M365 Tenant Migration Project

Why

All 13 schools have their own Microsoft 365 tenant which consists of OneDrive, SharePoint, Teams, Sways, Forms, Flows and other Office applications. After the migration, all schools and eventually all students, will be members of one tenant. This will allow more seamless collaboration between faculty and staff at the schools and between instructors and students.

When

Friday March 11th:

We start transitioning our environment to read-only at 2pm.
We start expiring user sessions at 5pm.
The migration will start in the evening and will last into Sunday, March 13th.
We will send out a notice when the migration is complete.

Steps to take to before the migration.

1: Refrain from making too many changes to files stored in OneDrive, SharePoint and Teams just prior to the migration on March 11th.

Recommended but not required, go through your OneDrive and any synchronized SharePoint libraries and free up space prior to 2pm on March 11th.

2: If needed, back up Microsoft Teams conversations and chats prior to 2pm March 11th.

3: Delete any stand-alone and recurring MS Teams meetings that take place after 2pm on March 11th.

4: Make note of any bookmarks or shortcuts to SharePoint sites as website URLs will be changing during the migration.

5: In OneDrive, Teams and SharePoint, make note of any external sharing so content can be reshared after the migration. This includes content shared with students and any parties outside of ACC (currently, anyone whose email address does not end with @arapahoe.edu). Reach out and make them aware of the situation.

Steps to take after the migration:

Microsoft Teams

1: Sign out of the MS Teams application, wait until completely signed out and then sign back in.

2: Reshare any content with external parties.

3: Recreate any MS Teams meetings created in Outlook.

4: Reinstall any applications previously used in Teams.

OneDrive

1: Follow steps to unlink PC and Account in OneDrive Settings
   - Note, this will also unlink synchronized SharePoint site content (in File Explorer)

2: Follow the steps to add your account to the OneDrive application.

3: Reshare any content with external parties.

SharePoint

1: Follow the steps to resync SharePoint libraries.

2: Recreate any shortcuts to SharePoint files/folders. Site URLS will be changing. Here is an example:

Before: https://**arapahoe**.sharepoint.com/sites/**acc**teamsexamplesite

After: https://cccs.sharepoint.com/sites/**acc-**teamsexamplesite

The reference to arapahoe is changed to cccs. The reference to acc in the site name is changed to acc-. All site names will be automatically prefixed with ACC during the migration. Site URLs will contain an acc-

Forms

1: Follow instructions to manually migrate Forms to the new tenant.

2: Follow instructions to export Forms data from old tenant.

Sways

1: Follow instructions to manually migrate Sways to the new tenant.

Flows

Flows must be recreated manually in the new tenant.

Pinned Items and Recent Access:

If you have Pinned and/or Recent Access items that are pointing to the old tenant, they will need to be unpinned and re-pinned and/or cleared from Recent Access. They may give an error when you try to open them in the new environment.

*If you use Citrix (Faculty Staff or Call Queue Desktops), all migration steps must be performed in the Citrix desktops as well. *

Things to note:

CCCS is copying data and user accounts from our current environment to the CCCS M365 tenant. The content in our environment that existed prior to the migration on March 11th will convert to read-only until early May when it will expire. No content will be deleted during the migration. Should there be an issue, we have a window of time to retrieve content.

Should you have problems connecting to your OneDrive, Teams and SharePoint content after the migration using the application(s) on your computer, you can access all content by logging into office.com. This feature allows you to access your content from any computer with a web browser.

 To access content online:

- Log into Office.com with your email address and password.
- On the left side of the screen or when you open app launcher, you will see icons for applications such as OneDrive, Teams, Sway and Forms.
- Your content can be accessed here through these icons.
- If you click on the OneDrive icon, you will see the content of your OneDrive. One the left side of the screen, there is a quick access area. Your SharePoint sites normally appear here. If they don't, you must go to the SharePoint website using your web browser and "re-follow" it to make it show up under quick access.

If you need assistance after the migration, please contact our help desk at 303-797-5900 or put in a ticket by emailing helpdesk@arapahoe.edu.