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Microsoft Office 365 Migration Portal

These pages are for Co-op staff and contractors and will contain instructions and background on the Co-op's move to the Office 365 platform for email, calendaring, file sharing and collaboration.

Background

The Co-op has been investigating a unified online office suite for many years in the hopes of improving upon the current set of un-integrated and often ad hoc practices we have now. It was hoped that we could land on an open source solution, however none was deemed to meet all requirements, and so ultimately in 2022 the decision was made to go with MS Office 365. Consultants were brought on board in October 2022 to help develop a migration strategy and plan, with the initial project commencing in earnest in December 2022. A more extensive timeline is available below as well as a more detailed [Frequently Asked Questions](#) section

Timeline

Dates	Step
Oct 2022	Co-op engages Stevens and Associates as external consultants to assist with MS365 implementation
Dec 2022	Project Plan for MS365 implementation draft created
Dec 2022	First Co-op staff (SysOps) migrated to MS365 email
Jan 10 2023	Support Team migrated to MS365 email; onboarding and startup docs refined
Jan 24 & 31 2023	Rest of Co-op staff migrated to MS365 Email
Feb 3	Co-op calendaring migrated to MS365
Feb-March	Documents and collaboration for individual teams moved to MS365 environment on a team by team basis

Detailed Migration Instructions for Staff

- [Onboarding](#)
- [Email](#)
- [Calendars](#)
- [Contacts](#)
- [Migrating Sync and Google Drive to Groups and Teams](#)
- [Working with Files](#)
- [Using 3rd Party Clients](#)
- [Board Onboarding](#)
- [Board membership](#)

Related software

- [Preparing MS Edge for private and secure use](#)

Systems Group Working Docs (please ignore unless actually on systems team)

Internal

- [Files Remedation List](#)
- [Email Onboarding Cohorts](#)
- [Files and Groups Onboarding Cohorts and Schedule](#)
- [decision points working doc](#)
- [Adding M365 users](#)
- [Email error codes from M365](#)
- [Email flow architecture](#)
- [Main Communications Site Intranet page](#)

from Steeves

- [Architecture Doc](#)
- [Migration Doc](#)
- [Current collaboration folders](#)

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