



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - November 2010

Windows 7 and Office 2010 coming

- The OCIO Systems Support Division (SSD) began testing Windows 7 and will be upgrading from Windows XP to Windows 7 next year. The deployment dates will be determined and announced at a later date. However, all PCs must meet the minimum requirements to support Windows 7.

SSD will be running reports to determine if any systems on the network do not meet the minimum requirements. If systems are found below the minimum requirements specified, SSD will contact your office directly.

Windows 7 features can be found at the following site:

<http://windows.microsoft.com/en-US/Windows7/products/features>

We are also testing Office 2010 and plan on upgrading to this new version of Office at the same time we upgrade everyone to Windows 7.

If you have any questions, please call the Computer Helpdesk at 6377.

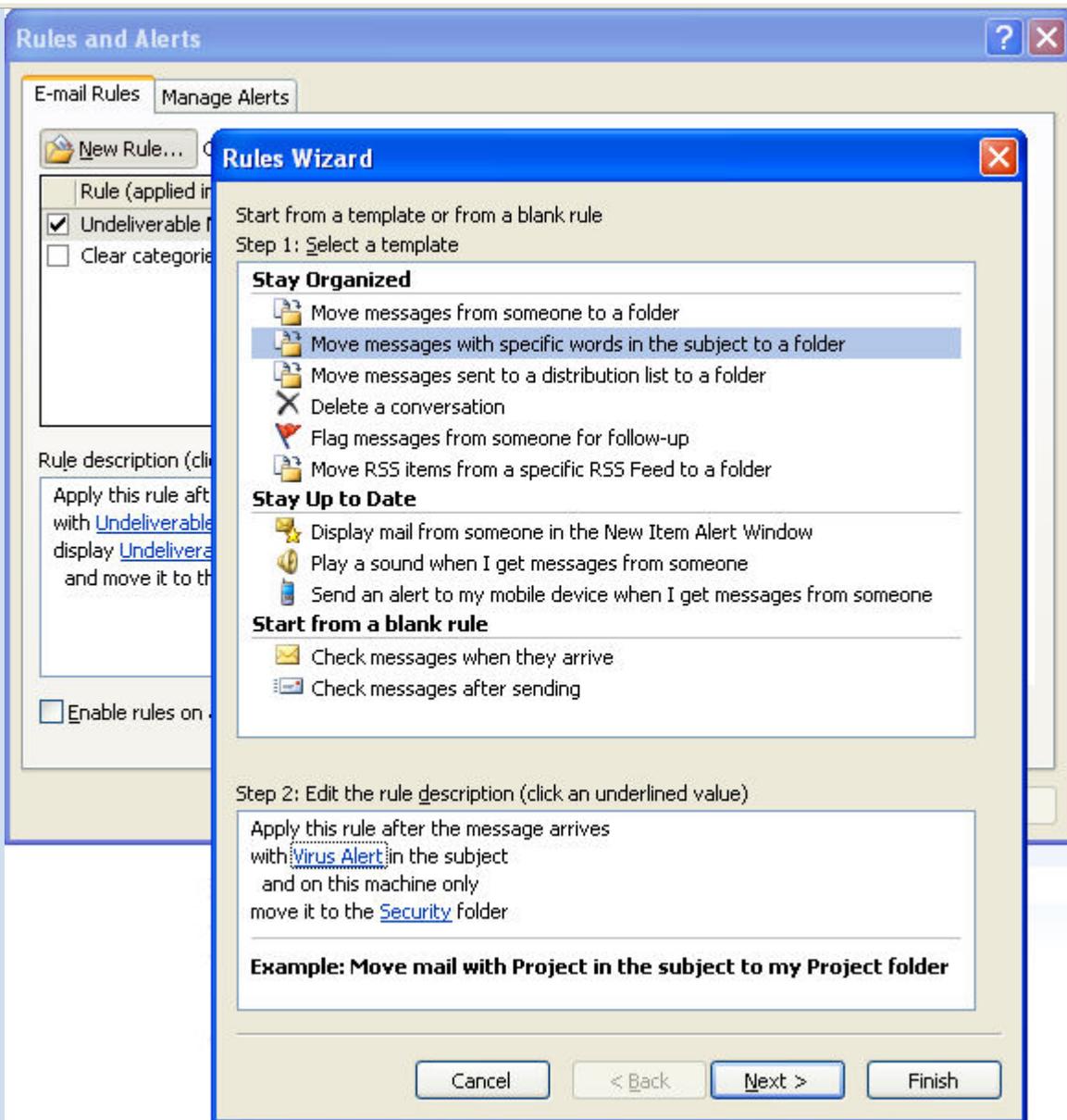
November Tech Tips

- **How to filter email**

Microsoft Outlook has a Rules and Alerts feature to help you manage your incoming email messages. You can create Rules to move, delete, or flag messages when they arrive. You can also display high priority mail in your New Item window, play a sound for messages from important senders, or send an alert to your mobile device.

To create a rule select Tools -> Rules and Alerts... This will open a dialog box where you can select to create a new rule, edit existing rules, or turn select rules on and off.

The example below shows a new rule that looks for any incoming message with the words "Virus Alert" and moves that message into a folder named "Security". You can select to search for the sender, the subject, or other criteria.



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Previous Tech Tips located at www.wrc.noaa.gov/systems/techtips.htm

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