

Before you begin, you'll need the answers to the following questions and to complete the following tasks.



Print or download this page to use it as your migration checklist!

DNS

- Who hosts your DNS?
- How many domains do you own?
- Verify that you have access to the admin account credentials.

Email Service

- What email service are you using?
- Determine number and size (GBs) of individual mailboxes -prepare a list and rank them by size - a simple spreadsheet will do.
**Microsoft Policy limits the transfer rate of data to 10GB per user/per day. If the largest mailbox of all of them is 18GB, then it will take 2 days to migrate. If the largest of the bunch is 7GB, then it will take under a day to migrate all of them.
- Prepare an excel spreadsheet with First Name, Last Name, Username for all your users. This will be used in Step 4.
- Identify any shared mailboxes.
- Determine number of email aliases (forwarding addresses).
- Are you migrating email only or also contacts and calendar items?
- Document email distribution lists and members - these will need to be migrated manually.
- Do you plan to migrate archived emails? This requires the purchase of a different BitTitan license that is more expensive per user.

BitTitan

- Setup a [BitTitan](#) account.
- Schedule a cut over time for your team with BitTitan, keeping in mind that email will be unavailable during the final cutover.

Post-Migration Prep

- Plan time for post-migration by understanding what is not migrated and must be done manually:
 - Recurring meetings
 - Categories and category colors
 - Folder permissions
 - Non-mail items in POP/IMAP
 - Contact groups (distribution lists)
 - Mail-flow rules (forwards)