

Employee Migration Preparation Guide

In preparation for the email migration and file server migration employees are required to perform the following steps.

Email Preparation

As noted in the AgriLife Email Retention and Standard Operating Procedures documents:

- [AgriLife Extension Service Email Retention and Standard Operating Procedures](#)
- [AgriLife Research Email Retention and Standard Operating Procedures](#)
- [College of Agriculture and Life Sciences Email Retention and Standard Operating Procedures](#)

Each employee will be limited to a 2GB mailbox folder and a 1GB archive folder. Therefore it is required that prior to migration your live mailbox be less than 2GB. The following steps allow you to review your current mailbox size.

Steps to take:

1. Check your email box size in GroupWise

- a. Select the Tools menu
- b. Choose the Check Mailbox size option from the drop down
- c. The size of your current email box will be listed in MB (megabytes)

Your email box size must be less than 2048 MB to be migrated onto the Exchange platform. Remember the smaller it is the easier the migration.

2. Regardless of size, review email box contents and either transfer or delete contents using the following parameters as a guide.

- a. Delete all old, unused folders in your cabinet
- b. Delete old, unneeded items in all folders
- c. Preferably Delete sent items older than the last 2-3 days
- d. Delete all old, unneeded items in your mailbox
- e. Review remaining folders such as trash, junk mail, works in progress, etc. and delete any old, unneeded items

NOTE: As a general rule no items older than one month should be left in the sent or deleted items folders.

3. Review and cleanup email archive and understand what s will not be migrated:

- For your GroupWise archive, no migration will be performed on the INBOX, SENT, TRASH, CALENDAR or CONTACTS folders.
- If email exists in these folders move the email to separate personal folders in the Cabinet folder.
- If an employee does not have an archive or does not wish to retain email in their archive they need not perform any action.
- For all other folders in the GroupWise archive Cabinet **only mail within the last two years will be migrated.**

- Email beyond two years from the date of migration by default **will not** be migrated to and will not be accessible once migration is complete.
- If an employee has a legitimate need to keep email beyond two years they will need to obtain written authorization from the center director, or DEA or Agency Director and provide that permission to AgriLife IT prior to the migration process.

If an exemption is approved:

- The migration of that archive email will not be processed the day the day of the migration.
- The employee's GroupWise email cache and archives will be sent to a central processing team to accomplish migrating the archive. Depending on the scale of email messages it may take several days, weeks or months to perform the migration.
- Once processed, the migrated archive files will be provided to the user in the form of an Outlook .PST file readable by the Outlook mail client.

4. Review the main Address book

- a. Remove any old, unneeded contacts or groups

5. Identify your preferred/marketed email address associated with this email box

- a. This is the email address you advertise (this appears as your "Reply To:" address on your sent email)
- b. This might be your TAMU address (name@tamu.edu) or it might be your AgriLife address (name@ag.tamu.edu)

File Server Data Preparation

Currently you may be using file servers in centers to store business related data files and documents. Over time there may have been a buildup of files that are no longer necessary or general organization may have degraded. Rather than move data from the old file servers to the new file services in this state each employee should perform the following actions. This will greatly reduce the time to transfer data files as well as perform any overdue and necessary cleanup action. Ultimately this will create a clean and efficient environment moving forward.

Steps to take:

1. BE AWARE: Review all current files and folders on any file server accounts you have and obtain an up to date status of which directories and files you have access to.
2. CLEANUP PERSONAL DATA FILES: Remove any unwanted files. This includes any personal files that are not business related (i.e. music files, photos, or personal files not related to specific job tasks)
3. ORGANIZE PERSONAL FOLDERS: The next action is to organize and consolidate files as necessary into properly labeled file folders. This will essentially compact and organize groups of files making the migration of the data more efficient.
4. SHARED GROUP FOLDERS: If you have access to a shared group folders please work with others sharing the folder to perform appropriate cleanup and organization and coordinate with your local IT manager on documenting these folders and access (AIT will facilitate for centers with no local IT Manager).