

Google Apps to Office 365 Migration Details

Most all user data has been migrated from Google Apps to Microsoft Office 365. Below is a breakout of each app.

Email:

All Email has been migrated to Office 365.

Tags and Folders: Google uses tags to sort messages, while Microsoft puts the message in a folder. During the migration, if a message had a tag assigned to it, a folder was created on Microsoft and the message put in it. On O365, a message can only be in one folder at a time. If there was more than 1 tag assigned to a message in Google, a folder for each tag was created in O365. A copy of the message was placed in each folder.

Calendar:

All calendar entries have been migrated.

Contacts:

All contacts have been migrated.

Google Drive: *(Includes Docs, Sheets, and Slides)*

Most documents and files have been migrated. There were a few users with some invalid file types or names, these were not migrated. If you are affected by this I will contact you directly. Google Doc, Sheet, and Slide files have been converted to the equivalent Microsoft format of Word, Excel, and PowerPoint.

Drive Sharing:

Below is a breakout of how the Drive sharing permissions were migrated.

- a) Sharing a folder or document with another **internal** HamiltonFL user:

The user listed as the “Owner” of the file retains ownership and the file was copied to their OneDrive. Anyone the owner was sharing with has been given the same permissions as in Google. The file or folder will show up in OneDrive under “Shared with me” on the left hand side.

- b) Sharing a file or folder directly or by URL with someone **outside** HamiltonFL:

If you are the owner of the shared document, it has been migrated to OneDrive. The user outside HamiltonFL will no longer have access and any URL links will not work. If the outside party still needs access, the document will need to be shared through OneDrive.

- c) A User **outside** HamiltonFL sharing a file or folder with someone **inside** HamiltonFL.

The inside user is not the file “Owner,” so it will **not** be copied to OneDrive. If the file is still needed, you can ask the owner to re-share it, or download a copy of it to OneDrive.

If you find any Google Drive data missing, please submit a helpdesk ticket.

Forms:

Nothing in Google Forms has been migrated. If you use Google Forms please submit a helpdesk ticket as it has to be done manually.

Sites:

Nothing in Google Sites has been migrated. They will continue to be available for the time being. If you use Google Sites, please submit a helpdesk ticket so we can look at moving to a new platform.