

# Microsoft 365 Migration Checklist

Move to Microsoft 365 with full confidence by using this checklist as your guide:

Action Item	Checked	Ready for migration
Review the Microsoft 365 licensing requirements		
Ensure that your current systems can support the migration as well as the associated software		
Is your business ready to move to the cloud? Ensure that systems and servers are equipped and ready to deal with the move		
Ensure that your Internet connectivity can support the migration and the running of the business solution		
Audit the software you currently use. Determine what can be replaced by Microsoft 365 and what can be integrated		
Audit current data security measures and whether or not they can merge into the new deployment		
Determine what apps you will need to deploy once migrated		
Determine the priority of apps to be deployed		

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Do an audit on the number of employees you have within the business and what devices need to be supported by the migration		
Determine the permissions each employee will need		
Ensure that all employees perform a backup of their files and folders		
Ensure that all data is backed up		
Create a filing solution, folder system and document management system		
Share filing solution, folder system and document management system with your team to familiarize everyone with the structure		
Arrange team training workshops to educate all employees on best practice, operations and navigation of new systems		
Ensure there is a communication support plan in place for employees who need assistance		
Host a trial run to help ease the team into the process		
Set a migration date		
Complete one last check that everything is backed up		

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Migrate Test to ensure all apps and systems function properly		

While it is a streamlined process, there are a lot of dependencies that can affect your migration. For this reason, the best course of action when choosing to migrate to Microsoft 365 is to do so with the help of an **experienced certified Microsoft partner, such as Powernet**. As a certified Microsoft partner, we handle all the details of the migration for you, and have been trusted by Microsoft themselves to do this effectively and professionally, on their behalf.