This week’s Did You Know:

STUDENT INFORMATION SYSTEM OUTAGE THIS SATURDAY
The Student Information System (PeopleSoft) will be unavailable during an extended maintenance period from 10:00 p.m. on Saturday, Oct. 14, through 7:00 a.m. on Sunday, Oct. 15. The system will be returned to service earlier if work is completed ahead of schedule. This maintenance is necessary to maintain the stability and reliability of the Student Information System.

VIEWING AVAILABILITY FROM OUTLOOK
If you would like to view another faculty or staff member’s availability, you can do so through an Outlook meeting request:

1. In Outlook, select the New Items button
2. Choose Meeting
3. In the To line, enter or search for the person or group whose availability you’re checking
4. Click the Scheduling Assistant button on the toolbar
5. You can view availability for different days by moving the slider to the right. To view a specific day, enter the day in the Start time field, below the chart
6. Press Send to schedule the meeting, or Delete to close the window without sending a meeting request

WHAT TO DO WITH A FOUND FLASH DRIVE
If you find a flash drive around the school, don’t plug it into your computer to try to figure out who owns it. Flash drives can contain malware that runs when plugged in to a computer. Bring lost drives to the Help Desk in 317 Mervis Hall so we can scan the contents and try to determine ownership.
And don't forget:

Many different kinds of **free software** available on the internet contain **malware**, **adware**, or **browser hijackers**. Especially notorious are **media player/conversion software** (audio and video), **PDF software**, **malware “removal” tools**, **file compression (zip) programs**, and **browser toolbars**. Ask the help desk about safe alternatives.