



## Welcome to Office 2013 – Things to Know

Please be aware of the following after completing your Office 2013 upgrade:

### Outlook

- Your mailbox will be automatically regenerated and downloaded in a new, compressed format. After opening Outlook please be patient while this process completes, your inbox will appear as though it is empty however the entire contents of your inbox will begin to download shortly.
- By default the last 12 months of e-mail will be kept offline. This can be changed through the new Outlook 2013 Sync Slider option, which can be helpful for freeing space on your hard drive. Click [here](#) for more information on the Sync Slider option and the impact on your mailbox.
- For more information on the integration between Outlook 2013 and Exchange 2013 click [here](#).

### Excel

- Excel macros that automatically protect and unprotect content will perform slower in Excel 2013 due to new, stronger encryption in Office 2013. Click [here](#) for more information.

### Office 2013 Suite

- Performance and display issues within Office 2013 may appear as a result of enabled hardware graphics acceleration in the Office 2013 suite. Click [here](#) for more information.
- Some applications, such as SharePoint Workspace 2010, are not targeted for upgrade. These applications can be removed by uninstalling Office 2010 through the Control Panel – Programs & Features applet on your workstation.

### Training & Support

- Review [Office 2013 Productivity Tips](#)
- Read about [new features](#) in the Office 2013 suite.
- Access the [Office 2013 Quick Start Guides](#) to find your way around newly upgraded applications.
- Learn more about [Lync 2013 Best Practices](#)
- Find Microsoft Office [Technology Workshops](#) available to you.
- Build your Microsoft Office 2013 skills with [available internal training](#) options