

## Pilot Sparrow: Logging In to Your M365 Applications in the New AMC Environment

### To be completed Wednesday, February 25

Your **email** has been migrated to the AMC environment. You will have access to new Teams and OneDrive accounts. To access the desktop application on your computer, you need to complete a few steps.

1. Follow the instructions below to setup your M365 applications in the AMC environment.
2. The first time you log in to M365, you will use Microsoft Authenticator and be asked to configure the Authenticator app.
  - a. If you already have Authenticator, make sure it is updated to the latest version.
  - b. If you haven't already downloaded the mobile app, you can do so here:

[Android](#)



[iPhone](#)



3. If you encounter issues in the process, contact the Service Desk.
  - a. Call: 517-364-4357 and let them know you are in the M365 migration pilot.
  - b. Submit a ticket to the Service Desk with M365 Migration in the description.

When asked to sign in, use your new email **first.last@uofmhealth.org**. Your password will not be changing as part of this process.

### Pilot Specific Information

During the pilot and until Sparrow migrates, you will be working in both the Sparrow and the AMC environments. We would like you to access each of these environments in a specific way. This will allow us to collect feedback on your experiences with the process in the AMC environment.

- *AMC via Desktop apps*: Log in using your **@uofmhealth.org** credentials to access AMC environment for Email, OneDrive and Teams.
- *Sparrow via Web apps*: Log in to the M365 web apps using your **@umhsparrow.org** credentials to access all your Sparrow M365 apps.
  - Outlook (OWA): <https://outlook.office.com/>
  - Teams: <http://teams.microsoft.com/>
  - OneDrive: <https://umhwest-my.sharepoint.com>
  - SharePoint: <https://umhwest.sharepoint.com/>
  - Planner: <https://planner.cloud.microsoft/>
  - Forms: <https://forms.cloud.microsoft/>

## General Instructions

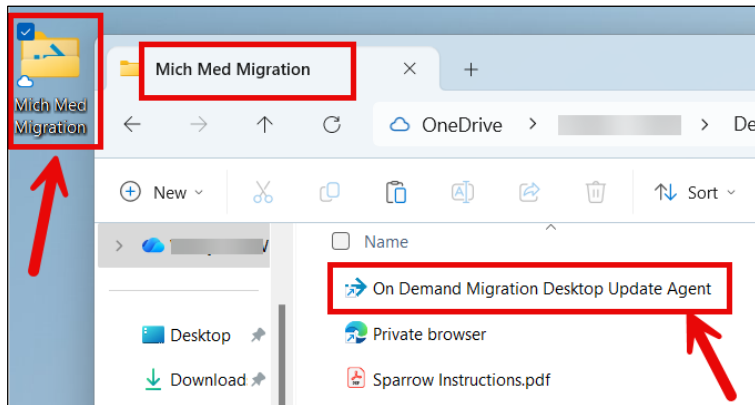


### Is it Wednesday, February 25 or later?

If yes, continue. If not, you need to wait until then to complete these steps.

You must complete this post-migration process to reconfigure your Microsoft applications, so they point to the new AMC environment. For this, you will be using the *Quest ON Demand Migration Desktop Update Agent (DUA)*. During this process, many applications and sign in windows will open and close.

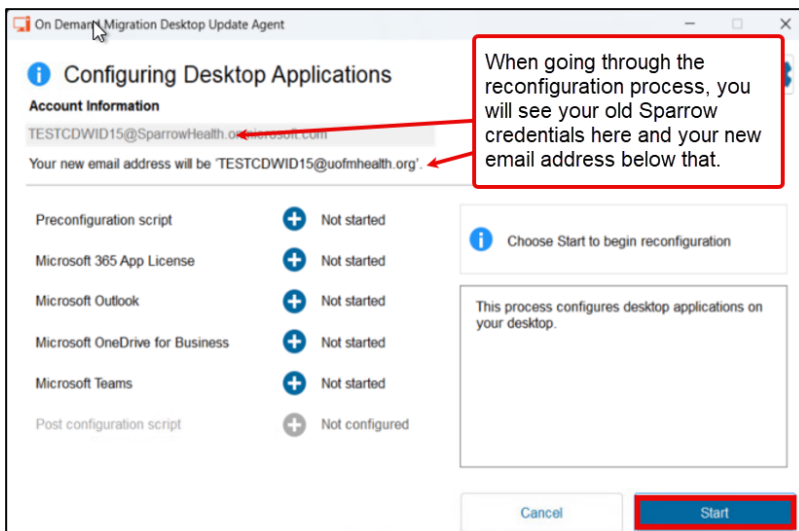
1. The **On Demand Migration Desktop Update Agent** should open automatically.
  - a. If it doesn't, on your desktop, open the new **Mich Med Migration** folder, then double-click the *On Demand Migration Desktop Update Agent* link to open it.



- The DUA tool will walk you through each of the items listed as Not started. When they are all completed, the reconfiguration will be complete.
- During the process, if you have any Microsoft applications open, you will be asked to close them.

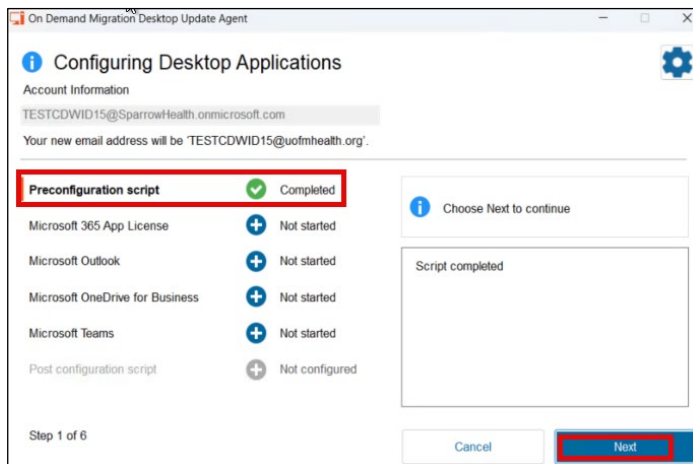
## 2. Preconfiguration Script

Click **Start** to begin the first item, Preconfiguration script. This step may take 30 seconds or so.



### 3. Microsoft 365 App License

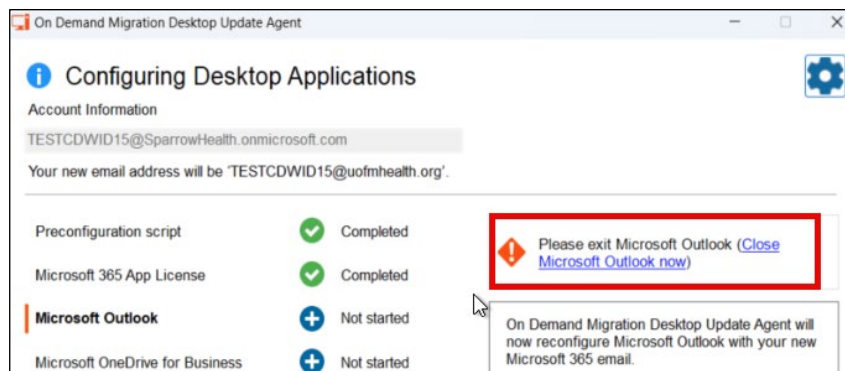
The Preconfiguration script should now show as Completed. Click **Next** to begin the Microsoft 365 App License task.



### 4. Outlook

Once the Microsoft 365 App License task is Completed, click **Next** to configure Microsoft Outlook.

- a. If you did not close Outlook before starting, you will be asked to do so now.

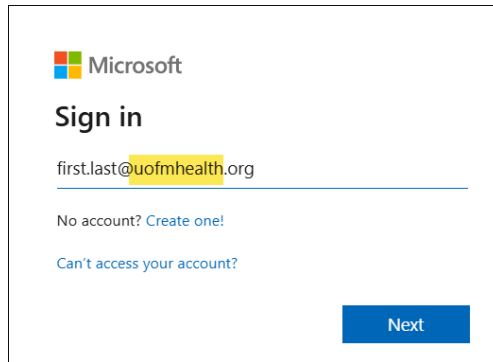


- b. Depending on what version of outlook you are using or have used in the past, the experience will be different.
  - *Classic Outlook* – You will sign in as the last step for DUA.
  - *New Outlook* – It may automatically sign you in, or you will be asked to sign in right away.
- b. If using New Outlook, and it didn't automatically sign you in, sign in with your new **@uofmhealth.org** account information.
  - After signing in to Outlook, you will be prompted to **sign in to all apps**. Click **Yes** at each prompt to continue.



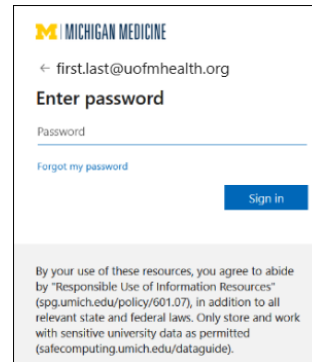
If you are prompted to configure Authenticator during Outlook sign in, you can view the Authenticator steps on [page 6](#).

A. Sign in using your new @uofmhealth.org email address.



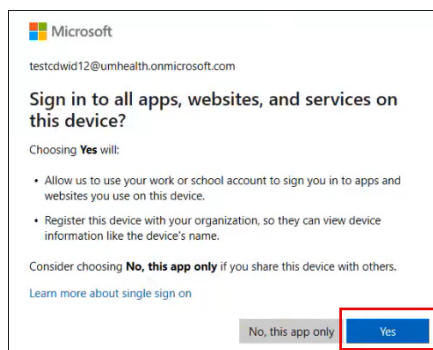
Microsoft  
Sign in  
first.last@uofmhealth.org  
No account? [Create one!](#)  
Can't access your account?  
Next

B. Your password has not changed.



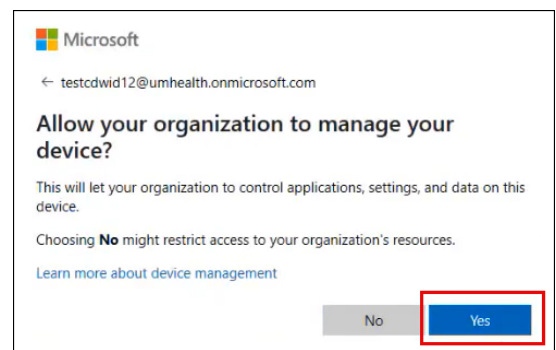
MICHIGAN MEDICINE  
← first.last@uofmhealth.org  
Enter password  
Password  
Forgot my password  
Sign in  
By your use of these resources, you agree to abide by "Responsible Use of Information Resources" (spg.umich.edu/policy/601.07), in addition to all relevant state and federal laws. Only store and work with sensitive university data as permitted (safecomputing.umich.edu/dataguide).

C.



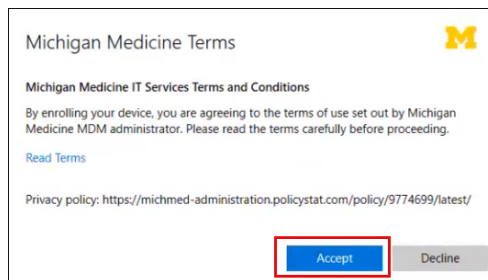
Microsoft  
testcdwid12@umhealth.onmicrosoft.com  
Sign in to all apps, websites, and services on this device?  
Choosing Yes will:  
• Allow us to use your work or school account to sign you in to apps and websites you use on this device.  
• Register this device with your organization, so they can view device information like the device's name.  
Consider choosing No, this app only if you share this device with others.  
[Learn more about single sign on](#)  
No, this app only Yes

D.



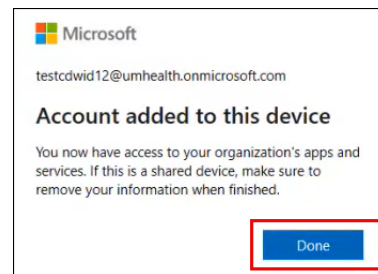
Microsoft  
← testcdwid12@umhealth.onmicrosoft.com  
Allow your organization to manage your device?  
This will let your organization to control applications, settings, and data on this device.  
Choosing No might restrict access to your organization's resources.  
[Learn more about device management](#)  
No Yes

E.



Michigan Medicine Terms  
Michigan Medicine IT Services Terms and Conditions  
By enrolling your device, you are agreeing to the terms of use set out by Michigan Medicine MDM administrator. Please read the terms carefully before proceeding.  
[Read Terms](#)  
Privacy policy: <https://michmed-administration.policystat.com/policy/9774699/latest/>  
Accept Decline

F.



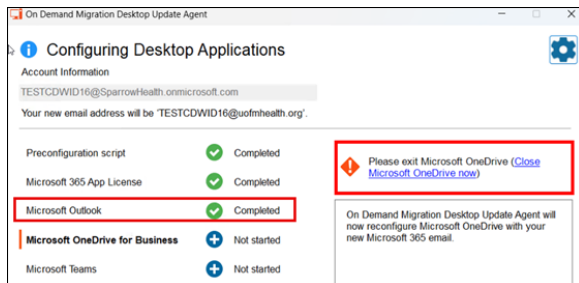
Microsoft  
testcdwid12@umhealth.onmicrosoft.com  
Account added to this device  
You now have access to your organization's apps and services. If this is a shared device, make sure to remove your information when finished.  
Done

- New Outlook will open automatically at the end of this step. Feel free to minimize the window and continue.
- If you use Classic Outlook, there will NOT be a login screen for Outlook, and you will just see a green check to show the task was completed. You will be asked to sign into Classic Outlook as the last step.

## 5. OneDrive

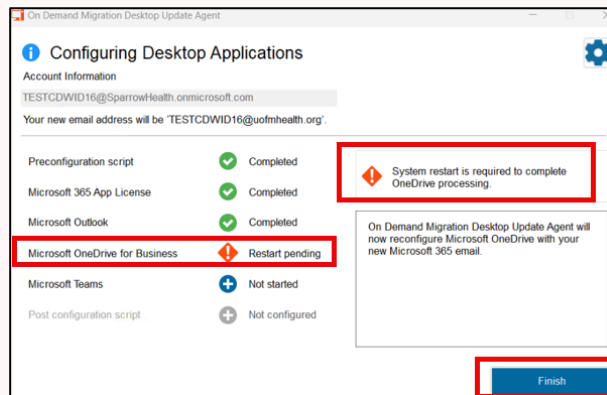
Once the Microsoft Outlook task is complete, click **Next** to configure OneDrive.

- You will also configure Microsoft Authenticator as a part of the OneDrive configuration. If you did not already download Authenticator, use the QR codes at the beginning of the document to do so.
- If OneDrive is opened click **Close Microsoft OneDrive now**, and verify any files or folders are closed.

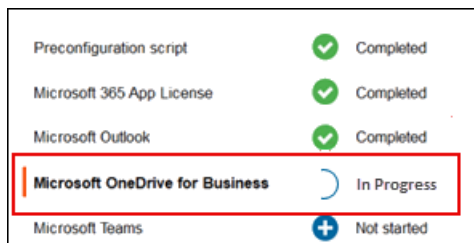


In some cases, this step MAY fail and require a system restart.

If you receive this message, click Finish, restart your computer, reopen DUA, and continue where you left off.

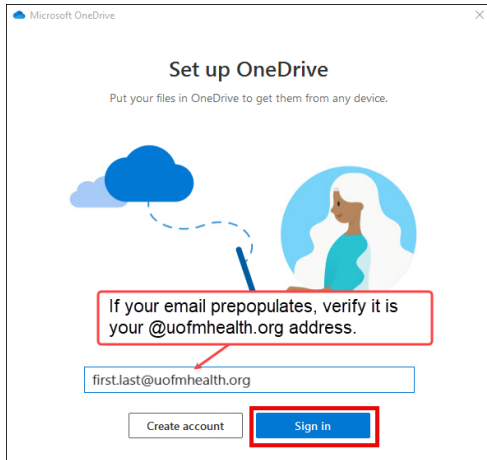


- When DUA continues, the Microsoft OneDrive for Business task will be *In Progress*.

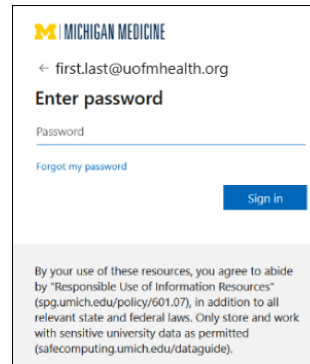


- You will be prompted to sign into OneDrive with your new **@uofmhealth.org** credentials.
- Follow the prompts to set up Authenticator on your phone to connect it to the Michigan Medicine environment and complete the OneDrive log in process.

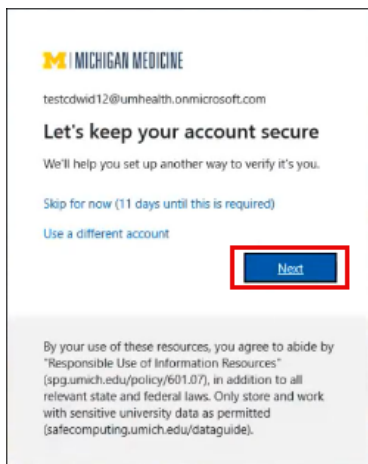
A. Sign in using your @uofmhealth.org email address.



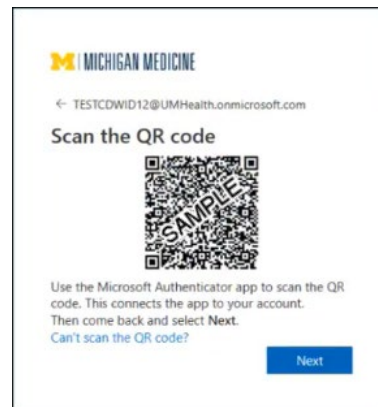
B. Your password has not changed.



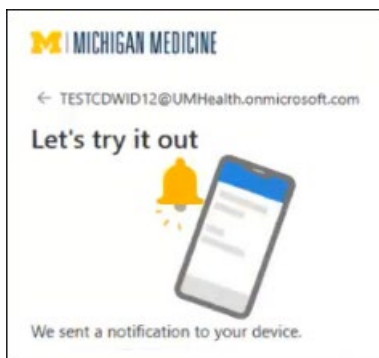
C. Begin the Authenticator setup process.



D. Scan the QR code using the Authenticator app.



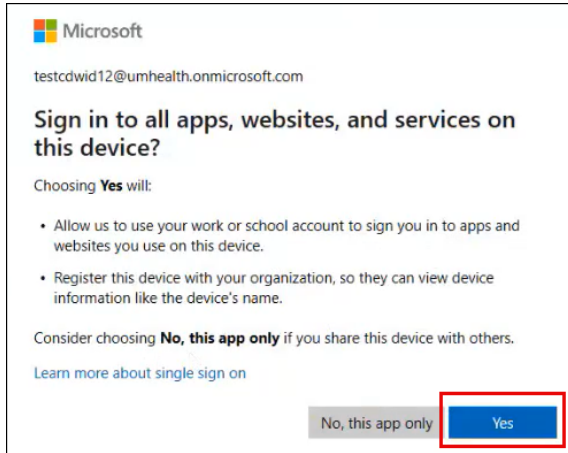
E. A notification will be sent to Authenticator on your device to verify it is you.



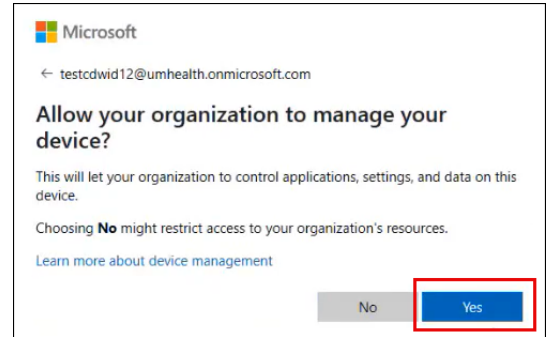
F. Michigan Medicine has now been added to your Authenticator.



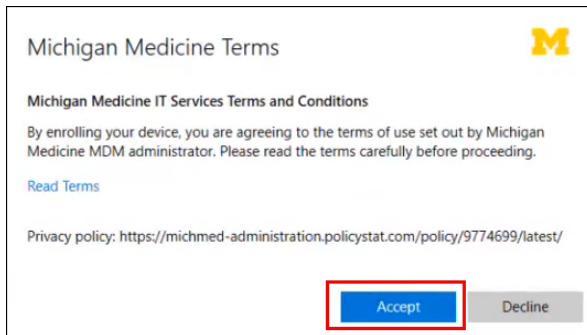
G.



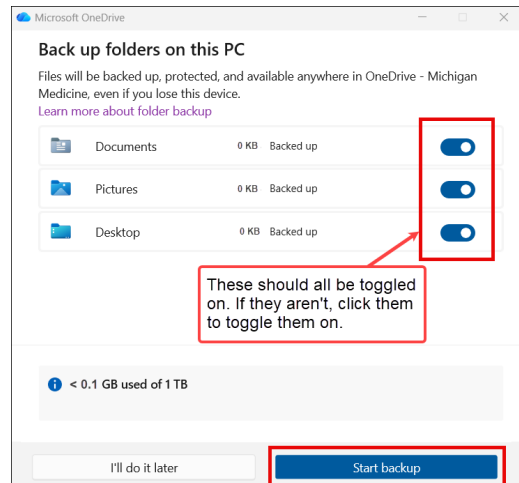
H.



I.



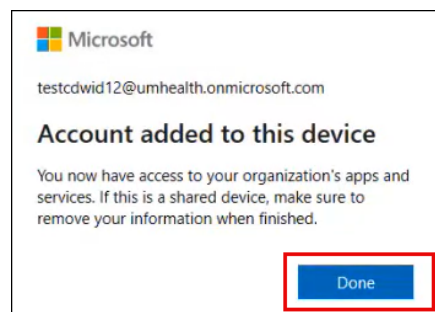
J. Verify the backup folders are all toggled on.



K. You can continue to the next step in the DUA tool configuration process as your folders are backed up on OneDrive.

You may need to redirect some applications to point to the new Desktop location in OneDrive.

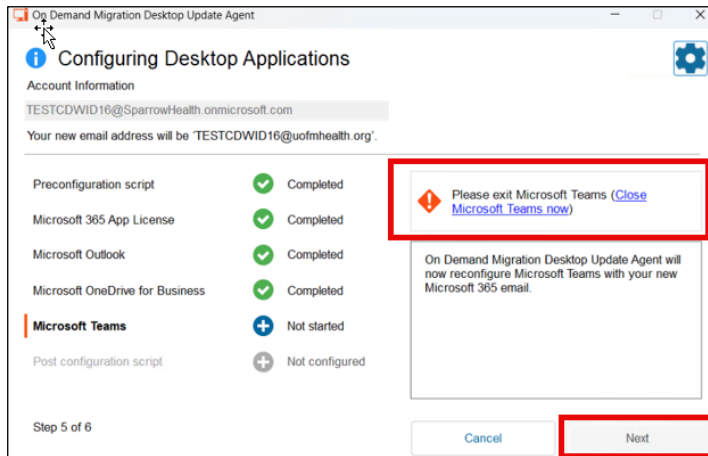
L.



## 6. Teams

Once the OneDrive task is completed, click **Next** to configure Teams.

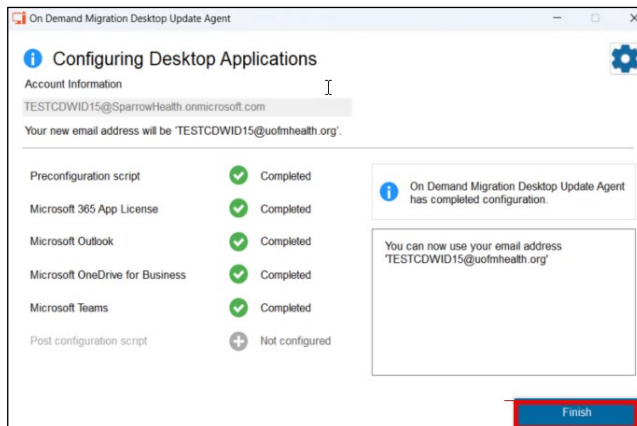
- a. If Teams is open, click **Close Microsoft Teams Now**.



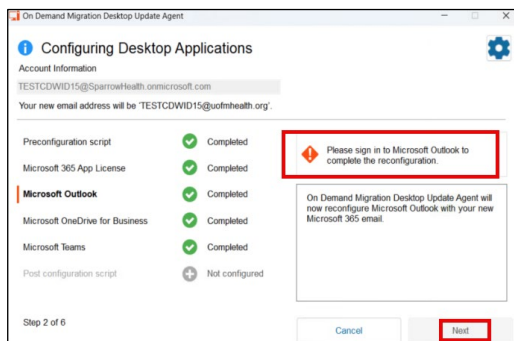
- b. If prompted to sign in, sign in using your **@uofmhealth.org** credentials.

## 7. Teams should now show as Completed.

- a. If you use the New Outlook, click Finish.



- b. If you use Classic Outlook, you will need to login to Outlook first, and then you will be presented with the Finish button.



8. Your Microsoft 365 configuration is now complete! You can begin working with the desktop Microsoft applications.

As you use other Microsoft applications, you may be asked to sign in. Whenever this occurs, use your @uofmhealth.org account.

Refer to the [migration checklist](#) for more information on customizing your applications in the new M365 environment as well as resources for setting up OneNote and Intune (mobile device access).