



Spring Cleaning

Scrub Your Apps

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Raider PC Mart

Sanitize Your Device

Remember Your Website

Message from the CIO

As we find ourselves in spring cleaning mode preparing our lives for summer, please remember to spring clean your data and information resources. In this issue we provide tips on de-cluttering your device, and provide information about how dust can negatively impact computing equipment. As part of this process, remember to do your electronic housekeeping, such as archiving old email and deleting unneeded email. For those that have computing equipment no longer needed in your area/department, we encourage you to use Raider PC Mart (www.raiderpcmart.ttu.edu), as another area/department might be able to use the equipment for their needs, thus reducing the overall cost to Texas Tech. Happy spring cleaning! Go Tech!

—Sam Segran, Associate Vice President for IT and Chief Information Office



Scrub Your Apps

The development of mobile apps has continued to proliferate, and consumers can quickly and easily download these apps. The TTU IT Division reminds you that just as your desktop computer can become cluttered with unneeded programs, documents, and images, so can your mobile devices:

- Review apps that you have downloaded, and remove those that you no longer use;
- Examine any content that you keep on your mobile device – and delete what you do not use, or store the

information on your desktop or on a service (campus or cloud depending on the nature of the information);

- Delete all information stored in a device prior to discarding it by re-formatting the device or reverting to factory default settings; and
- Review text messages, voicemail, and images, and delete those that you no longer need.

If you need assistance or would like more information, please contact IT Help Central at (806) 742-4357 (HELP) or via email at ithelpcentral@ttu.edu.

Email Management

Be Prudent With University Resources



Regular email account management helps to optimize TTU data storage resources. Taking a few minutes to sort through your email inbox, folders, and archives will help you stay organized and conserve data storage resources. We encourage you to schedule recurring times on your calendar to sort through your files.

We recommend the following practices when sorting and cleaning your email files:

- Establish a system to organize the email you receive;

- Delete old/unwanted emails that you are not required to retain (Records Retention OP 10.10);
- Empty the “Deleted Items” folder regularly;
- Empty “Sent Items” and “Junk Email” folders often; and
- Archive old messages that you need to retain.

For detailed instructions on email settings, please contact IT Help Central at (806) 742-4357 (HELP) or ithelpcentral@ttu.edu.



Raider PC Mart

TTU Technology Equipment Exchange Forum

Raider PC Mart is an internal online transfer application for used computer equipment and peripherals, facilitating the transfer of used computing equipment between TTU departments before it is surplus with Property Surplus. These technology exchanges between TTU departments make institutional technology investments last longer, extending the use of computing equipment.

Raider PC Mart allows individuals authorized by the department head to post computer equipment no longer needed in their department, or to review equipment posted by other departments. While inventory transfer paperwork and procedures are required prior to the exchange, Raider PC Mart allows interested parties to discuss and negotiate equipment trades. As with any equipment transfer, all TTU Operating Policies and Procedures apply. Visit www.raiderpcmart.ttu.edu to view the relevant policies.

Sanitize Your Device



Statistics vary on the number of bacteria and viruses that live on our devices, but industry experts agree that our devices come into contact with a wide variety of viruses and bacteria on a daily basis. All the more reason to sanitize your devices on a regular basis.

The IT Division invites you to come **SANITIZE YOUR DEVICE**, Tuesday, March 7 and Thursday, March 9—11am to 1pm in the SUB, across from Copy Mail. The IT Division will provide device cleaning wipes for you to “sanitize your device.”



Spring Cleaning

Remember Your Website

As you do your spring cleaning for 2017, don't forget to scour and scrub your website. Old pages and outdated information can confuse visitors, and may send a negative message to potential students, faculty, and staff.

1. Check your contact information

Make sure email and phone information is up-to-date, easy to find, and displayed in several locations.

2. Remove old documents

Where possible, move legacy documents off the web server and on to local storage. Be sure to delete earlier versions of a published file; keeping older versions in a web folder can create confusion, consume space, and allow search engines to find/return the outdated version!

3. Refresh your images

Slideshows and image galleries are a great way to engage visitors on your site, but don't leave them up too long. Rejuvenate your site with new images, icons, and colors periodically. When posting images, be sure that you comply with Federal, State, and TTU guidelines and policies (TTU OP 30.22 and 52.02).

4. Make sure your website reflects relevant changes to your organization or department

Sometimes we spend so much time focusing on the new information to publish, that we forget the staple information. Don't let the basic information (location, strategic plan, etc.) become outdated.

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Need IT assistance?

IT Help Central
(806) 742-4357 (HELP)
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Computer-Based Training (CBT):
www.cbt.ttu.edu

