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TIPS & TOPICS

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GROUPWISE TIP: SCHEDULING AN ALL DAY EVENT

Need to schedule an all day meeting? Want to quickly schedule a day off?

1. Click on the **Calendar** tab or folder
2. Click on the **Date** of the meeting.
3. Double-click in the section above the times:



4. Enter appropriate information about the event.

NOTE: You can also double-click on any time and click the **All Day Event** checkbox.

ANOTHER NOTE: The **All Day Event** checkbox is also available when scheduling a group appointment with the **New Appt** button on the **GroupWise** toolbar.

COOL INTERNET SITE TIPS

MERRIAM-WEBSTER.COM

This site has an on-line **English Dictionary**, **Thesaurus**, **Spanish-English Dictionary**, and **Medical Dictionary**. Simply select one of the dictionaries, type in the word (or phrase) you are looking for, and click on **Search**. You can also scroll down the page and browse a dictionary by letter. Impress your friends and co-workers by improving your vocabulary with the **Word of the Day** feature.

OFFICE.MICROSOFT.COM

Do you need a cool **graphic** for your presentation, a **template** that will provide you with a quick format for a document, or do you need to take **computer-based training** on Excel? Go to the Microsoft Office web page and you'll find what you need (and some things you didn't know you needed).

INTERNET TIP - REMOVING A HYPERLINK IN A FILE

1. Open the file that has a hyperlink.
2. Hover the mouse over the hyperlink .
3. Click the right mouse button to display a shortcut menu.
4. Click on **Remove Hyperlink**.
5. Save the file.



CREATING STRONG PASSWORDS - DO'S & DON'TS

It's important to create strong passwords at work and AT home to protect your computer files, maintain confidentiality, and safeguard your personal data.

DON'T use a person's first name. It may be easy to remember your grandchild's name but it also makes it easy for someone you know to guess your password.

DON'T use sequential numbers or letters on the keyboard (such as "qwerty"). The password "123456" is the most commonly used password.

DON'T use the word "password" for your password. Need we say more.

DO use a combination of numbers, letters and special characters (? ! %, etc.) in your password.

DO be creative!



USING THE WINDOWS KEY - KEYBOARD SHORTCUTS

Ever wonder what you can do with the Windows  keys at the bottom of your keyboard...read on....

SHORTCUT



 + M

SHIFT +  + M

 + E

WHAT IT DOES

Display or hide the **Start** menu.

Minimize All open windows.

Undo Minimize All.

Opens Windows **Explorer.**

FRIENDLY REMINDERS

- Always log off when you are not using your computer. Use **Windows** key and **L** to lock workstation if you will be away briefly.
- Never share your password with other user(s). Do not tell anyone your password.
- The Internet is to be used for DMHAS business only. It is not for personal use.
- All data files should be saved on your facility's LAN drives. DO NOT save data on your PC drives (A: or C:).
- DO NOT send client information (PHI) via e-mail. If your job requires that you do, you may be able to use the Tumbleweed Secure Transport System.
- Do not install any software on your computer yourself.
- Refer to the **DMHAS Commissioner's Policy Statement on Computer Use** for more information.

ISD TRAINING CALENDAR - FINDING IT ON THE WEB

- 1) Go to the DMHAS Internet Home Page: www.ct.gov/dmhas
- 1) Click on [Divisions](#)
- 2) Click on [Information Systems Division](#)
- 3) Click on [Computer Training](#)
- 4) Click on [Computer Training Calendar](#)

ISD Training Calendars are published quarterly. New calendars should be posted on the DMHAS Internet page at least two weeks prior to the beginning of the quarter.

COMMENTS OR QUESTIONS?

Please e-mail your comments or questions to
ISDTips.Topics@po.state.ct.us
We look forward to hearing from you!