

# OFFICE 365 MIGRATION

## 6 Biggest Dos and Don'ts

If you're like one of the millions of organizations that has or is thinking of moving to Office 365 but aren't entirely sure where to start, don't fret, we've got you! As a seasoned veteran of Office 365 migrations we've seen it all – the good, the bad, and the nightmarish. We've outlined some of the biggest dos and don'ts when thinking about your move. Check it out!

### Dos:

#### 1. Do choose an experienced partner

There are SO many Microsoft partners out there, it might be difficult to choose which one will be best for your purposes. Different industries deal with different struggles (e.g.. compliance is a huge issue for government and healthcare), therefore it's important that your partner knows the potential hurdles and solutions for your industry.

#### 2. Do be selective with your data

Just like when you move homes, the first step is to declutter. Similarly, in your transition to the cloud, you really shouldn't bring **everything** over. Whether it's PST files, 20 versions of the same document your team has been collaborating on, or pictures of your office parties, only move what is necessary in order to save time, money, and space.

#### 3. Do have a rollout plan

As a technologically minded, innovative individual, you are likely MORE than ready to move to the cloud and solve security, collaboration, and ongoing maintenance issues. But don't think that all your end users will be on the same page or open to change. Make sure you work internally and with your partner to develop a segmented, strategic approach that allows your end users to ease into their new systems. Otherwise, your helpdesk will be flooded with calls.

**Good luck on your move to Office 365!**

**We wish you the very best!**

### Don'ts

#### 4. Don't rush through the planning phase

As mentioned before, you're likely eager to get going and if you've got full buy-in and budget approval you are *ready*. But rushing through the planning phases just means more clean up later. Make sure you work with your partner to hash out all the details from planning, to deployment, through end-user roll out.

#### 5. Don't ignore security

One of the beauties of a cloud based environment is that you have access to Microsoft's built-in compliance and security. Use the Microsoft Trust Center to explore questions and features you or others in your organization might have about keeping your environment secure and compliant.

#### 6. Don't forget about training

This might fall under your roll out plan, but if it doesn't, you should probably consider it. While letting end users "figure it out" using online resources and YouTube videos, you're sending them down an infinite wormhole and asking for support requests. Think about investing in a self-guided training for your employees that you can customize and track as you see fit.

