# VIRGINIA IT AGENCY | Day 1: Post-migration activities

Now that you've migrated to Microsoft 365, there are a few activities you will need to complete to set up your new Outlook profile and to verify that your files were migrated successfully and that you can access them.

Please use this training video which is designed to help provide support to end users or guide end users after they have been migrated from Google to Microsoft.

**Microsoft Outlook email on the web**: This is the step to access your email on the web.
- **Sign In:** Sign into office.com with your COV credential to confirm you can access your messaging services.
- Click on **Outlook** on the left-hand panel.
- Validate that you can see your email.
- **Shared Mailbox:** Add your shared mailbox to the web version.
- **Signature:** Your previous signature in Google does not migrate over, and you will need to recreate your new signature or refer to a previous email that has been migrated and contains your previous signature to copy and paste.
- **Calendar:** Your calendar events have been migrated. Once your Outlook profile is set up, review meetings you have created that may have Google conference information to update them with Teams meeting conference information.
  - Please see: Replace Google Meet Invite with Microsoft Teams Invite using Outlook on the Web.
  - Shared calendars did not migrate, and calendar owners will need to reestablish calendar sharing permissions.
- **Labels:** Labels and structure in Google are recreated as folders in Outlook.
  - Verify labels migrated over as folders and create new folders/restructure as needed.
  - **Nested labels**: Nested labels become categories.
  - Learn more about how labels are migrated from Google to Microsoft
- **Virtru:** Outlook on the web enables the Virtru add-in and is auto published to Outlook.
  - An Edge or Chrome browser is recommended
  - Each browser requires activation separately
  - If the browser cache is cleared, Virtru will have to be activated again
  - For security purposes, activation is required every 90 days for individual user mailboxes and every 10 days for shared mailboxes.

**Microsoft Outlook for desktop (email):** Your email, calendar items and meetings have been migrated to their new Microsoft 365 account. (Spam and Trash folders did not migrate.)
- **User Profile:** Setup your user profile in Outlook
- Validate that you can see your email.

- **Shared Mailbox:** Add your [shared mailbox to the web version](#).
- **Signature:** Your previous signature in Google does not migrate over, and you will need to recreate your new signature or refer to a previous email that has been migrated and contains your previous signature to copy and paste.
- **Calendar:** Your calendar events have been migrated. Once your Outlook profile is set up, review meetings you have created that may have Google conference information to update them with Teams meeting conference information.
  - Please see: [Replace Google Meet Invite with Microsoft Teams Invite using the Outlook Desktop Application.](#)
  - Shared calendars did not migrate, and calendar owners will need to reestablish calendar sharing permissions.
- **Labels:** Labels and structure in Google are recreated as folders in Outlook.
  - Verify labels migrated over as folders and create new folders/restructure as needed.
  - **Nested labels:** Nested labels become categories.
  - [Learn more about how labels are migrated from Google to Microsoft](#)
- **Teams Add-in:** If the Teams add-in is not located on the top navigation ribbon of your Outlook Calendar, then you will need to enable the Teams add-in.
- **Virtru:** Outlook 365 enables the Virtru add-in and is auto published to Outlook.
  - For security purposes, activation is required every 90 days for individual user mailboxes and every 10 days for shared mailboxes.

**Email and Data Encryption:** Virtru is the email and data encryption used for the Commonwealth. In order to send encrypted emails through Virtru, the application must be provisioned with a Virtru license, and the user must activate their profile. Please view the different options for installing and activating Virtru whether on Desktop Outlook 2016, Outlook 365, Outlook on the web or mobile. Please visit the training page to view the Virtru related training.
- **Virtru KBA**
  - [Installing and Activating Virtru](#)
- **Virtru FAQ's:**
  - [Email and Data Encryption FAQs](#)

**Microsoft Teams:** We will now be using Teams where you can chat, meet, call, and collaborate all in one place.
- **Download:** Verify Teams is installed on your desktop or [download and install Teams](#).
- **Sign In:** Sign into Teams with your COV credential to confirm you can access your messaging services.
- **Contacts:** Find people by searching for first or last name within Teams.
- **Chats:** If you need to chat with a Microsoft Teams user. Please follow this job aid: [MS Teams: start a chat](#).
- **Teams FAQ's and Training:**
  - [Getting Started with Microsoft Teams](#)
  - [Teams Basic Navigation](#)
  - Please visit the [Training tab](#) to access other Microsoft Teams training located on the Messaging Services knowledge base.

- o [Microsoft Teams FAQ's](#)

**OneDrive**:
- **Download:** Verify OneDrive is installed on your desktop or [download and install OneDrive](#).
- **Sign In:** Sign into OneDrive with your COV credential to confirm you can access.
- **Files:** If you stored files (Google Docs, Google Sheets, Google Slides, PDFs, etc.) in Google Drive, they have been migrated to OneDrive. To connect your OneDrive files to your computer, please follow the instructions in this job aid: [Syncing Your OneDrive Files and Folders to Your Computer](#).
- **Shared Files:** If you notice that certain documents are not available in your OneDrive account, it may be that you were not the original owner of these documents in Google. You will need to reestablish sharing permissions in order for others to have access to previously shared documents.
  - **Note:**
    - Sharing of any kind outside the Commonwealth of Virginia (COV) is not permitted.
    - OneDrive is approved for storing and sharing sensitive data.
- **OneDrive FAQ's and Training:**
  - [OneDrive Basic Navigation](#)
  - [Microsoft OneDrive FAQ's](#)

**Archiving:** The COV records management tool, Vault, was transitioned to Microsoft Purview. There is no post-migration tasks but suggested that users should familiarize themselves with Purview and test their access and functionality.

**Email distribution lists (Google Groups):** Google Groups were migrated as distribution lists. There are no post-migration tasks required to be completed by users.

**Microsoft Forms:** Google Forms were not migrated to Microsoft Forms. If you had previously saved your Google Forms contents as PDFs and spreadsheets to your COV shared drive or Google Drive pre-migration, you can reference them to re-create using Microsoft Forms.

**Shared folders:** Shared folders located on Google Drive were migrated; however, your folder permissions have not migrated. If you saved log of your folder permissions before the migration, please refer to it to re-establish folder permissions.

After migration users will need to add their Google cloud identity account and import their saved Google Chrome data to their newly added account.

Once a user has been migrated from Google to Microsoft, they'll still have the ability to log in to their Google Chrome browser using their old profile. However, once the Google account is fully suspended, the Chrome profile will remain, but the sync will be paused. Sync is the process which the Chrome profile can upload and download saved passwords, bookmarks, history, apps, etc.

- Please click the [link](#) to view the KBA on the steps to take after migration such as adding your Google cloud identity account and importing saved Google Chrome data.

**Mobile device management (MDM):** If you are an authorized mobile device management user, you may download mobile apps for your iOS or Android device. To get started, please follow steps 1-3 listed according to your device type:

### iOS devices:

| | | |
|---|---|---|
| 1. Remove Google mobile device management from an iOS device *(You must remove Google mobile device management before enrolling in Intune)* | n/a | [job aid](#) |
| 2. Enroll in Intune | [video](#) | [job aid](#) |
| 3. Installing and Activating Virtru on an iOS Device | n/a | [job aid](#) |
| For iOS: After enrolling you may wish to review the following:<br>▪ Accessing Office 365 from your iOS device | [video](#) | [job aid](#) |
| ▪ Sending and Receiving with Virtru on an iOS Device | n/a | [job aid](#) |

### Agency Owned Android Devices:
This process is only required for agency owned Android device users. Personal Android device users, please see the processes below.

| | | |
|---|---|---|
| 1. Agency owned Android users will need to perform a factory reset of their Android device after migration. | n/a | [KBA](#) |
| 2. Once the device has been factory reset, you can then enroll in Intune. | [video](#) | [job aid](#) |

### Personal Android devices:

| | | |
|---|---|---|
| 1. Remove Google mobile device management from an Android device *(You must remove Google mobile device management before enrolling in Intune)* | n/a | [job aid](#) |
| 2. Enroll in Intune | [video](#) | [job aid](#) |
| 3. Installing and Activating Virtru on an Android Device | n/a | [job aid](#) |
| For Android: After enrolling you may wish to review the following:<br>▪ Accessing Office 365 from your Android device | [video](#) | [job aid](#) |
| ▪ Sending and Receiving with Virtru on an Android Device | n/a | [job aid](#) |

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**Training**

- Training is available to help users learn more about the functionality of Outlook, OneDrive, SharePoint and many of the Microsoft suite programs.
- Training videos and job aids are located in the Messaging Services knowledge base on the VITA service portal. Click on the following link to access: Learn about Microsoft 365.
- For more information on the messaging transition, visit the Messaging Migration Hub.

**Need assistance?**

If you need assistance, please contact the VITA customer care center (VCCC).