

Email Cutover to Office 365

This is intended as high level generic overview, nothing more

Prep

- Prep MS 365
 - Add domains
 - Add users
 - Add and apply licensing
 - Ensure all objects in old source are in new one
 - Contacts
 - Distribution lists
 - Shared Mailboxes
- User Tool (VEEAM/FLY) to create initial copy of all email from source email to MS 365 EOL
 - Resolve all errors and problems

Get Access to all DNS

- Update SPF Record to include old and new sources
- Reduce TTL

- Identify all email sources
 - Phones
 - Computer email clients
 - Email generating software
 - Scan to email devices
 - Marketing and 3rd party sources
- Prep for company communications
 - How to update your phone
 - What to do to get your Outlook client to update
 - What is the URL for MS 365 EOL
 - How to validate your MS 365 password

Cutover

- Day before
 - Lower TTL on DNS
 - Conduct incremental data sync
- Execution
 - Update MX records
 - Update AutoDiscover Record
 - Validate mail flow
 - Final cutover sync
 - Disable source email access (if possible)
 - Work with end users client access
 - Update non-standard email source devices.

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