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To:	O"Grady, John; Morrison, Denise; Tim Seidman; McBride, William; Mills, Lesley; Pitchford, Ann; Sims, Mark; Oliver, Leah
Cc:	Johnson, StacyD; Hearns, Liza; Zurla, Gregory
Subject:	Courtesy Notice: Windows 10 Update
Date:	Wednesday, May 10, 2017 3:36:00 PM

All,

This is a courtesy notice to inform you that EPA is updating agency computers with new tools that will improve computing performance and security. Along with Windows 10, Internet Explorer 11 and Edge, both Microsoft Web browsers, and Adobe Reader 15 are included in this upgrade. This update does not include the Novell Single Sign On tool. OEI is investigating other tools that more fully integrate with Windows 10. EPA's intends to have Windows 10 implemented by the end of the calendar year 2017.

Since, Lotus Notes does not work well with Windows 10 and is not supported by OEI, the Windows 10 update will be restricted to users who do not need Lotus Notes. In addition, those computers not yet upgraded to Office 2016 will not receive the upgrade to Windows 10 at this time due to compatibility issues. Those employees that are not yet upgraded and assistive technology users will be contacted at a later time once compatibility issues have been resolved.

PROCESS

Once computers receive the upgrade, employees will receive detailed instructions on how to install. Employees will have 2 weeks to complete installation. Please note that once the installation process is initiated, the employee's computer will not be available for use for up to 2 hours.

TRAINING

OEI has put together some resources to help employees with the transition to Windows 10. OEI is hosting half-hour Windows 10 demos and virtual open office hours with the IT trainer, both of which are available on the IT training calendar. They have also developed several quick reference guides that are available on the Windows 10 page. And for one-on-one assistance, employees can call the How-to Help Center with their how-to questions on Windows or any Microsoft tool.

Stacye Johnson is the lead LER specialist on this initiative – please let her know if you have any questions or concerns. She can be reached at 202-564-3941.

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