



# Enterprise Email Post-Migration Checklist



After you have been migrated to Enterprise Email, you will need to test your new account, set up AKO forwarding, and configure Outlook to work with the new account. Use this checklist to keep track of your progress. Reference guides are available for each part of the process.

What to Do	How to Do It
<b>Step 1:</b> Check the functionality of Outlook Web Access (OWA)	Refer to the steps detailed below
<b>Step 1A:</b> Log in to Outlook Web Access (OWA)	<a href="#">Login to Outlook Web Access (OWA)</a>
<b>Step 1B:</b> Find Your New Email Address	<a href="#">Find Your New Email Address</a>
<b>Step 1C:</b> Set Up AKO Forwarding to Your New Email Address	<a href="#">Set Up AKO Forwarding to Your New Email Address</a>
<b>Step 1D:</b> Send Test Messages from OWA to CONUS	<a href="#">Send Test Messages from OWA to CONUS</a>
<b>Step 1E:</b> Ensure Signed and Encrypt Capabilities Exist in OWA	<a href="#">Ensure Signed and Encrypt Capabilities Exist in OWA</a>
<b>Step 2:</b> Check Functionality of Microsoft Outlook Client Access	Refer to the steps detailed below
<b>Step 2A:</b> Ensure Outlook is set to Cache Mode	<a href="#">Ensure Outlook is set to Cache Mode</a>
<b>Step 2B:</b> Publish Certificates to the Global Access List (GAL)	<a href="#">Publish Certificates to the Global Address List (GAL)</a>
<b>Step 2C:</b> Send a Test Message	<a href="#">Send a Test Message</a>
<b>Step 2D:</b> Send a Digitally Signed and Encrypted Test Message	<a href="#">Send a Digitally Signed and Encrypted Test Message</a>
<b>Step 2E:</b> Revise Outlook Rules	<a href="#">Revise Outlook Rules</a>