



Florida's Harborside Hometown

INFORMATION SHARING REPORT December 21, 2020

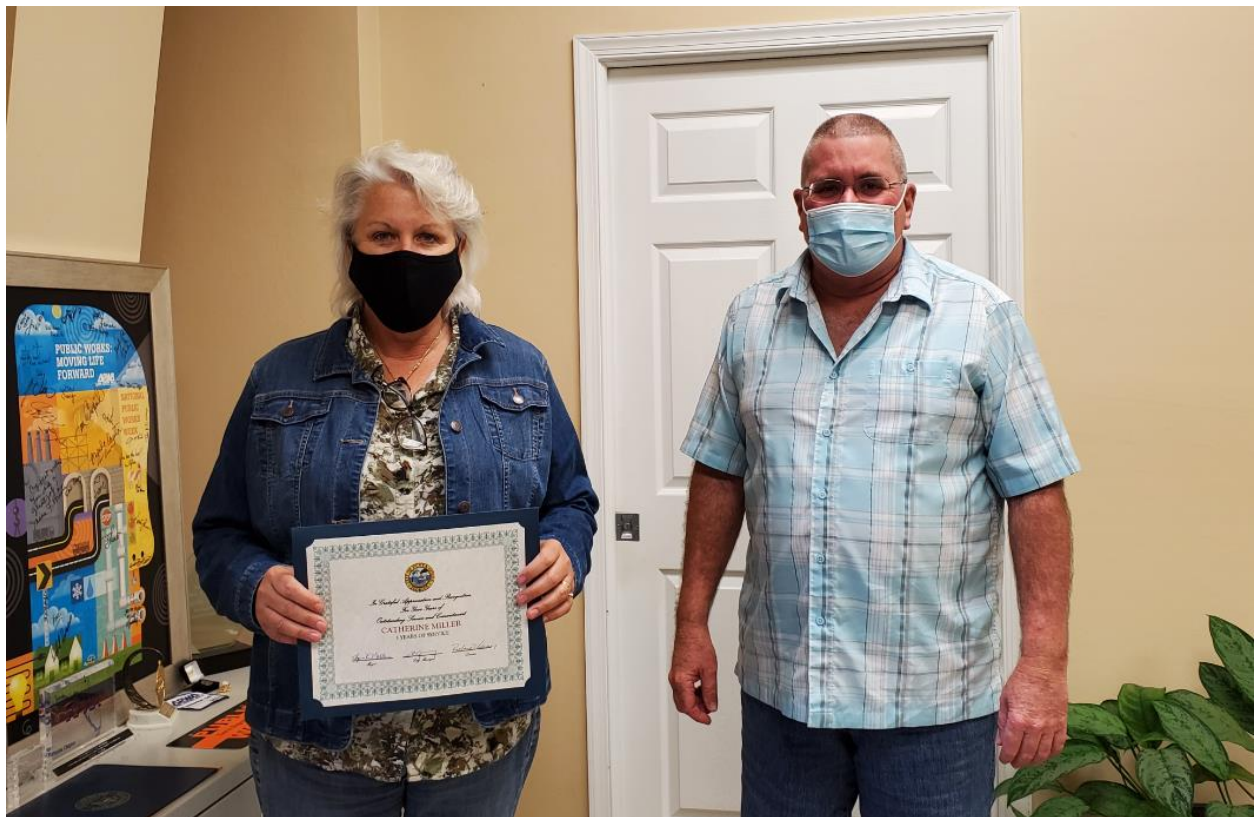
Welcome:

Michael Tierney to the City of Punta Gorda! Michael is working as a Utilities Maintenance Worker I for Waste Water Collections.



Service Award:

Public Works congratulates Cathy Miller, Canal Maintenance Supervisor on celebrating five years of service to the City of Punta Gorda. Your dedication to the residents of Punta Gorda makes a positive impact on the City.



Interesting Tidbits (IT) Tips:



Reminder – Text message upon City Mobile Devices

Text messaging should not be used to conduct official City business. Texting should only be utilized for transitory text messaging. Using text messaging for City official business is subject to official records request. If you have any questions, please discuss with your Manager. See the example below –

Examples of transitory text messages include: *“Is this **morning’s meeting still on?”***, *“Do you have **time to talk/meet?”***; *“Can you send me the address?”*



Carbon Copies – Reminder!

When sending email the “cc” option should be used if you need to keep another individual informed. There is no need to “cc” yourself. Your email’s are stored in your sent folder as well archived on our mail server.

Lock Your Computer When Walking Away – Good Security Sense!

- It is easy to do:
Press the windows key and L key at the same time
To unlock repeat
- You are responsible for all actions that occur with your login ID. If you leave your computer unattended and unlocked, someone else could take action (such as send email) using your identity or access your personal information via a portal.

