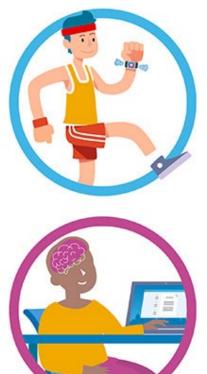
Manage your digital life to work [and play] productively and learn how IT can help. In this session, learn helpful online security tips, tricks for using email and other communication tools intentionally, learn about available tech resources, and receive practical advice to help balance your digital world.

Digital Wellness

- Sheila R Hall
- VSU IT Communications & Support Coordinator





Digital Wellness:

An intentional state of physical, mental, and social health that occurs with mindful engagement in the digital and natural environment

Digital Wellness Defined

https://digitalwellnesslab.org/articles/defining-digital-wellness/







digital wellness

Your Playbook for Surviving **Thriving** in the Remote Work Era

By Amy Blankson, MBA and Nina Hersher, MSW



Digital Wellness Institute

https://drive.google.com/file/d/1v6EiGt OPjuKhufYvQCcdgNRKEJp42By4/view

Quick Tips

2FA – MS Authenticator App

Use signature line for canned text

Use @mention in emails and in Teams

Encrypt emails and OneDrive files

Schedule emails

Report to abuse@valdosta.edu

Use password manager such as lastpass

Devote only 5-10 minutes an hour to check email

Turn off email notifications

Sort mail Focus and Other

After reading email, decide to archive or delete.

Quick Tips

Create an Action Folder and Quick Step OR Set Rules

Color code messages > View Tab > View Settings > Conditional Formatting

Drag Email to Calendar to Schedule

Use FindTime to help schedule meetings

Unsubscribe or Block Unwanted meeting

Develop an email routine

Create a folder system that works for you

Declutter: Apply Rules/Quick Steps

IT Resources

- <u>www.valdosta.edu/it</u> The Tech Guide
- Technical Services
 Portal

solutions.valdosta.edu

- @VStateIT
- Facebook & Twitter



DIVISION of INFORMATION TECHNOLOGY

VALDOSTA STATE UNIVERSITY

STRATEGIC PLAN

Mission

To deliver a strategic, secure, scalable, and sustainable higher education technical solution

Vision

To provide and support an innovative and secure suite of technology for students, faculty and staff to assist in preparing VSU students to be competitive in their professional careers