

# Single Tenancy Migration

## Changes to log-ins and email addresses

### Student guide



## 1. Introduction

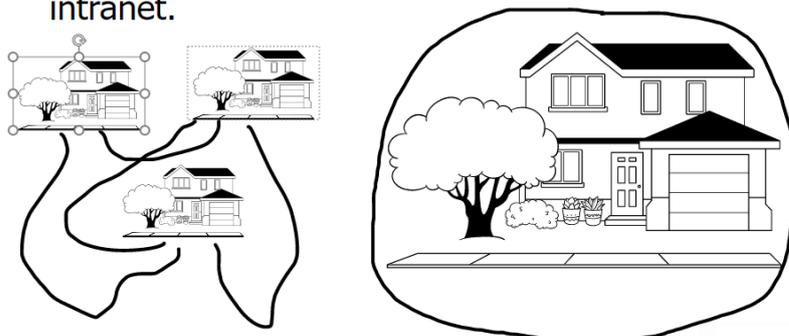
Over the summer holiday 2023, our log-ins and email addresses will change, this will also impact student access to Satchel:One. This document includes all the information you need to stay connected.

As part of the digital strategy Minerva Learning Trust is progressing towards having a single tenancy.

The aim of the single tenancy is to create a collaborative working environment for all schools within Minerva Learning Trust. This will enable access to shared resources, email addresses and newly created teams.

Currently, staff and students have limited access to the resources, this also creates some security issues for our networks.

Bringing all Minerva family into one, manageable intranet.



## 2. What?

How will this affect students?

### **Log on for school computers and Emails**

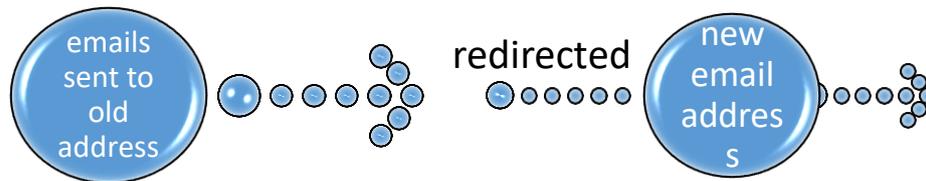
Your username and password to log on to a school computer will not change.

Your **new email address** will be your username followed by [@highstorrs-mlt.co.uk](mailto:@highstorrs-mlt.co.uk), your password will not change.

This will also be your logon to **new Microsoft 365** and everything that links to it (New Outlook, new Onedrive, new Sharepoint, new Teams, Satchel:one etc)

Your existing email account content will remain in your old email account, and you'll still be able to access it.

Your old email account will no longer be able to send out emails and any emails sent to it will be re-directed to your new email address.



To access your old email account, you'll need to use this format:

[username@highstorrsschool.onmicrosoft.com](mailto:username@highstorrsschool.onmicrosoft.com) along with the same old password.

This will also be your logon to **old Microsoft 365** and everything that links to it (Old Outlook, old Onedrive, old Sharepoint, old TEAMS, etc)

All your existing emails and content will still be there and be able to be accessed.

Login to Microsoft 365 as  
[username@highstorrsschool.onmicrosoft.com](mailto:username@highstorrsschool.onmicrosoft.com)  
**NEW**

Login to Microsoft 365 as  
[username@highstorrsschool.onmicrosoft.com](mailto:username@highstorrsschool.onmicrosoft.com)  
**OLD**

#### **Outlook**

Access new email address and any emails sent to your old email address will now appear in here.

Send emails from new email address.

#### **OneDrive**

Access new OneDrive. No content will be in here unless you start saving to it or copy over your files from the old OneDrive.

#### **Outlook**

Access all your old emails here, no new emails will appear here, and you will not be able to send emails out.

Access your old **OneDrive** content, files folders etc. will all still be here.

We recommend that you start to copy items over from here to your new OneDrive at the earliest opportunity.

### **Satchel: One**

You will need to re-start your Satchel:one App on your phone and/or pc account.

- Log out.
- Click the Satchel: One icon.
- Satchel: One log-in page appears. **DO NOT enter any details at the top of the screen. Just scroll down and click on the orange 'log in with office 365' bar.**
- This will take you to another log-in screen where you will be prompted to enter your High Storrs School email address which is your username followed by @highstorrsschool.onmicrosoft.com. Your password is still the same one you use to log-on at school.

## **3. When?**

During the week **31<sup>st</sup> July – 4<sup>th</sup> August** the migration for High Storrs will take place.

During the migration week students **WILL NOT** be able to access their Microsoft accounts (Outlook, OneDrive, SharePoint, Teams) in old or new tenancies.

**If you have any issues or queries please either speak to your teacher or the IT team within school who will be able to advise you.**