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Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Information Technology

Extension IT Tech Tips - February 2025

Email Signature

Some of you have recently received new computers or for some other reason needed to re-create your email signature. When creating the new signature, please do not do a screen shot of the old signature and paste the screen shot into the Signature settings box. Copy and paste the actual text, or type in new text to create the signature. Using a screen shot does not meet accessibility guidelines as well as possibly creates other issues.

Here is a [document](#) explaining how to create your signature.

If you are not sure what should be in your signature, here is an [email](#) from our Marketing team with a link to a guide for email signatures.

Box Folder Deactivations

As Extension pointed out in an email sent on Monday February 24, Box accounts for former employees that are no longer with the University have been deactivated. The email contained instructions on how to request the account be **temporarily** reactivated so important information can be recovered. If you missed the email, here is a [link](#) to it.

Some additional things to keep in mind when a folder is reactivated.

- The folder will only be reactivated for a period of 7 days. It is possible to request an additional 7 days if needed.
- Important files will need to be copied to a new folder.
- Any version history on the files will not be available in the copied location
- If a file had a shared link, that will need to be created again for the copied file. Any place where the link was shared will need to be updated to reflect the new link.

Please understand that we in Extension IT are still trying to understand all of the impacts of the account deletions. We will do everything we can to help you. Please follow the instructions in the email to request a folder reactivation and developing plans moving forward to minimize future impacts.

Zoom Calendar Re-authorization

We recently have seen a few tickets where users are receiving a message they reauthorize their Zoom Calendar Integration. This allows Zoom to integrate with your Outlook calendar and add meetings to your calendar when created through the desktop app or the Zoom website.

If you receive that message in Zoom, it is fine to click on the link in the email and allow the re-authorization of the integration.



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