

# ChemIT newsletter

Express services CCB folks would benefit from knowing about, and successes relevant to encouraging use of services.

## See also

- [Topic ideas for next newsletter](#)
- [Default \(stock\) text for newsletters](#)

## Proposed process

- Get input (and on-going feedback) from Chemistry Computing Cmt Chair and other members.
- As we get or create items, feel free blog them (as news post). Reminder: Ensure each new blog page's URL name is something short.
  - Alternatively, quickly [add them to our topic ideas page](#).
- Create the digest within a blog page. Cut and paste that to the email, reformatting lightly (such as header's font sizes).
  - Add to the email [our stock text and ensure headers are correct and complete](#).
- Send digest with highlights (and links to more details) monthly or so. Title template, etc:
  - [Default \(stock\) text for newsletters](#)
- Blog post "extras" whenever, but likely when main "Flash" goes out.
  - Call it by its topic name, or Chemistry IT mini-Flash, or Chemistry IT Security Alert.

## Audience

### Chemistry IT Reps

- Membership maintained per ChemIT's list of CCB IT Reps. Pull email addresses from appropriate column in Excel file, "CCB IT Reps, ChemIT":
  - R:\Chem IT\CCB people lists

[Six lists already exist for:](#)

- **Faculty** (CHEMFAC-L)
- **Researchers (who are staff)** (CHEMACADSTAFF-L, CHEMPOSTDOC-L, CHEMVISSCI-L)
- **Grad students** (CHEMGRAD-L)
- **Staff (non-researchers)** (CHEMSTAFF-L)

## Staff email newsletter categories and topics

**Promoting services and products (most for free), and things which require action or attention.**

- Are these Action, Guidance, or Service info?
- When should they be promoted, if not one-time topics?

See table below for categories and other topics, too.

- MS Office 365
  - Free
  - Install MS Office for home
    - PostDocs and other staff: Buy it for \$10 before you leave!
  - OneDrive - 1 TB space paid for by Cornell
- Anti-virus software: FREE! Cornell's Symantec license for both Mac and Windows.
  - For Windows, consider using free MS Security Essential instead.
    - <http://windows.microsoft.com/en-us/windows/security-essentials-download>
- Timely software renewals, such as ChemDraw, Dreamspark, etc. See:
  - [ChemIT monthly and annual tasks](#)
- IT-related projects many CCB folks need to know about, such as Inventory, ID Finder, WinXP mitigation, billing-related changes, etc.
- "Eat your vegetables and floss your teeth" actions and info:
  - Spam education.
  - Backups: Do and test periodically.

Category of topic	Communication type	CCB IT Reps	Faculty	Researchers (who are staff)	Grad students	Staff (non-researchers)	Date last sent out, per topic See also: <a href="http://it.chem.cornell.edu/news/">http://it.chem.cornell.edu/news/</a>	Next reminder, per topic See also: <a href="#">ChemIT monthly and annual tasks</a>
<b>ChemDraw: License renewal</b>	ChemIT: Action item	x	x	x	x	x	9/23/14	Every May
<b>Hardware inventory</b>	ChemIT: Action item	x	x	x			Spring/ summer 2014:	Do every (other?) spring?:

<b>ID Finder-related work</b>	ChemIT: Action item	x	x	x	x	x	-	When? (after inventory/ billing?)
<b>IT@Cornell News: Highlight pertinent info</b>	ChemIT: Guidance	x	x	x	x	x	-	Anytime other info sent out. What to highlight?
<b>WinXP</b>	ChemIT: Guidance	x	x (select)				11/5/13 (including grads and staff)	
<b>Supported computer operating systems</b>	ChemIT: Guidance	x	x	x	x		10/22/13	
<b>Backups (Include recovery services info?)</b>	ChemIT: Guidance	x	x				Maybe: March 13, 2015	Week before Nov. 13, 2015.
<b>Blog service</b>	ChemIT: Service highlight	x	x					"now"
<b>Research group IT Risk assessment</b>	ChemIT: Service highlight	x	x				11/15/13	
<b>DreamSpark</b>	ChemIT: Service highlight	x	x	x	x		10/15/13 (from within ELMS; first time)	Every Sept (via us, not ELMS?)
<b>File storage service, SFS</b>	ChemIT: Service highlight	x	x				-	"now"