

City of Stamford
Technology Department

Employee Orientation



Gaining Access to the Network

- Your direct supervisor must complete a *Network Access Form*, available from the City Intranet:
www.Staminet.org
 - Email
 - Internet Access
 - Security Groups and workshare permissions
 - Map the “H” drive
 - Employee intranet (<http://StamInet.org>) under Departments / Technology
 - Password Manager: **www.Stamfordct.gov/password**

Privacy and the Network

- Read the Technology Policy
 - ***“No Expectation of Privacy”***
- Do not store personal pictures, photos, music, “Funny” videos or other non-work items on your computer or the network
- The Technology Department will occasionally sweep the network for these and other items such as installed software and browser history
- As a public entity we are subject to the Freedom of Information Act

Getting Help

- **City Employees and BOE Administration**
 - Call the Help Desk at 977-4936
 - Email HelpDesk@Stamfordct.gov
- **School employees**
 - Contact the technology coach or designated person at your school
- **Other locations such as Police and Fire**
 - Contact your supervisor

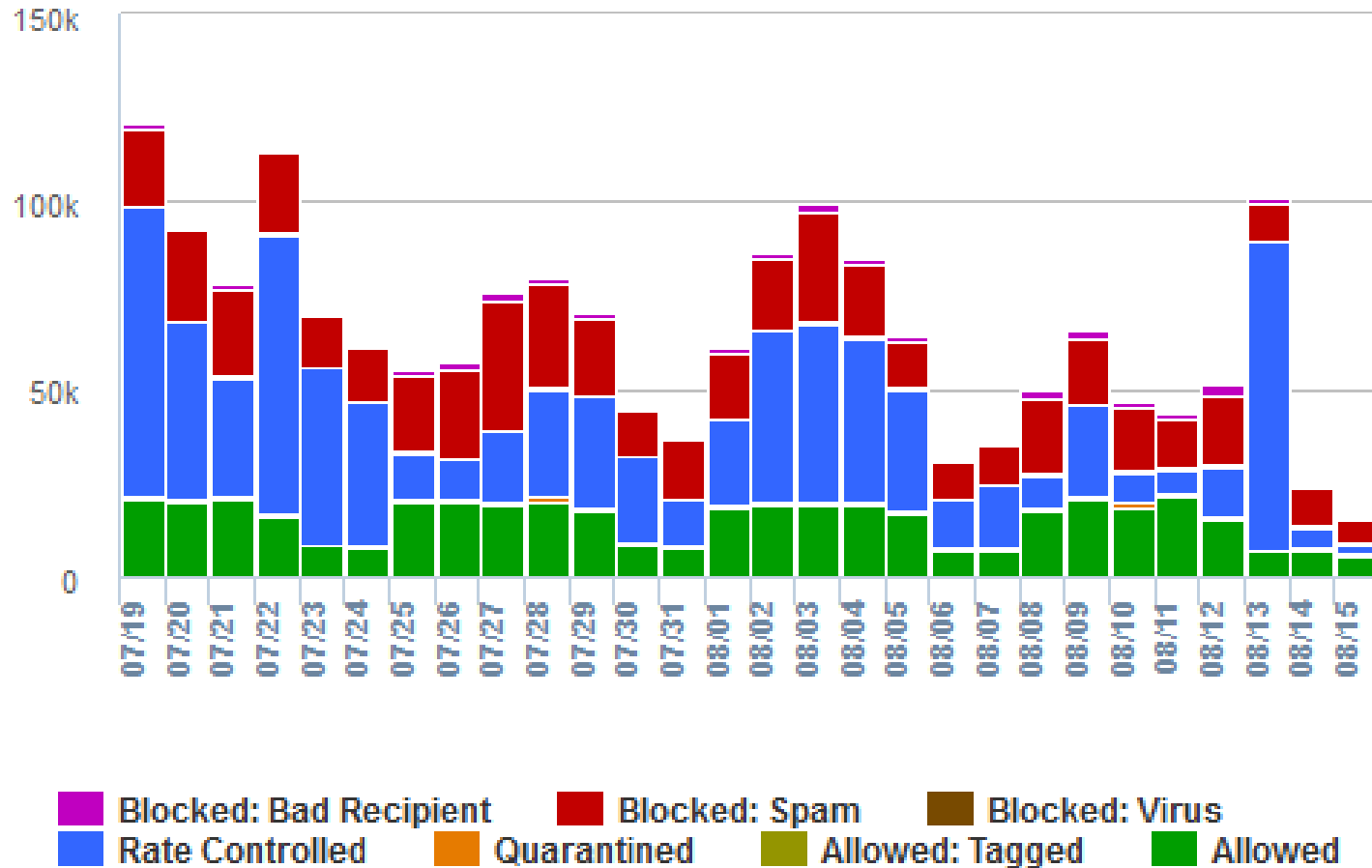
Email

- Your Email address will be:
 - *username@StamfordCT.Gov*
 - Accessible from the intranet
 - Webmail: www.StamfordCT.gov/mail
- **If you wouldn't want it in the front page of the news paper it shouldn't be in your email.**
- We archive all email before it is delivered to your inbox
- Treat your email like an unlisted number
- **DO NOT** use your City email for things like Facebook, Shopping updates or other non-City purposes.
- Report suspicious email to the Help Desk at HelpDesk@Stamfordct.gov
- There is a 30 day retention policy on deleted items.

Email Statistics

Daily Mail Statistics [inbound]

Help



Think Before You Click

- The Technology will **NEVER** ask you for your password. If you receive an email asking for your user name and password to “reset your account” it is spam!
- Be wary of unsolicited emails and attachments. If you don't know who it is from or weren't expecting it, it is probably SPAM.
- If the email looks suspicious **DO NOT** click on any links!
- Don't use the “Unsubscribe” link of a SPAM email. IF it is an annoyance you can create a rule in Outlook to send them to the Deleted Items
- Most SPAM can just be deleted




7 WAYS TO SPOT A PHISHING ATTACK

Protect your  Passwords  Financial Info  Identity  Money

From: Government Gateway-HMRC ggtax@yahoo.net
Sent: Friday, June 9, 2017, 2:15AM
To: <your-email@domain.com>
Subject: Online Submission for Reference 85937829

The sender's address doesn't match the Display Name of the organisation.

Salutation
uses generic greeting like "Dear customer"

 HM Revenue & Customs Tax Refund

Dear Applicant,

After the last submission of your fiscal activity for the year 2017 we have [recalculate you're](#) payment and determined that you are due a tax refund of 416.26 GBP.

In order to claim your refund online you must [follow this link](#) to fill out [your details](#). If you don't complete this form [within 48 hours](#) your refund will no longer be available.

[Help](#) [My Account](#) [Contact us](#)

Please do not reply to this email.

Poor spelling or grammar.

Request for personal information.

Don't open attachments or click links. Hover over the link to reveal its true destination.



Footer should contain a physical company address and an unsubscribe button.

Threats or Free Stuff creating a sense of urgency.



Internet Access

- Our internet access is filtered and monitored
- Treat it as a business tool.
- The Technology Department, as an agent of the City, may monitor any and all communications, including browser history
- Some sites that have a lot of advertising have been known to have “infected content”
- Do not download and install programs from the internet

Standard Software Applications

- The Technology Department is responsible for maintaining a stable and secure computing environment
- Standard Software
 - Microsoft Office
 - Adobe Reader
 - Symantec Anti-Virus
 - H.T.E, Kronos, Ceridian, Starbase or other enterprise software as appropriate
 - **Appropriately licensed software for your job**
- Contact the Technology Department if you need a particular software package that is not a standard.

Non-Standard Software Applications

- Third Party Screen Savers
- Internet Games
- Peer-to-Peer file sharing
- Other personal software
- All of these present either a technical threat to the global computing environment or a conflict with our established software.
- If you place a service call and the source of the problem is found to be a non-standard software application the Technology Department may opt to format your machine.

Non-Standard Computers

- You may NOT bring in you personal computer and plug it into the City or Education network.
- Personal mobile devices such as iPads and tablets can use the COSGuest network for internet access
- The Technology Department does not support Apple computers or personal smart phones.