



Data migration from “@STUDENT.SPEED” account to “@common” account

Version 1.0

ITU Helpdesk 3746-0818 (HHB) / 3746-0819 (WK)

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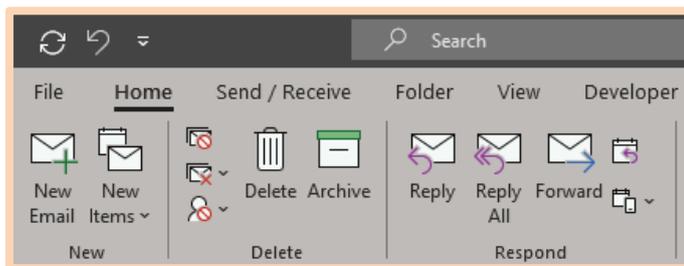
Note:

- 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 ‘XXXXXXXXSU@student.speed-polyu.edu.hk’ or ‘XXXXXXXXBU@student.speed-polyu.edu.hk’

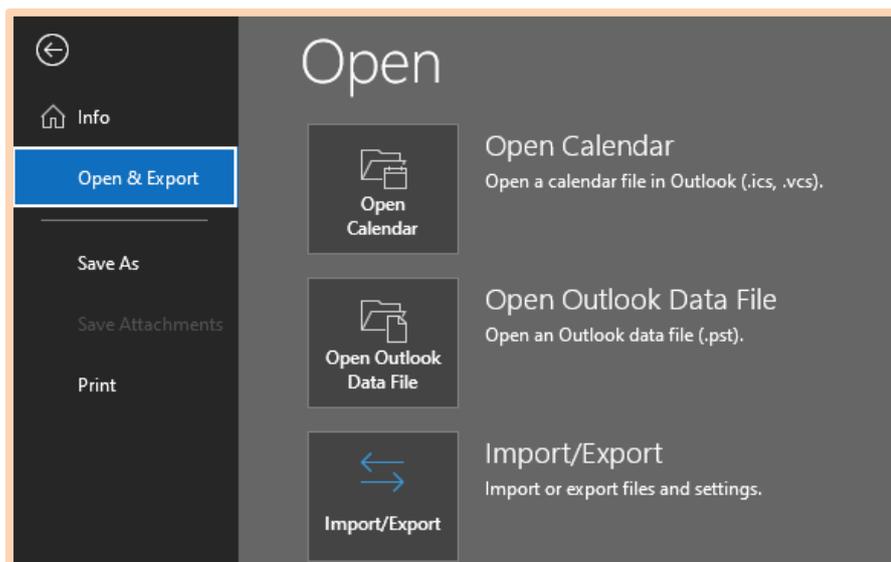
How to copy Microsoft Outlook items between accounts (PC)

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”.

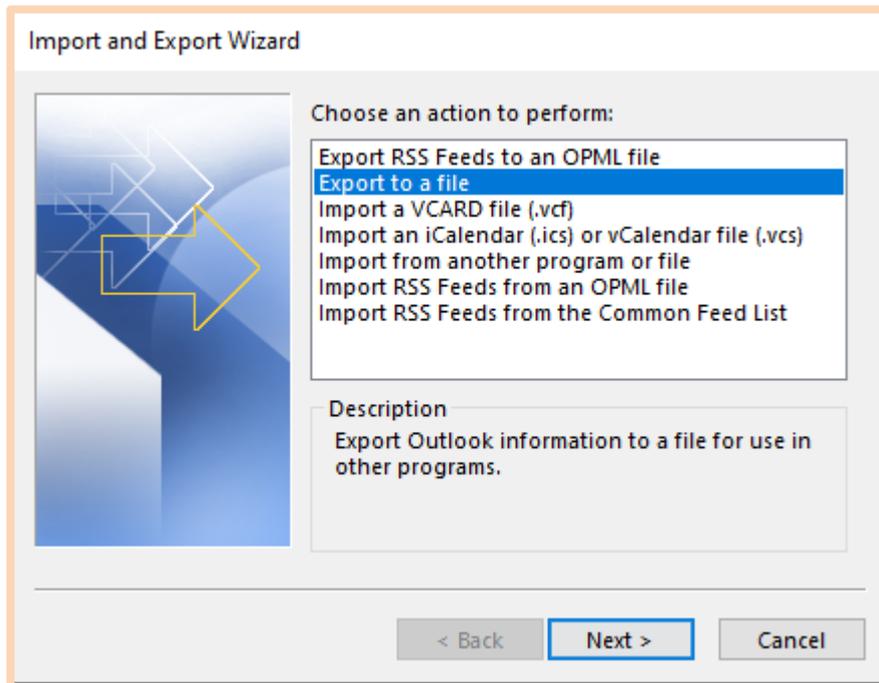


4. Click on “Open & Export” → “Import/Export”.

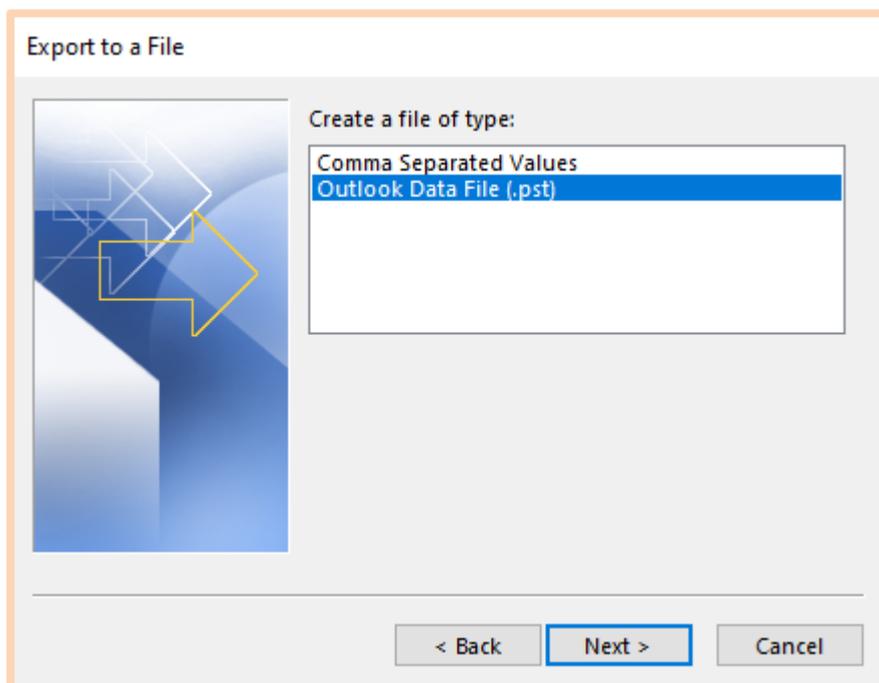


(Remark: If the import/export button is dim, Check whether the language of Outlook is English; and Control panel → Region → Administrative → Language for non-Unicode programs is English or not)

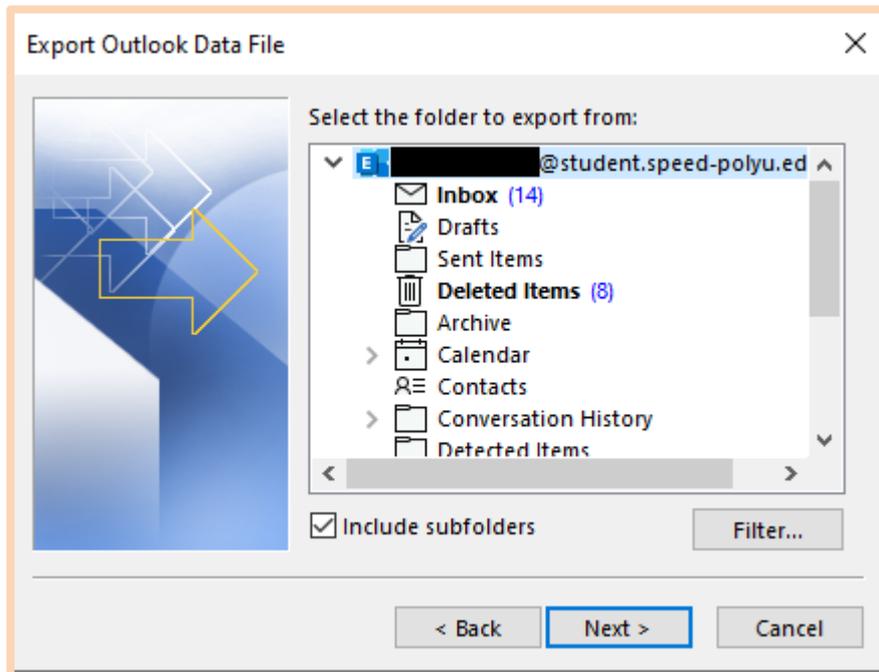
5. Click on “Export to a file” and click “Next”.



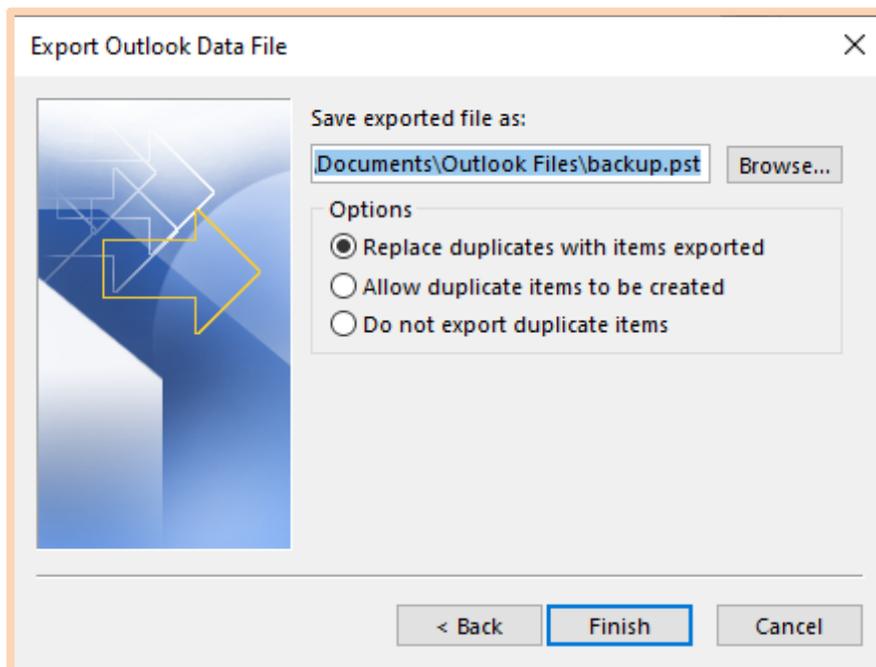
6. Click on “Outlook Data File (.pst)” and click “Next”.



7. Select the whole email and click “Next”.

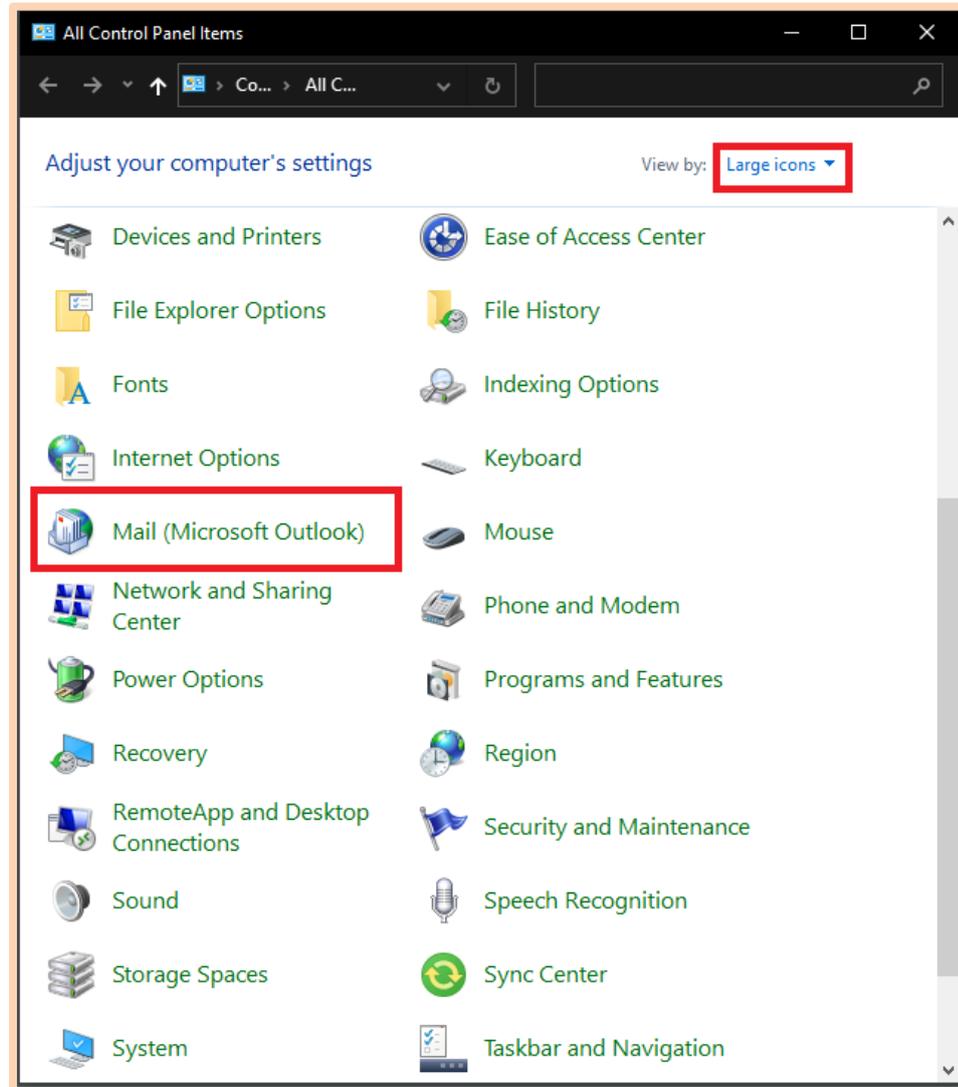


8. Save the export file with the option “Replace duplicates with items exported” and “Finish” to export the file.

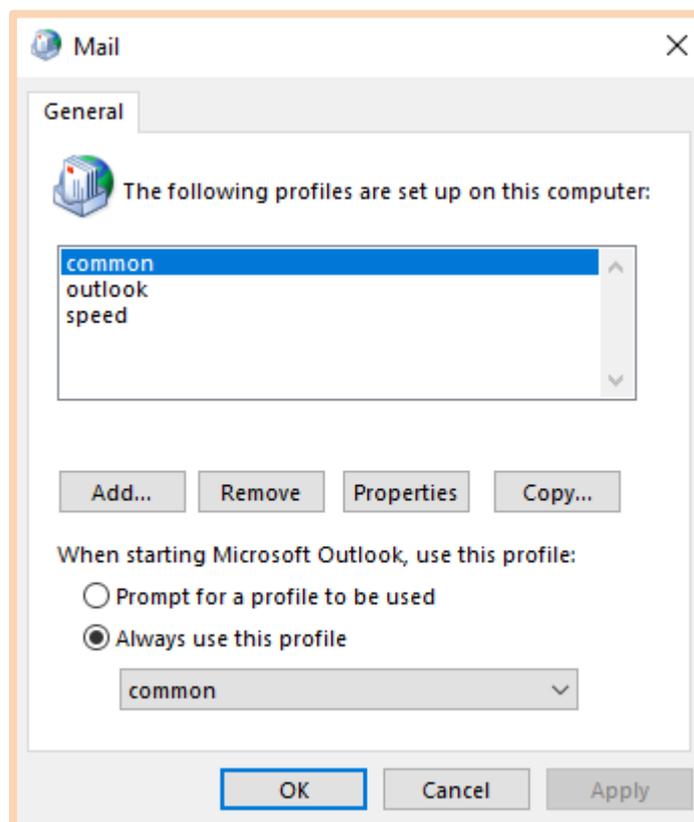
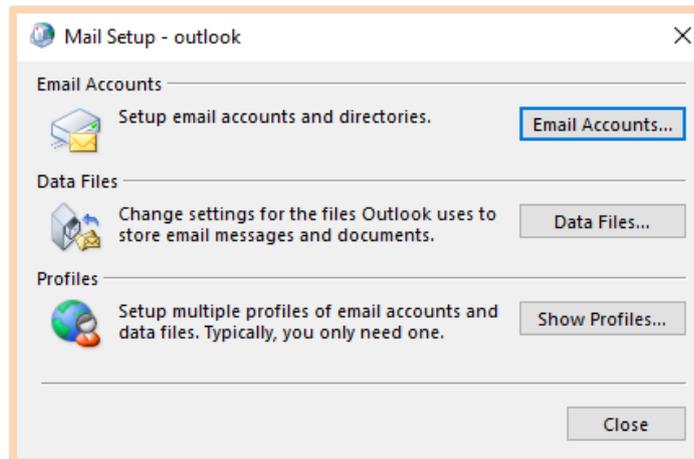


9. Add another “@common” mail profile

9.1. Go to the Control Panel and select “Mail (Microsoft Outlook)”.

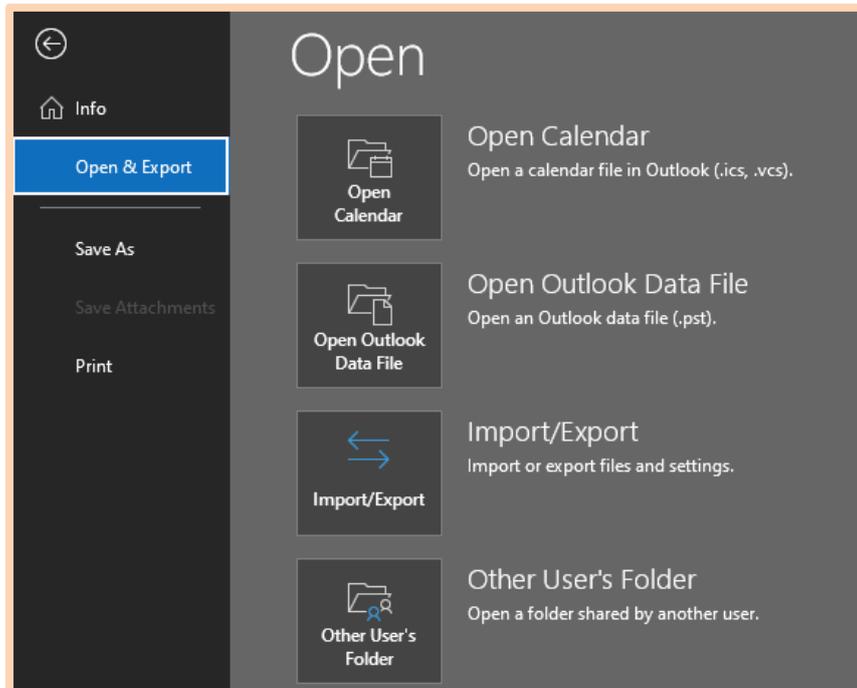


9.2. Click on “Show Profiles...”, add a new profile for the “@common” account by “Add...” and change the settings to always use this profile to the new profile just created.

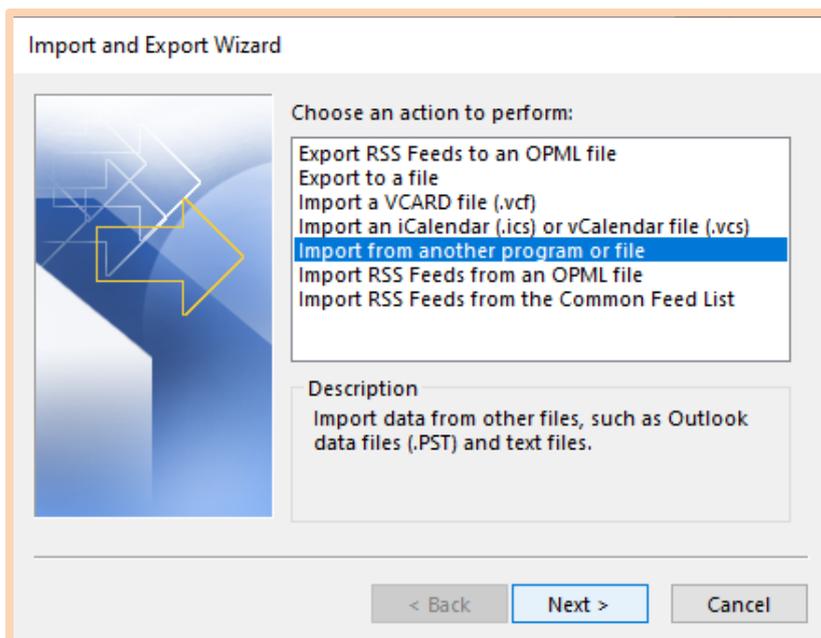


10. Sign in to the “@common” account and connect with the Outlook app.

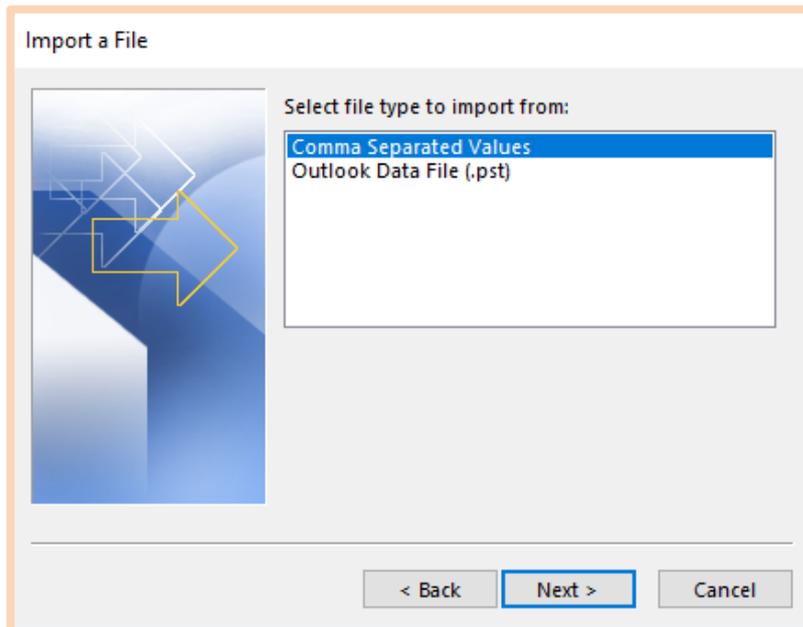
11. Click on “File” → “Open & Export” → “Import/Export”.



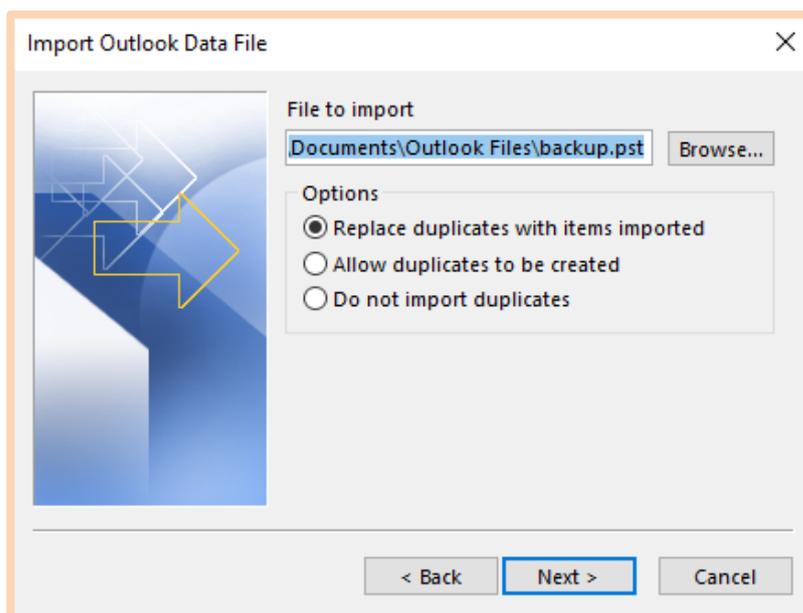
12. Select “Import from another program or file” and click “Next”.



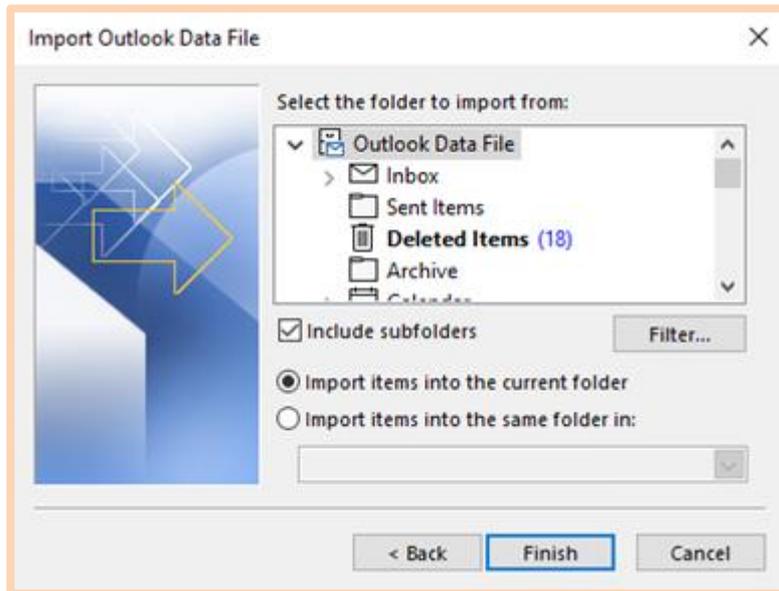
13. Select on “Outlook Data File (.pst)” and click “Next”.



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



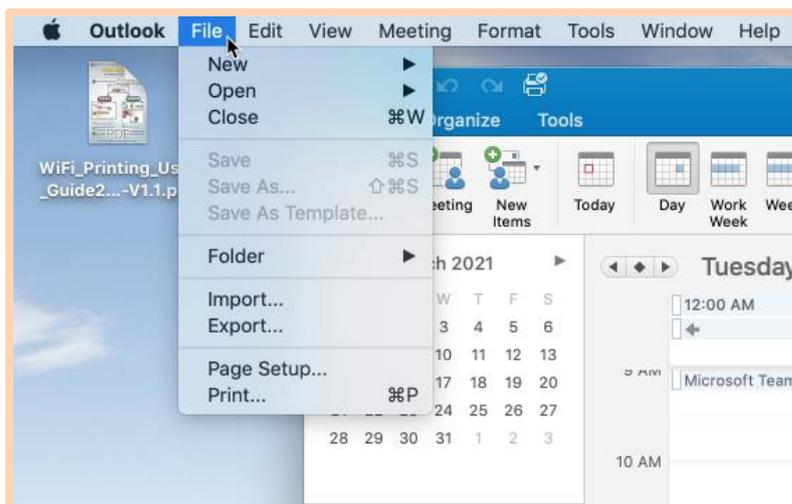
15. Select the import location and click “Finish” to import the “@STUDENT.SPEED” outlook items to the “@common” account.



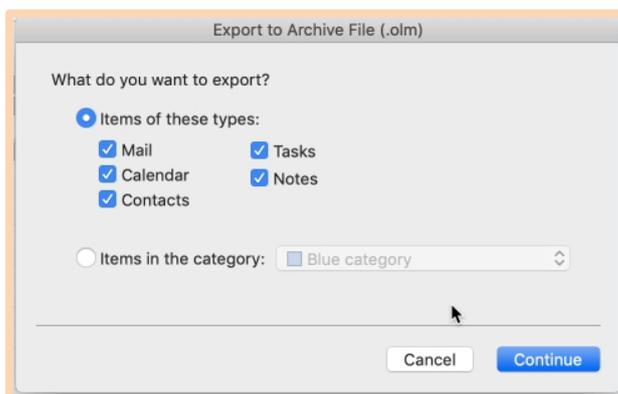
How to copy Microsoft Outlook items between accounts (Mac)

Note:

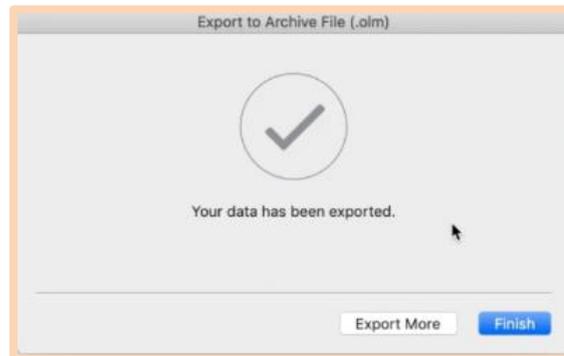
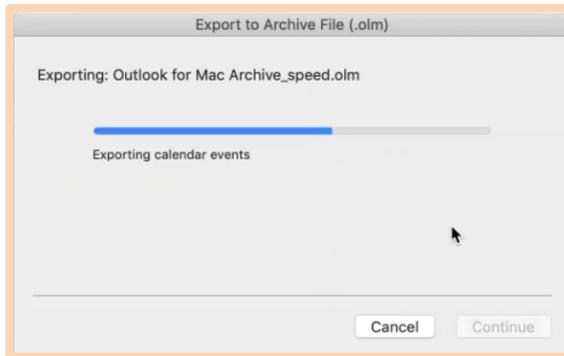
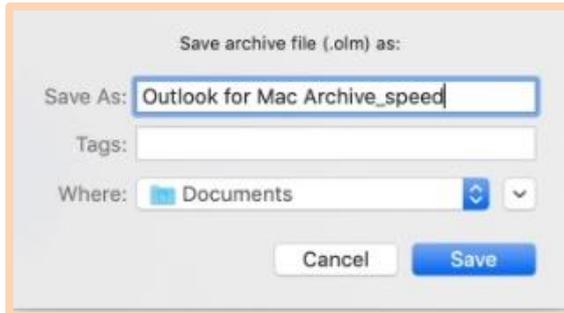
- If the Outlook desktop app is not installed, please download a copy from Microsoft Office 365 first.
1. Sign in to the “@STUDENT.SPEED” account and connect with the Outlook app.
 2. Check and Wait for the syncing process completed.
 3. Click on “File” and “Export...”



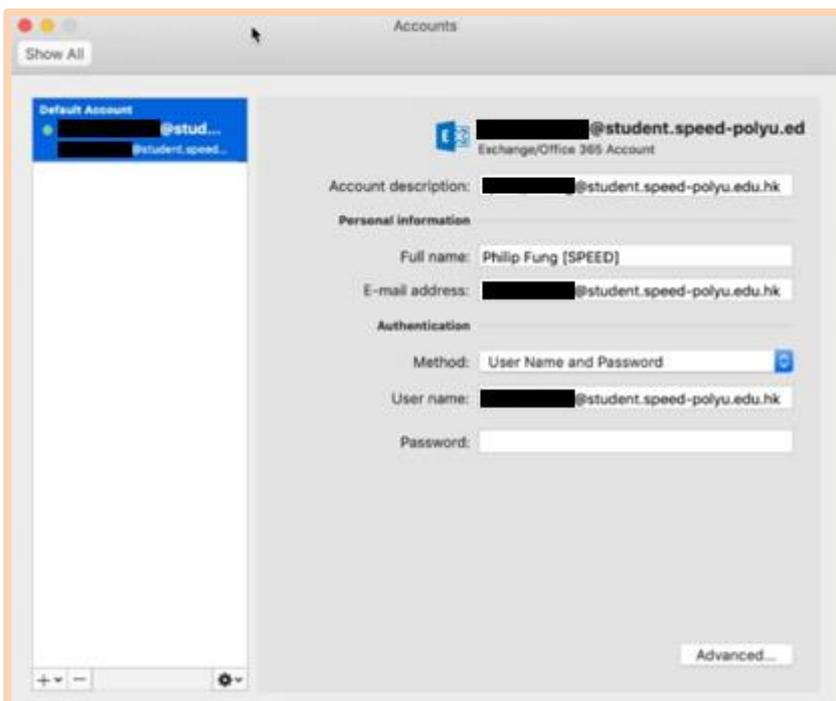
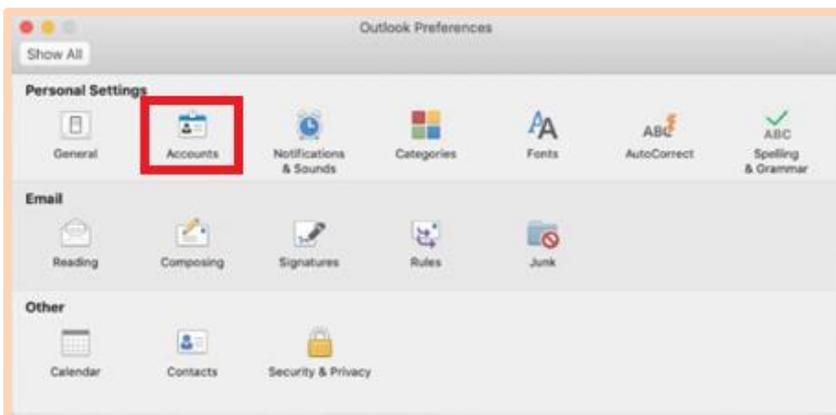
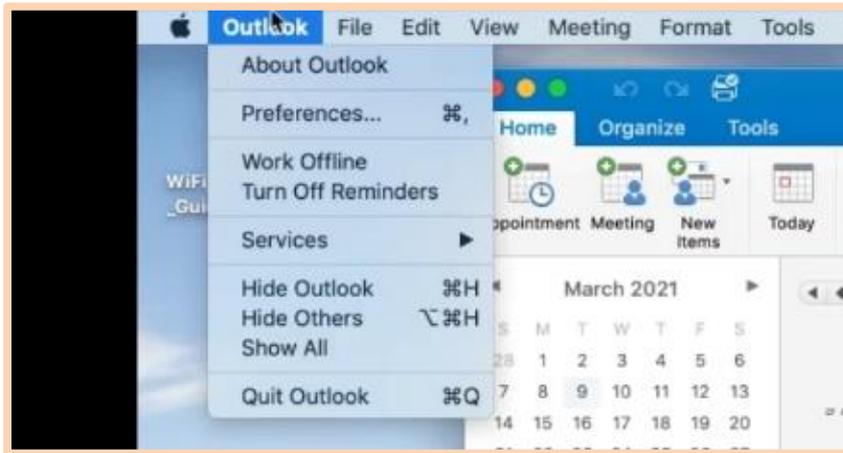
4. Select all to export all items and press “Continue”



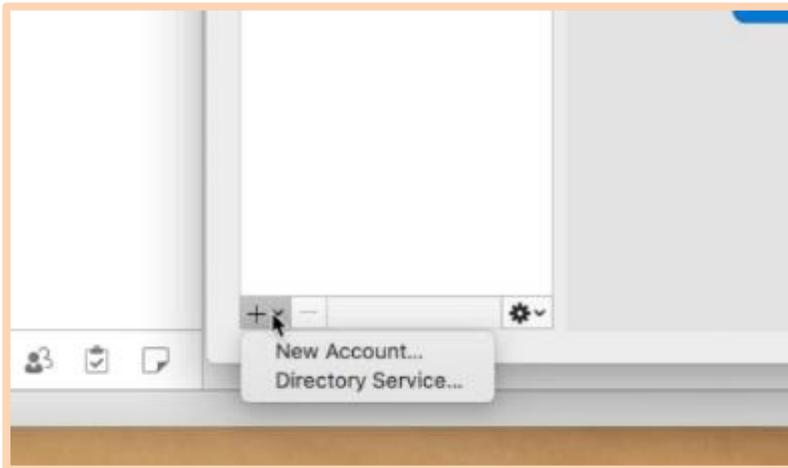
-
5. Enter a name and choose the location or use the default for saving the archive file.



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

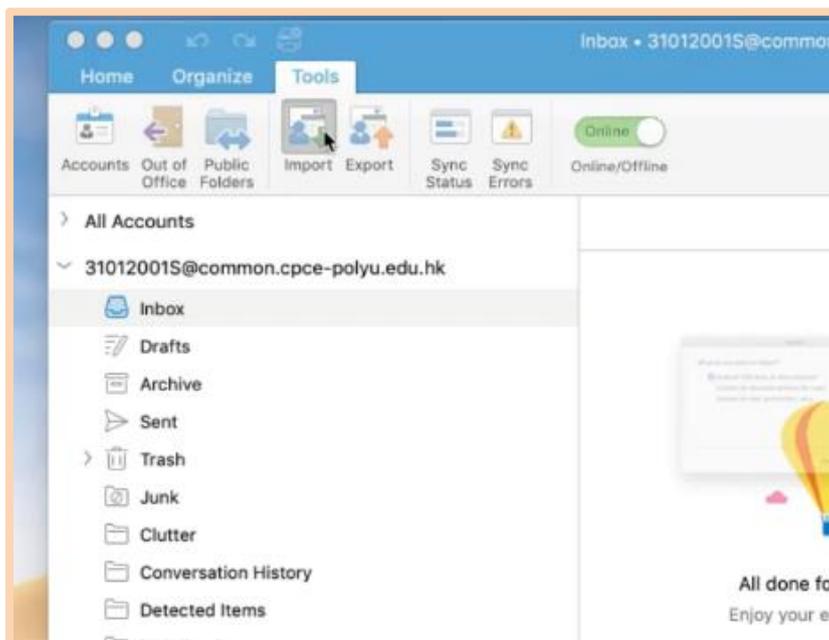


7. Create the “@common” email account in the Outlook by and “+” sign with “New Account”.



8. Sign in to the “@common” account and connect with the Outlook app.

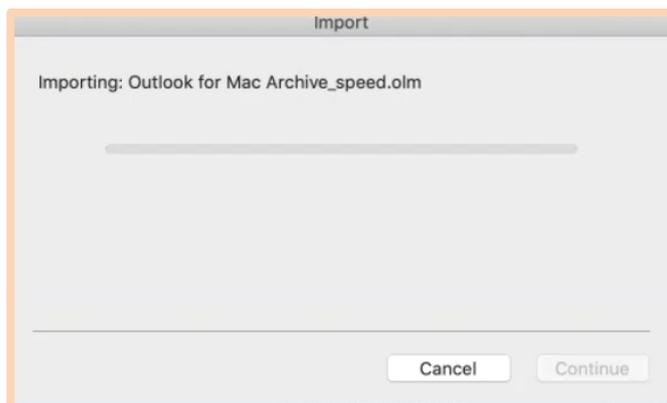
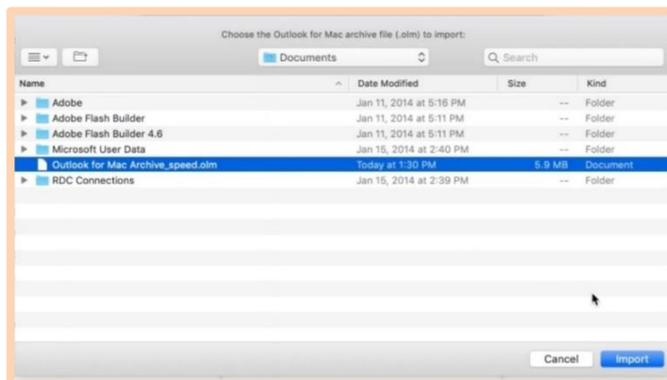
9. Click on “Tools” → “Import”.

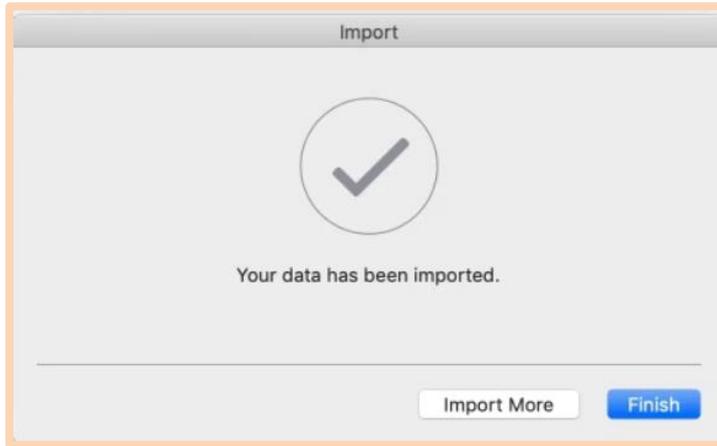


10. Click on “Outlook for Mac archive file (.olm)” and click “Continue”.



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





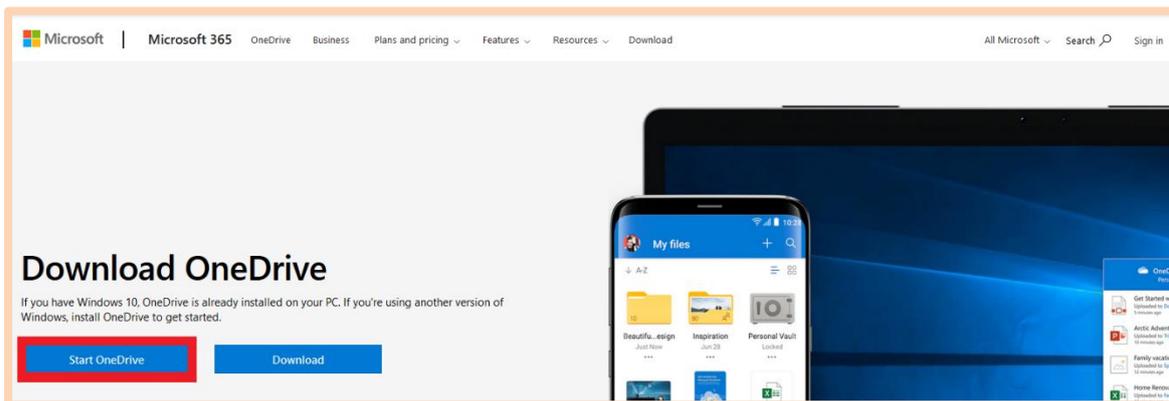
How to batch copy Microsoft OneDrive files between accounts (PC)

Note:

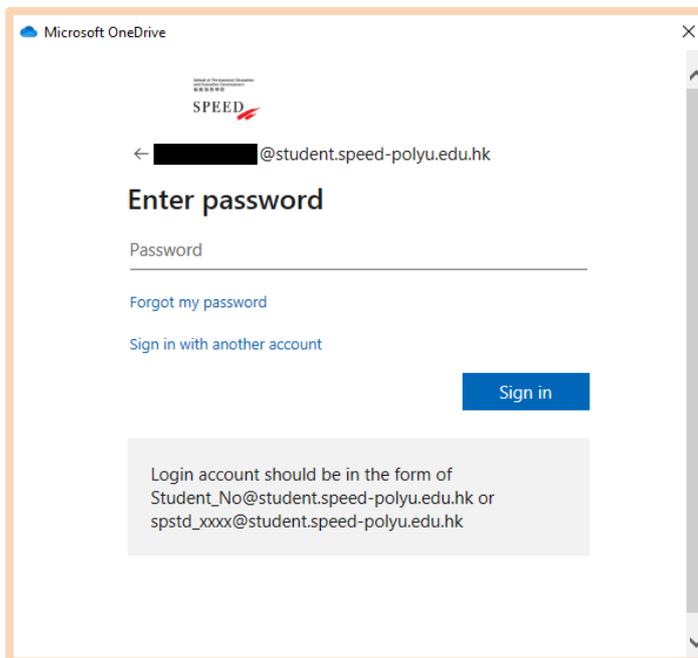
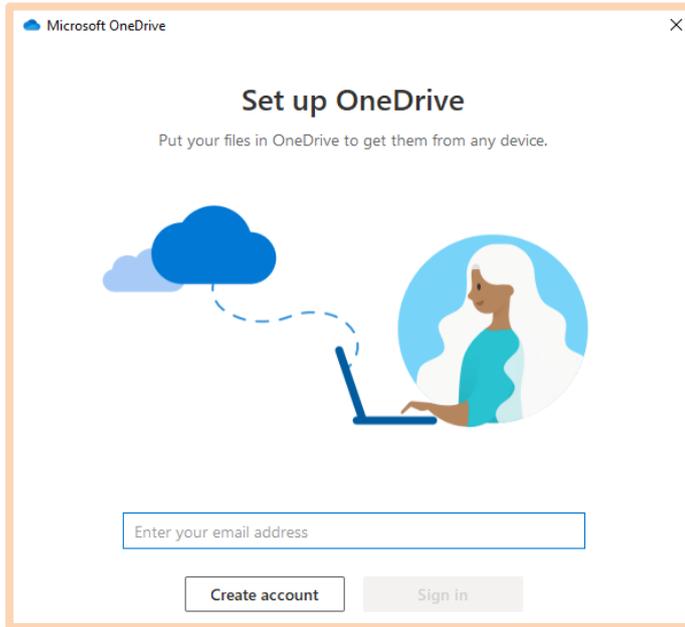
- If the OneDrive app is not installed, please download a copy from Microsoft Office 365 first, or go to office 365 OneDrive web to the sync function to sync to the device.
- The latest Windows 10 is with the OneDrive client pre-installed.

1. Open OneDrive app in the Windows, or Go to Office 365 OneDrive download web site and click “Start OneDrive”

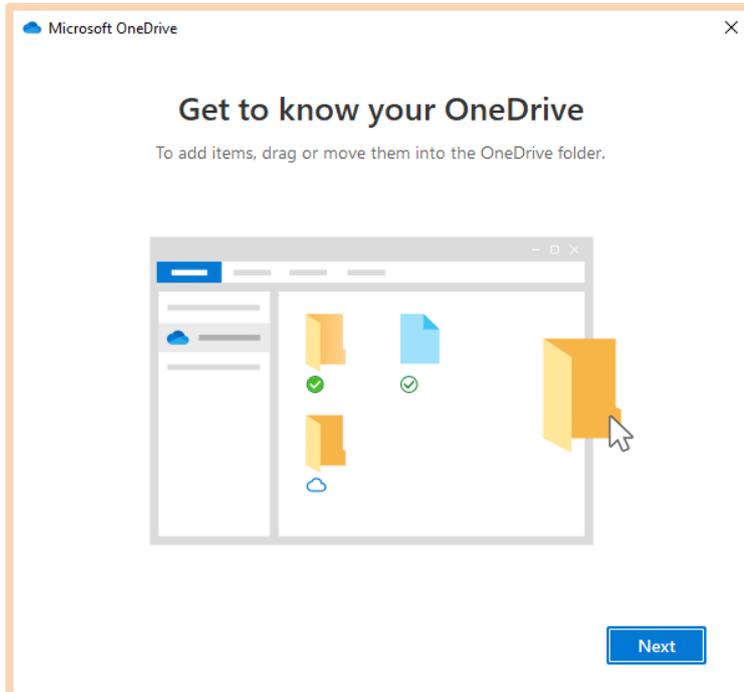
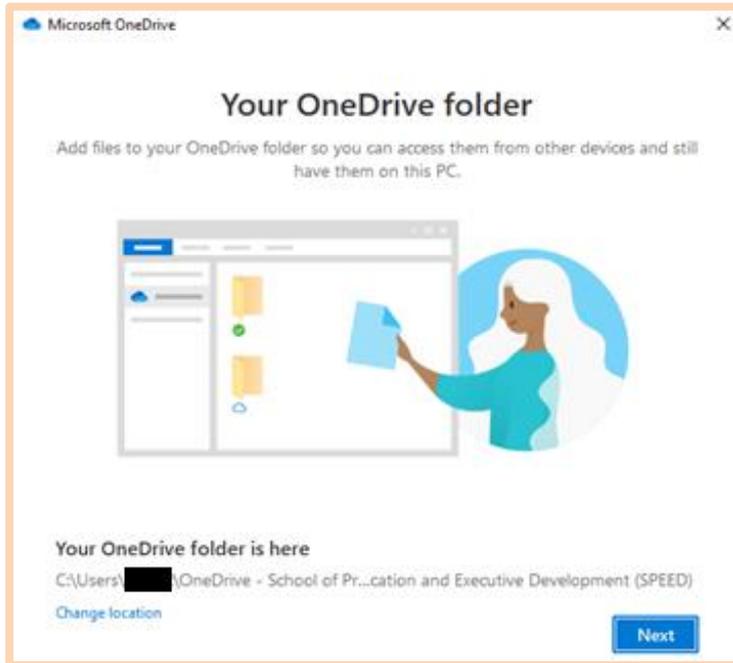
<https://www.microsoft.com/en-us/microsoft-365/onedrive/download>

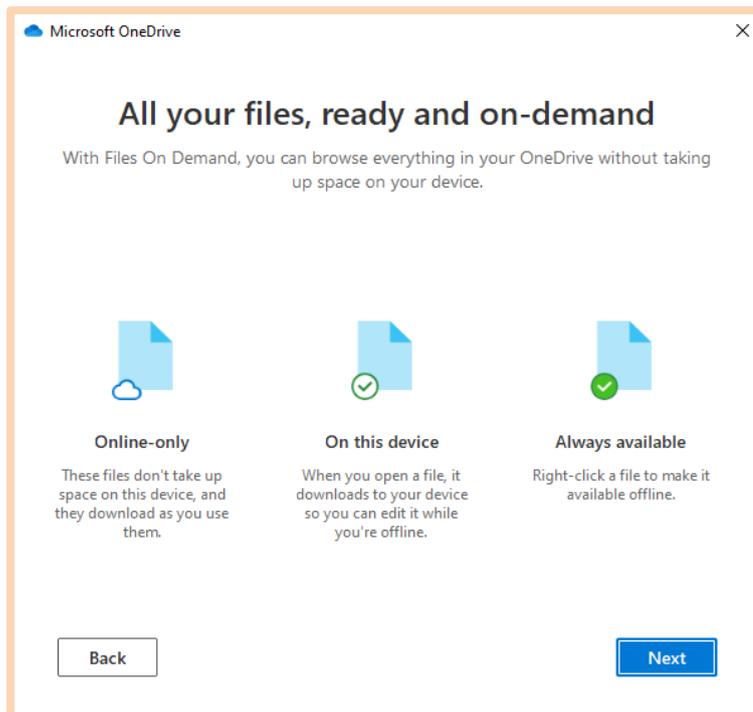
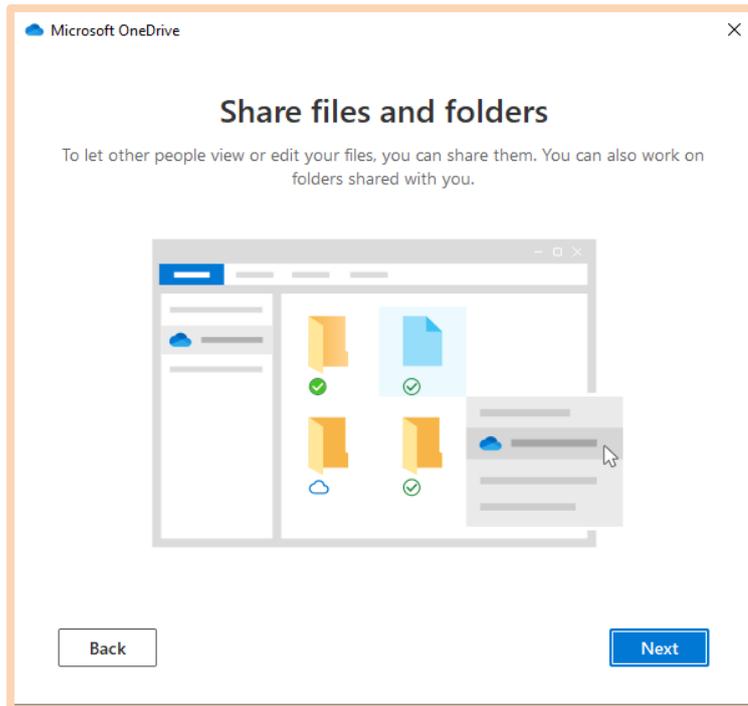


2. Login OneDrive client by using the “@STUDENT.SPEED” student account email address and password.

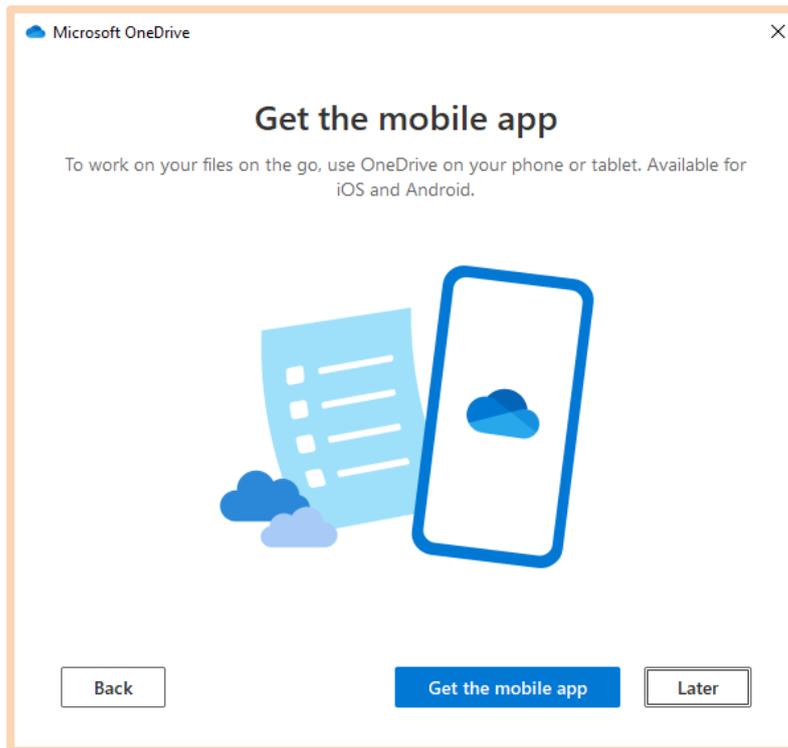


3. Click “Next” in the following steps for creating a folder for synchronizing.

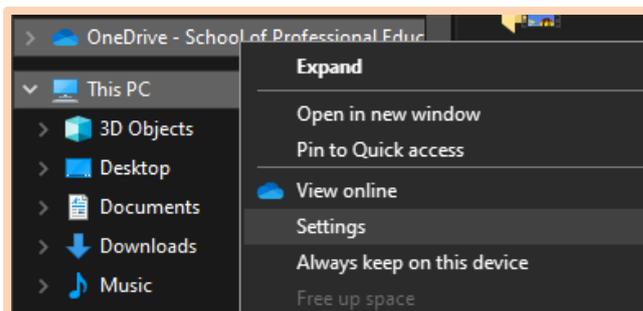




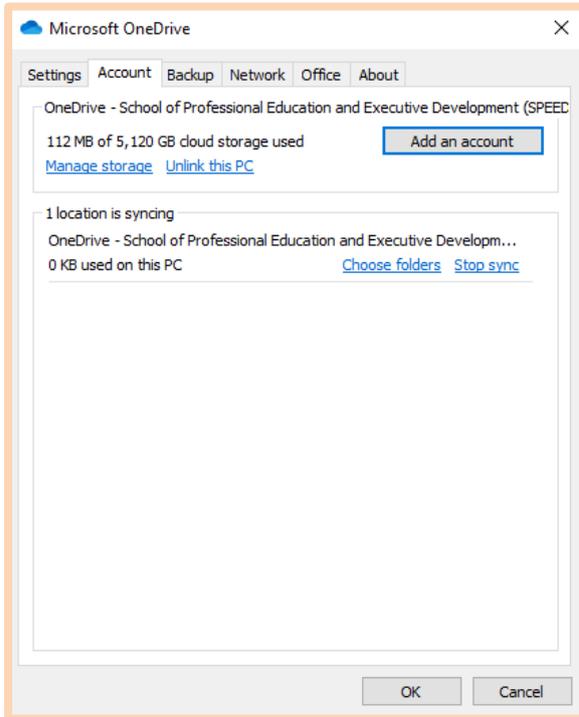
4. Click “Later” to complete the action.



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

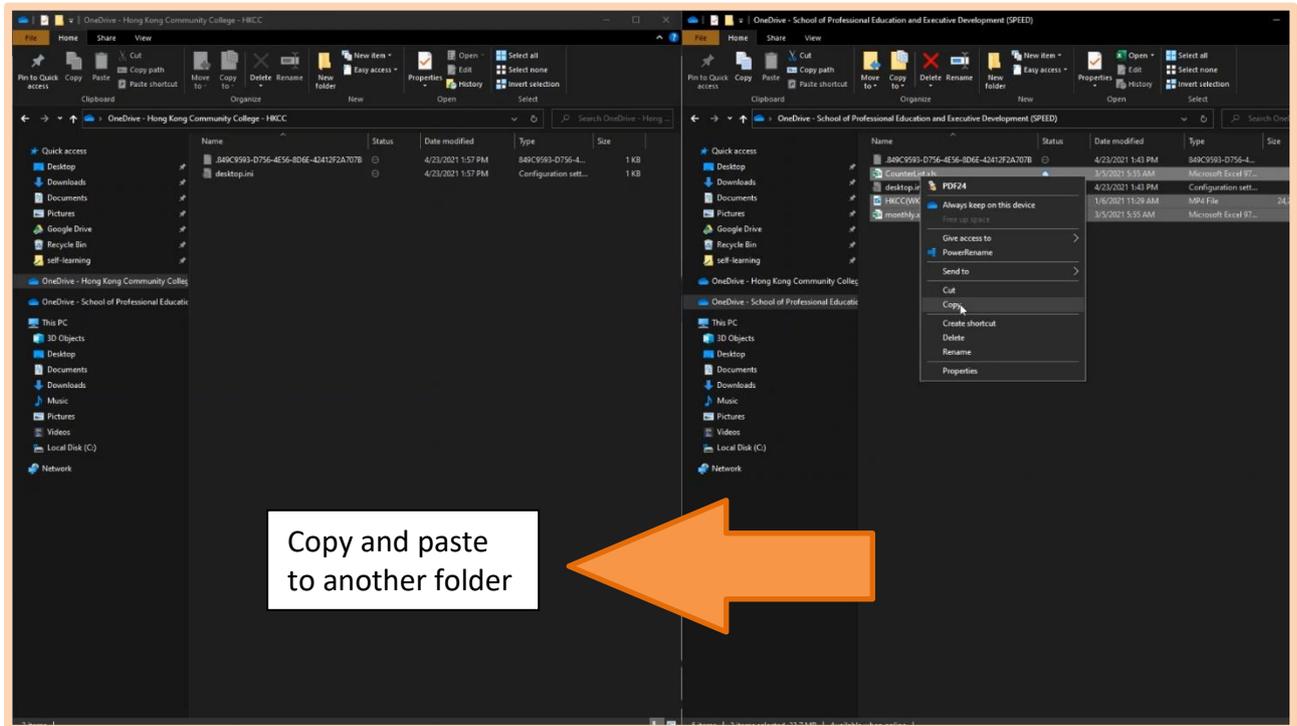


6. Click on the “Add an account” on the OneDrive client setting page under the “Account” tab.



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

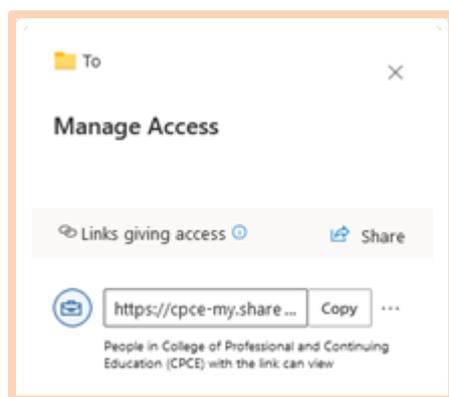
8. Copy the file(s) from the “@STUDENT.SPEED” OneDrive to the “@common” OneDrive using the operating system function between 2 synced folders.



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	Modified	Modified By	File size	Sharing
userguide	April 26	[REDACTED] [ITU]	2 items	Private
To	May 7	[REDACTED] [ITU]	2 items	Shared

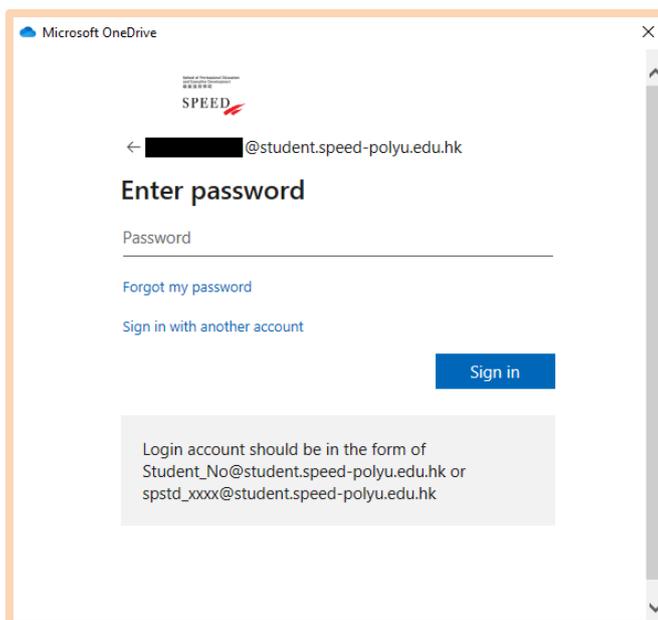
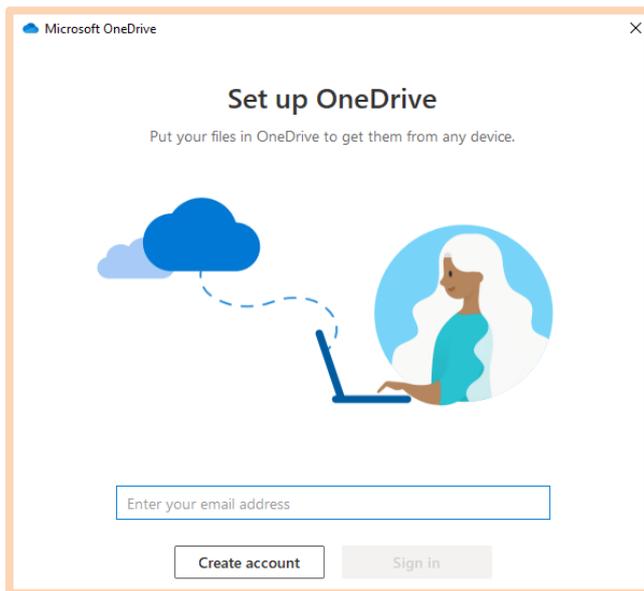


How to batch copy Microsoft OneDrive files between accounts (Mac)

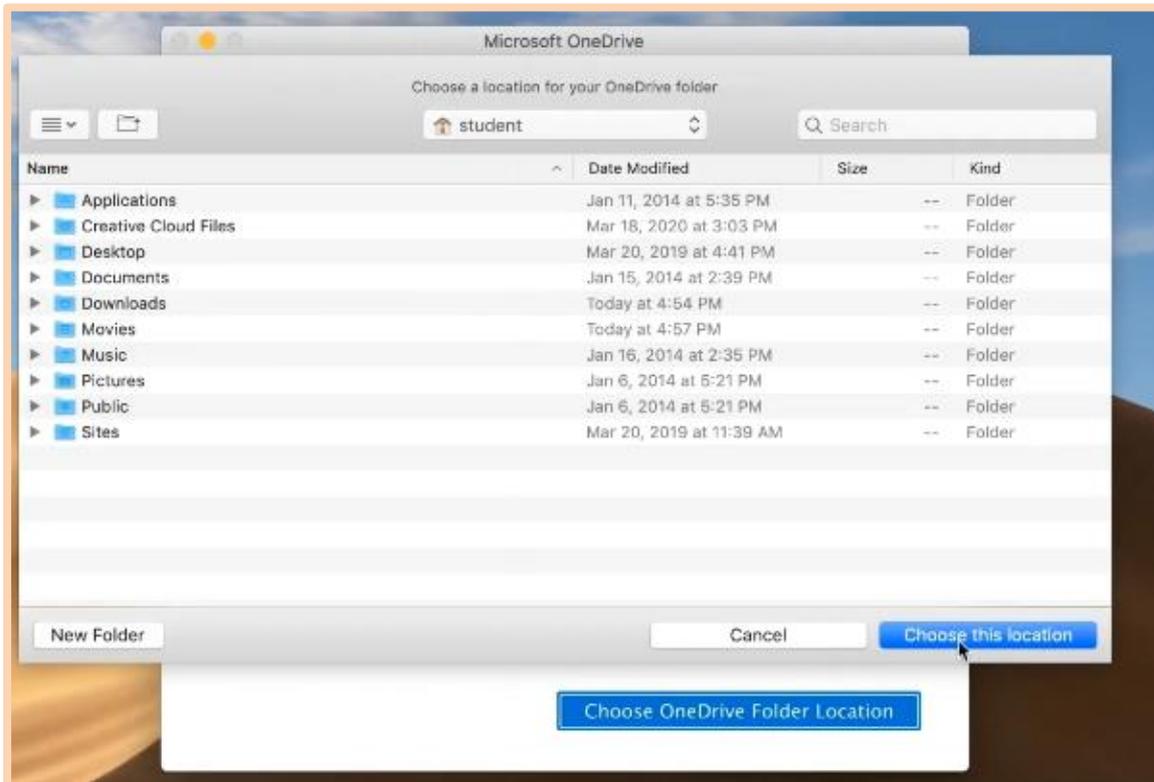
Note:

- If the OneDrive app is not installed, please download a copy from App Store first.

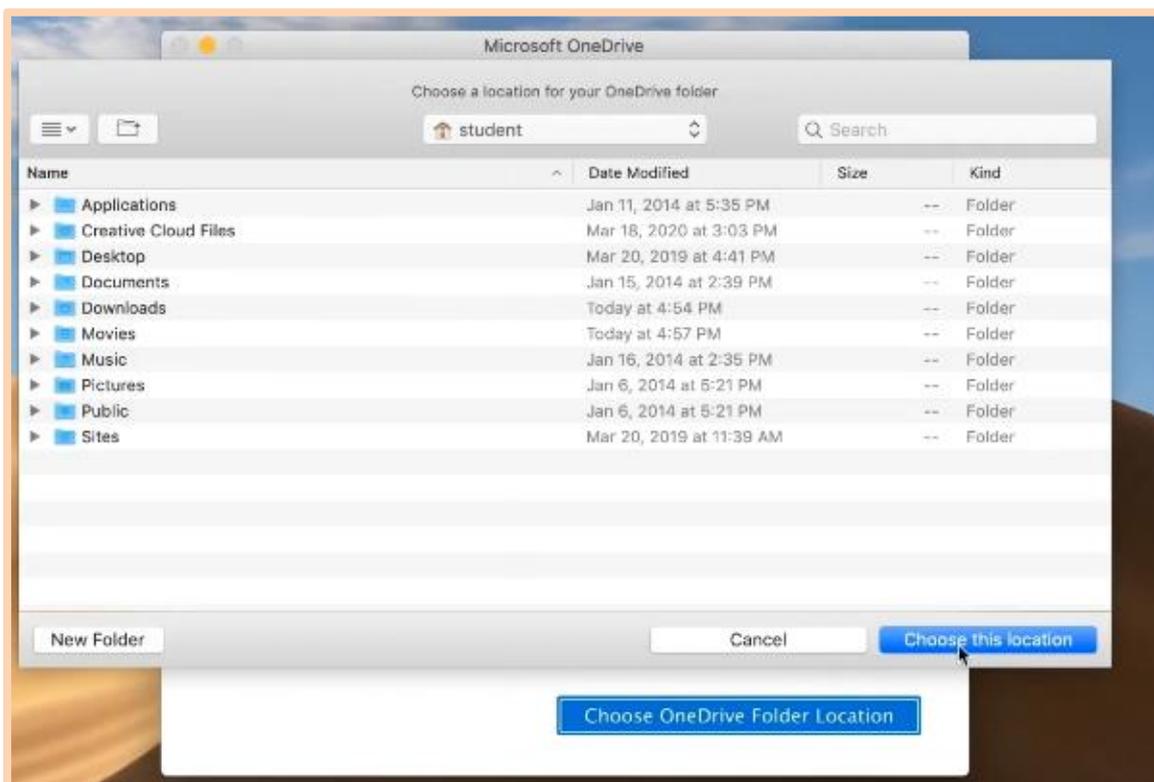
1. Login OneDrive client by using the “@STUDENT.SPEED” student account email address and password.

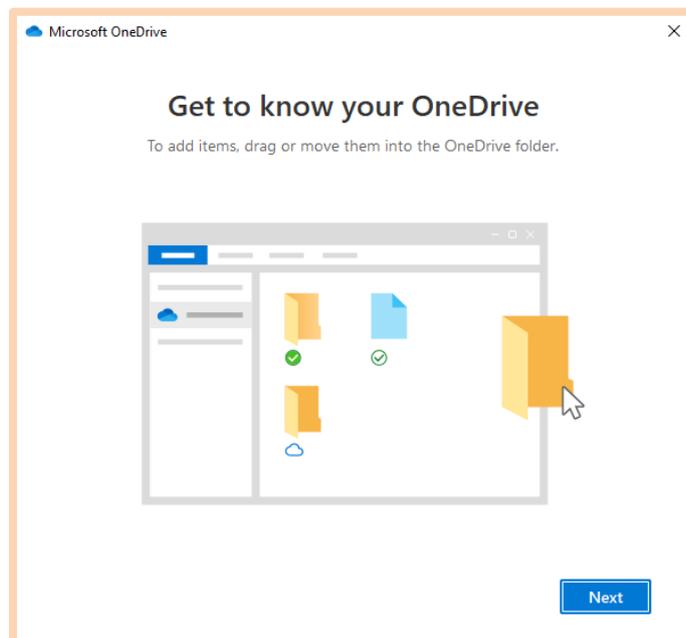
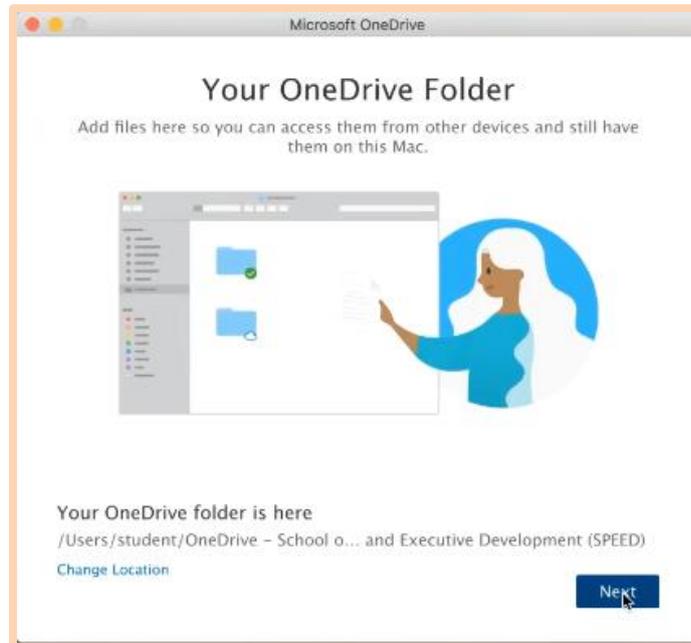


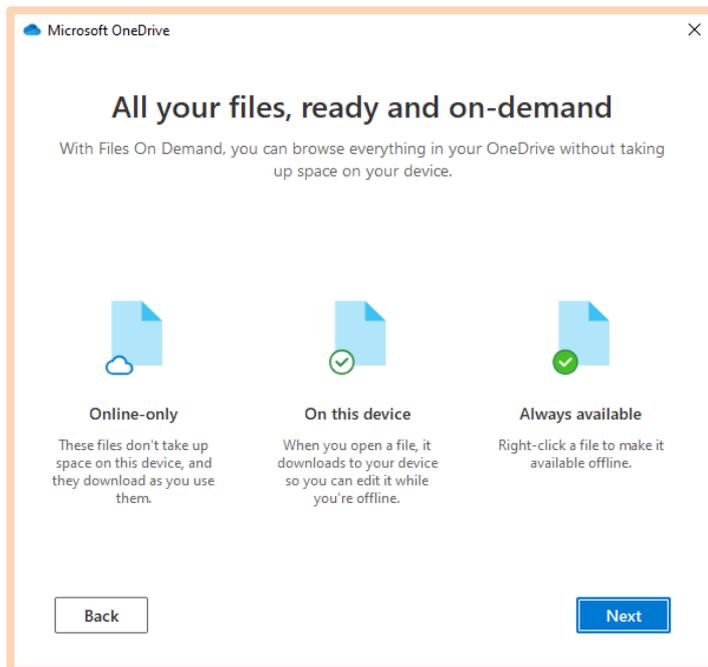
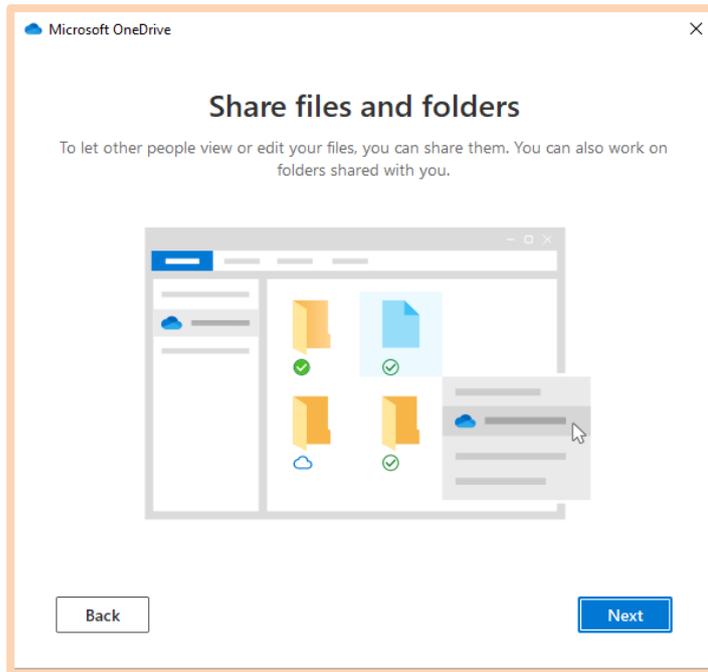
2. Choose a location for the OneDrive Folder.



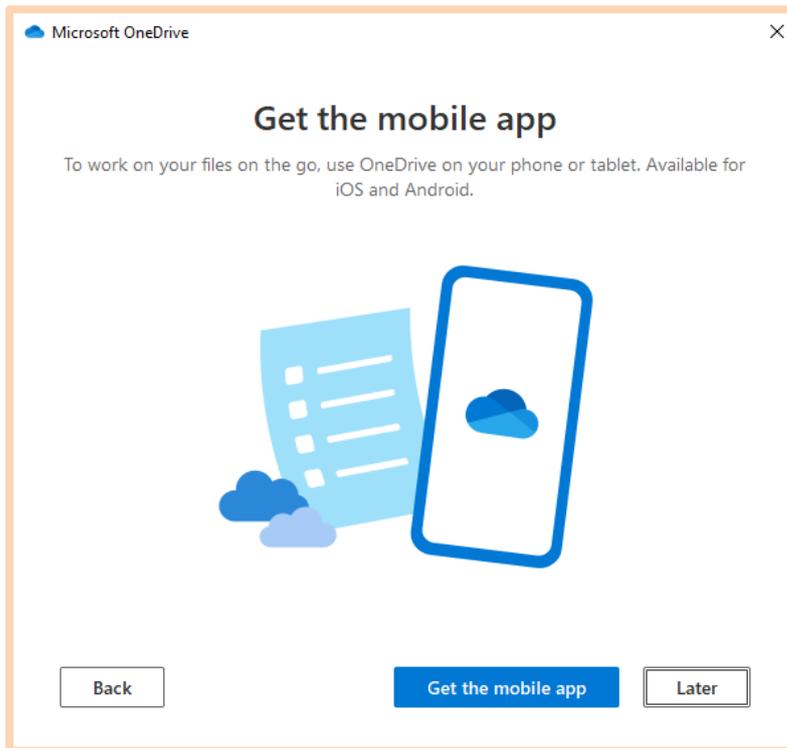
3. Click "Next" in the following steps for creating a folder for synchronizing.



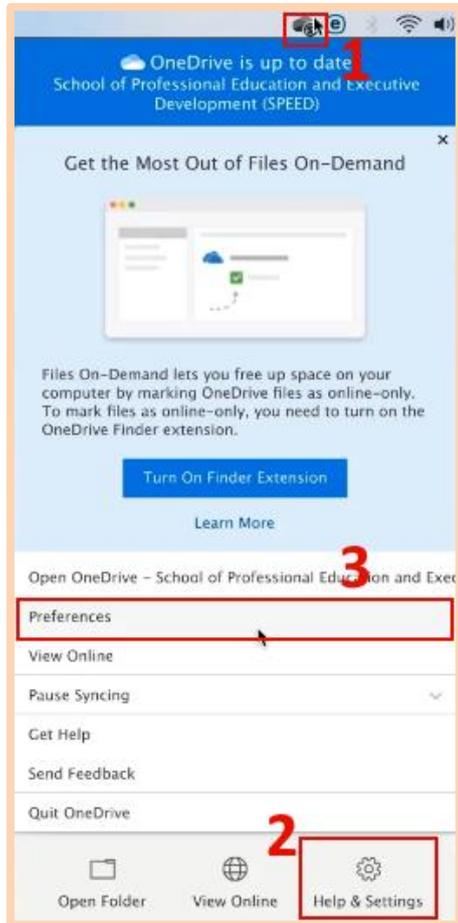




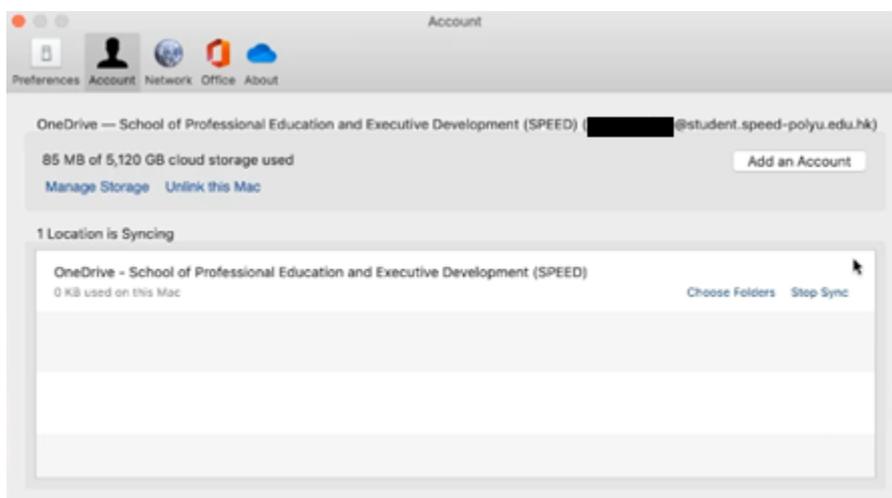
4. Click “Later” to complete the action.



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

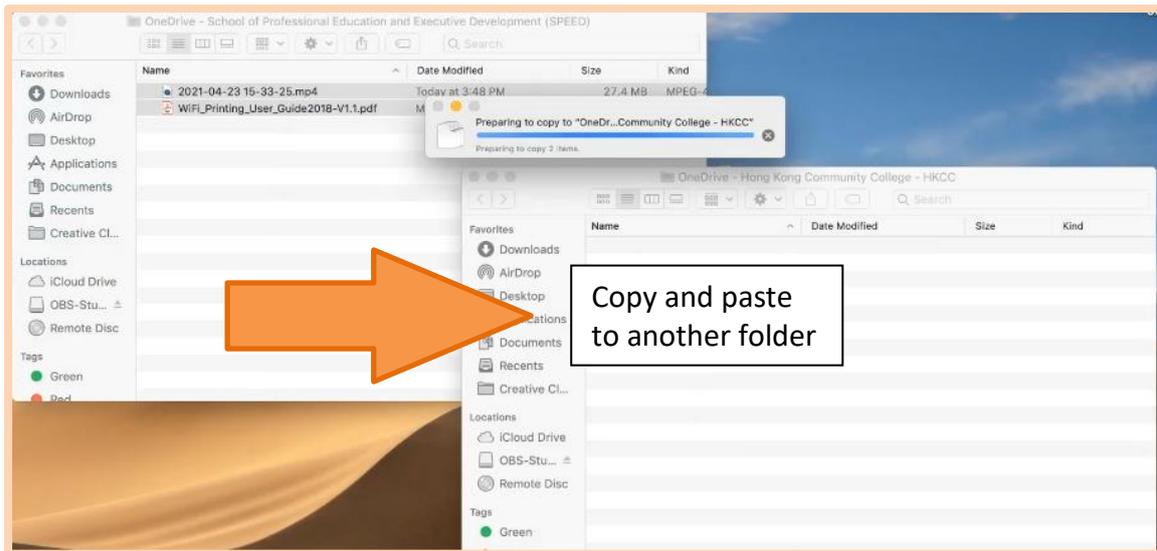


6. Select on the “Account” tab and click on “Add an Account”

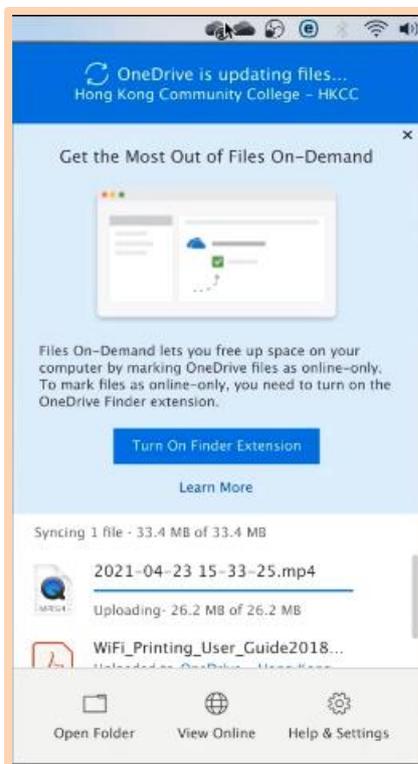


9. Repeat the same steps 1 - 4 with the creation of the “@common” OneDrive.

10. Copy the file(s) from the “@STUDENT.SPEED” OneDrive to the “@common” OneDrive using the operating system function between 2 synced folders.



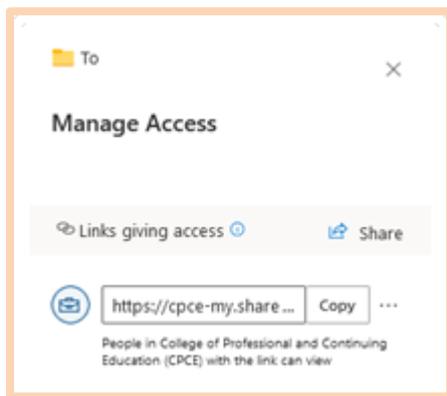
11. Wait for the synchronization to be completed.



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	Modified	Modified By	File size	Sharing
userguide	April 26	[REDACTED] [ITU]	2 items	Private
To	May 7	[REDACTED] [ITU]	2 items	Shared



How to download Microsoft Stream video files for backup

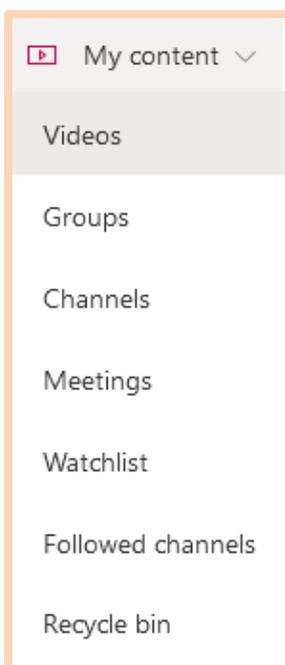
Note:

- 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

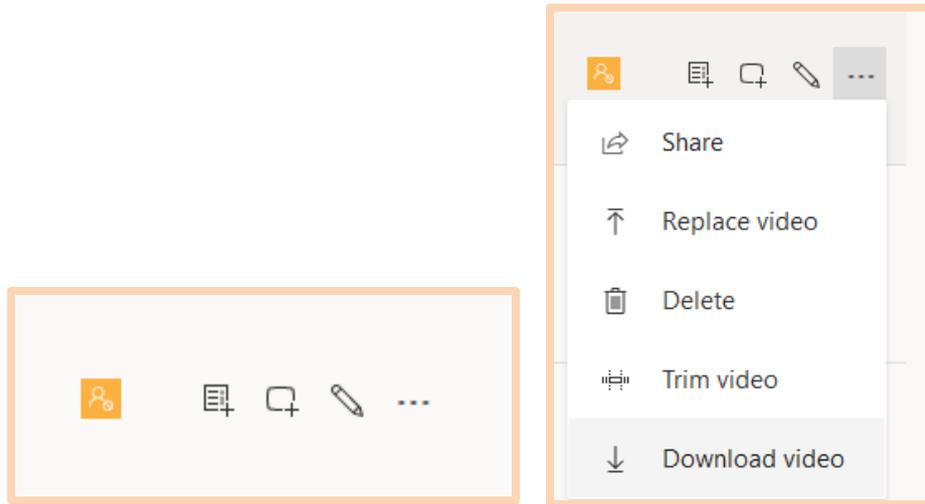
1. Login account in webmail.cpce-polyu.edu.hk using “@STUDENT.SPEED” account and go to Microsoft Stream under Apps



2. Click on “My Content” and select “Video”.



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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.