



GROUPWISE PRE-MIGRATION CHECKLIST

RECOMMENDED STEPS BEFORE MIGRATING FROM GROUPWISE TO OUTLOOK

For instructions on the checklist items listed below, please
visit: <https://tncourts.gov/microsoft-migration>



CLEAN UP YOUR EMAIL

Save important emails that are beyond the 180-day retention policy, empty your junk email and deleted folders to allow the migration to complete faster.



EXPORT A COPY OF YOUR CALENDAR

Export a copy of your calendar and reoccurring meetings in case there is an issue with the migration of those events.



DOCUMENT PERSONAL ADDRESS BOOK(S)

Export personal address books/frequent contacts so you can import them into Outlook after the migration.



DOCUMENT YOUR SHARED ADDRESS BOOK

Document shared address book(s) along with the users you share them with and the permissions.



DOCUMENT YOUR SHARED FOLDER(S)

Document folder(s) shared with other users along with the permissions.



DOCUMENT YOUR SHARED CALENDAR(S)

Document calendar(s) shared with other users along with the permissions.



DOCUMENT PROXY ACCOUNTS

Document as best as possible, accounts that you have proxy access to.



DOCUMENT RULES

Document email filtering rules and auto-responses in case you need to manually recreate these items in Outlook.



DOCUMENT SIGNATURE(S)

Copy and save your email signature(s) to a Word document for ease of recreation once you are migrated.



ATTEND TRAINING

Attend training to get familiarized with the functionality and layout of Outlook.



REVIEW FAQ'S

Review the FAQ sheet for answers to frequently asked questions.



STAY UP-TO-DATE

Stay updated on the status of the migration, migration schedule, and all communications posted on the migration website.

