

Composition Bands M365 Migration Guidance

M365 Migration Information

Preparing for Migration

In preparation for migration to the Composition Brands O365 tenant 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).

What to expect following Migration

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

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

Email will initially be available via the web link <https://outlook.office.com> and NOT via the Outlook program on your computer.

Due to the size of the estate the approach we will be taking is web first, that is to say, that **initial access to your new account will be via your web browser only**. Following the migration to the new tenant, IT will be at each main site and will work with you to migrate your account for use with your office applications (if you have these).

Please continue to use the web version of office until you are contacted to walk through the migration to your installed applications.