 365 is the Microsoft Office productivity suite. You can install the software on up to five computers or access it online using Office Online. The online Office suite works well with Box, allowing you to work on your Word, Excel, PowerPoint and Publisher files in the cloud from a web browser.

Office for iOS and Android

You can now use your Office 365 account to activate the mobile versions of Microsoft Office for your iOS device (iPhone, iPad) or Android-based tablet or phone. Visit the App Store on iOS or the Google Play Store to find your free download of the mobile versions Microsoft Word, Excel, and PowerPoint.

While the tablet versions of Office provide easy, on-the-go access to your files on your favorite devices, keep in mind that these are not full versions of Office and some features and functionality may not be available.

Unified System

Students have been enjoying Office 365 for several years. Now that Faculty and Staff accounts have been moved to Office 365, there exists the flexibility to provide sharing and access that wasn't possible when the two groups were on separate systems. Once we complete the upgrade, the Global Address List will be in one unified location.

Office365 Upgrade Information:
its.pomona.edu/office365

New Webmail (OWA):
mymail.pomona.edu

Use your `wxyz####@pomona.edu` formatted e-mail address to log into the new Webmail.

– Continued on Page 2

Hidden Gem: The FLRC



The Foreign Language Resource Center (FLRC) is one of Mason Hall’s hidden gems. Located in Mason Hall 101 on the Pomona campus, the FLRC is a multi-use space that provides professional development, research, and instructional language technology support. It’s also a social space, where students and faculty can drop in at any point during open hours. The computer section can be reserved for classes and presentations, and the whole center can be used for events and receptions.

Students can stop by the FLRC throughout most of the day if they need a quiet place to study or to work on homework. Even if you just need to print out an essay or report, the FLRC has you covered with both color and black & white printers; several Mac and Windows computers are also available. Students enrolled in a language course can also stop by in the evenings to meet with the Oldenburg Language Partners, who are available by appointment if you have a conflict with the regular Language Partner hours. The FLRC even has a small collection of language-independent board games for those that just want to hang out and take a break with friends. While it is called the Foreign Language Resource Center, you don’t need to be enrolled in a foreign language course to use the Center. All students are happily welcomed to use the FLRC to do homework or simply relax and flip through one of our foreign language magazines.

Language faculty and intercollegiate faculty can reserve the computer section of the FLRC for classes and presentations. The FLRC is the perfect space for smaller classes that would like to work on digital, multimedia, or online assignments. Faculty members who have felt inspired after leaving a TLC, DH@CC, or conference workshop can use the FLRC as a space to implement these new technologies or ideas into their classes. The FLRC also offers a couple of short 20-minute workshops throughout the semester on various tools that can be used for teaching ranging from using word clouds for discussing literary texts to integrating video into PowerPoint presentations. The FLRC is always looking for suggestions on topics for our short workshops; if you hear about a tool during

a conference and would like to know more about it or would like a refresher on a tool from a previous workshop, let us know!

Language and intercollegiate departments can also utilize the FLRC for special events. The FLRC has hosted events ranging from departmental tea with students to using the FLRC for Skype sessions with students studying abroad. Student clubs affiliated with a language department and collegiate departments are also welcome to reserve the FLRC for meetings or events. If you’re looking for a space that isn’t a typical classroom nor meeting room, give the FLRC a try.

If you haven’t checked us out before, stop by for a visit! While you’re here, feel free to ask us to help setup your Mango Languages account, so that you can start learning a new language!

– Adan Gallardo

Office 365 Is Here! - Continued from Page 1

Back-end Possibilities

Office 365 isn’t just an upgrade on the user-facing side. New tools are available to ITS to manage and enhance things on the back-end.

– Melanie Sisneros

With the support of the Hahn Teaching with Technology Grant, Feng Xiao, Professor of Asian Languages and Literatures and three of his students have created a free online module on one of the most challenging aspects of language acquisition for introductory Chinese students – pronunciation. The Pomona College Chinese Pronunciation Guide is a free companion study tool for all of the new vocabulary words introduced in the *Integrated Chinese* (3rd) Level 1 and 2 textbook, which is used by introductory Chinese classes at Pomona College.

Lesson 01			
Lesson 01 Vocabulary			
Number	Characters	Part of Speech	Pronunciation Quiz
1	你	pr	你 Pronunciation Quiz
2	好	adj	好 Pronunciation Quiz
3	请	v	请 Pronunciation Quiz
4	问	v	问 Pronunciation Quiz
5	贵	adj	贵 Pronunciation Quiz
6	姓	wh	姓 Pronunciation Quiz
7	我	pr	我 Pronunciation Quiz
8	能	qp	能 Pronunciation Quiz
9	小猫	n	小猫 Pronunciation Quiz

The guide is broken down by level. Guide users can take an interactive Pronunciation Quiz to practice and test their understanding of the new vocabulary words presented in their textbooks as well as common Chinese vowels and consonants. For instance, each entry is accompanied by four audio recordings

of possible pronunciations of the word; the user must choose the correct one. A reset button allows for students to quiz themselves on each term as many times as desired and each word is indexed by chapter for easy studying alongside a course.

The site was designed and developed by Benjamin Hogoboom, Pomona ‘19, and allowed him to merge his Computer Science and Chinese skills while giving him an opportunity to develop his first website from scratch. Pronunciation recordings were provided by Edward (Yixuan) Gao and Nina (Wanran) Zhou, both also Pomona ‘19.

This project is a great example of work that can be supported by the Hahn Teaching with Technology Grant. The Hahn Teaching with Technology program, supported by the Hahn Fund for Innovation seek special projects involving technology and teaching. ITS is currently accepting applications for the grant for this summer. If you’re a Pomona faculty member with a teaching idea that needs specialized technology and/or ITS staff assistance, you can find more information and apply for a grant at edtech.pomona.edu/hahn/. For further examples of past Hahn Grant projects like the Pomona College Chinese Pronunciation Guide, visit edtech.pomona.edu/hahn/past-projects/.

– Kaelin Swift



Feng Xiao, Assistant Professor of Asian Languages & Literatures

Visit the Pomona College Chinese Pronunciation Guide at pinyin.pomona.edu



For more information about integrating technology in teaching with Hahn Grants: <http://edtech.pomona.edu/hahn>

Your Partner in Tech: The ITS PMO



Ever have a problem you think technology could solve but don't know where to begin? Or, maybe there is the perfect piece of technology out there that would benefit the College but aren't sure how to get it introduced? Welcome to the Pomona College ITS Project Management Office – your partner in Technology driven Projects for Pomona College.

While the concept of the Project Management Office, or PMO, dates back to the 1800s, Pomona College's ITS PMO has been designed as an efficient and adaptable resource for Students, Faculty and Staff – utilizing the latest Project Management techniques to ensure Project success and overall value to Pomona College.

The Pomona College Project Management team has been very busy in their first 8 months of service to the college, and it is estimated that they have completely approximately 359 hours of project related work. In the first 8 months of the PMO's establishment, the office has worked on 18 projects. Of those projects, the team helped complete 6 of them while the other 12 are still in progress. The primary services that the team has been offering to the college are status reports, meeting minutes, requirements documents, and portfolio reports.

Although the team has been plugging away to keep projects



CONTACT US
Email: its-pmo@pomona.edu
Phone: (909) 621-8996

Project Management Office

Welcome

Welcome to the Project Management Office (PMO) website!

We serve as a resource to the college for all technology related projects.

If you are a staff, faculty, or student with a technology related project idea, we are here to serve you.

Please contact us for help on getting your project started.

Projects

See the Portfolio for details of projects included in the [current portfolio](#). For a complete list of projects, please contact the Project Management Office at (909) 621-8996 or ITS-PMO@pomona.edu.



PROJECT MANAGEMENT OFFICE

- MISSION AND BENEFITS
- PROJECT GUIDELINES
- PORTFOLIO
- BLOG
- OUR STAFF

CONTACT US
Coward Building
its-pmo@pomona.edu
(909) 621-8996

Visit our new website www.pomona.edu/project-management-office

on track, one of the most important value adds to the college is its partnership with faculty, staff and students. Associate Dean of Students, Christopher Waugh said it best when he explained that, “students feel like they now have an ally.” It is the mission of the Project Management Office to provide the campus a place to come when they have a technology related idea. The team wants to bridge the gap between ITS and the wider college campus.

In its short 8 months, the Project Management Office has had 6 first time engagements with Staff Council, the Draper Center, the Student Council, Curriculum Committee, the Academic Procedure Committee, and the Digital Communications Department. If you have a technology related idea or project, please feel free to reach out to the PMO.

– Kristina Khederlarian

Earth Day 2018: It is Easy Being Green

Happy Earth Day! The good news is that today's technology is smaller and more efficient than computers gadgets and gizmos in the days of yore, but there are still things you can do to use technology responsibly and reduce your carbon footprint on Earth Day and all year long.

- **Recycle old technology** – Don't throw your old tech away. Most neighborhoods have e-waste pickup days or drop off locations. ITS can recycle small computer items for you. Best Buy will also take your old technology, even if you didn't buy it from them. Remember to zero out or remove and destroy your hard disks before e-wasting computers.
- **Keep your technology as long as you can** – New tech comes out frequently but having the latest and greatest comes with an environmental cost. Purchase your tech with enough storage and power to last 3-5 years. The tech will always do what you bought it to do, so consider replacing it only if your needs change.

You should also consider purchasing quality protective cases and sleeves to protect your tech from accidents and spills. If you take good care of your tech, you can sell it on the secondary market or donate it so that they can live well beyond your use.

It goes without saying that you should keep your operating system and software up-to-date at all times for security reasons and that the device should be replaced when the manufacturer stops supporting its security updates.

- **Sleep, shut down and unplug** – If you plan on being away from your computer for a few hours, putting it to sleep is a good way to conserve energy. If you are leaving for the evening or weekend, shut the computer down. If you are planning on being way for a longer period of time, consider unplugging your device. Most devices will still sip a little bit of power even when powered off. Power strips that prevent power sipping are also available on the market.
- **Print only when necessary** – Create PDFs instead of printing and save them to Box. Once your file is in the cloud, use your tablet or smartphone to access the information where you need it. Most modern operating systems have the ability to save documents directly as PDF files.
- **Take a picture** – use your smartphone camera as a handy copy machine and save the resulting PDF files to the cloud. And, instead of taking note of something on a piece of paper, take a photo to remind yourself.
- **Take notes on a tablet or laptop instead of paper** – Note apps like OneNote or Evernote make keeping and organizing your notes easy and, with the help of cloud storage, your notes are available across devices and computers. If you prefer writing to typing, some tablets support digital pencils with handwriting recognition to make the experience taking digital notes more natural.

If you have any questions or need ideas on how to make your tech world more green, please do not hesitate to contact us at ITS.

– Melanie Sisneros



Protecting your Facebook Data


SECURITY CORNER



Facebook has been in the headlines and under the microscope lately, following the revelation that data firm Cambridge-Analytica had misused data unscrupulously mined from the social media site. Mark Zuckerberg spent two days in congressional hearings, without any clearcut indications that lawmakers will be willing or able to successfully pass regulations to protect your privacy. The good news is that there are a few things that you can do now, without an act of congress, to protect yourself and your Facebook friends.

Knowledge is Power

Just how much of your data is out there? You can find out by downloading a copy of your Facebook data. To do this:

1. Log into Facebook and pull down the menu next to the Help icon 
2. Choose *Settings*
3. Under *General Account Settings*, click the link that reads *Download a copy of your Facebook Data*

Once you know what's at stake, you can limiting what is available and to whom. You will find options in *Settings* to do the following:

- **Enable 2-Factor Authentication** – If someone acquires your password, they would still not be able to access your account without also having a code sent to your cell phone
- **Adjust your Privacy Settings** – Restrict as much information as you can to only your Friends (and not Friends of your Friends).
- **Turn off access to Third Party Apps** – In the Apps and Websites section of Settings, you can find and turn off any third party apps that you may have given access to your profile. These apps include games and other services that authenticate using your Facebook credentials. The more entities that have access to your profile, the easier it is for this data to be mined and compromised.
- **Limit your Ad Preferences** – Ads are mandatory (it is the bargain you make to use Facebook for free), but you can limit what sorts of information Facebook uses to target ads to you.

More Facebook Safety Tips

In addition to your settings, how you use Facebook can protect your privacy. If a friend's Facebook profile is compromised, the hacker would be able to see your posts. Therefore, even though you have restricted your posts to your Friends only, you should still be cautious with what you share online.

Here are some tips to consider when sharing information:

- Avoid passwords that could be guessed by looking at information shared on your Facebook profile, including family names, birthdays, pet's name, favorite characters, etc.
- Do not share when you will be away from home. It is very easy to find your home address on the Internet.
- Use common sense; if something sounds too good to be true, it probably is.
- Corroborate news stories with another trusted source before sharing to reduce the proliferation of fake news.
- Before accepting a friend request, verify the profile. If it looks like a new profile or if you are already friends with the person, do not accept the request.
- Remember that the internet is forever. Never share things that you might regret later.

– Melanie Sisneros

Just Phishy

by mel

