Microsoft 365 Email Migration Brief

Build a mailbox inventory and a cutover brief before changing mail delivery.

Your project

Business / site:

Location / preferred date:

Preparation checklist

- **Ownership:** Business domain, current provider and who controls domain/DNS and tenant administration.
- **People and addresses:** Mailbox count, aliases, shared addresses and the users who need access. Do not include passwords.
- **Data:** Email history, calendars, contacts, archives and permissions that need assessment for migration.
- **Devices and applications:** Client software, mobile devices and applications or website forms that send business email.
- **Timing:** Preferred cutover window, business constraints and a support contact for the change.
- **Verification and handover:** Required send/receive, shared-address and client checks, customer ownership and ongoing support scope.

Useful attachments

A site plan, relevant equipment list and suitable photographs can help. Keep passwords, access codes, payment details and confidential customer information out of the brief.

Next step

Contact LTG to discuss the project. This checklist helps prepare an enquiry; it does not book work or establish a quotation.

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