This week’s Did You Know:

OFFICE 365 FOR PERSONAL INSTALL

Each regular faculty and staff member at Pitt Business (non-sponsored accounts) can download and install Office 365 ProPlus on up to five machines, including personally-owned smartphones, tablets, laptops, and desktop computers, at no cost. This software is equivalent to Office 2016, and is the same version offered to Pitt students.

To get started, go to portal.office.com and log in with your Pitt email address and password, as you would for your email or the my.pitt.edu portal. Click the Install Office 2016 button in the top right to begin the installation process. For more information and smartphone/tablet directions, check out http://technology.pitt.edu/help-desk/how-to-documents/office-365-proplus-installing-faculty-and-staff.

USING WEB AND EMAIL ADDRESSES IN PUBLICATIONS

Websites frequently change content, navigation, and even the addresses used to access individual pages. Email addresses change often. When creating digital or print documents that contain links to web pages or email addresses, it is important to check all links before distributing your publication. There is always a possibility that the page or email to which you are linking has either changed or been removed. Make sure that all links work as intended so that your publication’s target audience isn’t confused. While not as frequent as URL changes, site navigation is also subject to change. If your document contains directions for accessing specific content on a site, check each part of any step-by-step instructions before distributing your publication.

PROPER PORTABLE HEATER USE

Now that the cool weather is here, 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) at: http://www.ehs.pitt.edu/assets/docs/fire-safety.pdf.

And don’t forget:

Every Pitt Business classroom (podium) computer has the same software and setup as every other classroom computer. We want to make sure that instructors can move from room to room with a minimum of adjustments.