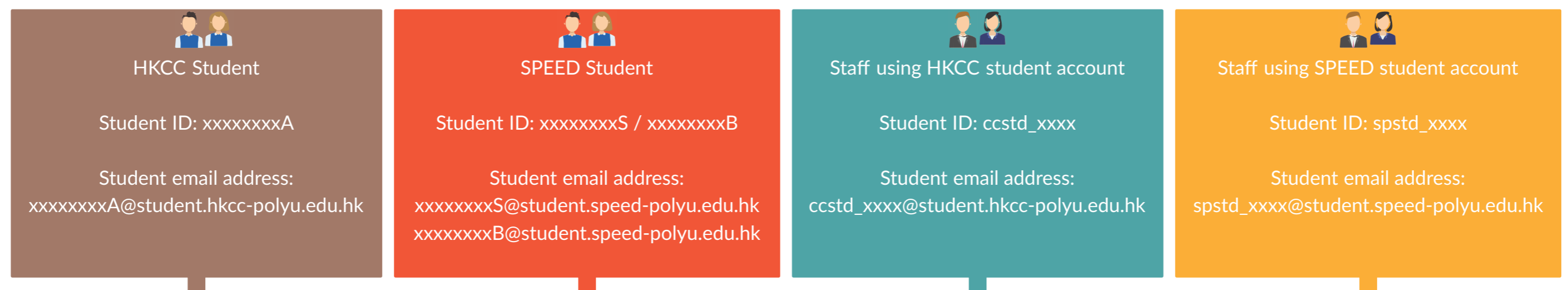




## Student email account migration (HKCC & SPEED)




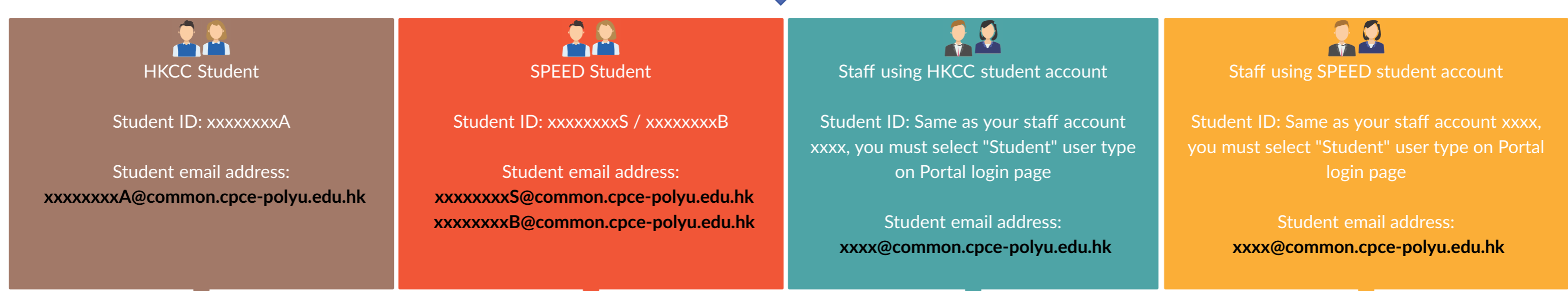
 Before migration starts: **Before 1st June**


- If you are Zoom user, please archive all chat messages created in Zoom before **1st June** if needed.  
Chat messages will be deleted after email migration.


 During migration period: **1st June to 7th June**

- Minimize your use on Microsoft 365 services
- You may encounter login failure on Microsoft 365 services such as email, OneDrive, SharePoint, Teams, etc.
- Your shared links of OneDrive / SharePoints will be inaccessible


 Migration completion date: **7th June**




 After migration period: **on or after 9th June**




- Use your new email login account
  - Sign out the old email account on the related Microsoft Apps (e.g. Outlook, Teams, OneDrive, etc.)
  - Sign in with new @COMMON account with your current password
  - If you have also registered any service outside the college using the old HKCC student email account, you are recommended to register using new @COMMON account
 e.g. Autodesk account
- Verify your previous data are migrated  
(e.g. email and calendar, files stored in OneDrive and sharing permission, video files in Stream, Teams group and membership, etc.)
- If you have created shared link from your OneDrive / SharePoint before, you have to share the files using your @COMMON account OneDrive / SharePoint for a new link.  
Old shared links are inaccessible.
- Email sending to @student.hkcc-polyu.edu.hk will be auto-forwarded to @COMMON account mailbox during transition period.



- Re-Activate your student account
  - Go to Password Manager page <https://wdm.cpce-polyu.edu.hk/QPMUser/>
  - Enter your Student ID, select "Student Domain", press OK button
  - Select "My Questions and Answers Profile"
  - Enter the captcha shown on the image
  - Enter your Initial Password  
Initial Password is **Speed.xxx**  
e.g. Speed.567 if your HKID/Passport no. is A1234567  
e.g. Speed.56A if your HKID/Passport no. is A123456A
  - Setup Security question and answer
  - Select "Manage my passwords", Enter captcha and Initial Password again, then you will be prompted to change a new password
  - Activation of your student account and @COMMON account is completed after you change a new password
- Use your new email login account
  - Sign out the old email account on the related Microsoft Apps (e.g. Outlook, Teams, OneDrive, etc.)
  - Sign in with new @COMMON account
  - If you have also registered any service outside the college using the old SPEED student email account, you are recommended to register using new @COMMON account
 e.g. Autodesk account
- Backup data from your old account
  - Your old account is now renamed to xxxxxxxxSU or xxxxxxxxBU  
e.g. 12345678SU if your student ID is 12345678S  
e.g. 12345678BU if your student ID is 12345678B
  - Your old account email address is now renamed to xxxxxxxxSU@student.speed-polyu.edu.hk or xxxxxxxxBU@student.speed-polyu.edu.hk  
e.g. 12345678SU if your student ID is 12345678S  
e.g. 12345678BU if your student ID is 12345678B
  - Your old account can still be accessed for backup purpose until termination to be carried on 30th Sept 2021
  - You are advised to setup email forwarding on your old email account, pointing to new @COMMON account during transition period til 30th Sept 2021
  - Refer to email migration page <https://emig.cpce-polyu.edu.hk> to written and video guides covering data backup and data migration techniques  
e.g. Email, OneDrive, MS Streams etc.
- If you have created shared link from your OneDrive / SharePoint before, you have to share the files using your @COMMON account OneDrive / SharePoint for a new link.  
Old shared links are inaccessible.



- Use your new email login account
  - Sign out the old email account on the related Microsoft Apps (e.g. Outlook, Teams, OneDrive, etc.)
  - Sign in with new @COMMON account
  - Verify your previous data are migrated  
(e.g. email and calendar, files stored in OneDrive and sharing permission, video files in Stream, Teams group and membership, etc.)
  - If you have created shared link from your OneDrive / SharePoint before, you have to share the files using your @COMMON account OneDrive / SharePoint for a new link.  
Old shared links are inaccessible.
- Email sending to @student.hkcc-polyu.edu.hk will be auto-forwarded to @COMMON account mailbox during transition period.  
Lecturers should change student email address to @COMMON account email address if you are holding a saved student account list e.g. Excel



- Use your new email login account
  - Sign out the old email account on the related Microsoft Apps (e.g. Outlook, Teams, OneDrive, etc.)
  - Sign in with new @COMMON account using your password in used with your HKCC student account ccstd\_XXXX
  - If you lost the password on your HKCC student account ccstd\_XXXX, please send email to ITU Helpdesk [itu.helpdesk@cpce-polyu.edu.hk](mailto:itu.helpdesk@cpce-polyu.edu.hk) to retrieve your password
- Backup data from your old account
  - Your old account is spstd\_XXXX  
e.g. spstd\_peter if your staff account login name is peter
  - Your old account email address is spstd\_XXXX@student.speed-polyu.edu.hk  
e.g. spstd\_peter@student.speed-polyu.edu.hk if your staff account login name is peter
  - Your old account can still be accessed for backup purpose until termination to be carried on 31st Dec 2021
  - You are advised to setup email forwarding on your old email account, pointing to new @COMMON account during transition period til 31st Dec 2021
  - Refer to email migration page <https://emig.cpce-polyu.edu.hk> to written and video guides covering data backup and data migration techniques  
e.g. Email, OneDrive, MS Streams etc.
- Lecturers should change student email address to @COMMON account email address if you are holding a saved student account list e.g. Excel
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