Migration Readiness Pack

Getting ready for your file migration

Migration Journey

Step-by-step guideline of your migration journey

NOW

Prepare yourself for the migration, Part I ☐

> Carefully read this guideline and save a copy
> Have a look at the different file migration topics on the NHSmail Support Site
> Keep an eye on the Intranet to catch recent migration updates
> Keep an eye out for your migration mails sent from the IT Transformation Mailbox

Know your user accounts ☐

You have **user accounts for two domains**, one in the NHSD (@hscic.gov.uk) environment and one in the NHSmail environment.

> NHSD/HSCIC user account: UIXAIY5 (Domain: @hscic.gov.uk)
> NHSmail user account: uix.aiy5 (Domain: @nhs.net)

You will receive your first migration mail ☐

Prepare yourself for the migration, Part II ☐

Have a look at our recommended readings:

> Introduction to our Migration Journey: Link
> How do I prepare for the migration: Link
> Learn what to expect during and after the file migration: Link
> Where to get help: Link

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What to expect for this migration

Prepare the migration of your SharePoint

- Please do not change your file structure or create new sites once copy commences, as any changes will not be reflected in the NHSmail tenant

Prepare the migration of your OneDrive

- Please do not change your file structure once copy commences, as any changes will not be reflected in the NHSmail tenant

Prepare the migration of your MS Teams

- Please do not change your file structure or create new sites once copy commences, as any changes will not be reflected in the NHSmail tenant

Prepare the migration of your Office 365 applications

Be aware that the following migration topics are user driven. Please **prepare your data manually** according the guidelines.

- **Forms** – Forms will remain available in the NHSD environment. Any new forms can be recreated in NHSmail from the point of switchover. Guidance can be found here
- **OneNote** – Your OneNote will automatically migrate
- **Planner** – All planner tasks will be migrated to NHSmail planner. Following the migration, please create all new projects in NHSmail environment.
- **Power BI** – If you own a Power BI workspace, we will be in touch to support your migration.
- **Power Apps & Automate** – If you have any PowerApps & Automate associated with the SharePoint migrated, support will be uploaded to the support site as soon as possible.
- **Whiteboard** – Whiteboard will remain in the NHSD environment. Please download and save a copy which you can recreate after switchover.

Migration Journey

Know where to get help

If possible, **save the 'where to get help' section** of this manual locally to your device to access during your migration.

Know and write down the phone number of the NHSD service desk **0113 518 0000**.

You will receive your 'Welcome to NHSmail M365 Environment' email

After Phase 2: Switchover, what do I need to do?

Login to your laptop as normal, using your HSCIC credentials.

Your OneDrive files, and File Explorer will have been automatically repointed to NHSmail.

Your SharePoint links will be in an email ready for you to access.

Your Teams will appear in your Teams client. Please login to teams with your NHSmail credentials.

Your Planner will have automatically migrated and can be re-pinned to your Teams.

We will be in touch with Power BI owners to provide extra support on the migration of workspaces and report.

If you have any Power Apps or Power Automate flows, we will be uploading support to the support site as soon as possible.

Where to get help

Who to contact & how if something goes wrong

Review the Frequently Asked Questions (FAQs)

Please read through the FAQs hosted here. It contains links to user guides which provide further information to help you.

Send an email to the IT Transformation mailbox

In the instance that the FAQs does not answer your question. Please send your question to the IT Transformation Mailbox (it.transformation@nhs.net).

Contact the NHSmail Service Desk

If you are facing difficulties that need resolving, contact our NHSmail Service Desk: **Call your Service Desk via Phone or send an email.** You can find the page to raise a ticket here.

Note down your most important contacts

Save locally, the 'where to get help' section of this manual and the respective guidelines or save them to another device which you can still access during your migration, in case you experience problems with the migration.

Additionally, know and save locally your most **important contacts**, e.g., phone numbers of direct colleagues or your manager to ensure you can communicate post migration if you are experiencing problems.