## **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 <u>Help Desk</u> (608) 262-7653. For more information or updates please check the <u>Harmony Project Website</u>.

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

 Login into your UWSA provided workstation. If you are not using a UWSA provided workstation, please follow these (<u>https://kb.uwss.wisconsin.edu/135966</u>) 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.

UW System Admi 🎆 🗕 🗆 🗙	
- Offline - [ ↔_] Set status	
D UW System Administration	
🗅 State of Wisconsin (Guest) 🖻	
☐ Saved	Are you sure you want to sign out?
🖅 Manage account	Signing out of Imcqueen@uwsa.edu will sign you out of any organizations connected to this account and remove any office data including message drafts. This won't sign
+ Add personal account	you out of other apps that use this account or remove your account from this device.
Sign out	Cancel Sign out

4. After you have signed out of Teams if it pop-ups again click the X to close it.



Before you begin <u>It is very important that you close all your Office 365 Applications</u> and Windows File Explorer and unlink your OneDrive. (Word, Excel, Outlook, OneNote,



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.



 If the <u>On Demand Migration Desktop Update Agent</u> 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 <u>On</u> <u>Demand Migration Desktop Update Agent.</u>

Software Center UNIVERSI WISCONS	TY OF In System			- 8 ×
Applications     Z     Operating Systems     Installation status	All Required Filter: All	t by: Most recent *	Search	م ۲ 🏾
Coptions	Name	Publisher	Version	Status
	Quest ODM - M365	Quest	22.1.0	Available

 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.

On Demand Migration Desktop Update Agent	-	□ ×
Configuring Desktop Applications		\$
Account Information		
Old.Email@domain.com		

(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.

ew email address will be 'i n@wisconsin.edu'. onfiguration script  Not configured Not configured On Demand Migration Desktop Update A will now reconfigure Microsoft Outlook wi your new Microsoft 365 email.	Int Information					
onfiguration script  Not configured Not configured Not configured Configuration Script Not configured Configure Config	new email address will be 'i		wisconsin.edu'.			
On Demand Migration Desktop Update A will now reconfigure Microsoft Outlook wi your new Microsoft 365 email.	onfiguration script	<b>O</b> N	lot configured	•	Please sign in to N complete the reco	vicrosoft Outlook to nfiguration.
soft Teams (Classic) Not configured onfiguration script  Not configured						
onfiguration script   Not configured				On l will r you	Demand Migration now reconfigure Mic r new Microsoft 365	Desktop Update Ag crosoft Outlook wit 5 email.
	soft Teams (Classic)	<b>O</b> N	lot configured	On will r you	Demand Migration now reconfigure Mic r new Microsoft 365	Desktop Update Ag crosoft Outlook wit 5 email.

12. Locate the sign in pop-up on your desktop and **type your @wisconsin.edu password**.

	Sign In	
Username		
-	@wisconsin.edu	
Password		
I	I	0
_		

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.

Microsoft			Microsoft
			Activate Office 2
Sign in to get started with Office			steven.hopper@wisconsin.edu ×
Use your work, school, or personal Microsoft account information	w		No account? Create one!
<ul> <li>Save and share documents across devices with OneDrive cloud storage</li> </ul>	N	•	3
Sign in or create account I have a product key			INCAL

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.)

Account Information			
Your new email address will be '	,	@wisconsin.edu'.	
Preconfiguration script	0	Not configured	
Microsoft Outlook	Ø	Completed	Choose Next to continue
Microsoft 365 App License	Đ	Not started	You can now use your new email address
Microsoft OneDrive for Business	0	Not configured	'Dingman.Test@wisconsin.edu'
Microsoft Teams (Classic)	0	Not configured	
Post configuration script	O	Not configured	

17. Click Finish to complete the application licensing. The agent will close.

our new email address will be 'Ding	man.Tes	st@wisconsin.edu'.	
Preconfiguration script	0	Not configured	On Demand Migration Desktop Update
Microsoft Outlook	Ø	Completed	Agent has completed configuration.
Microsoft 365 App License	Ø	Completed	Microsoft 365 App license assignment
Microsoft OneDrive for Business	0	Not configured	completed
Microsoft Teams (Classic)	0	Not configured	
Post configuration script	0	Not configured	

# OneDrive

18. Launch the **<u>OneDrive</u>** from the start menu.





19. You will see a OneDrive set up screen pop-up, type your <u>firstname.lastname@wisconsin.edu</u> 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.

	Sign In	
Jsername		
	@wisconsin.edu	
Password		
I	I	0
ssword	I	

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 an websites on this device. This will reduce the number of times you are asked to login.	ud
No, sign in to this app only	
ОК	

• 0

22. Please wait while the device registers.



23. Click Done.

Y	/ou're all set!
Map	Ve've added your account successfully. You now have access to your organization's pps and services.
	Done

×

#### 24. Click Next.

<ul> <li>Microsoft OneDrive</li> </ul>	×
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\	
Next	

25. Click **Start backup**. This process may take a few minutes.

Microsoft	OneDrive			
Back Files will Wiscons Learn m	up folders on I be backed up, prote sin Shared Services, e sore about folder bac	this PC acted, and ava aven if you los a <mark>kup</mark>	ailable anywhere in Onel e this device.	Drive - University of
	Documents	3 MB	Ready to back up	
	Pictures	782 KB	Ready to back up	
-	Desktop	2 KB	Ready to back up	
6 <	0.1 GB of 1 TB will b	e used after k	backup	

26. When the "Get to know your OneDrive window pops-up, click Next.



27. Continue to click **Next** on these two OneDrive setup screens.

<ul> <li>Microsoft OneDrive</li> </ul>	×	Microsoft OneDrive	×
<b>Share files and folders</b> To let other people view or edit your files, you can share them. You can also work on folders shared with you.		All your files, ready and on-demand With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.	
<b>••••</b>		Online-only       On this device,         These files don't take up space on this device, and they download as you use them.       On this device, and they up on a file, it downloads to your device so you can each this while where them.	
Back		Back	

#### 28. Click **Later** on the "Get the mobile app" screen.

<ul> <li>Microsoft OneDrive</li> </ul>	×
Get the mobile app	
To work on your files on the go, use OneDrive on your phone iOS and Android.	e or tablet. Available for
e a	
Back Get the mobile	app Later

29. Click the **X** at the top right to close the window when you see "Your OneDrive is ready for you".



#### 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**.

	Welcome to Teams	
	Pick an account to continue	
	HT Harmony TestUser2 Harmony.TestUser2@wisconsin.edu	
Welcome to Microsoft Teams!		
Chat and collaborate with your coworkers in one app.		
Continue as		
h@wisconsin.edu	1	
	Create or use another account	
1	or	
Use another account or sign up   Join a meeting with an ID	Join a meeting	

- 32. You have completed the M365 account migration.
- Visit the Harmony Project website to complete the April 22, Migration Checklist. The check list can be found under Additional Resources. <u>Additional Harmony Project Resources | Information</u> <u>Technology & Security (wisconsin.edu)</u>

# The Harmony Project

The Office of Learning and Information Technology Services (OLITS) has been working to consolidate multiple information technology (IT) environments into the same infrastructure.

The consolidation effort, known as the Harmony Project, will help UWSA:

- Increase collaboration and communication capabilities across UWSA departments and offices, as well as at UW campuses;
- Create a more sustainable and manageable IT environment;
- Increase cybersecurity protection for systems and applications; and
- Be more efficient and cost-effective with consolidated licensing.

We appreciate your patience as we work through these changes. OLITS staff are doing their best to mitigate any disruptions or issues that may arise before, during, and after the project.

#### Printable Instructions For Windows and Mac Email Migration April 22

On April 22, 2024, staff will need to follow these instructions when they migrate their email from @uwsa.edu to @wisconsin.edu. Print these instructions and have them by your computer on April 22.

- Windows M365 Migration Instructions
- MAC M365 Migration Instructions

#### Harmony Project News

Register your new wisconsin.edu account before April 22 April 1, 2024

Harmony Project: How Do I Know if I'm a Teams or SharePoint Owner? April 1, 2024

Harmony Project: Meeting Room Changes in Outlook March 6, 2024

#### Need help?

helpdesk@support.wisconsin.edu

# Staff Actions & Deadlines

ASAP Before April 22: Register your new wisconsin.edu account. By April 19: Take steps to collect Teams and SharePoint info.

By April 19: Make meeting room changes in Outlook.

#### The Harmony Project

#### Email Conversion

Teams & SharePoint Sites Conversion

Server Migration

Workstation Migration

FAQ

Additional Resources