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Bits & Bytes

Volume 4 Number 9

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Dates to remember:

Scheduled maintenance slot

The next ICTS maintenance slot takes place on Sunday, **17 November 2013** from 09:00 - 17:00. Unless advised to the contrary, do not expect any ICT services to be available for the duration of the maintenance slot. This includes the use of IP-based telephones.

Training

Do you want to take your basic Excel skillset to another level? Attend our Excel 2010: Level 2 course where you will learn how to calculate data using advanced formulas, organise worksheet and table data, present data using charts, analyse data using pivot tables, insert graphics and customise your Excel environment. The course takes place **05-08 November 2013** (09:00 -

Cyber Safety month helps to combat online dangers

Over the past few years, there's been a definite shift in the way that people stay connected. While desktop computers and laptops used to be the preferred choices for working and networking, nowadays, more and more people rely on their tablets and smartphones to stay in touch. As a result, hackers are finding alternative methods to access our personal information.

One way is via the applications (apps) that we install on our mobile devices. While many applications can be trusted, some cannot, because they've been developed with sinister intentions - such as causing serious damage to the mobile device or unnecessarily accessing personal information.

Beware of the apps you download! Always check the fine print before downloading. IF an app requires intrusive permissions, avoid it. High ratings don't indicate credibility - they can be faked, as can download stats.

During this year's Cyber Safety Month, which is currently underway, we highlight some of the factors to consider before installing an app on your mobile device. In addition to this, we're also focussing on cyber bullying - which has become more prominent across the world, and online scams - which are always a risk in today's web-enabled world.

Throughout the month we will highlight the potential risks you could encounter and will advise you on how to protect yourself from these dangers. We've also included safety checklists that can help you to remain safe online.

Help make UCT a Cyber Safe Zone.

Video conferencing boost for UCT

Video conferencing - which is already popular at UCT - has received a welcome boost in the form of access to a shared video conference bridge. The bridge is available to customers who use Polycom video conferencing equipment and makes it even easier to host research or collaboration events with national or international participants.

Using the bridge, you can now host more participants than before - even people who use smartphones and tablets or those who use non-Polycom video conference equipment. It's also easier to get people into the conference via a single invitation that goes to all participants.
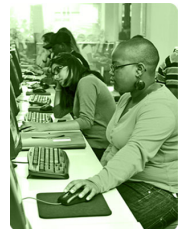
Projects
Service catalogue
Log a new call
Secure your machine
myUCT
Outlook Web App
Password Self Service
Downloads
NetStorage

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12:00).

Access 2010 allows you to do much more than just create and maintain a database. Our Intermediate course, which takes place **11-15 November 2013** (13:30-16:30), will show you how to control data entry, join tables, create queries, improve forms, customise reports and share data across applications. Complete our online course booking form if you are interested in attending.

Things could go wrong if your data is not managed properly

If you publish data in a journal, chances are that you might get requests from people wanting to access your datasets. You therefore need to ensure that your data is saved in a file format that prospective users can open. It is also handy to have a reference guide to accompany the datasets, especially if you use abbreviations or terms that people may not be aware of.

It is also imperative to save the data in a secure location which not only makes it easy to find, but also ensures your data is protected and easily available when required. This video by the New York University's Health Sciences Libraries highlights some of the problems and queries that could arise if your data is not managed and stored correctly.

Outlook 2013 for Windows now available

Microsoft has added a new and more efficient system of navigation between email, contacts, calendar and tasks in Outlook 2013 which is now available for installation at UCT. This system makes cross-checking tasks, appointments and contacts' availability easier. They have also cleaned up the interface making the mailbox display more accessible and easier to scan quickly.

If you tend to forget to add your attachments to email messages, then you will find the attachment reminder useful. Outlook 2013 detects if an

To reserve a timeslot on the conference bridge, log a call with the IT Helpdesk.

Upgrade to Windows 7 before time runs out

In less than six months, Microsoft will no longer support Windows XP. This means that from April 2014 staff and students still using this operating system will no longer receive support or patches and updates from Microsoft. ICTS will also no longer be able to support these machines which could pose a security risk to the UCT network.

To help you to check if your machine is Windows 7-compatible ICTS has created the *CanRunWin7* tool which checks your machine's processor, system memory, display and hardware capabilities.

When determining a minimum spec, UCT takes into consideration the base software requirements, updates, McAfee anti-virus and ZenWorks to ensure that your machine will run at optimum levels.

Should your PC or laptop not meet UCT's minimum requirements, you will either need to purchase a new machine or buy the required hardware. You can contact the ICTS Acquisitions Services team for a quotation or for advice on what machine to buy. If your machine is able to run Windows 7, then contact the IT Helpdesk before 31 December 2013 for assistance with the upgrade. There are some steps that you'll need to take before your machine can be upgraded.

We recommend that you upgrade to Windows 7 before the end of year, as January to April is one of the Helpdesk's busiest periods and there may be a delay in getting your machine upgraded in time.

Facebook "Likes" can say a lot about you

How many times have you read, watched or listened to something on the Internet that you enjoyed and then clicked the Facebook *Like* button? The item would then appear on your Facebook page and your friends can see what you are interested in. What you might not know is that by simply clicking the Like button you may be sharing information about yourself that you would prefer to keep private.

Researchers at Cambridge University have successfully determined that private traits and attributes are predictable when using digital records of human behaviour. They conducted a study using Facebook Likes of more than 58 000 volunteers and were able to correctly predict ethnic origin, religion, personality traits, IQ, age, gender, relationship status and substance abuse. This information was then corroborated with the volunteers' demographic profiles and their psychometric testing results which was conducted via the myPersonality application.

Using statistical models they were 95% accurate in distinguishing African-American from Caucasian American and in 93% of the cases male and females were correctly predicted.

attachment was omitted from a message and notifies the user before the message is sent out.

These are just some of the new features that you can look forward to with this latest version of the email application. We have published step-by-step user documentation for Outlook 2013 to the ICTS website and Microsoft has created a Quick Start guide which highlights changes to the interface and lists common features.

There are also online training videos which you can watch to get acquainted with Outlook 2013.

Good prediction accuracy was achieved for relationship status (65%), substance abuse (73%) and religion (85%).

Marketing companies are already using search engines, websites and online shopping sites to created targeted advertising. You may therefore want to think twice about what you like or share on Facebook because you never know who is watching or collecting your data.

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