

Process of Migrations



Migration Process – Existing Platform

- Export all mailboxes, aliases and groups to CSV
- MigWiz@ mailbox is created
- Permissions assigned to all mailboxes for ones requiring data transfer



Exchange

Migration Process – Office 365

- Security Default Disabled
- Trial Licence added for migration mailbox
- Domain added and verified
- Mailbox details added to CSV template
- CSV template imported
- MigWiz@ mailbox created
- MigWiz permissions assigned to all mailboxes
- Any aliases and group added



Migration Process – Office 365 (Cont'd)

- UltraVault Config added (If applicable)
- MigWiz project created and mailboxes added
- Documentation sent to Customer
- DNS updated and set to Office 365 (Either by SMS or the Customer)
- Migration of data started
- Confirmation of data transfer completed
- Migration completed

