# **O365 MAIL MIGRATION PROCESS FRONT END**

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



EXPORT.

### Import and Export Wizard

Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.
 < Back Next > Cancel

### ➢ IMPORT AND EXPORT → EXPORT TO A FILE.

### > CLICK ON NEXT.

# Export to a File Create a file of type: Comma Separated Values (DOS) Comma Separated Values (Windows) Microsoft Access 97-2003 Microsoft Excel 97-2003 Personal Folder File (.pst) Tab Separated Values (Windows) Tab Separated Values (Windows) Tab Separated Values (Windows)

< Back

Next >

Cancel

 $\succ$  EXPORT TO A FILE  $\rightarrow$  PERSONAL FOLDER FILE/OUTLOOK PST.

### > CLICK ON NEXT.

	Export Personal Folders	×
5	Select the folder to export from	: chron.com
	Include subfolders	Filter
	< Back Ne:	xt > Cancel

Export Personal Folders		
	Select the folder to export from: Calendar Contacts Contacts Deleted Items Drafts Dournal Journal Journal Notes Contacts RSS Feedr	Filter
	< Back Next >	Cancel

MAKE SURE THAT YOUR 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.



Create Mi	icrosoft Personal Folders			
File:	C:\Users\naveen.akula\AppData\Local\Microsof			
Name:	Personal Folders			
Format:	Personal Folders File			
Password				
Passwo	rd:			
Verify Password:				
Save this password in your password list				
	OK Cancel			

- 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.



➤ 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.

-	Export Personal Folders
	Select the folder to export from:    Select the folder to export from:       Select the folder to export from:
	✓ Include subfolders     Filter       < Back

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 ].

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

### THE BELOW SCREENSHOT SHOWS INSTALLED 0365 SUITE.

-							
Control Panel + All Control Panel Items + Programs and Features							
	Control Panel Home	Uninstall or change a program					
	View installed updates	To uninstall a program, select it from the list and then	click Uninstall, Change, or Repair.				
9	Turn Windows features on or						
	off	Organize 💌					
Ins net	Install a program from the	-					
	network	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	
		CR Microsoft Office Standard 2007	Microsoft Corporation	2/23/2016		12.0 4518 1014	