GoDaddy Office 365 Migration Sample Employee Communication for Kick-off

These are just samples of ways you can let your employees know about your migration to improve buy-in, participation, and create the best migration experience possible. Feel free to copy/paste the text, or edit as you prefer. Again, this is just **an optional tool.**

[FOR ORGANIZATIONS NOT USING MS OUTLOOK/COLLECTING ACCOUNT INFORMATION]

Hello everyone,

I'm excited to announce that we'll be upgrading our email to GoDaddy Office 365. Besides offering a robust email platform, this solution also includes a ton of new productivity applications that will help us all do our best work yet.

To make sure we get off to a great start with this new tool, I wanted to share an overview of the migration process, and let you know what to expect. Your prompt attention and full participation are critical to make this a smooth, seamless transition.

1. You're going to receive an email from [insert migration administrator/contact] requesting some information we need to create your new email account. Please respond to this email as soon as you receive it and provide all requested information, including your current password.
   - Your password is necessary to access the email in your current account and transfer it to your new account on Office 365. If you don't know your password, take a minute to reset it and provide the new password.
2. Once your mailbox is established, it will be assigned a temporary password that you can use to access it post migration.
3. When migration day arrives, you'll get a notification email that your account is ready for use and the temporary password to access it.
4. Log into Office 365 using the instructions provided and your temporary password.
5. Set up your new Office 365 account, in whatever email or web client you want to use.

If you have any questions, let me know! We have full support available from our personal Account Advisor at GoDaddy, for the duration of the process. I'm excited for our new tools, and looking forward to a seamless transition.

Thank you!

_____

**[FOR ORGANIZATIONS USING MS OUTLOOK ON WINDOWS]**

Hello everyone,

I'm excited to announce that we'll be upgrading our email to GoDaddy Office 365. Besides offering a robust email platform, this solution also includes a ton of new productivity applications that will help us all do our best work yet.

To make sure we get off to a great start with this new tool, I wanted to share an overview of the migration process, and let you know what to expect. Your prompt attention and full participation are critical to make this a smooth, seamless transition.

First, be on the lookout for an email from GoDaddy with the subject "Congratulations, your email is getting an upgrade." As soon as you get this email, please take the few minutes to read it and then click the Start button at the bottom of the message.

This button will download the Outlook Assistant application, which will request you input your current email address and password:
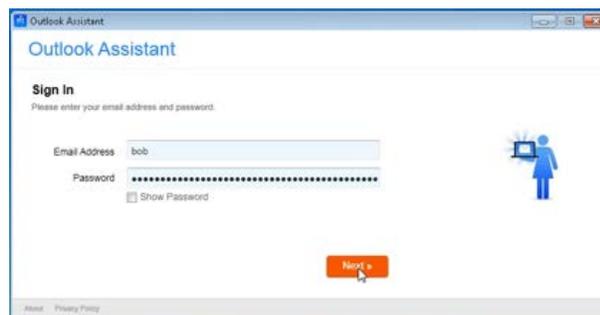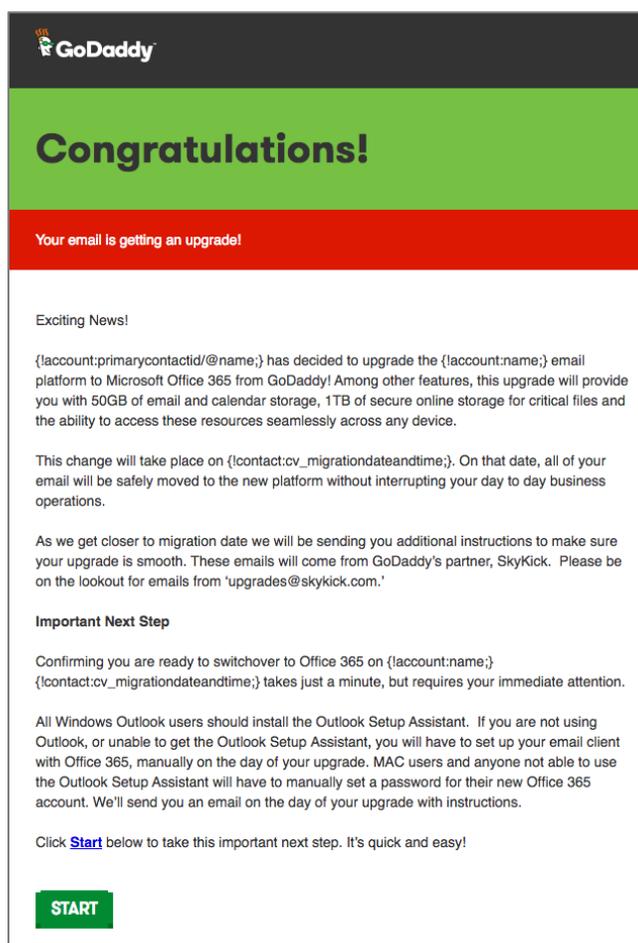
Please do not forget your password. It is crucial that you remember and use the same password, on migration day, to access your new Office 365 Outlook.

You'll continue to receive email updates, as we approach our migration day (also called "cut-over").

10 minutes prior to actual cut-over, the Outlook Assistant will prompt you to save your work in Outlook, ask for your password, and restart Outlook, with your new Office 365 account. From there you can just continue working, as you were!

If you have any questions, let me know! We have full support available from our personal Account Advisor, for the duration of the process. I'm excited for our new tools, and I'm looking forward to a seamless transition.

Thank you!