Agenda

• Announcements
• TAR
• Box.com/ Shared drives
• Working hybrid HERRF project
• IT Security
• References
Announcements

• New Phone System
• Windows Defender ATP
• New Xerox Printers
• Email Forwarding / Mail app restrictions
Questions?
Technology Acquisition Review
Shared Drives
Box.com

• 500 Gigs of free space
• Allows files to be retrieved to various devices
  • PC, Mac, Tablet, Smartphone
• Ability to sync between devices
• Allows for collaboration between users
  • *Does not require administrator
• Best way to share Video, Pictures that are too big for email.
• Use Box drive to sync computers to box. (originally box sync)
<table>
<thead>
<tr>
<th>Name</th>
<th>Updated</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2016 Foundation Board Meeting.pptx</td>
<td>Dec 15, 2016 by Caroline Johansson</td>
<td>1 File</td>
</tr>
<tr>
<td>ADVIZOR</td>
<td>Jul 19, 2016 by Gerard Enriquez</td>
<td>21,786 Files</td>
</tr>
<tr>
<td>Personal</td>
<td>Jul 12, 2016 by Gerard Enriquez</td>
<td>639 Files</td>
</tr>
<tr>
<td>Inventory2016</td>
<td>Jul 6, 2016 by Gerard Enriquez</td>
<td>2 Files</td>
</tr>
<tr>
<td>Gerard</td>
<td>Jul 6, 2016 by Gerard Enriquez</td>
<td>3,319 Files</td>
</tr>
<tr>
<td>303 Arubbo Drycondition</td>
<td>May 4, 2016 by Gerard Enriquez</td>
<td>39 Files</td>
</tr>
<tr>
<td>Desktop</td>
<td>Mar 21, 2016 by Gerard Enriquez</td>
<td>2,196 Files</td>
</tr>
<tr>
<td>Projects</td>
<td>Mar 8, 2016 by Gerard Enriquez</td>
<td>2 Files</td>
</tr>
<tr>
<td>Food Bank Dec 2015</td>
<td>Dec 11, 2015 by Malie Chan</td>
<td>52 Files</td>
</tr>
<tr>
<td>Univ Dev fall 16.ppt</td>
<td>Oct 18, 2016 by Gerard Enriquez</td>
<td>4.3 MB</td>
</tr>
<tr>
<td>Equipment Use Authorization_RobertNava_082416.docx</td>
<td>Aug 24, 2016 by Gerard Enriquez</td>
<td>270.4 KB</td>
</tr>
<tr>
<td>SW_DVD5_Office_Mac_Standard_2016_MultiLang-7 dmg_MLF_X21-15621.iso</td>
<td>Aug 22, 2016 by Gerard Enriquez</td>
<td>1.5 GB</td>
</tr>
<tr>
<td>assetList_052914.xls</td>
<td>Jul 20, 2016 by Gerard Enriquez</td>
<td>58.5 KB</td>
</tr>
<tr>
<td>Scan_Relults_csart_ge_20160504_scan_1462381765_71628.csv</td>
<td>Jul 11, 2016 by Gerard Enriquez</td>
<td>3.4 MB</td>
</tr>
<tr>
<td>20160404133253533.pdf</td>
<td>Jul 11, 2016 by Gerard Enriquez</td>
<td>1.3 MB</td>
</tr>
</tbody>
</table>
• Personal Box.Com account will Deactivate once a user leaves the university
  • This means that all that data will be lost unless data is transferred to the shared drive or department box account
• No level 1 is allowed on regular box drive
• A secure share is available for confidential storage
  • [http://policiesandpracticedirectives.sfsu.edu/content/confidential-data-policy](http://policiesandpracticedirectives.sfsu.edu/content/confidential-data-policy)
Department Share (s.sfsu.edu)

- For Department storage
  - EX. Shared drive
- Security Requires SF state credentials
- Stored within ITS Servers (On Campus)
  - Files will not be delete if owner’s account is terminated
Questions?
IT Security
IT Security

• Make sure that computer is screen is locked when you are away from your computer.
• Be aware of what kind of data you have and where you have it stored
  • Ex. Flash Drives, CD, DVD, Shared drives
• Be aware of any websites that you may visit, and what you type on the address bar
  • Ex. Sffuncheap.com VS SF.Funsheap.com
• Report and delete any suspicious email that you may receive.
  • Use the phishme button on outlook
• Save often and take advantage of BOX.com and our shared drives.
• Log out of any applications when not in use.
Questions?