# AE Office 365 Project Decision Document

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## Decision Required

What strategy will be used to migrate data from current email and calendar systems to Office 365?

## Final Decision

### E-Mail Data

All current email data will be migrated to Office 365, when possible. Multiple options for migration of e-mail data will be explored. The Service Delivery and Technical Teams will work with groups and users that have data that cannot be migrated (examples: email message size >25MB, mailbox size >50GB).

### Calendar Data

The full electronic migration of calendar data is difficult-to-impossible from a technical standpoint, and errors and omissions will be unavoidable. The lack of a standardized format for calendar events, the introduction of a new firstname.lastname@wisc.edu email address, consolidation of multiple email addresses into a single account (including selection of a 'primary' email address) and groups of users moving at different times all contribute to the complexity. These complexities apply to all source systems, including current Microsoft Exchange systems.

It will be preferable for users to recreate their calendar from scratch rather than taking a chance on their calendar being broken in unpredictable ways as the result of a data migration attempt. (User problems experienced during the previous WiscCal upgrade are instructive here; though if anything the migration to Office 365 will be more difficult in this regard.)

Calendar data will not be electronically migrated from existing systems to Office 365. This approach would mean the following:

- Users would have access to their current calendar data (possibly via a read-only ShareURL or printing out their calendar prior to transition), using it as a reference when re-creating their appointments.
- In certain cases, the Service Delivery and Technical Teams will work with groups or users that have specific business needs to recreate calendar data in some way. Good examples of this might include users delegated to manage a large number of calendars, or departments with demanding data retention requirements.
- The Service Delivery and Technical Teams will provide assistance with ensuring historical calendar data is available to meet data retention requirements.

**Approved by the Steering Committee:** October 22, 2013