Migrating Files to your Simplicity Account

This document will walk you through how to prep your files and upload them to your Simplicity account to prepare you for your upcoming untethered transition. This process will ensure all data is moved over in a secure manner that complies with Microsoft's security policies.

Reminder: Do not download anything to an <u>external device,</u> as this is against Microsoft's policies.

Important note:
The links provided in this document are for support only and were not created by Simplicity. Should you experience anything different than what the videos demonstrate, or you have any questions regarding the content, please contact ac@simplicityci.com.

File Migration Process TimeLine

Start with…
- Browser Favorites
- Outlook Contacts
- Outlook Email Prepping: Delete spam/junk, deleted items, drafts, and anything else you don't want to keep

One Week Prior to your term date…
- Desktop, Documents, and Photo Files: OneDrive Syncing
- OneNote

Complete within two days of your appointment with IT…
- Outlook Emails
- Finish uploading and review everything is in your Simplicity account

Browser Favorites

Please visit the link below for a step by step walk through on how to download your browser favorites. The file will be a HTML file. Make sure to download and save to your **Documents** folder.

https://www.youtube.com/watch?v=_S5yIqRj3mo
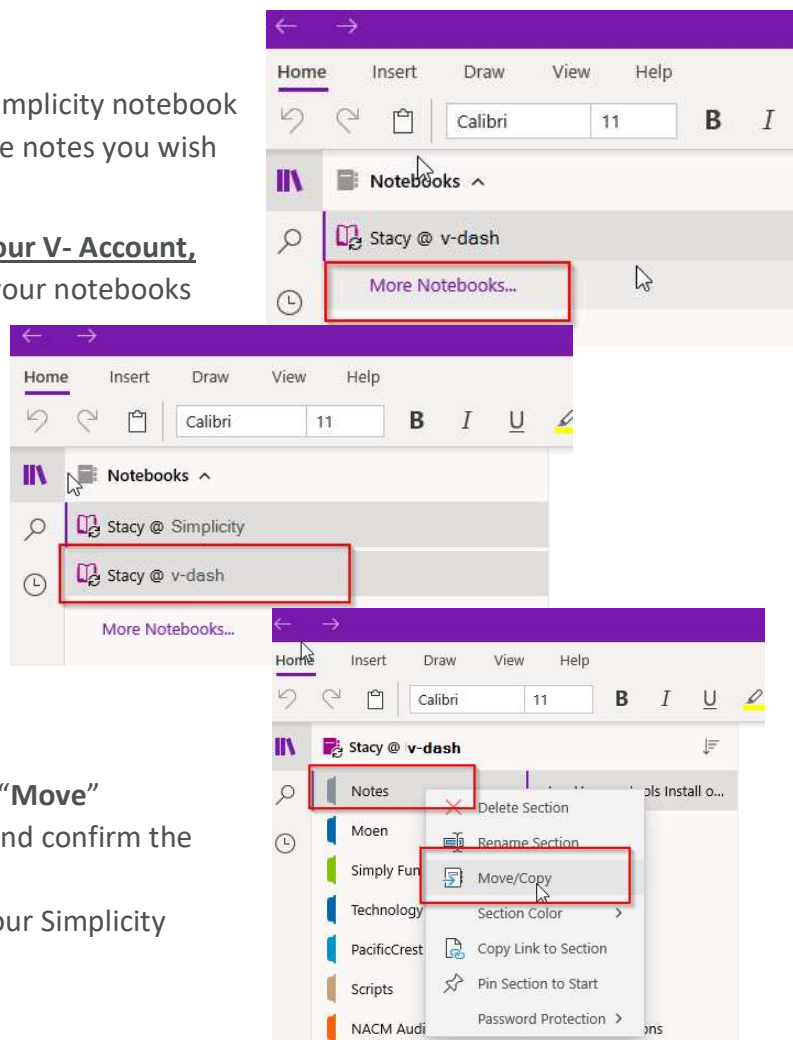
Outlook Contacts

Please visit the link below for a step by step walk through on how to export your outlook contacts into a single file. Make sure to **export the file as a PST file, NOT a CSV file** and save to your **Documents** folder.

https://support.microsoft.com/en-us/office/export-contacts-from-outlook-10f09abd-643c-4495-bb80-543714eca73f

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OneNote

The steps below outline how to connect your Simplicity notebook to your Microsoft V- OneNote and copy over the notes you wish to keep.
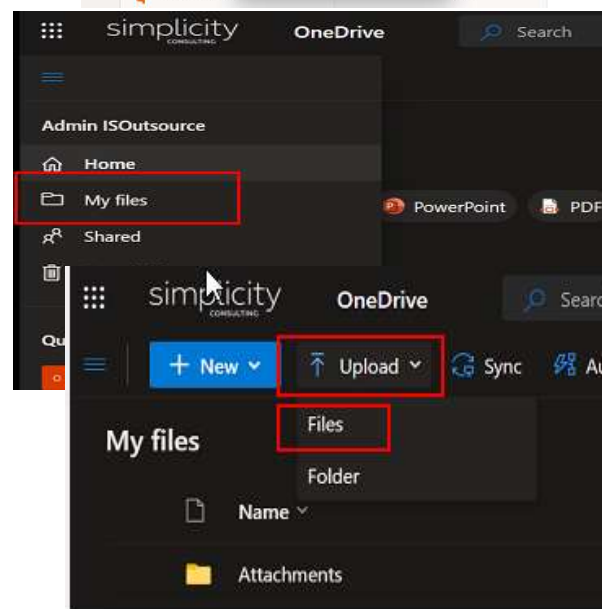
1. While Logged into the computer with **your V- Account,** click on your notebook header to view your notebooks
2. Go to "**More Notebooks…**"
3. Click on "Add account"
4. Sign into your Simplicity Account
5. Toggle back over to your Microsoft v-account
   a. Click on Notebooks and select the V- account
6. Right click the section/notes you would like to copy over to your Simplicity account
7. Select "**Move/Copy**"
8. Select your Simplicity account and click "**Move**"
9. Toggle over to your Simplicity account and confirm the notes are now visible
   a. Click on Notebooks and select your Simplicity account
10. Repeat steps 4-8 as needed

Outlook Emails

Please visit the link below for a step by step walk through on how to export your outlook emails into a single file. Be sure to save the file to your **Downloads** folder. Once the export is complete, close the Outlook application and upload the file to your Simplicity account through the web browser. Launch a web browser and navigate to **office.com**. Once signed in, navigate to **One Drive>My Files**. Then choose "**Upload**" and "**Files**" from the dropdown. Choose to upload the Outlook file saved in your **Downloads** folder.

https://support.microsoft.com/en-us/office/back-up-your-email-e5845b0b-1aeb-424f-924c-aa1c33b18833

The outlook file will not automatically sync to your Simplicity profile, if you would like to open it in Outlook you will need to download it to your Downloads folder while logged into the computer with your **Simplicity Account**. Otherwise, the Outlook file will be stored safely in your Simplicity One Drive to access later from the web portal if needed.

Please Note: Depending on the how many files and the size, this can take a few hours to complete. As it may take time for each file to complete the upload process.

***Recommended Tip:** Delete all your deleted emails, junk emails, drafts, and anything else you don't need to keep. This will reduce your file size and uploading time. Also, it is HIGHLY suggested to complete this the night before your transition off network to have the most up-to-date email.

Upload to your Simplicity OneDrive Account

Upload all your files to your Simplicity account. You can sign in through the web version at office.com. You may need to try an incognito browser if you run into issues.

Once signed in you should see an "Upload" button on the right side. You can click this and upload all your files (Outlook emails, Outlook contacts, desktop files, etc.). You may also drag and drop the files to your Simplicity account.

Please Note: Depending on the how many files and the size, this can take a few hours to complete. As it may take time for each file to complete the upload process.

After everything is uploaded, please review your files to confirm they are all there. Then refer to the untethered instruction email for next steps.