UWSA Harmony Project

Windows M365Account Migration Instructions to Add Your @wisconsin.edu Account.

These instructions detail how to migrate applications on PC computers from a uwsa.edu account to a 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 **(608) 262-7653**. For more information or updates please check the Harmony Project Website.

For **live support**, please join the remote support Zoom session (Monday, April 22, 8am-5pm). Open a browser and type the following address: https://rb.gy/v9bq4o

1. Login into your UWSA provided workstation. **If you are not using a UWSA provided workstation**, please follow these (https://kb.uwss.wisconsin.edu/135966) instructions to sign in to Outlook on the web.
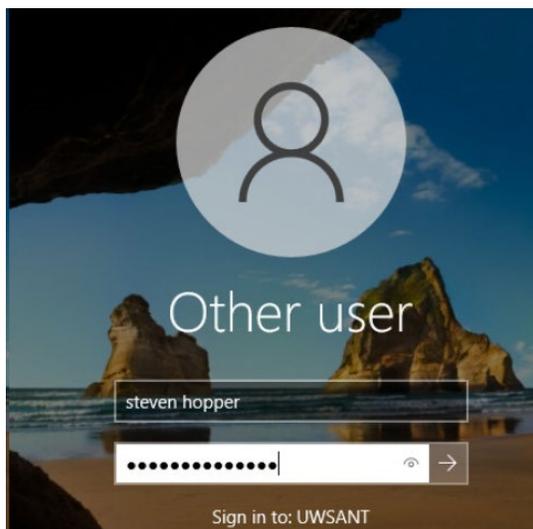
Staging

2. Open the Microsoft Teams app. The app can be found from your desktop in your taskbar tray located by your date and time. Or by clicking Start and finding Microsoft Teams (work or school) in the list of applications.
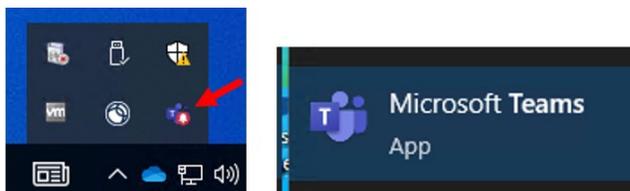
3. In the Microsoft Teams app click on the account in the upper right and select **Sign out**. If asked if you are sure you want to sign out, click **Sign out** on the pop-up.
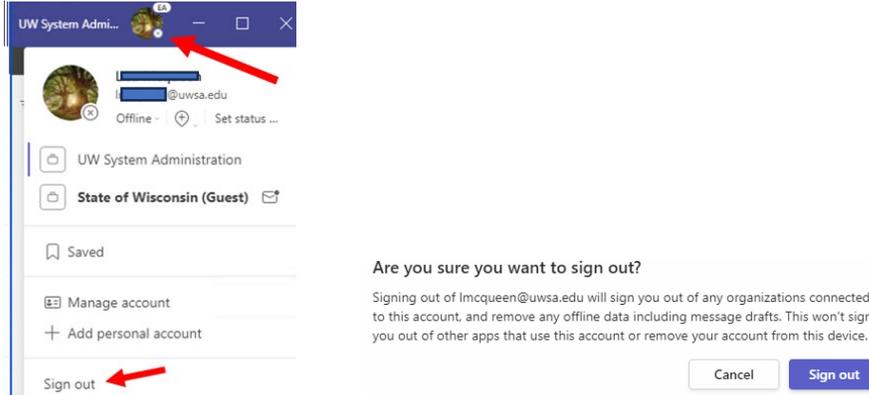
4. After you have signed out of Teams if it pop-ups again click the **X** to close it.

Before you begin **It is very important that you close all your Office 365 Applications and Windows File Explorer and unlink your OneDrive.** (Word, Excel, Outlook, OneNote, & Windows File Explorer 🖿, Etc.) (Example – Click X to close Windows File Explorer.)
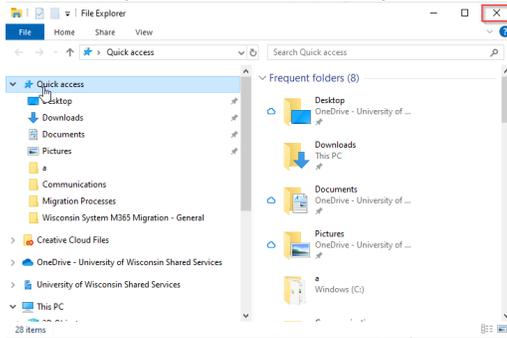
5. To **unlink** your OneDrive right click the OneDrive icon in the lower right corner of your screen and then click the gear. Now click settings, a pop-up will appear. Click Unlink this PC. Another pop-up will appear, click Unlink account. (If you do not have the OneDrive app, skip this step.)
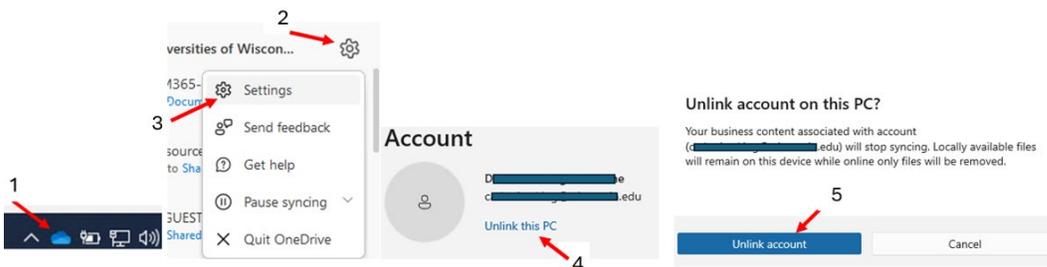
A OneDrive "Set up OneDrive" pop-up will appear, please click the **X** to close the box.
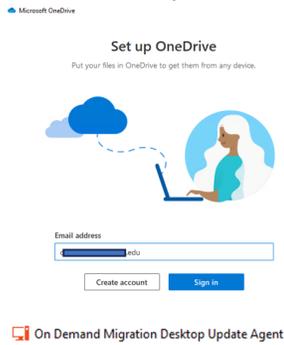
6. Launch the **On Demand Migration Desktop Update Agent** from the start menu.
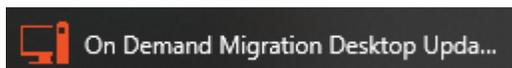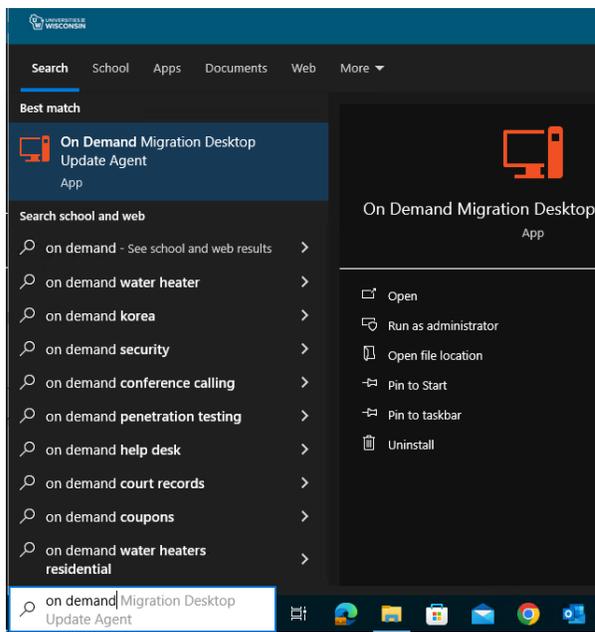
7. If the **On Demand Migration Desktop Update Agent** application is not installed click on the Start menu, located and open Software Center. If you have the **On Demand Migration Desktop Update Agent** installed and opened move to step 10.

8. Click to install the Quest ODM – M365 application. Wait for the install to finish and open the **On Demand Migration Desktop Update Agent.**
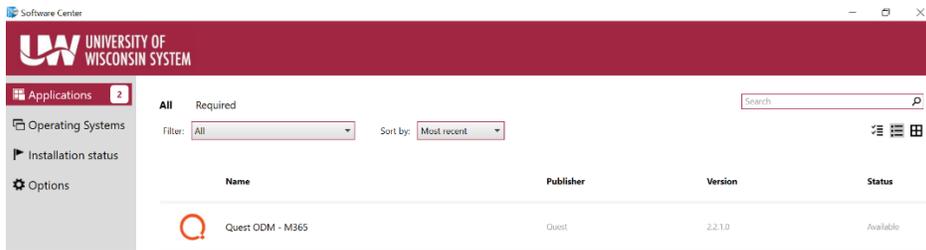
9. Once the application has launched, please verify your Old **@uwsa.edu** email and your NEW **@wisconsin.edu** email is in the configuration under Account Information. If you do not see your email addresses listed or it is incorrect. Please do not proceed and contact the **Helpdesk or notify a support resource.**
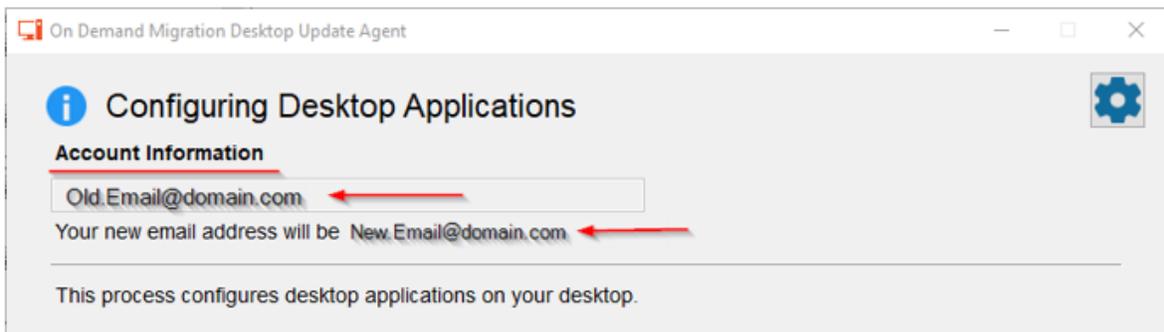
(If the application launches with an error, please call the **Helpdesk** or access the live Zoom session for help.)

Outlook

10. Once you have verified that the information is correct, proceed by pressing the **Start** button. The application will start with converting all your Office 365 data from your old account to your new account. *You may see some small windows pop-up and close quickly, this is normal. (This step should take a few mins.)
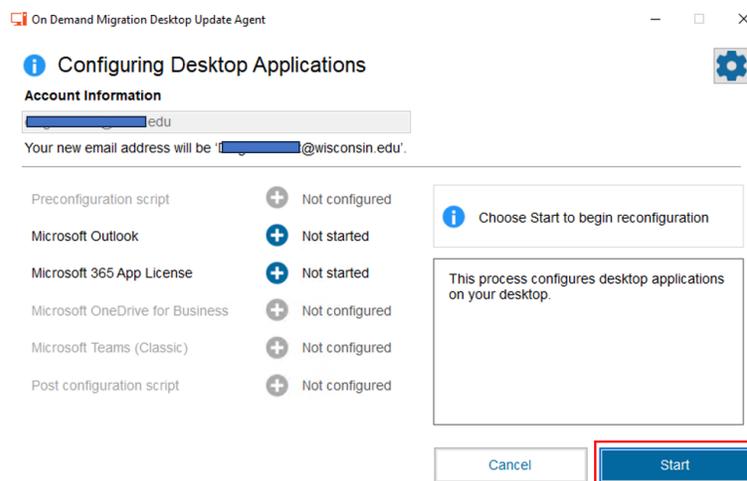
If you have not closed all Office applications, you will be prompted with an alert. Please click the link indicated in the alert to close the program.
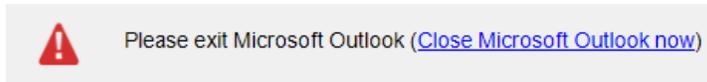
11. If you see a message to sign in to Outlook to complete the reconfiguration continue to step 12. If you do not see the message move to step 16.
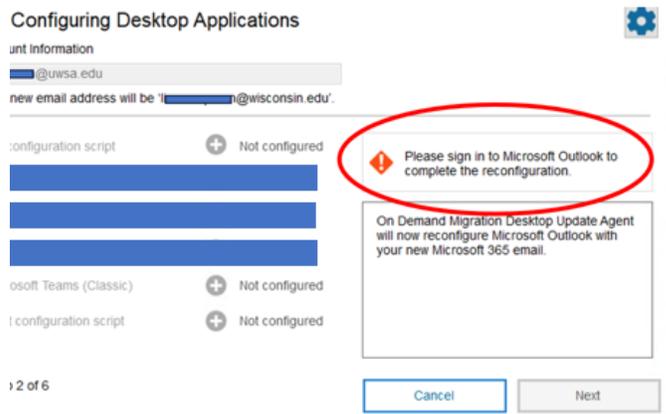
12. Locate the sign in pop-up on your desktop and **type your @wisconsin.edu password**.
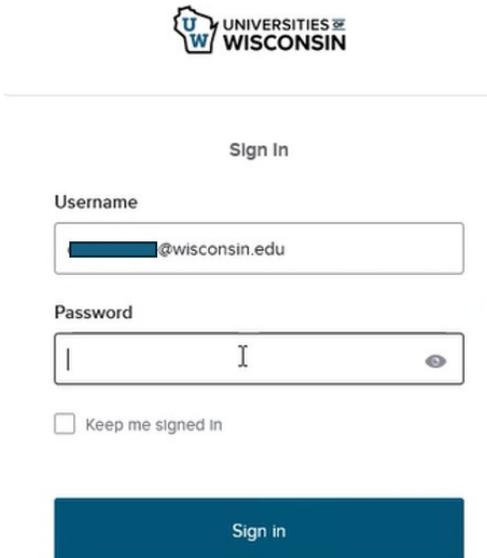
13. If the Stay signed in to all your apps pop-up appears click **OK**. Wait for the registration and then click **Done**.
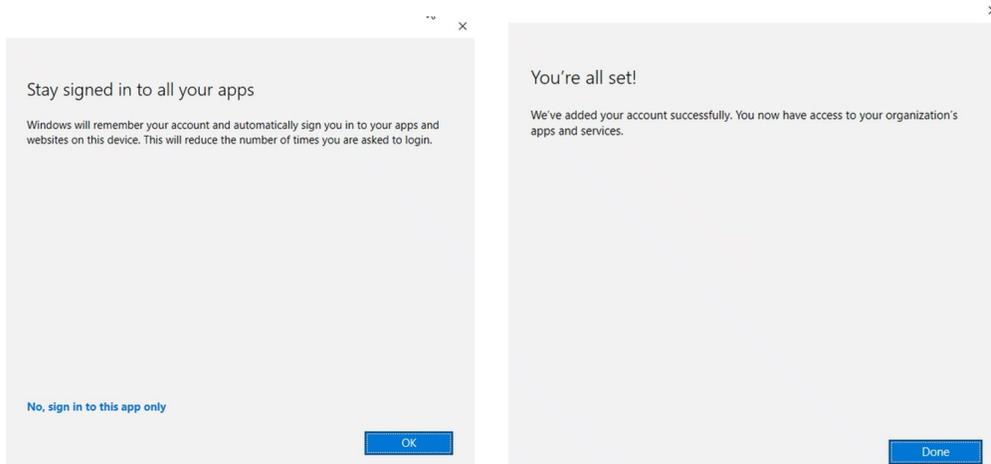
14. If you receive a Sign in to get started with Office pop-up click **Sign in or create account**. If you do not see this continue to the next step.

15. If you see a privacy or license agreement message, click **Close or Accept**.
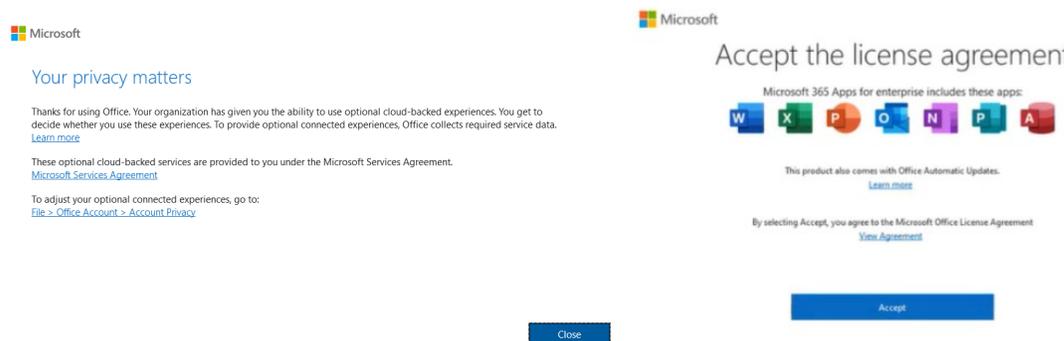
Licensing

16. Click the **Next** button to begin the Microsoft 365 App License change. *You may see some small windows pop-up and close quickly, this is normal. (This process should take a min or two.)
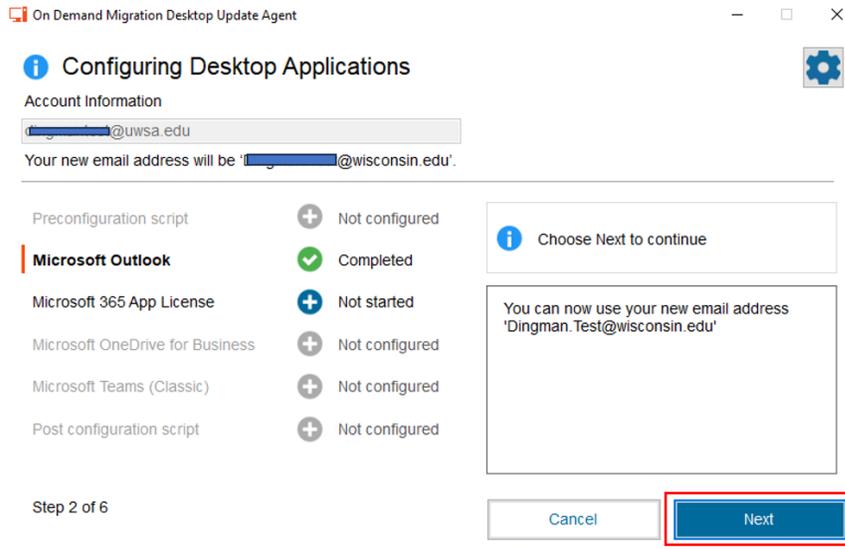
17. Click Finish to complete the application licensing. The agent will close.
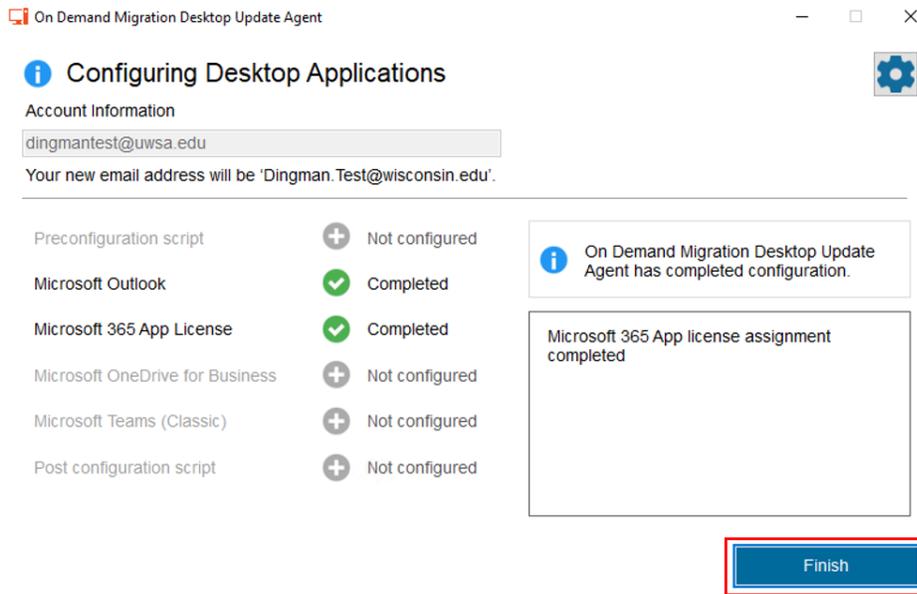
OneDrive

18. Launch the **OneDrive** from the start menu.
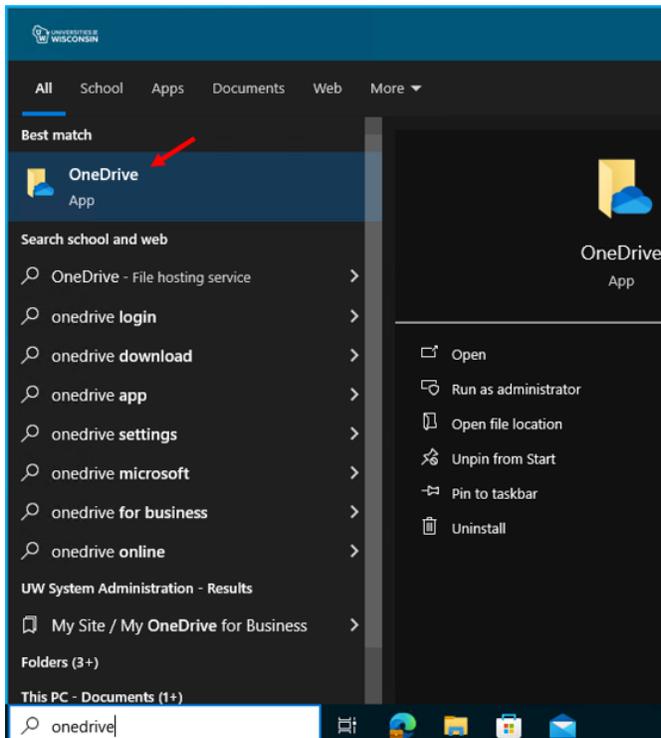
19. You will see a OneDrive set up screen pop-up, type your firstname.lastname@wisconsin.edu account. You may need to delete your old @uwsa.edu account from the email address first. Please click **Sign in** when done.

20. **Enter your password for your @wisconsin.edu account** when prompted and MFA with Okta if requested.

UNIVERSITIES OF
WISCONSIN

Sign In

Username

[redacted]@wisconsin.edu

Password

| I   👁

☐ Keep me signed in

Sign in

21. Click **OK** if you see this pop-up.

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

No, sign in to this app only

OK
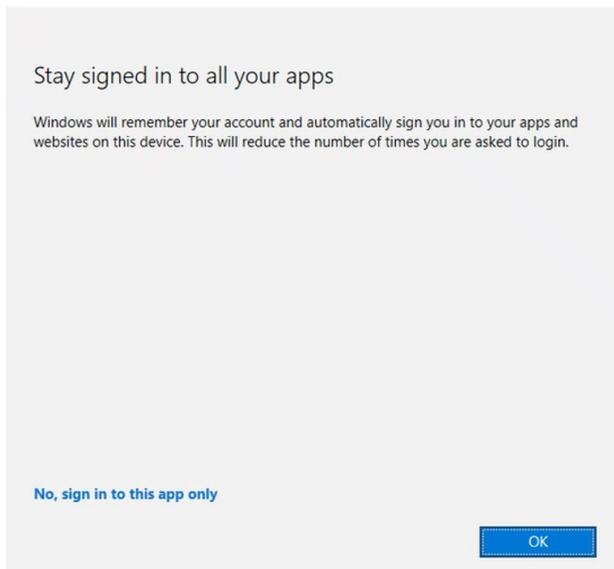
22. Please wait while the device registers.

Hold on while we register this device with your company and apply policy.

This may take a moment...

23. Click **Done**.

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

Done

24. Click **Next**.

Microsoft OneDrive

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

Your IT admin has chosen this location

C:\Users\▰▰▰▰▰▰\OneDrive - University of Wisconsin Shared Services

Next

25. Click **Start backup**. This process may take a few minutes.
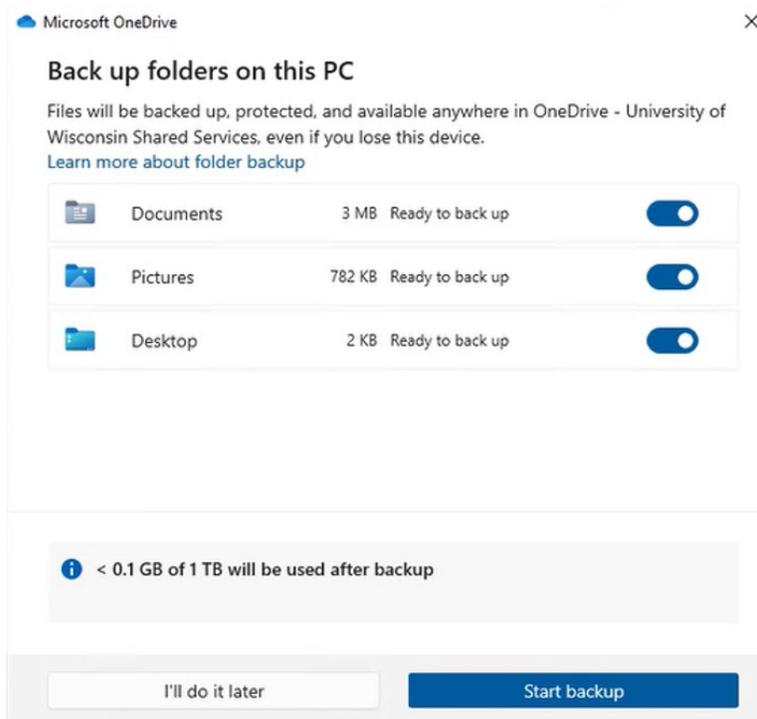
26. When the "Get to know your OneDrive window pops-up, click **Next**.
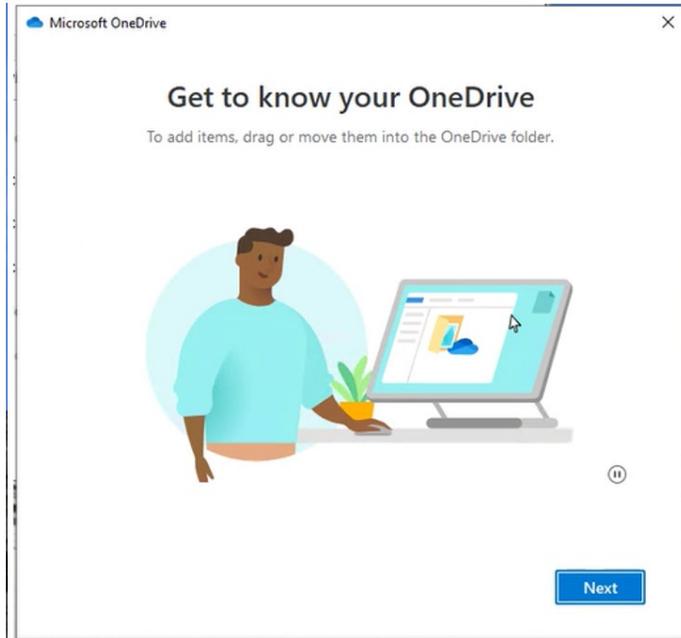
27. Continue to click **Next** on these two OneDrive setup screens.
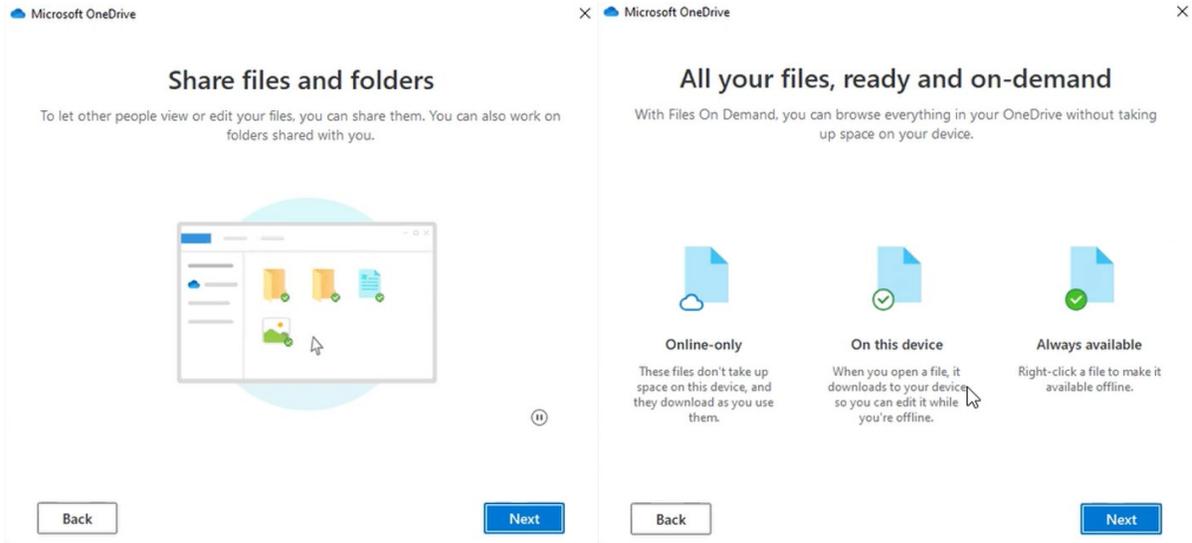
28. Click **Later** on the "Get the mobile app" screen.
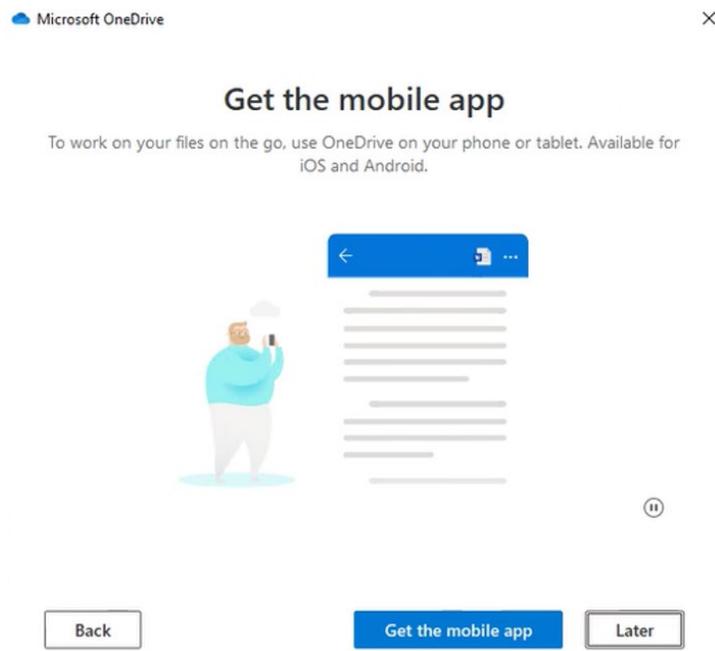
29. Click the **X** at the top right to close the window when you see "Your OneDrive is ready for you".

Your OneDrive is ready for you

Back

Open my OneDrive folder
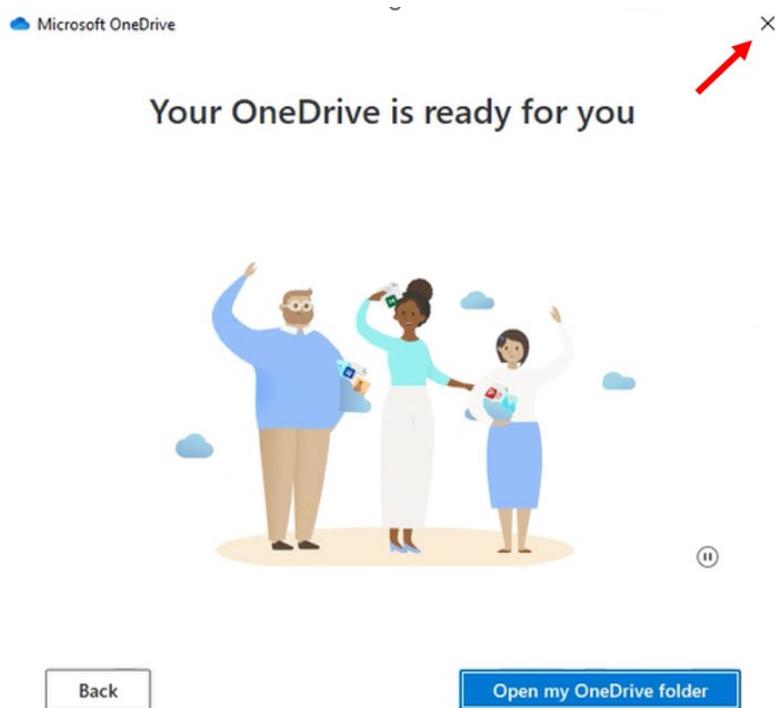
Teams

30. Open Microsoft Teams from your start menu app list. and sign on with your @wisconsin.edu account.
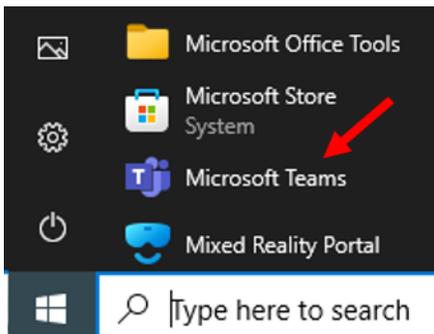
31. If your @wisconsin.edu account is listed, click on it to sign in. Otherwise click on Use another account… or Create or use another… and **sign in with your @wisconsin.edu account**.
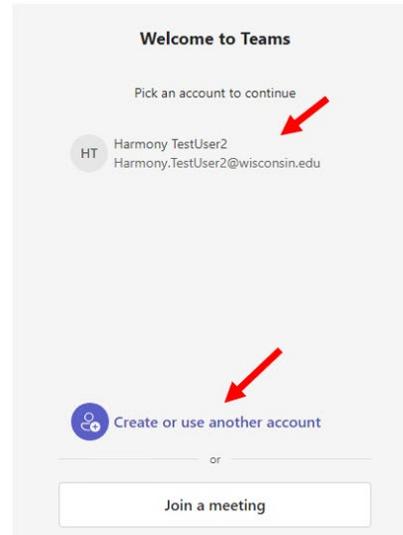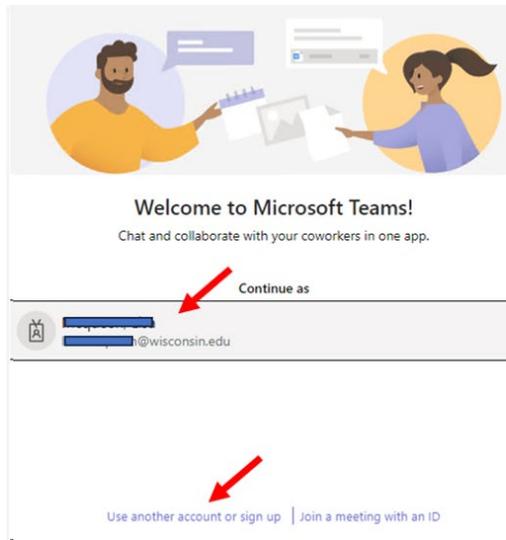
32. You have completed the M365 account migration.

33. Visit the Harmony Project website to complete the April 22, Migration Checklist. The check list can be found under Additional Resources. Additional Harmony Project Resources | Information Technology & Security (wisconsin.edu)