

To: DL_AllEmployees@stcloudstate.edu

Date: 07/15/2019

Subject: SharePoint and OneDrive freeze July 26-Aug. 9



To the campus community:

SharePoint and OneDrive freeze July 26-Aug. 9

In preparation of the upcoming transition of St. Cloud State University's email and Office 365 services to Minnesota State's Shared Tenant, the System Office will be copying over SharePoint and OneDrive data beginning Friday, July 26. Any files or lists that you have in these locations will still be accessible during this time, however, changes made July 26-Aug. 9 may not be migrated to the Shared Tenant.

Beginning July 26, please store new files to your local computer. If changes to existing files need to be made during this time, download a copy to your computer and make the changes there. Once the transition is complete, you will be able to upload the updated files or lists into your new SharePoint or OneDrive location.

Additional Changes:

- **SharePoint alerts will not transfer.** After the transition, [new alerts](#) will have to be set in the new SharePoint site.
 - **SharePoint web address will change.** Bookmarks will need to be updated and web links to shared files will change. Watch for the new web address after the transition.
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- **OneDrive shared file links will change.** After the transition, links will need to be resent to continue to [share a file](#) with another user.

Reminders:

- Email and Office 365, including SharePoint and OneDrive, will be **unavailable from 6 p.m. Aug. 9 through Aug. 11.**
- Computer logins and other logins that use StarID **will NOT change.**

Join us at the upcoming Office 365 open session dates:

- 2-3:30 p.m. **Tuesday, July 16** in MC 122 ([Add to calendar](#))
- 9-10:30 a.m. **Wednesday, July 24** in MC 122 ([Add to calendar](#))

What You Can Do NOW (UPDATED)

See St. Cloud State University's [Office 365](#) page for details on what you can do now to prepare for the transition. Updates have been added for SharePoint and other affected services.

Questions? Feel free to contact us!

Sincerely,

Information Technology Services / HuskyTech
St. Cloud State University

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