ATTENTION ALL STUDENTS - READ TO AVOID LOSS OF OFFICE 365 DASHBOARD DOCUMENTS/DATA

Project: Office 365 Student Tenant Merge

What is happening?

SWOSU ITS will be implementing a project to merge the student Office 365 (including Student Dashboard) with the employee Office 365. This project will be deployed between **July 25th - Aug 6th, 2021**.

Who will be impacted?

Any **SWOSU students** with the email address ending in **@student.swosu.edu**

What are the benefits?

We are doing this to promote intra-organization sharing of data and provide a more seamless, modern and robust collaboration experience. Several of the benefits are:

- The ability to communicate with anyone from within the SWOSU organization via Teams.

- Users are notified of new conversations (or conversation replies) they have with anyone inside their organization.

- Seamless sharing experience between student, faculty and staff. This includes chatting, meetings and documents.

- All members in the SWOSU organization can be easily found in the Teams search bar. (i.e: This migration will allow club members and faculty sponsors to collaborate using Teams without having to create Guest User accounts).

- Teams video calling can be used for meetings.

- There is a mobile app for Teams

What do I need to do?

- You will need to go to your Office 365 Student Dashboard tile from within your GoSWOSU login and **download any documents you want to keep**. The documents in the Dashboard will **NOT** be merged and **will be lost if not downloaded**. All documents must be downloaded before July 17, 2021 or they will be lost.

- Here is the link for instructions on how to download all documents at one time: OneDrive Download Instructions

- *We are turning off the ability to upload or create new files on* **June 1, 2021**.

- Once the merge is complete you will still **sign in with the same username**, but the new instance of Office 365 will not have any of the files or data you had previously.

- After the merge is complete, you can then upload any saved data or files and continue as before.

When is it happening?

We are turning off the ability to upload new files on **June 1, 2021.**

Deployment time frame will be between **July 25th - Aug 6th, 2021**

What If I need assistance?

If you still need assistance, please contact Helpdesk at 580.774.7070 or email: Helpdesk@swosu.edu