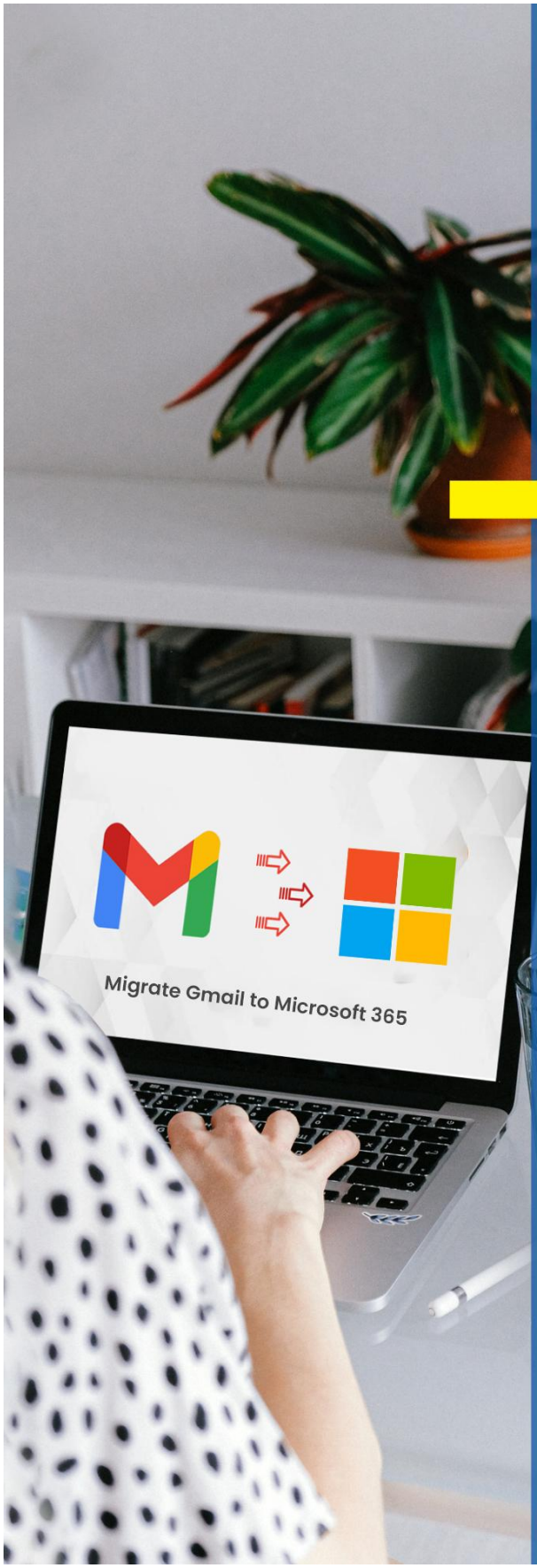

Simple Yet Powerful Tips You Can Use To Migrate from Gmail to Microsoft 365

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Introduction

With a rising need for end-user productivity, security, and compliance, many business owners are switching from Gmail to Microsoft 365. Even companies that start with Gmail later change to Microsoft 365 to take advantage of the Cloud suite's industry-leading collaboration features and security.

However, migration is a comprehensive process, and many organizations might need help knowing where to begin. This preparation and migration guide will help expedite the process and help you complete a secure and error-free migration to Microsoft 365.

You can move to Microsoft 365 without experiencing any of the usual inconveniences by merely implementing a few standard procedures.

How could you be sure?

We at TekDana LLC are professionals at assisting businesses to transition from Gmail to Microsoft 365 quickly. We have served hundreds of customers over the past 20 years and have

successfully finished over 100 Gmail to M 365 migrations. Some of our clients include leading firms such as Knack Works, StreetLight Data, and ParetoFrontier.

This ebook was created as a reference based on our significant experience to help you better understand the O365 migration procedure.

The following information will be helpful when you switch from Gmail to Office 365.
What you're about to learn is

- Steps to Migrate manually from Gmail to Microsoft 365
- Third-Party tools you can use for large-scale migrations
- 5 Tips for smooth migration from Gmail to Microsoft 365
- 5 Reasons to Migrate from Gmail to Microsoft 365
- 4 Insider Secrets Which Can Help You Achieve Incredible Results for Gmail Migration to Microsoft 365

It's now simpler than ever to embrace the benefits of G Suite, thanks to the ease and flexibility of the Google Cloud. However, you'll still need a reliable third-party tool to ensure that all your important data can be transferred as safely and securely as possible. That is what we at TekDana LLC excel at, making migration a simpler and safer task for you.

Smaller organizations can undertake a mailbox-by-mailbox manual migration even though several third-party utilities are available for mass migrations. Let's look at how this is conducted.

5 Tips for Smooth Migration from Gmail to Microsoft 365

In the modern digital environment, Email is one of the most vital means of communication. Consumers can access various email service providers, the most popular being Gmail. However, users eventually switch to Cloud-based software like Microsoft 365 due to the latter's user-friendliness and cost-effectiveness. The challenge here is that most users lack a thorough understanding of the Gmail to Microsoft 365 migration process. The migration involves transitioning Gmail email accounts to Exchange, setting up Microsoft Teams to replace Google Meet and Chat, and more.

So, here are some helpful tips to ensure a smooth transition from Gmail to Microsoft 365.

1. **Learn About Migrating IMAP Mailboxes to Microsoft 365**

Switching from Gmail to Microsoft 365 is a big step for any business. Moving your company to the Cloud enables the adoption of new workflows and procedures, creating a broad range of new applications and product updates. Therefore, it is crucial to gain in-depth knowledge about migrating IMAP Mailboxes to M 365

2. **Take time to assess the situation and develop a migration strategy**

Due to the convenience and adaptability of Google Cloud, it's now simpler than ever to embrace the benefits of G Suite. However, you will still need a strategy to ensure that your important data can be migrated securely and confidentially.

Follow the below-mentioned pointers to chalk out an effective strategy -

1. Assess the scope of your migration, whether you want to migrate just emails or the entire suite.
2. Gauge the number of users to be migrated.
3. Decide if you wish to migrate progressively or all at once.
4. Figure out the average downtime.
5. The tools you would use for the migration.

3. **Determine what G Suite data you need to migrate to Outlook**

Before starting the migration process, it is important to figure out what G Suite data you need to transfer to Outlook. Moving email data from Gmail to Outlook or Exchange is a critical migration component for many organizations. This data is typically the most vital component of the transfer process because email is an integral part of operations for all modern firms. As a result, several businesses only migrate email data during their migrations.

4. **Make a Comprehensive Action Plan for Addressing Issues**

You may confront issues such as reduced availability of the Exchange Server during migration. Have a thorough plan in place to deal with issues of this nature in case you are using Exchange Server 2003 and the server goes down while you are migrating. The end user's perspective is influenced by the manner in which the migration team addresses these problems. So, plan mailbox migrations during off-hours when fewer users and less bandwidth are being used. It is advisable to migrate a small batch of users at a time to increase the chances of a successful migration. Check logs frequently to determine which mailboxes have experienced problems and may require more attention.

5. **User Training**

Along with automation, migrating to Microsoft 365 also involves human touch. Your company needs to guide users to become accustomed to the capabilities provided by Microsoft 365. Therefore, informing and educating users about the migration process and using M 365 is crucial.

5 Reasons to Migrate from Gmail to Microsoft 365

Microsoft 365, previously referred to as Office 365, is a Cloud-based commercial productivity package that Microsoft offers. It consists of various applications and products that can boost the business' overall productivity. The features that appeal to users the most include pay-as-you-go, the latest safety upgrades, and cloud accessibility.

Moving your company to the Cloud opens the door for new workflows, practices, applications, and product updates. Here are the five compelling reasons why businesses should opt to migrate from Gmail to Microsoft 365.

1. SharePoint provides data and file security

G Suite employs its own private Google Drive storage for all kinds of data files, which can be shared with anyone while successfully interacting with them. However, Google Drive has one disadvantage: it doesn't provide structured file storage, frequently making it difficult for businesses to organize their data. Additionally, if a user mistakenly deletes a file, you must navigate and search for that file. Whereas M 365 uses its distinctive storage function OneDrive, which supports SharePoint, a top-notch document management system. You won't encounter any problems retrieving your lost files since **even if a file is deleted** from SharePoint; there is an in-place recovery option for every file.

2. Convenience and Familiarity

Being user-friendly and convenient to use, Word and Excel have been typical workplace applications for years. Businesses frequently continue with Microsoft 365 due to their familiarity with Microsoft Office. Although G Suite provides an alternative in the form of Google Docs and Sheets, standard apps like Word and Excel are continuously upgraded, making them the preferred choice of users.

3. Business Flexibility

Microsoft 365 is entirely Cloud-based, more adaptable, and scalable than on-premises systems. Additionally, Microsoft 365's built-in integration with Azure and centralized admin center makes it even more suitable for instant expansion. It also provides a wide variety of corporate applications, such as Office Outlook, SharePoint, Microsoft Teams, OneDrive for corporate, Yammer, Stream, Calendar, Planner, Dynamics 365, and more. So, M 365 can be your best option if your company is expanding quickly or your needs are changing.

4. Improved communication within the company

Teams within the same organization can be divided according to their respective projects and departments, creating an unwanted separation or division amongst the team. Unfortunately, this division frequently results in communication barriers, which can restrict collaboration. Eventually, internal communication becomes prone to breakdown, negatively impacting your company's productivity.

In Microsoft 365, there are numerous options for end users to cooperate, communicate, and improve connectivity. From Exchange Online, SharePoint Online, and Outlook to Microsoft Teams, Office Groups, Office Video, OneDrive for Business, the suite comes with an impressive array of tools you can use to enhance communication processes and foster a culture of collaboration where employees can easily share ideas and files between teams and departments.

5. Cost Effective

While every provider of Cloud services offers a variety of price subscriptions, Microsoft 365 subscriptions are specifically designed to match each user's demands. Google Workspace offers three pricing tiers: Basic, Business, and Enterprise. However, Microsoft offers several pricing plans for every sort of business need. Microsoft 365 subscription options, which are offered at a fixed price, make it simple for you to gain certainty over software expenses and enable you to budget for company-related needs without worrying about unexpected costs.

Claim Your FREE No-Obligation Consultation And We'll Help You To Migrate from Gmail To Office 365

5 Most Common Mistakes Made By Businesses And How You Can Easily Avoid Them

Businesses searching for a safe, affordable solution to store and access their data are increasingly moving to the Cloud as an alternative. And why not? Instead of spending additional money on servers or data centers, businesses would benefit more from using Microsoft 365. However, it's essential to avoid a few typical pitfalls to make the switch to Microsoft 365 more manageable and seamless.

The top 5 mistakes companies make, along with simple advice on how to avoid them.

1. Having no downtime preparation

No matter what solution you employ, you need to plan appropriate downtime when executing a migration. Even though Google and Office 365 are often just unavailable for 1-2 hours, this process is lengthy as the system needs to cleanse the local DNS cache and refresh the data for each domain name.

So, carrying out migration during the busiest hours of the day may have repercussions and hamper the process.

2. Leaving the Administrator's Account without a Separate Recovery Email.

Despite your best efforts, things can still go awry during a migration from Gmail to Microsoft 365. However, by preparing for this, you can make sure that you can quickly and effectively troubleshoot any issues. A minimum of two administrator accounts, each without a mailbox and configured for two-factor authentication, should be present when configuring a new mail server.

It is recommended to use a personal email as the recovery email, such as a Gmail account, in case the password needs to be reset. You will therefore be able to obtain the recovery information via a third-party email client even if the connected emails are not accessible.

With this backup, you can avoid being locked out of the administrator's account in the middle of the switch without a way to get back in.

3. There is no associated mailbox with the SMTP address.

This problem usually involves an error while entering the login for the mailbox that needs to be moved. Nevertheless, this error can also happen for various other causes.

Exchange web services-based migration tools cannot identify the report to be migrated if the account doesn't appear in the address book. To check this, do the following:

- Sign in to webmail (OWA - Outlook Web Access) using a user or administrator account.
- Create a new email and then type the user's email id into the "To" field.

If the address identifies a present mailbox in the address book, the appropriate response will be shown in a list that is provided or else it won't be identified.

4. Absence of reliable migration tools

Considering the process's complexity, manual migrations to Microsoft 365 can often be challenging. Many companies make the mistake of the entire migration process on their own without the use of automated solutions. However, what they fail to realize is the fact that it can have a negative impact on customers, increase the workload for their current personnel, and could lower business efficiency. Therefore, it is strongly advised to use a professional Microsoft 365 migration solution for migrating needs.

5. Overlooking the final evaluation

After the migration is finished, there should be a final review, and you'll need to import any previous calendars, contacts, and notes. All those small items are prone to disappearing. Also, before migrating, take note of the employees with access to other employees' mailboxes and calendars. All permissions for individuals with access to particular mailboxes or calendars must be reset, and new login information must be sent to the end users.

4 Insider Secrets Which Can Help You Achieve Incredible Results for Gmail Migration to Microsoft 365

At TekDana LLC, we monitor the IT industry closely and have gleaned some insider knowledge throughout the years.

Here is some expert advice that will enable a seamless switch from Gmail to Microsoft 365.

1. Organize your new Cloud environment.

Ensuring that your new Cloud provider is ready to receive all your migrated data and applications safely is a crucial step in any successful data migration process. This calls for actions like setting up load balancer regulations, generating IP subnets, and setting up disaster recovery strategies.

2. Run extensive tests on your environment.

After completing your migration from one Cloud environment to another, it's necessary to rigorously evaluate the platform to ensure it can support the apps essential to your company. It is recommended to teach your IT administrators and other users how to use the new administration and maintenance capabilities in your updated Cloud environment.

3. Understanding the Configuration Settings

Microsoft 365 migration necessitates syncing the relevant accounts and configuring the settings to ensure each program works as intended. So, as a starting point, you should consider the configuration settings, including syncing the required accounts, setting up the admin settings, user access, and identity management. In addition, you'll need to decide which users would require admin access. All the configuration should be done during the initial setup, including setting up multi-factor authentication, establishing password restrictions, and configuring SharePoint team sites. The good news is that switching to M 365 from G Suite can be simple and straightforward, thanks to some tools created with the process in mind.

4. Plan for Exchange infrastructure - To accomplish the M 365 migration on schedule, it is vital to have all the prerequisites in place before beginning the migration. Plan mailbox migrations when there are fewer users and less bandwidth being used. Check logs frequently to determine which mailboxes have experienced problems and may require more attention. It is advisable to move small groups of users at a time to ensure a successful migration.

[Claim Your FREE No-Obligation Consultation And We'll Help You To Migrate from Gmail To Office 365]

Steps to Migrate from Gmail to Microsoft 365

If you're planning to transfer your mailboxes and the data they contain from Gmail or G Suite to Office 365, here are the steps you must take:

Step 1: Domain verification

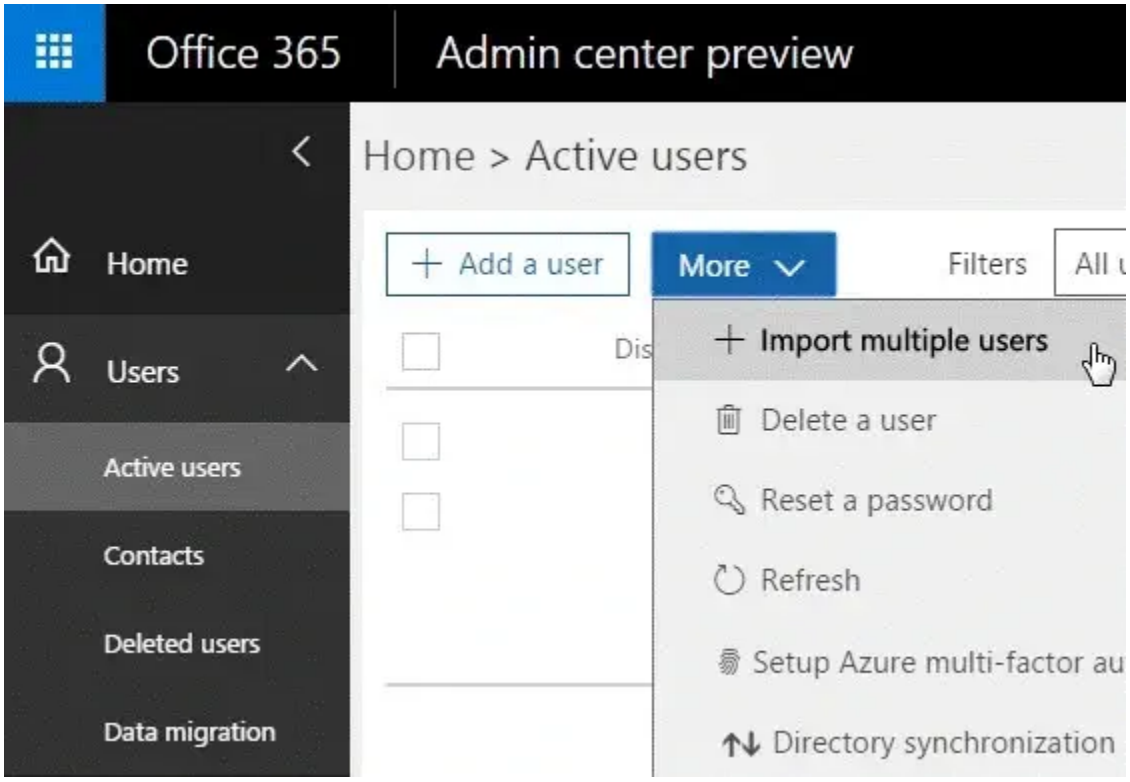
The first step is to confirm to Microsoft 365 that you are the domain owner used for your Gmail account. Instead of using your custom domain, you can add users after they have been created in M 365 if you use your subscription.

Step 2: Create users and add them to Office 365

- An applicable license is necessary before creating users. Each user should be assigned to a mailbox to accelerate the migration process.

  Note: *You can apply for Exchange Online licenses through a subscription that includes an Exchange Online plan or a separate Exchange Online plan.*
  Microsoft 365 Enterprise Software | Office 365 E1, E3, E5

- Now, in the admin center, select Users from the right panel, then Active Users, then More from the menu, then Import Multiple Users.



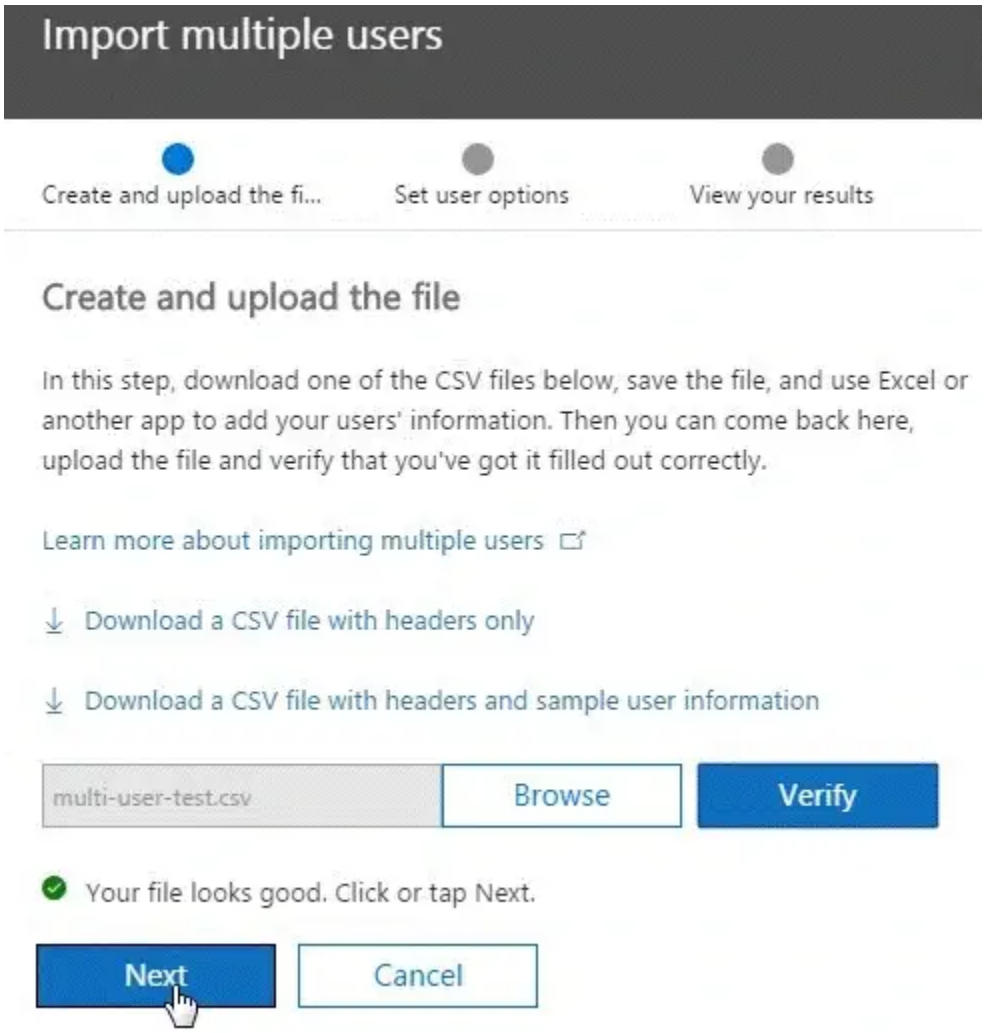
- To add data manually for a single user, select Add a user from the screen above. You can obtain a sample Excel sheet using **Import Multiple Users** and use it as a guide to add your users.

- This CSV file contains Username, First Name, Last Name, Display Name, Age, Mobile Number, and other crucial information.

- The email address must appear in the User Name section. This will be, for instance, anik@example.com

- In the **Create and Upload file** screen, click **Browse** after compiling the Excel sheet with the list of surnames. After that, select Verify.

- Click **Next** after receiving the confirmation that the file looks good.

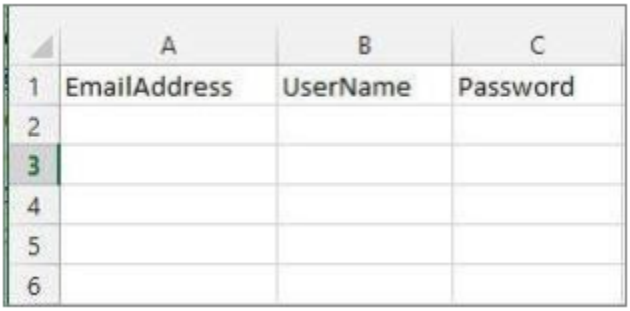


Step 3: Compile a list of Gmail mailboxes to migrate

Create a list of Gmail mailboxes to migrate to Office 365 in an Excel file first. You must be aware of the password for each Gmail mailbox you wish to move while making the migration file. During migration, temporary passwords might be assigned to the mailboxes.

Note: To change passwords in G Suite, you must be an administrator. Mailboxes can be moved in batches at the user's discretion.

- Use your administrator username and password to access the **G Suite admin console**.
- Select **Users**.
- In the Google admin center, select **Users List**.
- Select each individual to identify their email address. Note the address down.
- Go to Users > Active users in the Office 365 admin center after logging in.
- Launch **Excel**.



	A	B	C
1	EmailAddress	UserName	Password
2			
3			
4			
5			
6			

- Enter the **login information** for each mailbox you want to transfer, including the email address, username, and password. One mailbox per row is entered.

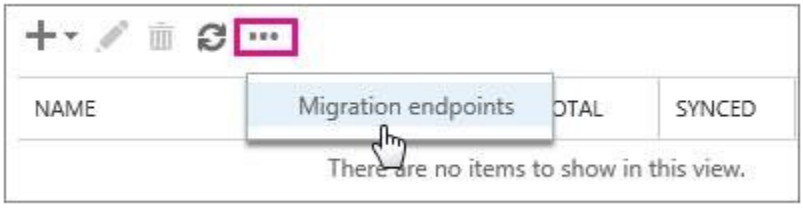
	A	B	C
1	EmailAddress	UserName	Password
2	alberta@Contoso.com	alberta@Contoso.com	Password1
3	mathew@Contoso.com	mathew@Contoso.com	Password2
4	bobby@Contoso.com	bobby@Contoso.com	Password3
5	katrina@Contoso.com	katrina@Contoso.com	Password4
6	irwin@Contoso.com	irwin@Contoso.com	Password5

- Save it as a **CSV file**

Step 4: Create Gmail IMAP Migration Endpoints

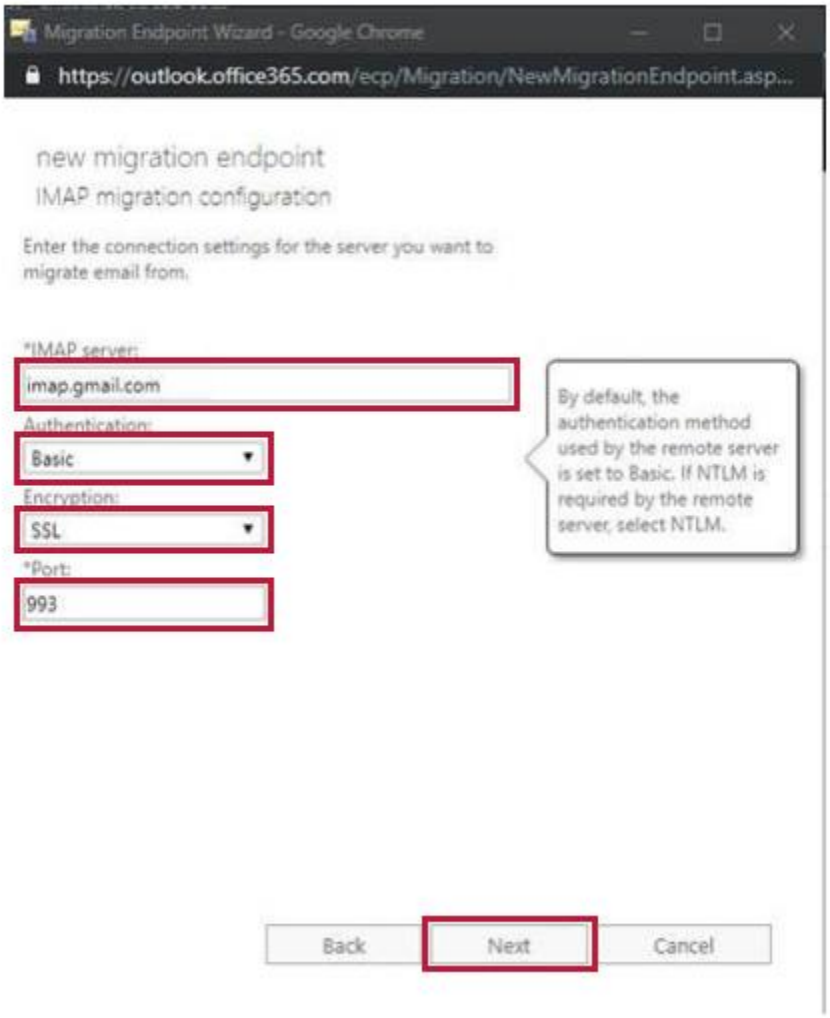
A streamlined communication channel is established with Gmail to migrate Gmail mailboxes to Office 365 successfully. Office 365 employs a migration endpoint to do this. The phrase "migration endpoint" refers to the configurations for creating a connection that allows seamless mailbox migration. You can create the migration endpoint by using the steps below.

- Navigate to the Exchange admin center. https://outlook.office365.com/ecp
- Go to Recipients > Migration in the Exchange Admin Centre and click... > **Migration endpoints**.



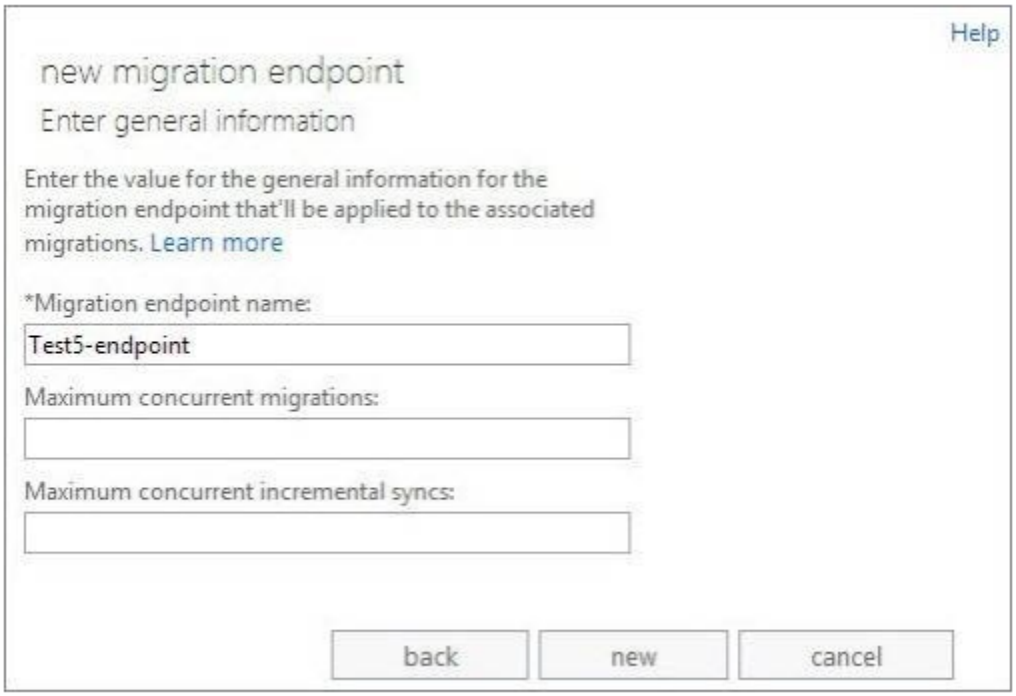
- Choose **New** +

- Go to the new page and click **IMAP**.
- Enter the following information on the IMAP migration setup page:



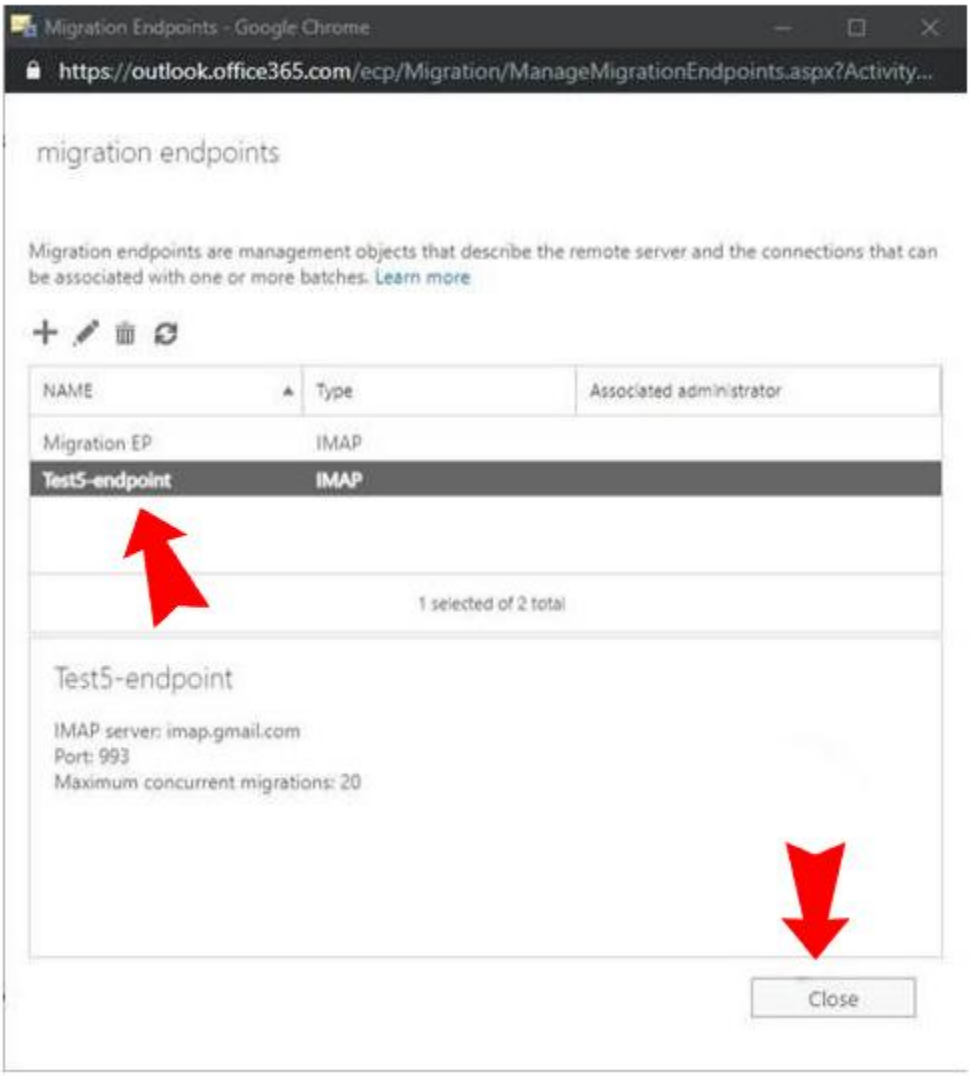
- Click **Next**. The migration service uses the settings to connect to the Gmail system. The '**Enter general information page**' opens if the connection is successful

- In the **Enter General Information** page, enter the name of a Migration endpoint, such as Test Case-endpoint and **Select New**.



Note: Leave the other two fields blank

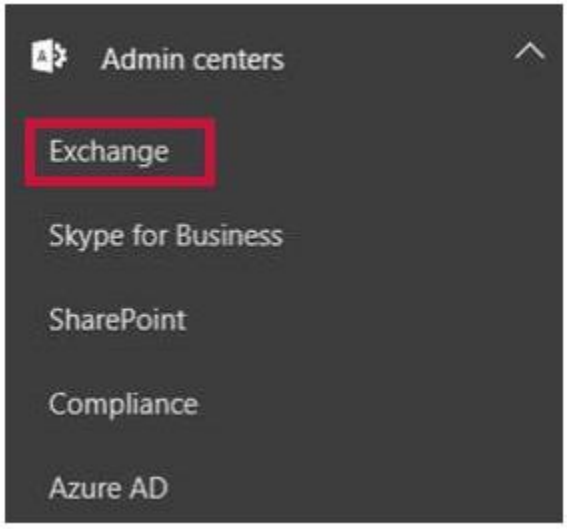
- Click **Close** on the Migration Endpoint page.



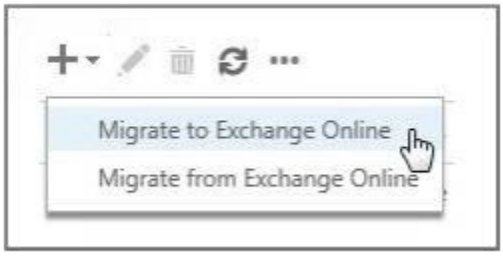
Step 5: Create a migration batch to migrate mailboxes

A migration batch, including Gmail mailboxes, must be created to move Gmail to Office 365.

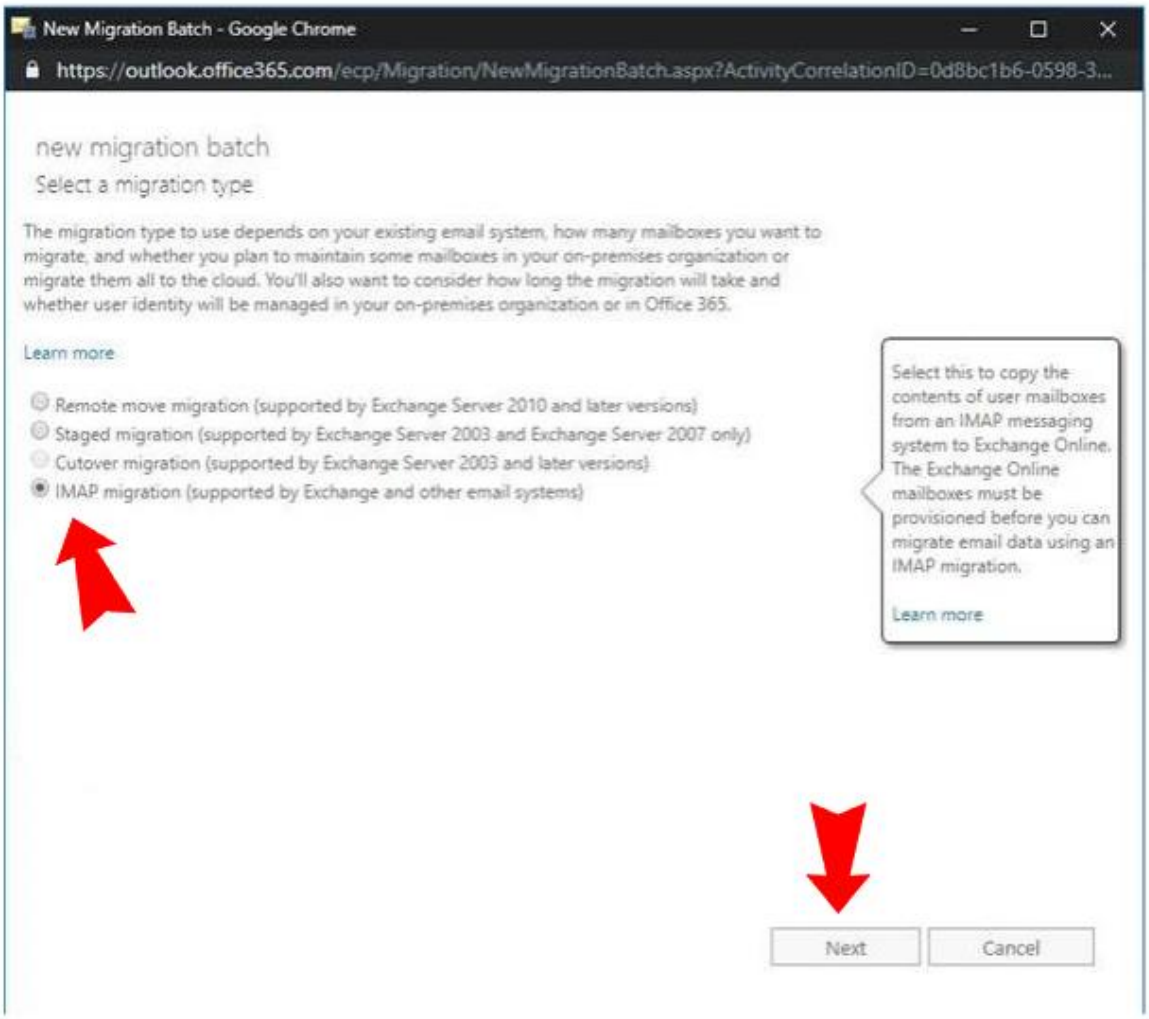
- Navigate to **Admin centers> Exchange** in the **Office 365 admin center**.



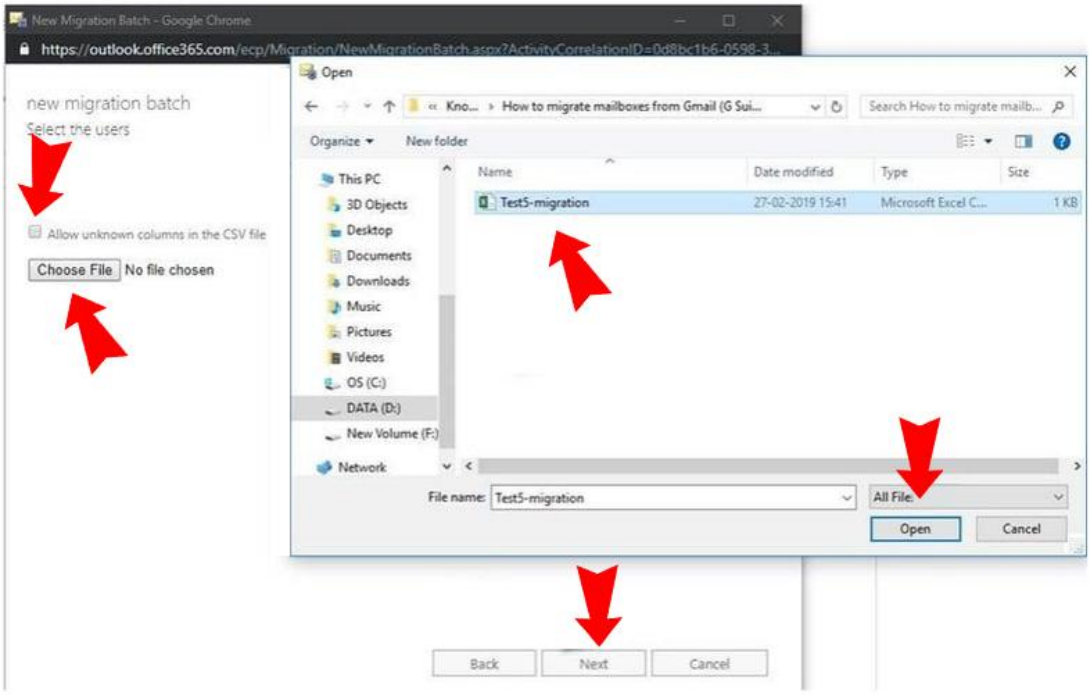
- Go to **Recipients > Migration** in the **Exchange admin center**.
- To migrate to Exchange Online, click **New** (+) and "**Migrate**."



- Go to **Next > IMAP** migration.

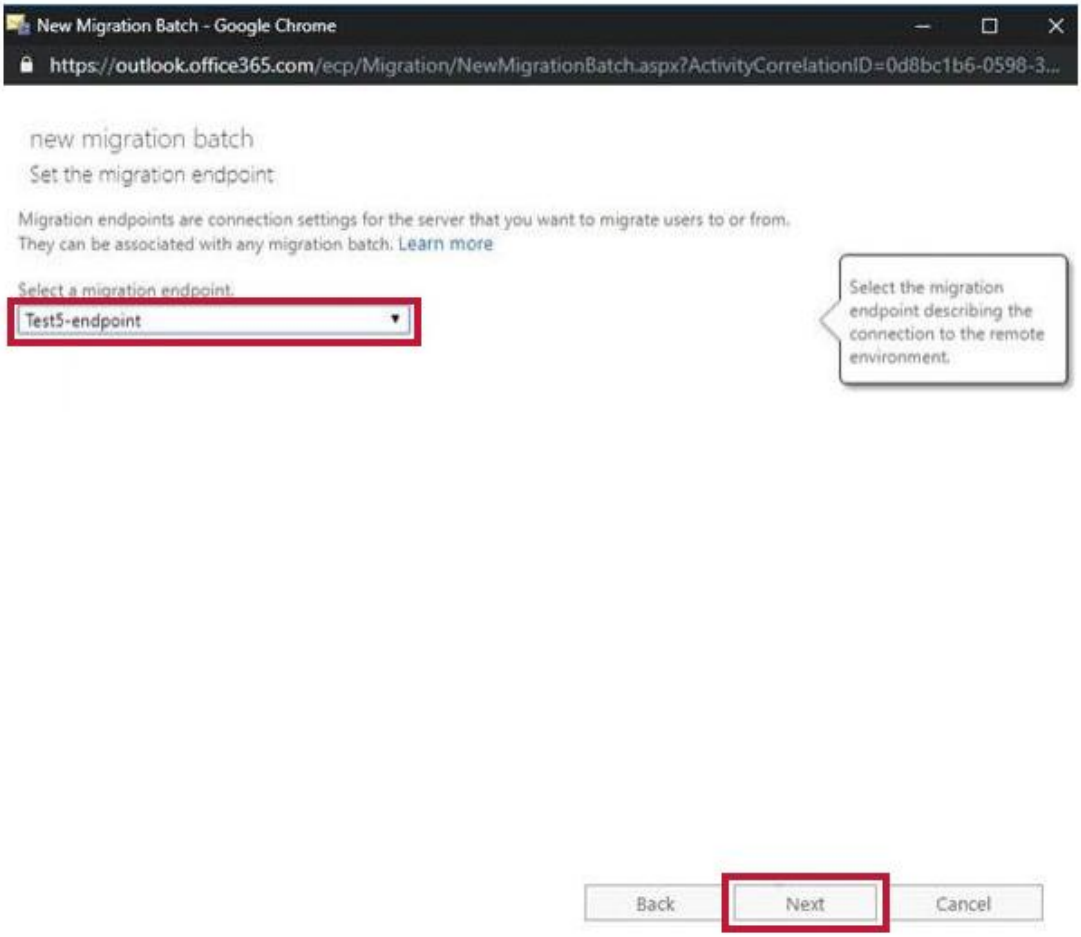


- Click on **browse** on the **Select the users' screen** and choose the **CSV file** you created earlier for migration. Click **Next**.

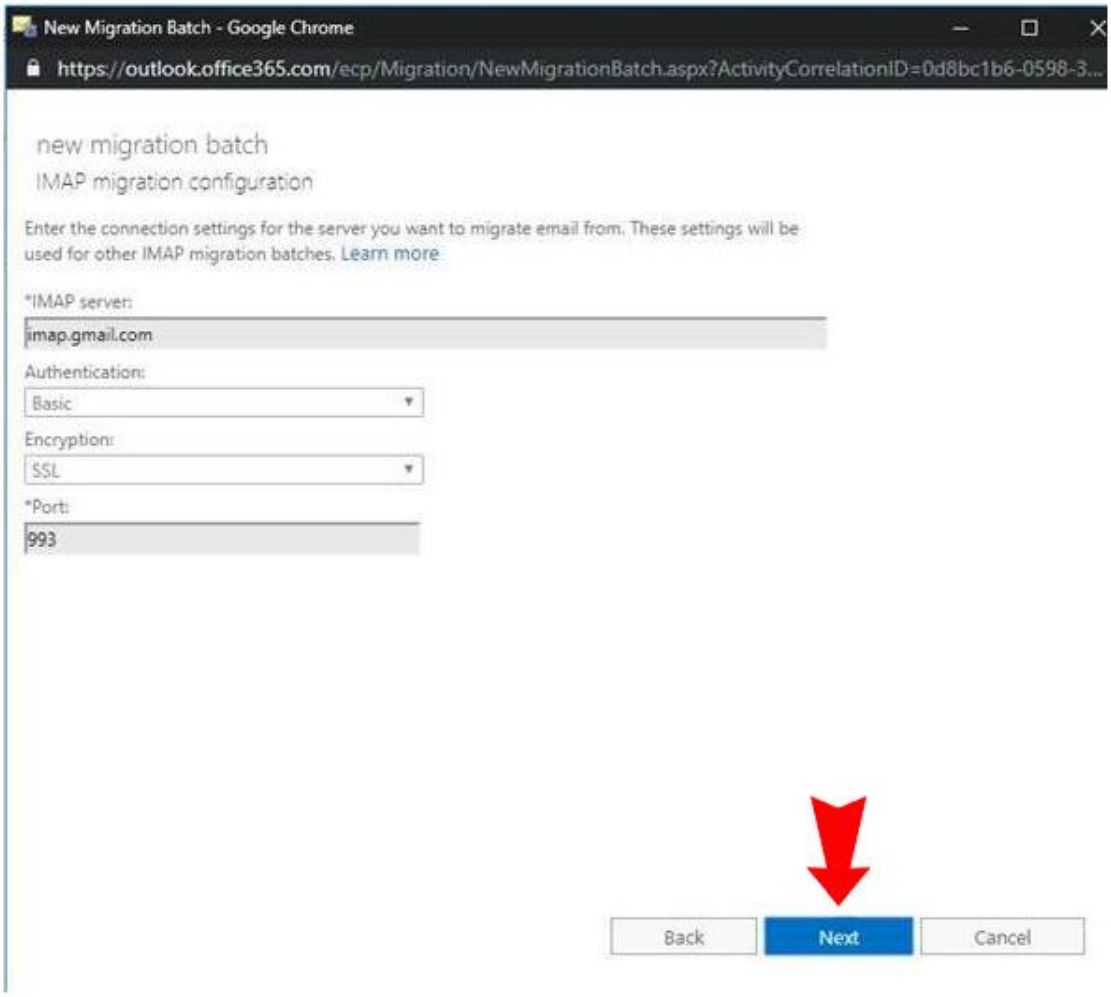


- Following confirmation, **Office 365** shows the Gmail mailboxes. Select **Next**.

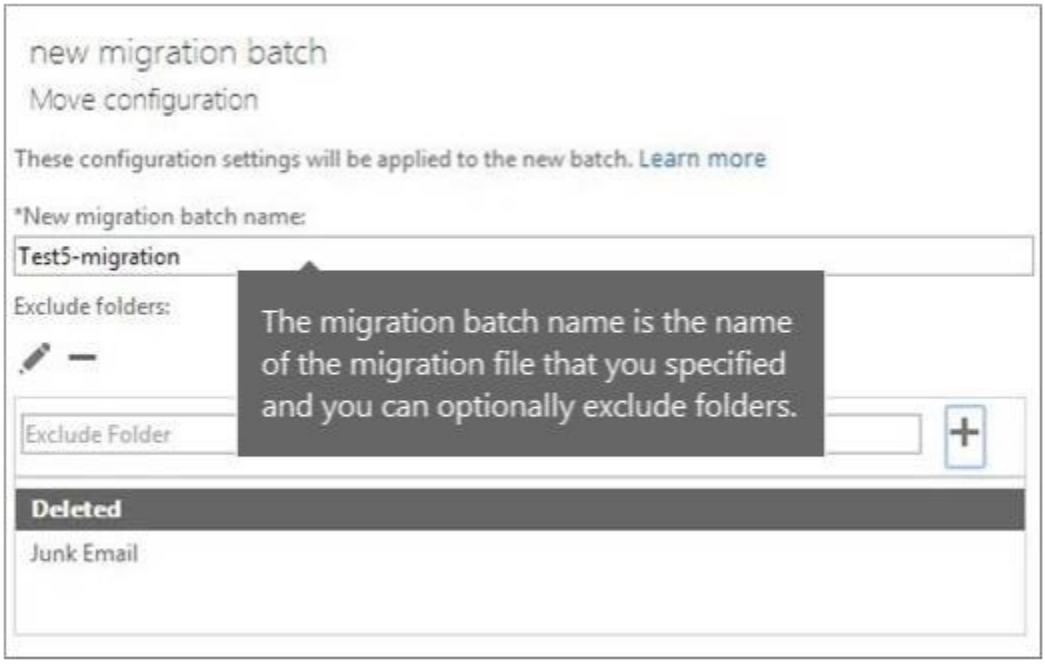
- Select the migration endpoint (the one you created in the previous step) on the **Set the migration endpoint** page and then click **Next**.

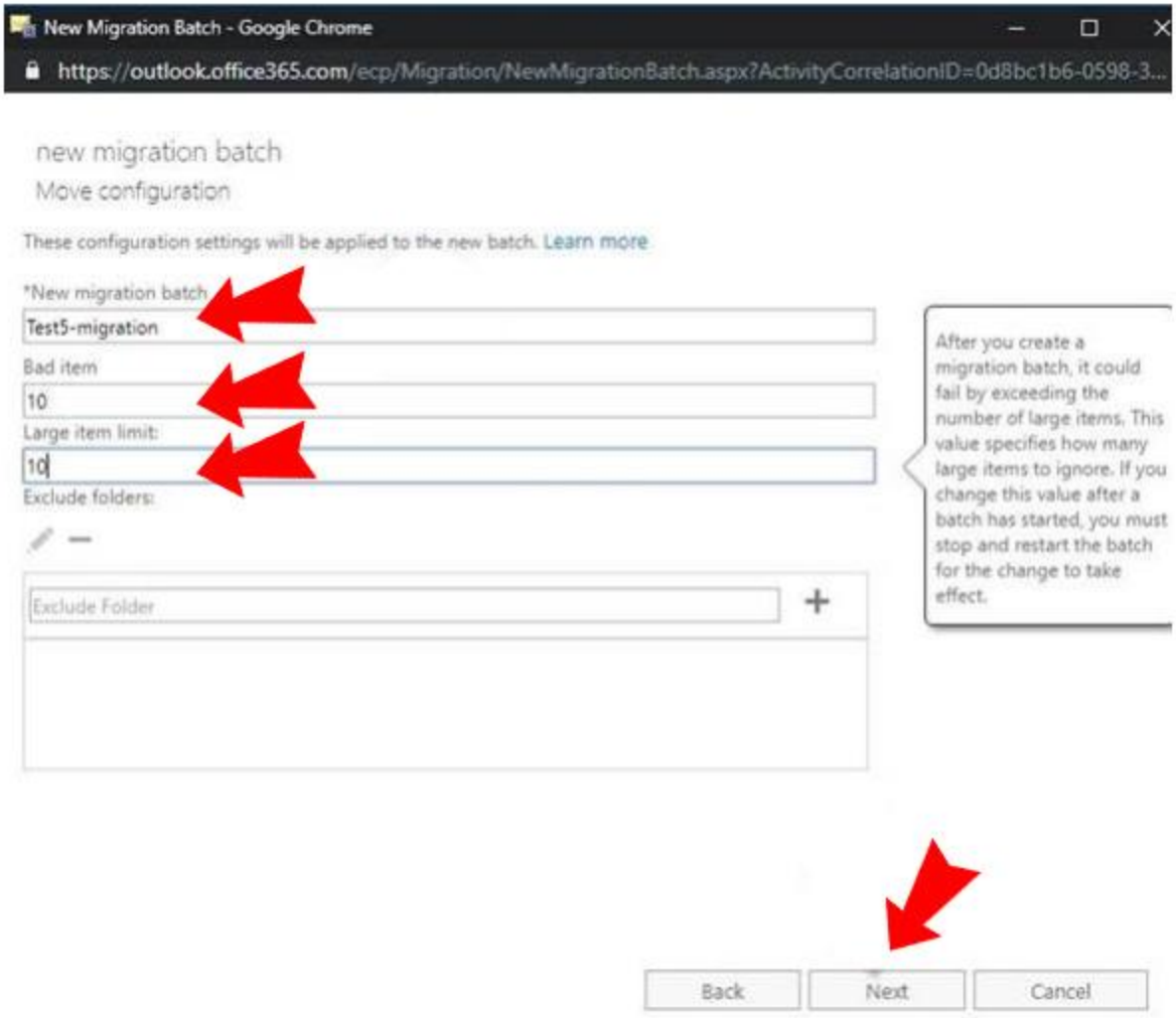


- Continue with the default settings and click **Next** in the IMAP migration configuration box.

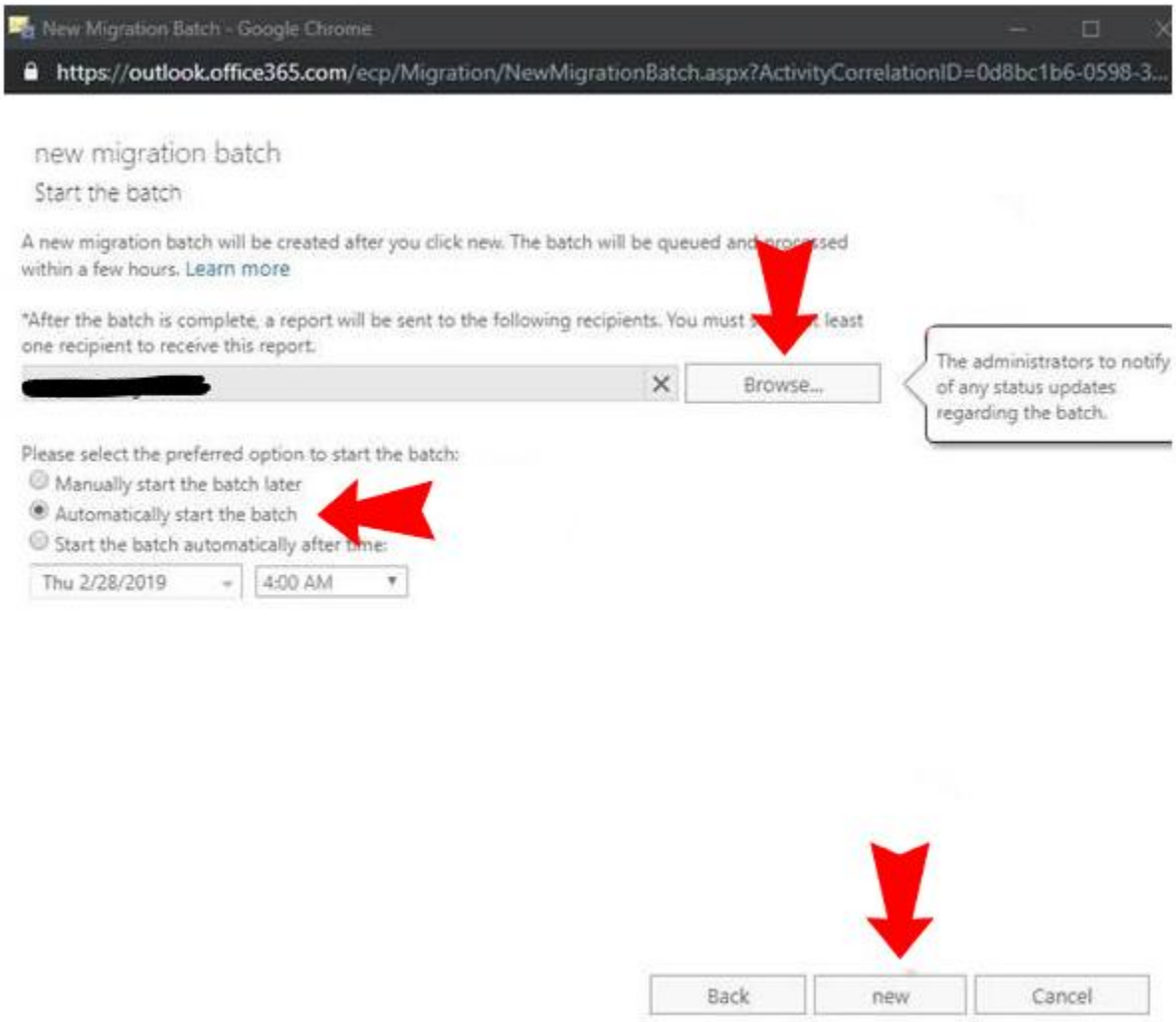


- **Enter** the name of the migration batch—for instance, Test1234-migration—in the box on the **Move configuration** page, without any spaces or other special characters. Include the names of the excluded folders as well. To include them in the excluded list, click the **Add** (+) icon.




New Migration Batch - Google Chrome
https://outlook.office365.com/ecp/Migration/NewMigrationBatch.aspx?ActivityCorrelationID=0d8bc1b6-0598-3...
new migration batch
Move configuration
These configuration settings will be applied to the new batch. Learn more
*New migration batch
Test5-migration
Bad item
10
Large item limit:
10
Exclude folders:
Exclude Folder
After you create a migration batch, it could fail by exceeding the number of large items. This value specifies how many large items to ignore. If you change this value after a batch has started, you must stop and restart the batch for the change to take effect.
Back
Next
Cancel

- Start the migration by entering the options on the **Start the Batch** page.

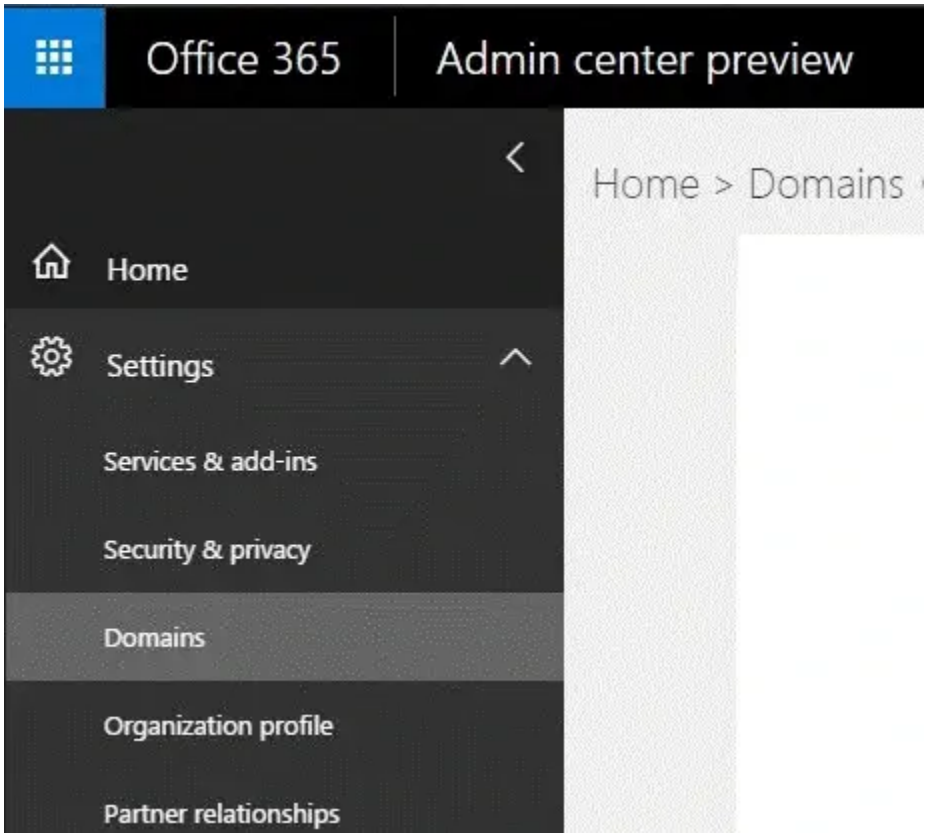


Step 6: Update DNS Records for Direct Office 365 Migration

A DNS record called an MX record is used by email systems to locate the precise address for email delivery. Your MX record was linked to your Gmail system when you migrated your email. Pointing your MX record to Office 365 is now necessary. Email to your Gmail account gets sent to Office 365 mailboxes after you alter your MX record. To accomplish this -

- Go to the Admin Centre and select Settings from the left side.
- Select your domain name by clicking on Domains. Normally, it would show a setup that was in progress.
- A second message indicating the completion of setup would appear.

For example, if your domain name is example.com,



example.com (Default) - Installation running

example.onmicrosoft.com - Installation finished

- **Clicking the default example.com** will bring up a screen with the two options listed below under Setup your online services:

  Add records for me - Using this option, the MX records will be automatically updated by connecting to your DNS domain (for instance, GoDaddy).

  I'll manage my own DNS records - This allows you to add a list of DNS entries (MX record values) once your domain registrar manually adds them.

You must add MX Records to your DNS now, so select the second option. The MX record value will vary for each domain.

Third-Party Tools

Since manual data migration from Google's systems requires exporting, copying, and importing data between systems, it often takes one to two hours per user. The usage of Microsoft's migration procedure is time-consuming, error-prone, and laborious, making this approach unworkable in many circumstances. It is sufficient if you only need to migrate a few accounts, but it won't be worth your admins' time to do it manually for large-scale migration. Besides, migration to Microsoft 365 can significantly impact the software's performance, end-user experience, and licensing costs. This is precisely where third-party tools enter the picture. , These tools may be utilized for migrations from M 365 to G Suite and for hosted or on-premise Exchange servers to G Suite.

Here are the three most reliable third-party tools you can use to migrate to Microsoft 365-

MigrationWiz - The popularity of the MigrationWiz service is mainly due to how simple it is to use. Since it is Cloud-based, there is no software or hardware to install or maintain. The BitTitan support staff is readily available to address any queries you may have further down. Not to mention, MigrationWiz guarantees a short period of downtime, so you can easily switch from any Cloud environment to Google. Using this 100% SaaS solution, you can create and customize your mailbox, including all the public folders, Cloud storage, and centralized user interfaces you could like.

AvePoint FLY - Migration can be challenging if your company is large-scale with a lot of data, migrating sensitive information, or has an intricate database structure. It's advisable to employ third-party solutions, such as FLY by AvePoint, which offers easier-to-use tools for a thorough, quicker, and more precise Migration process.

Sharegate - Large-scale migration projects are simple to complete with the help of an effective migration tool like Sharegate. This modern-day tool offers everything you need for a successful migration (and more), including unlimited support from an outstanding staff. It allows for a seamless migration to Microsoft 365, making moving Teams channels or merging tenants relatively easy.

Claim Your FREE No-Obligation Consultation And We'll Help You To Migrate from Gmail To Office 365

The TRUTH About IT industry And Why Most IT Managers, CIOs, and CTOs Fail At Migrating from Gmail to Office 365

Have you ever done something difficult without any assistance? Well, it could be anything as straightforward as trying to move heavy furniture – like a desk – all by yourself. You probably knew in your head that it was better to ask help from a friend or family member – but you became impatient and attempted by yourself, just to see if you could accomplish it on your own.

Consequently, shortly afterwards, it became crystal clear that you just couldn't do it. The desk was WAY too heavy. Apart from knocking over the nearby lamp, you've now got a stabbing pain in your lower back… and the desk is still jammed right where it was.

If only you'd asked for help.

Well, the truth is the IT industry is a lot like that. It can be very difficult – or even impossible – to migrate from Gmail to Office 365 without any assistance.

Of course, there is one huge difference. Migrating from Gmail to Office 365 isn't as simple as moving a piece of furniture. There's WAY more to it than that. And the outcomes could be far more over the odds than just hurting your lower back or putting a scratch on the wall.

Not only could you cost yourself thousands of dollars, but you could also set yourself back months on your journey. You could end up further away from achieving your desired outcome than you are right now.

Sadly, this is something that happens all too often to IT managers, CIOs, and CTOs. Instead of seeking expert help, they try to go it alone and fall well short of achieving their goals.

That's why you must ask for expert advice to achieve your goals. And in the IT industry, there's no one better than TekDana LLC. We have 20 years of experience in the IT industry – during which time we've helped over 100 customers migrate from Gmail to Office 365.

We can help you avoid the common pitfalls, steer clear of the costly mistakes and migrate from Gmail to Office 365 in the shortest possible time frame. Why risk the worst potential outcome facing IT Managers, CIOs, and CTOs when you can use our expertise and proven systems to migrate from GoDaddy to Office 365? To find out how to reach us, scroll below for a free, no-obligation consultation.

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Thank you for taking the time to read this eBook – we hope you've found the information helpful and can use what you've learned to migrate from Gmail to Office 365.

If you're truly serious about migrating from Gmail to Office 365, then we have excellent news. We're offering you a free, no-obligation session with one of our IT industry experts only for a limited time only.

During your session, we'll discuss your current situation, what your goals are, and how we can help you achieve them using our proven system.

We'll also cover a plethora of beneficial information together, including…

How you can migrate from Gmail to Office 365 in the surprising timeframe, what you should never do when trying to migrate from Gmail to Office 365, and how to avoid all the most common mistakes that IT Managers, CIOs, and CTOs make which sabotage their success.

There's no cost or obligation to move forwards with our service afterward if you feel like it's not for you. It's basically a complimentary information session wholly designed to educate you and provide value to you in advance.

To claim your free consultation or acquire more information about this limited-time offer, all you have to do is click the link below.

Claim Your Free Session Here