ĀTM | **TEXAS A&M** U N I V E R S I T Y.

POSSIBIL**IT**IES

Introducing Green **IT**

Read how IT can help reduce our environmental impact and what steps we can take to reduce waste and conserve energy.

If you have any questions about an IT service, contact Help Desk Central at **979.845.8300** or send an email to **helpdesk@tamu.edu.**

Tell us what you think about this newsletter. Send us an email at **tamu-it.coms@tamu.edu**

RESPONSIBLE
e-Waste Disposal

Electronic products at the end of their useful life should be disposed of in an environmentally responsible manner. Proper disposal diverts toxic metals from landfills, and recycling recovers valuable materials, conserving energy and natural resources. Look for these e-waste disposal events for personally owned items:

- *Earth Day Campaign, April 2013*
  Drop off e-waste at Open Access Labs, including old batteries, CDs, DVDs, ink cartridges, cables and more.

- *Household Hazardous Waste Collection, Spring 2013*
  Visit bvswma.com/programs_hhw.php for information.

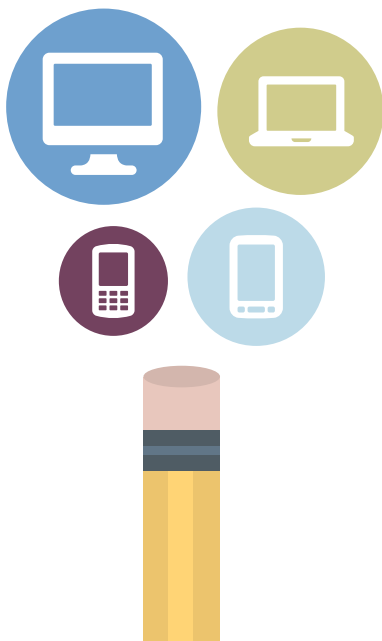## eCampus
a new campus experience

Learn about the new eCampus learning management system at **ecampus.tamu.edu.**

Always erase your data before discarding electronic devices. Deleting files on your computer is a good starting point, but it does not ensure the data is completely removed from your hard drive. You can gain an extra level of protection using the following resources:

Personal Computers: Apple computers provide a tool (**support.apple.com/kb/HT1820**) to erase your hard drive. For Windows users, DBAN (**www.dban.org**) is a free, though slightly complex, software for this purpose.

Texas A&M Owned Computers: Surplus Property provides a hard drive shredding service. See **u.tamu.edu/harddriveshredding** for additional information.

Mobile Devices: Most mobile phones and tablets have built-in tools for erasing data. Check your device's user guide for instructions.

Work from Home
AND SAVE GAS

If your position permits this option, telecommuting can help conserve energy by reducing gas consumption. Anywhere can become your "office" with these IT resources.

Let's get together
Use video, audio, and webconferencing to collaborate with colleagues. See **u.tamu.edu/conferencing.**

Keep in touch
Forward calls from your office to your home or cell phone. Forward voice mail to your email account. Set up email alerts when you receive a voice mail. See **u.tamu.edu/userguides.**

Be "on campus" from anywhere
Securely access the campus network from a home computer or mobile phone with Virtual Private Network. Learn more at **u.tamu.edu/vpn.**

Virtual labs at home
Remotely use campus lab computers and software with the Virtual Open Access Lab. See how at **u.tamu.edu/voal.**

5 Easy Conservation Tips

Here are some quick easy ways to be green at work and possibly save green at home.

1 Turn off your computer

Even when your computer and monitor(s) are asleep, they still use power. Turn them off if you'll be away for more than two hours.

2 Use a laptop instead of a desktop

If a laptop can do the job, keep your desktop turned off. Laptops use only about 10 percent of the power that a desktop uses.

3 Save paper and ink

Only print when needed. Many tools make it easier than ever to take electronic documents with you. When printing, adjust margins to use as few pages as possible, and set your default printing options to print on the front and back of the page.

4 Unplug IT

When you take a trip or don't plan to use items for a long time, unplug your devices. Most electronics use energy even when they're turned off. By plugging multiple items into a power strip, you can turn off the power strip to "unplug" all of these devices.

5 Get rid of your desk printer

If your department offers a networked printer, unplug the printer on your desk and print to the networked printer.

Tame the PAPER TIGER

Texas A&M IT Laserfiche takes departments from the bad old days of paper files to the new world of streamlined, digital document management. It transforms file storage from a time-consuming, expensive drain to a productive, environmentally responsible process. Laserfiche improves office efficiency by digitizing documents into organized, searchable information repositories. Secure user permissions facilitate document sharing with colleagues, while protecting confidential information.

The IT Solutions & Support group in Texas A&M IT provides central support for Laserfiche. For more information, visit **laserfiche.tamu.edu**, send an email to **laserfiche@tamu.edu** or call **979.847.4877**.

ĀTM | **Laserfiche**®
Enterprise Document Management

$AVE $OME GREEN
by going green

Centralized virtual servers save equipment and server administration costs and lower the university's carbon footprint. Read how centralized virtualization stepped up for the Bush School of Government and Public Service, providing smarter resource use and greater flexibility to a world-class institution, at **u.tamu.edu/Collaboration.**

Be Inventive
Use different passwords on different types of accounts.

u.tamu.edu/password

CERTIFIED
PROJECT MANAGEMENT