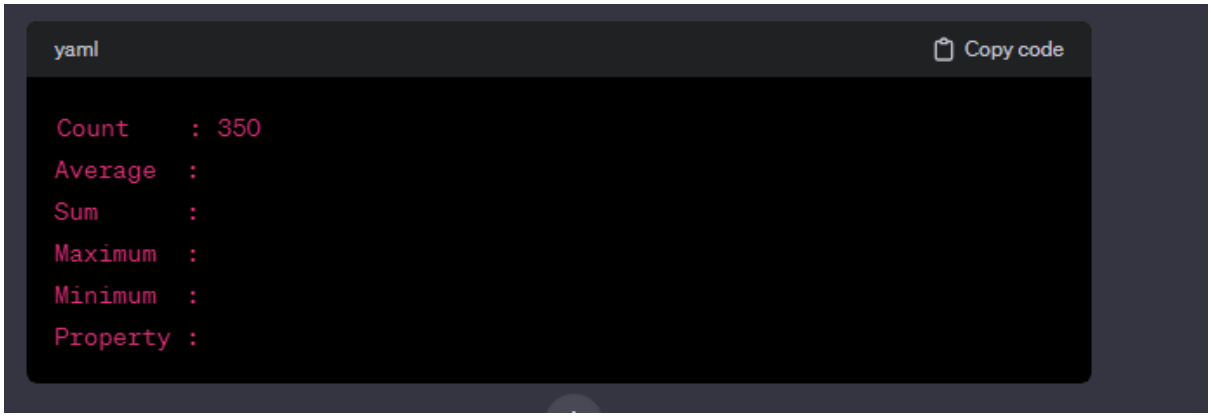
Migration Steps for Mailbox Assessment:

Identify the number of mailboxes

- Use PowerShell to run the following PowerShell command on your Exchange Server to get the total number of mailboxes:
- **Get-Mailbox -ResultSize Unlimited | Measure-Object**

Here's an example of how the output might appear

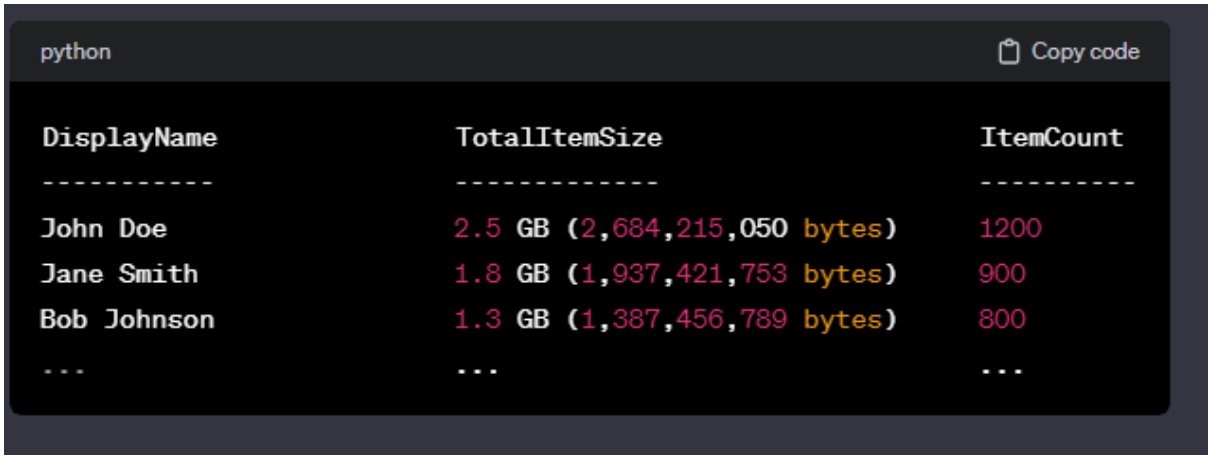


This output indicates the total number of mailboxes on your Exchange Server. The value for "Count" represents the total count of mailboxes.

- Another way to view the list of mailboxes and their count in the **Exchange Admin Center (EAC):** navigate to the "Recipients" tab to view the list of mailboxes and their count.

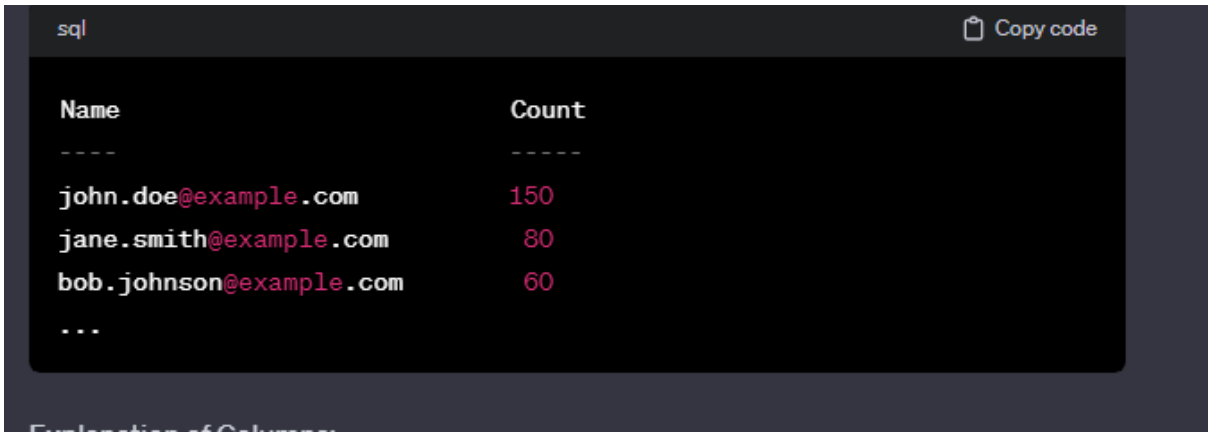
- Determine Mailbox Sizes
  - **PowerShell Reporting:**
  - Use PowerShell to generate a report on mailbox sizes. For example:
  - **Get-MailboxStatistics -Server <ServerName> | Select DisplayName, TotalItemSize, ItemCount | Sort-Object TotalItemSize -Descending | Format-Table -AutoSize**
  - **Note: Replace <ServerName> with the name of your Exchange Server.**

Here’s an example of how the output might appear



- Exchange Admin Center:
  - In EAC, under "Recipients," select "Mailboxes" to see a list of mailboxes with their sizes.
- Message Tracking Logs:
  - Analyse message tracking logs to understand email usage patterns, peak times, and busiest mailboxes.
  - Use the fllowing command to understand usage pattern:
  - **Get-MessageTrackingLog -ResultSize Unlimited -Start "<StartDate>" -End "<EndDate>" | Group-Object -Property Sender | Sort-Object Count -Descending | Select-Object Name, Count | Format-Table -AutoSize**
  - **Note Replace <StartDate> and <EndDate> with the desired date range.**

Here's an example of how the output might appear:



Explanation of Columns:

Name: The sender's email address.

Count: The number of messages sent by each sender within the specified date range.

Identify Special Configurations:

- List all shared mailboxes using PowerShell
  - **Get-Mailbox -RecipientTypeDetails SharedMailbox**
- Identify and document distribution lists using PowerShell
  - **Get-DistributionGroup**
- List all resource mailboxes using PowerShell
  - **Get-Mailbox -RecipientTypeDetails RoomMailbox, EquipmentMailbox**
- **Custom Configurations:**
  - **Identify any custom configurations, such as custom transport rules, mail flow settings, and mailbox permissions.**

Client Access Assessment:

- Identify the email clients and devices in use.
- Ensure they are compatible with Exchange Online.

Plan and Prepare:

License Assignment:

Assigning Exchange Online licenses to users is a crucial step in the migration process. Before you start assigning licenses, make sure you have purchased the necessary licenses for your organization. Here's a step-by-step guide for planning and preparing license assignment for Exchange Online:

- Purchase Exchange Online Licenses:
  - Log in to the Microsoft 365 Admin Center using administrative credentials: Microsoft 365 Admin Center
  - In the Admin Center, go to the "Billing" or "Billing > Subscriptions" section.
  - Purchase the required number of Exchange Online licenses for your organization. Ensure you select the appropriate plan based on your organization's needs.

- License Assignment:

  a. Assign Licenses to Individual Users:

  - In the Microsoft 365 Admin Center, go to "Users" or "Active Users."
  - Select the user(s) to whom you want to assign Exchange Online licenses.
  - Click on "Assign licenses" or a similar option.
  - Check the box next to "Exchange Online" or the specific license plan you purchased.
  - Review the assigned licenses and click "Assign" or "Save" to confirm.

- Bulk License Assignment:
    - In the Microsoft 365 Admin Center, go to "Users" or "Active Users."
    - Select multiple users by holding down the "Ctrl" key (or "Cmd" key on Mac) while clicking on user names.
    - Click on "Assign licenses" or a similar option.
    - Check the box next to "Exchange Online" or the specific license plan.
    - Review the assigned licenses and click "Assign" or "Save" to confirm.
- Automate License Assignment (Optional):
    - For large-scale deployments, consider using PowerShell scripts to automate the license assignment process. Example PowerShell command:
    - **$users = Get-MsolUser -All | Where-Object { $_.Licenses.Count -eq 0 }**
    - **$users | Set-MsolUserLicense -AddLicenses "TENANT:EXCHANGE_S_STANDARD"**

This script does the following:

- Retrieves all users in your Microsoft 365 tenant who currently do not have any assigned licenses.
- Assigns the "EXCHANGE_S_STANDARD" license to the selected users. Adjust the license SKU based on your specific licensing plan.

Please replace "**TENANT:EXCHANGE_S_STANDARD**" with the actual license SKU you want to assign. Make sure to test this script in a controlled environment before deploying it in a production setting.

- **Network Considerations:**
    - Ensure that your network bandwidth is sufficient for the migration.
    - Consider using Microsoft's ExpressRoute for a dedicated connection.