Software Asset Management Roundtable: April 19, 2016

Attendees: Joe Allred, Kit Edington, Kathy Garramone, Quinton Greenhagen, Antony Jo, Robert Logan, Jay Michalik, Jonathan Neff, James Poelstra, Suzanne Purdum, Wesley Samson, Eric Tangedahl, Mika Watanabe

Office 365 ProPlus for UM Employees (Kathy)

Gary Trethewey and Matt Riley met with Microsoft representatives twice in the last week to begin drafting a statement of work regarding transitioning UM employees from the campus-hosted Exchange environment to Microsoft’s Office 365 ProPlus. The major hurdle is the email component. As soon as the transition timeline and communication plan are established, Central IT will notify campus IT personnel.

Purchase process through OETC (Antony Jo, SAIT)

Recently Antony purchased Microsoft server licenses through the OETC (Organization for Educational Technology and Curriculum) web store. Campus IT staff may purchase Microsoft products through the UM Bookstore’s Microsoft Select agreement or through our new partner, OETC. Antony demonstrated the steps he took to purchase the software from OETC:

- Campus IT staff will need an OETC account created in order to access and purchase from the store. Contact Kathy to complete this step.
- UM Purchasing advises that at this point in time only Microsoft software may be purchased through the OETC store.
  - Login to: https://store.oetc.org
  - Select items you wish to order and click on the Quote button.
  - The quote will be emailed to you directly.
  - Attach the quote to GrizMart for a PO creation.
  - Once the PO is processed, you will receive an email confirmation from OETC.
  - If you need the actual software, Kathy can obtain ISOs and place them in UM Box for downloading.

UMBox demo (Joe Allred)

There are various ways to interact with UMBox with additional tools. Today Joe demonstrated using Box for Office, Box Edit, and using FTP to migrate data.

- The best way to interact with Box for Office and Box Edit is through a browser, avoiding the extra time it takes for downloading and uploading.
- Box for Office integrates Box into Office.
- Box for Edit integrates Office into Box.
- Can get the MSI installers from Box Help for deployments.
- Click on Name/apps/Box for Office and Box Edit. Only available for Windows users and can be pushed out via LanDesk. This process integrates Box into your Office products.
- We discourage Box Sync as it takes up too much disc space and everything would be in both places. These tools allow for a better interaction.
• How to share a folder with a student:
  o Have the student login with their Box account (e.g. Alan Barker)
  o Share with the students UMConnect address: ab123456@umconnect.umt.edu

• Box and FTP: use the FTP approach if you want to keep date/time stamps. The product is called SmartFTP. It’s not free, but does have a 30 day trial offering. Central IT is checking into cost options for purchasing SmartFTP. Uploading files keeps date/time. FileZilla is another FTP program and works with Box but it does not retain date/time stamps.

• One of the features of using Office online with Box is versioning (history of files/documents) and file encryption.

• You can map a drive to your Box account:
  o You need to create an external password in your Box account first
  o In Box / User Name / Account Settings
  o Create password
  o Here is the path to for the mapping: https://dav.box.com/dav
  o User Login: first.last@umontana.edu (employees) NetID@umconnect.umt.edu (students)
  o Enter password
  o Note: does not retain date/time stamps

• Folder permissions trickle down. Folder owner can give a user permission to access a sub-folder.

UMBox discussion (Joe Allred)

• Jonathan Neff: there is a problem with collaboration with students. Their email is not tied to their account. The UMConnect email address has to be added to their profile. First step, have student create account. Best practice – share with the right account.

• Joe offered to schedule Box short courses for campus personnel this summer. Best practices could be included in the training.

• Are people using Box as a backup system? No, mostly active work. Could depend on quantity of data because it takes a long time.

• Permissions structure issue. If you give permissions to someone, they have permissions to all levels below.

• John Parkey can set up a departmental Box folder. He sets up the hierarchy.

The next SAM Roundtable is scheduled for: Tuesday, May 17, 10:00-11:00am, UC. Please direct software questions/comments to software@umontana.edu.