**Illinois Extension**
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Information Technology

# Extension IT Tech Tips - October 2024

## Grammarly available to all staff

Grammarly is a typing assistant. It reviews spelling, grammar, punctuation, clarity, engagement, and delivery mistakes in English texts, detects plagiarism, and suggests replacements for the identified errors. The University has a license for staff. If you would like to have Grammarly activated, submit a ticket to Extensionit-help@illinois.edu. We will request the license and you will receive an email with activation instructions.

## Disable Suggested Replies and/or Text Predictions in Outlook

You may have noticed that Outlook will provide text predictions as you are typing a new email or a reply. Outlook will also provide suggested replies to a received email. If you would rather not have one or both of these features enabled, they can be easily turned off.

### Turn off Predictive Text

- In your Outlook Inbox view, click on File
- Choose Options from the choices
- In the Options screen, choose Mail on the left
- There will be a subsection in the Mail Options titled Compose Messages
- Within the Compose Messages subsection, uncheck the option Show Text Predictions while Typing.

### Turn off Suggested Replies

- In your Outlook Inbox view, click on File
- Choose Options from the choices
- In the Options screen, choose Mail on the left
- There will be a subsection in the Mail Options titled Replies and Forwards
- Uncheck Show Suggested Replies

## Preparing Computers for Surplus

Many units bring equipment to Surplus while attending Extension Conference. Just a reminder that computers should have the hard drives securely cleaned. Extension IT has Knowledge Base articles to assist with preparing the computers for Surplus.

For older computers that do not have Solid State Drives (SSD), you can use DBAN to clear the drive. Instructions for using DBAN can be found in this [Knowledge Base Article](#).

Newer computers that have SSD's have a utility built into the BIOS that can be used. If you attempt to clean the drive with DBAN and receive error messages, it is likely it has a SSD and will require using this utility. Instructions for the BIOS utility can be found in this [Knowledge Base Article](#).

Be sure to complete the Disposal form and submit to Janice Ewing in enough time to get it approved and returned before Conference. Once you have received the approved form, be sure to schedule an appointment with Surplus for drop off.

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