METHOD 1: CUTOVER MIGRATION

When you plan to migrate all of your business email to Office 365 at the same time, it's called a Cutover Migration. The old server is shut off during your migration and the entire organization moves to Office 365 at the same time.

YOU CAN USE THIS WHEN:

✔ Your current system uses Exchange Server 2003 or later.

✔ You have fewer than 2,000 local mailboxes. (Although Microsoft recommends no more than 150 because of the time it takes.)

YOUR PLAN:

✔ It will take a few days to set everything up.

✔ The primary domain for your on-premises Exchange organization must be an accepted as a domain owned by you in your Office 365 organization.

✔ After migration, you still must assign licenses to each user.

YOUR USERS WILL:

✔ Need to have desktop PCs configured for Office 365. Users with permission to install applications can update and set up their own desktops. Others will need assistance.

✔ Potentially experience a delay in email routing from the on-premises server to the cloud until the MX record is changed.

METHOD 2: HYBRID MIGRATION

When you plan to migrate all of your business email to Office 365 and have both systems running in parallel, it's called a Hybrid Migration. You might want this if you require certain data or accounts to be located in an on-premises system. There is an express option (also called a minimal hybrid configuration) in which you perform the hybrid migration and then shut off the local system.

YOU CAN USE THIS WHEN:

✔ You have more than 150 mailboxes to move. (recommended for ease of user experience)

✔ You have more than 2,000 mailboxes. (because that's too many for a Cutover Migration)

✔ You will be running a hybrid deployment that connects on-premises servers with the cloud so they work together.

YOUR PLAN:

✔ Migration will occur in stages over a few weeks.

✔ You must first use Microsoft's Hybrid Configuration Wizard to set up your deployment.

- The primary domain for your on-premises Exchange organization must be an accepted as a domain owned by you in your Office 365 organization.

- After migration, Azure AD automatically creates users and passwords, but you still need to assign licenses in Office 365.

- You will need to turn off users on the old system as they move to the new one.

YOUR USERS WILL:

- Need to reconfigure some preferences such as Out of Office messages

- Need to have desktop PCs configured for Office 365. Users with permission to install applications can update and set up their own desktops. Others will need assistance.

- Potentially experience a delay in email routing from the on-premises server to the cloud until the MX record is changed.

METHOD 3: STAGED MIGRATIONN

When you plan to migrate all of your business email to Office 365 at the same time, it's called a Cutover Migration.

YOU CAN USE THIS WHEN:

- Your current system uses Exchange Server 2003 or later.

- You have more than 2,000 local mailboxes. There is no limit to the total number of mailboxes that can be moved, but the file containing the migration information (CSV format) has a practical limit of 2,000 lines. You may use multiple files to get around this limit.

YOUR PLAN:

- It will take a few days to set everything up the first time.

- Later stages will be quicker, with less administrative work and time needed.

- The primary domain for your on-premises Exchange organization must be an accepted as a domain owned by you in your Office 365 organization.

- After migration, you still must assign licenses to each user.

- Because your migration will take place in small groups, you can pilot the transition with a group of tech-savvy users to help ensure that your training and information is ready for users that will need more help.

- If you are migrating very large groups in a stage, you should increase the connectivity available to the on-premises Exchange server.

YOUR USERS WILL:

- Need to have desktop PCs configured for Office 365. Users with permission to install applications can update and set up their own desktops. Others will need assistance.

- Potentially experience a delay in email routing from the on-premises server to the cloud until the MX record is changed.