

## West Pilot: 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 need Microsoft Authenticator and be asked to configure the Authenticator app.
  - If you already have Authenticator, make sure it is updated to the latest version.
  - 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.
  - Call: 517-364-4357 and let them know you are in the M365 migration pilot.
  - 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.

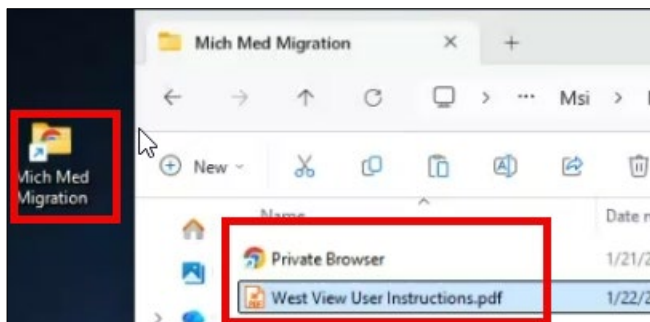
### Pilot Specific Information

During the pilot and until West migrates, you will be working in both the West 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.

1. *AMC via Desktop apps*: Log in using your **@uofmhealth.org** credentials to access AMC environment for Email, OneDrive and Teams.
2. *West via Web apps*: Log in to the M365 web apps using your **@umhwest.org** credentials to access all your West 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

These instructions can also be found on your desktop in the new **Mich Med Migration** folder.



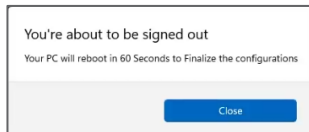
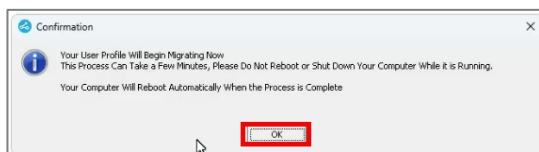
**Is it Wednesday, February 25 or later?**

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

### Desktop Users

1. Log in to your computer.
  - a. Upon logging in, a reconfiguration script will automatically run and your computer will restart. You will see the screens below pop up prior to the restart. There will also be a blue window that opens while the script runs. Be patient, it may take 20-30 seconds to complete.

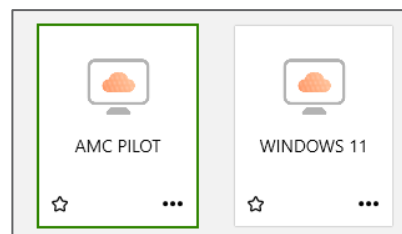
If this does not happen, you will need to restart your computer.



2. After restarting, you will need to open the various M365 applications and sign in with your new **first.last@uofmhealth.org** email and password.

### View Users

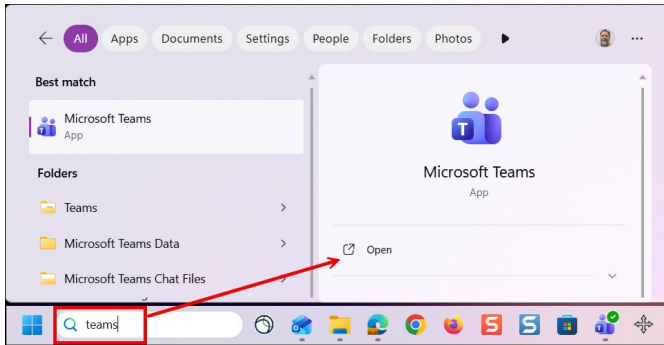
1. Log in to View as you normally do.
2. Select the **AMC PILOT** pool.



3. After logging in, you will need to open the various M365 applications and sign in with your new **first.last@uofmhealth.org** email and password.

# Teams

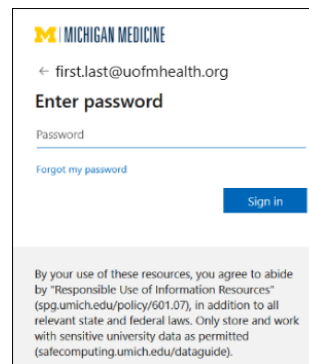
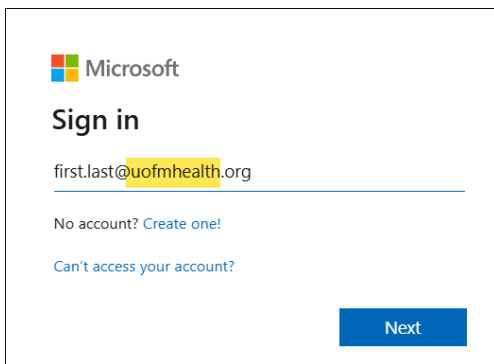
1. Log in to Microsoft Teams.
  - a. If the login screen doesn't automatically open, search for Teams and open it.



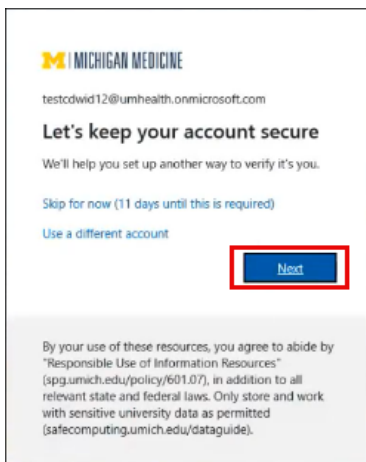
2. Sign into Teams using your **first.last@uofmhealth.org** email. Your **password has not changed**.
3. Follow the prompts to set up Authenticator on your phone to connect it to the Michigan Medicine environment and complete the Teams log in process.

*Not every screen is shown in the steps below.*

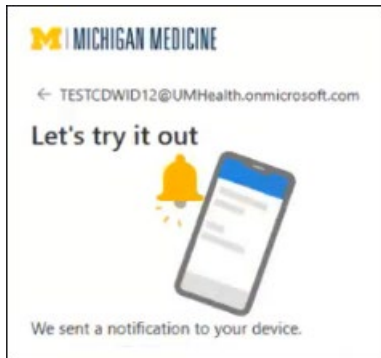
1. Sign in using your new @uofmhealth.org email address.
2. Your password has not changed.



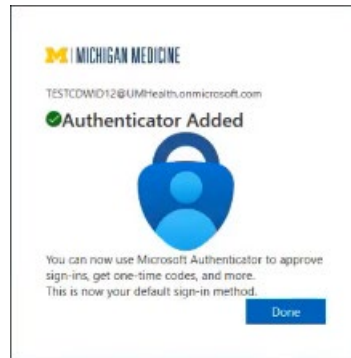
3. Begin the Authenticator setup process.
4. Scan the QR code using the Authenticator app.



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



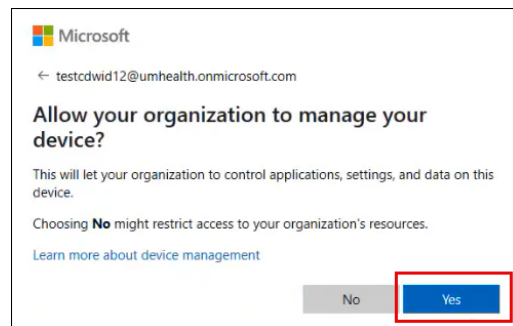
6. Michigan Medicine has now been added to your Authenticator.



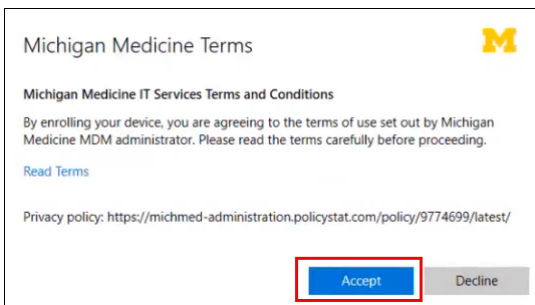
7.



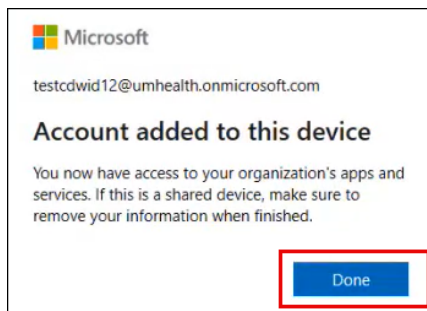
8.



9.



10.



You are now signed into Teams.

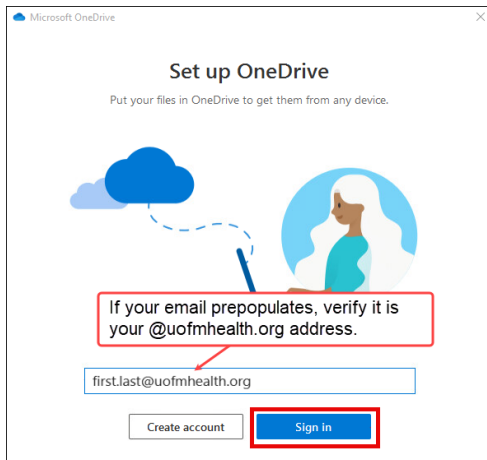
# OneDrive

1. Sign in to OneDrive using your @uofmhealth.org email. As you go through the process:

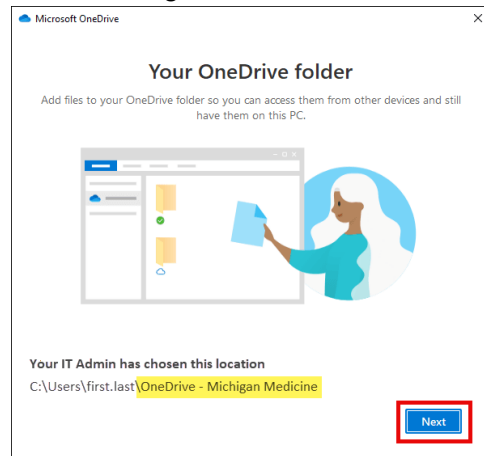
- If the sign in window is not already open, search for and open OneDrive.
- If your email address prepopulates, verify it is your @uofmhealth.org email.
- Make sure all back up folder toggles are toggled on.
- Do not download the mobile app during this process.

*Not every screen is shown in the steps below.*

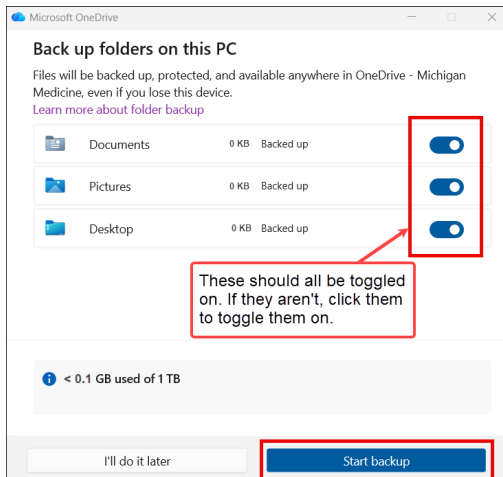
1. Sign in using your @uofmhealth.org email address.



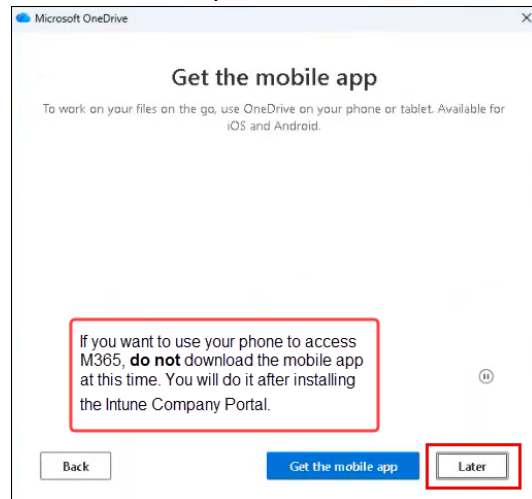
2. Your new OneDrive folder location indicates it is in Michigan Medicine.



3. Verify the backup folders are all toggled on.



4. Do not download the mobile app. You will do so at a later step.

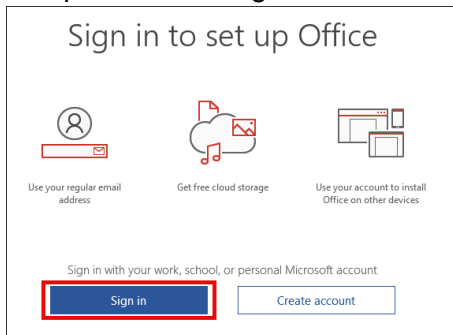


5. Open your OneDrive folder.

6. You can continue to sign into Outlook as your OneDrive is backing up.

## Outlook

1. Open Outlook. You can use either Outlook (Classic) or new Outlook.
2. It should automatically log you in.
  - a. If it prompts you to log in, complete the login steps with your **@uofmhealth.org** email and password.
  - b. If prompted to *Sign in to setup Office*, click **Sign in** and use your **@uofmhealth.org** email and password to sign in.



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).