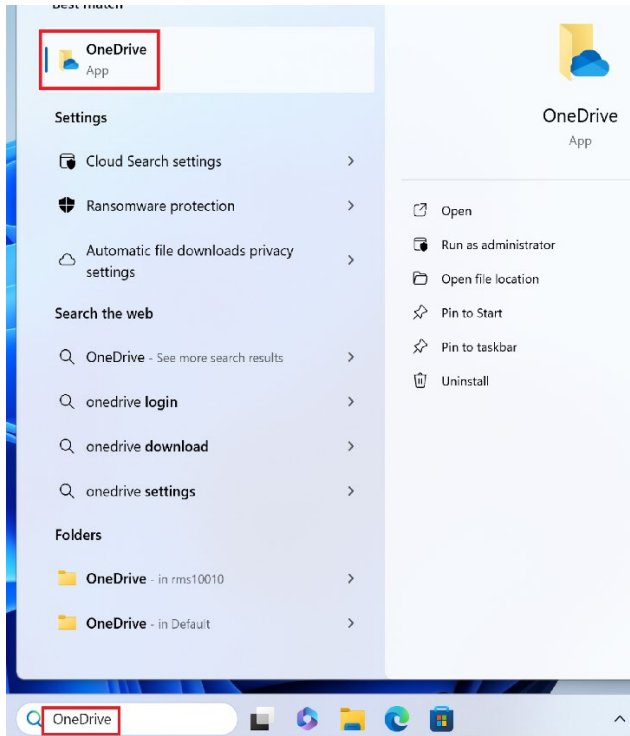


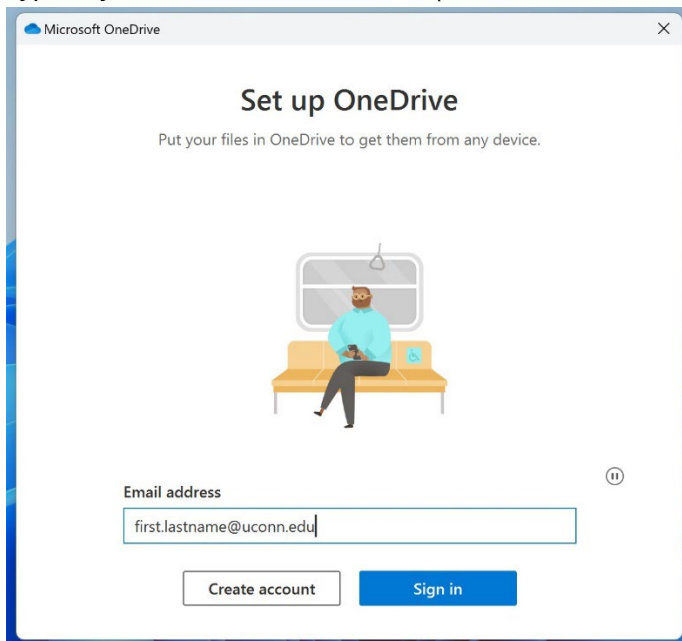
# User Configuration After Intune Migration

## OneDrive

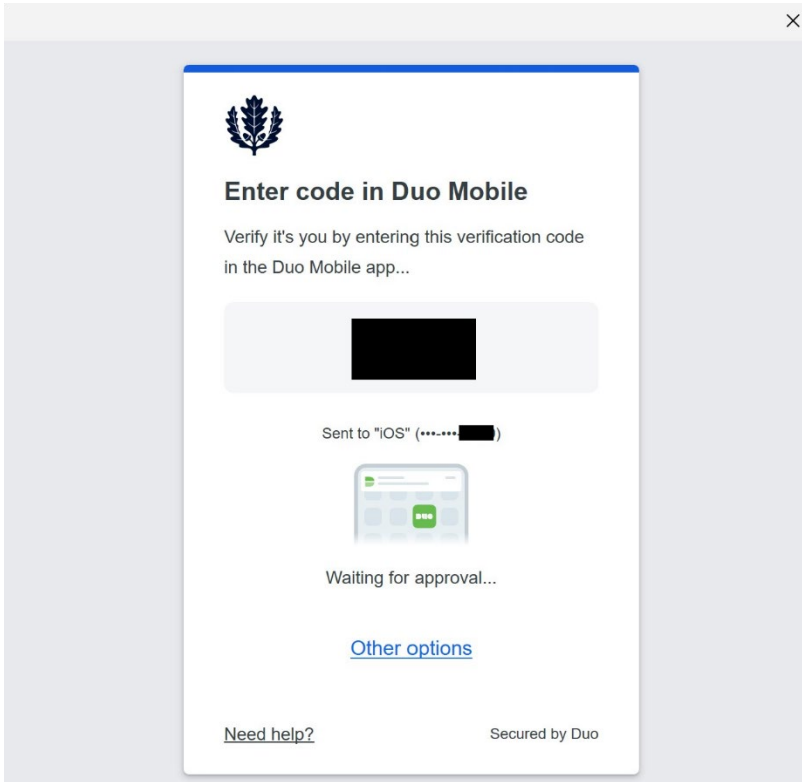
1. Type OneDrive in the search bar, then click on the OneDrive app.



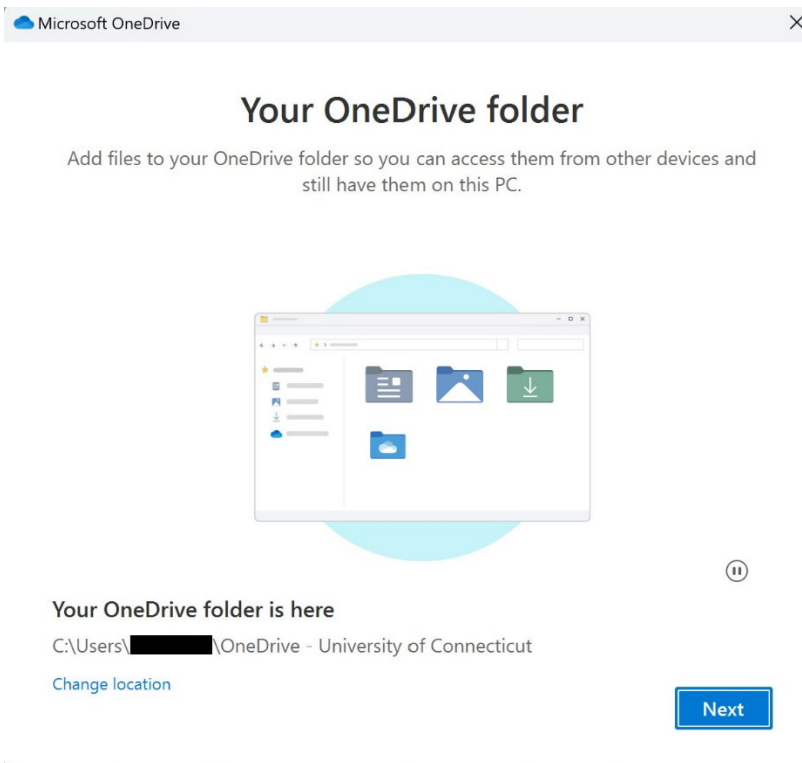
2. Type in your UConn email address(first.lastname@uconn.edu) and click **Sign In**



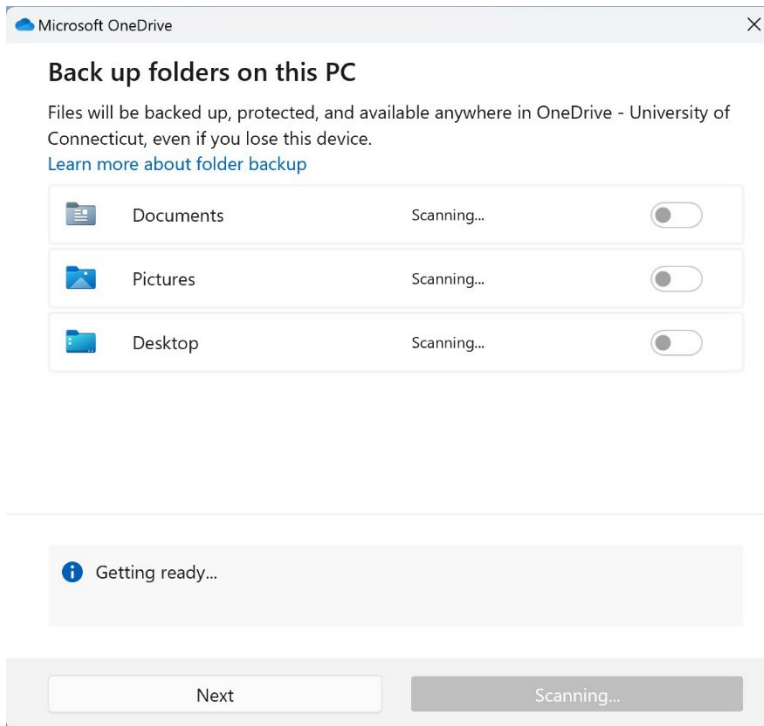
3. Approve the Duo push



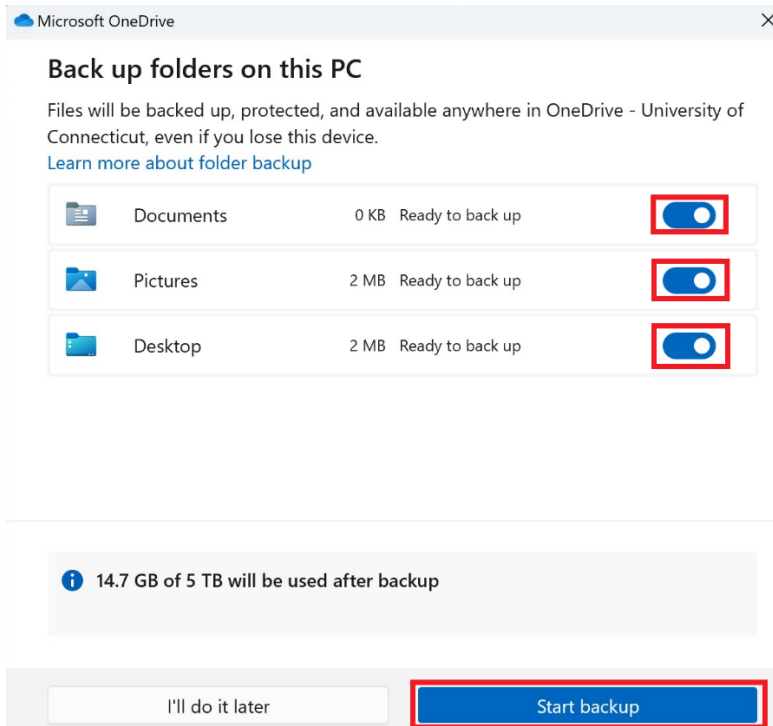
4. At the following screen, click **Next**.



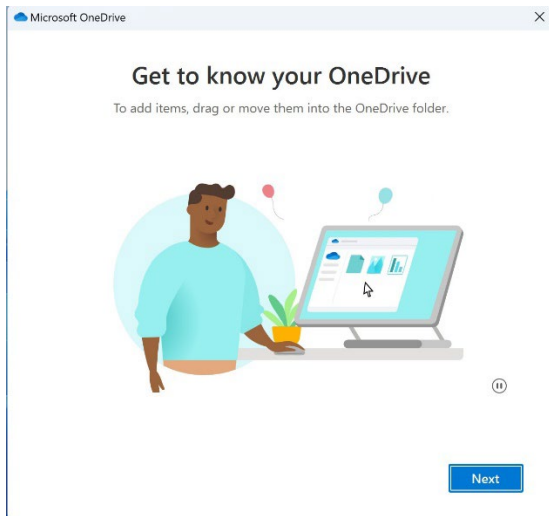
5. OneDrive will scan your files and prepare them for syncing. This may take a while if there are a lot of files in your OneDrive. If the initial scan fails or times out, there should be an option to start the scan again.



6. After OneDrive is done scanning your files, make sure Documents, Pictures, and Desktop are selected and click **Start backup**

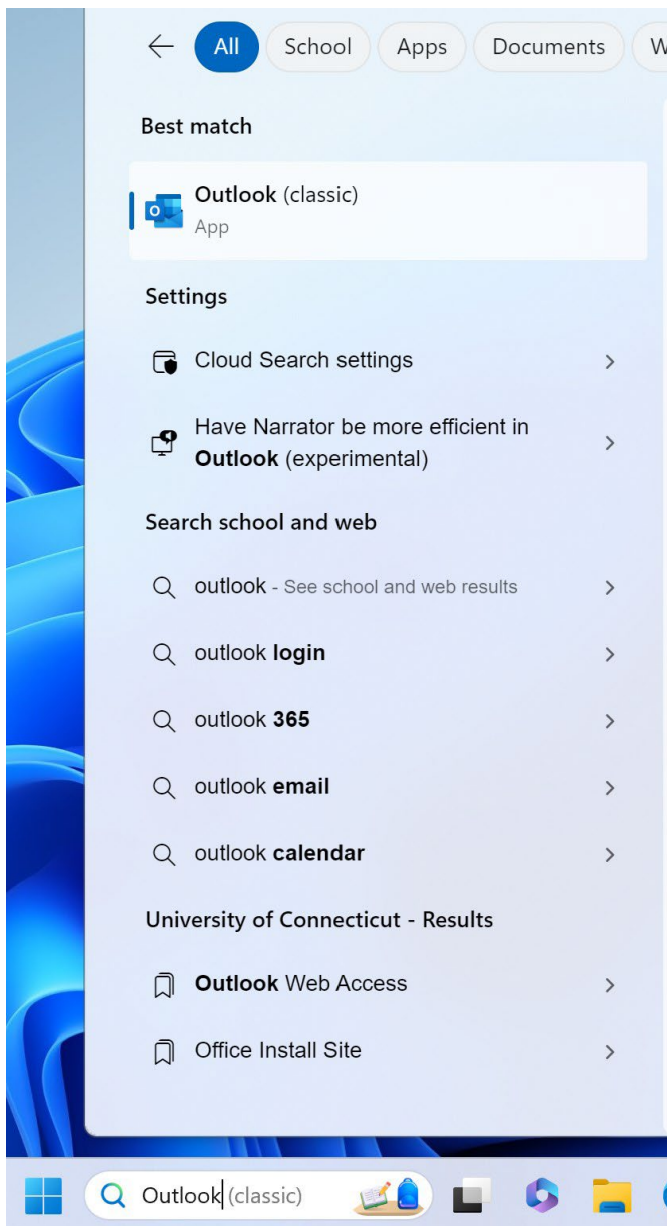


7. OneDrive will continue to sync in the background, and your files should start to appear on your Desktop and in your Documents folder. Close out of the window below, or click **Next** through the prompts.

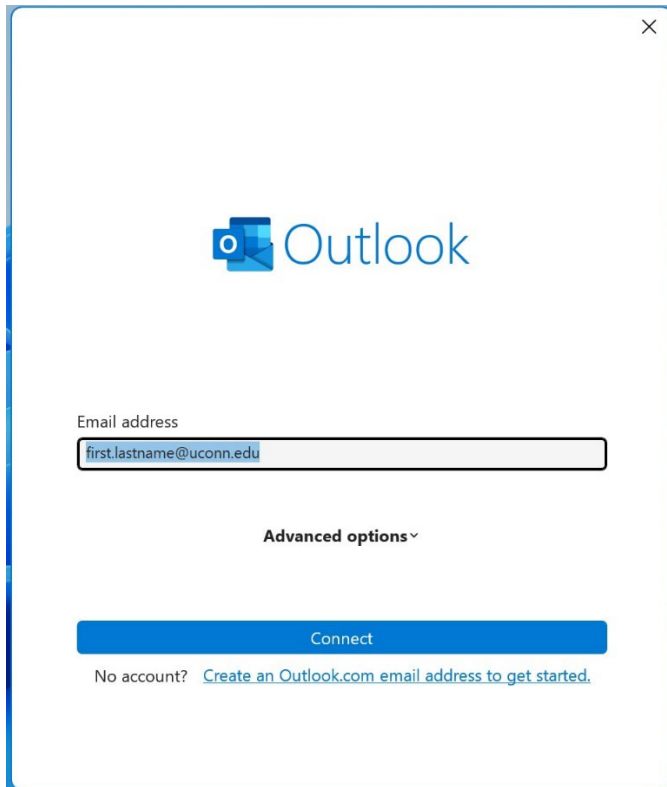


## Outlook (Classic)

1. Type Outlook into the search bar, then click the Outlook(classic) app.

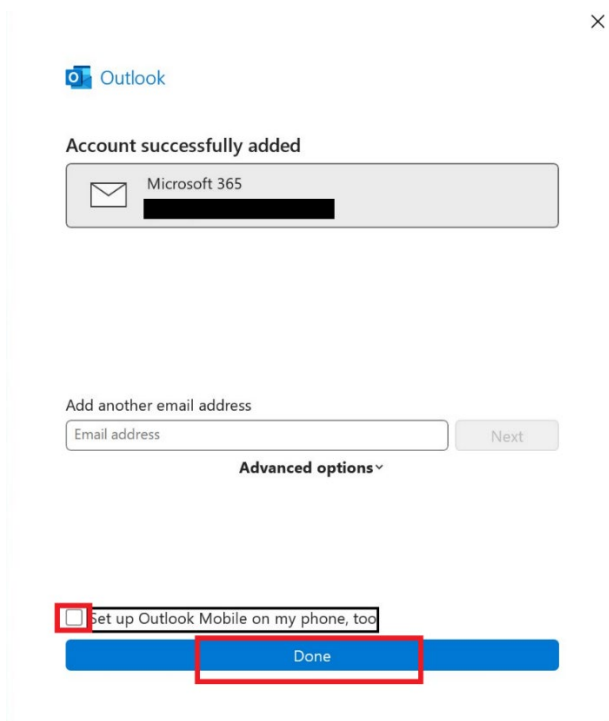


2. Type in you UConn email [address\(first.lastname@uconn.edu\)](mailto:address(first.lastname@uconn.edu)) if it does not automatically populate, then click **Connect**.



A screenshot of the Outlook account connection window. At the top center is the Outlook logo. Below it is a text input field labeled "Email address" containing the text "first.lastname@uconn.edu". Underneath the input field is a link "Advanced options" with a downward arrow. At the bottom of the window is a large blue button labeled "Connect". Below the button is a link "No account? [Create an Outlook.com email address to get started.](#)".

3. **Uncheck** the option *Set up Outlook Mobile on my phone, too*, then click **Done**.



A screenshot of the Outlook account setup completion window. At the top left is the Outlook logo. Below it is the text "Account successfully added". Underneath is a box containing an envelope icon, the text "Microsoft 365", and a redacted email address. Below this is a section "Add another email address" with an "Email address" input field and a "Next" button. Underneath is a link "Advanced options" with a downward arrow. At the bottom, there is a checkbox labeled "Set up Outlook Mobile on my phone, too" which is currently unchecked. Below the checkbox is a large blue button labeled "Done".

**Outlook and OneDrive will now start syncing. Depending on the number of items in OneDrive and the size of your mailbox it may take up to 20 minutes.**

If you have access to a Shared Mailbox you will need to add the mailbox to your Outlook again.

**Instructions can be found here:**

[Accessing a Shared Mailbox in Outlook on Windows](#)

*UConn Knowledge Base*

More information can be found on the IT-SLE website:

<https://it.studentlife.uconn.edu/microsoft-intune/>

# UConn

**IT Student Life & Enrollment (IT-SLE)**

**Help Center:** 860-486-8992

**Email Support:** [it-sle@uconn.edu](mailto:it-sle@uconn.edu)

**Ticket Creation:** [it.studentlife.uconn.edu/help](https://it.studentlife.uconn.edu/help)

**Hours:** Monday - Friday, 8am-5pm