UWSA Harmony Project

Mac M365 Account Migration Instructions to Add Your @wisconsin.edu Account.

These instructions detail how to configure applications on Mac computers from a uwsa.edu account to a wisconsin.edu account. Each application listed below will need to be signed in with the new wisconsin.edu account.

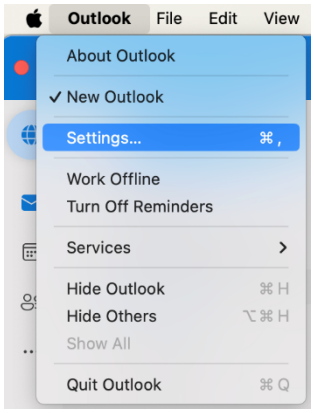
Please do not begin using this document until April 22, unless specifically instructed to. If you have any issues or questions, please contact the Help Desk. For more information please check the Harmony Project Website.

Mac Computer Instructions to Migrate the Following Applications

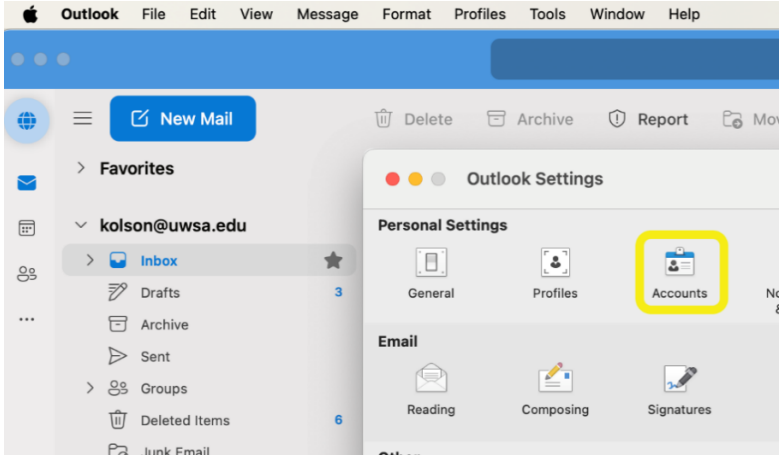
- **A.** Outlook – Adding your @wisconsin.edu account (p.1)
  - i. Outlook Add-Ins for Zoom, Adobe, etc.
  - ii. Delegates and Shared Mailboxes
- **B.** Teams (p. 6)
- **C.** OneDrive (p. 9)
- **D.** OneNote (p. 10)
- **E.** Word, Excel, PowerPoint (p. 11)

A. Outlook – Adding your @wisconsin.edu Account

1. Open the Outlook Menu and choose “Settings”.

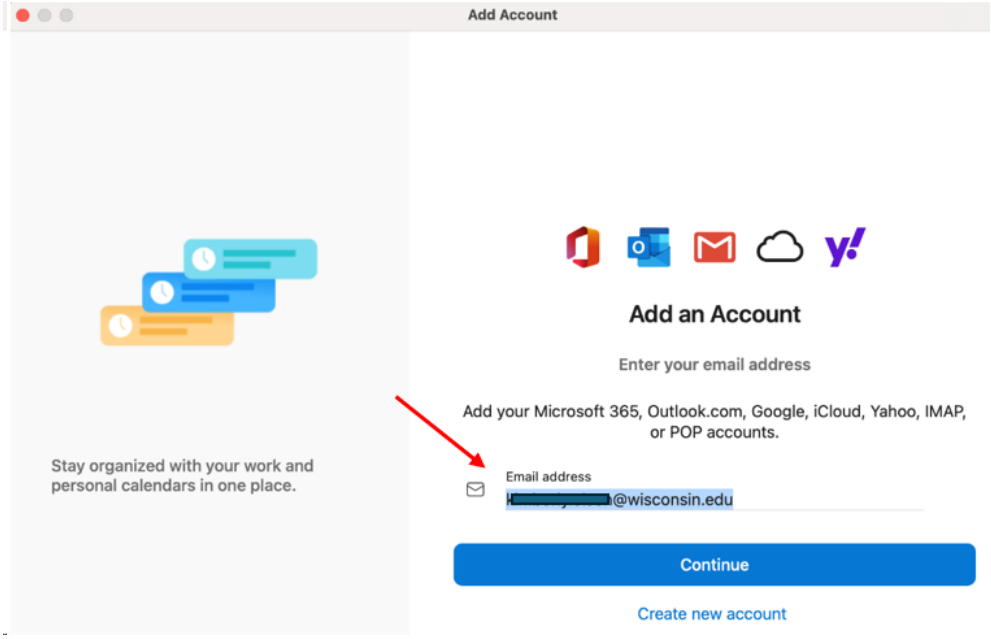


2. Open “Accounts”



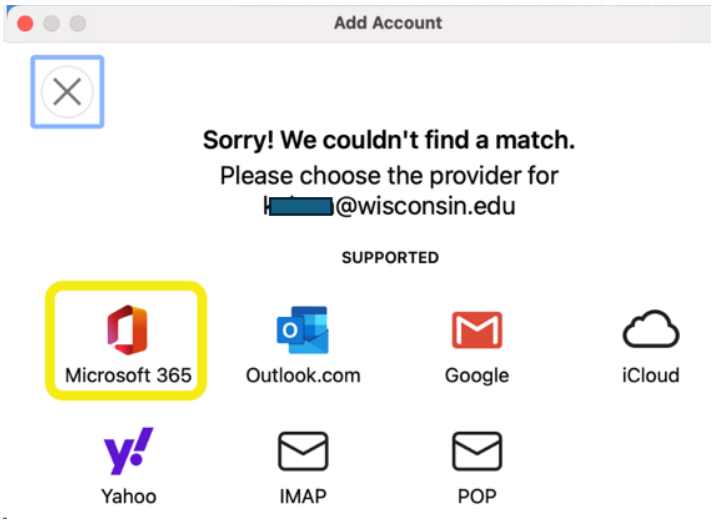
3. Click Add

4. Enter your NEW **first.lastname@wisconsin.edu** email address.

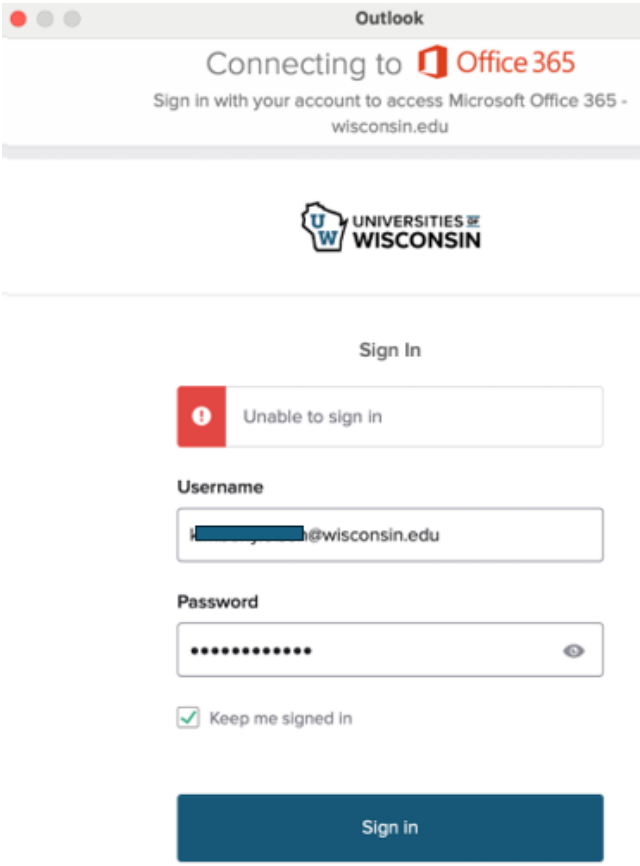


5. Click Continue

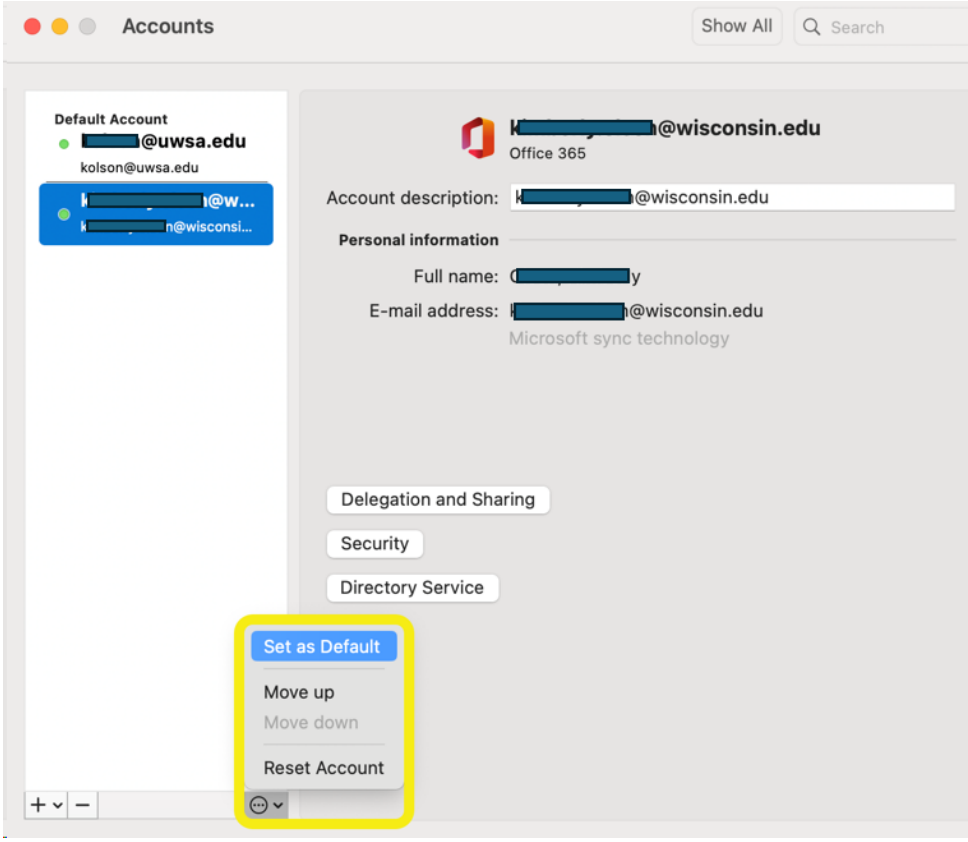
6. If you see this message, choose “Microsoft 365”



7. Enter your password and check the box to “Keep me signed in”

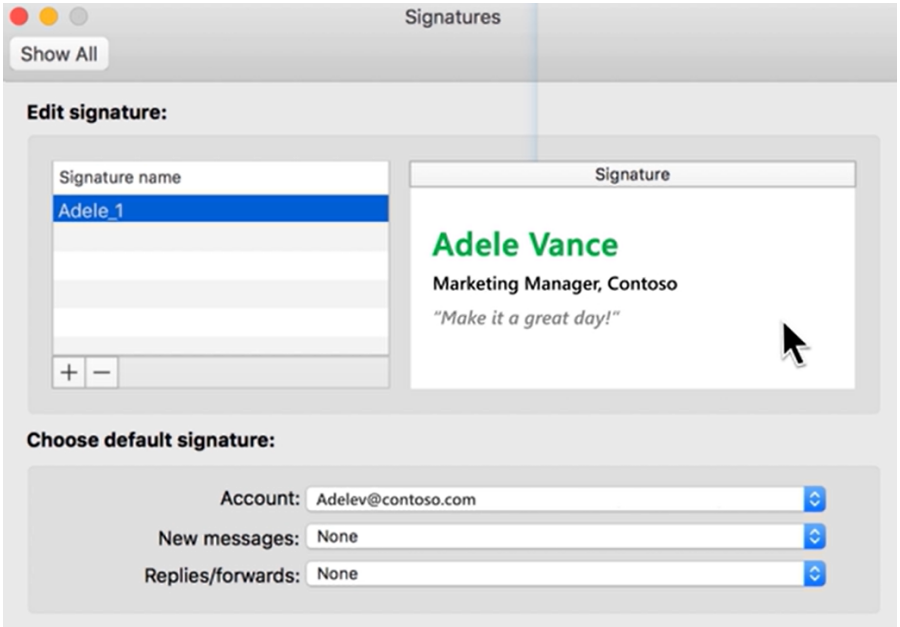


8. Click “Sigh in”.
9. Click “Done”.
10. You should now see both accounts.
11. Set the new account to the default.



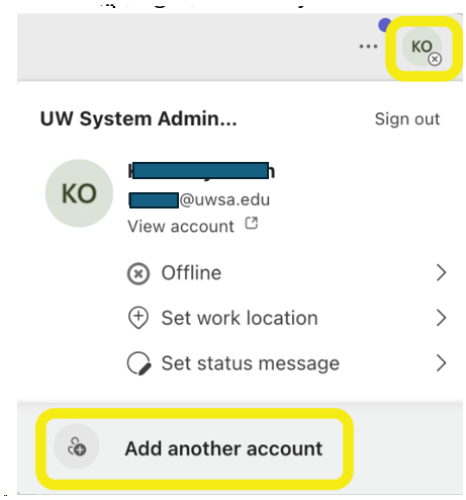
After the new email address is confirmed to be working, the old account can be removed. <u>Outlook Signatures will have to be recreated.</u>

1. Open the Outlook Menu on the top toolbar.
2. Choose Settings.
3. Open the Signatures and select the **+**
4. Name your signature.
5. In the signature field type your signature or paste an existing signature.
6. In the New Messages and Replies/forwards choose the signature name from the drop down.

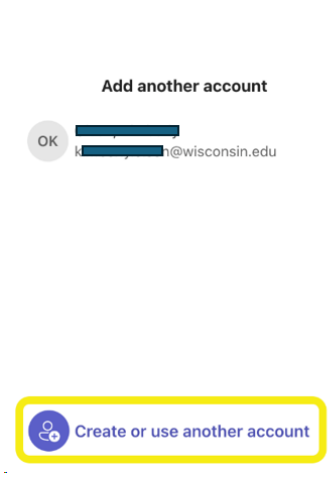


B. Teams – adding your @wisconsin.edu account

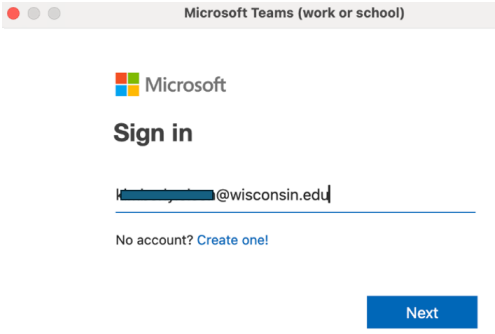
1. Open Teams
2. In the top, right, click on your icon and choose "Add another



3. Click "Create or use another account".



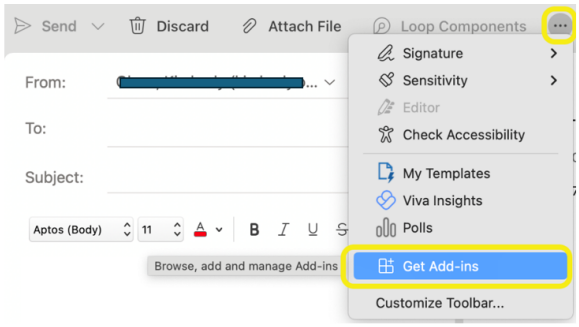
4. Enter your new first.lastname@wisconsin.edu email address.



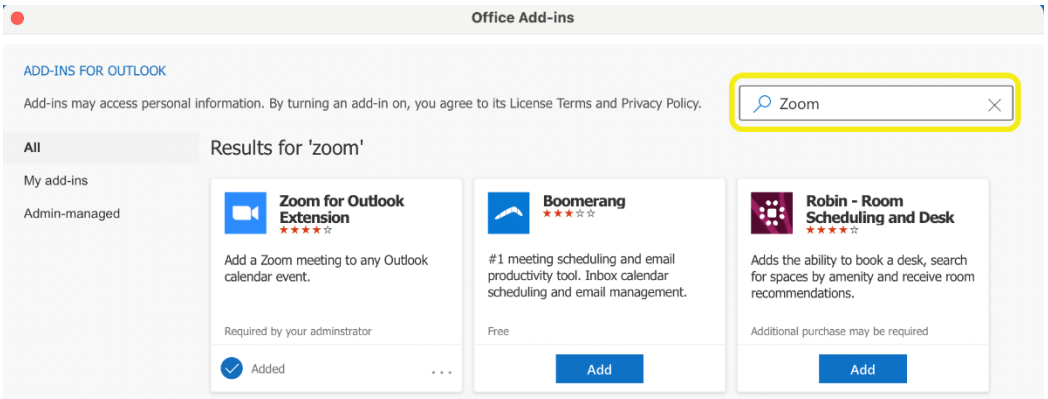
5. If you haven't already logged into Outlook, you will need to enter your password.

To remove your old @uwsa.edu account from Teams, use the same menu to log out. Outlook - Add-Ins for Zoom, Adobe, etc.

1. Open Outlook and click the "…" button on the top right.
2. Choose "Get Add-ins"

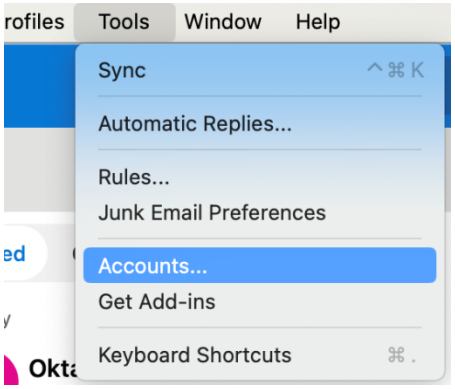


3. Search for Zoom, Adobe, etc. Add as needed.

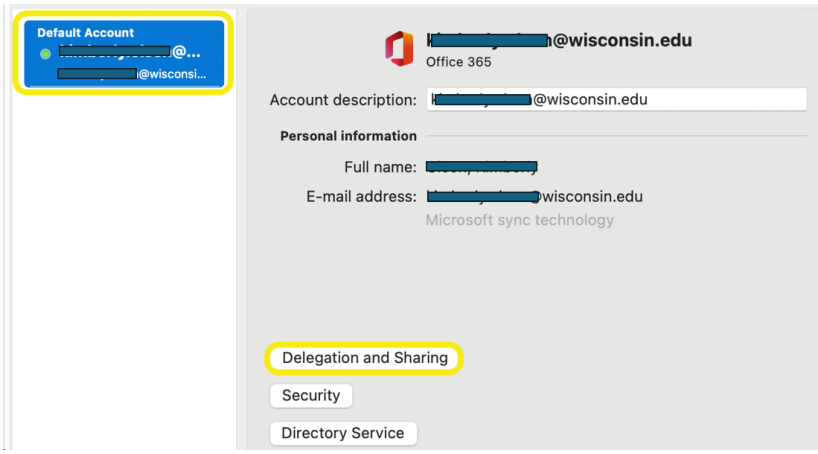


Outlook – Delegates and Shared Mailboxes

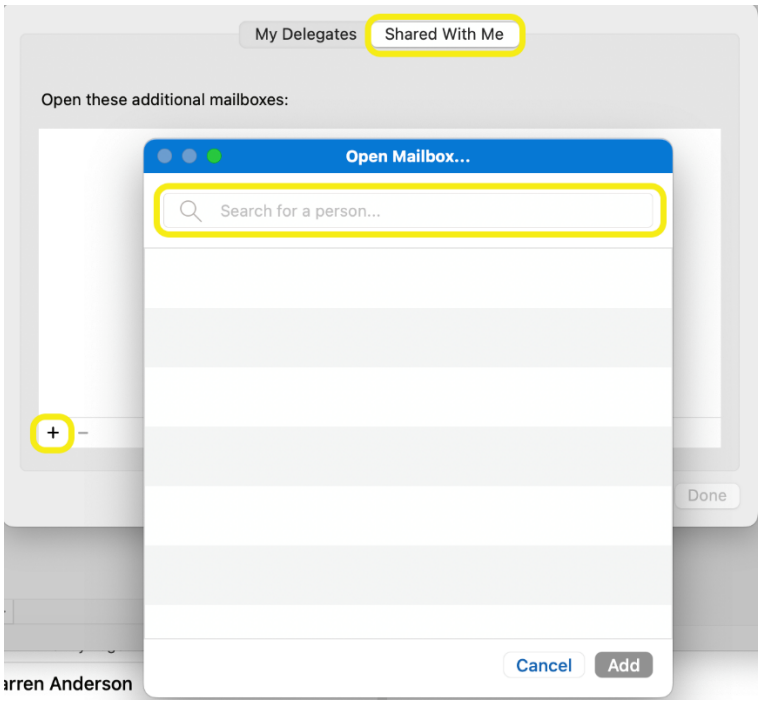
1. Open Outlook and open the Tools menu in the top menu bar.
2. Choose "Accounts".



3. Select your new account.
4. Click “Delegation and

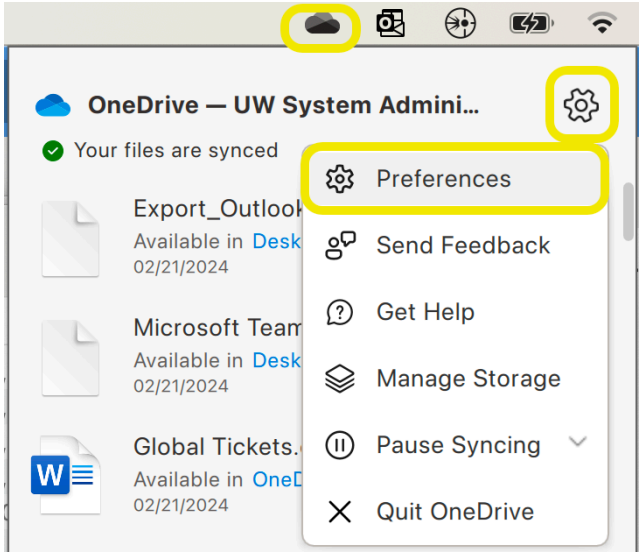


5. Select either the “My Delegates” or “Shared with Me” section.
6. Click the “+” in the lower right corner.
7. Search for the account and click “Add”.

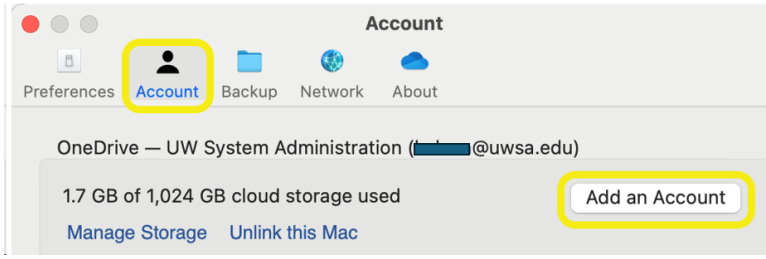


C. OneDrive – adding your @wisconsin.edu account

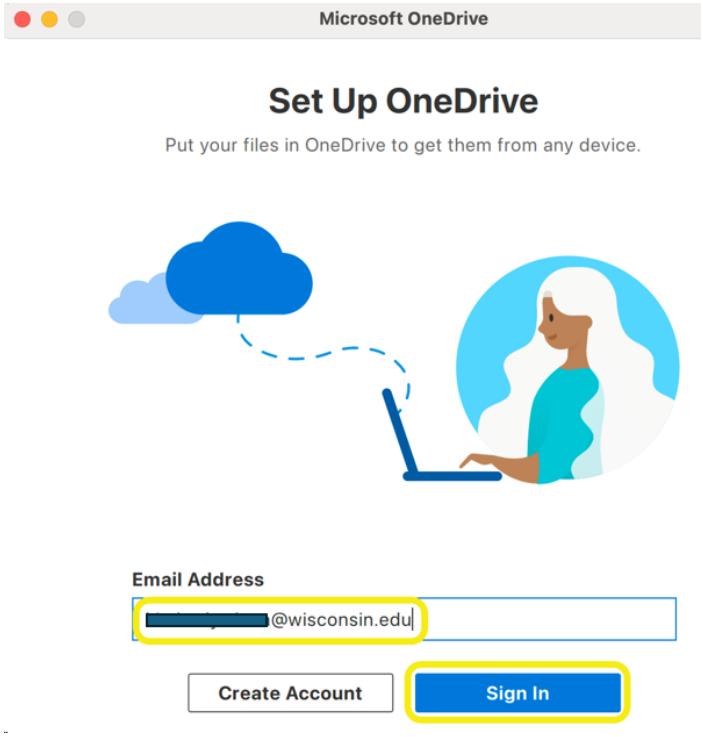
1. Click on the OneDrive Icon in the top Menu toolbar.
2. Click the settings gear and choose Preferences.



3. Go to the Accounts section.
4. Click “Add Account”

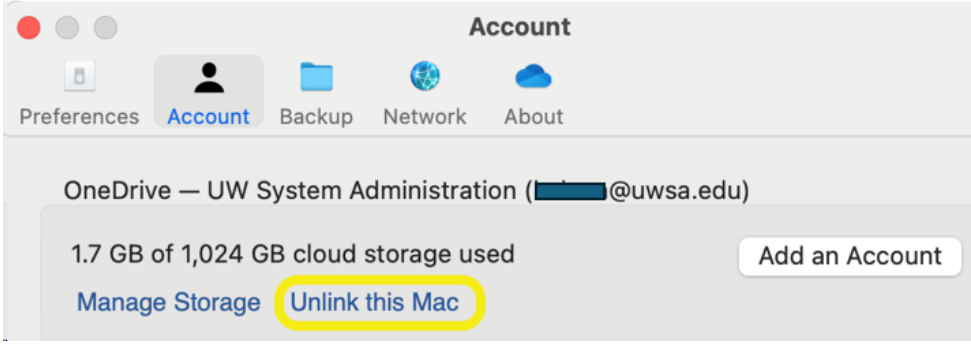


5. Enter your new first.lastname@wisconsin.edu email and click “Sign In”.



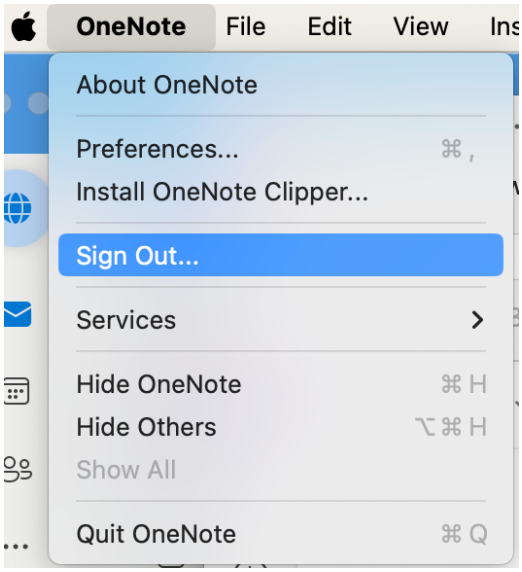
6. Follow the login prompts and accept all the defaults.

To remove the old @uwsa.edu account, go back to the accounts section and choose "Unlink this Mac".

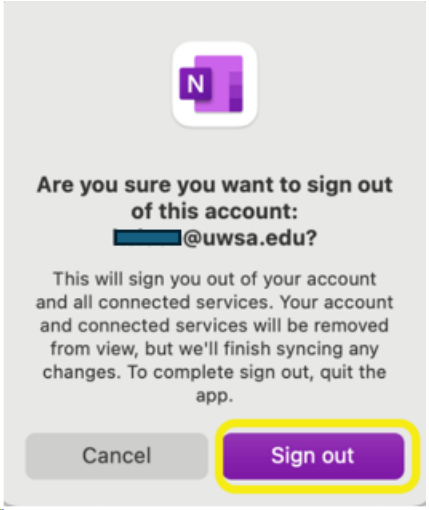


D. OneNote – Adding your @wisconsin.edu account

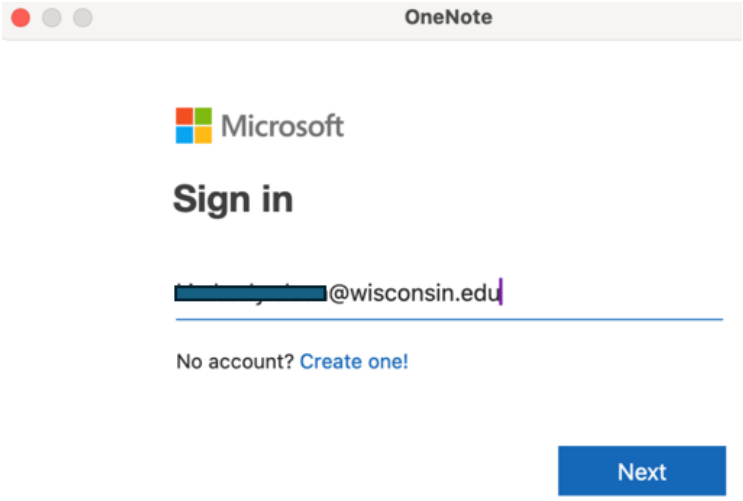
1. Open OneNote.
2. Open the OneNote menu in the top toolbar.
3. Choose "Sign Out…".



4. Click "Sign out".



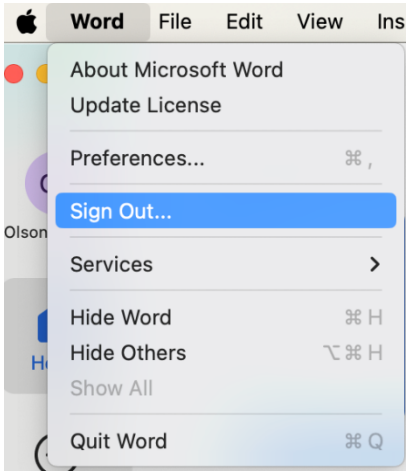
5. Go back to the menu and choose “Sign In…”.
6. Enter your new first.lastname@wisconsin.edu email address and click “Next”.



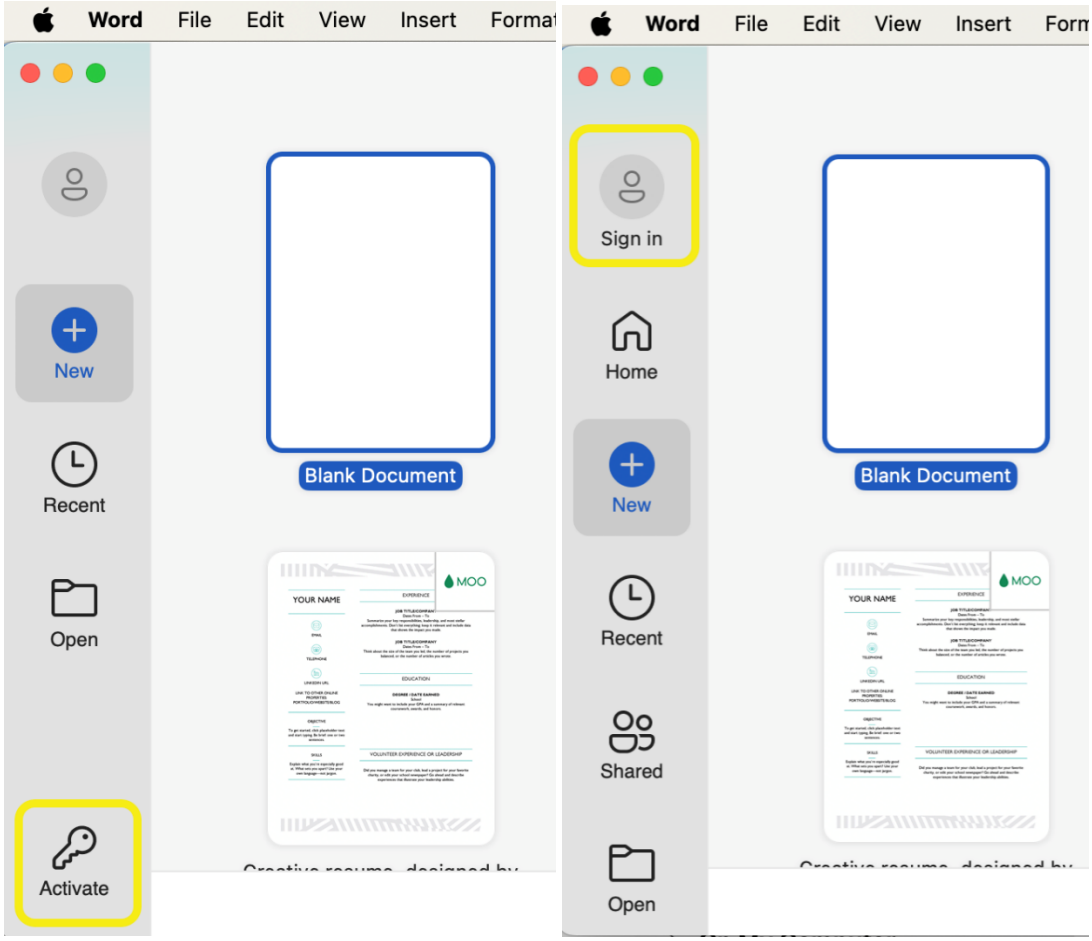
7. Enter your password and check the box to “Keep me signed in”.
8. Click “Sign In”.

E. Word, Excel, PowerPoint – Adding your @wisconsin.edu account

1. Open Word, Excel, or PowerPoint.
2. Open the Word/Excel/PowerPoint Menu on the top toolbar.
3. Choose “Sign Out…”.



4. Click “Sign Out”.
5. To Sign in, click either the “Activate” or “Sign in” button.



6. Follow the login prompts.