

Wolfson College cloud migration – Phase One

We are improving our IT infrastructure to better suit the needs of Wolfson's working environment and to improve your experience when working from outside of the college. You will soon find it much easier to work from home, with better access to files and documents across a wide range of devices. To achieve this, we are migrating most of our key services to the Cloud.

This document offers brief overview of the entire migration process so that you can see where we are heading and the steps were taking to get there. Throughout this project we will be in touch on a one to one basis, keeping you up to date and informed every step of the way.

This project will be delivered over three phases, with all three being completed by Christmas 2020.

Exchange online & Office 365

The College is moving role-based email accounts away from the University's email system Hermes before it is shutdown next year - *Please do not confuse these with personal accounts as explained below*. By now most of you will be familiar with this rather outdated system and will be glad to hear that we are moving to Microsoft Exchange. Microsoft Exchange Online is a cloud-based messaging solution that supports email, calendar, contacts and tasks. It is integrated with the Microsoft 365 collaboration environment.

Other benefits include

- A Massive email storage capacity – no longer 2-4 GB
- Full integration to MS Outlook
- Calendars in one place with powerful features, such as seeing availability and easily inviting colleagues to meetings.

The Differences between Role based and Personal Email accounts

Whilst at Wolfson some of you will have two different email accounts, a personal account and a role-based account.

Role-based accounts

Some of you will have role based accounts for your work at Wolfson for example: it-manager@wolfson.cam.ac.uk. These are currently run and maintained by the University. These are the accounts which we are migrating to Exchange where they will be maintained by the Wolfson College IT department.

Personal accounts

This is the email account given to you by the university, it is maintained and run by the university, not Wolfson. Everyone has one and is in the form of your unique CRSid@cam.ac.uk, for example: LR478@cam.ac.uk. If you do not know your CRSid or have forgotten your password then please contact IT support via the help desk.

Please be aware that as Hermes is being shut down next year you will need to migrate your personal email account given to you by the university before it is too late. You can do this at any time by following this link and following the instructions:

<https://help.uis.cam.ac.uk/withdrawn/exol-migration/exol-help/migration-guides/migration-process/migrate-hermes>

If you require any assistance in migrating your person @cam email account then please contact IT support via the helpdesk.

The Migration Process

A member of the Wolfson IT department will be in touch to migrate your role-based account. When we contact you, we will give you your new credentials to access Outlook. Once you have successfully logged in and happy for us to do so we will begin the migration process. Please bear in mind that this process can take a day to complete, we will of course remind you of this before migration. To speed up the migration process we ask that you do some general housekeeping of your email account, for example deleting all of the emails in the deleted emails folder. We will inform you when we move to each step so that you are kept up to date.

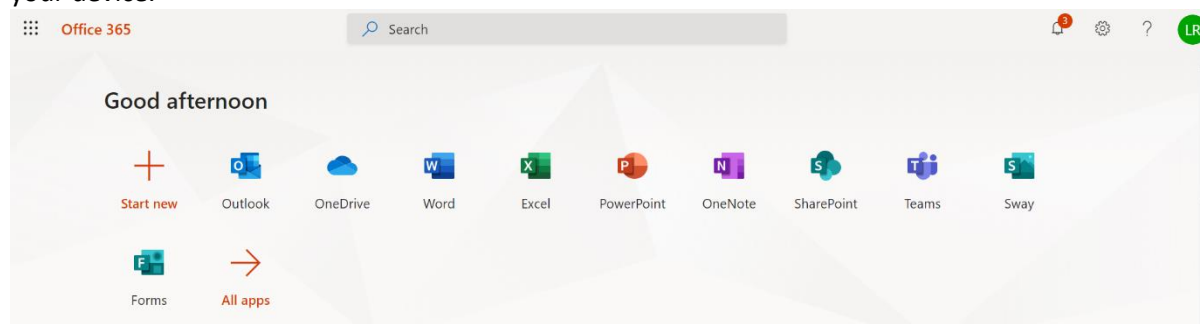
The Steps

1. We provide you this guide and your account credentials.
2. Once you have successfully logged into your new account at <https://office.com> and you are happy, we will begin the first migration run – This process, depending on how many emails you have, may take many hours or even days. **During this process you can continue using your Hermes based email account as normal.**
3. We will inform you once the first migration run has completed.
4. When you are ready for the final run please let us know and **stop using your email.** We will then stop new emails going to your Hermes account and redirect them to the Exchange Online account. Following that we will run the final migration process. This process could take 2 to 3 hours to complete.
5. We will inform you when the final run completes. You can then start using your new exchange online account.
6. We will then work with you for Address-book and Calendar migration.

Microsoft Office 365

One of the main benefits of this migration is Microsoft Office 365. With O365 you can work from anywhere as long as you have internet connectivity. Because it's entirely cloud-based, email, files and Office programs (including Word, PowerPoint, Excel, etc.) can be accessed from any location and almost any device.

Below is a screen shot of what you see when you log into O365 using a web browser. As you can see, all of the familiar applications are there and ready to be used without needing to be installed onto your device.



One of the best new features of O365 is being able to work collaboratively on the same document at the same time with your colleagues – you can actually see them typing!

Please get in touch if you have any questions, concerns or feedback by emailing the helpdesk: helpdesk@wolfson.cam.ac.uk.