



E-book

Microsoft 365 Migration Guide

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Migrate to Microsoft 365

Microsoft 365 offers a comprehensive set of tools to enable companies and their employees to do their best work from anywhere.

Microsoft 365 is an integrated cloud solution that keeps employees productive and secure. It offers the opportunity to simplify IT management and reduce costs through vendor consolidation.

This guide outlines best practices and key considerations for planning your Microsoft 365 migration.



Top considerations before migration to Microsoft 365

There are three core considerations to ensure a successful rollout of Microsoft 365:

Planning

Before you start, look at the overall situation – what needs to be moved to Microsoft 365? Consider access and permissions for editing, utilising and viewing each file and app. A change to a more collaborative solution might increase traffic and affect network performance, which should be considered in your plan. In a large organisation, designating a particular person or group to assist in change management will make the process as smooth as possible.

Assessment

It's important to assess the data and structures you plan to move to Microsoft 365. You may find file paths too long to be supported, which could require restructuring your file system. Some file names may have special characters that are no longer supported and may need to be renamed. A detailed assessment will minimise the risk of information loss during migration.

Provision

Ensure all employees have the right software and licences to perform their jobs. This includes buying the required licences and IT support for deployment across the organisation.



The challenges we've faced and the activities that we've continued with the help of Microsoft 365 and Teams have strengthened our unity. We're staying connected to democratise innovation – there's no better future-proof strategy than that.

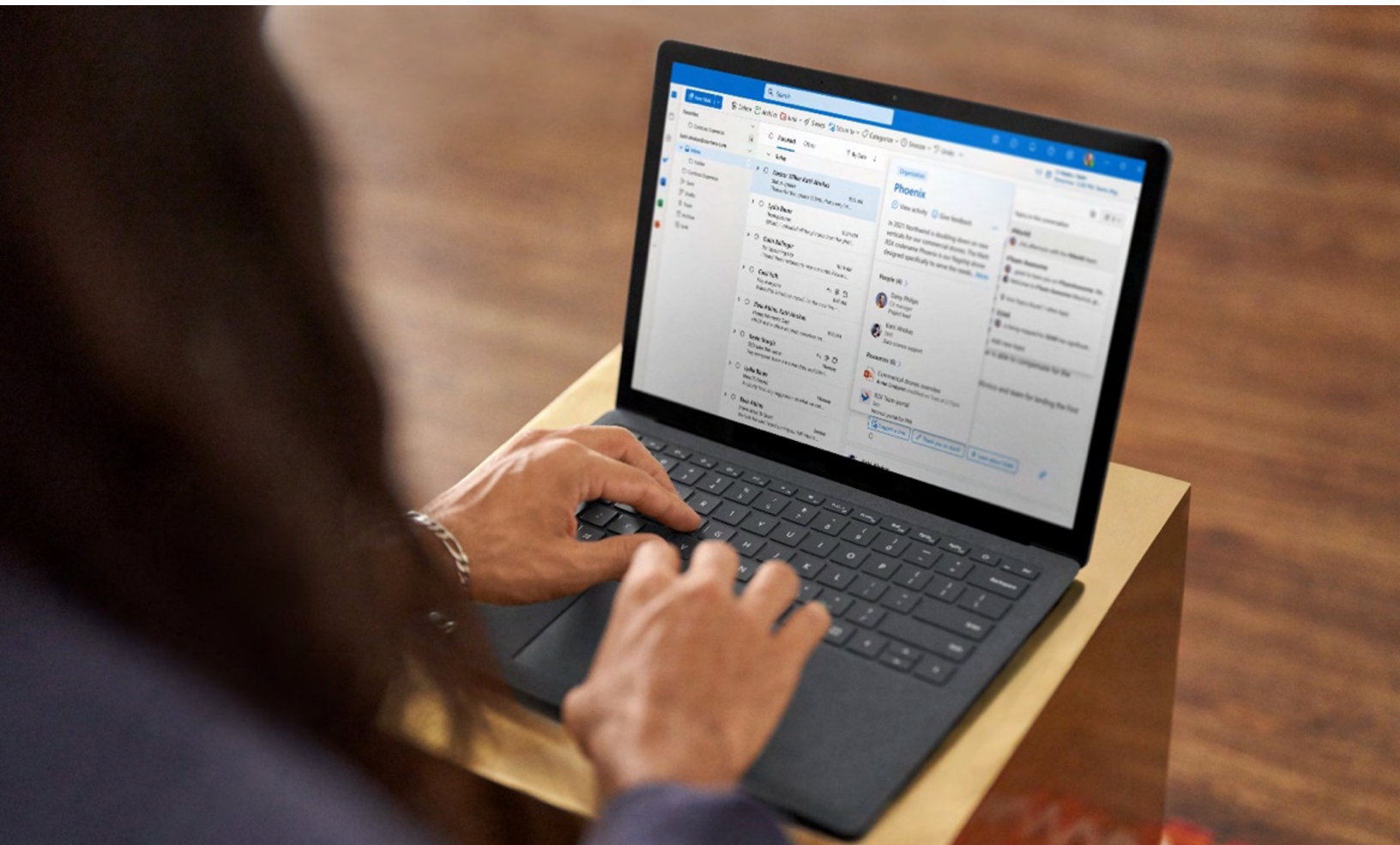
– Andrew Miller, Global Head of Marketing Strategy and Operations,
Johnson Controls



Migrate from Google Workspace to Microsoft 365

While organisations focus on providing employees with the right tools to work collaboratively and in real time, they must also ensure that all their documents are secure and that accessibility is managed efficiently. Microsoft 365 can be set up with multifactor authentication to help prevent unauthorised access to any account.

With Microsoft 365, employees can easily share files and documents and work on them collaboratively in real time. Microsoft 365 offers a wide range of tools that can be integrated into the platform, such as SharePoint and Microsoft Power Apps. Microsoft 365 makes it easy for organisations to manage all users from a single location with consolidated administration and security capabilities. For a more personalised workspace, it's easy to add or remove users through the app. Additionally, with Microsoft 365, employees can use the tools they are used to while implementing a new system, reducing downtime.



Top considerations before migration

Google Workspace includes various productivity tools. The more of these tools a business uses, the more detailed the migration plan to Microsoft 365 will need to be.

Planning

It is essential to ensure that the migration team understands which employees use which Google Workspace products and that those employees know the apps they'll need to switch to and when.

Assessment

Most Google Workspace data can be migrated to Microsoft 365, but some Google tools cannot migrate data to Microsoft 365. Some data may need to be converted to be migrated. The following section covers this in detail.

Provision

Ensure employees have licences for all the Microsoft 365 products that match up to their Google Workspace equivalents. These should all be covered by the Microsoft 365 E3. Confirm with IT that support and help are available for the migration process.

Now, we will cover the various kinds of data that Google can and cannot migrate to Microsoft 365.

Google Forms, Google Drawings, Google Sites and Google Maps

Google does not allow customers to migrate:

- Diagrams, charts or any other data from Google Drawings
- Forms, surveys or any other data from Google Forms
- Websites, project hubs or any other data from Google Sites
- Data stored in Google Maps

In some cases, data can be downloaded and manual migration is possible, but Google doesn't provide any migration tools for these apps.

Document formats




Google's proprietary formats are not compatible with anything other than Google Workspace. However, when migrating from Google Workspace, Microsoft's Migration Manager will convert these documents from Google's proprietary format to the default Microsoft 365 format.

The screenshot shows the 'SharePoint admin centre' header in blue. Below it is the 'Migration' section. Under 'Migration Manager', there are three cards: 'File shares' (with a folder icon), 'Box' (with the Box logo), and 'Google Workspace' (with the Google Drive logo). Each card includes a description of the migration process and a 'Get started' button. Below this is the 'Other migration solutions' section, which includes 'SharePoint Server 2010, 2013 and 2016' (with the SharePoint logo) and 'Other cloud environments' (with the Mover logo). Each card includes a description and a button: 'Download SharePoint Migration Tool' and 'Go to Mover'.

SharePoint admin centre

Migration

Migration Manager

		
File shares Copy file share content to Microsoft 365	Box Copy your Box content to Microsoft 365.	Google Workspace Copy your Google Workspace content to Microsoft 365.
Get started	Get started	Get started

Other migration solutions



	
SharePoint Server 2010, 2013 and 2016 Use the SharePoint Migration Tool to copy content from SharePoint Server to Microsoft 365.	Other cloud environments Use Mover to copy content from other cloud services to Microsoft 365.
Download SharePoint Migration Tool	Go to Mover

Figure 2.1: Migration Manager

The following table details different Google formats and what they will be converted to when using Migration Manager:

Google format	Microsoft 365 format
.gsheet	.xlsx
.gdoc	.docx
.gslide	.pptx

Table 2.1: Google Workspace and equivalent Microsoft 365 document formats

Gmail and Google Calendar

When migrating emails, calendars and contacts from Gmail to Microsoft 365, some data will not be migrated, as detailed in the following table:

Data type	Results
Mail	Vacation reply settings and automatic reply settings will not be migrated.
Meeting rooms	Room bookings will not be migrated.
Calendar	Shared calendars and event colours will not be migrated.
Contacts	A maximum of three email addresses per contact can be migrated to Microsoft 365. Gmail tags, contact URLs and custom tags will not be migrated.

Table 2.2: Data that will not be migrated from Gmail to Microsoft 365

It is important to note that there are no read or write permissions to shared Google Drives. You will not be able to migrate permissions or membership. These permissions need to be reconfigured manually on SharePoint.

The step-by-step process to migrate to Microsoft 365

Implement all the steps specified in [migration prerequisites](#) before starting the migration process. Otherwise, the Google Workspace migration to Microsoft 365 will not be successful.

Before initiating either manual or automated Google Workspace migration:

1. Ensure that the project creator role has been assigned and the project creator credentials have been used to sign in to Google Workspace.
2. Complete the following procedures:
 - a. Create a subdomain for mail routing to Microsoft 365
 - b. Create a subdomain for mail routing to the Google Workspace domain
 - c. Provision users in Microsoft 365 (ensure you have provisioned every mail user in the organisation who will be migrated)

For more information, [read about the prerequisites](#) for migrating from Google Workspace to Microsoft 365.

Nine steps to migrate from Google Workspace:

- 1** [Sign up](#) for Microsoft 365 and ensure all required users have the appropriate Microsoft 365 licences assigned.
- 2** [Set up Microsoft 365 for Google Workspace migration](#). Validate the domain used for Google Workspace, add users and set up basic security for devices.
- 3** [Set up security policies for Windows devices](#). Windows security is set up separately on the set-up page of Microsoft 365's admin centre.
- 4** [Migrate everyone's email and calendar items](#). Run an Exchange Online migration to move everyone's email, calendar and contacts from Google Workspace.
- 5** [Install Microsoft 365 apps](#). Users with Microsoft 365 licences should install productivity apps on their work devices.
- 6** [Add the Google Workspace domain to Microsoft 365](#). After verifying the domain being used for email, all users can start using the email address verified to sign in to Microsoft 365.
- 7** [Connect domain to Microsoft 365](#). Connect the domain email to Microsoft 365, and all the Microsoft 365 services will begin to work.
- 8** Use [Migration Manager to move all data](#) from Google Drive to OneDrive and from shared Google Drive to Teams sites. In this step, copy all the data in personal and shared Google Drive and move to Microsoft 365. Check out the migration details from shared Google Drive in the next section of this guide.
- 9** [Discontinue Google Workspace](#), but keep the domain. If Google manages the domain, it can be kept in place after discontinuing the Google Workspace subscription. It can also be moved to another DNS host.

[Learn more](#) about implementing an automated migration from Google Workspace using Microsoft's Migration Manager.

Three steps to migrate from shared Google Drives:

- 1** Manually gather the membership list of the shared Google Drive during the migration planning.
- 2** Create the destination document library in the appropriate Microsoft Teams site of the SharePoint tenant. At this time, Microsoft recommends re-establishing the membership list of the shared Google Drive on the destination document library in the SharePoint tenant.
- 3** Migrate the shared Google Drive. If this still needs to be done in *Step 2*, re-establish the membership list of the Google Shared Drive in the destination document library in the SharePoint tenant.

See what's included with [Microsoft 365 E3](#)



Migrate from Slack to Microsoft 365

Microsoft Teams integrates the people, content and tools your team needs to be more engaged and effective. It makes teamwork feel more personal by allowing individuals to seamlessly communicate face-to-face and offering business features such as holding secure web meetings and webinars for up to 1,000 attendees and broadcasts for up to 10,000. In addition to document storage, Microsoft Teams synchronises data with other Microsoft 365 apps such as OneDrive and SharePoint, enabling teams to edit documents in real time with one another.

Top considerations before migration

Teams offers direct-message functionality with the familiar feel of the Microsoft ecosystem, minimising the learning curve of adoption. Microsoft Teams includes enhanced security features, such as information production and data protection, to ensure security for any organisation's data and files.

Planning

The migration team will need to double-check duplicate usernames to ensure there are no errors during migration and that the team knows when they'll be expected to move over to Teams.

Assessment

The Slack service plan determines what can or cannot be migrated to Microsoft Teams. For example, some Slack service plans allow exporting only public channels and files. In contrast, other plans enable the export of public and private channels and direct messages. Double-check to make sure that important data will not be lost.

Provision

One of the key drivers for migration is the reduction of licences needed for using both Slack and Microsoft 365, which also simplifies the user experience, IT management and security.

The following diagram takes a high-level look at the Slack migration landscape:

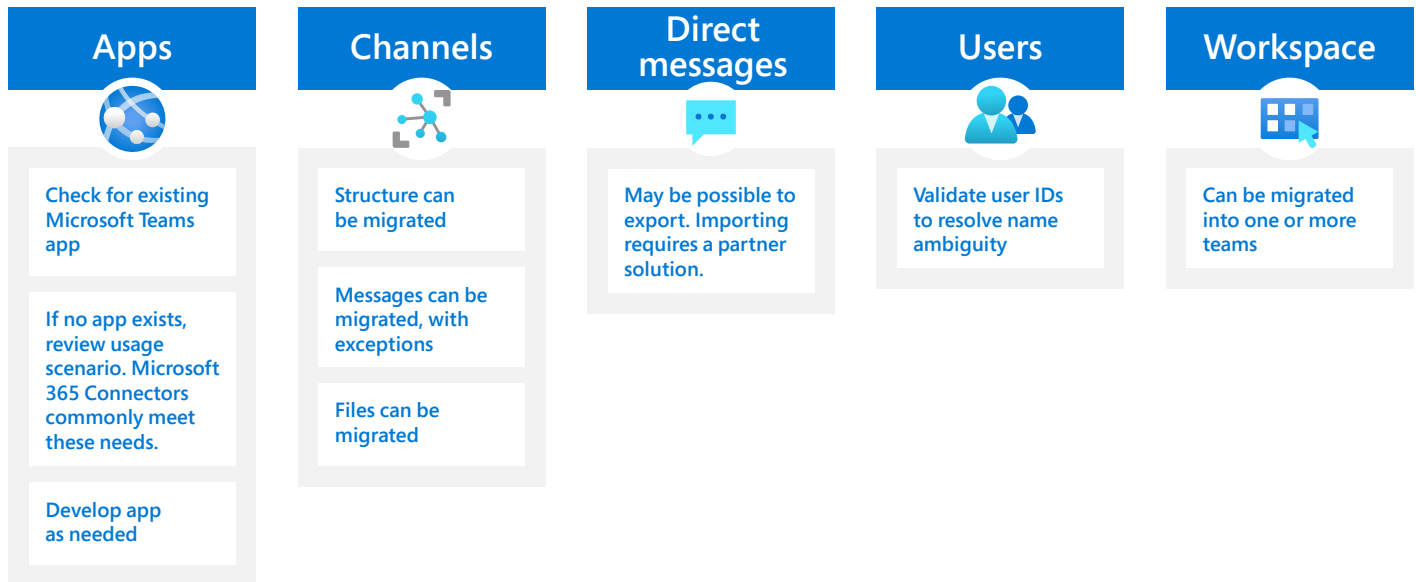


Figure 3.1: The Slack migration landscape

As detailed in the preceding diagram, most features can be migrated from Slack to Microsoft Teams. These will depend on which Slack service plan is in use. For example, Slack Free and Pro don't allow some exports, but Slack Business+ or Enterprise Grid does. To determine the Slack workspace service level, log in to Slack and note the plan type on the About this workspace page.

The step-by-step process to migrate to Microsoft 365

These are the prerequisites for migration from Slack to Microsoft 365:

- Before migrating, determine the scope of migration to assess the usage patterns of Slack workspaces
- Use the Slack analytics feature to obtain information about user activity, last use and the number of employees using Slack daily. This can help you trim out channels that are no longer in use
- Confirm if any apps and custom integrations for Slack can be migrated to Microsoft Teams. Look for equivalent tools on the Microsoft Teams AppSource page

Seven steps to migrate from Slack:

- 1 [Sign up](#) for Microsoft 365 and ensure all required users have the [appropriate Microsoft 365 licences](#) assigned.
- 2 Create organisation-required [teams](#) and [channels](#) in Microsoft Teams.
- 3 [Copy files](#) to Microsoft Teams.
- 4 Install any [apps](#) and configure any required Microsoft 365 connectors.
- 5 [Import](#) Slack history.
- 6 Enable users and [add users](#) to the required teams.
- 7 Finally, [disable](#) the Slack user accounts.

[Learn more](#) about migrating from Slack to Microsoft Teams.



As we transform from an industrial company to a tech company, we need to show that we're using the best technology to help us operate and deliver. That's where Microsoft 365 plays a critical role by keeping us all connected to collaborate and innovate in real time."

– Andrew Miller, Global Head of Marketing Strategy and Operations, Johnson Controls

See what's included with [Microsoft 365 E3](#)

Migrate from Zoom to Microsoft 365

Many organisations moved from office work to remote working under intense time pressure. As a result, they chose individual services to meet specific needs. This has led, in many cases, to fractured IT services within organisations, resulting in increased licensing and maintenance costs.

Microsoft Teams enables organisations to manage and connect dispersed teams easily. But Microsoft Teams is unique in bringing together meetings, chat, calls, collaboration and business process automation in a single app. It helps improve productivity, save time and accomplish more, keeping everyone in the loop and ensuring everyone has a voice.

Microsoft Teams offers captioning of live videos, real-time transcription of meetings, support for sign-language interpreters, adaptive backgrounds and in-meeting chat, all of which give employees a significant amount of flexibility in how they engage with the Teams environment. Microsoft Teams has become the centre of the flexible work journey for many organisations, with a centralised console for online collaboration and seamless user experience.





We think we're in a position to be the best airline for our customers and our employees. Teams and the hybrid culture that we've created form a really critical foundational piece for us to deliver that vision."

– Jason Birnbaum, SVP and Chief Information Officer, United Airlines

Top considerations before migration

One of the most common migration methods is to onboard employees onto Microsoft Teams with a future cutover date for when Zoom's service will be suspended. This type of migration can be highly successful with careful planning, assessment and provision.

Planning

Before migrating from Zoom to Microsoft Teams, it is essential to assess current usage and configurations that may need reconfiguring on Microsoft Teams during migration. It is also important to consider the best way to handle cutover from Zoom to Microsoft Teams. Put plans in place to prevent the creation of Zoom meetings after a certain date or, as a part of the migration process, let employees know when they need to issue new invites for meetings using Microsoft Teams.

Assessment

Zoom has some tools that the migration team can use to analyse the past usage of Zoom across the organisation. Review security configurations to ensure Teams will be configured in a comparable way to manage employee expectations.

Provision

The migration team should ensure that all employees who use Zoom regularly have a Microsoft 365 licence ready for the cutover date, so they can smoothly switch to using Teams.

The step-by-step process to migrate to Microsoft 365

- 1** [Sign up](#) for Microsoft 365 and ensure all required users have the [appropriate Microsoft 365 licences](#) assigned.
- 2** Obtain details about the current and past usage of Zoom in the business, along with Zoom's [reporting tools](#).
- 3** Review the [configurations](#) of Zoom and ensure that any security configurations are replicated or enhanced on the Microsoft 365 tenant.
- 4** Agree on a migration strategy with the business, as users may need to recreate meetings using Microsoft Teams.
- 5** Consider a phased migration to ensure optimum user experience and that all required configurations are applied to Microsoft Teams.
- 6** Validate and complete remaining migrations, and plan for a final date to cutover from Zoom to Microsoft Teams.

Rather than a specific technical process, migration from Zoom to Teams is a matter of planning for employees to phase out a standalone meetings tool and move to Teams.

See what's included with [Microsoft 365 E3](#)



Migrate from Box to Microsoft 365

Collaboration software should be simple, seamless and customisable, giving employees the tools they need to work together as a whole and in smaller groups. Microsoft 365 enhances team collaboration with a cohesive experience for file storing and sharing, controls for security and protects all files with backups in Microsoft OneDrive. OneDrive makes it easy for employees to recover files from accidental deletes or malicious attacks and for administrators to manage security policies to help keep information safe.

SharePoint and OneDrive integration offers simple and powerful ways to work with files on any device and seamlessly integrates with leading productivity tools such as Microsoft 365 apps.

Over 85% of the
Fortune 500 use
Microsoft OneDrive

 **accenture**



TEXTRON

GOODYEAR



 **MGM RESORTS
INTERNATIONAL**

 **DBS**

 **Shire**

Booz | Allen | Hamilton



ECOLAB

Top considerations before migration

Consider carrying out the following steps before attempting a migration from Box to Microsoft 365:

Planning

The migration team will need to understand exactly who has what permissions and what access to which files before beginning migration. Box has the following levels of permission:

- Co-owner (multiple owners allowed)
- Editor
- Viewer Uploader
- Previewer Uploader
- Viewer
- Previewer
- Uploader

OneDrive has a more simplified permission structure:

- Can view
- Can edit

Since Box has different permission levels detailed below, it is important to explain to employees the more streamlined and simplified permission levels in Microsoft 365 and when each is appropriate.

Assessment

When migrating from Box, it is imperative to check file and folder characters and path length. Redirect the content manually to the correct folder during the migration process.

Provision

Ensure that employees are provisioned and have a Microsoft 365 licence given to them. Preparing thoroughly for the migration process from Box to OneDrive gives it the greatest chance of proceeding smoothly.

The step-by-step process to migrate to Microsoft 365

Migration

Migration Manager

[Learn what's new](#)



For file shares

Use Migration Manager to copy your on-premises file shares to Microsoft 365.

[Get started](#)



For Box

Use Migration Manager to access what content you have in your Box account. [Learn more](#)

[Get started](#)

Other migration solutions



SharePoint Server 2010, 2013 and 2016

Use the SharePoint Migration Tool to copy content from SharePoint Server to Microsoft 365.

[Download SharePoint Migration Tool](#)



For cloud environments

Use Mover to copy content from other cloud services to Microsoft 365.

[Go to Mover](#)

Figure 5.1: Migration Manager for Box

Eight steps to migrate from Box:

- 1** [Sign up](#) for Microsoft 365 and ensure all required users have the [appropriate Microsoft 365 licences](#) assigned.
- 2** [Connect to Box](#). Sign in to the Box account and add the Microsoft 365 migration app to the Box account custom apps.
- 3** [Scan and assess](#). Box user accounts are scanned automatically. Once the scans are completed, download the generated reports and logs to investigate any issues that might block migration.
- 4** [Copy to Migrations list](#). After a Box user has been scanned and determined ready, add them to the migration list.
- 5** [Review destination paths](#). Microsoft automatically maps source paths to any exactly matching destination paths. Ensure that content is copied to the right place by reviewing each destination path and modifying it if necessary.
- 6** [Map identities](#). Map groups and users in Box to an account in Microsoft 365 to migrate the Box sharing settings.
- 7** [Migrate and Monitor](#). After reviewing the migration set-up, migrate Box accounts and monitor progress.
- 8** Validate and complete remaining migrations, and finally, disable the Box accounts.

[Learn more](#) about how to migrate from Box to Microsoft 365 with Migration Manager



Microsoft OneDrive is a really stable, robust tool for all environments. And seeing where Microsoft is making investments in web and mobile for these core solutions has really helped me make the decision that OneDrive is the right place for all our employees.”

– Nelia Muller, Associate Creative Director, Expedia Group

See what’s included with [Microsoft 365 E3](#)



Migrate from Dropbox to Microsoft 365

Microsoft 365 solutions such as OneDrive, SharePoint and Microsoft Teams unlock modern ways of working for organisations to work faster and smarter with anyone inside or outside the organisation. It allows teams to securely share files and work together in real time using Word, Excel and PowerPoint across the web, mobile and desktop.

Choosing Microsoft 365 as your file storage and collaboration software gives your team one less app to manage. Migrating from Dropbox to Microsoft 365 can ease file-sharing friction and amplify your organisation's collaboration abilities.



Top considerations before migration

Consolidating file storage and management within Microsoft 365 enables improved user experiences and simplified IT management.

Planning

The migration team will need to ensure they understand exactly who has access to which files before beginning migration. Employees will need to be updated before migration on how to access essential files once the migration is complete.

Assessment

When migrating from Dropbox, checking file and folder characters and path length is essential. Redirect the content manually to the correct folder during the migration process.

Provision

Ensure that employees are provisioned with a Microsoft 365 licence allocated to them.



As teams grow their document co-authoring habits and sharing via OneDrive, we see productivity benefits along with cost optimisation for Microsoft 365. Using OneDrive has helped cross-functional teams collaborate actively in a common place.”

– Becky Wilson, Director, IT Product and Strategy, Expedia Group

See what’s included with [Microsoft 365 E3](#)

The step-by-step process to migrate to Microsoft 365

There are two ways to migrate files from Dropbox. The first is to carry out a manual migration, which can be challenging in larger environments. The second option is to use the Microsoft 365 Migration Manager tool, which offers a simplified approach to migrating from Dropbox to Microsoft 365. Check out the step-by-step guide in the next section for details.

Migration

Migration Manager

[Learn what's new](#)



For file shares

Use Migration Manager to copy your on-premises file shares to Microsoft 365.

[Get started](#)



For Box

Use Migration Manager to access what content you have in your Box account. [Learn more](#)

[Get started](#)



Google Workspace

Copy your Google Workspace content to Microsoft 365

[Get started](#)



Dropbox

Copy your Dropbox content to Microsoft 365.

[Get started](#)

Other migration solutions



SharePoint Server 2010, 2013 and 2016

Use the SharePoint Migration Tool to copy content from SharePoint Server to Microsoft 365.



For cloud environments

Use Mover to copy content from other cloud services to Microsoft 365.

Figure 6.1: Migration Manager, showing the option for copying content from Dropbox to Microsoft 365

Eight steps to migrate from Dropbox:

- 1** [Sign up](#) for Microsoft 365 and ensure all required users have the [appropriate Microsoft 365 licences](#) assigned.
- 2** [Connect to Dropbox](#). Sign in to a Dropbox administrator account to connect to the Microsoft 365 migration.
- 3** [Scan and assess](#). Dropbox accounts are scanned automatically. Once the scans are completed, download the generated reports and logs to investigate any issues that might block migration.
- 4** [Copy to Migrations list](#). After Dropbox files have been scanned and determined ready, add them to the migration list.
- 5** [Review destination paths](#). Source paths are automatically mapped to any exactly matching destination paths. Ensure content is copied to the right place by reviewing and modifying as needed for each destination path.
- 6** [Map identities](#). Map groups and users in Dropbox to an account in Microsoft 365 to migrate Dropbox sharing settings.
- 7** [Migrate and Monitor](#). After reviewing the migration set-up, migrate Dropbox accounts and monitor the progress.
- 8** Finally, disable the Dropbox accounts.

By migrating Dropbox documents, data and users to OneDrive, SharePoint and Teams in Microsoft 365, businesses can provide more secure and collaborative environments for their employees.

For more detailed information on the migration process, [read the documentation](#).

See what's included with [Microsoft 365 E3](#)



Migrate from on-premises email and file solutions to Microsoft 365

Organisations require flexibility to support collaboration between teams and maintain sustained productivity. Microsoft 365 is an integrated platform that helps organisations build a productive modern workplace. It empowers the mobile workforce with connected collaboration in a secure environment to maximise operational efficiency and productivity.

Microsoft 365 reinvents business productivity by creating modern workplaces and enabling collaboration through productive virtual meetings and conversations, secure file sharing, email collaboration and connection across the organisation. The Software-as-a-Service (SaaS) model lets organisations subscribe to specific services without buying software or maintaining infrastructure.

Top considerations before migration

The following considerations are universal for any email or file migration from on-premises systems to Microsoft 365:

Planning

Decide on the specific migration type. For example, when migrating emails, the choices are to migrate all mailboxes at once (cutover migration), migrate mailboxes in batches (staged migration) or migrate using an integrated exchange server with Microsoft 365 (hybrid).

Assessment

Ensure that files and data are in the correct format, complying with the correct Microsoft naming standards, as [unsupported characters or naming conventions](#) can cause issues when migrating to Microsoft 365.

Provision

Ensure that the cost of new licences has been considered and that they have been provisioned to employees before migration starts.

The step-by-step process to migrate to Microsoft 365

This example looks at the high-level steps needed for two migrations from on-premises solutions to Microsoft 365: a mailbox cutover migration to Microsoft 365 and the use of the Microsoft 365 Migration Manager to migrate file servers to OneDrive or SharePoint. We'll start by looking at email migration.

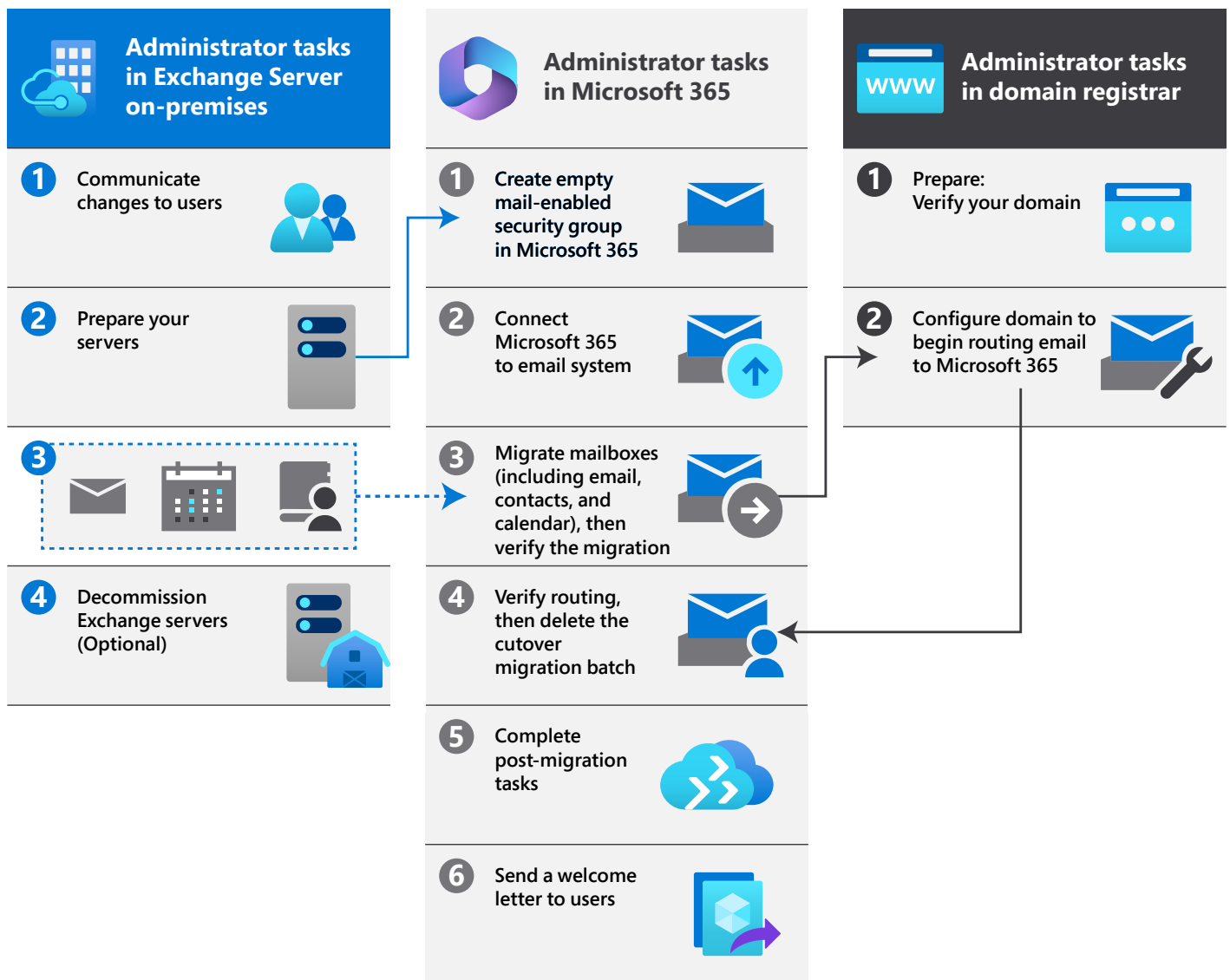


Figure 7.1: A sample cutover email migration

Ten steps to migrate email or file from on-premises systems:

- 1** [Sign up](#) for Microsoft 365 and ensure all required users have the [appropriate Microsoft 365 licences](#) assigned.
- 2** The administrator communicates upcoming changes to users and verifies domain ownership with the domain registrar.
- 3** Prepare the servers for a cutover migration and create empty mail-enabled security groups in Microsoft 365.
- 4** Connect Microsoft 365 to the on-premises email system (This is called creating a migration endpoint).
- 5** Migrate the mailboxes and then verify the migration.
- 6** Configure the domain to begin routing email directly to Microsoft 365.
- 7** Verify that routing has changed and then delete the cutover migration batch.
- 8** Complete post-migration tasks in Microsoft 365 (assign any remaining licences to users and create an Autodiscover Domain Name System (DNS) record)
- 9** Send a welcome letter to users about Microsoft 365 and describe how to sign in to their new mailboxes.
- 10** Decommission the on-premises Exchange servers.

[Learn more](#) about a cutover email migration in Exchange Online. [Read all the options available](#) to migrate to Microsoft 365 for email.

Whether cutover or another migration method is used, once emails are connected to Microsoft 365, employees can enjoy increased security and broad collaboration options from the entire Microsoft 365 range of products.

Six steps to migrate file shares using Migration Manager:

- 1** [Sign up](#) for Microsoft 365 and ensure all required users have the [appropriate Microsoft 365 licences](#) assigned.
- 2** [Set up Migration Manager agents](#) on the files that are to be migrated. These agents will be able to scan the files.
- 3** [Scan Source files and assess](#) the results. Investigate for anything that might block the migration once scans are complete, logs and reports are generated.
- 4** [Copy to the migrations list](#) each file that has been scanned and determined ready to migrate.
- 5** [Run](#) the migration task.
- 6** Delete or lock the original location of the migrated files.

Migrating on-premises file share content to Microsoft 365 allows employees to collaborate with productivity apps, intelligent cloud services and world-class security.

[Learn more](#) about migrating file shares to Microsoft 365 with the Migration Manager.

See what's included with [Microsoft 365 E3](#)

Migrate from Okta to Microsoft 365

Microsoft 365 is an integrated platform with built-in [Microsoft Entra ID](#), a Microsoft identity management solution for cloud and on-premises workloads. Organisations can centralise Single Sign-on (SSO) with Microsoft Entra ID, which offers a universal identity platform.

With Microsoft Entra ID, organisations can provide employees, partners and customers with a single identity to access the apps they need and collaborate from any platform and device.

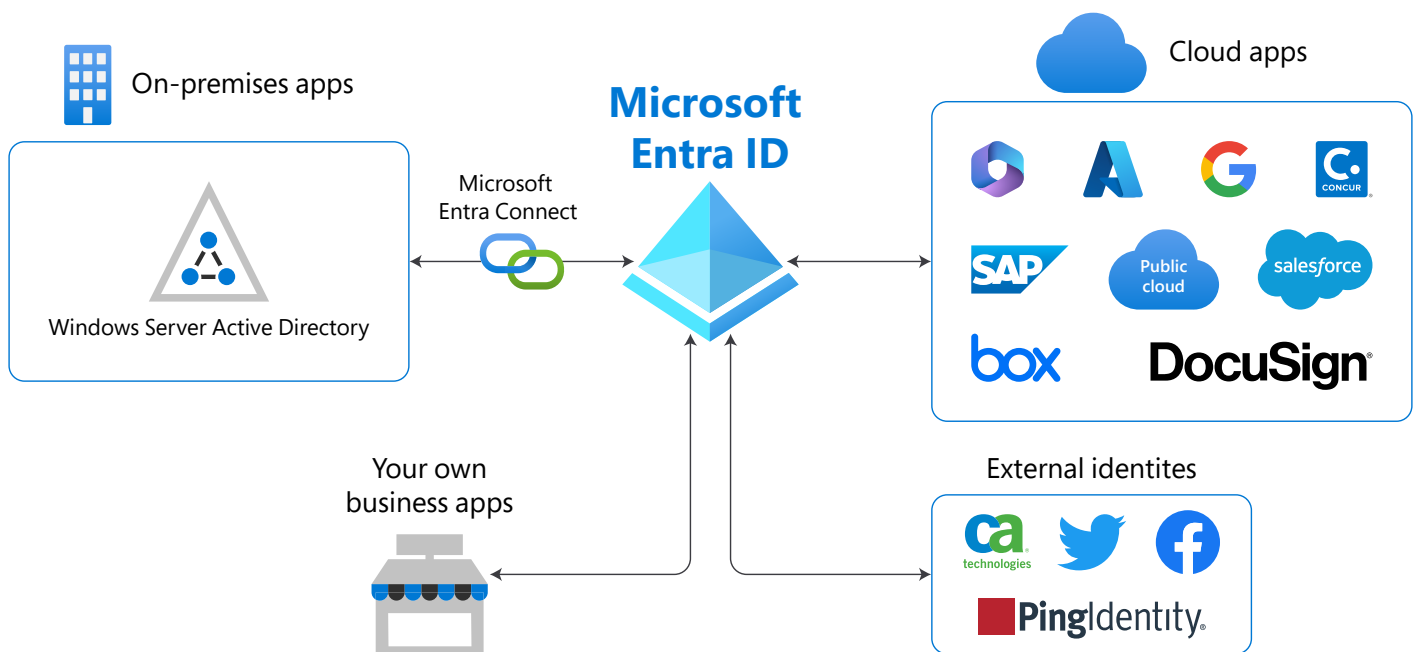


Figure 8.1: Microsoft Entra ID

Migrating your apps to Microsoft Entra ID integrates your security solutions. It provides an opportunity to reduce dependencies on IAM licences (on-premises or in the cloud) and infrastructure costs. If you have already paid for Microsoft Entra ID via Microsoft 365 licences, there is no reason to pay the added cost of another IAM solution.

Top considerations before migration

Migrating app authentication to Microsoft Entra ID will help your organisation manage risk, and cost, increase productivity and address any compliance and governance requirements your organisation needs to comply with.

Planning

Consolidate your different Active Directory domains into a single forest. Organisations can avoid consolidation using Mobile Information Management (MIM) and replicating all the data from the different Active Directory environments into a single, new Active Directory forest. Microsoft Entra Connect can then sync this data to Microsoft 365.

Assessment

Ensure that all the identities for the employees are migrated and are in sync for a seamless user experience. After you add all the employees to the Microsoft Entra ID app, work with them to test their connections and ensure they all have reliable access.

Provision

The migration team should ensure that all employees who use Okta for authentication have a Microsoft 365 E3 licence ready for the cutover date, so they can smoothly switch to using Okta.

The step-by-step process to migrate to Microsoft 365

- 1 [Sign up](#) for Microsoft 365 and ensure all required users have the [appropriate Microsoft 365 licences](#) assigned.
- 2 [Discover](#) all current apps in the environment(s).
- 3 Categorise apps by criticality, usage and lifespan.
- 4 Create a list of which apps are to be migrated, which are not, and which are to be deprecated.
- 5 Prioritise apps for migration and plan a pilot.
- 6 Communicate the changes coming to employees using the apps in question.
- 7 Migrate apps and transition users.
- 8 Manage user and admin experiences.
- 9 Gain insight into app and user behaviour.
- 10 Disable any remaining Okta accounts.

[Learn more](#) about the detailed steps for migrating your apps from Okta to Microsoft Entra ID.

See what's included with [Microsoft 365 E3](#)

Next steps



FastTrack for Microsoft 365

Eligible customers with Microsoft 365 subscriptions of 150+ licences can receive ongoing access to FastTrack specialists to support Microsoft 365 cloud deployment and adoption remotely. For customers with subscriptions of 500+ licences, FastTrack will assist with migrating data and email, freeing up time to deploy more solutions at once.

FastTrack for Microsoft 365 can help:

- Configure identity, security, compliance and cloud management
- Enable Microsoft Teams for chat, meetings, meeting rooms, voice and events
- Deploy Windows 11, Microsoft 365 Apps, Microsoft Edge and Employee Experience scenarios, including Microsoft Viva
- Migrate data and ensure app compatibility with App Assure

FastTrack provides guidance to help any organisation identify and prioritise scenarios, set business goals to measure success and learn about available resources during planning for rollout. During the onboarding stage, organisations can work remotely with Microsoft engineers and approved FastTrack Ready [partners](#) at no additional cost for the life of their eligible subscription.

[Learn more](#) about FastTrack for Microsoft 365



Cut licensing costs by as much as **60%** compared to a patchwork of point solutions through consolidation to **Microsoft 365 E3**.¹

With Microsoft 365, you can:

- Consolidate complex licensing structure.
- Eliminate redundant capabilities, and benefit from seamless, native integration.
- Cut consulting, deployment and integration costs with a single integrated solution.

1 [The Total Economic Impact™ Of Microsoft 365 E3, Forrester Consulting](#)



Microsoft 365 E3 combines best-in-class productivity apps with core security and compliance capabilities.