



# Enterprise Email

## Pre-Migration Checklist



Before you migrate to Enterprise Email, you will need to save your Outlook configurations and email data. Use this checklist to save Outlook configuration settings and legacy email items for use after migration is complete. Reference guides are available for each part of the process.

What to Do	How to Do It
<p><b>Important Notices:</b></p>	<p>The migration tasks associated with Steps 1 through 2 can be completed at any time before the migration begins. These include steps 1, 2A, 2B, 2C, and 2D.</p> <p>The migration tasks associated with Step 3 <b>SHOULD NOT be completed until 1-2 days before the migration</b> of your email account takes place. This includes Steps 3A through 3C.</p>
<p>Step 1: Create a folder for storing migration files</p>	<p><a href="#">Create Export Folder</a></p>
<p>Step 2: Record and Save current Outlook settings</p>	<p>Refer to the steps detailed below</p>
<p>Step 2A: Record and Save Group Memberships</p>	<p><a href="#">Record and Save Group Memberships</a></p>
<p>Step 2B: Record and Save Delegations</p>	<p><a href="#">Record and Save Delegations</a></p>
<p>Step 2C: Export and Save Outlook Rules</p>	<p><a href="#">Export and Save Outlook Rules</a></p>
<p>Step 2D: Print a Record of Upcoming Critical Meetings</p>	<p><a href="#">Print a Record of Upcoming Critical Meetings</a></p>
<p>Step 3: Reduce Your Mailbox size to 50MB (or smaller)</p>	<p>*** SEE IMPORTANT NOTICES ABOVE *** Refer to the steps detailed below</p>
<p>Step 3A: Check the Size of Your Mailbox</p>	<p><a href="#">Check the Size of Your Mailbox</a></p>
<p>Step 3B: Export Your Mailbox to a PST file</p>	<p><a href="#">Export Your Mailbox to a PST file</a></p>
<p>Step 3C: Cleaning Your Mailbox</p>	<p><a href="#">Cleaning Your Mailbox</a></p>