Microsoft 365
is replacing GSuite

Student's TO DO List

☐	**1. Review and Update your Personal email**	Stay up to date with all migration notifications by adding a secondary email in BisonHub. Make sure that it is not the same as your bison.howard.edu.
☐	**2. Review Shared Links and Important Documents**	Have important documents that you need to work on right now? Are you collaborating with your peers on any shared documents? Make sure to save a copy of these documents for yourself!
☐	**3. Let's get Organized!**	Revisit your GDrive and ensure that all of your important documents are SAVED! Clean Up your file structure; Delete any duplicates you may find. (Friendly Reminder: One Drive Storage capacity is 1 TB!)
☐	**4. Download AccessHU Mobile**	Don't miss important communications! Remember that you can receive migration notifications through the summer months.
☐	**5. Review & Update Notification Preferences**	Review your notification preferences to stay up to date with all migration notifications. Apple Users, make sure that your settings are set up to receive notifications the way you would like to on your all devices!

Quick Tips:

- **Native Mail App:** Did you previously use the native Mail app on your phone or other devices? Make sure you download the Outlook mobile app from the App Store and use that instead!
- **Formatting issues may occur during file conversion:** Make sure to review important documents to save a copy of these documents for yourself!

For more information and to stay up-to-date on all things Microsoft 365, visit the ETS website: technology.howard.edu

Microsoft 365

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Student's Post-Migration Check List

HOWARD UNIVERSITY
1867

☐	**1. AccessHU**	**a.** Are you able to log in to M365 and Outlook via Access HU?
☐	**2. Mobile/ Desktop Apps Access**	**a.** Please download the Outlook mobile app from your mobile device. Are you able to sign in? **b.** Update your Outlook mobile app account profile **c.** Confirm any other desktop app or device access (i.e: tablet)
☐	**3. Outlook**	**a.** Are all of your (previous Gmail) emails visible in Outlook? **b.** Please attempt to send a test email to yourself. Are you able to see this email in your "sent" folder? **c.** Are all of your previous Gmail contacts visible in Outlook? **d.** Are all of your previous Gmail appointments and meetings visible in your Outlook calendar?
☐	**4. OneDrive**	**a.** Please navigate to your OneDrive. Are you able to see all of your previous G-Drive documents stored in your OneDrive (look for the "GDriveMigration" folder)? **b.** Please try to open a document that is saved in your OneDrive. Were you able to open it? **c.** Are you able to save a new document to your OneDrive?
☐	**5. Notification Preferences**	**a.** Review your notification preferences to configure them according to your preferences for your daily academic activities. Apple Users: make sure that your settings are set up to receive notifications the way you would like to on your all devices!

Quick Tips:

- **Native Mail App:** Did you previously use the native Mail app on your phone or other devices? Make sure you download the Outlook mobile app from the App Store and use that instead!
- **Issues or need support?** Download the Self-help Guide to check common issues and how to solve them. For further assistance, contact helpdesk.

Download the Self-help Guide to check the list of common issues and how to resolve them! visit the ETS website: technology.howard.edu

Helpdesk Contact Information

📞 202-806-2020

✉ huhelpdesk@howard.edu

📍 ATTEND THE GENERAL WALK-UP IN THE ILAB IN WONDER PLAZA