

Google Workspace Business Starter (Gsuite) to Office 365 Migration Plan

Potential Issues

Refer to this spreadsheet: <https://docs.google.com/spreadsheets/d/1s3zNp5wq9b3-Xiue1eCx6h92JBn2RrzvwuOUwMxmGIY/edit?usp=sharing>

Main Points

- To migrate from a Google / Office 365 solution to strictly an Office 365 solution could save around \$4,000 a year from a strictly software cost. Check out this spreadsheet to see the exact figures:
https://docs.google.com/spreadsheets/d/1SpmWYJBOW_F6hxZyDUvwKODz4XxwG7MVChn7mdPbYlo/edit?usp=sharing
- To make this change we would need to move the entire company on a "Microsoft 365 Apps for business". This gives everyone a Desktop version of the Office suite as well as Outlook. It also increases the storage to 1TB (this would be the main reason to move to this license). F3 licenses would still need to be used as this is what gives users the Azure AD ability.
- Advantages to Migrate
 - Fewer platforms to manage
 - More document storage
 - Everyone gets a Desktop license
 - Savings up to \$300 / Month
- Disadvantages of Migrating
 - Man hours lost setting this up (for admins)
 - Man hours lost configuring email boxes (everyone in the company)
 - Migration time lost - documents and emails
 - General pains of learning and adopting new software
 - Loss of Google scripts and automations

General Procedure / Steps

- Research / Documentation phase:
 - Reach out to Microsoft VAR (Lenovo) and see what recommendations they have
 - Get McKay an Apps for Business license
 - Proof of Concept - Need to make sure we can setup Outlook and use IMAP and that it works how we are currently using email.
 - Try a Google Takeout and import into Microsoft via OneCloud
 - Figure out Barracuda changes
 - New Azure AD logins while we make the switch?
 - Figure out best documentation migration implementation
- Service migration
 - Begin migrating services with Google logins to start using Azure AD or password logins. Slack, Zoom, Atlassian.
- Apps for Business Account creation
 - Before we can move on to migrations we will need to give everyone (presumably) an apps for Business license
- Email Migration
 - Setup IMAP for email accounts so employees can begin accessing mail using Outlook.
- Document Migration
 - Send instructions for Google Takeout (probably)
- Azure AD - New Logins

General Notes

- Spreadsheet Link for pricing:

https://docs.google.com/spreadsheets/d/1SpmWYJBOW_F6hxZyDUvwKODz4XxwG7MVChn7mdPbYlo
- As of 2023-05-08 we are on Google Workspace Business Starter: Usage of 125 seats
 - We are on a flex plan that allows us to change licenses and cancel at any time without penalty
 - Starting 2023-05-15 we will be paying \$7.20 per user per month
 - This plan includes 30GB of storage
- Microsoft has a tool for data migration. I am not sure if it can be used for a company with fewer than 150 employees <https://docs.microsoft.com/en-us/fasttrack/data-migration>
- Office 365 - We have two main types of licenses F3 (online Office), and Apps for Business (desktop office).
 - Microsoft F3 - \$8 (\$6.74 actual) / User / Month - Every employee in the company has this. 2GB Storage
 - Apps for business - \$8.25 (\$6.99 actual) / User / Month - About half the company has this license. 1TB Storage (does not have teams or email) 2GB Exchange (email) storage.
 - To get the functionality we need we would need to upgrade everyone to an Office 365 E3 License - \$23 / user / month
- Licensing Links:

- Office 365 - <https://www.microsoft.com/en-us/microsoft-365/enterprise/compare-office-365-plans>
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Questions

- Do employees with an Apps for business license still need an F3 license? | Yes
- Do we want to change how we do usernames? First name only? First name last initial?
- Do we want to change Azure AD domain name while we transition?
- Is there any way to get similar Chrome functionality / login?

Links

- Perform a Google Workspace (formerly G Suite) migration to Microsoft 365 or Office 365 - <https://learn.microsoft.com/en-us/exchange/mailbox-migration/perform-g-suite-migration#migration-limitations>
- MigrationWiz might be an easier way to do things. <https://get.bittitan.com/pricing/>
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