M365 Post Go-Live Checklist

WMCGH Employed Team Members

- ☐ **Follow Day 1 Instructions** [here](#).
- ☐ **Log into your computer** with your AU credentials
- ☐ **Log in with your Wellstar email and OneID** using the Chrome browser incognito or the Edge browser in Private mode. See [here](#) for guidance.
- ☐ **Update calendar invites with WMCGH attendees, shared links and locations** (such as AU conference rooms or online meeting links) to use Wellstar emails and Wellstar-mapped links and locations. Learn how [here](#).
- ☐ **Inform contacts of your new email address.** Emails sent to your @augusta address will be forwarded to your @wellstar email only until the end of the year.
- ☐ **Create your email signature**. You can even inform your contacts of your new email address in your signature! For example, *Wellstar MCG Health is changing email, not our passion for care! Please contact me at [Your New Email]@wellstar.org as we embrace the new era of healthcare together.*

As applicable:

- ☐ **Reestablish links to shared mailboxes** and update permissions for those you own. Learn how [here](#).
- ☐ **Check your distribution lists** to make sure they are available and accurate. Update as needed.
- ☐ **Import contacts into Outlook.** Instructions can be found [here](#). You will need the Excel file you exported from your AU Outlook prior to go-live.
- ☐ **Recreate mailbox rules** to filter incoming messages.
- ☐ **Check your SharePoint sites** to update permissions with new Wellstar email addresses.
- ☐ **Recreate any private Teams channels** you need, using the content you saved from your AU Teams.
- ☐ **Set up Teams applications** such as Planner and Forms. Import the Excel files you exported from your AU Teams.

AU Employed/Affiliated Team Members (including active students)

- ☐ **Follow Day 1 Instructions** [here](#).
- ☐ **Create calendar invites for clinical meetings** from your Wellstar account.
- ☐ **Update AU calendar invites with WMCGH attendees** to use their new Wellstar email addresses.
- ☐ **Inform contacts of your new Wellstar email address to use for clinical matters.**
- ☐ **Create your Wellstar email signature.** You can even inform your contacts of your new email address in your signature! For example, *Wellstar MCG Health is changing email, not our passion for care! Please contact me at [Your New Email]@wellstar.org regarding clinical operations as we embrace the new era of healthcare together.*

If you have any questions or encounter any issues, call Wellstar Integration Support at 470-610-0720.

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