

Internal Mailbox Migrations

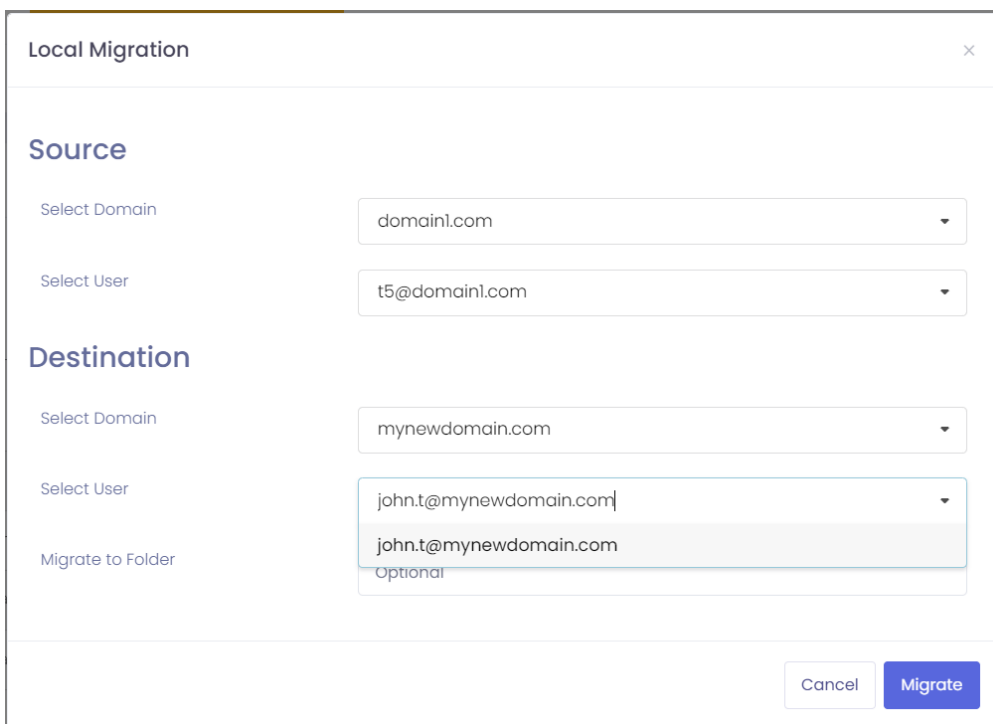
Internal Migrations allow you to move or copy email data directly between mailboxes within your Admin Panel. This tool is specifically designed for **local transfers** and is the most efficient way to handle account changes without losing historical data.

When should you use Internal Migration?

- **Renaming a Mailbox:** Since mailboxes cannot be renamed directly, you can create a new mailbox with the desired name and migrate the data from the old one.
- **Employee Offboarding:** When a team member leaves, you can move their historical emails to a manager's account or a shared archive profile.
- **Domain Rebranding:** If you are moving from one domain to another and an alias isn't sufficient, you can copy data from `user@old-domain.com` to `user@new-domain.com` for a clean, final setup.

How to Run an Internal Migration

1. Go to the [Admin Panel](#). Log in using your Admin username and password.
2. Click on **Users** in the main menu bar, then select **Migrations** from the sub-menu.
3. Click the **New Migration** button and fill in the details:



The screenshot shows a 'Local Migration' dialog box with the following fields:

- Source:**
 - Select Domain: domain1.com
 - Select User: t5@domain1.com
- Destination:**
 - Select Domain: mynewdomain.com
 - Select User: john.t@mynewdomain.com
 - Migrate to Folder: john.t@mynewdomain.com (Optional)

At the bottom right, there are 'Cancel' and 'Migrate' buttons.

4. **Configure the Source (Old Account):**
 - **Select Domain:** Choose the domain associated with the original mailbox.
 - **Select User:** Choose the specific mailbox you want to copy data from.
5. **Configure the Destination (New Account):**
 - **Select Domain:** Choose the domain of the target mailbox.
 - **Select User:** Choose the mailbox that will receive the emails.
 - **Migrate to Folder (Optional):** If you want the migrated emails to go into a specific folder (e.g., "Archive_2024") rather than the main Inbox, type the folder name here.
6. **Start the Process:** Click the **Migrate** button.

Important Notes

- **Data Preservation:** This process **copies** the data. The emails in the source mailbox will remain there until you choose to delete the account.
- **Internal Only:** This tool is designed for "Local" moves within your administration. To bring in mail from an external service, please refer to our [External Migration guide](#).
- **Unique Identities:** Every mailbox and alias must be unique across your domain. If you are renaming a user, remember to delete or alias the old mailbox *after* the migration is successfully completed.

Managing Migration Tasks

Once a migration is started, you can monitor the progress from the **Migrations** dashboard:

- **Status:** See if a migration is "Pending," "In Progress," or "Completed."
- **Sync Logic:** The system will replicate the folder structure of the source mailbox into the destination mailbox automatically.

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