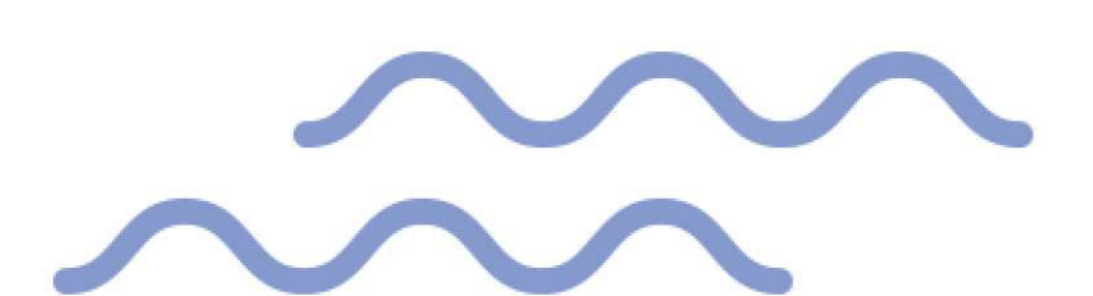


Checklist to Migrate Business Data to



Our data migration checklist provides a step-by-step framework to help you navigate the migration process smoothly and efficiently. Don't risk a botched migration - let our checklist guide you towards a smooth and stress-free transition to Microsoft 365.



- Outline a detailed migration strategy covering the timeline, scope of work, responsibilities, data backup, etc.
- Inspect the current cloud environment to understand the data and its business impact.
- Choose the migration type - whether to execute it locally in a dedicated on-premises or shared cloud server, depending on your business requirements.
- Identify the user account data to be migrated and filter out inactive or unnecessary user accounts from being transferred.
- Understand the user roles and permission changes in Microsoft 365 and how it differs from your existing source cloud.
- Learn about Microsoft 365 limitations and explore ways to overcome them through a reliable migration tool like CloudFuze.
- Estimate the migration timeline for setting clear expectations and scheduling business operations that rely on the Microsoft 365 migration.
- Check the file features to be migrated for maintaining 100% data replication at the destination cloud.
- Configure and set up a Microsoft 365 account as a basic step before moving source cloud data.
- Pre-provision Microsoft 365 accounts in OneDrive for business or SharePoint Online.
- Create relevant SharePoint Online sites before migrating user account data from your source cloud.

- Run a POC migration by considering it a risk-free test environment to discover any flaws or issues during the migration process.
- Manage API throttling risks by partnering with a competent migration vendor like CloudFuze that adheres to the latest API usage limits.
- Perform full and incremental migration to reflect all the data changes from the source cloud to Microsoft 365.
- Conduct post-migration checks to validate the accuracy of the migration process.
- Communicate with your employees and train them in Microsoft 365 tools.
- Decommission the source cloud license if it has no business dependency in the future and if you plan to move to Microsoft 365 completely.

Contact our Business Migration Team to know more about how you can benefit from our Microsoft 365 migration services.