

Connecting People, Process, and Information

After surveying the Boards of top colleges and universities across the nation, Microsoft's higher education team is implementing solutions to help:

- Improve contact management among Board members and administrators
- Expand document search capabilities
- Streamline workflow among Trustees
- Enhance scheduling tools
- Create secure and easily accessible repositories for documents, minutes, and other media
- Communicate announcements, agendas, maps and directions, and information regarding regional activities

These templates will reside on a web site dedicated to Higher Education (off the main Microsoft.com site). Every user will be encouraged to upload and download templates with other users providing an easy way to share fresh ideas, personal practices, and spur productivity for everyone.



See how these solutions can benefit the various activities of the Board of Trustees at higher education institutions. A trial site has been setup for your convenience. If you would like to explore and test the functionality of a Board of Trustees template, please

type the URL below into your web browser. When prompted, enter your trial username and password listed below.

<http://matthewv.officeisp.net/university>

Username: officeisp\trialuser

Password: Password12

Note: (Please use a capital P)

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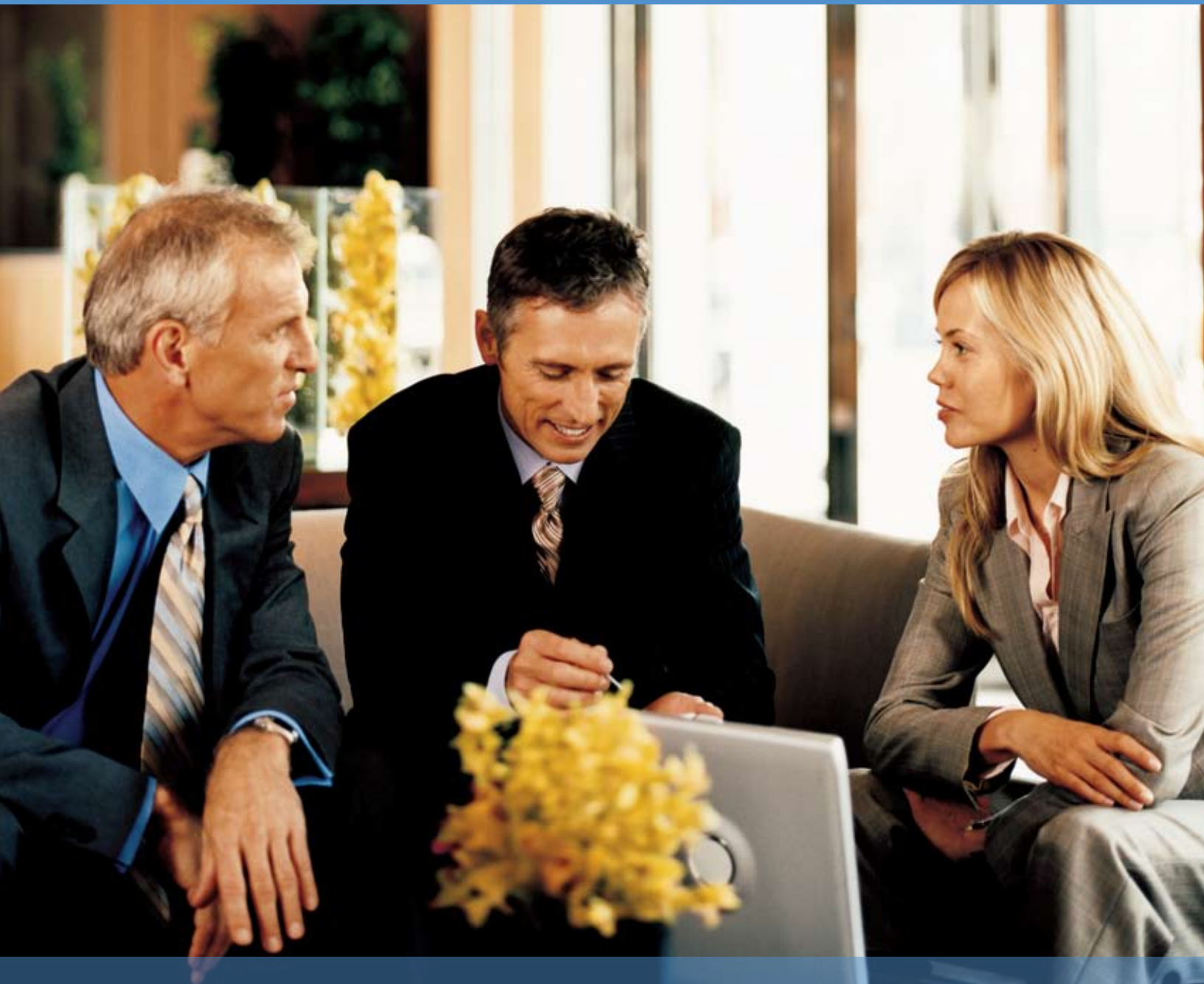
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A Vision of Excellence in Higher Education

*Prepared for Board of Trustees and administrators
at higher education institutions.*

Microsoft®

A Vision of Excellence in Higher Education.

A vision shared by Microsoft for Board of Trustees and administrators at higher education institutions.

An effective Board helps ensure its institution continues to grow, thrive, and prepare for the future. With a shared vision for achieving new levels of excellence in higher education, Microsoft® is fully committed to implement solutions to help each member of the Board of Trustees and administrators at colleges and universities communicate, collaborate, and maximize institutional resources.

The University of Rochester and Microsoft Partnership: A Template for Success

With tools to streamline scheduling, recordkeeping, and communications between Board members and its constituents, the University of Rochester and Microsoft seized an opportunity to more seamlessly and securely connect people, processes, and information.



The following screenshots are examples of a collaborative communication solution recently developed by administrators at the University of Rochester and Microsoft. This solution, along with others, are available for customization for your higher education institution.



Design templates tailored to each institution's unique needs

Committee workspaces are easy to implement and each can be customized with school colors, logo, images, news feeds, and other data that is relevant and necessary for your Board members and internal staff.

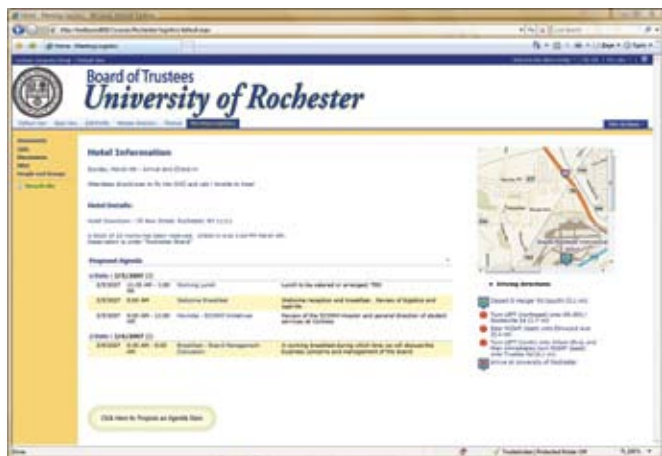
Save time and enhance internal operations with user-friendly, collaboration tools

Committee workspaces enable Board members and administrators to connect with the information and resources they need to coordinate calendars, organize documents, archive information, and receive important notifications, updates, and meeting minutes. As a supplement to a printed directory, the site features an online contact database that can be updated and maintained by Board members in real-time.



Provide a "one-stop shop" for Board members and administrators around the globe in real-time

A shared, online environment negates the need to send numerous emails with large file attachments or ship printed materials to Board members around the world. Planning meetings becomes more interactive with links to maps, driving directions, visitor information, and other logistics. The globally accessible environment also enables the creation of personalized "views" for each Board member based on his or her specific needs, assignments, and preference.



Manage Board materials and help ensure integrity of content

Enhanced document management capabilities provide the option to require document checkout prior to editing and the ability to view and restore previous versions of documents. These features, combined with document and item level security, ensure the integrity of documents stored on the Board of Trustees' site.

Reduce the complexity of securing board materials

Board materials are often sensitive in nature and ensuring that information is shared only with the intended recipients can be challenging. The template allows access to tools and distribution of materials based on a person's assigned role so they only see what is allowed by their role. Access to information can be controlled at any level, restricting or granting access to specific sites, folders or even individual documents.

Try it out...log-on to a trial site.

Details on back. >>