

# BEFORE YOU LEAVE

Posted on *January 01, 1970* by *IT Communications*

The December holiday is almost here and especially this year, we're all looking forward to escaping for a week or two. But before you leave, there are a few things you can do now to ensure that your return is seamless. Here are a few tips:

1. Activate your **Out of Office** function on your sun.ac.za Outlook mailbox and indicate in the message when you will be available again in case someone needs to contact you. Also, indicate who will be responsible during your time away and add their email address to your Out of Office.
2. Make sure that your relevant **work-related data** is accessible for usage by your colleagues while you are away. However, do NOT give your password to colleagues when as this poses a security risk.
3. If your sun password might expire during your holiday, rather change it before you go. If it expires while you are away you will be locked out of your account and it will cause unnecessary stress to deactivate it in January.
4. If you receive a **phishing email on your sun account** over the holiday and clicked on links or typed in your username and password, your account may be compromised. Immediately change your password at [www.sun.ac.za/password](http://www.sun.ac.za/password) and [log a service request on the ICT Partner Portal](#). Your device will then be checked and scanned after the holiday. Remember that you can also report spam directly to Microsoft by using the handy [Report Message function in Outlook](#).
5. **Information Technology will also be closing**, like the rest of the University, **on 24 December and opening again on 3 January**. If possible, please log your IT requests as soon as possible before you leave. If you have a critical problem, it might be difficult to assist you a day before you leave or on the last Friday since suppliers also close over the festive season.

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