Winter 2018 Lunch Session

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Angelica Sanchez, ACO Technical Writer (co-op student)

https://uwaterloo.ca/arts-computing/lunchtime-sessions
Agenda – Winter 2018 ACO Lunch Session

- Waterloo Photos
- Office 365
- Social Media
- Updates
  - SharePoint
  - Windows 10 updates
  - WatIAM upgrade
- Please provide feedback on this session
  - [https://uwaterloo.ca/arts-computing/arts-computing-office-aco-lunch-session-feedback](https://uwaterloo.ca/arts-computing/arts-computing-office-aco-lunch-session-feedback)
WATERLOO PHOTOS
OFFICE 365
Office 365 Availability

- Students use Office 365 for their edu.uwaterloo.ca email
  - Activated by default
  - New students need to change their password before using it the first time
- Staff and Faculty have access to Office 365 but not for email
  - Must activate before using
  - [https://o365activation.uwaterloo.ca](https://o365activation.uwaterloo.ca)
  - Staff/Faculty don’t have a link to Mail in Office 365 (Outlook on the Web)
Office 365

- Personal documents, pictures, videos
- Sway – presentation tool
- Flow – automation tool
  - For streamlining processes
  - Monitor Facebook, Instagram, Twitter
  - Add items to spreadsheet, request approval
- Working files that need to be accessible off campus (no VPN) or on mobile devices
- Files that are shared with students

On Premises Storage

- Highly Confidential data
- Work that is shared with a team
  - departmental drive
  - SharePoint
- Off campus access requires a VPN connection
Office 365 access to Desktop Applications

- Provides Word, Excel, PowerPoint for installation on Mac or Windows machines
- Can be installed on up to five different machines
- Works well on personal machines
- Activation process works from off-campus
- These versions are optimized for use with documents stored in Office 365
Sharing Files

- Share among faculty/staff
- Share between faculty/staff and students
  - uwaterloo.ca and edu.uwaterloo.ca are different tenants/organizations
  - Sharing message will say that user is outside the organization
  - Recipient uses regular login
- Share from faculty/staff to external email address
  - Recipient uses a secure link to view document
  - Accessing the link sends a code by email
  - Use the code to access the document
Upcoming Presentation and Drop-in labs

- IST will be hosting a pop-up booth about Office 365
  - May 15, 2pm to 4pm in the Hagey Hub
- Activate your Office 365 account ahead of time
- Drop-in sessions will be held in training lab in MC
SOCIAL MEDIA
SOCIAL MEDIA

- Websites and applications that enable users to create and share content or to participate in social networking
  - **Early 2000s**
    - Friendster (2002)
    - LinkedIn (2003)
  - **Mid-late 2000s**
    - YouTube (2005)
    - Facebook (Harvard-only 2004/Public 2006)
    - Twitter (2006)
    - Instagram (2010)
## SOCIAL MEDIA

<table>
<thead>
<tr>
<th>Students use Social Media</th>
<th>Staff can use Social Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Gather more information</td>
<td>▪ Interact and view what students and faculty are discussing online</td>
</tr>
<tr>
<td>▪ Updates for UWaterloo, Faculty and department news</td>
<td>▪ Updates for UWaterloo and Faculty news</td>
</tr>
<tr>
<td>▪ Networking and Portfolios</td>
<td>▪ Networking</td>
</tr>
<tr>
<td>▪ Personal use</td>
<td>▪ Personal use</td>
</tr>
</tbody>
</table>
# SOCIAL MEDIA: FACULTY OF ARTS

<table>
<thead>
<tr>
<th>Username</th>
<th>Twitter</th>
<th>YouTube</th>
<th>Facebook</th>
<th>Instagram</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>@uwaterlooarts</td>
<td>ArtsFaculty</td>
<td>@waterlooarts</td>
<td>@uwaterlooarts</td>
</tr>
</tbody>
</table>

**Contributors**
- Wendy Philpott (+2 new communications staff in the future)

**Audience**
- Students, Faculty, staff, Alumni & general public
- Various audience groups
- Future & current undergraduate students
- Future & current undergraduate students

**Type of posts**
- Videos, call to action links, images, most interactive
- Videos on Course selection, department/professor or profiles, etc.
- Upcoming events, important information for undergrad students
- Photo and video (60 second) sharing platform showcasing student life

If you have any questions about social media in the Faculty of Arts, please contact: Wendy Philpott
ARTS STUDENT EXPERIENCE

- Gather more information
- Interaction with Faculty of Arts accounts
  - Facebook
    - Events, news, reminders
  - Twitter
  - YouTube
    - Department/Professor Profiles, how-to videos
  - Instagram
SOCIAL MEDIA FOR STAFF

- How to utilize search, hashtag and be updated with faculty and student conversations
  - Interact and view what students and faculty are discussing online
    - Twitter
      - Conversations, Hashtags (#UWaterloothings #UWaterloo #Uwaterloolife)
    - Instagram
      - Hashtags (#BeyondIdeas #Uwaterlooarts)
  - Updates for uWaterloo and Faculty news
    - Facebook
    - YouTube
SharePoint

- IST is updating SharePoint from version 2013 to 2016
- In preparation, many sites are being moved
- New locations reflect faculty affiliation
- https://sharepoint.uwaterloo.ca/sites/arts/
- After a site is moved, some links or bookmarks might need to be updated
- SharePoint 2016 uses similar look to Exchange 2016, Windows 10, Office 365 etc.
WINDOWS 10
Windows 10

- Windows 10 is updated twice a year with feature updates
- Arts is currently running version 1703 on most machines
- Version 1709 is now being rolled out across campus
- Psychology has moved to 1709
- Will be available to rest of Arts after today’s session

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1607</td>
<td>Anniversary update</td>
</tr>
<tr>
<td>1703</td>
<td>Creators update</td>
</tr>
<tr>
<td>1709</td>
<td>Fall Creators update</td>
</tr>
<tr>
<td>1803</td>
<td>Spring Creators update</td>
</tr>
</tbody>
</table>
Upgrade advertisement

- This update can take several hours to complete
- Advertised with a window to install until May 2 at 10pm
- At the end of the window, it will be installed automatically
- Leave your computer on just before the deadline May 2 end of day
Upgrade experience

- Does not reimage the computer
- Applies only to Windows 10 systems
- Applications are not removed
- User profiles are not affected
- No functional changes
- Some icons and visual settings might go back to their default
POPUP MESSAGE

Snooze, or
Outside my business hours
Option 1: Wait until deadline

- Scott doesn’t want to deal with the upgrade
- His calendar is free the day after the deadline (May 3)
- **Action: Dismiss popup message or choose snooze**
- The day of the deadline (May 2), he leaves his computer on
- When he comes to work May 3, first login takes longer

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Install starts May 2, 10pm

Test May 3

Available

Defer
Option 2: Pick a good time

- Sherry has a really busy week when the deadline falls (May 3)
- Sherry doesn’t want to be dealing with computer issues or delays
- Flexible schedule the week before
- **Action:** Choose “Outside my business hours”
- That night, the update installs itself
- The next day, Sherry logs in and makes sure that everything works
What about Keith?

- Keith clicks “Right now”
- Keith can’t use his computer for 2 hours
- Keith gets a lot of site visits and paperwork done
About WatIAM

- WatIAM is the campus identity management system
- WatIAM connects people to their identities and their accounts/privileges
- Brings together logins (NEXUS), human resources information (myHRinfo), student information (Quest), telephone directory and more
- Fundamental changes to the way people get their initial user name and password
- Students will be going through a new process this year
WatIAM Upgrade

- IST has updated the identity management system to a new solution
- Change your password through https://uwaterloo.ca/watiam
  - Looks different
  - There are no password recovery questions
  - Those with an external email on file can do a password recovery through email
- Staff should come to the ACO help desk for password assistance
- New system will send emails related to creating identity
  - Contact ACO to confirm that identity-related emails are valid
New look to WatIAM login page
WatIAM Options for Users

- Change Password
- Manage Email Settings
- Manage Familiar Name
- Confirm your account
Email Settings

Form

Mail Routing Address *
calp01@connect.uwaterloo.ca
The final destination where email is ultimately sent

Friendly Email Address

- calendar.training@uwaterloo.ca
- No friendly email address

Select an email alias for your accounts that is not linked to the username

Mail Aliases

These addresses represent the identity’s mail aliases. Mail addressed to any of these addresses will be forwarded to the address supplied in the Mail Routing Address field

Mail Local Addresses
calp01@uwaterloo.ca

Cancel
Submit
THANK YOU
Questions

- Thank you to our guest speakers, Natasha and Barb
- If you have any questions after the session, please contact:
  - William Lewis (rwlewis@uwaterloo.ca)
  - Keith McGowan (kmcgowan@uwaterloo.ca)
- Please provide feedback on this session
  - https://uwaterloo.ca/arts-computing/arts-computing-office-aco-lunch-session-feedback
- Notes will be posted on the ACO web site
  - https://uwaterloo.ca/arts-computing/lunchtime-sessions