<https://tbl500amory.sharepoint.com/sites/Support>

**Cloud Migration in a nutshell** What are we doing?

* We will be moving away from our servers in the offices and replacing them with cloud systems (Called Azure).

Why are we doing this?

* We want to provide easier, more flexible and simplified systems to our staff. This aligns with our technology goals of making Advisor technology more efficient.

What are the benefits for Staff?

* This will allow users to access files without using VPN, change passwords easily without being in the office, deploy new computers without previous setup, and manage systems remotely.

When is it happening?

* Rollout will begin the first week of February with the National team and then on a rolling basis with all of the regions. It will be by appointment using Calendly.

What do I need to do in preparation?

* In preparation, please review this easy [Three-Step guide](https://tbl500amory-my.sharepoint.com/:w:/g/personal/avargas_bottomline_org/ERK0xkMtqIdKgBlbtkpeZJUBzLN70a0lLxnMkZA5XSXGvQ?e=JMELRx). This guide is designed to make sure you never lose your data, so make sure to always follow these steps.

How will this change affect me and my computer?

* When your computer is switched to the cloud account, your profile will be new. This is the same as if you received a new computer. Settings such as wallpapers, positions of icons or bars will be lost. Data stored in your desktop, Documents and Pictures will be restored from OneDrive, Sites and Passwords for LastPass and finally all your bookmarks from your bookmark backup. You may have to reinstall the LastPass Browser extension. Your email is always stored on the Office365 servers!

Can I lose data during this process?

* No. Even if not all your data was correctly stored in OneDrive, LastPass or bookmarked, it is possible to restore the old profile. It is a time-consuming process, so we should try to avoid it at all cost.

How long does it take?

* Preparation will take anywhere between 15 min and an hour (or more!) depending on how many of these steps you have already done in the past. The migration should take between 15 and 30 minutes.

What else is going on behind the scenes?

* On the day you are scheduled to be migrated, your user account will be migrated from a Hybrid account (BL servers + Cloud) to a cloud only account. You will not notice this happening and will be done in the background. This will not affect your workday and might even be done several days ahead of the migration.