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Bits & Bytes



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Dates to remember:

[Scheduled maintenance slot](#)
The ICTS [maintenance slot](#) is scheduled to take place on Sunday, **16 September 2012**. No ICT services will be unavailable between 09:00 - 17:00.

Training

[Manage your time with Microsoft Outlook](#)
See how to use Outlook as a productivity and time management tool at our [Outlook 2010 training](#) courses scheduled for **8-9 October** (09:00-12:00) and **17-18 October** (09:00-12:00). Learn how to organise your messages, manage your calendar and contacts, and format your mailbox so that it suits your needs.

[Take your Photoshop skills to the next level](#)

Be cyber safe

Do you ever think twice about what you do or say online? Hackers are becoming more ruthless in gaining access to your account while phishers are becoming cleverer in accessing your bank account details. In an attempt to prevent you from falling for these attempts, ICTS is embarking upon a Cyber Safety campaign next month, which is aimed at helping you secure your online presence.

Throughout the month of October, we will provide you with information about scams that people have fallen for. We'll also tell you what to look out for if you receive a suspicious phone call, email or sms from a person seeking your personal information such as bank details or a password.



Each week we will focus on a different topic and will highlight potential risks, give you tips on how to avoid being caught and information to ensure that you are always protected when you access or use your personal information online.

Cyber security information will be available on campus as well as on the ICTS website and in the UCT media. You may even stand the chance of winning an iPad if you follow the campaign on [Twitter](#) (@ICTS_Feedback) and our new [Facebook page](#) (www.facebook.com/icts.uct).

UCT's ICTS Director in the running for 2012 Visionary CIO award

ICTS's Director, Sakkie van Rensburg, has been nominated as one of the top 10 finalists for the annual [Visionary CIO of the Year 2012 award](#). The award, which is presented by the Computer Society of SA (CSSA), in association with ITWeb, the Gordon Institute of Business Science (GIBS) and Gartner Africa, "recognises an executive who heads up ICT strategy in an organisation and has demonstrated visionary leadership in using technology to support and grow business".



Earlier this year, Sakkie was nominated as a possible candidate for the award. He, together with nine other finalists, was then selected to go through to the next round. Once the [online voting facility](#) is activated, the public will have the opportunity to vote for their favourite candidate.

Based on these results, the top five finalists will be selected and interviewed by a panel of judges. The winner for the Visionary CIO award will be announced at the Computer Society of SA's Annual President's Awards event on 8 November 2012.

Attend the [Adobe Photoshop CS5 Intermediate](#) course which is scheduled for **8-12 October** (13:30-16:30). We will show you how to use some of the advanced features which will allow you to enhance your images and incorporate videos.

[Customise, collaborate & convince](#)

Attend the [PowerPoint 2010: Level 2 \(Intermediate\)](#) course from **26-28 September** (13:30-16:30) and learn how to customise a design template, add diagrams and special effects, and collaborate on a presentation.

Do's and don'ts for researchers

Producing a research paper can take a lot of time and effort and at the end of the process you want to be 100% sure that your final product meets all the ethical standards and procedures.

The Ethics in Research & Publication program, managed by an independent panel of experts in the research and publishing ethics fields, has created an [Ethics Quiz](#) which researchers can take to check if they are being ethical.

Each question provides a possible scenario that you may come across and you then have to select the appropriate multiple choice answer(s). Once you have made your choice, a detailed explanation is given as to why your answer is either correct or incorrect. Questions range from paraphrasing without crediting the author to consequences you may face if you have committed plagiarism to submitting your paper to multiple journals at the time same.

The quiz will only take you a few minutes to complete and provides you with valuable information in publishing your paper. So if

We're really proud of our Executive Director and we're sure that you will join us in congratulating him on getting into the top 10 finalists in such a prestigious and highly competitive contest. We wish Sakkie well for the next stage of judging.

Microsoft Exchange provides better features for mobile devices

One of the benefits of moving your GroupWise mailbox to Microsoft Exchange is that you get improved support for mobile devices. There are two options to set up an Exchange profile on your mobile device - either ActiveSync or IMAP.

ActiveSync is a mobile data synchronisation technology that allows you to synchronise your emails, calendar, contacts and tasks between your mobile device and the mail server. ActiveSync can be used on most devices, except on BlackBerry devices that have an operating system earlier than OS 10 installed. IMAP however, will only allow you to send and receive emails; it doesn't synchronise calendars or contacts to your mobile device.



We tested a variety of devices, using different operating systems and then wrote step-by-step instructions for each of these options so that you can easily [connect to Office 365 from your mobile device](#). It is worthwhile noting though, that there are so many different models and devices with different levels of software available that some of the settings on your phone may differ to what you see in the instructions.

If you haven't yet moved to Outlook, you can request that the consultant connects sets up Exchange on your mobile device when he visits you to do the migration. All you need to do is reply to the email that we send out when we schedule your migration and tell us that you would like to connect Exchange to your device. The consultant will then include this in his migration preparations.

If you require any additional information regarding Outlook or would like to find out when the next training or information session is taking place then navigate to www.icts.uct.ac.za | Email & Newsgroups | Outlook. You are also welcome to send your questions to icts-feedback@uct.ac.za.

ICTS's SuperCare staff member completes her matric 30 years after leaving school

For more than 30 years Maureen Adams had a goal of going back to school to complete her matric. Thanks to UCT and Super Care, Maureen was able to achieve her goal and pass those ever important matriculation examinations with flying colours.

After hearing that she could complete her matric at UCT, she registered for the 2011 class and was accepted. During one of her first classes, Maureen was told that she might not pass at the end of the year because of her age. It seems as though this is what motivated Maureen to do her best, because at the end of the year she got over 80% for all her subjects, which included Mathematics, Biology, History and Business Economics.

One of her facilitators told her that she had surpassed all their expectations and that they are sending her project file to Super Care's offices in Durban so that they can see how the course is run in Cape



you would like to ensure that you don't overstep the ethical line, then take the quiz and be informed.

IT SHOP opens its doors this September

You have seen the posters across campus and have watched while workmen transform the empty venue on Cissie Gool Plaza into the new BluPeach IT shop. On the 27th September 2012 you are invited to attend the official launch event and to take advantage of some great opening specials and stand the chance of winning cool prizes.

If you purchase any goods on the day of the launch your name will be entered into a lucky draw, where you could win a Lenovo S110 netbook, an HP LaserJet P1606dn printer, a Targus Wireless Comfort Laser Mouse, a Targus Notepac laptop bag or one of five USB hubs.

You will also receive a free 8GB flash drive if you purchase a notebook on the day. These launch specials are available only on 27th September and while stocks last, so make sure you are there to partake in the excitement and to stock up on IT supplies.

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Town.

One of the biggest challenges that Maureen had to endure was that her classes were in English whereas Afrikaans is her first language. Maureen says that the facilitators were very supportive, and despite the fact that there were about 50 students in the class, they would explain every concept in detail so that she could understand.

She also had to sacrifice spending time with her family so that she could study and complete her projects in the evenings and over weekends. "It was all worth it though because I finally had the opportunity to achieve my goal" she says. "I couldn't have got my certificate without the support of my family, the patience of the facilitators and the help I got from some of the ICTS staff members."

ICTS is now on Facebook

Social media networking sites aren't just places you go to in order to consume information; they allow you to join a community by posting comments, sharing experiences and asking questions. We started off by introducing

the [@ICTS_Feedback](#) Twitter account, which has become very popular, so we decided to build on this and create an ICTS

Facebook page so that UCT staff and students can access information about



ICTS services and stay up-to-date with the latest IT news – and most important of all, form a user community of like-minded individuals.

We'll be posting useful IT-related information, handy tips and tricks, some interesting videos and the odd dash of humour to keep you entertained. Find us at www.facebook.com/icts.uct and post a comment, ask a question or share information that you think will be useful to campus.



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