

Microsoft 365

is replacing GSuite

Student's TO DO List



HOWARD
UNIVERSITY



1. Review and Update your Personal email

Stay up to date with all migration notifications by adding a secondary email in BisonHub. Make sure that it is not the same as your bison.howard.edu.



2. Review Shared Links and Important Documents

Have important documents that you need to work on right now? Are you collaborating with your peers on any shared documents? Make sure to save a copy of these documents for yourself!



3. Let's get Organized!

Revisit your GDrive and ensure that all of your important documents are **SAVED!** Clean Up your file structure; Delete any duplicates you may find. (Friendly Reminder: One Drive Storage capacity is 1 TB!)



4. Download AccessHU Mobile

Don't miss important communications! Remember that you can receive migration notifications through the summer months.



5. Review & Update Notification Preferences

Review your notification preferences to stay up to date with all migration notifications. Apple Users, make sure that your settings are set up to receive notifications the way you would like to on your all devices!

Quick Tips:

- **Native Mail App:** Did you previously use the native Mail app on your phone or other devices? Make sure you download the Outlook mobile app from the App Store and use that instead!
- **Formatting issues may occur during file conversion:** Make sure to review important documents to save a copy of these documents for yourself!

For more information and to stay up-to-date on all things Microsoft 365, visit the ETS website:
technology.howard.edu

