GSD. Outlook - Check Migrated Content in Outlook Application

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General Information:

Possible symptoms/errors:

User wants to know how to Check Migrated Content in Outlook Application

Alternative names of the system:

n/a

IMPORTANT NOTICE:

Email migration is optional and needs to be ordered separately before the migration

Solution:

After migration to Office 365 it is expected that information like emails, calendar meetings or invites, contacts, or tasks are migrated to Outlook from Lotus Notes.

Since user will be working in a totally different interface, the following tips will help them check the migrated contents in Outlook.

Details:

A. Tasks - User can see the list of things that they need to do using this option, enhanced with reminders and tracking.

User must click the Task icon at the bottom left of the window to open their Tasks.

B. Calendar - Another central function of Outlook is a calendar which can be used to create meetings and appointments directly from emails. It connects user with their other colleagues and makes collaboration a lot easier.

User must click the Calendar icon to check if all their meetings has been migrated from the Lotus Notes calendar.

C. Contacts - Allows user to add people to thier address book and create contact groups and distribution lists. Personal contacts will be migrated.

User must select the Contacts icon at the bottom left to see the list of contacts from Lotus Notes contacts.

D. Emails – User can check their migrated e-mails for completeness, and folder structure (including emails) from Lotus Notes mailbox should be transferred to Outlook mailbox one-to-one.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A