

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 – new version/new machines
 - 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 Shared Resources via STARID@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/Intranet Content/Sharepoint offline by June 7
 - Update Out of Office/Signature for migration weekend
 - Remind students of outage

What is migrating?

Application	Migration Capability	Application	Migration Capability
 OneDrive	Auto-migrate	 Outlook	Auto-migrate
 Word	Auto-migrate*	 Calendar	Auto-migrate
 Excel	Auto-migrate*	 SharePoint	Varies**
 PowerPoint	Auto-migrate*	 Teams And Groups	Partial**
 OneNote	Auto-migrate*	 Bookings	Not Available
 People	Auto-migrate	E-mail forwarding rules	Self-migrate
 Tasks	Auto-migrate	 Forms	Self-migrate
		 Skype	Not Available
<p>OneDrive, SharePoint, Teams Files – make a backup of files you will need from June 7 – June 17. Save NEW files to the desktop during this week as well. After migration, copy desktop-saved files back to OneDrive, SharePoint, Teams</p>		<p>*Content will migrate if located in OneDrive **Capabilities vary – Files are migrated; Conversations not migrated</p>	

Email: Before & After Migration

- Before: What's my current email address?
 - Jodie.Whittaker@anokaramsey.edu
 - RSong@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 MinnState standards
 - first name (.) last name (.#) @<college>.edu
 - Jodie.Whittaker@anokaramsey.edu
 - River.Song.2@anokatech.edu
 - First iteration of email – no number (River.Song@anokatech.edu)
 - Multiples iterations will have a number starting with .2
 - User may be provisioned new email address with different number
 - MAnderson176@my.anokatech.edu & Myrna.Anderson@my.anokatech.edu

Email: Before & After Migration

- Go to <https://starid.minnstate.edu> to update *default* email address
 - Sign into Profile → Office 365 Contact
 - Choose current or new email (if applicable) as default
- Preferred or nickname preference over Legal Name
 - Employees go through HR for change
 - Students go through Records for change
- FREEZE on new employee and student email accounts until *after* migration
- All email will go into ONE mailbox
 - <https://login.microsoft.com/>

Email: June 17 and beyond

- If you use online versions of Outlook...
 - No changes, except for how you access mailbox
 - Employees: STARID@minnstate.edu, not email address to log in
 - Students: STARID@go.minnstate.edu
- Shared mailboxes & subfolder will migrate
- If you use APP/client versions of Outlook
 - Follow APP ([iOS/Android](#) instructions)
 - Available June 16, 2019
- Contact Service Desk for assistance

Migration Reminders

- Office 365 Open Forums – Week of June 3 and 10
- Migration weekend – June 14 @ 6:00 PM – June 17 @ 6:00 AM
- Make backups of files needed during migration weekend before June 7, 2019
 - Save new/edited documents on desktop (H: or USB drive) and copy back to OneDrive after migration weekend
- Use [WebMail](#) for Outlook until client 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
 - Option 2: Room Support

Thank you!

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