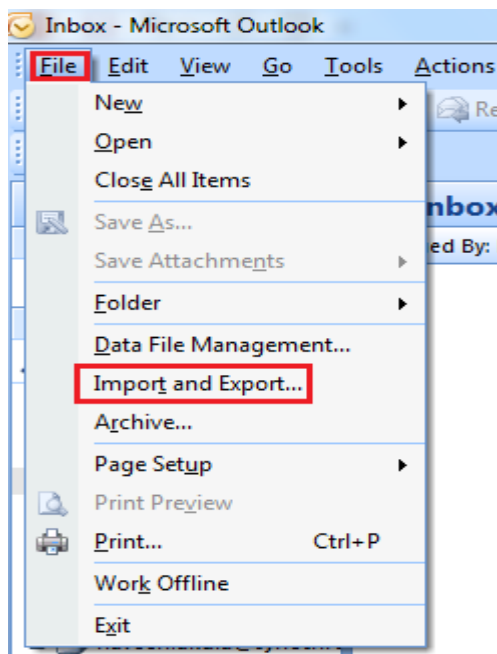


1

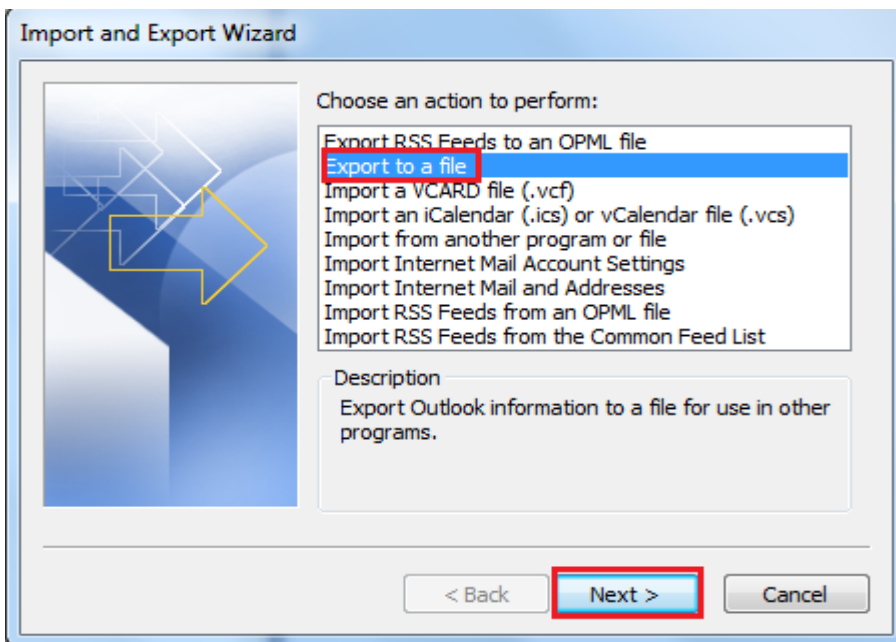
O365 MAIL MIGRATION PROCESS FRONT END

STEP-1: EXPORT CONTACTS, CALENDARS, NOTES, TASKS (OUTLOOK 2007)

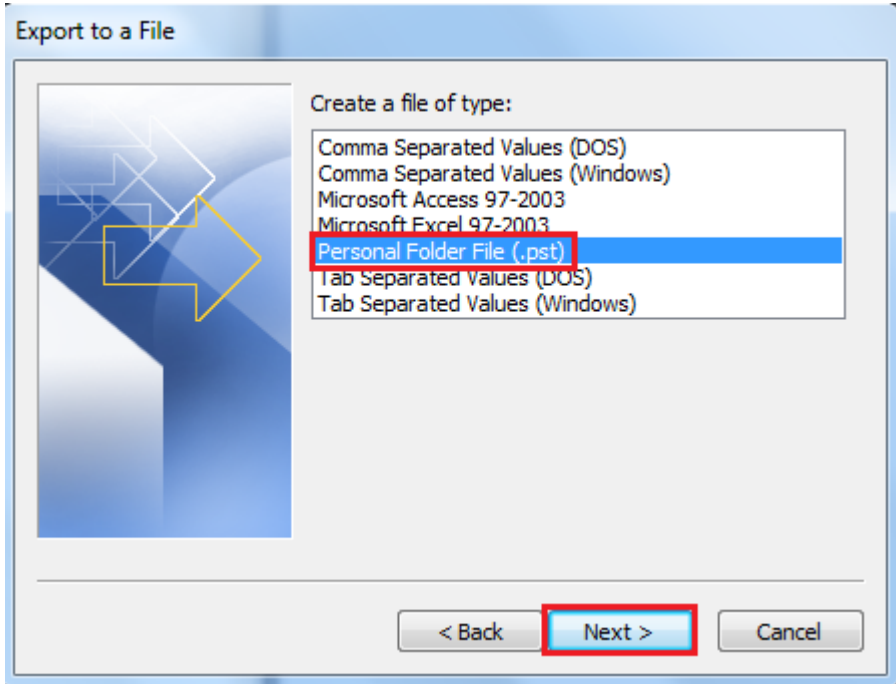


- GO TO FILE → IMPORT AND EXPORT.
- FOR 2010 AND 2013 OUTLOOK: FILE → OPEN → IMPORT&EXPORT.

2

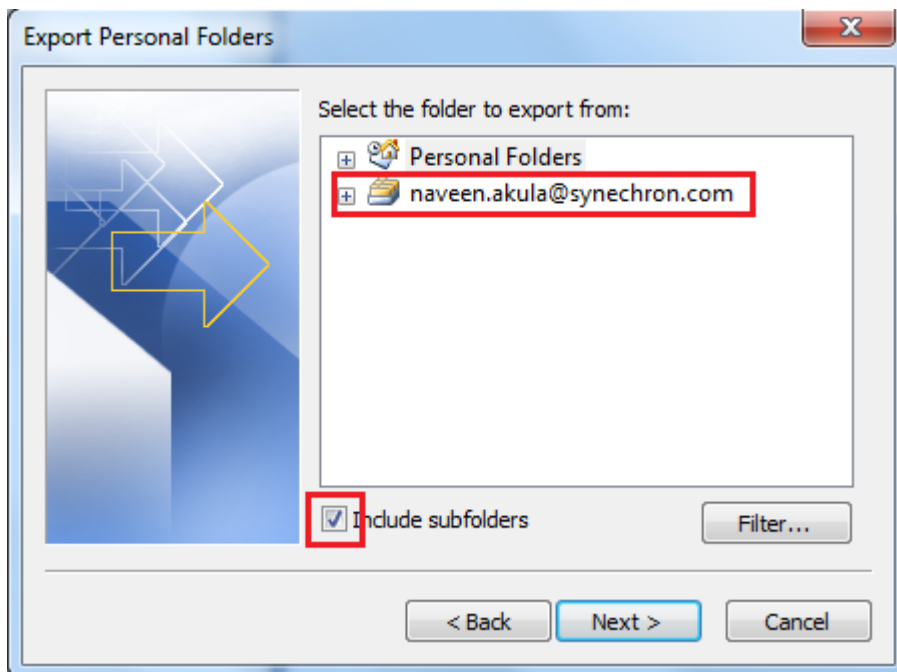


- IMPORT AND EXPORT → EXPORT TO A FILE.
- CLICK ON NEXT.

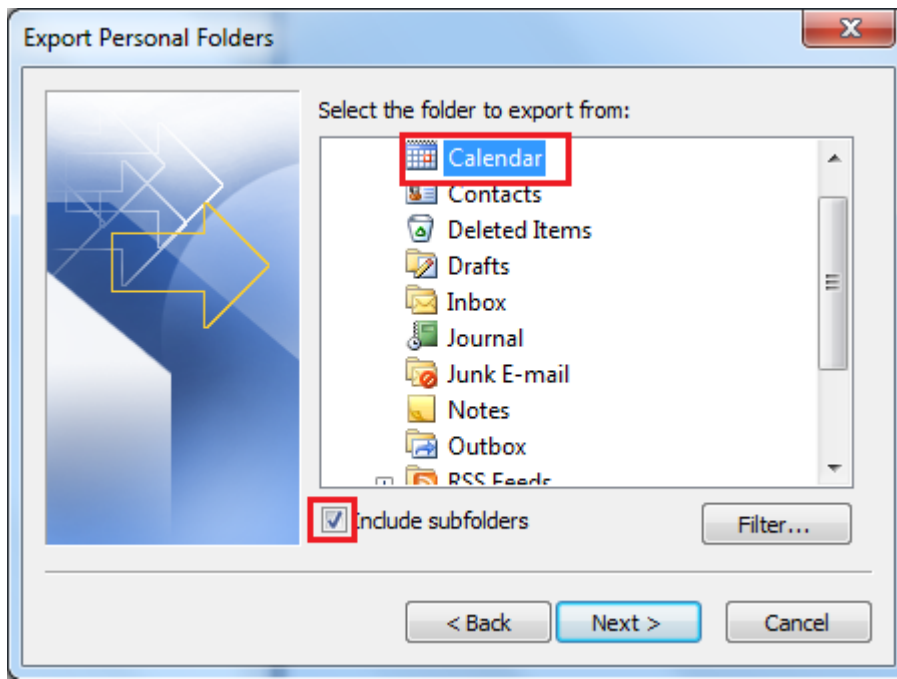


- EXPORT TO A FILE → PERSONAL FOLDER FILE/OUTLOOK PST.
- CLICK ON NEXT.

3

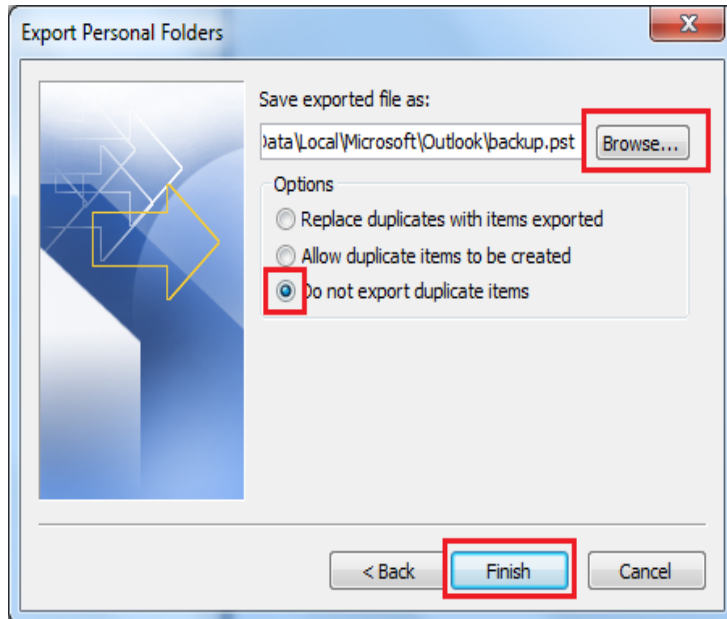


- MAKE SURE THAT YOU ARE TAKING THE BACKUP OF SYNECHRON.COM
- EXPAND THE **abcd@synechron.com**
- MAKE SURE TO CHECK THE BOX [**INCLUDE SUBFOLDERS**]
- CLICK ON NEXT.

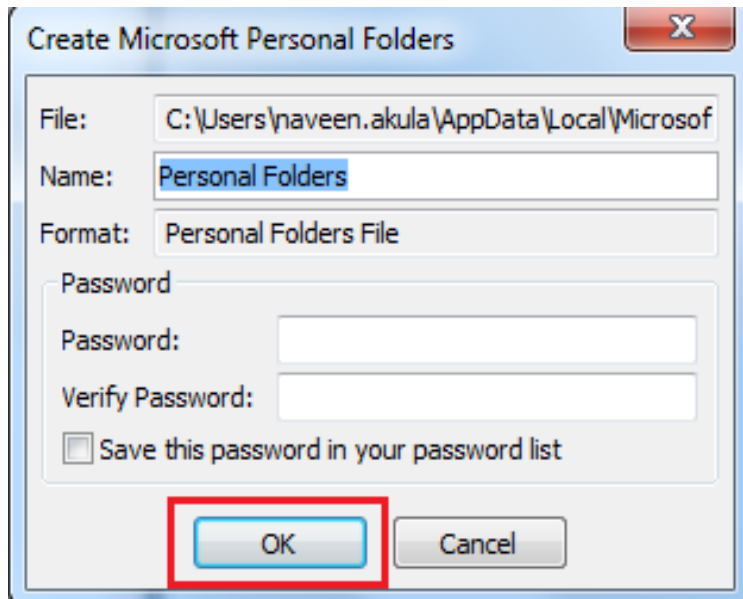


- SELECT CALENDAR.
- CHECK THE BOX [**INCLUDE SUBFOLDERS**]
- CLICK ON NEXT.

4



- CREATE XYZ FOLDER AND BROWSE THE XYZ FOLDER LOCATION WHICH YOU HAVE CREATED AND SAVE IT.
- MAKE SURE TO FOLLOW ALL THE MARKED BOX.



- NO NEED TO ENTER PASSWORD..
- JUST CLICK ON OK.

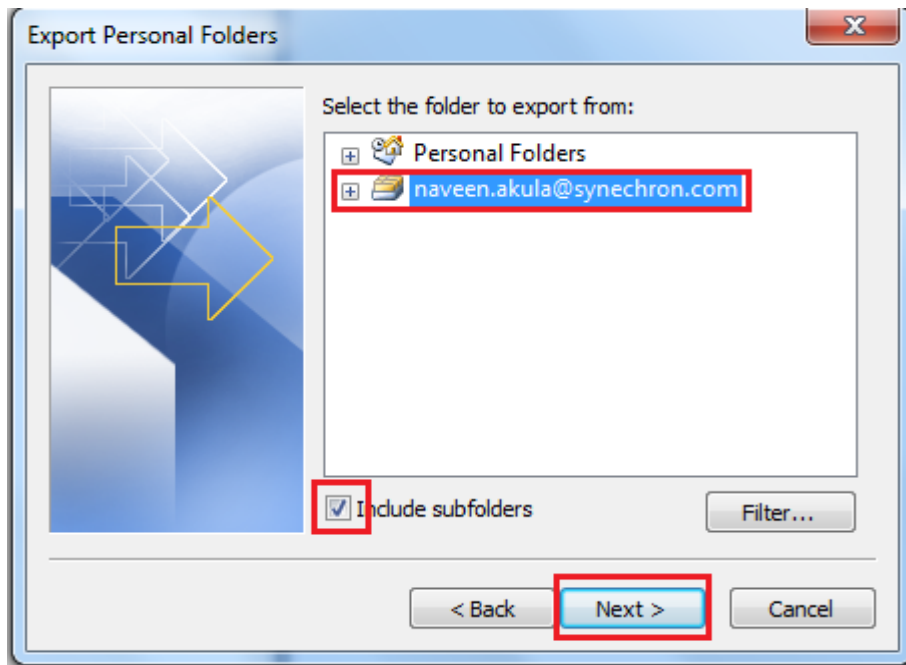
5

➤ THE SAME REPETE WITH THE CONTACTS, NOTES AND TASKS.

NOTE: THE USER NEED TO RECREATE THE RULE AFTER MAIL MIGRATION.

IMP: EXPORT THE MAIN PST.

6



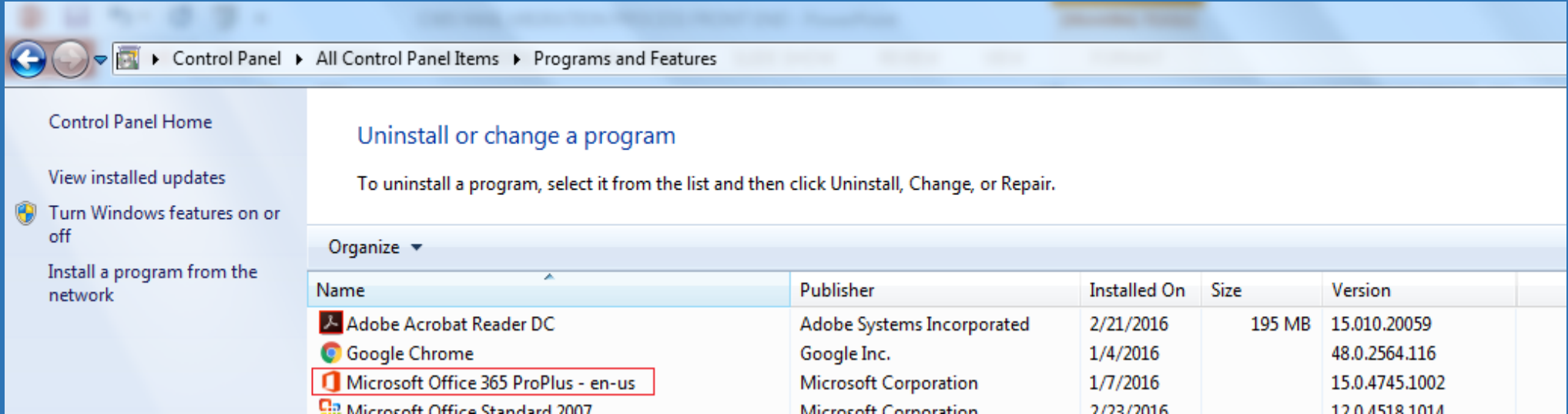
- TO EXPORT MAIL PST FOLLOW THE SLIDES FROM 1 TO 3, INSTEAD OF EXPANDING THE MAIN PST, SELECT THE MAIN PST AND FOLLOW THE PROCESS.

- AFTER TAKING THE BACKUP, ATTACH THE BACKUP PST AND, TELL USER TO COMPARE BOTH THE MAIN PST AND EXPORTED PST. IF EVERY THING IS PERFECT INFORM TO BACKEND TEAM TO DELETE THE EXISTING SYNECHRON MAIL ACCOUNT [RACKSPACE/MAIL.SYNECHRON].

7

NOTE: UNINSTALL EXISTING MS OFFICE SUITE AND REBOOT THE MACHINE AND INSTALL THE NEW O365 SUITE.

THE BELOW SCREENSHOT SHOWS INSTALLED O365 SUITE.



The screenshot shows the Windows Control Panel window titled "Control Panel > All Control Panel Items > Programs and Features". The main heading is "Uninstall or change a program" with the instruction: "To uninstall a program, select it from the list and then click Uninstall, Change, or Repair." Below this is a table of installed programs. The "Microsoft Office 365 ProPlus - en-us" entry is highlighted with a red box.

Name	Publisher	Installed On	Size	Version
Adobe Acrobat Reader DC	Adobe Systems Incorporated	2/21/2016	195 MB	15.010.20059
Google Chrome	Google Inc.	1/4/2016		48.0.2564.116
Microsoft Office 365 ProPlus - en-us	Microsoft Corporation	1/7/2016		15.0.4745.1002
Microsoft Office Standard 2007	Microsoft Corporation	2/23/2016		12.0.4518.1014