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-to-day 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.
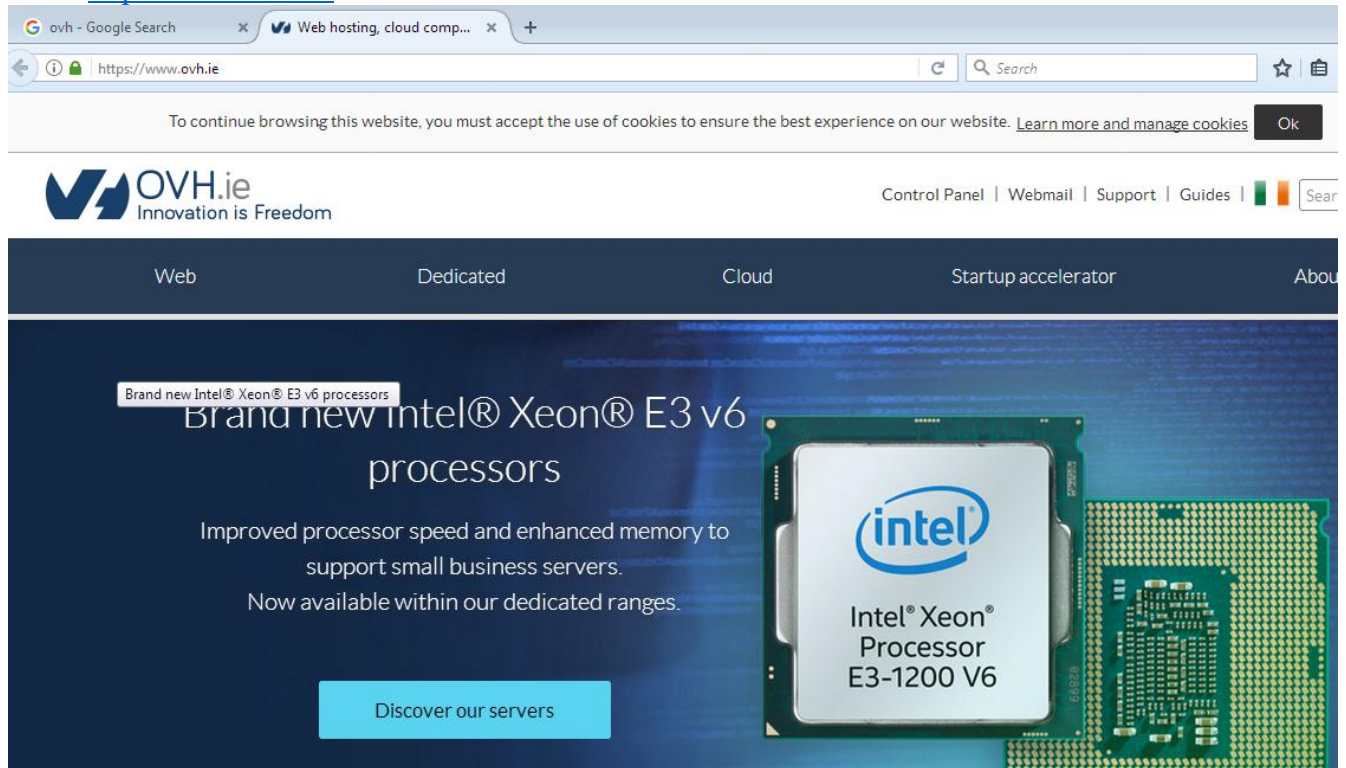
Contents
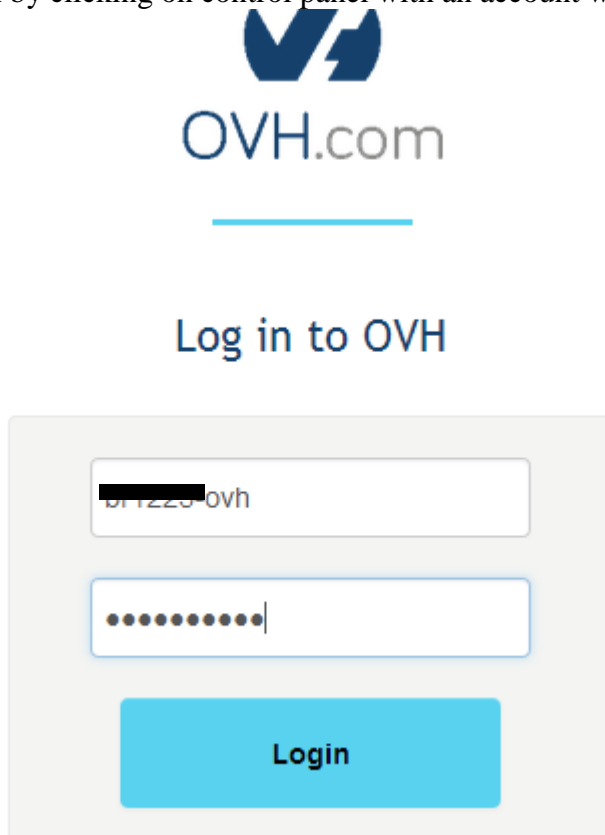
Note: For this task we are going to use the migration tool that ships with O365. The one that ships with OVH <u>does not</u> offer any bulk mail migration.
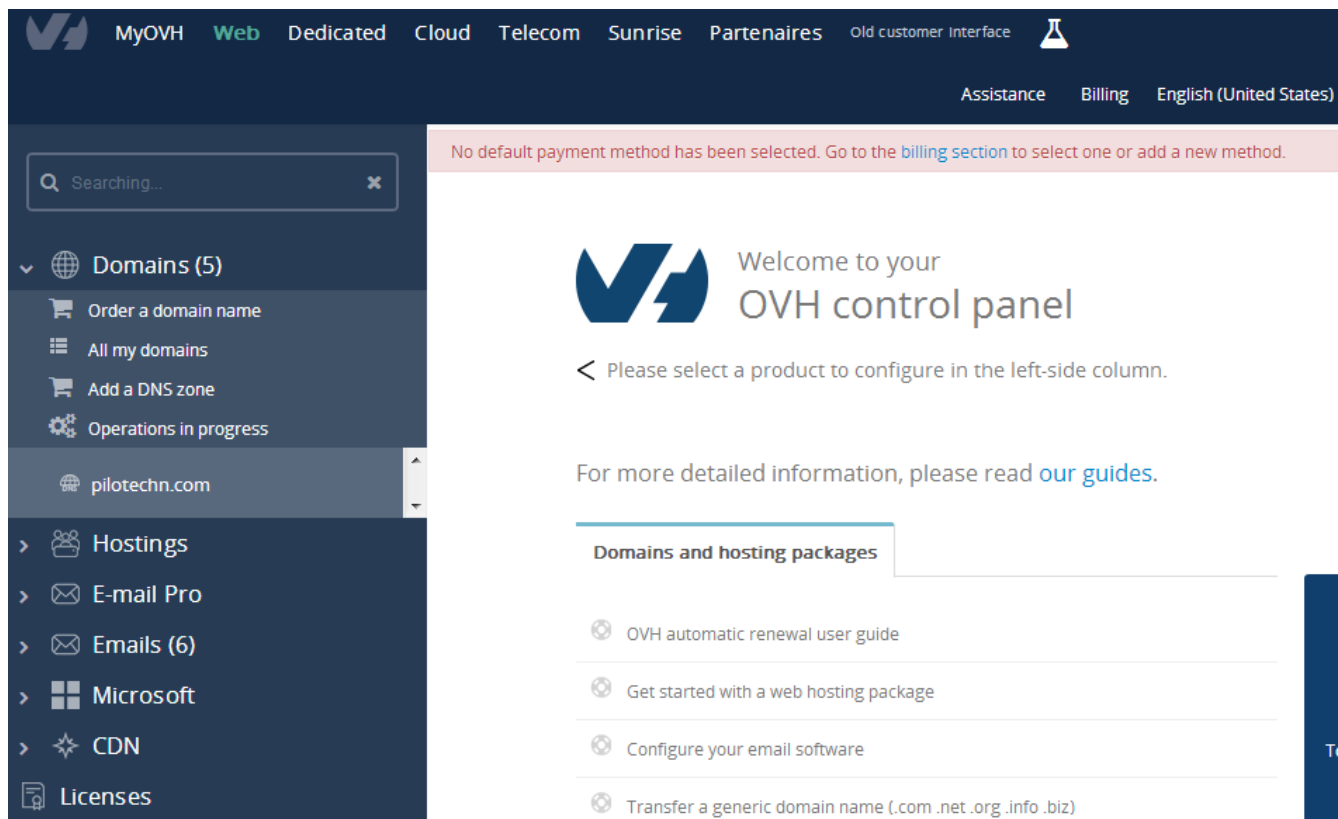
Step 1: Login into OVH servers as admin and export user accounts
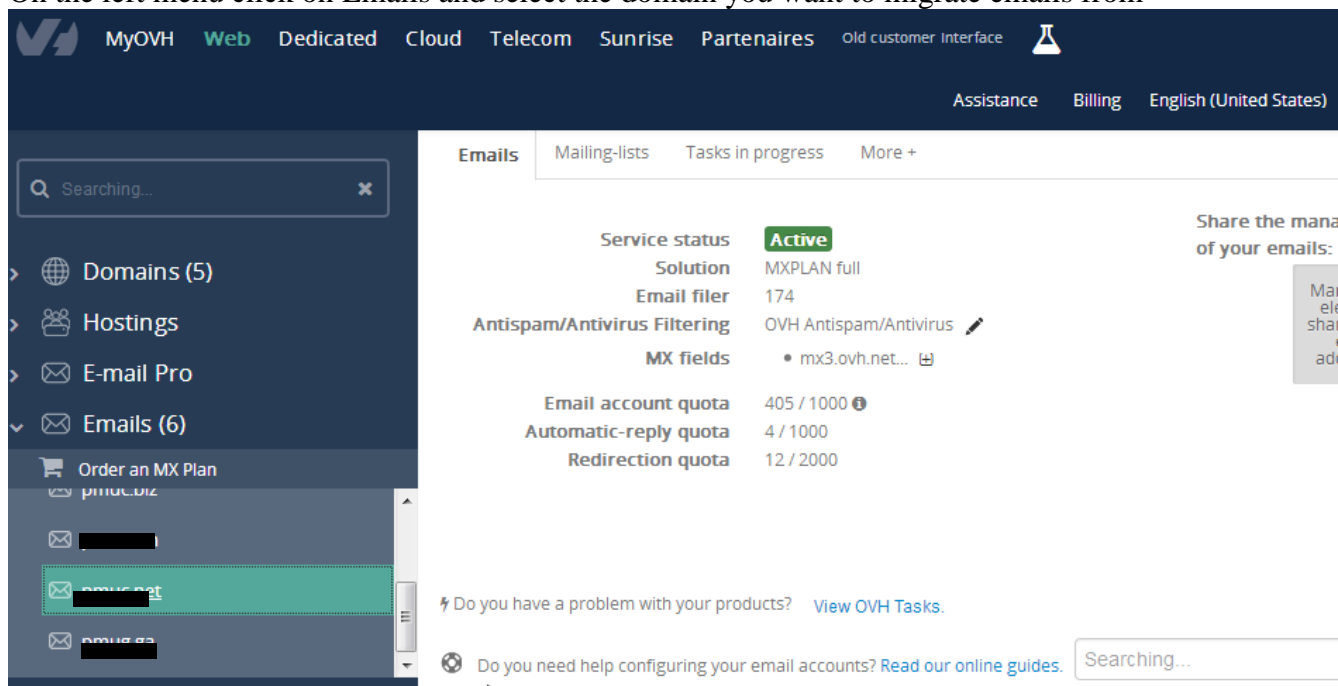
1.1 Go to https://www.ovh.ie

1.2 Login by clicking on control panel with an account with admin privileges
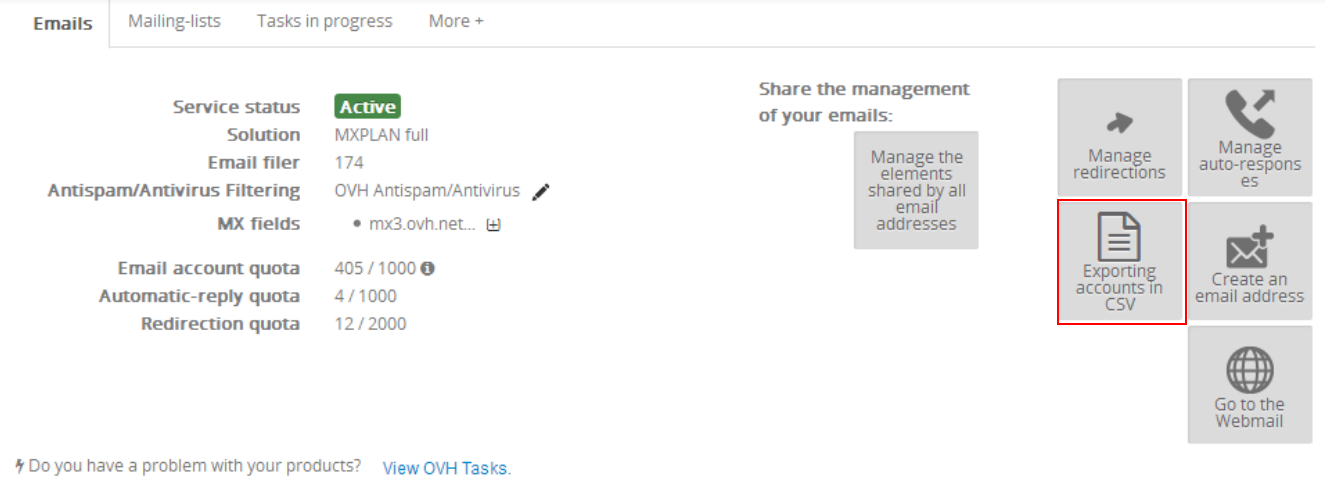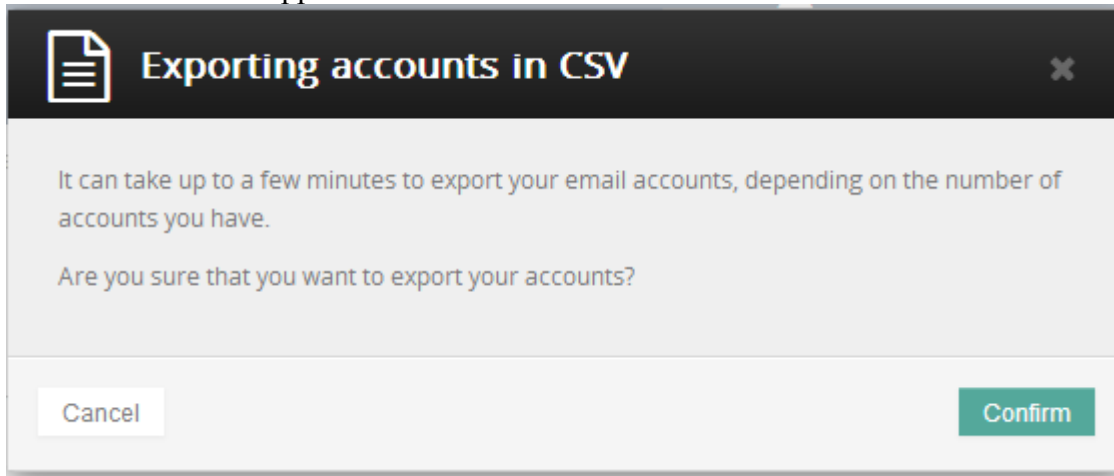
1.3 On the left menu click on Emails and select the domain you want to migrate emails from
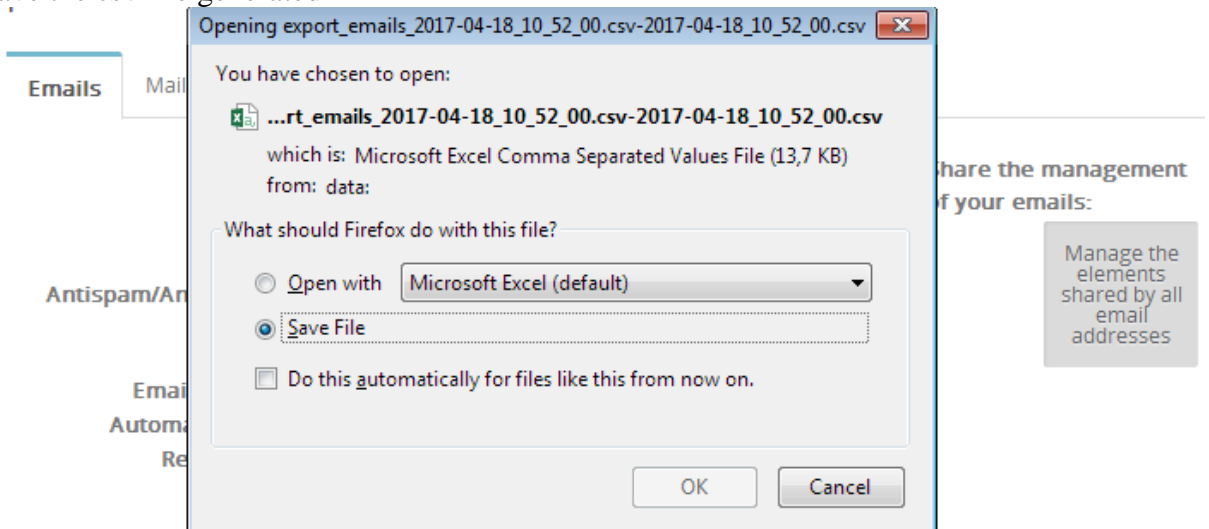
1.4 On the right side of the page, click on "Exporting Accounts in csv"

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

1.6 Save the csv file generated

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

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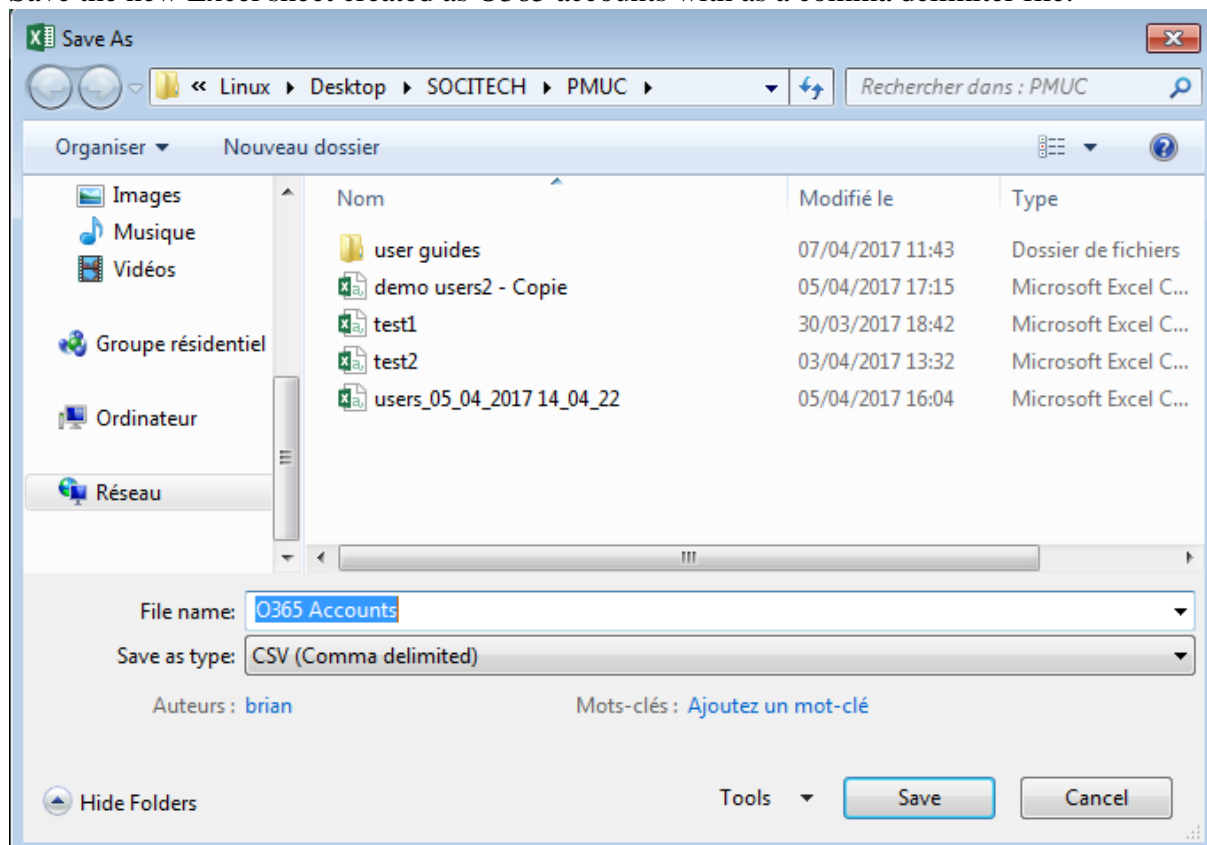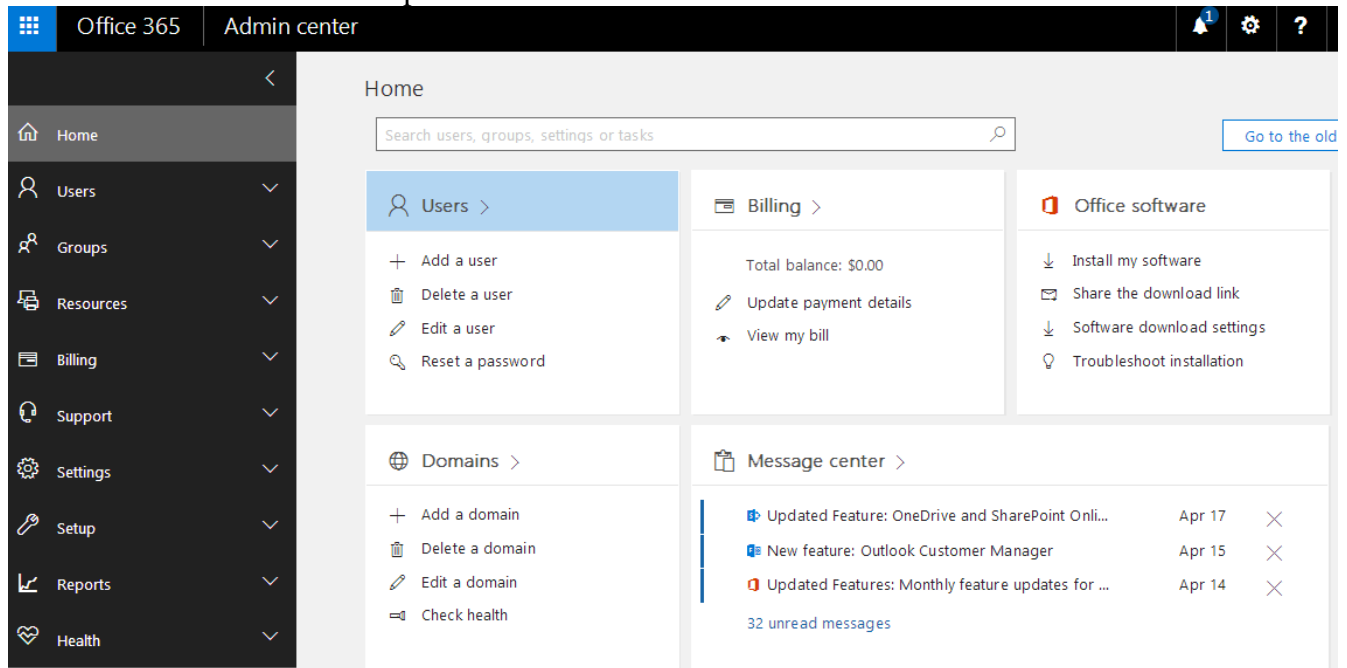
2.5 When this O365 accounts file is opened in excel after being save, it should look similar to the one below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	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	amalloum@pmuc856.onmicrosoft.com,Abahassan,,Abahassan MALLOUM,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	
3	amoussa@pmuc856.onmicrosoft.com,Abdou,,Abdou MOUSSA,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	
4	aada@pmuc856.onmicrosoft.com,ADA,,ADA,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	
5	ahamadama@pmuc856.onmicrosoft.com,Adamou,,Adamou HAMADAMA,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	
6	anmoumbagna@pmuc856.onmicrosoft.com,Adamou,,Adamou NJAYOU MOUMBAGNA,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	
7	abakodol@pmuc856.onmicrosoft.com,Agent,,Agent Achat Appro,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	
8	adin@pmuc856.onmicrosoft.com,Alain,,Alain DIN,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	
9	amgoua@pmuc856.onmicrosoft.com,Alain,,Alain GOUA MBORA,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	
10	akodjo@pmuc856.onmicrosoft.com,Alain,,Alain KODJO,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	
11	araffiot@pmuc856.onmicrosoft.com,Alain,,Alain RAFFIOT,,,(237)-233-42-86-94,,,,(237)-233-43-93-36,,Akwa,Douala,Littoral,B.P. 15375.,Cameroun																	

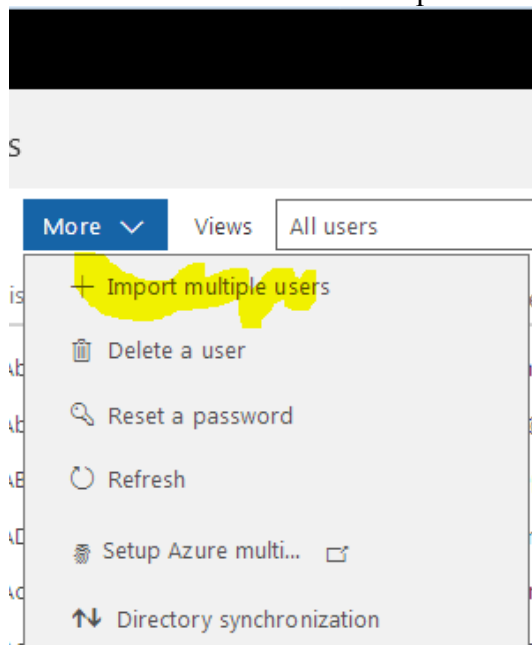**2.6** Login into the office 365 tenant as global admin

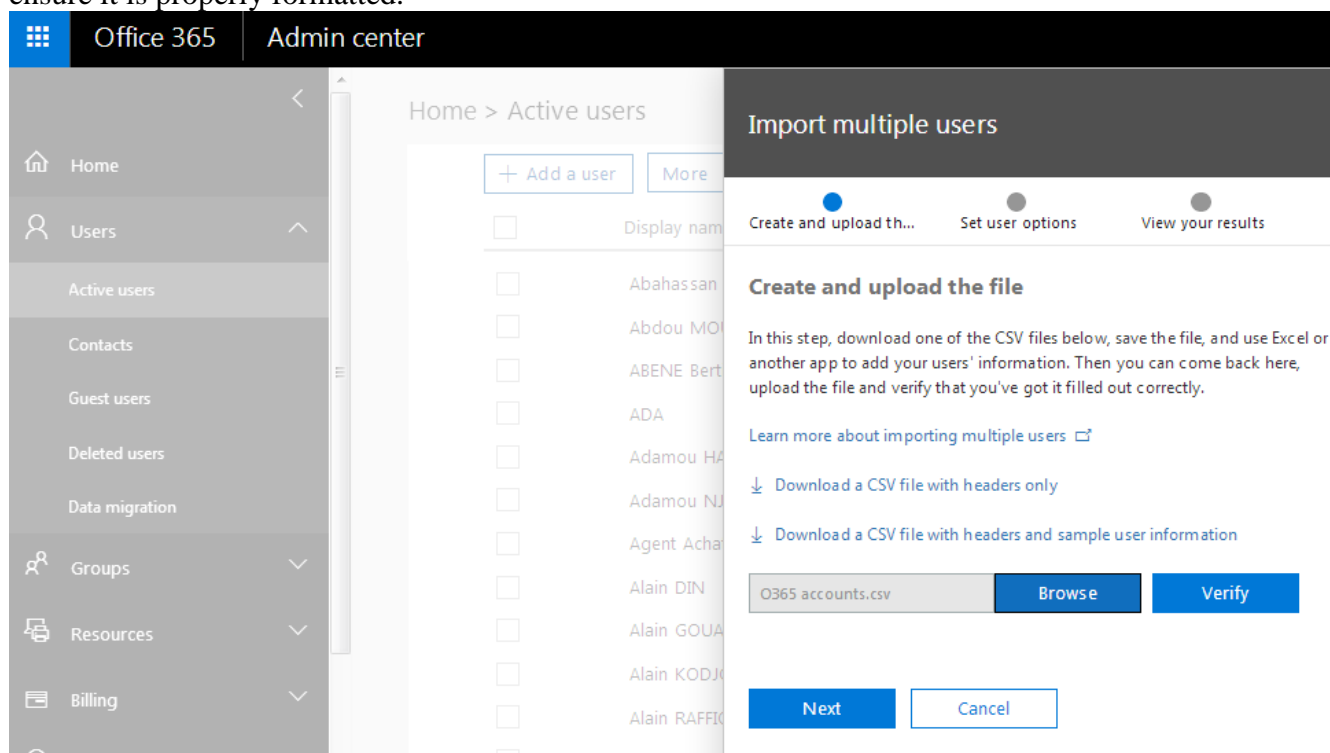## 2.7 Click on the admin icon in the portal.

2.8 Click on the "Users" tab
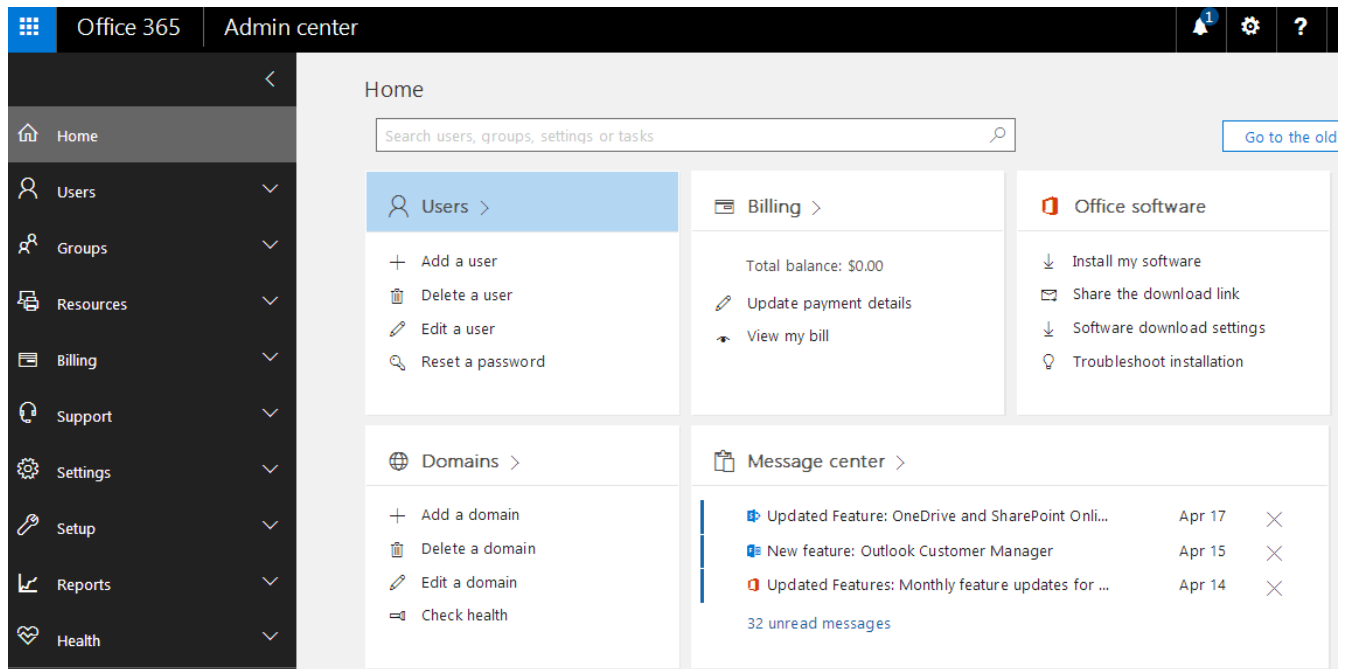
2.9 Click on "More" and select "Import Multiple Users"


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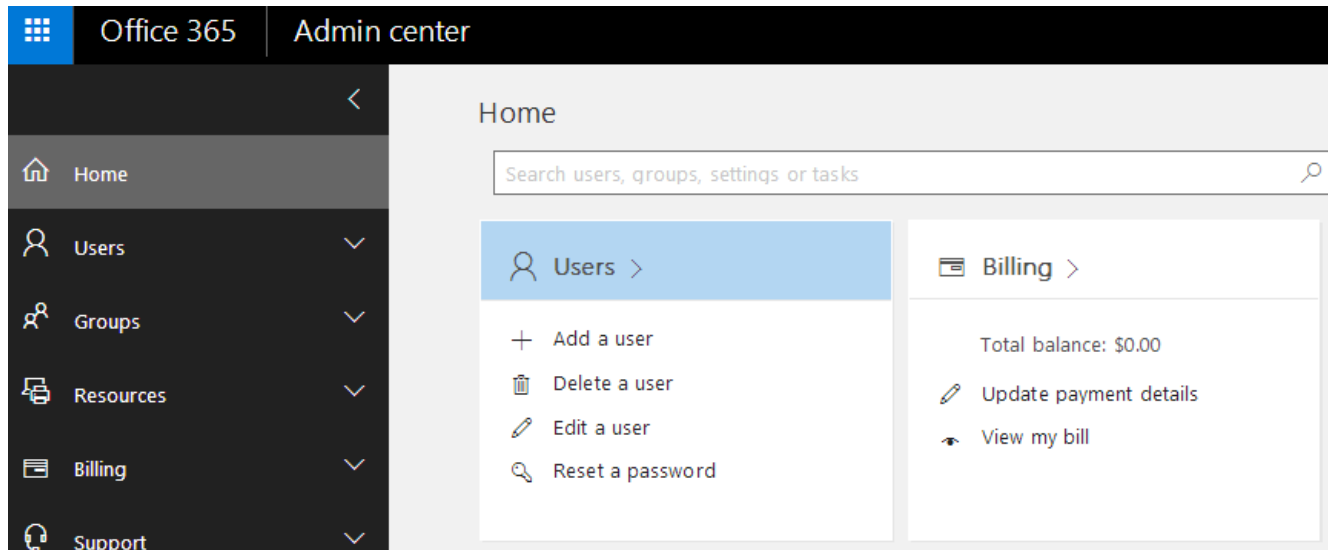

2.11   Click Next and answer other questions posed int the screens that follow to import all the users.

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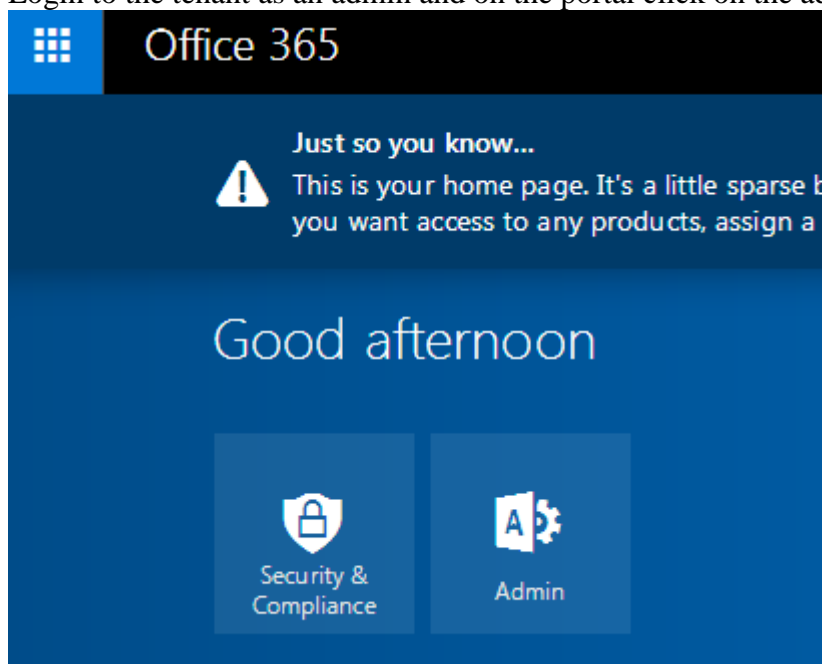
3.2 Click on the "Users" tab for a list of all users

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).
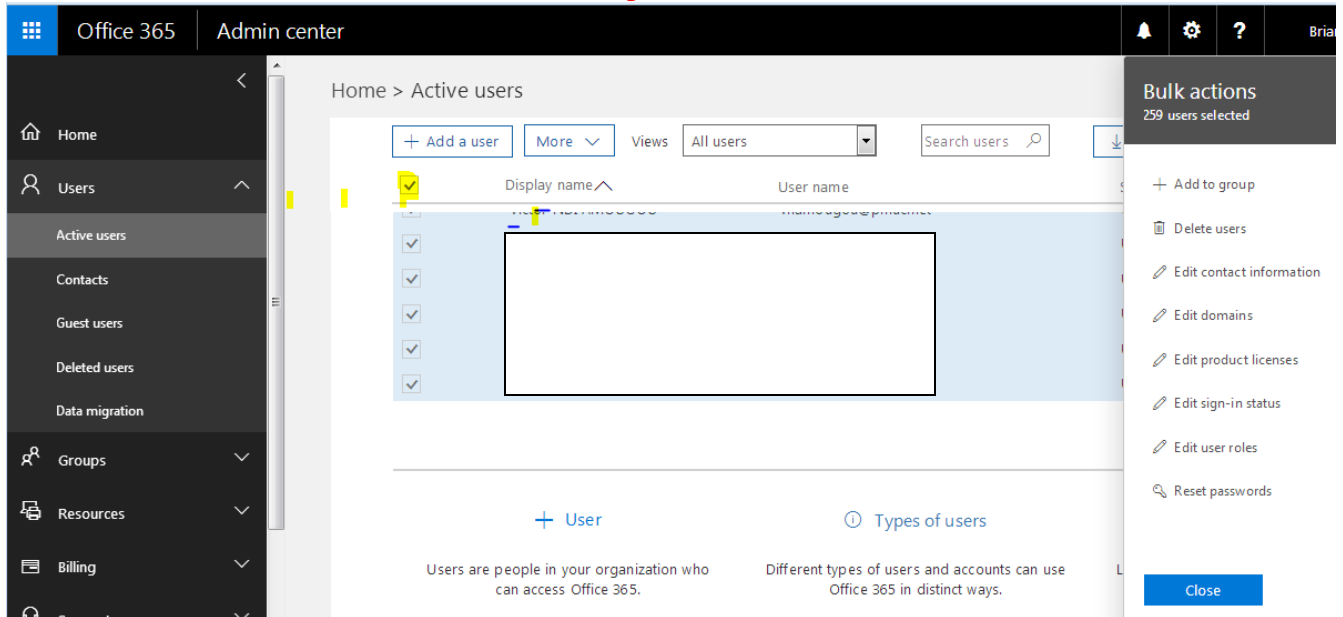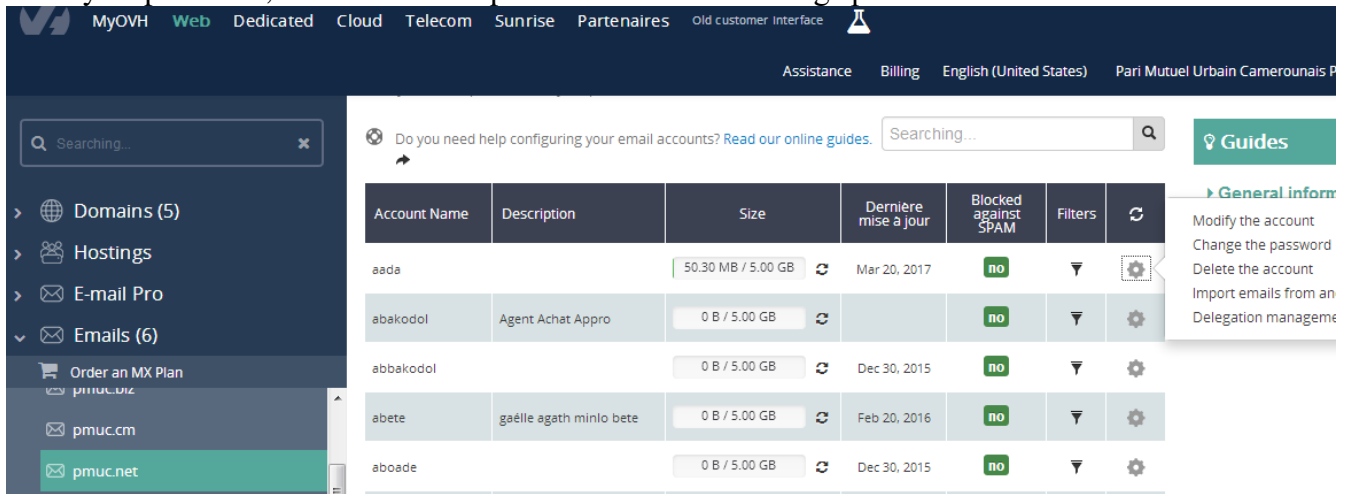

3.4 For the remaining account selected, Click on "reset passwords" on the "Bulk Actions" list on the right of the window.
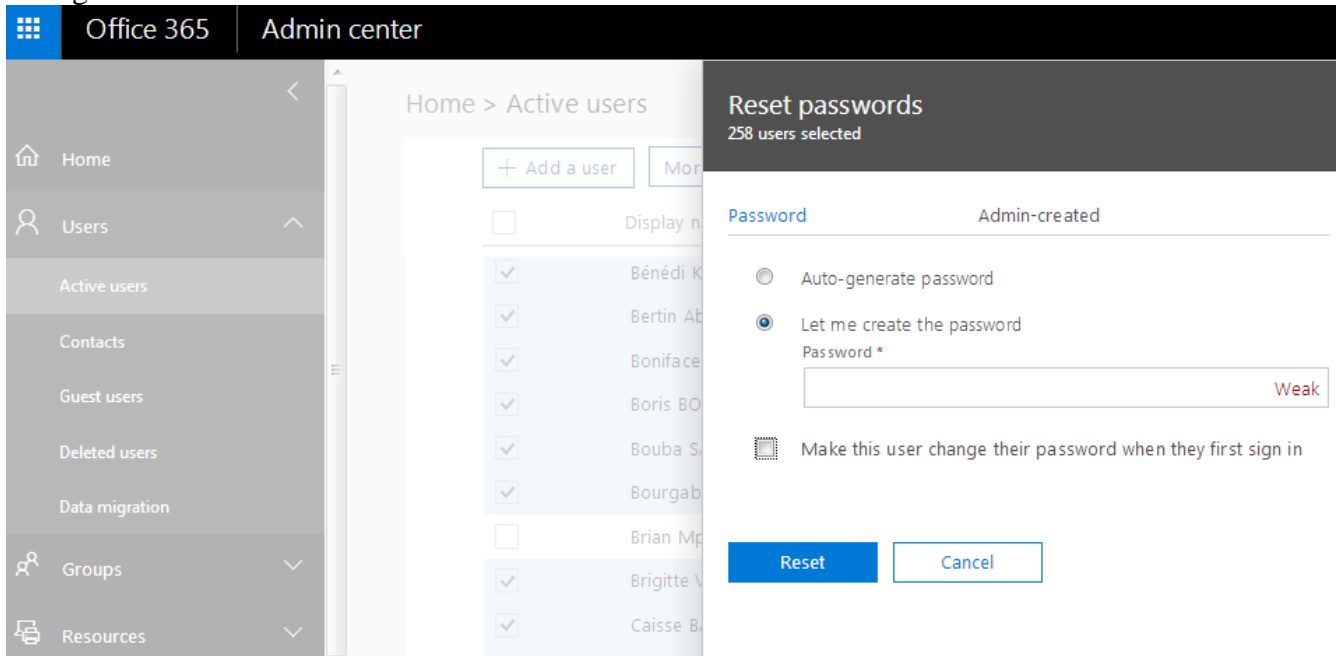
3.5 Choose "Let me create the password" type in the new password and uncheck the "Make this user change…" check box and click "Reset".

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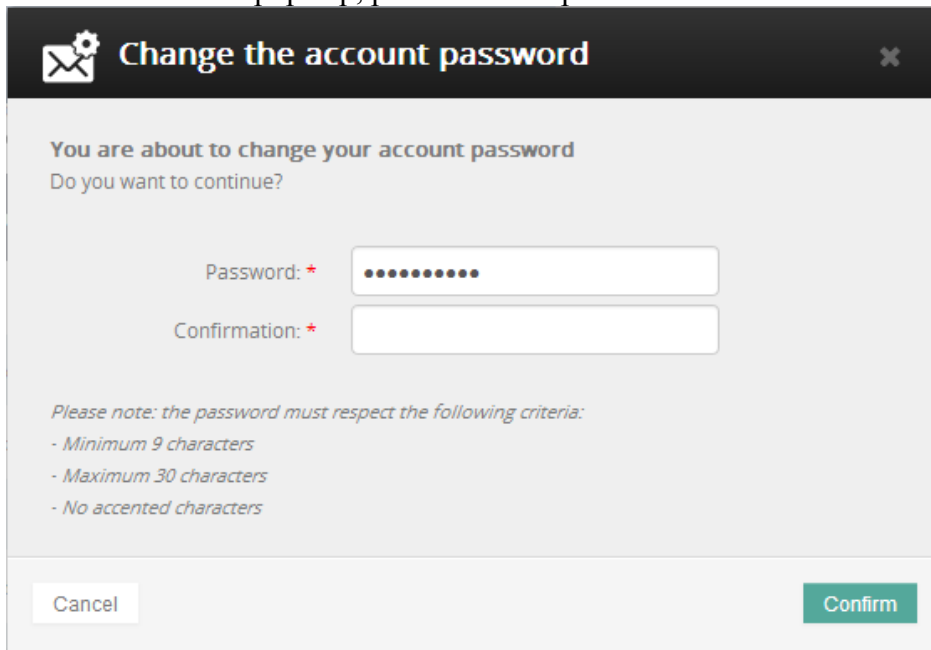
4.1 Login into the OVH control panel and go to the Emails sections as indicated previously. Slect the domain with the emails you wish to change passwords for. Then on every email you wish to modify its password, click on the setup button and select "change passord" as shown below.

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

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

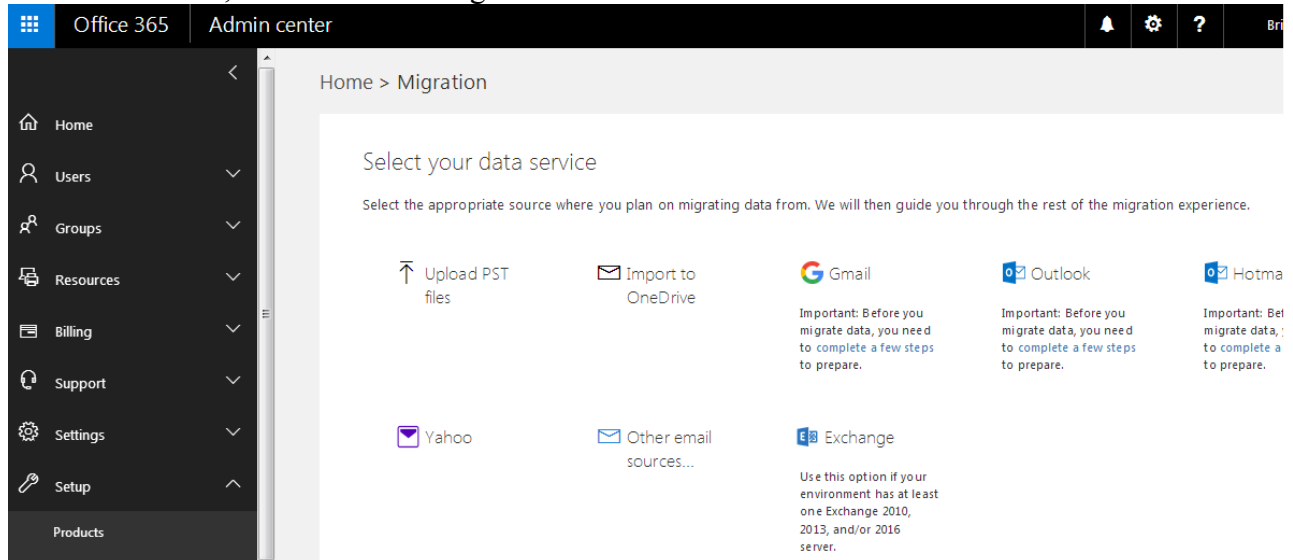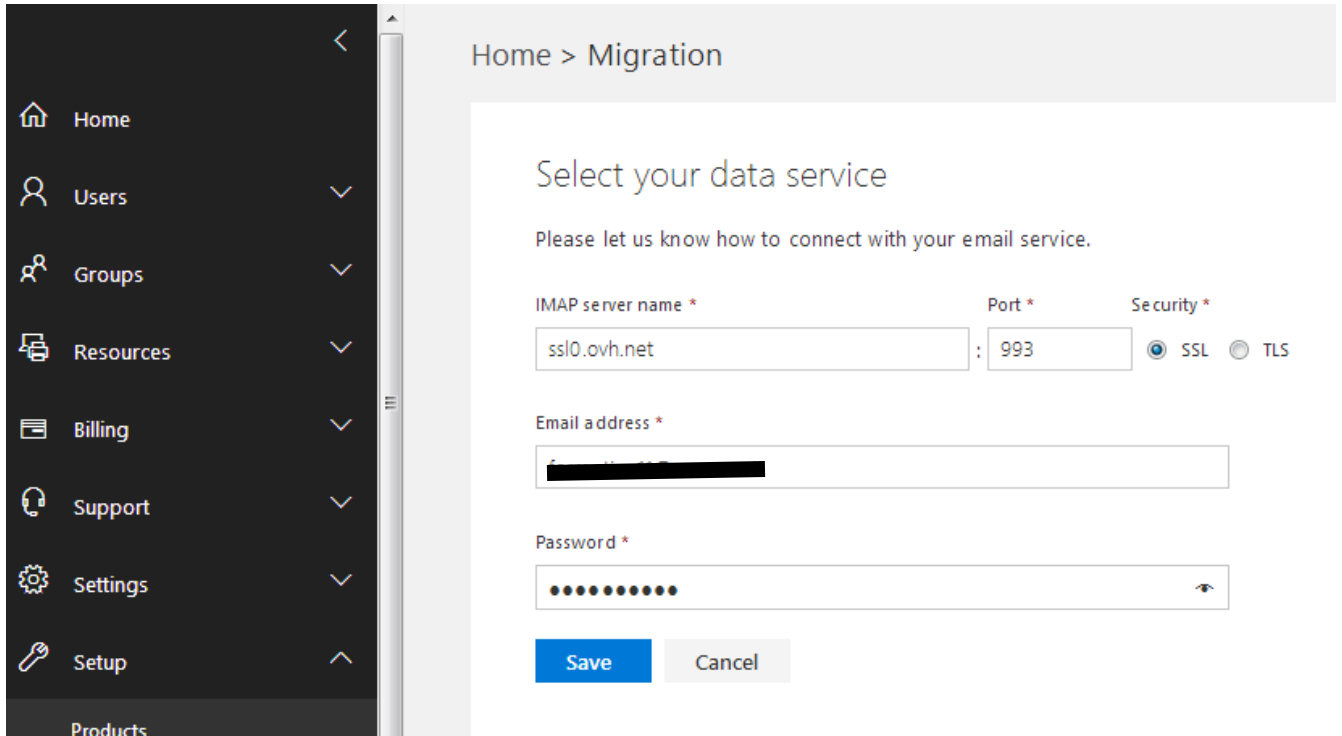5.1 Login to your tenant as a global administrator and click on the "Users" tab.
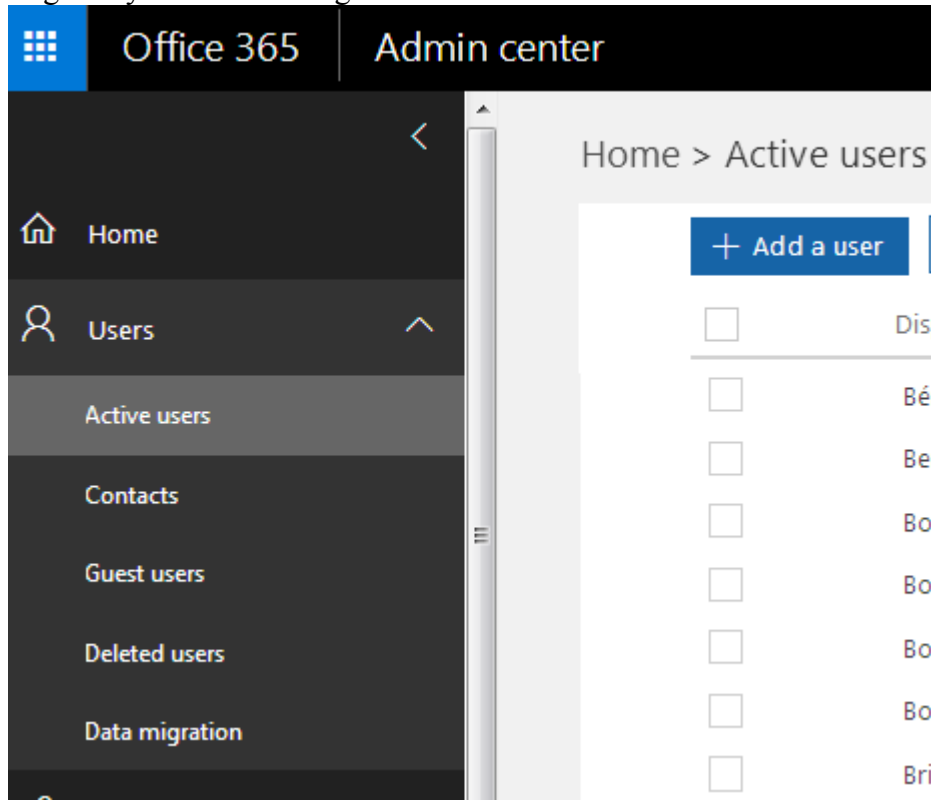
5.2 On the left menu, click on "Data Migration" and select "Other email sources…"

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.

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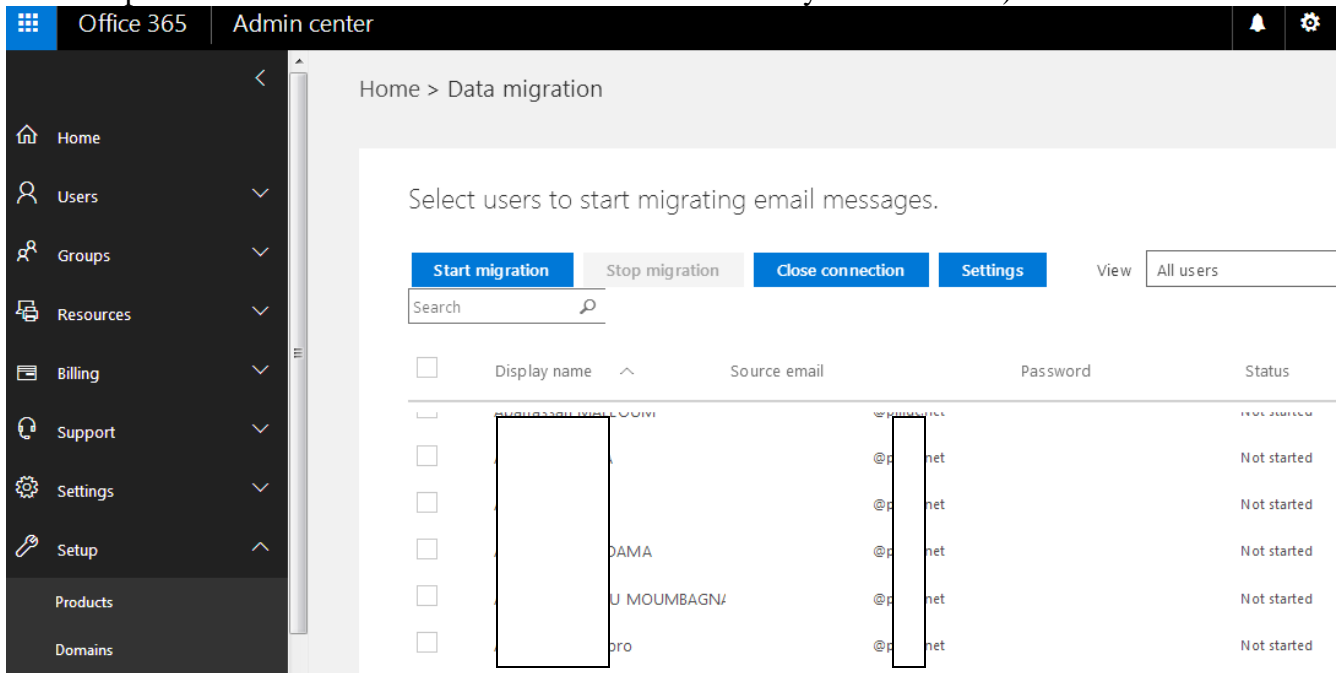
After inputing the email and passwords for the accounts you want to migrate, click on "Start migration"

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.