OVH CLOUD TO MICROSOFT CLOUD

Migrating OVH Mails to Office 365 using Office 365 Migration Tool

Abstract

With the advent of cloud and cloud based solutions, admins face difficulties performing day-today admin tasks using new cloud tools and solution. This guide would help admins migrate existing corporate mails siting on non-traditional mail servers to Office 365

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MIGRATING Emails from OVH Mail Servers to O365 or Exchange Online Cloud (This procedure also works for any non-traditional mail servers on the internet)

Case Study: Kangaroo IT has 300 email accounts on the OVH Mail servers and would want to migrate to Microsoft O365 or Exchange Online. The 300 email accounts all end with @kangarooit.net

Prerequisites:

An existing O365 tenant created and registered for Kangaroo IT named kangarooit.net. With 300 the required number of licenses purchased. (See how to create an Office 365 tenant from here)
After registering kangarooit.net domain in Office 365 do not configure mail routing. This would be done after migration is complete.

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Note: For this task we are going to use the migration tool that ships with O365. The one that ships with OVH <u>does not</u> offer any bulk mail migration.

Step 1: Login into OVH servers as admin and export user accounts

1.1 Go to https://www.ovh.ie

(i) 🔒 https://www.ovh.ie			C Q Search	1	Ê
To continue browsi	ng this website, you must accept the use of c	cookies to ensure the best	experience on our website. <u>Learn</u>	more and manage cookies	k
OVH.ie Innovation is Freedo	ım		Control Panel Webma	ail Support Guides 📕 📕	Sei
Web	Dedicated	Cloud	Startup accel	lerator	Abc
Brand new Intel® Xeon® BY	^{6 processors} New Intel® Xeon®	E3v6 .			



Log in to OVH

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•••••	•	
	Login	



1.3 On the left menu click on Emails and select the domain you want to migrate emails from

		IyOVH	Web	Dedicated	Cloud	Teleo	om Sunr	ise Part	enaires	Old customer	Interface	<u> </u>		
											Assistance	Billing	English (United	States)
					E	mails	Mailing-lists	5 Tasks i	n progress	More +				
		ing					Servi	ice status	Active				Share th of your e	e mana emails:
>	🕀 🌐 Dor	mains (S))				E	Solution mail filer	MXPLAN 174	ITUII				Ma
>	පී Hos	stings				Antispa	am/Antivirus	Filtering	OVH Ant	ispam/Antivir	us 🖌			sha
>	🖂 E-m	iail Pro						MX fields	• mx3	3.ovh.net 🖽				ad
,	🗸 🖂 Em	ails (6)				А	Email acco utomatic-re	unt quota ply quota	405 / 10 4 / 1000	00 🚯				
	📜 Orde	r an MX Pl	an				Redirect	ion quota	12/200	0				
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		<mark>c p<u>et</u></mark>			= % D	o you hav	ve a problem v	with your pro	ducts? Vi	ew OVH Tasks	i.			
		g g 2			- Ø	Do you	need help con	figuring you	r email acco	ounts? Read of	ur online guide	s. Searc	hing	
						-								

1.4 On the right side of the page, click on "Exporting Accounts in csv"

Emails Mailing-lists Tasks in	progress More +			
Service status Solution Email filer	Active MXPLAN full 174	Share the management of your emails: Manage the elements	Anage redirections	Manage auto-respons es
Antispam/Antivirus Hitering MX fields	• mx3.ovh.net 🕒	shared by all email addresses		×
Email account quota Automatic-reply quota Redirection quota	40571000 9 471000 1272000		Exporting accounts in CSV	Create an email address
				Go to the Webmail

P Do you have a problem with your products? View OVH Tasks.

1.5 On the window that appears click on "Confirm" as shown below

Exporting accounts in CSV ×	
It can take up to a few minutes to export your email accounts, depending on the number of accounts you have.	
Are you sure that you want to export your accounts?	
Cancel	

1.6 Save the csv file generated

	Opening export_emails_2017-04-18_10_52_00.csv-2017-04-18_10_52_00.csv		
Emails Mail	You have chosen to open:		
	rt_emails_2017-04-18_10_52_00.csv-2017-04-18_10_52_00.csv		
	which is: Microsoft Excel Comma Separated Values File (13,7 KB) from: data:	hare the i f your em	management ails:
Antispam/An	What should Firefox do with this file? Open with Microsoft Excel (default) Save File		Manage the elements shared by all email addresses
Emai Automa Ro	Do this <u>a</u> utomatically for files like this from now on.		
ĸe	OK Cancel		

Step 2: Format and import user accounts in a csv file into O365 to create all 300 users in the tenant.

- D20 f_{x} xn--Herve NGUE-e7a В D Е А С F isBlocked email description accountName 1 domain size 2 FALSE ndi@ 5E+09 еt 3 FALSE 5E+09 nya@ 4 FALSE 5E+09 @p 5 FALSE 5E+09 le@p 6 FALSE info 5E+09 ite.info@ 7 FALSE 5E+09 8 FALSE 5E+09 0@p 9 FALSE 5E+09 ot@d 10 FALSE abo@p 5E+09 11 FALSE 5E+09 djol@ 12 FALSE 5E+09 eira@p
- 2.1 The file you save should look like this when opened in Microsoft Excel

- 2.2 Create a new Excel sheet with the following columns; User Name, First Name, Last Name, Display Name, Job Title, Department, Office Number, Office Phone, Mobile Phone, Fax, Address, City, State or Province, ZIP or Postal Code, Country or Region.
- 2.3 Add the 300 user accounts to this new Excel sheet with each account as an independent record and its details under the appropriate heading above.
- 2.4 Save the new Excel sheet created as O365 accounts with as a comma delimiter file.



2.5 When this O365 accounts file is opened in excel after being save, it should look similar to the one below.

	A B C D	E	F G	Н	Ι	J	К	L	М	N	0	Р	Q	R
1	1 User Name, First Name, Last Name, Disp	lay Name, Job T	Title, Department, C	ffice Numbe	er,Office Pl	hone,Mobi	le Phone,F	ax,Addres	s,City,Sta	ite or Prov	ince,Zip or	Postal Co	de,Country	or Region
2	2 amalloum@pmuc856.onmicrosoft.com	,Abahassan,,A	ahassan MALLOU	A,,,(237)-233	42 86 94.,	,,,(237)-233	43-93-36.,	Akwa,Dou	ala,Littor	al, B.P. 153	75.,Camer	oun		
3	3 amoussa@pmuc856.onmicrosoft.com,	Abdou,,Abdou	MOU33A,,,(237)-2	3-42-80-94.,,	,,(237)-233-	-43-93-30.,	Akwa,Doua	aia, cittorai	B.P. 1537	5.,camero	oun			
4	4 aada@pmuc856.onmicrosoft.com,ADA	"ADA,,,(227) 2	23 42 86 94.,,,(237	233 43 93 3	36.,Akwa,D	ouala,Litto	ral,B.P. 15	375.,Came r	oun			_		
5	5 ahamadama@pmuc856.enmicrosoft.e	om,Adamou,,A a	lamou HAMADAM	4 ,,,(237) 233	42 86 94.,	,,(237)-233	43-93-36.,	Akwa,Dou	ala,Littor	al, B.P. 153	75.,Camer	oun		
6	6 announbagna@pmuc856.onmicrosof	t.com,Adamou,	Adamou NJAYOO	NOUNBAGN	NA,,,(237)-2	33-42-80-9	4.,,,(237)-2	33-43-93-3	o.,Akwa,	Douala,Lit	torai, B.P. 1	15375.,Can	ieroun	
7	7 abakodol@pmuc856.onmicrosoft.com	Agent,,Agent A	hat Appro,,,(237)	233 42 86 9	4.,,,(237) 2	33 43 93 3	6.,Akwa,D	ouala,Litto	ral, D. P. 1	5 375.,Cam	eroun	_		
8	8 adin@pmuc856.onmicrosoft.com,Alah	,,Alain DiN,,,(2	37)-233-42-80-94.,	,(237)-233-4	3-93-30.,AI	kwa,Douala	а, систога), в	.P. 15375.,0	amerou	n				
9	9 amgoua@pmuc830.onmicrosoft.com,	dam,, Alam GOC	JA MBORA,,,(237)-	233-42-80-94	.,,,(237)-23	3-43-93-30	.,AKWa,Do	uala,Littor	al, B. P. 15	375.,Came	roun			
10	10 akodjo@pmuc856.onmicrosoft.com,A	ain,,Alain KODJ	0,,,(237)-233-42-8	0-94.,, <u>,(</u> 237)-	255-45-95-	30.,Akwa,L	ouaia, Litto	orai, B. P. 15	375.,Can	ieroun		_		
11	11 araffiet@pmuc856.enmicrosoft.com,A	lain,,Alain RAF I	HOT,,,(237)-233-42	-86-94.,,,(23)	7)-233-43-9	3-36.,Akwa	a,Douala,L i	ttoral,B.P.	15375.,C	ameroun				

2.6 Login into the office 365 tenant as global admin



Office 365

Dente

Work or school, or personal Microsoft account

						an sta	Can't access you	back ur accou	nt?			
Office 365									ø	?	Br	ian Mpafe 🎴
Good me bearch email	orning I attachments			P					<u>+</u>	Install	software]
o 🗹 Mail	Calendar	People	Tasks	Security & Compliance	Admin							

2.7 Click on the admin icon in the portal.

	Office 365	Admin	center		📌 🌣 ?				
		<	Home						
ŵ	Home		Search users, groups, settings or tasks	٩,	Go to the old				
8	Users	~	A Users >	Billing >	Office software				
RR	Groups	~	+ Add a user	Total balance: \$0.00	↓ Install my software				
읍	Resources	~	Delete a user	🖉 Update payment details	Share the download link				
	Billing	~	Q Reset a password	👞 View my bill	 Social commode scalings Troubleshoot installation 				
្ច	Support	~							
<u>نې</u>	Settings	~	Domains >	🛗 Message center >					
Þ	Setup	~	+ Add a domain	Updated Feature: OneDrive and Sha	arePoint Onli Apr 17 🗙				
k	Reports	~	C Edit a domain	 Updated Features: Monthly feature 	updates for Apr 14				
S	Health	~	⊐ Check health	32 unread messages					

2.8 Click on the "Users" tab

	Office 365	Admin center			🖈 🌣 ?				
		<	Home						
ŵ	Home		Search users, groups, settings or tasks	م	Go to the old				
8	Users	\sim	A Users >	🖻 Billing >	Office software				
<mark>к</mark> 9	Groups	~	+ Add a user	Total balance: \$0.00	↓ Install my software				
4	Resources	~	 Delete a user Edit a user 	Update payment details	 Gamma Share the download link ↓ Software download settings 				
	Billing	~	্ Reset a password	▲ view my biii	♀ ♀ Troubleshoot installation				
្រ	Support	\sim							
ŵ	Settings	\sim	Domains >	🖺 Message center >					
Þ	Setup	\sim	+ Add a domain	Updated Feature: OneDrive and SharePoint Onli Apr 17					
k	Reports	~	 Edit a domain 	 New feature: Outlook Customer Manager Apr 15 Updated Features: Monthly feature updates for Apr 14 					
Ş	Health	~	⊐u Check health	32 unread messages					

2.9 Click on "More" and select "Import Multiple Users"



2.10 On the window that appears, browse for your saved csv file and click on "verify" to ensure it is properly formatted.

	Office 365	Admir	n center			
		<	Hom	ne > Active u	sers	Import multiple users
	Users	^		+ Add a use	Display nam	Create and upload th Set user options View your results
					Abahassan	Create and upload the file
	Contacts				Abdou MO	In this step, download one of the CSV files below, save the file, and use Excel or another ann to add your users' information. Then you can come back here
					ABENE Bert	upload the file and verify that you've got it filled out correctly.
	Deleted users				Adamou HA	Learn more about importing multiple users 🖾
	Data migration				Adamou NJ	
	Groups	\sim			Agent Acha	$\oint_{\mathbb{T}} Download$ a CSV file with headers and sample user information
					Alain DIN	O365 accounts.csv Browse Verify
5		\sim			Alain GOUA	
3		\sim			Alain KODJ(Next
					Alain RAFFI(Cancer
		 Office 365 Home Users Active users Contacts Guest users Deleted users Data migration Groups Resources Billing 	Office 365 Admin Home Users ^ Active users Contacts Guest users Deleted users Data migration Groups Billing	Office 365 Admin center Home Image: Second s	Office 365 Admin center Home Users Active users Contacts Guest users Deleted users Data migration Resources Billing	Office 365 Admin center Home Users Active users Contacts Guest users Deleted users Data migration Groups Groups Billing Admin center Home Home Home

2.11 Click Next and answer other questions posed int the screens that follow to import all the users.

Step 3: Give all 300 users in the tenant a default password and their required licenses

3.1 Login to the tenant as an admin and on the portal click on the admin icon.



3.2 Click on the "Users" tab for a list of all users

	Office 365	Admin center		
		<	Home	
ŵ	Home		Search users, groups, settings or tasks	٩
8	Users	~	A Users >	🖻 Billing >
RR	Groups	\sim	+ Add a user	Total balance: \$0.00
6	Resources	~	 m Delete a user 	Update payment details
	Billing	\sim	🔍 Reset a password	Ar view my bin
0	Support	\sim		

3.3 Scroll down to the last user in the list then "check all" users as shown below. This action will select all users. After all users are selected, uncheck the username for the admin account (since an admin cannot be allowed to reset his account password in a bulk action).

	Office 365	Admin center		🜲 🏟 ? Brian
		Hor	ne > Active users	Bulk actions
ŵ	Home		+ Add a user Views All users Search users P	
R	Users		✓ Display name∧ User name	+ Add to group
	Active users			Delete users
	Contacts			P Edit contact information
	Guest users			🖉 Edit domains
	Deleted users			Edit product licenses
	Data migration			🖉 Edit sign-in status
я ⁸	Groups	~		Edit user roles
읍	Resources	~	+ User ① Types of users	🔍 Reset passwords
⊡ ∩	Billing	~	Users are people in your organization who can access Office 365. Office 365 in distinct ways.	L

3.4 For the remaining account selected, Click on "reset passwords" on the "Bulk Actions" list on the right of the window.

1		Office 365	Admin cen	nter
	\$		< ^	Home > Active users Reset passwords 258 users selected
		Home		+ Add a user Mor
۶	ર		~	Display n Password Admin-created
I				Bénédi K 💿 Auto-generate password
				Bertin Ab Et me create the password
		Contacts	E	Bonifa ce
				V Boris BO Weak
				Bouba S. 🔲 Make this user change their password when they first sign in
				Bourgab
				Brian Mp
۶	ť ⁸		\sim	Brigitte V Brigitte V
Ę	9		\sim	Caisse B/

3.5 Choose "Let me create the password" type in the new password and uncheck the "Make this user change..." check box and click "Reset".

Step 4: Modify the passwords of all 300 user accounts in the OVH mail servers i.e give them the same default password. (This would help in future).

4.1 Login into the OVH control panel and go to the Emails sections as indicated previously. Slect the domain with the emails you wish to change passwords for. Then on every email you wish to modify its password, click on the setup button and select "change passord" as shown below.

MyOVH Web Dedicated C	loud Telecom	Sunrise Partenaire	S Old customer Interf	ace	<u>گ</u>				
			Ass	sistan	e Billing	English (United	States)	Pari Mut	uel Urbain Camerounais P
Q Searching X	Oo you need h	elp configuring your email a	accounts? Read our onl	ine gu	ides. Search	ing		Q	♀ Guides
> 🌐 Domains (5)	Account Name	Description	Size		Dernière mise à jour	Blocked against SPAM	Filters	c	General inform Modify the account
> 😤 Hostings	aada		50.30 MB / 5.00 GB	c	Mar 20, 2017	по	₹	•	Change the password Delete the account
🔹 🖂 E-mail Pro			0. B / E 00. CB	a			_		Import emails from an
🗸 🖂 Emails (6)	abakodol	Agent Acnat Appro	0 B / 5.00 GB	0			Ť	- 12	Delegation manageme
📕 Order an MX Plan	abbakodol		0 B / 5.00 GB	C	Dec 30, 2015	no	₹	Ф	
⊠ pmuc.cm	abete	gaélle agath minlo bete	0 B / 5.00 GB	C	Feb 20, 2016	no	₹	•	
🖂 pmuc.net	aboade		0 B / 5.00 GB	C	Dec 30, 2015	no	₹	Ф	

4.2 In the window that pops up, put in the new password and click "Confirm"

Change the account password	×
You are about to change your account password Do you want to continue?	
Password: * Confirmation: *	
Please note: the password must respect the following criteria: - Minimum 9 characters - Maximum 30 characters - No accented characters	
Cancel	Confirm

Step 5: Use the Migration Utility provided by O365 to migrate the mails.

5.1 Login to your tenant as a global administrator and click on the "Users" tab.

	Office 365	Admin center						
		<	Home > Active users					
ŵ	Home		+ Add a user					
8	Users	~	Dis					
	Active users		Béi					
	Contacts		Bei					
	Guest users	E	Bo					
	Deleted users		Во					
	Data migration		Во					
0			Bri					

5.2 On the left menu, click on "Data Migration" and select "Other email sources..."



5.3 Input the details of the OVH source imap server (Usually: ssl0.ovh.net) and its designated port (Usually: 993) and the email address and password of an existing account on the OVH Servers and click "Save" as shown below.

		< Îн	ome > Migration			
ŵ	Home					
R	Users	~	Select your data service			
к ⁸	Groups	~	Please let us know how to connect with	h your email service.		
			IMAP server name *	Port *	Se curity *	
4	Resources	\sim	ssl0.ovh.net	: 993	SSL	© TLS
	Billing	~	Email a ddress *			7
ល	Support	~	December d *			
÷	Settings	~			Ŧ]
Þ	Setup	~	Save Cancel			
	Products					

5.4 The window that pops-up shows a list of all existing users in your new Office tenant and columns for source email and password. On the source email column, add the email addresses of OVH email accounts you would want to migrate to this new account and on the password field the password for the OVH email account. (Note: If you had modified all the passwords to a default password for all the OVH accounts this would make your life easier.)

	Office 365	Admin center								٥
		< 1	Home > Data migra	ation						
ŵ	Home									
8	Users	\sim	Select users t	o start migrating	email message:	5.				
RR	Groups	\sim	Start migration	Stop migration	Close connection	Settings	View	All users		
昼	Resources	\sim	Search	Q			L			
	Billing	~	Display n	name 🔨 So	urce email	Passw	ord		Status	
មូ	Support	~			wpmax.				nocatai	
æ.					@p	net			N ot star	ted
2 <u>0</u> 5	Settings	× III			@p	net			N ot star	ted
ß	Setup	^		DAMA	@p	net			N ot star	ted
	Products			U MOUMBAGN#	@p	net			N ot star	ted
	Domains			pro	@p	net			N ot star	ted

After inputing the email and passwords for the accounts you want to migrate, click on "Start migration"

5.5 The status column would indicate the status of each migration and would indicate completed when each one is finished. After all is complete, click on "Close connection".

Step 6: Finish configuring the tenant so that mails start being routed to O365 and NOT OVH.