



**General Secretariat of the Organization of American States**

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**Secretariat for Administration and  
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**Department of Information and  
Technology Services**

**Department of International Law**

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**Network of Hemispheric Legal Cooperation in the Area of  
Family and Child Law**

**Installation Guide  
Microsoft Office Groove 2007  
(May 2010)**

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## **1. What's new in this release of Microsoft Office Groove**

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This section describes new features and other changes in Microsoft Office Groove 2007.

### **Available Languages**

The new Microsoft Office Groove 2007 software is available in different languages. The previous version Groove Virtual Office 3.1 was only available in English.

*For the user of the Network of Hemispheric Legal Cooperation in the Area of Family and Child Law the software will be available in English, French, Portuguese, and Spanish.*

### **Contact Search**

Office Groove 2007 provides a simplified process for searching for contacts. The search functionality now allows you to simply type in the name or email address you are looking for and click Find. Groove will search all available directories to find a match for your entry.

### **Groove Discussion Tool**

The Groove Discussion Tool is now a custom Forms tool. It looks and behaves the same as the Discussion tool from earlier versions of Groove, with the addition of a Category field and views for sorting Discussion threads either by category or by date.

### **Groove Meetings Tool**

In the Groove Meetings Tool, the "Participants" tab has been renamed to "Attendees" tab. The tool now supports assigning permissions to Groove user roles.

### **Features and tools no longer available in this release**

The list below describes the features and tools no longer available in this release. The large number of items mostly reflects adjustments to the features set as the Groove application becomes part of Microsoft's Office offerings. Additionally, this release focuses on ensuring the highest quality of the most used key features.

- The following tools and toolsets are no longer available for adding to new or existing workspaces: Contact Manager, Discussion, Document Review, Outliner, Task Manager, Text, Tic-Tac-Toe, Web Links, Welcome Page and Advanced Project Toolset. Instances of these tools in existing workspaces will no longer function. A new version of the Groove Discussion Tool (as described above) is now available.
- Chat-only workspaces. Chat is now available only as part of standard or file sharing workspaces.

- Co-editing of Word documents.
- PowerPoint presentations.
- File viewers in the Groove Files Tool.
- Outlook Calendar integration with the Groove Calendar and Groove Meetings tools.
- Sending an Outlook email thread to a Groove workspace.
- Sending Lotus Notes documents to a Groove workspace.
- Forms tools created in Groove versions prior to Groove 2.5 will not be accessible.
- Forms tools created in Groove 2.5 will be accessible only for the purpose of exporting data. Exported data can then be imported into a new Forms tool.
- Multiple computers usage now requires saving your account file manually.

*Source: Microsoft Office Groove 2007 Help.*

## 2. Technical Considerations

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The Groove system is based on “peer-to-peer” technology within a closed environment with a 192 bit data encryption. The information is encrypted at all times, including when it is being transmitted as well as when it is in the hard drive of the computer. Because of this, there is no central repository of information, so the OAS does not have any knowledge of what is being transmitted by the users within the system. Users decide with whom and what type of Information they want to share with other participants that are part of the Network.

The following minimum technical requirements are recommended to have a better performance experience of the Microsoft Office Groove 2007 system:

- ✓ **Computer and processor:** Pentium IV or better with a processor of 1 gigahertz (GHz) or better
- ✓ **Memory:** 512 megabytes (MB) RAM or better
- ✓ **Hard disk:** 10 gigabyte (GB) of free space
- ✓ **Drive:** CD-ROM
- ✓ **Monitor:** 1024x768 or better resolution
- ✓ **Operating System:** Microsoft Windows XP with Service Pack (SP) 2 (32 bit)
- ✓ **Others:** Internet Explorer 6.0 or later
- ✓ **Internet connection:** 128 kbps as a minimum for better performance of the system.

The Microsoft Office Groove 2007 system, used for the Secure Communications System of the Network, works through Firewalls and no special ports need to be opened. However, if your network has some restrictions or filters to browse the Internet, you should request your technical support staff to allow traffic from your computer to access the following urls (only for port 80):

- ✓ <http://grv1.oas.org>
- ✓ <http://grv11.oas.org>
- ✓ <http://grv12.oas.org>

To verify that you are able to access these sites, go to <http://grv1.oas.org/gms.dll>. You should see the message **“Server is alive”**. If this message does not appear, please contact your local technical support staff so they can analyze the problem. Additionally, if you use a “Proxy” to browse the Internet, you should follow the local authentication procedure to be able to use Groove.

It is highly recommendable to have the latest updates of the antivirus and operating system software. It is also important to configure your screen saver to prevent unauthorized individuals from using Groove.

**We recommend that the installation of the Groove software should be done by your area's technical support staff. We also recommend that all technical difficulties be addressed to your local technical support staff. If you need additional assistance, the GS/OAS technical support staff can assist you in solving the problem completing the online technical support form found in the virtual classroom of the Groove E-Learning Course. Consult the "Instructions to Access the E-Learning Course: Groove: Secure Communications System" document and the "Technical Support" section at the end of this document.**

**Depending on the issue for which you request assistance, the GS/OAS technical support staff may need to connect remotely to your computer using the software "GoToAssist" or "GoToMeeting". You should obtain the required authorization from your area's information technology staff to allow the GS/OAS staff to connect remotely.**

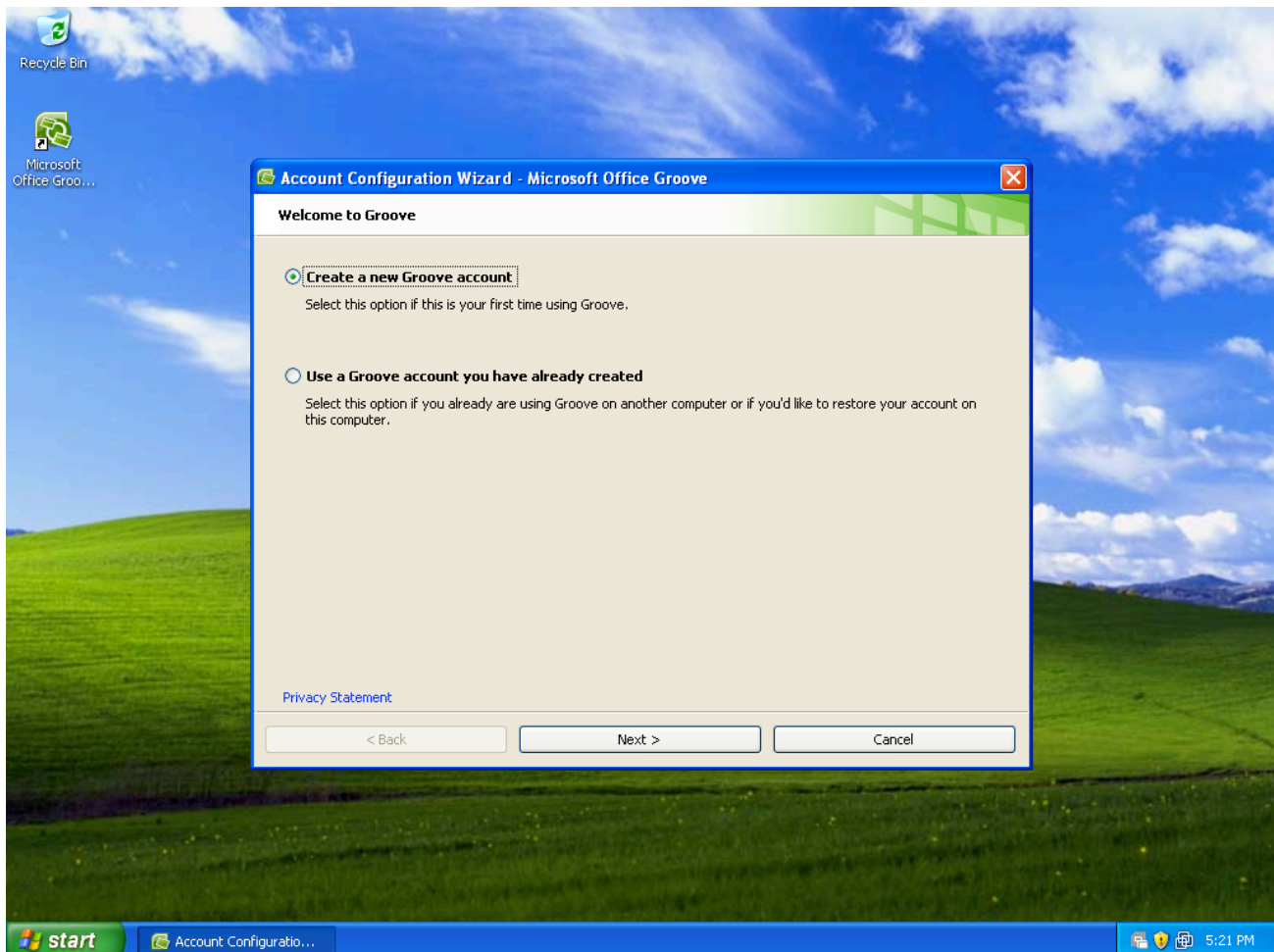
### 3. Installation Procedure

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This guide will enable you to install the new release of Microsoft Office Groove 2007.

**NOTE: IF YOU HAVE GROOVE 3.1 INSTALLED AND FOLLOW THE STEPS BELOW, IT WILL DELETE THE ACCOUNT CONFIGURED IN YOUR COMPUTER. PLEASE UNINSTALL GROOVE 3.1 BEFORE CONTINUING WITH THIS GUIDE.**

1. Visit the page [http://cursos.educoas.org/cursos/Curso214/WebInstallers/CDF-FLC/Groove\\_CDF-FLC\\_ENG.exe](http://cursos.educoas.org/cursos/Curso214/WebInstallers/CDF-FLC/Groove_CDF-FLC_ENG.exe) and save the file in the local disk of your computer. Go to the directory where the file was downloaded and execute it.
2. An icon in the “Programs” folder will be created during the installation. **Click on this new icon to start the application.**  
The first time you start up Groove, the “Groove Account Configuration Wizard” opens and displays a “Welcome to Groove” screen. Select **“Create a New Groove Account”** and click on **“Next”**.



3. Select ***"I have a Groove Account Configuration Code"*** and click on ***"Next"***.

**Account Configuration Wizard - Microsoft Office Groove**

**Groove Account Configuration Code**

Do you have a Groove Account Configuration Code?

**I have a Groove Account Configuration Code.**  
I have received a code for configuring my Groove account from my administrator.

**I need help finding my Groove Account Configuration Code.**  
I think my administrator has the code I need for configuring my Groove account, but I need help finding it.

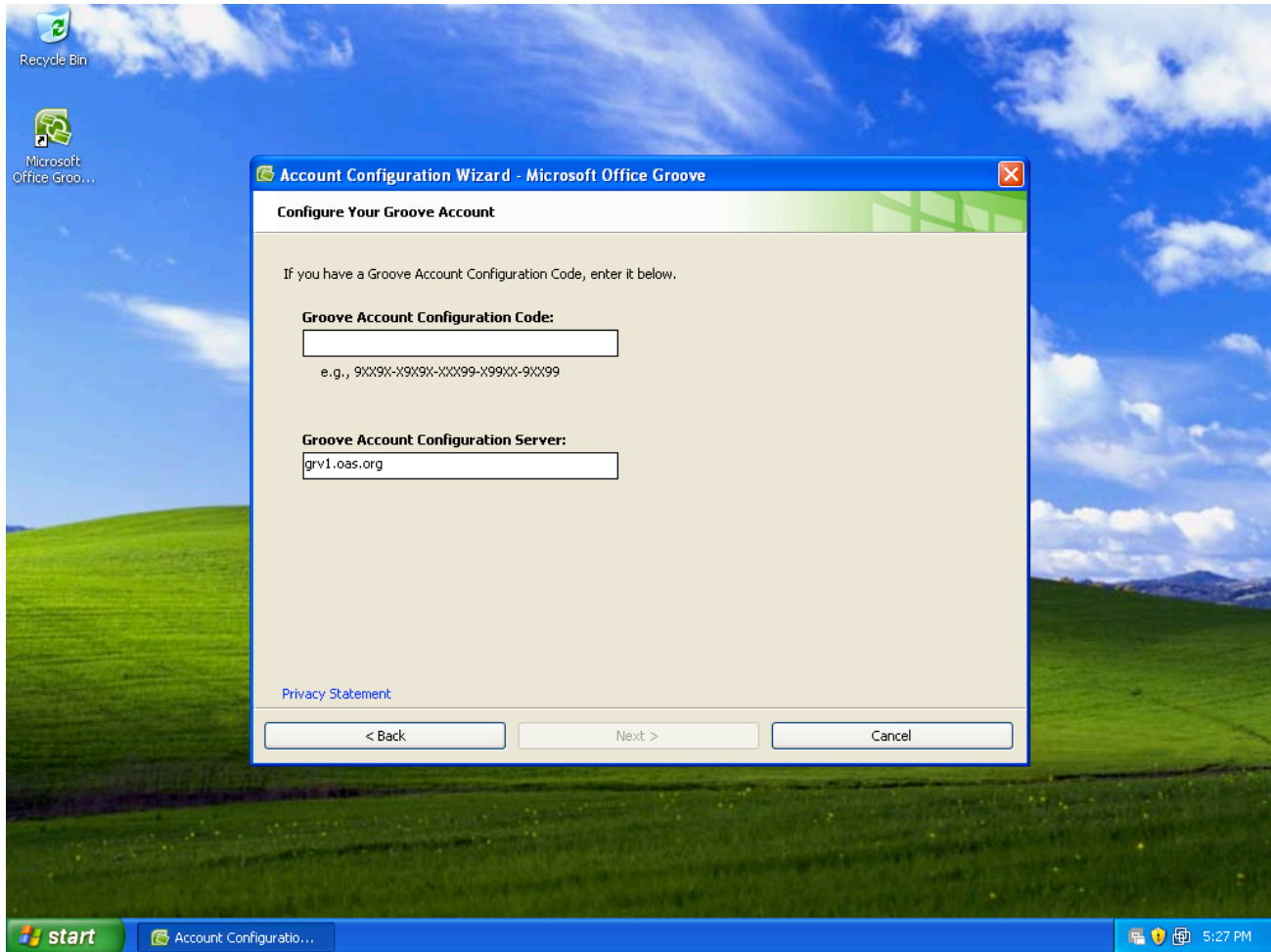
**I don't have a Groove Account Configuration Code.**  
I don't require a configuration code for my Groove account. (This is typical for non-corporate accounts.)

[Privacy Statement](#)

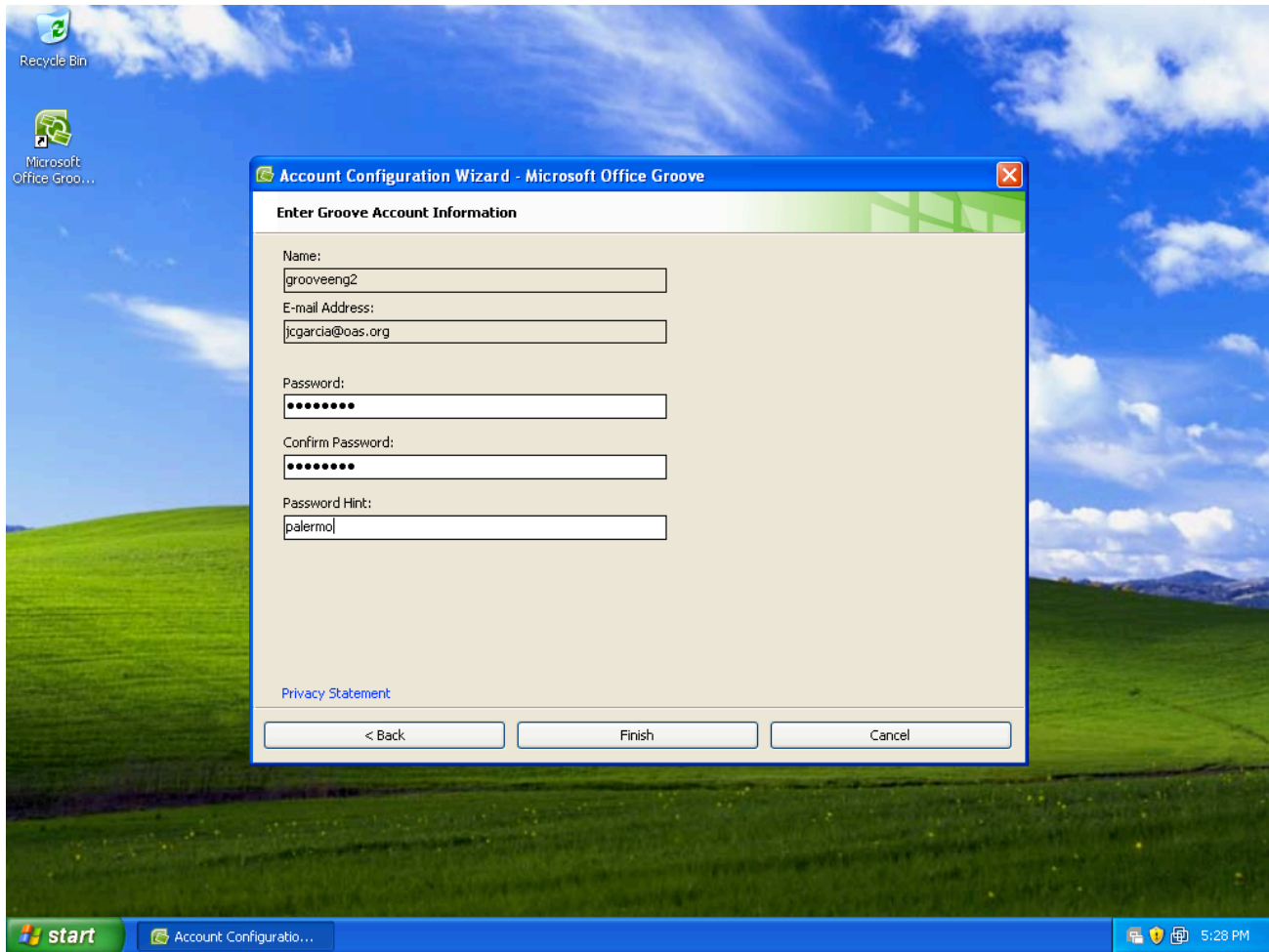
< Back    Next >    Cancel



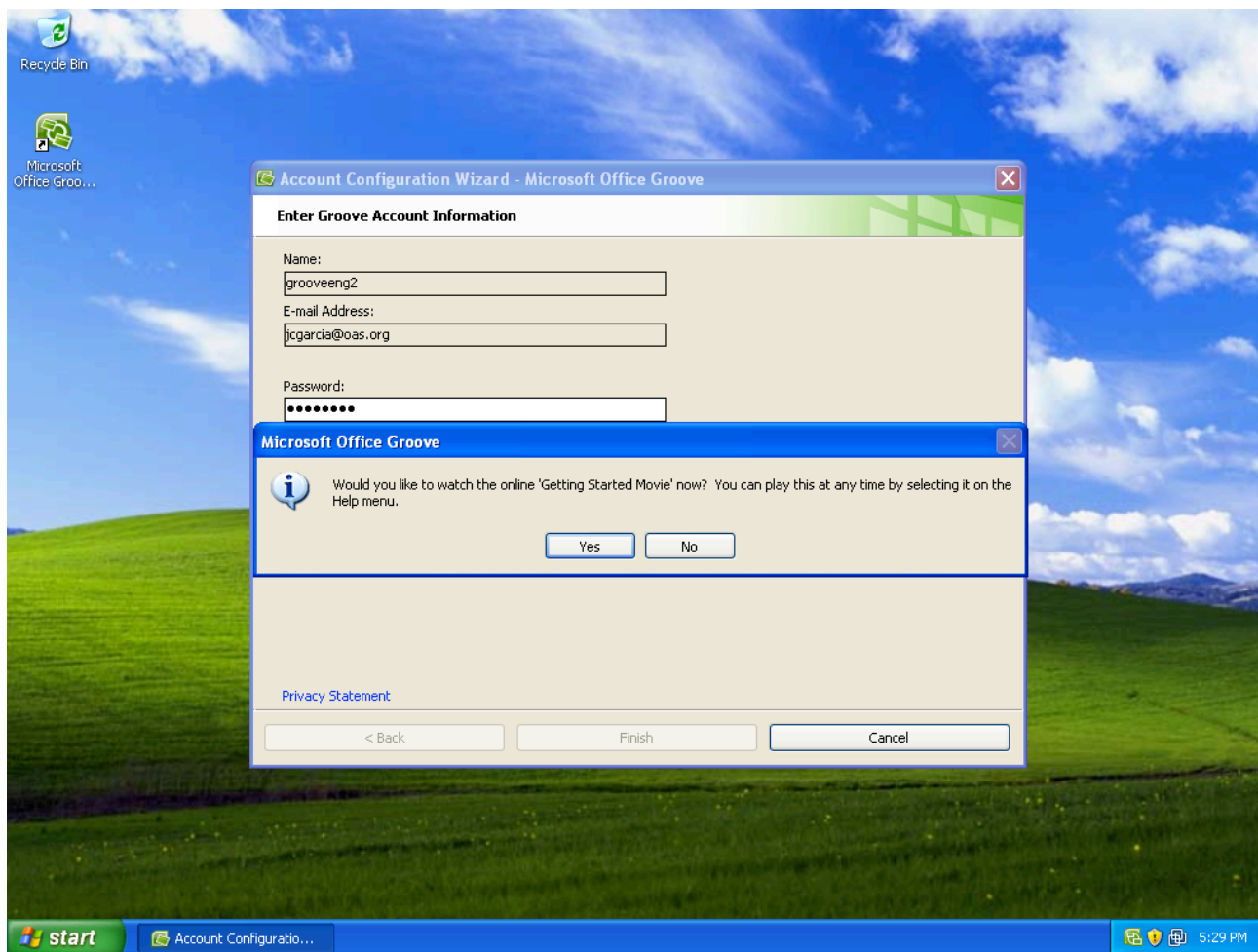
4. In the “Configure your Groove Account” window, enter the **Account Configuration Code** provided by the SG/OAS. Typically, the Groove Account Configuration Server information is filled in for you. If it is not, enter the following information: “**grv1.oas.org**”. Select “**Next**”.



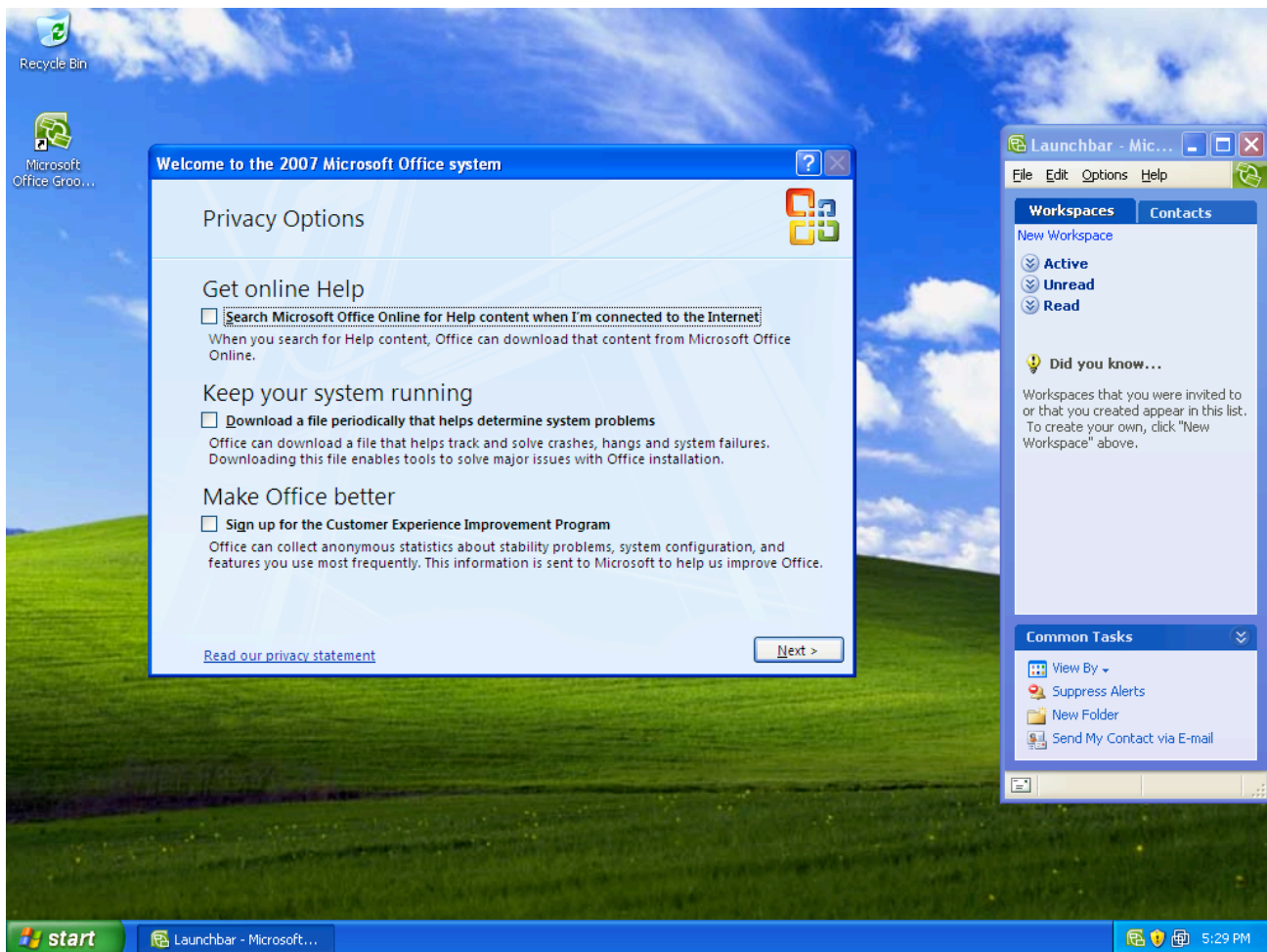
5. In the “Enter Groove Account Information” window, enter your password, password confirmation, and hint information to keep your account secure. Select “Next”.



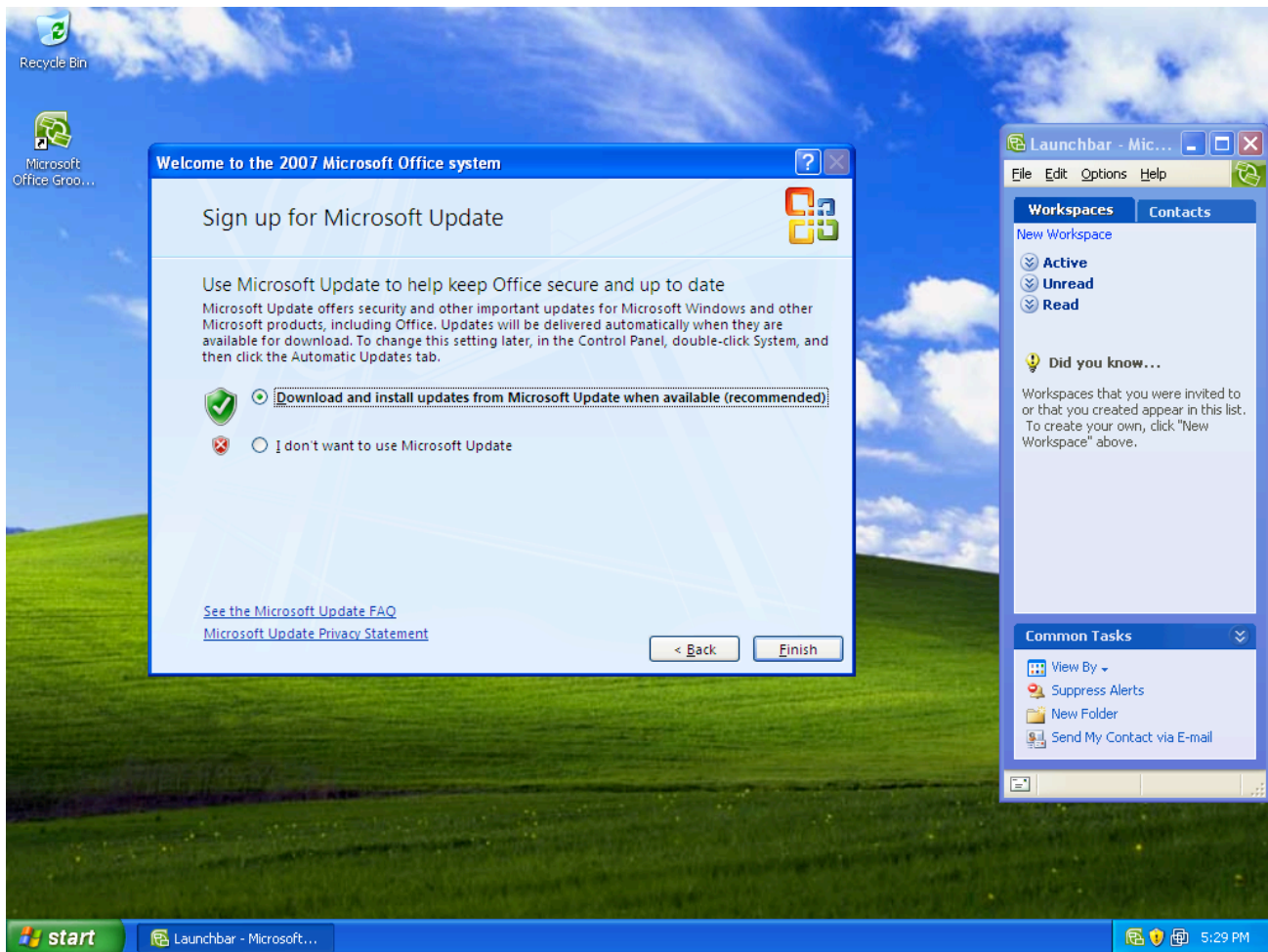
6. When prompted to watch “Getting Started Movie”, select “No”. (If you select “Yes,” you will go to the Microsoft site).



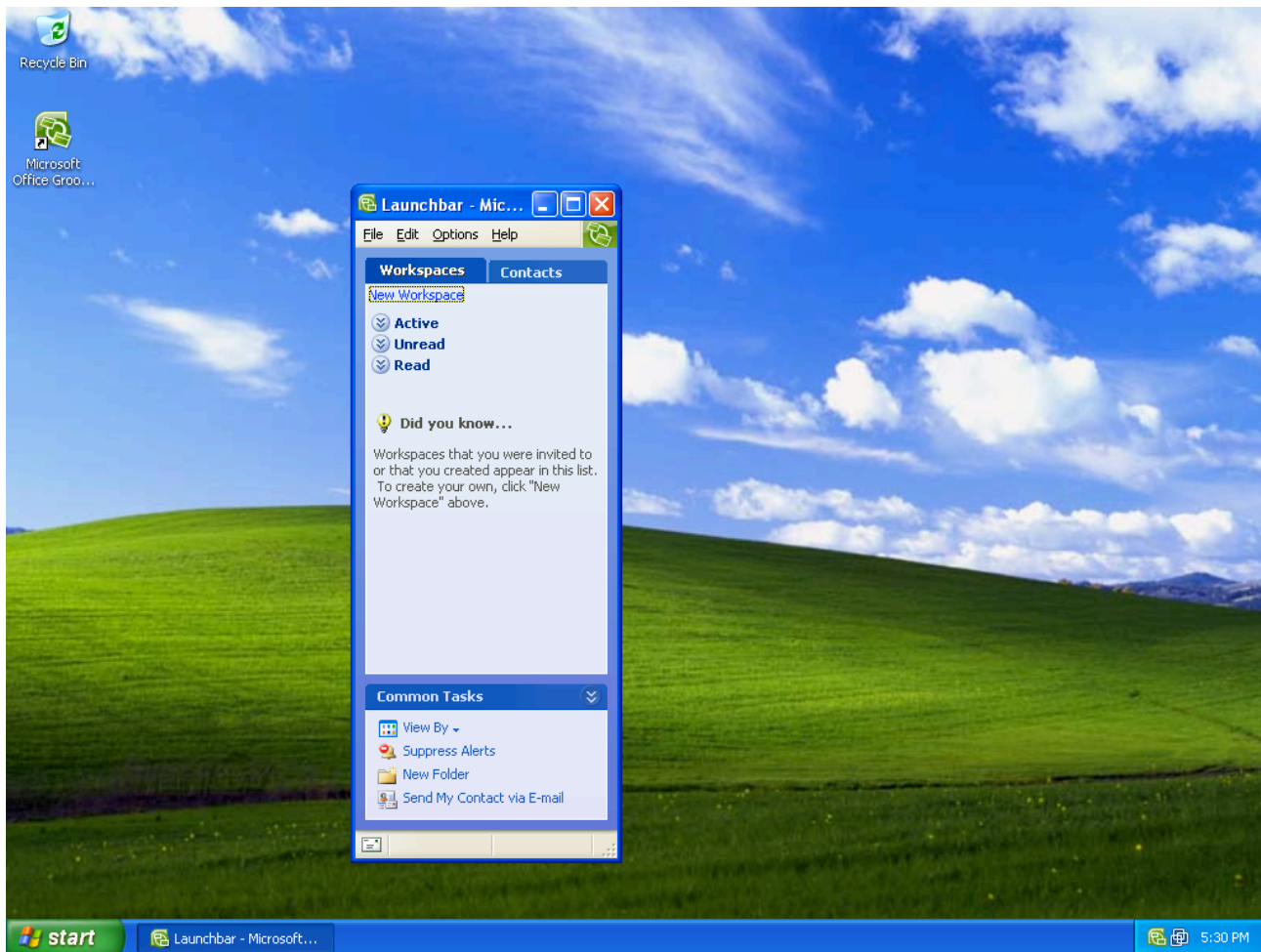
7. In the “Privacy Options” Window, unselect the three options and click on “Next”.



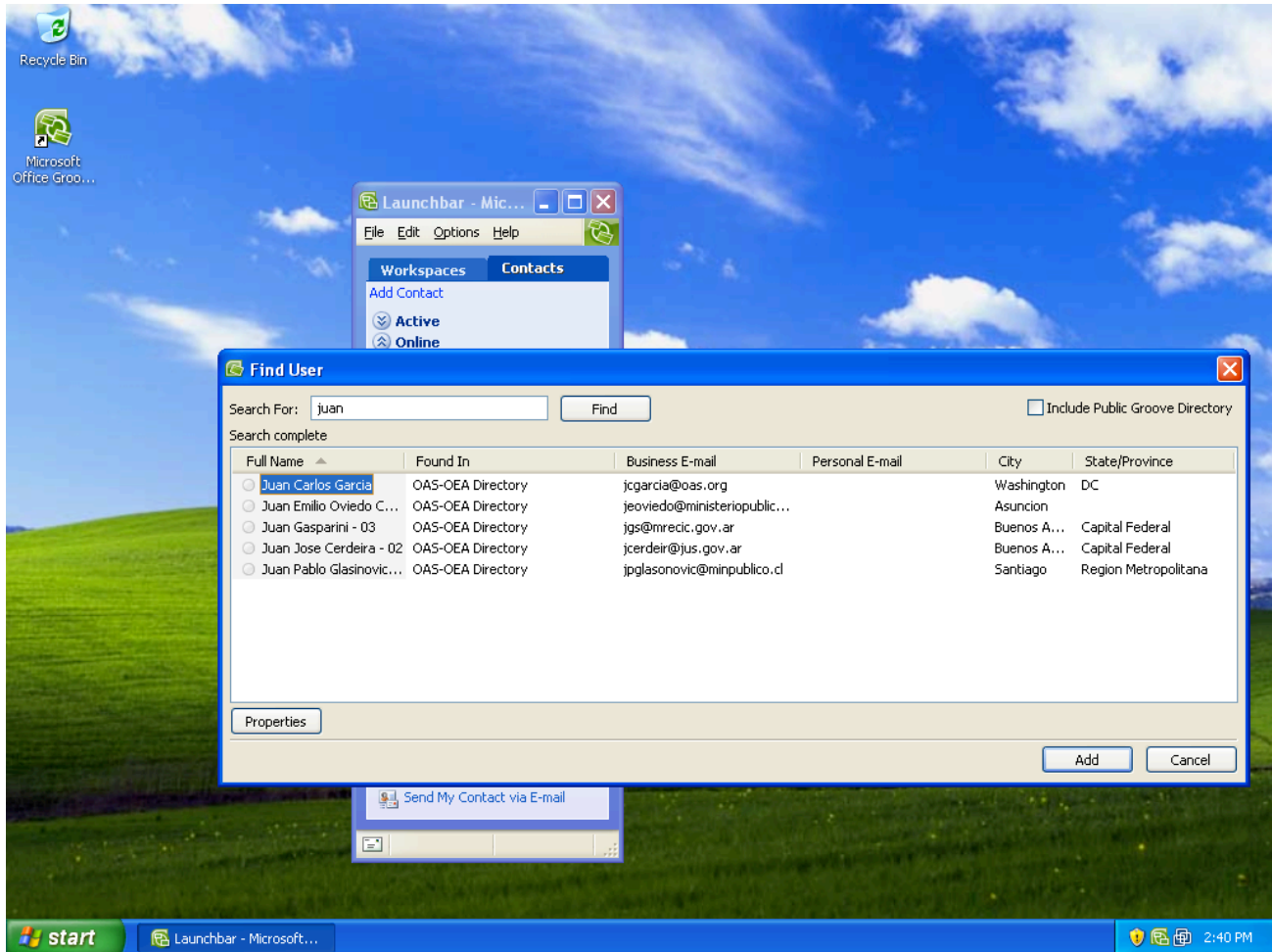
8. In the “Sign up for Microsoft Update” Window select **“Download and Install updates from Microsoft Update when available”** and click on **“Finish”**.



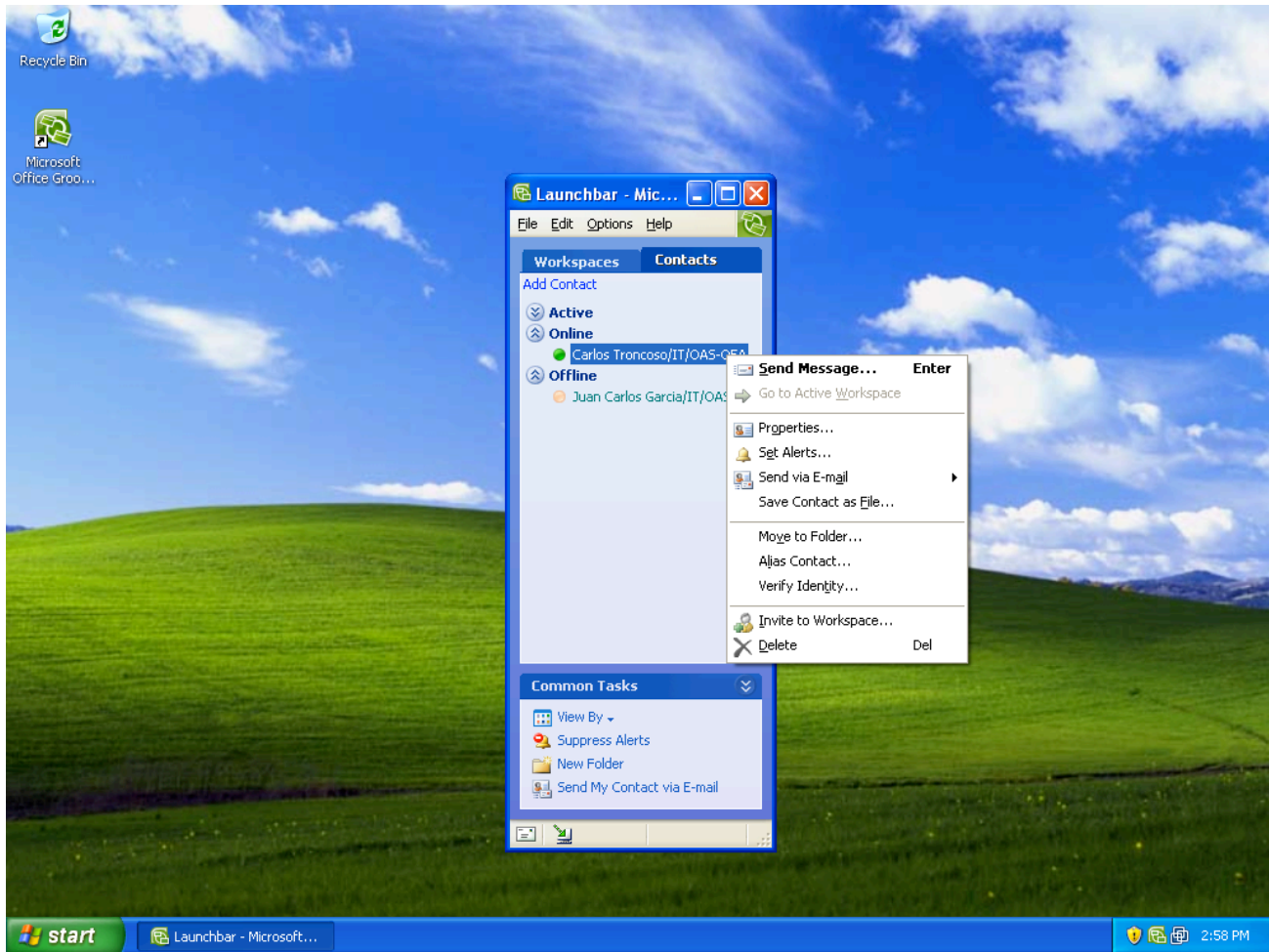
9. The Groove installation is now complete. Please follow the next steps in order to add the CDF/FLC contacts.



10. When you have completed the “Account Configuration Wizard”, Groove creates the account and opens the Groove Launchbar. Now you can start using Groove. On the Launch Bar, click on the Contacts Tab, click on “Add Contact” and add the CDF/FLC Contacts: e.g. Juan Carlos Garcia.



11. Once they have been added, please send a message to either contact informing them that you are online and that Groove has just been installed.





## 4. Technical support

If you already have access to the Groove E-learning course, you can send any technical support request related to the system using the OAS technical support form.

When you have entered the course, select “Technical Support” from the menu on the left side of the screen, as shown below:

The screenshot shows a web browser window titled "Groove: Sistema de Comunicaciones Seguras - Microsoft Internet Explorer". The address bar shows the URL "http://cursos.educoas.org/cursos/admin.aspx?culture=es". The page content includes a navigation menu at the top with links for "Inicio", "Mi Salón", "Foros", "Recursos", "Glosario", and "Salir". Below this is a green header with the text "Groove: Sistema de Comunicaciones Seguras Soporte Técnico". The main content area contains the following text: "Llene esta forma para reportar cualquier problema relacionado a Groove. Los campos marcados con un asterisco (\*) son requeridos." The form itself has several fields: "Solicitud de soporte relacionada a:" (a dropdown menu), "Contácteme via:" (a dropdown menu with "Telefónica o correo electrónico" selected), "Nombre:" (a text input field), "Institución:" (a text input field), "Teléfono:" (a text input field), and "Descripción:" (a large text area). There is also a "Browse..." button and an "Enviar" button at the bottom of the form. A callout box with a white background and a black border points to the "Soporte Técnico" link in the left-hand navigation menu, containing the text "Access to the technical support form". The browser's status bar at the bottom shows "Internet" and a page count of "[ 1 ]".

**If you do not yet have access to the course, please contact:**

Ricardo Lemus  
Secretariat for Administration and Finance  
Department of Information and Technology Services  
[rlemus@oas.org](mailto:rlemus@oas.org)  
(202) 458-3153

Carlos Troncoso  
Secretariat for Administration and Finance  
Department of Information and Technology Services  
[ctroncoso@oas.org](mailto:ctroncoso@oas.org)  
(202) 458-3894