

March 2021, Vol 2



Zoom Recording Storage

Zoom Recordings are saved for 180 days (6 months) and then are deleted automatically. However, they are also automatically saved to Kaltura. They can then be easily added to your Canvas course and copied as needed. At this time, there is not a limit to how many videos you can store in Kaltura, however any video not played for four years will be deleted.

For assistance, watch [NKU's tutorial](#) or contact the [IT Help Desk](#) for assistance.

Microsoft OneDrive

Saving your work in OneDrive makes it accessible from any internet connected device. It is saved in a secure cloud 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 NKU's [Working in OneDrive tutorial](#) to learn how to save your files in OneDrive, and then how to work with them once they are there.

One-on-One Technical Support

Contact the [IT Help Desk](#) or submit a [service request](#) online to request one-on-one or departmental technical support to answer your classroom, computer, or printer technical questions. We look forward to working with you to answer your questions.

Using your personal computer for NKU Work

If you are using your personal computer as a result of the campus transition to working from home due to the pandemic, please make sure you are following these guidelines:

- Ensure your computer (or the user account used for NKU work) is protected with a strong password or biometric (e.g. fingerprint).
- Ensure [virus protection](#) is installed on your local computer.
- As much as possible, DO NOT download or store any documents on your personal computer that contain sensitive or personal information. ([Access OneDrive](#) for file storage.)
- Ensure all email messages with sensitive information are sent [using encryption](#).

If you have any questions or concerns, please contact the [IT Help Desk](#).

Departmental Computer Purchases

If you are planning to make a [computer purchase](#) using departmental funds, please visit our [technology procurement page](#) designed for purchasing standard computer configurations, outside of NKU's annual computer replacement program.

Please contact your building's [client support specialist](#) if you would like assistance building a computer configuration.

Alert: Retirement Phishing Scam Takes Aim at NKU Employees

Stay alert! NKU is receiving phishing emails regarding retirement planning, but these organizations have absolutely no affiliation with NKU or KERS/KPPA! Do not schedule a meeting or discuss your retirement plans with these organizations. Look for the following scam indicators in emails:

- Sender email addresses ending with <name>@district-assistance[.]com
 - Marked as [EXT] in the subject line
 - Use of only your last name in the greeting (e.g. Employee Smith, Employee Jones)
 - Request for call or teleconference
 - Sense of urgency language (e.g. Appointments fill up quick)
 - Links to set appointments
 - Statements like "Licensed representatives are not employees of the college or state retirement system. All representatives are independent and licensed by the state department of insurance."
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Check our [IT website](#) for the latest system alerts and news.
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