

Composition Bands M365 Migration Guidance

Pre-Migration User Checklist

Overview

The checklist below outlines the tasks you should complete before your scheduled migration. Not all items may apply to you; however, if you are unsure, please check.

Done	Area	Action	Important note
[]	Teams	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. You may notice: 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.
[]	Teams	Save any important business information from chats somewhere more permanent, such as a document, email, SharePoint site, or Teams channel. You may notice: 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.
[]	Teams	Move key decisions, instructions, or important discussion details into a file or other shared location before migration. You may notice: 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.
[]	Teams	Avoid renaming Teams or channels once migration planning has started. You may notice: Renaming Teams or channels close to migration can cause confusion or mapping issues.	Keep names stable until migration is complete.
[]	Teams	Review any business-critical Premium Planner plans and recreate them manually in the new environment. Contact your project team if assistance is needed identifying impacted plans. You may notice: Premium Planner plans are missing from the migrated environment. Migration of Premium Planner plans is not currently supported by the tool.	Recreate any required Premium Planner plans manually after migration.
[]	Teams	Team owners should review important tabs, apps, and settings before migration so they know what may need to be rebuilt. You may notice: 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.
[]	OneDrive	If you own important encrypted files, identify them before migration and confirm with IT how they should be handled. You may notice: 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.

Done	Area	Action	Important note
[]	OneDrive	If you need to keep a specific older version of a file, save a separate copy before migration. You may notice: Older file versions may not be available after migration.	Current files are the priority. Full version history should not be relied on after migration.
[]	Outlook	If you rely on encrypted email for important business records, identify those messages before migration and contact IT if needed. You may notice: Some encrypted messages may not open correctly after migration.	Encrypted email may require special handling.
[]	Outlook	If you rely on delegated folder access, document it before migration and validate it afterward. You may notice: Access you granted to specific mailbox folders may not carry over.	Some mailbox permissions may need to be recreated.
[]	General	If you use Public Folders for business processes, notify your manager or migration support contact before migration. You may notice: Public folder content may not be available in the new tenant.	Public Folders may require a separate plan.
[]	Bookings	If your team uses Microsoft Bookings, identify what needs to be recreated. You may notice: Existing Bookings pages or calendars may not be available after migration.	Bookings may need to be rebuilt manually.
[]	Power BI	Report owners should identify critical reports before migration and test them afterward. You may notice: 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.
[]	Power Apps	App owners should identify important apps, document what they connect to, and test them after migration. You may notice: Some Power Apps may not work automatically in the new tenant.	Some apps may need to be reconnected or rebuilt.
[]	Power Automate	Flow owners should identify important flows and test them after migration. You may notice: Automated workflows may stop running until they are reconnected or updated.	Do not assume automations are working until they are tested.
[]	3rd Party	Owners should identify any tools that connect to outside systems and confirm they still work after migration. You may notice: 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.