



Western Regional Center

National Oceanic & Atmospheric Administration
U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - August 2013

Annual IT Security Training required

Most of you should have seen the announcement that the 2013 IT Security Awareness Training is now available. Everyone is required to take this training before the end of the fiscal year. Even if you recently finished the 2012 version, you must still take the 2013 version.

You can find the course at: <http://noaa.learnsecuritywith.us> Click on the big red key/button and enter your email name and password. This will take you to the beginning of the course. When you complete the course you will be emailed an acknowledgement that you have finished.

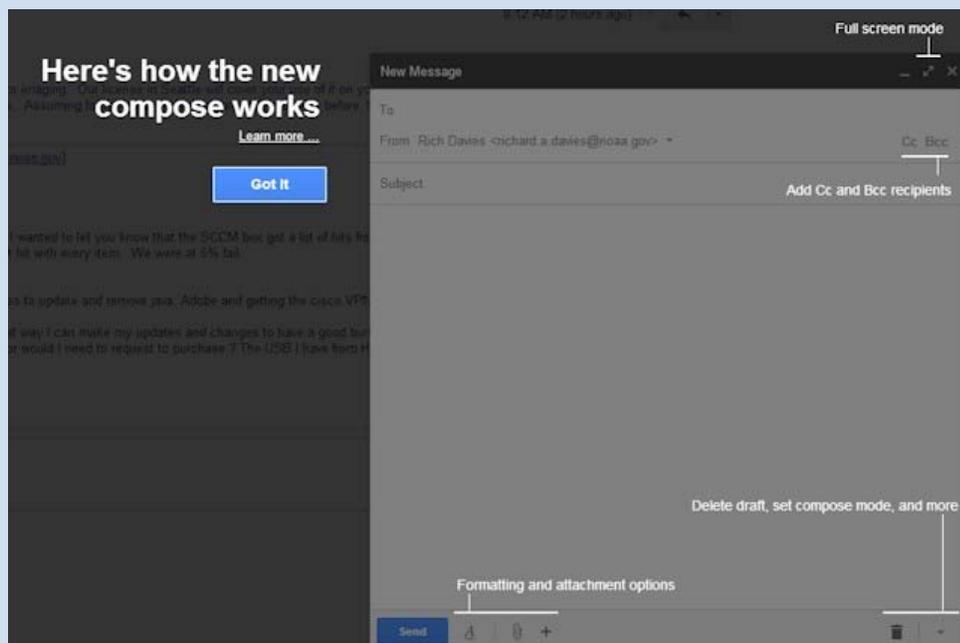
Remember: Everyone must complete this test by **30 Sep 2013**.

If you have any questions, or to initiate coordination with our office, please call the [NSDesk](#) at 1-855-NSDesk1 ([1-855-673-3751](tel:1-855-673-3751))

August Tech Tips

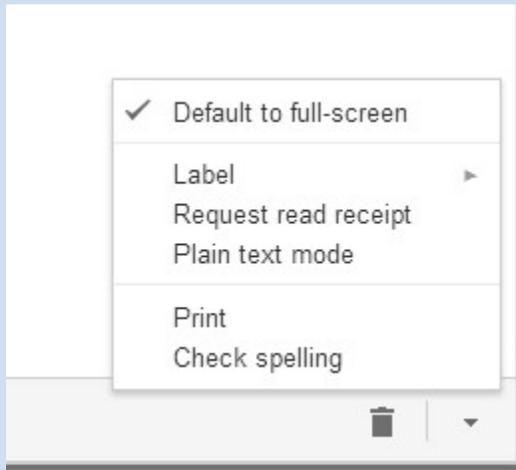
- **Google Mail Compose window**

Google mail has updated their Compose window when using the web interface. The first time you compose a new email in Gmail, you will see this:

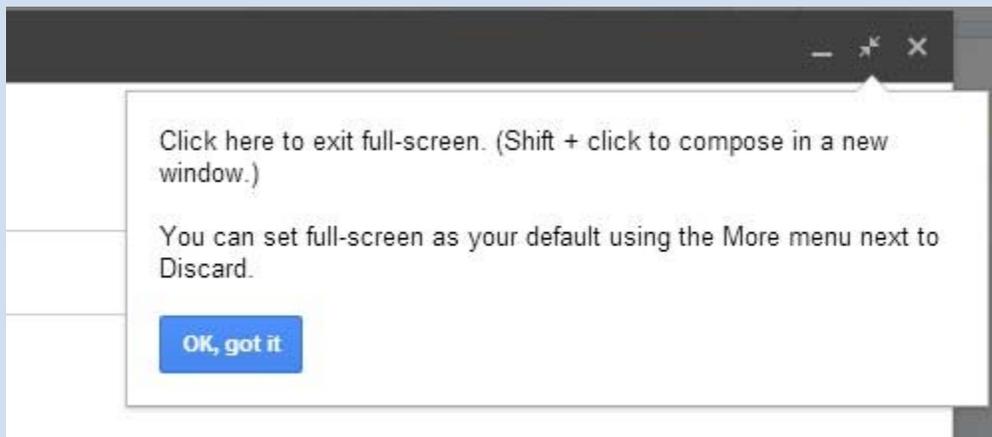


This shows you the new locations for adding recipients, Subject, CC and BCC entries. It also shows you the new formatting tools and Full Screen options. Clicking on "Got it" will remove the explanatory labels and leave you with an empty editing window.

The drop-down menu in the lower right corner contains a few additional options such as Spell Checking, Print, Request read receipt, and Default to full-screen.



The Default to full-screen might be the easiest to use because the text-options menu is shown at the bottom of the editing window and I have a large area to compose my email. If you prefer to use the editing window in the default lower-right corner or have a floating window, you can use the two-headed arrow in the upper-right corner to select your preferred arrangement.



If you have any questions, please call the NSDesk at 1-855-NSDesk1 (1-855-673-3751)
Previous Tech Tips located at www.wrc.noaa.gov/systems/techtips.

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