ACO Lunchtime Information
Session Fall 2014

December 2014
12 noon - 1:00 pm
Lisa Tomalty
Kelly Hornung
Agenda

• For students
  – New student printing system
  – Student Portal

• Wireless
  – Eduroam configuration tool
  – NetID info/help

• Software deployment changes (SCCM)

• Office 2013
  – Deployment
  – What’s new

• IST updates
  – RT4 upgrade and feedback
  – Moves to EC2
  – Location of CHIP services
  – Lynda.com
New student printing system

- Instructions: [http://uprint.uwaterloo.ca/instructions.html](http://uprint.uwaterloo.ca/instructions.html)
- Log in: [http://uwaterloo.ca/uPrint](http://uwaterloo.ca/uPrint)
- Campus-wide printing system for students
- Manual release on all machines
- Uses WatCard funds
Student Portal

• New site for students to access personalized information
• Features customizable ‘widgets’
• Draws information from Learn, Quest and more
• Quick demo of student portal
Eduroam Configuration Tool

• Difficulty connecting? OR
You received a message regarding your wireless device generating excessive userid/password errors?
  – Ensure you have
    • correctly specified your full userid jsmith@uwaterloo.ca
    • have entered your correct password
  – Eduroam Configuration Assistant Tool recommended:

• Need assistance?
  – ACO Helpdesk
  – IST Service Desk (CHIP)
NetID

• What is NetID?
• Who can use it?
• Logging in:
  – Ensure they log in as: userid@netid.uwaterloo.ca
• More info:
  – https://uwaterloo.ca/information-systems-technology/services/net-id
Software deployment changes (SCCM)

• What is SCCM?
  – SCCM = System Center Configuration Manager
  – Systems management software created by Microsoft to manage large groups of computers running various operating systems (OSs)
  – Can do software deployment, hardware/software inventory, OS deployment, patch management, remote control

• Why change from current deployment method (GPO) to SCCM?
  – More reliable method of software installation
  – Better reporting for successes and failures
  – Target licensed software easier
Office 2013 Deployment

• Arts will be moving Office 2013 over the next 2 months.

• Why upgrade?
  – Introduction to Lync (TBA)
  – SharePoint enhancements
  – Working with others using Office 2013

• Timeline
  – Staff/faculty (managed computers):
    • Before Jan 15th, early adopters (not incl. Psychology)
    • Jan 15th in the evening – everyone else
  – Labs in Arts: complete during the week of Dec 15th
  – Podium machines will be updated in between terms
Office 2013 Deployment Details

• How?
  – Office 2013 will be deployed using SCCM

• When?
  – Between Dec 10, 1pm and Jan 15 (Psychology please wait)

• What do I need to do?
  – Install at your convenience before Jan 15th (not incl. Psych)
    • See Installing Software Using Microsoft Software Center for details and screenshots OR
  – Wait and have it auto-install on Jan 15th in the evening

• How long will it take?
  – Approximately 1 hour to uninstall the old version and install Office 2013
  – 3 reboots will be required (and will happen automatically)

• Other Office software
  – All Office software will be uninstalled (including Visio and/or Project) before Office 2013 is installed (an upgrade to 2013 will likely be required)
What’s New in Office 2013-1

• Office 2013 is very similar to Office 2010
• New features, cleaner look and a smoother interface
• Other helpful new features:
  – Word
    • When opening a file, it remembers where you left off
    • New reading mode
    • Open PDFs so you can make edits to them
    • Co-edit documents with others in real-time
    • Reply to comments and see meaningful threaded conversations (Review tab)
What’s New in Office 2013-2

– PowerPoint
  • Quick themes variants (when using a built-in theme)
  • Zoom option during presentation
  • Slide navigator (in slide show, right click/Show Presenter View)
  • Co-edit documents

– Excel
  • Quick data analysis: colour, charting, sums, etc. (Right click/Quick Analysis)
  • Recommended chart option (Insert/Recommended Charts)
  • Quick, easy chart editing
What’s New in Office 2013-3

– Outlook

• Mail
  – Quick reply in Reading Pane
  – Quickly filter mail box: ‘All’, ‘Unread’ buttons at top
  – Quickly flag, delete or mark message as complete

• Calendar
  – Weather bar (in Calendar)
  – Peek views as you hover over calendar entries
  – While looking at mail, glance schedule/tasks by hovering over ‘Calendar’ or ‘Tasks’

• Learn more about Outlook 2013
Office 2013 Training

• Lynda.com now available for all faculty, staff, co-op students and grad students (no time limit)
  – Go to http://www.lynda.com/
  – Click ‘Log in’.
  – In the ‘Log in through your organization or school’ window:
    • Type ‘uwaterloo.ca’, and click ‘go’.
  – Enter your WatIAM userid and password.
  – See IST’s Lynda.com courses page for more information
  – Search for ‘Office 2013’ in the top search bar and browse the selections
IT/IST Updates

• Request Tracker 4 upgrade and feedback: RT4 website

• Moves to EC2
  – Over half of IST has moved to the EC2 building located directly across the train tracks from GSC
  – The rest of IST will move early in 2015
  – Location of CHIP services
    • Wed Nov 26 Daily Bulletin has details on CHIP services
  – Training labs and professional development seminar
    • MC1078, MC2060 and MC2009 will still be used for IST training and seminars

• Lynda.com
  – Not just for Office 2013 😊
  – Browse the many offerings for professional and personal development including SharePoint, soft skills, Adobe products, etc.
Questions?

• Thank you for attending!
• Comments/questions/feedback may be directed to:
  – Lisa Tomalty, ltomalty@uwaterloo.ca
  – Dawn Keenan, dkeenan@uwaterloo.ca