



Migration "Gotcha's" when moving from Google Workspace to Office 365

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There are many complexities of making the move to Microsoft, but with Finchloom, you can rest easy knowing that you can access the right experts when you need them. When Migrating to Office 365, all of the core business processes at work within Google Workspace can be replicated (and in some cases be improved) within Office 365, but do not always translate 1-to-1. For this reason, end user training is a key component to any successful migration effort. Learn about the different migration 'Gotchas' by category below.

MAIL LIMITATIONS

When migrating from G Suite as a source, contacts in Contact Groups (which look like subfolders of the Contacts folder) will migrate to the top level contacts folder on the destination. Folders will be created for each group but the contacts will not be sorted into those folders. Calendars can have multiple Owners. An Owner is anyone with "Make changes and manage sharing" permissions, so shared calendars will be migrated to users with these permissions by default.

ITEMS THAT DO NOT MIGRATE

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

OTHER MAIL LIMITATIONS

MAIL

- Vacation Settings
- Automatic Reply Settings

MEETING ROOMS

- Room bookings will not be migrated

CALENDAR

- Shared calendars, cloud attachments, and event colors will not be migrated

CONTACTS

- 3 email addresses per contact are migrated
- Gmail tags, contact URL's, and custom tags will not be migrated

FILE LIMITATIONS

- Shared documents held within individual Google Drives will migrate to OneDrive with internal sharing permissions in-tact, but if a user account is disabled after migration, other users will lose access to those files. The recommended path is to migrate those files into Teams or SharePoint where they are owned by a "Group" and not an individual user.
 - External sharing permissions will not be migrated and will need to be re-shared
 - Any sharing links to Google Docs will need to be re-created in OneDrive
- Some file types will transition during migration (such as Google Docs and Sheets to .docx and .xlsx formats), but others do not transfer and cannot be migrated to Office 365. These can either be manually converted or re-created in Office 365.
 - Google Drawings
 - Google Forms
 - Google Chats

OTHER FILE LIMITATIONS

- Google Forms do not migrate 1-for-1 into O365. In some cases they can be recreated with Microsoft Forms, in other cases the business function will need to be reviewed and built using different tools within O365 (such as SharePoint, Power Automate, MS Forms for Excel, etc.). Google Chats / Hangout Chats cannot be migrated into Office 365. They can only be exported to PDF using the "Google Takeout" procedure and stored in archive within the tenant.

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Let's begin the conversation

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