

# M365 Post-Migration Checklist

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## During the Migration

### Migration Start Date

**Sparrow:** Friday, 3/20

Starting at **5 pm on your migration start date**, avoid logging in to your Microsoft account or using any M365 applications. Your files are being migrated to the AMC environment and accessing them may cause issues with file integrity. During some of this time there will be an email outage while your email is being synced into the AMC environment.

## Post-Migration

After you have migrated into the AMC M365 environment, you will need to take some steps to verify everything is working correctly as well as reconfigure some of your settings that did not migrate over.

**You must complete the Monday Morning tasks** in order to configure and sign in to your desktop/computer M365 applications, so they are connected to the AMC environment.

If you encounter an issue during the Monday Morning process,

- Call 517-364-4357 and let them know it relates to the M365 migration or submit a ticket ([Regional Service Center Homepage - Regional Service Center](#)) to the Service Desk with M365 Migration in the description.
- To continue working with M365 tools, use the web applications until your issue has been resolved.
  - *Login:* username@uofmhealth.org
  - *Password:* your password has not changed
  - Outlook (OWA) (<https://outlook.office.com/>)
  - Teams (<http://teams.microsoft.com/>)
  - OneDrive (<https://umhealth-my.sharepoint.com>)
  - SharePoint (<https://umhealth.sharepoint.com/>)

**Possible File Sync Delay:** There is a possibility that some of the files, email, chat, and other M365 items you modified in the last 2 weeks may not be available Monday morning due to the syncing of these files into the AMC environment taking longer than expected. If you cannot find recently modified items, they will complete syncing over the coming days. Most items, except for personal chats, will be available online if you don't yet see them on your computer.

## 1. Monday Morning

- Follow the [post-migration configuration instructions](#) you were prompted to download or print that were sent in the pre-migration communications. They can also be found in the **Mich Med Migration folder** on your desktop.



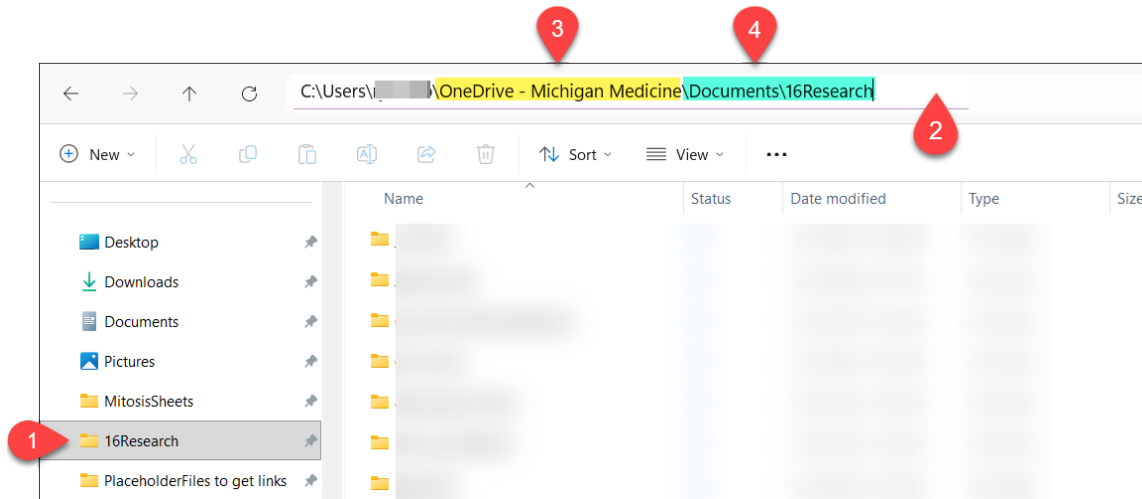
Did you complete the M365 post-migration configuration instruction steps?  
If not, stop and complete them now. If yes, then continue.

## 2. Email & Outlook

- Open Outlook:* Verify your email, folders, and calendar events are there.
- Email Folders:* Some of your folders may be empty. *It will take some time to download all your email.* If you need them immediately, you can use [Outlook online](#).
- Meetings:* **Any meeting you have created that contains a Microsoft Teams meeting will be cancelled and rescheduled during the migration.** You will have to accept the new meeting invites.
- Setup:* Recreate any [Outlook rules](#), [signatures](#), or [Quick Steps](#) if they didn't migrate over. For your signature, if it contains your email, be sure to use your new @uofmhealth.org email address.
- Shared Mailboxes:* Verify they are all there. If you do not see one of your shared mailboxes, follow these instructions to [re-add a shared mailbox](#). If you cannot add it, submit a ticket.
- Mobile Devices:* Re-add your email account on mobile devices, if needed. (Refer to the Intune/MDM section below.)
- Archives:* Archives will be migrated after the general migration, so expect them to be available towards the end of the week.

## 3. OneDrive & SharePoint Files

- Open OneDrive:* Confirm your OneDrive files are present, accessible, and syncing. To verify they are syncing, the AutoSave will be on when you open a Microsoft file from your Documents or Desktop.
- Sharing Links:* Re-share any files or folders if sharing links no longer work.
  - To see all the files you have shared, you can access your [OneDrive files directly in Teams](#) and open the Shared topic, or you can go to OneDrive online at <https://umhealth-my.sharepoint.com/>.
  - File links shared West to West or Sparrow to Sparrow should still work after the migration.
- Links in Documents:* Verify links in documents pointing to other documents still work.
- Pinned Quick Access Folders:* Any quick access folders you added that point to a location in your old OneDrive will need to be unpinned and then pinned from the new Michigan Medicine OneDrive location. Follow these steps to check the Quick Access folder location.



- 1) Select the quick action folder.
- 2) Click to the right of the text in the address bar to show the full file path.
- 3) If it shows OneDrive – Michigan Medicine, then it is fine. If it doesn't, you'll need to pin the folder that is in the Michigan Medicine OneDrive.
- 4) To locate the folder, navigate to the location indicated in your file path for the folder you want to pin.
- 5) Pin the new folder. (Right-click and select *Pin to Quick access*.)
- 6) Unpin the folder that points to the old OneDrive. (Right-click and select *Unpin from Quick access*.)

#### 4. Microsoft Teams

Many Teams contained members from both Sparrow and West. Teams created at West will move with West and only have West members, and those created at Sparrow will move with Sparrow. Once both Sparrow and West are migrated, the remaining Team members will be added.

- Open Teams:* Verify you have access to all your teams. If you are missing from a team, contact the team owner to add you.
- Personal Settings:* Adjust your personal settings (notifications, look and feel, etc.).
- Personal Chats:* Your 1:1 and group chats are not in Teams but have been migrated over as HTML documents in your OneDrive in a folder called **Migrated Teams Chats**. You can use the OneDrive Search bar to find specific chats.
  - Due to the large volume of chats, it will take some time to migrate them over. Please be patient.
  - One year of chats are being migrated.
- All Chats:* Both personal and channel chats have a 1-year retention period, after which they will be deleted. Files in chats will not be deleted.
- Channel Chats:* All channel chats were migrated over. This reset their creation date, so after 1-year, these will all be deleted in accordance with the 1-year retention policy.
- Teams Owners:* Re-pin important apps, tabs, or files in Teams.
- Teams Names:* Any new Team created in the AMC environment will have a suffix of *.mm*.

## 5. SharePoint Sites

- *Your Sites:* You will need to update any SharePoint sites you created browser favorites for because the location of them has changed. If you followed sites on SharePoint online, you will need to find and refollow them. View the instructions on how to [reestablish your SharePoint favorites](#).

## 6. Intune / MDM (Optional)

If you want to access your email and other M365 resources on your mobile devices you will need to install Intune/MDM on those devices first.

- Instructions to set up Intune Company Portal. [Android](#) [iPhone](#)

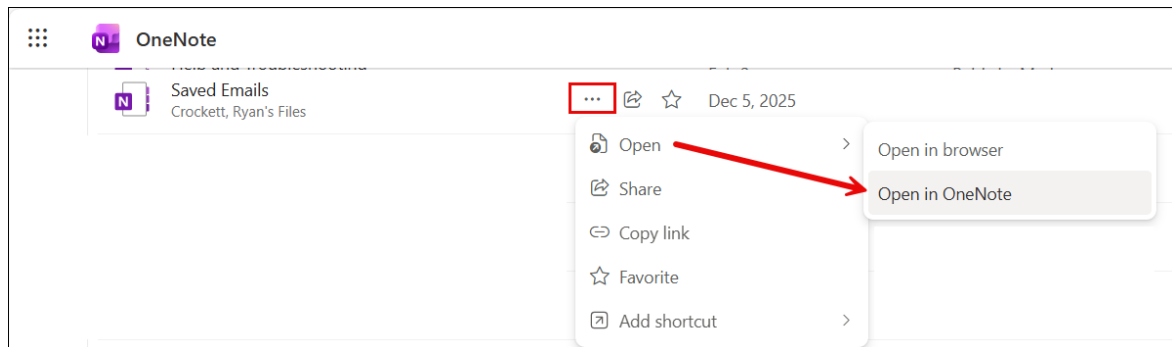
## 7. OneNote

OneNote notebooks are not automatically loaded after the migration. You will have to add them back to your OneNote desktop app using one of the methods below.

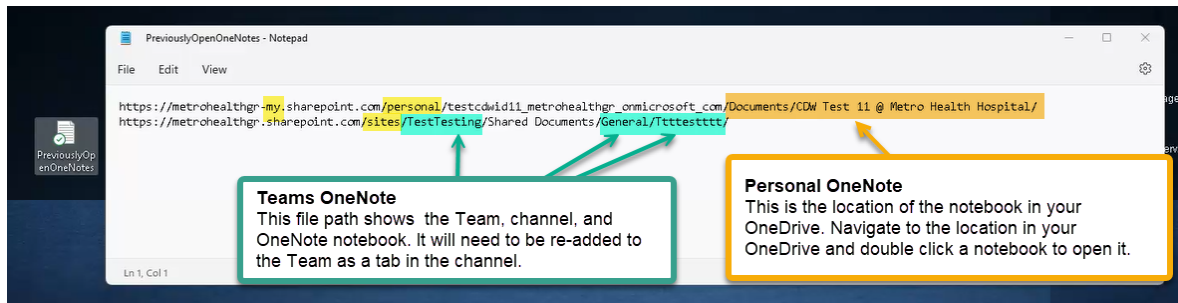
- **Log in to OneNote online.**  
This method works if your OneNote files are stored in your OneDrive. If a OneNote file is not in your OneDrive, it will not show up in OneNote online until it is moved into your OneDrive.

For notebooks not in OneDrive, you should use the next method to find them and move them into the same location as your notebook location in OneDrive.

- Login to OneNote online (<https://onenote.cloud.microsoft/>) with your **@uofmhealth.org** credentials.



- Hover over a notebook in the list and click the ellipsis ( ... ).
  - Hover over Open.
  - Select Open in OneNote.
  - This opens and adds the notebook to your OneNote desktop app. Repeat for all notebooks.
- **Use the text file on your desktop called *PreviouslyOpenOneNotes*.**  
After the migration, a file will be placed on your desktop called PreviouslyOpenOneNotes. It contains file paths to all your OneNote notebooks, both personal and Teams notebooks. If you used the OneNote online method above to find all your notebooks on OneDrive, this file will let you also see if you have any notebooks that are not stored in OneDrive.



- Personal OneDrive location contains <https://umhealth-my.sharepoint.com/personal/>
  - Teams' OneDrive location contains <https://umhealth.sharepoint.com/sites/>
- b. For your Personal OneNote notebooks, navigate to the location as indicated by the file path and open the notebook file with the *.one* file type.
    - You can open them directly from here, or if they are not in OneDrive, copy them into OneDrive and then open them (recommended).
  - c. For the Teams OneNote notebooks, those will need to be added back to the channel as a tab. Here are instructions on how to [pin OneNote in Teams and add OneNote as a channel tab](#).

## 8. Other Apps & Services

- Check access to other Microsoft 365 apps you use.
- Planner (<https://planner.cloud.microsoft/>) You can [view your Plans in Teams](#).
- Forms (<https://forms.cloud.microsoft/>)
- Reinstall or reconnect any third-party apps or add-ins if needed.