



Checklist

Microsoft 365 migration

- Inventory the entire current environment
- Gather all active user accounts with login name and email address
- Gather all mailboxes, including size, number and shared mailboxes
- Collect configurations of browsers, operating systems, mobile versions and office applications, along with client versions
- Data on all network settings should be collected
- Information about file storage locations should be collected
- If you want to migrate intranet sites, collect this data as well
- Should online meeting and Instant Messaging systems be used, collect all details of these
- Collect details of all applications integrated within the existing system
- Migration strategy decision

Furthermore, it is wise to think about the following questions and collect this as well, if necessary:

- How will authentication soon be handled?
- How will the various accounts soon be created or synchronized?
- Will there be a long or short integration?
- Is there data to be migrated and how will this take place?
- What devices can be connected to?