



# **Checklist for Migrating to OpenSRS Webmail**

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## Checklist for Migrating to OpenSRS Webmail

Migrating to OpenSRS Webmail can be done with little or no disruption of service for your users by following the recommended steps outlined in this checklist.

✓	When	Task	Obligation	Where
	At least two weeks prior to migration	Set defaults for branding, account limits, language, and time zone.	Required	OpenSRS MAC
		Lower the TTL (time to live) value to less than an hour on the domain DNS Zone records.	Required	Old admin system
		Set up your company branding.	Required	OpenSRS MAC
		Let users know they will be migrated to a new email service.	Recommended	Old admin system
		Suggest that users back up their address books and calendars.	Recommended	Old email system
		Create bulletins that will be sent to the new mailboxes explaining the new email service.	Recommended	OpenSRS MAC
	Just before migration	Stop provisioning new accounts.	Required	Old admin system
		Stop allowing password changes.	Required	Old admin system
		Bulk Create new accounts.	Required	OpenSRS MAC – Accounts   Bulk Create
		Extract existing address books and calendars, save in supported file formats, and email files to users.	Optional	Old admin system
	At the switchover	Change the DNS on the domains to point to the new email service.	Required	DNS system
		Re-enable/allow provisioning of accounts.	Required	OpenSRS MAC
	Two to three hours after the switchover	Bulk Migrate user email over IMAP or POP.	Required	OpenSRS MAC