Information Technology

Extension IT Tech Tips - April/May 2024

Welcome to the April/May Tech Tips. Here are a few new tips. If you have any feedback on the newsletter, feel free to reach out to me at dchorn@illinois.edu.

New Staff
As we get into the busy Summer hiring time, just a reminder to submit a New Hire form for each new staff member. This form should be submitted at least one business day prior to the employee's start date.This should be submitted even if the person worked for your office before as Extra Help and is returning. The New Hire form can be found here.

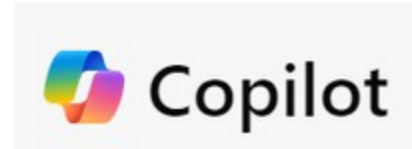A few additional notes with regards to the New Hire form and bringing staff onboard:

- Have the new staff person complete the online new employee process before the first day of employment. During that process they create their Netid and a UIN is assigned.
- We have been experiencing issues with new employees being assigned a status in the employee database that will not allow all of their software licenses to be assigned. Having them complete the online process well in advance of their first day will help reduce that situation. Please do not have them wait until they are in the office to complete this process.
- When submitting the New Hire form, UIN and netid are necessary. If you do not have that information, please do not submit the form until you do have it.

If you are filling a new position that will also need a workstation, please submit a separate ticket to Extensionit-help@illinois.edu indicating you need equipment for a new position. Please indicate the needed equipment such as laptop, dock, monitor(s) and where to ship the

Please indicate the needed equipment such as laptop, dock, monitor(s) and where to ship the equipment. Please note the equipment will need to be shipped to an Extension office even if the person will be 100% remote.

Microsoft Copilot AI

Microsoft has recently released a new Artificial Intelligence (AI) tool called CoPilot. This tool is available with your current Office account through the University.

Microsoft Copilot is a chatbot developed by Microsoft and launched on February 7, 2023. Based on a large language model, it is able to cite sources, create poems, and write songs. It is Microsoft's primary replacement for the discontinued Cortana.

Go to https://copilot.microsoft.com/ and log in using your Illinois email/password to test out the AI tools. Try entering some prompts like:

- "Re-write this email to make it more interesting" and paste in the text of an email.
- "Make a flyer for this event" and paste the information about the event

Switch to New Teams

We sent an email earlier to let everyone know that Microsoft will be eliminating support for the Classic Teams and everyone should switch to the New Teams. If you have not already switched to the New Teams, please do so at your earliest convenience.

When Teams starts on your computer, you should be prompted to switch to the New Teams. Choose to switch and the New Teams should load and be the default Teams app. If you are not prompted, you should have an option in the upper left part of the Teams screen to switch.

More information about upgrading to the New Teams can be found in this KB article.

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