Microsoft Office 365 and migration

Purpose

This paper is intended to help and provide answers to the most common queries consumers have regarding the switch to Microsoft Office 365. (Office 365).

What is Office 365?

In addition to secure, anytime access to email and calendars, Office Web Apps, instant messaging, video conferencing, and file sharing, Office 365 is a cloud-based software service offered by Microsoft.
Visit www.microsoft.com/en-us/office365/what-is-office365.aspx for a more thorough explanation.
The STBL Email Project will use Office 365's email and calendaring features, with the idea that other features like file-sharing and office online apps will be looked into for potential future deployment. Additionally, Microsoft will offer instant messaging capabilities to STBL Staff..

What are the advantages of Office 365?

Office 365 can be used with a variety of Office versions or even without Office installed on your PC. Subscriptions to the most recent version of Office are included in several Office 365 plans.
It provides secured connectivity so you may access the Internet using any device and any office version from anywhere.

What is cloud computing?

The word "cloud computing" is used for a variety of purposes, but to put it simply, it refers to a system that keeps all of your computers and mobile devices in sync with one another, allowing you to access all of your data in real-time over the internet..

When I open my email application there is a delay before new messages appear.

Even though you can view the email message in your mailbox using Webmail, you can notice that updating any freshly received mail items takes a little while when you activate your email application.

When you run your preferred email application, it can take a while for the information to refresh; this is normal and how cloud-based email functions.

What benefits will the use of cloud based services offer?

There are many benefits, including:

- STBL faculty, students, and alumni will, should they desire to, be able to utilize common office applications (such Word and Excel) via their web browser, rather than having to have them installed on their computer. • Web conferencing, calendaring, and document sharing integration.
- Wattle (Web Access To Teaching & Learning Environments), the University's Learning Management System, will include an interface with Moodle.

What are mailbox size limits on Office 365?

The Office 365 email platform provides the following mail limits.

- 25 Mb maximum mail item size
- 25 Gb maximum mailbox size
- 100 Gb maximum archive size

What data will be migrated?

The Office 365 mail servers will generally receive all data that is currently stored on the Organization mail server at the time of migration. The data kept on the organization's mail server could consist of:
- Mailboxes under 25 Gb
- Mail files under 25 Mb
- Calender data
- Sent items
- Draft emails
- Personal contact groups
- User created folders.

While every effort will be made to migrate as much data as is necessary to minimize disruptions, including functional accounts, shared functions, delegations, and email rules, a firm decision on what will and won't be migrated can only be made after each individual Organization mail server is examined and the individual configurations are identified.

What data will not be migrated?

In general, any information that is kept on a user's computer rather than on the organization's mail server won't be moved. In the upcoming weeks, specific limitations on the amount of user-created sub-folders and block file attachments will be made known. The following data will not be migrated:

- Mail files above 25 Mb
- Mailboxes above 25 Gb
- Signature blocks

Why are deleted / trash items not being migrated?

It has been decided not to move deleted or trashed items into the Office 365 mail servers to efficiently migrate all STBL personnel, students, and alumni. Additionally, deleted or trashed objects will remain in the trash bin for 30 days before automatically expiring until the user SRBL empties it.

Several of the university's various email systems are currently having storage space problems. The new policy of deleted/trash items expiring automatically attempts to prevent difficulties similar to these on the consolidated STBL email system.

What's the migration policy for other applications and customizations that may exist?

Users who now use an email system with applications and modifications will be handled individually. Although the migration team will try to keep any delays to a minimum, there may be some situations where certain programs and customizations cannot be moved.

Which mail clients will be supported by the migration project?

The consolidated STBL email system will support the following existing mail clients:

- Mac Mail
- Entourage 2008 for Mac
- Thunderbird (14.x and later)
- Outlook (2007/2010/2011)
- iOS (4,5 and 6)
- Android (4.0.3 and 4.1.1)

- Windows Mobile 8 for Phone

When is it proposed that the migration would take place for Organization?

The Project Team is currently developing a comprehensive plan for the migration procedure. However, because there is now little to no awareness into the multiple email systems utilized around the University, it is a little tricky to lock this in. Unfortunately, the current state of affairs makes it unclear at this point how long any Organization will need to exist.

All colleges and divisions now using the STBL UDS platform will be migrated, and then work will move on to other areas. The Project Team is expected to discover how long particular tasks will take to complete once the first few regions are finished. So that it is accurate, the migration timeline will be changed.

If the Organization wants to have a say in the scheduling, every reasonable consideration will be given to timing and the Organization's regular operations. Making the process as unobtrusive as feasible is the goal.

What activities do users need to do in preparation?

To get ready for the migration, users can assist by doing the following:
- Save any emails 25MB or larger, if the items are still required. These will not be copied across to Office 365. Please refer to the **How To** section on the staff tab of the STBL email project website for help on saving emails that are 25MB or lager.
- Delete any unwanted emails and/or folders.
- Empty your deleted Items and junk folders.

At migration, what is the likely outage time?

Unfortunately, unless the Project Team has a thorough grasp of the current Organization email environment, a conclusive response cannot be given. For instance, if a user is migrating a mailbox from the UDS Exchange 2010 environment to the cloud and they are using Microsoft Outlook as their client, all that is needed is a simple restart of Microsoft Outlook. On the other hand, switching from, instance, a Groupwise email system to the cloud may involve some downtime.

Through the discover and planning phases of the engagement, the project team will work with the particular Organization to ensure that any downtime found is kept to a minimum and scheduled to ensure little disruption to the Organization's regular operations.

What are the risks with migration and how is ITS managing them?

As for the hazards connected to each Organization's specific relocation, they will vary. This will be addressed by the Project Team, who will begin the engagement with a thorough discovery phase during which pre-selected pilot groups can be incorporated into the solution to test particular situations and configurations.

The specific Organization will be fully consulted at every stage of the process, and before the migration really starts, the suggested migration timetable will be approved. When the migration is finished, a second sign-off will be done to make sure the organization is satisfied with the results. The engagement won't be ended till this moment.

Can staff migrate their entire email history or third party email provider's data?

The migration of STBL stored email to the Office 365 platform is the only goal of the Office 365 project. Data cannot be moved from an account that is not held by the University by the Project Team. The concerned user will have to bear accountability for this.

The majority of well-known email providers, like Gmail, have established procedures for doing this, and the project team will, of course, offer any assistance they can in coordination with each organization's local support teams if it has no effect on the project's main deliverables.

How is backup/restoration of email going to be managed?

On top of the Exchange 2010 infrastructure, Office 365 was created. This indicates that users will have access to the deleted items folder and dumpster feature as they have now on Exchange 2010.