



Preparing for switch to Office 365

Admin edition



Your upgrade to Microsoft Office 365 from GoDaddy is just around the corner. All of your content and settings have been copied over to your new Office 365 account, including email, calendar events, and contacts. On your upgrade date, email will start flowing to your new Office 365 account, which means you'll need to update your email clients to connect to Office 365. Here's some information to help you prepare for a smooth switch to Office 365.



All users will receive a welcome email with instructions for running the Outlook Assistant. The Outlook Assistant recreates the users Outlook setup in preparation for cutover day - nothing will change until the scheduled upgrade date and time.

Key points:

- The Outlook Assistant only works for Outlook 2007-2016 running on a Windows PC. Users should run the Outlook Assistant prior to the upgrade date to ensure their
- Windows OS is updated to work with Office 365. MAC users are ineligible to use the Outlook Assistant. Right before cutover, your MAC users will get an email with instructions for setup on their desktop and mobile devices.
- They'll need local administrator rights to download and install the Outlook Assistant.



Office 365 uses Autodiscover to make it easy for users to configure email clients and mobile devices. Find instructions for common email clients in our help center: <http://x.co/O365Help>. We also offer Microsoft training videos to help get familiar with OneDrive for Business and other new features.



Users can still access their old email account for 10 days after the upgrade date. Check the new Office 365 email using the Outlook Web App: <http://office.godaddylogin.com>.



GoDaddy Email Support is here to assist you. We have a team of specialists ready to help you Monday through Friday 9am-5pm MST.

We update our FAQ page <http://x.co/UpgradeFAQ> frequently to help you find answers online. To help ensure we're available for your administrative needs, we recommend end users view our detailed FAQs and check with their technical point of contact before reaching out to **GoDaddy Support**.



Exchange Migrations Powered by SkyKick

SkyKick can move data from virtually any on-premise or hosted exchange email system. Combined with depth of content, data, and settings moved, SkyKick offers one of the most comprehensive migration solutions on the market.

The **SkyKick Outlook Setup Assistant** is a powerful, yet lightweight, client application that configures Outlook to work with Office 365, moves local data as required, and recreates the user's previous Outlook experience as closely as possible post-upgrade.

Data/Settings	Exchange
Email	✓
Massive Mailboxes (50GB+)	✓
Calendar	✓
Contacts	✓
Alias/Distribution Groups	✓
Public Folders	✓
Shared Mailbox	✓
Tasks	✓
Journal	✓
Outlook Profile	✓ *
Additional PSTs	✓ *
Address Autocomplete	✓ *
Categories	✓
Flags	✓
Signature Block	✓ *
Mail/Calendar Permissions	✓
Exchange Rules (server side)	✓
Outlook Rules (client side)	No **

* Migrated by the Outlook Assistant (PCs only)

** User need to [export/import Outlook rules](#)

We recommend installing the assistant before your upgrade date. It runs silently in the Windows System Tray until the upgrade time when the central SkyKick system instructs the assistant to “wake up” and switch your Outlook to the new Office 365 profile.

Admin FAQs

Office 365 Admin Center: <http://x.co/O365Admin>

Exchange Admin Center in Exchange Online: <http://x.co/Exchange>

Office 365 Learning Center: <http://x.co/O365Learn>



Still need help? GoDaddy is here to assist with the transition to Office 365. Call **(480) 463 - 8838** to reach an upgrade specialist.