

# User's Guide

audriga Groupware Migration -  
to Google Workspace (formerly G Suite)

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**Contact:** <https://www.audriga.com/en/Contact>

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## audriga migration service for emails and groupware

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audriga's Migration Service migrates the **content of mailboxes** from your current hosting provider to a new hosting provider in an easy, fast, and secure way. A migration can be configured on our self-service website, which can be accessed with most common web browsers (e.g. IE, Firefox, Safari or Chrome). No software needs to be installed on your machine. The service connects to your mailbox similarly to the way as your e-mail client does. Emails, attachments, folders and depending on the involved systems also contacts, task, notes and calendar data are being copied to the destination account. The data in the source mailbox will not be deleted or altered in any way. To configure a migration, only three simple steps in our self-service portal have to be completed. After the migration has started, its status can be continuously monitored on the website.

It may not be possible to complete especially large or complex migrations with only this guide. If you identify issues related to I/O issues, bandwidth, timeline constraints, or anything else that makes the migration more complicated than you feel comfortable handling, you may need more than audriga's self-service level. If you find that you need a higher level of support, please contact audriga at [support@audriga.com](mailto:support@audriga.com).

## Data migration

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### What data can be migrated

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- Emails
- Contacts
- Calendars
- Tasks

### What data cannot be migrated

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- Public folders
- Archives
- Journals
- Notes
- Filters (Inbox Rules)
- Files
- Signatures
- User Configuration
- Distribution Lists
- Permissions

## Limitations

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### Google Workspace specific limitations

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**Google Workspace** uses some concepts, which differ from other traditional email and groupware solutions, and you need to take them into account, when configuring a migration:

- Google Workspace uses **labels** instead of folders. You can use labels to organize your email into categories, like work, family, or any other category. They work like folders, but you can add **more than one** to a message.
- Google Workspace allows for approximately 2.5 GB mail traffic per day. Beyond this limit, an account may be blocked for 24 hours. While our service respects this limit (which results in a slower migration) we cannot completely rule out problems. You should not extensively access your account with other devices during the migration process (e.g., mobile phone synchronization or other email clients).
- Messages without labels are being **archived** into the **"All mail"** tab in Google Workspace. You can find them by searching for *"has:nouserlabels"* in Google Workspace. audriga Migration Service **will migrate** these messages into a folder called **"All mail"** in your destination account. If you want to have them migrated into another folder, you will need to assign them the corresponding labels.
- **"All mail"** serves another purpose besides holding the archived messages and that is keeping a **copy of each labeled message**. audriga Migration Service will migrate each labeled message into the corresponding to the label folder in the destination account but will exclude it from the **"All mail"** folder in order to save storage.
- The owner of the mailbox will become the organizer for each of his appointments
- Meeting participant status (accepted or declined) will not be migrated
- The service tries to resolve system internal addresses e.g. X500 addresses and replace them with valid email addresses. If it is not possible, the addresses will be removed.
- The service also filters invalid entries like non-valid URLs in Website fields which are not accepted by the destination platform.

### General limitations

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Certain limitations may apply due to the specific combination of the source and the destination. This includes:

- Display of certain email messages (special MIME formats) may differ on the destination side
- Mapping of item properties (e.g., if not supported by the destination)
- Mapping of folder permissions

If in doubt, we recommend migrating a few mailboxes initially to check the results.

## Preparation

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Before the migration you need new (or already provisioned) **Google Workspace mailboxes**. Make sure you have the access credentials (login names and passwords) for the mailboxes. We recommend that you assign temporary passwords for the migration. When migrating multiple mailboxes, the best practice is to start with one mailbox first and migrate the remaining ones afterwards.

## Create Google Workspace mailbox

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For more information about provisioning new mailboxes, see the official Google “Add users individually” article:

<https://support.google.com/a/answer/33310>

1. Log into Google Admin console, and on the homepage go to **Users**
2. Fill out the information for the user
3. Select **Add new user** when finished

## Access to Google Workspace using Admin Scopes

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audriga Migration Service uses the OAuth 2.0 protocol to access to data in Google services like mails, contacts or calendars.

You can read more about OAuth 2.0 here:

<https://developers.google.com/identity/protocols/OAuth2>

You have to authorize audriga API client to access your user data without your users having to individually give consent or their passwords. In addition to that our service needs you to create a special email group.

Both steps need to be completed before starting the migration and are explained now.

### Authorize audriga API client

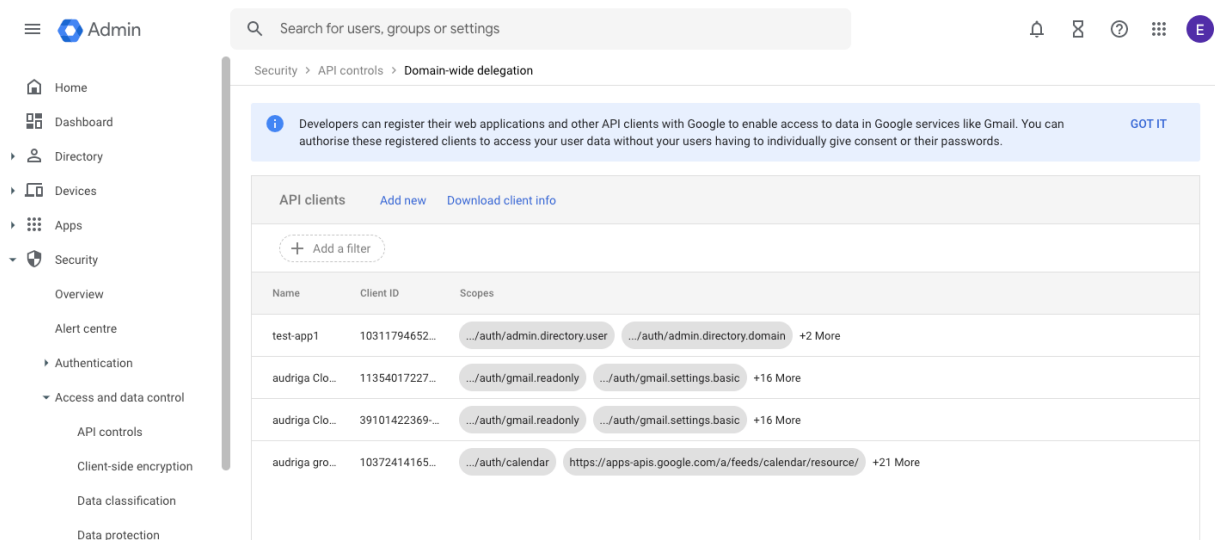
1. Log-in to your Google Workspace Admin console (<https://admin.google.com>)
2. Go to Security -> API controls -> Manage domain-wide delegation -> **Add new**

3. Click the button **add new**. Into the client ID enter: 113540172277121928717
4. Copy and paste these scopes into the field OAuth scopes (separating them with a comma):

<https://mail.google.com/>,  
<https://www.google.com/m8/feeds>,  
<https://www.googleapis.com/auth/calendar>,  
<https://www.googleapis.com/auth/tasks>,  
<https://www.googleapis.com/auth/drive>,  
<https://www.googleapis.com/auth/gmail.settings.basic>,  
<https://www.googleapis.com/auth/gmail.settings.sharing>,  
<https://www.googleapis.com/auth/admin.directory.user.readonly>,  
<https://www.googleapis.com/auth/admin.directory.userschema.readonly>,  
<https://www.googleapis.com/auth/admin.directory.group.readonly>,  
<https://www.googleapis.com/auth/admin.directory.orgunit.readonly>,  
<https://apps-apix.google.com/a/feeds/calendar/resource/>,  
<https://www.googleapis.com/auth/apps.groups.migration>,  
<https://www.googleapis.com/auth/apps.groups.settings>,  
<https://apps-apix.google.com/a/feeds/emailsettings/2.0/>

5. Click on **Authorize** to complete the process.

You should now see something like this:



The screenshot shows the Google Admin console interface. On the left is a navigation menu with options like Home, Dashboard, Directory, Devices, Apps, Security, Overview, Alert centre, Authentication, and Access and data control. The main content area is titled 'Security > API controls > Domain-wide delegation'. It features a blue informational banner about developer registration. Below this is a section for 'API clients' with links for 'Add new' and 'Download client info'. A table lists several API clients with columns for Name, Client ID, and Scopes. The clients include 'test-app1', 'audriga Clo...', and 'audriga gro...'. Each client entry shows its Client ID and a list of OAuth scopes, with some entries having a '+2 More' or '+16 More' link to view additional scopes.

## Create special email group

For security reasons an email group must be created containing "j3dwmd" or "audriga" plus any secret. This group email address is used as the password in the audriga Migration Service. Group email address must contain "j3dwmd" or "audriga"

1. Log-in to your Google Workspace Admin console (<https://admin.google.com>)

2. From the dashboard, click **Groups** (If not available, click on MORE WIDGET)
3. Click at the bottom of the page
4. Enter the following details in the **Create new group box**:
  - A **name** for the group.
  - An **email address** for your new group. If your organization's Google Workspace account has multiple domains, select the appropriate domain from the drop-down list. Group email address must contain "j3dwmd" or "audriga" + any additional secret e.g. audriga-test@my-domain.com
5. Click **Create**. You'll be taken to the group's page in the Admin console.
6. Click on **Save** to complete the process. The user will now be listed under Mailbox permissions.

You can read more about Google Groups here:

<https://support.google.com/a/answer/33343?hl=en>

## Configure a Migration


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### Select current and new Provider

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Go to the *Provider selection* screen.

Choose *Google GSuite* as your new provider.



### Add accounts for migration

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You have two possibilities of adding users. You can add **single accounts** one by one or you can add **multiple accounts** using a **CSV-File**.

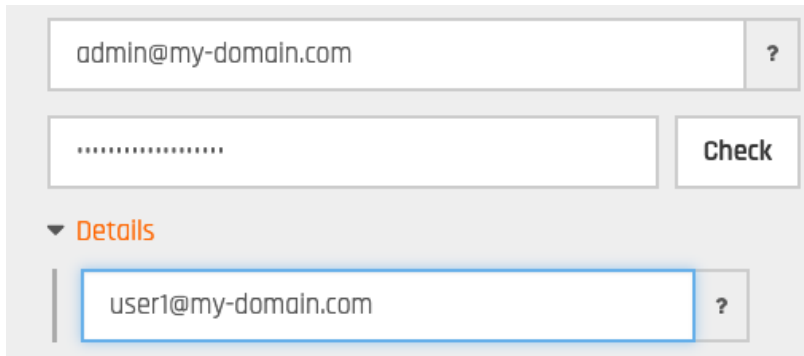
### Add single Google Workspace Accounts



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Google Workspace

- Username:** enter the username of the admin
- Password:** enter the special **group email address**  
(e.g. test-audriga@my-domain.com from the example above)
- Details:** enter the user's mailbox you want to migrate



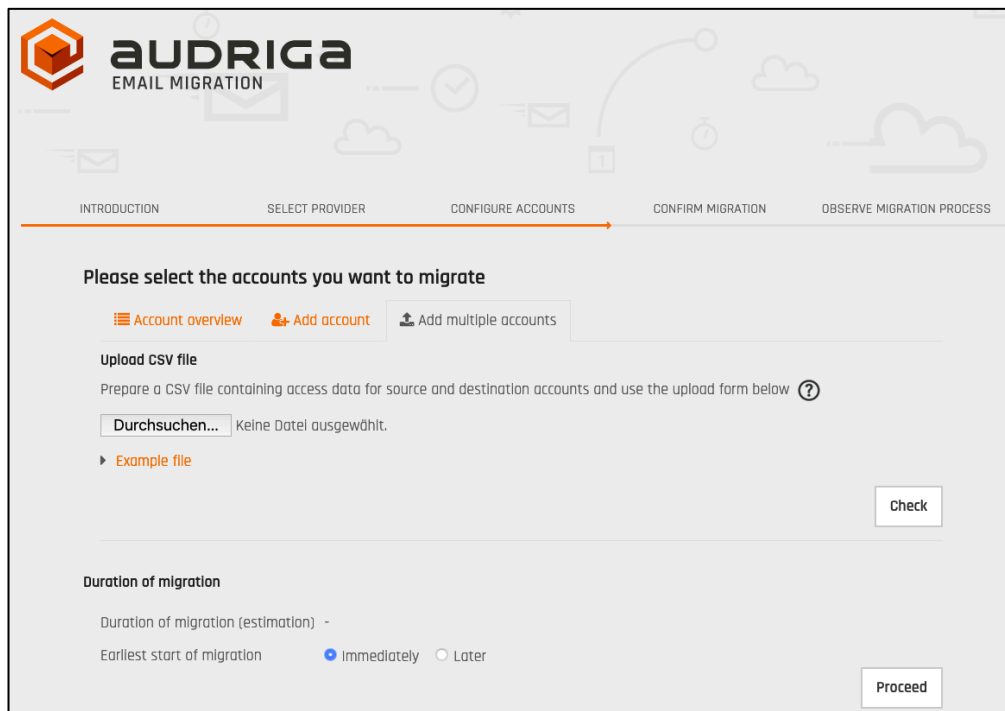


Click on **check** to verify the credentials. If the data is correct, a green check will appear  .  
If the credentials are incorrect, a red cross will be displayed .

## Add multiple Accounts

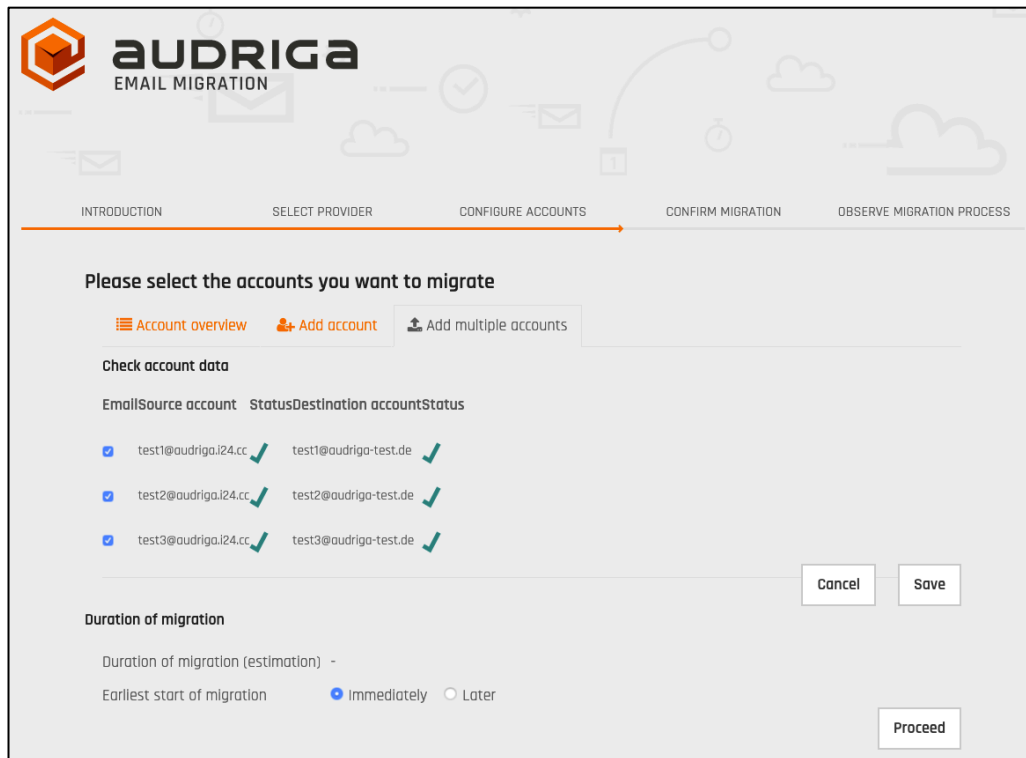
Choose tab **add multiple accounts** if you want to add users using a CSV-File.  
Add a maximum of 50 mailboxes per CSV-File for an optimal performance.

Prepare and upload a **text file** with all of the account credentials. An **example file** is provided in the dialog.



### Authentication with admin users credentials

serviceaccount,groupemailaddresss,mailbox1,admin@googleddomain,group@googleddomain,user1@googleddomain  
serviceaccount,groupemailaddresss,mailbox2,admin@googleddomain,group@googleddomain,user2@googleddomain



**audriga**  
EMAIL MIGRATION

INTRODUCTION SELECT PROVIDER **CONFIGURE ACCOUNTS** CONFIRM MIGRATION OBSERVE MIGRATION PROCESS

Please select the accounts you want to migrate

Account overview Add account Add multiple accounts

Check account data

EmailSource account	Status	Destination account	Status
test1@audriga.l24.cc	✓	test1@audriga-test.de	✓
test2@audriga.l24.cc	✓	test2@audriga-test.de	✓
test3@audriga.l24.cc	✓	test3@audriga-test.de	✓

Duration of migration

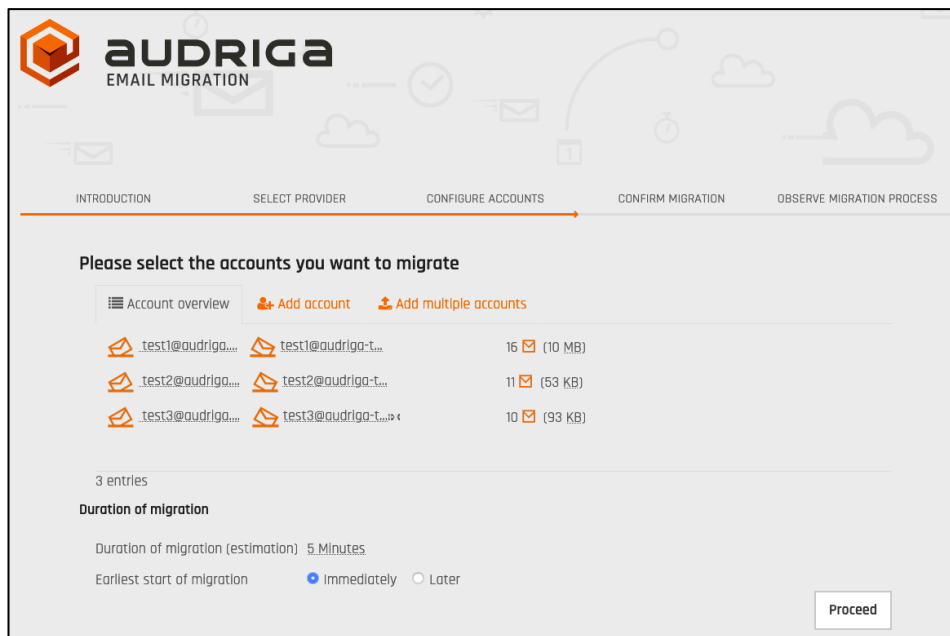
Duration of migration (estimation) -

Earliest start of migration ☒ Immediately ☐ Later

Cancel Save Proceed

All accounts entered will be listed.

The migration service will try to check the capacity in the destination accounts. This check may take a while for larger mailboxes. If you do not want to wait, you can proceed.



**audriga**  
EMAIL MIGRATION

INTRODUCTION SELECT PROVIDER CONFIGURE ACCOUNTS **CONFIRM MIGRATION** OBSERVE MIGRATION PROCESS

Please select the accounts you want to migrate

Account overview Add account Add multiple accounts

EmailSource account	Destination account	Size
test1@audriga.l24.cc	test1@audriga-test.de	16 MB (10 MB)
test2@audriga.l24.cc	test2@audriga-test.de	11 KB (53 KB)
test3@audriga.l24.cc	test3@audriga-test.de	10 KB (93 KB)

3 entries

Duration of migration

Duration of migration (estimation) 5 Minutes

Earliest start of migration ☒ Immediately ☐ Later

Proceed

## Start the migration

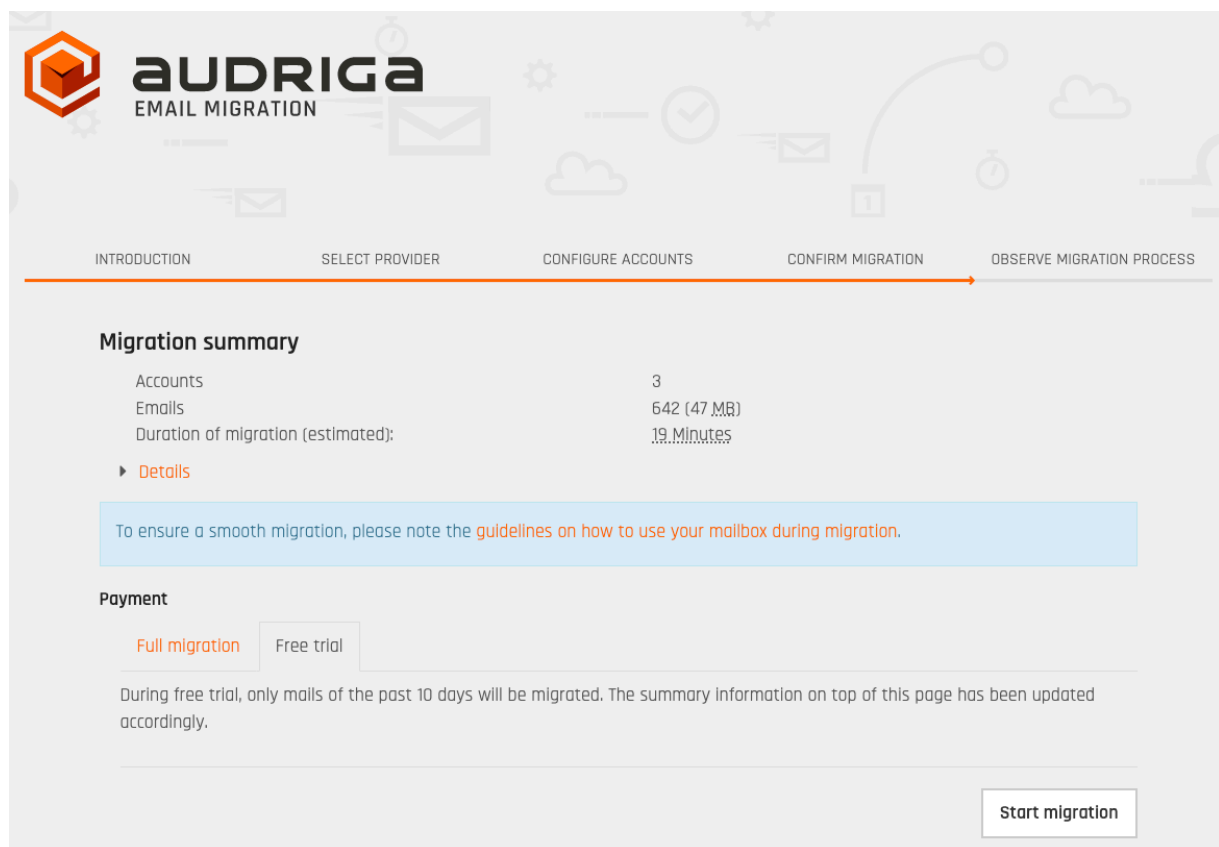
You will see a summary of the migration, including the number of accounts and the amount

of data. Even if the analysis of the source account is not yet completed you can proceed. In order to **start the migration**, you will need to provide a **valid migration voucher code** if this voucher was not part of the URL you called to start this website.

Press ***Start Migration*** to proceed.

## Free trail

The UI provides the option to set up a free trail migration. This transfers the email and groupware data from the **last 10 days**. To start a trial migration, please click on ***Free trail***.



The screenshot shows the Audriga Email Migration web interface. At the top, there's a navigation bar with five steps: INTRODUCTION, SELECT PROVIDER, CONFIGURE ACCOUNTS, CONFIRM MIGRATION, and OBSERVE MIGRATION PROCESS. The 'CONFIRM MIGRATION' step is currently active, indicated by an orange arrow. Below the navigation bar, the 'Migration summary' section displays the following information:

Migration summary	
Accounts	3
Emails	642 (47 MB)
Duration of migration (estimated):	19 Minutes

Below the summary, there is a link for 'Details'. A light blue box contains a note: 'To ensure a smooth migration, please note the [guidelines on how to use your mailbox during migration](#).'

The 'Payment' section has two radio buttons: 'Full migration' (selected) and 'Free trial'. Below this, a note states: 'During free trial, only mails of the past 10 days will be migrated. The summary information on top of this page has been updated accordingly.'

At the bottom right, there is a 'Start migration' button.

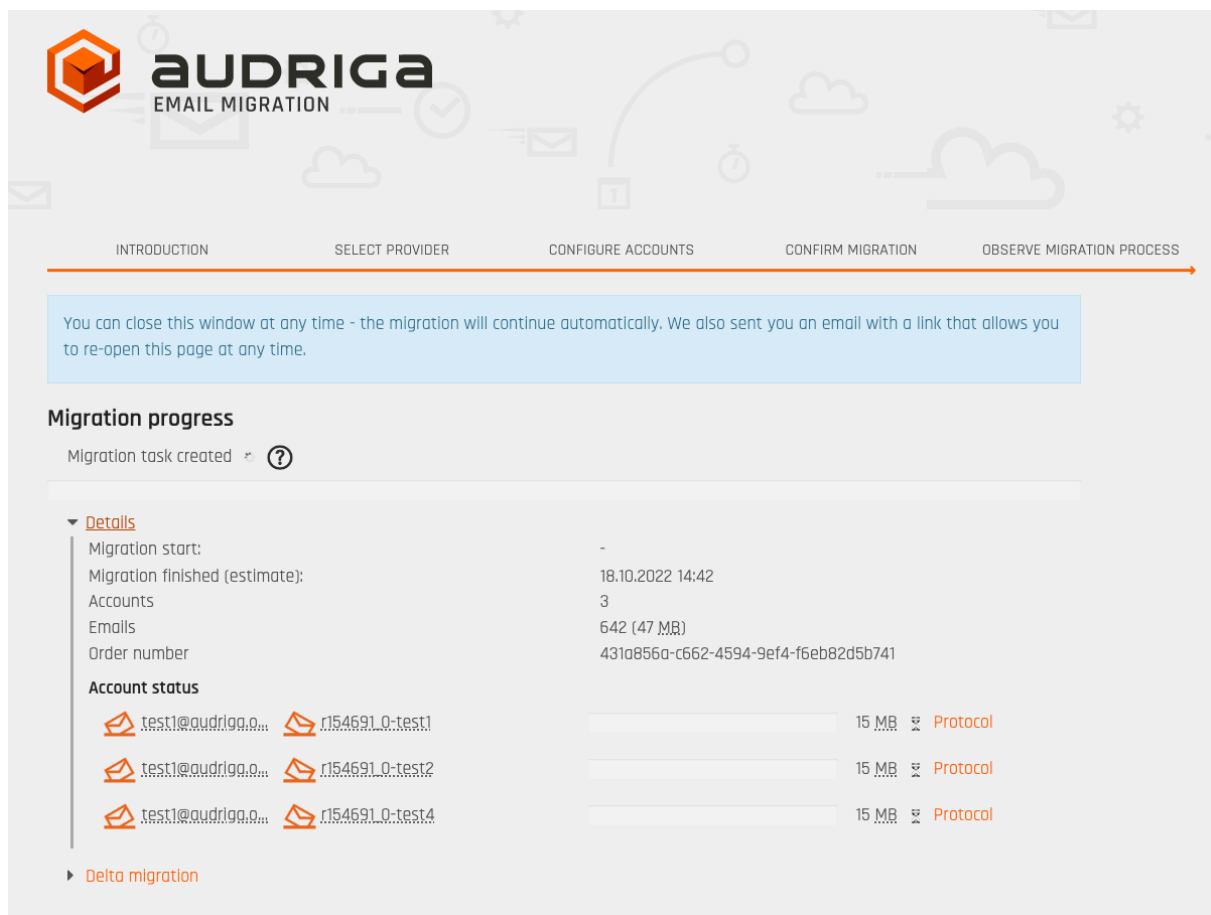
The migration summary will be adjusted. To start the trial migration, click on ***Start migration***.

## Monitor migration status

It may take some time until the migration process starts. A migration may take a couple of hours for large amounts of data.

We are going to send you **status emails** for your migration job **submission**, the migration job's **start**, and the migration job's **end**. For this, we use the email address you have entered during

the configuration. Those mails include a **link to the status website**, so that you can easily keep track and monitor your migration. Once the migration has been started, you can safely close the status website and shut down your computer – the migration will continue to run. You can open the status website anytime by clicking on the link.



The screenshot shows the AUDRIGA EMAIL MIGRATION status website. At the top, there's a navigation bar with five steps: INTRODUCTION, SELECT PROVIDER, CONFIGURE ACCOUNTS, CONFIRM MIGRATION, and OBSERVE MIGRATION PROCESS. The current step is OBSERVE MIGRATION PROCESS. Below the navigation bar, there's a blue information box stating: "You can close this window at any time - the migration will continue automatically. We also sent you an email with a link that allows you to re-open this page at any time." Below this, the "Migration progress" section shows "Migration task created" with a question mark icon. A "Details" section is expanded, showing migration start time, estimated finish time, number of accounts, total emails, and an order number. Below this, the "Account status" section lists three accounts, each with a progress bar, size (15 MB), and a "Protocol" link. At the bottom, there's a "Delta migration" link.

**aUDRIGA**  
EMAIL MIGRATION

INTRODUCTION SELECT PROVIDER CONFIGURE ACCOUNTS CONFIRM MIGRATION OBSERVE MIGRATION PROCESS

You can close this window at any time - the migration will continue automatically. We also sent you an email with a link that allows you to re-open this page at any time.

**Migration progress**

Migration task created ?

**Details**

Migration start: -

Migration finished (estimate): 18.10.2022 14:42

Accounts: 3

Emails: 642 (47 MB)

Order number: 431a856a-c662-4594-9ef4-f6eb82d5b741

**Account status**

test1@audriga.o...	r154691.0:test1	15 MB	Protocol
test1@audriga.o...	r154691.0:test2	15 MB	Protocol
test1@audriga.o...	r154691.0:test4	15 MB	Protocol

Delta migration

Click on **Details** to get further information about the migration.

For each account, you can access a detailed log. Click **Protocol** on the right hand side. Detected duplicates or encountered errors (e.g., if e-mails cannot be transferred due to size limitations of your provider) are listed here.

## Protocol

Log summary

Progress (EMail)

Job:

test1@audriga.onmicrosof → undefined ⓘ

Status

Migrating

Migration start:

19/10/2022 08:54

Migration finished (estimate):

19/10/2022 09:01

Data:

15 MB

Emails migrated:

0

General errors:

0 ⓘ


Refresh

Close

## Delta Migration for Domain Transfer

When you transfer a domain to your new provider or update the MX record to point to your new provider, emails may still be routed to the old provider for some time, this is most probably due to DNS caching issues. In order to transfer these mails into your new account we offer a **delta migration feature** which can be used **after** the initial migration has finished **and after** the domain transfer/DNS change is effective.


Allow some time for the DNS cache propagation (recommended: 24 h - 48 h). To start a delta migration, click then **start delta migration**. All emails which arrived in the old account after the initial migration finished will now be copied. Again, you will receive notification emails about the status of your delta migration.



INTRODUCTION
SELECT PROVIDER
CONFIGURE ACCOUNTS
CONFIRM MIGRATION
OBSERVE MIGRATION PROCESS

This is a free trial migration which moves only a subset of your data

### Migration progress

Migration task finished 

Details

Migration start:

19.10.2022 08:54

Migration finished:

19.10.2022 08:59

Accounts

3










Emails

-


Order number

431a856a-c662-4594-9ef4-f6eb82d5b741

#### Account status

	test1@audriga.com		1154691.0:test1	<div></div>	15 MB		Protocol
	test1@audriga.com		1154691.0:test2	<div></div>	15 MB		Protocol
	test1@audriga.com		1154691.0:test4	<div></div>	15 MB		Protocol

Delta migration

After this migration has finished, you can start a second pass "delta migration" which copies all emails that have been arriving in the source mailbox since the migration had started 

Start delta migration

### Note:

Please note that a delta migration is neither intended nor capable of correcting any errors that may have occurred in the main job.