

Office 365 Shared Tenant Open Forum

Office of Information Technology

Office 365 Shared Tenant

- Project: Office 365 Shared Tenant
 - What's changing, what's staying
 - What changes are automatic, what tasks do I have to do?
 - Pre-Migration steps
 - Post-Migration steps
- Question/Answer

Microsoft Office Versions

- Client/Installed Versions
 - Office 2016 – current Windows & Mac version on the faculty/staff/lab machines
 - Office 365 Pro Plus – lab machines will be migrated over the summer
 - Office 2019 – Windows/PC computer classrooms & by request only
- Web/Online Versions
 - Office 365 [Online](#) – available to any/all students/faculty/staff

Project: Office 365 Shared Tenant

Project: Office 365 Shared Tenant

- June 14, 2019 @ 6:00 PM – June 17, 2019 @ 6:00 AM
- What's changing?
 - Changing the licensing structure from COLLEGE license to MINNSTATE license
 - Email stays the same, but you get a new email address
 - Email goes to ONE mailbox, linked to STARID
 - Log into online resources via STARID@GO.MINNSTATE.EDU rather than email address

Project: Office 365 Shared Tenant

- What is available June 15 – 16
 - eServices, D2L, StarID portal, websites, Offline/Client versions of Office (no new college email will be delivered)
- What is NOT available June 15 – 16
 - Email, Intranet, Online versions of Office
- What do I have to do?
 - Backup/export personal contact list and rules
 - [Pre-Migration Tasks](#)
 - Save OneDrive/Current projects offline by June 7

Email: Before & After Migration

- Before: What's my current email address?
 - JWhittaker1@my.anokaramsey.edu
 - RSong4@my.anokatech.edu
- After: SAME as before the migration
 - Retain current email address
 - May receive a new email address if the current one does not meet the current MinnState standards
 - first name (.) last name (.#) @<college>.edu
 - Jodie.Whittaker@my.anokaramsey.edu
 - First iteration of email – no number
 - River.Song.2@my.anokatech.edu
 - Multiples iterations will have a number starting with .2
 - User may be provisioned new email address with different number
 - MAnders176@my.anokatech.edu & Myrna.Anders@my.anokatech.edu

Email Extras

- Use StarID.minnstate.edu to find out new email address
- Preferred or nickname preference over Legal Name
 - Students go through Records for change
- All email will go into ONE mailbox
 - <https://login.microsoft.com/>

How long do I keep the email?

- Before: Nothing formalized; no end date
- After: up to 730 days after your last enrolled semester

Email: June 17 and beyond

- If you use online versions of Outlook...
 - No changes, except for how you access mailbox
 - Use STARID@go.minnstate.edu
- Go to <https://starid.minnstate.edu> to update:
 - *Default* email address
 - Find new provisioned address
 - Sign into Profile → Office 365 Contact
- If you use APP/client versions of Outlook
 - Follow APP ([iOS/Android](#) instructions)
 - Available June 16, 2019
 - Contact Service Desk for assistance

Save the Date(s) Reminders

- Office 365 Open Forums – Week of June 3 and 10
- Migration weekend – June 14 @ 6:00 PM – June 17 @ 6:00 AM
 - Ask for/use personal email during migration weekend
 - You can still do homework during the migration weekend
- Make backups of files needed during migration weekend before June 7, 2019
 - Save new/edited documents on desktop or USB drive and copy back to OneDrive after migration weekend
- Use [WebMail](#) for Outlook until client/app profile is updated
- Project Updates and FAQs
 - <https://ARCCTechNews.com>
 - <https://ATCTechNews.com>

Contact Service Desk

- Walk-Up Support
 - ATC – Room 180
 - Cambridge – Room F207
 - Coon Rapids – Room T124
- Email:
 - IT.HelpDesk@anokaramsey.edu
 - IT.HelpDesk@anokatech.edu
- Phone:
 - 763-433-1510
 - Option 1: Service Desk

Thank you!

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