



Data migration from "@STUDENT.SPEED" account to "@common" account

Version 1.0

ITU Helpdesk 3746-0818 (HHB) / 3746-0819 (WK) Email: pfitoper@cpce-polyu.edu.hk





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Note:

- If there are using other Microsoft 365 Apps used under the "@student.speed" account and need to be used later, It is suggested to consider migrating the data in those Apps.
- The login email address of former '@STUDENT.SPEED' is changed to 'XXXXXXXSU@student.speed-polyu.edu.hk' or 'XXXXXXXBU@student.speedpolyu.edu.hk'



How to copy Microsoft Outlook items between accounts (PC)

Note:

- If the Outlook desktop app is not installed, please download a copy from Microsoft Office 365 first.
- 1. Sign in to the "@STUDENT.SPEED" account and connect with the Outlook app.
- 2. Check and Wait for the syncing process completed.
- 3. Click on "File".



4. Click on "Open & Export" → "Import/Export".



(Remark: If the import/export button is dim, Check whether the language of Outlook is English; and Control panel \rightarrow Region \rightarrow Administrative \rightarrow Language for non-Unicode programs is English or not)





5. Click on "Export to a file" and click "Next".

Import and Export Wizard	
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.
	< Back Next > Cancel

6. Click on "Outlook Data File (.pst)" and click "Next".

Export to a File	
	Create a file of type: Comma Separated Values Outlook Data File (.pst)
	< Back Next > Cancel





7. Select the whole email and click "Next".

Export Outlook Data File		Х
	Select the folder to export from:	•
	< Back Next > Cancel	

8. Save the export file with the option "Replace duplicates with items exported" and "Finish" to export the file.

Export Outlook Data File		×
	Save exported file as: Documents\Outlook Files\backup.pst Browse Options Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items 	•
	< Back Finish Cancel	





- 9. Add another "@common" mail profile
 - 9.1. Go to the Control Panel and select "Mail (Microsoft Outlook)".







9.2. Click on "Show Profiles...", add a new profile for the "@common" account by "Add..." and change the settings to always use this profile to the new profile just created.



Ø Mail	×
General	
The following profiles are set up on this computer	:
common	
outlook	
speed	
v .	
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
Prompt for a profile to be used	
Always use this profile	
common 🗸	
OK Cancel Apply	



10. Sign in to the "@common" account and connect with the Outlook app.

11. Click on "File" \rightarrow "Open & Export" \rightarrow "Import/Export".



12. Select "Import from another program or file" and click "Next".

Import and Export Wizard	1
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import data from other files, such as Outlook
	data files (.PSI) and text files.



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13. Select on "Outlook Data File (.pst)" and click "Next".

Import a File	
	Select file type to import from: Comma Separated Values Outlook Data File (.pst)
	< Back Next > Cancel

14. Select the file that has just exported with the option "Replace duplicates with items exported" and "Finish".

Import Outlook Data File		×
	File to import Documents\Outlook Files\backup.pst Browse Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicates 	
	< Back Next > Cancel	



15. Select the import location and click "Finish" to import the "@STUDENT.SPEED" outlook items to the "@common" account.

•	Select the folder to import from:	
X	 Outlook Data File Inbox Sent Items Deleted Items (18) Archive 	^
	Include subfolders	Filter
	 Import items into the current for Import items into the same fold 	lder er in:



How to copy Microsoft Outlook items between accounts (Mac)

Note:

- If the Outlook desktop app is not installed, please download a copy from Microsoft Office 365 first.
- 1. Sign in to the "@STUDENT.SPEED" account and connect with the Outlook app.
- 2. Check and Wait for the syncing process completed.
- 3. Click on "File" and "Export ... "



4. Select all to export all items and press "Continue"

Export to Archive File (.olm)
What do you want to export?
O Items of these types:
🗹 Mail 🛛 🗹 Tasks
Calendar Votes
Contacts
O Items in the category: Blue category
•
Cancel Continue



5. Enter a name and choose the location or use the default for saving the archive file.

	Save archive file (.olm) as:
Save As:	Outlook for Mac Archive_speed
Tags:	
Where:	🛅 Documents 🚺 🗸
	Cancel Save
	Export to Archive File (.olm)
Exporting: Out	tlook for Mac Archive_speed.olm
Exporti	ng calendar events
	Cancel Continue
	Export to Archive File (.olm)
	Export to Archive File (.olm)
	Export to Archive File (.olm)



6. Clicking the "Outlook", then "Preferences...", "Accounts", followed by "-" sign to remove "@STUDENT.SPEED" email account.

		Outlook	File	Edit V	iew	M	eetir	ng	Fo	orma	it '	Tools \
		About	Outlook			-						
		Prefere	nces	nces ¥,			Home Organi			ize Tools		
	WIFT	Work C)ffline ff Remi	line O		0- 0- 0		-				
	_Gui	Service	Services		ppo	intme	nt Me	etin	9	New Today Items		
		Hide O	utlook	жн		14	Marc	h 20	021			
		Hide O	thers	て第H	s	N	T	W	T	Ŧ	5	
	-	Show /	All		28	1	2	3	4	5	6	
		Quit O	utlook	жQ	14	8	9	10 17	11	12 19	13	
Show All			Out	look Preference	4							
Personal Settings												
General	Account	Notific A So	ations unds	Categories		A Fonts		Auto	ABC	et :	54	ABC selling rammar
Email												
Reading	Composir	ng Signa	e tures	Rules		Junk						
Other												
	4		<u> </u>									
Calendar	Contact	s securit	y & Privacy									
				Accounts								
Show All												
Default Account	Bstud.			1				tude	ent.s	peed	f-poly	u.ed
Pata	dent spee	4.		U 22	ixchari	ge/Offic	a 365 /	lecour	yt			
			Person	al information			Østu	dent.	speed	s-poly	u.edu.	hk
				Full name:	Philip	Fung (SPEED	1				
			E-r	nail address:			Østu	dent.	speed	s-poly	u.edu.	hk
				wthentication								
				Method: User name:	User	Name	and Pa	dent	speed	f-poly	uedu	hk.
				Password:	a.		0.000		200			
										Adv	anced	
+* -		¢-										



7. Create the "@common" email account in the Outlook by and "+"sign with "New Account".



- 8. Sign in to the "@common" account and connect with the Outlook app.
- 9. Click on "Tools" \rightarrow "Import".

© ● ●	Inbox • 31012001S@common
Accounts Out of Public Office Folders	Online Online/Offline
> All Accounts	
31012001S@common.cpce-polyu.edu.hk	
S Inbox	
Ē∕ Drafts	
C Archive	Banar III and American Provide American
➢ Sent	
> 🗊 Trash	-
💿 Junk	-
Clutter	
Conversation History	All done for
Detected Items	Enjoy your en





10. Click on "Outlook for Mac archive file (.olm)" and click "Continue".

	import
What do	rou want to import?
Ou	tlook 2011 data on this computer
Ou	tlook for Windows archive file (.pst)
OOu	tlook for Mac archive file (.olm)
	Cancel Continu

11. Select the file that has just exported and Click "Import".

c	hoose the Outlook for Mac a	irchive file (.olm) to import:		
	Documents	0	Q, Search	
Name	^	Date Modified	Size	Kind
Adobe		Jan 11, 2014 at 5:16 PM		Folder
Adobe Flash Builder		Jan 11, 2014 at 5:11 PM		Folder
Adobe Flash Builder 4.6		Jan 11, 2014 at 5:11 PM		Folder
Microsoft User Data		Jan 15, 2014 at 2:40 PM		Folder
Outlook for Mac Archive_speed.olm		Today at 1:30 PM	5.9 MB	Document
RDC Connections		Jan 15, 2014 at 2:39 PM		Folder
			Cance	I Import
	Imp	ort		
Importing: Outlook for	Mac Archive_sį	peed.olm		
		Cance		ntinue





Import
Your data has been imported.
 Import More Finish



How to batch copy Microsoft OneDrive files between accounts (PC)

Note:

- If the OneDrive app is not installed, please download a copy from Microsoft Office 365 first, or go to office 365 OneDrive web to the sync function to sync to the device.
- The latest Windows 10 is with the OneDrive client pre-installed.
- 1. Open OneDrive app in the Windows, or Go to Office 365 OneDrive download web site and click "Start OneDrive"

https://www.microsoft.com/en-us/microsoft-365/onedrive/download





2. Login OneDrive client by using the "@STUDENT.SPEED" student account email address and password.

 Microsoft OneDrive 	×
Set up One	Drive
Put your files in OneDrive to get	them from any device.
Enter your email address	
Create account	Sign in
 Microsoft OneDrive 	×
statistic a to the sound as a second statistic stress statistics as a second statistic statistic statisti	^
← @student.speed-	polyu.edu.hk
Enter password	
Password	
Forgot my password	
Forgot my password Sign in with another account	
Forgot my password Sign in with another account	Sign in
Login account should be in the Student_No@student.speed-pol	Sign in form of olyu.edu.hk or yu.edu.hk



3. Click "Next" in the following steps for creating a folder for synchronizing.













4. Click "Later" to complete the action.

 Microsoft OneDrive 	×
Get the mobile app To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.	
Back Get the mobile app Later	

5. Right-click on the OneDrive icon on the explorer and click "Settings".





6. Click on the "Add an account" on the OneDrive client setting page under the "Account" tab.



7. Repeat the same steps 1 - 4 with the creation of the "@common" OneDrive.



8. Copy the file(s) from the "@STUDENT.SPEED" OneDrive to the "@common"

OneDrive using the operating system function between 2 synced folders.





Note:

 Please noticed that the sharing/permission set in the previously account is NOT transfer to the "@common" account via the above steps. Please check on the access permission and setup the sharing/permission in the new account if necessary

		Name \vee			Modified $\!$	Modified By $\scriptstyle \smallsetminus$	File size \smallsetminus	Sharing
		userquide			April 26	[ITU]	2 items	Private
0	-	То	Ŀ	1	May 7	[ITU]	2 items	R ^R Shared

То	×
Manage Access	
D Links niving access ()	10 Chara
	23 Share
People in College of Professional Education (CPCE) with the link car	Copy and Continuing s view



How to batch copy Microsoft OneDrive files between accounts (Mac)

Note:

- If the OneDrive app is not installed, please download a copy from App Store first.
- 1. Login OneDrive client by using the "@STUDENT.SPEED" student account email address and password.

 Microsoft OneDrive 	×
Set up OneDrive Put your files in OneDrive to get them from any device.	
Enter your email address Create account Sign in	
Microsoft OneDrive	×
	î
← @student.speed-polyu.edu.hk	
Enter password	
Password	
Forgot my password	
Sign in with another account	
Sign in	
Login account should be in the form of Student_No@student.speed-polyu.edu.hk or spstd_xxxx@student.speed-polyu.edu.hk	





2. Choose a location for the OneDrive Folder.

=- 17		6	Q Search	
	a brudent		w observer	
Name		Date Modified	Size	Kind
Applications		Jan 11, 2014 at 5:35 P	M	Folder
Creative Cloud Files		Mar 18, 2020 at 3:03 F	Mc	Folder
🕨 🛅 Desktop		Mar 20, 2019 at 4:41 P	M	Folder
Documents		Jan 15, 2014 at 2:39 P	M	Folder
Downloads		Today at 4:54 PM	**	Folder
Movies		Today at 4:57 PM		Folder
🕨 🚞 Music		Jan 16, 2014 at 2:35 P	M	Folder
Pictures		Jan 6, 2014 at 5:21 PM	1	Folder
🕨 🛅 Public		Jan 6, 2014 at 5:21 PM	1	Folder
Sites		Mar 20, 2019 at 11:39	MA	Folder
New Folder		Car Choose OneDrive F	folder Location	se this location

3. Click "Next" in the following steps for creating a folder for synchronizing.

		and a second second		
≣* ⊡	🏦 student	0	Q Search	
Name		Date Modified	Size	Kind
Applications		Jan 11, 2014 at 5:35 PI	M	Folder
Creative Cloud Files		Mar 18, 2020 at 3:03 F	M	Folder
🕨 🧰 Desktop		Mar 20, 2019 at 4:41 P	••• M	Folder
Documents		Jan 15, 2014 at 2:39 P	M	Folder
Downloads		Today at 4:54 PM		Folder
Movies		Today at 4:57 PM		Folder
🕨 🚞 Music		Jan 16, 2014 at 2:35 P	M	Folder
Pictures		Jan 6, 2014 at 5:21 PM		Folder
Public		Jan 6, 2014 at 5:21 PM	1	Folder
Sites		Mar 20, 2019 at 11:39	MA	Folder
New Folder		Car	ncel Choo	se this location
and the second se		Choose OneDrive F	older Location	













			×
Sha	are files and fold	lers	
To let other people view or	edit your files, you can share folders shared with you.	them. You can also work on	
-		- o ×	
•			
		3	
Back		Next	
Duck			
Microsoft OneDrive			×
All vour fi	les. ready and o	n-demand	
With Files On Demand, yo	u can browse everything in you up space on your device.	ur OneDrive without taking	
	$\overline{\bigcirc}$		
Online-only	On this device	Always available	
Online-only These files don't take up spece on this device, and they ou use them.	On this device When you open a file, it downloads to your device so you can edit it while you're offline.	Always available Right-click a file to make it available offline.	
Online-only These files don't take up space on this device, and they download as you use them.	On this device When you open a file, it downloads to your device so you can edit it while you're offline.	Always available Right-click a file to make it available offline.	
Online-only These files don't take up space on this device, and they download as you use them.	On this device When you open a file, it downloads to your device so you can edit it while you're offline.	Always available Right-click a file to make it available offline.	





4. Click "Later" to complete the action.

 Microsoft OneDrive 	×
Get the mobile app To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.	
Back Get the mobile app Later	



5. Click on the cloud icon at the task bar and Click "Help & Settings", followed by "Preferences"

0		-0,1
School of Prof D	neDrive is up t essional Educatio levelopment (SPE	to date on and executive ED)
Get the Mo	st Out of Files	× On-Demand
Files On-Demand computer by mar To mark files as i OneDrive Finder	l lets you free up king OneDrive file online-only, you n extension.	space on your es as online-only, need to turn on the
Tu	n On Finder Exter	nsion
Open OneDrive - S	rn On Finder Exter Learn More chool of Professio	nal Eduction and Exec
Open OneDrive - S Preferences	rn On Finder Exter Learn More chool of Professio	nal Education and Exer
Open OneDrive - S Preferences View Online	n On Finder Exter	nsion
Open OneDrive – S Preferences View Online Pause Syncing	n On Finder Exter Learn More chool of Professio	nal Eduction and Exec
Open OneDrive - S Preferences View Online Pause Syncing Get Help	n On Finder Exter Learn More chool of Professio	nal Education and Exer
Open OneDrive - S Preferences View Online Pause Syncing Get Help Send Feedback	n On Finder Exter Learn More chool of Professio	nal Edu 3 on and Exe
Open OneDrive - S Preferences View Online Pause Syncing Get Help Send Feedback Quit OneDrive	n On Finder Exter	nal Eduction and Exec
Open OneDrive - S Preferences View Online Pause Syncing Get Help Send Feedback Quit OneDrive	chool of Professio	nal Edu 3 on and Exec

6. Select on the "Account" tab and click on "Add an Account"





- 9. Repeat the same steps 1 4 with the creation of the "@common" OneDrive.
- 10.Copy the file(s) from the "@STUDENT.SPEED" OneDrive to the "@common" OneDrive using the operating system function between 2 synced folders.



11. Wait for the synchronization to be completed.





Note:

 Please noticed that the sharing/permission set in the previously account is NOT transfer to the "@common" account via the above steps. Please check on the access permission and setup the sharing/permission in the new account if necessary

		Name \vee			Modified $\!$	Modified By $\scriptstyle \smallsetminus$	File size \smallsetminus	Sharing
		userquide			April 26	[ITU]	2 items	Private
0	-	То	Ŀ	1	May 7	[ITU]	2 items	R ^R Shared

То	×
Manage Access	
P Links giving access 0	🕅 Share
(B) https://cpce-my.share	Copy
People in College of Professional a Education (CPCE) with the link car	ind Continuing



How to download Microsoft Stream video files for backup

Note:

- Only the file owner can download the files in MS Stream.
- Please use another browser or private windows (Firefox) / incognito windows (Chrome)
 / InPrivate windows (Edge) to go to the following address: webmail.cpce-polyu.edu.hk
- 1. Login account in webmail.cpce-polyu.edu.hk using "@STUDENT.SPEED" account and go to Microsoft Stream under Apps



2. Click on "My Content" and select "Video".





3. Click on the 3 dots "…" button at the right-hand side of the video that needs to be downloaded and click on "Download video" to download each of them. The downloaded files will be located in the Downloads folder in the system.



- 4. Sign out completely after downloading the files.
- 5. Please consider the use of OneDrive or local drive for storage and backup.