



ST. CLAIR
COLLEGE



IT
INSIGHTS

November 2024 • Issue 15

KEY PROJECTS & INITIATIVES

- Staff computer lease replacements are ongoing this month. Thank You for your cooperation.
- OneCard and AppleWallet will be launching St. Clair College's first Digital ID along with printing and door access capabilities. Stay Tuned!



MONTHLY FEATURES

Learn how to setup **R**ules in **O**utlook to keep your Inbox **n**eat and tidy.

- [Setup Rules in Outlook](#)
- [Manage email messages by using rules in Outlook](#)

Did you know St. Clair College provides access to LinkedIn Learning courses? Follow the link on the MyStClair Portal and login with your SCC username and password.

This weeks top courses include:

- "AI Trends"

- "Discover Your Stress Personality"
- "Oracle Base Database Services Professional Workshop"
- "How to Find and Use Your Strengths"
- "OneNote Quick Tips"
- and Many More!



THE CYBERSECURITY CORNER

Recognizing Secure Websites: A Simple Guide to Staying Safe Online

In today's digital world, it's crucial to protect your personal information when browsing the internet. One of the easiest ways to do this is by recognizing secure websites. Here's how you can tell if a site is safe and avoid suspicious ones.

What is HTTPS?

When you visit a website, you may notice its URL (the web address) starts with "http://" or "https://". The "s" at the end stands for "secure." This means that the website uses a special technology to encrypt your data, making it much harder for anyone to intercept it.

How to Identify Secure Websites

- **Look for HTTPS:** Always check for "https://" at the beginning of the URL. If it's just "http://," be cautious.
- **Check for a Padlock Icon:** In most web browsers, a padlock symbol appears in the address bar next to the URL. If you see this padlock, it's a good sign that the site is secure.
- **Examine the URL:** Be wary of websites with misspelled names or extra characters. For example, "g00gle.com" is not the same as "google.com." Always double-check the spelling.
- **Review the Site's Content:** If a site looks poorly designed or has a lot of pop-ups and ads, it might not be trustworthy. Professional sites tend to have a clean, organized appearance.

How to Avoid Suspicious Websites

- **Trust Your Instincts:** If something feels off about a site—such as unexpected offers or requests for personal information—leave it immediately.
- **Use Search Engines:** When looking for information or products, use well-known search engines. Avoid clicking on links in unsolicited emails or messages, as these could lead to unsafe sites.

- **Look for Reviews:** Before making a purchase or sharing information, search for reviews of the website. If others have had negative experiences, it's best to steer clear.
- **Keep Software Updated:** Ensure your web browser and antivirus software are up to date. These tools often include features that warn you about unsafe sites.

By knowing how to recognize secure websites and avoiding suspicious ones, you can enjoy a safer online experience. Always be vigilant, and don't hesitate to double-check the safety of a site before sharing your personal information. Your online security is worth the extra effort!



GRIFF'S PRO TIP OF THE MONTH

When web searching for a website, pay attention to the link that you click on. The "Sponsored" links could be fake or compromised and install Malware on your computer. The correct link is probably the 2nd one listed.

Always check the link address before you click on it.



THIS MONTH'S CONTEST

Throughout this Newsletter, some letters have **changed colour**. Can you find them, and decode the message? (*not case sensitive*)

Use this [online form](#) to submit your answer. Three (3) winners will be chosen at random.

[See contest rules.](#)

OCTOBER'S CONTEST WINNERS

Congratulations to our **3 WINNERS** from last month's contest!

They were able to find all **11** of the hidden Griffins.



Julie Stockwell

Tarez Raheb

Xavier Gebrael

SELF SERVICE

Need assistance? We're here to help! Simply click the links to [Open an IT Support Ticket](#) or [Book an Appointment with Front Desk](#).

HOURS OF OPERATION:

IT HELPDESK (x2500)

Mon-Thu: 8am to 8pm
Fri: 8am to 7:30pm

IT AUDIO/VIDEO

Mon-Thu: 8am to 8pm
Fri: 8am to 7:30pm

IT CLIENT SERVICES

Mon-Thu: 8am to 10pm
Fri: 8am to 6pm
September - June

Mon-Fri: 8am to 5pm
June - September

Something you'd like to see in future issues?

[Drop Us a Line](#)

I agree to receive electronic messages from St. Clair College containing information and offers with respect to activities and services that may be of interest to me. I may withdraw this consent at any time by [unsubscribing](#).