

Dear Colleagues,

The Office of Information Technology (OIT) is pleased to share the following reminders for the Migration Weekend, beginning 6:00 PM, Friday, June 14.

In preparation for the migration weekend, please do the following:

1. Make backups of any Outlook personalization like Signatures and Rules
2. Export personal contact lists or users
3. If you the owner of a shared account, please backup your files and/or settings

****For more information, review the [Outlook Pre-Migration Tasks](#)****

****Note: Calendar items updated on Friday, June 14 *may not* be copied. Please limit CALENDAR changes or keep separate notes for Friday.****

If you work with students during the summer or teach courses, please remind your students:

1. D2L, eServices, and installed version of Microsoft Office (Word, Excel, PowerPoint, etc) are available
2. Online versions of Microsoft Office will not be available
3. Email to/from college-provided accounts (@anokaramsey.edu, @my.anokaramsey.edu) will not be delivered/sent until the migration is complete

****For more information, review the [Pre-Migration](#) and [During Migration](#) FAQs****

Access to Outlook and other Microsoft-related sites/applications will use STARID@MINNSTATE.EDU (staff/faculty) or STARID@GO.MINNSTATE.EDU (students) beginning Monday, June 17.

The Service Desk team members will update employee's Outlook client beginning Monday, June 17. In the meantime, you can access your email via WebMail (<https://login.microsoft.com>) or via the EMAIL drop-down option from the college homepage.

****For more information, review the [Post-Migration](#) FAQs****

Please contact the Service Desk if you have any questions regarding any information provided for the 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.

