

# Digital Wellness

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.

- 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/1v6EiGtOPjuKhufYvQCcdgNRKEJp42By4/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](mailto: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

- [www.valdosta.edu/it](http://www.valdosta.edu/it)  
The Tech Guide
- Technical Services  
Portal  
[solutions.valdosta.edu](http://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