

WAVE 1 CHANGES

WHAT'S CHANGING FOR ME?



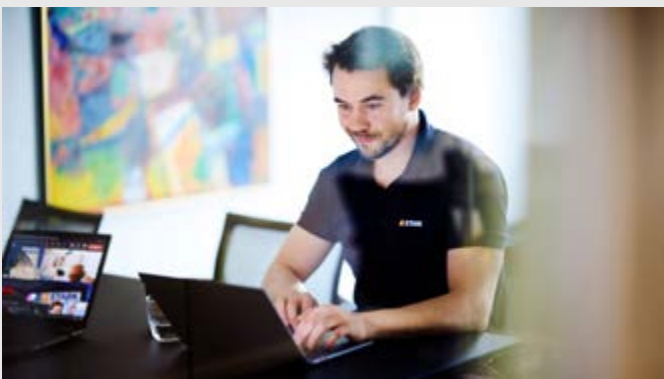
Your Microsoft 365 apps (Outlook, Teams, Excel etc.) are temporarily **moving online**



Your SGBD or Saint-Gobain email address will move to **@starkbuild.co.uk**



Your company owned mobile device will be managed by **STARK UK**

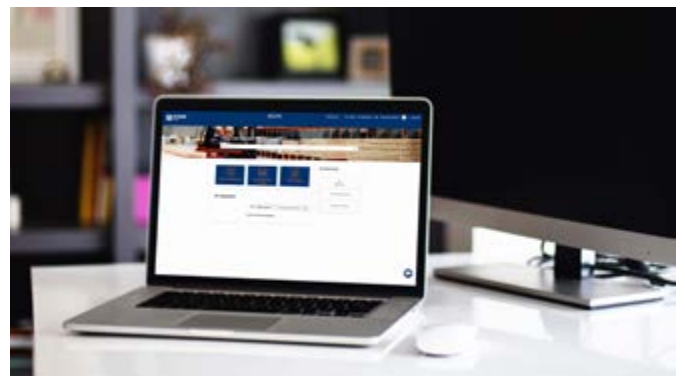


BE PREPARED

There's a few things you need to do to get ready for the move. Don't worry, there are handy guides available and a task list to help you get set up.

TO DO ON THE DAY

There is a list of tasks that you will need to complete on the day to get up and running with your @starkbuild.co.uk ID. Help and guidance is provided on page 3.



PREPARATION TASKS

BE STARK UK READY



Use the task list below to get prepared



These actions should take **1-2 hours**



Get prepared to make the transition as smooth as possible

PREPARATION TASKS

Before you move to your STARK UK ID, you'll need to complete the following:
(Ensure you're on the VPN to access links below)

1. [Enrol for your STARK UK ID](#)
2. [Set up your Multi-Factor Authenticator \(MFA\)](#)
3. [If you use .PST files in Outlook to archive your email, you will need to transfer them](#)
4. [Back up company-owned mobile device files and contacts](#)
5. Add out of office message to your current email stating your email address is changing as of 23rd August. **(the movement of your data will start at 17:00 on 22nd August. Please avoid sending emails from your SGBD account after this time)**
6. Cancel any recurring meetings. Make a note of these as you will need to recreate them on Wednesday 23rd August with your STARK email address
7. You may have to re-add colleagues to your Teams channels. Make a note of members in channels you own ready for this

HOW DO I?

The new STARK Intranet has a dedicated How Do I? section with step-by-step guides for everything on this preparation task list.

ON THE DAY TASKS

BE STARK UK READY



Use the task list below to get prepared



These actions should take **2-3 hours**



If you have any technical questions, contact **IT Service Desk on 01484 439400**

ON THE DAY TASKS

When instructed to move to your STARK UK ID, you'll need to complete the following:

1. Log out of Saint-Gobain email for Microsoft 365 apps
2. [Log into Microsoft 365 online](#) using your STARK UK ID to use Teams, Outlook, OneDrive and any other Microsoft applications
3. Update your email signature so it contains your new STARKbuild email
4. Add your shared mailboxes to your Outlook account
5. Re-add any missing members to the Teams channels you own
6. Request to be added to any Teams channels you are no longer a member of
7. Reconfigure your company-owned devices. **Please only do this after you have logged in to your STARKbuild account on 23rd August**

HOW DO I?

Don't forget, the new STARK Intranet has a dedicated How Do I? section with step-by-step guides for everything on this task list.