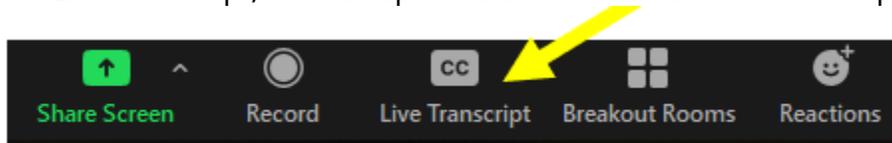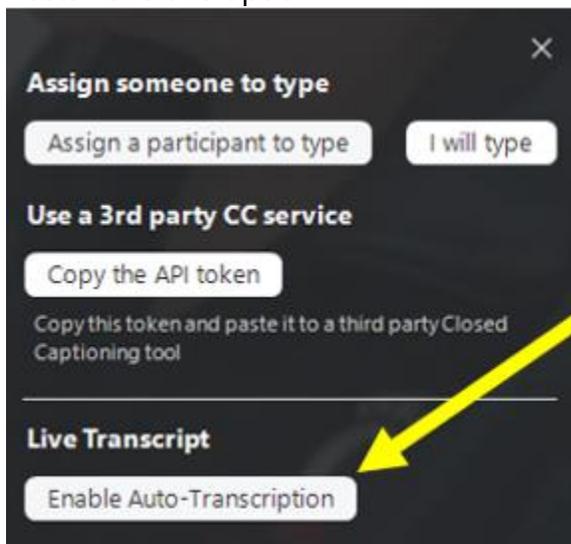**April 2021**

Zoom Closed Captions

Zoom hosts can now turn on automatic captions for all Zoom meetings/classes. Click the Live Transcript/closed caption button at the bottom of the panel.

Under "Live Transcript", click the last option, "Enable Auto-Transcription" NOTE: Only hosts have this option.

For assistance, contact the IT Help Desk.

New Tax Scam

The IRS has received complaints about an email impersonation scam in recent weeks from people with email addresses ending in ".edu.". The scam emails display the IRS

logo and use various subject lines such as "Tax Refund Payment" or "Recalculation of your tax refund payment." It asks people to click a link and submit a form to claim their refund.

If you receive an email or text message claiming to be from the IRS (Internal Revenue Service), do NOT reply and do NOT open any attachments or links.

If you receive a text message, forward the text and phone number where the text came from to the IRS at 202.552.1226 and then delete the message.

This scam tries to get your personal information, which puts you at risk for tax identity crimes. The IRS does not initiate contact with taxpayers by email, text message, or social media to request personal or financial information.

Taxpayers, who believe they have a pending refund can easily check on its status at [Where's My Refund?](#) on http://IRS.gov

If you receive this scam email, you can report it to the IRS. For security reasons, save the email using "save as" and then send that attachment or forward the email as an attachment to phishing@irs.gov.

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Respondus Training Webinars

Respondus is offering training webinars intended for instructors who plan to use LockDown Browser and/or Respondus Monitor with online exams.
Please register for a session on the Respondus website. The training will cover:
- How to use LockDown Browser and Respondus Monitor to protect exam integrity and ensure student identity
- The instructor and student perspective using each application
- Efficient review of the assessment data collected, including the Review Priority system, timeline, and milestone features

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How to Encrypt email

Email is **not** a secure method to share sensitive data or personally identifiable information. Email messages can be compromised if they are intercepted in transit.

Encrypting email is quick and easy with Outlook. Please see NKU IT's easy-to-follow [email encryption instructions](#) for how to send and how to open encrypted emails.

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Zoom Tip

When you are in a Zoom meeting and have yourself muted, you may press the space bar and hold it to speak, and when finished speaking, release the space bar to put yourself back on mute.

Use OneDrive to Securely Share Documents

Saving your work in OneDrive makes it accessible from any internet-connected device. It is saved to secure cloud storage and automatically backed up. All files that you store in OneDrive are initially set to private, and available only to you. You may choose to share specific files with specified colleagues to enable easy collaboration. Check out the [Working in OneDrive tutorial](#). You will learn how easy it is to store, retrieve and work with your data from any location.

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Check our [IT website](#) for the latest system alerts and news.
Follow updates on Twitter [@NKUCIO](#)