UWSA Harmony Project

Windows M365 Account 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. For more information please check the Harmony Project Website.

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

![Sign in to UWSA](image)

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.

![Microsoft Teams](image)

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 a pop-up appears click the X to close it.

5. Before you begin **It is very important that you close all your Office 365 Applications and Windows Explorer.** (Word, Excel, Outlook, OneDrive, OneNote, & File Explorer, Etc.)

6. To close out of OneDrive right click the OneDrive icon in the lower right corner of your screen and then select Quit OneDrive or Close OneDrive.

7. Launch the **On Demand Migration Desktop Update Agent** from the start menu.
8. 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.

(If the application launches with an error, please call the Helpdesk or access the live Zoom session for help.)

9. 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.
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.

10. Continue to 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.

11. Click **Next** to begin the OneDrive change. *You may see some small windows pop-up and close quickly, this is normal. You may also see the Outlook desktop application open, please minimize the application and continue with the steps.
12. You will see a OneDrive set up screen pop-up, please click **Sign in**.

13. Enter your password for your @wisconsin.edu account when prompted and MFA with Okta if requested.
14. Click **OK** if you see this pop-up.

15. Please wait while the device registers.
16. Click Done.

17. Click Next.
18. Click **Start backup**. This process may take a few minutes.

19. When the “Get to know your OneDrive window pops-up, click **Next**.
20. Continue to click **Next** on these two OneDrive setup screens.

21. Click **Later** on the “Get the mobile app” screen.

22. Click the **X** at the top right to close the window when you see “Your OneDrive is ready for you”. 
23. You may see a message to sign in to Outlook to complete the setup (Steps 24-30). You may automatically be signed in and will not see this message and see Outlook startup (Move to step 27).

24. Locate the sign in pop-up on your desktop and type your @wisconsin.edu password.
25. If the Stay signed in to all your apps pop-up appears click **OK**. Wait for the registration and then click **Done**.

26. If you receive a Sign in to get started with Office pop-up click **Sign in or create account**.
27. Wait a min for Outlook to open. You can locate the migration tool window and click **Finish** to complete the migration.

28. Outlook will open. If you see a privacy or license agreement message, click **Close** or **Accept**.

29. Open Microsoft Teams from your start menu app list. and sign on with your @wisconsin.edu account.
30. If your @wisc.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 @wisc.edu account.

31. You have completed the M365 account migration.