This week's Did You Know:

**STUDENT PHOTO ROSTERS IN JOE**

Student photo rosters in JOE have been updated to automatically show all student ID photos as soon as they are available. There is no longer a lag between the start of the term and the appearance of photos in rosters. If a student's photo is not showing on a roster, the photo has either not been taken, or it will show up the next day after Panther Central has made it available. As always, any professional photos that are added to JOE will show instead of the student ID photos. If you have questions, contact Katz IT at 412-648-1601, or at it@katz.pitt.edu.

**MOBILE DEVICE BEST PRACTICES**

While we talk a lot about data security while traveling and phishing awareness, but not as much about the most basic level of security, which is physical security of technology. It takes less than 60 seconds for a thief to grab a laptop from a desk, or to smash a car window and take something left in sight. Here are some best practices:

- Never leave your laptop or mobile device in a vehicle
- If you must leave your laptop or mobile device in a vehicle, lock it in the trunk or make sure it is completely out of sight
- Do not walk away from your laptop in a public place
- Secure your laptop while traveling with cable locks or inside a locked hotel safe

Katz IT Services can provide faculty and staff members a laptop for international travel that will be rebuilt before it goes out and as soon as it is returned. If you would like to borrow a laptop for travel, please give us at least one week's notice so we can prepare it for you. CSSD also offers loaner laptops and mobile phones to faculty and staff traveling abroad on University business.

If you would like a cable lock for your laptop, or if have any other questions, contact Katz IT at 412-648-1601, or it@katz.pitt.edu.

**USING ADVANCED FIND IN OUTLOOK**

Outlook has a powerful advanced find feature, but you might not know how to find it. You can either click CTRL + SHIFT + F or you can click in the "Search Current Mailbox" bar above your mail in Outlook, then click Search Tools > Advanced Find...

- The Advanced Find tool can search not only messages, but all types of Outlook components, at the same time. For instance, you could search for a word or name in messages, calendar entries, contacts, and tasks, all at the same time.
- You can search the subject line only of messages, or choose to search the whole text of a message.
- Searches can be limited to messages to or from a particular user, or with or without attachments. You can also limit the searches to certain date ranges.

Advanced Find should be used when you can’t find what you’re looking for with the regular search tool in Outlook. It can search all items in Outlook with a higher level of accuracy. For more Information on Advanced Find, check out Microsoft Support’s article, or email the help desk at it@katz.pitt.edu.

**And don’t forget:**

Experts recommend you get up, stretch, and rest your eyes for 15 minutes after every two hours of computing. Also, for every 20 minutes of computer viewing, look into the distance for 20 seconds to allow your eyes a chance to refocus.