Agenda

» Printer statistics
» Office 2016 – What’s new?
» Responsive web design (WCMS)
» Student Portal
» Updates
  > Windows 10/Office 2016 planning
  > Email safety
  > Student email in the cloud
The need for printing is inevitable.

Departments want to control printing for budgetary reasons.

But what is the real cost of a printer?

Capital cost, toner, paper, disposal, environmental cost.

Proliferation of personal printers is not the answer.
Printer statistics

» Printer use reporting can help track printer usage and possibly lower print costs.

» We can provide reports tracking usage...
  > By Department
  > By printer
  > By user
  > Over time
Office 2016 - What’s new?

» Learning curve
  > Very similar to Office 2013*

» New features for all applications
  > Outlook, Word, PowerPoint, Excel
Office 2016- What’s new?

» All Office programs
  > “Tell Me” feature – tell the program what you want to do and it will find the option/setting/action for you!*
  > “Smart lookup” – quickly look up information on a word/phrase (powered by Bing)*

» Some features will require an Office 365 subscription
  > May be available for staff/faculty later this year

* Some features will require an Office 365 subscription. May be available for staff/faculty later this year.
Office 2016- What’s new?

» Word/Excel/PowerPoint

> Ink equations – hand draw your formula/equation directly into your file

> New features for files saved on SharePoint
  + Simpler sharing*
    – quickly send it via email without leaving the app
  + Improved version history
    – simply go to File → History to see a list of recent changes or access earlier versions
Office 2016- What’s new?

» PowerPoint

> New PowerPoint templates to choose from*
> Change PowerPoint colour scheme/theme*
> Screen recording – seamlessly insert recording of your screen into your presentation*
> Real time presence – better collaboration tools (see what others are editing, identify conflicting changes)
> Ink annotations*
  + draw directly within your file (mouse or tablet)
> PowerPoint designer and Morph transition (requires Office 365 subscription)*
Outlook

- Archiving & De-cluttering – You can identify email types to automatically be saved to a Clutter folder, to reference later (e.g. newsletters from an individual)
  + Setup in Outlook Web App required
- Efficient email attaching - quickly attach recently edited files*
- Enhanced searching: faster, more reliable
- Collaboration friendly- workgroups (requires Office 365 subscription)
Office 2016 - What's new?

» Word

> Word files saved in SharePoint: work together in real time
  + See each others' changes as they happen
  + All parties need to agree to automatically share changes

> Insert/Shapes
  + Choose from a collection of preset fills and colors*
Excel (Office 365 subscription needed)

- Seven new chart types
  - Sunburst chart
  - Treemap chart
Office 2016 - What’s new?

» Excel (Office 365 subscription needed)

> New functions
  + TEXTJOIN - combines text from multiple ranges
  + CONCAT - Like CONCATENATE and supports range references and cell references.

> Other new data analytics tools including Pivot Table enhancements
> Calendar Insights Template
My Calendar Insights

Select a meeting response or year, and then scroll down to see your insights. (Percentages are based on a 40-hour work week.)

Collected Data
Since 1/1/2015
Until 10/30/2015
# of Meetings 633
Meetings per Day 2.03
Time Spent on Meetings 36.00%

Click here to learn more.
Responsive web design (WCMS)

» What is responsive web design?
  > Web site is displayed optimally (and differently) on desktop, tablet, smart phone

» What does it look like?
  > Clean, simple, and easy to navigate
  > On mobile device/small screen
    + Top right: Search or click to see the Menu
    + Top left: Uwaterloo logo with hyperlink to uwaterloo.ca main site
    + Right side bar info is displayed at the bottom – just scroll down to view it
  > Simply resize your browser to the width of a mobile device to see what it looks like!
Responsive web design (WCMS)

- IST’s site has been in the responsive theme since late 2015

- Making your current WCMS site responsive
  - Review and update your web content, in preparation
  - Wendy Philpott and Megan Hood will be coordinating for Arts departmental sites (potentially beginning in spring term 2016)
  - Will likely involve some re-working of content
  - AHS has been piloting this and has provided tips on their experience

- More information about responsive web design at uWaterloo
Mobile-friendly communications and student success tool

Delivers just-in-time information to current undergraduate and graduate students

Used by 41 per cent of our students in Fall 2015 term

Portal mobile app is coming! (as well as exploration of increased campus systems integration)
Just-in-time information, including:

- Real-time GRT schedule; WatCard balance; campus news/events; food outlet hours, locations, and specials; varsity schedules/scores; campus hotspot crowd reporter (e.g. Tim Hortons); varsity schedules/scores; important academic dates, exam schedules

See its value for students, consider how to encourage students you connect with to use it.

Think about the relevant, online content you have and how it might be integrated into the portal.
UW Portal – Getting Started

» How to access it
  > UW portal web site
  > WatIAM username and password.

» There is a brief video and a site tour to help you get oriented to the portal, as well as a list of current portal features and helpful tips.

» Any questions about the portal can be submitted inside the portal using the feedback button or you can email questions/feedback to the portal team.
Updates!!
Updates-1

» Windows 10/Office 2016 planning
  > ACO is beginning investigations into moving Faculty of Arts managed computers to Windows 10/Office 2016
  > IST also has project looking into moving IST managed computers to Windows 10 and Office 2016
  > The moves should cause little or no disruption to your work day
    > Any significant changes to how you use Windows and Office will be communicated
    > We will ensure everything (software and corporate web sites) commonly used by UW staff will be tested before being rolled out to Arts (staff and faculty using Windows) at large
  > Once plans are in place we will provide further details through email and ACO News items

» Email safety - reminder (Spam/phishing, etc.)
  > A new IST service to help with this is coming
  > Beware of ‘fake’ emails
Student email in the cloud

- Undergrads will be migrating to Office 365 (for email); timeline TBD
  - Office 365 also includes online access to Office applications and features, storage, calendar (and email)
  - Domain discussions (what will be after the @ sign in their email addresses) will be happening
- Faculty, staff and grad student email will be staying on connect/Exchange
- Alumni will be moving to Office 365; timeline TBD
- [Daily bulletin information on “Vendor selected for student e-mail system”](#)
Thank you for attending!

Comments/questions/feedback may be directed to:

> Lisa Tomalty, ltomalty@uwaterloo.ca
> Dawn Keenan, dkeenan@uwaterloo.ca
> Lunch session feedback