



# The Microsoft 365 Tenant Migration Playbook

A SysAdmin's Quick-Reference Guide to M&A Consolidations

## 1. Choose Your Architecture



### Single-Event ("Big Bang")

**Best for:** Environments under 15,000 users or 7TB of data. Everything moves over a single weekend.

**Risk:** Higher **Timeline:** Short



### Phased Migration

**Best for:** Massive enterprises. Users and data migrate gradually.

**Risk:** Lower **Timeline:** Long

**Warning:** Coexistence challenges (SSO, routing) will occur.

## 2. Data Strategy: Pre-Stage vs. Dial-Tone



### Pre-Stage (Recommended)

Sync the oldest data (30+ days old) weeks before the cutover. Run a final "Delta Sync" on cutover weekend to catch the rest.

**Best for:** SharePoint, OneDrive, and large Mailboxes.



### Dial-Tone

Migrate just 1 week of mail on cutover day so users can work immediately. Backfill the rest later.

**Best for:** Works only for Exchange mailboxes, not files.

## 3. The Critical Path Checklist

### 1 Pre-Migration

Weeks Out

- Audit target tenant licensing (Ensure enough E3/E5 seats).
- Replicate identities from Source AD to Target AD.
- Notify users of incoming client reconfigurations.
- Begin Pre-Stage data syncing.

### 2 Cutover Event

The Weekend

- Put source mailboxes / Share-Point into Read-Only mode.
- Remove custom domain from all source objects (SIP, proxy).
- Verify the custom domain on the Target Tenant.
- Run the final Delta Sync.

### 3 Post-Migration

Day 1

- Reconfigure Azure AD Connect to point to the new tenant.
- Instruct users to recreate mobile profiles and restart apps.
- Decommission source tenant (if no coexistence needed).
- Monitor mail routing and resolve any user access issues.

## Skip the Scripts. Automate Your Migration.

Moving domains manually is risky. Use the FreeViewer Office 365 Tenant Migration Tool to automate user mapping, bypass throttling, and execute zero-downtime delta syncs.

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