



Office 365 Migration Workshop

January 2022

Project Definition

OFFICE 365 MIGRATION WORKSHOP

With remote working as the new normal in our lives, the Office 365 transition has become an important strategy companies use to stay connected, productive and transparent.

We facilitate your migration processes with this study, which aims to make your remote employees feel part of the team and to ensure corporate security standards.

We aim to be a reliable digital transformation business partner for your institution with a 5-day relocation work we have created for this purpose.

Project One Week Timeline

Day 1
Analyze
Current Model
and Explain
Benefits

Day 2
Create
Migration Team
and Collect
Requirement
Information

Day 3
Prepare to
Move & Get
Ready to Panel

Day 4
Start Migration
and Check
Working

Day
Redirect MX
Record and
Report Study

Day 1

The purpose of the opening meeting, which will be held on the first day planned with Information Technologies and personnel from different departments, is to explain the use of the existing messaging tool and the benefits of the new messaging collaboration tool. As the output of the day, the infrastructure of the transactions to be made on the 2nd day will be clarified.

Day 2

A Migration Team is formed on this working day planned with the Information Technologies team. This team includes two certified system support specialists from our company and one person from the information technology team. The duties and responsibilities of the team are determined.

- List of Migration Risks and precautions to be taken
- Status of existing Backups and Backups to be created before Moving
- Company Internet Line Capacity
- Current User List
- Available Mailbox List
- Existing Distribution Groups and Members
- Users' Mail Storage Locations (Client, PST, Server) and Capacities
- Company Domain Registrant information
- DNS Management Panel Information
- If exist Active Directory and Version Information
- Active Directory Integration requirement
- SSL and MFA Status (if necessary)
- Calculation of Migration Time with the Microsoft tools.
- Sharing the Migration Plan with the Migration team

Day 3

Migration team creates the Office 365 panel. Create and validates the necessary Domain Pre DNS settings. Prepares the necessary settings and tools according to the type of transition (Hybrid, Manuel, AD Integrated) and they creates Users and Groups

Day 4

The transfer process starts on the 4th day. Since transfer processes depend on factors such as internet line capacity, data size etc., if necessary, they are carried out until the next day.

Day 5

In all user mailboxes migrations are completed and the capacity is confirmed, E-Mail MX redirects are made. After that, User tests and e-mail send & receive capability controlled. Backups, PST files and and if there is hybrid migration settings are removed.

Migration team reports the whole process and delivers the report to the specified people.