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Microsoft 365 Facts, Figures and Migration Roadmap

3 Myths About Microsoft 365 Migration BUSTED

Myth #1:   Cloud Data is Not Secure

FACT: Data in the cloud is more secure than most people believe. Microsoft is an industry leader in security, and they use cutting-edge technology to keep your information safe from hackers and phishing attempts. They build security across the entire lifecycle of Microsoft 365 through their SDL security engineering, keeping data storage, and communication safe while ensuring streamlined access to your files.

Myth #2:   If I Migrate, I have to be Online to Access My Information

FACT: Depending on which Microsoft 365 plan you choose, you can have access to desktop versions of the entire Microsoft 365 suite of apps, enabling you to work on and offline. While being online is helpful, it is not essential with desktop applications.

Myth #3:   Migrating to Microsoft 365 is Too Much Work

FACT: While migrating to Microsoft 365 is a comprehensive process, it is not as hard as many believe and requires very little down time for employees. Since the benefits of migrating outweigh any obstacles, making the call to upgrade is something every organization should consider.

Know Your Facts

- On average migration takes 5 days for 1000 or fewer mailboxes

- Companies can save up to 50% by migrating to Microsoft 365

- Out of all the businesses to migrate to cloud-based services 81% of those businesses chose Microsoft 365

- Microsoft 365 creates an office-like environment, making remote work no different than the traditional office

- Microsoft 365 enables real-time collaboration

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Steps in the Migration Process

1 ## Determine What is Migrating

Acquire the correct number of licenses in Microsoft 365. Make sure every account you are migrating has an email license. Double check to ensure all email addresses, distribution lists, shared mailboxes, public folders, and data is accounted for and licensed.

2 ## Prepare for Migration

Assign licenses in Microsoft 365 and set up all accounts in preparation for the migration. This includes verifying any/ all desired domains in Microsoft 365. You will also need to set up or consider how the passwords for each Microsoft 365 account will be addressed. It is very highly recommended to make users aware of the migration as soon as possible. Provide users with as much information or documentation in advance for a smoother migration process. Frequently reminding users and establishing a path for questions prior to the conversion will save you a lot of time.

3 ## Perform Data Migration

This process will differ depending on your current email platform. In most cases, you can migrate the data before switching platforms completely. Migrate the data to Microsoft 365. Do not delete any data.

Steps in the Migration Process

4 **Verify Data Migrated**

Have users verify the data migrated is correct and complete.
If users are missing data, resolve the issue before proceeding.

5 **Change Mail Flow to Microsoft 365**

Once all the data is verified, you will change the mail flow from
your current email provider to Microsoft 365 by changing the DNS
records. Before you make any changes to the DNS records, take a
screenshot or record all of the records. Depending on your domain
registrar, this process can take several hours. Send test emails to
make sure the change has been completed.

6 **Change/ Edit Mail Client Configuration**

After the mail flow has switched to Microsoft 365, you will need to
reconfigure all mail clients (Outlook, Malmail, mobile devices, etc.).
It is highly recommended to provide documentation well in advance
to limit disruptions or confusion for users accessing their emails after
the conversion. Accessing mailboxes online is an option as well.

Ready to Get Started?

While the process to migrate to Microsoft 365 is not impossible for organizations to do on their own, it can be daunting depending on the technical skills in house as well as other competing priorities. With a partner like Mural we will take the heavy lifting off your hands and ensure a smooth transition.

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