NOVEMBER 2025

Tech talk

Monthly-ish

Google

Resource Roundup

DID YOU KNOW?

When searching on Google, there are punctuation marks you can use to make your search more accurate

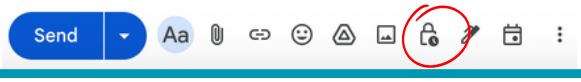
" " Use quotation marks to find the exact word/phrase
Ex: "Great White Shark"

\- Use minus to specifically exclude a word/phrase
Ex: mustang -horse

GMAIL TIP: USE CONFIDENTIAL MODE

Want to send an email that can't be forwarded, copied saved, printed or downloaded?

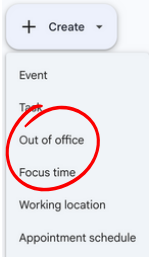
Click "Compose" → click the lock at the bottom → Set parameters for when the message expires



CALENDAR: OUT OF OFFICE MESSAGE

Creating a new calendar event is easy!

- Click on "Create" then "Out of Office"
- Change title to your own "I will be gone..."
- Select the date range you will be gone
- Check box sure to "Automatically Decline Meetings"
- Update the message recipients should see
- Click "Save" and you are done!



GAME CHANGERS

BENQ

Using Backgrounds & Templates

There are several backgrounds and templates that already exist on your BenQ.

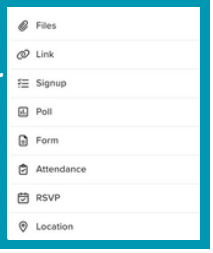
Open EZ Write and click on the background icon

Scroll through the background options or click the + background to use your own

GROUPSPOT

Post Add-On

When creating a new post or event, click the + at the bottom and select which add-on you want to include then enter necessary info



CANVA

Create a QR Code

- Copy the web address/URL for which you want a QRcode .
- In your Canva project, select "QR Code" in the dashboard on the left.
- Paste your web address in the URL space
- Click "Generate code"

CYBERSECURITY

Two Factor Authentication

Whenever possible, set up two-factor authentication to ensure that your account is protected from hackers who may have access to your password. This prevents hackers from being able to login as you without first verifying it is you.