

GoDaddy IMAP to 365
Migration Playbook



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#### Introduction

This is a complete step-by-step guide for migrating from GoDaddy IMAP to Office 365 using the IMAP migration tool in the 365 Exchange Admin Center. 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

Planning Phase 2: Gather and audit all Users Part of the Migration

1. Login to the GoDaddy portal with Admin Creds

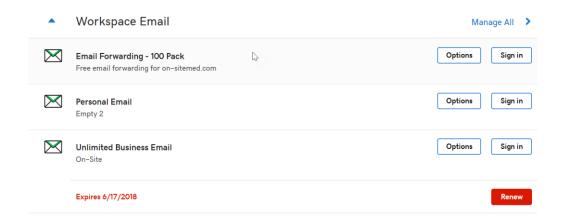
# **Registered Users**

Have an account? Sign in now.

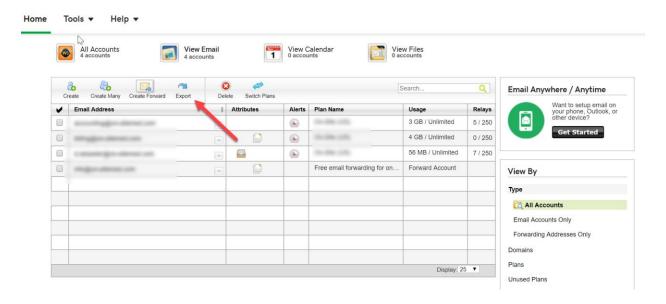




2. Scroll Down to "Workspace Email", Click "Manage All"

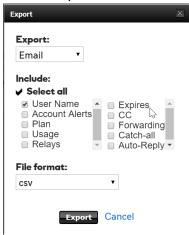


3. You will see your List of Email Address', Click on Export:

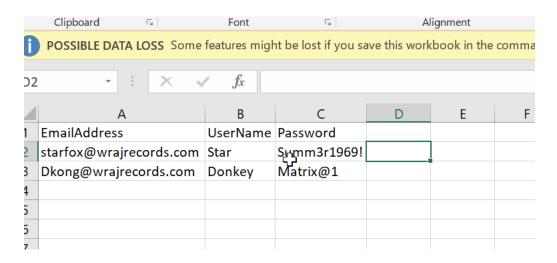




# 4. Export to CSV

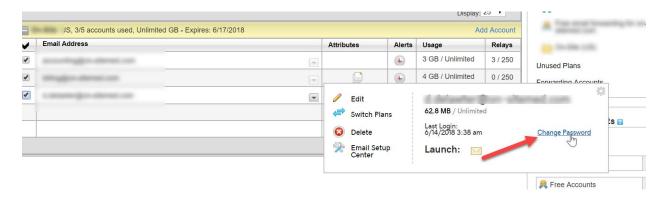


- 5. Edit the CSV to contain 3 Headers:
  - a. UserName
  - b. EmailAddress
  - c. Password





\*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 Office 365 tenant. The 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. Add the Domain the Office 365 Portal, 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, Bulk Upload with CSV, Upload 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}

7. License the Users by going to Active Users>Select All>Edit Product Licenses

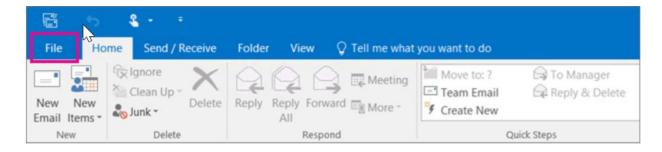
Prep Work Phase 2: Export Calendar/Contact Info to PST file

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.

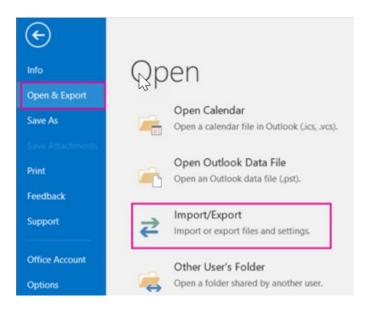
Open Outlook



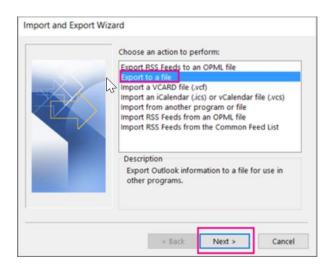
2. At the top of your Outlook ribbon, choose File



3. Choose Open & Export > Import/Export

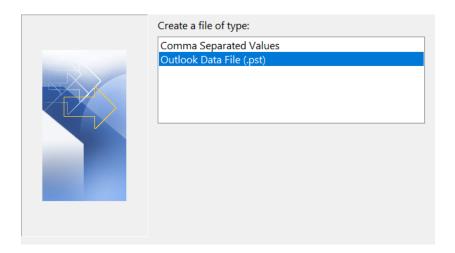


4. Choose Export to a file

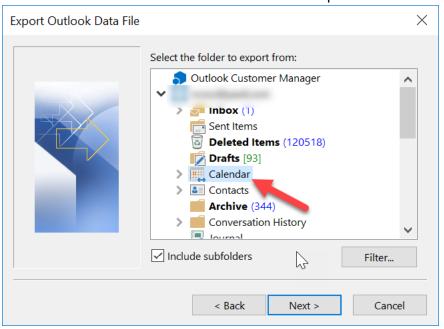




5. Click Outlook Data File (.pst), and then click Next.

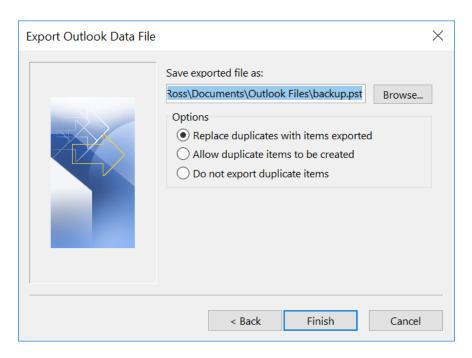


6. Select the name of the email account to export>Select Calendar

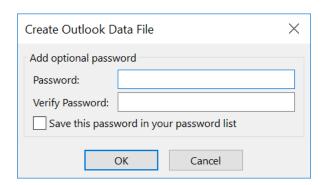




7. Click Browse to select where to save the Outlook Data File (.pst).



- 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

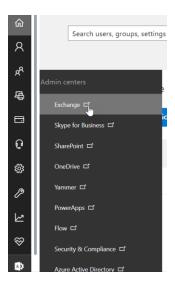


10. Follow the Same Steps for your Calendar Items



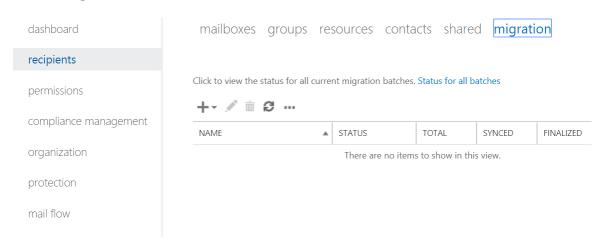
# Migration Phase 1: Start Migration Wizard

### 1. Login to the 365 Admin Center>Go to Admin Center>Exchange Admin Center



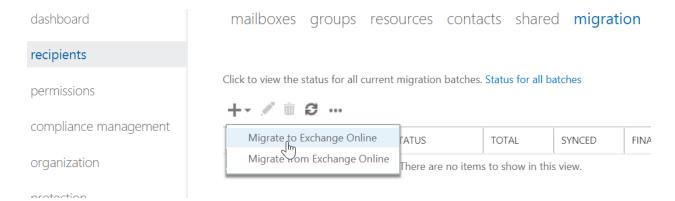
# 2. Go to Recipients>Migration

# Exchange admin center

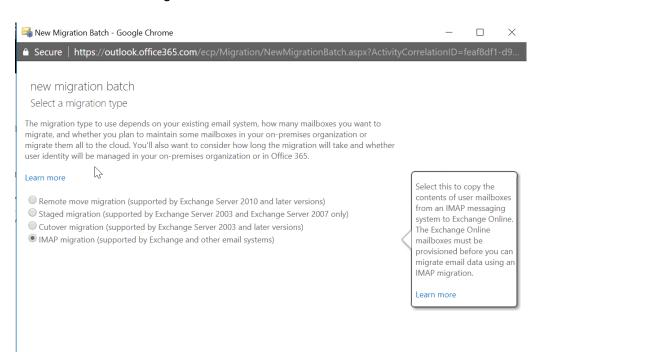




#### 3. Click +>Migrate to Exchange Online

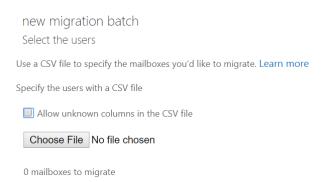


#### 4. Select IMAP Migration

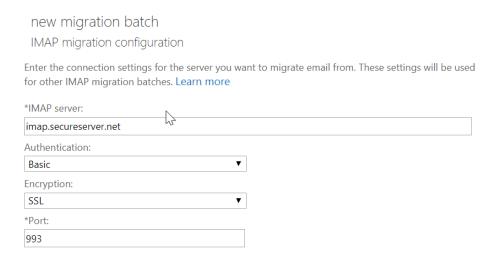




# 5. Add your CSV you made from your GoDaddy Export

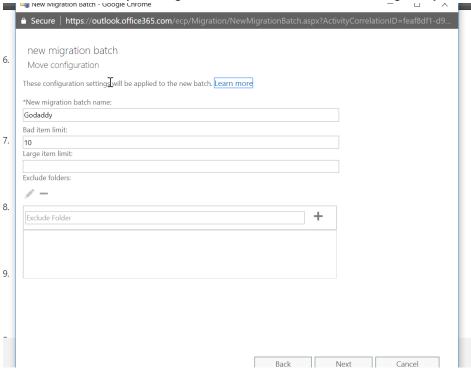


#### 6. Next you will need to fill out the server information, provided in the screenshot below:

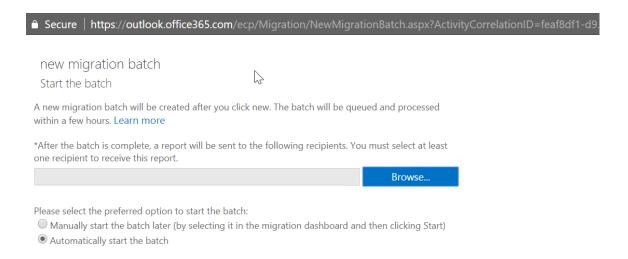




7. Next name your migration batch and fill out the settings as you see fit



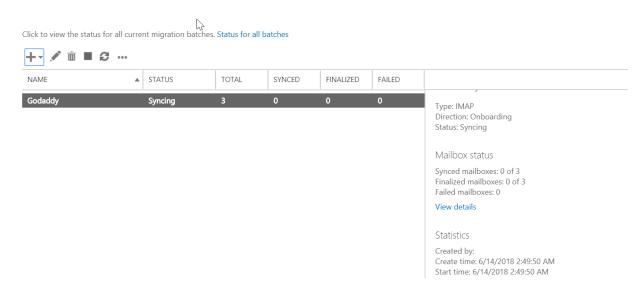
8. Designate the user within the organization who will received status updates on the migration





#### 9. After you finish up the wizard, your migration project will be listed and start syncing

mailboxes groups resources contacts shared migration



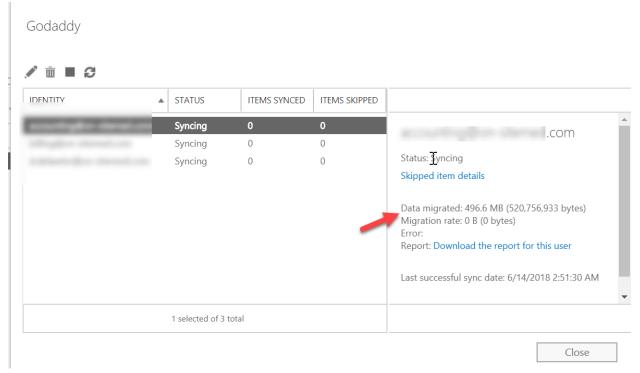
#### 10. On the right-hand side, you can view the details of individual users:

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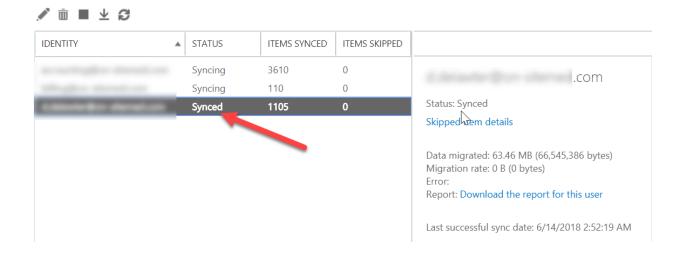


11. You can then see if there are any errors and how much data has been migrated over:



# 12. Once an item has fully moved over, it will go into a "Synced" Status

#### Godaddy

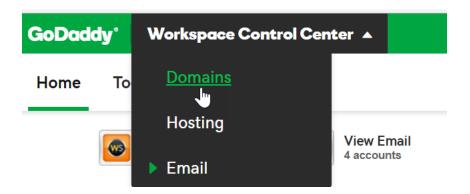




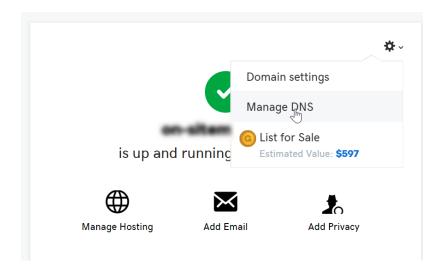
#### Migration Phase 2: Configure DNS Records

Once all users have gone into a "Synced" Status. You need to determine a date and time to cutover your MX records and add your autodiscover records

- 1. In the 365 admin center, you can go to setup>Domains>Click on your domain to see all of the relevant records
- 2. In GoDaddy, from the drop-down at the top of the page, select Domains



3. Select the Gear Icon and Select Manage DNS



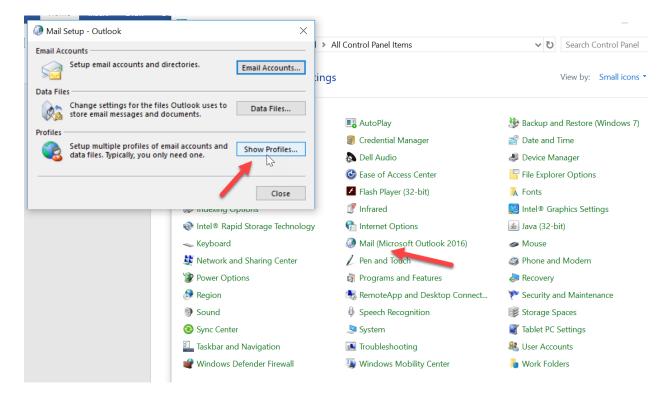


 Add the Autodiscover Record and MX records when you are ready to point your mail at office 365

Post Migration Clean Up: Configure Outlook Profile

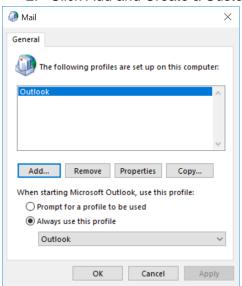
Now we are ready to set up a new profile in outlook to point to our 365 account

1. Go to Control Panel>Mail>Show Profiles on your computer

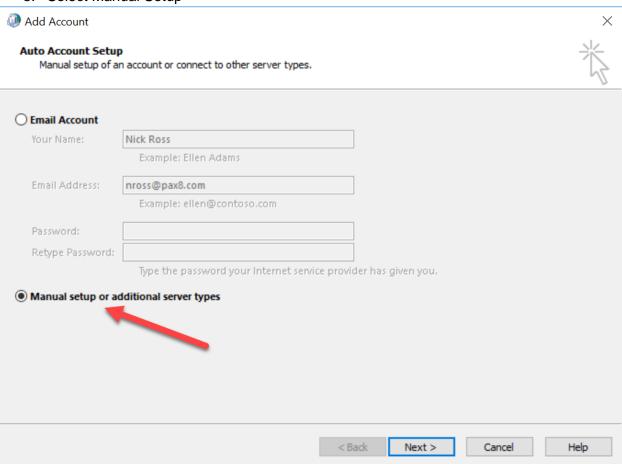




#### 2. Click Add and Create a Custom Profile Name

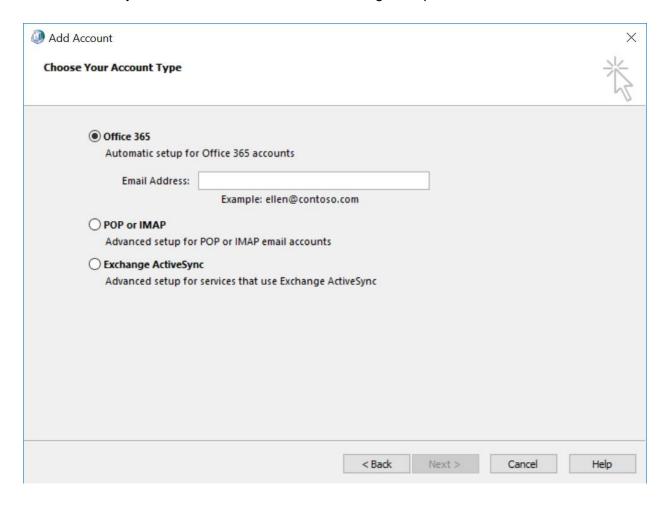


# 3. Select Manual Setup

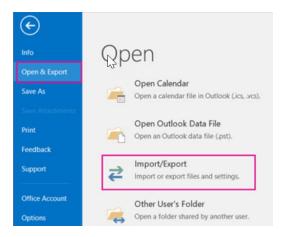




4. Since we have added our Autodiscover record, Office 365 will be listed as an option. Enter in your email address and continue through completion of the wizard.

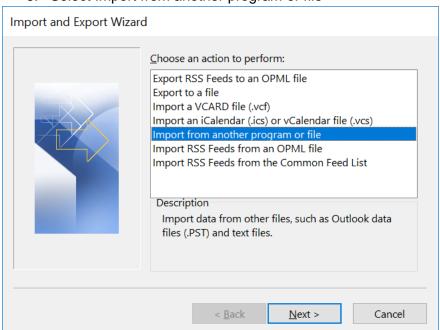


5. Outlook will relaunch and you will see your new profile listed. You can now import your PST file into the new outlook profile. Go to file>Open&Export>Import/Export

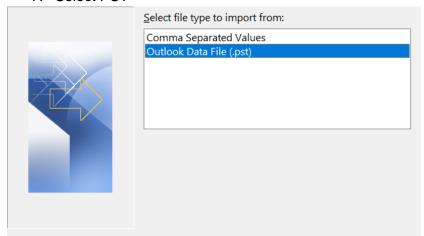




# 6. Select Import from another program or file

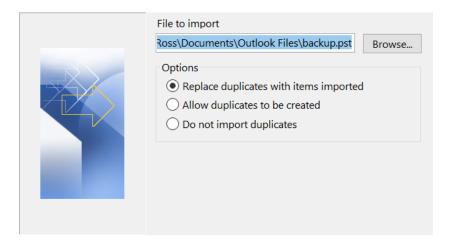


#### 7. Select PST

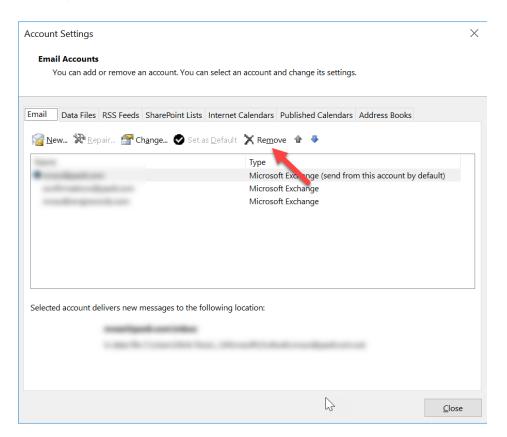




8. Browse for the file path in which you saved the Calendar/Contact Exports



- 9. Import the file into the correct profile
- Once the Calendar/Contact info has been imported into the 365 portal, it is safe to remove the IMAP profile. Go to File>Account Settings>Account Settings>Select the profile>Click Remove

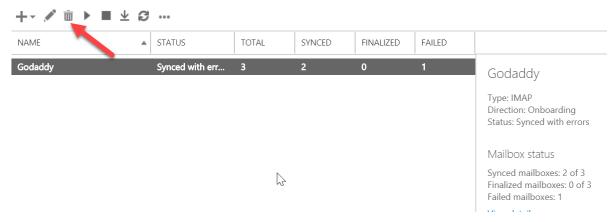




11. After you verify that all email is being routed to Office 365, you can delete the migration batch to stop the synchronization between your source email system and Office 365.

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Click to view the status for all current migration batches. Status for all batches



12. Send out guides on configuring mail on Iphone/Android:

https://support.office.com/en-us/article/set-up-email-using-the-ios-mail-app-7e5b180f-bc8f-45cc-8da1-5cefc1e633d1

https://support.office.com/en-us/article/set-up-email-in-android-email-app-71147974-7

13. Perform any account clean up that is required