

Microsoft 365 Migration

On Demand Migration Desktop Update Agent

What to Expect

The Desktop Update Agent will guide you through several Microsoft 365 application updates. The process includes Microsoft 365 licensing, Outlook, OneDrive, and Teams. Follow the prompts when they appear and allow each process to complete before continuing.

Overview

The On Demand Migration Desktop Update Agent will guide you through the required Microsoft 365 application updates. You may be prompted to make selections during the process.

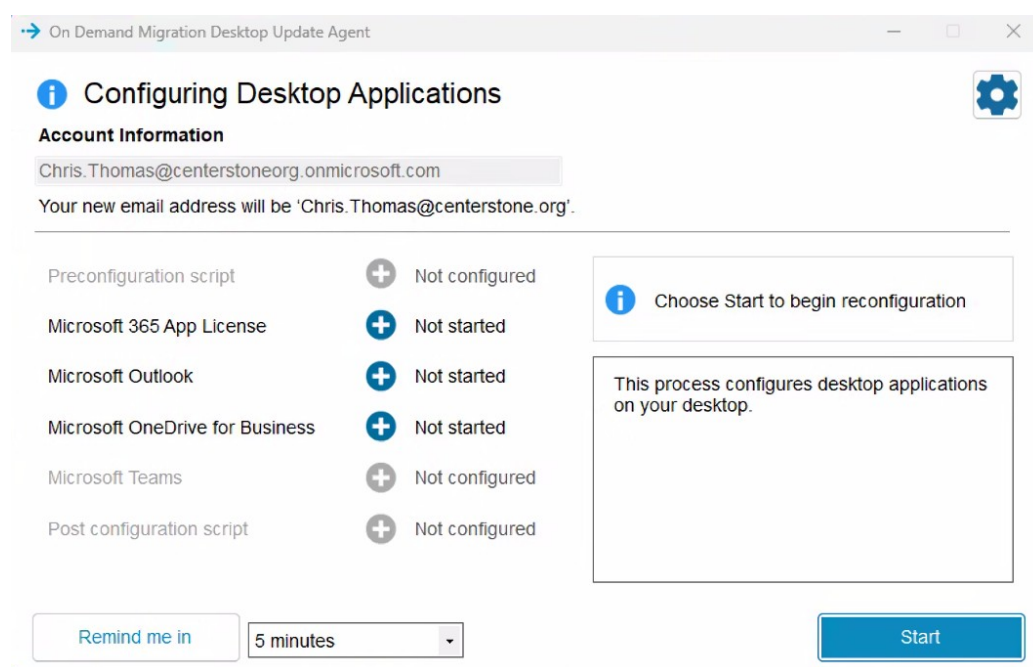
- Microsoft 365 App License
- Microsoft Outlook
- Microsoft OneDrive
- Microsoft Teams

Important

Do not close the Desktop Update Agent while a process is running unless you are instructed to do so. If you encounter an issue or are unsure how to respond to a prompt, contact the Help Desk.

Step 1 – Microsoft 365 App License

When the On Demand Migration Desktop Update Agent window appears, click Start. This will begin the Microsoft 365 App License process. Allow the process to complete before continuing.



The screenshot shows the 'On Demand Migration Desktop Update Agent' window. The title bar includes a back arrow, the window name, and standard minimize, maximize, and close buttons. The main content area is titled 'Configuring Desktop Applications' with an information icon on the left and a settings gear icon on the right. Under 'Account Information', the email 'Chris.Thomas@centerstoneorg.onmicrosoft.com' is displayed in a text box, with a note below stating 'Your new email address will be 'Chris.Thomas@centerstone.org''. A table lists configuration items with status indicators: 'Preconfiguration script' (Not configured), 'Microsoft 365 App License' (Not started), 'Microsoft Outlook' (Not started), 'Microsoft OneDrive for Business' (Not started), 'Microsoft Teams' (Not configured), and 'Post configuration script' (Not configured). A callout box on the right says 'Choose Start to begin reconfiguration' and 'This process configures desktop applications on your desktop.' At the bottom, there is a 'Remind me in' section with a '5 minutes' dropdown and a 'Start' button.

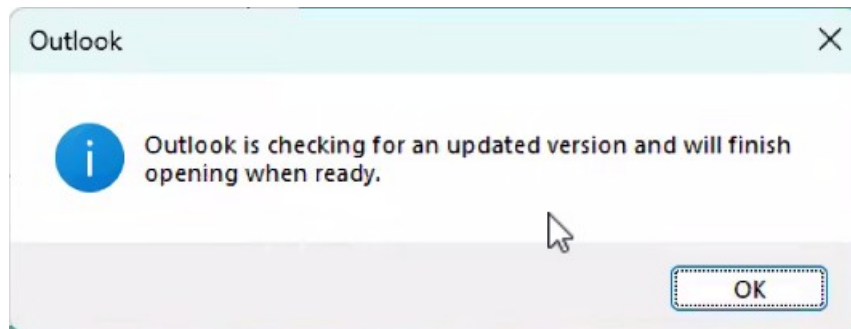
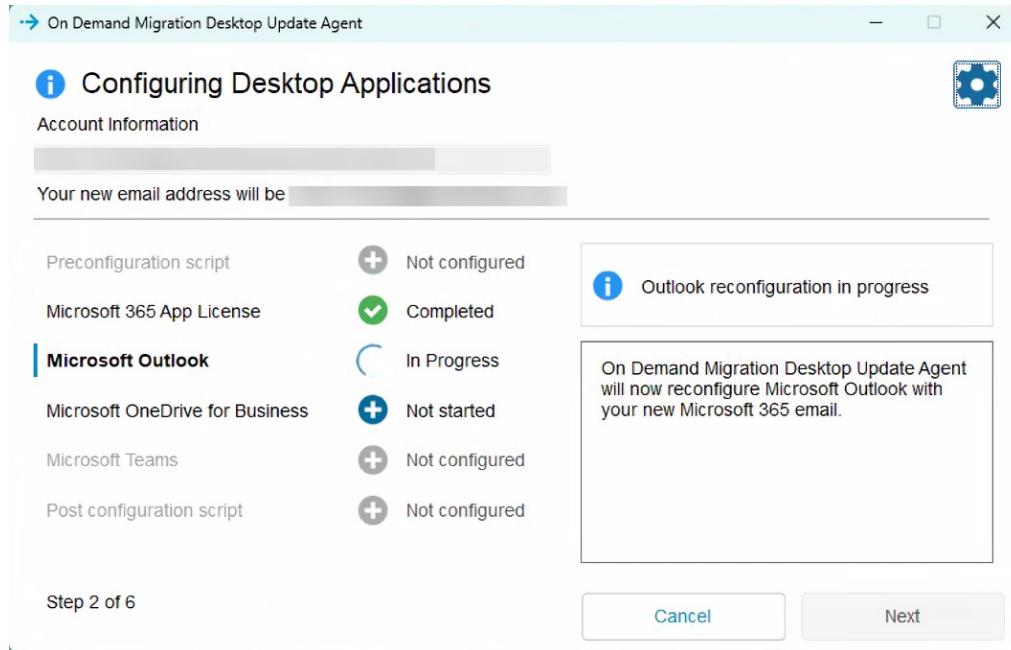
Item	Status
Preconfiguration script	Not configured
Microsoft 365 App License	Not started
Microsoft Outlook	Not started
Microsoft OneDrive for Business	Not started
Microsoft Teams	Not configured
Post configuration script	Not configured

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Step 2 – Microsoft Outlook

After the Microsoft 365 App License process is complete, the Microsoft Outlook process will begin. During this process, you may see a prompt indicating that Outlook is checking for an updated version.

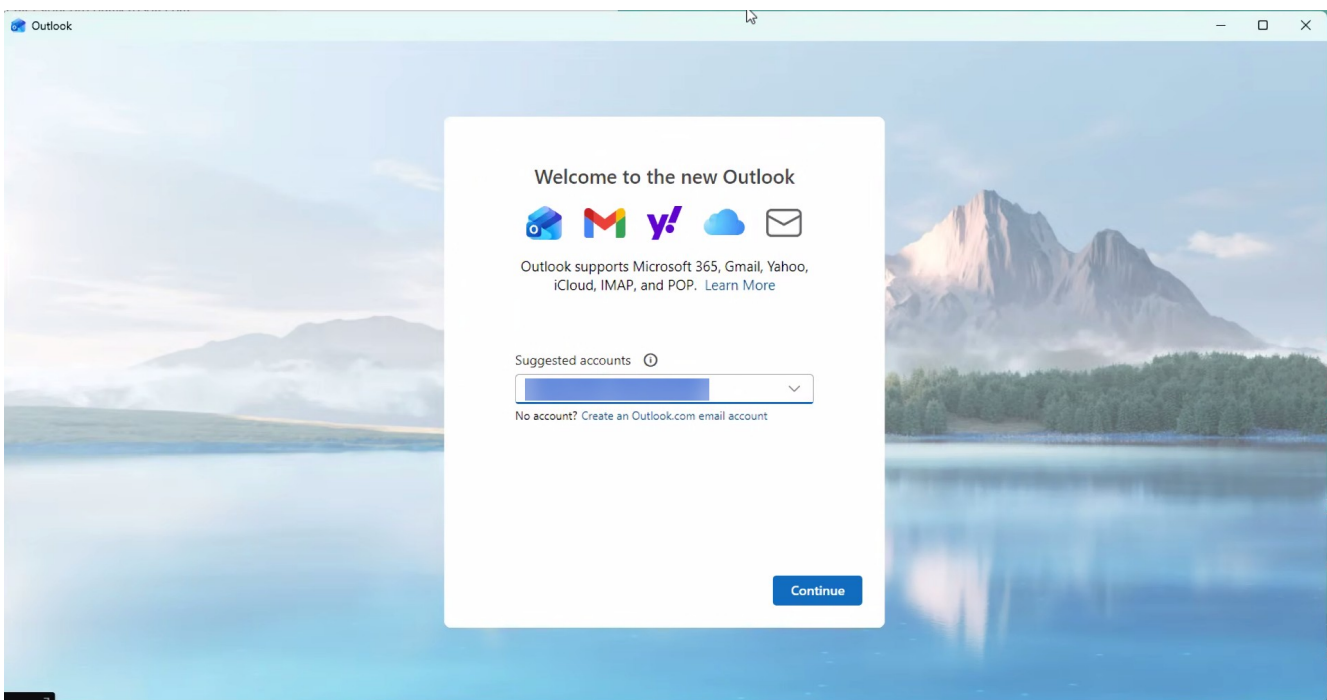
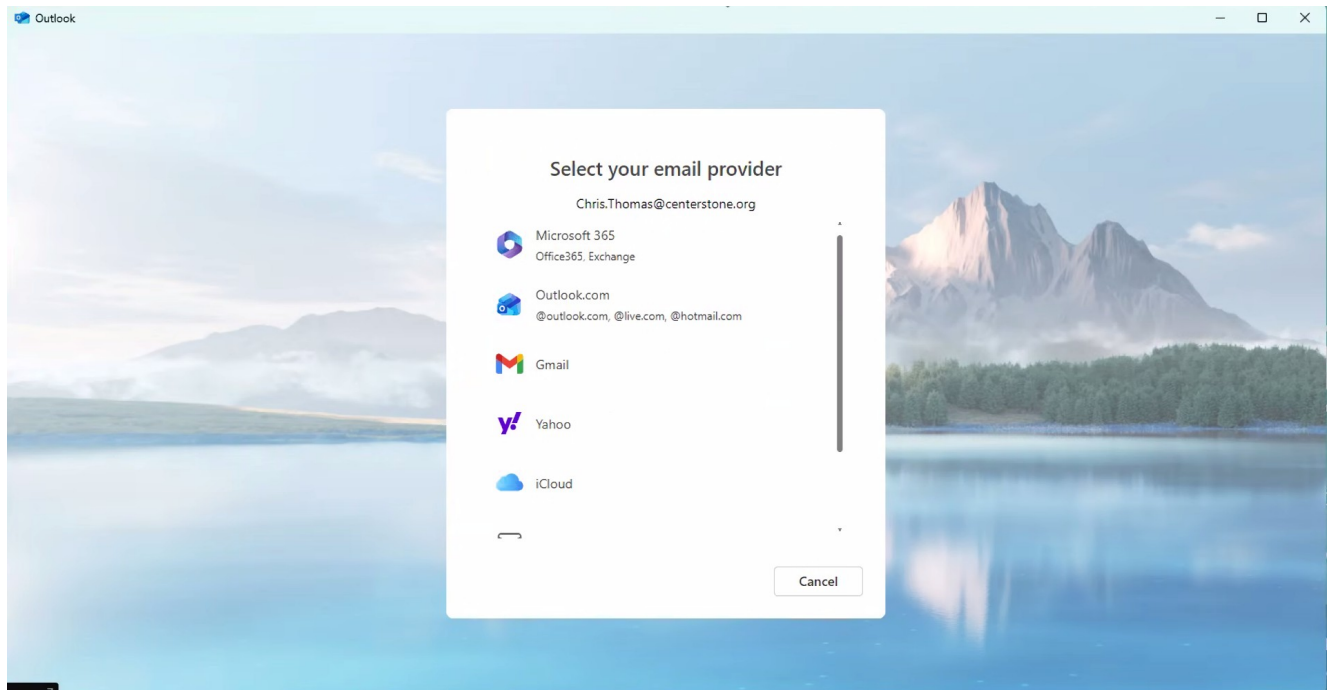


If a new version of Outlook is available, you will be prompted to set it up. Follow the prompts shown on your screen.

1. Select Microsoft 365.
2. Click Continue.
3. Allow the process to complete.

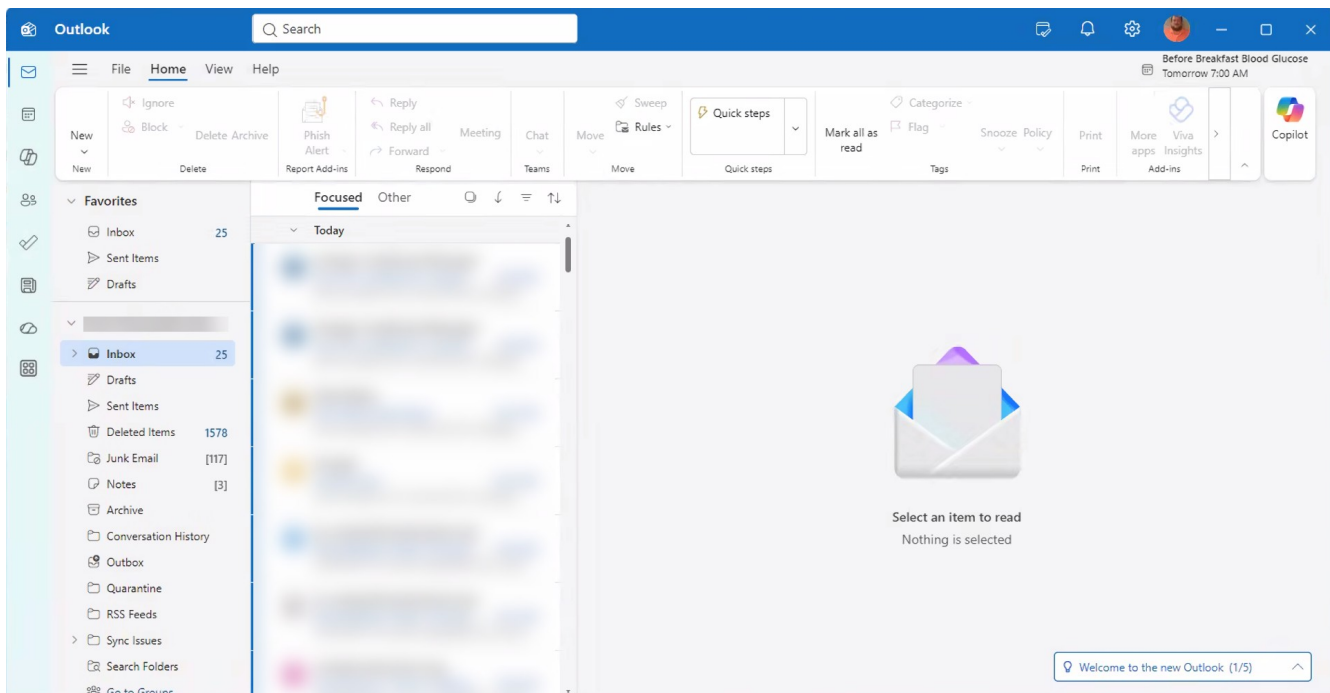
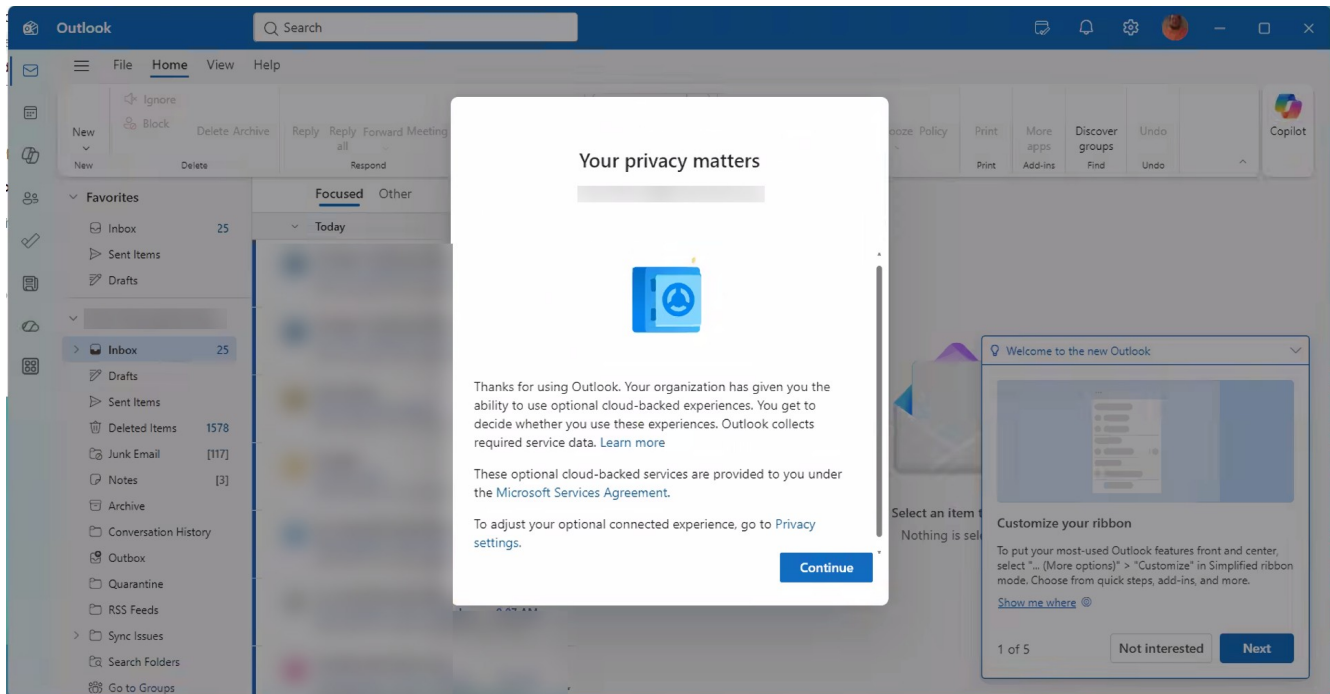
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Step 3 – Microsoft OneDrive

After the Microsoft Outlook process is complete, the Microsoft OneDrive process will begin. If OneDrive is currently running, you may be prompted to close OneDrive. Follow the on-screen instructions.

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The screenshot shows a window titled "On Demand Migration Desktop Update Agent". The main heading is "Configuring Desktop Applications" with an information icon on the left and a settings gear icon on the right. Below the heading is the "Account Information" section, which includes a redacted email address and a field stating "Your new email address will be" followed by another redacted field. A list of applications and their configuration status is shown below:

Application	Status
Preconfiguration script	Not configured (+)
Microsoft 365 App License	Completed (✓)
Microsoft Outlook	Completed (✓)
Microsoft OneDrive for Business	Not started (+)
Microsoft Teams	Not configured (+)
Post configuration script	Not configured (+)

At the bottom left, it says "Step 4 of 6". At the bottom right, there are "Cancel" and "Next" buttons. Two informational boxes are present on the right side:

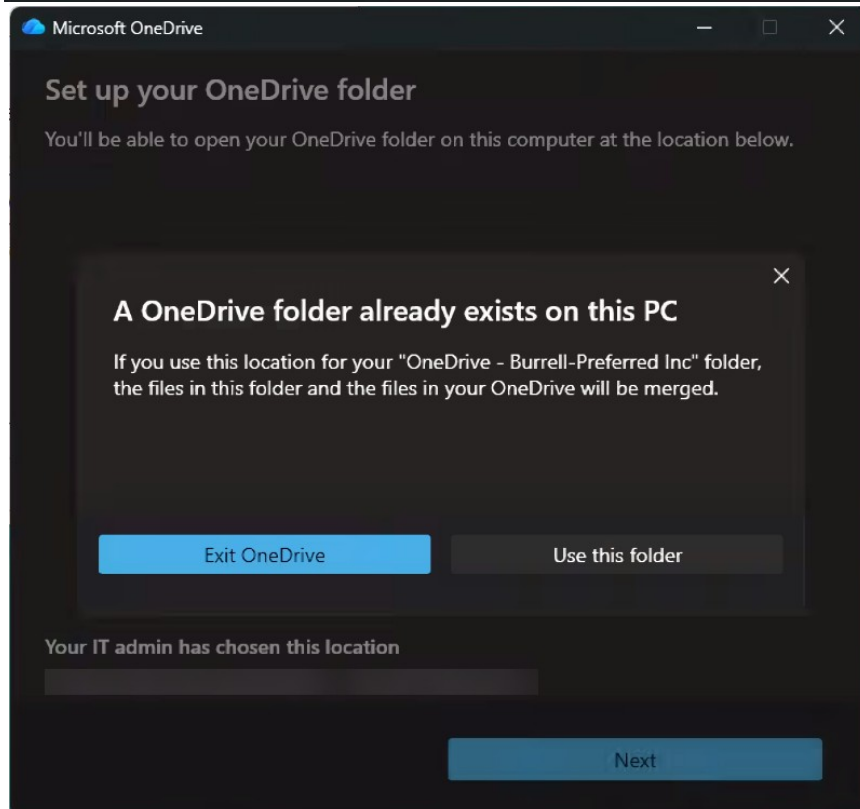
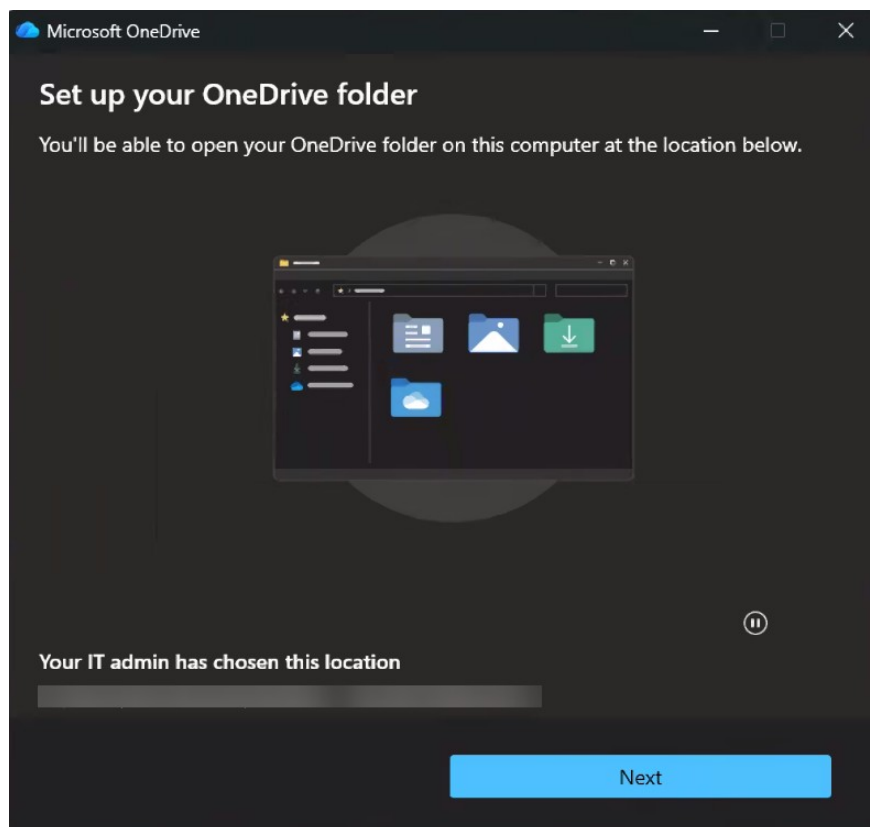
- A warning box with an orange exclamation mark icon: "Please exit Microsoft OneDrive ([Close Microsoft OneDrive now](#))".
- A text box: "On Demand Migration Desktop Update Agent will now reconfigure Microsoft OneDrive with your new Microsoft 365 email."

You may then be prompted to complete several OneDrive setup steps:

4. Follow the on-screen prompts.
5. If prompted, select Use this folder.
6. If prompted, select Not Now.
7. Select Open my OneDrive folder.
8. Once the OneDrive folder opens, you may close the window.

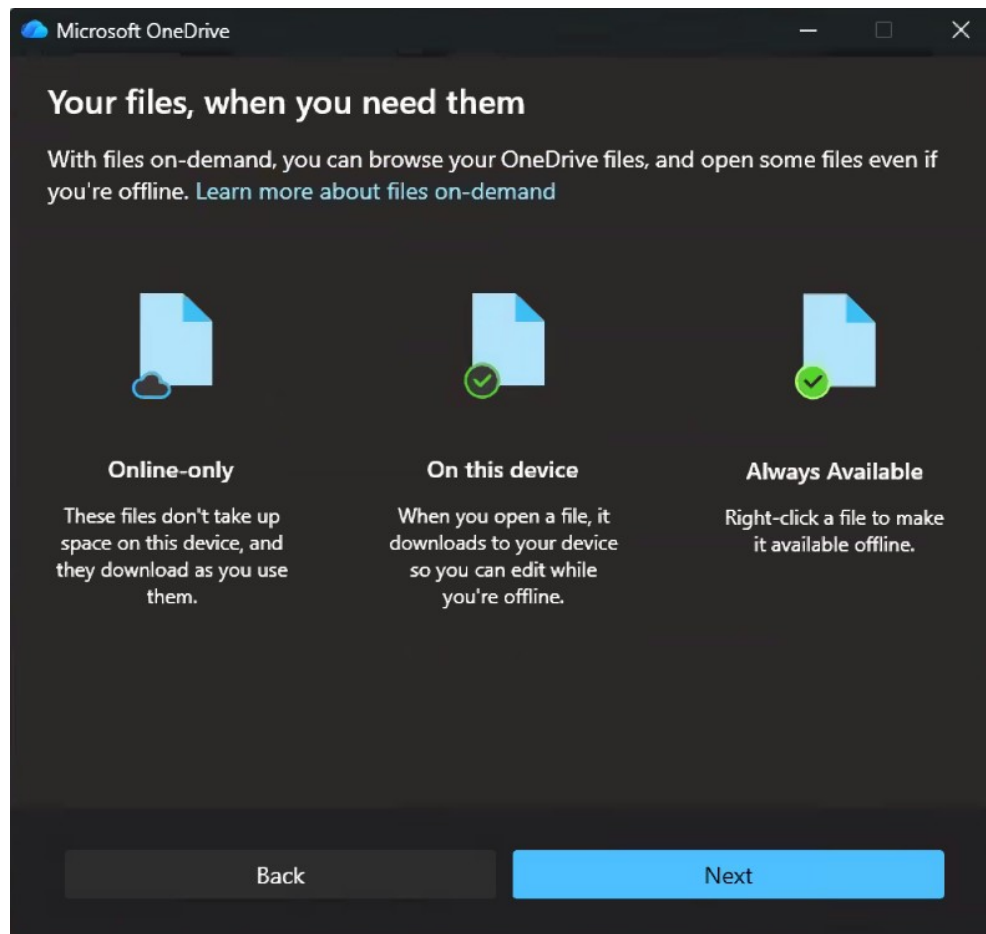
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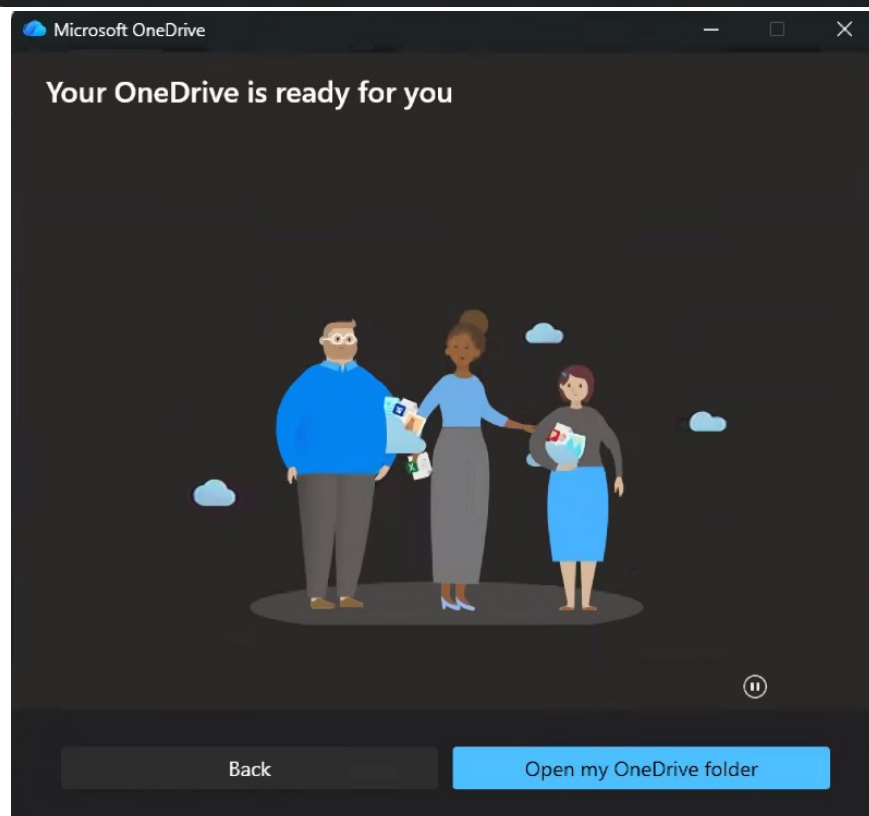
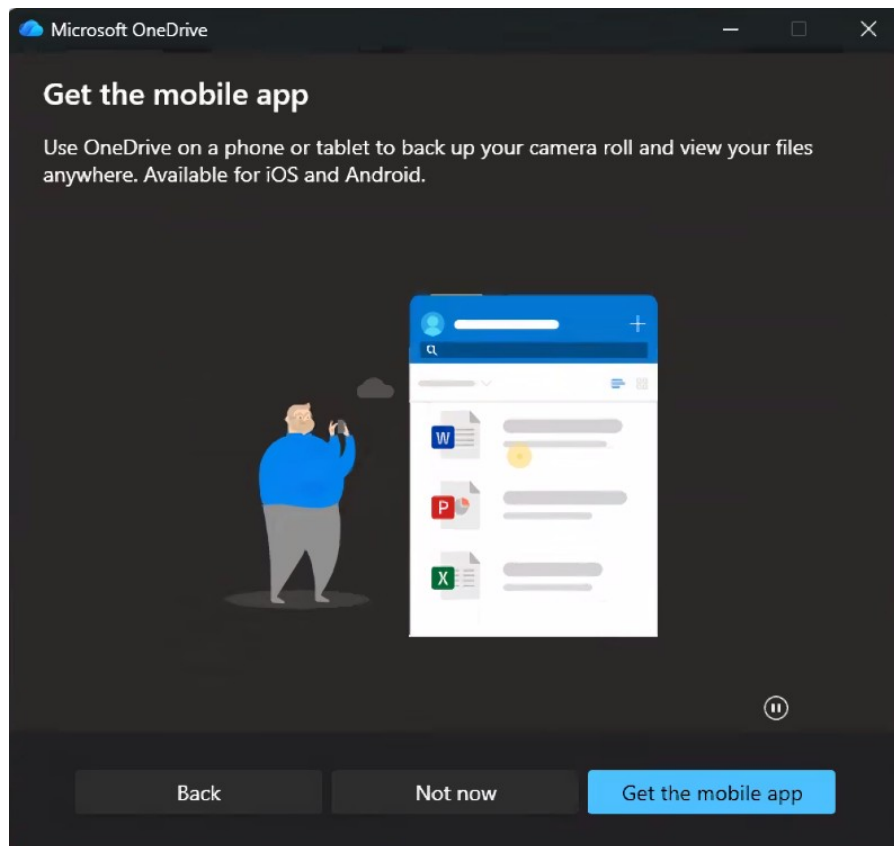
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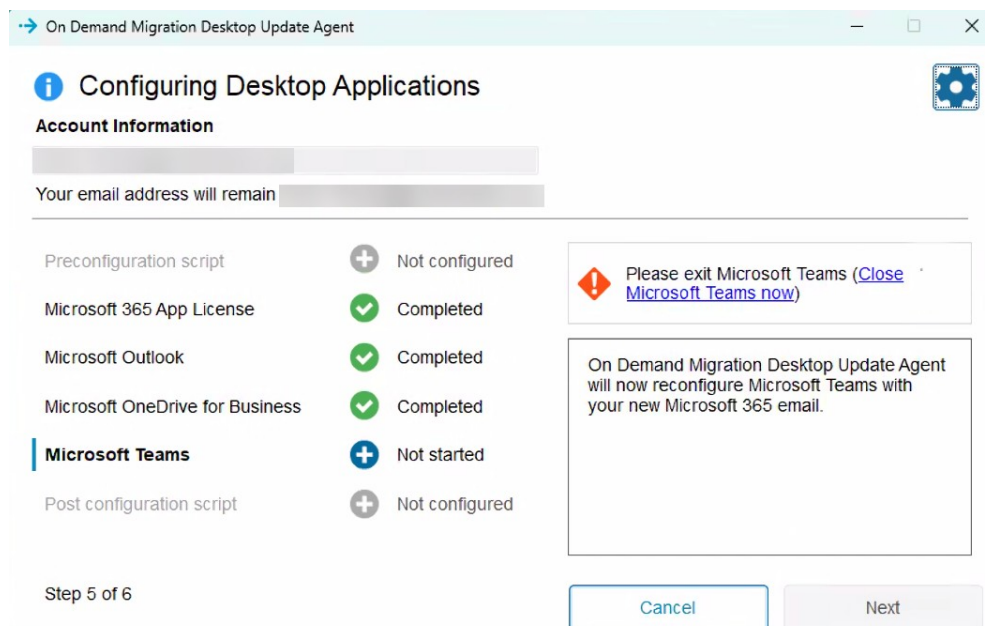
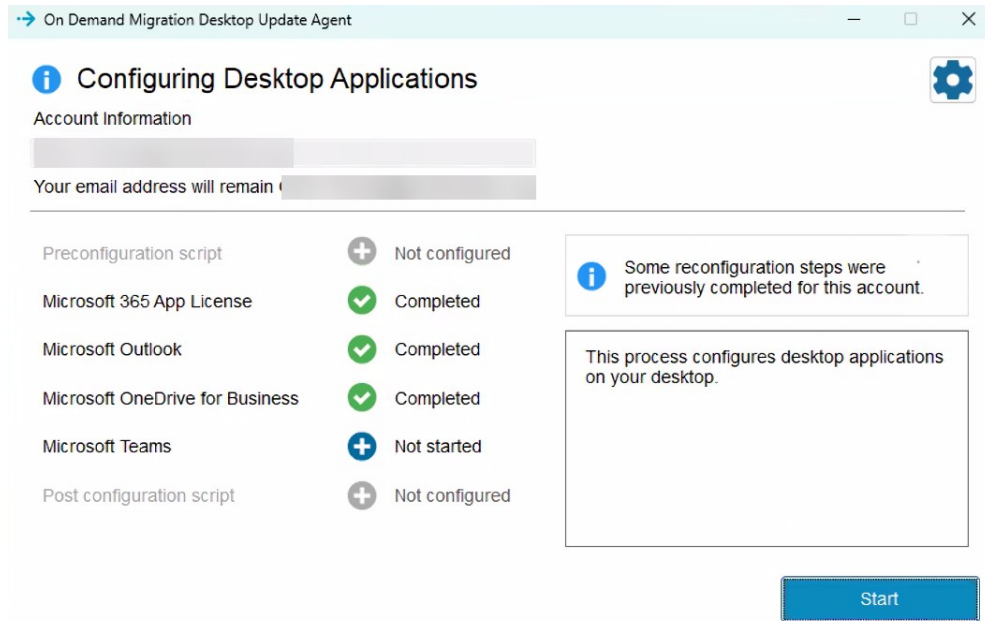
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Step 4 – Microsoft Teams

After the Microsoft OneDrive process is complete, the Microsoft Teams process will begin. If the Start button is grayed out, open Microsoft Teams first.

9. Return to the On Demand Migration Desktop Update Agent.
10. Click Start.
11. Follow any prompts that appear when Teams opens.



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Step 5 – Process Complete

Once the Microsoft Teams process is complete, all required steps have been completed. You may continue using your computer normally.

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Configuring Desktop Applications

Account Information

Your email address will remain

Preconfiguration script

Not configured

Microsoft 365 App License

Completed

Microsoft Outlook

Completed

Microsoft OneDrive for Business

Completed

Microsoft Teams

Completed

Post configuration script

Not configured

On Demand Migration Desktop Update Agent has completed configuration.

You can now use your new Teams account for 'Chris.Thomas@centerstone.org'

Finish

Need Help?

If you encounter any issues during the process or are unsure how to respond to a prompt, please contact the Help Desk for assistance.

Microsoft 365 Migration • End-User Instructions