**O365 DISCOVERY QUESTIONS**

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| **Discovery Questions:** |  |  |  |  |  |  |  |  |  |
| # Of Locations - 1 |  |  |  |  |  |  |  |  |  |
| # of Users per Location - 40  Is ITsavvy providing the O365 licenses or client – going out to bid  If ITsavvy what licenses type and quantities – premium 365 per user  Do you need Office and Exchange or just Exchange (to determine licenses type) – office and exchange |  |  |  |  |  |  |  |  |  |
| Existing Exchange and AD Environment, Do you have a Windows AD – yes 2016 |  |  |  |  |  |  |  |  |  |
| If Exchange only (license type)- what version of Outlook they have: 2016 |  |  |  |  |  |  |  |  |  |
| Is PS required – if so for all or some of the following: migration; outlook reconfiguration or Office installation  If PS for migration required who to provide the migration Skykick licenses (ITsavvy or client) | | |  |  |  |  |  |  |  |
| If migration required: Any PSTs; Public Folders: size of users mailboxes (total size) etc. | | | |  |  |  |  |  |  |
| Is PST and Public Folders migration required? Or just Exchange mailboxes? | | |  |  |  |  |  |  |  |
| Do you presently have Sharepoint? Is it required? Is Sharepoint migration needed? – YES WE NEED TO MIGRATE SHAREPOINT | | |  |  |  |  |  |  |  |
| Are any other features such as archiving, encryptions; backup, compliance required - YES | | |  |  |  |  |  |  |  |
| Any shared mailbox – just user id and password - YES  Do you have any mailed enabled public folders – public folders that you email to? YES,  Do you have any PCI compliance requirements? NO  Any devices that connect to email such as scanners/fax/ copy machine? -YES  Any system that uses the email system – such as monitoring or service system – NOT SURE  Request a dump or list of mailboxes with sizes – PLEASE CLARIFY THE QUESTION  Additional Questions:  1. Are we doing a federated trust or AD sync …AD sync , probably; please advise  2. Are we doing a hybrid configuration or migration direct to 365 – please advise  3. What versions of outlook do you currently run? 2016  4. Do you have any email archiving?  NO  5. How are backups going to be handled for 365 – POST MIGRATION BY THE HOSTING PROVIDER?  6. Any compliance requirements - NO  7. Is this a remote or onsite engagement | |  |  |  |  |  |  |  |  |

**Core Questions:**

* How many total Mailboxes will be migrated? <50
  + What is the migration source? ON PREM 2016 EXCAHNE SERVER
  + What is the migration destination? PLEASE ADVISE
* What other data sources will be migrated?
  + Outlook profiles configured?
  + Public Folders?
    - How many Public Folders? 3
    - Total GB of Public Folders? ??
  + Documents? (OneDrive, SharePoint, etc.) Google docs \ server shares \ SharePoint
    - Total GB of Documents?
  + PST/Archives?
    - Total GB of PST/Archives? – PROBABLY NOT MUCH
* What is the target migration service start date? ASAP