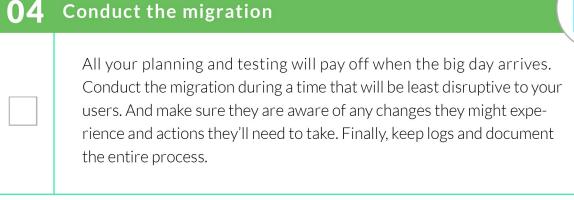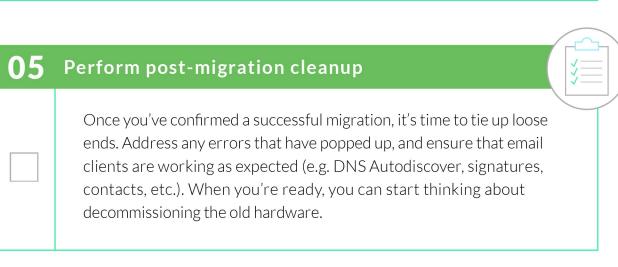# YOUR EXCHANGE ONLINE MIGRATION CHECKLIST

Five straightforward steps to success

Ready to make the move to Exchange Online? We've broken the process down into five steps to help ensure a successful and compliant migration.

01 Determine your path

Job one is to select your migration path based on your environment and the technical strengths and limitations of each option. Already have a Microsoft 365 account? The Office 365 Mail Migration Advisor can help you identify the best path and even walk you through the migration process. Or you can work with a partner, such as Trusted Tech Team, to help you get started.

02 Consider using a third-party tool

Third-party tools such as BitTitan, Quest, or SkyKick can make even large-scale migrations a breeze. These tools can help you track your data from source to destination, ensuring that nothing gets lost along the way.

03 Plan and test

Meticulous planning is the key to a successful migration. This includes identifying the necessary resources, estimating downtime, and considering the user experience. If possible, configure test environments and go through a practice migration so you can familiarize yourself with the process and identify potential issues.

04 Conduct the migration

All your planning and testing will pay off when the big day arrives. Conduct the migration during a time that will be least disruptive to your users. And make sure they are aware of any changes they might experience and actions they'll need to take. Finally, keep logs and document the entire process.

05 Perform post-migration cleanup

Once you've confirmed a successful migration, it's time to tie up loose ends. Address any errors that have popped up, and ensure that email clients are working as expected (e.g. DNS Autodiscover, signatures, contacts, etc.). When you're ready, you can start thinking about decommissioning the old hardware.

As a Microsoft Silver Small & Midmarket Partner, Trusted Tech Team takes the cost and complexity out of licensing for Exchange Online.

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