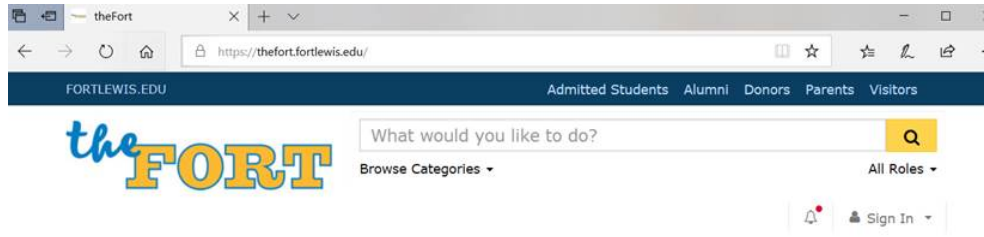


Dear Students,

The FLC IT department is here over Spring Break to help with your on and off-campus computing needs. Review this tip sheet for helpful information. Thanks!

Laptops and Hotspots: We still have laptops available for checkout. We are currently out of hotspots, but are expecting to have more available next Tuesday (3/17) or Wednesday. To check out a laptop, come down to the Media Services desk in the basement of Reed Library. To get a hotspot, open a [ticket](#) to save your place on the list.

theFORT: Everything you need for “IT” is found at “theFORT” <<https://thefort.fortlewis.edu>>. Use the search to find a topic, then click start to launch it!



Zoom conferencing: Go to [theFORT](#) and search for the task named “Zoom”. Starting the task will take you to your Zoom profile where you can start or host a meeting. Also, check out the “Zoom Tutorial” at [theFORT](#).

Canvas: Canvas is our eLearning portal. To launch Canvas, go to [theFORT](#) and search for the “Courses” task.

Skyhawk Alert: Skyhawk Alert is our emergency notification service. Enroll in Skyhawk Alert today, so you can receive safety-related information and updates wherever you are. Search for “Skyhawk Alert” at [theFORT](#) and sign up today!

OneDrive: OneDrive is an Office365 app that gives you a personal folder to store up to 5 TB of digital content (hint: That’s about 10 laptops worth of files!). After you sign in with your FLC network account and a web browser you can upload and download files just by dragging and dropping. Very helpful if you need to access files from different computers. Go to [theFORT](#) and search for “OneDrive” to launch and access your own personal OneDrive.

Office 365 and Email: Create, share, collaborate, and edit documents anywhere. All you need is a computer with Internet access and a web browser. You can run on-line versions of Word and Excel from a web browser, or install full versions of them on up to five computers. Don’t forget to check your FLC email. Launch Outlook (webmail) from here as well to see important notices about classes, campus events, and Canvas notifications. Go to [theFORT](#) and search for “Office365” to launch and access your “Office in the Cloud”.

Watch out for Scams: There has been an increase in fraud and scams related to recent events. Be careful with emails, Facebook, and Twitter posts that have links to download or share files. Be especially careful with any link that takes you to a login page. If you are not sure, do not enter your password. Forward suspicious emails to “junk@fortlewis.edu” and we will check it out and quickly get back to you and let you know if it is safe or not.

Need Help? If you are having problems accessing on-line coursework or resources, our staff is here over Spring break. Reach out anytime via email at “askit@fortlewis.edu” or call us M – F, from 8:00am to 5:00pm at 970-247-7444.

