

# 8 Considerations When Choosing the Best PST Migration Tool

When it comes to a PST migration tool there are 2 approaches which can be taken:

- Allow end-users an element of control and interaction
- Fully automated discovery and migration of PSTs

**CONTROL**

**1**

**2**

**APPROACH**

There are normally two approaches to this task:

- Centralize PST files, process them, and migrate them to the chosen target
- Perform the migration directly from the end-user workstation

End-users must be kept informed throughout the migration process. This starts long before any data is actually migrated to the chosen target containers. End-users need to know what is happening, and when it is happening.

**COMMUNICATION**

**3**

**4**

**IMPACT**

End-users may still be accessing PST data files daily, so blocking access or making it hard for end-users to access them is something to avoid. Your chosen software tool to perform your PST migration should have minimal or no impact to end-users.

End-users are most concerned with their individual PST data files. The IT team and any records management teams will also be concerned about the overall progress of the project. Make sure your chosen PST migration tool has adequate auditing, project governance and reporting features.

**REPORTING**

**5**

**6**

**SCALE**

Migrating a few PST files, even sizeable ones, from end-users shouldn't be something that takes days to complete. You should ensure that your chosen PST migration tool scales simply and easily to meet the demands of the project when you're in full-scale production migration.

At Cloudficient, we are a firm believer in always doing a proof of concept of your chosen solution. We offer a no-cost, no-commitment proof of concept in your environment, with your users and your data. This way, you get to see the product in the real world, rather than in a lab environment, and can easily configure it to suit your individual project requirements.

**TEST**

**7**

**8**

**PROFILES**

End-users often have multiple PST files connected to their profile. We recommend that your chosen PST migration tool handles the removal of those PST entries automatically, after communicating with end-users, at the end of the migration.