User Guide – Google Apps to office 365 Migration

Office 365

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Table of Contents

INTRODUCTION.........................................................................................................................3
ADMIN PORTAL ..........................................................................................................................4
  ADMIN PORTAL FOR O365 .................................................................................................4
  ADMIN PORTAL FOR EXCHANGE .......................................................................................5
CREATE AN EXCHANGE ONLINE MAILBOX FOR EACH USER THAT YOU WILL MIGRATE.......6
  ADD USERS INDIVIDUALLY TO OFFICE 365 ........................................................................6
  ADD BULK USERS TO OFFICE 365 .....................................................................................9
CREATE A LIST OF GMAIL MAILBOXES TO MIGRATE ............................................................13
  RESET PASSWORD FOR INDIVIDUAL USER ......................................................................13
  RESET PASSWORD FOR BULK USERS ..............................................................................15
CREATE IMAP MIGRATION BATCH FILE ..................................................................................18
CREATE AN IMAP MIGRATION ENDPOINT ..........................................................................20
CREATE AN IMAP MIGRATION BATCH ..................................................................................26
CONFIGURE YOUR MX RECORD TO POINT TO OFFICE 365 .............................................34
DELETE IMAP MIGRATION BATCHES ....................................................................................36
REFERENCE LINKS ...............................................................................................................38
Introduction

You can use Internet Message Access Protocol (IMAP) migration to migrate Google Apps Gmail mailboxes to Office 365.

This User Guide provides you steps for the migration process. When you're comfortable with the contents, use this one to begin migrating mailboxes from Gmail to Office 365.

You must be a global admin in Office 365 to complete these steps.
Admin Portal

Admin Portal for O365

1. Go to [http://portal.office.com](http://portal.office.com) and Sign in with your Admin Credentials.

2. Go to the Office 365 admin center.
Admin Portal for Exchange

1. Go to the Office 365 admin center

2. Select Admin > Select Exchange
Create an Exchange Online mailbox for each user that you will migrate

Before you start migrate mailbox data from a user’s mailbox on the IMAP server, the user has to have an Exchange Online mailbox.

Add users individually to Office 365

1. Choose **Users > Active Users**. Choose + as shown in the following figure.
2. On the Create new user account page fill the details and select appropriate license to use.

![Create new user account form](image)

3. (Optional) If you have more than one domain, be sure to select the right Domain for the user in the drop down, as shown in the following figure.

![Select the domain](image)
4. Select option to auto-generate or manually create password
   If you select Auto-Generate, it will provide a password and display on screen.
   If you select Type Password, you need to manually enter and set the password
   for user.

5. Type Email address of people to whom you want to get copy of this user's account
   information. You can enter up to 5 email addresses separated by semi-colons, as
   shown in the following figure.

Here we GO!! User is created and password will be shared on mail as shown in above
step.

Thus the User is created along with their Mailbox as we have selected the
Exchange Online License.
Add bulk users to Office 365

1. Go to the Bulk add users wizard: choose **Users > Active Users** Choose

![Office 365 Bulk Add Users Wizard](image)

2. Select a **Download a Blank CSV**

![Download a Blank CSV](image)
3. Fill all the columns.
   To leave other fields blank, enter a space plus a comma in the columns.

   ![Excel spreadsheet example]

   Create separate excel for users as per their country.
   If example out of 100 users 50 working in India and 50 working in US. Then 2 excels for each country.

4. In Verification, the wizard tells you whether the content in the spreadsheet is formatted correctly.

   ![Verification results screen]

   If any error arrives, please cancel and re-correct the details.
5. In Settings, choose **Allowed** so that the people listed in your spreadsheet will be able to use Office 365. Also choose the country in which these people will use Office 365.

6. The assign licenses page tells you how many licenses are available select license and click next. (Here we will select the **Exchange Online License** to get the mailbox created automatically for the user.)
7. Enter email address to which you want to let know details of user creation. Recommended is the admin Email ID.

Bulk add users
1. Select file
2. Verification
3. Settings
4. Licenses
5. Send results
6. Results

send results in email

The users and any corresponding new passwords will be displayed on the next page. You can send email to:

Send email

Notes: Passwords are sent in clear text through email.
Create a list of Gmail mailboxes to migrate

When you create the migration file, you need to know the password of each Gmail mailbox that you want to migrate. We’re assuming you don’t know the user passwords, so you’ll probably need to assign temporary passwords (by resetting the passwords) to all mailboxes during the migration. You must be an administrator in Google apps to reset passwords.

Reset password for individual user

1. Sign in to Google admin console using your administrator username and password.
2. You’re signed in, choose Users.
3. Hover over each name to identify each user’s email address. Write down the address.
4. To reset each user’s password, hover over each user name and choose Reset Password. Reset the password and write the new password down next to the related user name.
Reset password for bulk users

If you have several users to change passwords for in Google Apps you can upload a CSV (comma separated values) file with the basic user information.

1. Export a CSV file of your current users from the Google Apps Control Panel.
2. From the Users page in Admin select the Download Users button.

3. Edit the file to remove all but the first 3 columns
4. Add a fourth column for the new passwords.

*Required Row 1 Values:  Email Address, First Name, Last Name & Password

5. Navigate to the Users Section in the Admin Panel

   Choose Add 🔄 User Add user allows you to also modify Google Apps users in bulk.
6. Select the Option to Update Existing Google Apps accounts with new names and passwords.

![Choose update options]

Click Upload and continue the new accounts will be processed for creation by Google Apps and you'll receive an email confirmation upon completion.
Create IMAP migration batch file

1. Start Excel.

2. Use the following screenshot as a template to create the migration file in Excel.
   
   Start with the headings in row 1. Make sure they match the picture exactly and don’t contain spaces. The exact heading names are:
   
   a. “EmailAddress” in cell A1 for **Office 365 email id**
   b. “UserName” in cell B1 for **Gmail email id**
   c. “Password” in cell C1 for **Gmail Password**

![Excel screenshot for IMAP migration](image-url)
3. Fill the Details

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EmailAddress</td>
<td>UserName</td>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><a href="mailto:User1@abc.com">User1@abc.com</a></td>
<td><a href="mailto:User1@abc.com">User1@abc.com</a></td>
<td>pass@123</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><a href="mailto:User2@abc.com">User2@abc.com</a></td>
<td><a href="mailto:User2@abc.com">User2@abc.com</a></td>
<td>pass@456</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><a href="mailto:User3@abc.com">User3@abc.com</a></td>
<td><a href="mailto:User3@abc.com">User3@abc.com</a></td>
<td>pass@345</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><a href="mailto:User4@abc.com">User4@abc.com</a></td>
<td><a href="mailto:User4@abc.com">User4@abc.com</a></td>
<td>pass@321</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><a href="mailto:User5@abc.com">User5@abc.com</a></td>
<td><a href="mailto:User5@abc.com">User5@abc.com</a></td>
<td>pass@567</td>
<td></td>
</tr>
</tbody>
</table>

4. Save the file as a CSV file type, and then close Excel.
Create an IMAP Migration endpoint

To migrate mailboxes successfully, Office 365 needs to connect and communicate with Old IMAP server. In migration endpoint we define settings that are used to create the connection to old mail server so you can migrate the mailboxes.

1. Go to the Exchange admin center.

![Exchange admin center screenshot]
2. Navigate to **Migration**

4. Choose New + to create a new migration endpoint.
5. On the **Select the migration endpoint type** page, choose **IMAP**.
6. On the **IMAP migration configuration** page, set **IMAP server** to imap.gmail.com and keep the default settings the same.

![IMAP migration configuration screen](image-url)
7. Type name for Migration Endpoint > Leave the other two boxes blank to use the default values > Click **New**
Create an IMAP Migration Batch

1. In the Exchange admin center, go to Recipients > Migration. Choose New + > Migrate to Exchange Online.

2. Choose IMAP migration > Next
3. On the Select the users page, choose Browse to specify the migration file you created > Click Next

**Important Check before upload CSV**

- It isn't empty.
- It uses comma-separated formatting.
- It doesn't contain more than 50,000 rows.
- It includes the required attributes in the header row.
4. On the **IMAP migration configuration** page, accept the default values, and then choose **Next**.
5. Give name to Migration Batch > Select **Next**
6. **Optional**

You can also enter the names of the folders you want to exclude from migration. For example, Shared, Junk Email, and Deleted.

⇒ Write folder name then click **Add**

![Image of the interface with the Exclude folders section highlighted]

*New migration batch name:*

- Mig1

*Exclude folders:*

1. Deleted
2. +
new migration batch
Move configuration

These configuration settings will be applied to the new batch. Learn more

New migration batch name:
Mig1
Exclude folders:

Exclude Folder

Deleted

Back  Next  Cancel
7. Select User to who will receive Office 365 migration reports.
Verify Migration status

<table>
<thead>
<tr>
<th>NAME</th>
<th>STATUS</th>
<th>TOTAL</th>
<th>SYNCHED</th>
<th>FINALIZED</th>
<th>MAILED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mig1</td>
<td>Syncing</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Type: IMAP
Direction: Onboarding
Status: Syncing

Mailbox status:
- Synced mailboxes: 0 of 1
- Finalized mailboxes: 0 of 1
- Failed mailboxes: 0

View details

Statistics:
- Created by: sarin@tigehi@salqcom
- Create time: 9/24/2012 3:34:29 PM
- Start time: 9/24/2013 3:54:30 PM
- Initial sync time:
- Last sync overhead:

Associated endpoint:
- Gmail | View details
Configure your MX record to point to Office 365

1. Navigate to Domains in Office 365

2. Select your domain and then click **Fix issues**.
3. For each DNS record type that you need to add, choose **What do I fix?**, and follow the instructions to add the records for Office 365 services.

4. After you've added all the records, you'll see a message that your domain is set up correctly: **Domain.com is set up correctly. No action is required.**
Delete IMAP Migration Batches

1. In the Exchange admin center, go to Recipients > Migration.
2. On the migration dashboard, select the batch, and then click **Delete**.

![Migration Dashboard](image1.png)

3. In the Exchange admin center, navigate to **Recipients > Migration**. Verify that the migration batch no longer is listed on the migration dashboard.

![Migration Dashboard](image2.png)
Reference links

1. IMAP Migration

2. Migrate Google Apps mailboxes to Office 365