**PROPER PORTABLE HEATER USE**

It might not seem like it this week, but winter is right around the corner, and we’d like to give you some tips for the proper use of portable heaters:

- Plug portable heaters directly into an electrical outlet – not into a power strip or extension cord. Heaters can cause surges which can damage other items plugged into the same power strip.
- Turn off and unplug heaters when not in use, and when the area is not occupied.
- Only UL approved portable heaters with an automatic safety switch and tip-over protection should be used.
- Maintain at least a three foot minimum clearance between the heater and any combustible materials.

For more information, please see the Pitt Facilities fire safety guidelines (part seven): [http://www.ehs.pitt.edu/assets/docs/fire-safety.pdf](http://www.ehs.pitt.edu/assets/docs/fire-safety.pdf).

**ELECTRONICS RECYCLING**

Electronic items (including computers) can be difficult to dispose of and must be recycled. The Pennsylvania Resource Council (PRC), along with other organizations, is holding a Hard to Recycle collections event at the Settlers Cabin Park Wave Pool next weekend. The event runs Saturday, October 7th from 9am – 1pm. They’ll be collecting old computers, cell phones, TVs, and more. A fee may apply for some items. For more information, visit [http://prc.org/app/uploads/2017/04/HTR-SettlersCabin-2017.pdf](http://prc.org/app/uploads/2017/04/HTR-SettlersCabin-2017.pdf).

**SPEEDING UP OUTLOOK**

Now that Pitt offers a large amount of space for email, effective organization is more important. If you have a large number of email messages in your Outlook inbox, you may notice slower response times when trying to access your mail.

You can check how many messages are in your inbox at the bottom right corner of Outlook. If you have over 10K or so, please consider organizing your mail.

There are several strategies you can use to make Outlook easier to use:

- Organize your emails using folders.
- Use flags and categories to make it easier to organize later.
- Use rules to automatically sort your email.

Contact Katz IT Services at [it@katz.pitt.edu](mailto:it@katz.pitt.edu), or at 412-648-1601 with any questions.

And don’t forget:

You can borrow our 50/50 vinegar and water solution to clean your monitors – just stop by the help desk at 317 Mervis Hall. When cleaning monitors, spray the solution on the cloth, not onto the monitor or screen. Also avoid using ammonia-based cleaners on electronic screens.