

SOW

Project Scope

The project scope is to migrate users and users' data from the current on prem Exchange server to Google Workspace. This will provide users with a suite of modern collaboration tools including Gmail, Meet, Calendar...

Current Solution

The current email/mailling infrastructure of the organization based On-Preme and contains:

- DC Server
- Local exchange server

Proposed Solution

The solution will include migration of the users, mails, drive and more, from On-Premises environment to Google Workspace that contains the Suite package - Google Workspace plans provide a custom email for your business and include collaboration tools like Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides, Forms, Sites, and more.

- Collaborate in real-time
- Store and share files in the cloud
- Secure your data and devices

The solution will include two phases:

Phase 1 – Plan and mapping current env

Organize your data:

1. To reduce the amount of data migrated, organize your relevant users, group that you want to migrate
2. You can choose to not migrate deleted email messages
3. Create exclusion folders – when you configure your migration you can exclude specific folders
4. Create a group with 10 users for the POC scope

Phase 2 – Full migration

The full migration scope will include:

1. Synchronize the users, groups from LDAP directory using GCDS (Google Cloud Directory Sync)
2. Migrate the users' email and contacts from exchange server using GWMME (Google Workspace Migration for Microsoft Exchange)
3. Security implementation
4. Check that the migration was successful - QA

Migration Tools:

GCDS:

Synchronize data from existing LDAP directory with your Google Workspace account, sync users, aliases, groups, contacts, passwords. the connection encrypted by SSL

GCDS Deployment Steps:

- **download** the latest version of Google Cloud Directory Sync

- set up domain configuration to connect to google workspace
- set up LDAP configuration to connect to AD.
- Set up General Settings and choose what to synchronize.
- set up rules to specify how the system generates a list of your data
- GCDS connects to your Google Account and generates a list of users, groups and shared contacts that you specify.

Google Workspace Migration for Microsoft Exchange (GWMME):

migrates user's email and contacts from your exchange server to google workspace.

GWMME system requirements:

1. One of the following mail server environments:
 - Microsoft Exchange Server 2000, 2003, 2007, 2010, 2013, or 2016
 - Exchange Online (Microsoft 365)
2. An administrative account on your server that has permission to read each user's mailbox:
 - Exchange Server 2007-2016—Receive As permission is sufficient
 - Exchange Online—Full Access permission is required

GWMME Best practice:

- Migrate mail and contact data from Exchange
- Get real-time status updates on the progress of a migration
- Migrate email messages sent or received during a specific time frame
- Select the data you wish to migrate

Migration steps



What will be migrated

Email		Calendar		Contacts	
Supported	Unsupported	Supported	Unsupported	Supported	Unsupported
Email messages, Junk email	Posts in mailbox folders	events, descriptions, attendees, event reminders and locations	Rich content in event descriptions	Personal contacts	Contact folders
Email state	Rules	Free or busy status	Tentative or out of office status	Notes	Contact groups or personal distribution lists
Deleted items	Signatures	Calendar resources	Calendar attachments		Global domain contacts
Folders and subfolders			Category definitions/assignments		
Public folders					
Shared Mailboxes					

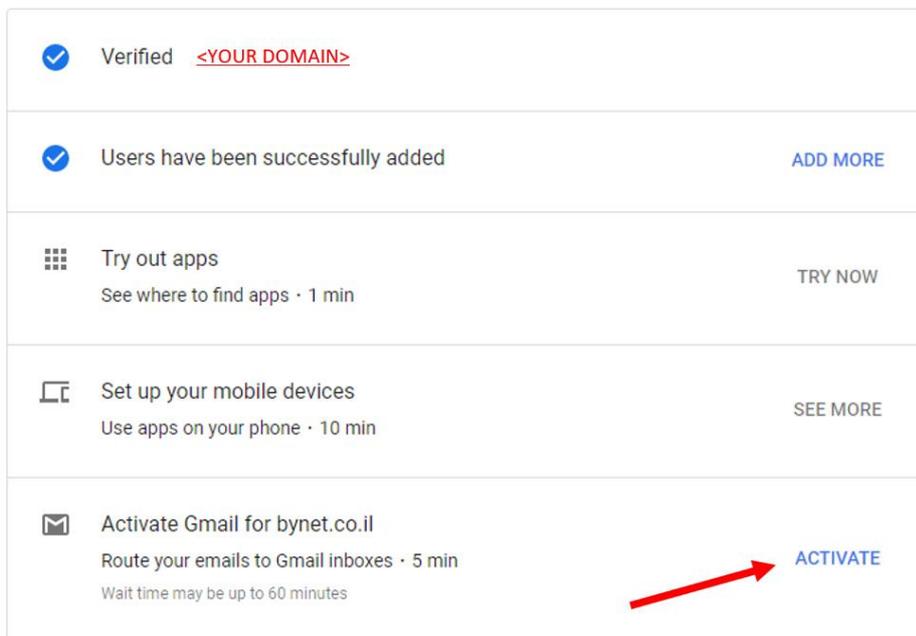
Route Emails Using MX Record

After migrating users and their data, an MX record must be added under your domain. The MX record will ensure emails are sent to your domain under the Gmail inboxes as opposed to the outlook inboxes.

1. Click on the following link to open Google's set up tool:
<https://admin.google.com/u/0/ac/signup/setup/v2/gettingstarted>
2. Sign in with an admin account
3. Click "Activate Gmail for <your domain>"

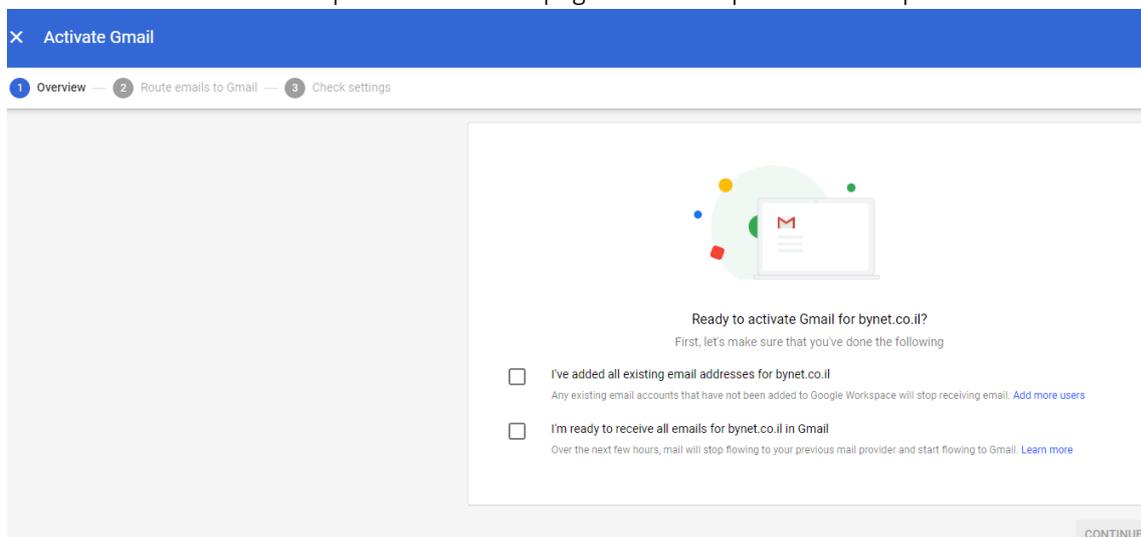
You're all set to use Google Workspace!

Get started with apps



	Verified <YOUR DOMAIN>	
	Users have been successfully added	ADD MORE
	Try out apps See where to find apps · 1 min	TRY NOW
	Set up your mobile devices Use apps on your phone · 10 min	SEE MORE
	Activate Gmail for bynet.co.il Route your emails to Gmail inboxes · 5 min Wait time may be up to 60 minutes	ACTIVATE

4. Follow the instructions presented on the page – and complete the 5 steps.



× Activate Gmail

1 Overview — 2 Route emails to Gmail — 3 Check settings

Ready to activate Gmail for bynet.co.il?
First, let's make sure that you've done the following

- I've added all existing email addresses for bynet.co.il
Any existing email accounts that have not been added to Google Workspace will stop receiving email. [Add more users](#)
- I'm ready to receive all emails for bynet.co.il in Gmail
Over the next few hours, mail will stop flowing to your previous mail provider and start flowing to Gmail. [Learn more](#)

CONTINUE

If the MX record fails to add or you would like to revert the changes and return to outlook, simply add the old MX record under your domain and the emails will be routed back to the exchange server.

Rollback

The GWMME migration tool does not make any changes to the information inside the exchange server. If some of your users would like to keep using Microsoft Outlook, you can use GWSMO. GWSMO is a plugin that allows users to synchronize mail, contacts, notes, and tasks between their new Google Account and Outlook

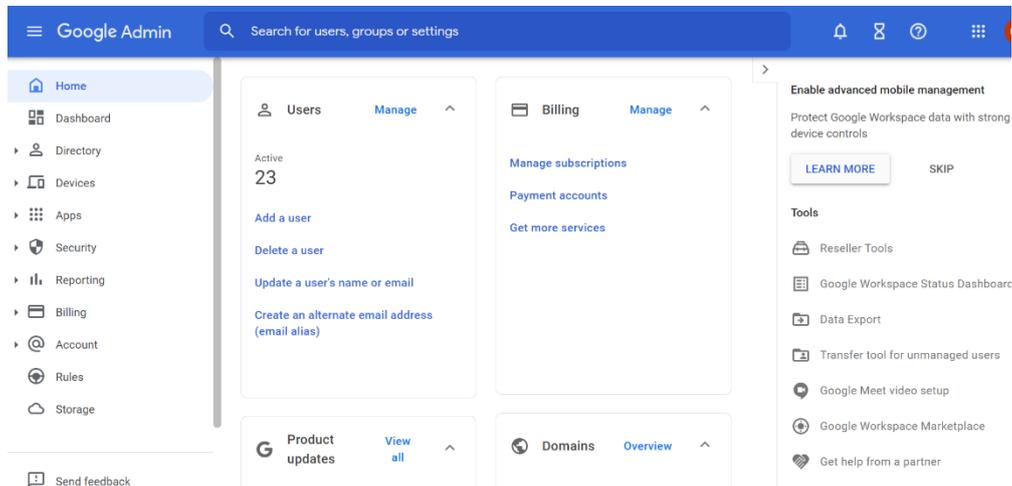
Security implementation

implementation of security best practice

- Authentication:
 - **2-steps verification** -set up 2-steps verification policy with grace of a 7 days, the second verification step for your users can be text message/ phone call / Google Authenticator
 - **Conditional access** -the management portal will be accessible just from the office.
- Break Glass:

superuser for emergency cases. A user who is not subject to restrictions with a strong password.
- MDM: mobile device management, endpoint management Google tool
This feature provides the fundamental tools you need to let people in your organization access their work accounts from mobile devices while keeping your organization's data more secure. You can require stronger passwords, wipe devices remotely, manage iOS apps, use Android work profiles, and more.
- Access and Data control:
 - **Data protection:** prevent sensitive content from being shared across Drive,Chrom and chat
 - **Encryption:** Encryption is an important piece of the Google Workspace security strategy, helping to protect your emails, chats, video meetings, files, and other data. First, google encrypt certain data as described below while it is stored "at rest" — stored on a disk (including solid-state drives) or backup media.Second, google encrypt all data while it is "in transit" — traveling over the Internet and across the Google network between data centers.
- Apps security:
 - **Google Drive** – implementation of Google Drive security:
 - Google Drive recovery
 - Data encryption
 - Data classification, the categorization and tagging of data that enables IT teams to protect information appropriately
 - Endpoint management tools provide total control over every device accessing your Google Drive data
 - Backup process automation
 - **Gmail:**
 - **Enable additional attachment protection**
Google scans incoming messages to protect against malware, even if the additional malicious attachment protections settings aren't enabled. Turning on additional attachment protection can catch email that previously wasn't identified as malicious.
 - **Scan and block emails with sensitive data**
To reduce the risk of data leaks, scan outgoing emails with predefined Data Loss Protection detectors to take action when users receive or send messages with sensitive content.
 - Enable comprehensive mail storage- ensure all mails is stored in the associated users' Gmail mailboxes

- Security center:
On the security dashboard, you can see an overview of data from several security center reports. provides advanced security information and analytics and added visibility and control into security issues affecting your domain.
Use the security investigation tool to identify, triage, and take action on security and privacy issues in your domain.
- Management portal:
The **Google Admin** console is where you manage all your Google Workspace services. Use it to add or remove users, manage billing, set up mobile devices, and more.



QA:

- Users: check that all 10 selected users from LDAP exist in google workspace
- Gmail:
 - Mailboxes & folders transferred completely
 - Check the connectivity between different gmail addresses.
- Contacts:
 - Check that all contacts transferred successfully
- Tasks & Notes:
 - Validate that all tasks and notes transferred successfully

Responsibilities:

Bynet's Team:

- Test and migrate users
- Migration of user's data
- Security implementation
- QA

Client's Team:

- License
- Connectivity and installation of local services
- on-premises settings.

