



### Migration and Set-Up Checklist for Zimbra Services

Here at The Very Good Email Company we have vast experience of successfully migrating email services between platforms. The following is a quick questionnaire and checklist to ensure that your migration to our Zimbra platform is as seamless and pain free as possible.

Taking a few minutes to complete will save a lot of time and ensure things run smoothly.

#### Current Platform/settings

General	
Number of Mailboxes required?	
Current Email Platform (e.g. MS Exchange, Zimbra)	
Current Mailstore size (if known)	
Additional notes/requirements:	
Desktop/Laptop	
Current Operating System	
Current Mail client (e.g. MS Outlook, Thunderbird)	

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What version?	
Are you using Calendaring?	
Do you use Address Books?	
If yes to the two points above - how do you access them from your device? (e.g. Exchange/ Outlook, CalDav, CardDav)	
Additional notes/requirements:	
<b>Mobile</b>	
Mobile phones used? (iPhone, Android, Blackberry, Windows)	
Additional notes/requirements:	
<b>Contacts</b>	
Accounts Contact	
name:	
email:	
phone:	
Technical Contact	
name:	
email:	
phone:	

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