

Time to Move! - INSTRUCTIONS

@mycwi.cc accounts are ending Dec. 20

CWI students with old @mycwi.cc accounts need to move emails and electronic files they want to keep them by Dec. 20, to avoid losing them.

CWI launched the new @my.cwi.edu in May for all students. To keep emails and electronic files that are stored in Microsoft Office 365, which includes OneDrive, Email, SharePoint, OneNote, Teams, Sway, Forms, Calendar, Delve, People, Tasks, ToDo, Yammer, etc, students must move them from their old @mycwi.cc account to the new @my.cwi.edu account.

** If you do not have an old @mycwi.cc account. Stop here because you do not have any information to review or move.*

Verify Your Information

It is time to do an inventory and determine what information from your old @mycwi.cc account you would like to keep.

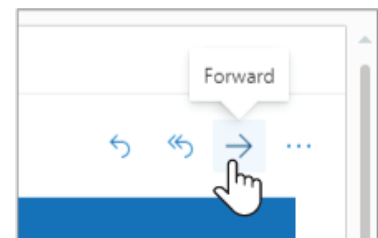
1. Login to your old account by going to <https://portal.office.com> and using your @mycwi.cc credentials.
2. Review all of the emails, files, appointments, contacts, etc that you would like to keep.
3. Move those files to your new @my.cwi.edu account by going to <http://mail.cwi.edu> and logging in with your @my.cwi.edu credentials.

Moving is simple - Here are instructions for moving Emails and OneDrive files.

Emails:

Moving emails to your new my.cwi.edu inbox.

- Login to your old @mycwi.cc email inbox by going to <https://portal.office.com> and using your @mycwi.cc credentials.
- Open the email you would like to keep, and click the Forward button.
- Type in your new @my.cwi.edu email
- Click Send



To johndoe@my.cwi.edu

Send Discard

OneDrive Files:

Moving files to your new **@my.cwi.edu** OneDrive account.

There are several ways to move files between your accounts, and if you would like a different method, simply search the internet for various methods.

Download and Upload

1. Login to your old **@mycwi.cc** account by going to <https://portal.office.com> and using your @mycwi.cc credentials
2. Download the files you would like to keep, either to a computer or USB drive.
3. Login to your new **@my.cwi.edu** account, and upload your files.

Microsoft Automation Tool:

<https://flow.microsoft.com/en-us/galleries/public/templates/02f86638b67b464f913f282c3dc5a459/copy-files-from-one-onedrive-account-or-folder-to-another/>

Congratulations on your move!

If you have questions, or run into challenges, please reach out to the CWI Help Desk for assistance, at 208.562.3444 or helpdesk@cwi.edu

For additional information about the move from @mycwi.cc to the new @my.cwi.edu, visit cwi.edu/move