



Office 365

Office 365 Pre-Migration Preparations

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Office 365 Pre-Migration Preparations

Steps to complete before your mailbox is migrated:

- Step 1. Identify Large Emails/Attachments
- Step 2. Review Your Deleted Items Folder
- Step 3. Review and Print the 'Office 365 Post-Migration Steps' Document
- Step 4. Shut Down Your Computer

STEP 1: Identify Large Emails/Attachments

Any attachments/emails greater than 25 MB will not be migrated. If you wish to identify these attachments/emails and retain or delete them, please follow the instructions found in our [Large Attachments](http://it.miami.edu/wda/it/o365_LargeAttachments.pdf) document (http://it.miami.edu/wda/it/o365_LargeAttachments.pdf).

STEP 2: Review Your Deleted items Folder

Items in the "Deleted Items" folder will only be retained for 30 days following the migration. The 30-day retention policy only applies to the "Deleted Items" folder. Items in other folders that are older than 30 days will remain. If you wish to retain those deleted items, we recommend you move them to a different folder prior to the migration.

STEP 3: Review and Print the 'Office 365 Post Migration Steps' Document

Take a few moments to review our [Office 365 Post-Migration Steps](http://it.miami.edu/wda/it/o365_Post-MigrationSteps.pdf) document (http://it.miami.edu/wda/it/o365_Post-MigrationSteps.pdf). We recommend you print it out so you have it on hand the day after your migration.

STEP 4: Shut Down Your Computer

Please make sure to shut down your computer before you leave work the day of your migration. If for some reason you cannot shut down, please exit Outlook.

For more information, please see our Office 365 service catalog entry at [Microsoft Office 365](http://www.miami.edu/it/o365/) (<http://www.miami.edu/it/o365/>) or our [Office 365 migration website](http://www.miami.edu/it/o365migration/) (<http://www.miami.edu/it/o365migration/>)