

Composition Bands M365 Migration Guidance

M365 Migration Instructions

Preparing for Migration

The following outlines the steps to be taken to complete the migration of your O365 account from the Middleby tenant to the Composition Brands tenant.

In preparation for migration the following would be beneficial

- Clean up old or unnecessary files within the O365 environment
- Ensure existing passwords and MFA are working
- Avoid excessive structural changes during migration – moving data, renaming folders or files.
- Make notes of any shared OneDrive files and Mailbox sharing settings (aliases, client settings, delegates e.g SendAs and SendOnBehalf rights).

User Migration Instructions

Step 1: Following migration, login to your newly migrated account via <https://www.office.com> to verify that your content has been migrated.

Step 2: (for mobile device users) Sign out of ALL Microsoft applications on your mobile device and remove the “Middleby” account from Microsoft Authenticator and add the new Composition Brands M365 account to Microsoft Authenticator.

*IMPORTANT! If you are instructed to run the Evergreen tool, remove the old account in Microsoft Authenticator before running the **Evergreen** application on your computer*

Step 3 (for users of local MS Applications) Log into your locally installed MS Office applications with your newly migrated account.

Post Migration Best Practices

Restart Your Devices

1. After migration, restart your computer and mobile devices to refresh settings.

Sign Out and Back In

2. Log out of all Microsoft apps (Outlook, Teams, OneDrive) and sign back in using your new credentials. Additionally, you may need to log out of any applications which uses your Microsoft account and login to the application with your new account.
3. Update Bookmarks and Links
4. Replace old SharePoint or OneDrive links with new ones, post-migration.
5. Check Teams and Outlook Settings
 - Verify your Teams notifications and meetings settings
 - Re-enable Outlook signatures and rules if needed
 - Resent calendar invitations to co-migrated contacts
6. Sync OneDrive
 - Open OneDrive and confirm files and syncing. In not, click “Sync” in the Onedrive app.

NOTE: If your OneDrive is labelled with any reference to “Middleby” log out of OneDrive and sign back in with your new account.

7. Validate Calendar and Contacts
8. Ensure your calendar events and contacts appear correctly. Re-share calendars if permissions have been reset.
9. Report Issues Promptly

If you notice missing files, emails, or permissions, submit your issue to the local IT Support team.