PRE-MIGRATION STEPS

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

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

1. The Basics

Bookmark the following pages (for updates on the migration and support documentation)

- Migration Homepage
- Outlook Web Access

Print Your Outlook Calendar

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

What Is Being Migrated -
TAKE STEPS IF REQ'D

The following WILL be migrated automatically for everyone (data delivered and stored on the server).

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

Requires Your Review
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

What is NOT being migrated - REQUIRES ATTENTION ASAP

- Email Messages
Preparation IS REQUIRED (these items will have to be exported prior to the migration and then imported into your new profile after the migration)

- **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.

Preparation is OPTIONAL (we can not make this decision for you - please review closely)

- **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.
Preparation is NOT required (these items will have to be attached to your new profile after the migration):

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)

* I'm Not Sure If I Use Any of These

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)