

Composition Bands M365 Migration Guidance

M365 User Impact Guide

Overview

The tables below outline the user impacts you may experience during the Microsoft 365 migration.

When to Do It	Area	What You Need to Do	What You May Notice After Migration	Important Notes
Before migration	Teams: Shared Channels	If you own or use a shared channel, review it before migration and save or move anything important to an approved location, such as a standard Teams channel or SharePoint folder.	Shared Channels are missing from the Team. Migration of Shared Channels is not currently supported by the tool.	Shared channels may need to be recreated after migration if they are still needed.
Before migration	Teams: Private Chats	Save any important business information from chats somewhere more permanent, such as a document, email, SharePoint site, or Teams channel.	Your 1:1 and group chat history may not be available in the new tenant.	Teams chat should not be treated as a long-term record for important business decisions.
Before migration	Teams: Channel Conversations	Move key decisions, instructions, or important discussion details into a file or other shared location before migration.	Older Teams channel conversations may not appear exactly the same way after migration. Some history may be available only for reference.	Use the new Teams environment for conversations going forward.
Before migration	Teams: Renaming Teams or Channels	Avoid renaming Teams or channels once migration planning has started.	Renaming Teams or channels close to migration can cause confusion or mapping issues.	Keep names stable until migration is complete.
Before migration	Teams: Premium Planners	Review any business-critical Planner plans and recreate them manually in the new environment. Contact your project team if assistance is needed identifying impacted plans.	Planner plans are missing from the migrated environment. Migration of Premium Planner plans is not currently supported by the tool.	Recreate any required Planner plans manually after migration.
Before migration	Encrypted Files	If you own important encrypted files, identify them before migration and confirm with IT how they should be handled.	Some protected or encrypted files may not open as expected after migration.	Do not assume encrypted files will work until they are tested after migration.

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Before migration	OneDrive: Version History	If you need to keep a specific older version of a file, save a separate copy before migration.	Older file versions may not be available after migration.	Current files are the priority. Full version history should not be relied on after migration.
Before migration	Public Folders	If you use Public Folders for business processes, notify your manager or migration support contact before migration.	Public folder content may not be available in the new tenant.	Public Folders may require a separate plan.
Before migration	Third Party Apps	Owners should identify any tools that connect to outside systems and confirm they will still work after migration.	Apps, reports, or workflows connected to other systems may need extra setup after migration.	Highlight any systems you use not already mentioned that may be impacted by the migration to your local IT Team.
Before and after migration	Teams: Tabs, Apps, and Settings	Team owners should review important tabs, apps, and settings before migration so they know what may need to be rebuilt.	Some Teams tabs, apps, pictures, connectors, or settings may not appear the same after migration.	Core Teams functionality should still work, but some custom setup may need to be recreated.
Before and after migration	Outlook: Encrypted Email	If you rely on encrypted email for important business records, identify those messages before migration and contact IT if needed.	Some encrypted messages may not open correctly after migration.	Encrypted email may require special handling.
Before and after migration	Outlook: Mailbox Folder Permissions	If you rely on delegated folder access, document it before migration and validate it afterward.	Access you granted to specific mailbox folders may not carry over.	Some mailbox permissions may need to be recreated.
Before and after migration	Bookings	If your team uses Microsoft Bookings, identify what needs to be recreated.	Existing Bookings pages or calendars may not be available after migration.	Bookings may need to be rebuilt manually.
Before and after migration	Power BI Reports	Report owners should identify critical reports before migration and test them afterward.	Power BI reports may open but may not refresh or may need to be reconnected to data.	Reports should not be considered ready until the owner confirms they work.
Before and after migration	Power Apps	App owners should identify important apps, document what they connect to, and test them after migration.	Some Power Apps may not work automatically in the new tenant.	Some apps may need to be reconnected or rebuilt.

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Before and after migration	Power Automate Flows	Flow owners should identify important flows and test them after migration.	Automated workflows may stop running until they are reconnected or updated.	Do not assume automations are working until they are tested.
Before and after migration	Apps Connected to Other Systems	Owners should identify any tools that connect to outside systems and confirm they still work after migration.	Apps, reports, or workflows connected to other systems may need extra setup after migration.	This is important for business-critical reports, approvals, or operational processes.
During and after migration	Outlook: Email Access	Follow the sign-in instructions provided by the migration team. Confirm you can send and receive email.	You may need to sign in using your new account information after migration.	Some users may see prompts to sign in again.
After migration	Teams: Meeting Links	If you organize important recurring meetings, recreate them in the new tenant and send updated invites after migration.	Existing Teams meeting links may no longer work after migration, especially recurring meetings.	This is especially important for customer meetings, leadership meetings, and recurring operational calls.
After migration	Teams: Guest Access	Team owners should identify external guests who still need access and re-add them after migration.	External guests may lose access to Teams after migration.	External users may need to accept a new invitation.
After migration	Teams: Archived Teams	Team owners should review migrated Teams and re-archive anything that should remain inactive.	Some Teams or channels that were previously archived may appear active again.	This is a cleanup item for Team owners.
After migration	SharePoint: Shared Links	Site and document owners should be prepared to reshare important files or folders from the new tenant.	Links that were previously shared with others may stop working after migration.	This may affect links sent to customers, vendors, partners, or coworkers.
After migration	SharePoint / Teams / OneDrive: Bookmarks and Saved Links	Update bookmarks and saved links using the new locations after migration.	Browser favourites, old emails, desktop shortcuts, or saved links may point to the old tenant and no longer work.	If a link does not work, navigate to the content in the new tenant and save the new link.
After migration	SharePoint / OneDrive: Links Inside Documents	If you own linked files or reports, open and test them after migration, then update any broken links.	Some documents may contain links to files in the old tenant. This is common with Excel files linked to other Excel files.	Finance, Operations, and Reporting teams should pay special attention to this.

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After migration	SharePoint: Custom Pages or Forms	Site owners should review important pages, forms, lists, libraries, and workflows after migration.	Some SharePoint pages, forms, workflows, or embedded apps may look different or may not work the same.	Highly customized sites may require additional cleanup or support.
After migration	SharePoint: Large Libraries	Site owners should check critical libraries after migration and report missing or incomplete content.	Large document libraries may take longer to complete or may require extra validation.	Large sites may not be fully ready at the same time as smaller sites.
After migration	OneDrive: Files You Shared	Be prepared to reshare important OneDrive files or folders from the new tenant.	People who previously had access to files or folders you shared may lose access.	This mainly affects files shared directly from your OneDrive.
After migration	OneDrive: Files Shared with You	If you cannot find something that was shared with you, ask the file owner to reshare it from the new tenant.	Files that were shared with you may not automatically appear the same way in the new tenant.	The owner's file may have migrated, but your access may need to be re-established.
After migration	OneDrive: Large File Collections	If you store a large amount of data in OneDrive, validate your most important files after migration.	Very large OneDrive accounts may take longer to complete or may require extra validation.	Report missing critical files through the support process.
After migration	Outlook: Shared Mailboxes	If you use a shared mailbox, check that you can access it after migration and report any issues.	Access to shared mailboxes may need to be validated after migration.	Shared mailbox access may require support follow-up.
After migration	Outlook: Calendar Items	Recreate important recurring meetings after migration. Recreate all teams meetings that you own as the Teams Meeting Link will have changed.	Calendar items may appear after migration, but some meetings may not be fully manageable from the new tenant. Meetings will likely not update correctly or cancel correctly.	Old meetings may remain visible, but links or ownership may not behave as expected.
After migration	Mobile Email and Apps	Follow the mobile device post migration recovery procedure after migration or work with your local IT Team to assist with getting reconnected.	Outlook, Teams, OneDrive, or Office apps on mobile devices may stop syncing until reconnected.	Mobile setup is not automatic.

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After migration	Distribution Lists	If you own or rely on critical distribution lists, validate them after migration.	Some distribution lists may not behave exactly the same after migration.	Some lists may need to be recreated or updated.
After migration	Microsoft 365 Apps	Sign in with your new account when prompted and report activation issues if they occur.	Office apps may ask you to sign in again or activate under the new account.	Prompts are expected for some users.