

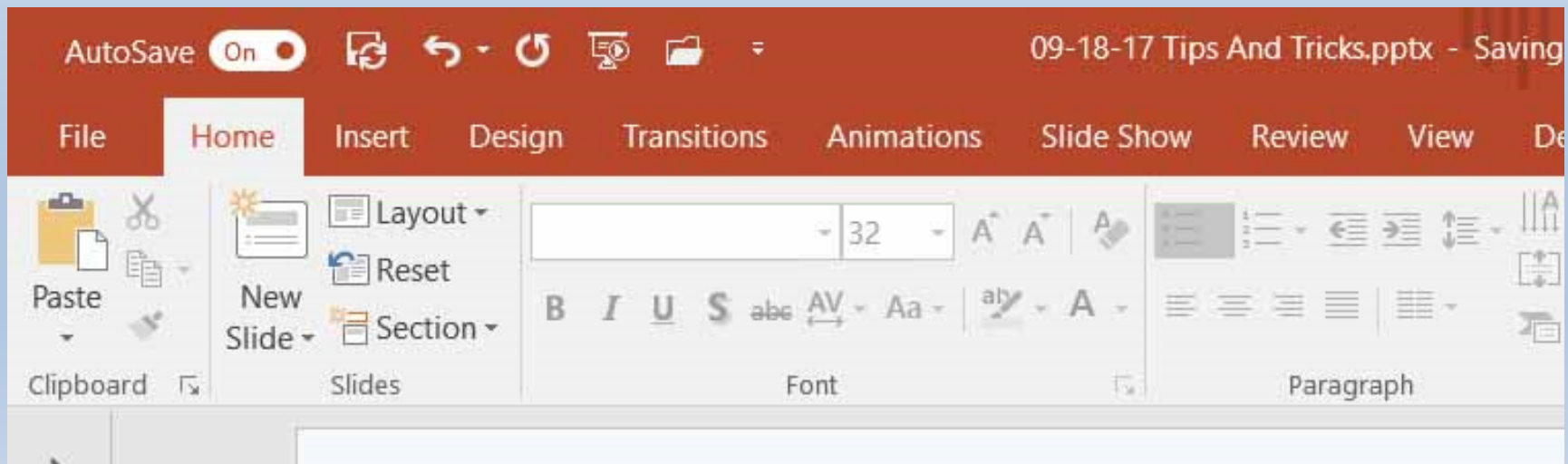
Tips And Tricks

September 18, 2017

One Drive and Office 365 Users

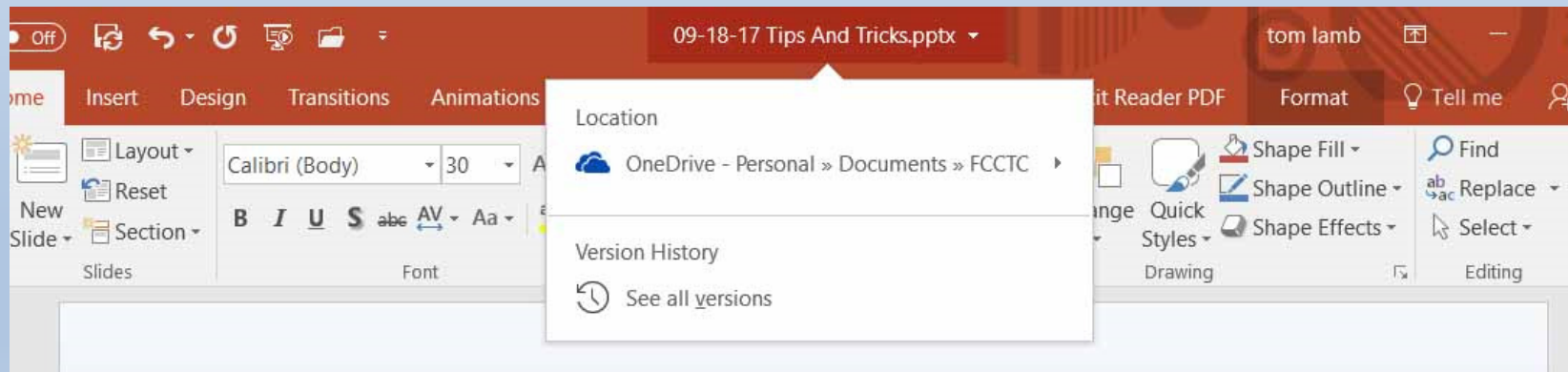
New AutoSave Feature

- Latest version of Office has new feature in quick launch bar for Excel and PowerPoint
 - Feature automatically saves edits to existing files of format - .xlsx, .pptx
 - Feature default is on



One Drive and Office 365 Users - AutoSave Feature

- Save as option is not available, save a copy allows you to save changes to a new copy version not the open version
- Click on the file name and select view version history to see previous versions of file



- If you like to edit files and then save to new name
 - Turn feature off (stays off until you turn it on), or
 - Rename file to new name before editing, or
 - Do Both!

Equifax Hack

- Check if your private information was potentially impacted
 - Go to www.equifaxsecurity2017.com and enter your last name and last 6 SSNs
- Site will indicate yes or no potential Impacts, then offer/suggest you use their “TrustID Premier” credit monitoring service
 - Equifax is offering a one year free subscription to this service even if your information is not potentially impacted
- Get free annual credit report from the three credit services (do one service each 4 months)

Equifax Hack (cont.)

- Place credit freeze on your SSN
 - No one can take any action that requires a credit check without your private pin
 - Freeze can be temporarily lifted by you if credit check is required (say for car loan, open a charge account, etc.)
 - One time fee of around \$5-\$10. If you are at risk, Equifax announced that they will waive their fees
 - Contact each credit bureau and request freeze
 - Equifax (Equifax.com) 800-349-9960
 - Experian (Experian.com) 888-3973742
 - Transunion (transunion.com) 888-909-8872