GoDaddy Office 365 Migration Checklist

1. Complete a **Customer Email and Data Migration Profile** online (Optional)
2. Consult with a GoDaddy account advisor to discuss your business needs and current email setup
3. Choose the GoDaddy Office 365 plan that best suits your needs
4. Decide on a date and time for your migration
   a. 7-day lead time is ideal for larger organizations where gathering employee information may cause delays, but it is not required.
5. Review your custom migration plan and revise or approve
6. Communicate the migration plan to your workforce to engage them and set employee expectations (optional: refer to the **GoDaddy Office 365 Migration Sample Employee Communications)**
7. Collect and document all employees' current email account information, including full name, current email address, and password on their current mailbox
   a. If they don't know their password, have them reset and then provide it. (Optional: refer to the **Employee Email Account Creation Worksheet** for required information)
   b. Organizations **moving from GoDaddy Workspace email to Office 365** - GoDaddy will create email accounts; skip step 8
   c. Organizations **moving from MS Outlook on Windows to Office 365** will download and install the Outlook Assistant for account creation; skip step 8
8. Provide a .csv file containing all employee email accounts, or provide a completed **Employee Email Account Creation Worksheet** to your account advisor for bulk creation
9. Follow-up with employees to ensure they receive and complete their email migration information request form.
   a. Organizations using the Outlook Assistance will receive reporting on the number of users who have completed installation and setup of the Outlook Assistant tool.

b. To ensure an optimal experience, 80% of all required email accounts must be created before GoDaddy can begin migration.

10. Monitor your migration through your customer dashboard, as desired.

- Eight hours prior to the cut-over time, all employees at your company will receive an email reminder from GoDaddy of the pending migration.
- Organizations using the Outlook Assistant tool will see the following.
  - o Actives users: a pop-up message indicating that the switch will occur in approximately 10 minutes.
  - o At cut-over time, the tool will put your employees' computer to sleep, and when their computer 'wakes' they will be able to access and use their new Office 365 email.

11. Set up new email accounts.

a. Share the [directions for setting up new email accounts with your employees](#)

b. Employees on a Mac OS, or accessing their email via their mobile device, will need to delete their previous email account and set up access to their new email account on their computer or mobile device.