BEMO

G Suite to Office 365 Migration:

A Step-By-Step Guide from Our Pros

With

Harpreet Singh

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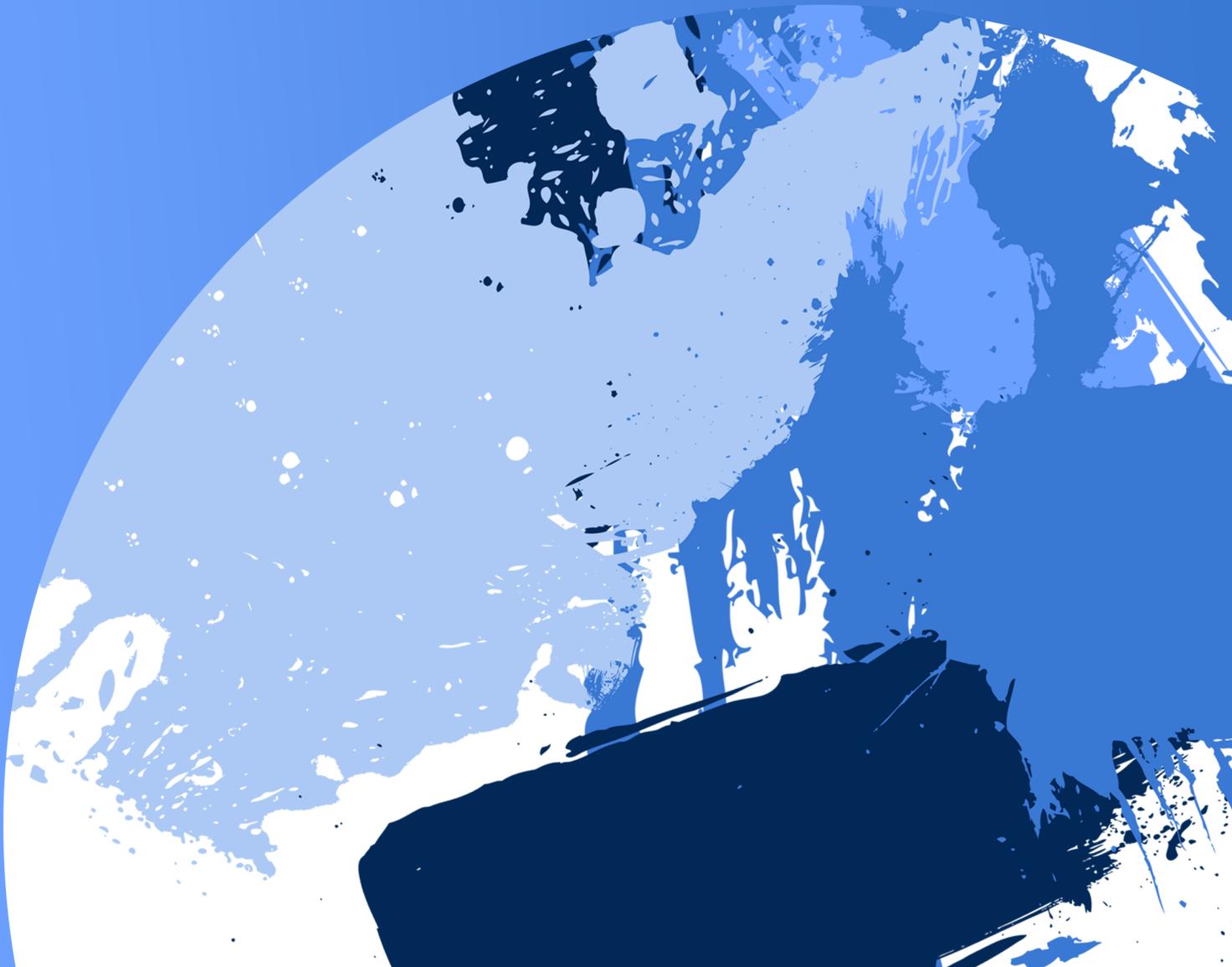
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Introduction

MIGRATING FROM G SUITE TO OFFICE 365

If you've ever done it, you know that migrating from one offering to another is never an easy feat. Beyond the "Should I really press 'OK'?!" every step of the way, to the sheer time suck it can be, migrations are not for the faint of heart. Yet faint of heart you are not, because you've found yourself here! 🏋️

In this article, we will describe the step-by-step process you will follow when migrating from G Suite to Office 365. So, have a snack, maybe do some jumping jacks and dive on in!

G SUITE VS. GMAIL

If this article feels at all familiar, that may be because we wrote about migrating from Gmail to Office 365 back in 2019. Has the process changed? Nope! If you need those instructions, look no further. However, if you use G Suite (essentially the paid, business version of Gmail plus the suite of products Google offers like Sheets, etc. as their answer to Office 365) for your business and you want to migrate, you've come to the right place!

If you're unsure if you want to migrate, check out this article on G Suite vs. Office 365 to help you decide.

OK, you're ready! The following instructions will be your guide. These steps come directly from our BEMO Implementation Team's Secret Vault. Quick tip: When you see the word "customer" that means you 😉

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Things to Know
Before You Begin

LIMITATIONS OF A G SUITE MIGRATION:

Google sets the threshold that only 2 GB may be transferred per day

What Will Be Migrated (Gmail API endpoints:):

• Inbox

• Folders/Labels

• Email

• Muted Email (as regular email)

• Contacts

• Calendars (including links for Google Hangouts within calendar meetings)

• Calendar Notifications

Note: Links for Google Hangouts are a new default feature added to Google Meeting. Microsoft Office 365 doesn't have the corresponding property to map. Therefore, when migrating to Office 365, the links for Google Hangouts are added to the beginning of the meeting description body text in Office 365.

What Will Not Be Migrated:

• Calendar Reminders

• Appointments

• Chat message attachments

• Calendar Attachments

• Tasks

• Chats and chat history

• Google Groups for Business (including forums and collaborative inboxes)

• Google Categories (i.e., the Google category flags: Social, Promotions, Updates, Forums)

• Email attachments that are links to Google Drive

• Some calendar colors

BEFORE YOU START, MAKE SURE THAT YOU:

□ Check that the Parent – Domain NS = SOA record by:

    □ Go to https://intodns.com/

    □ Entering the domain

    □ Checking that Parent – Domain NS = SOA record

□ Have DNS access

□ Have the First Name, Last Name, Username, Password, and Cellphone Number for the G-Suite admin owner

□ Have the First Name, Last Name, Username, Cellphone Numbers for all the users

□ Know which one of the users is an admin on G Suite

□ Make sure that Google MFA has been turned **Off** for the admin user

□ Make sure that **Less secure app access** is turned **On**

Let's start! The entire process should take about 90 minutes.

Note: All color category meta tags are transferred over, but Office 365 does not have direct color mappings from Google G Suite, and so certain colors do not get mapped over, thus the colors are not displayed in Office 365 for the calendar entries.
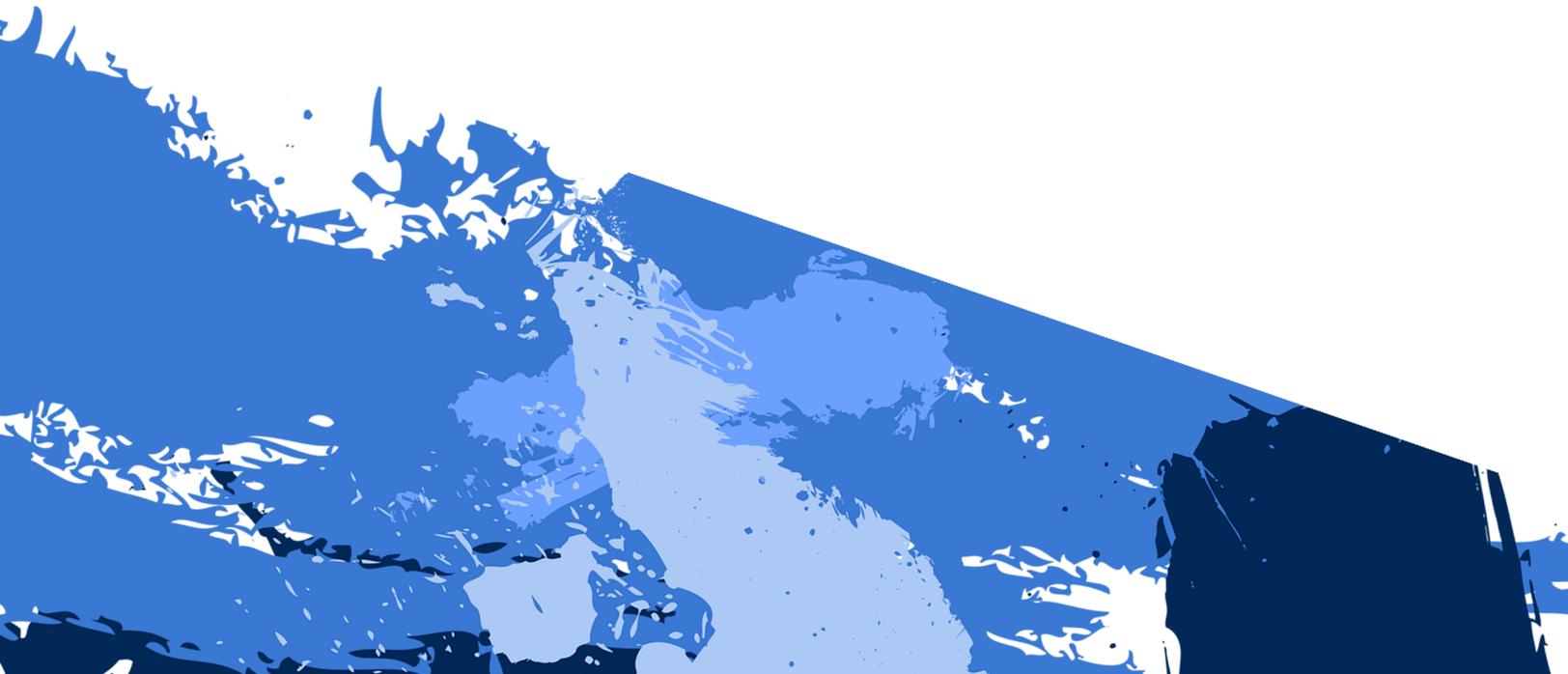
03

Migrate from
G Suite to Office 365

STEP 1: PREPARATION

Turn off Baseline Security on your Office 365 tenant:

☐ Go to https://portal.azure.com

☐ Open **Azure Active Directory**

☐ Select **Properties**

☐ Click on **Manage Security Defaults**

☐ Set Enable Security defaults to **No**

☐ Click **Other**

☐ Click **Save**

STEP 2: CONNECT TO THE CUSTOMER GMAIL ADMIN ACCOUNT

☐ You will need the customer's MFA code in order to connect to their account

☐ Connect to the Gmail admin account via **https://www.google.com/gmail/** or **https://admin.google.com/**

☐ Once you have connected to the customer's admin Gmail account, please make sure to validate that the Google MFA is turned off and "Allow access to less secure apps" are turned on as described below:

STEP 3: VALIDATE THAT GOOGLE MFA IS TURNED OFF AND "ALLOW ACCESS TO LESS SECURE APPS" IS TURNED ON
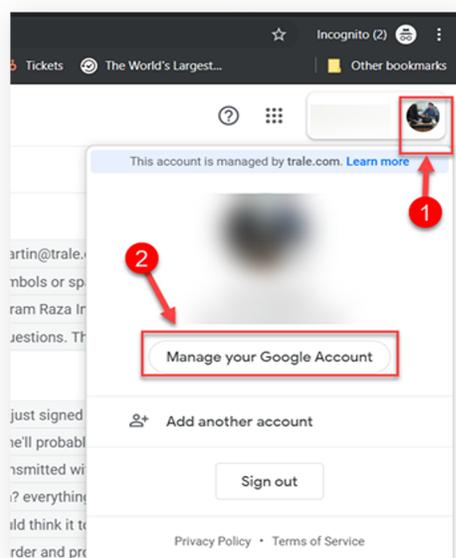
☐ Click on **Account** (top right corner) and click **Google Account**

☐ Click on **Security**
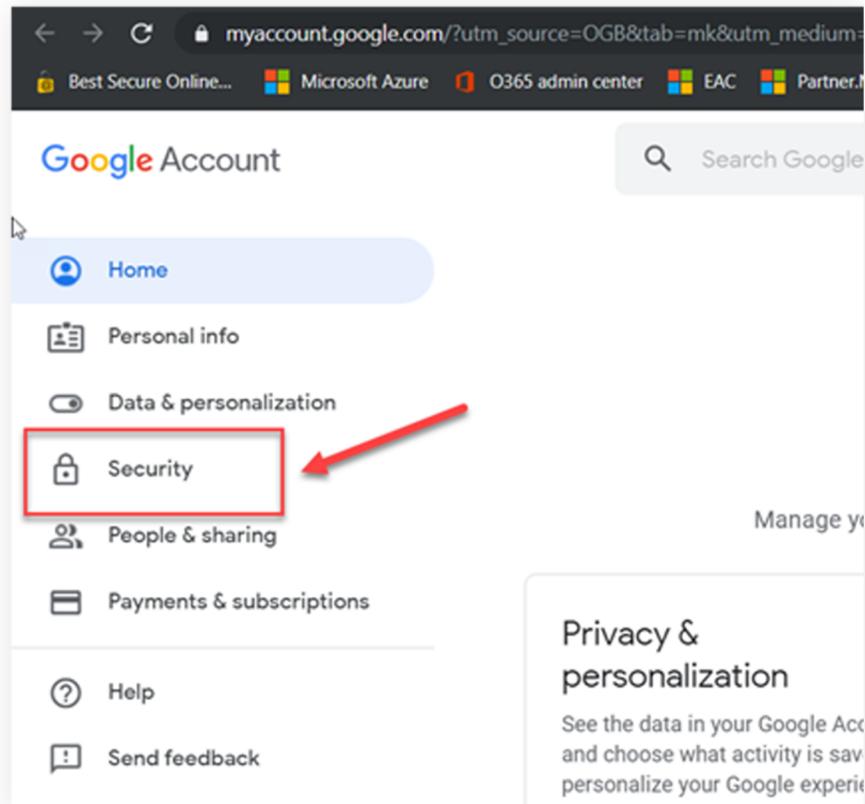
☐ Make sure that **Use your phone to sign in** and **2-Step Verification** are both turned **Off.**
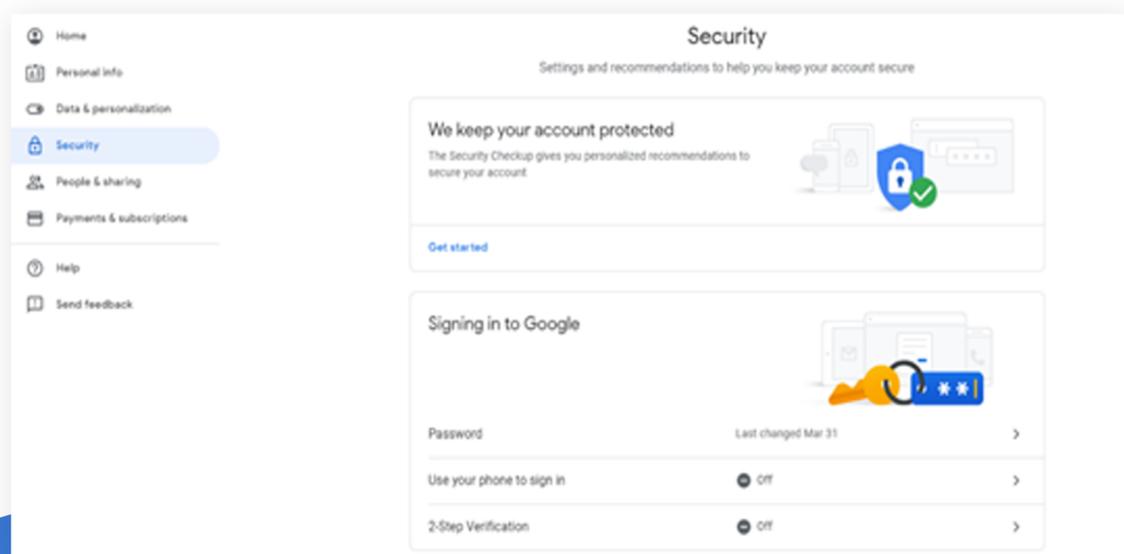
☐ Make sure that **Less secure app** access is turned **On.**
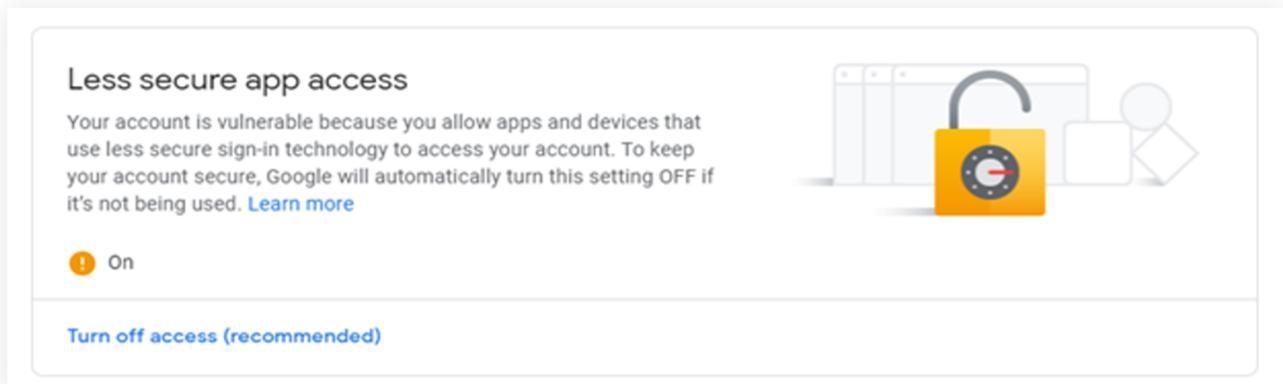

STEP 4: ADD USERS IN OFFICE 365

Add users in Office 365 and **create user mailboxes** for the users by applying Exchange Online licenses from either a standalone plan or through a subscription that contains an Exchange Online plan. You will need to connect G Suite mailboxes to these newly created user mailboxes in Office 365 and the data will be transferred to the respective mailboxes in Office 365

STEP 5: GRANT GOOGLE API PERMISSION

☐ Open your web browser in an 'incognito' or 'in-private' mode

☐ Open **https://console.cloud.google.com**

☐ Log in using your G Suite admin credentials

☐ Click **Select a project**
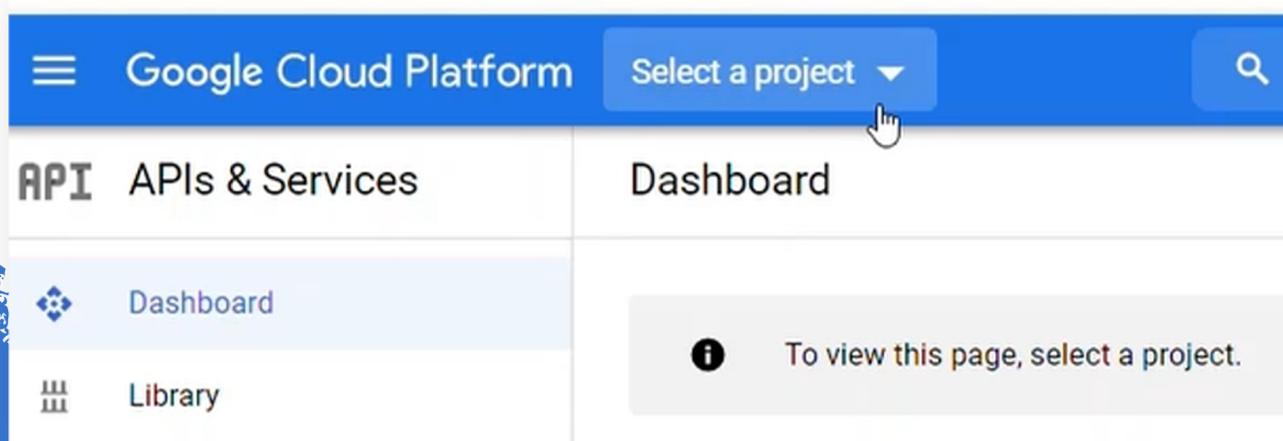
☐ Click on a **New Project**

☐ Name your project and keep the location as default. Click **Create**

☐ Click on **ENABLE APIS AND SERVICES**

☐ Search for **Google Calendar**

☐ Click **Enable**
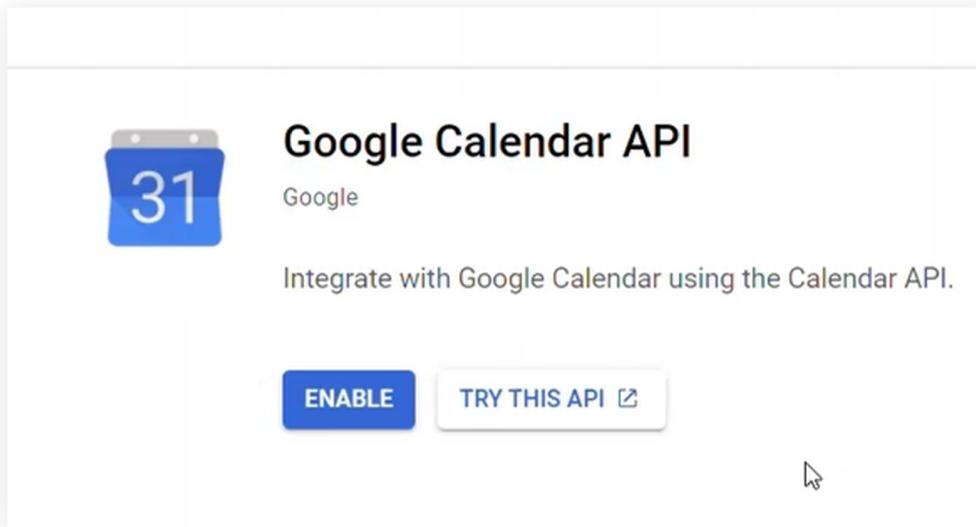
☐ Click on API's & Services in the top left corner
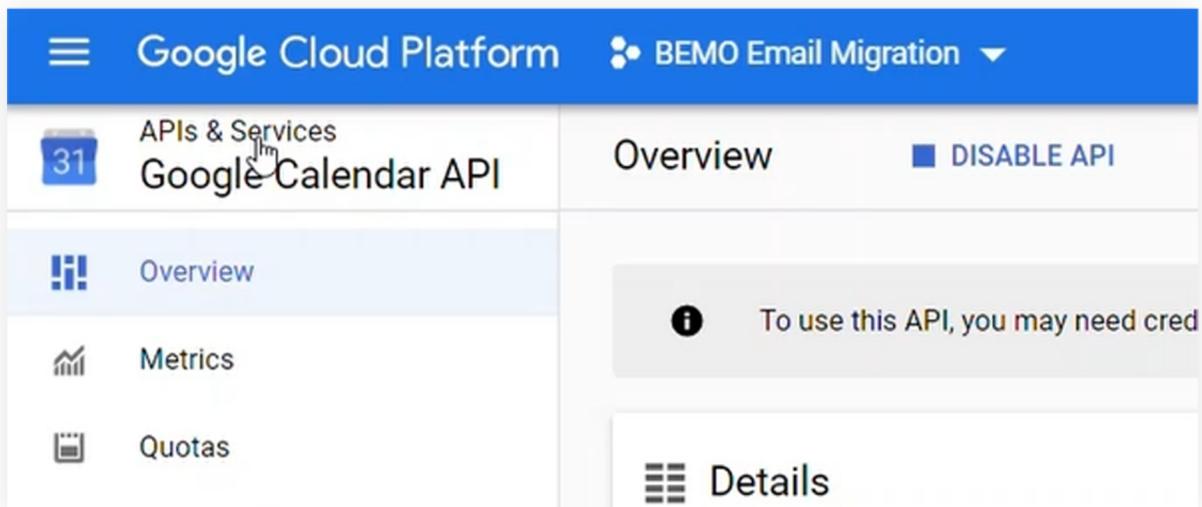
☐ Click on **Enable API's & Services** in the top left corner
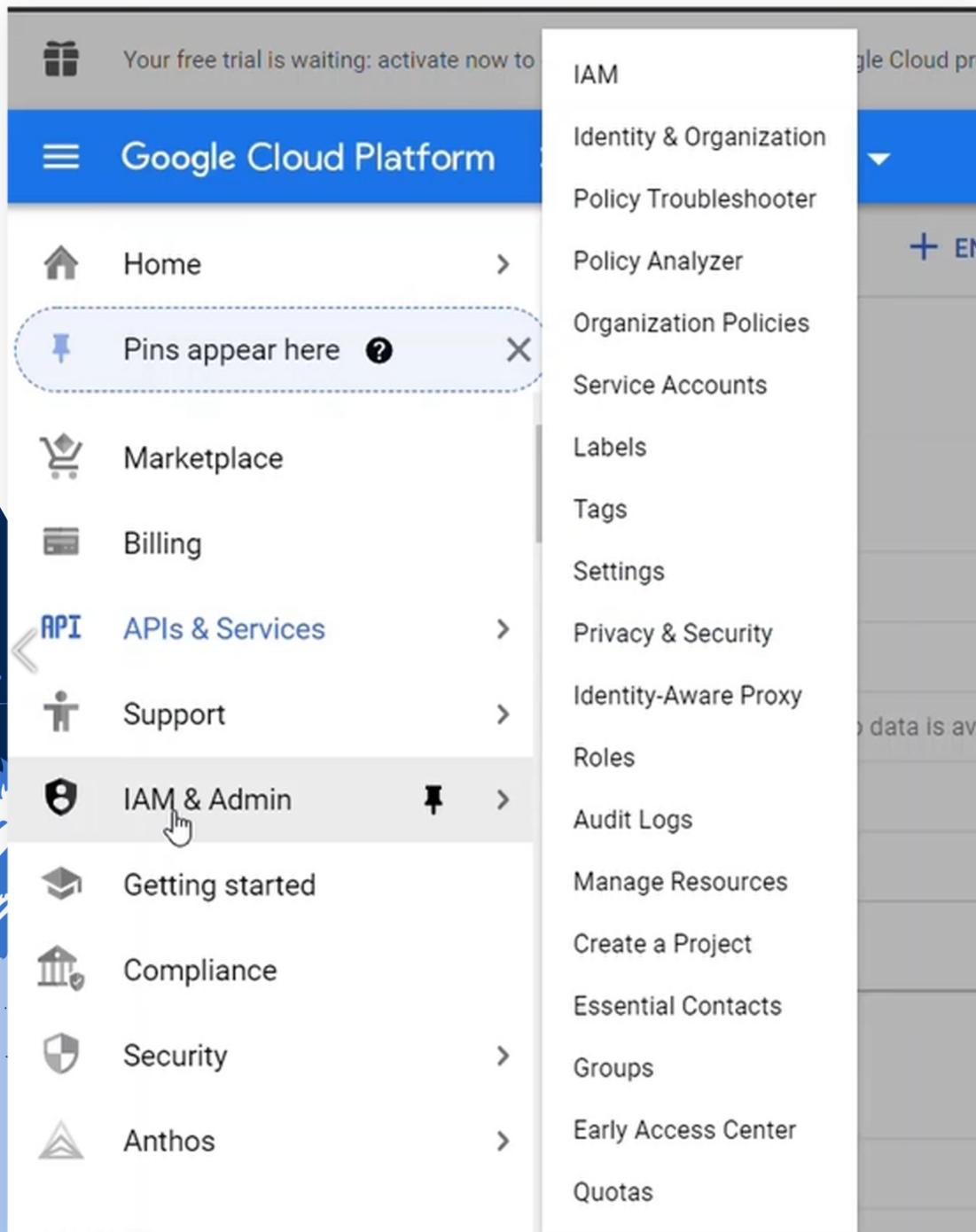
Repeat the same steps and make sure to enable the following APIs

☐ Gmail API

☐ Contacts API

☐ Admin SDK API

☐ Tasks API

All APIs have been enabled

STEP 6: CREATE A GOOGLE SERVICE ACCOUNT

☐ Click on the hamburger menu

☐ Select IAM & Admin

☐ Click on Service Account

□ Click on **Create Service Account**

□ Give a **name (i.e.: bemomigration)**

□ Click the button **Create**

□ Click on **Done**

Create service account

⟳ Service account details

Service account name
bemomigration

Display name for this service account

Service acco...
bemomigration @bemo-email-migration-309220.iam.gserviceaccoun   ✕   ⟳

Service account description
account used for email migration

Describe what this service account will do

CREATE

② **Grant this service account access to project** (optional)

③ **Grant users access to this service account** (optional)

DONE   CANCEL

□ Grant the **Owner** role

☐ Click **Continue**

☐ Under **Grant users access to this service account**, simply click the button **DONE**

Your account has now been created

STEP 7: CREATE A KEY

☐ Select the account by selecting the check box

A service account represents a Google Cloud service identity, such as code running on C

Organization policies can be used to secure service accounts and block risky service ac
account organization policies.

Filter   Enter property name or value

	Email
☑	
	🔲 bemomigration@bemo-email-migration-309220.iam.gserviceaccount.com
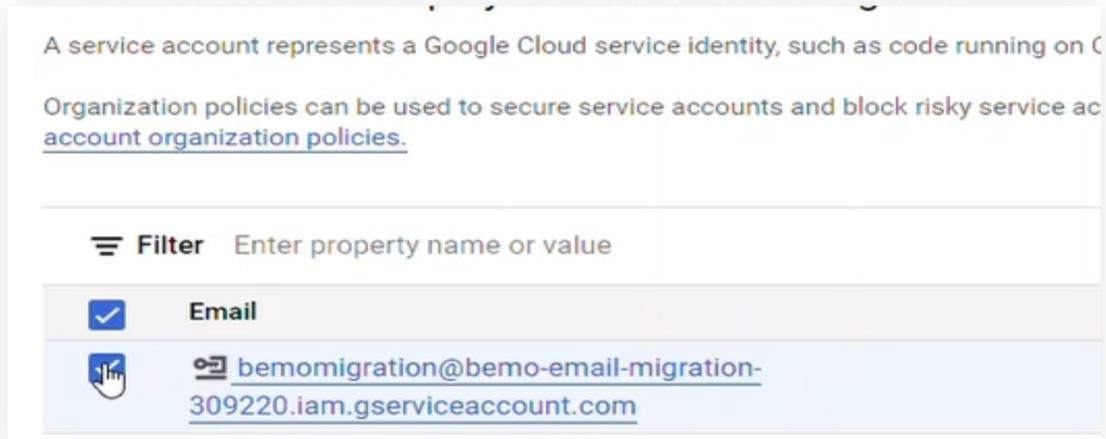
☐ Under **Actions**, click on the three dots

☐ Select **Manage Keys**

scription	Key ID	Key creation date	Actions
count used for email gration	No keys		⋮

Manage details
Manage permissions
Manage keys
View metrics
View logs
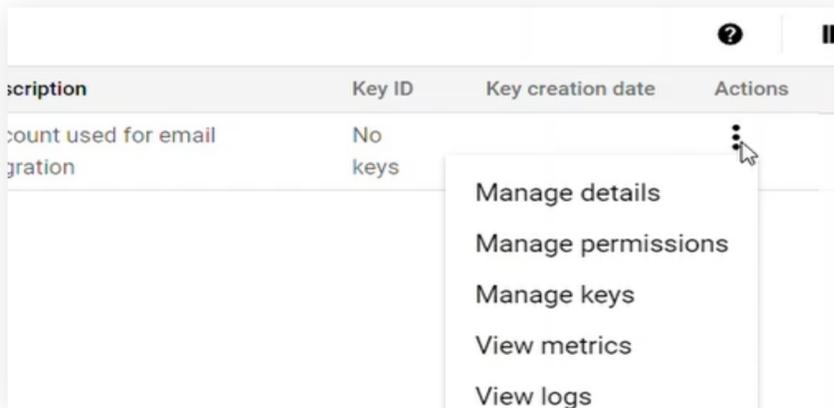
☐ Under the **KEYS** tab, select **ADD KEY**

← bemomigration

DETAILS   PERMISSIONS   **KEYS**   METRICS   LOGS

Keys

Add a new key pair or upload a public key certificate from an existing key pair. Please note that public certificates need to be in RSA_X509_PEM format. Learn more about upload key formats

Block service account key creation using organization policies.
Learn more about setting organization policies for service accounts

ADD KEY ▾

Type	Status	Key	Key creation date	Key expiration date
No rows to display				

☐ Click on **Create new key**

☐ Select **JSON** and click on **CREATE**
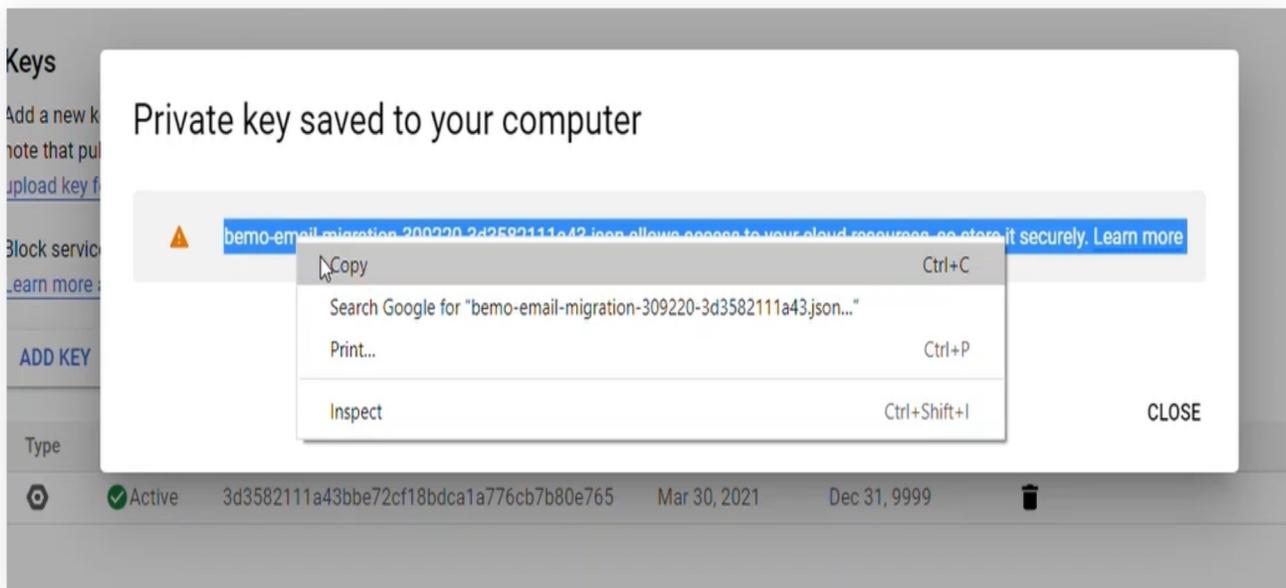
Make sure to copy the private key as you will be using it later on as well as the files downloaded on your computer.

STEP 8: MAKE A COPY OF THE UNIQUEID

☐ Click on the Email Account

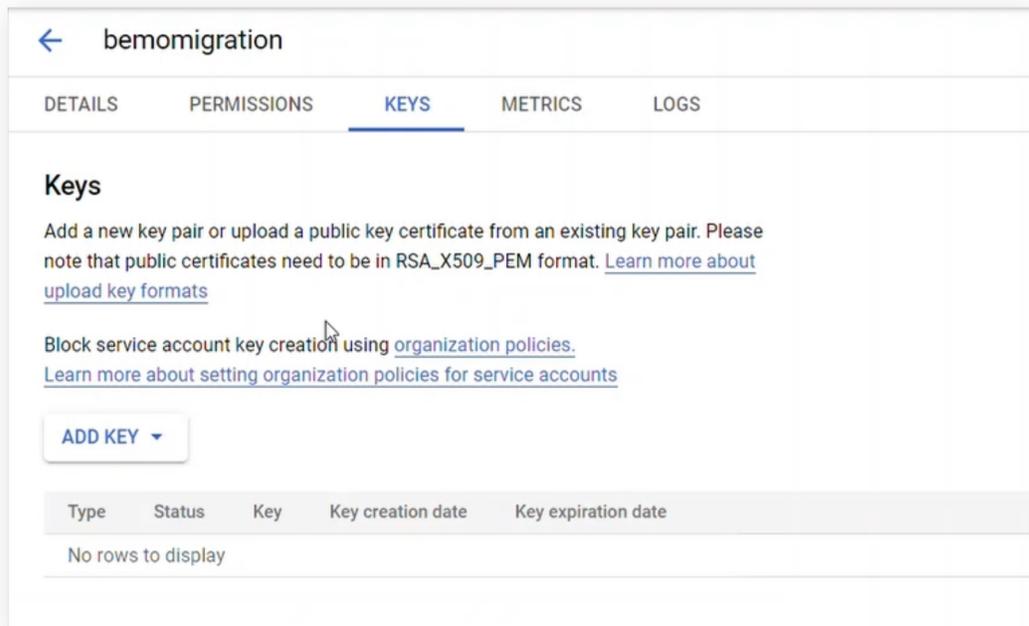|	Email	Status	Name ↑	Description
☐				
☐	bemomigration@bemo-email-migration-309220.iam.gserviceaccount.com	✓	bemomigration	account used for email migration

☐ Copy the UniqueID in your notepad

← bemomigration

DETAILS PERMISSIONS KEYS METRICS LOGS

Name
bemomigration   SAVE

Description
account used for email migration   SAVE

Email
bemomigration@bemo-email-migration-309220.iam.gserviceaccount.com

Unique ID
102526839630997651830

Service account status

Disabling your account allows you to preserve your policies without having to delete it.

✓ Account currently active

DISABLE SERVICE ACCOUNT

⌄ SHOW DOMAIN-WIDE DELEGATION

☐ Click on **SHOW DOMAIN-WIDE DELEGATION**

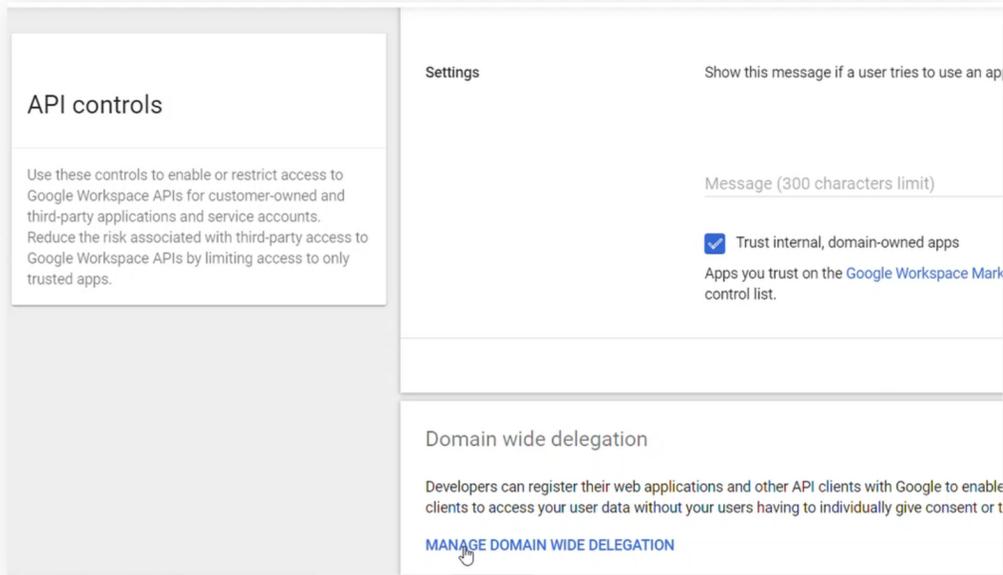☐ Select **Enable G Suite Domain-wide Delegation**

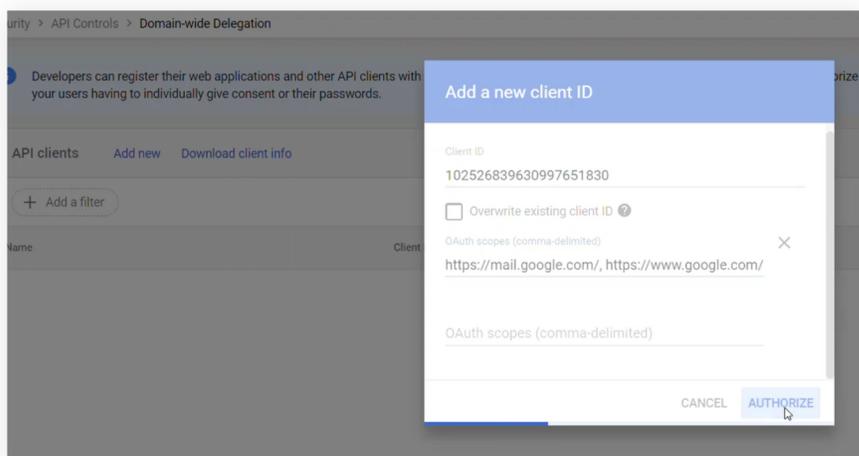☐ Click Save
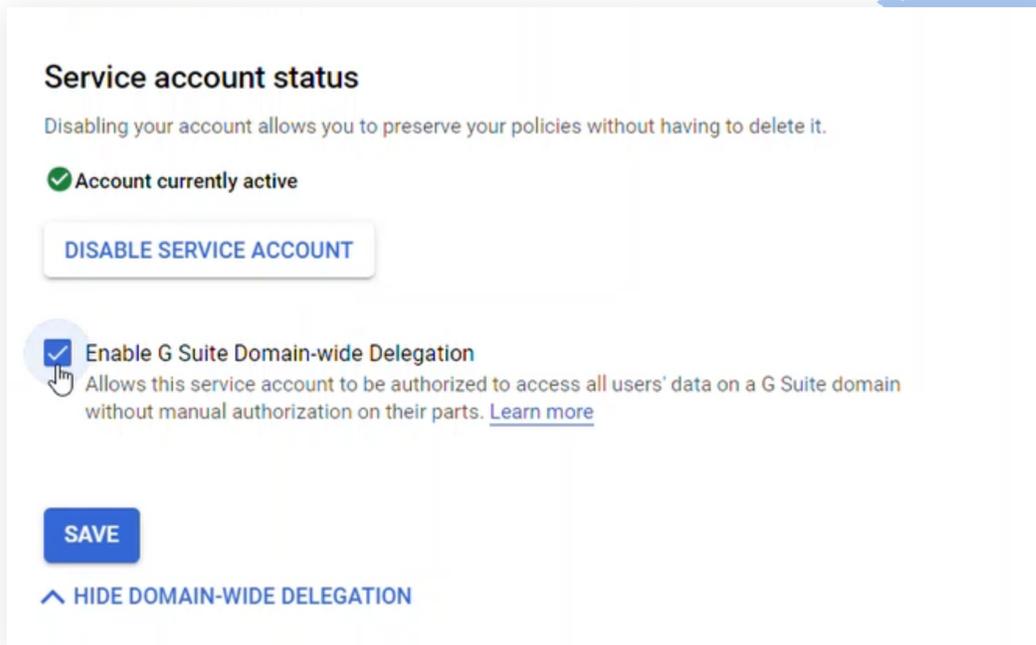
STEP 9: ENABLE GOOGLE ACCOUNTS DELEGATION

☐ Go to https://admin.google.com

☐ Log in

☐ Click on **Security**
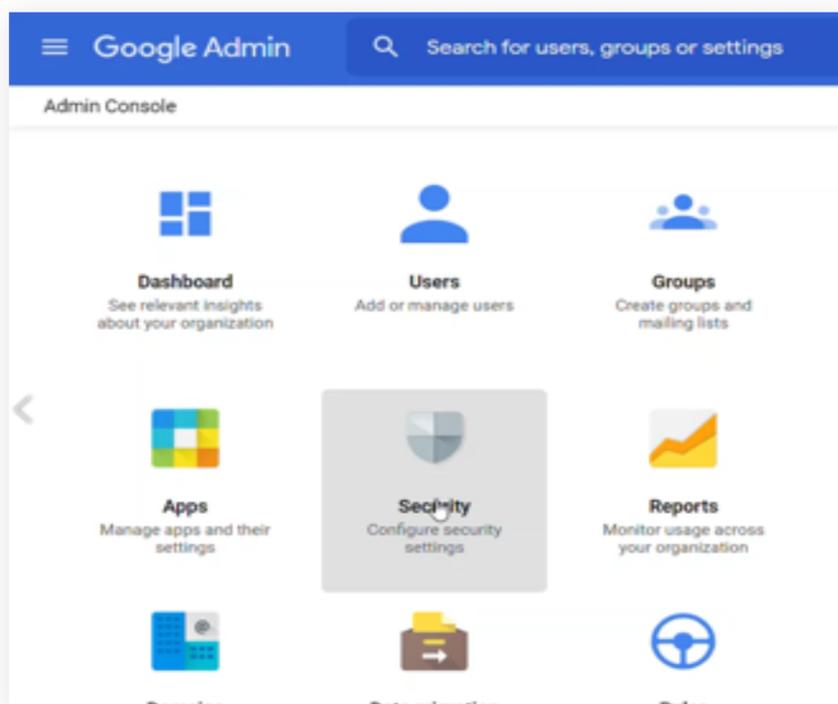
☐ Scroll down and click on **API CONTROL**

☐ Click on **MANAGE DOMAIN WIDE DELEGATION**

☐ Click on **Add new**

☐ Paste the **client ID** you saved in your notepad earlier

☐ Copy the following link within the **Oauth scopes** textbox: https://mail.google.com/, https://www.google.com/m8/feeds, https://www.googleapis.com/auth/contacts.readonly, https://www.googleapis.com/auth/calendar.readonly, https://www.googleapis.com/auth/admin.directory.group.readonly, https://www.googleapis.com/auth/admin.directory.user.readonly, https://www.googleapis.com/auth/drive, https://sites.google.com/feeds/, https://www.googleapis.com/auth/gmail.settings.sharing, https://www.googleapis.com/auth/gmail.settings.basic

☐ Click the button **AUTHORIZE**

You should be all set!

STEP 10: START BITTITAN MIGRATION

☐ Open BitTitan Portal (https://www.bittitan.com)

☐ Click on **Create a project**

☐ Click on **Mailbox project**

☐ Enter the project and customer names and click **Next Steps**

☐ Create your endpoint name and select **G Suite (Gmail API)** as the Endpoint type

☐ Under **Provide the Google service account credentials using JSON file**, click **Select** and choose the JSON file that you downloaded earlier when creating your Service Account

☐ Under Super Admin, enter the account username and click **Add**

☐ Click on **Next Step**

☐ To **Set a Destination Endpoint Name**, Select **Office 365** as the Endpoint type
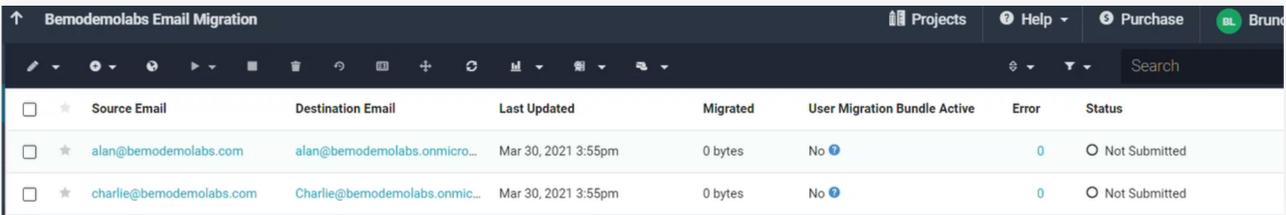
☐ Enter the Administrator username and password

□ Click on **Add**

□ Click on **Save And Go to Summary**

□ Click on **Save Project**

STEP 11: ADD THE ACCOUNT TO BE MIGRATED

□ On the portal, click on **Quick Add Item** and add each account you want to migrate from G Suite to Office 365
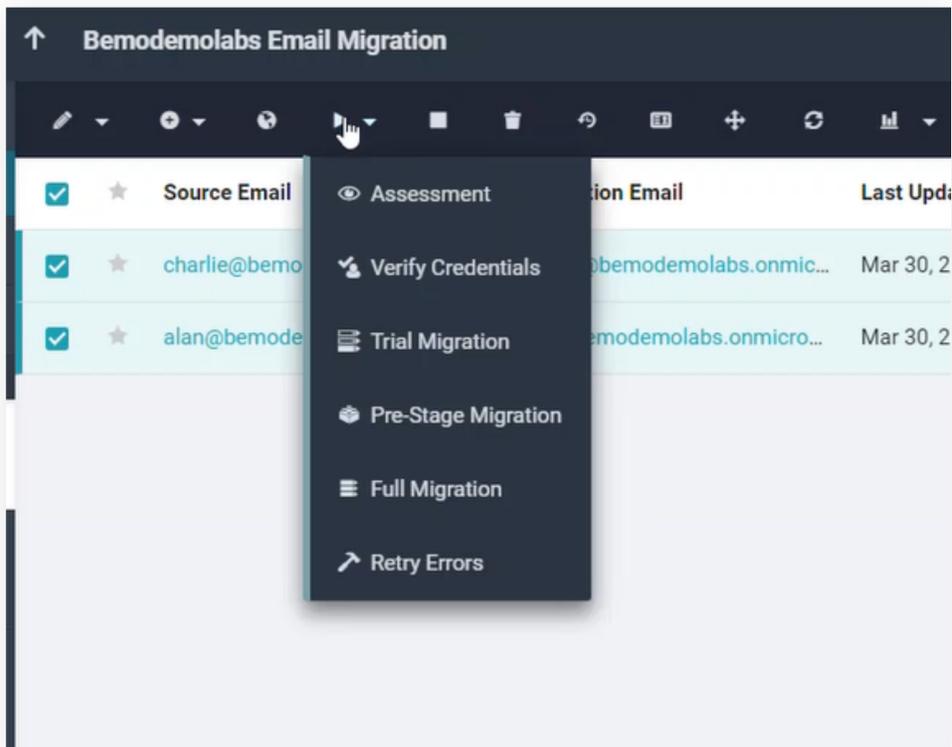
Once done, you will have the accounts listed as below:

STEP 12: VERIFY CREDENTIALS

☐ On the portal, Select all the accounts

☐ Within the action menu, select **Verify Credentials**

☐ Click OK

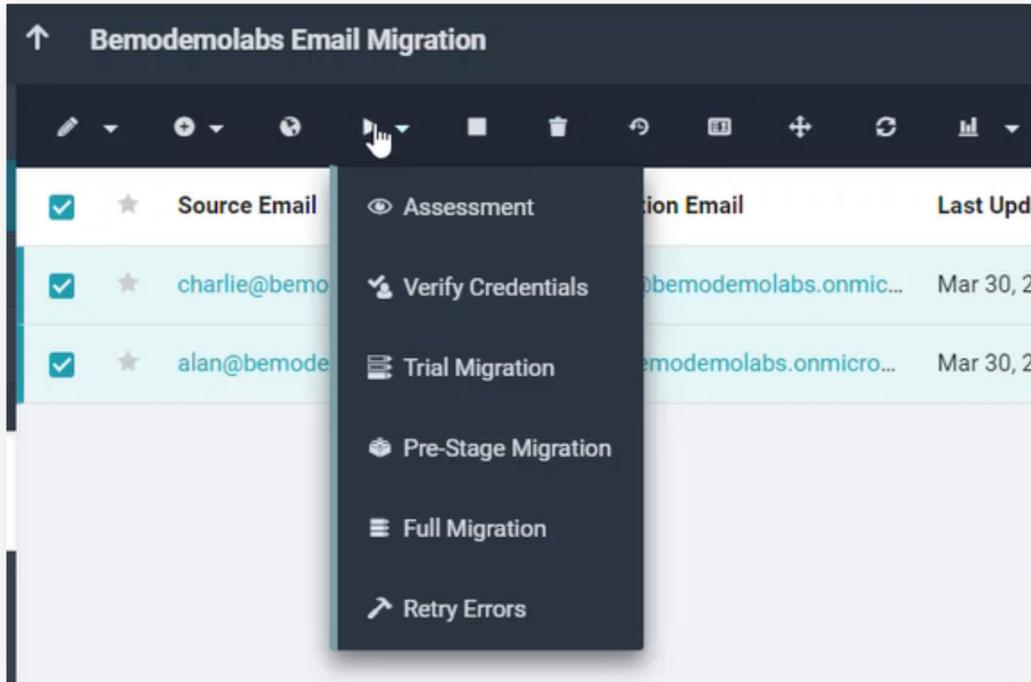☐ Once validated after 5-10 min, you will see **Completed (Verification)**
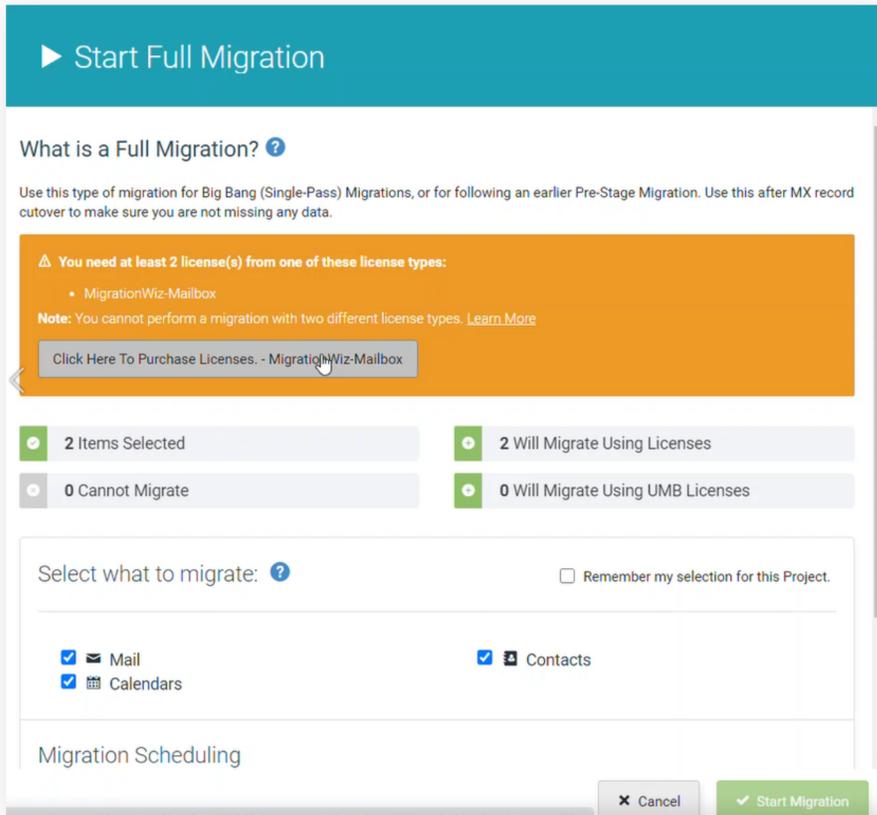

You are now ready to start the migration!

STEP 13: MIGRATION

☐ Select all the users that will have their accounts migrated

☐ Within the action menu, select Full Migration

☐ You will need to purchase the licenses in order to move forward

☐ Once you bought the licenses, you should see the following screen

☐ Click Start Migration

▶ Start Full Migration

What is a Full Migration? ❓

Use this type of migration for Big Bang (Single-Pass) Migrations, or for following an earlier Pre-Stage Migration. Use this after MX record cutover to make sure you are not missing any data.

| ✓ 2 Items Selected | ⊕ 2 Will Migrate Using MigrationWiz-Mailbox Licenses |

| ⊙ 0 Cannot Migrate | ⊕ 0 Will Migrate Using UMB Licenses |

🎖 **2**
MigrationWiz-Mailbox Licenses Available

🎖 **2**
MigrationWiz-Mailbox Licenses Required

🎖 **0**
Licensed User Migration Bundle Users

Select what to migrate: ❓   ☐ Remember my selection for this Project.

☑ ✉ Mail   ☑ 📇 Contacts

✖ Cancel   ✔ Start Migration

☐ Depending on the size of your mailboxes, it can take from few hours to weeks (count an average of 2 GB per day)

☐ Once the migration is done, you will see the following

☐ **Status: Completed (Full)**

User Migration Bundle Active	Error	Status
No ❓	0	✔ Completed (Full)
No ❓	0	✔ Completed (Full)

STEP 14: CUTOVER STEPS: DOMAIN VERIFICATION AND DNS UPDATE

☐ Go to https://admin.microsoft.com

☐ Log in

☐ Click on **Settings**

☐ Click on **Domains**

☐ Click on **Add Domain** and go though the validation process and DNS update process

Once done, the domain has been added and DNS updates are completed.
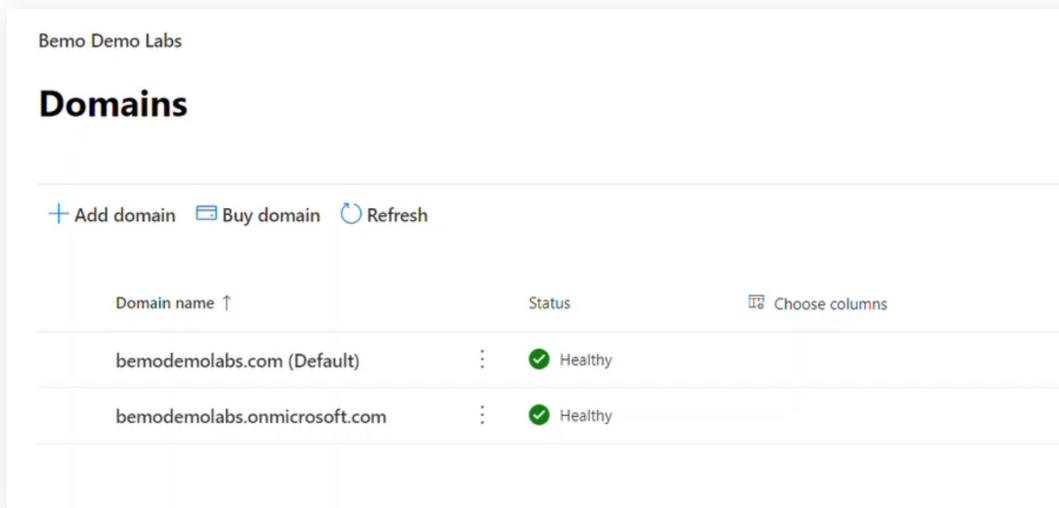
STEP15: FLIP DOMAIN FROMONMICROSOFT.COM TO VANITY DOMAIN

☐ Go to Users

☐ Click on Active Users

☐ Click on the user which needs to have its domain flipped

☐ Under Account, click on Manage username and email
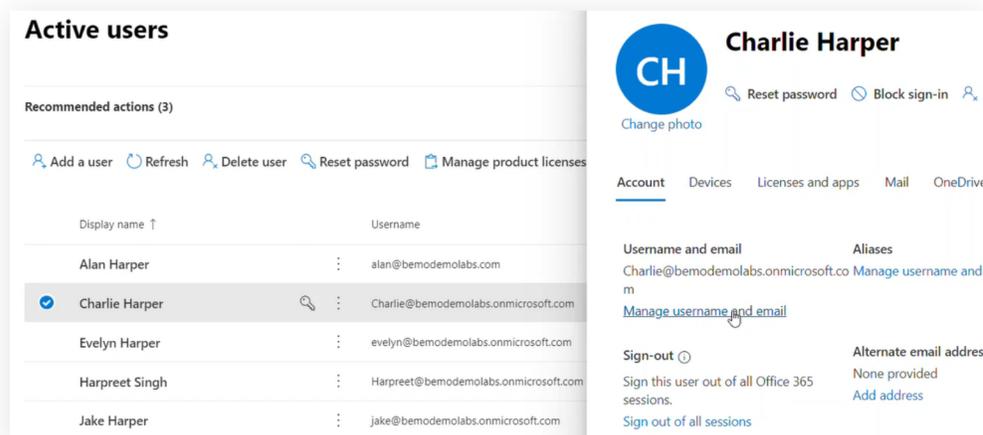
☐ Select the domain

☐ Enter a username

☐ Click Add

☐ Click on "..."

☐ Click on **Change to primary email**

☐ Click on **Save Changes**

STEP 16: RUN A "DELTA" SYNC

You will want to run another sync in order to catch any emails that may have been received by G Suite during the DNS cutover. This step will make sure that you are not missing any emails sent during the last two hours.

☐ Go back to BitTitan portal

☐ Select all the users that will have their account migrated

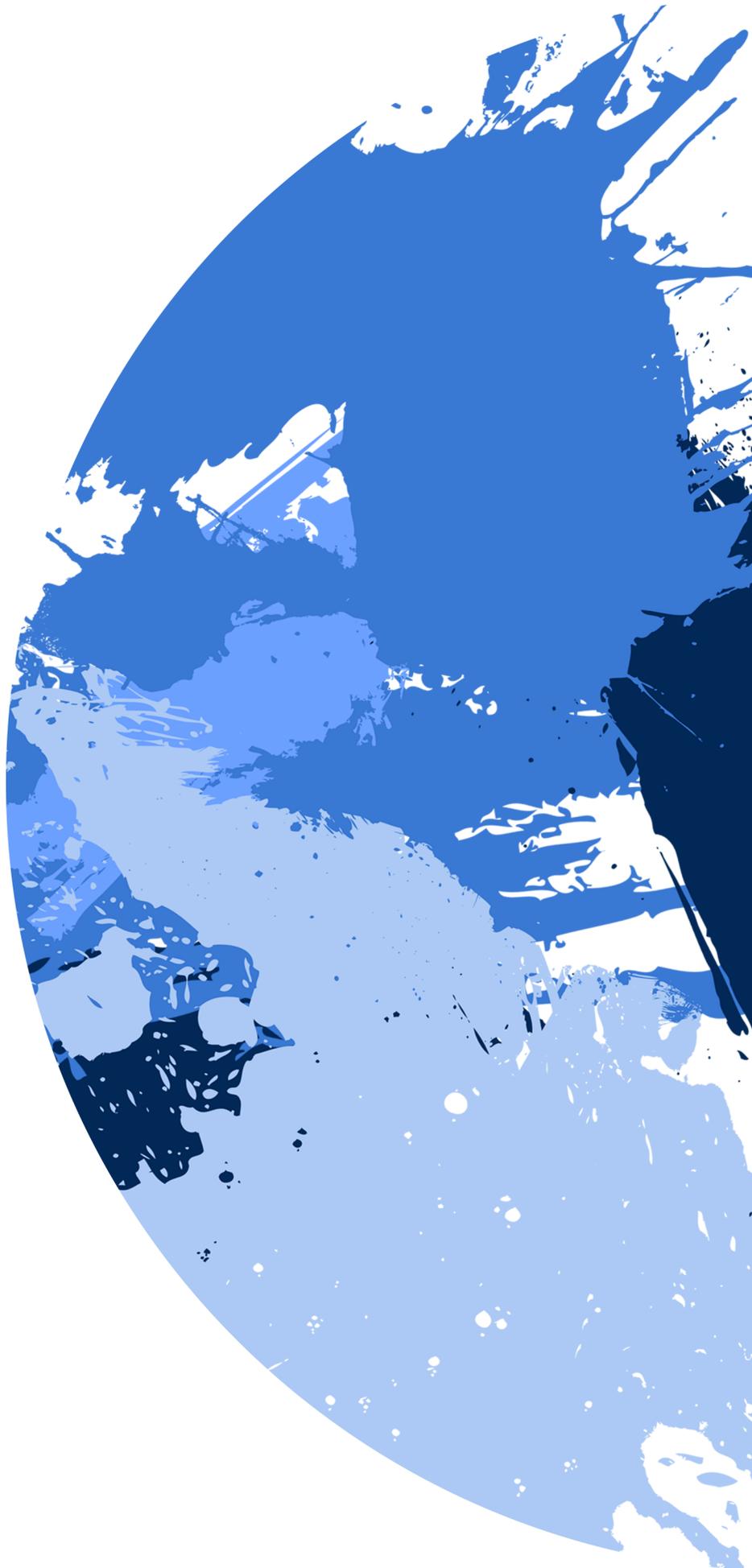☐ Within the action menu, select Full Migration
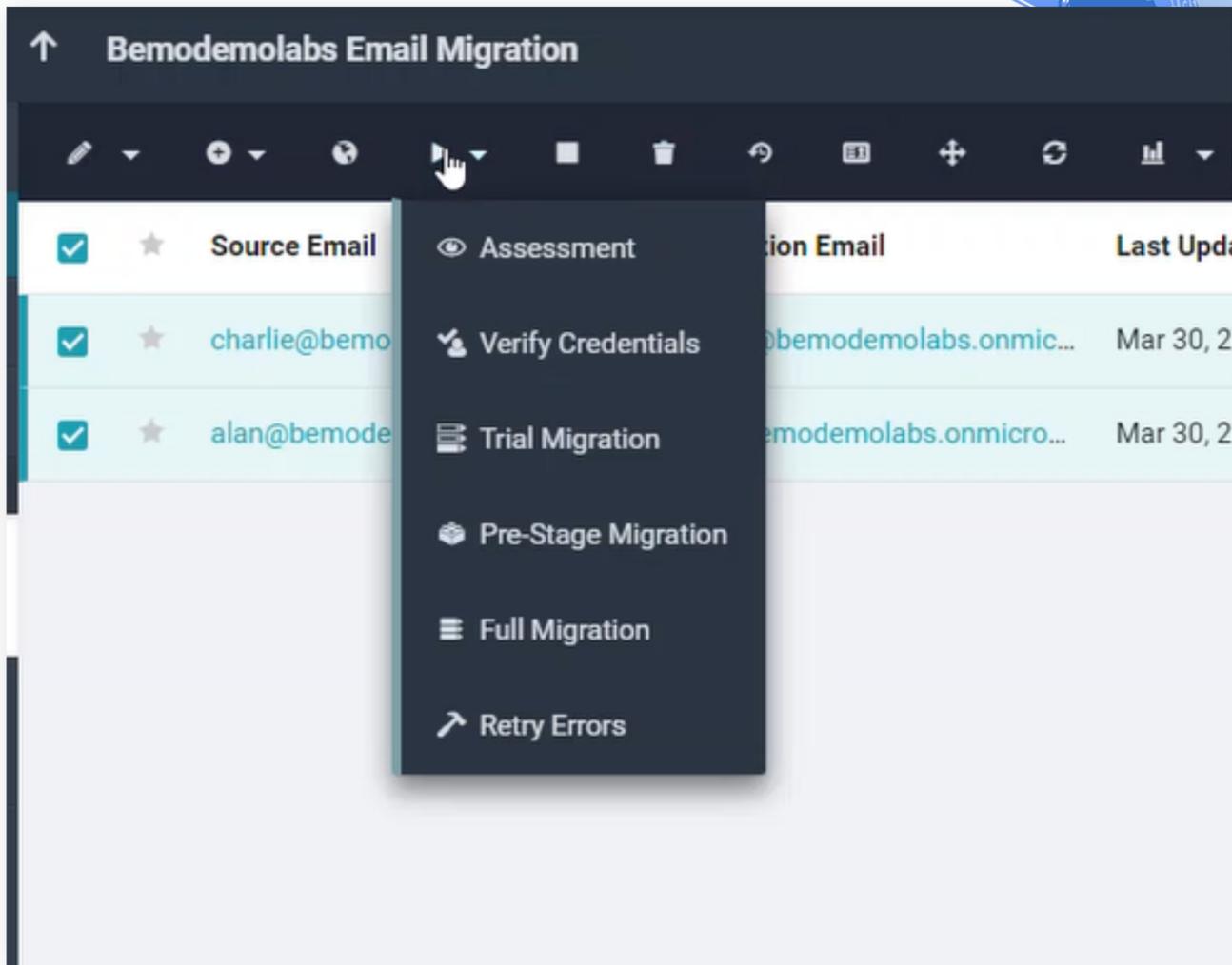
Once done, your email migration is completed!

You will need to enable the following to make your Office 365 tenant secure:

☐ Test that you are receiving emails via your Office 365 tenant

☐ Enable SSPR

☐ Enable Azure Baseline Security

☐ Enable DKIM, DMARC

04

Final Thoughts

Need Help?

Phew! If you made it through all of that, you know that migrations are no small feat! Hopefully this how-to made it a little easier!

What if you don't feel comfortable doing this, don't want to mess it up or simply don't have time?

We can do it for you! Go to our migration quote builder and we'll give you the price of doing this without even speaking with anyone 🙂
You'll get an example bill that looks something like this:

Total Cost: $1,650

$1,650
Email Migration to Office 365

Want to talk to someone about the specifics?

Schedule a meeting with **Josh Franklin**

BEMO

Congratulations,
you've completed your migration!