Contents

DIY (WINDOWS): MIGRATION OF A GROUPWISE MAILBOX TO OUTLOOK

1   Step 1:   Preparation for the migration

1.1   Operating requirements

Windows 10. <u>No support</u> for previous versions of Windows.

Please ensure your Windows is updated. Click on search, type "updates" then click on "Check for updates" and install the pending updates.

> *Please do not update to Windows 11 at this stage.*
> *Although, if our PC is already running Windows 11, you can continue with the following steps.*

1.2   GroupWise to Exchange migration – Windows

It is advisable to make sure your GroupWise Mailbox is cleaned up before the migration process started.   Examples:

- Remove **junk**
- It is <u>not necessary</u> to remove your current GroupWise folder structure.   It will be migrated as it is to Outlook.

1.3   Folder creation on your hard drive (c-drive)

Open File Explorer and in the **Documents** folder, create a folder, **PST_Output.**

Create the following sub-folders under ..Documents|\PST_Output

1. Archive
2. GW_Items

These folders will be selected as target folders for the .pst file generation.

1.4   Space

Please make sure that the user's <u>local hard drive (c-drive)</u> has enough space to create the Outlook (.pst) files from GroupWise, especially if the user has large GroupWise **Archive** files.   A minimum of **±60Gb** hard disk space is require if the user has **large** **Archive** files. A minimum of **±30Gb** hard disk space is require if the user has **small/no** **Archive files.**
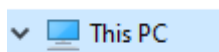
For the miniMigration ±10Gb will be efficient

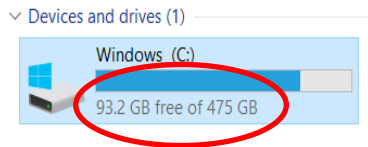To see what the local hard drive disk space is:
- Open File Explorer App:

- Double click This PC

- An indication of your hard drive's size will display: For example

In this example the user has 93.2Gb disk space free and can be migrated.y

1.5   Office version

MS Office 365 64-bit version should be installed. Every staff member has access to this version/license. If an older version is installed on the PC, **first uninstall** before installing MS Office 365.

To see what version is currently installed, open Word, click File, Account. On the top right corner, you will be able to see what the current Product information is.

Please take note: MS 365 **cannot** be installed together with other Office 2016 applications, including Visio 2016.   Microsoft changed their license agreement and if you are a Visio/Project, see the heading: **Visio/Project license**
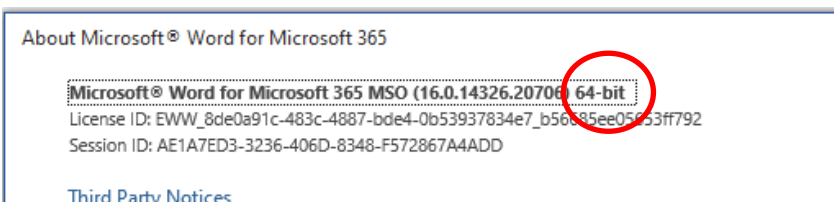
The 64-bit version is the correct installation.   To check your version:

- In Word, select File>Account.
- Click the
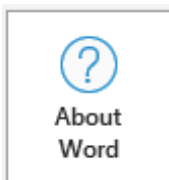
 icon
- A screen similar to the following will display. See the second line to see if the install is 32 or 64-bit.

1.5.1 Installation of MS 365

In the extracted folder, run the Office Setup file.

If prompt to register the product, login with our staffnr@staff365.msfed.nwu.ac.za email address and standard NWU password.

1.5.2 Registry settings

- Locate the Office_TrustedLoc_SearchFix.reg file in the extracted folder
- Double click this file
- Click Yes, Yes, Ok

This is done to make sure.

- users have access to the official NWU Templates
- Added NWU related places as Trusted locations
- Fix the search in Outlook

1.6 Visio/Project license

Visio 2016 or **Project 2016** is not working with the Microsoft 365 installation. If you need to use Visio or Project, you should buy it additionally.

A MS Visio/Project 365 is a **yearly** subscription and should be purchased **if needed**. The license will expire every year at the end of June. Please log a request on the IT support portal to first get a quotation that will done by the NWU's Microsoft vendor.

When accepting a quotation, a purchase order should be created by the department. The purchase order will be sent through to the vendor and when finalized, a license will be added to a user's profile and will be available for installation.

Project 2013 on the Intranet (64-bit) will work with the above Microsoft 365 installation.

1.7 Installation of *Shoviv Groupwise to Outlook Converter app*

- **GroupWise and Outlook should be installed on the computer before using this program.**
- In the extracted folder, install the software from your Downloads folder, by right clicking on shoviv-groupwise-to-outlook.exe and select Run as Administrator.
- After the installation you can **Activate** the software online.
- Order ID: 753259413
- License key for unlocking the product: B7FzMf4T

2 Step 2: Add the Outlook account

Open Outlook 365, when asked for an Email address enter your Personified NWU email address, otherwise it will be Universitynumber@nwu.ac.za.
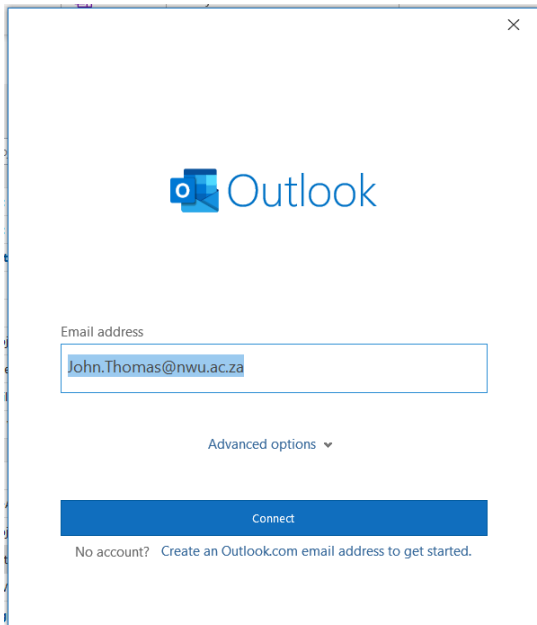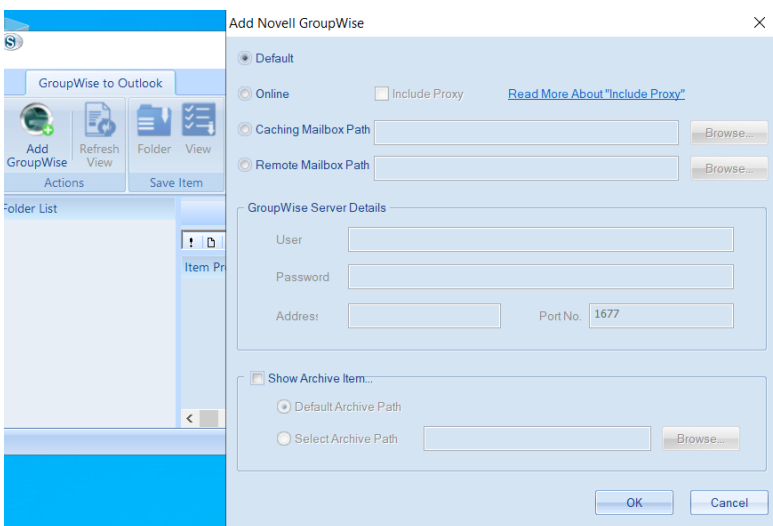
Click **Connect**.

Please don't add extra accounts and it is not necessary to setup the users' mobile phone – untick the mark.

3 Step3: GroupWise Data migration to an Outlook .pst format

Run *Shoviv Groupwise to Outlook Converter app by right click and* **run as Administrator**
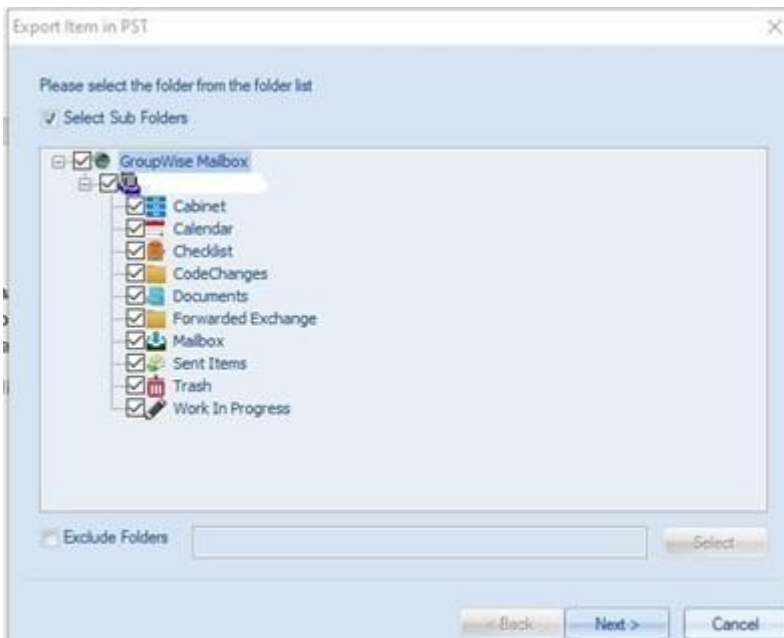
3.1 Export all GroupWise items

- Leave everything on this screen as it is and click OK.
- You will be asked to sign-in into Groupwise if not already signed in.
- The next screen will display with your Name and Surname just below GroupWise Mailbox
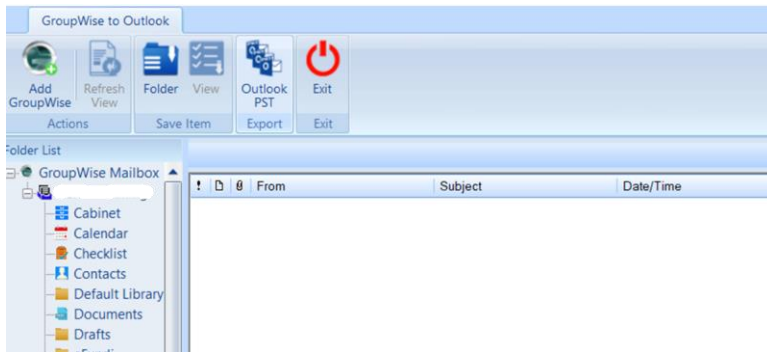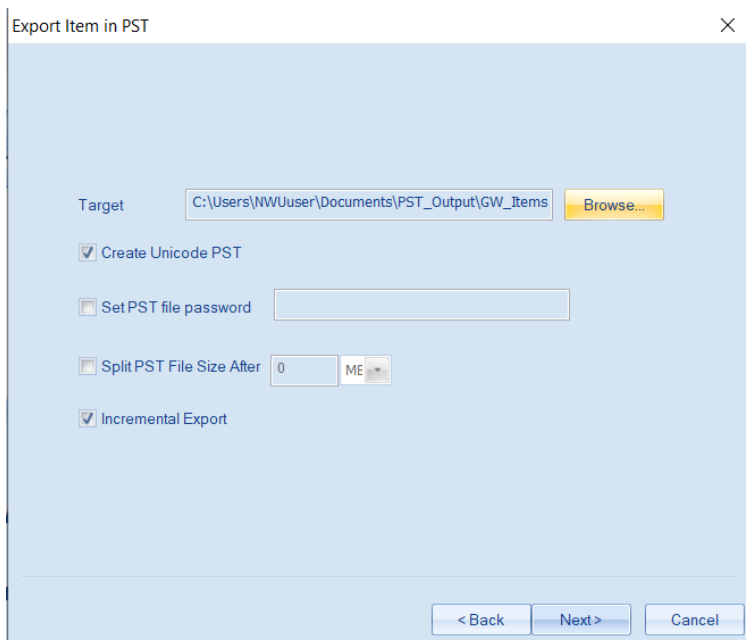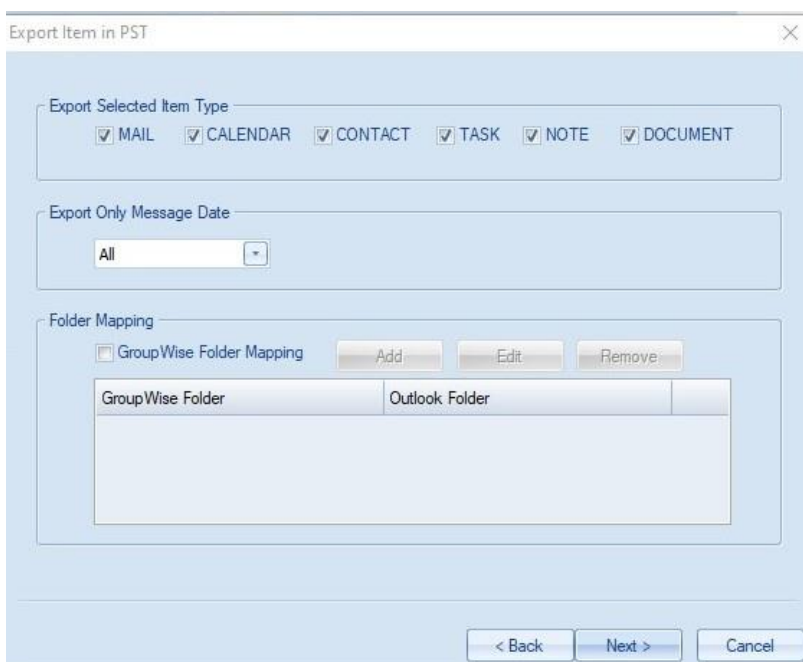
- Click on Outlook PST at the top of the screen
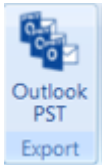
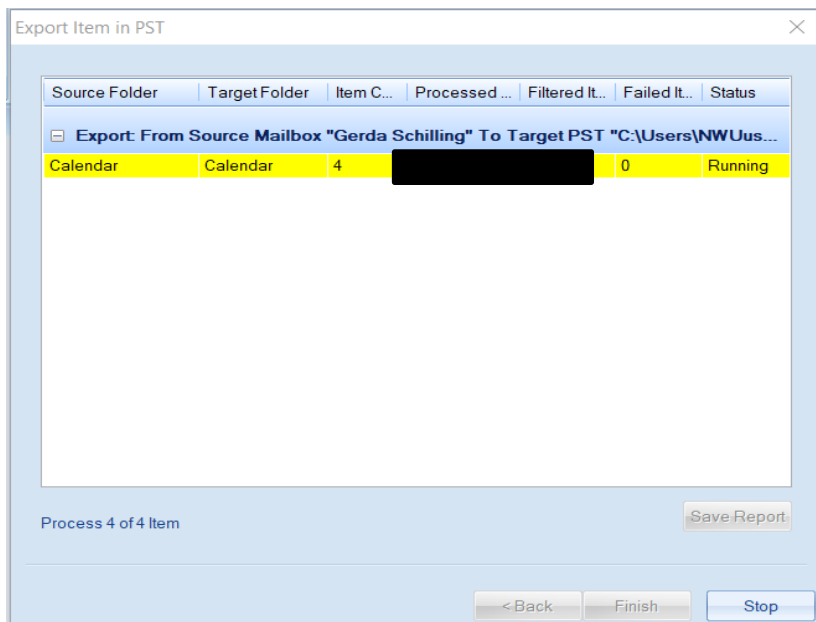- Open the folder structure by clicking on the **+** sign.

- Select **everything except for** GroupWise Address Book or the LDAP Address Book
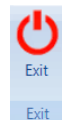- Click Next

- Browse to the Target folder.
- Browse to the folder …documents**PST_Output\GW_Items that was created according to point 1.3.** All other settings can remain default and click on Next

- Select **Everything**
- Click Next

- The process to export your GroupWise items to an Outlook .pst File will start. After completion you can click on Finish.

- At the point you can exit the Shoviv app. Click on

3.2   Import the above .pst file into Outlook

Open Outlook 365.

In Outlook, **select your mailbox** on the left navigation pane. If personified it will be

Name.Surname@nwu.ac.za otherwise it will be UniversityNumber@nwu.ac.za

- Click on **File** and then **Open&Export** and then select **Import/Export**
- Select **Import from another program or file** and click next
- Then select **Outlook Data File (.pst)** and click next
- Then browse and select the pst file generated under ….\PST_Output\GW_Items
- Leave options as is and click next

Your GroupWise data will be imported into Outlook. Give a minute or two.

4 Step 4: Convert GroupWise Archive to an Outlook file

Here we want to make sure that we migrate everything possible so that it is available in the archive for viewing. If you have **multiple archives** this can be consolidated into one .pst archive by **just selecting the same folder as target every time.**

Otherwise, if you prefer to keep multiple archives, create folders as in the current GroupWise archive structure under the ....PST_Output\Archive folder and select the appropriate folder when following the migration process below. These **DATA Archive files** can be added individually to Outlook.

> *A data archive.pst file should remain on a user's hard drive to add it to Outlook.* You cannot use an Archive PST file from OneDrive, SharePoint or Nextcloud online. Microsoft recommend not to use an active archive from a synced drive, but the .pst (Archive) file should be on your local hard drive. However, you can backup your old PST files to a place in the cloud (synced drive).

Note: Before starting the process, please check where your GroupWise Archive is saved. In **GroupWise**, Click Tools, Environment, File Location. The path is available in Archive directory:
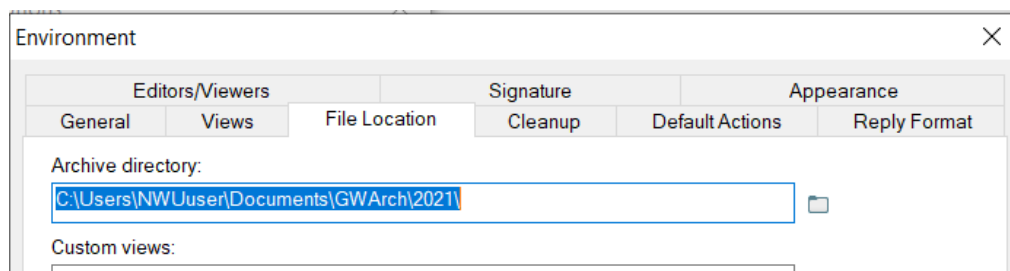
Open the ***Shoviv Groupwise to Outlook Converter app by right click and run as Administrator***
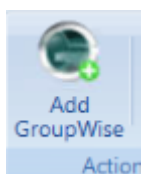
Select ***Online***

Fill in the GroupWise Server Details:
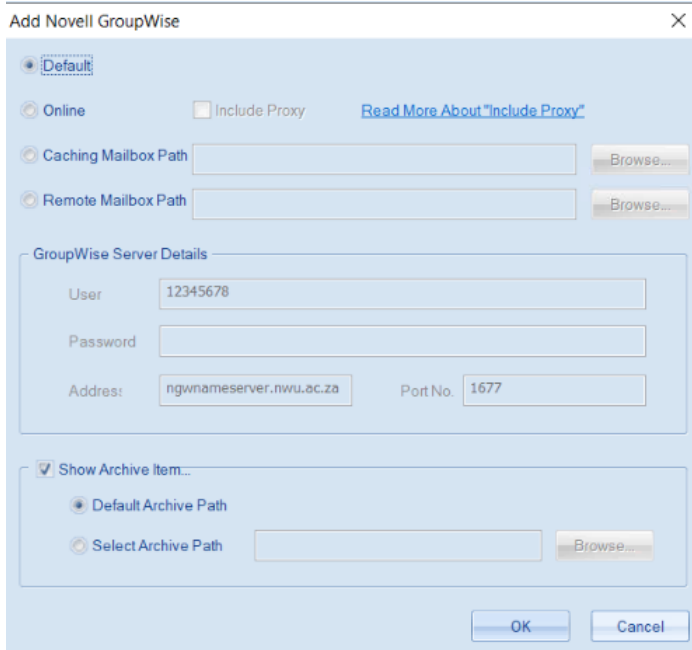
The user's Folder list will display after entering the GroupWise Server Details.
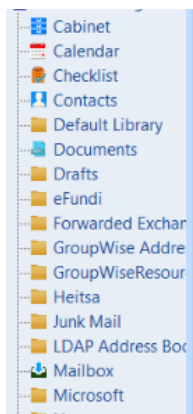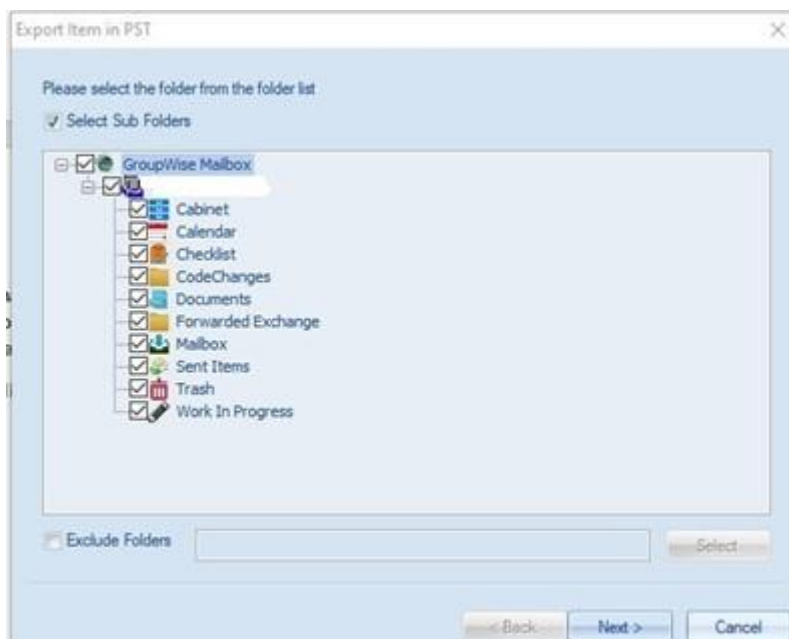

Click Add GroupWise

- If the Archive is stored in the current default path (**excluding the p-drive**) as set in GroupWise leave the settings as in the above Image.
- If the Archive is stored in a different place as currently set in GroupWise, you can choose Select Archive Path and Browse to the Archive path.
- If the Archive is stored in the current default path as set in GroupWise, but it is stored on the **P-drive**, Select Archive Path and type in the full Novell drive path. IT-Operations can help with this path for P drive - basically use your network icon to browse to your archive to get the full path.

  (Example: \\V-PFP-NLX10\PIFD1002A\USERS\12345678)

Click OK.

Select all the relevant folders and click Next

Browse target folder …./PST_Output/Archive and click next

Select the relevant items and click Next.
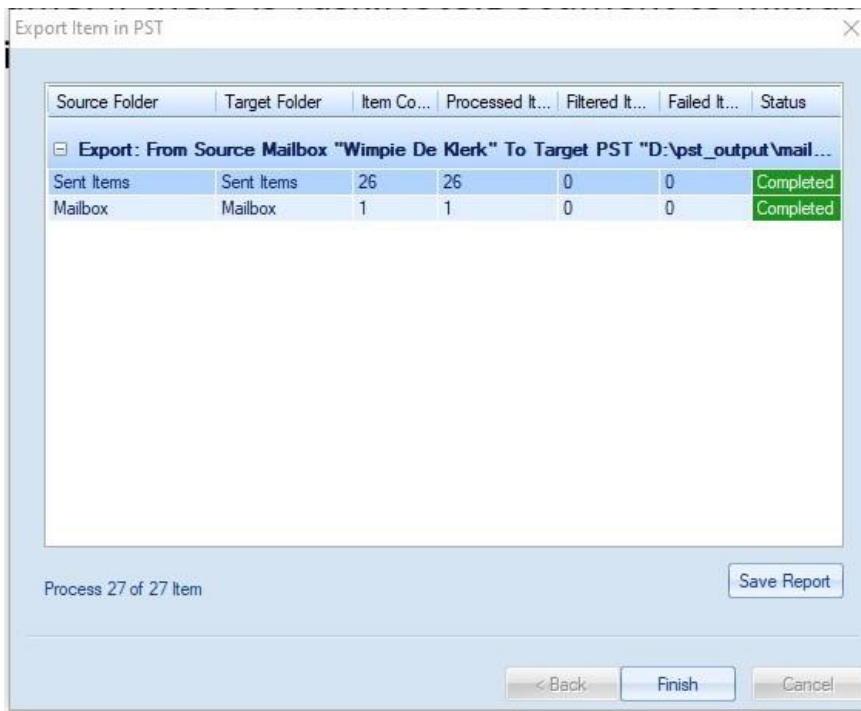
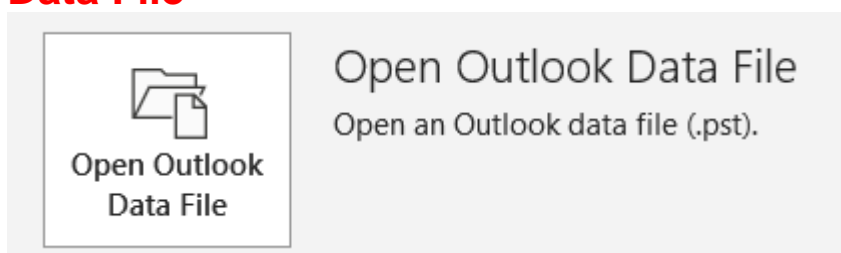Output like above will be displayed when done.

Click Finish

4.1 To attach the GW Archive data (.pst) file in Outlook do the following.

In Outlook, click on the mailbox's name. If personified it will be

Name.Surname@nwu.ac.za otherwise it will be

UniversityNumber@nwu.ac.za

- Open Outlook, click **File** and then **Open&Export** and then '**Open Outlook Data File**'

- Navigate to the created .pst for the archive and click ok

You can rename your Archive folder to identify this as your GroupWise Archive.

- Right Click on the Name of the Archive and select Data File Properties
- Click Advanced
- In the name Field you can rename it something identifying it as your GW_Archive.