

# WorkWisely

## NEWSLETTER



# UNLEASHING MICROSOFT 365

**WIN**  
A GIZZU!  
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**WIN  
A GIZZU!**

# Embracing the Microsoft Era

*Get to know the editorial team, IT:  
Academic and Office Solutions (IT: AOS)*



**Andiswa Msi**



**Adelle Lotter**



**Sebastian Mosidi**

**Geraldine Gerhardi**





## The Workplace: Unleashing your tech whiz

*Drum roll, please! It's time to unveil the magnificent marvel known as The Workplace. Get ready to witness a campaign that will catapult you straight into the forefront of the tech-savvy revolution.*

**B**race yourselves, as we're about to transform you into a digital dynamo, and equip you with all the right tech tools. Imagine yourself, confidently striding into that meeting room, a visually striking presentation on your laptop, a mischievous grin on your face, exuding an irresistible aura of confidence of a tech whizz. NWU won't know what hit them!

But wait, my dear colleague, let's not get ahead of ourselves. Before you become such a whizz, there are a few things you need to do right. First, you need to understand what The Workplace is all about, and here's the lowdown on what it is:

- ❶ **Training Programs:** Say goodbye to tech hitches! Our workshops and training sessions will have you strutting your stuff in project management, collaboration platforms, and communication tools.
- ❷ **Communication and Resources:** We're your digital gossip queens and kings. Our newsletters, emails, and online portals will keep you in the loop with all the tidbits of digital insights, guidelines, and best practices. You'll be armed with knowledge that'll make your colleagues go "Whoa, where did you learn that?"
- ❸ **Support and Assistance:** Need a superhero sidekick? Our team of tech ninjas is here to rescue you from any digital dilemma. Whether it's a mind-boggling glitch or a quest for maximum tool benefits, we'll be your digital lifeline.
- ❹ **Feedback and Improvement:** The IT team is all ears. Your opinion matters, and we want to hear your thoughts on how we can make these digital tools even more fantastic. Together, we'll create a tech-savvy workplace that's the envy of every other university.

Our visionary Director of Academic and Office Solutions IT, Andiswa Msi, had an "aha" moment when she saw how technology was taking over the workplace. She knew we had to equip our people with digital skills to boost productivity and efficiency. Andiswa put it like this, "IT AOS recognized the need to give employees the skills

and knowledge to conquer the digital world. We're here to make sure you rock it like a boss!"

Hold onto your hats, folks, because The Workplace is bringing you more than you bargained for:

**Collaborative Effort:** This campaign was a true team powerhouse that would make the Springboks envious. Our IT superheroes, digital transformation magicians, and employee representatives united like the Avengers to create something truly extraordinary. Talk about assembling a squad of digital wizards.

**Boosting Digital Superpowers:** We've been working harder than an ice cream maker in the summer to supercharge your digital skills. Get ready for mind-blowing training sessions, workshops, and ingenious communication strategies; all there to help you win.

**Lightening the Load:** By boosting your digital skills and reducing those irksome support requests, we're giving our tech support team some well-deserved breathing room. They'll be doing the voshodance of joy!

**Embracing the Future:** The Workplace Awareness campaign perfectly aligns with the North-West University's goals and values. We're embracing digital literacy, fostering a culture of continuous learning, and creating a work environment as cool as a Joburg summer night. Let's make digital magic happen! 🎉





## 5 Reasons why top achievers love Microsoft Teams

*Now, if you're still scratching your head about the awesomeness of Microsoft Teams, this is an article you should be reading.*

**W**e're about to spill the beans on some seriously advantageous stuff you need to grab hold of. Buckle up and get ready to explore the fantastic functionalities that await you. Let's dive right in.

- 1 **Schedule meetings like a pro.** Teams make it a piece of cake to set up those important meetings.
- 2 **Invite your colleagues in a jiffy.** Just add their names, pick a date and time, and bam! They'll receive an invite faster than you can say "awesome teamwork."
- 3 **Collaboration galore!** Teams lets you work together with your team, no matter where they are. Share documents in real-time and conquer projects together like the superheroes you are.
- 4 **Say goodbye to the old pen and paper routine.** Teams will handle the note-taking for you during meetings. It's like having a trusty sidekick that captures every important detail.
- 5 **Want to chat and share files simultaneously?** You got it! Attach files to your chats and send them off to your colleagues while having a good ol' conversation.

Oh, and there is the best part, Teams allows you to record meetings. So no more hunting around when you miss a session. It's all at your fingertips. ☑

## Did you know you get free space on OneDrive?

*Remember the good old 2000s when saving files meant dealing with those sneaky USB sticks and storing videos on those ancient DVD thingies?*



**T**imes have flipped like a gymnast on steroids. Technology is galloping ahead faster than a cheetah on Redbull, and life has become a breeze. You can now stash all your data in the cloud. We are talking about anything and everything. It's like having a magical storage space that follows you everywhere. No more schlepping around USBs or losing those pesky files.

In this article, we'll explore the fantastic features of OneDrive, and why it's time to bid farewell to historic ways. Let's take a look at the magical benefits:

- 1 **Stay Connected:** Picture this scenario: you're sitting at a coffee shop, sipping your favourite cup of latte, and suddenly, you remember an urgent document you need to access. With OneDrive, your files are just a click away, whether you're using your phone, tablet, or trusty old laptop.
- 2 **Collaborate Effortlessly:** OneDrive isn't a tool for solo players but for sharing players. Efficiently collaborate with your colleagues at Northwest University, sharing and working on files together like a well-oiled machine.
- 3 **Access Anytime, Anywhere:** Life is unpredictable, and work often takes you on unexpected journeys. Sometimes your home or car turns into a mini office. With OneDrive, that's not a problem.
- 4 **Free Space Galore:** Who doesn't love freebies? OneDrive offers you a generous 1 TB of free cloud storage with your Microsoft account. That means you can store your files, photos, and attachments in Outlook.com, and even your beloved Microsoft 365 apps, all in one secure place. It's like having your very own cloud sanctuary. By using your NWU Office/Microsoft 365 account, you unlock 1TB of OneDrive storage space for saving files in the cloud. Lekker folks! ☑





Robyn Bunt

# Pioneering the future of teaching with tech

*Robyn Bunt is the incredible superstar that is shaping the future of teaching at NWU.*

## Q: How has the new MS 365 suite impacted your productivity at work, and in what ways?

**A:** I think MS Teams and Outlook have been great tools for collaborating. We use them a lot to collate information and to ensure that everyone is on board.

## Confusion

Seems like there's a bit of confusion among our team when it comes to SharePoint, OneDrive, and Teams. Some staff members, especially those who are less technologically inclined, struggle to understand where data is stored.

OneDrive is similar to Google Drive, and Teams is a collaborative tool, and all the files from Teams are saved to OneDrive.

## Q: How else do you collaborate with MS applications?

**A:** We currently use Microsoft Forms and integrate them with Power Automate and Power BI. That's how CTL's lecture support ticketing system was developed. A lecturer fills out the MS form and explains what's wrong, and it is sent to the appropriate directorate. I am one of the directorates that deal with special projects and research directorate queries. Email queries are sent directly to me, and I forward them to the appropriate staff member. As soon as the issue is resolved, we update the app.

As a whole, the MS 365 application has improved our ability to collaborate. Our email system is much better than it used to be. That has been amazing.

## Hobbies

Video game. 🎮

**W**ith her expert advice and support, our lecturers have become teaching wizards and students can have a blast while broadening their knowledge. Her secret? She is constantly on the lookout for fresh ideas by conducting research to make learning more exciting.

And let's not forget Robyn's online superpower – her ability to adapt quickly to technological advances. We caught up with Robyn to learn about her experience with using Microsoft applications.

## Q: Tell us a bit about your background.

**A:** My role as an academic developer within the Centre for Teaching and Learning entails training lecturers and conducting workshops for them.

## Q: Please tell us about the work that you do and how is your typical day like.

**A:** I sift through emails and attend tons of meetings. I mostly work online with all our documentation. Microsoft applications are all there to help me collaborate and to make data sharing easier. As a result, I am able to manage my data efficiently. I frequently need to communicate with lecturers to make sure that projects are running smoothly. I am also part of a team that handles an online ticketing system that was developed by the Centralised Functions department of CTL.



# Is Microsoft safe? Find out now!



## Q: Is Microsoft Defender enough to protect my PC, or do I need additional antivirus software?

**A.** Microsoft Defender has evolved into a robust security solution, offering solid protection against various threats for Windows users. While it's built into the operating system, adding reputable third-party antivirus software can provide an extra layer of defense, especially if you frequently venture into risky online territories.

## Q: How can I secure my Microsoft account from hackers and prying eyes?

**A.** Safeguarding your Microsoft account is crucial. Start by using a strong, unique password with a combination of uppercase and lowercase letters, numbers, and symbols. Avoid reusing passwords across accounts. Enable two-factor authentication (2FA) to add an extra security measure. With 2FA, you'll need a verification code along with your password, which can be sent via SMS or generated by an authenticator app. Stay alert to phishing attempts by verifying sender addresses and avoiding suspicious links. 🛡️



# Be safe and secure with MS

## 1 Create a strong password

First things first, create a password that's so strong, it'll make those hackers break a sweat trying to decode it. It should be at least eight characters long. Please note that we will update with our cyber security.

It will help if you stick to NWU password instructions to create or reset your password by following the below instructions.

Forgot your password? Please go to [Forgot Password](#)

NOTE: Your password will be the same for all CAS systems (for example, eFundi, e-mail, MS Office 365 suite, etc.)

This is NOT your student PIN, used for academic systems (for example, registration, account enquiries, exam results). To change your student PIN, please visit [Change Student PIN](#). ATT: Staff - this is not your VSS password. To change your VSS password, please visit [VSS Password Reset](#).

Your password expires after 3 months. Please change your password before this time.

Your initial password is either your ID number or passport number, followed by @Nwu, for example, 12345667890123@Nwu

**Password Change**

Your password must follow these rules:

- At least 8 characters
- At least one uppercase / capital letter
- At least one lowercase / small letter
- At least one numerical character / number
- At least one special character eg !@#\$%^&\* NOT spaces or asterisks (\*)
- Cannot reuse your last 5 passwords

University Number \*

Current Password \*

New Password \*

Confirm New Password \*

[Forgot your password? Please go to \[Forgot Password\]\(#\)](#)

NOTE:

- Your password will be the same for all CAS systems (e.g. eFundi, e-mail, MS Office 365 suite, etc.)
- This is NOT your student PIN, used for academic systems (e.g. registration, account enquiries, exam results). To change your student PIN please visit [Change Student PIN](#)
- ATT: Staff - this is not your VSS password, to change your VSS password please visit [VSS Password Reset](#)
- Your password expires after 3 months. Please change your password before this time
- Your initial password is either your ID number or passport number followed by @Nwu, e.g. 12345667890123@Nwu

Submit

## 2 Bulk emails on Outlook:

Microsoft can see you as a spammer when you send bulk mail. Please stick to the 500-mail list limit. Doing so will allow you to maintain your esteemed reputation and avoid the wrath of Microsoft's spam radar. Keep it professional, stay within the boundaries, and may your bulk emails be impactful and spam-free! 📧



# The Journey of the Internet: From Vision to Reality

*In the early 1900s, while the world was still grappling with telegrams and telephones, Nikola Tesla was already dreaming of something bigger.*



**T**esla envisioned a "world wireless system" that would connect humanity. His ideas would pave the way for the future we now call the Internet. And he wasn't the only one with a glimpse into the technological future.

## From Dreams to Data Storage

Paul Otlet and Vannevar Bush, in the 1930s and 1940s, imagined a world where information could be mechanised and stored in a searchable system. While the rest of human beings were trying to find a particular book in the library, they were envisioning a digital storage system for books and media.

## The Birth of Interconnectivity

Fast forward to the 1960s when government researchers were seeking ways to share information more efficiently. Computers of that era were massive and immobile, forcing people to physically travel to access data or rely on the conventional postal system to exchange magnetic tapes. It was clear that a better solution was needed.

## The WorldWideWeb Revolution

But it didn't stop there. In 1990, a game-changing invention hit the

scene – the WorldWideWeb browser. Tim Berners-Lee, a visionary genius, developed this browser for the NeXT Computer. By March 1991, he introduced it to his colleagues at CERN, forever altering the course of human communication and information sharing.

## Embracing the Digital Frontier

Now, we find ourselves in a world that those early pioneers only dared to imagine. The Internet has transformed every aspect of our lives, allowing us to share cat videos, stream movies, connect with loved ones, and navigate an ocean of knowledge at the click of a button. It's a digital adventure that continues to unfold, with endless possibilities awaiting us.

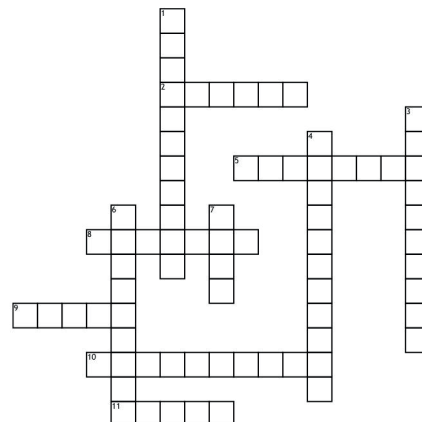
## Embrace the future

As we embark on this remarkable journey together, let's celebrate the pioneers whose dreams and innovations made it all possible. The Internet has revolutionised the way we live, learn, and connect. So, fasten your seatbelts, keep your routers humming, and get ready for the next exciting chapter in this ever-evolving digital saga. 🌐

# IT Cross word / Fill in missing Word / Choice Quiz

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| K | S | D | S | U | S | E | R | S | R | R | S | E | U |
| E | O | M | S | E | A | S | Y | D | V | K | V | F | L |
| Y | F | I | R | R | R | T | E | P | R | I | N | D | U |
| B | T | E | C | E | I | V | R | W | R | A | R | E | S |
| O | W | Y | R | R | T | R | E | D | V | O | C | K | H |
| A | A | V | U | A | E | U | B | R | W | W | B | O | A |
| R | R | C | E | M | W | S | O | S | T | E | O | E | R |
| D | E | E | A | E | U | D | S | R | S | A | V | K | E |
| S | T | I | L | E | M | A | R | U | O | I | S | R | F |
| N | L | B | F | U | P | O | O | A | R | U | A | O | O |
| T | A | A | U | E | S | M | A | D | H | L | L | W | L |
| C | B | R | T | A | E | U | D | E | L | S | A | T | D |
| C | T | N | U | O | C | C | A | R | O | O | U | E | E |
| U | L | A | P | T | O | P | P | D | F | A | Y | N | R |

- HARDWARE
- SECURITY
- CD DRIVE
- USERS
- SHARE FOLDER
- CABLE
- NETWORK
- MOUSE
- LAPTOP
- PASSWORD
- USB DRIVE
- SOFTWARE
- SERVER
- KEYBOARD
- ACCOUNT
- ROUTER
- CARD
- EMAIL



**Across**

- 2. Trashmouth
- 5. The turtle
- 8. Bill's Brother
- 9. A town in Maine
- 10. The Librarian
- 11. Overprotected hypochondriac

**Down**

- 1. Bully
- 3. Fat kid
- 4. Author of the novel
- 6. The clown
- 7. Stuttering

Play this puzzle online at : <https://thewordsearch.com/puzzle/562519/>



# A video challenge that will spark up your potential

*Get ready to set your dreams ablaze.*

**N**WU presents an electrifying contest that promises to unlock your true potential. Prepare to shine brightly in our monthly talent competition, where incredible prizes await you. Winning a prize is as easy as pie, all you have to do is record a captivating video of yourself as a TV host and get on the fast track to winning a spectacular Gizzu prize.

With the mighty Gizzu by your side, you will bid farewell to the frustrations of load shedding and say hello to a world of uninterrupted productivity, boundless entertainment, and unshakable peace of mind. Stay tuned for the upcoming edition of our exclusive Work Wisely newsletter, packed with tantalizing details.📺



## Stand a chance to win BIG!

*We're thrilled to announce our monthly talent competition that will blow your socks off!*

Get ready to unleash your talent and win big and stand a chance to win a BIG Gizzu! This is your chance to showcase your skills and have a shot at winning awesome prizes. It's as easy as pie – just record a video of yourself acting as a TV presenter and impress us!

With a reliable Gizzu by your side, you'll bid farewell to those pesky power outages and say hello to uninterrupted productivity, endless Netflix binging, and so much more. It's time to take charge and conquer the darkness. Keep an eye on the Work Wisely Newsletter, it will be packed with all the information you need to know about the contest.

**Let's make this contest an unforgettable experience.**