

Mail Migration HOWTOs

From Matchi Wiki

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Migrate 1AND1 email to GMAIL

How will this help?

- The 1AND1 SMTP server is banned by a number of large email providers and as a result, some of our emails to organizations that use these large mail providers get bounced.
- We lots of lovely new features, including a central calendar management.
- The web-based email function is infinitely better than the one offered by 1AND1.

The Pain Bit

- We pay \$5 per month per user for this
- A change will be required on your email client configuration.
- You need to ascertain that an up to date view of all your emails is in your inbox after the migration
- You need to send yourself a test email to ascertain from the desktop thick-client that everything for your particular setup works.

Affected Email Addresses

Accounts to be migrated

These following 'Real' Email accounts will be migrated from 1AND1 to GMAIL:

- freda.gray@matchi.biz
- arno.vanderwalt@matchi.biz

- david.milligan@matchi.biz
- catherine.miller@matchi.biz
- grant.ralph@matchi.biz
- gerrit.hoekstra@matchi.biz
- jean-stephane.gourevitch@matchi.biz
- linda.swart@matchi.biz
- mario.cohen@matchi.biz
- munya.tairowodza@matchi.biz
- rebecca.jacobsson@matchi.biz
- sashreka.pillay@matchi.biz
- swati.jindal@matchi.biz
- terence.singh@matchi.biz
- warren.bond@matchi.biz

New Accounts to be created on Google

- liesel.teversham@matchi.biz

Set up Migration on Google

Access the Google Admin Console

It lives here: <https://admin.google.com/AdminHome?pli=1&fral=1> Log in to the existing account:

- sysadmin@matchi.biz
- Password: 4b*S6r98

Per-Account migration Steps

Set up each user to be Migrated

We are only dealing with email migrations for now. Calendar migrations will follow in a separate step.

- Click on **Users**
- Click on **Add User**
- Enter users' first and last name and the TO-BE email address [firstname].[lastname]@matchi.biz
- Select the option for Google to auto-generate password

Send a notification email to the user and CC yourself as the migrator

Get the Source Email account's password

Reset each user's password to something known

Create the Google Account

Log into the user's Google account and set the following:

- Reduce security: <https://www.google.com/settings/security/lesssecureapps>
- Enable IMAP: <https://mail.google.com/mail/u/0/#settings/fwdandpop>

Start the Migration for each User

Go back to the main App menu and click on **Migrations** Click on **Add User** Enter the source email account [firstname].[lastname]@matchi.biz, the user's name (not target email), and the password to the source email account. Click on the **Start** button

Set up the user's client with a new Google email account

The objective is to create a new email account on the user email client (Outlook etc...), that also uses the email address *[firstname].[lastname]@matchi.biz* but uses the (new) Google email hosting platform. Don't delete the old account yet! The IMAP and SMTP settings are listed below, and there are some fine-tuning details for particular email clients for best performance if the email client is an iPhone, Thunderbird, Apple Mail or Outlook: <https://support.google.com/mail/answer/78892?hl=en>

Dependencies

This can be done at any point before, during or after the mail migration is completed. To see the final results of the email migration on the back-end, this step needs to be completed.

Setting the GMAIL IMAP server

Setup for the IMAP Service:

Paramater	Value	Notes
IMAP Server	imap.gmail.com	
IMAP Username	[firstname].[lastname]@matchi.biz	
IMAP Password	The password to the email account	Users should have received an email containig the password
IMAP Port	993	
Encryption	SSL/TLS	Some email clients show this as just <i>SSL</i>
Authentication Method	OAuth2	

Setting the GMAIL SMTP server

Set your Email client's Sending Server / Outgoing Server options up as follows:

Paramater	Value	Notes
SMTP Server	smtp.gmail.com	
SMTP Username	[your Matchi email address]@matchi.biz	
SMTP Password	The password to the email account	Depending on your particular email client, you may only be asked for this when you send the email for the first time.
SMTP Port	465	
Encryption	TLS/SSL	Some email clients show this as just <i>SSL</i>

If you are not using the free Matchi email account, you are limited to sending 99 emails every 24 hours, otherwise it is 2000 emails per 24-hour period for the paid-for option.

Summary of Things you need to do on your email client

- Create a new email account on your email client. You probably already have a local account called *[firstname].[lastname]@matchi.biz*. Create a new local account on your email client called *[firstname].[lastname]@matchi.biz* on *GMAIL*
- Set the details on the new account as described below
- Once the backend email data migration has been completed (you will be notified), synchronize/update your email in the new account
- Confirm that there is no discrepancy in the emails between the old and the new account. If there is, you can choose to either:
 - Ignore it if it is not important
 - Copy (using Drag-and-Drop) the missing emails from the Old account to the New account
 - Shout Blue Murder and ask that the backend migration process be repeated for you
- Send yourself a test email from your New account and confirm that it ends up in your New account's inbox

Step 1: Start Email Migration from Google Apps

Directing all incoming emails to GMAIL

Prerequisites

This should only be done once all users' email accounts have been migrated off the existing 1and1 service to GMAIL. Any users that are not yet migrated to GMAIL when the DNS change occurs will stop receiving emails as soon as the MX record has replicated to all DNSs.

MX Record changes for matchi.biz on CloudFlare

Delete all existing MX records and enter the following information:

Name	Points to	Priority
MX 1 / Prio	ASPMX.L.GOOGLE.COM	1
MX 2 / Prio	ALT1.ASPMX.L.GOOGLE.COM	5
MX 3 / Prio	ALT2.ASPMX.L.GOOGLE.COM	5
MX 4 / Prio	ASPMX2.GOOGLEMAIL.COM	10

The MX records will point to Google within 24 hours but it can take up to 72 hours for MX DNS records to propagate to all possible users. Any emails sent within that period will not be delivered until the DNS records has replicated to all DNS servers. There is a risk that any emails from outside parties may get lost, depending on the settings of their particular mail transfer agents (MTAs).

Server Configurations

Email notifications sent from application servers will continue to use the default 1AND1 mail transport agent (MTA) while the servers are hosted at 1AND1.

GO-NO-GO Criteria

Insurmountable problems that force a back-out of the migration are:

- Even more emails get bounced than before as a result of the GMAIL SMTP servers being banned from various mail hosts. This can only be established after a number of days in operation, however.
- Regular outages of the GMAIL IMAP services
- Regular outages of the GMAIL SMTP services

Back Out

To back out of the entire email migration:

- Restore the MX DNS settings
- Change the IMAP settings on every user's thick client
- Manually confirm that no emails were lost in the course of this transition
- Each user to confirm that sending and receiving of emails through the legacy provider is possible again.

Cleaning up

- After 7 days of uninterrupted service, remove all Forwarding and Non-Forwarding email accounts via the 1AND1 administrator console for the matchi.biz domain.
- Cancel the Business Email service on 1AND1. 30 days notice is required and will save £10 per month.
- Remove duplicate accounts on user's thick-client BYO devices.

Migrate your personal Calendar from Outlook to GMAIL

You need to do this manually.

About the Google Mail Service

Google App accounts are under the separate account matchigoogleadmin@matchi.biz, Password: ^ulyffes*12

Email Design: AS-IS and TO-BE

Email Addresses:	Forwarded to:	TO-BE Migrated to Google	TO- BE Aliases on Google	KEEP Accounts on 1AND1	KEEP Forwards on 1AND1	TOBE Remove Email account from 1AND1	TOBE Remove Business account from 1AND1
Personal Emails							
freda.gray@matchi.biz		Y				Y	Y
arno.vanderwalt@matchi.biz		Y				Y	
david.milligan@matchi.biz		Y				Y	Y
catherine.miller@matchi.biz		Y				Y	Y
grant.ralph@matchi.biz		Y				Y	
gerrit.hoekstra@matchi.biz		Y				Y	Y
jean-stephane.gourevitch@matchi.biz		Y				Y	
linda.swart@matchi.biz		Y				Y	
mario.cohen@matchi.biz		Y				Y	
munya.tairowodza@matchi.biz		Y				Y	
rebecca.jacobsson@matchi.biz		Y				Y	
sashreka.pillay@matchi.biz		Y				Y	
swati.jindal@matchi.biz		Y				Y	
terence.singh@matchi.biz		Y				Y	
warren.bond@matchi.biz		Y				Y	
Personal aliases							
catherine.bolton@matchi.biz	catherine.miller@matchi.biz		Y				
liesel.teversham@matchi.biz	liesel@clearspace.za.net		Y				
andrew.teversham@matchi.biz	andrew.teversham@luminous.co.za		Y				
sash@matchi.biz	sashreka.pillay@matchi.biz		Y				
sashreka@matchi.biz	sashreka.pillay@matchi.biz		Y				
cat@matchi.biz	catherine.miller@matchi.biz		Y				
catherine.bolton@matchi.org	catherine.miller@matchi.biz		Y				
munya@matchi.biz	munya.tairowodza@matchi.biz		Y				
freda@matchi.biz	freda.gray@matchi.biz		Y				
gerrit@matchi.biz	gerrit.hoekstra@matchi.biz		Y				
liesel@matchi.biz	liesel.teversham@matchi.biz				Y		
linda@matchi.biz	linda.swart@matchi.biz		Y				
Environment Support	(these need to be proper email accounts)						
support@matchi.biz				Y			
support.test@matchi.biz				Y			
support.dev@matchi.biz				Y			
Environment Support Forwards:							
support.test@matchi.biz	gerrit.hoekstra@matchi.biz				Y		
support.dev@matchi.biz	gerrit.hoekstra@matchi.biz				Y		
support@matchi.biz	gerrit.hoekstra@matchi.biz				Y		
	freda.gray@matchi.biz				Y		
	catherine.miller@matchi.biz				Y		
	david.milligan@matchi.biz				Y		
	sash@matchi.biz				Y		
SSL Certificate Owner							
hostmaster@matchi.biz	sysadmin@matchi.biz				Y		

Security Alerts							
security@matchi.biz	sysadmin@matchi.biz				Y		
Public communications							
info@matchi.biz	support@matchi.biz				Y		
info@matchee.biz	support@matchi.biz				Y		
Business Systems							
jira@matchi.biz	gerrit.hoekstra@matchi.biz				Y		
crm@matchi.biz	gerrit.hoekstra@matchi.biz				Y		
dba@matchi.biz	gerrit.hoekstra@matchi.biz				Y		
Server Alerts							
server.mapp01@matchi.biz	sysadmin@matchi.biz				Y		
server.mdb01@matchi.biz	sysadmin@matchi.biz				Y		
server.mweb01@matchi.biz	sysadmin@matchi.biz				Y		
server.mtst01@matchi.biz	sysadmin@matchi.biz				Y		
admin@matchi.biz	sysadmin@matchi.biz				Y		
sysadmin@matchi.biz	gerrit.hoekstra@matchi.biz				Y		
sysadmin.test@matchi.biz	test@matchi.biz				Y		
sysadmin.dev@matchi.biz	test@matchi.biz				Y		
Marketing							
marketing@matchi.biz	david.milligan@matchi.biz				Y		
	catherine.miller@matchi.biz				Y		
Payments							
paypal@matchi.biz	arno.vanderwalt@matchi.biz				Y		
	gerrit.hoekstra@matchi.biz				Y		
Recruitment							
recruitment@matchi.biz	freda.gray@matchi.biz				Y		
Social Media							
socialmedia@matchi.biz	david.milligan@matchi.biz				Y		
	sashreka.pillay@matchi.biz				Y		
	catherine.miller@matchi.biz				Y		
Sponsors							
sponsorship@matchi.biz	david.milligan@matchi.biz				Y		
	catherine.miller@matchi.biz				Y		
	terence.singh@matchi.biz				Y		
Sales							
team.sales@matchi.biz	terence.singh@matchi.biz				Y		
	linda.swart@matchi.biz				Y		
	david.milligan@matchi.biz				Y		
	jean-stephane.gourevitch@matchi.biz				Y		
	sashreka.pillay@matchi.biz				Y		
	mario.cohen@matchi.biz				Y		
	freda.gray@matchi.biz				Y		
	swati.jindal@matchi.biz				Y		
	rebecca.jacobsson@matchi.biz				Y		
sales@matchi.biz	team.sales@matchi.biz				Y		
Challenges							
competitions@matchi.biz	catherine.miller@matchi.biz				Y		
	david.milligan@matchi.biz				Y		
Test Use-cases							

ideabuyer@matchi.biz	test@matchi.biz				Y		
ideabuyerinnovator@matchi.biz	test@matchi.biz				Y		
ideafulltrialbuyer@matchi.biz	test@matchi.biz				Y		
idealimitedtrialbuyer@matchi.biz	test@matchi.biz				Y		
ideaman@matchi.biz	test@matchi.biz				Y		
ideaops@matchi.biz	test@matchi.biz				Y		
ideasponsor@matchi.biz	test@matchi.biz				Y		
General Testing							
test01@matchi.biz	test@matchi.biz				Y		
test01@matchi.mobi	test@matchi.biz				Y		
test02@matchi.biz	test@matchi.biz				Y		
test02@matchi.mobi	test@matchi.biz				Y		
test03@matchi.biz	test@matchi.biz				Y		
test03@matchi.mobi	test@matchi.biz				Y		
test04@matchi.biz	test@matchi.biz				Y		
test04@matchi.mobi	test@matchi.biz				Y		
test05@matchi.biz	test@matchi.biz				Y		
test05@matchi.mobi	test@matchi.biz				Y		
test06@matchi.biz	test@matchi.biz				Y		
test06@matchi.mobi	test@matchi.biz				Y		
test07@matchi.biz	test@matchi.biz				Y		
test07@matchi.mobi	test@matchi.biz				Y		
test08@matchi.biz	test@matchi.biz				Y		
test08@matchi.mobi	test@matchi.biz				Y		
test09@matchi.biz	test@matchi.biz				Y		
test09@matchi.mobi	test@matchi.biz				Y		
test10@matchi.biz	test@matchi.biz				Y		
test10@matchi.mobi	test@matchi.biz				Y		
test11@matchi.biz	test@matchi.biz				Y		
test12@matchi.biz	test@matchi.biz				Y		
test13@matchi.biz	test@matchi.biz				Y		
test14@matchi.biz	test@matchi.biz				Y		
test15@matchi.biz	test@matchi.biz				Y		
test16@matchi.biz	test@matchi.biz				Y		
test17@matchi.biz	test@matchi.biz				Y		
test18@matchi.biz	test@matchi.biz				Y		
test19@matchi.biz	test@matchi.biz				Y		
test20@matchi.biz	test@matchi.biz				Y		
test@matchi.biz	test99@matchi.biz				Y		
test99@matchi.biz	liesel.teversham@matchi.biz				Y		
	gerrit.hoekstra@matchi.biz				Y		
Sound-alikes							
info@matchee.co.uk	info@matchi.biz				Y		
support@matchee.co.uk	support@matchi.biz				Y		

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