

Pre-Migration Cleanup Guide

Google Workspace to Microsoft 365 Migration

Step-by-step guide to prepare your Google account for migration. Cleaning up now ensures a smooth transition and faster migration during cutover weekend.

USERS

830

STORAGE

9.2 TB

CUTOVER

Aug

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1. Why Clean Up Before Migration?

Cleaning up your Google Drive and Gmail before migration means:

- **Faster migration** — less data to copy means your cutover completes sooner
- **Cleaner start** — only useful files and emails in your new M365 environment
- **Less storage used** — start with a tidy OneDrive instead of years of clutter

TIMELINE

Complete these cleanup steps **at least 2 weeks before cutover weekend**. Background data seeding has already started — anything you delete now won't be copied to M365.

2. Gmail Cleanup

Delete Old/Irrelevant Emails

Step 1

In Gmail, search for large old emails: `size:5m older_than:2y`

Step 2

Review results and select emails you no longer need. Click the trash icon.

Step 3

Go to **Trash** → **"Empty Trash now"** to permanently delete.

Useful Gmail Search Filters

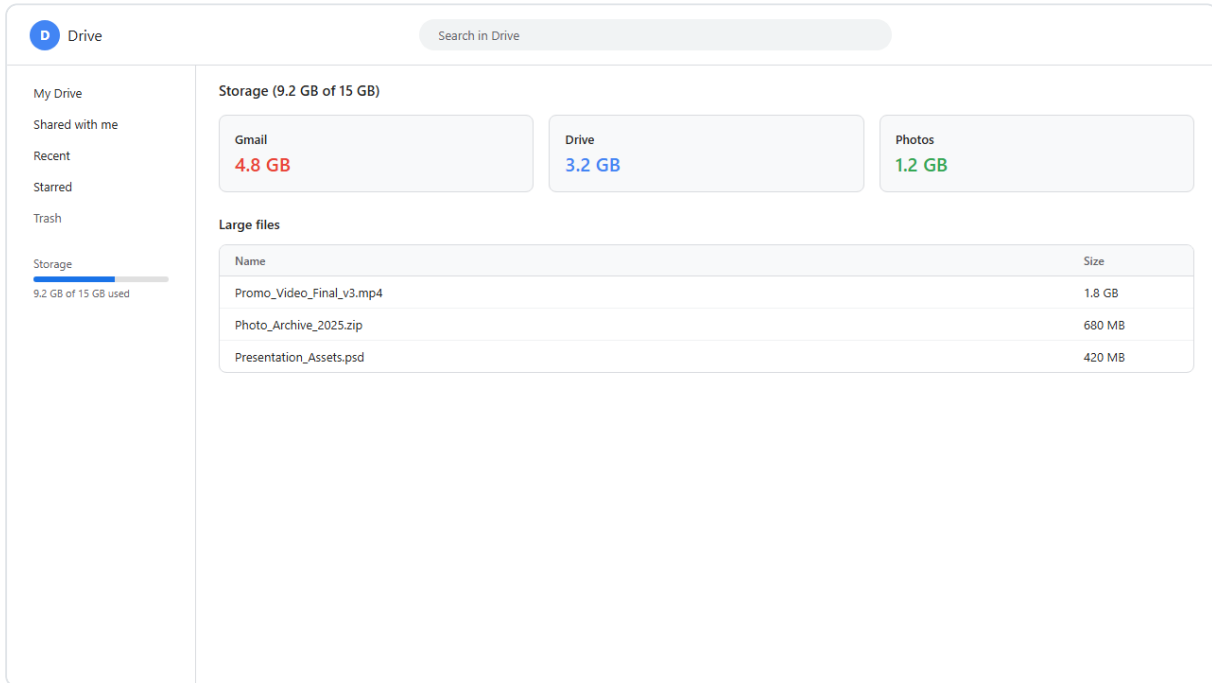
SEARCH	WHAT IT FINDS
<code>has:attachment larger:10M</code>	Emails with attachments larger than 10 MB

<code>older_than:3y</code>	Emails older than 3 years
<code>from:noreply</code>	Automated notification emails
<code>label:promotions older_than:1y</code>	Old promotional emails
<code>is:unread older_than:1y</code>	Old unread emails (likely not important)

Unsubscribe from Newsletters

Search for `unsubscribe` to find newsletter emails. Open each and click "**Unsubscribe**" at the top (Gmail shows this for most newsletters).

3. Google Drive Cleanup



Google Drive storage — identify large files and duplicates

Find and Remove Large Files

Step 1

Go to drive.google.com → Click "**Storage**" in the left sidebar.

Step 2

Files are sorted by size. Review the largest files and delete anything you no longer need.

Step 3

Empty **Trash**: Trash → "Empty Trash" (files in Trash still count toward storage and still get migrated).

Clean Up Shared Files

- Go to **"Shared with me"** in Google Drive
- Remove files you no longer need access to (this doesn't delete the original — just removes your access)
- Organize files you want to keep into your My Drive folders

Check for Duplicate Files

- Search for common duplicate patterns: "Copy of" or "(1) "
- Delete duplicates, keeping only the most recent version

4. Google Calendar Cleanup

- Delete old calendar events you no longer need
- Remove subscriptions to calendars you don't follow (Settings → Calendar subscriptions)
- Note any **recurring meetings** you own — these will transfer, but verify after cutover

5. Cleanup Checklist

TASK	DONE?
Deleted old/large Gmail emails and emptied Trash	
Unsubscribed from unnecessary newsletters	
Removed large/duplicate files from Google Drive and emptied Trash	
Cleaned up "Shared with me" files	
Removed unused calendar subscriptions	
Noted important Gmail filters (to recreate as Outlook rules)	
Noted important Google Drive shares (to reshare from OneDrive)	

YOU'RE READY

Once you've completed this checklist, you're prepared for cutover weekend. Your migration team will handle the rest. If you have questions, contact m365support@blueantmedia.com.