

Azelis Office 365 Migration

Overview

On August 6th we are migrating our Office365 tenant to the Azelis tenant. This will include the entire Office365 space: Vigon email, Teams, OneDrive, SharePoint, etc. All existing Vigon data and sites will be brought over in this migration. In the time now leading up to the migration we are copying data over and verifying data transfers. The migration will move your @vigon.com email over to the Azelis Office365 tenant. On August 6th we will begin the tenant migration which will result in Vigon Office365 services being unavailable over the weekend throughout the migration timeline. Once the migration is complete, access to Office365 will be restored.

Please reach out to Chris, Manny, or Pete in IT for any questions you may have or any issues you have during. This migration is scheduled to start Friday August 5th @ 10pm and will be completed on August 7th @ 5pm.

Please utilize both the timeline links below and Navigation pane in Word for navigating to different chapters of this document.

Timeline

- Now until August 5th
 - Floor PC Users:
 - No additional action is needed at this time.
 - Personal PC Users:
 - Take a screenshot of your OneDrive site configuration to reference after the migration.
 - See section: [SharePoint Sites](#) for more information.
- Friday August 5th 10pm
 - Access to Vigon tenant will be restricted. At this point *all* sign-ins to Vigon's email and Office365 (Teams, SharePoint, OneDrive, etc.) will be **UNAVAILABLE**.
 - This includes attempting to access the Vigon web-mail.
 - All sign-ins will fail. This includes from your Vigon PC, web-mail, and mobile devices.
- Sunday August 7th 5pm
 - Access to the new Azelis tenant using your @vigon.com will become **available**. Users will be able to sign into the new tenant using your *new credentials*.
 - Mail can be accessed from anywhere using the Vigon web-mail/
 - See section: [Email & Teams Access After Migration via Browser](#)
 - Link: <http://mail.vigon.com/>
 - The Microsoft Authenticator app is now mandatory for all Office365 sign-ins
 - See section: [Microsoft Authenticator](#)
 - The only exception to this is floor PC users when signing in inside Vigon.
 - Floor PC Users:
 - You will now be able to log into your Vigon email, Intranet, & Office365.
 - See section: [Floor PC Users](#)
 - Personal PC Users:
 - You will now be able to log into your Vigon email, Intranet, & Office365 via the web portals.
 - Main section: [Personal PC Users](#)
 - You'll have to sign back into your Office365 applications.
 - Outlook will be automatically reconfigured after signing in.
 - See section: [Outlook Reconfiguration](#)
 - OneDrive will need any SharePoint sites re-synced after signing in.

- See section: [OneDrive Reconfiguration](#)
- Teams will be automatically reconfigured after signing in.
 - See section: [Teams Reconfiguration](#)
- Old bookmarks will no longer work. Update old SharePoint site bookmarks & Intranet links.
 - See Section: [Intranet Access & Office365 Site Links](#)
- VPN sign-ins will no longer require the 6-digit Sophos code when signing in.
 - See Section: [Sophos VPN Access](#)
- Vigon Email & Teams on Cell Phones / Tablets:
 - You will have to reconfigure email & Teams on your cell phone after the migration.
 - See section: [Email & Teams Access on Cell Phones](#)

Sign-in Changes

Your Vigon email & Office365 credentials **will** change. Your old Vigon email password will **no longer work**. Once the migration is complete your Vigon email/Office365 password will be tied to your Vigon computer password. Going forward your computer password will always be used in the Office365 space as an SSO (Single Sign-On). Any time you change your Vigon computer password it will automatically flow up to Office365/Vigon email. For all non-floor users, the Microsoft Authenticator **MUST** be used when signing into any Office365 service (Email, SharePoint, Teams, etc.) For floor users the Microsoft Authenticator **MUST** be used when signing in outside of Vigon. See below for Authenticator setup:

Microsoft Authenticator

Azelis uses the Microsoft Authenticator app to verify your identity when signing in. They require it to display a code instead of pressing “Approve” when signing in.

For those that have already setup the Microsoft Authenticator for the AZELIS sign in your app will be ready to go after the migration. *This is a separate link from the Vigon account on Microsoft Authenticator!

For those that have not setup the Microsoft Authenticator for the AZELIS sign in, you will be prompted to setup the Microsoft Authenticator app to link your account to the app.

****Floor users will not be required to use the Authenticator app when signing in inside Vigon****

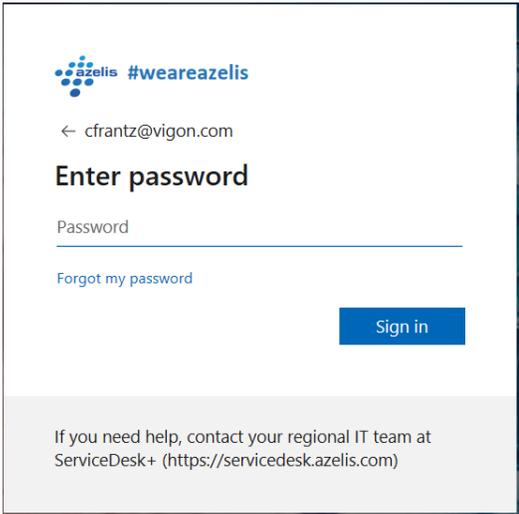
Sign-in Process

1. Enter your Vigon email address (cfrantz@vigon.com)

The screenshot shows a web-based sign-in interface for Azelis. At the top left is the Azelis logo with the hashtag #wearezelis. The main heading is "Sign in". Below this is a text input field with the placeholder text "someone@azelis.com". Underneath the input field is a blue link that says "Can't access your account?". There are two buttons: a grey "Back" button and a blue "Next" button. At the bottom of the page, there is a footer area with the text "If you need help, contact your regional IT team at ServiceDesk+ (https://servicedesk.azelis.com)" and a link for "Sign-in options" with a magnifying glass icon.

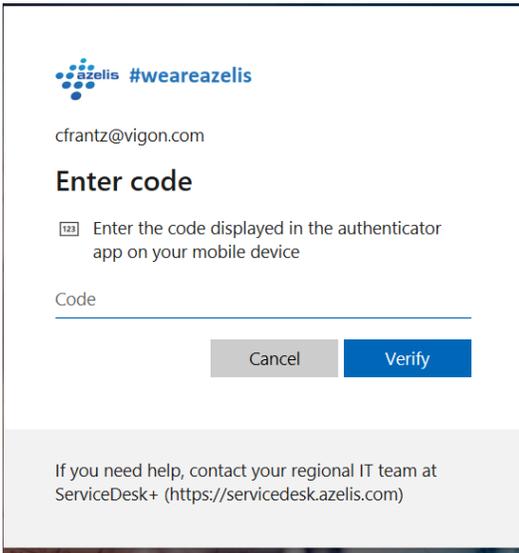
a.

2. Enter your NEW Office365 password (Same as your computer password)



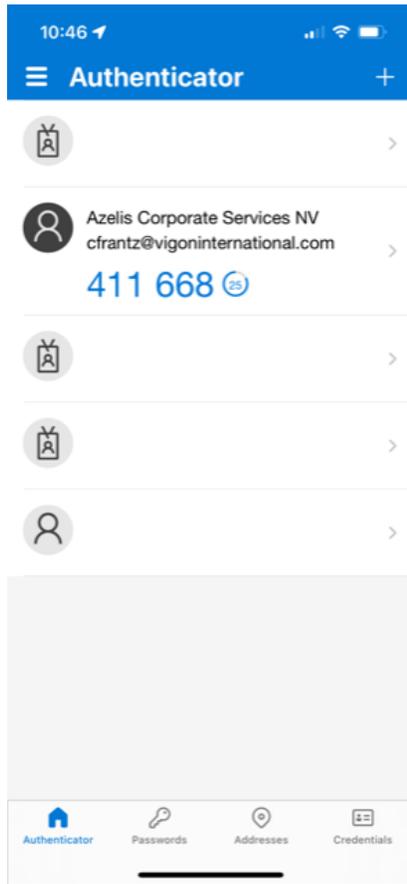
a.

3. Enter the code displayed on your Authenticator app:



a.

b. App view:

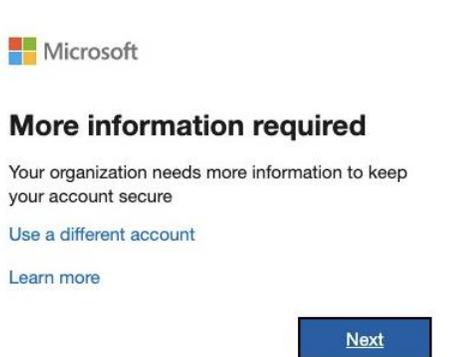


- i.
- 4. Press “Verify” & you’re signed in

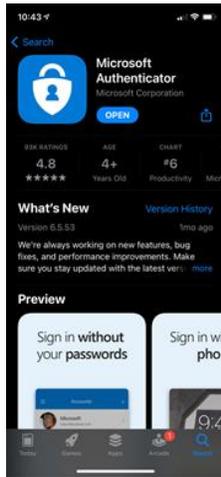
Authenticator Setup

If you do not have Authenticator setup you will see a screen prompting you to setup the Microsoft Auth

- 1. Press “Next”



- a.
- 2. On your phone / tablet:
 - a. Download the “Microsoft Authenticator” app from the App Store / Google Play Store



i.

3. Press “Next”

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose “Next”.

[I want to use a different authenticator app](#)

Cancel

Next

a.

4. Press “Next”

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select “Work or school”.

Back

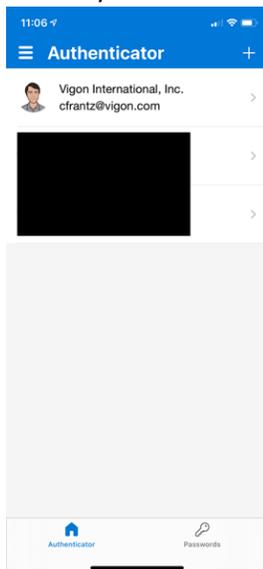
Next

a.

5. On your phone:

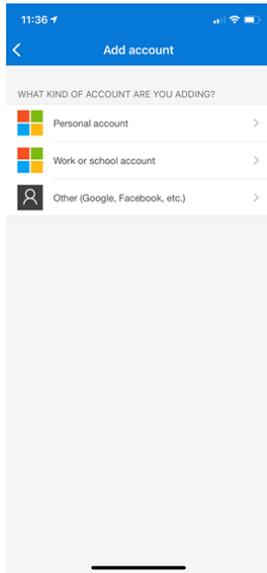
a. Tap the “+” symbol in the top right corner.

i. You may see “Add account” instead of the “+” symbol.

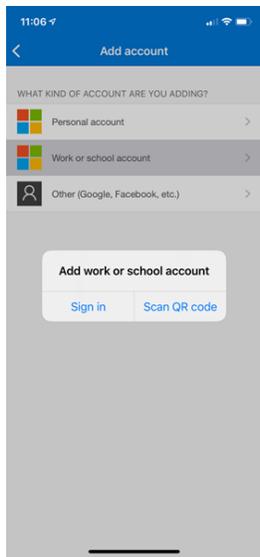


ii.

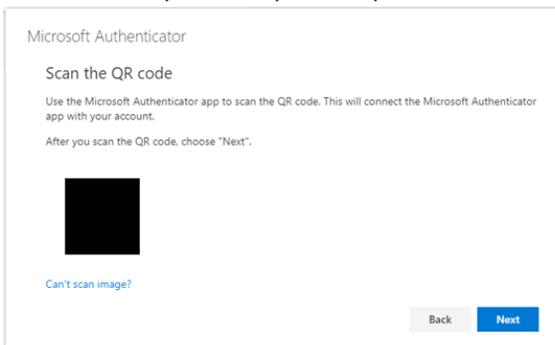
b. Select “Work or school account”



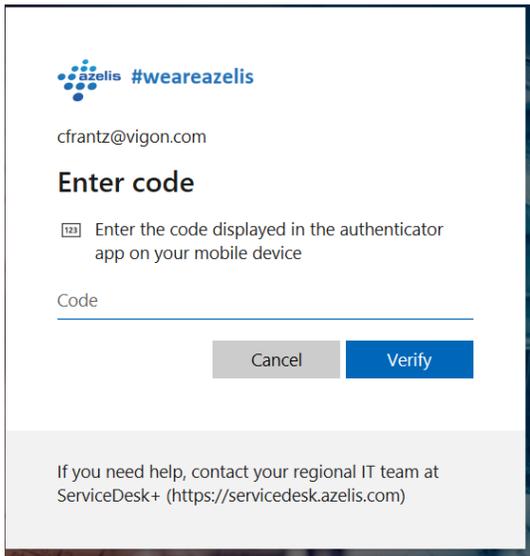
- i.
- c. Select "Scan QR Code"



- i.
- 6. Scan the QR Code on your computer & press "Next":



- a.
- 7. Enter the code from your phone on the webpage & press "Next":



a.

8. You're all set! Going forward you'll have to use this code any time signing into Office365.

Azelis Accounts

Any Azelis accounts that you currently sign in with "@vigoninternational.com" **WILL** change. After this migration you will need to use your "@vigon.com" email address to sign into these accounts. (EX: cfrantz@vigon.com). The @vigoninternational.com sign-in will no longer work.

This includes Workday, Interact, Cronos, etc.

Email & Teams Access After Migration via Browser

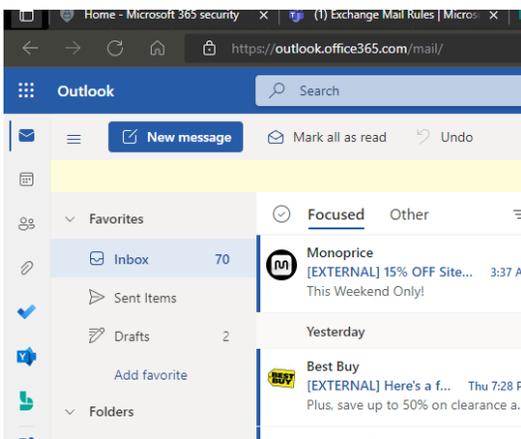
Your web browser can be used to access any Vigon Office365 function. For any Personal PC users that have issues with accessing Outlook, Teams, OneDrive, SharePoint, etc., you can use this option to access your Vigon email & Teams while we're fixing any issues you may come across.

Once the migration is complete at any time you can access your Vigon email & Teams via the webpage:

<http://mail.vigon.com/>

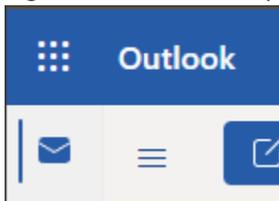
Sign in with the process above and you'll be directed to

From there you will be able to access your Vigon email:



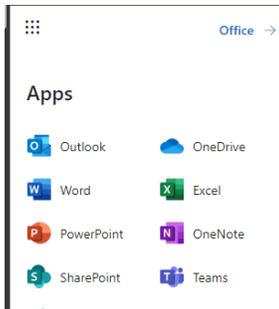
To access Teams from here:

1. Press the grid button in the top left corner:



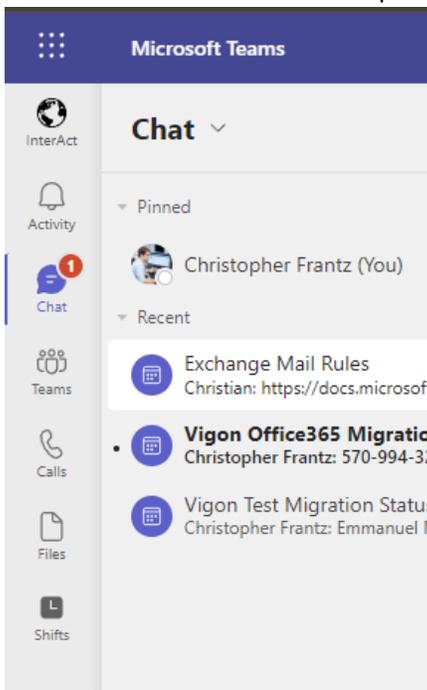
a.

2. Select "Teams"



a.

3. Teams will take a few minutes to load up but you'll be able to use Teams from within your browser:



a.

Floor PC Users

It will be the same method to access the Vigon Intranet & Vigon email. You can use the shortcuts located on the desktop or go to <http://mail.vigon.com/> to sign in. Your Vigon email address will remain the same when logging in. (cfrantz@vigon.com) Your old Vigon email password will no longer work, you **MUST** use your Vigon computer password for all Office365 sign-ins. This will be in sync with your Vigon computer password, any change to your Vigon computer password will automatically flow up to your Vigon email/Office365.

When you are inside of the Vigon network you will **NOT** be prompted to use your Microsoft Authenticator app.

When you attempt to sign into your Vigon email or other Office365 platforms (Including Workday) *OUTSIDE* of Vigon you **will be** prompted to use the Microsoft Authenticator application when signing in.

Teams Access

For any floor users that also use Teams: You can access Teams either via signing in (Instructions below under Personal PC Users – Teams Reconfiguration) or you can access Teams via the web browser with the instructions above.

Personal PC Users

When signing into any Office365 sign in you will use your Vigon email address and your Vigon computer password to log on. For ANY Office365 sign-in (Outlook, Teams, OneDrive, etc.) you will be required to use the Microsoft Authenticator app.

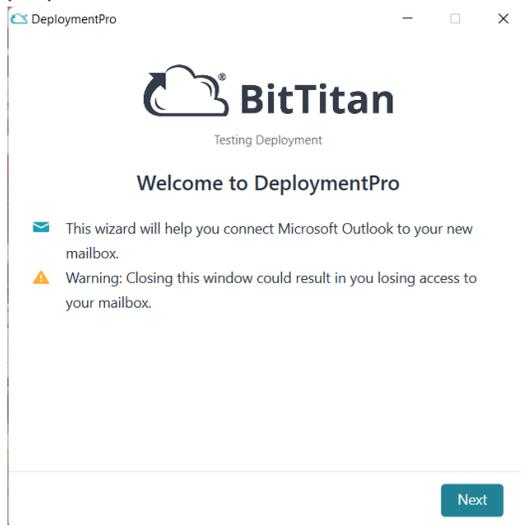
You will have to sign into all Office365 platforms when signing in after the migration. During the migration you will be signed out of Outlook, Teams, and OneDrive on your computer. Outlook will automatically be reconfigured to relink

Outlook Reconfiguration

After the migration is complete an agent will be activated across all “personal” workstations to reconfigure your Outlook profile to the Azelis tenant. All settings, rules, and archives will automatically be transferred over in this process.

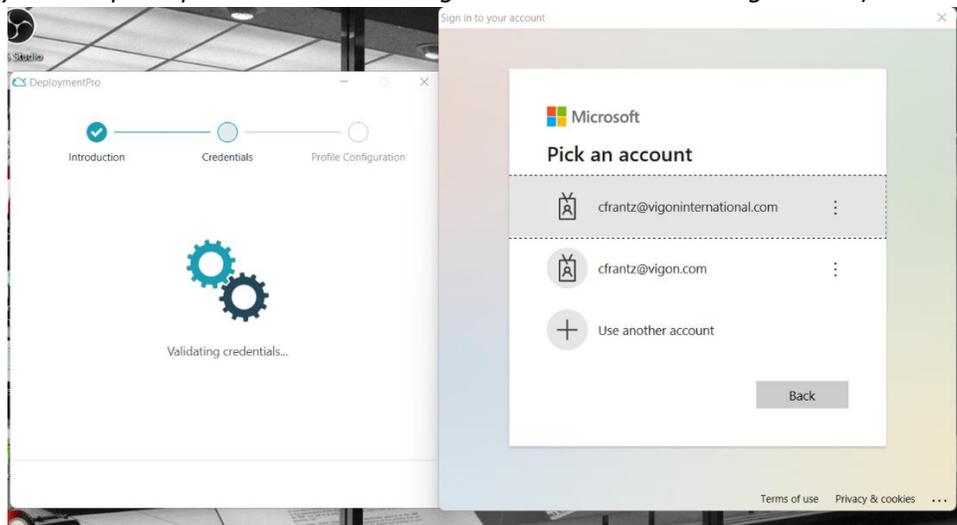
When logging into your PC for the first time after the migration you will be presented with the Agent:

1. On the pop-up, click Next.

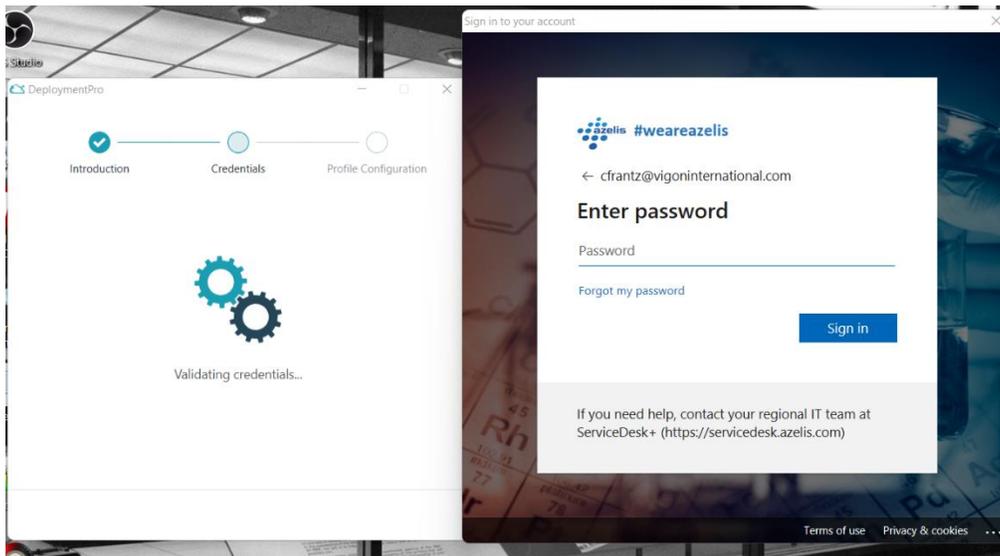


a.

2. You'll be prompted for your Vigon email credentials – Enter your @vigon.com email address and password
(Same as your computer password – The old Vigon credentials will no longer work.)

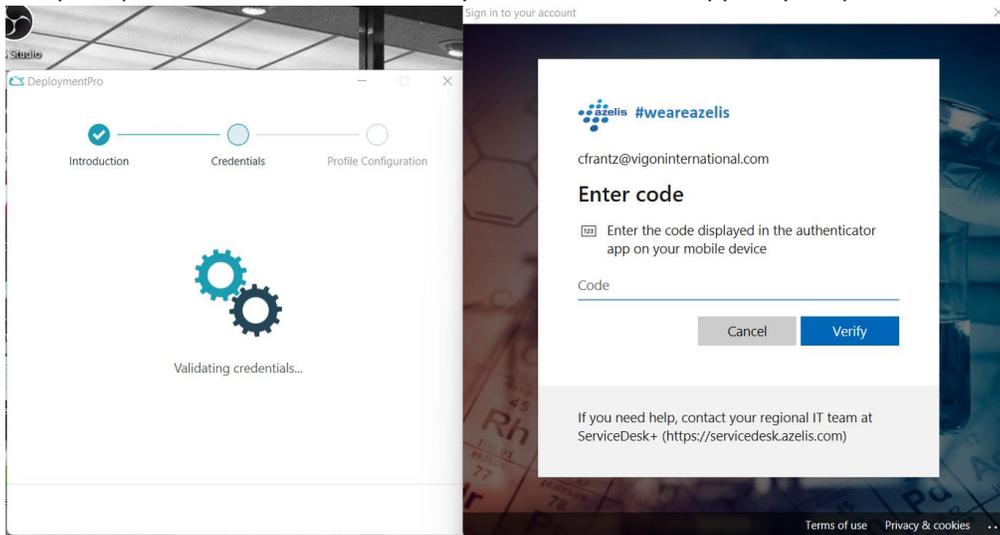


a.



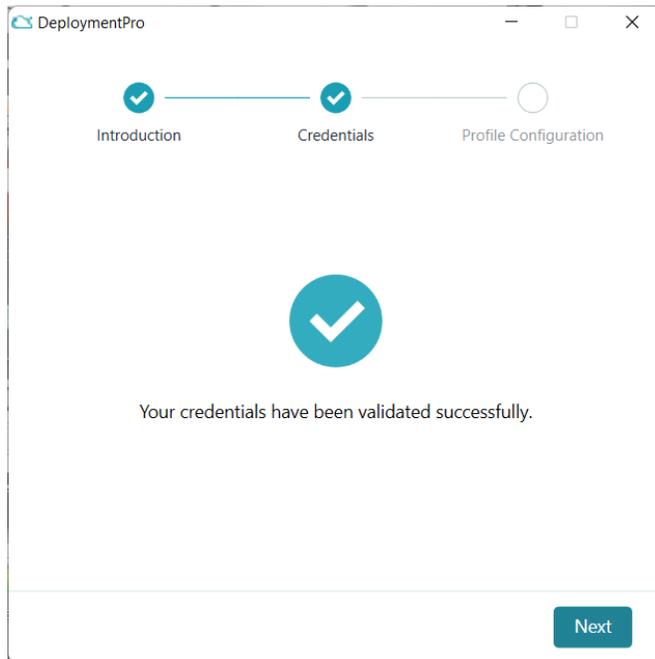
- b.
- c. If you have the option between @vigon.com & @vigoninternational.com choose @vigon.com as this will be your sign-in across Office365.

3. You'll then be prompted to enter the code from your Authenticator app on your phone/tablet



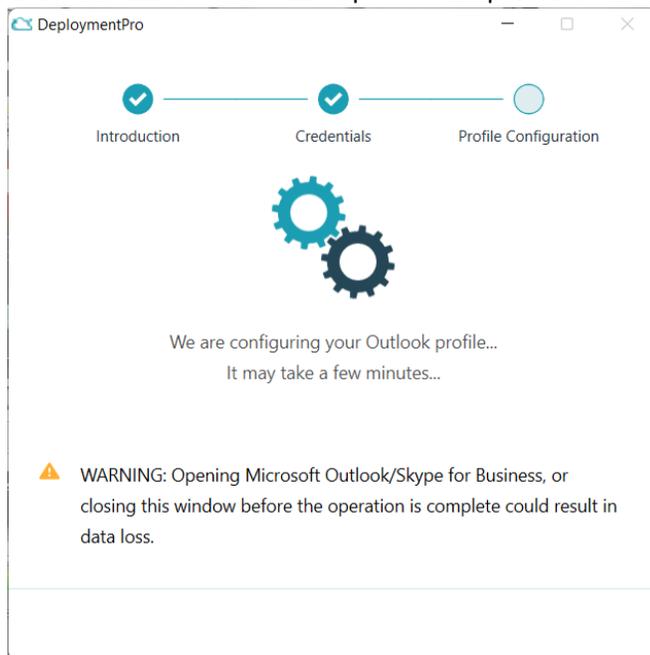
- a.
- b. ****If you have not setup the Authenticator app for Workday / Azelis ahead of this migration you will be prompted to set up your account.**** (See Authenticator setup for more information)

4. After signing in press "Next"



a.

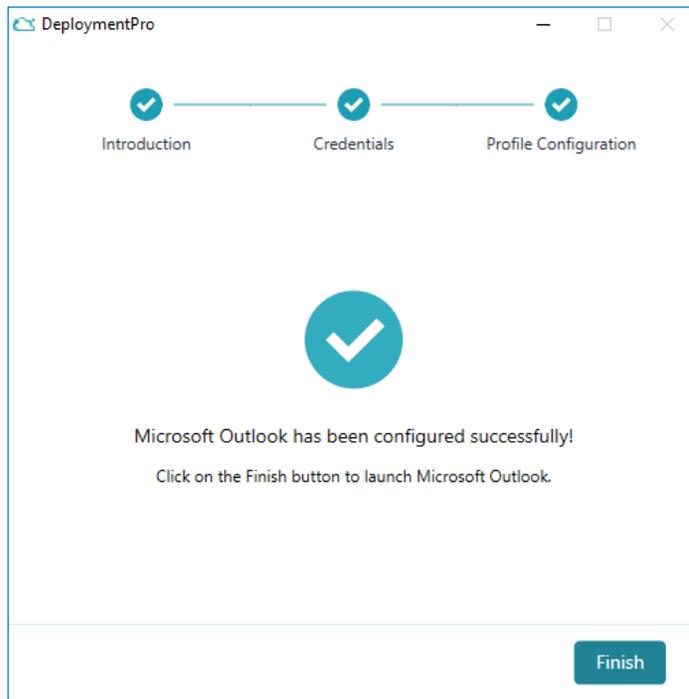
5. You'll be asked to close Outlook if it's open – Your profile is now being reconfigured:



a.

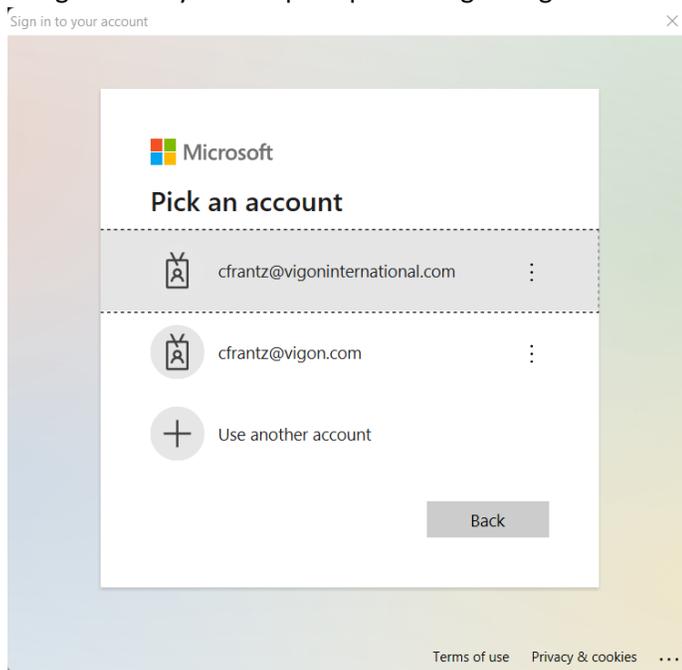
b. **Do not open Outlook during this time!**

6. Once complete press "Finish" to complete the migration:

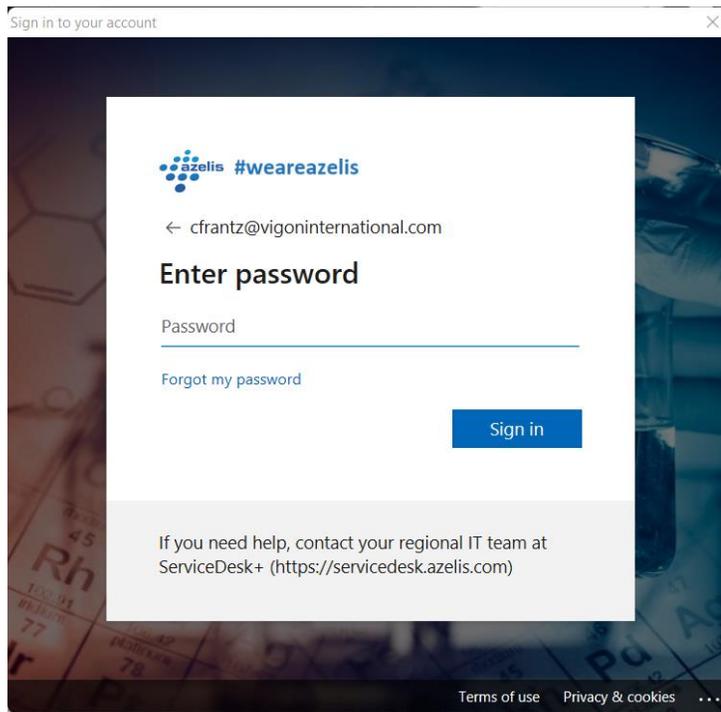


a.

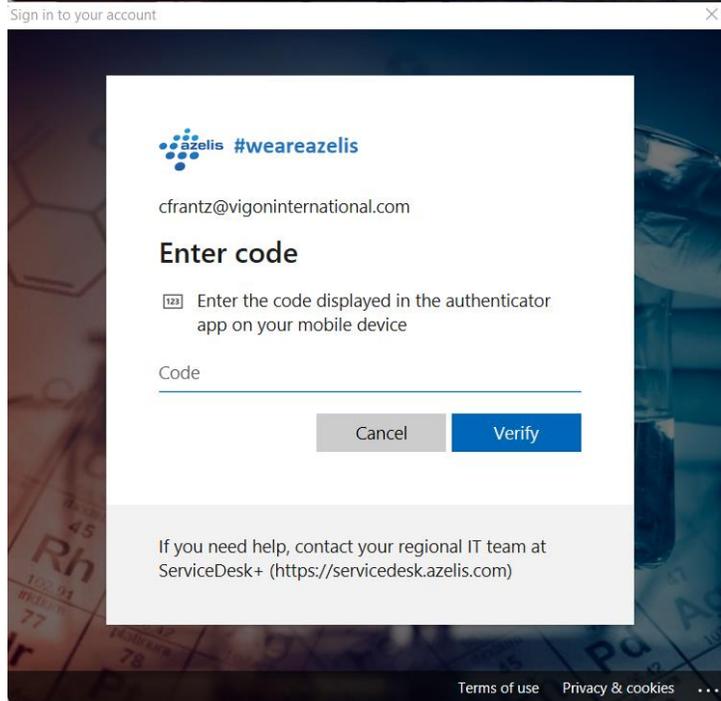
7. When opening Outlook you'll be prompted to sign in again:



a.



b.



c.

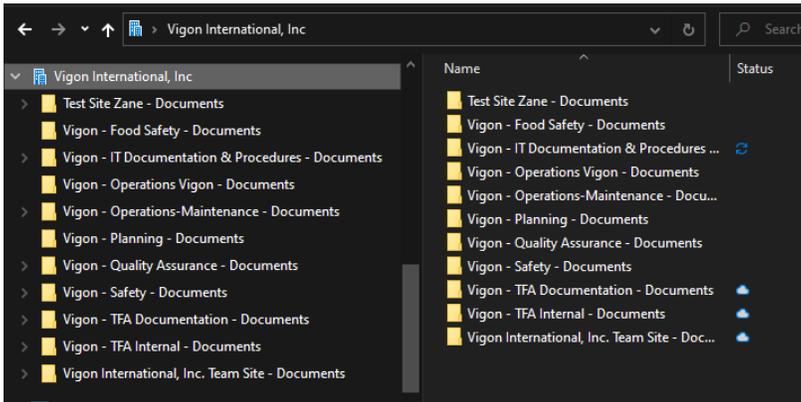
- d. Sign in with your @vigon.com email address and use the code on your Authenticator app to sign back into Outlook under your new Azelis O365 profile.

OneDrive Reconfiguration

After the migration your OneDrive will prompt you to sign back into Office365. Your OneDrive will be reconfigured for the Azelis tenant and all previous files will be removed & redownloaded. **ALL ORIGINAL FILE PATHS WILL CHANGE!** Any shortcuts will need to be recreated as the the C:\Users\\OneDrive – Vigon International, In.\ & C:\Users\\Vigon International Inc\ folders will no longer be available and **WILL NOT WORK**. The new folder path used is "Azelis Corporate Services NV" instead of "Vigon International Inc".

SharePoint Sites

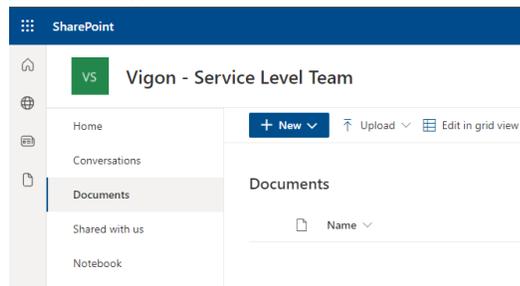
All SharePoint sites that were synced before (Commercial Team, Vigon Quality Assurance, etc.) will need to be resynced after sign-in! Please take note of the current sites you have before the migration takes place as they will not be there after signing in:



All sites listed under “Vigon International, Inc” are part of each SharePoint site. If you do not have a “Vigon International, Inc” folder or do not have any sites listed here you do not need to do any additional steps after signing into OneDrive.

Syncing SharePoint Sites

1. Go to SharePoint & Search the Team Site:
 - a. In this example I’ve searched “Vigon – Service Level Team” to get the “Vigon – Service Level Team – Documents” folder.



- i.
2. Now you’ll want to sync this entire directory (As it will contain all the Dropbox files after the move)
 - a. **To sync ALL folders**
 - i. Click “Sync” on top on the main Documents page



nts

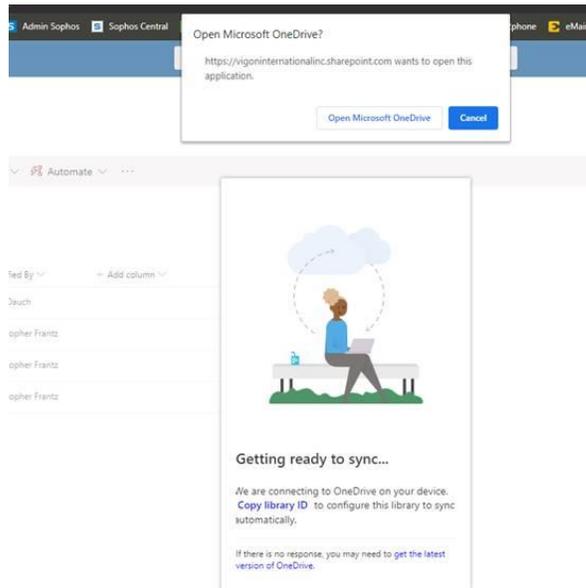
Name

Modified

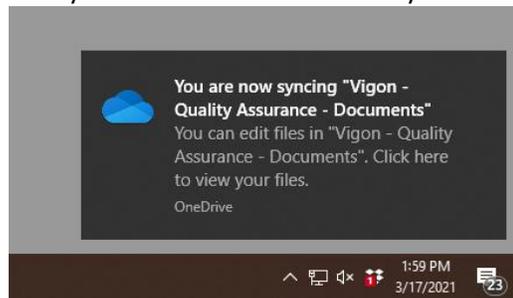
CH Robinson Bill of Lading

Yesterday at 3:22 PM

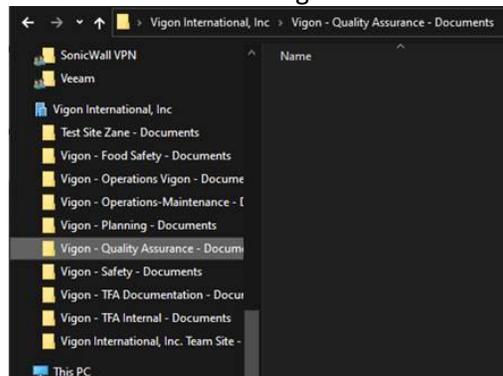
- 1.
- ii. You’ll then see a prompt, click “Open Microsoft OneDrive”



- 1.
- iii. It will then connect and begin to bring down all of the folders to sync.
 1. The “Getting ready to sync page isn’t attached to the syncing and you can then click out of that pop up.
- iv. Shortly after you’ll see a notification that you are now syncing the documents from this page



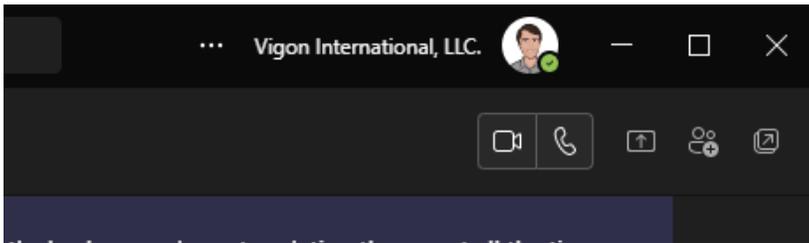
- 1.
- v. To access these folders – Open Explorer and go to the Azelis Corporate Services NV Organization folder on the left side & click “Vigon – Service Level Team – Documents”



- 1.

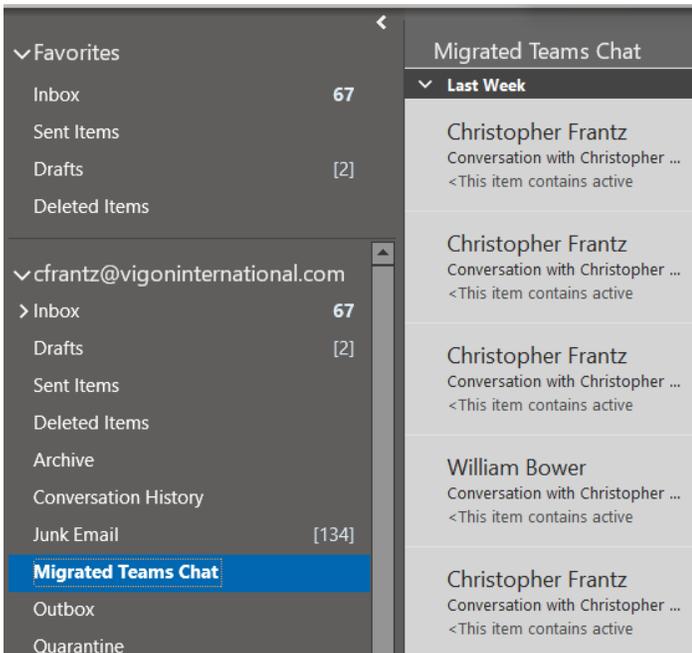
Teams Reconfiguration

After the migration Teams will prompt you to sign back into Office365. Sign-in with the process above. Teams will then be reconfigured for the Azelis tenant. Make sure that you do not see “Vigon International, LLC.” In the top right corner anymore:



Conversation History

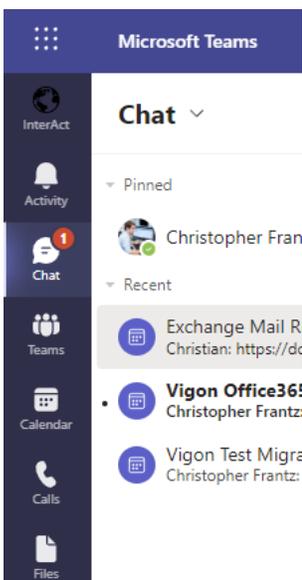
After signing into Teams you will see your conversation history is empty. Your conversation history from the Vigon tenant is migrated into Outlook:



Under the “Migrated Teams Chat” you can search all of your previous chats for historical purposes. Each message is separated in Outlook and not viewed as a thread as in Teams.

Interact in Teams

Interact is now available from within Teams not just on your web browser via the left-hand side:



Intranet Access & Office365 Site Links

With the migration of our Tenant to the Azelis tenant the URL of all our site links will change from vigoninternationalinc.sharepoint.com to azelis2.sharepoint.com. If you have any bookmarks to the Vigon Intranet or any other SharePoint sites you will need to either re-bookmark the site or update your bookmark. If you do not do this, it **MAY NOT WORK!** This includes any Vigon SharePoint sites!

Intranet Bookmarks / Access:

If you have any bookmarks to the Vigon Intranet please make sure they point to:

<https://vigon.com/intranet>

As this will always bring you to the Vigon Intranet, before and after the migration.

The “Intranet” shortcut on your desktop can also be used to access the Intranet:

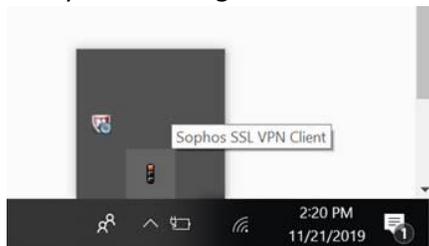


Sophos VPN Access

Once the migration is complete the Sophos Authenticator (Not Microsoft Authenticator) code will **NOT** be used when signing into the VPN. Only your Vigon computer username & password is required to sign into the VPN. If you enter the 6-digit code when signing into the Vigon VPN it **WILL NOT WORK!**

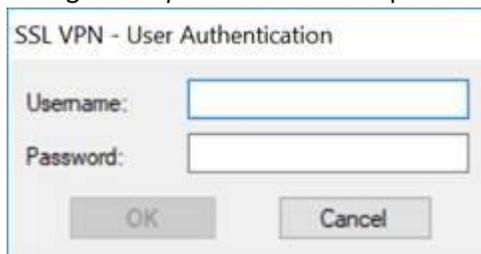
VPN Sign-in Process

1. Double-click your traffic light in the notifications tray:



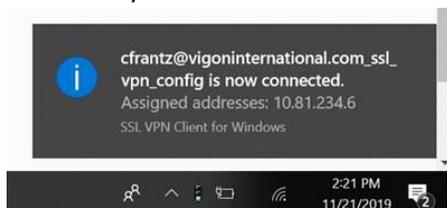
a.

2. Enter your Vigon *computer* username & password (NO CODE). Press “OK”



a.

3. After a short time you will receive a notification that it is successfully connected



a.

Email & Teams Access on Cell Phones

During the migration you may receive notifications to sign back into your Vigon email. **DO NOT DO THIS!** Access is cut off at this time and it will not succeed. After the migration your Vigon email will no longer be functional on your mobile device. You will have to delete and readd the email account to your mobile device.

IOS Account Removal

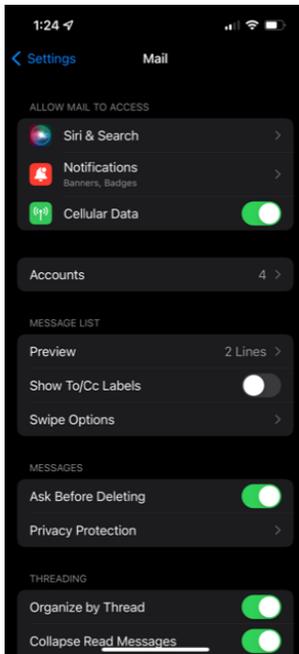
To remove your Vigon email account from the iOS email app:

1. Go to Settings ->Mail



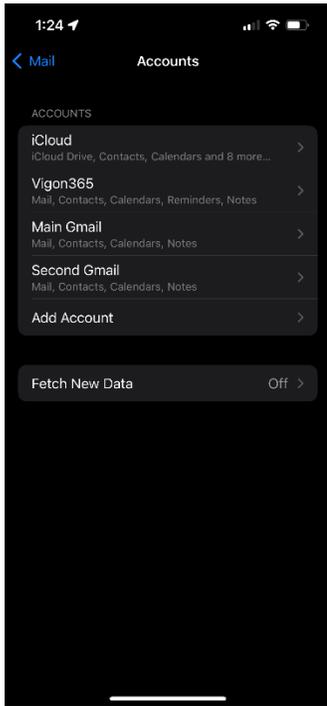
a.

2. Select "Accounts":



a.

3. Select your Vigon email account:



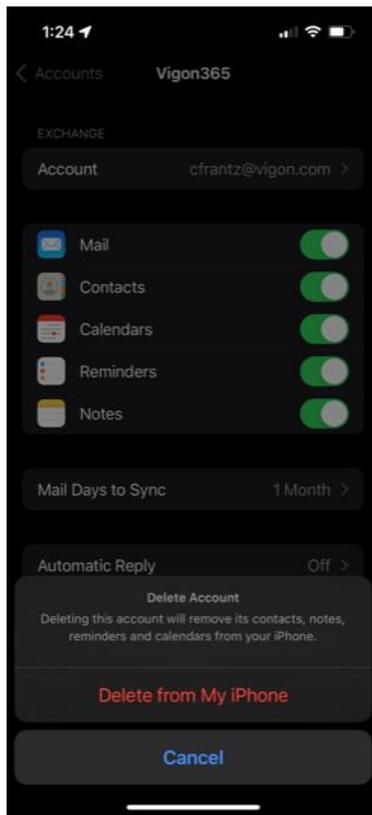
a.

4. Select "Delete Account"



a.

5. Select "Delete from My iPhone"



a.

Outlook App

Azelis requires that the “Microsoft Outlook” app be used on your iOS / Android device:



Use of the default “Mail” app is **NOT** supported and will not work! If you are already using the Outlook app on your phone all that you will need to do is sign out of your Vigon email & sign back into your account using your new Vigon O365 credentials from above.

To sign out of the Outlook app: [Click here for instructions](#)

To setup the Outlook app on iOS: [Click here for instructions](#)

To setup the Outlook app on Android: [Click here for instructions](#)

Teams App

During the migration Teams will also be unavailable on your cell phone. You must sign out of the Teams app to sign back in after the migration! When signing back in use your credentials from above to sign into the Azelis tenant. Your conversation history will be cleared inside teams (From the Vigon tenant) but is available in Outlook for historical searching.

Closing

Please reach out to Chris, Manny, or Pete in IT for any questions you may have or any issues you have during this migration period. This migration is scheduled to start Friday August 5th @ 10pm and will be completed on August 7th @ 5pm.