

POSSIBILITIES

SPRING 2017

 Texas A&M **Information Technology**

ABOUT THIS ISSUE

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Collaboration in the Cloud

Learn about online services and tools that increase collaboration and productivity. We'll explore the benefits, cover tips and identify resources available for seamlessly sharing information in "the cloud."

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

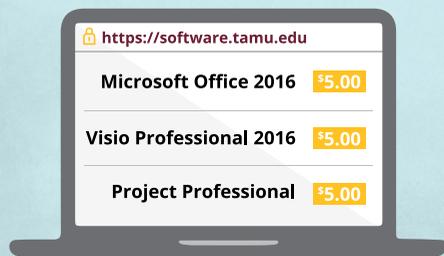
Tell us what you think about this newsletter. Send us an email at tamu-it-coms@tamu.edu.



Welcome to the Cloud

Texas A&M provides an integrated suite of online communication and collaboration tools. In the past, software and programs were downloaded to a physical computer. Thanks to the cloud, these programs can be accessed easily through the internet — increasing teamwork and providing the ability to work from anywhere.

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Purchase Select Software for \$5

Software is available for purchase at software.tamu.edu and will be delivered to you via email. Employees in departments that have opted in to these products are allowed to purchase these products for personal use.

Don't Get Lost in the Clouds



With the convenience of the cloud comes the question: “How do I recover Google Drive documents after an employee leaves?” When employees leave the university, their Google account and any Google Drive documents they created **will be deleted after a three-week period**, even if they are shared with other team members or located in folders managed by other team members.

Another option is to set up a Team Drive, which you should now see when you log in to your Texas A&M Google Drive. When a file is created in a Team Drive, it belongs to the team and will be available to everyone on the team by default — even if the owner of the file leaves. More information can be found at goo.gl/adxnXg.

It is best to plan for all employees to preserve work-related documents and transfer ownership of those files (not just folders) to a department’s Google Drive account. For information on transferring ownership of files in Google Drive, visit u.tamu.edu/KB0012843.

**Google accounts for students, including student employees, are preserved for two years after a student leaves the university or graduates. Accounts for retiring faculty/staff remain active, but departments may need to transfer ownership of some shared documents.*

REAL-WORLD WORK EXPERIENCE

Aggies Map Campus Fiber



To access phone and internet services, Texas A&M depends on underground cable – lots of it. So when the university decided to digitally map its fiber infrastructure, Texas A&M Information Technology partnered with the Department of Geography to give students a transformational learning experience.

For two years, the students are braving snakes, fires, and even ostriches as they locate the lines (some of which are submerged in up to 10 feet of water). GPS data is then created and linked to an interactive 3D map. The digital database will help resolve internet outages more quickly, and the data will be provided to IT, facilities, utilities and outside contractors with an accuracy that is within an inch for 90% of campus. Changes to the data can also be made from the field in real-time.

With over 100 miles of underground lines to document, the students are participating in one of the largest fiber optic mapping projects in the nation.

The full story and video can be found at u.tamu.edu/fibermapping.

MAKE THE CLOUD WORK FOR YOU

Tools For Collaboration

Improve communication and take real-time collaboration to the next level with these online tools:



Filex

Securely transfer files that are too large to send as an email attachment.

filex.tamu.edu



Qualtrics

Construct and distribute surveys, report your results, and more.

qualtrics.tamu.edu



WebEx

Conduct meetings with remote attendees in real time with immediate interaction.

u.tamu.edu/webex



uDots URL Shortener

Quickly shorten URLs and create QR codes.

u.tamu.edu



Google Drive

Store your documents, presentations, pictures and videos and access them anywhere.

google.tamu.edu



Google Hangouts

Send messages, share photos, and make voice and video calls with up to nine other people.

google.tamu.edu

What is the Cloud?

Put simply, the cloud is not an actual thing, but a group of servers that can be accessed online instead of requiring a physical cable connection. Cloud technology allows you to access files, programs or software from anywhere with internet access. For example, when you take a picture with your phone, it's stored on your phone's internal memory drive. When you upload it to Instagram, it is located on another server, or in "the cloud."



STAY SAFE IN THE CLOUD

3 Tips to Keep Your Cloud Secure

+ **Manage Your Storage.**

Review files on a regular basis and remove anything you don't need.

+ **Add Extra Security.**

NetID Two-Factor Authentication adds a second layer of security by verifying your identity using your smartphone, landline, hardware token or iOS/Android tablet. Enroll at services.tamu.edu/duo-enroll.

+ **Don't Store Confidential Information.**

Student records, usernames/passwords, personnel/payroll information, and data subject to government regulations should be stored in a secure environment recommended by your IT personnel.

For more tips on keeping yourself, your work and your devices safe, visit security.tamu.edu.



Reduce, Reuse, Recycle eWaste.

Texas A&M IT, the Environmental Issues Committee, and the Environmental Services Group invite you to prevent eWaste from ending up in local landfills. Drop off batteries, cables, calculators, cameras, cell phones, flash drives, laptops, MP3 players and tablets **April 17 - 27**. Collection sites are located in the Blocker Open Access Lab, General Services Complex, Help Desk Central, Memorial Student Center, School of Public Health, Student Computing Center and West Campus Library. Learn more at u.tamu.edu/earthday.

*Be sure to delete personal information before recycling devices.

**University-owned property will not be accepted.