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## Migrating from Microsoft Exchange to Zimbra Collaboration Suite

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The Zimbra™ Collaboration Suite (ZCS) Migration Wizard for Exchange is used to migrate Microsoft® Exchange server email accounts to the Zimbra Collaboration Suite server and to import the email, calendar, and address book information for the selected Exchange users. The import process replicates the user's Outlook® folder hierarchy, importing email messages, calendars, address books, and distribution lists from the Exchange server. Any keywords are converted to tags in Zimbra Collaboration Suite.

Accounts from Microsoft Exchange 2000, 2003, and 5.5 can be migrated.

During the migration, the ZCS Migration Wizard performs the following tasks:

- Creates the user account on the Zimbra server, if it does not already exist
- Imports email messages, attachments, calendars, and address books
- Creates a log file for troubleshooting any import errors or warnings

**Note:** Only email messages, calendars, and address books (including distributions lists) are imported from the Outlook server. Other Outlook types, including notes, rules and alerts, and files are not imported. Unless the ZCS Migration Wizard is run on a machine with Outlook 2003 or Outlook 2007, tasks will not be imported.

### Planning the Migration from Exchange to Zimbra

Before you attempt to migrate from the Exchange server, create a communication plan to notify users about the new Zimbra email program and to provide users with the new mail access information (Zimbra URL, login name, and password to use).

Zimbra recommends 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 Zimbra mailbox.

The ZCS Migration Wizard asks you questions in a series of dialog boxes about how to set up the new accounts. Before you start, you should determine:

- Which domain the users' accounts will migrate to.

- Whether to select individual accounts or select groups of accounts to import.

### Considerations for retaining domain name when migrating

If your users use the Calendar application, and you are not migrating all users to ZCS at the same time, configure ZCS with the same domain name as used on the Exchange server. When ZCS is configured with the same domain name, a user's existing email address will be retained when the account migrates to ZCS.

Meeting requests and appointments contain recipient information in the form of email addresses. After migration, if the organizer of an appointment updates an existing appointment or if recipients reply to an invitation, the email address of the original message receives the notification. If the email address has been changed, the notification is not received.

### Migration options to configure

After the accounts are created on the Zimbra server, the email messages, calendar entries, and contact information are imported. You configure the following rules for accounts being imported:

- Import the content of **Junk Mail** folders, yes/no
- Import the content of the **Deleted Items** folder, yes/no
- Import email messages received after <date>
- Should the new email address replace the Exchange email address in all meetings organized by the user? <check box>

By default, messages larger than 10 MB will not be imported. The message size includes the message and attachments. If the message is larger than 10 MB, a warning is logged to Migration Wizard log file, which can be reviewed from the **Import Complete** dialog when the migration is complete.

**Note:** You can modify the following registry key to change the default limit: *HKCU\Software\Zimbra\MaxAttachSizeMB*. The registry key should be specified in megabytes (MB). A value of 0 means no limit to the size of the message with attachments. You must also change the **Maximum size of an uploaded file (kb)**, located in the Administration Console under **Global Settings>MTA**, to match the new registry key value.

The import process contains a few assumptions regarding naming:

- Imports are by a single domain. For example, you might import users from **marketing.domain.com** on your Exchange server to **marketing.zimbra.domain.com** on your Zimbra server.

- The local part of the user's SMTP address in Exchange becomes the first portion of the email address on the Zimbra server. To continue the above example, a user who has an account for joe@marketing.domain.com on Exchange would become joe@marketing.zimbra.domain.com on your Zimbra server.

## Using the ZCS Migration Wizard

Even though the ZCS Migration Wizard can be run from start to finish without stopping, Zimbra recommends that after the accounts are migrated, you stop. Before proceeding, change the mail relay information to point to the Zimbra server instead of the Exchange server. This will prevent any lost mail while the files are being imported.

**Note:** After the files have been imported to the Zimbra server, you should verify that the import was successful before deleting the Exchange accounts.

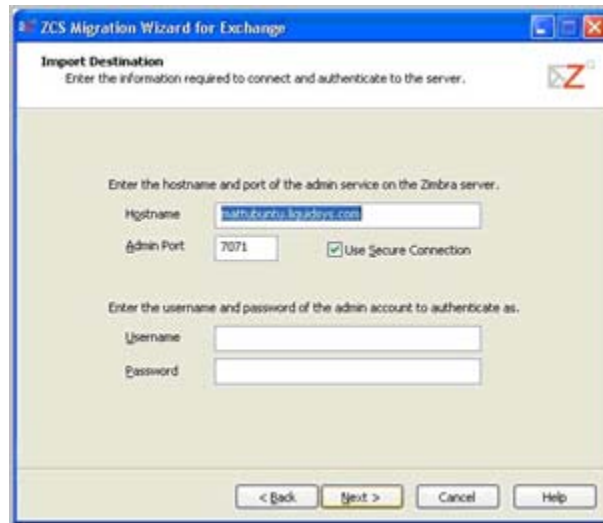
### How to Migrate Accounts and Import Email

The ZCS Migration Wizard can be downloaded from the Zimbra Administration Download page on the Zimbra administration console.

1. From the Zimbra Administration Download page click the **Migration Wizard for Exchange** icon to download the ZCS Migration Wizard executable to your computer.
2. Double-click on the ZCS Migration Wizard executable. The **Welcome** dialog appears. Click **Next** to continue.



3. The **Import Destination** dialog is displayed.

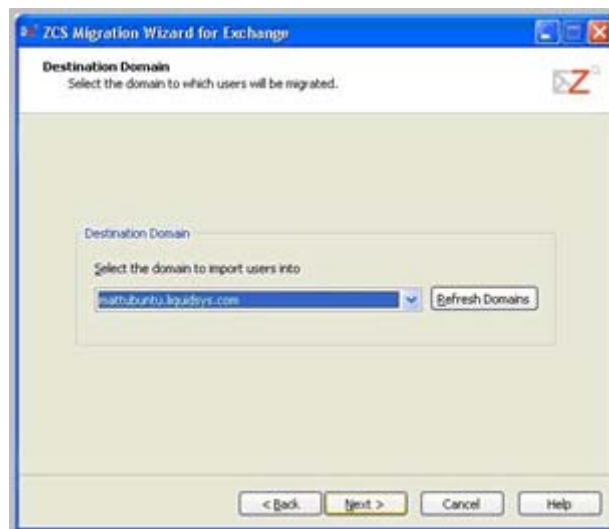


Enter the following:

- **Host name.** This is the host name of the Zimbra server.
- **Admin Port.** The default admin services port is 7071.
- **Use Secure Connection (SSL)** is checked to establish a secure connection to the server port.
- **Username and Password.** This is the name and password of the administrator account on the Zimbra server.

Click **Next**.

4. In the **Destination Domain** dialog, select the Zimbra domain name where accounts will migrate.

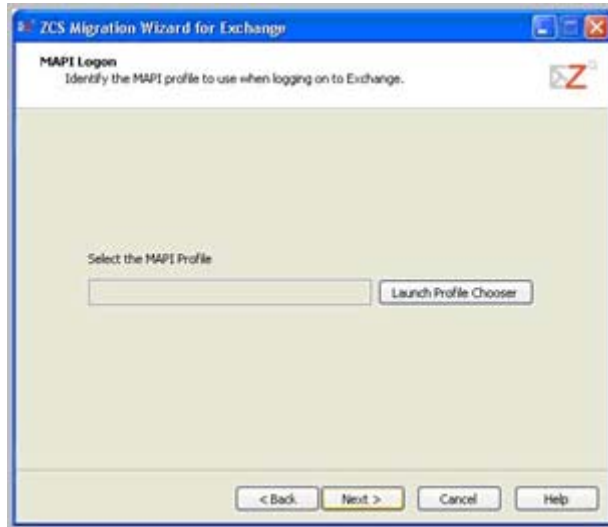


**Note:** If you create the domain name after you started the ZCS Migration Wizard, click **Refresh Domains** to update the list from the Zimbra server.

Click **Next**.

5. To continue and begin the import, in the **MAPI Logon** dialog identify the MAPI profile you created for use with the Zimbra Migration Wizard to conduct the migration.

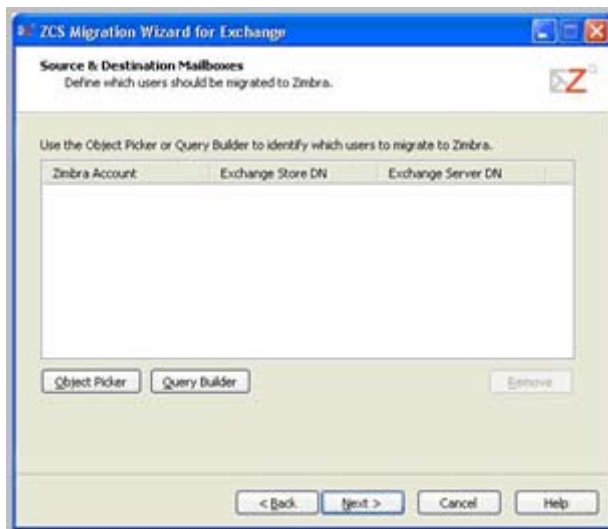
Click **Launch Profile Chooser**, to launch a standard Windows dialog box



from which you can either choose an existing MAPI profile, or create a new one, as described in the Microsoft Office documentation.

Once you have chosen a profile, click **Next**.

6. In the **Source & Destination Mailboxes** dialog, define the users to be migrated to the Zimbra server. Choose one of the following ways to select users:
  - **Object Picker**, to select specific users to migrate. Go to step a.
  - **Query Builder**, to select groups of users to migrate. Go to step b.



- a. Click **Object Picker** to select specific accounts to migrate.

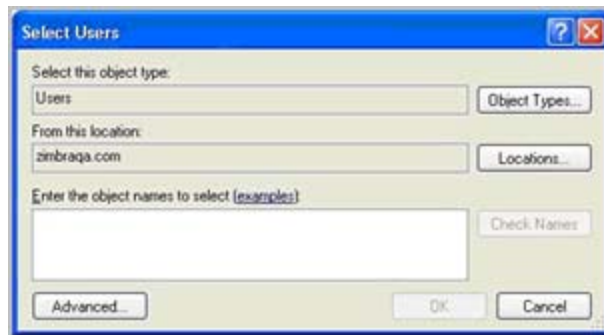
In the dialog, the Object Type is preconfigured with **Users**. This cannot be changed.

Click **Locations** to select the domain from which to select the accounts.

In the **Enter object names** text box, type the user names or partial user names and click **Check Names**. Separate the names with a comma. For example, if you type Jo, all names that begin with Jo are displayed, i.e., Joe Smith, Joseph Flanders, Joanna Writh.

Click **Advanced** to specify more detailed search (optional).

When the object names have been typed, click **OK**. The **Source & Destination Mailboxes** dialog displays again with your selections listed in the box. Go to step 6.

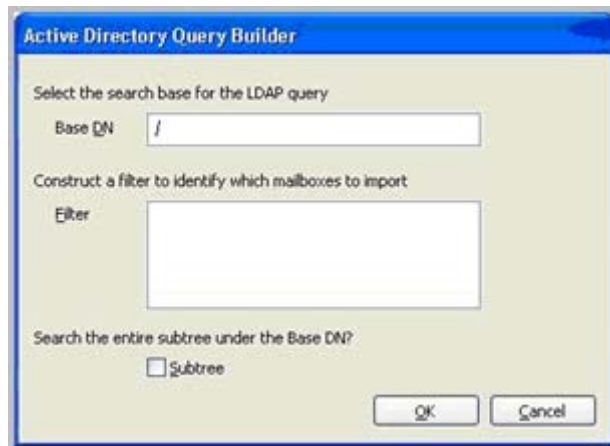


- b. Click **Query Builder**, to select groups of accounts to migrate.

In the **Active Directory Query Builder** dialog, click **Browse** to select the base distinguished name (DN) of the container to be used as the root for the search. If you want all folders under the selected DN base to be included in the migration, check **Subtree**.

Create a filter to identify which mailboxes to import.

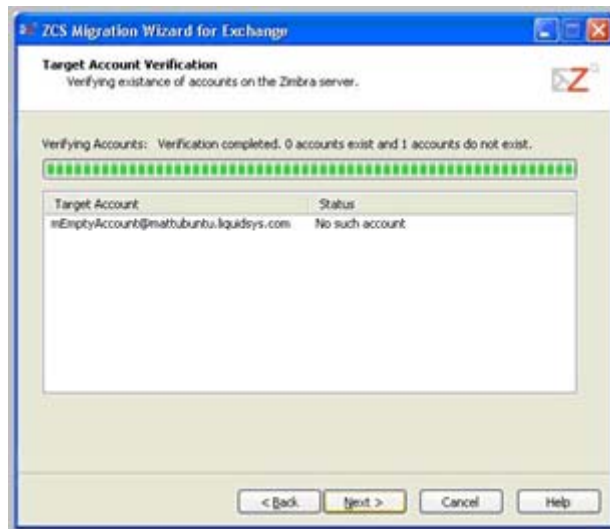
Click **OK**. The **Source & Destination Mailboxes** dialog refreshes with your selections listed in the box.



7. The **Source & Destination Mailboxes** dialog now displays the Zimbra account name, the Exchange Store DN information and the Exchange DN information for accounts to be migrated. Review the information.

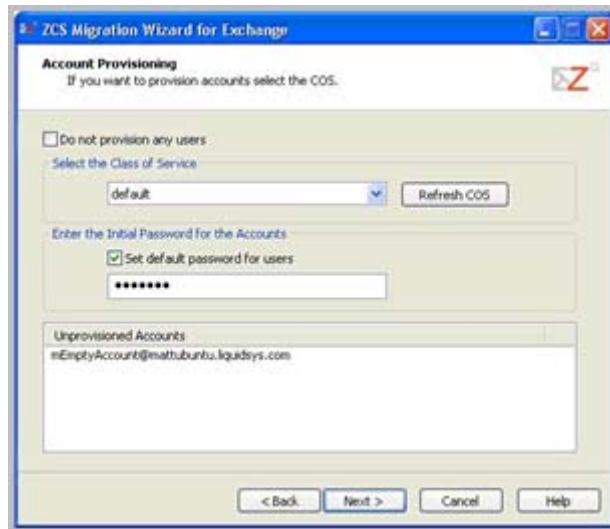
If any accounts should not be migrated, select the account and click **Remove**, otherwise click **Next** to continue.

8. The ZCS Migration Wizard now checks to see if these accounts exist on the Zimbra server. After checking all the accounts, the **Target Account Verification** dialog displays the number of accounts that exist and the number of accounts that do not exist on the Zimbra server. The accounts with the status of **No such account** will be created. Click **Next**.



9. The **Account Provisioning** dialog is displayed. All accounts with the status of **No such account** are shown in the **Unprovisioned Accounts** list box. Before creating these accounts, select the Class of Service (COS) that these accounts will be assigned and enter the default password for the accounts.

The COS defines the features and preferences for these accounts. Classes of Service that have been configured on the Zimbra server are listed. If you recently created a COS and it is not listed, click **Refresh COS**. New COSs are added to the list.



**Important:** Included in this list are two COSs called **default** and **None**. The COS named **default** refers to the default COS that was automatically created when Zimbra Collaboration Suite is installed. The COS named **None** is used to represent a COS configured for the domain that is being migrated. Configuring a domain COS is optional. Select **None** to provision the accounts with the COS assigned to the domain. If **None** is selected and the domain has not been configured with a specific COS, the COS named **default** is automatically assigned.

In the **Initial Password** field, enter a default password. This is the password for every account that is created.

**Note:** If password is not specified at the time of provisioning, after the migration you can either:

- Create passwords for each account using either the administration console or the **zmprov** CLI utility.
- Configure ZCS authentication to be external against the LDAP directory. Users can continue to use their existing password.

Click **Next**. The listed accounts are provisioned.

**Note:** If you do not want to create any of the accounts from this list, check **Do not provision any users**, and click **Next**. No accounts are created on the Zimbra server.

The provisioning of email accounts on the Zimbra server is complete. Before proceeding you should change the mail relay information for these users to

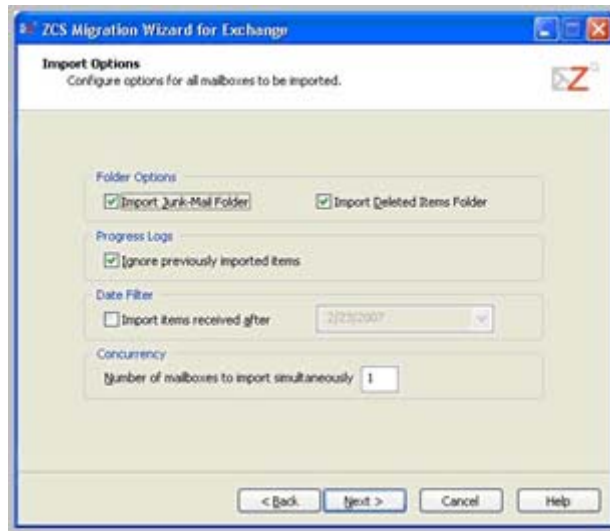


point to the Zimbra server instead of the Exchange server. Any new email messages are sent to the Zimbra mailboxes.

10. The **Import Items** dialog is used to select which parts of users accounts should be imported.

- **Import Mails.** Select this item to import users' mail.
- **Import Contacts.** Select this item to import users' contact folders.
- **Import Calendar.** Select this item to import users' calendars.
  - **Calendar Options.** If you chose to import users' calendars, you can specify whether to convert meetings organized by users to their new addresses.

11. The **Import Options** dialog is used to set rules about what files should be imported.

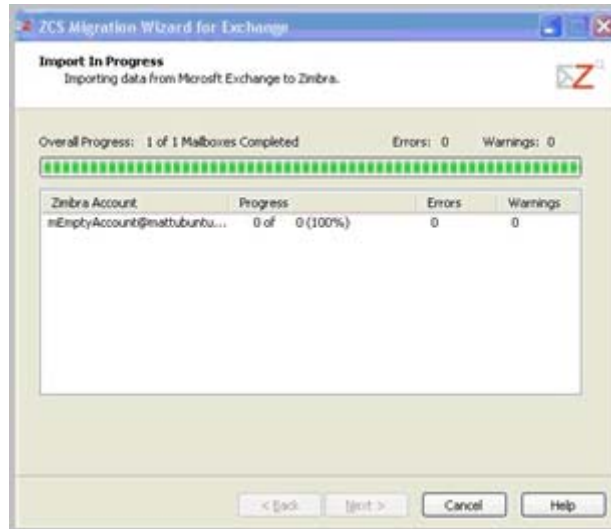


- The checkboxes for **Import Junk-Mail Folder** and **Import Deleted Items Folder** determine whether or not to import mail currently in those Junk Mail and Trash folders respectively.
- The checkbox for **Ignore previously imported items** can be used in cases where an earlier import operation was interrupted. If checked, the import process picks up where it left off, rather than importing duplicates.
- Check the **Date Filter** checkbox to import mail only after a certain date. This lets you discard old messages.
- In the **Concurrency** field, set the number of accounts to import simultaneously. Since the import is likely to happen while both servers continue to service other mail accounts, you should use caution when increasing this number, because setting this number too high may affect server performance.

Click **Next**. A confirmation dialog appears. Click **OK** to begin importing.

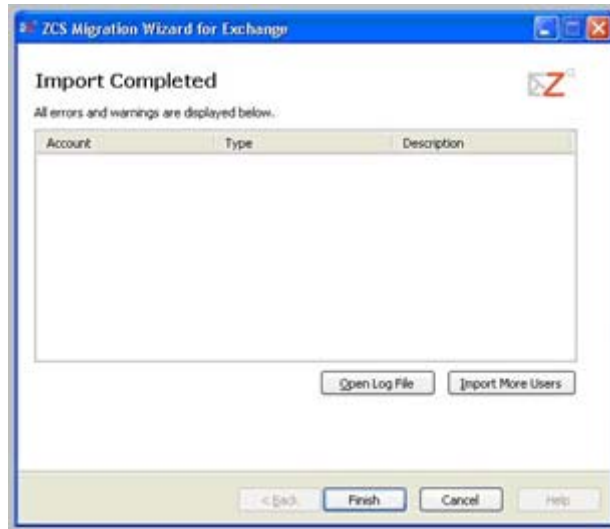
**Important:** Users can continue to work in Outlook while their mail is being imported, although any operation they do after that mailbox folder has been imported will not be picked up by the Zimbra server. To ensure that the imported mailbox is consistent with the old mailbox, we recommend informing users that their mailboxes will be unavailable over some scheduled downtime period.

The **Import In Progress** screen displays the import progress.



12. When the import is complete, the **Import Completed** dialog displays any errors. If errors or warnings appear, review the **Description** column and take appropriate action.

- For more information, click **Open Log File** to view details. You can also view the log file in %temp%\<Application-Name>\m21.log.
- Use **Import More Users** to re-run the import on a different batch of users. You might do this to import users from another domain, for example.
- Click **Finish** to close the ZCS Migration Wizard.



## Registry Keys for the ZCS Migration Wizard

Below is a list of all the registry keys for the ZCS Migration Wizard.

**Important:** Before you change any registry key values, be sure to create a backup of the original registry key values.

Key Name	Value Type	Description
The following keys are located under <b>HKCU\Software\Zimbra\ExchMigration</b>		
HostName	REG_SZ	Default host name of the mailbox server.
Port	REG_DWORD	Default port on which the administrator and non-administrator services run.
SecureCon	REG_DWORD	Default status for using a secure connection.
The following keys are located under <b>HKCU\Software\Zimbra:</b>		
MaxAttachSizeMB	REG_DWORD	By default, messages larger than 10 MB will not be imported. The limit can be changed by modifying the registry. The key value should be specified in megabytes (MB). A value is zero, there is no limit to the size of message attachments.

Key Name	Value Type	Description
ErrorThreshold	REG_DWORD	By default, after three consecutive errors the ZCS Migration Wizard will stop. The limit can be changed by modifying the registry. If the value is zero, the ZCS Migration Wizard will not stop.

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