



## Post Migration Checklist

### RECOMMENDED STEPS POST MIGRATION FROM GROUPWISE TO OUTLOOK

For instructions on the checklist items listed below, please visit: <https://tncourts.gov/microsoft-migration>



#### VERIFY EMAIL CONTENT

Verify that all emails migrated over in both the inbox and sent folders



#### VERIFY YOU CAN SEND & RECEIVE MAIL

Conduct a test by sending an email and having the recipient reply to verify you can receive mail



#### VERIFY ALL FOLDERS

Review documented folders and verify that they are present



#### SHARE FOLDERS

Recreate shared folder access



#### VERIFY PROXY ACCOUNTS

Review documented list of proxy accounts and verify that they are present



#### IMPORT YOUR CALENDAR

Follow the instructions on the landing page to import your exported calendar into Outlook



#### SHARE CALENDAR

Set calendar permissions to share calendar with others



#### SETUP PERSONAL RULES

Create rules to manage your inbox



#### ADD EMAIL SIGNATURE

Create an email signature using the new standard email signature template



#### ADD CONTACTS TO YOUR ADDRESS BOOK

Import frequent contact and personal address books

