March 13, 2020

Campus Community,

We have a couple important pieces of information in light of UW-Superior’s heightened state of awareness and preparedness related to COVID-19. Please read this email in its entirety.

*Laptops*

There have been several faculty and staff requesting laptops from Technology Services. Currently, since campus operations remain uninterrupted, we are not distributing computers to individuals on campus who already have desktops. **If your department has laptops that are not used as primary machines for faculty/staff, they are not to be redistributed to anyone including students or student employees.**

With the potential need for faculty/staff to work from home, we may need to redistribute laptops on campus; unfortunately, this means student workers cannot take university laptops home with them to do work. Technology Services will be looking at the available inventory and working with administration to redistribute laptops to those who need them most if the situation arises.

While we understand the frustration and inconvenience this may cause for student workers and departments, we also want to utilize our resources on campus to the best of our ability so we can continue operating smoothly.

*Backup your files to OneDrive*

The help desk has been receiving an influx of calls and emails regarding how to back up data and accessing data off campus. We highly recommend that you back up your personal data to OneDrive. Creating or adding files to OneDrive ensures that you have a backup of your data in case your computer is lost or your hard drive fails, plus it allows you to access your data remotely, if necessary.

All faculty and staff have five terabytes of storage in OneDrive, which should be more than enough space to store all the data on your computer.

You can also have OneDrive set up on your computer so that your folders and files will automatically backup. From there you can choose whether you want...
the data stored permanently on your computer or just in the cloud. If you don’t have access to your computer, you can always access the documents online by logging into your OneDrive the same way you would login to email. For more information on how to use or set up OneDrive, attend our trainings next week on Tuesday or Thursday in Swenson 2020, view online trainings, the attached PDF, or stop by the help desk.

**Training**

Technology Services will be leading trainings that are relevant to moving classes and work online. All trainings will be in Swenson 2020 and be 30-60 minutes in length.

- **Tuesday, March 17**
  - 11 a.m.: Zoom
  - 1 p.m.: OneDrive
  - 2 p.m.: Microsoft Teams
  - 3 p.m.: General technology questions and help

- **Thursday, March 19**
  - 11 a.m.: Zoom
  - 1 p.m.: OneDrive
  - 2 p.m.: Microsoft Teams
  - 3 p.m.: General technology questions and help

Thank you for your understanding and patience as we work through this. If you have any questions, please contact the help desk.

Thank you!

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