



Wednesday June 20
10:00 am
NH 3001

ACADEMIC SUPPORT COMPUTER REP MEETING

AGENDA

- ✘ Office 2007 Deployment and Licensing
- ✘ Moving to Outlook 2007
- ✘ Maintain Locally Installed Apps
- ✘ Vista and Office 2007 Demo
- ✘ SharePoint Services for Your Collaboration Needs
- ✘ Q&A

OFFICE 2007 DEPLOYMENT AND LICENSING

- ✘ Currently working our way through IST (about 50% complete).
- ✘ Next task is to schedule academic support departments. Please sign the sheet being distributed, indicating the best month to deploy.
- ✘ A copy of every Office 2007 will be provided for every computer in the department.
- ✘ Just in Time training will be provided to every department.
- ✘ Please note that only departments that have been part of the rollover are eligible for free copies of Office 2007. Ancillary departments have to pay for each copy of Office 2007.

MOVING TO OUTLOOK 2007

- ✘ Eudora and Outlook Express should move to Outlook 2007
- ✘ Training will be provided by IST
- ✘ Special training will be provided for people learning Outlook 2007.
- ✘ <http://ist.uwaterloo.ca/cs/email/EudoraToOutlook.html>
- ✘ <http://ist.uwaterloo.ca/cs/office2007/Outlook/Outlook%202007%20Tour.doc>

MAINTAIN LOCALLY INSTALLED APPS

- ✘ Many versions of apps like Java exist on our computers. This is a security risk.
- ✘ Trevor's slide show
- ✘ <http://ist.uwaterloo.ca/~etbain/Logs/SoftwareAlerts.swf>

VISTA AND OFFICE 2007 DEMO

- ✘ When, and how are we going to Vista?
- ✘ We will deploy Vista on new machines once Vista SP1 (Service Pack 1) is available this Fall, and IST has a UW image.
- ✘ Training clients to use Vista will be very simple. A tour, perhaps an hour, will be all that is needed. Many won't need the training at all.
- ✘ This strategy will mean departments will have mixed environments for the next 4 years (some XP and some Vista). That won't be a problem as the two operating systems are similar.

SHAREPOINT SERVICES FOR YOUR COLLABORATION NEEDS

- ✘ About 60 sharepoint sites on campus
- ✘ Web based, no cost.
- ✘ Document repository, with versions and checkin/checkout capabilities
- ✘ Discussion boards
- ✘ Lists (e.g. task lists)
- ✘ Great for project teams, and any task involving collaboration.
- ✘ See Bob Hicks for more information, or attend a SharePoint Overview course in the Fall.

Q&A

