

Dear Colleagues,

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

In preparation for the Office 365 transition, documents within OneDrive, SharePoint and Teams will be migrated to the new shared tenant. Your current OneDrive, SharePoint, and Teams files will be copied to the new tenant which will require a FREEZE, beginning **6:00 PM, Friday, June 7, 2019**.

Changes made to OneDrive, SharePoint, and/or Teams saved documents *during* this window will NOT be automatically copied to the new tenant.

You can continue to access documents in OneDrive; however, if you need to edit or create new documents during the migration window, please copy/save the files to your desktop, removable drive, or network drive (like H:, N:, S:, etc.). Your new and updated files can be copied back to OneDrive *after* the migration is complete (6:00 AM, Monday, June 17, 2019). Documents currently in any shared drive (H:, N:, S:) will not be affected by the OneDrive, SharePoint or Teams FREEZE.

Notables:

- Teams conversations will **not** be migrated to the new tenant; Channels, Files, and Membership will be copied
- **Intranet content owners** – Changes to the Intranet site will not be copied to the new tenant during the freeze window. Apply changes *before* 6:00 PM, Friday, June 7 or *after* 6:00 AM, Monday, June 17.

For more information, check out the [OneDrive FAQ](#) and other [How-To Guides](#).

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

**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.

