Office Live Small Business to Office 365 Migration Process
Thank you very much for your payment and purchasing the Office Live Migration Service. IOTAP is a Microsoft Cloud Champion Partner and we are delighted to be your partner during this transition phase.

Office 365 is the leading service that brings enterprise class communication and collaboration tools to businesses of all sizes through the cloud.

This document provides details on Office 365 and the steps that will occur during the migration process.

The transition includes a migration of your core email communication and provides a new platform for your website hosting. We will be migrating your website pages, your images content, redesigning them on the new Office 365 platform and testing the website to ensure that it works as you expect it to. In addition we will be modifying domain settings to point to your website and email services to Office 365.

**Before we Begin:**

- Subscribe to Office 365 with the special promotion code provided in your Office Live site which you will see on the home page after logging on to Office Small Business Live

- Email your login credentials (User name & Password) of OLSB and Office 365 to support@iotap.com, with the SUBJECT: “**OLSB / Office 365 credentials for <your company name>**”. These credentials will be used to access the content in your account during transition.

  We suggest you change your Passwords immediately after migration for security reasons.

Once we receive this information we will schedule your migration and communicate your expected dates to you via email.

**During the migration:**

- IOTAP will access your OLSB account and move your emails to Office 365.

- IOTAP will access your website content, images etc. and move everything to Office 365.

- IOTAP will share the temporary Office 365 website URL with you to check your website that is migrated to Office 365 before going live. This will give you an opportunity to analyze and assess the success of transition and give us the required feedback.

Once the migration is complete you will receive an email notification. During this time you will be able to verify the look and feel of your new site.

**After the migration:**

- After you have verified your website content, IOTAP will change domain settings to point to the Office 365 website.

- You would be getting access details from the hosting provider which you will have to share with us

- Domain settings will typically take 2-4 hours to reflect

- After the domain is changed your website will now be served from office 365 and you can access email from Office 365
• You can also setup Office 365 email on you mobile. To learn more about how to setup your mobile phone please visit http://help.outlook.com/en-us/140/dd936215.aspx

We will provide you detailed communication during each of the stages of the migration.

Terms:

• IOTAP will be your Partner Of Record for Office 365. Our Microsoft Partner ID is 1470733
• Up to 30 pages of your website from office live will be migrated to Office 365
• Up to 3 email accounts from office live will be migrated to office 365

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About IOTAP

IOTAP is a Microsoft Gold Certified partner and Microsoft Cloud Accelerate partner and we provides IT Consulting and Software Services to enable companies effectively Connect, Communicate and Collaborate with their internal and external customers and peer groups. To know more about our solutions and services in the cloud please visit www.iotap.com/productivity.

About Office 365

Microsoft Office 365 is cloud version of Microsoft’s trusted email, collaboration and communication products. Office 365 enables your employees to work and collaborate from anywhere and virtually using any device. Office 365 is a perfect solution for any business be it a startup or an established enterprise. Moving to Office 365 also means that your staff continue to work they have been working as Office 365 works on all popular platforms and browsers.

Some links that will help you understand the power for Microsoft Office 365

Office 365 Overview

http://www.youtube.com/watch?v=7SGp9pA9cAY

Connect with people and information in new ways
http://www.youtube.com/watch?v=ipKAqXY-YkU&list=PLE1B0ED60A1B919EC&index=2&feature=plpp_video

Schedule and run meetings with ease
http://www.youtube.com/watch?v=4-LWDxl3Aqc&list=PLE1B0ED60A1B919EC&index=3&feature=plpp_video

Collaborate on documents and share business information with just few clicks
http://www.youtube.com/watch?v=R1jNWKSy1vE&list=PLE1B0ED60A1B919EC&index=4&feature=plpp_video

Be productive on the go
http://www.youtube.com/watch?v=DtkC7zM4veM&list=PLE1B0ED60A1B919EC&index=5&feature=plpp_video