

Google Workspace to Microsoft 365 Migration Guide

What actually moves, how to plan the switch, and the common pitfalls that trip up Google Workspace to Microsoft 365 migrations.

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What Actually Moves

From Google Workspace	To Microsoft 365
Gmail	Exchange Online / Outlook
Google Calendar	Outlook Calendar
Google Drive	OneDrive / SharePoint
Google Docs / Sheets / Slides	Word / Excel / PowerPoint
Google Chat	Microsoft Teams
Google Meet	Teams Meetings

Planning the Migration

- ☐ Inventory current Workspace users, shared drives, and groups
- ☐ Decide on Microsoft 365 plan mix before provisioning the target tenant
- ☐ Identify Google-specific file formats that will need conversion (Docs/Sheets/Slides → Office formats)
- ☐ Flag any Google-specific add-ons or integrations that need a Microsoft equivalent
- ☐ Set a realistic timeline — most migrations of this type take one to two weeks

Migration Steps

- ☐ Provision and verify the Microsoft 365 tenant and domain
- ☐ Migrate mail (Gmail → Exchange Online) in batches
- ☐ Migrate Drive files (with format conversion) to OneDrive/SharePoint
- ☐ Recreate group structures and distribution lists
- ☐ Migrate calendar data and shared calendars
- ☐ Update MX records for mail cutover
- ☐ Reconfigure any third-party integrations for the new platform

Common Pitfalls

- **File format surprises.** Google Docs/Sheets/Slides convert to Office formats, but complex formatting or embedded scripts (Apps Script) don't carry over automatically.
- **Shared Drive permissions.** Google's Shared Drive permission model doesn't map one-to-one to SharePoint — plan the new permission structure deliberately rather than assuming a like-for-like copy.
- **User habits.** Real-time co-authoring, keyboard shortcuts, and sharing links all work differently — brief users ahead of cutover to reduce support tickets.

Timing tip: Run a pilot migration with a small group first to catch format or permission issues before migrating the whole organization.

Want help with this, not just the guide?

Rua Technologies is an authorized Microsoft partner delivering licensing, migration, security, and support to businesses across India.

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