

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

### **To be completed on Monday, March 23**

Your M365 account and associated files have been migrated to the AMC environment. 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. 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 or submit a ticket to the Service Desk with M365 Migration in the description.
3. **On the Monday after migration, it is strongly recommended you do any M365 work using the web applications.** Login with your @umhsparrow.org credentials.
  - Outlook (OWA): <https://outlook.office.com/>
  - Teams: <http://teams.microsoft.com/>
  - OneDrive: <https://umhealth-my.sharepoint.com>
  - SharePoint: <https://umhealth.sharepoint.com/>

Your new email address is **first.last@uofmhealth.org**.

- When asked for your email, this is what you use.

Your login id is **first.last@umhsparrow.org**.

- When asked to log in, this is what you use. *Your password has not changed.*

The way you log in to your computer has not changed.

## General Instructions

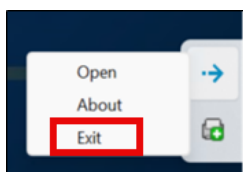


### Is it Monday, March 23 or later?

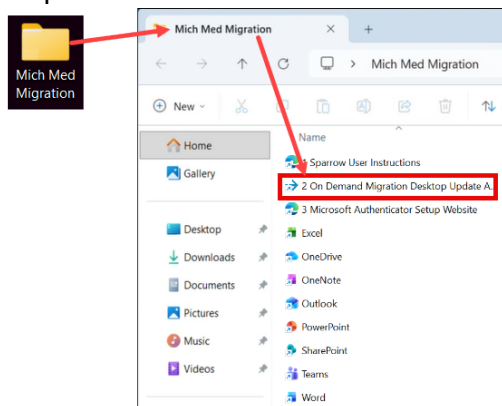
If yes, continue. If not, you need to wait until then to complete these steps.

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. Open the **Teams** application before running the DUA tool. By default, Teams should open automatically unless you have changed this setting.
  - a. If the DUA tool is already open and the Teams step is greyed out, close DUA from the icon tray by **right clicking** then selecting **Exit**.



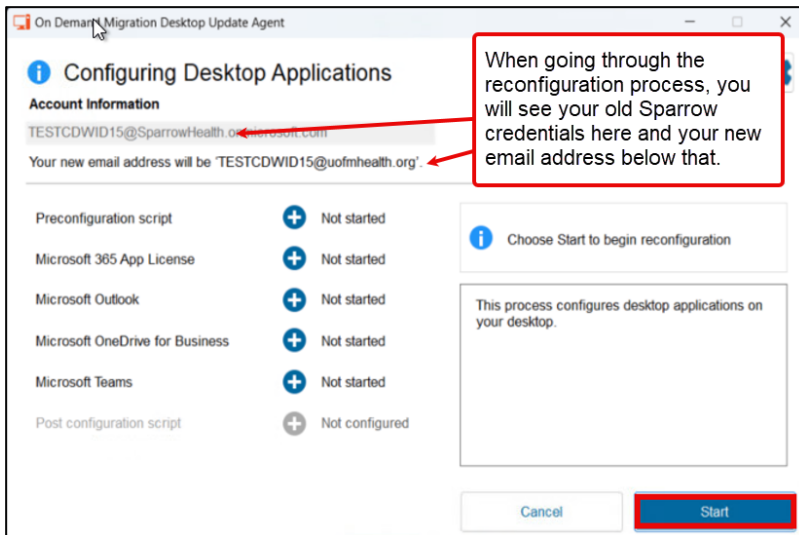
2. The **On Demand Migration Desktop Update Agent** should also open automatically.
  - a. If it doesn't, or if you had to close it in step 1, **open** the new **Mich Med Migration** folder on your desktop, then **double-click** the *On Demand Migration Desktop Update Agent* link to open it.



- 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 at the appropriate time. This includes Teams which was necessary to be opened before starting.

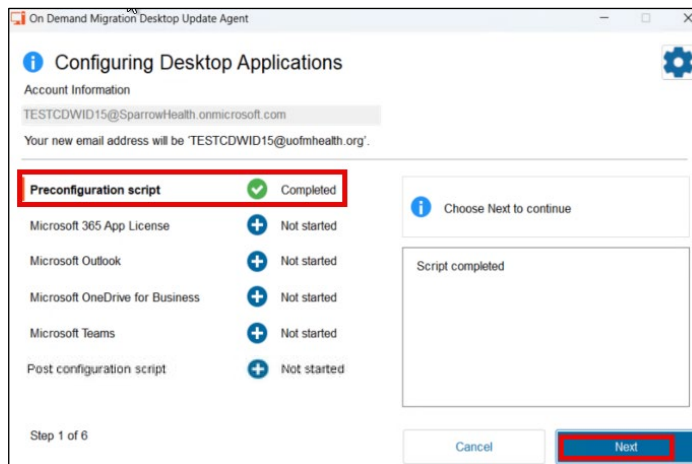
### 3. Preconfiguration Script

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



### 4. Microsoft 365 App License

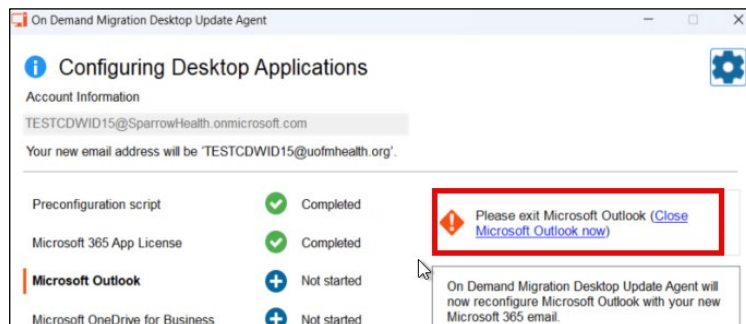
The Preconfiguration script should now show as Completed. Click **Next** to begin the Microsoft 365 App License task.



### 5. Outlook

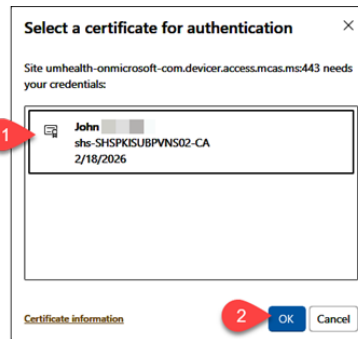
Once the Microsoft 365 App License task is Completed, click **Next** to configure Microsoft Outlook.

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

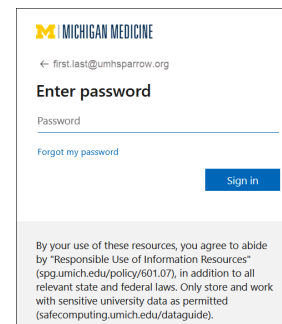
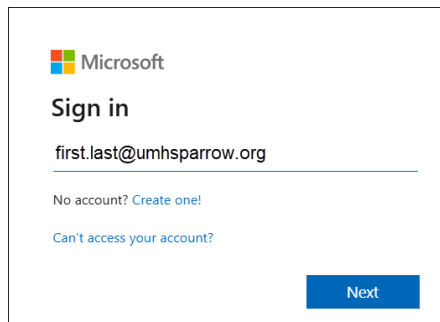


- b. Depending on what version of outlook you are using or have used in the past, the experience will be different.
- *Classic Outlook* – You will sign in as the last step for DUA.
  - *New Outlook* – It may automatically sign you in, or you will be asked to sign in right away.
- c. You may be prompted to Select a certificate for authentication during the Outlook login process or when logging in to OWA (Outlook online).

1. First, **click on the certificate**.
2. Then click **OK**.

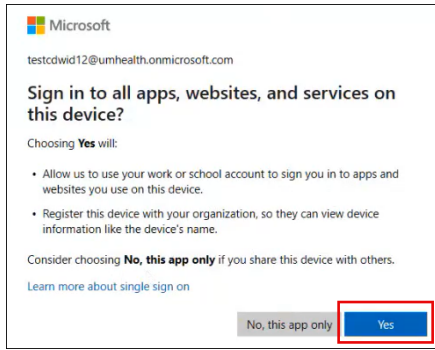


- A. If you are asked to sign in, enter your @umhsparrow.org email address.      B. Your password has not changed.

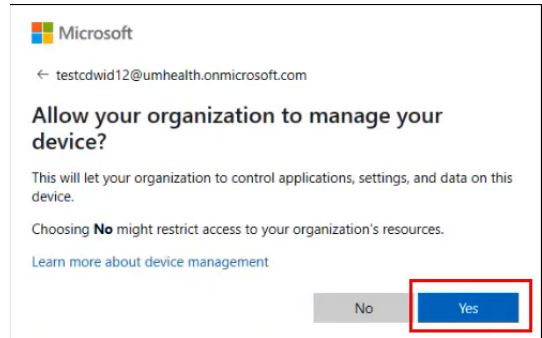


If you are prompted to configure Authenticator during Outlook sign in, you can view the steps in the [Microsoft Authenticator Prompt Setup Instructions](#) towards the end of this document. Otherwise, continue to step C.

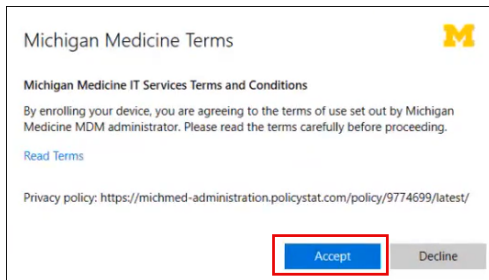
C. Select **Yes**.



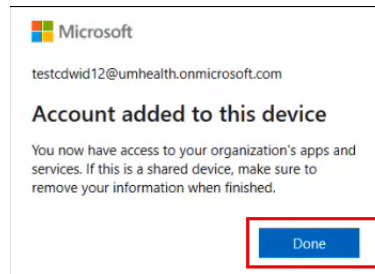
D. Select **Yes**.



E. Select **Accept**.



F. Select **Done**.

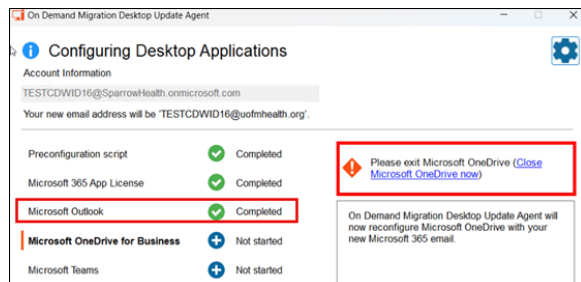


- New Outlook will open automatically at the end of this step. Feel free to minimize the window and continue.
- If you use Classic Outlook, there will NOT be a login screen for Outlook. You will just see a green check to show the task was completed. You will be asked to sign into Classic Outlook as the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

6. **OneDrive**

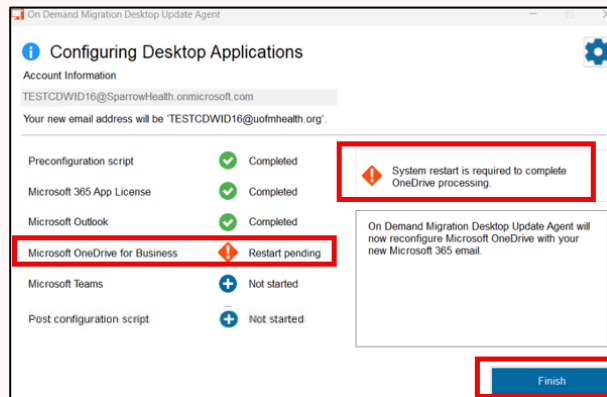
Once the Microsoft Outlook task is complete, click **Next** to configure OneDrive.

- If OneDrive is opened click **Close Microsoft OneDrive now**, and verify any files or folders are closed.

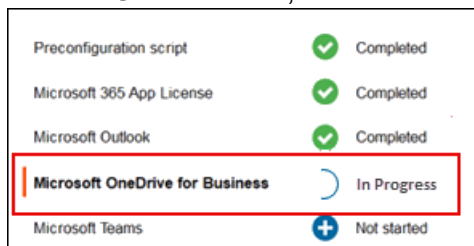


In some cases, this step MAY fail and require a system restart.

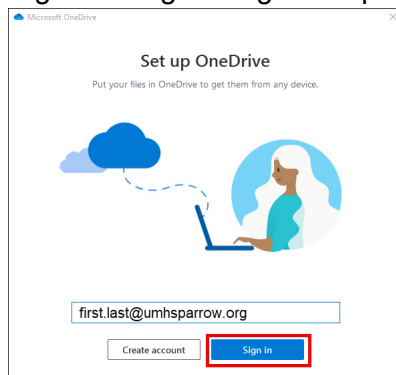
If you receive this message, click Finish, restart your computer, reopen DUA, and continue where you left off.



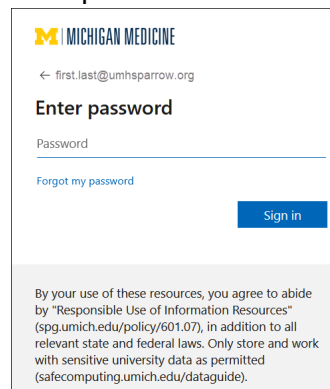
b. When DUA continues, the Microsoft OneDrive for Business task will be *In Progress*.



A. Sign in using the login that prepopulates.

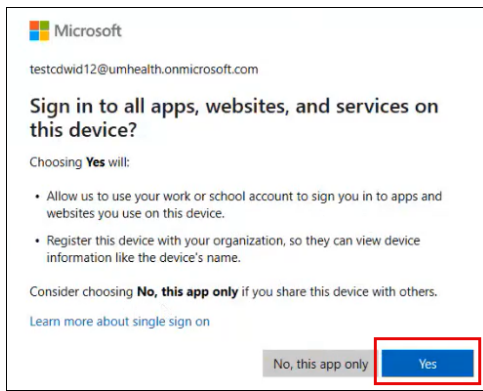


B. Your password has not changed.

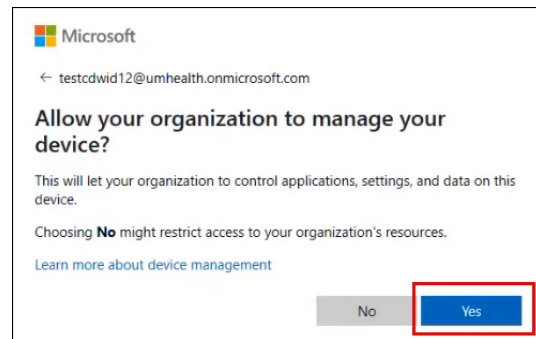


If you are prompted to configure Authenticator during the OneDrive sign in, you can view the steps in the [Microsoft Authenticator Prompt Setup Instructions](#) towards the end of this document. Otherwise, continue with step C.

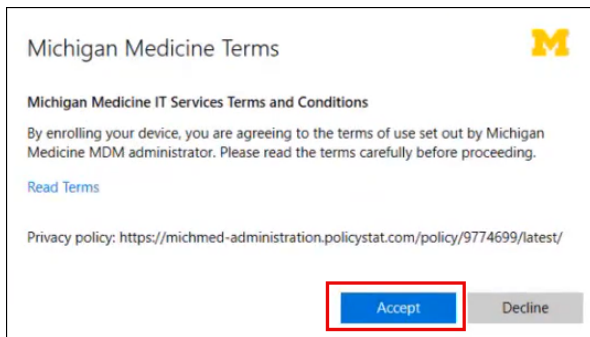
C. Select **Yes**.



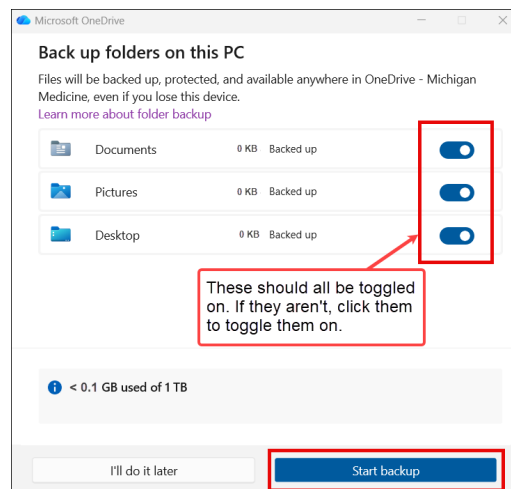
D. Select **Yes**.



E. Select **Accept**.



F. Verify the backup folders are all toggled on.

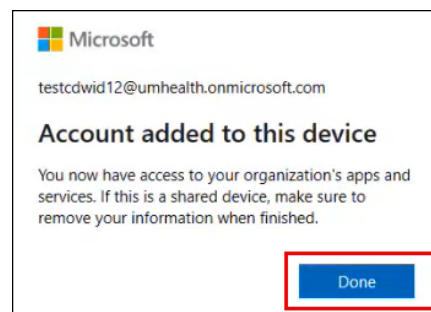


Did your Desktop icons disappear? Don't panic! One drive will begin downloading them from your new Michigan Medicine OneDrive online. It may take a little bit, so be patient. If you need a document right away, you can use the links in the Mich Med Migration folder on your desktop to access your OneDrive online.

G. 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.

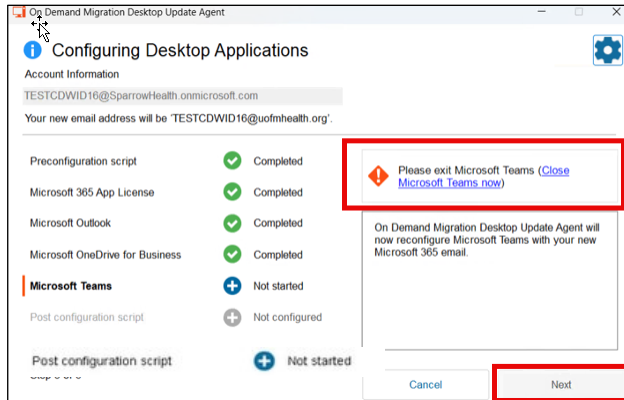
H. Select **Done**.



## 7. Teams

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

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

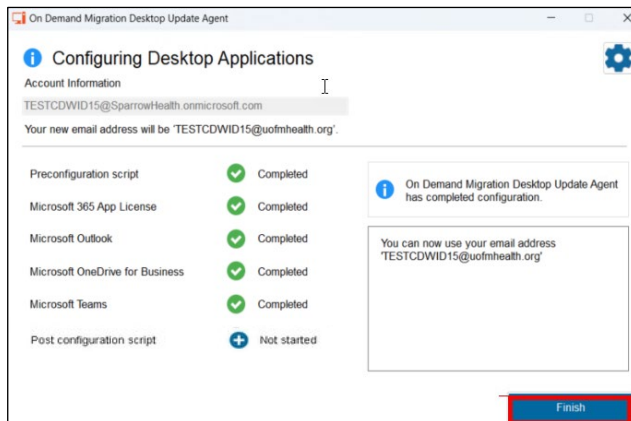


**Is Teams greyed out?** If so, Teams was not open as required to begin the process. Continue to run the DUA tool and complete the steps. Note that you will need to rerun the DUA tool to complete the Teams portion of the process. Return to [page 2 step 1](#) for instructions.

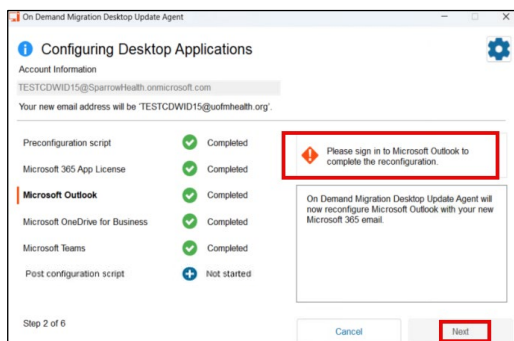
- b. If prompted to sign in, sign in using your **@umhsparrow.org** credentials.
- c. Teams should now show as Completed.

## 8. Post configuration script.

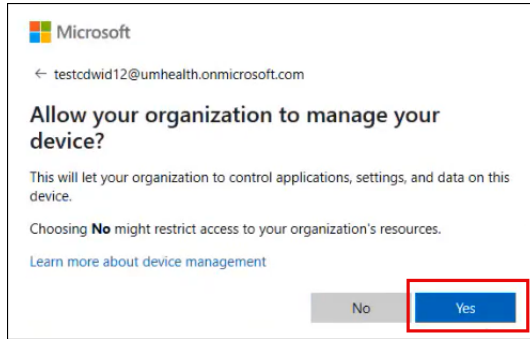
- a. If you use **New Outlook**, click Finish.



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



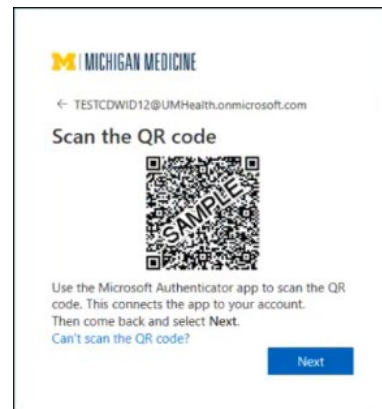
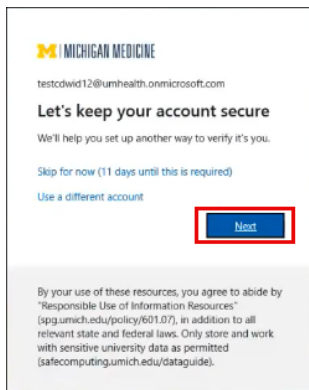
- c. If you see this screen during the sign in process, select **Yes**.



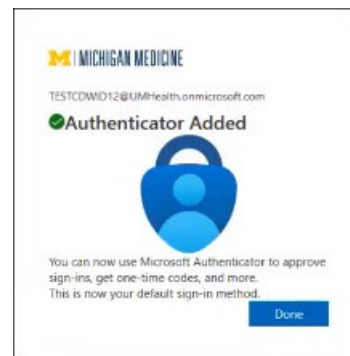
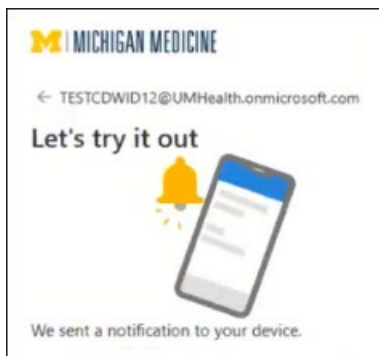
9. Your Microsoft 365 configuration for Outlook, OneDrive and Teams is now complete! You can begin working with the desktop Microsoft applications.

## Microsoft Authenticator Prompt Setup Instructions

1. If prompted, begin the Authenticator setup process. *(The Authenticator steps will not display if you are onsite.)*
2. On your computer, scan the QR code using the Authenticator app. *Do not scan the QR code in the image below.*



3. A notification will be sent to Authenticator on your device to verify it is you.
4. Michigan Medicine has now been added to your Authenticator. Return to prior setup step.



## Manually Set Up Microsoft Authenticator for the Michigan Medicine Environment

If you set up Microsoft authenticator as part of the previous steps you do not have to set it up again. Otherwise, determine if you need Authenticator using the table below.

Work location	Mobile Device Usage (Do you want to use M365 on a mobile device?)	Is Authenticator Needed?
Onsite Only	No	No
	Yes	Yes
Remote – all or part of the time	No	Yes
	Yes	Yes

If you need to set up authenticator based on the table above, follow the instructions provided here.

- [Instructions to set up Microsoft Authenticator](#)

### Access M365 Resources on Your Mobile Devices (Optional)

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

- In order to utilize Intune, you must first set up Microsoft Authenticator for the Michigan Medicine environment.
- Instructions to set up Intune Company Portal.      [Android](#)      [iPhone](#)

### Next Steps

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