Pre-Migration Checklist

Prior to the migration, it is recommended that you back up key information that will not be migrated to Office 365.

Find and Save your Mail Filters

1: In Zimbra, select **Preferences**, then select **Filters**.
2: Double click on each filter you have created.
3: Take note of the rules associated with this filter: the filter name, conditions, and the corresponding actions.

Find and Save your Mail Signatures

1: In Zimbra, select **Preferences**, then select **Signatures**.
2: Copy and paste your signature(s) to a word document for future reference.

Find and Save your Shared Mailbox Folders and Calendars

1: In Zimbra, go to **Preferences**.
2: Click **Sharing** on the left hand side.
3: Take note of folders that have been shared with your account by recording all the information detailed under the "Sharing" section.

Find and Prepare your Flagged Emails and Tags

1: To have your flagged messages migrated, you will need to save them as a tag. To do this, under the "Mail" tab, scroll down and click the **gear** icon beside "Tags," select **New Tag** and call this new tag "Flagged Emails."
2: Leave the Search bar blank and click **enter**.
3: Click "is flagged."
4: Select all the messages that the search returns.
5: Right click on one of the messages and select **Tag Messages**. Tag the messages with the tag you created called "Flagged Emails."
6: Take note of the tag name and corresponding colour that appears under your mailbox folder on the left.

It is recommended that you do not create or send emails during the weekend of July 23-24, 2016. On Monday, July 25, go to mail.uoguelph.ca and log in using your Single Sign On information to access Gryph Mail using Office 365.

Note: Not all items may be used/applicable. Go to uoguelph.ca/office365 for support.
Post-Migration Setup

After the migration follow these steps to set up your account and re-create any items that were not migrated.

Re-create your Zimbra Filters using Office 365 Inbox Rules

1: In Office 365, select Settings, then select Mail under "My app settings."
2: Under "Automatic processing" select Inbox and sweep rules.
3: Click + to create a new Inbox Rule.
4: Re-create your saved Zimbra filters by entering the Inbox Rule name and conditions.

Re-create your Mail Signature

1: To create your signature, select Settings, then select Mail under "My app settings."
2: Under "Layout" select Email signature.
3: Paste the email signature you previously saved or create a new email signature and click Save.

Re-add your Shared Mailbox Folders

1: In Office 365 Mail, click More to view the full list of folders for your account. Right-click your account name and select Add shared folder.
2: Enter the name or email address of a user who as shared folders with you and click Add.
3: The shared folder account name will appear in the list below your account folder list.

Re-add your Shared Calendars

1: In Office 365 Calendar, click Add calendar from the Command Bar, and select From directory.
2: In the "From directory" field, enter the account or name of the person who had previously shared their calendar with you. Click Open.
3: The shared calendar will appear under "Other Calendars."

Re-create your Zimbra Tags using Office 365 Categories

1: In Office 365, click on any email message in your inbox to bring up your Command Bar.
2: Click Categories, then click Manage categories.
3: Under "Manage categories" you will see a list of all your migrated Tag names. Click the arrow that appears next to the colour box to change the Category colour.
4: Click OK to save.
5: To re-create your flagged messages in Office 365, search for the "Flagged Emails" category and flag these emails. Once this is complete, remove the "Flagged Emails" category.

Note: Not all items may be used/applicable. Go to uoguelph.ca/office365 for support.