TRIA MIGRATION CHECKLIST

If you did not receive a TRIA laptop prior to the FTC migration, please **SKIP STEP 03** when referencing this guide. The TS Team has setup a repository with helpful knowledge base articles for use during this migration. Please visit the link (**Helpful Resources & IT Migration References**) to obtain access.

Step 01

On your current/previously assigned corporate laptop -

1. If your OneDrive is not already synced, make sure all needed files are uploaded into your OneDrive, including OneNote files to ensure all your data is backed up and migrates successfully.

2. You will not be required to do anything in Outlook before the migration. Outlook email rules should all transfer, but there is a possibility that they can break. Please remember to check your email Outlook rules (if created) after your email has fully synced on the TRIA laptop.

3. Export your default browser bookmarks for easy transfer to your new laptop:
   a. You can export your bookmarks from your default browser and add that file to your OneDrive. Click the Helpful Resource link above and you will find a file titled "EXPORTING BOOKMARKS" with step-by-step instructions.

4. You will no longer be able to store passwords in your default browser password manager. If you are Chrome user, you will no longer be able to sync your GMAIL account to the browser. If you are looking for a solution for password management, please reach out to the Help Desk and we will assist you.

5. If you are using Microsoft Forms and/or Sticky Notes, please reference the link above (Helpful Resources & IT Migration References) as it will have guides to ensure those migrate over to TRIA correctly under your account.

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Step 02

After receiving your TRIA credentials, using your current/previously assigned corporate laptop or personal laptop (Personal Laptops do not allow access to company network, only to Microsoft cloud applications) -

1. Open a private or incognito browser and navigate to https://login.microsoftonline.com/
2. You will need to enter your provided TRIA credentials to login. After doing so, you will be prompted to reset your password and setup MFA using the Microsoft Authenticator app on your phone.
   a. Click the Helpful Resource link above and you find three files titled "HOW TO USE PRIVATE BROWSING", "RESET YOUR TRIAFED PASSWORD", and "SETTING UP MFA" with step-by-step instructions.
3. Once you've completed setting up your TRIA account, please remember DO NOT USE YOUR TRIA ACCOUNT FOR EMAIL OR ONEDRIVE. Using your new account for email or OneDrive before your data is migrated can cause you to lose all the data in your F|A|P email and OneDrive.

Step 03

After your account has been setup, you can login into your TRIA corporate laptop (this applies only to users that received a Tria corporate laptop prior to the migration) -

1. Turn on your laptop and connect to your available network on the Windows login screen. You will see the Wi-Fi icon in the bottom right of the screen. Click on it and a list of available networks should populate for you to select.
2. After you've connected to your Wi-Fi, you can login using your TRIA account credentials. Remember to type your full email address.
3. After successfully logging in, on the home desktop click on the search bar in the bottom left corner and type "Update" and click on 'Check for Updates' option that populates.
4. Once the laptop has fully updated, you are free to start installing software from the Company Portal.
5. Please reach out to the Help Desk at helpdesk@triafed.com if you run into any issues during the setup.

Step 04

Things to note for all new TRIA users -

1. SharePoint links in the new TRIA tenant will all be updated which means your permissions will still exist as before, but you will need to use the new links to access.
   a. You can access the link here after the cutover weekend and find all the new links **SharePoint Migration Site Mappings**.
2. If you were a part of any TRIA Team groups, the owners of those groups will need to invite your back using your new TRIA email.
3. You have two options for your reoccurring meetings in Microsoft Teams.
   a. Option 1: As the owner of the meeting, you can let the meeting migrate over to TRIA and recreate the meeting using the data from the pre-existing meeting.
      i. The meeting will appear in your Outlook Calendar and you can use the data from the meeting to recreate and invite all the users. We highly suggest to add something in the subject or body that explains this is the new meeting.
      ii. You cannot cancel the pre-existing meeting and it will need to be manually removed from your Outlook Calendar. You also need to notify all meeting attendees to manually remove the pre-existing meeting from their calenders as well. Otherwise you will have the old meeting grayed out on your calendar.
   b. Option 2: Cancel or edit/end all reoccurring meetings (if meeting owner) BEFORE the migration.
      i. You will be able to recreate the meeting once the migration has completed.
      ii. If you do not cancel your reoccurring meetings, they will "end" on what the specified end date is, and you will NOT be able to change it.
   c. One-time meetings will generate a new email invitation to all participants after the migration.
4. Your company distribution groups will remain the same and will fully migrate over.
   a. Some of you may have received communication from the TS Team when they were performing an audit. If you communicated that a specific distribution group, O365 group, or Teams group was no longer needed, it will not be migrated over.
   b. After all three companies have completely migrated, we will be merging duplicate groups and the owners of those groups will be notified before changes are made.