

UNIVERSAL

MH / DD / SAS

“Caring People, Caring for People”

Information Technology Newsletter

Acceptable Use Policy

Universal MH/DD/SAS has an “Acceptable Use Policy” for all Internet and Email activity. If you haven’t already done so, please take a few minutes to read that policy located on Sharepoint:

Sharepoint: Shared Documents/Policy and Procedure/ADMINISTRATIVE POLICIES/Information Technology

Track-It!

Don’t forget to submit all technical issues and requests for help by composing an email detailing the problem and addressing it to trackit@umhs.net.

E-mail

Did you know that you can now use an “auto-responder” to let people know that you are away from the office?

It’s easy to setup. Simply open up Outlook right before you are leaving for your planned absence and click on the tools menu. In the tools menu, click on “Out of Office Assistant”. Select the button in front of “I am currently out of the office”, type the message you wish for your contacts to see when they email you and then click “Ok” at the bottom. Whenever someone emails you, they will receive an auto-response with the message you have typed.

Tech Tips! Reboot

Have you ever contacted the IT Department for a problem and been asked “have you rebooted your PC?” If not, consider yourself among the elite few. IT Professionals, as a general rule, will almost always ask you to reboot your PC if you are receiving an error. Users may assume we are using this as a delay tactic while we frantically search the Internet for a solution to the problem, but the truth is that many errors (especially Window’s-based errors) can be corrected by the simple act of turning off the PC and restarting. Many random errors are related to system resources being low or a program you closed two days ago not completely closing and so on. These problems are quickly resolved just by the system getting a fresh start.

Next time you experience a problem that could be related to your PC, take a few moments to do a reboot on your PC before contacting the IT Department. If that resolves the problem simply report it to the IT Department via an email to trackit@umhs.net and state that the problem appears to be resolved.

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