# Bringing It Together – First Steps Tutorial

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Bringing It Together

As of December 17, 2016, the Office 365 tenant housing the student accounts has been merged with the Office 365 tenant housing the faculty & staff accounts.

Any email received prior to Wednesday, December 14, 2016 were not migrated. If you want, you can move any emails or OneDrive for Business files from your old account to your new account. Or, you can continue to access your old e-mail by logging into a specific site (shown in Step 3). Whichever method you choose, you must complete the following steps, as accessing your old content requires first setting up a password to access it. You only have until June 30, 2017 to access your previous e-mail and OneDrive for Business files.

Note:

Your new email account after Wednesday, December 14, 2016 = username@mymail.barry.edu or username@law.barry.edu.

Your old email account after Wednesday, December 14, 2016 = username@mymailbarry.onmicrosoft.com. This is only used for accessing your old email. You will continue to use username@mymail.barry.edu or username@law.barry.edu as your e-mail address.

Step 1 Login to your new account

1. Login to the Barry portal here with your current email account.

   - Current email account = username@mymail.barry.edu or username@law.barry.edu
Step 2 Look for an email message from the Helpdesk

1. Look in your inbox for an email from the helpdesk that looks like the image below. It contains your old email account name and a temporary password. If you do not see the email in your inbox, check the Clutter folder. If it’s not there or you didn’t receive, you’ll need to contact the IT Support Desk at Need password to access old account, (305) 899-3604, help.barry.edu.

ACCOUNT MIGRATIONS COMPLETED

As of today, Friday, December 17, 2016 your student/alumni account migration has been completed.

You can access your new email account and OneDrive files by logging into the Barry portal here, using your current account name (username@mymail.barry.edu or username@law.barry.edu) and password.

To access your old email account, you will need to first reset your password. To do so, login to the Microsoft portal here, with your old account name and the temporary password below.

Old account name = [redacted]@mymail.barry.onmicrosoft.com
Password = [redacted]

You will be prompted to reset your password. After you have reset your password, you will be able to access your old emails and OneDrive data files. Remember the password you set, as it will be required to access your old email account.
Step 3 Login to your old email account and reset your password

1. Login to the Microsoft portal [here](#) with your old email account and temporary password. Please note that if you are logged into your current account, you’ll need open a new browser (not tab), and ensure the current username and password aren’t cached in your browser.

   - Old email account = [username@mymailbarry.onmicrosoft.com](mailto:username@mymailbarry.onmicrosoft.com)

2. You will be prompted to reset your password. After you have reset your password, you will be able to access your old emails and OneDrive data files. **Remember the password you set, as it will be required to access your old email account.**

3. If you choose, you can continue to check your old e-mail by logging into this site. However, you can also move your email and OneDrive for Business files from your old account to your new account. Visit [KB Article 18915](https://support.microsoft.com) for information on how to do this.