


Office 365 Migration

On June 14th, 2019, the Anoka Technical College migrated our college O365 system to the Minnesota State O365 system.

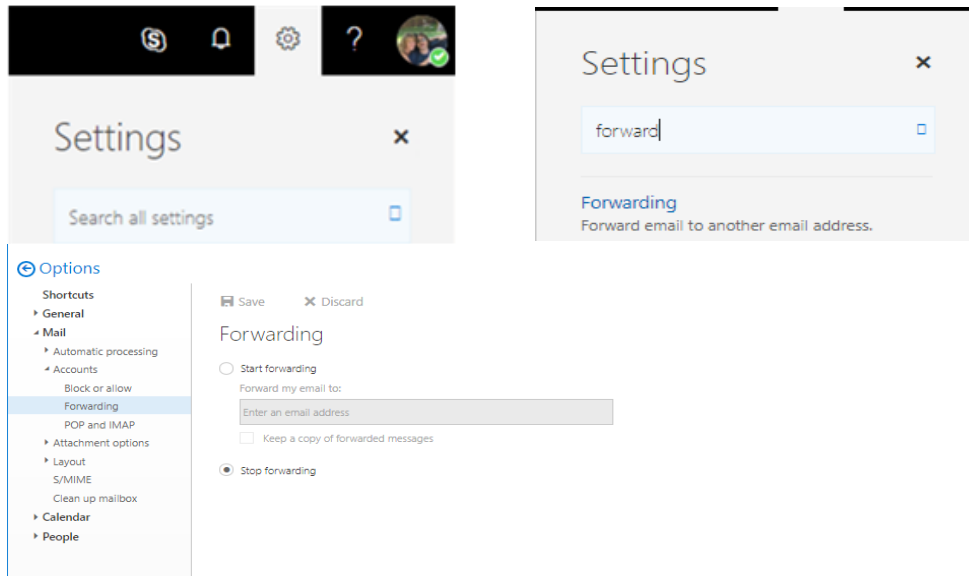
Impact to you, the Student:

- You will have a new sign-on account <StarID>@go.minnstate.edu to access the Minnesota State O365 applications and resources.
 - Password will be your current StarID password
- Your existing College email address remained the same, however you also received a secondary email address based on the new MinnState rules.
 - Secondary email address = *Firstname.Lastname.<#>@my.anokatech.edu*
 - Both email addresses will be linked to your <StarID>@go.minnstate.edu account
- Your new O365 account will have each MinnState college email address associated to your StarID linked to the account. However, one of the available addresses will be set as the “default” and will be used as the “Sender” or “From” address for all emails sent from the account.
- You can change your default email address via the StarID Self-Service site: <https://starid.minnstate.edu/>
 - Select “Sign in to Profile”
 - Click on the “Office 365 Contact” tab
 - Select desired address from available list
- Email Forwarding will need to be set back up after the migration
 - See page #2 for instructions
- Office 365 Installs on personal computers/devices
 - Current installs: You will need to login using your new <StarID>@go.minnstate.edu account to sync the licensing to the MinnState O365 system.
 - New Installs: Will be available thru your <StarID>@go.minnstate.edu
 - 5 Licenses per Student
 - Will expire approximately 2 years after the end of the last semester attended
 - See page #3 for instructions

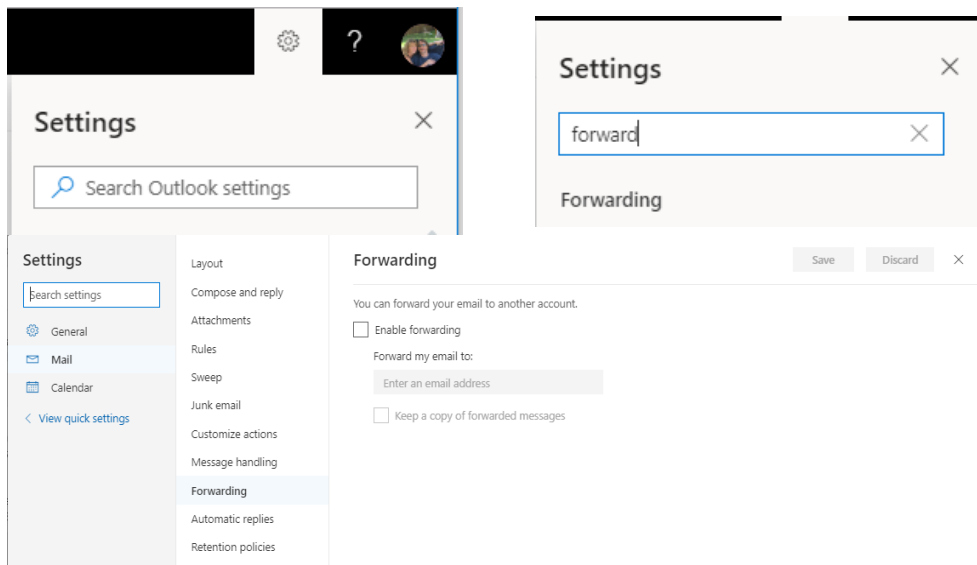
For additional information on the O365 Migration, check out <https://atctechnews.com/> and visit the [FAQ](#) page.

O365 Mail Forwarding:

- 1) Login to the O365 Web Client
- 2) The O365 web client has 2 different view options:
 - Default View:
 - Select the Settings (gear) icon
 - Search on "forward" and select the "Forwarding" option



- New View:
 - Select the Settings (gear) icon
 - Search on "forward" and select the "Forwarding" option

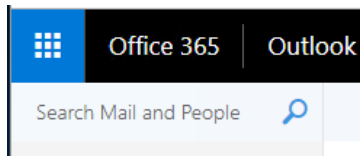


- 3) Click on "Start forwarding"
 - Enter desired email address
 - Select "Keep a copy of forwarded messages"
 - Click "Save"

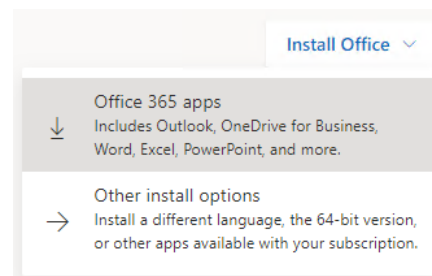
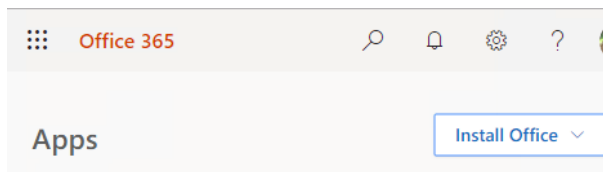
O365 Download-Install:

- 1) Login to the O365 Web Client with your <StarID>@go.minnstate.edu account
 - <http://mail.office365.com>
- 2) The O365 web client has 2 different view options:

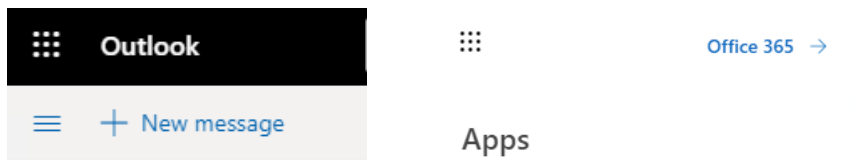
- Default View:
 - Click on the Office 365 option



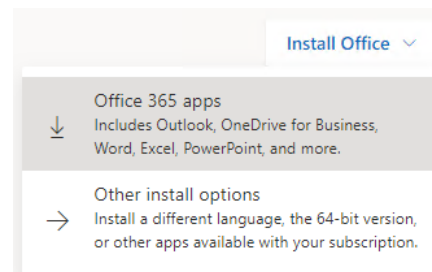
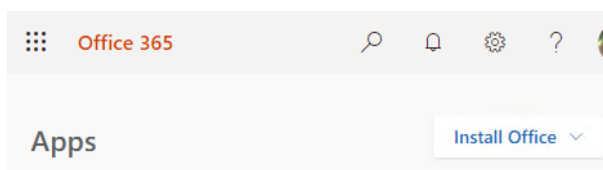
- Click on the "Install Office" drop-down and select the "Office 365 apps" option



- New View:
 - Click on the Grid option and select the "Office 365" option



- Click on the "Install Office" drop-down and select the "Office 365 apps" option



- 3) The Office365 executable will be downloaded
 - Follow the screen prompts to install