VMware Zimbra®

Migrating an Individual User Account to ZCS from Microsoft Exchange

User Guide

ZCS 8.0

August 2012

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1 Migrating an Individual Account

Use the Migration Tool to migrate a Microsoft Outlook profile or account containing personal folders, or PST (.pst) files, to the Zimbra Collaboration Server (ZCS).

Archived PST files can also be migrated. Run the Migration Wizard for each PST file being imported, under archive PST file.

Your administrator will create an account for you on the ZCS server, and give you the migration tool application and the following information which you will need to migration your account or .pst files.

- **Hostname**. This is the domain name of the destination Zimbra server.
- **Port**. The port number for the server. Usually 80 is the port number for non-secure connections, and 443 is the port number for secure connections.
- **Username.** Your ZCS account email address. The address should be entered as name@domain.com.
- **Password**. Your ZCS account password.

As you go through the Migration Tool, you can save the data you are entering at any time and access this data later using the **Load** and **Save** feature. At the bottom of the Source, Destination, and Options dialogs are the Load and Save options. When you click Save, all of the data you have entered into the Migration Tool is saved as an XML file, which is referred to as the **Configuration XML** file. This allows you to stop and start a Migration process without losing your data. When you want to resume a migration, click Load to access the Configuration XML file and repopulate the Migration Tool.

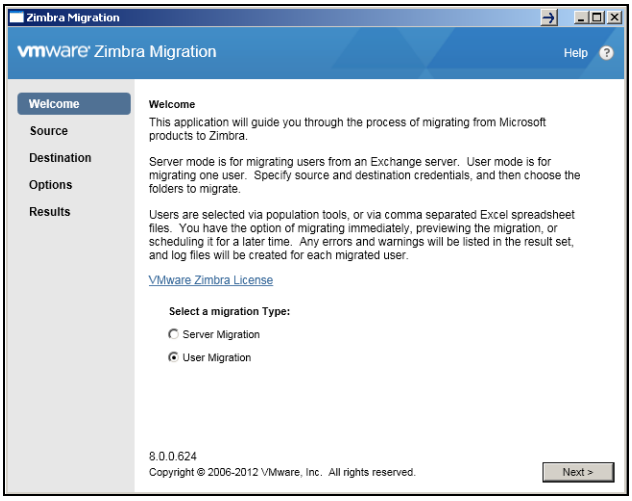
Once you have the above information, and the account or .pst files that you are going to migrate, you are ready to begin. Run the migration tool for each profile or PST file being imported.

Migrating an Outlook Profile or PST File

Note: *It is recommended that you plan to perform the migration during off-peak use times. The Exchange server does not need to be stopped in order to migrate accounts. Any emails that are sent to or delivered from Exchange after the account is migrated are not saved in the ZCS mailbox.*

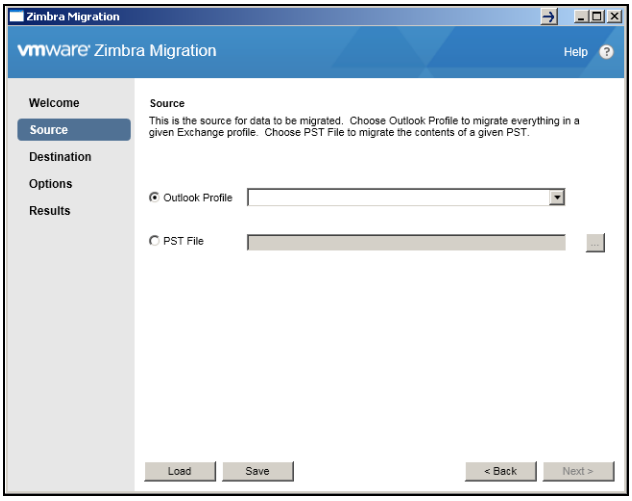
Start the Migration

1. Execute the **ZimbraMigration.exe** file**.**



2. On the Welcome dialog box, select **User Migration**.
3. Click **Next**.

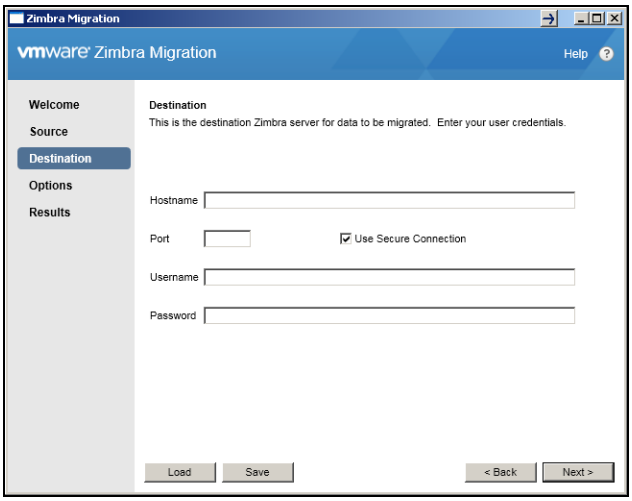
Select the Source of Data to Migrate



1. On the **Source** dialog box, select:
   - **Outlook Profile** if you want to migrate a profile.
   - **PST File** and browse to the source of the data to be migrated.

     The main PST file is usually in the Microsoft Outlook folder in the **Local Settings>Application Data>Microsoft>Outlook** directory. The Search feature can also be used to find PST files.
2. Click **Next**.

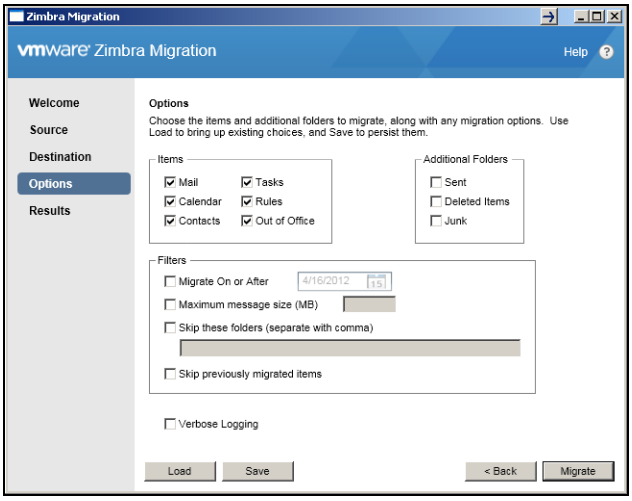
Enter Destination Server Information



1. In the Destination dialog box, enter the Zimbra server credentials which you received from your administrator.

2. Click **Next**.

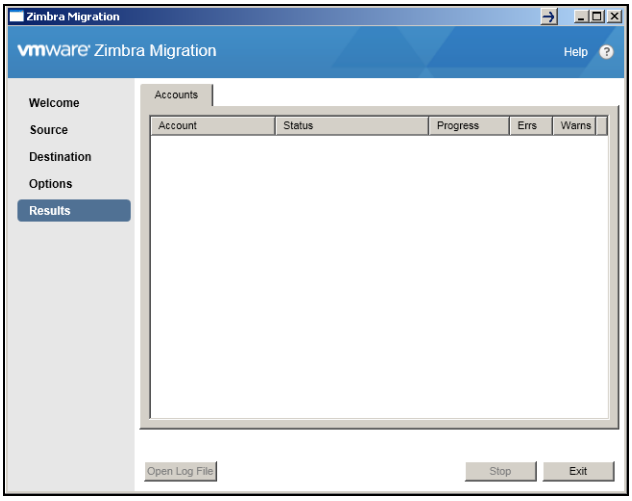
Select Migration Options



1. In the **Options** dialog box, select the user account data to migrate.
   - **Items**: Select to migrate email messages and attachments, calendar data, contact lists, task lists, rules and out of office settings.
   - **Additional Folders**: Select to migrate Sent, Deleted Items (Trash), and Junk (Spam) folders.
   - **Filters**: Select how to filter the information you are migrating.
     - **Migrate On or After**: Enter a date to migrate your account on or after the specified date. This lets you discard old messages.
     - **Maximum message size**: The message size includes the message and attachments. If you do not configure a value here, the ZCS server setting for maximum message size is used. If you set a value here, this value cannot be larger than the global MTA setting for maximum size of a message. The default maximum message size is 0 (indicating no size limit). Note that this will not override the limits imposed by the ZCS server.
     - **Skip these folders (separate with a comma):** Enter names of folders that you do not want to migrate.

Verbose Logging: This allows extra data to be logged. If a message is not migrated and this option is enabled, you can inspect the log to determine the cause of failure. Your system administrator can help you with this feature.

View Migration Results



After the migration, the **Results** dialog box displays the accounts that are migrated and their status, including progress, errors, and warnings.

To view a results log, double click the user account and a new tab opens displaying the selected account log information. See your system administrator for help with log information.

After the Migration

After your account has been migrated to the Zimbra server, you should verify that the migration was successful before deleting your account.