

Dear Colleagues,

The Office of Information Technology (OIT) is pleased to share the following information regarding Office 365 Shared Tenant and the OneDrive application.

In preparation for the Office 365 transition, content within OneDrive will be migrated to the new shared tenant. Your current OneDrive contents will be copied to the new tenant which will require a FREEZE, beginning 6:00 PM, Friday, June 7, 2019. Your files should be available on or after 6:00 AM, Monday, June 17, 2019. If there are any documents needed during the migration window, please copy these files to your desktop or removable drive. Changes made to OneDrive saved documents *during* this window will NOT be automatically copied to the new tenant.

For more information, check out the [OneDrive FAQ](#).

Please contact the Service Desk if you have any questions regarding the OneDrive FREEZE or Office 365 Migration project.

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**Service Desk | Office of Information Technology  
Anoka Technical College | Anoka-Ramsey Community College  
763-433-1510**

**Reminder: Office 365 Shared Tenant Migration – June 15-16, 2019. Click [ATC](#) or [ARCC](#) for more information!**

***Please note: The Office of Information Technology will NEVER ask for email account validation, personal information (SSN, etc.) or a username and password via email.***

