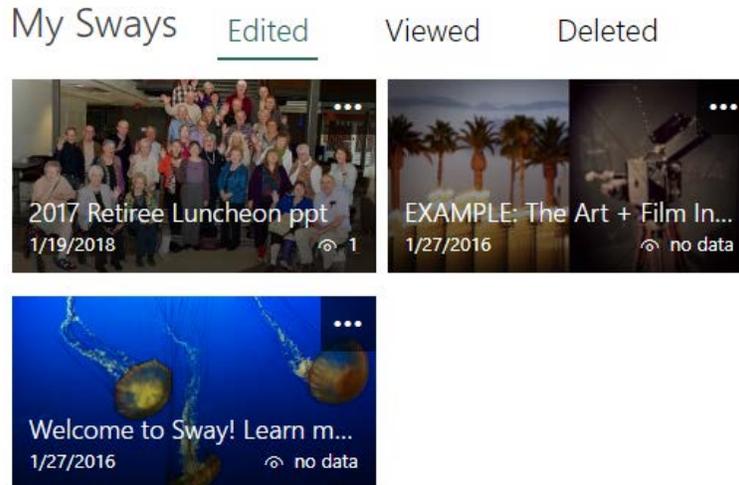
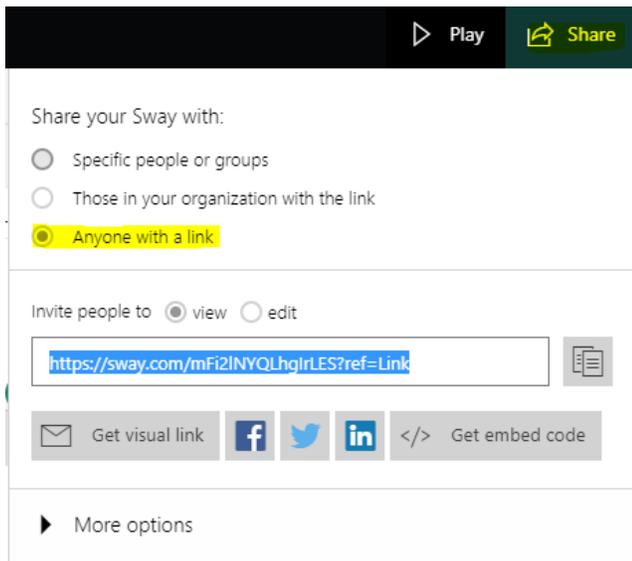


## Duplicate Sway project to Your New Office365 Account

- 1) Log into your Office365 Account that contains all of your Sway Projects (<https://login.microsoftonline.com>)
- 2) Select the Sway Project you would like to copy to your new Office365 Account



- 3) Once the project is open Navigate to the 'Share' Option in the upper right hand corner



3a) ensure "Anyone with a link is selected"

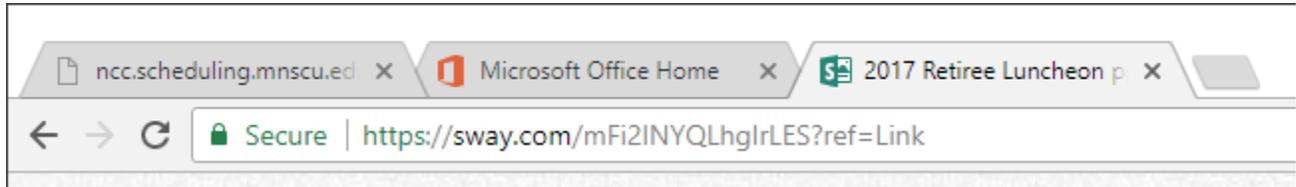
3b) copy the link by clicking this symbol 

- 4) Now that you have the link copied for your project, you will want to logout of your current Office365 account and log into your new Office365 account with the username [StarID@Minnstate.edu](mailto:StarID@Minnstate.edu) (& StarID Password) at the website <https://login.microsoftonline.com> - **please read and consider options 4a and 4b before proceeding.**

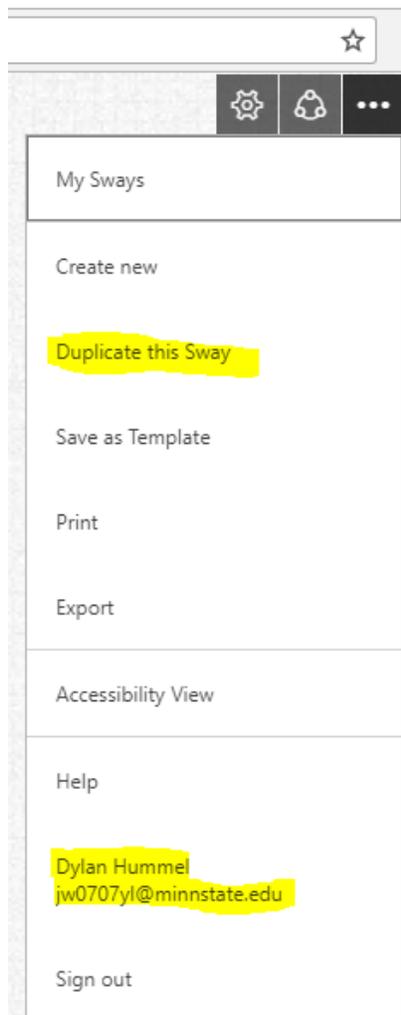
4a) if you have multiple Sway projects, it may make sense to streamline this step by pasting all of your Sway links in a word document first and then proceed to follow the next portion of directions.

4b) an alternative option is to log into both your old and new account at the same time but you need to log into each of your accounts each in different web browser. If you do not use a different browser, you will not be able to log into both accounts at the same time. This option is not recommended if you do not have a dual monitor set-up.

- 5) Once logged into the website <https://login.microsoftonline.com> with your new Office365 account ([StarID@Minnstate.edu](mailto:StarID@Minnstate.edu)) – you will open a new tab and copy and paste that link into the web browser



- 6) Once the page loads, you will click the ellipsis in the upper right corner and click ‘duplicate this sway’



←Duplicate this Sway

← Ensure that you are logged into the correct account



7) You will be asked to (re)name your duplicate Sway project

## Duplicate this Sway

We'll create a copy of this Sway and add it to your My Sways page. You can rename it first if you want.

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Duplicate

8) Click Duplicate – you will get a loading screen of sorts

9) Once the duplication is done you should now see the below screen:

## Duplicate this Sway

We have successfully created a copy of this Sway on your My Sways page.

Go to My Sways

Edit it now

**10) IMPORTANT REMINDER:** If you have an embedded Sway project or linked Sway project in any of your courses in D2L (or elsewhere) you will need to relink or re-embed those Sway projects with the new duplicated Swap project (*associated with your [StarID@Minnstate.edu](mailto:StarID@Minnstate.edu) email*) to **ensure those Sway projects continue to be visible to students** after the Office365 migration.

You should now be able to see the duplicated Sway project in your saved Sway files associated with your Minnstate.edu account. If you are having trouble seeing it or if any of the above steps do not seem to work please contact the IT Help Desk at 952.358.8181