

Dear Anoka-Ramsey Community College Faculty,

The Office of Information Technology (OIT) is pleased to share the following information regarding Office 365 Shared Tenant pre-migration steps (migration will begin Friday, June 14 at 6:00 PM). Please review and complete applicable steps by Thursday, June 13, 2019.

The Office 365 Shared Tenant transition will automatically migrate most of your Outlook items, but it will not transfer everything. To make the transition process easier, we encourage you to take some steps now to manually backup some of your Outlook settings now to prepare for the changes coming June 14, 2019.

Outlook settings that will not automatically transfer after June 16, 2019.

Email

- Inbox rules
- Archived Outlook email
- Junk email filter lists
- Signature file(s)
- Contacts/People
- Distribution lists
- Profile Photo

Calendar

- Category colors
- Free/busy settings
- Delegation settings
- Work hours

Review the [Pre-Migration Tasks](#).

Help spread the word

Add the following to your email signature to help others, on and off campus, be aware of the upcoming timeframe when email will not be available:

“From June 14 – 16, 2019, Anoka-Ramsey Community College email services will be unavailable due to a system upgrade. I will not be able to send or receive email during that time. Please email after June 17 or call [*specify phone #*] for assistance during that time.”

During the migration, your incoming email will be queued and delivered once the migration is complete.

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

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.

