



BEMO

**G Suite to Office
365 Migration:**

A Step -By-Step
Guide from Our Pros





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Introduction



MIGRATING FROM G SUITE TO OFFICE 365



If you've ever done it, you know that migrating from one offering to another is never an easy feat. Beyond the "Should I *really* press 'OK'?!" every step of the way, to the sheer time suck it can be, migrations are not for the faint of heart. Yet faint of heart you are not, because you've found yourself here!

In this article, we will describe the step-by-step process you will follow when migrating from G Suite to Office 365. So, have a snack, maybe do some jumping jacks and dive on in!

G SUITE VS. GMAIL


If this article feels at all familiar, that may be because we wrote about migrating from [Gmail to Office 365](#) back in 2019. Has the process changed? Nope! If you need those instructions, [look no further](#). However, if you use **G Suite** (essentially the paid, business version of Gmail plus the suite of products Google offers like Sheets, etc. as their answer to Office 365) for your business and you want to migrate, you've come to the right place!

If you're unsure if you want to migrate, check out this article on [G Suite vs. Office 365](#) to help you decide.

OK, you're ready! The following instructions will be your guide. These steps come directly from our BEMO Implementation Team's Secret Vault. Quick tip: When you see the word "customer" that means you 😊

02

Things to Know Before You Begin



LIMITATIONS OF A G SUITE MIGRATION:


Google sets the threshold that only 2 GB may be transferred per day

What Will Be Migrated (Gmail API endpoints):

- Inbox
- Folders/Labels
- Email
- Muted Email (as regular email)
- Contacts
- Calendars (including links for Google Hangouts within calendar meetings)
- Calendar Notifications

Note: Links for Google Hangouts are a new default feature added to Google Meeting. Microsoft Office 365 doesn't have the corresponding property to map. Therefore, when migrating to Office 365, the links for Google Hangouts are added to the beginning of the meeting description body text in Office 365.

What Will Not Be Migrated:

- Calendar Reminders
 - Appointments
 - Chat message attachments
 - Calendar Attachments
 - Tasks
 - Chats and chat history
 - Google Groups for Business (including forums and collaborative inboxes)
 - Google Categories (i.e., the Google category flags: Social, Promotions, Updates, Forums)
 - Email attachments that are links to Google Drive
 - Some calendar colors
- 

BEFORE YOU START, MAKE SURE THAT YOU:

- ☐ Check that the Parent – Domain NS = SOA record by:
 - ☐ Going to <https://intodns.com/>
 - ☐ Entering the domain
 - ☐ Checking that Parent – Domain NS = SOA record
- ☐ Have DNS access
- ☐ Have the First Name, Last Name, Username, Password, and Cellphone Number for the G-Suite admin owner
- ☐ Have the First Name, Last Name, Username, Cellphone Numbers for all the users
- ☐ Know which one of the users is an admin on G Suite
- ☐ Make sure that Google MFA has been turned **Off** for the admin user
- ☐ Make sure that **Less secure app access** is turned **On**

Let's start! The entire process should take about 90 minutes.

Note: All color category meta tags are transferred over, but Office 365 does not have direct color mappings from Google G Suite, and so certain colors do not get mapped over, thus the colors are not displayed in Office 365 for the calendar entries.

03

Migrate from
G Suite to Office 365

STEP 1: PREPARATION

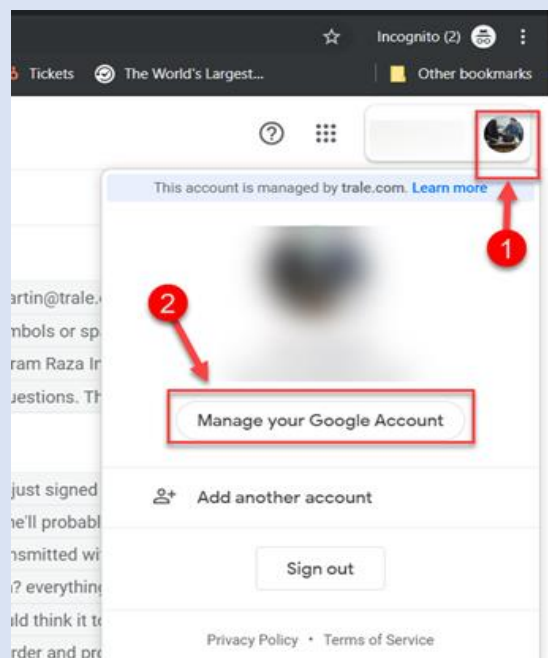
Turn off Baseline Security on your Office 365 tenant:

- ☐ Go to <https://portal.azure.com>
- ☐ Open **Azure Active Directory**
- ☐ Select **Properties**
- ☐ Click on **Manage Security Defaults**
- ☐ Set Enable Security defaults to **No**
- ☐ Click **Other**
- ☐ Click **Save**

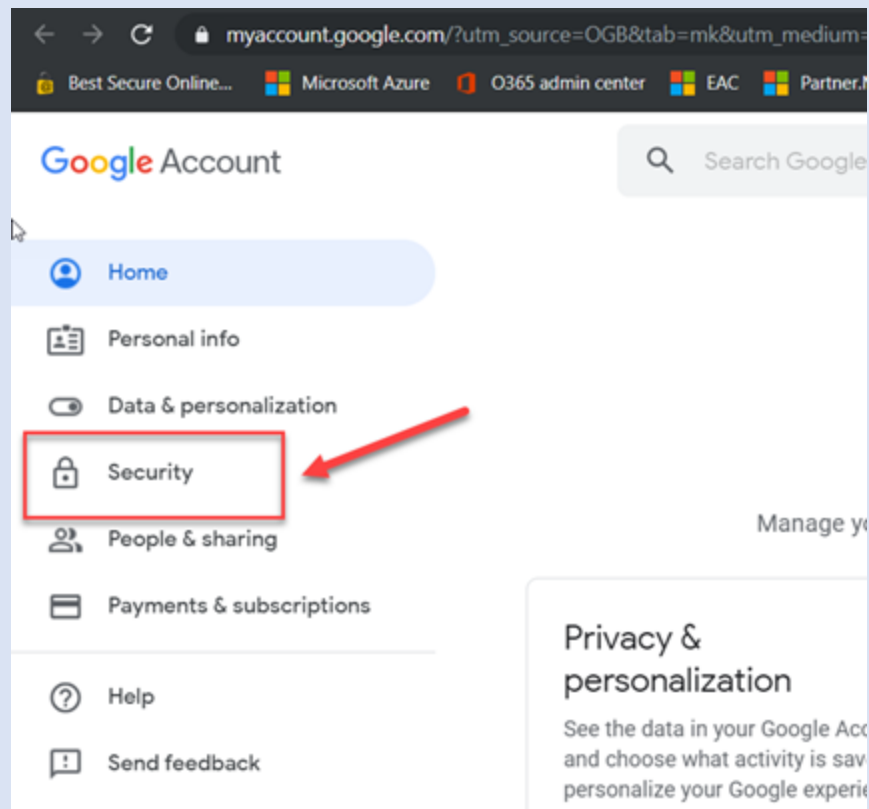
STEP 2: CONNECT TO THE CUSTOMER GMAIL ADMIN ACCOUNT

- ☐ You will need the **customer's MFA code in order to connect to their account**
- ☐ Connect to the Gmail admin account via <https://www.google.com/gmail/> or <https://admin.google.com/>
- ☐ Once you have connected to the customer's admin Gmail account, please make sure to validate that the Google MFA is turned off and "Allow access to less secure apps" are turned on as described below:

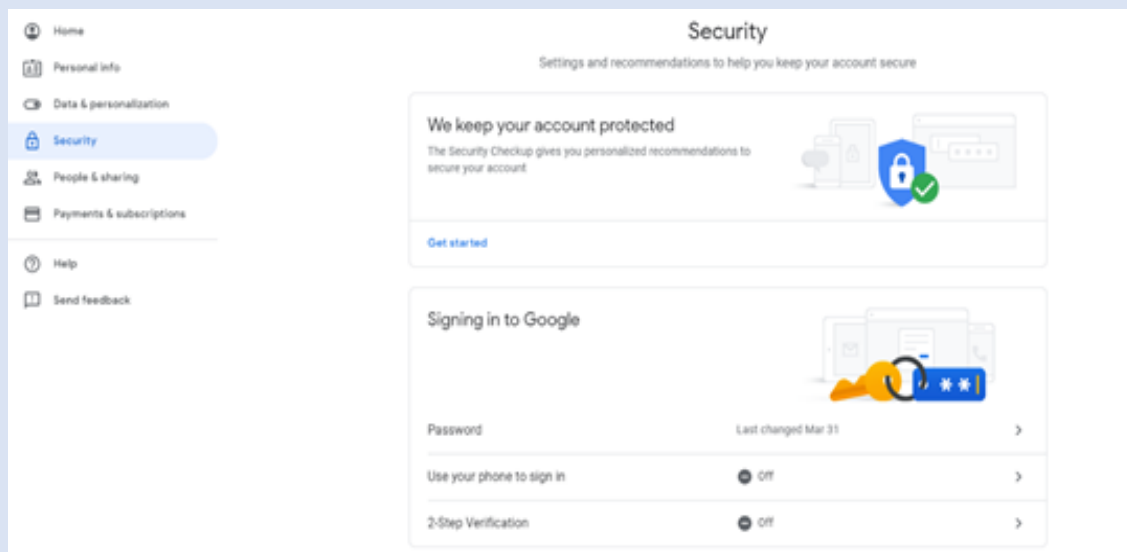
STEP 3: VALIDATE THAT GOOGLE MFA IS TURNED OFF AND "ALLOW ACCESS TO LESS SECURE APPS" IS TURNED ON



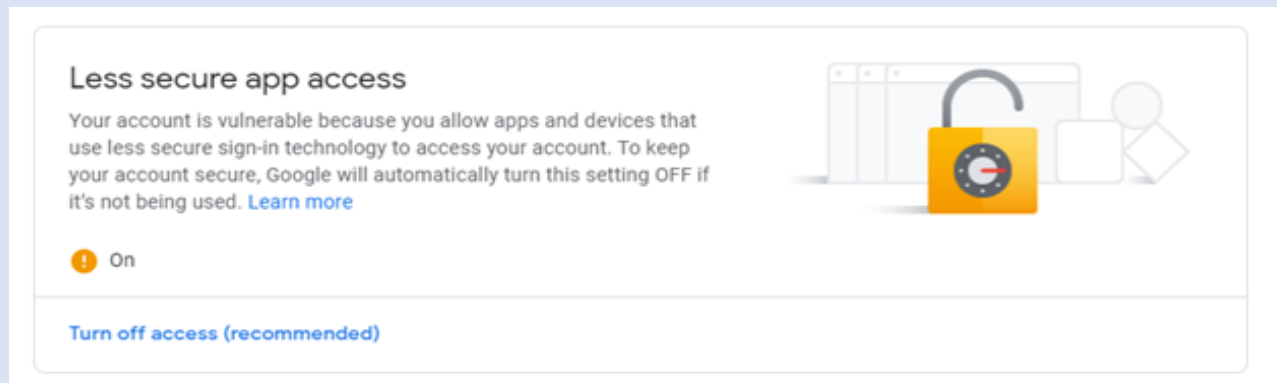
- ❑ Click on **Account** (top right corner) and click **Google Account**
- ❑ Click on **Security**



- ❑ Make sure that **Use your phone to sign in** and **2-Step Verification** are both turned **Off**.



- ❑ Make sure that **Less secure app** access is turned **On**.

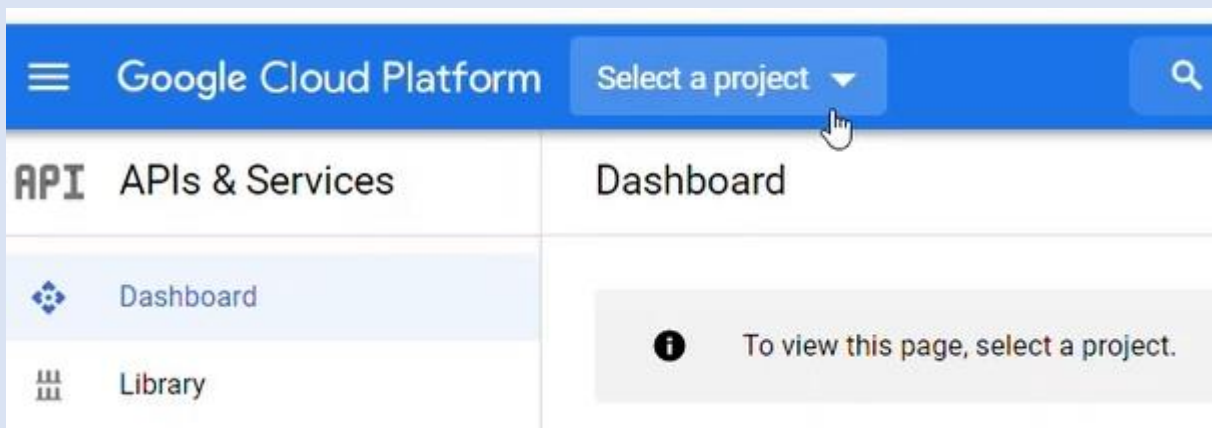


STEP 4: ADD USERS IN OFFICE 365

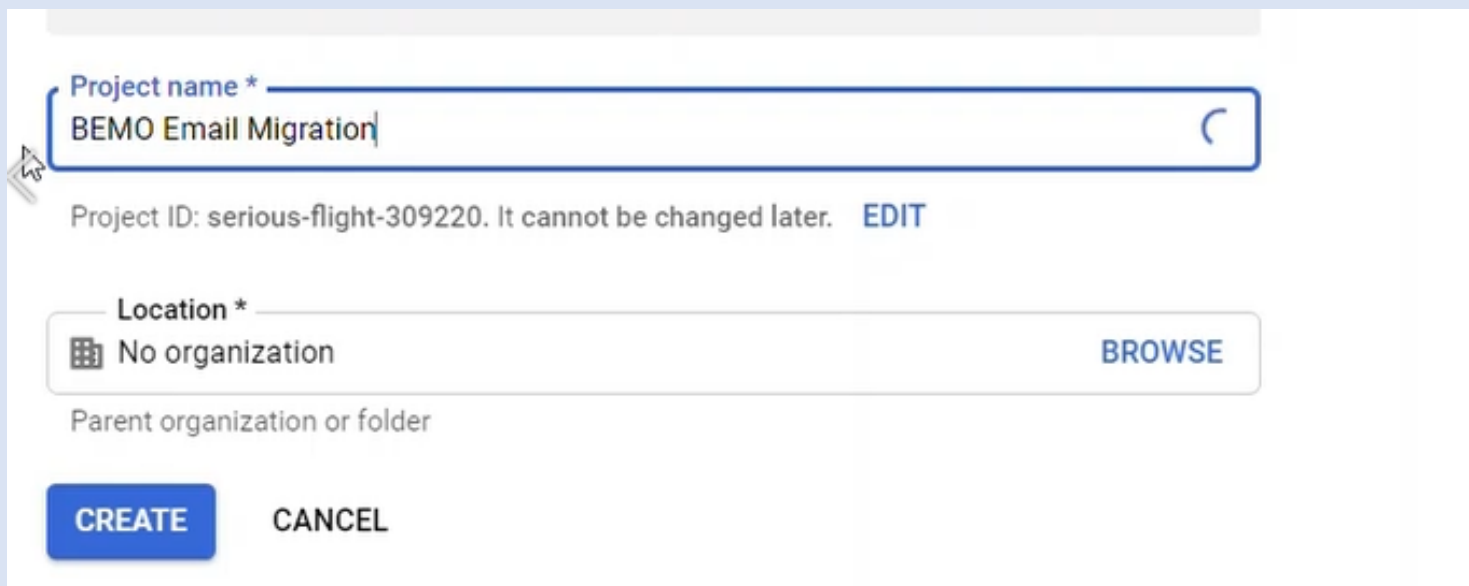
Add users in Office 365 and **create user mailboxes** for the users by applying Exchange Online licenses from either a standalone plan or through a subscription that contains an Exchange Online plan. You will need to connect G Suite mailboxes to these newly created user mailboxes in Office 365 and the data will be transferred to the respective mailboxes in Office 365

STEP 5: GRANT GOOGLE API PERMISSION

- ❑ Open your web browser in an 'incognito' or 'in-private' mode
- ❑ Open <https://console.cloud.google.com>
- ❑ Log in using your G Suite admin credentials
- ❑ Click **Select a project**



- ❑ Click on a **New Project**
- ❑ Name your project and keep the location as default. Click **Create**



Project name *

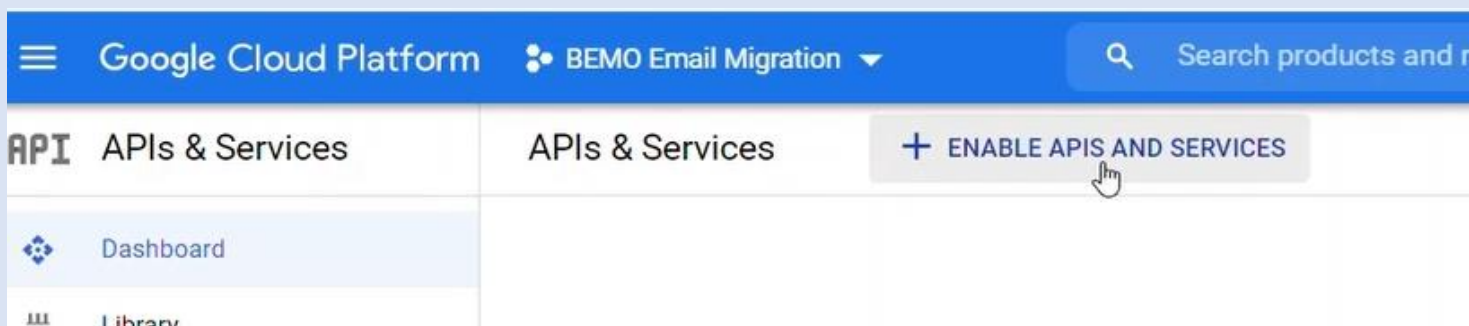
Project ID: serious-flight-309220. It cannot be changed later. [EDIT](#)

Location * [BROWSE](#)

Parent organization or folder

[CREATE](#) [CANCEL](#)

- ❑ Click on **ENABLE APIS AND SERVICES**



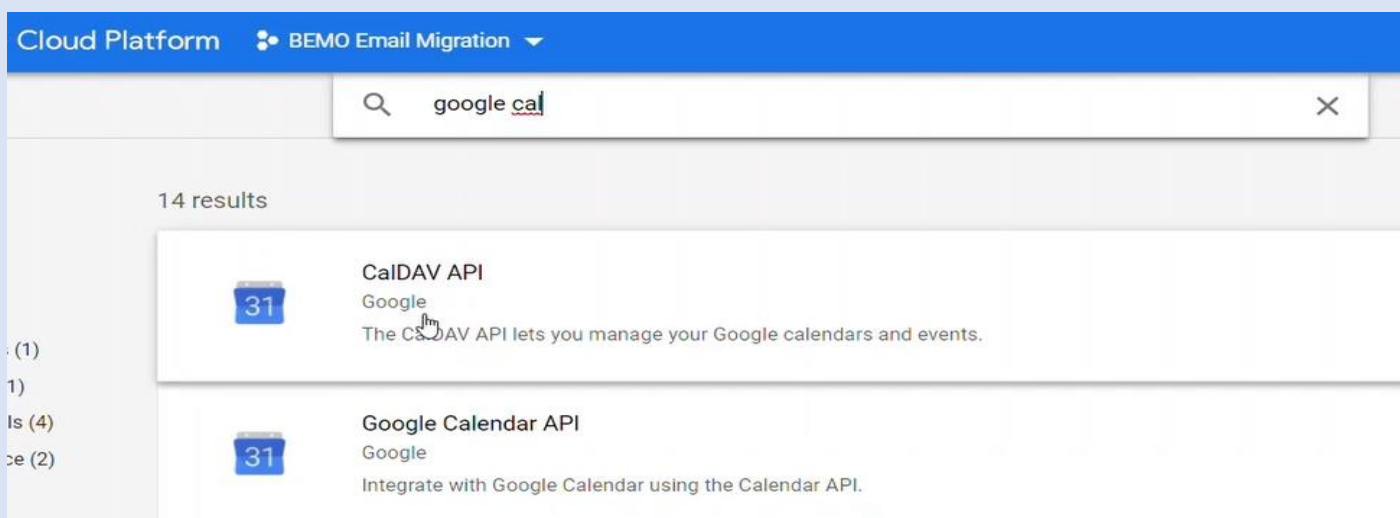
Google Cloud Platform BEMO Email Migration

APIs & Services [+ ENABLE APIS AND SERVICES](#)

Dashboard

Library

- ❑ Search for **Google Calendar**



Cloud Platform BEMO Email Migration

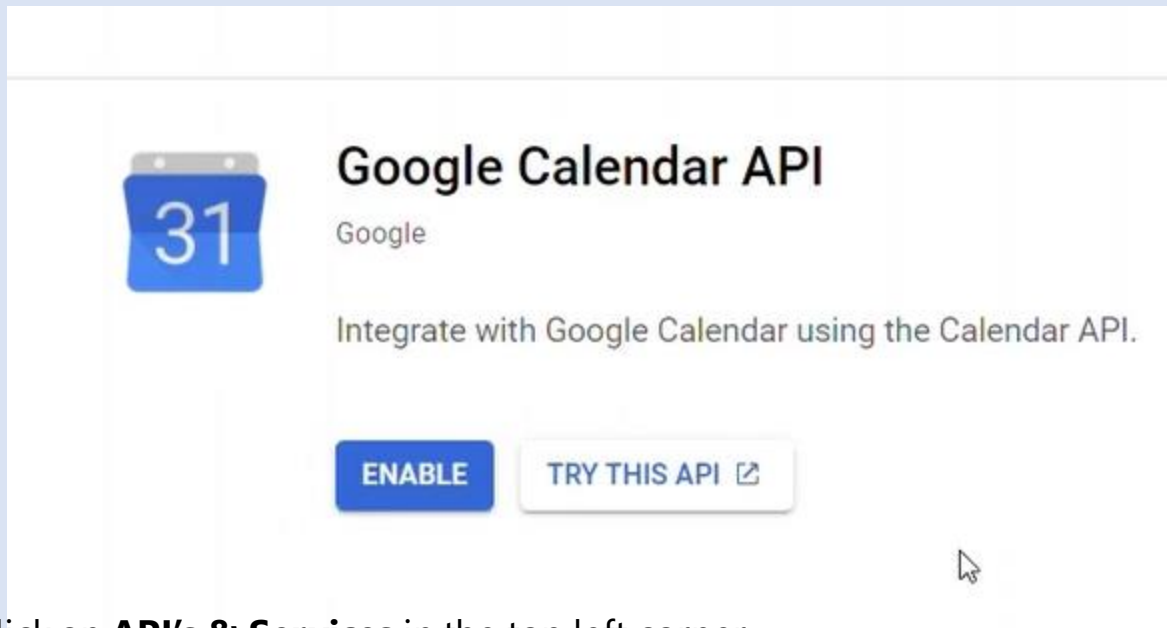
google calendar

14 results

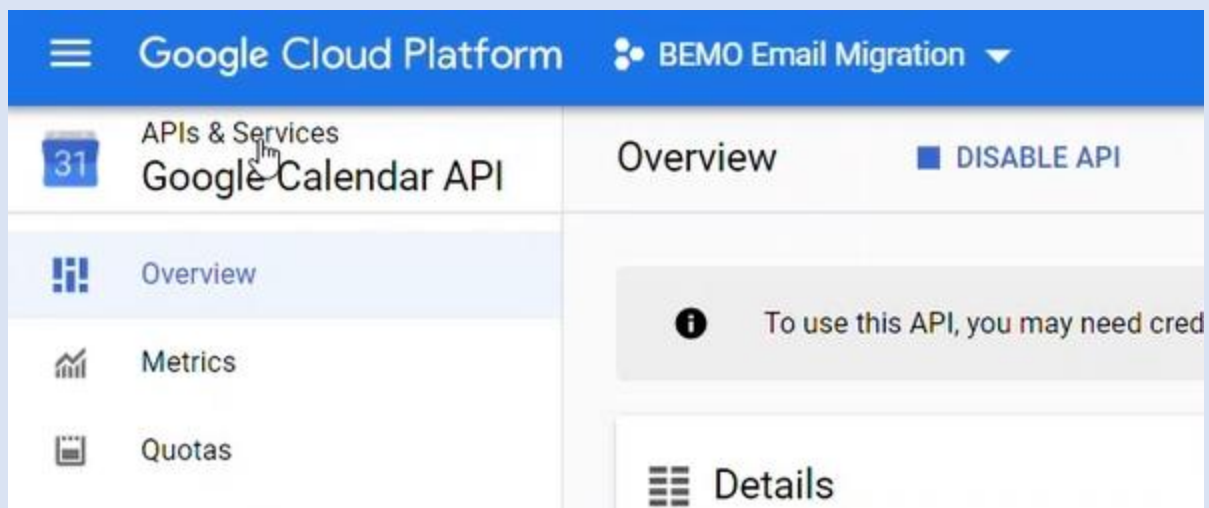
CalDAV API
Google
The CalDAV API lets you manage your Google calendars and events.

Google Calendar API
Google
Integrate with Google Calendar using the Calendar API.

- ❑ Click **ENABLE**



- ❑ Click on **API's & Services** in the top left corner



- ❑ Click on **Enable API's & Services** in the top left corner

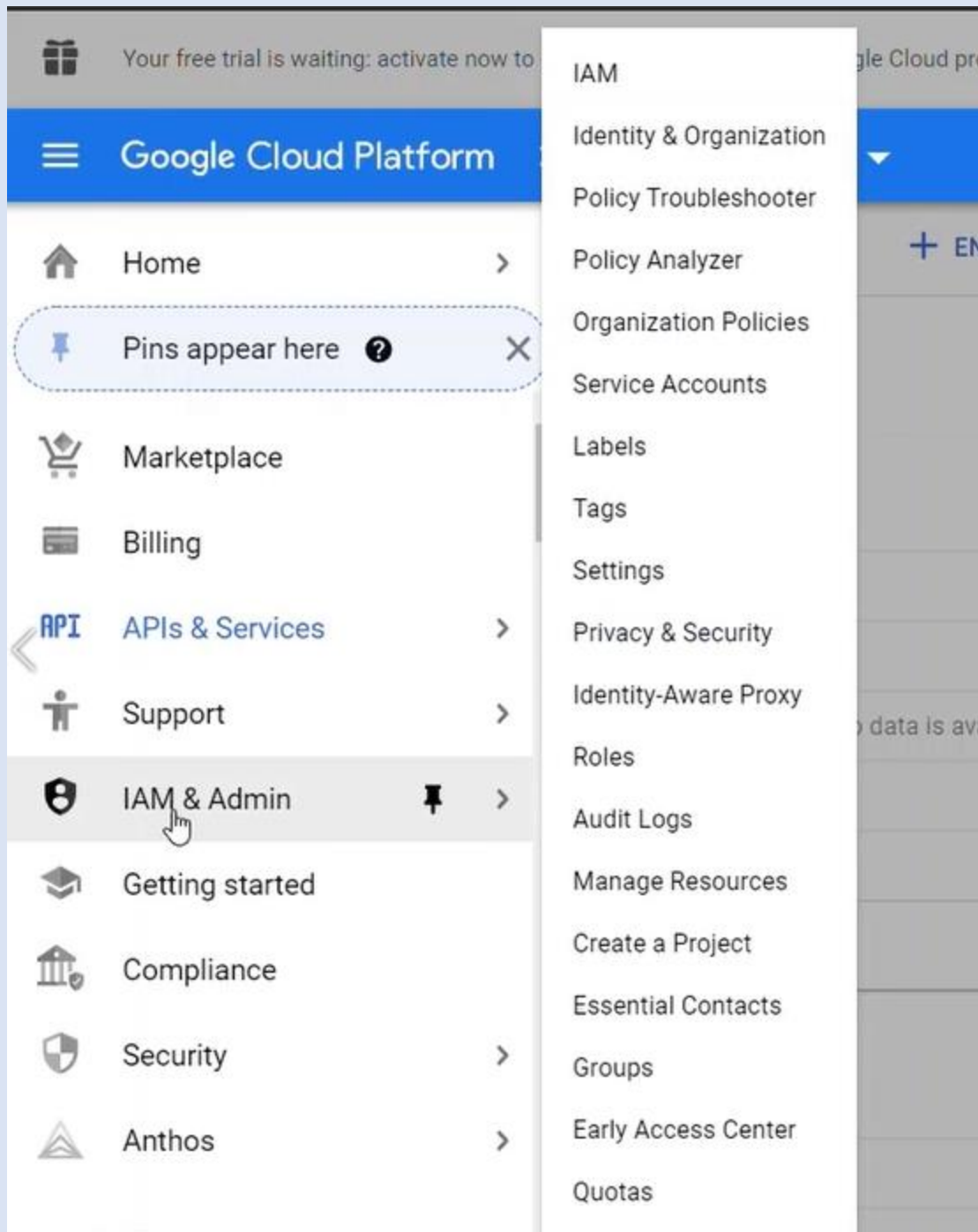
Repeat the same steps and make sure to enable the following APIs

- ❑ Gmail API
- ❑ Contacts API
- ❑ Admin SDK API
- ❑ Tasks API

All APIs have been enabled

STEP 6: CREATE A GOOGLE SERVICE ACCOUNT

- ❑ Click on the hamburger menu
- ❑ Select **IAM & Admin**
- ❑ Click on **Service Account**



- ❑ Click on **Create Service Account**

- ☐ Give a **name** (i.e.: bemomigration)
- ☐ Click the button **Create**
- ☐ Click on **Done**

Create service account

Service account details

Service account name

bemomigration

Display name for this service account

Service acco...

bemomigrator @bemo-email-migration-309220.iam.gserviceaccount

X ↺

Service account description

account used for email migration

Describe what this service account will do

CREATE

2

Grant this service account access to project (optional)

3

Grant users access to this service account (optional)

DONE

CANCEL

- ☐ Grant the **Owner** role

- ❑ Click **Continue**

Create service account

✓

Service account details

2

Grant this service account access to project (optional)

Grant this service account access to BEMO Email Migration so that it has permission to complete specific actions on the resources in your project. [Learn more](#)

Role

Owner

Full access to all resources.

Condition

[Add condition](#)

+ ADD ANOTHER ROLE

CONTINUE


- ❑ Under **Grant users access to this service account**, simply click the button **DONE**

Your account has now been created

Service accounts for project "BEMO Email Migration"

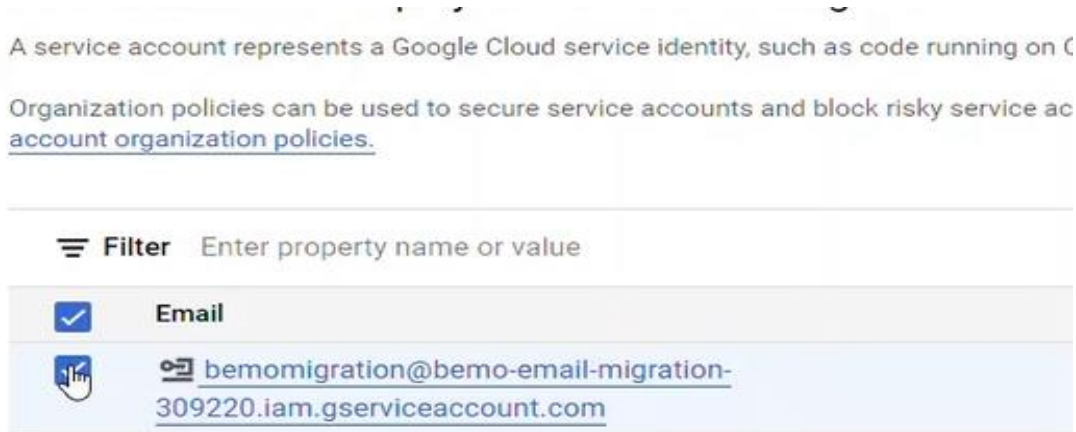
A service account represents a Google Cloud service identity, such as code running on Compute Engine VMs, App Engine apps, or systems running outside Google. [Learn more about service accounts.](#)

Organization policies can be used to secure service accounts and block risky service account features, such as automatic IAM Grants, key creation/upload, or the creation of service accounts entirely. [Learn more about service account organization policies.](#)

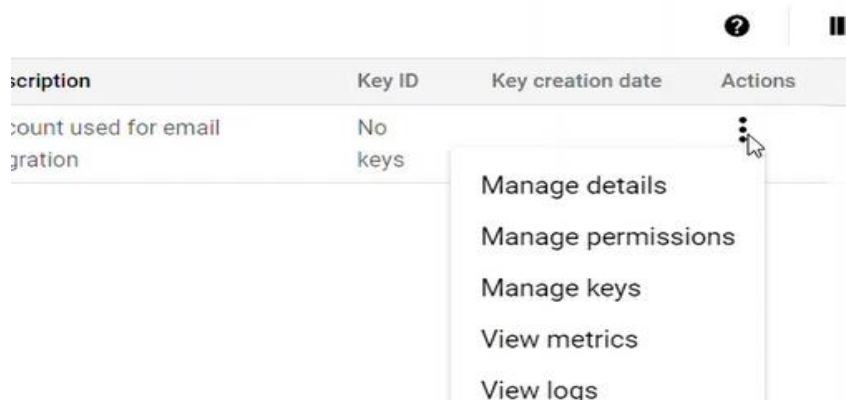
Filter Enter property name or value								?	
❑	Email	Status	Name ↑	Description	Key ID	Key creation date	Actions		
❑	 bemomigration@bemo-email-migration-309220.iam.gserviceaccount.com	✓	bemomigration	account used for email migration	No keys		⋮		

STEP 7: CREATE A KEY

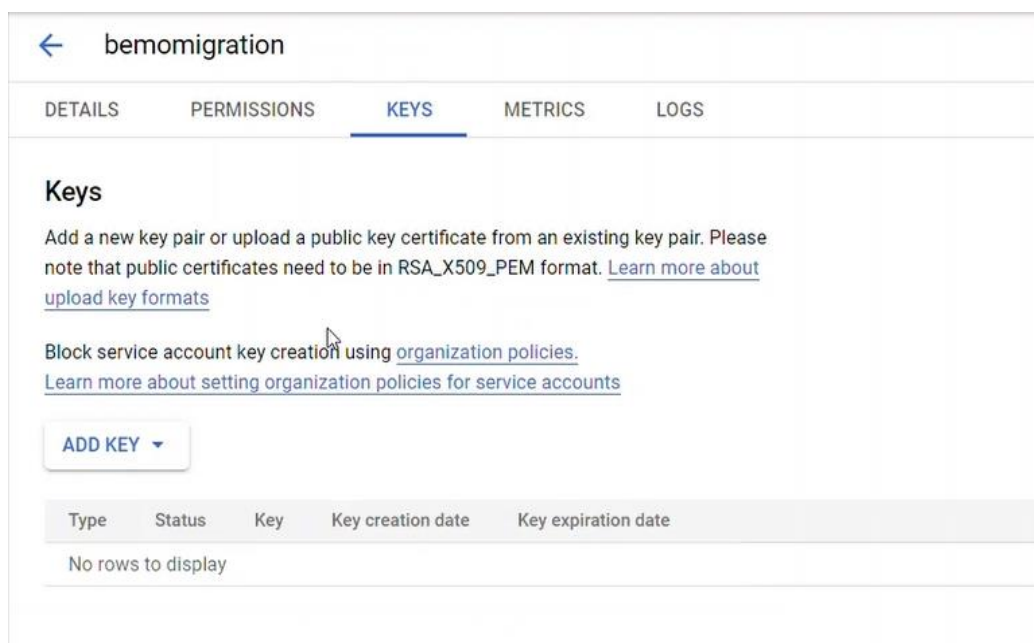
- ❑ Select the account by selecting the check box



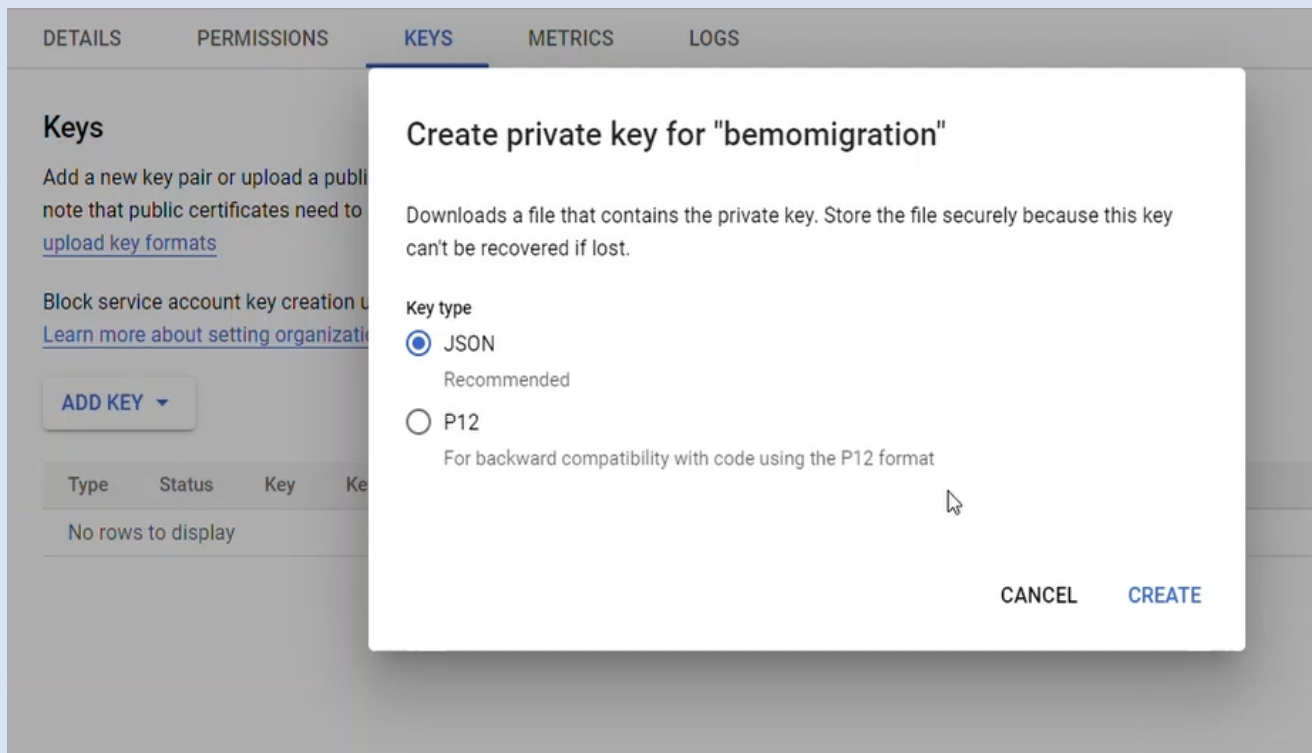
- ❑ Under **Actions**, click on the three dots
- ❑ Select **Manage Keys**



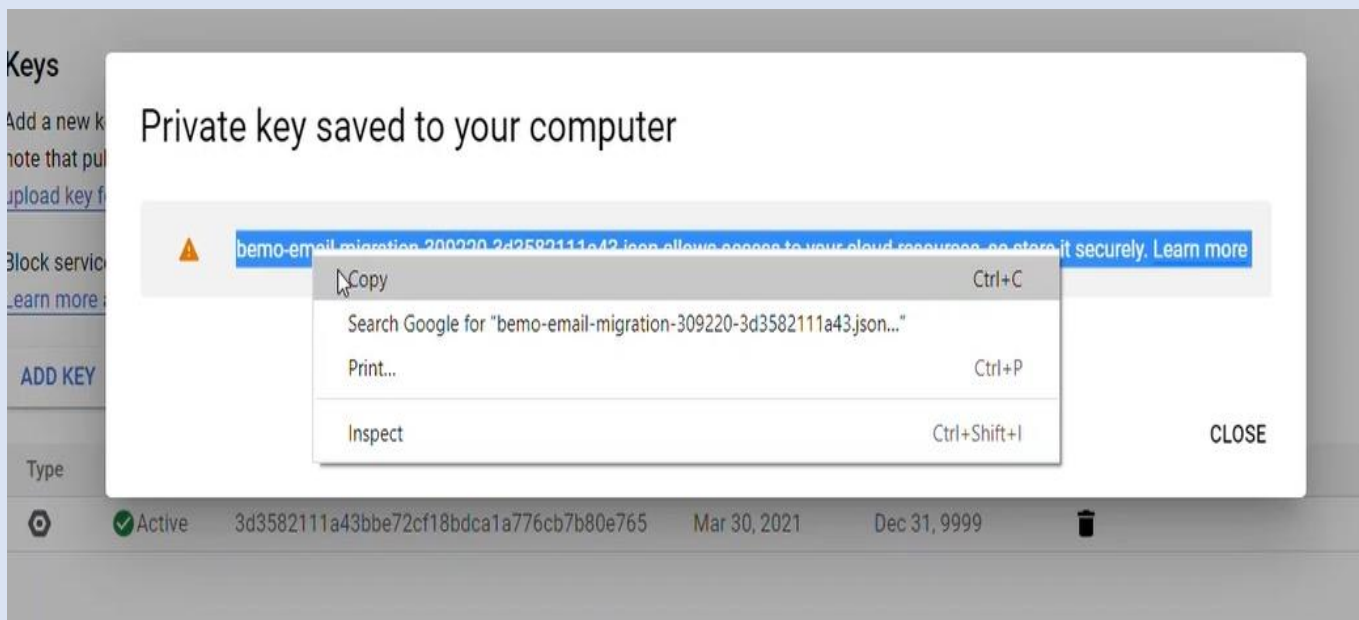
- ❑ Under the **KEYS** tab, select **ADD KEY**



- ❑ Click on **Create new key**




- ❑ Select **JSON** and click on **CREATE**



Make sure to copy the private key as you will be using it later on as well as the files downloaded on your computer

STEP 8: MAKE A COPY OF THE UNIQUEID

- ❑ Click on the Email Account

Filter Enter property name or value				
<input type="checkbox"/>	Email	Status	Name ↑	Description
<input type="checkbox"/>	 bemomigration@bemo-email-migration-309220.iam.gserviceaccount.com	✓	bemomigration	account used for email migration

- ❑ Copy the UniqueID in your notepad

[←](#) bemomigration

DETAILS

PERMISSIONS

KEYS

METRICS

LOGS

Name

bemomigration

SAVE

Description

account used for email migration

SAVE

Email

bemomigration@bemo-email-migration-309220.iam.gserviceaccount.com

Unique ID

102526839630997651830

Service account status

Disabling your account allows you to preserve your policies without having to delete it.

✓ Account currently active

DISABLE SERVICE ACCOUNT

✓ SHOW DOMAIN-WIDE DELEGATION

- ☐ Click on **SHOW DOMAIN-WIDE DELEGATION**
- ☐ Select **Enable G Suite Domain-wide Delegation**
- ☐ Click Save

Service account status

Disabling your account allows you to preserve your policies without having to delete it.

✓ Account currently active

DISABLE SERVICE ACCOUNT



Enable G Suite Domain-wide Delegation

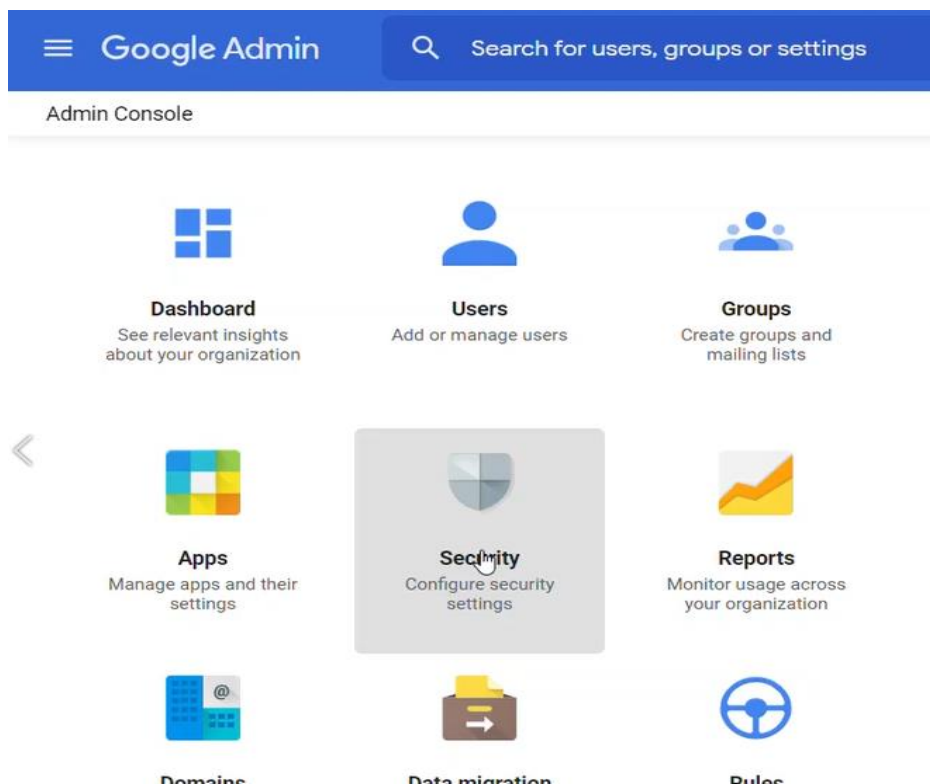
Allows this service account to be authorized to access all users' data on a G Suite domain without manual authorization on their parts. [Learn more](#)

SAVE

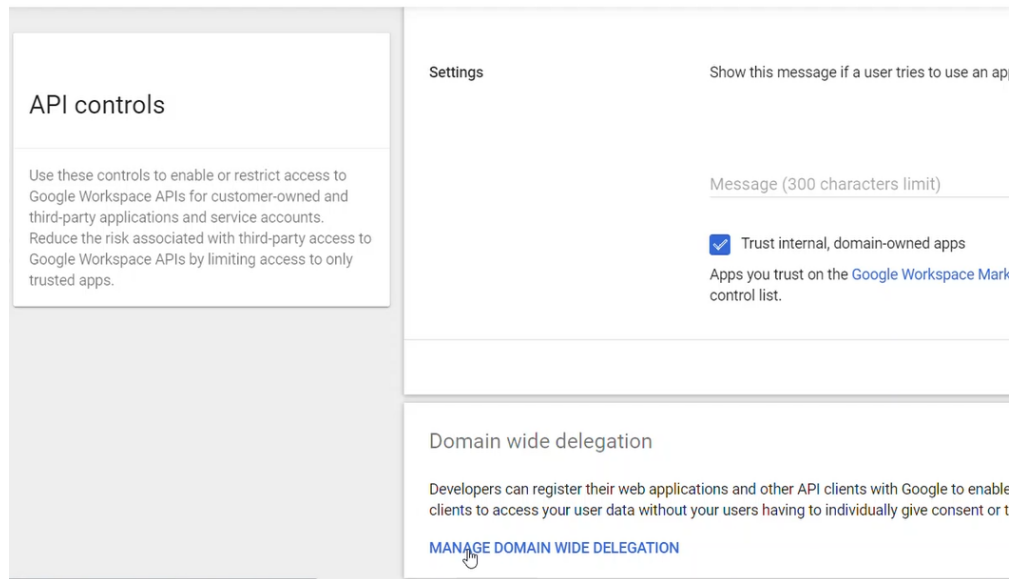
^ HIDE DOMAIN-WIDE DELEGATION

STEP 9: ENABLE GOOGLE ACCOUNTS DELEGATION

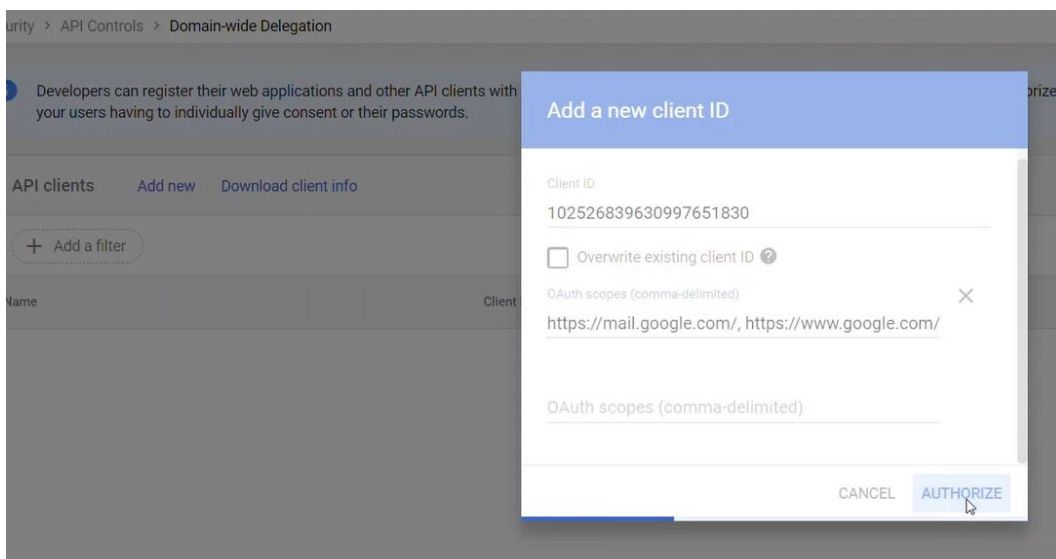
- ☐ Go to <https://admin.google.com>
- ☐ Log in
- ☐ Click on **Security**



- ❑ Scroll down and click on **API CONTROL**
- ❑ Click on **MANAGE DOMAIN WIDE DELEGATION**



- ❑ Click on **Add new**
- ❑ Paste the **client ID** you saved in your notepad earlier
- ❑ Copy the following link within the **Oauth scopes** textbox:
<https://mail.google.com/>, <https://www.google.com/m8/feeds>, <https://www.googleapis.com/auth/contacts.readonly>, <https://www.googleapis.com/auth/calendar.readonly>, <https://www.googleapis.com/auth/admin.directory.group.readonly>, <https://www.googleapis.com/auth/admin.directory.user.readonly>, <https://www.googleapis.com/auth/drive>, <https://sites.google.com/feeds/>, <https://www.googleapis.com/auth/gmail.settings.sharing>, <https://www.googleapis.com/auth/gmail.settings.basic>
- ❑ Click the button **AUTHORIZE**



You should be all set!

API clients

Add new


Download client info

+ Add a filter

Name	Client ID	Scopes
bemomigration@bemo-email-...	102526839630997651830	<div>https://mail.google.com/https://www.google.com/m8/feeds+8 More</div>

STEP 10: START BITTITAN MIGRATION

- ☐ Open BitTitan Portal (<https://www.bittitan.com>)
- ☐ Click on **Create a project**
- ☐ Click on **Mailbox project**
- ☐ Enter the project and customer names and click **Next Steps**
- ☐ Create your endpoint name and select **G Suite (Gmail API)** as the Endpoint type

 New Endpoint

Details

Endpoint Name

Google Workspace

If you don't know your Server Type, click the button:

+ Find My Service Provider

Endpoint Type

G Suite (Gmail API)

Provide the Google service account credentials using JSON file. [Learn More](#)

Select

Important: Migrations with a G Suite/Gmail endpoint at the source requires a super administrator email address which matches user domain.

Super Administrative Username

Enter a super administrative username

- ☐ Under **Provide the Google service account credentials using JSON file**, click **Select** and choose the JSON file that you downloaded earlier when creating your Service Account
- ☐ Under Super Admin, enter the account username and click **Add**

Details

Endpoint Name

Google Workspace

If you don't know your Server Type, click the button:

+ Find My Service Provider

Endpoint Type

G Suite (Gmail API)

Provide the Google service account credentials using JSON file. [Learn More](#)

bemo-email-migration-309220-3d3582111a43.json

Important: Migrations with a G Suite/Gmail endpoint at the source requires a super administrator email address user domain.

Super Administrative Username

admin@bemodemolabs.com

- ☐ Click on **Next Step**
- ☐ To **Set a Destination Endpoint Name**, Select **Office 365** as the Endpoint type
- ☐ Enter the Administrator username and password



New Endpoint

Endpoint Name

Target Microsoft 365 emodemolabs.onmicrosoft.com

If you don't know your Server Type, click the button:

+ Find My Service Provider

Endpoint Type

Office 365

☒ **Provide Credentials**

Providing credentials at the endpoint level allows you to have a centralized set of credentials that can be used across products.

☐ **Do not provide credentials.**

If credentials are not provided at the endpoint level, you will need to provide per-user credentials when using the endpoint for your projects.

Administrator Username

Harpreet@bemodemolabs.onmicrosoft.com

Administrator Password



- ☐ Click on **Add**
- ☐ Click on **Save And Go to Summary**
- ☐ Click on **Save Project**

STEP 11: ADD THE ACCOUNT TO BE MIGRATED

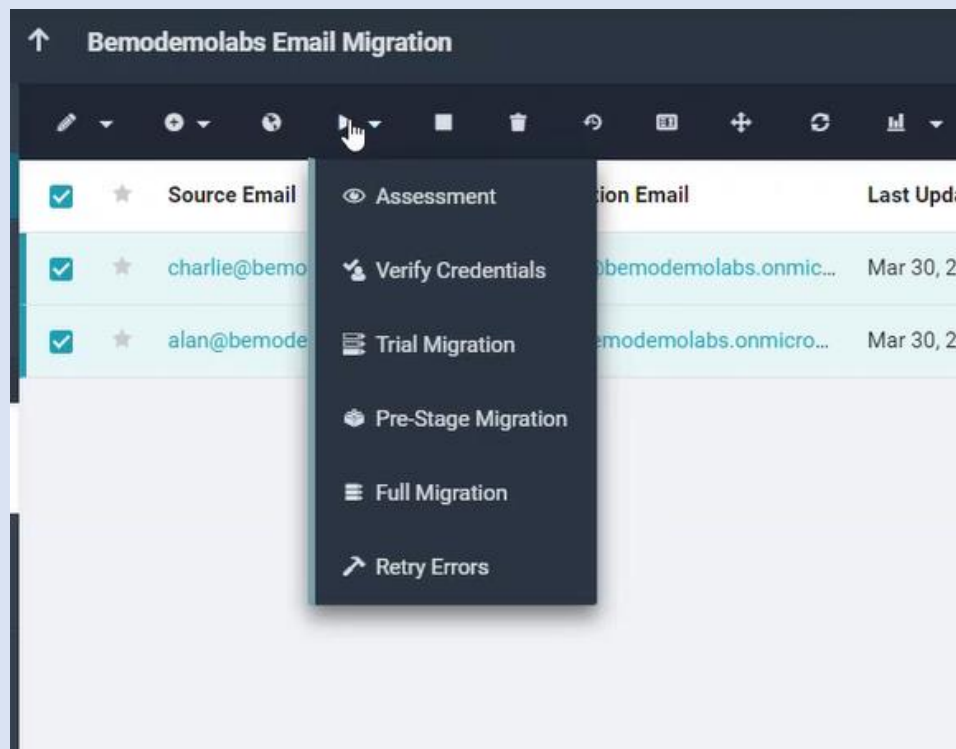
- ☐ On the portal, click on **Quick Add Item** and add each account you want to migrate from G Suite to Office 365

Once done, you will have the accounts listed as below:

Bemodemolabs Email Migration							
<input type="checkbox"/>	★ Source Email	Destination Email	Last Updated	Migrated	User Migration Bundle Active	Error	Status
<input type="checkbox"/>	★ alan@bemodemolabs.com	alan@bemodemolabs.onmicro...	Mar 30, 2021 3:55pm	0 bytes	No ⓘ	0	○ Not Submitted
<input type="checkbox"/>	★ charlie@bemodemolabs.com	Charlie@bemodemolabs.onmic...	Mar 30, 2021 3:55pm	0 bytes	No ⓘ	0	○ Not Submitted

STEP 12: VERIFY CREDENTIALS

- ☐ On the portal, Select all the accounts
- ☐ Within the action menu, select **Verify Credentials**



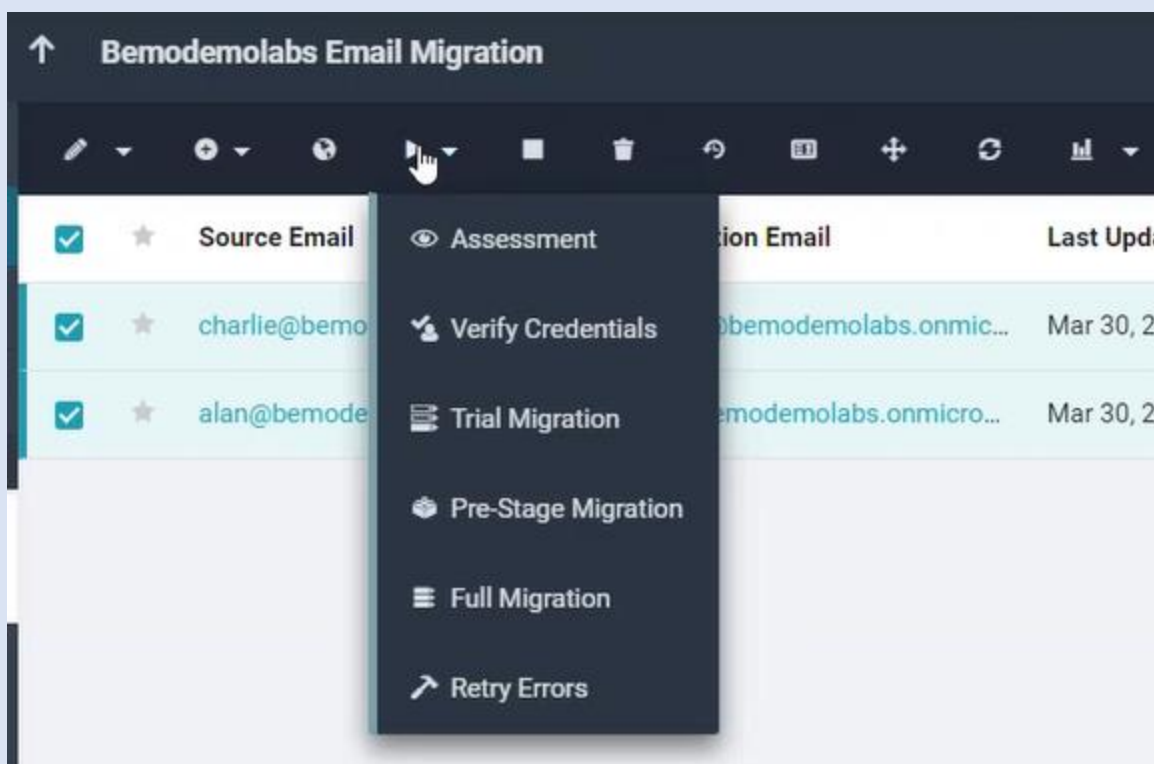
- ☐ Click **OK**
- ☐ Once validated after 5-10 min, you will see **Completed (Verification)**

<input type="checkbox"/>	★ Source Email	Destination Email	Last Updated	Migrated	User Migration Bundle Active	Error	Status
<input type="checkbox"/>	★ charlie@bemodemolabs.com	Charlie@bemodemolabs.onmic...	Mar 30, 2021 4:38pm	0 bytes	No ⓘ	0	✓ Completed (Verification)
<input type="checkbox"/>	★ alan@bemodemolabs.com	alan@bemodemolabs.onmicro...	Mar 30, 2021 4:37pm	0 bytes	No ⓘ	0	✓ Completed (Verification)

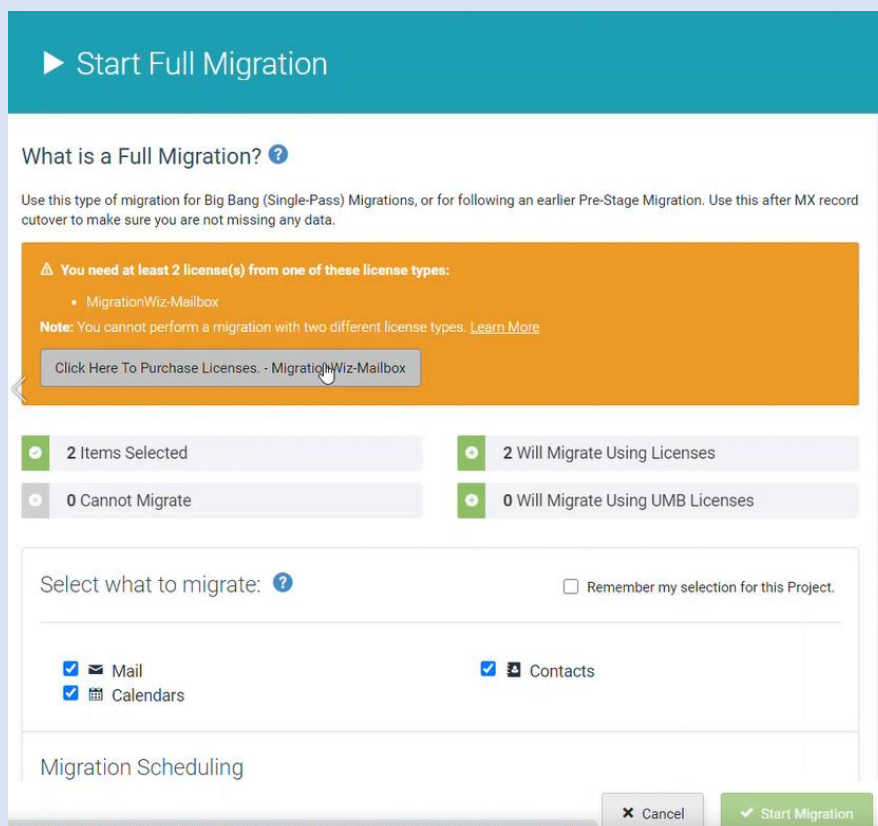
You are now ready to start the migration!

STEP 13: MIGRATION

- ☐ Select all the users that will have their accounts migrated
- ☐ Within the action menu, select Full Migration



- ☐ You will need to purchase the licenses in order to move forward



- ❑ Once you bought the licenses, you should see the following screen
- ❑ Click **Start Migration**

▶ Start Full Migration

What is a Full Migration? ?

Use this type of migration for Big Bang (Single-Pass) Migrations, or for following an earlier Pre-Stage Migration. Use this after MX record cutover to make sure you are not missing any data.

2 Items Selected

0 Cannot Migrate

2

MigrationWiz-Mailbox Licenses Available

2 Will Migrate Using MigrationWiz-Mailbox Licenses

0 Will Migrate Using UMB Licenses

2

MigrationWiz-Mailbox Licenses Required

0

Licensed User Migration Bundle Users

Select what to migrate: ?

☐ Remember my selection for this Project.

☒ Mail
 ☒ Contacts

✕ Cancel

✓ Start Migration

- ❑ Depending on the size of your mailboxes, it can take from few hours to weeks (count an average of 2 GB per day)
- ❑ Once the migration is done, you will see the following
- ❑ **Status: Completed (Full)**

User Migration Bundle Active	Error	Status
No ?	0	✓ Completed (Full)
No ?	0	✓ Completed (Full)

STEP 14: CUTOVER STEPS: DOMAIN VERIFICATION AND DNS UPDATE

- ☐ Go to <https://admin.microsoft.com>
- ☐ Log in
- ☐ Click on **Settings**
- ☐ Click on **Domains**
- ☐ Click on **Add Domain** and go through the validation process and DNS update process

Once done, the domain has been added and DNS updates are completed

Bemo Demo Labs

Domains

+ Add domain Buy domain Refresh		
Domain name ↑		Status
bemodemolabs.com (Default)	⋮	✓ Healthy
bemodemolabs.onmicrosoft.com	⋮	✓ Healthy

STEP15: FLIP DOMAIN FROM ONMICROSOFT.COM TO VANITY DOMAIN

- ☐ Go to **Users**
- ☐ Click on **Active Users**
- ☐ Click on the user which needs to have its domain flipped
- ☐ Under **Account**, click on **Manage username and email**

Active users

Recommended actions (3)

[Add a user](#) [Refresh](#) [Delete user](#) [Reset password](#) [Manage product licenses](#)

Display name ↑		Username
Alan Harper	⋮	alan@bemodemolabs.com
✓ Charlie Harper	⋮	Charlie@bemodemolabs.onmicrosoft.com
Evelyn Harper	⋮	evelyn@bemodemolabs.onmicrosoft.com
Harpreet Singh	⋮	Harpreet@bemodemolabs.onmicrosoft.com
Jake Harper	⋮	jake@bemodemolabs.onmicrosoft.com



Charlie Harper

[Reset password](#) [Block sign-in](#) [⋮](#)

Change photo

[Account](#) [Devices](#) [Licenses and apps](#) [Mail](#) [OneDrive](#)

Username and email

Aliases

Charlie@bemodemolabs.onmicrosoft.com [Manage username and email](#)

Sign-out ⓘ

Alternate email address

Sign this user out of all Office 365 sessions.

None provided
[Add address](#)

[Sign out of all sessions](#)

- ☐ Select the domain
- ☐ Enter a username
- ☐ Click **Add**



Manage username and email

If the primary email is also their username, then changing the primary email will also change their current username. An alias is another email address that people can use to email Charlie Harper.

Primary email address and username

Charlie@bemodemolabs.onmicrosoft.com



Aliases

Username

Charlie

Domains

@

bemodemolabs.com

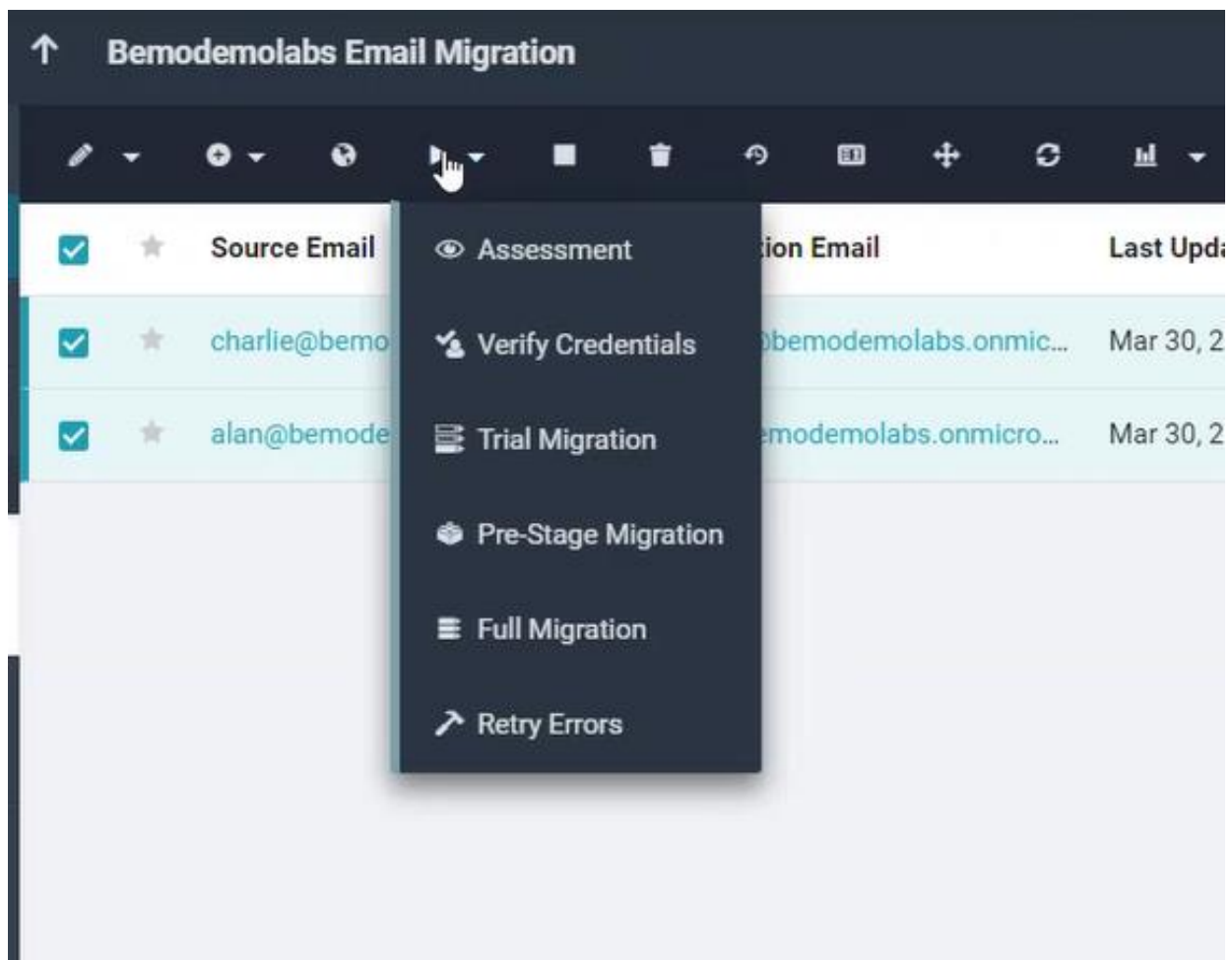


- ☐ Click on "..."
- ☐ Click on **Change to primary email**
- ☐ Click on **Save Changes**

STEP 16: RUN A "DELTA" SYNC

You will want to run another sync in order to catch any emails that may have been received by G Suite during the DNS cutover. This step will make sure that you are not missing any emails sent during the last two hours.

- ☐ Go back to BitTitan portal
- ☐ Select all the users that will have their account migrated
- ☐ Within the action menu, select **Full Migration**



Once done, your email migration is completed!

You will need to enable the following to make your Office 365 tenant secure:

- ☐ Test that you are receiving emails via your Office 365 tenant
- ☐ Enable SSPR
- ☐ Enable Azure Baseline Security
- ☐ Enable DKIM, DMARC

04

Final Thoughts



Need Help?

Phew! If you made it through all of that, you know that migrations are no small feat! Hopefully this how-to made it a little easier!

What if you don't know how to do this, don't want to try and mess it up yourself, or don't have the time?

We can do it for you! Go to our [migration quote builder](#) and we'll give you the price of doing this without even speaking with anyone 😊 You'll get an example bill that looks something like this:

Total Cost: \$1,650

\$1,650

Email Migration to Office 365

Want to talk to someone about the specifics?

Schedule a meeting with [Josh Franklin](#)

