Pre-Migration Checklist

Actions to complete before your migration

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- Delete any unneeded emails or folders
- Empty your deleted email folder
- Let your customers, vendors, constituents, and peers know that you have a new @vumc.org email address by modifying your Outlook email signature and highlighting your new @vumc.org email address.
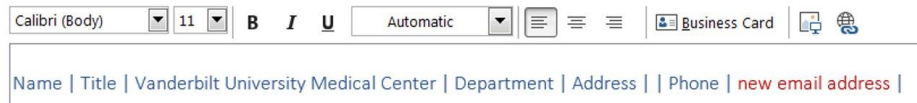
1. Click on "File" in the upper left-hand corner of Outlook. Click on "Options", and "Mail."
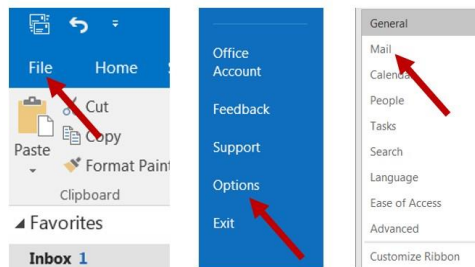
2. Click on "Signatures" to modify your email signature line.

Create or modify signatures for messages.   Signatures...

3. Note your new email address in red to draw attention to it.

Calibri (Body)   11   **B** *I* U   Automatic   Business Card

Name | Title | Vanderbilt University Medical Center | Department | Address | | Phone | new email address |

4. Add language like: "Please note that my email address has changed to first.last@vumc.org. Update my contact information in your records to reflect my new address."

Make sure you are using Microsoft Outlook 2016. If you are not using Outlook 2016, you will experience issues with your migration.

To check which version of Microsoft Outlook you are using:
1. Go to your Outlook application
2. Click on the **File** tab at the top left of the screen
3. Click on **Office Account**
4. The version of Outlook you are using will be listed under **Product information**
5. If you have received your upgrade, it should say Microsoft Office 365 ProPlus or Office 2016.

Product Information

Office

Subscription Product
Microsoft Office 365 ProPlus

Belongs to: john.doe @vumc.org
This product contains

Manage Account

Contact the Help Desk (615-343-HELP/3-4357) if Microsoft Office 365 IS NOT INSTALLED on your device

Skype for Business contacts will not migrate automatically to the O365 environment.

Upon migration, your contact list will appear blank. However, the internal VUMC/VU address book will repopulate.

- Before your migration begins, gather and save the Skype address information for your contacts outside VUMC. Examples include: VU contacts, vendors, personal contacts, etc.

- This will be an important step when your migration completes and you re-establish your Skype account.

- Instructions can be found on the next page.

To gather these contacts:

- Go to the bottom left-hand corner of Outlook and click on the **People** icon.
- Then click on **Skype for Business Contacts**. Any contacts that you have added into your Skype for Business file will populate here.
- Click on **Business Card View** at the top of the screen.
- Copy and paste each contact you want to keep into a document of your preference (Word, Excel).
- When the migration completes you will have your contact information available to restore manually.
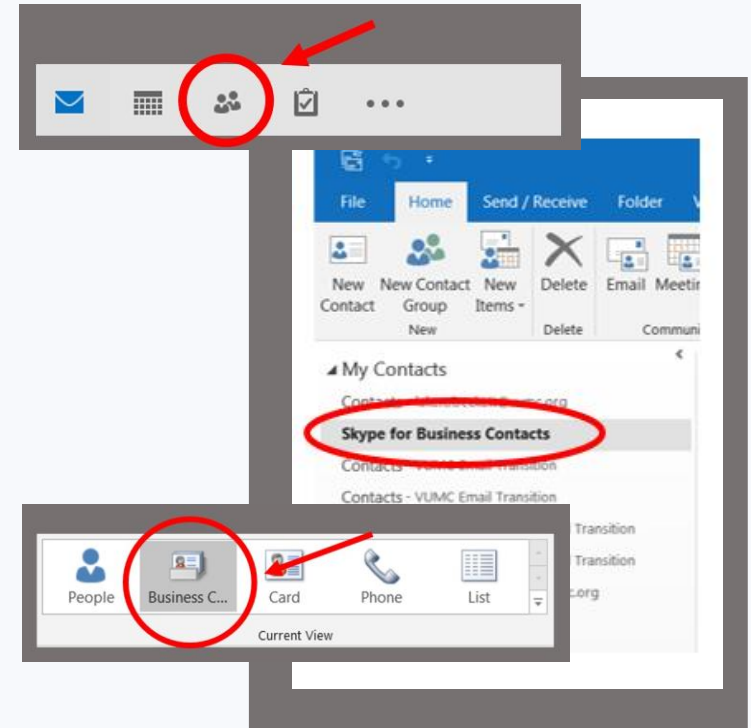
We appreciate your patience regarding this aspect of the migration.

- Make note of your Skype Conference ID and PIN number for login in purposes after the migration.
  - To find out this information go to your browser and type in:
  - Click on **Sign In**
  - Click on **Sign In** again
  - Enter your login credentials
  - Your PIN and Conference ID will be listed.
    - You can also opt to change your PIN number
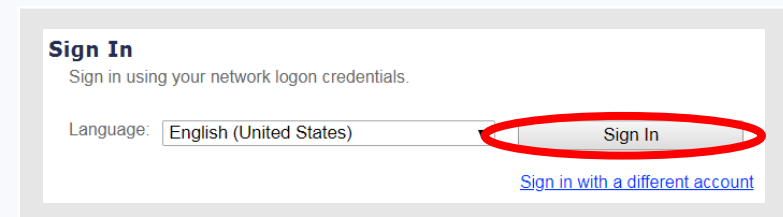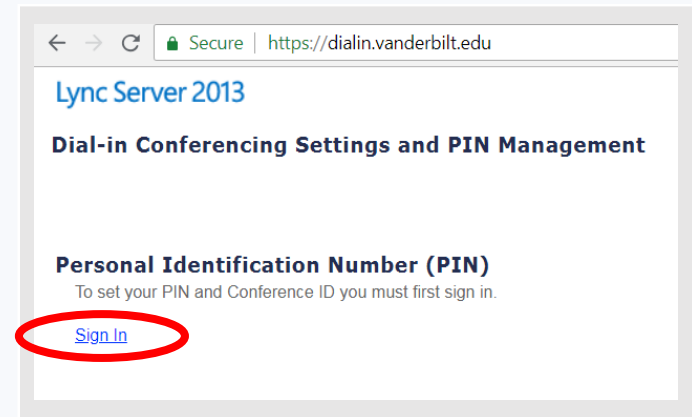
The VUMC Help Desk is always available to assist you

615-343-HELP/3-4357

Thank you

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