

Webmail Anti-Spam Tool

by Matt Pawlowski, Software Help Desk

On January 30, 2004, Information Technology (IT) began a pilot for junk mail filtering using Webmail Anti-Spam software. This software is a tool that will allow you to filter junk mail (Spam) from your Inbox. Once the Anti-Spam control is turned on, most junk mail will be redirected to a junk mail folder.

Please note that you **MUST** enable Anti-Spam before it will begin filtering your mail. Once enabled, Anti-Spam will move any incoming messages it believes to be junk mail into your Junk Mail folder. It does this by analyzing messages for keywords and patterns typical to junk mail messages. In doing so, it may misidentify some legitimate messages as junk mail. For this reason, it is important to occasionally look in your Junk Mail folder.



When the Junk Mail folder is displayed, you can delete and work with messages in the Junk Mail folder just like messages in the Inbox, or you can let Webmail automatically purge messages older than 14 days. If you see a message in the Junk Mail folder that you did not want to be filtered, you can move that message back to your Inbox, then add the sender's email address or entire domain to the *White List*. White listed addresses or domains are ignored by the junk mail filter.

Can the Anti-Spam tool be used in Outlook, too? Yes, you can also configure Outlook to display your Anti-Spam Junk Mail folder. Messages can then be moved or deleted within Outlook, however, you will still need to use Webmail to enable Anti-Spam and edit your White List.

Inside

<i>Webmail Anti-Spam Tool</i>	1
<i>GIS Utility Releases Label Service</i>	2
<i>Emergency Phone Numbers</i>	4
<i>On The Lighter Side: Funny Store Sign</i>	4
<i>Don't Forget To Backup!</i>	4

The documentation for Anti-Spam setup can be found on the IT Training Center web site, specifically <http://www.co.oakland.mi.us/ittrain/assets/docs/spam2.pdf>. If you have any questions regarding the Webmail Anti-Spam tool or unsolicited email, please contact the Software Help Desk at (248) 858-8812.

GIS Utility Releases Label Service *by Scott Oppmann, Chief - Land Management and Greg Galligan, User Support Specialist*

A geographic information system (GIS) is a computer technology that combines geographic data (the location of manmade and natural features on the Earth's surface) and other types of information (names, classifications, addresses, and much more) to generate visual maps and reports. At the heart of Oakland County's enterprise GIS implementation is a central service group called the GIS Utility. The GIS Utility performs GIS services on behalf of the entire enterprise and coordinates the efforts of many diverse County agencies and cities, villages and townships (CVTs). The GIS Utility serves as a core group of service-oriented individuals dedicated to providing expertise, support and assistance to participating agencies and the general public. The GIS Utility also serves as a mechanism to improve GIS technology and its relationship to daily business functions. It is located in the County's Information Technology Department and in many cases, works with the other business units within Information Technology to coordinate technology implementation.

In response to the ongoing need for government agencies to notify property owners of changes to programs, ordinances and land use, the GIS Utility has released a web-based mapping tool called the Label Service (Figure 1). This web service leverages GIS technology allowing its user to identify property owners and/or occupants based on geography. In addition, this service makes available the most current parcel boundaries, ownership, and address information maintained in Oakland County's land-related systems.



Figure 1: Oakland County Label Service

Traditionally, the process of identifying owners within a given distance or district has been cumbersome and relied on hardcopy maps with a cross-reference to a local assessor's database. With the new Label Service, a wide variety of search options are provided to locate a parcel and additional tools are provided to select adjoining parcels (Figure 2).

Cont'd on next page

GIS Utility Releases Label Service *Cont'd from page 2*

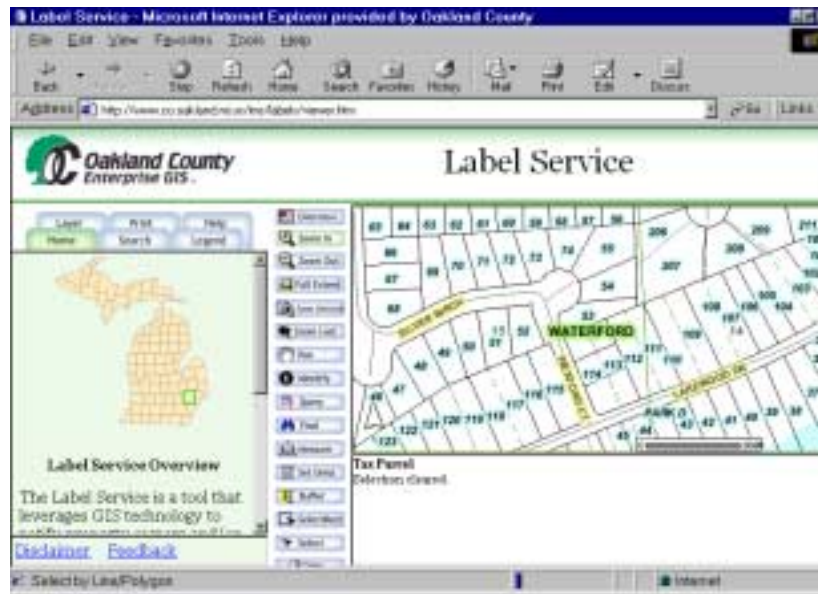


Figure 2: Notifying Owners Within a Given Distance

Once the user has identified the owners to be notified, mailing labels can be generated and an associated map for reference. The service provides the option to generate labels for the site address, owner address, or both. Several standard Avery label formats are provided in PDF format for users who want to produce labels directly (Figure 3) from the service. In addition, a text file export is available for mail merge functionality outside of the web service.



Figure 3: Mailing Labels in PDF Format

The Label Service is a secure website available to County agencies and local cities, villages and townships at no cost. To obtain a username and password, or information about this service, please contact Greg Galligan at (248) 858-1952 or via email at galligan@co.oakland.mi.us.

Emergency Phone Numbers

As announced by the County Executive, emergency numbers have been created to improve communications with Oakland County employees during times of emergency or natural disaster. The Communications Unit of Information Technology has established a new emergency telephone system using four different emergency telephone numbers.

If there is a question as to whether an employee should report to work due to inclement weather or other emergency situation, the employee should call the emergency phone number which corresponds to the building in which they work. A recorded message will instruct the employee on the proper course of action.



Our goal is to ensure that all County employees are able to receive current information regarding the status of County operations. If you have any questions concerning these procedures, please contact your immediate supervisor.

In addition to the 'O' drive location for this list (o:\infotech\telephon\Emergency Phone Number List.xls), this information is also available on the **Oakland County Intranet** under **Employee Tools**, specifically <http://www.co.oakland.mi.us/intranet/emptools/>.

On The Lighter Side

Funny store sign:

On the door of a small computer store: "Out for a quick byte."

—adapted from *Jokes.com*

Don't Forget To Backup!



Whether you have a document saved on a floppy disk, a database saved on your "D" drive, a spreadsheet saved on a network drive, or a document saved on your flash drive (memory stick) make sure you have a backup copy, preferably on different media. Equipment fails and accidents happen!

Backup instructions can be found under <http://www.co.oakland.mi.us/ittrain/assets/docs/Winntbu.pdf>. If you have any questions, please contact the Software Help Desk at (248) 858-8812.

Information Technology Quarterly

Editor:

Vickie Worrell

Contributing Writers:

Greg Galligan

Scott Oppmann

Matt Pawlowski

Published by:

Oakland County

Department of Information Technology

1200 North Telegraph Road

Pontiac, Michigan 48341-0421

Phone: (248) 858-0810

© 2004

Visit Oakland County's Home Page at
www.co.oakland.mi.us

This newsletter is designed to share useful technology news and information with Oakland County Employees!

*For comments, views, and suggested topics please contact Vickie Worrell at
worrellv@co.oakland.mi.us*