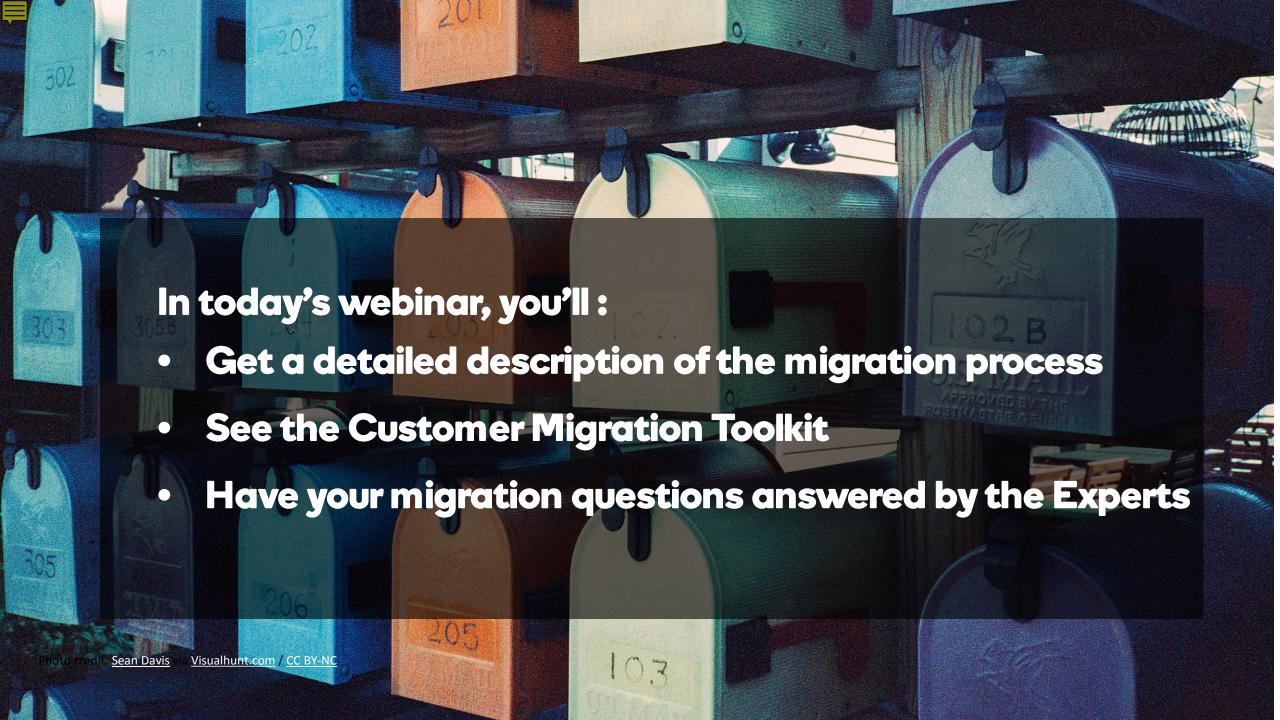




Deanna Furlong
Customer Education Advocate

Mira Lynn
Office 365 Product Expert

Dustin Packwood
Office 365 Product Expert



# How many email migrations, in terms of mailboxes, does GoDaddy do per month?

a. 500 - 1000

**b.** 1001 - 1500

c. 1501 - 2000

d. 2000+



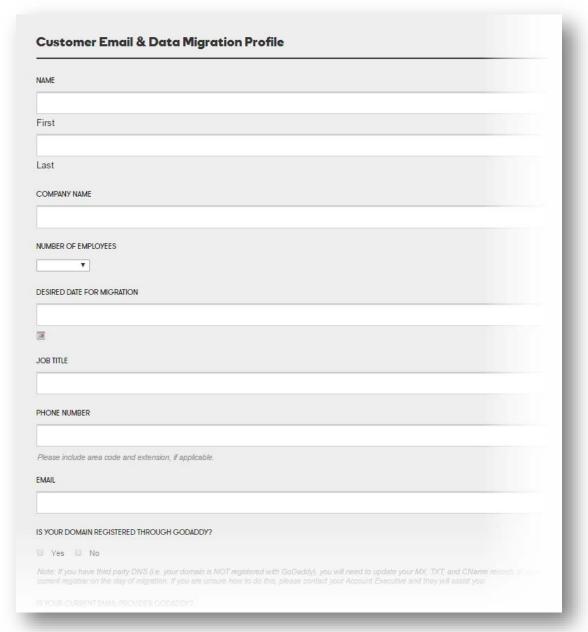


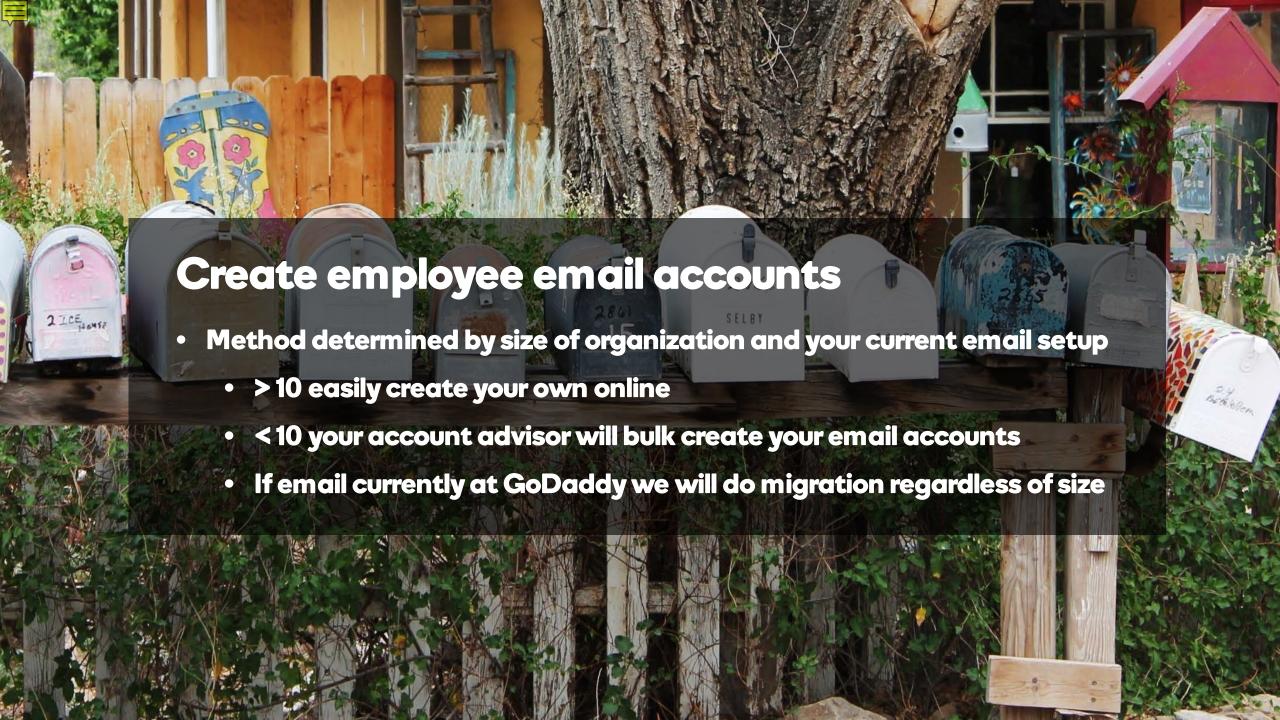
- Call the expert line, or go online to our website and request a call
- Share your business needs and goals, and describe your current setup
- Work with your account manager to craft a custom migration plan



### Customer Email & Data Migration Profile

- Is an optional online form designed to empower customers pre-consultation and speed set-up
- Enables you to collect the info your account advisor needs to start customizing your plan ahead of time
- Form is sent to the Office 365 Expert desk, and matched to account advisor who contacts you
- You receive your entries via email to reference during your consultation and for your records

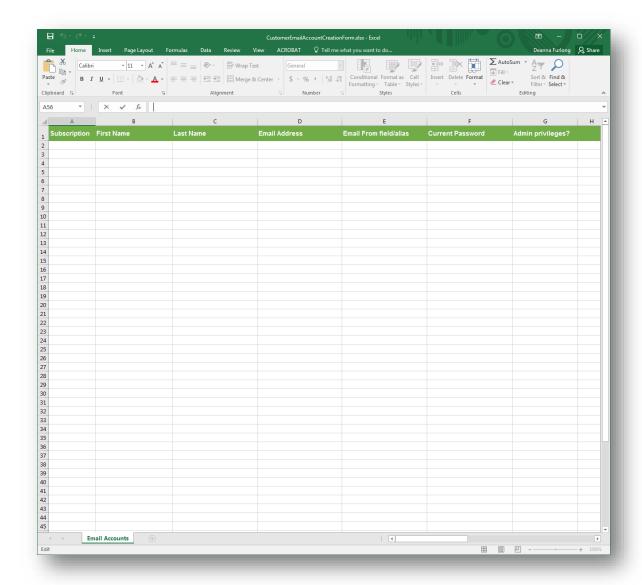






### **Email Account Creation Worksheet**

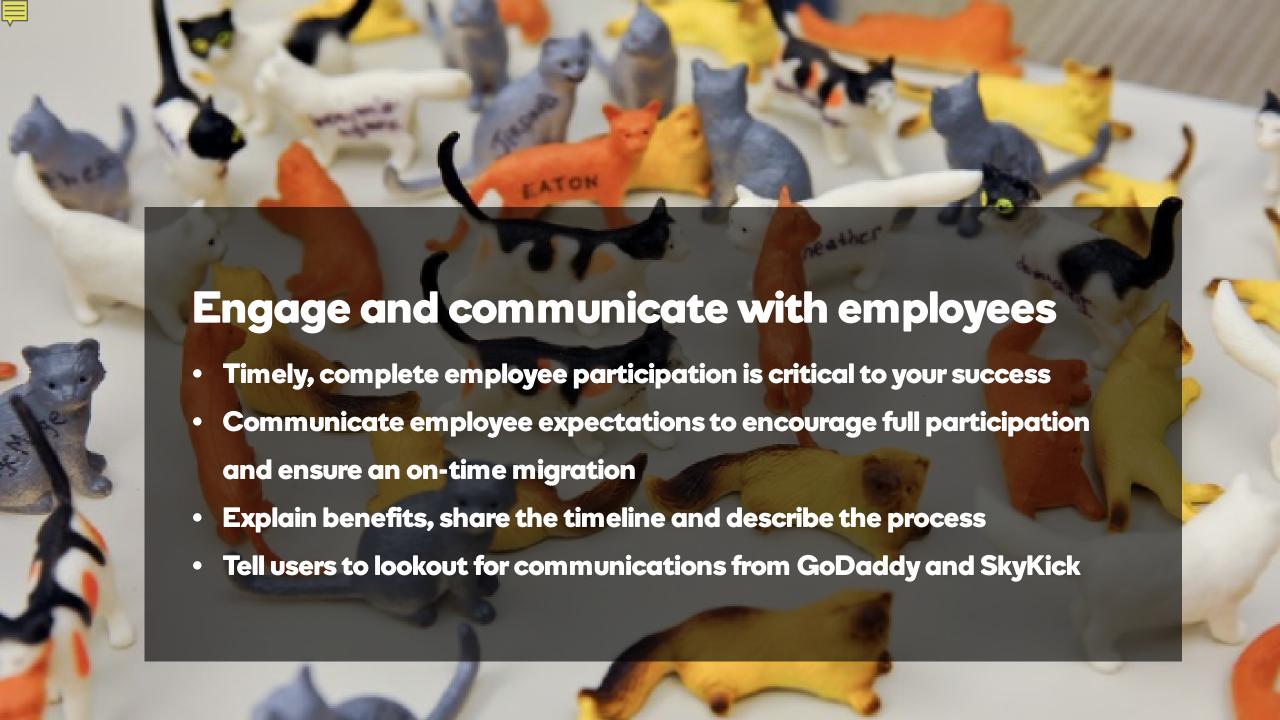
- Is an optional, downloadable MS Excel spreadsheet
- Enables you to collect employee information necessary to create each account/mailbox
- Use it yourself for quicker account set up, or submit to your account advisor for bulk creations
- Send the form to all employees, have them complete it and return to you
- Set a deadline for submission to ensure your migration stays on schedule
- Consolidate employee responses into one form prior to submission to your account advisor



\_\_\_% of IT project failures can be attributed poor management, while only 3% are due to technological problems.

- a. 25
- **b.** 33
- c. 54
- d. 72







### Sample Employee Communication

- Is an optional, downloadable .pdf
- Provides ideas for how to communicate your upcoming migration plans with your workforce
- Includes an example of a 'kick-off' communication for both organizations using SKOA, and those who are not
- Use your in-house communication to provide a brief explanation for the upgrade, and share how some of the features and benefits most important to your business
- Post kick-off consider recruiting "Migration Champions"
   folks who provide friendly reminders to their coworkers that promote the active and timely participation

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

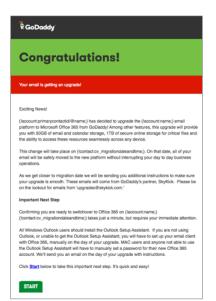
Hello everyone,

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:





<u>Please do not forget your password.</u> 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!

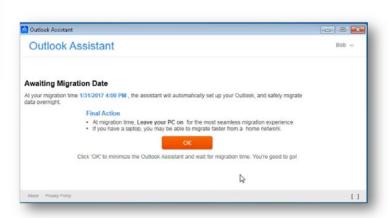


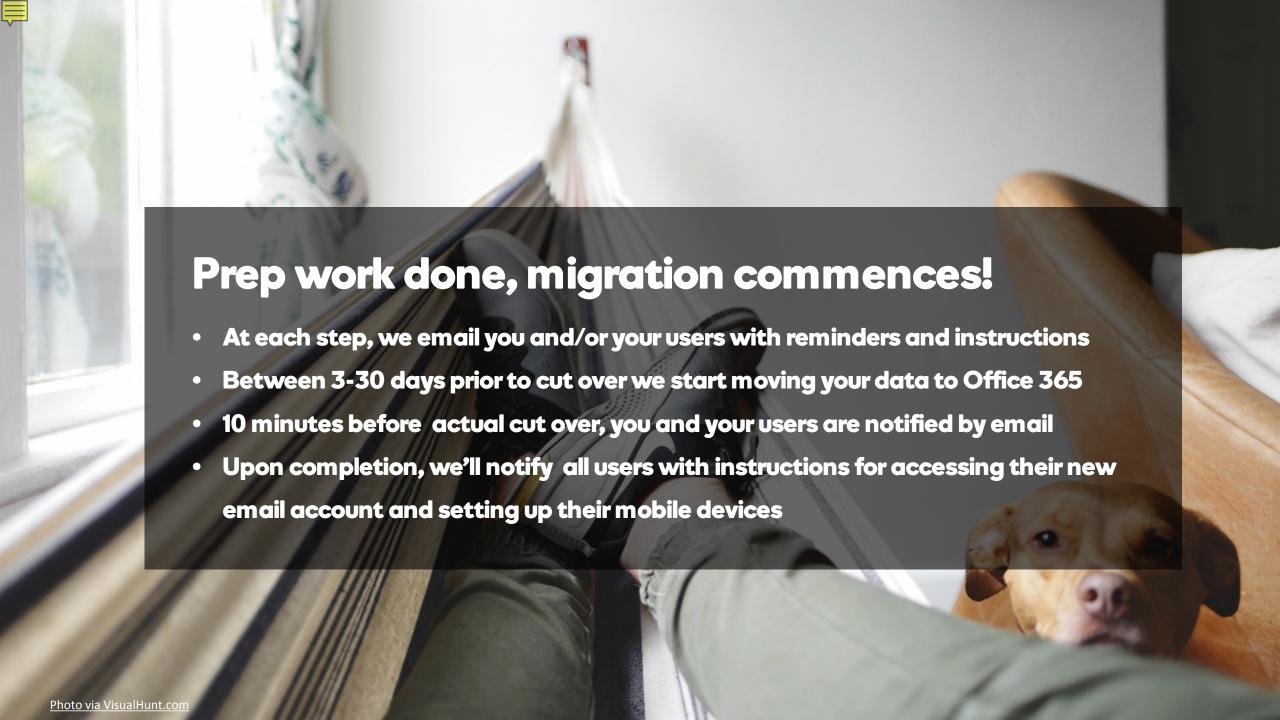
### SkyKick Outlook Assistant Tool (SKOA)

Organizations already using MS Outlook on Windows use this tool to set up email accounts



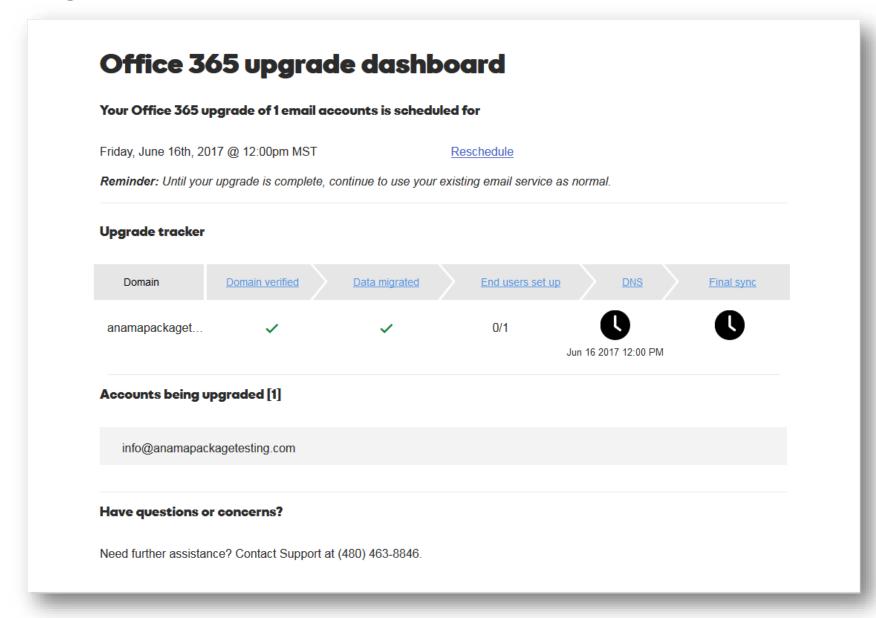








### **Custom Migration Dashboard**





### Was today's webinar helpful?

Yes No





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