



April 14, 2003

**OKLAHOMA BULLETIN NO. OK270-3-5**

**SUBJECT: IRM – WINDOWS XP UPGRADE**

**Purpose:** To inform Oklahoma NRCS employees that all CCE machines will be upgraded from Windows NT to Windows XP.

**Expiration Date:** September 30, 2003

The Oklahoma NRCS Information Technology (IT) staff will soon upgrade all CCE machines from Windows NT to Windows XP. As part of the upgrade, we will also convert from Netscape e-mail to Outlook e-mail. Each employee should carefully review the following information.

- If you have stored data in locations other than your H:\drive, make a note of the location of the data and advise the IT staff so that data may be backed up.
- Please delete e-mail messages that are no longer needed. The “cleaner” a workstation is when the IT Specialist arrives, the quicker your office will be operational again.
- The trash folder in Netscape e-mail will be emptied and all files will be lost. If you were using it as a file folder, move those files to a different folder.

The loading of XP will reformat the hard drive, and all data that is not backed up or stored on the server will be lost. If you have modified the desktop, default sounds or other user settings on your workstation, those settings will be lost during the upgrade. The IT staff recommends that you use the default XP settings until you get used to the new interface, as it will match the information in the User Reference Guide that will be left with each employee.

Currently, the XP upgrade is estimated to take 3 to 5 days per office. A list of dates for when each office is scheduled for the upgrade will be sent to each office. Questions regarding this upgrade should be directed to the Oklahoma IT staff.

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[Attachment](#)

DIST: AE