



Technology 101

This course introduces you to information technology utilized at Fond du Lac. The focus is on the processes and techniques of using information technology, basics of email messaging, and how to manage your desktop/laptop workstation.

Word 101

In this course, you will develop production pieces such as emails, social media profiles and posts, announcements, research reports, resumes, and business letters, and other professional documents such as multi-column newsletters, and other business correspondence.

Excel 101

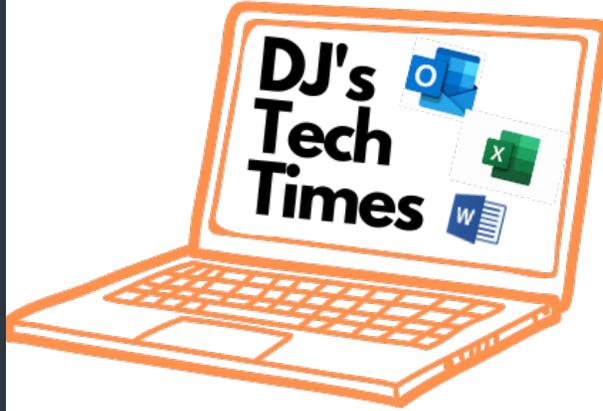
In this course, you will develop worksheets with formulas, functions, & charts, budgets, financial statements, team performance charts, invoices, and data-entry logs.

Outlook 101

In this course, you will learn to customize the Outlook user interface format message content, create or insert graphic elements, and send and respond to emails and meeting requests. You will enhance professional correspondence, create calendars, and schedule appointments.

iPhone 101

This course will help you with your new iPhone!



this issue

current training sessions **P.1**

click it or phish it **P.2**

scam of the month **P.3**

archive emails in outlook **P.4**

HELP! I Need Computer Training!

Look no further; DJ is here and is ready to assist you with your technology needs!

I facilitate group sessions listed to the left!

When are Training Sessions?

I can work with you on when training sessions occur!

I have training sessions offered daily, Mon-Fri. Times vary day to day.

Trainings are offered 1:1 or in small groups!

Where are Training Sessions?

Here at the Tribal Center in the IT Training Room!

Alternatively, I can travel to you at your office or meeting space, or we can meet virtually via Microsoft Teams!

How do we Sign Up?

Email me or give me a call and we can get you and your group set up with a training session!



Contest!!!

Periodically throughout the rest of the year, the IT Division will be sending out phishing emails to all employees.

Any employee who does NOT click on these phishing emails AND reports the emails as phishing will be put into a monthly drawing for a semi-fabulous prize!

Be mindful though: You don't need to report SPAM as phishing!

If you don't know the differences see the handy-dandy table over here to help explain it.

If you're still not sure or if you have additional questions, please let me know.

Winners will be announced in next months newsletter – keep an eye out for your name!

Winners from June 2023:

- This could be YOU for July 2023!



SPAM, or PHISHING?

What are the differences?

Is this link safe to click on?

Can I download this attachment?

	SPAM	PHISHING
What is it?	Unsolicited, unwanted junk email sent out in bulk.	A cyber attack that appears to come from a reputable source.
How do they work?	Businesses use spam email for marketing purposes. Sending email is incredibly cheap and “botnets” (infected computers) can send these out in massive volume.	Phishing starts with a fraudulent email or other communication designed to lure a victim. Message is made to look like it came from a trusted sender. If you're fooled, you may unknowingly give away confidential information, or have malware downloaded on to your computer.
How do I not be a victim?	Do NOT use your work email for anything personal. Example: If you're buying a new car, do NOT give the dealership your FDL email address—use a personal email address for these sorts of things.	Phishing emails will often carry a tone of urgency to make it seem like you need to act quickly. The best thing you can do is take 30 seconds and THINK before you act. Don't click on anything; reach out to the individual who sent the message to verify its legitimate before you take action.



SCAM ALERT!

From: IT Support <IT@FDLREZ.COM>
Reply-To: IT Support <IT@FDLREZ.COM>
Subject: Security Training

Everyone,

There has been a recent increase in social engineering scams around the world. We want to do our best to protect not only our company but our employees too, so we've set up some training on social engineering. Please access and complete the training ASAP, using your normal credentials so we can track who has completed the training.

Click here to access the training: [Social Engineering Training](#)

Please use your existing login credentials.

Thank You,
IT Support

Create Stunning Ads with AdCreative.ai

Are you tired of spending hours creating ads that don't drive results?

Look no further than AdCreative.ai! Our website offers an easy and intuitive platform for creating high-quality ads that stand out from the competition.

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During your trial, you'll be able to:

- . Create stunning ads for Facebook, Instagram, and Google Ads.
- . Use our library of graphics and templates to create attention-grabbing ads.
- . Optimize your ad copy with our machine learning algorithms.
- . Track your ad performance with our analytics dashboard.

Try 100% free for 7 days. Cancel Anytime

PHISHING

The email address – IT@FDLREZ.COM is not the email address we use to send out systemwide emails.

“Everyone” is not how we would start a professional email to all employees.

“Please access and complete the training ASAP” is a huge red flag – anything that calls a sense of urgency is an indicator of phishing.

If you hover over the “Social Engineering Training” hyperlink it takes you to an unrecognized website.

SPAM

A marketing email – trying to promote something to you.

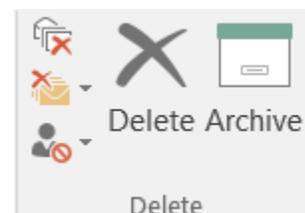
The “call to action” is getting you to try their free trial product.

Grammar errors!

“DJ, my email inbox is almost full! I don’t want to delete my old emails in case I need them. What can I do?”

You can archive your old emails! Archiving your emails will keep old emails in a folder without taking up space in your inbox.

1. Select one or more messages in your Inbox or other folder to archive.
2. In the **Delete** group, select **Archive**. You can also use the Backspace key to immediately archive one or more selected messages.
3. Your messages will be moved to the Archive folder. If you archive a message by mistake, go to the Archive folder and move the message back to your Inbox.



What about Auto Archive?

There is a way to archive several emails at one time.

1. Click Folder – Properties – Auto Archive Settings.
2. In the Inbox Properties dialog box, you can set it to where your inbox will archive after a designated time period.

You can also set it to go to a specific folder in your Outlook account, or on to your computer for ease of access.

How do I find the Archive folder?

Your Archive folder is in the folder list. To display the folder list, select **View > Folder Pane > Normal**.

