Velosio® Mailbox Migration Service
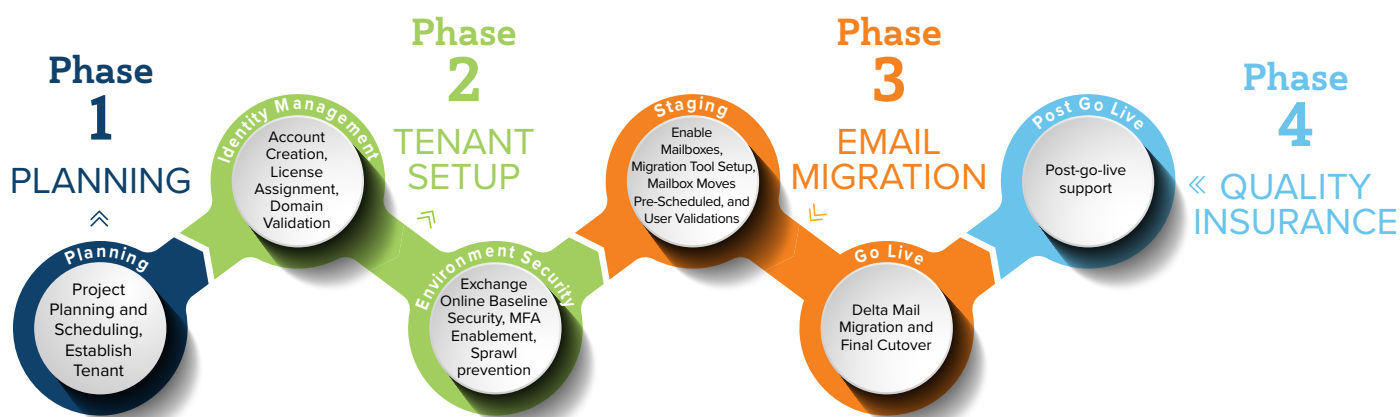
Velosio is a Gold Certified Partner with 33 years of experience managing enterprise IT workloads. Our certified experts have helped hundreds of companies build, manage, and optimize Exchange Online resources. Velosio utilizes a multiphase approach to helping clients migrate their workloads into the cloud where we appropriately assess and plan the migration alongside the business with minimal disruption.

Velosio will perform an email migration to Exchange Online, including configuration and mailbox migration leveraging best practice processes and tools for a seamless migration. Velosio can move your company from any mail source including, but not limited to, Microsoft 365 to Microsoft 365, Exchange on-premises to Microsoft 365, or any other provider to Microsoft 365. The typical e-mail migration process is performed in a four-phase project presented below. The actual project timeframe and duration will be finalized during the Planning phase.

Pricing

BASE PRODUCTS	# of MAILBOXES	TOTAL
Mailbox Migration Service	Up to 100	$50 per Mailbox or Shared Mailbox
Custom Mailbox Migration Service	100+	Custom Services SOW

Phase 1 PLANNING

Planning — Project Planning and Scheduling, Establish Tenant

Identity Management — Account Creation, License Assignment, Domain Validation

Phase 2 TENANT SETUP

Environment Security — Exchange Online Baseline Security, MFA Enablement, Sprawl prevention

Staging — Enable Mailboxes, Migration Tool Setup, Mailbox Moves Pre-Scheduled, and User Validations

Phase 3 EMAIL MIGRATION

Go Live — Delta Mail Migration and Final Cutover

Post Go Live — Post-go-live support

Phase 4 « QUALITY INSURANCE

Deliverables

Exchange Online Planning	Exchange Online Staging	Exchange Online Administration Training
During the Provisioning Process, Velosio will setup the Office 365 Tenant and perform the following tasks: • Review licensing requirements and assignments • Establish accounts within the tenant • Establish domain(s) within the tenant for the email services • Establish the connection between the source email and the destination email services **Deliverable: Complete setup and staging of accounts**	• Shared Mailbox setup and attachment to user accounts • Email data staged transfer from source email server to destination email server • User validations of access and copied data • Establish security baselines within the tenant services (MFA, DKIM, DMARK, SPF, SPAM Filters) **Deliverable: Complete setup and staging of accounts**	• Webinar with IT Staff on Office 365 Admin Best Practices and Tips/Tricks • Overview of fundamental user and email Administration in Office 365 • Common Troubleshooting Steps and Practices • Open Q+A • Support for 14 Days Post Deployment for Office 365 Administration Related Questions or Issues **Deliverable: Completed IT Admin Training**