



Table of Contents

Planning Phase 1: Gather All the Necessary Credentials	3
Planning Phase 2: Gather and Audit all Users part of the Migration	
Prep Work Phase 1: Prepare Office 365	
Prep Work Phase 2: Prepare Source/Destination for BitTitan	
Prep Work Phase 3: Push out DMA agent	
Push out DMA agent via GPO	
Push out DMA agent via Email	14
Prep Work Phase 4: Setup BitTitan Project	21
Migration Phase 1	29
Migration Phase 2: MX Cutover	33
Migration Phase 3: Post Migration Clean Up	33





This is a complete step-by-step guide for migrating from GoDaddy IMAP to Office 365 BitTitan's migrationwiz. Only mail items are migrated during the migration. If you have any calendars or contacts you want brought over, you will need to export them as PST files.

Planning Phase 1: Gather All the Necessary Credentials

- 1. Credentials Checklist
 - a. Office 365 Global Admin Credentials
 - b. GoDaddy Admin Credentials
 - c. All users passwords part of the migration

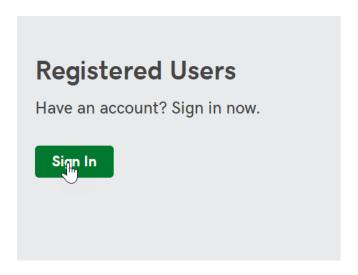
Note BitTitan comes with a tool called Deployment Pro which reconfigures Outlook profiles after the migration. This can be pushed out either through GPO or email. If you are going to be pushing this out via GPO you will additionally need:

- e. Credentials remote into Primary DC (If applicable)
- f. Enterprise Admin Credentials for Primary DC

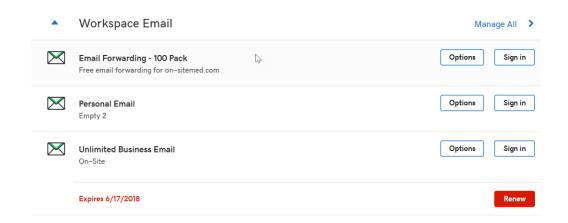
Planning Phase 2: Gather and Audit all Users part of the Migration

1. Login to the GoDaddy portal with Admin Creds

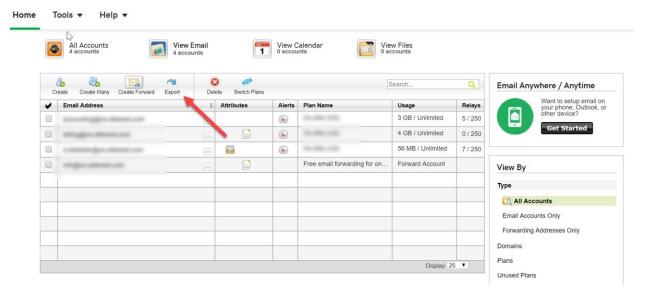




2. Scroll Down to "Workspace Email", Click "Manage All"

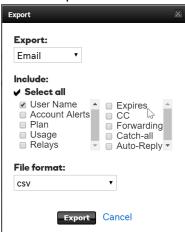


3. You will see your List of Email Address', Click on Export:

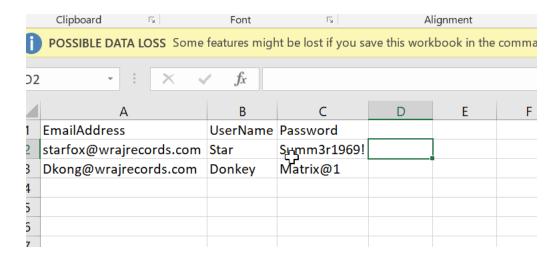




4. Export to CSV

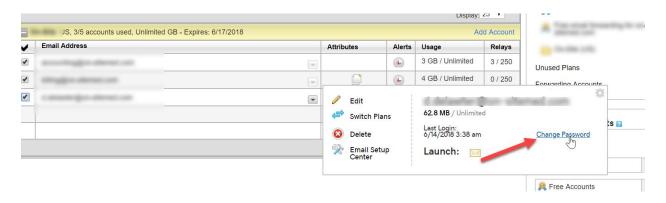


- 5. Edit the CSV to contain 3 Headers:
 - a. UserName
 - b. EmailAddress
 - c. Password





Note You can gather Passwords from Users or choose to reset them in the GoDaddy Portal:



Prep Work Phase 1: Prepare Office 365

- Create a net new office365 tenant, tenant will be spun up with the defaulted .onmicrosoft.com domain. This can be spun up direct with Microsoft or purchased through a CSP provider
- 2. Go to Setup>Domains>Add Domain
- 3. Verify Domain with TXT record provided
- 4. Select "I will manage DNS records myself" and checkmark the box "Skip this step" when it ask to place all the remaining DNS settings for you
- 5. Domain will say "possible service issues". This is ok. We will add the remaining records after we cut over MX Records
- 6. Add Users Manually, Bulk Upload with a Powershell Script or CSV, or with AD Connect



a. Powershell Script

#Connecting to Exchange Online Account#

\$credential = Get-Credential

Import-Module MsOnline
Connect-MsolService -Credential \$credential

\$exchangeSession = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri
"https://outlook.office365.com/powershell-liveid/" -Credential \$credential -Authentication
"Basic" -AllowRedirection

Import-PSSession \$exchangeSession -DisableNameChecking

Create a CSV with the Following Headers:

- UserPrincipalName
- FirstName
- LastName
- DisplayName
- Password

#Bulk Import Users with Passwords#

Import-Csv -Path 'FilePath' | foreach {New-MsolUser -UserPrincipalName
\$_.UserPrincipalName -FirstName \$_.FirstName -LastName \$_.LastName -DisplayName
\$_.DisplayName -Password \$_.Password -ForceChangePassword \$False}

#Add Alias to Users#

\$LiveCred = Get-Credential
\$Session = New-PSSession -ConfigurationName Microsoft.Exchange -Connecti
dential \$LiveCred -Authentication Basic -AllowRedirection
Import-PSSession \$Session
\$users = Get-Mailbox
foreach (\$a in \$users) {\$a.emailaddresses.Add("\$(\$a.alias)@domain.com")
\$users | %{Set-Mailbox \$_.Identity -EmailAddresses \$_.EmailAddresses}



```
#Add Distribution Lists with Members#

Import-Csv -Path 'File Path.csv' | foreach {New-
Distributiongroup -Name $_.Name -PrimarySmtpAddress $_.Address
}

Import-Csv 'File Path.csv' | foreach {Add-
DistributionGroupMember
   -Identity $_.DL -Member $_.Alias}
```

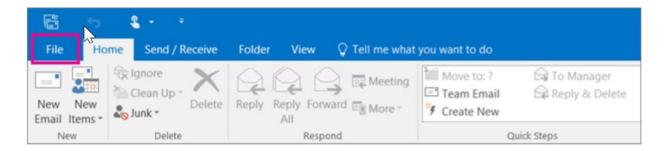
b.AD Connect Setup: https://docs.microsoft.com/en-us/azure/active-directory/connect/active-directory-adconnect-get-started-custom

7. Assign Licenses to Users

Prep Work Phase 2: Export Calendar/Contact Info to PST file

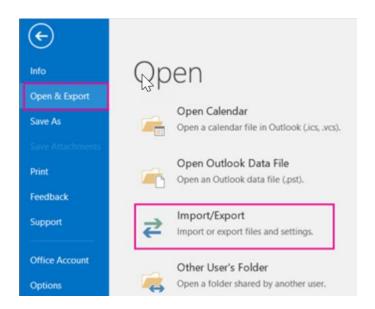
Recall with IMAP we cannot migrate Calendar and Contract data. For this reason, I like to export the data and save a local copy of the OST file for the Outlook profile.

- 1. Open Outlook
- 2. At the top of your Outlook ribbon, choose File

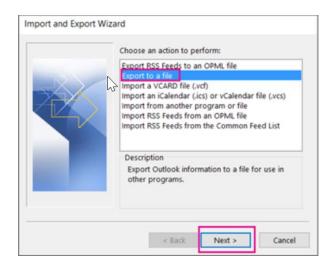




3. Choose Open & Export > Import/Export

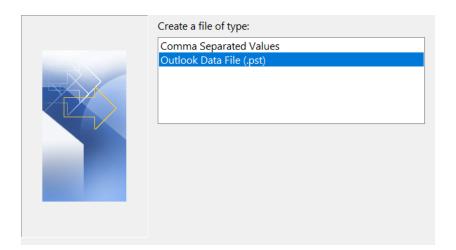


4. Choose Export to a file

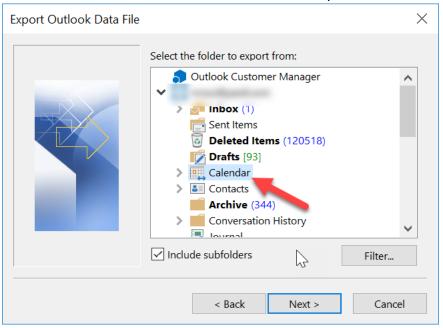




5. Click Outlook Data File (.pst), and then click Next.

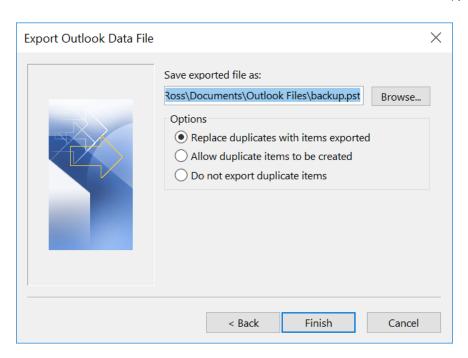


6. Select the name of the email account to export>Select Calendar





7. Click Browse to select where to save the Outlook Data File (.pst).



- 8. Leave the Default options and Click Finish
- 9. Since this is a new PST file you will need to create a password to access it



10. Follow the Same Steps for your Calendar Items



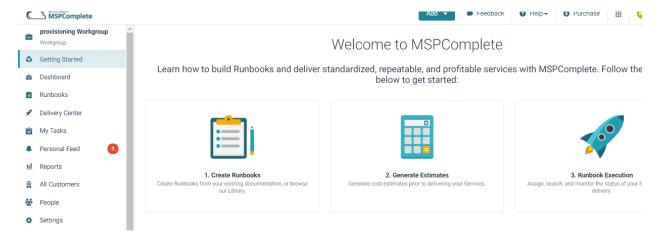
Prep Work Phase 3: Push out DMA agent

BitTitan comes with a deployment pro agent that automatically configures outlook profiles. This will bring over **autofill settings** and **signatures** for all users. There are two options to push this out:

- a. GPO
- b. Email

Note If we are deploying the agent via gpo, users will just receive a popup asking them to authenticate and will reopen outlook after cutover. If we are pushing the agent out via email, users will receive a message in which they will have to click on a link to install the agent on their device

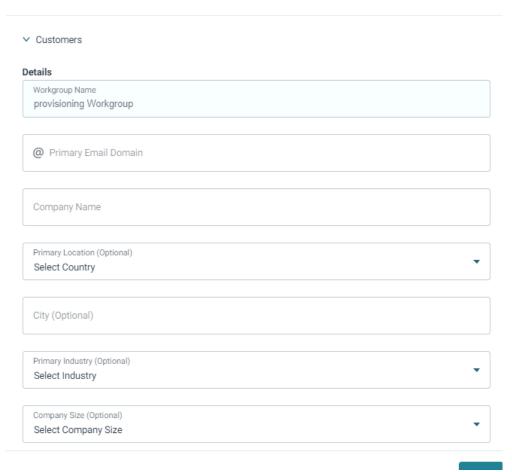
1. Login to the BitTitan Portal and Click All Customers on the left-hand column





2. Click Add Customer>Fill out Customer Name and primary Domain>Click Save

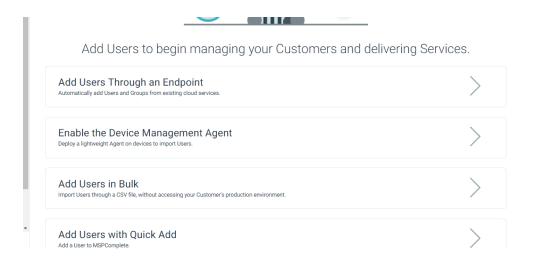
Add Customer



Follow Steps 3-14 if you are choosing to deploy the agent via GPO

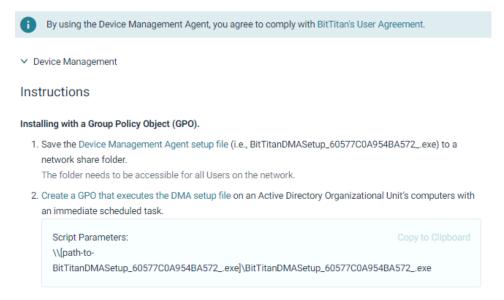
- 3. Remote into Primary DC
- 4. Open Browser and Login to BiTitan.com
- 5. Go to All Customers>View Users on the Customer you created
- 6. Click "Enable the Device Management Agent"





7. Follow the steps from the following KB Article which walks you through setting up a new share, placing the exe in the share, creating the gpo, and scheduling it to run :https://help.bittitan.com/hc/en-us/articles/115008110847

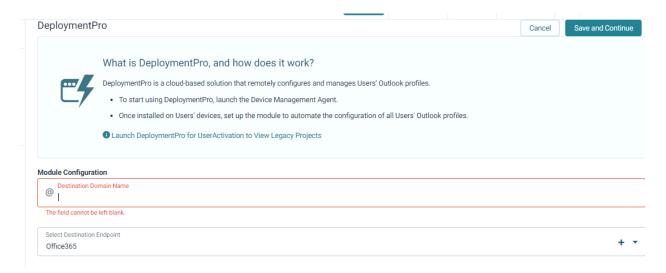
Add Users with a Device Management Agent





8. Monitor users that successfully have the agent installed by going to Customers>Select customers>Manage>Device Management>Deployment pro

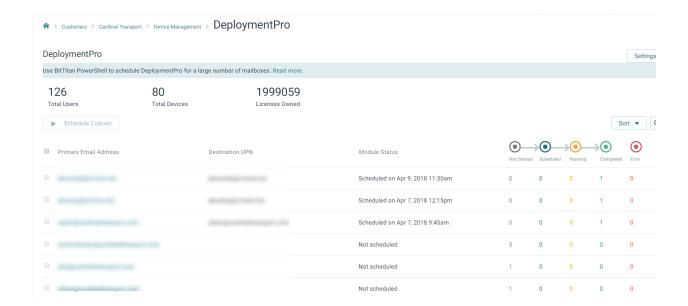
You will need to put in the destination domain and add the 365 endpoint



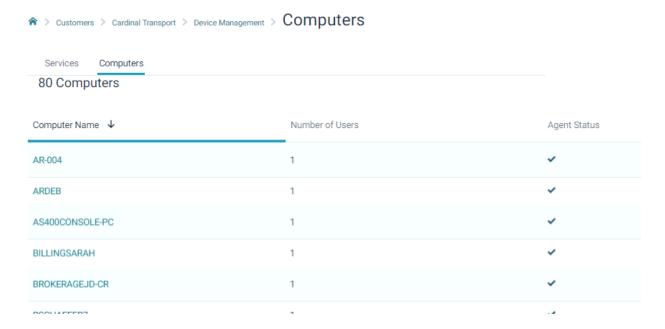
Once users start to login to their computers, their device will be registered and their primary upn will be listed "Primary Email Address" column



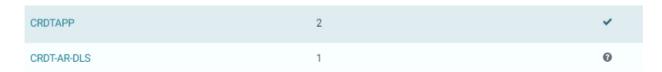




9. Users computers will be listed and will have a "heartbeat". Once a user signs into the device their email will be tied to the device in a one to one relationship.



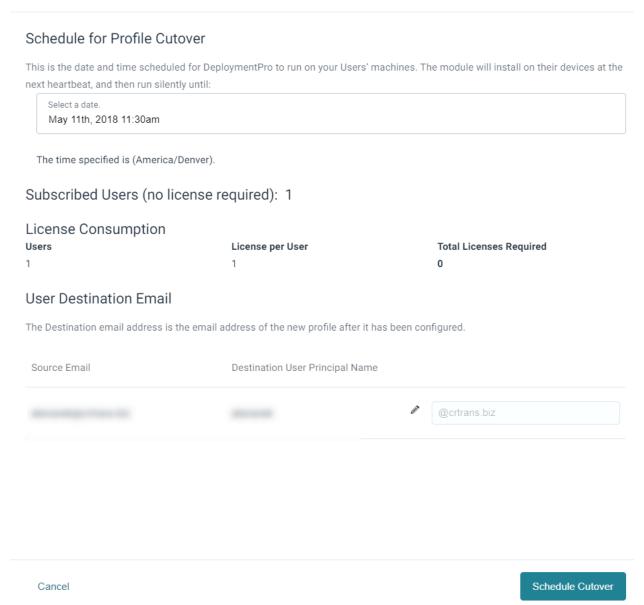
* If a status shows a ? symbol it most likely means the computer is shut down and the tool hasn't been able to find a heartbeat in over 4 hours*





11. Once all users have populated and have the DMA agent installed, Schedule the cutover date for the agent to run on their computer. (This is after you point MX records to office365)

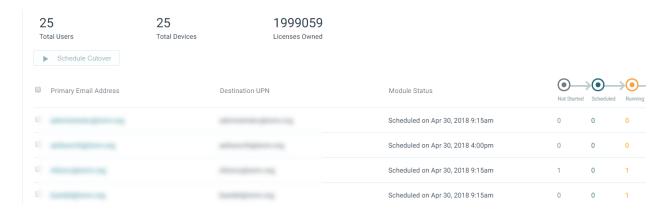
Schedule DeploymentPro



Note If there are multiple domains involved you will have to go to "settings" in the deployment pro page and change the domain for the users who need the separate domain



12. Once the agent is scheduled successfully, all users should change to a status of "running"



13.If the status does not say "running" but remains in "scheduled" reschedule again until it moves into a **running status**

14.If users are not being picked up with the GPO, troubleshoot with one remote end user:

- Run Gpresult on their computer to see if the GPO is running
- If the GPO is running, try running the exe manually to see if it is blocked but a firewall setting
- If it is blocked, then create an exception to the firewall to allow the exe to run.
- If it is not being blocked check to see if there are any web proxy settings that may be blocking communication back to bittitan

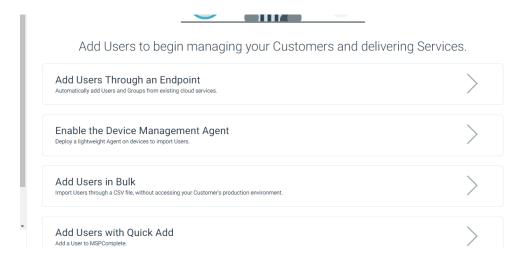
15. *This completes the steps for setting up DMA via GPO. If you have completed this successfully then move on to the next section. If you are deploying the agent via email, follow steps 16-26.*

Deploying DMA via EMAIL

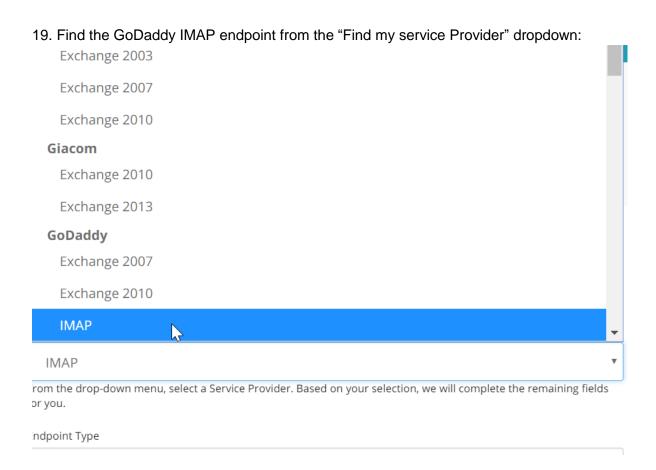
16. In the BitTitan portal, go to All Customers and select the customer you created



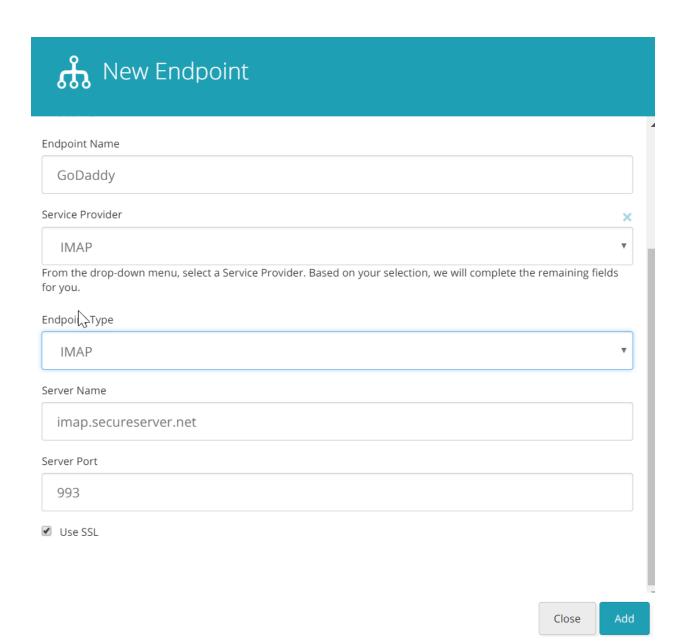
17. Click Add Users Through an Endpoint



18. Click Manage Endpoint>Add Endpoint







Note This will autofill the server name and port

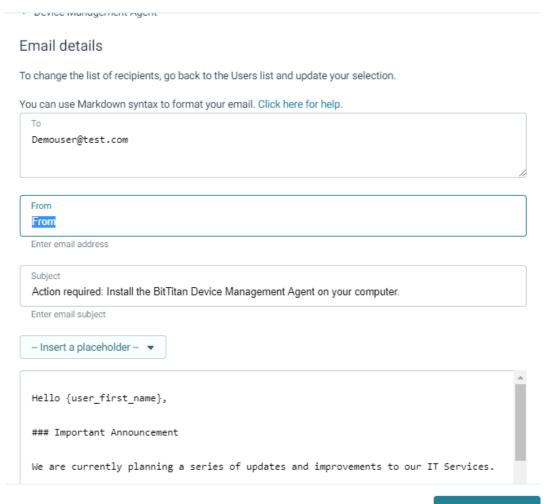


20. From here you can select users by checking the box next their name and selecting "Enable Device Management Through Email"



21. Enter a valid email in the "From" section of the template and click Send Email

Enable Device Management Through Email

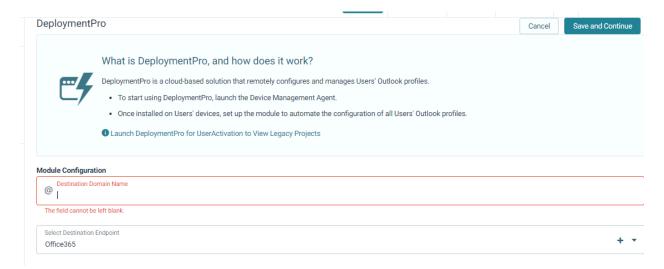




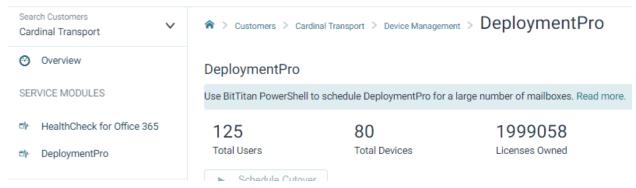
Note You can white label this email specific to the content you want users to receive. This email is specific to the user and **cannot be forwarded** to another user for them to click on the link for the exe file. The User Simply clicks on a link to open a new page and clicks on one more link to download the exe file

22. Monitor users that successfully have the agent installed by going to Customers>Select customers>Manage>Device Management>Deployment pro

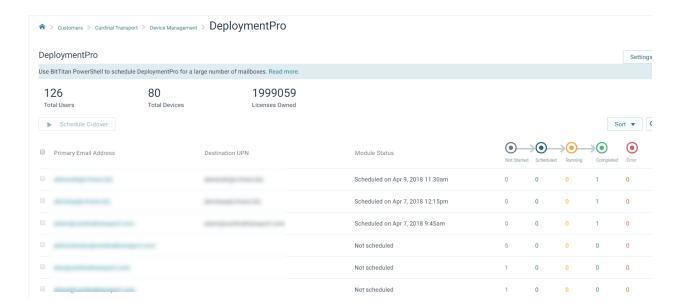
You will need to put in the destination domain and add the 365 endpoint



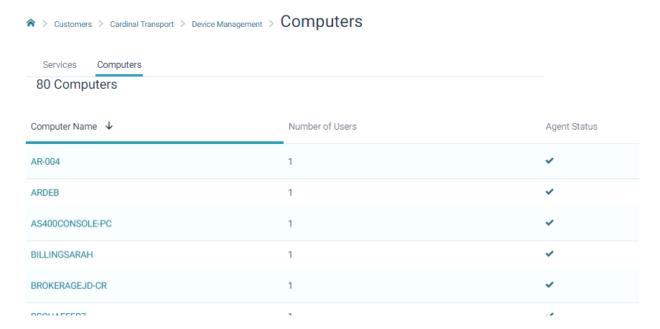
Once users start to login to their computers, their device will be registered and their primary upn will be listed "Primary Email Address" column



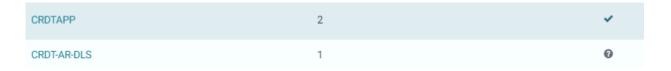




23. Users computers will be listed and will have a "heartbeat". Once a user signs into the device their email will be tied to the device in a one to one relationship.



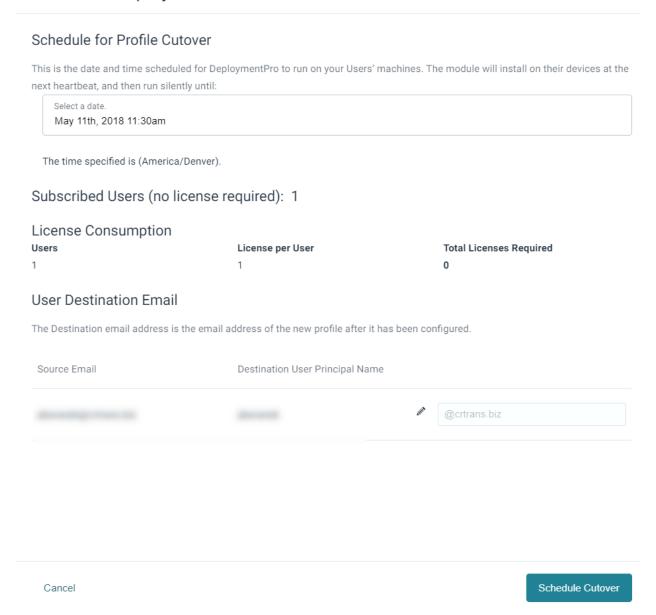
* If a status shows a ? symbol it most likely means the computer is shutdown and the tool hasn't been able to find a heartbeat in over 4 hours*





24. Once all users have populated with a and have the DMA agent installed, Schedule the cutover date for the agent to run on their computer. (This is after you point MX records to office365)

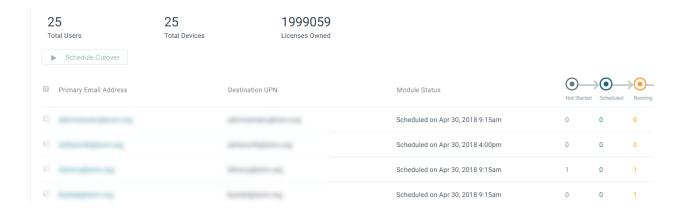
Schedule DeploymentPro



Note If there are multiple domains involved you will have to go to "settings" in the deployment pro page and change the domain for the users who need the separate domain

25. Once the agent is scheduled successfully, all users should change to a status of "running"

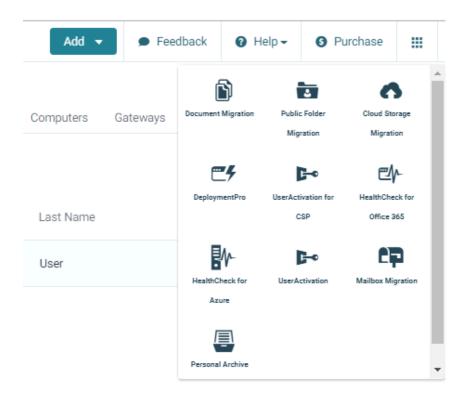




26.If the status does not say "running" but remains in "scheduled" reschedule again until it moves into a running status

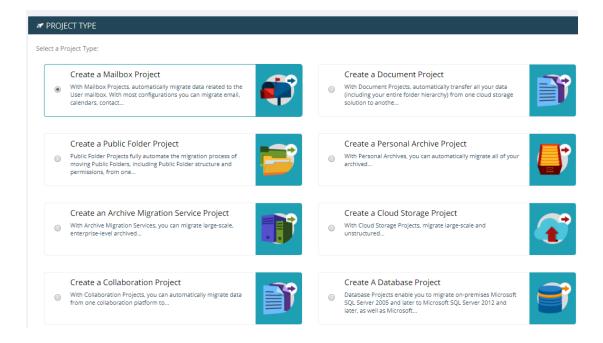
Prep Work Phase 4: Setup BitTitan Project

1. In BitTitan Portal, Open MigrationWiz by clicking on waffle icon at top of the page>Click Mailbox Migration

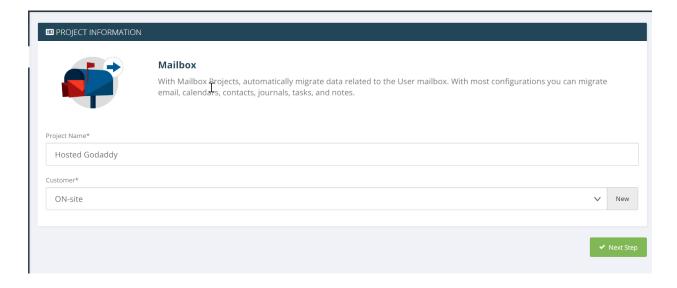




2. Click Create Project>Select 'Create a Mailbox Project'

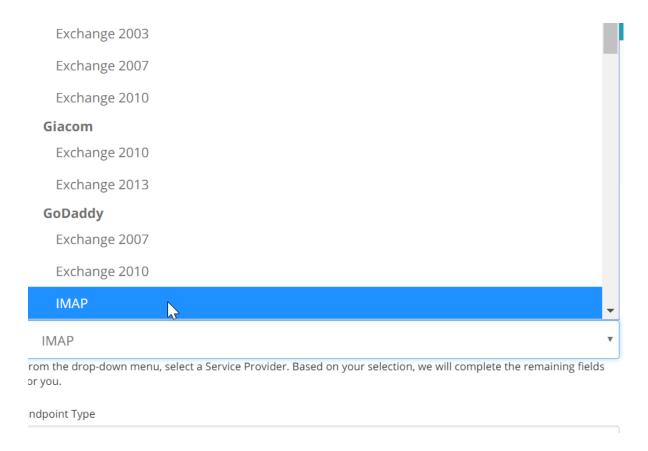


3. Name the Project and select your customer from the dropdown>Click Next Step



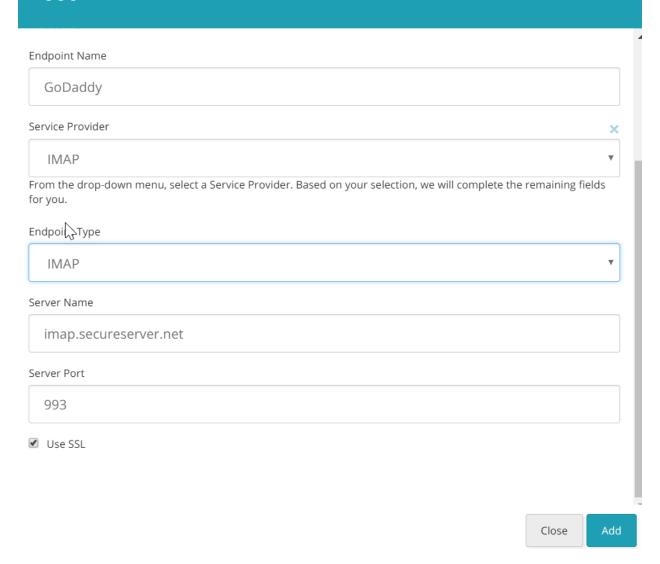


4. If you followed the steps for email deployment for the DMA agent you should be able to select your endpoint from the dropdown. If you did not, Select New and fill out the fields as shown below:



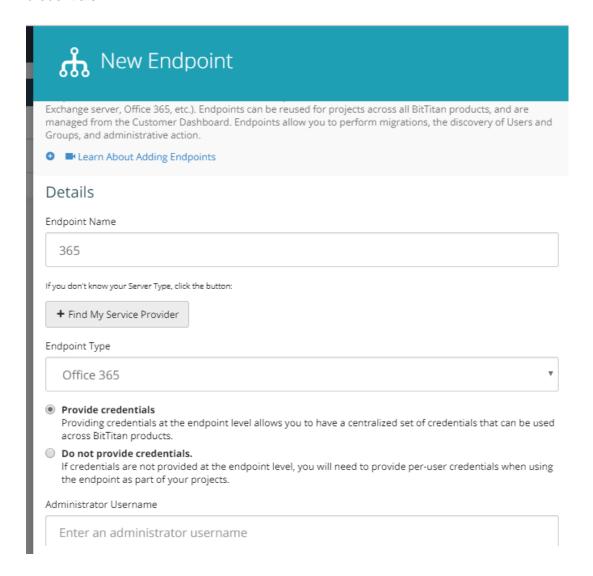


Rew Endpoint



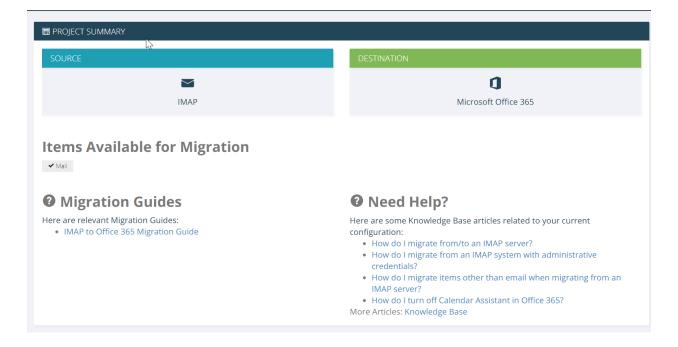


5. In the Destination Settings, Click New, and add the 365 endpoint. Providing the admin credentials



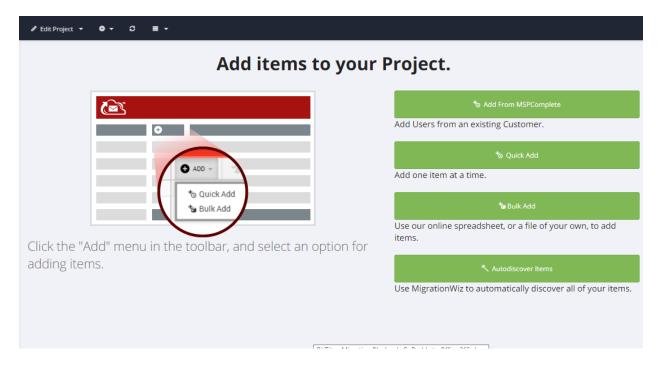


6. Click "Save and Go to Summary" This tells you what is eligible to move and gives you additional KB articles you can reference. Click 'Save Project' when you are ready to proceed

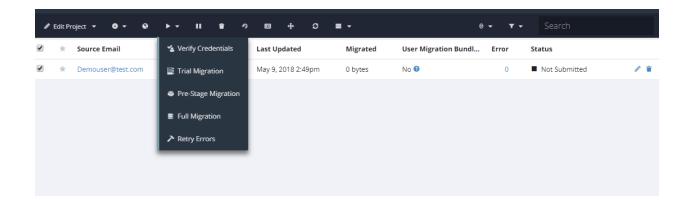




7. Add items to your project. If you already added users to the MSP complete portal either through GPO or Bulk Upload. You can select "Add from MSP Complete". If you have not yet, then you can bulk upload a CSV file



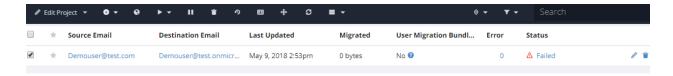
- 8. Audit User names and Domains (Make sure they match 365). Clean up user-list. Verify the Source and Destination domains are correct.
- 9. Select All Users>Verify Credentials



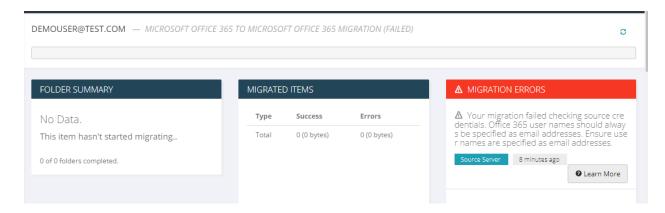


10. There are numerous errors that could appear here. Most of the steps I made for prep work will make it so that you avoid most of these errors. Refer to BitTitans KB articles for most common errors and how to troubleshoot. https://help.bittitan.com/hc/en-us/sections/115003465187-Mailbox-Error-Lookup?page=2

Unsuccessful verification will show a "Failed" Message



You can click on the Failed icon to show a detailed message of what failed



Click on "Learn More" to access BitTitan's Relevant kb articles specific to the error:

O OFFICE 365 USER NAMES SHOULD ALWAYS BE SPECIFIED AS EMAIL ADDRESSES



Office 365 user names should always be specified as email addresses: This error indicates that the specified Office 365 user name is invalid. Office 365 requires users to log in with an email address, not a user name as in "John Doe" or "domain\johndoe".

Resolution:

We recommend the following:

- 1. If using administrative credentials for Office 365, check the admin user name specified on your project.
- If not using administrative credentials for Office 365, check the mailbox owner user name specified on the mailbox.
- 3. In all cases, make sure the user name work when logging in at https://login.microsoftonline.com.

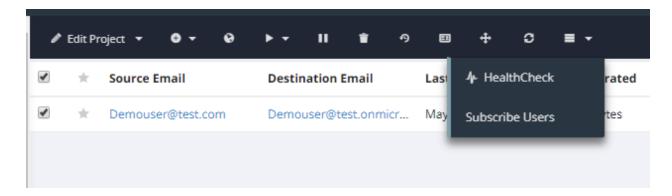
Close



Successful Verification will show a "Completed(Verification)" message

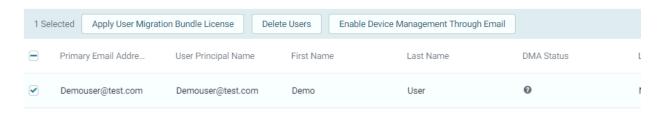


11. After all users have successfully completed verification, Select All users>Click on the Hamburger icon at the top of the toolbar> Click Subscribe Users

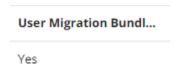


12. This will bring you back to the MSP complete portal. Select all users>Click Apply User Migration Bundle

1 Users

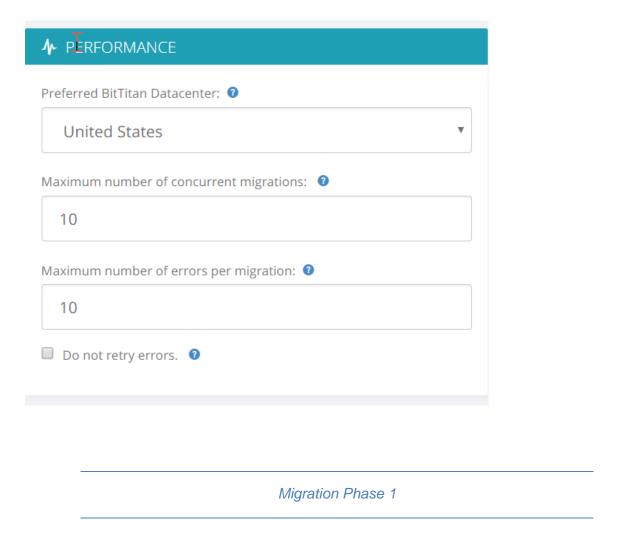


13. This takes a couple of minutes to propagate but after, in the migrationwiz portal the "User Migration Bundle" column will change from "No" to "Yes"





14. Go to Edit Project>Advanced Settings>Set Maximum # of Concurrent Migration (Guideline 3 per 1Mbps of Bandwitth)>Save

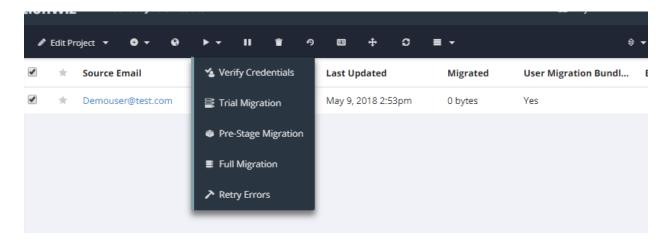


1. Preferably start at beginning of the week to bring over a bulk of the mail, plan for domain cutover on Friday evening

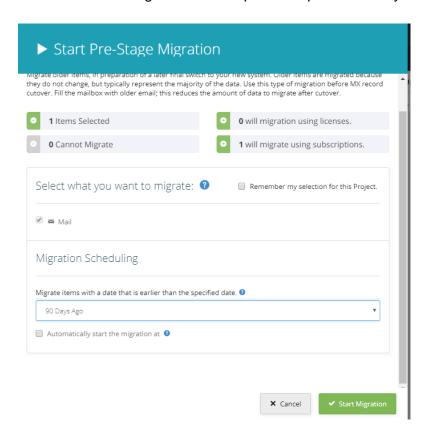
Note During a pre-stage Pass BitTitan is simply making copies of mail in 365. The user will experience no loss of data during this time*



2. Select All Users>Click on the start button>Pre-stage Migration

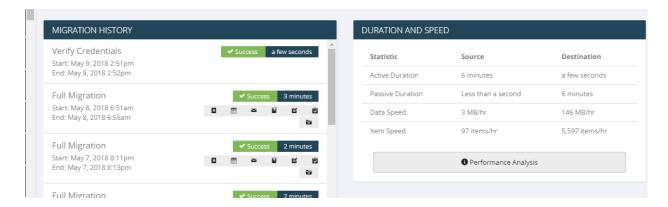


3. Select a time range from the dropdown of prior to 90 days>Start Migration



4. This will give you a status bar and show the amount of data moved over in the "bytes" column. If any users fail, it's usually do to server timeout. Simply rerun the pre-stage pass on these users to restart where it left off. If you click on any user's name, you can see metrics like upload speeds:

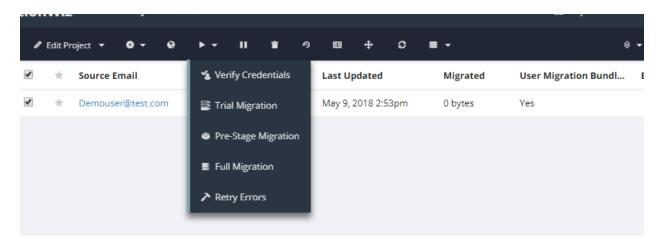




5. Once the pre-stage migration has run for all users and is in a "Completed" Status



6. Next we are going to perform a full migration to bring over the remaining copies of mail. Select All users>Click on the start button>Full Migration



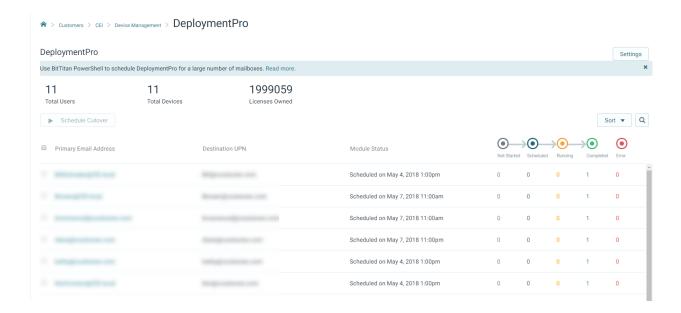


available

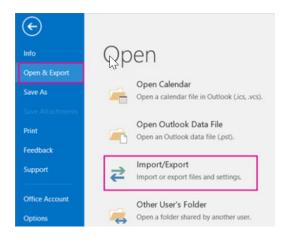
	Migration Phase 2: MX Cutover
1.	At Designated time, login to DNS provider and change you MX records to point to Office365 a. You can find this in the 365 Admin Center by going to Setup>Domains b. Office365 MX record follow this format Domain- com.mail.protection.outlook.com
2.	Run another Full Pass. This will perform a delta sync to pull over any residual data may have been missed.
	Migration Phase 3: Post Migration Cleanup

3. Make sure DMA status has moved into "Completed" status. If in "error" status it means the users failed authentication 3x. Reschedule the tool to run at the next time interval



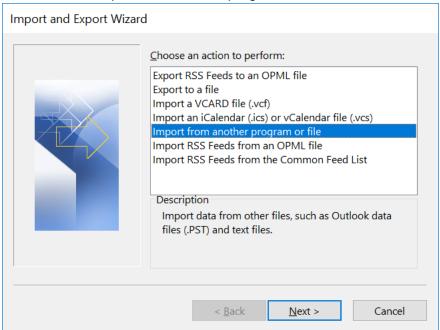


4. Relaunch Outlook and you will see your new profile listed. You can now import your PST file into the new outlook profile. Go to file>Open&Export>Import/Export

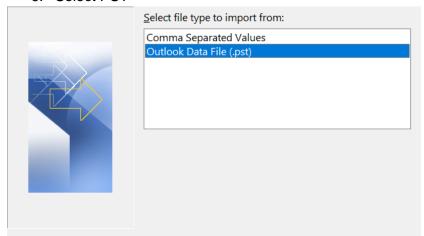




5. Select Import from another program or file

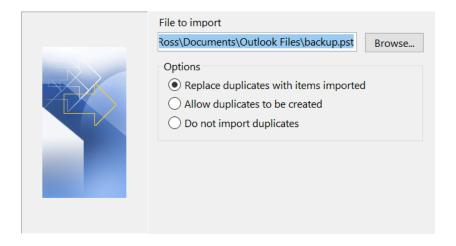


6. Select PST





7. Browse for the file path in which you saved the Calendar/Contact Exports



- 8. Import the file into the correct profile
- 9. Verify your Calendar/Contacts Imported Successfully
- 10. Send out guides on reconfiguring mail on Iphone/Andriod:
 - a. https://support.office.com/en-us/article/set-up-email-using-the-ios-mail-app-7e5b180f-bc8f-45cc-8da1-5cefc1e633d1
 - b. https://support.office.com/en-us/article/set-up-email-in-android-email-app-71147974-7
- 11. Perform and account clean up that is required