



Teaching with LinkedIn Learning

Embed LinkedIn Learning videos in Blackboard

Lynda.com, now known as LinkedIn Learning, enables users to discover and develop professional, technology-related, and creative skills through expert-led course videos. LinkedIn Learning includes a content library with more than 11,000 high-quality courses available in multiple languages. Its easy-to-use interface searches and accesses relevant content; tracking your progress and saved content; and recommending personalized content based on your activity, interests, and skills.



The courses are delivered in short, yet detailed, video segments that can be viewed any time, on any device, online or offline. Users can also share watched videos on social media and instructors can embed LinkedIn Learning videos within Blackboard to compliment course content. For more info, please [contact the IT Service Desk](#) or [start using LinkedIn Learning now](#).

7 Email Safety Tips Every User Should Know



Data created and used by Cal Poly Pomona (CPP) are critical assets. Lack of protection to campus data increases the risk of information security breaches that could result in the loss of trust from our campus community and the public, as well as possibly incurring financial penalties.

Best Practices for Sending Email

1. **Limit the data being shared:** Verify the business need for the data and share the minimum data necessary to meet the business need or request (Note: Be sure to obtain authorization for the requested data).
2. **Utilize links, not attachments:** A link provides a path back to the original document where the author can control the content as well as access to that content.
3. **Verify the correct information is included/attached:** When it is necessary to include data, make sure the information is necessary and accurate.
4. **Password-encrypt data files:** Protect all sensitive data. Note that passwords should be provided separately.
5. **Double-check the recipient's email address:** Names and email addresses can look similar. Take the extra moment to verify the name and email address prior to sending Level 1 and Level 2 information. Avoid the use of BCC-ing your emails.

Identifying Email Phishing and Spoofing Scams

1. **Check the sender's email address – not just the display name:** In Outlook, select File/Properties. The email address in the header should match the email address it states it is coming from. The “received field” should match, as well as the return path.
2. **All official CPP correspondence will use an @cpp.edu email address.**

For more info or to get help, [contact the IT Service Desk](#) or read the IT Security article on [eHelp: Phishing and Scams](#).



Connect

Contact the IT Service Desk.



Information

Find answers to your tech questions on eHelp.



IT&IP

Visit the IT&IP website.



Love information? Love technology? Love Cal Poly Pomona? So do we! Stay in the know as we work together with the campus community to provide innovative and strategic technology to strengthen and further the university's polytechnic identity and learn-by-doing educational approach.

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For inquiries, see:

<http://www.cpp.edu/it/help/index.shtml>

Email us at:

itservicedesk@cpp.edu

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