



TECH SNIPPETS

Information, Communication & Technology

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Saving your data

You should save your working documents (e.g. mark sheets and draft exam papers) to your **S:** drive. This is located on an internal file server. This data is backed up daily and should be recoverable if you accidentally delete it.

Data on your **S:** drive is not accessible from outside the school. If you want it to be, then save it to your **OneDrive** — **Hillcrest High School** cloud storage drive.

Shared departmental data should be saved to your subject department's **SharePoint** documents folder. This is also accessible from outside the school.

You can also save data to your local hard drive, a USB flash drive or external hard drive. Unless you back up this data yourself though, you will lose it when the hardware eventually fails. *Never* save data to your Windows desktop.

YouTube tips

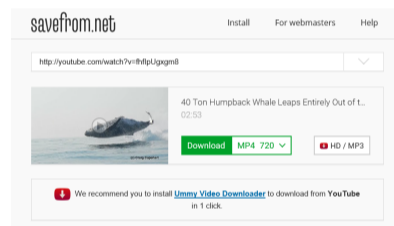
If you thought using the spacebar to pause a YouTube video was effective (except when focus is elsewhere and it doesn't work), instead try using **K** for pausing, while **J** and **L** will step backwards and forwards 10 seconds respectively. **M** works for mute.

You can download a YouTube video by adding "ss" before "youtube" in the URL (web address) for the video.

Example:

To download <https://www.youtube.com/watch?v=fhflpUgxm8>, change the URL to <https://www.ssyoutube.com/watch?v=fhflpUgxm8>

This will redirect you to en.savefrom.net. Close the advert, then click the **Download** button.



Elon Musk



- Ranked 21st on the Forbes list of The World's Most Powerful People in December 2016
- According to Forbes, his net worth is around US\$20 billion, making him the world's 50th richest person
- Born in Pretoria on 28 June 1971; matriculated from Pretoria Boys High School
- Holds SA, Canadian and US citizenships
- Founded, then sold, X.com which became PayPal
- Founder / co-founder of SpaceX, Tesla Inc, OpenAI, Neuralink, and The Boring Company
- Click [here](#) to see his résumé

Using Outlook's calendar feature



1. Open the web browser of your preference (e.g. Google Chrome) and log into your Outlook online account via <https://outlook.office.com> using your username@hhs.co.za and normal network password.
2. Click on the calendar icon at the bottom left of the Outlook web page (see image above).
3. Scroll to the day you want to add an event to, then either double-click or right click and select **New**. Alternatively, just right click anywhere on the calendar, select **New** and then choose the date you require. Carefully select the exact **Start** and **End** times for the event (refer to the "Bell Times" and "Term Cycles" documents in the "Lesson Planning" folder in [Moodle](#) and the school [SharePoint](#) site). You can set the event to repeat if required.
4. Type a name for the event in the **Add a title for the event** field.
5. In the **Add a location or a room** field, type the venue's name. If it is a bookable venue, click **Add room** at the bottom of the pop-up list and select the bookable venue under the **Available rooms** heading. If the venue is not listed, it is probably booked. However, you can still list it by clicking on the **All rooms** heading.
6. In the **People** field, add the *attendees* you need at the event, including any bookable equipment you require (e.g. presentation laptop; hall sound equipment). A list of bookable rooms and equipment is available in the "Lesson Planning" folders in [Moodle](#) and the school [SharePoint](#) site. You can invite attendees from outside the school by typing in their email addresses. You should also invite any support departments whose involvement may be required (e.g. ICT; grounds staff; catering).
7. You can **Add an agenda** in the text field at the bottom left if you wish, but please at least type a description here so that *delegates* in charge of venues and equipment know what these resources are going to be used for. You can attach a separate agenda and/or other supporting documents via the **Attach** button at the top left of the web page.
8. In addition to the automatic default reminder, you can also **Add an email reminder** to send to all or specific attendees, including yourself.
9. All attendees and delegates are automatically notified of the event as soon as you click the **Save** button, so check all details thoroughly before saving your new event. You do not need to add yourself as an attendee as this happens automatically if you are the creator of the event. By default, new emails are generated every time you click the **Save** button.
10. Recipients can **Accept** or **Decline** the event. Delegates in charge of venues and equipment can also accept or decline your request for the resource.
11. You can move or cancel an event or a single instance of a repeated event. Attendees and delegates are automatically notified of a cancellation, and can accept or decline a moved event.