



### **Office 365 Post-Migration Checklist**

- Log into the Office 365 Dashboard at <http://portal.office.com> and familiarize yourself with the new interface.
  - Remember to log in with your primary UHN email address (e.g. firstname.lastname@uhn.ca).
  
- Ensure your inbox rules, delegate relationships, calendar invites (e.g. recurring meetings), shared mailboxes, shared calendars, tasks & notes are still accessible.
  - If you notice any changes to your account, such as missing shared mailboxes – don't worry! Please contact your local Help Desk for technical support.
  
- Set up your secondary factor of authentication when accessing the Office 365 Dashboard for the first time.
  - You will be required to use this secondary factor for all future off-site logins.
  - Note that this step will not be required when logged in using VPN.
  
- If you have a UHN-managed mobile device, follow the re-enrollment instructions to ensure your latest emails are syncing to your device.
  - Please follow the instructions attached to your Office 365 Welcome Email.
  
- Bookmark [www.office365uhn.ca](http://www.office365uhn.ca) for self-help resources.