



**audriga**  
DIGITAL MOVERS

# User's Guide

audriga Groupware Migration

from IMAP

to Amazon WorkMail

**Version** 1.1.2

**Date** 02.02.2023

**Contact** <https://www.audriga.com/en/Contact>

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## audriga migration service for emails and groupware

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audriga's Migration Service migrates the **content of mailboxes** from your current hosting provider to a new hosting provider in an easy, fast, and secure way. A migration can be configured on our self-service website, which can be accessed with most common web browsers (e.g. IE, Firefox, Safari or Chrome). No software needs to be installed on your machine. The service connects to your mailbox similarly to the way as your e-mail client does. Emails, attachments, folders and depending on the involved systems also contacts, task, and calendar data are being copied to the destination account. The data in the source mailbox will not be deleted or altered in any way. To configure a migration, only three simple steps in our self-service portal have to be completed. After the migration has started, its status can be continuously monitored on the website.

It may not be possible to complete especially large or complex migrations with only this guide. If you identify issues related to I/O issues, bandwidth, timeline constraints, or anything else that makes the migration more complicated than you feel comfortable handling, you may need more than audriga's self-service level. If you find that you need a higher level of support, please contact audriga at [support@audriga.com](mailto:support@audriga.com).

## Data migration

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### What data can be migrated

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- Folders
- Emails

### What data cannot be migrated

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- Contacts
- Calendars
- Tasks
- Notes
- Public folders
- Archives
- Journals
- Filters (Inbox Rules)
- Signatures
- User Configuration

- Distribution Lists
- Permissions

## Limitations

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### EWS Limitations

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- The owner of the mailbox will become the organizer for each of his appointments
- Meeting participant status (accepted or declined) will not be migrated
- The service tries to resolve system internal addresses e.g. X500 addresses and replace them with valid email addresses. If it is not possible, the addresses will be removed.
- The service also filters invalid entries like non-valid URLs in Website fields which are not accepted by the destination platform.

### Amazon WorkMail specific limitations

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- Emails with attachments can only be migrated when attachment size is smaller than 23 Mbytes.
- Contact profile pictures will be copied as attachments of contacts but will not be shown as profile picture.
- Distribution lists cannot be migrated.
- No duplicate detection for note items.

### General limitations

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Certain limitations may apply due to the specific combination of the source and the destination. This includes:

- Display of certain email messages (special MIME formats) may differ on the destination side
- Mapping of item properties (e.g., if not supported by the destination)
- Mapping of folder permissions

If in doubt, we recommend migrating a few mailboxes initially to check the results.

## Preparation

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Before the migration you need new (or already provisioned) Amazon WorkMail mailboxes. Make sure you have the access credentials (login names and passwords) of the mailboxes which should be migrated for both Exchange server and Amazon WorkMail. We recommend

that you assign temporary passwords for the migration. When migrating multiple mailboxes, the best practice is to start with one mailbox first and migrate the remaining ones afterwards.

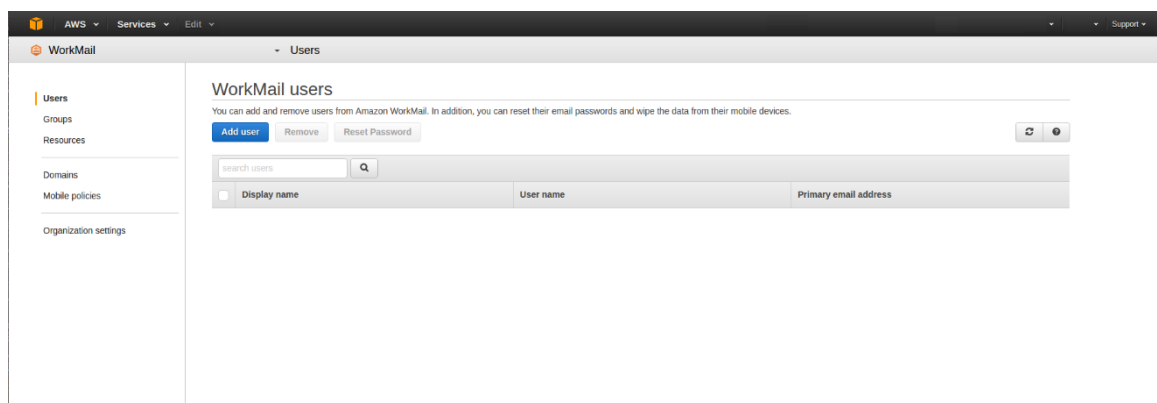
## Create new Amazon WorkMail mailboxes

You can add a new mailbox to Amazon WorkMail by doing the following steps:

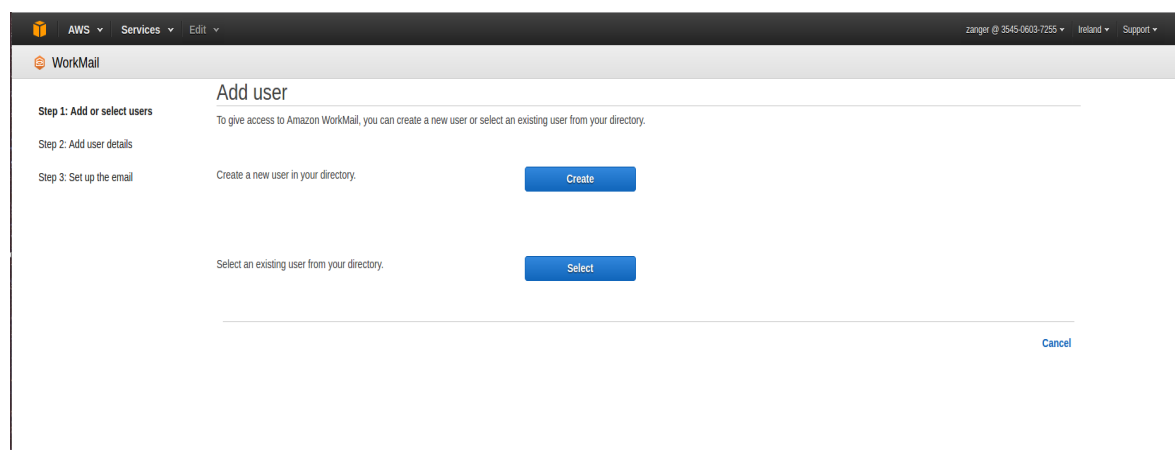
**Note:** You may also refer to the admin guide for Amazon WorkMail:

[http://docs.aws.amazon.com/workmail/latest/adminguide/add\\_new\\_user.html](http://docs.aws.amazon.com/workmail/latest/adminguide/add_new_user.html)

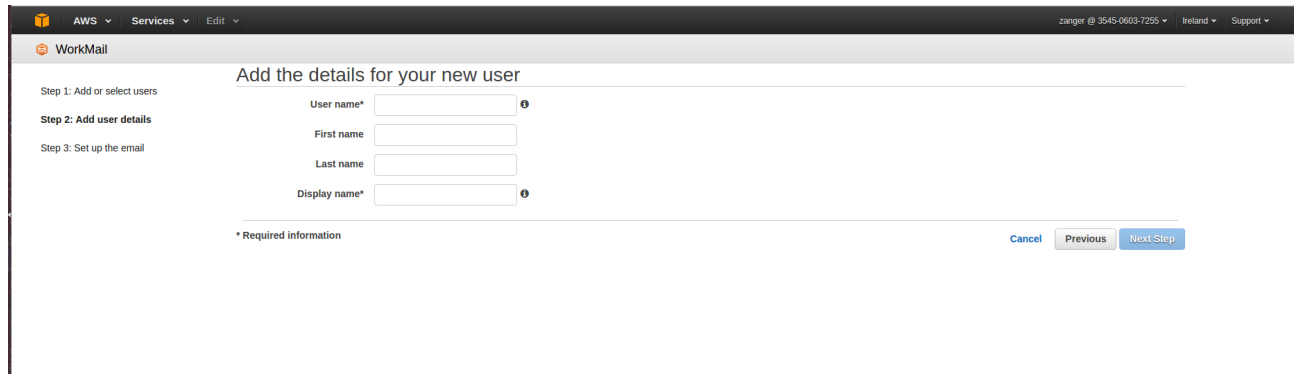
1. Enter the **Admin Console** of Amazon WorkMail and go to **Users**. Click on **Add user** to start creating a new user:



2. Proceed by clicking on **Create**.



3. Enter the details for the new user and click on **Next step**:



Step 1: Add or select users

Step 2: Add user details

Step 3: Set up the email

Add the details for your new user

User name\*

First name

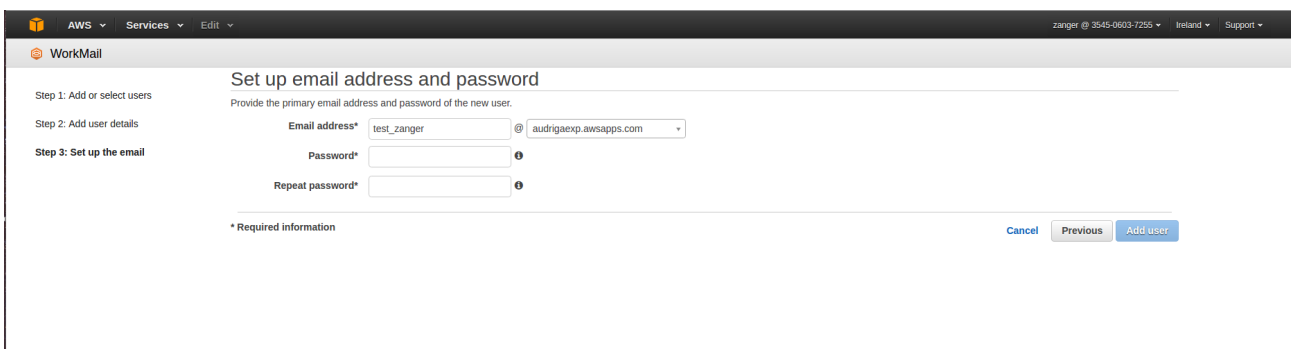
Last name

Display name\*

\* Required information

Cancel Previous Next Step

4. Enter a **password** for the user and click on **Add user** to complete the process. We suggest that you choose a **temporary password**, which the user can change after the migration.



Step 1: Add or select users

Step 2: Add user details

Step 3: Set up the email

Set up email address and password

Provide the primary email address and password of the new user.

Email address\*  @

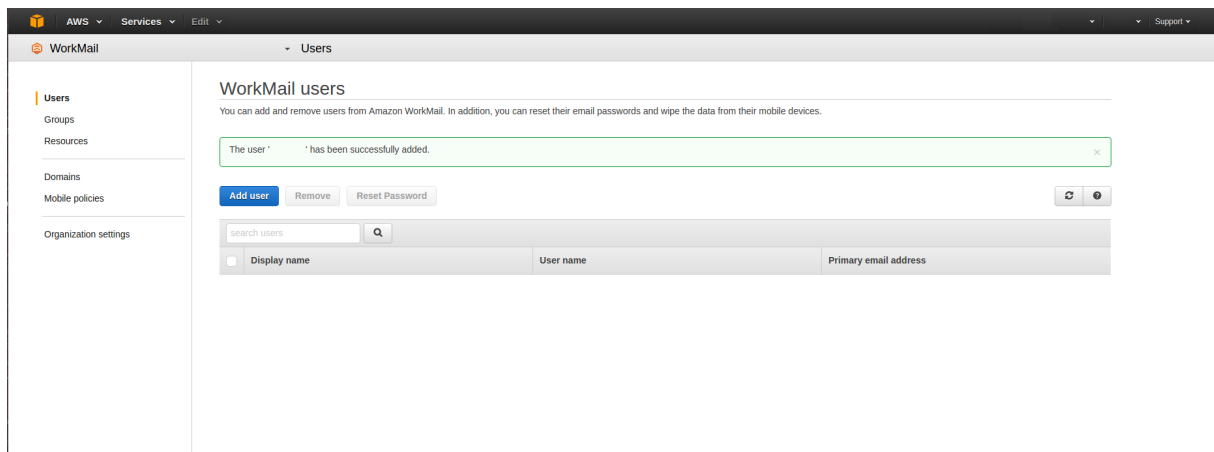
Password\*

Repeat password\*

\* Required information

Cancel Previous Add user

5. Click on **Add user** to finish the process. The user has now been successfully added:



WorkMail Users

You can add and remove users from Amazon WorkMail. In addition, you can reset their email passwords and wipe the data from their mobile devices.

The user ' has been successfully added.

Add user Remove Reset Password

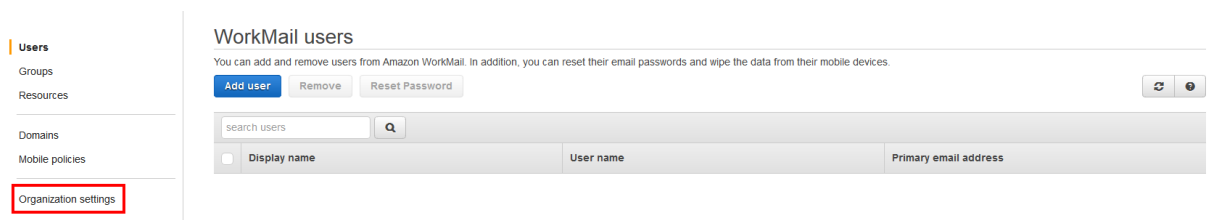
search users

Display name	User name	Primary email address
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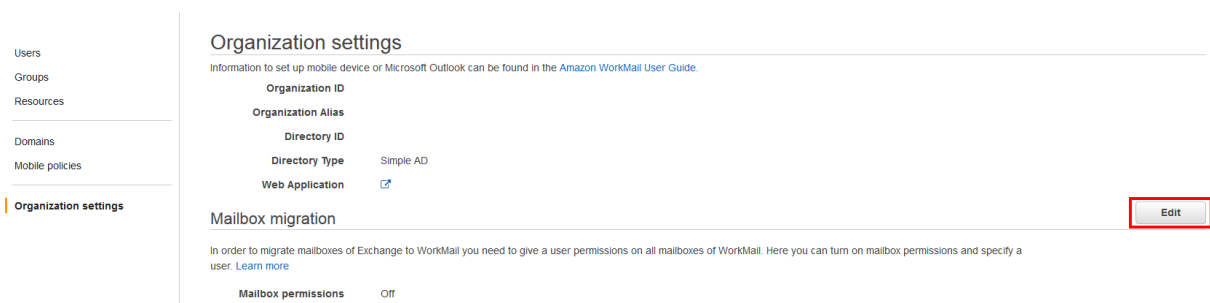
## Prepare access to source and destination

### Access to Amazon WorkMail using admin credentials

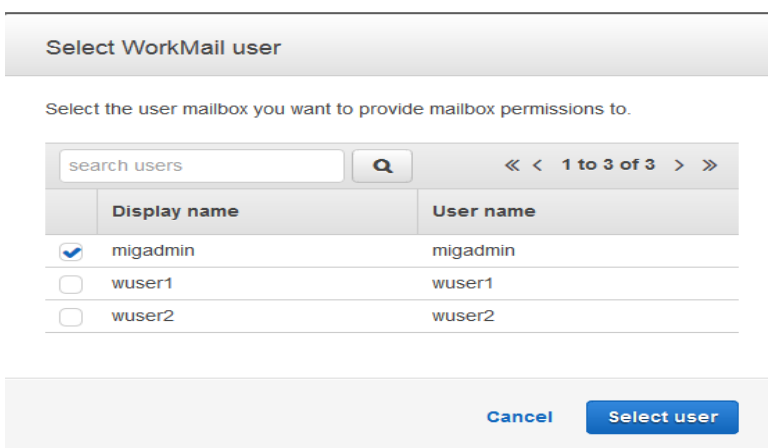
1. Log-in to your Amazon WorkMail Admin Console and go to **Organization settings**:



2. Under **Mailbox migration** click on **Edit** to grant a user with admin access for the migration:



3. Click on **Select user** and a list with your users will pop up. Select the user, which will be used as Admin during the migration and click on **Select user** to close the window:



Click on **Save** to complete the process. The user will now be listed under **Mailbox permissions**:

The migration administrator has been successfully saved.

## Organization settings

Information to set up mobile device or Microsoft Outlook can be found in the [Amazon WorkMail User Guide](#).

Organization ID

Organization Alias

Directory ID

Directory Type Simple AD

Web Application

Edit

## Mailbox migration

In order to migrate mailboxes of Exchange to WorkMail you need to give a user permissions on all mailboxes of WorkMail. Here you can turn on mailbox permissions and specify a user. [Learn more](#)

Mailbox permissions migadmin

This user now has access to all mailboxes in your organization. You can download the [WorkMail migration tool](#) to start migrating your mailboxes.

# Configure a migration with audriga migration service

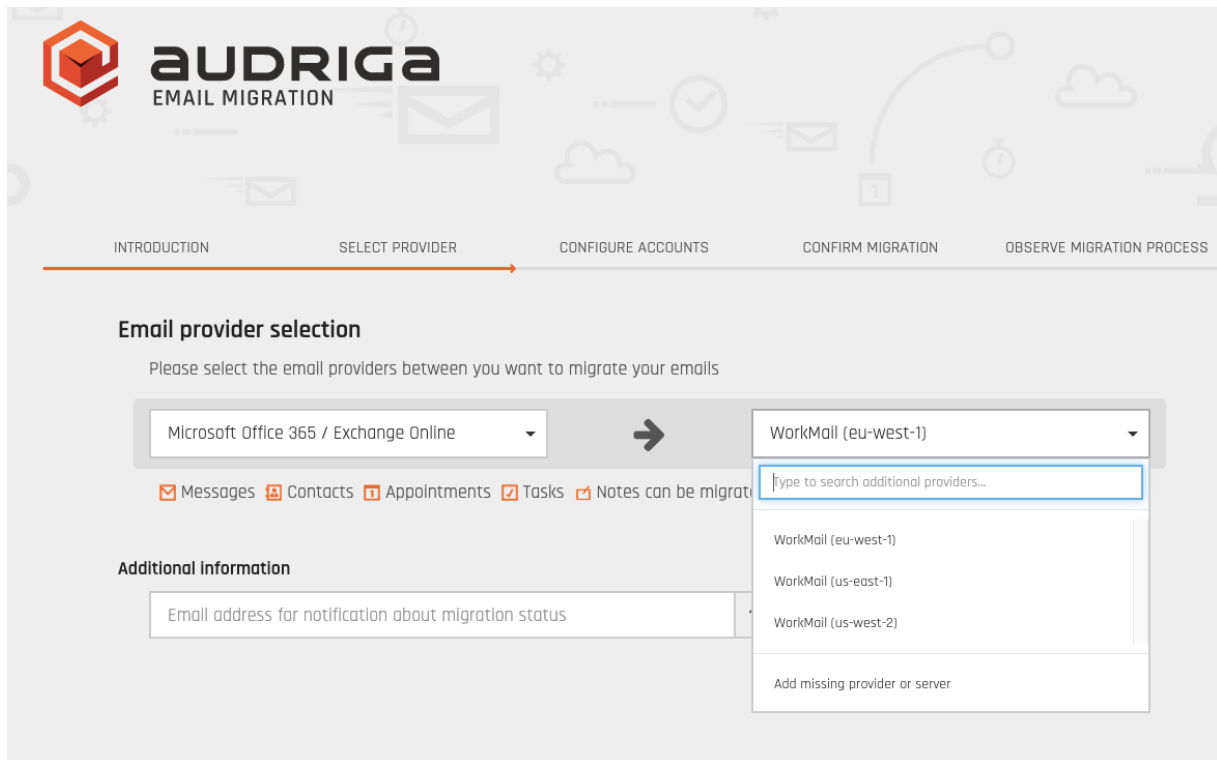
## Selecting current and new provider

Go to the *Provider selection* screen.

Choose your Hosted Exchange provider or configure your own server as your current provider and Amazon WorkMail as your new provider.

*Hint:* you may need to start typing **Exchange** for it to appear in the list.





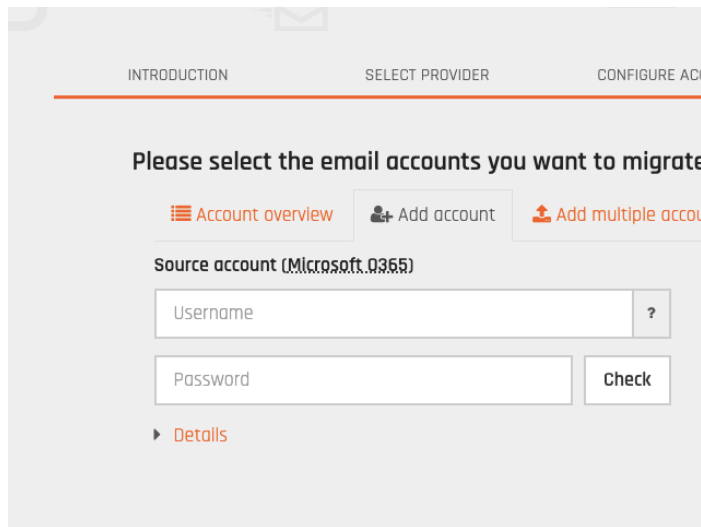
## Add accounts for migration



You can either add the accounts using their actual **username** and **password** or you can use an **admin** user, which has access to those mailboxes.

Either way there exist two possibilities of adding users. You can add **single accounts** one by one or you can add **multiple accounts** using a **CSV-File**.

### Add single accounts

Enter the username and password of the mailbox. In case you choose to use an **admin account**, enter the **admin credentials** in the corresponding fields and a **user mailbox id** (under details).



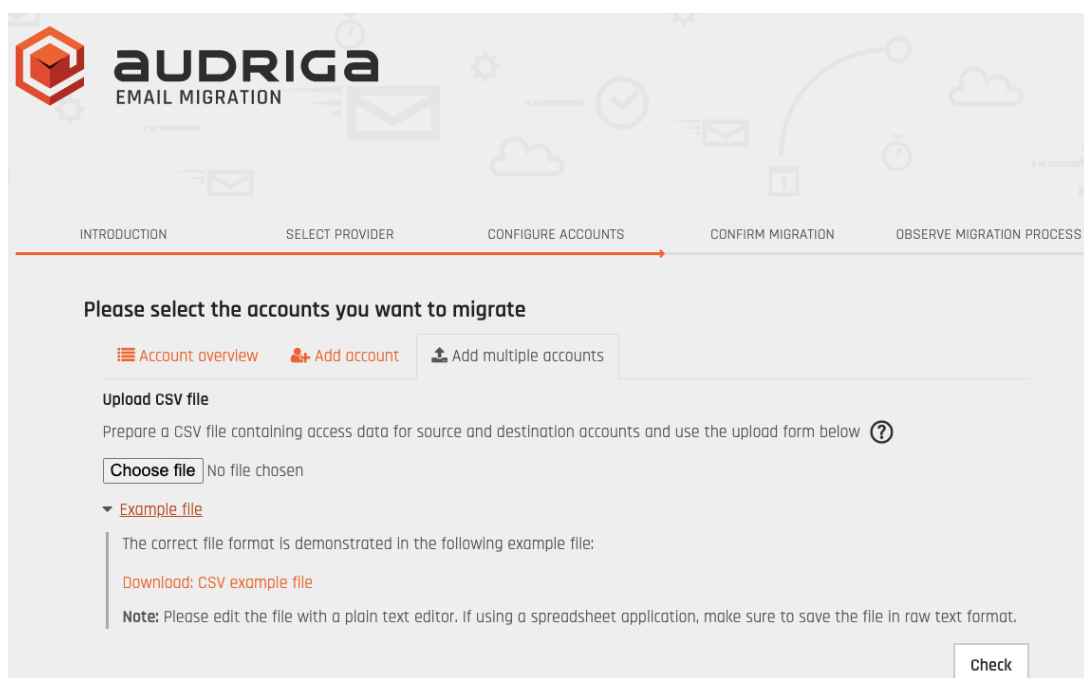
Click on **check** to verify the credentials. If the data is correct, a green check will appear . If the credentials are incorrect, a red cross will be displayed .

## Add multiple accounts

Choose tab **add multiple accounts** if you want to add users using a CSV-File.

Add a maximum of 50 mailboxes per CSV-File for an optimal performance.

Prepare and upload a **text file** with all of the account credentials. An **example file** is provided in the dialog.



## Authentication with WorkMail users credentials

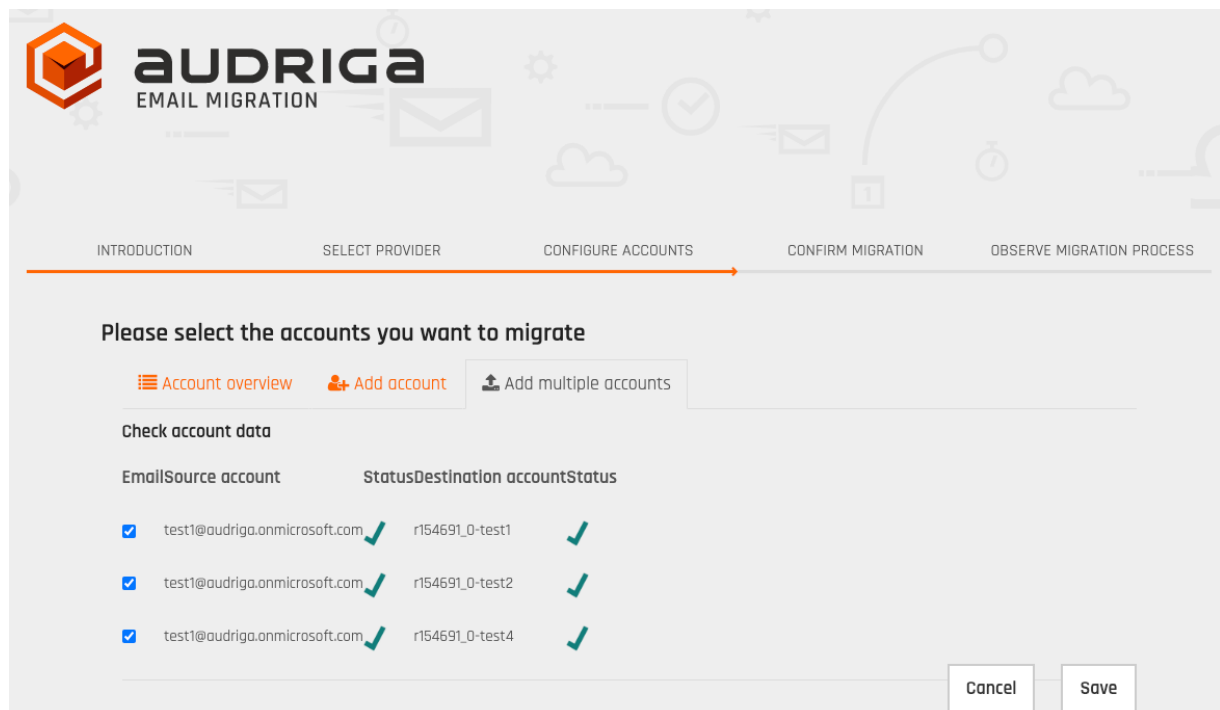
admin@gogledomain,group@gogledomain,user1@gogledomain,user1@workmail,user1passw,

admin@gogledomain,group@gogledomain,user2@gogledomain,user1@workmail,user2passw,

## Authentication with WorkMail admin credentials

admin@Googledomain,group@Googledomain,user1@Googledomain,admin@workmail,adminpass,user1@workmail

admin@Googledomain,group@Googledomain,user2@Googledomain,admin@workmail,adminpass,user2@workmail



**AUDRIGA**  
EMAIL MIGRATION

INTRODUCTION SELECT PROVIDER **CONFIGURE ACCOUNTS** CONFIRM MIGRATION OBSERVE MIGRATION PROCESS

Please select the accounts you want to migrate

Account overview Add account Add multiple accounts

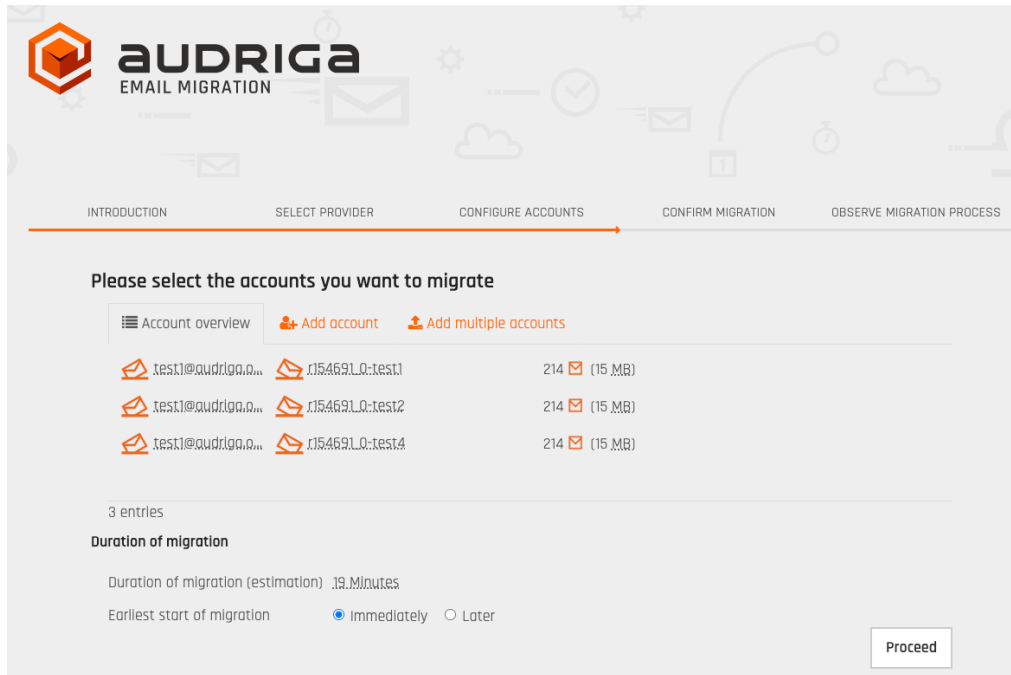
Check account data

EmailSource account	Status	Destination account	Status
<input checked="" type="checkbox"/> test1@audriga.onmicrosoft.com	✓	r154691_0-test1	✓
<input checked="" type="checkbox"/> test1@audriga.onmicrosoft.com	✓	r154691_0-test2	✓
<input checked="" type="checkbox"/> test1@audriga.onmicrosoft.com	✓	r154691_0-test4	✓

Cancel Save

All accounts entered will be listed.

The migration service will try to check the capacity in the WorkMail destination accounts. This check may take a while for larger mailboxes. If you do not want to wait, you can proceed.



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Please select the accounts you want to migrate

Account overview Add account Add multiple accounts

test1@audriga.com	1546910:test1	214 (15 MB)
test1@audriga.com	1546910:test2	214 (15 MB)
test1@audriga.com	1546910:test4	214 (15 MB)

3 entries

**Duration of migration**

Duration of migration (estimation) 19 Minutes

Earliest start of migration ☒ Immediately ☐ Later

Proceed

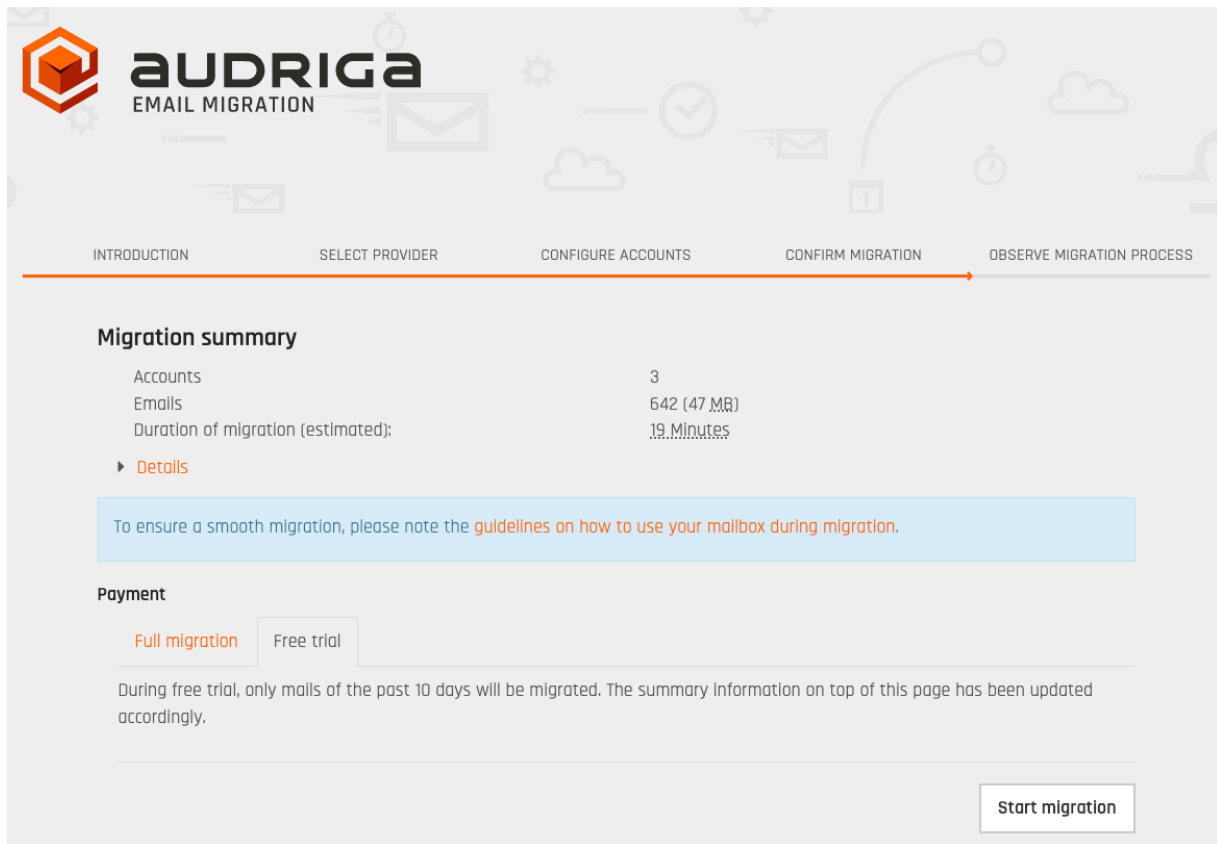
## Start the migration

You will see a summary of the migration, including the number of accounts and the amount of data. Even if the analysis of the Exchange account is not yet completed you can proceed. In order to **start the migration**, you will need to provide a **valid migration voucher code** if this voucher was not part of the URL you called to start this website.

Press ***Start Migration*** to proceed.

## Free trail

The UI provides the option to set up a free trail migration. This transfers the email and groupware data from the **last 10 days**. To start a trial migration, please click on ***Free trail***.



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INTRODUCTION SELECT PROVIDER CONFIGURE ACCOUNTS CONFIRM MIGRATION OBSERVE MIGRATION PROCESS

### Migration summary

Accounts	3
Emails	642 (47 MB)
Duration of migration (estimated):	19 Minutes

► [Details](#)

To ensure a smooth migration, please note the [guidelines on how to use your mailbox during migration](#).

#### Payment

[Full migration](#) [Free trial](#)

During free trial, only mails of the past 10 days will be migrated. The summary information on top of this page has been updated accordingly.


[Start migration](#)

The migration summary will be adjusted. To start the trial migration, click on ***Start migration***.

## Monitor migration status

It may take some time until the migration process starts. A migration may take a couple of hours for large amounts of data.


We are going to send you **status emails** for your migration job **submission**, the migration job's **start**, and the migration job's **end**. For this, we use the email address you have entered during the configuration. Those mails include a **link to the status website**, so that you can easily keep track and monitor your migration. Once the migration has been started, you can safely close the status website and shut down your computer - the migration will continue to run. You can open the status website anytime by clicking on the link.


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You can close this window at any time - the migration will continue automatically. We also sent you an email with a link that allows you to re-open this page at any time.










### Migration progress

Migration task created 

**Details**

Migration start:	-
Migration finished (estimate):	18.10.2022 14:42
Accounts	3
Emails	642 (47 MB)
Order number	431a856a-c662-4594-9ef4-f6eb82d5b741

**Account status**

 test1@audriga.o...	 r154691_0-test1	15 MB	 <b>Protocol</b>
 test1@audriga.o...	 r154691_0-test2	15 MB	 <b>Protocol</b>
 test1@audriga.o...	 r154691_0-test4	15 MB	 <b>Protocol</b>

**Delta migration**

Click on **Details** to get further information about the migration.

For each account, you can access a detailed log. Click **Protocol** on the right hand side. Detected duplicates or encountered errors (e.g., if e-mails cannot be transferred due to size limitations of your provider) are listed here.

## Protocol

Log summary
Progress (EMail)

Job:	test1@audriga.onmicrosof → undefined ⓘ
Status	Migrating
Migration start:	19/10/2022 08:54
Migration finished (estimate):	19/10/2022 09:01
Data:	15 MB
Emails migrated:	0
General errors:	0 ⓘ

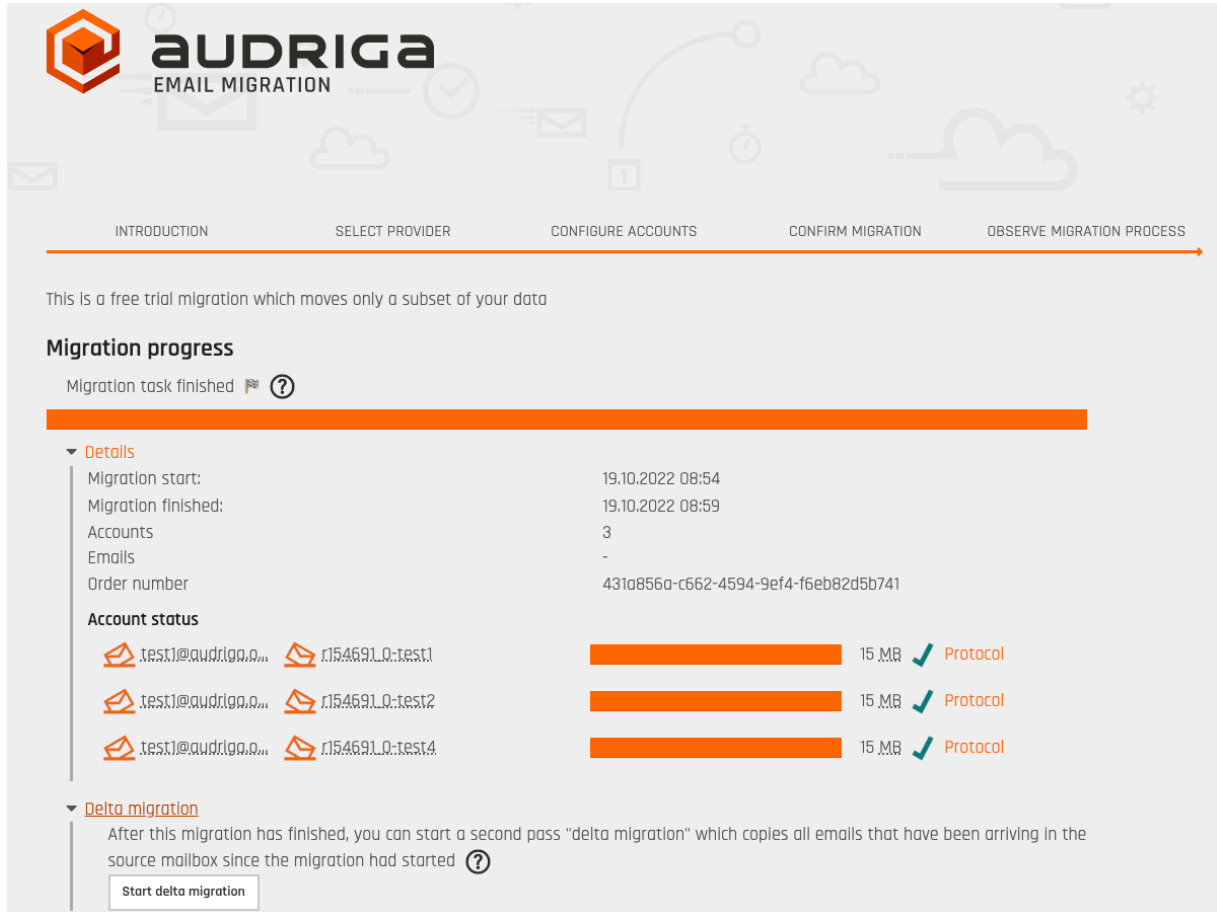
Refresh
Close

## Delta Migration for Domain Transfer

When you transfer a domain to your new provider or update the MX record to point to your new provider, emails may still be routed to the old provider for some time, this is most probably due to DNS caching issues. In order to transfer these mails into your new account we offer a **delta migration feature** which can be used **after** the initial migration has finished **and after** the domain transfer/DNS change is effective.

Allow some time for the DNS cache propagation (recommended: 24 h - 48 h). To start a delta migration, click then ***start delta migration***. All emails which arrived in the old account after the initial migration finished will now be copied. Again, you will receive notification emails

about the status of your delta migration.




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INTRODUCTION SELECT PROVIDER CONFIGURE ACCOUNTS CONFIRM MIGRATION OBSERVE MIGRATION PROCESS

This is a free trial migration which moves only a subset of your data










### Migration progress

Migration task finished 


**Details**

Migration start:	19.10.2022 08:54
Migration finished:	19.10.2022 08:59
Accounts	3
Emails	-
Order number	431a856a-c662-4594-9ef4-f6eb82d5b741

**Account status**

 test1@audriga.com	 j154691.0:test1	<div></div> 15 MB  Protocol
 test1@audriga.com	 j154691.0:test2	<div></div> 15 MB  Protocol
 test1@audriga.com	 j154691.0:test4	<div></div> 15 MB  Protocol

**Delta migration**

After this migration has finished, you can start a second pass "delta migration" which copies all emails that have been arriving in the source mailbox since the migration had started 

[Start delta migration](#)

### Note:

In order to allow running a delta migration the migration service still needs access to the mailboxes at your Exchange provider after the domain is transferred. This is not possible with all providers. Please check with your provider for further details.

Please note that a delta migration is neither intended nor capable of correcting any errors that may have occurred in the main job.