

KCFAPI Microsoft 365 Migration - As-Built Documentation

Prepared by: Jose Allen Framil | Niah Christle Villare

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Knights of Columbus®

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1. Migration Report

1.1 Executive Summary

The KCFAPI Microsoft 365 migration project aimed to consolidate user mailboxes from two Google Workspace tenants (kcfapi.com and kofc.org.ph) and an On-Premises Exchange 2019 server into a single Microsoft 365 tenant. The migration was executed using Microsoft's native Google Workspace migration tool and PST import for on-premises data. All mailboxes were migrated successfully, and mailflow has been validated internally and externally.

1.2 Scope

Included: User mailboxes (emails, calendars, contacts).

Excluded: Google Drive, shared mailboxes, distribution groups.

1.3 Timeline & Milestones

- September 12–14, 2025: Initial migration activities (domain verification, kcfapi.com GWS migration, PST import).
- September 19, 2025: Migration of kofc.org.ph users.
- Post-migration: Mailflow validation, UAT, sign-off.

1.4 Key Achievements

- Verified kcfapi.com domain in Microsoft 365 using Cloudflare DNS.
- Enabled required APIs and created service accounts in Google Admin.
- Created migration batches and migrated users from kcfapi.com GWS.
- Migrated kofc.org.ph and kcfapi.com GWS users into M365.
- Conducted inbound and outbound mailflow testing.

2.1 Project Overview

Objective: Consolidate KCFAPI's email systems into Microsoft 365.

Sources:

- Google Workspace (kcfapi.com)
- Google Workspace (kofc.org.ph)
- On-Prem Exchange 2019

Target: Microsoft 365 tenant (kcfapi.com).

2.2 Architecture

On-Prem Exchange → M365 (via PST import)

GWS (kcfapi.com) → M365 (via native GWS migration tool)

GWS (kofc.org.ph) → M365 (via native GWS migration tool)

2.3 Migration Procedure Summary

- Verified kcfapi.com domain via Cloudflare.
- Configured Google Admin project and enabled Gmail API, Calendar API, People API, Admin SDK API.
- Created service accounts and delegated permissions.
- Set up migration endpoints in M365 and imported user CSVs.
- Ran migration batches for kcfapi.com and kofc.org.ph GWS users.
- Validated inbound and outbound mailflow.

2.4 Configuration Details

DNS Records: Verification

- MX: kcfapi-com.mail.protection.outlook.com
- SPF: v=spf1 include:spf.protection.outlook.com ~all

M365 Tenant: kcfapiph.onmicrosoft.com

Licenses: Microsoft 365 Business Basic

2.5 Migrated Users

Attach CSV mapping file or provide a summary of migrated accounts.

2.6 Issues & Resolutions

- Skipped large items: acknowledged.
- Gmail forwarding verification errors: resolved by verifying only kcfapi.com domain.
- Calendar disabled exceptions: documented as non-critical.

2.7 Limitations

- Google Drive not included in migration.
- No shared mailboxes or distribution groups migrated.

2.8 Recommendations

- Conduct user training for Outlook and M365 basics.
- Establish backup and archiving strategy.
- Continuous monitoring via Exchange Admin Center and Security & Compliance tools.

Activity Screenshot Phase III Activity _ September 12 to 14
Domain Verification setup complete

The first screenshot shows the 'Add domain' wizard in the Microsoft 365 admin center. The progress bar indicates that the domain 'kcfapi.com' has been successfully added, connected, and finished. The main heading states 'Domain setup is complete'. Below this, a message confirms that 'kcfapi.com' is set up and ready for use, with a link to 'Active users'. A 'Next steps' section provides links to 'Go to Active users' and 'View all domains'. A feedback prompt asks 'Was it easy to add your domain?' with 'Yes' and 'No' options. A 'Done' button is at the bottom.

The second screenshot shows the 'Domains' page in the Microsoft 365 admin center. The left sidebar contains navigation links for Copilot, Users, Teams & groups, Roles, Resources, Billing, Support, Settings, Domains, Search & intelligence, Org settings, Microsoft 365 Backup, Integrated apps, Viva, Partner relationships, Microsoft Edge, Setup, and Reports. The main content area shows a list of domains with columns for 'Domain name' and 'Status'. The domains listed are 'kcfapi.com (Default)' and 'kcfapi.onmicrosoft.com', both with a 'Healthy' status. A 'Filter' search bar is available at the top right of the domain list.

Domain name	Status
kcfapi.com (Default)	Healthy
kcfapi.onmicrosoft.com	Healthy

Adding users to Ms365 for the 2GWS and On-prem:

88 Users for from Kofc.org.ph

8 users for kcfapi.com

Microsoft 365 admin center

Active users > Add multiple users

You added 8 users

These users will appear in your list of **Active users** where you can view and manage their settings. All users have been given temporary passwords and they can now log in to their accounts.

Print Download user details

Display name	Username
Claims Benefits	claims.benefits@kcfapi.com
Adrian Boston	adrian.boston@kcfapi.com
Anthony Nazario	anthony.nazario@kcfapi.com
Fraternal Benefits	fraternalbenefits@kcfapi.com
IT DEPARTMENT	itdept@kcfapi.com

Close

Microsoft 365 admin center

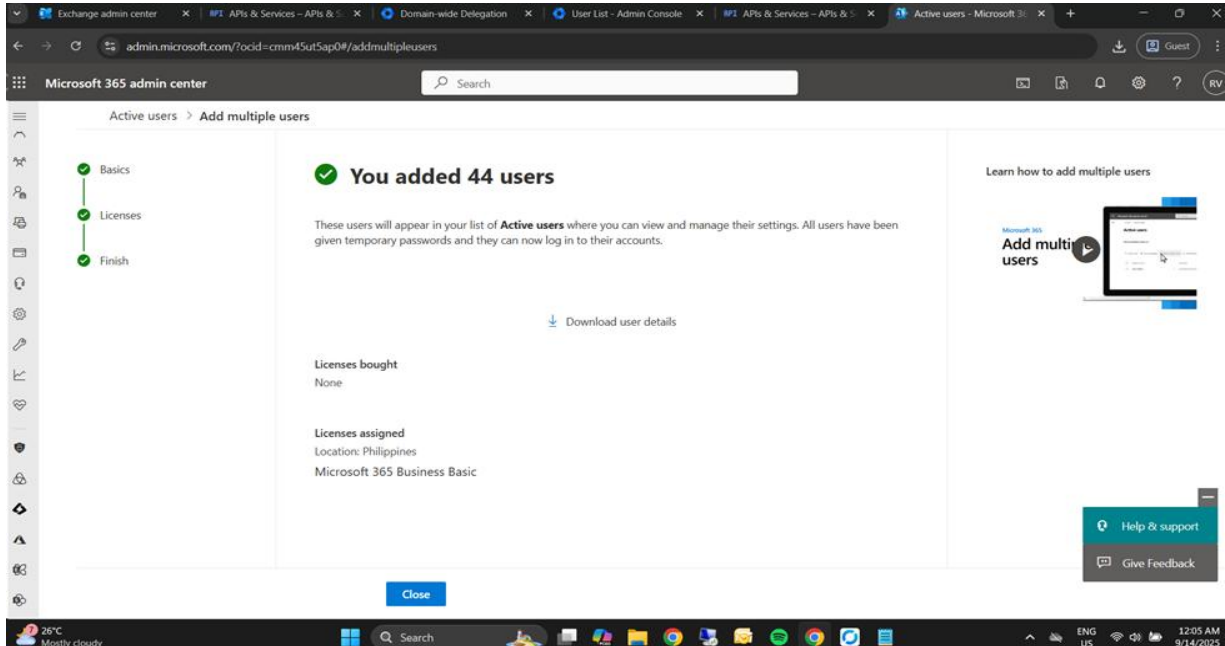
Active users

Filter set: Commonly used Licenses Sign-in status Domain Location

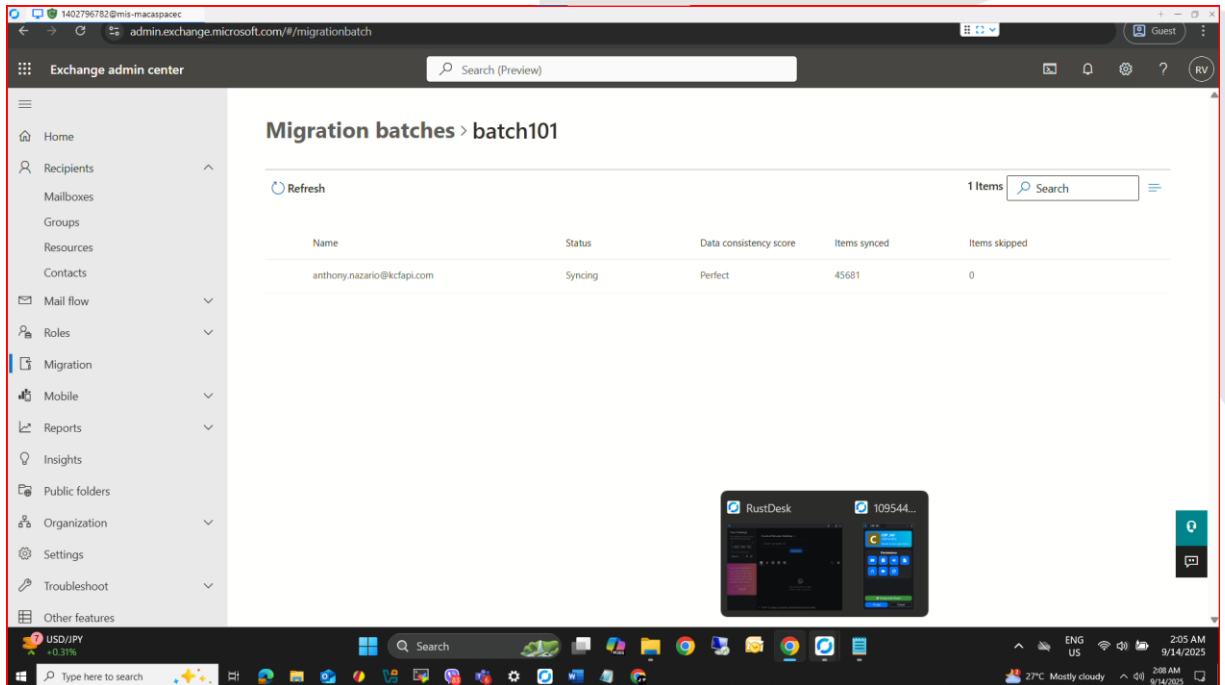
<input type="checkbox"/>	Display name ↑	Username	Licenses
<input type="checkbox"/>	Adrian Boston	adrian.boston@kcfapi.com	Microsoft 365 Business Basic
<input type="checkbox"/>	Anthony Nazario	anthony.nazario@kcfapi.com	Microsoft 365 Business Basic
<input type="checkbox"/>	Claims Benefits	claims.benefits@kcfapi.com	Microsoft 365 Business Basic
<input type="checkbox"/>	Fraternal Benefits	fraternalbenefits@kcfapi.com	Microsoft 365 Business Basic
<input type="checkbox"/>	IT DEPARTMENT	itdept@kcfapi.com	Microsoft 365 Business Basic
<input type="checkbox"/>	KCFAPI FMAS	fmas@kcfapi.com	Microsoft 365 Business Basic
<input type="checkbox"/>	Manuel Jr Dimalanta	dimalanta@kcfapi.com	Microsoft 365 Business Basic
<input type="checkbox"/>	no reply	no-reply@kcfapi.com	Microsoft 365 Business Basic
<input type="checkbox"/>	Reinstatement KCFAPI	reinstatement@kcfapi.com	Microsoft 365 Business Basic
<input type="checkbox"/>	Ronald Vargas	admin@kcfapi.com	Microsoft 365 Business Basic

Help & support
Give Feedback

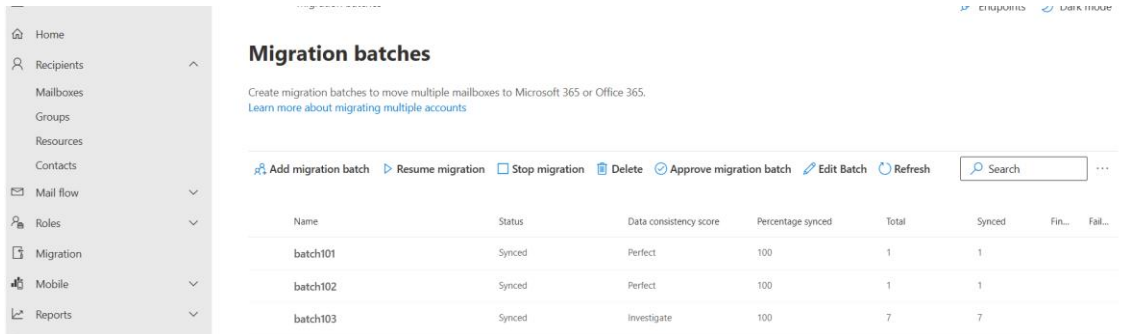
Adding 44 users from On-prem



Starting Migration for the batch101



Migration Complete for Batch 101 to 103 total of 9 users



Name	Status	Data consistency score	Percentage synced	Total	Synced	Fin...	Fail...
batch101	Synced	Perfect	100	1	1		
batch102	Synced	Perfect	100	1	1		
batch103	Synced	Investigate	100	7	7		

September 19 to 21 Screenshot migration activity including for the Phase III.

Key Achievements of the Day:

List of Batch running:

Batch 201:

Batch201	Synced with errors	Investigate	86	22	19	3
----------	--------------------	-------------	----	----	----	---

Batch 202:

Batch202	Synced with errors	Investigate	95	22	21	1
----------	--------------------	-------------	----	----	----	---

Batch 203:

Batch203	Syncing	Good	82	22	18	
----------	---------	------	----	----	----	--

Batch 204:

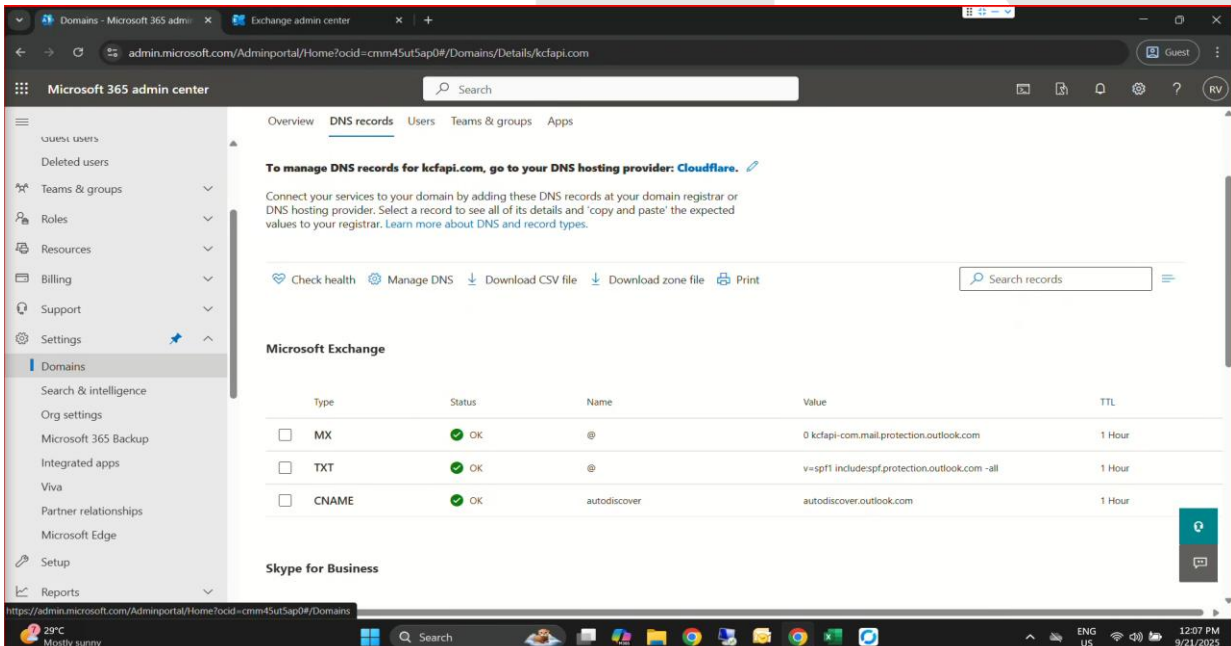
Batch204	Syncing	Perfect	86	22	19	2
----------	---------	---------	----	----	----	---

Batch 205:

Batch205	Synced	Perfect	100	8	8	
----------	--------	---------	-----	---	---	--

ID	Description
1	Migrated (88) GWS kofc.org.ph users to M365 kcfapi.com.
2	Re-run unsuccessful user migration.
3	<p>Created report for migrated users with failed status per batches.</p> <p>101: Completed without errors. 102: Completed without errors. 103: 1 user large item exceeded migration size limit. Skipped automatically. User may manually retrieve from source (GWS) mailbox if required. 201: 2 users from GWS Archived Status (Resigned Employee). 1 user item identified as corrupted in source mailbox and could not migrated. Email migration proceeded for all other valid items. 202: 1 user skipped the item from the mailbox in GWS due to item in deleted items folder exceeded migration size limit. Skipped automatically, no impact to mailbox functionality. 1 user also is archived. No mailbox data migrated. Source account is in Google Workspace Archived status: Gmail and Calendar services are disabled. 203: No mailbox data migrated. Source account is in Google Workspace Archived status: Gmail and Calendar services are disabled. 204: 2 users from this batch are already archive in GWS, which means no migrated email as it is disabled.</p>
4	Validated external inbound/outbound mail routing.

DNS Status on the that Day



Microsoft 365 admin center

Overview DNS records Users Teams & groups Apps

To manage DNS records for kcfapi.com, go to your DNS hosting provider: [Cloudflare](#).

Connect your services to your domain by adding these DNS records at your domain registrar or DNS hosting provider. Select a record to see all of its details and 'copy and paste' the expected values to your registrar. [Learn more about DNS and record types.](#)

Check health Manage DNS Download CSV file Download zone file Print

Search records

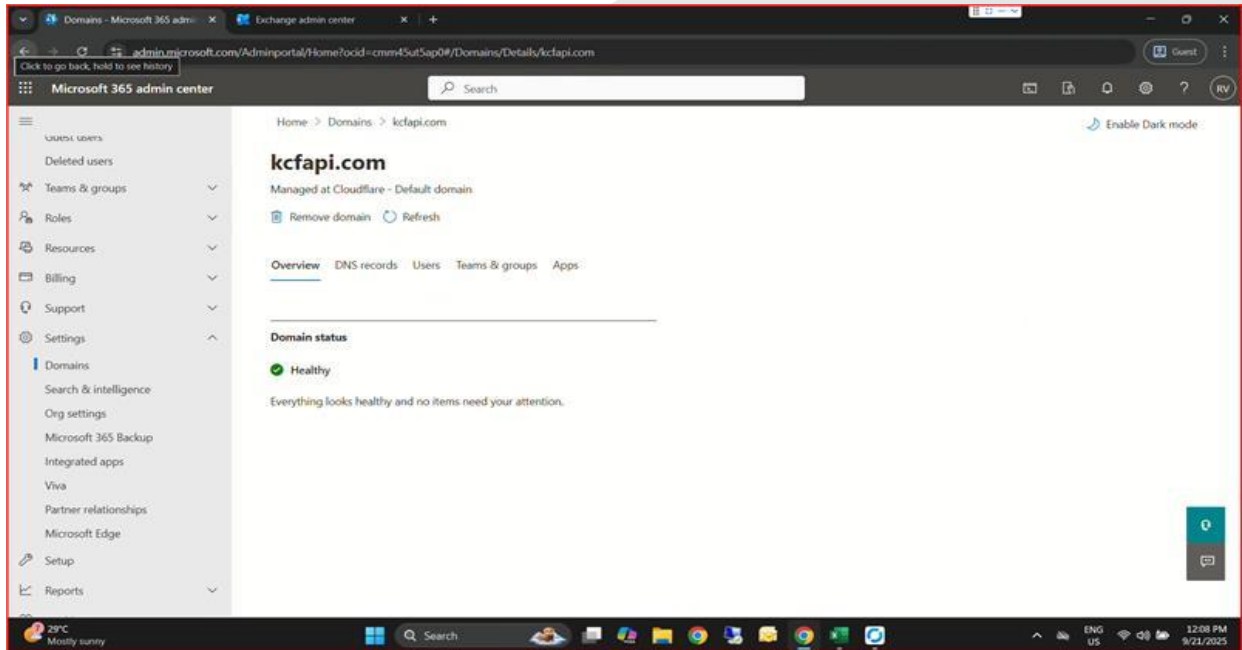
Microsoft Exchange

Type	Status	Name	Value	TTL
<input type="checkbox"/> MX	OK	@	0 kcfapi-com.mail.protection.outlook.com	1 Hour
<input type="checkbox"/> TXT	OK	@	v=spf1 include:spf.protection.outlook.com -all	1 Hour
<input type="checkbox"/> CNAME	OK	autodiscover	autodiscover.outlook.com	1 Hour

Skype for Business

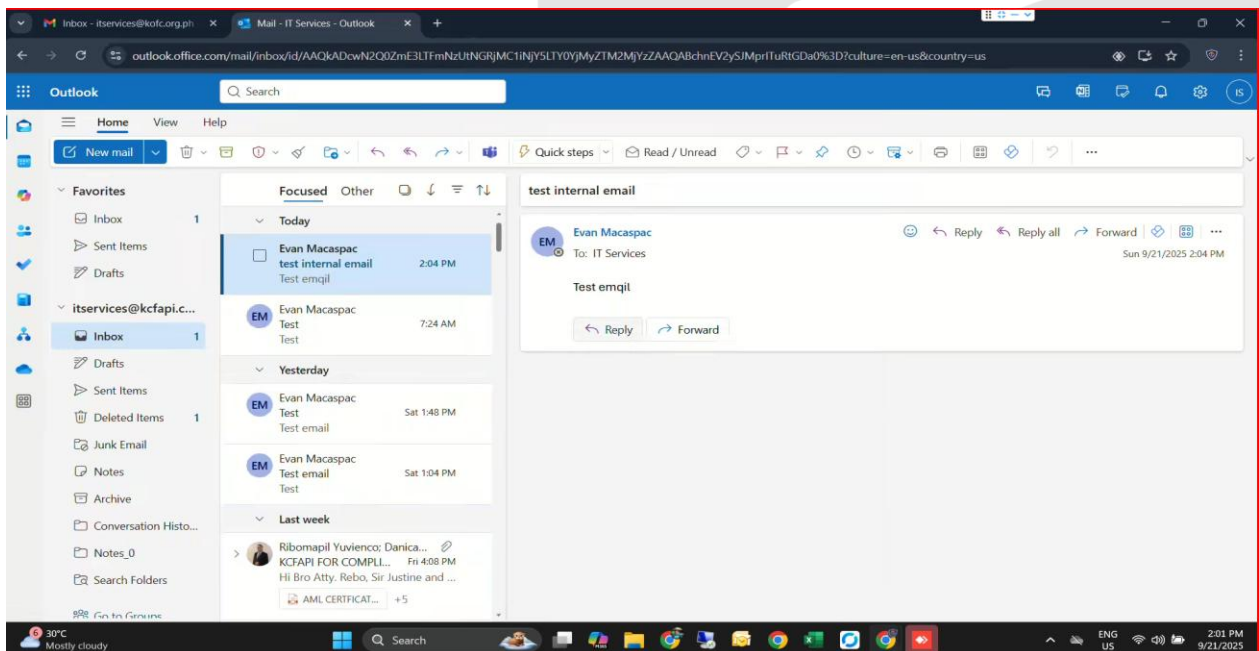
29°C Mostly sunny 12:07 PM 9/21/2025

Domain Status

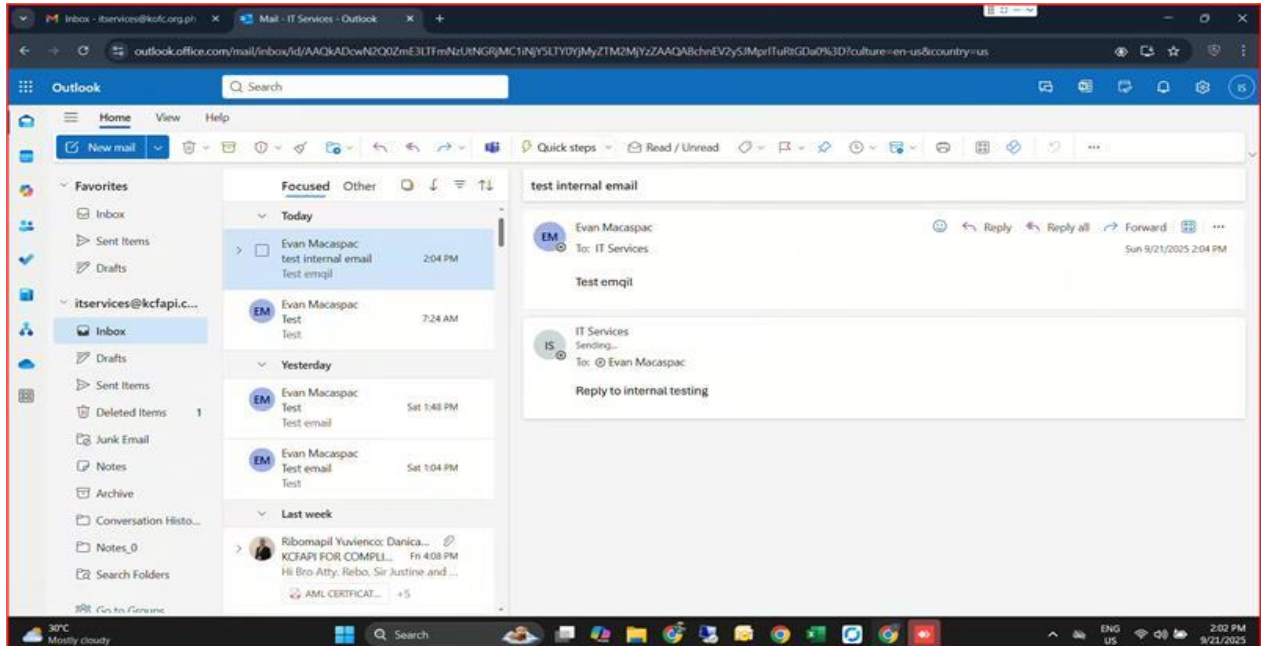


Mail Flow Testing INTERNAL And EXTERNAL Testing

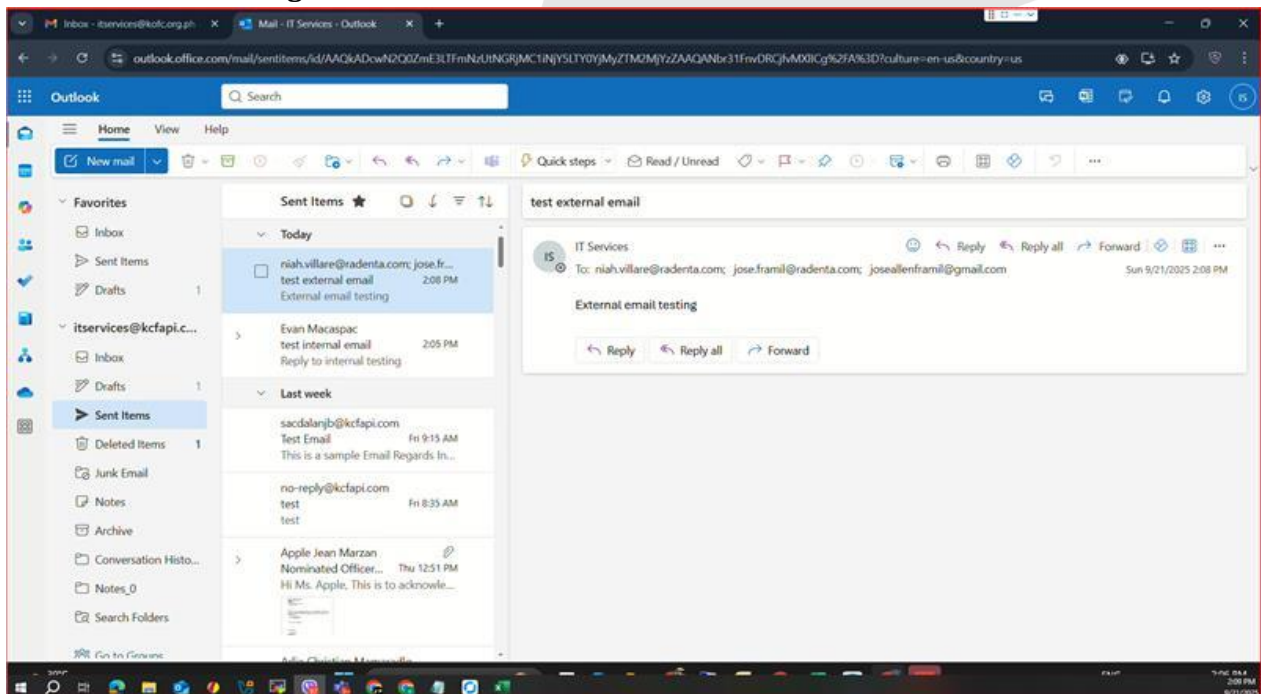
Internal Tesing email



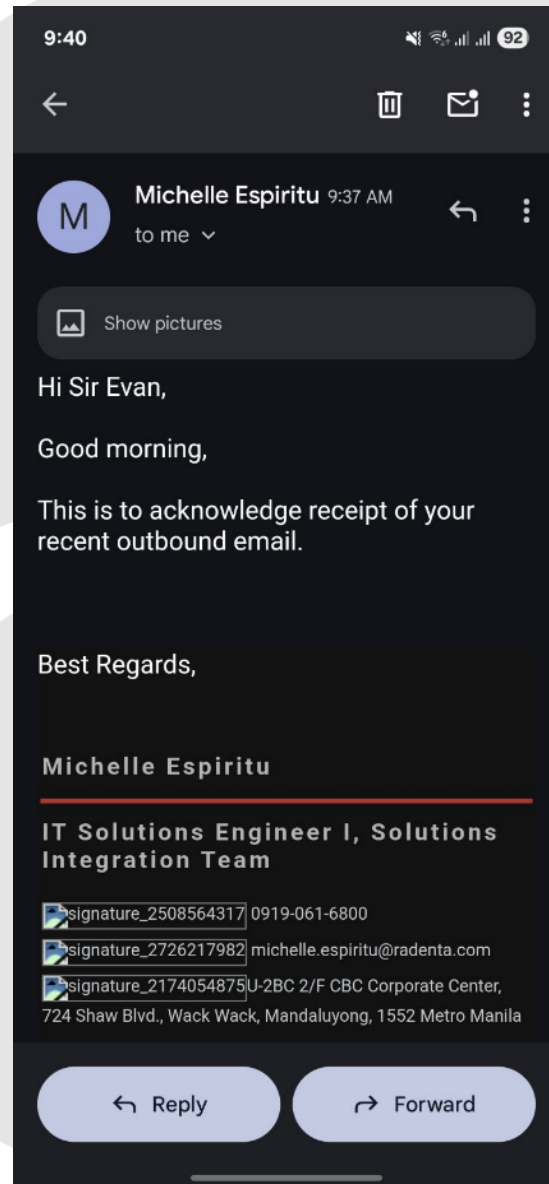
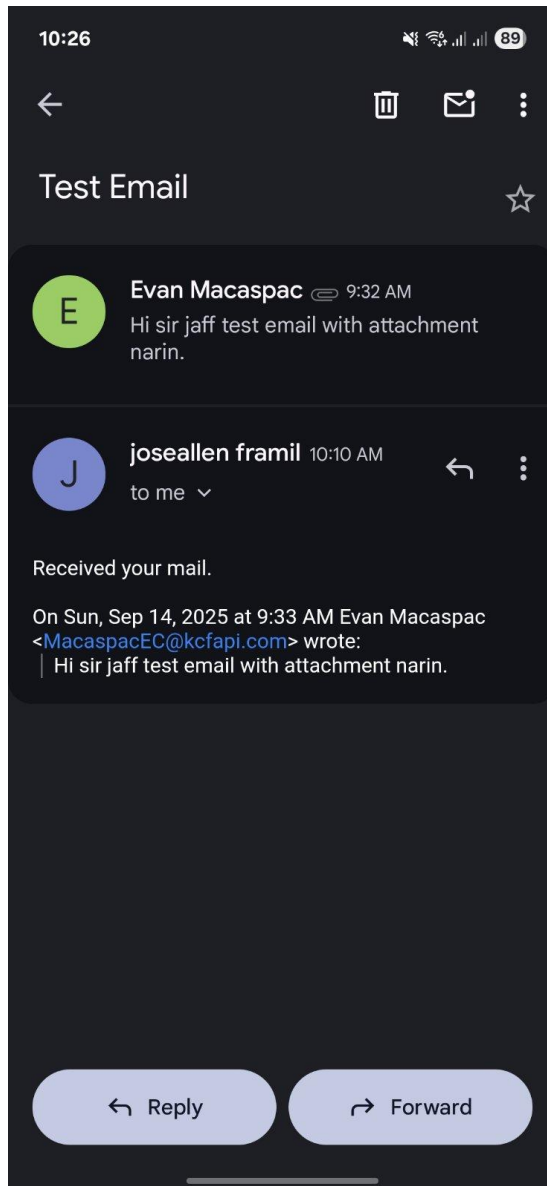
Internal reply tesiting



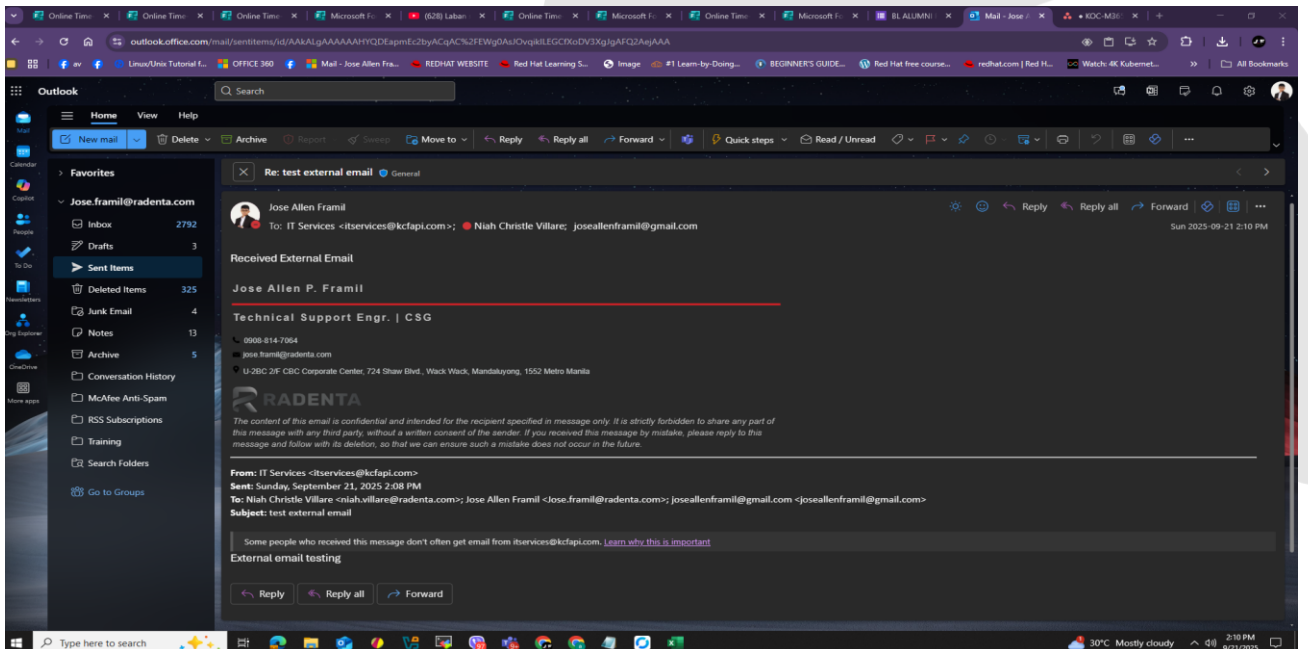
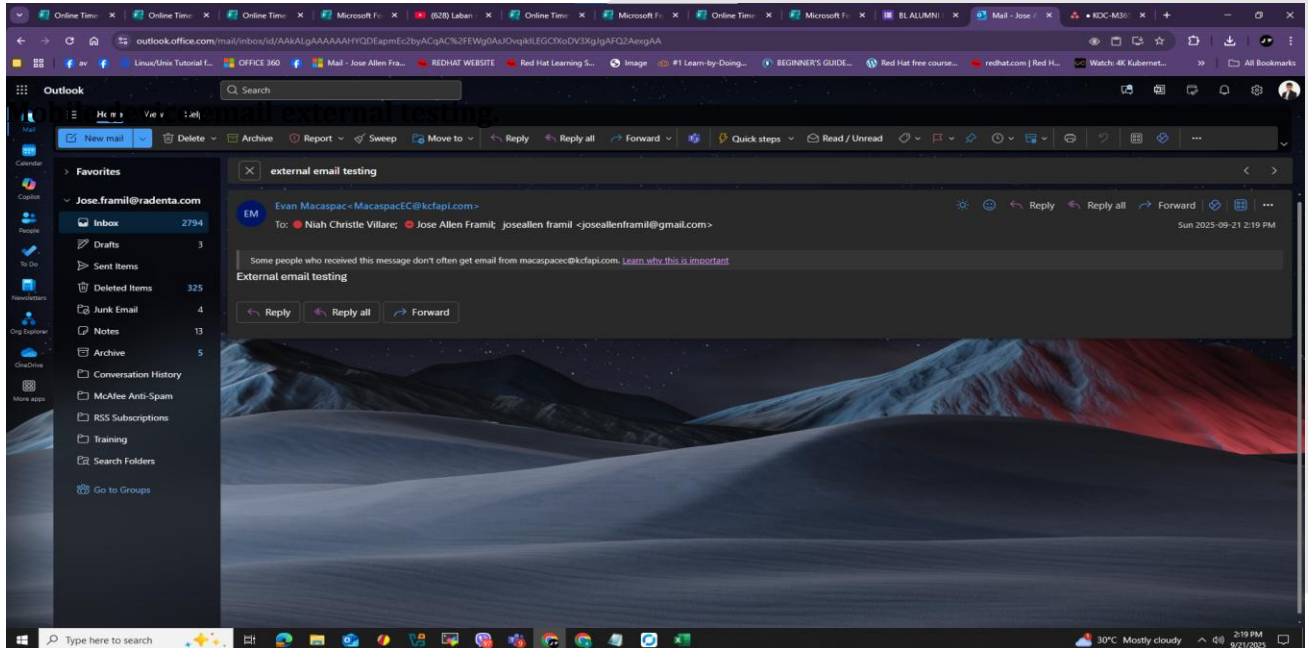
External Email testing



External received email.



Another External email testing received



Migration Summary for September 19 to 21

- Majority of active user mailboxes have been successfully migrated.
- A few items were skipped due to size limits or corruption, but this does not affect overall mailbox functionality.
- Archived or suspended Google accounts (mostly resigned/retired employees) could not be migrated, as the source services (Gmail/Calendar) are disabled.

User	Status / Error	Remarks	Action Needed
fmas@kcfapi.com	Skipped large items	Mailbox migrated, only oversized emails not included	User may retrieve directly from GWS if required
fbg@kcfapi.com	Skipped large item (Deleted Items)	No impact to mailbox functionality	None
annie.nicolas@kcfapi.com	Corrupted item skipped	All other items migrated	User to confirm if critical
vargasrt@kcfapi.com	Temporary API error	Mailbox migrated OK	None
aviedeocampo@, clarencerevadillo@, diapolitrm@, gregorio.asis@, ladionabi@, marymagdalene.flores@, mgcuria@, michael.cabra@, pestanojv@, velascojl@	GoogleCalendarDisabledPermanentException (account archived/suspended)	No data migrated (resigned/retired employees)	Client to confirm if shared mailbox or PST export is needed

LIST OF USER ACCOUNTS

No.	User Accounts	Type of User	Status
1	asd@kcfapi.com	Standard User	Active
2	admin@kcfapi.com	Admin	Active
3	adrian.boston@kcfapi.com	Standard User	Active
4	sangalangac@kcfapi.com	Standard User	Active
5	NievesAJA@kcfapi.com	Standard User	Active
6	laquindanumas@kcfapi.com	Standard User	Active
7	PascuaAF@kcfapi.com	Standard User	Active
8	regontonab@kcfapi.com	Standard User	Active
9	aminullaat@kcfapi.com	Standard User	Active
10	santosamp@kcfapi.com	Standard User	Active
11	angelito.bala@kcfapi.com	Standard User	Active
12	annie.nicolas@kcfapi.com	Standard User	Active
13	anthony.nazario@kcfapi.com	Standard User	Active
14	marzanajg@kcfapi.com	Standard User	Active
15	ccd@kcfapi.com	Standard User	Active
16	dapulaap@kcfapi.com	Standard User	Active
17	aviedeocampo@kcfapi.com	Standard User	Suspended
18	bcservices@kcfapi.com	Standard User	Active
19	ladionabi@kcfapi.com	Standard User	Suspended
20	ARCENALBB@kcfapi.com	Standard User	Active
21	blenda.porillo@kcfapi.com	Standard User	Active
22	fabreagbf@kcfapi.com	Standard User	Active
23	kcfapicabso@kcfapi.com	Standard User	Active
24	kcfapicdoso@kcfapi.com	Standard User	Active
25	mirandacj@kcfapi.com	Standard User	Active
26	panticmr@kcfapi.com	Standard User	Active
27	kcfapicebso@kcfapi.com	Standard User	Active
28	banogoncb@kcfapi.com	Standard User	Active
29	guillangckj@kcfapi.com	Standard User	Active
30	almonteclr@kcfapi.com	Standard User	Active
31	valenciab@kcfapi.com	Standard User	Active
32	claims.benefits@kcfapi.com	Standard User	Active
33	clarencerevadillo@kcfapi.com	Standard User	Suspended
34	GaleroCA@kcfapi.com	Standard User	Active



35	corp.audit@kcfapi.com	Standard User	Active
36	VeranoCJM@kcfapi.com	Standard User	Active
37	PinedaCJ@kcfapi.com	Standard User	Active
38	LaoCF@kcfapi.com	Standard User	Active
39	dataprivacy@kcfapi.com	Standard User	Active
40	kcfapidavso@kcfapi.com	Standard User	Active
41	HugoDP@kcfapi.com	Standard User	Active
42	flavianoed@kcfapi.com	Standard User	Active
43	EncantoEN@kcfapi.com	Standard User	Active
44	castelltortea@kcfapi.com	Standard User	Active
45	MallariEJ@kcfapi.com	Standard User	Active
46	BernardinoEB@kcfapi.com	Standard User	Active
47	InciongE@kcfapi.com	Standard User	Active
48	MacaspacEC@kcfapi.com	Standard User	Active
49	fbg@kcfapi.com	Standard User	Active
50	PacisFS@kcfapi.com	Standard User	Active
51	SANTIAGOFD@kcfapi.com	Standard User	Active
52	fraternalbenefits@kcfapi.com	Standard User	Active
53	SaladoGD@kcfapi.com	Standard User	Active
54	gloria.alegre@kcfapi.com	Standard User	Active
55	gregorio.asis@kcfapi.com	Standard User	Suspended
56	SimpleHDC@kcfapi.com	Standard User	Active
57	hrd@kcfapi.com	Standard User	Active
58	itdept@kcfapi.com	Standard User	Active
59	itservices@kcfapi.com	Standard User	Active
60	delovinoi@kcfapi.com	Standard User	Active
61	wongjpo@kcfapi.com	Standard User	Active
62	velascojl@kcfapi.com	Standard User	Active
63	RosalesJ@kcfapi.com	Standard User	Active
64	jenika.villamar@kcfapi.com	Standard User	Active
65	jennefer.capulong@kcfapi.com	Standard User	Active
66	jaranillaja@kcfapi.com	Standard User	Active
67	javierjd@kcfapi.com	Standard User	Active
68	sempiojpc@kcfapi.com	Standard User	Active
69	ApadJP@kcfapi.com	Standard User	Active
70	tottojil@kcfapi.com	Standard User	Active
71	pestanovj@kcfapi.com	Standard User	Suspended
72	CanapeJM@kcfapi.com	Standard User	Active

73	hagnoljpa@kcfapi.com	Standard User	Active
74	AranzasoJE@kcfapi.com	Standard User	Active
75	torresjm@kcfapi.com	Standard User	Active
76	BalonzosJS@kcfapi.com	Standard User	Active
77	SacdalanJB@kcfapi.com	Standard User	Active
78	CrisostomoKT@kcfapi.com	Standard User	Active
79	kcfapi.audit@kcfapi.com	Standard User	Active
80	fmas@kcfapi.com	Standard User	Active
81	kcfapigensan@kcfapi.com	Standard User	Active
82	kcfraternal@kcfapi.com	Standard User	Active
83	despekfp@kcfapi.com	Standard User	Active
84	minimokdl@kcfapi.com	Standard User	Active
85	kompas@kcfapi.com	Standard User	Active
86	kris.yngco@kcfapi.com	Standard User	Active
87	guevarralc@kcfapi.com	Standard User	Active
88	espinoldm@kcfapi.com	Standard User	Suspended
89	fadbluzon.south@kcfapi.com	Standard User	Active
90	fadbluzon.north@kcfapi.com	Standard User	Active
91	lyndonpalafox@kcfapi.com	Standard User	Active
92	LimLD@kcfapi.com	Standard User	Active
93	dimalantamjrb@kcfapi.com	Standard User	Active
94	marianne.gatdula@kcfapi.com	Standard User	Active
95	roblesmpv@kcfapi.com	Standard User	Active
96	CapinMBG@kcfapi.com	Standard User	Active
97	ValdezM@kcfapi.com	Standard User	Active
98	BesasMG@kcfapi.com	Standard User	Active
99	TabagoMC@kcfapi.com	Standard User	Active
100	CuananMS@kcfapi.com	Standard User	Active
101	SAYSONMS@kcfapi.com	Standard User	Active
102	marymagdalene.flores@kcfapi.com	Standard User	Suspended
103	jalotjotmrb@kcfapi.com	Standard User	Active
104	michael.cabra@kcfapi.com	Standard User	Active
105	decastromb@kcfapi.com	Standard User	Active
106	GalacioM@kcfapi.com	Standard User	Active
107	BerameMC@kcfapi.com	Standard User	Active
108	fadbmindanao@kcfapi.com	Standard User	Active
109	hongayons@kcfapi.com	Standard User	Active
110	no-reply@kcfapi.com	Standard User	Active

111	noreply.kcfapi@kcfapi.com	Standard User	Active
112	villanuevpc@kcfapi.com	Standard User	Active
113	VelascoPS@kcfapi.com	Standard User	Active
114	pinianopj@kcfapi.com	Standard User	Active
115	reinstatement@kcfapi.com	Standard User	Active
116	BragatRM@kcfapi.com	Standard User	Active
117	yanzon.resty@kcfapi.com	Standard User	Active
118	yuvienorc@kcfapi.com	Standard User	Active
119	RobrigadoRC@kcfapi.com	Standard User	Active
120	vargasrt@kcfapi.com	Standard User	Active
121	infanterg@kcfapi.com	Standard User	Suspended
122	diapolitrm@kcfapi.com	Standard User	Suspended
123	patriciorp@kcfapi.com	Standard User	Active
124	rgelizaga@kcfapi.com	Standard User	Active
125	gabiannas@kcfapi.com	Standard User	Active
126	soaccess@kcfapi.com	Standard User	Active
127	BaraquielsN@kcfapi.com	Standard User	Active
128	mgcuria@kcfapi.com	Standard User	Active
129	RelucioTJE@kcfapi.com	Standard User	Active
130	tsd@kcfapi.com	Standard User	Active
131	underwriting@kcfapi.com	Standard User	Active
132	PradoVS@kcfapi.com	Standard User	Active
133	TranquiloVU@kcfapi.com	Standard User	Active
134	fadbvisayas@kcfapi.com	Standard User	Active
135	AblesVR@kcfapi.com	Standard User	Active
136	ynaalbaracin@kcfapi.com	Standard User	Active
137	FortunaZSY@kcfapi.com	Standard User	Active
138	oblenazk@kcfapi.com	Standard User	Active

Approval Sheet

The following *client's name* representatives hereby attest that the As-Built Documentation / Completion Report, a requirement for the project "*project name*" has been completed and approved.

Project Name:	
Submitted by:	Noted by:
 Jose Allen Framil <i>IT Solutions Engineer I</i> <i>Radenta Technologies Inc.</i>	
 Niah Christele Villare <i>IT Solutions Engineer I</i> <i>Radenta Technologies Inc.</i>	Mathew Dalisay <i>Associate Project Manager</i> <i>Radenta Technologies Inc.</i>
Reviewed by:	Approved by:
Francis Manuel Estrella <i>Lead, Solutions Integration Team,</i> <i>Radenta Technologies Inc.</i>	Ronald Vargas <i>IT Manager, Knights of Columbus</i>

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