



ExitLegacyWorkflow

QUICK REFERENCE

The Step-by-Step Lotus Notes Migration Guide

From a live Notes/Domino estate to a clean cutover: the sequence in order.

A sourced quick reference, reviewed August 2026

01 The sequence

- 01 **Inventory mail and applications separately.** Mailboxes are one track; Notes applications and databases are another.
- 02 **Triage the applications.** Many Notes estates carry years of unused databases; retire them first.
- 03 **Decide a destination per workload.** Mail may go one place; applications may split across several.
- 04 **Migrate mail and PIM with tooling.** This is the most automatable part of the project.
- 05 **Rebuild or replace applications.** This is usually the longest, most manual phase.
- 06 **Test, train, and cut over in waves.** Don't move everyone at once.

The trap to avoid: assuming migration tooling handles applications the way it handles mail. Custom Notes databases are almost always rebuilt by hand.