

Audriga self-service migration: quick guide

1. **Preparation**

You need to have/create an email account with your new provider. Please make sure that you have the account credentials (username and password) for your current and new email account at hand. We recommend that you set temporary passwords for the time of your migration.

2. Call the migration link

INTRODUCTION	SELECT PROVIDER	CONFIGURE ACCOUNTS	CONFIRM MIGRATION	OBSERVE MIGRATION PRO
Welcome to au	driga email migration	aan different providers in a few st	ans All folders and emails w	vill be transferred. Data
Welcome to au With our service, you will be copled, but n	driga email migration u can migrate your emails betwe ot deleted from the source acca	een different providers in a few st o r unt. For more information, please	2ps . All folders and emails w see our <mark>technical service de</mark>	vill be transfered. Data <mark>escription</mark> .
Welcome to au With our service, you will be copied, but n During the migration	driga email migration u can migrate your emails betwe ot deleted from the source acca n process you can choose to stai	een different providers in a few st u nt. For more information, please rt a free trial migration option.	eps. All folders and emails w see our <mark>technical service de</mark>	vill be transfered. Data escription.
Welcome to au With our service, you will be copied, but n During the migration	driga email migration u can migrate your emails betwe ot deleted from the source acco n process you can choose to star Service and Privacy statement	een different providers in a few st u unt. For more information, please rt a free trial migration option.	2ps. All folders and emails w see our technical service de	vIII be transfered. Data e <mark>scription.</mark>

Call the migration link <u>http://umzug.audriga.com/SMESwitchWebApp/</u> or the link you might have received from your new provider, accept the terms of service and the privacy statement and **Proceed.**

3. Select your current and new email provider

	aud							
 INTROD	DUCTION	SELECT PROVIDER	_	CONFIGURE ACCOUNTS		CONFIRM MIGRATION	DBSERVE MIGRAT	TON PROCESS
Emo	ill provider s lease select the Select current	enail providers between yo	u wan' •	t to migrate your emails		Select new provider		×
	Type to search ad	ditional providers]				
Add	IONOS Mail (EU)							
	Jimdo (Webmoil)			us	?			
	Strato							
	Web.de						Procee	ed
	Yahoo! Mail							
	Add missing provi	der or server						
	Suggest a missing	a provider						

Select your current provider (also see [1]) and your new provider.

Under **Additional information**, provide a valid email address for status notifications in order to be able to follow your migration job's progress. Click **Proceed.**

4. Add accounts

Enter your account credentials (same as used when accessing the account via your Webmailer).

INTRODUCTION	SELECT PROVIDER	CONFIGURE	ACCOUNTS	CONFIRM MIGRATION	OBSERVE MIGRATION PROCI
Please select th	e email accounts yo	u want to migra	te		
🗮 Account over	view 🛃 Add account	🌲 Add multiple ad	counts		
Source account (Ye	our current provider)		Destination acc	ount (Your new provider)
Username		?	Username		?
Password		Check	Password		Check
Details			Details		
					Confirm
Duration of migration	1				
Duration of migrati	ion (estimation) -				
Earliest start of mi	gration 💿 Immedi	ately O Later			

For the current as well as for the new provider/account: 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. Click **Confirm.**

٩	
	INTRODUCTION SELECT PROVIDER CONFIGURE ACCOUNTS CONFIRM MIGRATION OBSERVE MIGRATION PRO
	Please select the email accounts you want to migrate
	I Account overview
	🔁 p251720p1 📐 p251720p2 5,339 🗹 (69 MB) 🖌
	Since our detailed account checks may take some time, you may also proceed without waiting for the result.
	Duration of migration
	Duration of migration (estimation) 5.Minutes
	Earliest start of migration O Later
	Proceed

An account check is done. After you see the green 🌱 you can click **Proceed.**

5. Start migration

The following screen shows a summary of your configuration.



To pay for the migration, you can either use Paypal or enter a voucher code. In case you have set up your migration with a pre-configured link by your new hoster, payment might not be required.

Then click on **Start migration** to proceed.

6. Monitor migration process

The final screen (status page) shows the progress of your email migration. It may take a while until the migration is started. Also note, that migrating large volumes of data may take some hours. You will receive a status email when the migration process starts and after it has finished. This email also contains a link to the status website.

	RIGA			
INTRODUCTION	SELECT PROVIDER	CONFIGURE ACCOUNTS	CONFIRM MIGRATION	OBSERVE MIGRATION PROCESS
You can close this window at an to re-open this page at any time Migration progress Migration task created \uparrow ?	ıy time - the migration will con e.	tinue automatically. We also sent	: you an email with a link th	at allows you
Details Migration stort: Migration stort: Migration finished (estimate) Accounts Emoils Order number);	- 07.07.2020 09:51 3 37 (10 <u>MB)</u> 06510291-462d-4407-9	f18-f374f8277385	
Account status				
🛃 _test1@audriga 🔇	ݢ test1@audriga-t		10 MB 👌 Prot	ocol
🛃 test2@audriga 🔇	ڬ test2@audriga-t		53 KB 🚓 Prot	ocol
🛃 _test3@audriga 🤇	∑ test3@audriga-t		93 <u>KB</u> 👌 Prot	ocol
 Delta migration 				

7. After completion of the migration job

The migration job link is active for 14 days.

INTRODUCTION	SELECT PROVIDER	CONFIGURE ACCOUNTS	CONFIRM MIGRATION	OBSERVE MIGRATION PROCE
Migration task finished №	0	19.10.2022 08:54 19.10.2022 08:59 3		_
Order number		43108560-0662-4594	-9ef4-f6eb82d5b741	
Account status	Al54691.0:testi Alf 1154691.0:test2	=	15 MB 🖌 P 15 MB 🗸 P 15 MB 🗸 P	ratacal ratacal ratacal
Delta migration After this migration he source malibox since t Start delta migration	as finished, you can start a secc he migration had started 🕜	and pass "delta migration" which co	opies all emails that have b	een arriving in the

On the right hand side you can access a **Protocol** for each account, please check the results.

Protocol		
Log summary	Progress (EMoil)	
Job:		test1@audriga.onmicrosof → undefined \bigcirc
Status		Migrating
Migration start:		19/10/2022 DB:54
Migration finished	l (estimate):	19/10/2022 09:01
Data:		15 <u>MB</u>
Emails migrated:		0
General errors:		• ⑦
		Refresh Close

8. Delta migration

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. 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.

- <u>Delto</u>	<u>a migration</u>	
A	fter this migration i	nas finished, you can start a second pass "delta migration" which copies all emails that have been arriving in the
S	ource mailbox since	the migration had started 🕜
	Start delta migration	

Allow some time for the DNS cache propagation (recommended: 24 h - 48 h). To start a delta migration, click **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. The delta is available once and up to 14 days after your main migration.

[1] Additional information: Add provider or server

Should you miss your provider's entry, you can also choose **Add missing provider or server** and configure your mailserver yourself.

Add provider or server

Please provide configuration data for the mailserver		
Protocol IMAP/POP3-		
ІМАР/РОРЗ		
Please enter the hostname of your mailserver		
Mailserver (host name or IP address) ? Check		
▶ Details		
Please have a look at our notes for self-configured servers before starting	a migration.	
	Cancel	Save