

Email Migration Form

form e0007 v1.0



Customer:

Section 1 - Provide a list of names who requires a mailbox as well as all the email addresses associated to this user. You can have as many aliases as you required at no extra charge

| Full Name | Primary Email Address | Additional Aliases 1 | Additional Aliases 2 |
|-----------|-----------------------|----------------------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Section 2 - Provide a list of generic names where you may require a dedicated mailbox for something like sales@, info@, etc as well as all the email address associated to this mailbox. This is only really necessary in situations where you would like to have a dedicated mailbox for certain email addresses which can be shared out to a number of members within your organization. This will be charged at the usual monthly rate as a standard mailbox so you may want to consider Distribution Groups instead.

| Generic Mailbox | Email Address | Members who has full access to this mailbox |
|-----------------|---------------|---|
| | | |
| | | |
| | | |
| | | |

Section 3 - Provide a list of Distribution Groups like sales@, info@, etc as well as all the email address associated to this group, and a list of names who needs to be part of this group. Any emails sent to the Distribution Group will be forwarded to those members within the group. You can have any number of Distribution Groups and they are FOC.

| Distribution Group Name | Email address | Members in this group |
|-------------------------|---------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

This part of the form are for your DNS details and migration dates, otherwise if you are unsure on what details to enter please contact our hepdesk.

Section 4 - Provide below your domain hosting details if you would like us to make the necessary changes on your behalf.

| Domian Host Control Panel | Username | Password |
|---------------------------|----------|----------|
| | | |
| | | |

Section 5 - Provide us with an alternate email for correspondents when we create your new mailbox's

| Name | Email Address |
|------|---------------|
| | |
| | |

PLEASE NOTE: Our hosted email servers run Exchange 2013 and will only works with the following versions of Outlook & Mac email clients

- Outlook 2007 SP3 with November 2012 Cumulative Update
- Outlook 2010 SP1 with November 2012 Cumulative Update
- Outlook 2013

- Outlook 2016
- Outlook 2019
- Outlook for Mac 2011
- Entourage 2008 for Mac, Web Services Edition

Once the above information has been returned to the helpdesk we will verify and get back to you with the migration dates

Office Use Only

| Task | Date Planned | Task Completed |
|----------------------------|--------------|----------------|
| New mailboxes created | | |
| DNS & MX record changed | | |
| Full propegation date | | |
| Email Migration (optional) | | |
| | | |

| Tasks | Completed |
|------------------------------|-----------|
| CCP account created | |
| Mailbox Set up | |
| Hosted Email Security Set up | |
| HEX & HES details provided | |
| DNS changes made | |
| DNS changes checked | |
| Email Migration (optional) | |
| | |