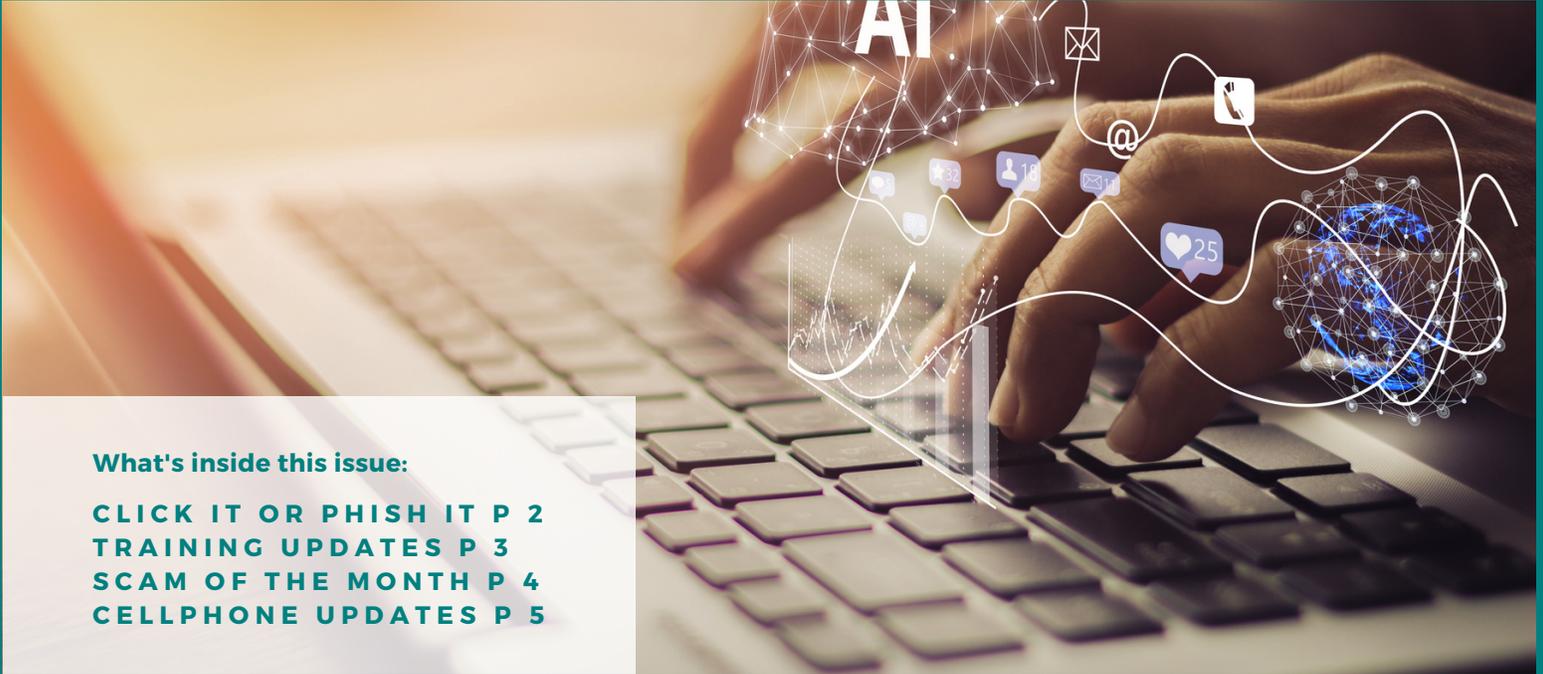


JANUARY 2024

DJ's Tech Times



What's inside this issue:

- CLICK IT OR PHISH IT P 2**
- TRAINING UPDATES P 3**
- SCAM OF THE MONTH P 4**
- CELLPHONE UPDATES P 5**

Important: Please Read

Starting February 1st, 2024, **all cellular plans with 30 days or more of inactivity will be canceled.** Lists of these devices will be sent out to each Division Director through the month of February and systematically deactivated. This list will be based off of the January 2024 cellular billing period.

To request an earlier approximation of the lines that will be canceled, please have a management-level employee contact the service desk and request to open a ticket to receive a report from the latest billing period. Requests for lines to remain open, along with the reason for the inactivity, can be stated in that ticket. Thank you for your assistance in this endeavor!

DJ McDonald - denismcdonald@fdlrez.com - 218-878-7476



Don't forget about the eBike campaign! We are halfway there!

Don't click on any phishing links;
report all phishing emails;
and complete training
for the chance to win an eBike!



AMANDA THOMPSON, HSD
BRITNEY JOHNSON, EDUCATION
ALIZA KETTELHUT, CHILDCARE
AMBER DOUGHERTY, HSD
ISAIAH PETITE, BLACK BEAR
VICTORIA SMITH, TERO

Stop in and get your prize by the end of the day on January 5, 2024! Remember: these are not eBikes, these are smaller, semi-fabulous prizes!

Here is what we in IT consider essential skills to do our jobs well.

If you feel you have any gaps in these skills, give me a call and I will help you fill in the gaps!

DJ McDonald – Phone: 218-878-7476 – Email: denismcdonald@fdlrez.com

FILE MAINTAINANCE

1. Open files
2. Save files
3. Locate files
4. Rename files
5. Delete files
6. Copy or Move Files
7. Save As
8. Create a Shortcut

DESKTOP MANAGEMENT

1. Manage open windows
2. Minimize, Maximize, Resize a Window
3. Access a Specific Application
4. How much space a file or folder occupies
5. Customize Taskbar

IPHONE

1. Make a call
2. Send a text
3. Access Email
4. Access Internet
5. Download Applications
6. Manage Contacts
7. Manage Calendar & Home Screen

WORD PROCESSING

1. Page formatting
2. Text formatting
3. Toolbars, spell check, print preview, find & replace
4. Send a document as an email
5. Use Tables within Word
6. Customize Toolbar
7. Mail Merge
8. Graphic Elements

SPREADSHEETS

1. Manage workbooks & worksheets
2. Basic formulas
3. SUM Function
4. Insert and delete cells, columns & rows
5. Format data
6. Drag and fill, auto fill
7. Sort data
8. Charts & Graphs

OUTLOOK - EMAIL

1. Compose, send messages
2. Attachments
3. Manage folders
4. Create groups
5. Archive email
6. Change preferences
7. Manage junk email
8. Manage Contacts
9. Automatic Replies

CYBERSECURITY

1. Why is it important to be safe online?
2. Common Threats Online
3. Red Flags
4. Phishing and Spam
5. Our Role as Employees of FDL

OUTLOOK - CALENDAR

1. Format calendar
2. Create a meeting and invite attendees
3. Determine availability for both people and rooms
4. Share Your Calendar
5. Change Calendar Properties

OTHER SKILLS

1. Cut, Copy, Paste
2. Printing Documents
3. Troubleshoot Printers
4. Video Conferencing
5. Create a ticket in Vorex
6. Restarting your PC
7. Editing/Converting PDFs



Email Preview - Cyber Monday (Link) (Spoofs Domain) ✕

From: Alan Walt < manager@FDLREZ.COM>
Reply-To: Alan Walt <manager@FDLREZ.COM>
Subject: Cyber Monday

Template ID: 9478-f628dfe8-c1a5-4bd0-9243-383ed66499f4

 [Send Me a Test Email](#)

 [Toggle Red Flags](#)

Hi Denis!

Last night I was browsing online and discovered a website that has compiled all of the top Cyber Monday deals in one place.  [I thought of you when I saw some great deals on cool home office accessories and think you should check it out.](#)

 <https://bltly.us/cyber-monday-portal/>

Let me know what you find!

Check the email address - manager@fdlrez.com

The email is telling you to click on a link...if it's an email you're not suspecting, should you?

Cellphone Updates

In addition to the update given at the beginning of this newsletter, there was also an update to the cellphone purchase order process.

If you want your cellphone to come with a charging brick, you will need to add that cost to the purchase order. (\$14.99)

The example listed on the next page will show you how to fill this out.

Please make sure you have this \$14.99 charge added to the purchase order or you will need to fill out another request for PO to get a charging brick with the phone.



TELEPHONE (218) 879-4593

PURCHASE ORDER

NO. (Need PO #)

DATE (Need Date)



FOND DU LAC BAND OF LAKE SUPERIOR CHIPPEWA

FOND DU LAC RESERVATION
1720 BIG LAKE RD.
CLOQUET, MINNESOTA 55720

SUPPLIER NUMBER **7500**

SUPPLIER: **Indirect Cost**

SHIP TO: **IT**
BILL TO: **(Division getting the device)**

ISSUE TO AND USABLE ONLY BY PURCHASER:
(Person filling out the PO)

PRINT PURCHASER'S NAME
(Same person's signature)

PURCHASER'S SIGNATURE

- THIS PURCHASE ORDER IS INVALID WITHOUT AUTHORIZED SIGNATURE AND P.O. NO.
- * This purchase order is valid for 30 days from issuance.
 - ** Please acknowledge immediately and state when you will ship order. Our order number MUST appear on all packages, cases, shipping memos, invoices, etc. to receive proper payment.
 - *** The FOND DU LAC BAND OF LAKE SUPERIOR CHIPPEWA is EXEMPT from MINNESOTA SALES and USE TAX.
 - **** We Pay all bills from ORIGINAL INVOICES ONLY.

ORDERED	REC	DESCRIPTION	ACCOUNT CODE	UNIT PRICE	AMOUNT
Device Name:		(Phone, MiFi, Tablet, etc.)	(Account code of the division purchasing the device)	\$14.99	
Employee Name:		(Employee being assigned the device)			
Employee ID:		(ID of the assigned employee)			
		**Monthly payment of \$44.99 per device			
		(**Monthly payment \$49.99 per device with Hot Spot)			

★ THIS PURCHASE IS NOT TO EXCEED \$ _____

TOTAL FROM CONTINUATION PAGE

METHOD OF ORDER: _____ MAIL
 _____ PHONE
 _____ ON SITE PURCHASE

IF ON SITE PURCHASE COMPLETE THE FOLLOWING:

PHOTO IDENTIFICATION REQUIRED OF PURCHASER

FORM OF IDENTIFICATION: _____

ID NUMBER: _____

PURCHASER'S SIGNATURE REQUIRED
(SUPPLIER MUST WITNESS PURCHASER'S SIGNATURE)

GRAND TOTAL

(Must be signed)

 AUTHORIZED

!!ATTENTION!!
Requests MUST HAVE the current cell number included on the PO form or a new number will be assigned!!