

# Top 10 Factors To Consider When Moving Your Archive to Office 365



**M**oving an archive to Office 365 is more complex an operation than simply clicking a button labeled “migrate.” The list below provides you with some of the more important aspects of the migration to consider before you start an archive migration project.

**1. Your migration project should take place in three phases** – Planning, Testing the Environment, and Migrating the Archive. The remaining 9 factors fall into those phases.

## Planning Phase

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**2. Consider what should stay and what should go** – With the bottomless archive capability now delivered via Microsoft Office 365 – it’s time to consider your data, the potential reduction of your overall hardware / software footprint in maintaining an ancillary archive solution and moving your user mailboxes, archive mailboxes, journal archive mailboxes, and PSTs – as well as subsets of that data – in a compliant manner.

**3. Don’t plan it alone** – Involve key stakeholders in the planning. Members of your executive, compliance and legal teams, as well as power users and members of the IT team will all have varying opinions on what should be included in the migration. To assist with this process, a trusted advisor, specialist or services partner should be able to help you to flag issues and data migration considerations gained from hands-on experience.

**4. Pay special attention to legal, compliance and policy concerns** – These three critical perspectives on your archive data will have the greatest impact on how you migrate, as they represent specific needs around auditing the migration, ensuring data isn't altered, and making certain there is a full chain-of-custody of the data throughout the migration.

**5. User experience is key** – Users actively utilizing the archive need some level of consistent access throughout the migration project. It's critical to consider user access needs as archive data is in flight, as well as how users will access it post-migration.

**6. Select a migration method that fits your migration requirements** –

Acknowledge how complex your needs are and find a proven solution and trusted services partner (whether from Microsoft or a third-party) that provides you the levels of control to meet the needs outlined by your stakeholders.

## Environmental Test Phase

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**7. Establish a POC (Proof of Concept) or Move test data first** – This phase is about creation and delivery of a proper pre-migration POC that will allow you to gain insight into the overall process, determine migration performance, understand your level of control, check auditability, and assess the impact it will have on your users.

## Migration Phase

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**8. Assume there will be errors** – Some of this should have been identified in the environment test phase, but in reality some of the issues will only arise when you start moving actual data and get feedback from your users. Data corruption, un-migrated messages, and unforeseen issues should be expected but with a proper solution these will be minimal and anticipated based on your POC.

**9. Audit the migration** – If you have an archive because of legal and/or compliance needs, you will want to audit each and every message moved, ensuring there is a 1:1, un-adulterated equivalent of messages in Office 365 to those in your current archive.

**10. Don't migrate alone** – This is a one-time event for your organization, but companies who have already mastered this process can assist with solutions and services to ensure a smooth and speedy migration. Assuming you're moving the archive data to Office 365 because it is critical to your business, don't take the project lightly and seek expert assistance.

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