

Global AD User Migration Instructions

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Index

Index.....	2
Pre-Migration Steps	3
To be completed BEFORE you log off the evening of migration	3
Post-Migration Steps.....	4
To be completed the first morning AFTER migration	4
Troubleshooting.....	11
Unable to logon with your new email.....	11
Cause.....	11
Resolution.....	11

Pre-Migration Steps

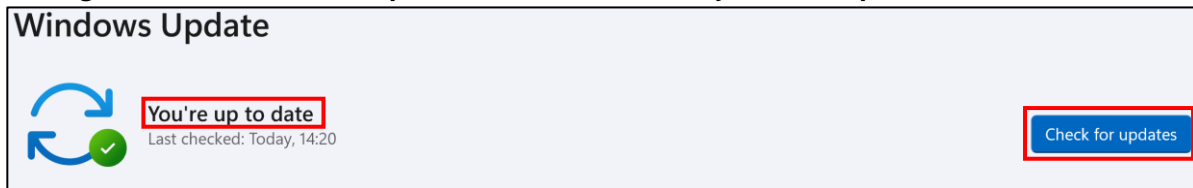


IMPORTANT: The first time you log in after the migration, you **must not** be in a National Grid office. Use your **home Wi-Fi** for the login process.

To be completed **BEFORE** you log off the evening of migration

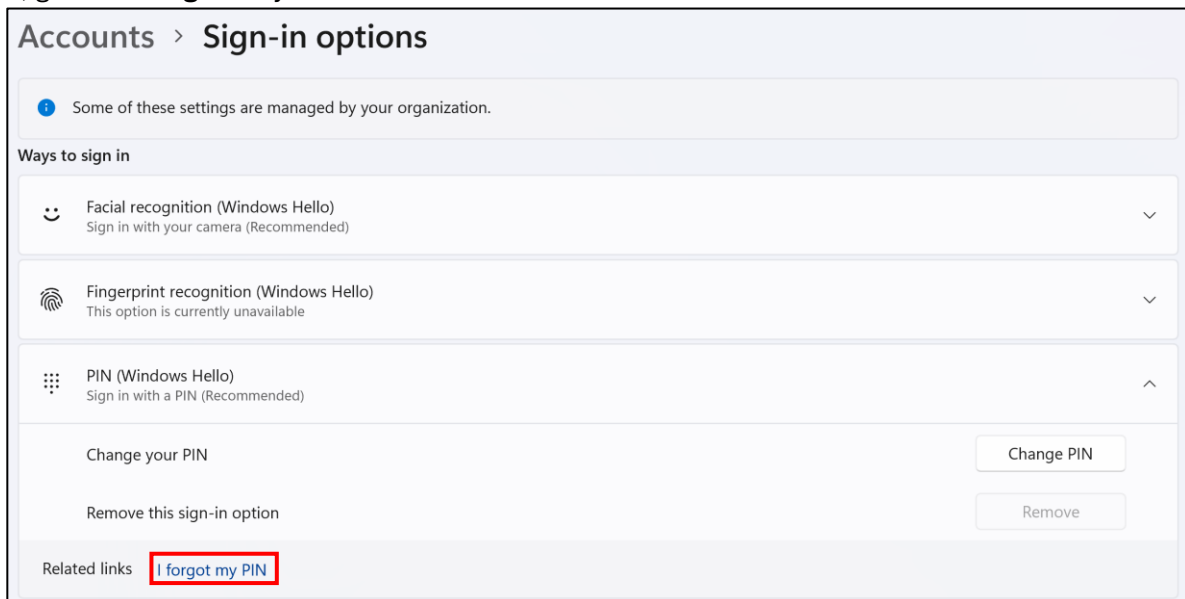
- Ensure your device has been upgraded to Windows 11 and all deployed updates and software installations have been successfully installed.

To check all Windows Updates are downloaded and installed, go to Windows Updates in Settings and click **Check for Updates** and wait until it says **You're up to date**



- Check that you have a Windows Hello for Business (WHfB) **PIN** configured and you know what it is.

Your WHfB PIN should be at least 6 numbers long, if you've forgotten your PIN and need to reset it, go to **Settings** and you can find the link to reset it here:



- On the day of migration at the cutoff time allocated, shut down your device.



Please ensure your device is fully **shutdown** and not in sleep/hibernation mode at **6pm** local time on the day of migration; failing to do this could result in delays in authentication the following day.

You should not use your corporate applications on your mobile devices after 6pm, but can continue to use the browser and non-corporate applications on them.

Post-Migration Steps

To be completed the first morning AFTER migration

1. Your First login

1.1. Log on to your device with your **email address and your existing password**.

For example: joe.bloggs@nationalgrid.com



You MUST use your email address.

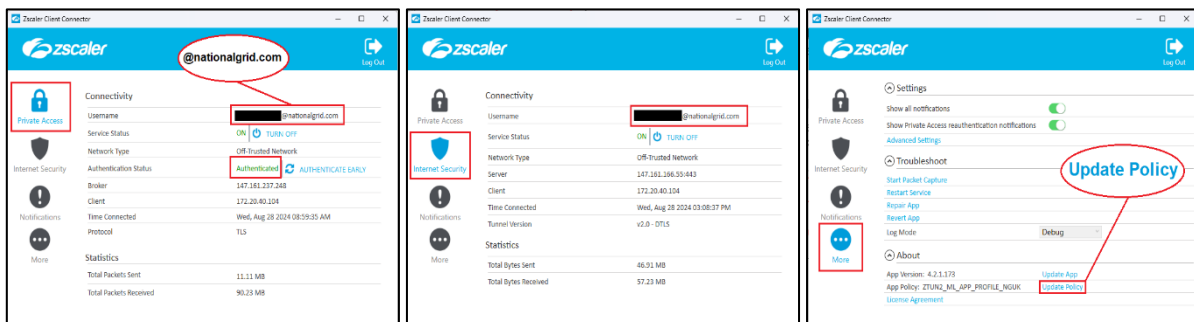
DO NOT use your old login details of @uk.nationalgrid.com or @us.nationalgrid.com or your old Shortname such as Joe.Bloggs.

2. Zscaler check

2.1. Open the **Zscaler Client**



2.2. Check that the **Zscaler Private Access** and **Internet Security** components are both authenticated with your email address. If they do not show your email address, or show an error, click the **More** button, then click **Update Policy**, as per the following images.



You may receive various error messages from Zscaler including “Blocked by policy”; these messages will stop once Zscaler has authenticated.

3. Windows Hello for Business (WHfB) update

Follow the steps below to link your existing WHfB **PIN** stored on the device to your new login details.

3.1. Ensure you are logged into Windows with your **email address and password**.

3.2. While logged in, lock your device (**CTRL+ALT+DEL > Lock**), then unlock, but choose to use the **PIN** method and enter your **PIN**.



It is critical you perform the above steps while logged onto Windows with your email and password and use the PIN to unlock, for this to work correctly.

You may need to block your camera if you usually log on with facial biometrics to facilitate a PIN unlock.

4. Password change

4.1. Change your password using the standard Windows method: **CTRL+ALT+DEL > Change a password.**

4.2. A web browser will open which may prompt for authentication, you will then be presented with the following screen to change your password:

The screenshot shows a web form titled "Change your password" with a close button (X) in the top right corner. The form contains the following elements: "User ID" with the value "John.Smith@nationalgrid.com", a "Current password" input field, a link "Forgot your password?", a "New password" input field, and a "Confirm new password" input field. At the bottom right, there are "Cancel" and "Submit" buttons.

4.3. After entering your old and new password you should click submit, you should receive a confirmation window that your password change was successful, as shown.

The screenshot shows a confirmation window titled "Success, password changed" with a close button (X) in the top right corner. The message inside says "You can now use your new password when you next sign in." At the bottom right, there is a blue "Done" button.

4.4. You should **wait a few minutes** and then **log off** and **back onto your device** with your **new password**.

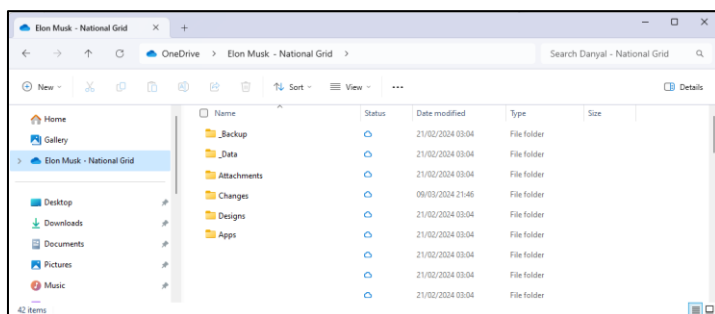


Passwords should be at least 15 characters long, use a mix of upper and lowercase letters, numbers, and symbols. They must also not use elements of your name, repeating patterns, or obvious character sequences (such as abc, 321, qwerty, 13579).

You should change your password even if you currently have a strong password.

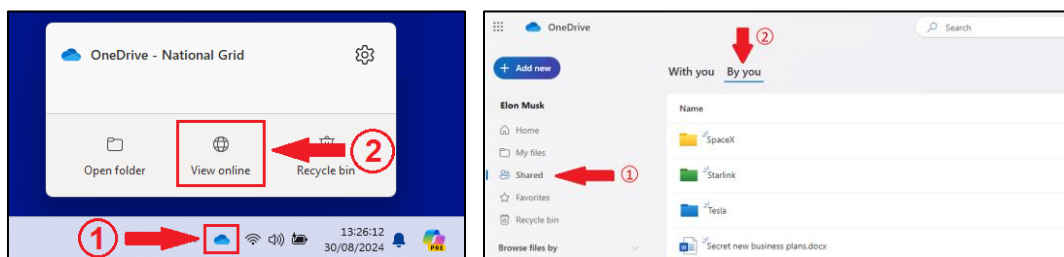
5. Microsoft OneDrive

5.1. Check your OneDrive is connected, and you can see all your files.



Other users with links to files you have previously shared with them may need you to send them new links due to your logon change, which results in your previous shared link URLs becoming invalid.

5.2. You can see all your shared files and files shared with you, by clicking the **OneDrive** icon on the **Windows Taskbar** and selecting the **View online** option.



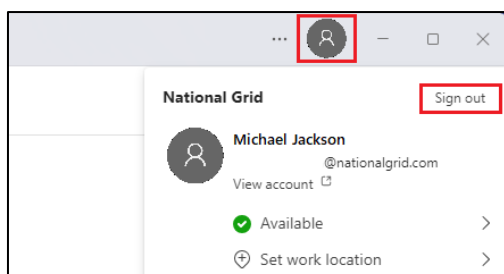
6. Microsoft Outlook

6.1. Check that Microsoft Outlook opens and correctly displays your mailbox.

7. Microsoft Teams

7.1. Check that Microsoft Teams opens correctly and that you can see all your previous conversations.

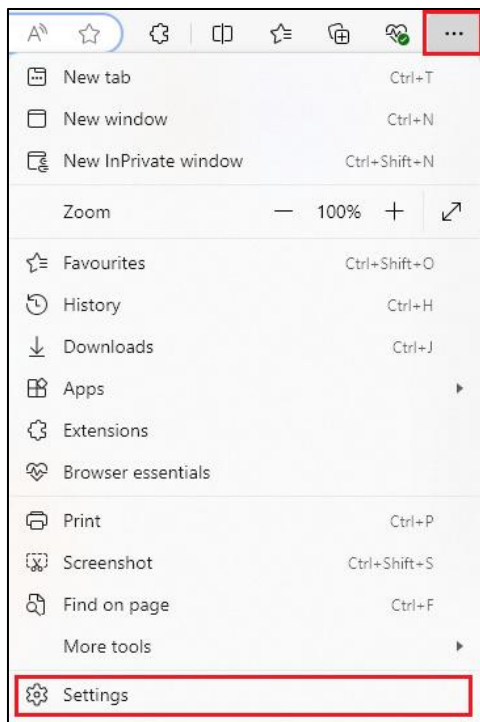
7.2. You may need to log out and back into Teams if you're having issues.



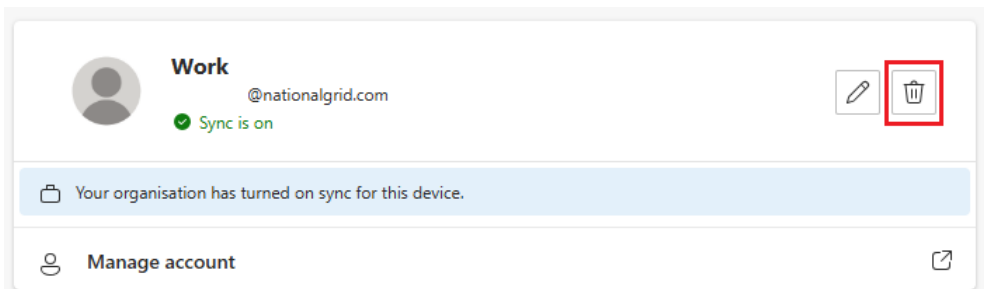
8. Microsoft Edge

8.1. You should sign out and back into Edge to ensure your new username is showing.

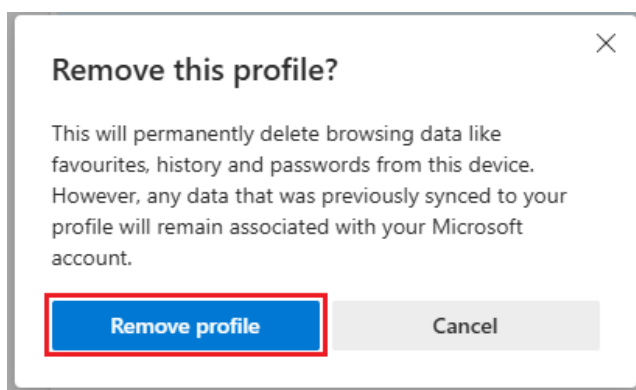
8.2. Open Edge and click the three dots in the top right of the browser, then select settings.



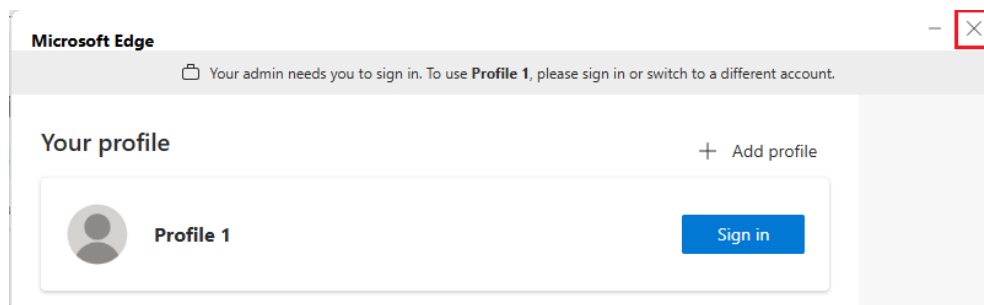
8.3. Click the **trash can**.



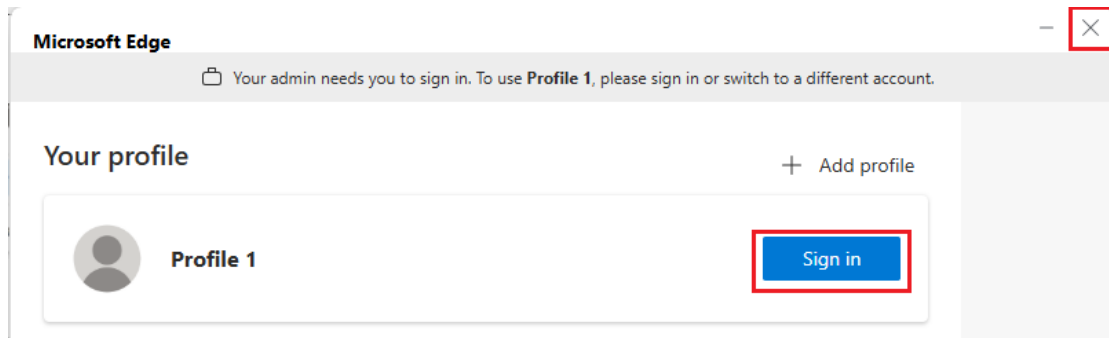
8.4. Click **Remove profile**, you will not lose your browsing data as this is backed up to Office 365 and will be restored when you sign back in.



8.5. Then click the **X** to close the window that pops up.



8.6. Reopen Edge from a shortcut you have then click **sign in** and continue the process to sign into Edge. The profile number you sign into may be different, e.g. Profile 2.



9. Microsoft OneNote

OneNote needs to be pointed to the new OneDrive location of your notebooks.



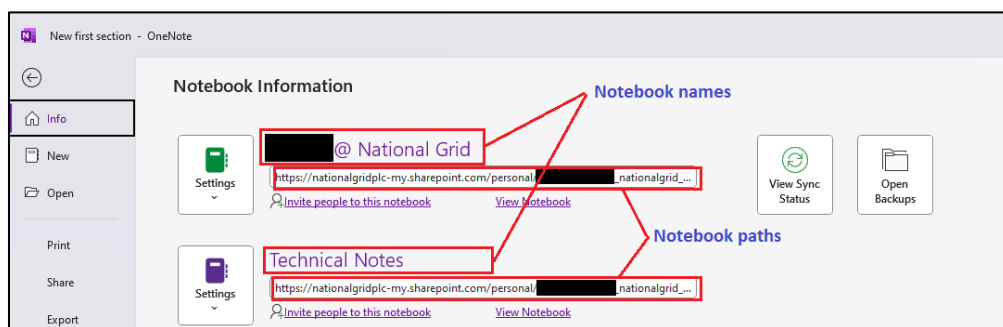
These instructions assume you store all your personal notebooks on OneDrive. Notebooks stored on SharePoint team sites, or notebooks shared with you by other users, should not need relinking.

If you use OneNote, it is crucial that you perform these steps **after migration** and **before** you edit your notebooks, otherwise your changes will not be synchronised and backed up to OneDrive.

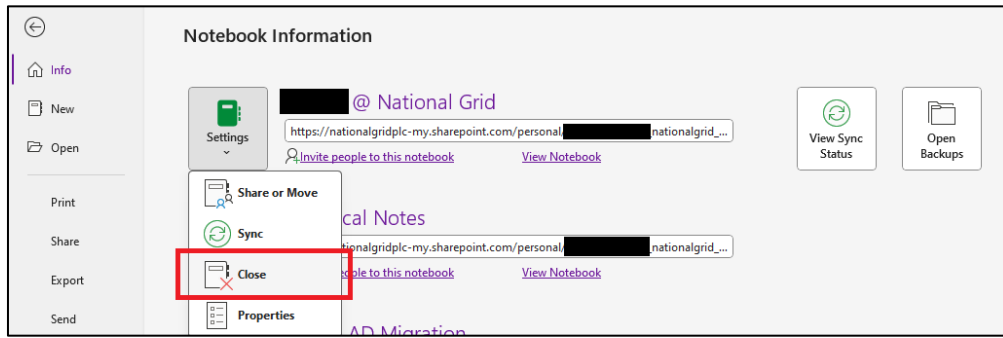
Close your personal notebooks

9.1. Open OneNote, click **File > Info**.

9.2. Make a note of the names and locations of all your open notebooks. It may be worth taking a screenshot (**Start** + **Shift** + **S**, then left-click and hold to drag a rectangle over the area to capture).



9.3. Close all your personal notebooks (those with paths starting <https://nationalgridplc-my.sharepoint.com/personal>, **except those notebooks shared with you by other users**). Left-click on the **Settings** button next to each notebook and click **Close**. Further guidance on closing notebooks can be found [here](#).



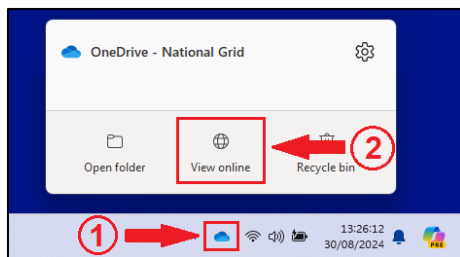
Reopen your personal notebooks from OneDrive



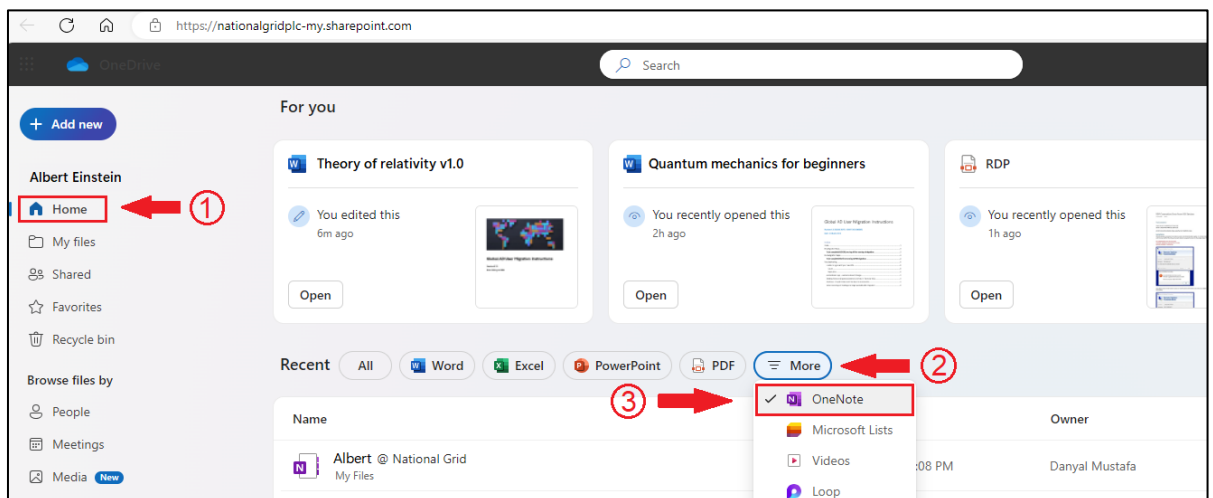
Do not use the recent files option in the OneNote **desktop** app the **first** time you reopen your notebooks, as those links will be invalid following migration.

Use the following instructions to reopen your notebooks from OneDrive online.

- 9.4. Open the online version of OneDrive by clicking the **OneDrive** icon (1) on the **Windows Taskbar** and selecting the **View online** (2) option.

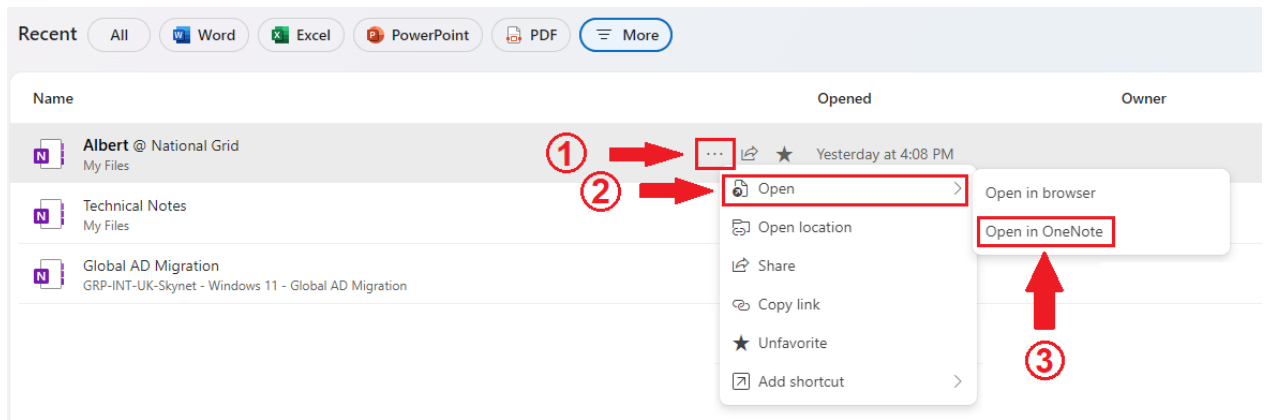


- 9.5. Ensure **Home** is selected in the left menu (1), then click the **More** button in the main screen (2) and select OneNote (3).

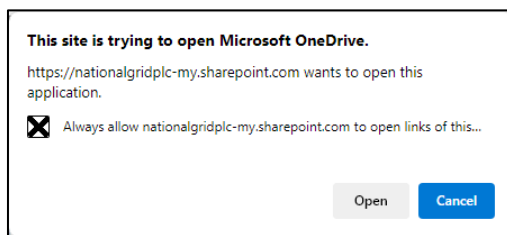


- 9.6. The Recent file area should show your most recently used OneNote notebooks.

- 9.7. Click the more icon (1) next to the notebook, then select **Open > Open in OneNote**.



9.8. If you see a message similar to the one below, choose **Always allow...** and click **Open**.



9.9. The notebook should open in the OneNote desktop app and synchronisation between the local desktop version and the copy on OneDrive will resume.

9.10. Return to the online recent file list and repeat the above steps for each notebook you want to access from your desktop OneNote app.

10. My Support / ServiceNow

10.1. Navigate to <https://nationalgrid.service-now.com/mysupport>. Check that you are automatically signed in with your profile and that you can view historical/open requests.

11. Mobile Devices

11.1. If you use a mobile device then you will be **logged out** of your National Grid O365 applications and be prompted to re-authenticate, this includes **Office**, **Zscaler** and other corporate apps.

11.2. You should use your email address when re-authenticating to your mobile apps.

11.3. Signing in will result in having to use MFA to reauthenticate to the applications.

12. Other applications

12.1. Check that any SSO (single sign-on) browser-based applications you use (such as those used for timesheets, expenses, holiday booking and any other key applications accessible from **Grid:home**) still login and function correctly, with any historical information still available.



Due to the security of the National Grid environment, you will likely receive MFA prompts post migration; once these have been completed your new Global AD account will result in fewer prompts overall if you sign-in using a Windows Hello for Business key (e.g. PIN, face, fingerprint).

You may find your old username cached on webpages, in these situations you should either sign out and back in or select **sign in with a different account**.

Troubleshooting

Unable to logon with your new email

Cause

The probable cause is that your device has not been able to connect to Microsoft Azure over the Internet to authenticate and learn your new logon details. This may be due to an intermittent network/Internet connection issue on your device or local network.

Resolution

Contact the migration team and restart your device. Recheck your Zscaler connection details.