

# Student O365 Migration Information

In order to best support our campus, Information and Technology Services will be migrating all student accounts from Google/G Suite to Office 365 on **Thursday, January 2, 2020**. This change will impact students in their sophomore, junior, and senior years. First Year students will not be affected by this update.

On this date, in preparation for the Spring Term, all Google/G Suite accounts will be suspended and data will be removed. Two important things you should know:

- **All emails stored within W&J (Google) accounts will be migrated to Office 365 by ITS.**
- Google Drive, which includes files from Google Docs, Sheets, etc., cannot be directly transferred to Office 365. **You will need to download any academic or personal data stored within Google Drive that you wish to retain, and store it on a personal device or transfer it to a personal account before Jan. 2.**

The information below will guide you through recommended steps. Please be aware that these steps, provided by Google, may include references to email. Since ITS is migrating your mail for you, please disregard any email references.

Any students interested in learning more about how to prepare for this upcoming update are invited to attend an open Question and Answer Session, hosted by Information and Technology Services on the following dates:

**Thursday, November 14, 2:35pm-3:35pm**, Technology Center 118

**Friday, November 22, 2:00pm-3:00pm**, Technology Center 118

**Monday, November 25, 1:00pm-2:00pm**, Technology Center 118

**Tuesday, December 3, 10:00am-11:00am**, Library Digital Classroom

**Wednesday, December 11, 11:00am-12:00pm**, Technology Center 118

## Student O365 Migration Recommended Steps

Steps for preserving **all** Google Drive files and data:

### Transferring **all** Google Drive files to a personal Google account:

Visit [this link](#) to initiate transfer of all Google Drive files, excluding files within Google Photos, to a personal Google account. This tool cannot be used to migrate data to accounts on platforms other than Google; [information about use of and restrictions to this service can be found here](#).

### Downloading a complete archive of **all** Google/G Suite data:

[Instructions for downloading Google/G Suite data can be found here](#). Before downloading this data archive, ITS recommends that you delete any files that you do not wish to retain. Downloaded files and data can be uploaded to personally owned Google accounts or accounts on other platforms. Steps for preserving individual files and data:

Steps for preserving **individual** Google files and data and account emails:

### Transferring **individual** files to other personal Google accounts:

If you have completed the Transferring all G suite... or Downloading a complete... steps outlined above, your files have been preserved and completion of this step is not necessary. Complete this step only if you wish to retain individual files. This step can only be used to transfer files to a Google account. [Instructions for transferring ownership of individual files to personal use Google accounts can be found here](#).

### Preserving **individual** emails:

ITS recommends that you forward any messages that you wish to retain to a separate account. Emails can be forwarded to personally owned email accounts on other platforms. At this time, it is not possible to forward more than one message at a time from Gmail. If you have already utilized the account transfer or archive download option, forwarding individual emails is not necessary for data preservation. Complete this step only if you wish to retain individual emails.

## Configuration steps for third-party accounts and personal devices:

### Retaining external, personal, and third-party website and tools access:

Any online or software-related accounts previously registered with [@jay.washjeff.edu](mailto:@jay.washjeff.edu) email addresses will need to be updated to reflect your updated student email address, [@washjeff.edu](mailto:@washjeff.edu). This includes websites such as Netflix or YouTube, software applications, smartphone apps, online and library services such as JSTOR, and gaming console accounts.

### Updating your smartphone or computer email client:

Smartphone and computer email clients will need to be updated to reflect accurate email account information. Email account entries accessed on apps such as Mail or Outlook will need to be removed or deleted and new account information should be entered after January 2.