

Migrating to Office 2007 on OnsiteHealth

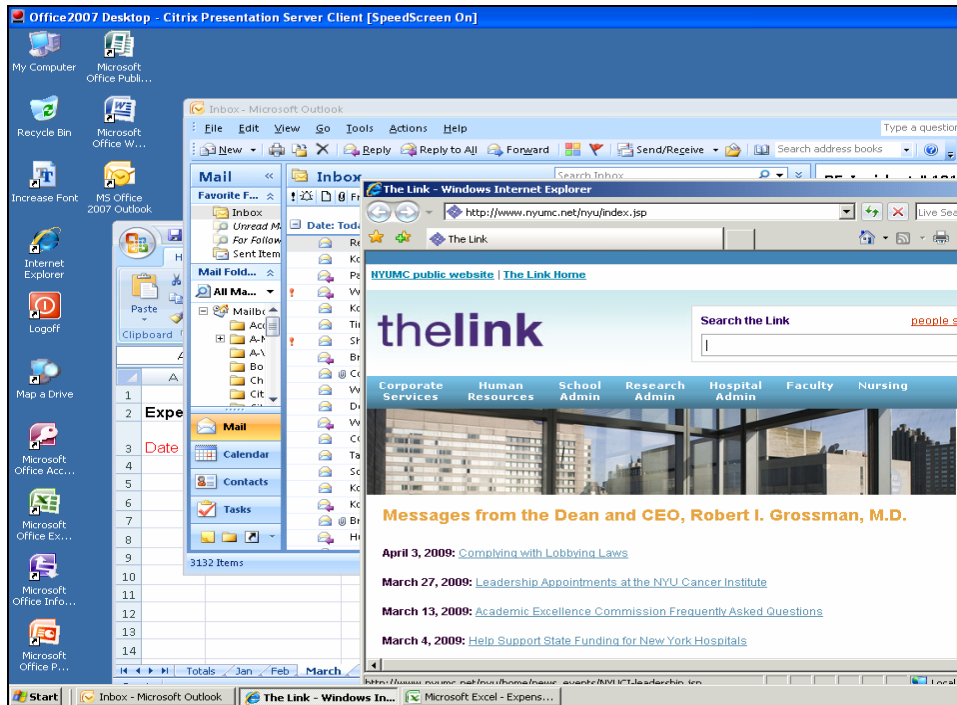
CONGRATULATIONS!!! YOU HAVE BEEN MIGRATED TO OFFICE 2007 on ONSITEHEALTH

WHAT TO EXPECT

In an effort to move towards Office 2007 being the single Office Application suite for all NYULMC users, you have been selected to now pick up ONLY Office 2007/Outlook 2007 the next time you log into OnsiteHealth when selecting either the Email or Network Desktop icons. Your shortcuts for Email and Networked Desktop on OnsiteHealth have been configured to include the “2007” at the top of the icon(s)



The Network Desktop selection is similar to the Office 2003 version you have been using. Newer versions of the major software items have been installed: Microsoft Office 2007, Internet Explorer version 7 and Adobe Acrobat version 8.



Office Settings Retention

If you have been using our previous edition of Office 2003 Networked Desktop:

Almost all customized configurations you had made to previous versions of Office Applications while using Networked Desktop via OnsiteHealth will NOT be retained when you begin to use the new version of Office, due to the vast differences between the programs. One notable exception to this is the Outlook Signature file which will be retained without you needing to make any changes. Other customizations you had made to Office programs, such as button arrangements, default font sizes, layout of Outlook's reading pane, etc. will need to be setup once and will carry forward to subsequent visits to Networked Desktop and Outlook.

If this is the first time you are using Office 2007 edition of Networked Desktop via OnsiteHealth:

Office settings that you change such as Signatures, Font, Toolbar arrangements, etc will be retained on subsequent visits to Networked Desktop.

Compatibility with documents created in earlier editions of Office

You will still be able to view/edit documents created in the earlier versions of Office, as Office 2007 is backward compatible with earlier versions.

All NYULMC systems are updated with the Microsoft **Office Compatibility Pack** for **Office 2007** File formats so that documents created with the newer versions can be read on systems with the older version of the software, which facilitate easy document sharing between versions.

Within Office 2007, default save type is currently set to Office 97-2003 compatible formats.

For example: "Save As .. Word 97-2003 Documents" when saving documents or spreadsheets

Additional Applications

Microsoft Project

MS Project 2007 will be available to licensed users only as part of the Office 2007 Desktop and access will have to be requested. In order to request access, you must have a valid license with Software Assurance (SA) for MS Project 2003 (or 2007). You may also purchase a new license and have proof of purchase of a Software Assurance (SA) to be eligible for an upgrade to MS Project 2007

Microsoft Visio

MS Visio 2007 will be available to licensed users only as part of the Office 2007 Desktop and access will have to be requested. In order to request access, you must have a valid license Software Assurance (SA) for MS Visio 2003 (or 2007). You may also purchase a new license and have proof of purchase of a Software Assurance (SA) to be eligible for an upgrade to MS Visio 2007.

Important: The use of Project 2003 and Visio 2003 via OnsiteHealth will be phased out in the next few months.

Office 2007 Training & Demo Links

For additional information on the new Office 2007 versions, and for some free training & demos, please visit the links below:

Free Training: <http://office.microsoft.com/en-us/training/HA102255331033.aspx>

Classes are also offered by NYULMC Organizational Development & Learning (ODL) on Office programs

<http://nyumc.net/nyu/include.jsp?nav=od&url=/odl/main.html>

Demos: <http://office.microsoft.com/en-us/help/FX100485311033.aspx>

FEEDBACK

If you haven't already done so, please fill out this survey after you have used the Office 2007 Network Desktop via OnsiteHealth and let us know your impressions

<http://www.med.nyu.edu/survey/entry.jsp?id=1222289020954>

HELP: For all questions, please feel free to call the Help Desk at X 3-6868