



Introducing Windows Vista.



Easier.



Safer.



More Entertaining.



Better Connected.

Be Prepared

Windows Vista is coming.

As we move towards the introduction of the new Windows Vista Operating System on our PCs, there are some actions which everyone needs to undertake to ensure that the change does not cause individual staff any problems. Please see overleaf for important actions you need to carry out as soon as possible.

Preparing for Vista and Office 2007

As we move towards the introduction of Vista and Office 2007 there are some key actions which all staff need to undertake to assist Computing Services in ensuring a smooth transition to the new software.

When Vista is deployed to each staff machine, any data stored on the local C drive of the machine will be lost. This includes any files stored in the Temp folder.

The deployment of Vista will also remove any additional software which has been installed on the machine either by the user or by Computing Services on behalf of the user. This will not affect the standard software in the Office suite of programs (e.g. Word, Excel, PowerPoint, Access etc).

There is also a regular need to apply security and application updates to every PC together with profile updates for all members of staff. This can only be carried out when users are logged off from their machines.

It is therefore crucial that all staff:

- **Ensure you log off at the end of each day, but do not switch off your PC. This is a critical activity in order that your computing profile is successfully updated and your machine has any necessary software updates applied.**
- **Ensure that there are no personal files stored on the local C: drive. All data should be stored on your N drive or a departmental share.**
- **Make a note of any personal or specialist software installed on your machine so that this can be reinstalled if appropriate after the machine has been upgraded to Vista. The installation disks or the software source will be required. You will be required to list this software on the Vista Upgrade Booking form which will be provided just prior to the upgrade.**

Please note the above guidance does not apply to Student Lab or Open Access PCs which will be handled directly by Computing Services.

If you have any questions - please contact Computing Liaison by email at computingservices.liaison@canterbury.ac.uk