QUICK START CHECKLIST

For agencies preparing to migrate to the Idaho Consolidated Services (ICS) Messaging System

In order to best provide for centrally managed services the Consolidated Messaging Project (CMP) team has architected a new Microsoft Active Directory (AD) single forest single domain network to host the Exchange 2007 services. Messaging is the first service to utilize this new platform and we anticipate other centralized services will be able to leverage this platform in the future. Agencies taking advantage of this new opportunity will be required to follow a migration process to move their user accounts, mailboxes, servers, workstations, and all other AD objects into the new ICS domain. They will retain control of their local services through the use of agency Organizational Units giving them the flexibility to manage their permissions as needed.

There are several tasks and business practice changes that can be done prior to an agency beginning the formal planning and migration process to migrate to the ICS system. Completing these early will reduce the impact to your agency's staff once the formal planning and remediation process begins for your agency. A required task must be completed prior to migrating to the ICS system and an optional task is at the agency's discretion and is not required to be done prior to migration to the ICS system.

Pre-Migration Activities	Required	Optional	Status
Change Your Domain Password – If your current password policy does not meet the new security requirements, you will be required to change your password prior to migration to the ICS system. Password requirements are described on page 2 of Name and Password Conventions located on the project website http://cio.idaho.gov/messaging.	X		
Change Your Agency's Email Address To Match ITRMC Standards – firstname.lastname@myagency.idaho.gov. Agencies should follow the same process they always have to determine what letters or words are in the "myagency" portion of their email address. After conversion email will still be forwarded to your agency's old address (s) for a period of time. **Note:** Colleges and universities should use the following standard firstname.lastname@myagency.edu	X		

Pre-Migration Activities	Required	Optional	Status
Mailbox Size – Set the limit on your existing mailbox size to 200MB as that is the requirement for all mailboxes to migrate to the ICS system. The CMP team has created instructions for users to assist them in reducing their mailbox size and managing it in the future. Visit our website and click on Techniques for Reducing Mailbox Sizes. **Note:** Once your agency is on the new system the mailbox limit is 250MB. Larger mailboxes are available at an additional cost.	X		
Public Folders Cleanup – Review all public folders and eliminate any folders that are not being used. All documents that are not being used should be removed and archived according to your agency's policies. **Note:** In the future Public Folders may no longer be supported by Microsoft so agencies are encouraged to move all Public Folder data into a SharePoint site or some other web solution.	X		
Rename Servers – According to Table 9 on page 12 of Standard Naming Conventions, found on our website. Database servers and Web servers that get renamed must be thoroughly tested for embedded server name in the applications that use the server. File servers that get renamed will cause existing paths to share connection failures. These paths will need to be changed or remapped to the new source, including if you have altered the default "My Documents" target. **Note:** If you have servers that are unable to be renamed due to technical constraints, please contact Carla Casper at 332.1853 to discuss alternatives.	X		
Rename Workstations – According to Table 9 on page 12 of Standard Naming Conventions.	X		
Rename Group Policies – By adding the 3-character agency designator as a prefix to all of your current policies. This can be found in Appendix B starting on page 14 of Standard Naming Conventions.	X		
AD User Properties – Should be populated according to Table 8 on page 10 of Standard Naming Conventions.	X		

Pre-Migration Activities	Required	Optional	Status
User Names – Need to conform to the new naming convention as explained on page 2 of Name and Password Conventions. If your agency does not follow one of the listed formats then you must start at the top of the list and continue down until all duplicates have been resolved. **Note:** There may be further duplicates discovered when you migrate to the new ICS domain. This may require some of your users to change their user names a second time upon migration. Unique user names will be given on a first come, first serve basis.	X		
Network Addresses – NAT – If your agency uses a private addressing scheme the addresses you use must be approved by the network communications team at OCIO for correct addressing before migration and routing of your subnets. Typical private addresses are 10.x.x.x or 192.168.x.x or 172.16.x.x - 172.31.x.x If your agency is using 164.165.x.x, you are okay (public addresses). For questions contact the OCIO WAN Helpdesk at 332-1501.	X		
Certificate Naming – Should follow page 3 of Standard Naming Conventions.	X		
Rename Groups – Agencies must rename their Groups according to Table 10 on page 13 of Standard Naming Conventions.	X		
Rename Printers – According to Table 11 on page 13 of Standard Naming Conventions.	X		
Identify and Update Domain Admin Permissions – If Domain Admin permissions have been granted to accounts or services this must be changed to a new security group that will allow it to function without Domain Admin privilege. Domain level access and permission will be restricted to a small and tightly controlled group of administrators within the Department of Administration, Office of the CIO.	X		
Upgrade to Office 2007		X	
Upgrade Operating Systems – Operating systems must be Windows 2000 or newer for both server and desktop.	X		
For questions regarding this Checklist, contact Carla Casper at 208.332.1853			