PRE-MIGRATION STEPS

McCOMBS OFFICE365 & EMAIL MIGRATION: SATURDAY, MARCH 31st (7:00AM - 1:00PM)

PRE-MIGRATION STEPS DEADLINE FRIDAY, MARCH 30th (5:00PM)

PRE-MIGRATION

1. The Basics

- Migration Homepage
- Outlook Web Access

Print out a copy of your Outlook Calendar (if you rely heavily on it for meetings and/or appointments).
2. Review items that WILL Be Migrated Automatically - TAKE STEPS IF REQ'D

- **Email Messages** (*w/ exception of "Personal Folders" or "Archived Mail" - see below)
- **Calendars**
- **Contacts**
- **Distribution Groups**
- **Permissions** (i.e. Shared Calendars, Mailboxes, etc)

While we don't anticipate any issues with the migration, if these are a key part of your job, please make note of:

- **Special email permissions**
- **Additional mailboxes**
- **Shared mailboxes**
- **Shared Calendar**
3. Review items that will NOT Be Migrated Automatically - TAKE STEPS ASAP

- **Inbox Rules** *(Action that runs automatically to manage incoming or outgoing messages)*

- **Inbox Rules** can be recreated in your new Outlook Profile. If you use >10 rules, we recommend that this be required.

- **Inbox Rules** *(Action that runs automatically to manage incoming or outgoing messages)*
- **Personal Archive** - if you want to make extra super sure that you have everything *(Manually created archive, stored locally on your computer)*

- **Inbox Rules** can be recreated in your new Outlook Profile. If you use <10 rules, it's your choice as to export/import or to recreate.

**NOTE:** While preparation is not required Pre-Migration for the below items, please make a note to yourself that there WILL be a few short steps after you create your NEW Outlook Profile *(or other) to re-assign them appropriately. (see Reconfigure Your Computer)*

- **Email Signatures** *(personalized signatures for your email messages)*
- **Out of Office Reply Settings** *(Automated replies)*
- **Forwarding Settings** *(Office 365 account automatically goes to another email account, such as your Gmail account)*
- **Personal Folders** *(Copies of emails on your computer, not on the server)*
- **Archived Mail** *(Similar to Personal Folders)*

If you are unsure, please ask! Most of you will use little more than Email Signatures, Out of Office Reply Settings and perhaps a few Inbox Rules. (See Support)