

Your Research & the Microsoft Upgrade/Switchover

Q & A with OHSU Communication Specialist, Bill Walters

You have heard that OHSU upgrading and switching over to Microsoft applications – but how will it affect you and your research? We asked OHSU Communication Specialist, Bill Walters, the questions you and your lab want the answers to.

1. What exactly is changing (brief description)?

- Office 2003 will be replaced with Office 2007.
- GroupWise email will be replaced with Microsoft Outlook.
- The servers that provide network drives (file services, such as the H, I and J drives) are being upgraded.

2. How long will the process take? Is it being phased in, or a mass rollout?

For Office 2007, you'll be able to voluntarily upgrade beginning March 3. Please take advantage of this period to upgrade on your own terms, according to your own schedule.

By late April (exact date TBD), Office 2007 will become mandatory for everyone who hasn't voluntarily installed. ITG will remotely install the software on all remaining computers at the same time.

For email, departments will be migrated from GroupWise to Outlook beginning in early May. This is expected to take up to six weeks for all of OHSU. Exact department schedules will be communicated as this part of the migration draws closer.

The migration of file services will occur after hours; most people will notice no effects. Server downtimes will be communicated to department NCs.

3. Will the West Campus have a different launch date?

ITG is configuring a software distribution server for West Campus and will begin advertising the Office 2007 upgrade in late March. Early adopters at West Campus are welcome. (See the "Early Adopter" headings at <http://www.ohsu.edu/ohsuedu/central/itg/migration/office2007.cfm>.)

4. Who physically updates our computers—IT? Or do we do it ourselves?

See answer to question 2 (above).

5. How long does the process to update take per computer (one day, one hour)?

The Office 2007 upgrade will take between 30 and 45 minutes. The email and file services migrations will take up to eight hours and will occur during non-peak times.

6. What other changes should we expect, besides email (are there any other software changes)?

Office 2007 has a very different user interface; instead of menus and toolbars, Word, Excel, PowerPoint and Access have ribbons and tabs. Even basic tasks may be frustrating at first, so please prepare:

- Watch this video (under two minutes; <http://office.microsoft.com/en-us/help/HA101752721033.aspx?pid=CL100605171033>).

- Plan to take part in one of our Open Labs (<http://webauth1/ohsuedu/central/itg/migration/roadshow.cfm>), where you can stay as long as you like, experiment as you choose, and get help if you need it.
- Get more information at www.ohsu.edu/itg/migration

7. Will this affect any other data or software that exists on our computers?

No.

8. Will I be able to access archived GroupWise emails and data?

Yes. GroupWise archives will be converted and imported into a central archiving system for Outlook email. Keep in mind that the smaller your archive, the less chance there is for corruption to occur during conversion and import. Please take some time now to delete unneeded messages and whittle down your archives.

9. What are some of the new features we should look forward to?

- In all the Office 2007 applications, it's easier to apply formatting using the new Galleries and Live Preview features.
- In PowerPoint, the new Presenter view allows you to view your slide notes on your screen while still projecting only the slides themselves on the big screen.
- Excel has new Conditional Formatting choices and Table options that can help you portray data graphically while remaining within the constraints of your spreadsheet.
- Word's easily accessible Quick Parts feature lets you store and easily retrieve frequently used elements such as logos, signature blocks and boilerplate text.
- Access has pre-built database options that can help you launch a new project quickly.
- Compared to GroupWise, Outlook has more useful features for sifting and organizing messages. It can also receive RSS feeds, so you can get web news and blog posts there if you choose.

10. Many OHSU researchers don't use OHSU networks. How will this affect them? Or will it affect them at all?

Yes it will, if they use OHSU email. They will be included in the migration from GroupWise to Outlook.

11. How will this affect Mac users?

Mac users can get Office 2008 here: <http://mac.ohsu.edu/>. Mac users **will not** receive a pop-up inviting them to upgrade, nor will they get the software installed automatically. Mac updates are volunteer only.

12. Is training available for those who have never used Outlook?

Instructor-led training for Office 2007 Word, Excel, PowerPoint, Access and Outlook will be available beginning in April. Online learning resources are available now at <http://www.ohsu.edu/ohsuedu/central/itg/migration/office2007.cfm>.

13. If we experience problems after the update, who should we contact for help?

Contact the ITG Help Desk at 503 494-2222.