



## FOR UNIVERSITY STAFF

WEEK COMMENCING 23 APRIL 2018

ISSUE NO 135

### SEMINARS

#### WEDNESDAY SEMINAR

This week's Wednesday seminar will be hosted by Professor Rury Holman and the speaker is Sir Muir Gray of Better Value Healthcare.



The title of his talk is "Is Care for People with Type 2 Diabetes Better in Oxfordshire or Cambridgeshire" The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre, and sandwiches for those attending will be available from 12:45pm.

The OCDEM Wednesday Seminar Series is sponsored by an unrestricted educational grant from the Boehringer-Ingelheim

#### Friday Seminar

There is no Friday seminar this week

#### MEDICAL GRAND ROUNDS

Thursday 26th April from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

**Clinical Immunology:** "Chasing Waterfalls: When the Complement Cascade Spills Over" – Dr Adrian Shields

**Dermatology**

Chair: Prof Chris Conlon

## **CHANGES TO EMAIL**

OCDEM staff email accounts will move to Nexus365 (the University's cloud-hosted Office 365 service) overnight on 30th April, completing by the following morning of the 1<sup>st</sup> May.

### **What do You need to do?**

- You do not need to do anything at this time but please see the project website for more information on what will happen and what you will need to do before migration <https://projects.it.ox.ac.uk/nexus365-implementation>.
- **If you are going to be away prior/on migration day we strongly recommend that you print out the attached Getting Started Guide** or save it to your computer/device and that you read the on-line information at <https://projects.it.ox.ac.uk/nexus365-implementation>.

### **What next?**

- Look out for the next email from [nexus365@it.ox.ac.uk](mailto:nexus365@it.ox.ac.uk). NOTE: all emails about this change will come from this address.
- The next email will be sent the day before your account is scheduled to move.
- Note: On the day of migration (date above), a member of the project team will contact you in the unlikely event that there is an issue moving your email account to Nexus365. Such issues are expected to be limited to very few accounts.

### **What will be different?**

- The appearance of your email and calendar will be virtually unchanged with Nexus365 if you access them via a programme on your computer (an email client), e.g. Outlook.
- If you access your email and calendar via the web (rather than using a desktop programme/client like Outlook) the appearance of your email will be different with Nexus365. How it differs to what you experience now will depend on how you access your account.
- Mobile devices will need to be reconfigured – guidance will be provided.
- You will not lose anything from your account; all your email and calendar information will move to Nexus365.
- Any forwarding rules you have set up will continue to operate.
- If you share a calendar with someone whose account is migrated to Nexus365 at a different time to your email account, you may only be able to see free/busy information in each other's calendars until both mailboxes are on Nexus365. At that point full visibility of both calendars will be restored.

### **What else will You get with Office 365?**

- Your mailbox quota will increase to 50GB.
- Through the web version of Nexus365 you will have access to OneDrive for Business with 5TB of cloud storage (this will complement, not replace, existing shared drives and systems and is not intended for sensitive data), Skype for Business, Teams and Delve. You will also have an easier mechanism for downloading Microsoft Office 2016 to your personal devices whilst a member of the University.
- Support for accessing and guidelines for using these additional tools are available at <http://help.it.ox.ac.uk/nexus365/>.

For further information about the migration please see <https://projects.it.ox.ac.uk/nexus365>.

# Nexus365

## Getting Started Guide

Helping you to access your emails and calendar quickly and easily.

### Accessing Nexus365 via the internet

The quickest way to get access to your email and calendar on the first day is via the web.

1. Open any web browser
2. Navigate to <https://outlook.office.com>



3. Enter your **Oxford Username** with the suffix **@OX.AC.UK** (making sure it is capitalised). For example, this will be of the form **abcd1234@OX.AC.UK**. No password is required at this stage. This will redirect you to the standard University of Oxford webauth login screen:



If you need help with your Oxford Username and understanding SSO (Single Sign-On) please visit <http://help.it.ox.ac.uk/webauth/oxfordusername>

4. Log in with your SSO (Single Sign-On) username and password as usual. If it is the first time you are logging into Nexus365 you will be prompted to enter a language and time zone into a pop-up box. Select those most appropriate to you and click Save. You will now be taken directly to your email.

5. To see your **calendar** and **contacts**, click the relevant icon on the bottom left of your screen:



Or to access these and other Nexus365 functionality available to you click the app launcher ('waffle' icon) in the top left of your screen:

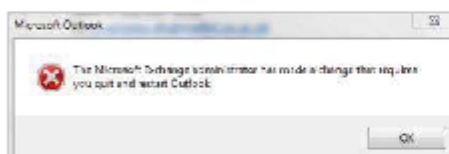




## Accessing your email via Outlook

If you want to access your email via Outlook on any device, follow these instructions.

1. Open Outlook. If you see this error message, close Outlook completely and reopen it.



2. Log in and change your username:

Your password is the same as before.

Your new username will be YourOxfordUsername@OX.AC.UK (the OX.AC.UK must always be capitalised!)

If you need help with your Oxford Username, please visit:

<https://help.it.ox.ac.uk/webauth/oxfordusername>

3. Outlook will look very similar to what you used to. There might be a delay between signing in and your email account being available. If this happens, please check you have signed in correctly. You might also receive repeated requests to sign in. Please keep signing in, each request is for a mailbox to which you have access. In the meantime, you can access your email via the web (see over).

### Accessing your email on other clients and devices

If you're accessing email on other clients, such as mobile devices, you will need to change your settings. For instructions on how to do this specifically for your device visit

<https://help.it.ox.ac.uk/nexus365/accessing-nexus365-emails>

There are many ways to access and use Nexus365. This document is intended as a quick getting started guide only. If you require more help please contact your local IT Support Staff or the central Service Desk via:



<http://help.it.ox.ac.uk/nexus365/>



(01865 6) 12345



It's Pippin Doughnuts time again. They will be delivered on Thursday and the flavours this month are as follows:

Mixed berry jam  
Chocolate  
Vanilla custard  
Cinnamon and brown sugar  
Cappuccino  
Maple and Pecan  
Passion fruit curd  
Blackcurrant jam  
Apple, blackberry and custard

The price is £1.10 per doughnut. If you/your group wants to put in an order can you please provide Karen Parish with the details by 10 am tomorrow (Tuesday) along with the relevant money. Karen will take delivery of the doughnuts on the day.

### **Oxford Metabolic Health Is Looking For A Logo!**

Do you have a flair for graphic design? If so, please help us find a logo for Oxford Metabolic Health that gives it a unique and eye-catching visual identity. For examples of logos used by other MSD networks see <https://www.medsci.ox.ac.uk/research/networks>. We'll launch the logo for OMH's inaugural symposium on 2 July and will use it on our website and for other activities. The winner will receive £130 of vouchers of their choice. Please send all images (preferably in jpeg format) to [jane.itzhaki@medsci.ox.ac.uk](mailto:jane.itzhaki@medsci.ox.ac.uk) by **30 April**.

### **Prize Draw: Tickets To The Ashmolean's 'America's Cool Modernism' Exhibition**

Cool modernism examines famous painters and photographers of the 1920's and 1930's with early works by Georgia O'Keeffe; photographs by Alfred Stieglitz, Paul Strand and Edward Weston; and cityscapes by Edward Hopper, many of the works have never before travelled outside the USA. For a chance to win a pair of tickets, please send your name and University contact details to [staff.gateway@admin.ox.ac.uk](mailto:staff.gateway@admin.ox.ac.uk) by Friday 20 April.

## **PAT TESTING**



There will be a team of PAT testers in the department on Tuesday and Wednesday this week who will be checking the office areas as well as the labs. This does not cover large equipment that would be tested during a service contract – it is for portable appliances only. If you have any queries regarding this then please contact Dennis Carter.



### **OXFORDSHIRE COUNTY COUNCIL (OXFORD TOWN & GOWN 10K RUN) (SPECIAL EVENT) ORDER 2018**

**NOTICE** is hereby given that on 30 April 2018 Oxfordshire County Council proposes to make the above Order under Section 16A of the Road Traffic Regulation Act 1984. This Order, which will be in force on Sunday 13 May is being made for the Oxford Town & Gown 10k Fun Run between 0800 and 1200 hours, and is promoted by the Muscular Dystrophy Campaign, 61A Great Suffolk Street, London, SE1 OBU. The effect of the Order is to prohibit vehicles, for public safety reasons, from the following roads between approximately 8am and midday:

Bradmore Road, Blackhall Road, Broad Street, Cattle Street, Cornmarket Street, Crick Road, Keble Road, Fyfield Road, High Street (except buses and taxis allowed in both directions using Stop/Go Traffic Management), Holywell Street, Jowett Walk, Longwall Street, Magdalen Street East, Mansfield Road, Market Street, Museum Road, New College Lane, Norham Gardens, Norham Road, Parks Road, Queens Lane, South Parks Road, St. Cross Road, Turl Street.

Areas of permitted parking in some of the above roads will also be temporarily suspended by street notices displayed.

Exemptions are included emergency services and for emergency works to roads and utility services in or adjoining the closed lengths of roads.

Alternative routes for traffic affected by the closure are via the Oxford Ring Road, Marston Ferry Road, Marston Road from the north; and via Iffley Road, Donnington Bridge Road and Abingdon Road from the south and east, and vice versa.

Detailed documents, including the Order, maps and a Statement of Reasons for the proposed Order, are available for public inspection at County Hall, New Road, Oxford OX1 1ND from 9am to 4.30 pm Monday to Friday.

## **TRAINING**



### **Documents: Good practice in document design** - *for those who want to master Word beyond the everyday level*

This course provides you with key skills to master Word beyond the everyday level. A range of time-saving techniques are covered, for creating well-structured documents that are easy to revise and manage.

Staff £30/Students £15

24/04/18 09:15-12:15

[Book and pay](#)

### **Posters: Improving your research posters**

Your research needs to be presented in a way that is accessible, engaging and does justice to the outcomes of your work. This session focuses on simple design elements that can transform your research poster design, and save you from making the mistakes that cause stress against a looming deadline.

26/04/18 - 14:00-17:00

Staff £30/Students £15

[Book and pay](#)

### **SharePoint: Introduction to its use at Oxford**

Learn how to use SharePoint 2013 for sharing information and working together in teams and communities. This course is for anyone interested in finding out what SharePoint is and how they might want to use it. The objectives of the session are:

- Create subsites and navigation
- Be able to change the look of the page
- Create lists and libraries and add custom columns
- Up and download documents to libraries
- Create Views
- Create/Edit Blog and Categories
- Access your "My Site" in SharePoint

Staff £30/Students £15

26/04/2018 - 09:15-12:15

[Book and pay](#)