



**“Microsoft Office 365 with the 2016 Feature Set”
is scheduled to deploy to
NCI at Frederick in May/June of 2016!**

What to Expect During Installation:

- A pop-up screen will be presented to acknowledge the install is about to begin. Please save any work and close out of all Office applications. (You will have an option to postpone the install temporarily if you are in the middle of a task.)
- Please **DO NOT** use any Office applications during the installation process. A pop-up window will appear to inform you when the installation is complete.
- Users will have **ALL** previous versions of Microsoft Office removed and Office 365 will be deployed.

Note: If you are on leave during the deployment, the install will occur upon your return. If you connect remotely with VPN upon/after the deployment date, the install could occur – please allow it to complete before disconnecting. (Installation may take longer on VPN depending upon your internet connection.)

Quick Tips for Office 365:

- Microsoft Lync/Office Communicator has been rebranded to “Skype for Business” for Windows users.
- When first opening a new Office 365 application, you may be prompted to enter an email address for registration. **This is not your standard NIH email address but instead part of the Microsoft registration**. Please enter your email address as nihusername@nih.gov (ex. doej@nih.gov)
- Updated versions of OneDrive for Business and SharePoint (Office 365 Personal) are currently not available within O365 at this time.

What is Expected of Users:

- Please provide feedback on any issues to the **NCI at Frederick Helpdesk** at fredhelpdesk@nih.gov.
- If you are a user of Reference Manager, this is no longer supported and has been deemed End-of-Life. The alternative to Reference Manager is **EndNote**. Please contact the NCI at Frederick Helpdesk if you require EndNote to be installed on your computer.
- Please test items such as custom Excel Macros, custom Microsoft Access applications, and integrated software plugins.

If there are any questions or concerns once the O365 package has been deployed to your computer, please notify the **NCI at Frederick Helpdesk** at fredhelpdesk@nih.gov or 301-846-5115.