



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - October 2011

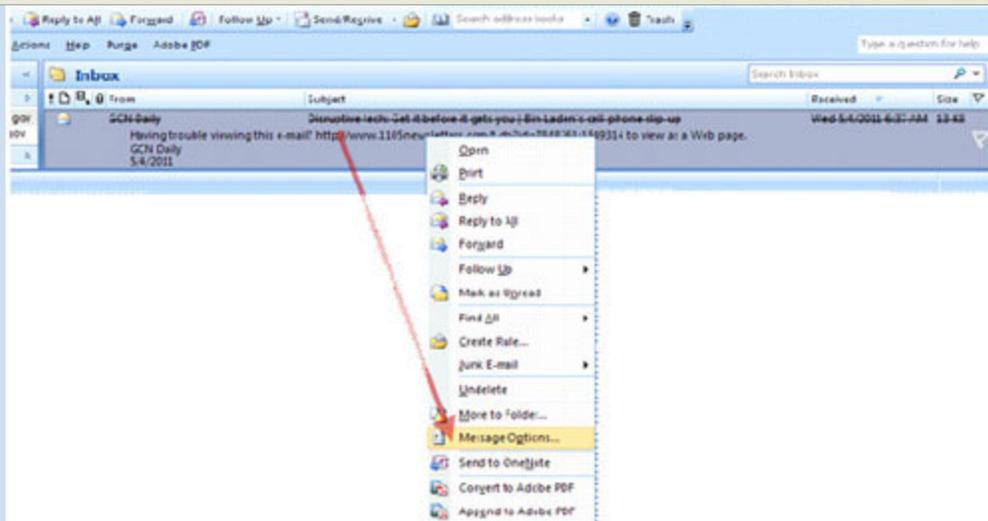
Reminder - Unified Messaging Service - Google Apps for Government

- We are about one month away from moving to the new Google email system. All NOAA employees will be using Google Email starting mid-December. The Enterprise Messaging group has already started moving the bulk of our email to the Google servers. See last month's Tech Tips for help on how to find Large and Old email that can be cleaned up.
- **Cleaning Up Email** on both your user account and personal storage account.
- Delete unnecessary email
- Purge deleted mail
- Save large attachments to your U: drive and delete the message from mail. Messages **larger than 25MB will not migrate** to Google.
- **UMS Project Website:** Announcements, Schedules, Training, FAQ's, Discussion Forums and "Ask New Questions". SST encourages everyone to check out the website periodically <https://sites.google.com/a/noaa.gov/noaa-ums/>

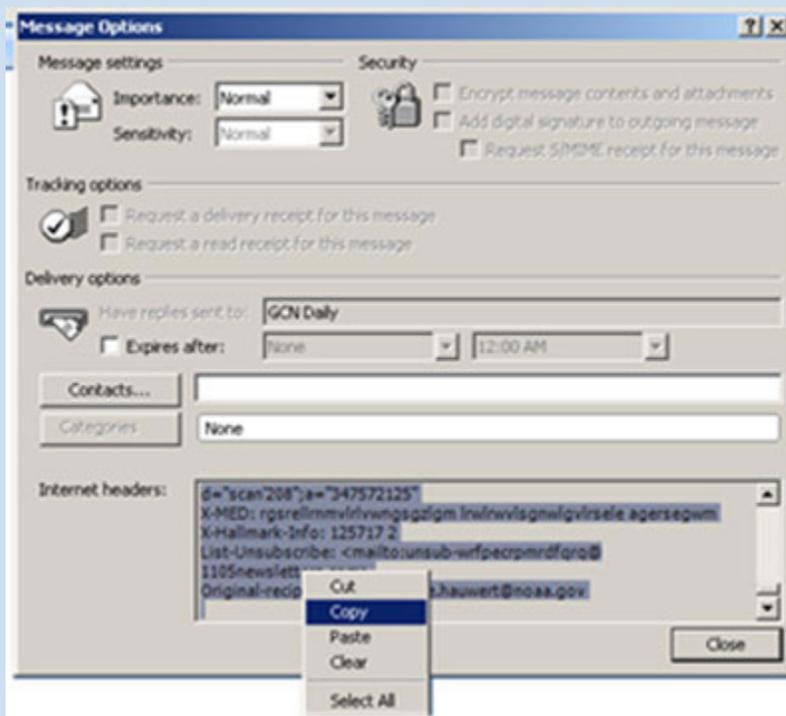
If you have any questions, please call the Computer Helpdesk at 6377.

October Tech Tips

- **What to do with Suspicious Email Messages**
If you receive an unexpected email from an unknown sender, please take these precautions:
- Delete it without opening
 - Don't reply asking to be removed from their list, because that just validates your email address and they will keep sending you messages.
 - If this is a company that you've done business with and they legitimately have your email address then call the company and ask to be removed from their list.
- Please don't forward the message to our Help Desk. If you want advice about a message, send us the message **headers**. This is how to do it:
 - Right click the message subject in the Inbox and select **Message Options...**



- In the *Internet headers*: box, highlight the text, right click, select copy.



- Paste the **message headers** into the body of a new email and send it to SeattleSSD.Helpdesk@noaa.gov.
- If the message is offensive and you want to report it, you can forward it to spam@noaa.gov
- If the message mentions something illegal or threatening, please call our Help Desk at x6377 and we will take the necessary measures to report it to the NOAA security office.

If you have any questions, please call the Computer Helpdesk at 6377.
 Previous Tech Tips located at www.wrc.noaa.gov/systems/techtips.htm