

# 5 Things to Consider when Migrating PST Data to Microsoft 365

**1**

## UNDERSTAND THE IMPACT

To form a successful strategy to remove PSTs, it is critical to consider the end user or business productivity impacts and map out a process that addresses them

## CHOOSE THE RIGHT APPROACH

Whatever company or technology you select, make sure to understand and be comfortable with the underlying architecture and approach

**2**

**3**

## ALWAYS DO A PROOF OF CONCEPT! ALWAYS

An enterprise PST Migration project requires a significant investment of time and resources. To remove as much project risk as possible, it is critical to make sure the solution works as described

## PLAN ... PLAN ... AND PLAN ...

Here are some key tactical elements for your consideration: Identification, priorities & cadence, timetable, resource alignment, execution & optimization, communications and reporting

**4**

**5**

## PREPARE FOR THE UNEXPECTED

Unexpected challenges will come up in any technology initiative; PST migrations are no exception. Make sure your team is ready to handle and adapt to any surprises that come up during the project



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