

M365 Migration Instructions

Divisional Guidance

Preparing for Migration

- Clean up old or unnecessary files.
- Ensure existing passwords and MFA are working.
- Avoid excessive structural changes during migration. (move data, rename folders or files)
- Make note of any shared OneDrive files and Mailbox sharing settings (aliases, client settings, delegates, e.g., SendAs and SendOnBehalf rights)

User Migration Instructions

Step 1: Immediately after migration, login to your newly migrated account via <https://www.office.com> to verify that your content has been migrated.

Step 2: (optional) Sign out of **all** Microsoft applications on your mobile device and remove the old “Middleby” account from Microsoft Authenticator and add the new FPG M365 account to Microsoft Authenticator.

IMPORTANT! If you are instructed to run the Evergreen tool, remove the old account in Microsoft Authenticator before running the **Evergreen** application on your computer.

Step 3: (optional) Log in to your locally installed MS Office applications with your newly migrated account.

Post Migration Best Practices

Restart Your Devices

After migration, restart your computer and mobile devices to refresh settings.

Sign Out and Back In

Log out of all Microsoft apps (Outlook, Teams, OneDrive) and sign back in using your new credentials. Additionally, you may need to log out of any applications which uses your Microsoft account and login to the application with your new account.

Update Bookmarks and Links

Replace old SharePoint or OneDrive links with new ones, post-migration.

Check Teams and Outlook Settings

- Verify your Teams notifications and meeting settings.
- Re-enable Outlook signatures and rules if needed.
- Resend Calendar invitations to co-migrated contacts.

Sync OneDrive

Open OneDrive and confirm files are syncing. If not, click **“Sync”** in the OneDrive app.

NOTE: *If your OneDrive is labeled with any reference to “Middleby”, log out of OneDrive and sign back in with your new account.*

Validate Calendar and Contacts

Ensure your calendar events and contacts appear correctly. Re-share calendars if permissions have been reset.

Report Issues Promptly

If you notice missing files, emails, or permissions, submit your issue to local IT support team for up to two weeks post migration. After two weeks, open an incident via the new Service Portal at <https://support.foodproc.com/>