Migrating an Individual User Account to Zimbra Collaboration Server from Microsoft Exchange

ZCS 8.6

Legal Notices

Copyright © 2005-2014 Zimbra, Inc. All rights reserved. This product is protected by U.S. and international copyright and intellectual property laws. "Zimbra" is a registered trademark of Zimbra, Inc. in the United States and other jurisdictions.You may not alter or remove any trademark, copyright, or other notice from copies of the content. All other marks and names mentioned herein may be trademarks of their respective companies.

Zimbra, Inc.
3000 Internet Blvd., Suite 200
Frisco, Texas 75034

www.zimbra.com

ZCS 8.6

December 2014

Table of Contents

1 Migrating Individual Accounts 5

Start the Migration 5
Select the Source of Data to Migrate 6
Enter Destination Server Information 7
Select Migration Options 7
View Migration Results 8
Verify You Can Access Your New Account 9

2 Migrate to Zimbra Desktop 11

Start the Migration 11
Select the Source of Data to Migrate 12
Select Migration Options 12
View Migration Results 13

1 Migrating Individual Accounts

You can use the migration tool to migrate a Microsoft Outlook profile or account containing personal folders (PST files), to ZCS. You can also migrate archived PST files.

Your administrator will create an account for you on the Zimbra server, and give you the migration tool application and the following information which you will need to migration your account or .pst files.

- **Hostname**. This is the domain name of the destination Zimbra server.
- **Port**. The port number for the server. Usually 80 is the port number for non-secure connections, and 443 is the port number for secure connections.
- **Username.** Your ZCS account email address. The address should be entered as name@domain.com.
- **Password**. Your ZCS account password.

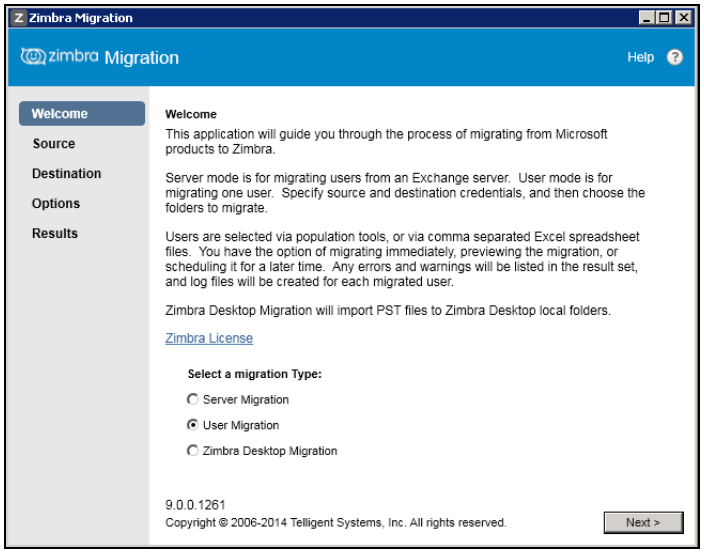
As you go through the migration tool, you can save the data you are entering at any time and access this data later using the **Load** and **Save** feature. At the bottom of the Source, Destination, and Options dialogs are the Load and Save options. When you click Save, all of the data you have entered into the migration tool is saved as an XML file, which is referred to as the **Configuration XML** file. This allows you to stop and start a Migration process without losing your data. When you want to resume a migration, click Load to access the Configuration XML file and repopulate the migration tool.

Once you have the above information, and the account or .pst files that you are going to migrate, you are ready to begin. Run the migration tool for each profile or PST file being imported.

Note: *It is recommended to perform the migration during off-peak use times. You do not need to stop the Exchange Server to migrate accounts. Emails sent to or delivered from Exchange after the account has been migrated are not saved in the ZCS mailbox.*

Start the Migration

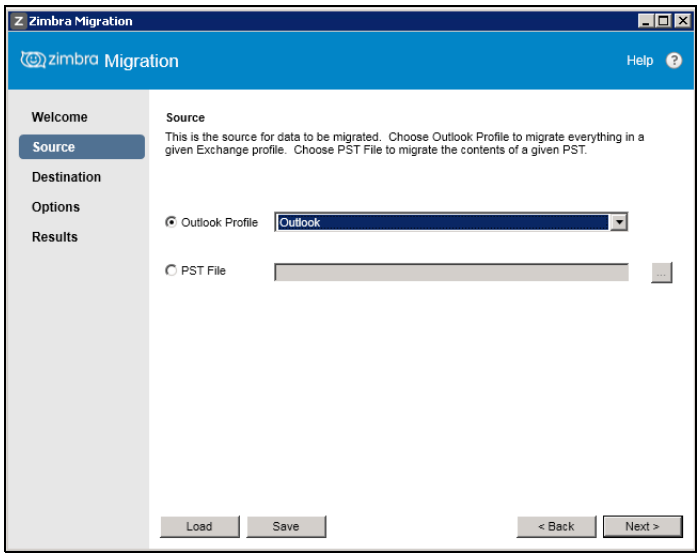
1. Execute the ZimbraMigration.exe file.



2. In the Welcome dialog box, select **User Migration**.
3. Click **Next**.

Select the Source of Data to Migrate

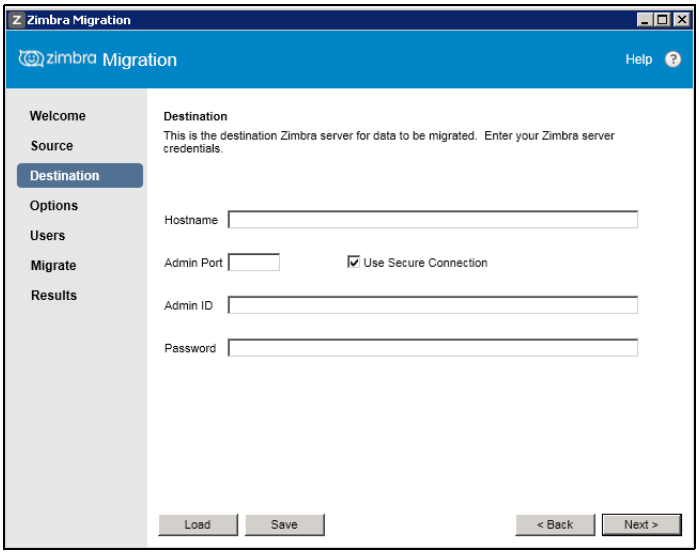
Select whether the source data should migrate from a user's Outlook profile or from a specific PST file.



1. Choose the source of the data to migrate.
2. Click **Next**.

Enter Destination Server Information

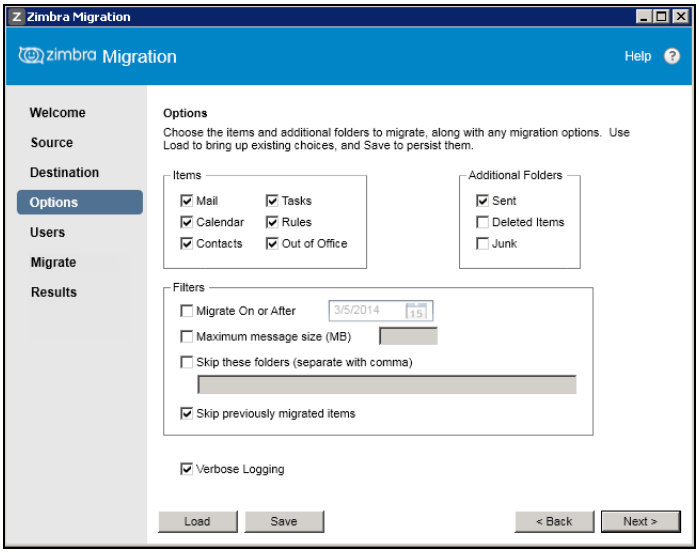
Enter the destination Zimbra server information and your credentials.



1. In the Destination dialog box, enter your Zimbra server credentials which you received from your administrator.
2. Click **Next**.

Select Migration Options

Select the account options to migrate.



1. In the Options dialog box, select the items and folders to migrate.

2. Select how to filter the information you are migrating.
    - **Migrate On or After**: Only the information on or after the specified date is migrated. Use this filter to discard old messages.
    - **Maximum message size**: The message size includes the message and attachments. If you do not specify a size, the Zimbra server setting for maximum message size is used. You cannot specify a size larger than the global MTA setting for maximum size of a message. The default is no size limit. Check with your system administrator to find out the maximum message size that can be migrated.

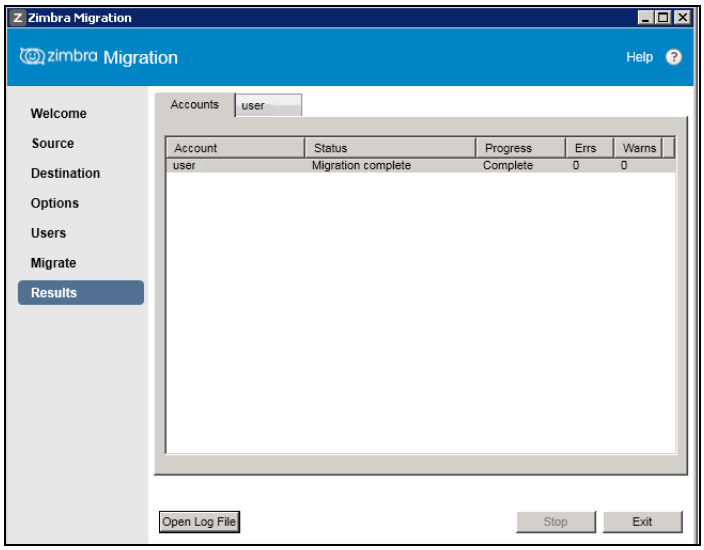
    Note: *You can view and change the Zimbra server* **Maximum size of a message** *value from the Administration Console* **Global Settings>MTA** *tab.*

    - **Skip these folders (separate with a comma):** Enter names of folders that you do not want to migrate.
    - **Skip previously migrated items**: Previously migrated items will not be included in the migration process.
    - Select **Verbose Logging** to collect extra data on the migration process. If a message is not migrated, you can inspect the log to determine the cause of failure.Your system administrator can help you with this feature.
3. Click **Migrate** to begin the migration process.

View Migration Results

After the migration, the Results dialog box displays the accounts that are migrated and their status, including progress, errors, and warnings.

To view the details for an account, double-click the account. See your system administrator for help with log information.



Verify You Can Access Your New Account

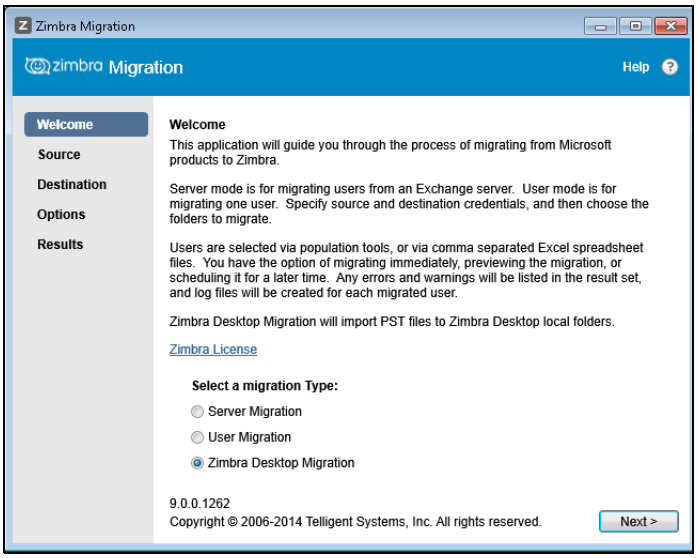
After your account has been migrated to the Zimbra server, you should verify that the migration was successful before deleting your account.

2 Migrate to Zimbra Desktop

You can use the migration tool to migrate a Microsoft Outlook PST file to Zimbra Desktop.

Start the Migration

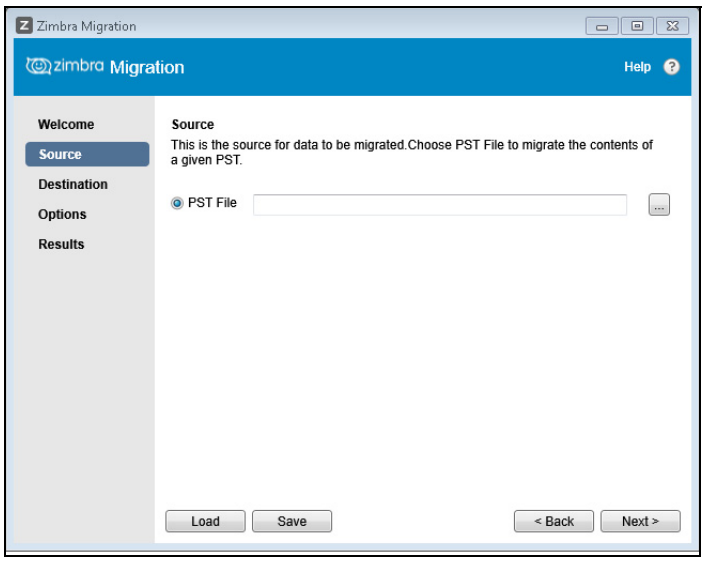
1. Execute the ZimbraMigration.exe file.



2. In the Welcome dialog box, select **Zimbra Desktop Migration**.
3. Click **Next**.

Select the Source of Data to Migrate

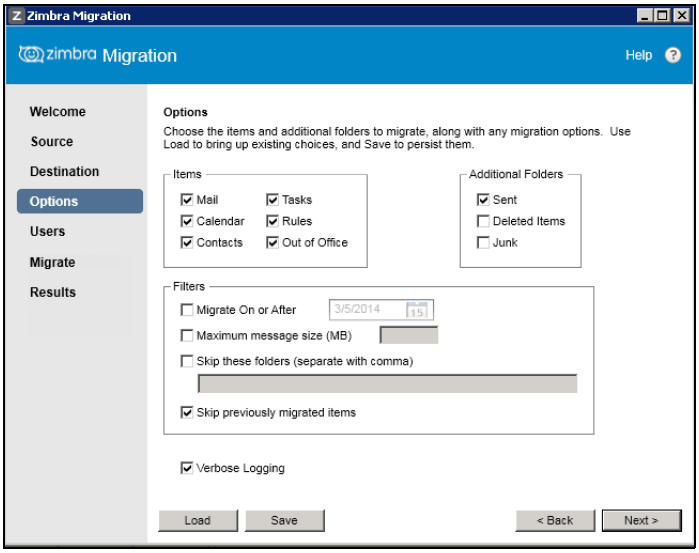
Select the source PST file.



1. Choose the source of the data to migrate.
2. Click **Next**.

Select Migration Options

Select the account options to migrate.



1. In the Options dialog box, select the items and folders to migrate.
2. Select how to filter the information you are migrating.

- **Migrate On or After**: Only the information on or after the specified date is migrated. Use this filter to discard old messages.
- **Maximum message size**: The message size includes the message and attachments. If you do not specify a size, the Zimbra server setting for maximum message size is used. You cannot specify a size larger than the global MTA setting for maximum size of a message. The default is no size limit. Check with your system administrator to find out the maximum message size that can be migrated.

Note: *You can view and change the Zimbra server Maximum size of a message value from the Administration Console Global Settings>MTA tab.*

  - Skip these folders (separate with a comma): Enter names of folders that you do not want to migrate.
  - Skip previously migrated items: Previously migrated items will not be included in the migration process.

3. Select **Verbose Logging** to collect extra data on the migration process. If a message is not migrated, you can inspect the log to determine the cause of failure.
4. Click **Migrate** to begin the migration process.

View Migration Results

After the migration, the Results dialog box displays the accounts that are migrated and their status, including progress, errors, and warnings.

To view the details for an account, double-click the account.

