

Memo

To: Implementation Coordinators



From: CONNECTIONS Communications
CC: LAN Administrators, Keyusers, OCFS -Directors of Services,
CONNECTIONS Project Team
Date: January 03, 2002
Re: Weekly System Update--01/04/2002 Week's Activities

HAPPY NEW YEAR 2002

1. **CONNECTIONS System Down Time:**
Due to regularly scheduled maintenance CONNECTIONS will be unavailable on:

Friday, 01/04/2002 from 5:00 am - 7:00 am
Friday, 01/11/2002 from 5:00 am - 7:00 am

2. **Microsoft Exchange Servers:**
Due to regularly scheduled maintenance on Exchange email, all Exchange email servers (except for SSCRX1, SDFY2, EXCHSEN0A1MA, EXCHSEN0A1MB and SACS9X1) will be unavailable on:

Sunday, 01/06/2002 from 1:00 am - 6:00 am
Sunday, 01/13/2002 from 1:00 am - 6:00 am

3. **CONNECTIONS Desktop PC Project (Update):**
CONNECTIONS Desktop PC replacement has been completed in the Albany Region (Region IV). The remaining schedule for installation of the new PC's in the remaining regions is as follows:
 - o Syracuse Region (Region III) January 7 - 21, 2002
 - o Rochester Region (Region II) January 24, 2002.

- o Buffalo Region (Region I) February 4, 2002
- o Yonkers (Region V) and NYC (Region VI) (**Schedule to be Determined**)

The Office for Technology Command Center will contact Districts/Agencies involved in the desktop pc rollout approximately two weeks prior to your scheduled implementation date. At that time, the OFT Command Center will send a follow-up letter to site contacts. This letter will contain instructions and stickers that will need to be placed on the computers that have been targeted for replacement. The stickers should be placed on the upper left hand corner of the monitor connected to the device being replaced.

Note: the computers that are being replaced should match up with the information contained on your district/agency Desktop PC completed spreadsheets that you sent to David Kislowski. Additionally, if there have been changes to your site contact persons since you submitted your site spreadsheets, it is important that you call the OFT Command Center (1-800-603-0877) to provide them with the new names and telephone numbers.

From the pilot experience, we recommend that staff review the PC Quick Start Guide prior to installation of the new PC's, in order to insure a smooth installation and transition. The Quick Start Guide and several other preparatory reference materials are available both on the CONNECTIONS Intranet site (on the Desk/Job Aid Page) (<<http://sdssnet5/ocfs/connect>>) and within the Public Folders (Public Folders>All Public Folders>Statewide>CONNECTIONS>Desktop PC Replacement). Note: Due to the size of the Quick Start Guide, you may have difficulty opening the file. We recommend saving the file to a local drive or C:drive and then opening it from there or open it from the Intranet Site.

If you have any questions related to the schedule of the rollout you may contact the Office for Technology Command Center at 1-800-603-0877.

4. Virus Alert:

An attachment related to the W32.Shoho@mm virus, discovered Dec. 20, 2001, has been reported on several state computers. The attachment file is labeled readme.txt(several spaces).pif. If you encounter any of these attachments avoid opening them, delete them from the computer, and notify the CONNECTIONS Help Desk.

As you know, we continue facing virus attacks. The Office for Technology (OFT) has implemented filtering techniques and other strategies to minimize the risk. We depend on your diligence to avoid infection. If you use the Internet to access a separate e-mail account (AOL, Hotmail, etc.), to download files, you are also at risk of picking up a virus and spreading it over

our network. If you need to have mail delivered from an outside mail system, please have it forwarded to your Internet ID. In that way, it will be go through our filtering process. We ask that you be wary of messages received from individuals with whom you don't normally do business and with subjects that are either cryptic or inappropriate for a business environment. Please contact your LAN Administrator or the Help Desk if you have any questions or have received suspicious mail.