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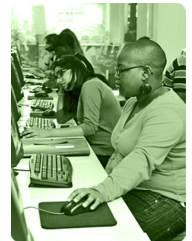
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# Bits & Bytes



Volume 3 Number 8

## Scheduling meetings using GroupWise

UCT is currently using two email platforms, during the migration from GroupWise to Microsoft Exchange. ICTS therefore made a few adjustments to accommodate both platforms to ensure that there are no glitches in the system.

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2. [Keep your online presence secure](#)
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### Dates to remember:

[Scheduled maintenance slot](#)  
The ICTS [maintenance slot](#) is scheduled to take place on Sunday, **18 November 2012**.

### Training

[Are you starting to use the Microsoft Office 2010 suite and need a bit of help getting to know the various programs? The following courses may then be of use to you.](#)

Learn how to create and manage databases using Access 2010. The [Access 2010: Level 1 \(Basic\)](#) course will teach you how to design and build a database, manage tables, design forms and generate a report. The course is scheduled to take place from **29 October - 2 November** (09:00-12:00).

Do you need to create presentations but never know where to start or how to set up the presentation? Then our [PowerPoint 2010: Level 1\(Basic\)](#) course which takes place **24-26 October** (13:30-16:30) is ideal for you. Come and see how you can customise PowerPoint and create a template, add diagrams and use special effects.

### • Use the shared address book

One change that you are required to make on your side is to install the Email Migration Shared Address Book. The shared address book ensures that GroupWise users can continue to use the free/busy search functionality and schedule appointments with staff members who have already migrated. If you do not use the Shared address book then Outlook users will not receive any appointments that you send them. To check if you have the shared address book installed, go to your GroupWise Address book and look for the Email migration shared address book. If the book is not listed, then [log a call](#) with the IT Helpdesk and we will reshare the book with you.



### • Recreate your distribution lists

If you created a distribution list using GroupWise, then the addresses that you initially saved in your list is your contact's GroupWise email addresses and not the new Microsoft Exchange addresses. You'll need to recreate this list using the shared address book. Mailing lists created via the Mailman mailing lists do not need to be recreated.

## Keep your online presence secure

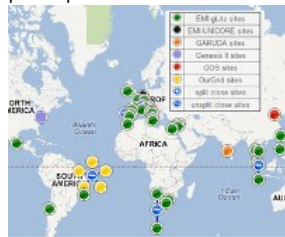
Have you received a tweet stating that someone is saying bad things about you or the one offering you diet pills or a quick fix to losing weight? More and more of these hacker tweets have been doing the rounds across campus. Each time you click on the link in these tweets you spread the message as well as give hackers access to your account. This practice is better known as clickjacking.

Hackers create a message designed to entice you to read more so that you click on the link provided. You will then be prompted to enter your username and password thinking that you are accessing a legitimate site. Instead, as soon as you enter your login information, the hacker gains control of your account and the same clickjacking message is sent to all your followers without you even knowing.

## UCT participates in worldwide interoperability demonstration

UCT together with a number of other South African universities and research organisations, who make up the **SAGrid**, participated in an interoperability demonstration where high performance computing infrastructures from around the world were linked to form one supercomputer.

Managed by the *Co-ordination & Harmonisation of Advanced e-Infrastructures Project* (CHAIN), the demo was aimed at providing optimised interaction for e-infrastructure and Grid interfaces between Europe and the rest of the world. ICTS was there to participate in the action!



e-Infrastructures provide researchers from around the world the opportunity to collaborate on scientific initiatives while grid computing refers to the sharing of high performance computing (HPC) resources between controlling domains, such as academic and research institutions. Researchers were invited to participate in the demo by submitting jobs to any of the regions to which they have authorised access. Instead of having to apply for personal certificates researchers could sign up for access to the science gateways using their Facebook or Google log on details. Jobs were submitted by researchers in the Arts & Humanities, Biomedical and Mathematics and Statistical fields.

What's also nice about using this kind of technology is that if anything should happen to the infrastructure in any one region, the job simply carries on running in another country that also forms part of the gateway, ensuring that the job is completed without any glitches.

Sometimes it is difficult to decide which messages are real and which are dangerous.

Therefore if you receive suspicious messages like these, even from someone you know, rather don't click on the link because you never know where you will end up.

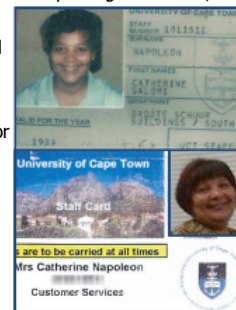


The UCT Cyber Safety Month campaign offers useful tips on securing your online presence and highlights some of the most common ways your online presence can be compromised. View the [Cyber Safety Month campaign](#) on the ICTS website or follow us on [Facebook](#) and [Twitter](#) for some handy tips and tricks as well as a dash of good humour.

## Cathy celebrates her 25th anniversary at UCT

In 1987, Catherine Napoleon started working at UCT as a cleaner in the Baxter Theatre. She was only meant to stay two weeks, but her contract was extended to six months. A few months later she got a permanent job at Properties & Services.

Cathy believes in looking for opportunities and in improving her skillset, so during the 10 years that she worked as a cleaner, she completed her Grade 10-12 and attended as many courses as she could, including a secretarial course. These newly gained skills came in handy when applying for a switchboard operator job in 1998, which she got.



When the position for a Directory Administrator in the Phone Services team became available, all telephonists were invited to apply. Many of them didn't apply, but Cathy was eager to try out for the position - and got the job. A few years later she took over the position of Voice Services Administrator at ICTS.

Twenty-five years on, Cathy, believes she has achieved a lot during her time at UCT and is grateful for all the opportunities that were awarded to her as well as the support she continues to get from her colleagues.

"I have truly been blessed. I want to thank my colleagues for helping me and supporting me during my time at UCT. They were never scared to give me a chance. My ICTS colleagues always walk alongside me and make sure that I never give up.

"I would like to tell young people that it's okay to move around from place to place, but remember to stay focused. Always remember that you can do anything and don't let anyone tell you otherwise. Keep on dreaming."

## Mobile devices becomes popular choice for reading news

Thanks to a wide variety of lower-priced tablets that went on sale in late 2011, the number of tablet users in the USA has doubled to 22% in just over a year. This number is, however, set to increase with a quarter of adults planning to buy their first tablet in the next few months.

From June to August 2012, the Pew Research Center's Project for Excellence in Journalism (PEJ) in collaboration with The Economist Group conducted a survey to determine [news use on mobile devices](#) by USA adults. This was an update of their initial survey which took place in 2011.

For more information about this project as well as using the Science Gateway navigate to the [CHAIN website](#) or view the [demo video](#).

**Using Outlook on your Mac – user documentation released**

Are you a Mac user whose GroupWise mailbox has recently been migrated to Outlook? Well, then we have some useful information for you. We have recently created [Outlook user documentation for Mac](#) users so that you can get to know the new email platform in a few easy steps. Learn the basics of using Outlook on your Mac as well as how to control your mailbox in a click or two.

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Based on their latest findings, the number of Apple iPad users changed from 81% in 2011 to 52% in 2012. Users have more of a variety of tablets to choose from and are also opting for Android devices and Kindle Fires as their tablets of choice. In terms of smartphone users, 45% of the US adults own a smartphone, which means that half of the American adult population accesses the Internet via a mobile device.

**News Remains a Top Activity on Tablets...**

Percent who use a tablet/smartphone to...

	Weekly	Daily
Send or receive e-mail	65%	44%
Get news	64	37
Play games	60	34
Use social networking sites	56	34

Reading the news is the second most popular activity performed on a mobile device with email usage being the most popular activity. The survey found that 64% of tablet users and 62% of smartphone users read news on their mobile device at least once a week. That's two thirds of US adults! This proves that even though people are opting to buy and use mobile devices, keeping up to date with news is still a favourite past time, despite these devices offering an array of activities for users to choose from.

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