

Installation and User Instructions

Apps4.Pro Migration Manager

All-In-One Migration Admin Guide



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Disclaimer

This document provides assistance on Migrating the below Microsoft workloads from one organization to other.

1. SharePoint Migration
2. Planner Migration
3. Teams Migration
4. Private Chat Migration
5. Stream Migration
6. Yammer Migration
7. Group Mailbox Migration
8. OneDrive Migration

Read the instructions carefully and perform the steps as mentioned in this document.

Document Version History

Revised On	Version No.	Revised by	Revisions
Jan 28 2022	1.0	Josephine Sweety	Consolidated all migrations as a single document
Feb 22 2022	2.0	Josephine Sweety	In Planner & Group Mailbox Migration – added an option “Resolve Teams Associated Plans”
Apr 20 2022	3.0	Josephine Sweety	<p>All Migrations Users Mapping removed at Job level. Download CSV – added in Job creation. Migration Jobs -> Edit Job added.</p> <p>SharePoint Migration 1. Job Creation - Option “<i>Migrate External User Permission</i>” added. 2. Library – Migrate as existing Library.</p> <p>Planner, Teams, Stream Migration Group Settings – Option “Migrate User” added.</p> <p>Stream Migration Removed Pre-migration Check as the same is no more applicable and covered in Migrate User option.</p> <p>Teams Migration Job Creation - Option “<i>Advanced Job Creation</i>” added.</p> <p>Teams & Private Chat Migration Edit Job – Already migrated items added.</p>
Apr 20 2022	4.0	Josephine Sweety	<p>Additional Configurations – Teams & M365 Education permissions added.</p> <p>Licenses & Roles – In Teams Migration, Global Administrator role mandated for Source Connector.</p> <p>Teams Migration 1. In Job Creation flow, “Include Assignments” option added. 2. Global Administrator role mandated for Source Connector.</p>
June 2 2022	5.0	Josephine Sweety	<p>License and Roles – For Stream Migration, user admin to be added along with Stream admin in mandatory roles.</p> <p>Stream Migration : 1. Email notification :- separate heading to be added for “How to Turn-off Email Notification during video upload”</p> <p>Copy the user videos into group :- Add a screenshot for deleted users as well.</p>

June 27 2022	6.0	Josephine Sweety	<p>Licenses & Roles – In Teams, Planner, Private Chat, Group Mailbox migration – marked as applicable for target / source only. Added a section for ‘Users Without Mapping’ under “Step 3 : User Mapping” Sample CSV added for all migrations except Stream & Yammer(not applicable) Release V3120 Changes</p> <ol style="list-style-type: none"> 1. Storage settings – added under “Step 2 : Global configuration”. 2. SharePoint Migration : File version history limit setting added. 3. Microsoft Teams Migration : Added the Assignment Delete action support in report.
August 8 2022	7.0	Josephine Sweety	<ol style="list-style-type: none"> 1. Application Tenant Data : Added a common section 2. Replaced Yammer Network Admin with Yammer Admin in common section & Yammer roles section. 3. Added a section – “Setup : Yammer Administrator in Azure Portal” Release V3430 Changes 4. Private Chat Migration : Added the new option “Merge Messages” 5. Yammer Migration : Added the new options Yammer Export & Yammer Import.
Nov 2 2022	8.0	Josephine Sweety	<p>General</p> <ol style="list-style-type: none"> 1. Application Tenant Data – SharePoint sites added. <p>Teams Migration</p> <ol style="list-style-type: none"> 2. Global admin permission mandated for target as well. 3. Added Source & Target permissions for Teams connection & Teams API. 4. Whiteboard Migration – added. 5. Shared Channel Migration – added. 6. Archive Migrated Teams through Report – added. 7. For an education tenant - Create Team By Template - mandated. - Source has to be owner to migrate Assignment & OneNote. <p>Private Chat Migration</p> <ol style="list-style-type: none"> 8. Pre-Migration – 2 new steps added 9. Merged messages – user exp. Added for attachments also getting merged 10. New function – Assign License from CSV – added. <p>Planner Migration</p> <ol style="list-style-type: none"> 11. Comments Prefix added <p>SharePoint Migration</p> <ol style="list-style-type: none"> 12. New role mandated for migrating Global Term Group

			<p>13. Global Term Group – Setting added</p> <p>14. Application Groups Mapping added</p> <p>15. Target Settings – new tab – Subsite, settings split-up.</p> <p>OneDrive Migration</p> <p>16. No mail notification sent to users</p>
Jan 13 2023	9.0	Josephine Sweety	<p>Stream Migration :</p> <p>Classic to Stream on SharePoint(Modern) Migration included. Changes include: Roles, configurations, job level changes & user experience.</p>
Mar 20 2023	10.0	Josephine Sweety	<p>SharePoint Migration :</p> <p>Additional access added – Source Account to be a Site Admin for the sites to be migrated</p> <p>Teams Migration :</p> <p>Additional access added – Source Account to be an owner in case of Education tenants + Teams with Private / Shared Channel</p>
Mar 21 2023	11.0	Josephine Sweety	<p>Teams Migration</p> <p>New Setting “Migrate Membership” added</p> <p>Private Chat Migration</p> <p>New Settings “Migrate Chat Membership’ & “Migrate Chat Attachments” added</p> <p>SharePoint Migration</p> <p>New Setting “Migrate Permissions” added</p>
Mar 27 2023	12.0	Josephine Sweety	<p>Stream Migration</p> <p>Job steps split for Classic n Modern Migration.</p> <p>User Video case updated</p>
Jun 23 2023	13.0	Josephine Sweety	<p>1. VM wide summary report & sync added for Teams, Private Chat & SharePoint Migration.</p> <p>2. Full & Differential Sync added for App Data Refresh.</p> <p>3. Storage settings -> Group can be selected from Source / Target.</p> <p>Teams Migration</p> <p>4. Settings for Associated Job Creation added</p> <p>5. Auto-generated OneNote job - added</p> <p>Planner Migration</p> <p>6. Supported Task's Repeat property</p> <p>7. Migrated Metadata added in task’s description</p> <p>Yammer Migration</p> <p>8. Delta supported for Yammer Export</p> <p>9. Setting to control User Impersonation Behaviour</p> <p>Stream on SharePoint Migration</p> <p>10. Group permissions added in Impact – user videos</p>

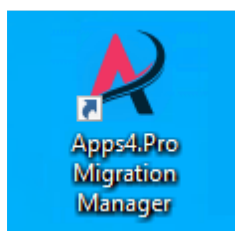
Step 1 : Global Setup

1. How to install

You can *download* the latest Migration App from Apps4.Pro site and install the same.

2. How to access

Once you have installed this app, you can open the app by clicking desktop short-cut icon as shown in below image:



3. User Creation

To begin with, create new user accounts to play the roles of Source & Target Connector. They can bear the naming convention as below to indicate that it is the Service account performing the migration.

Source Connector Account : *SourceConnector@<SourceTenantName>.com*

Target Connector Account : *TargetConnector@<TargetTenantName>.com*

4. License and Roles

The below privileges / permissions are required for each of the specific migration.

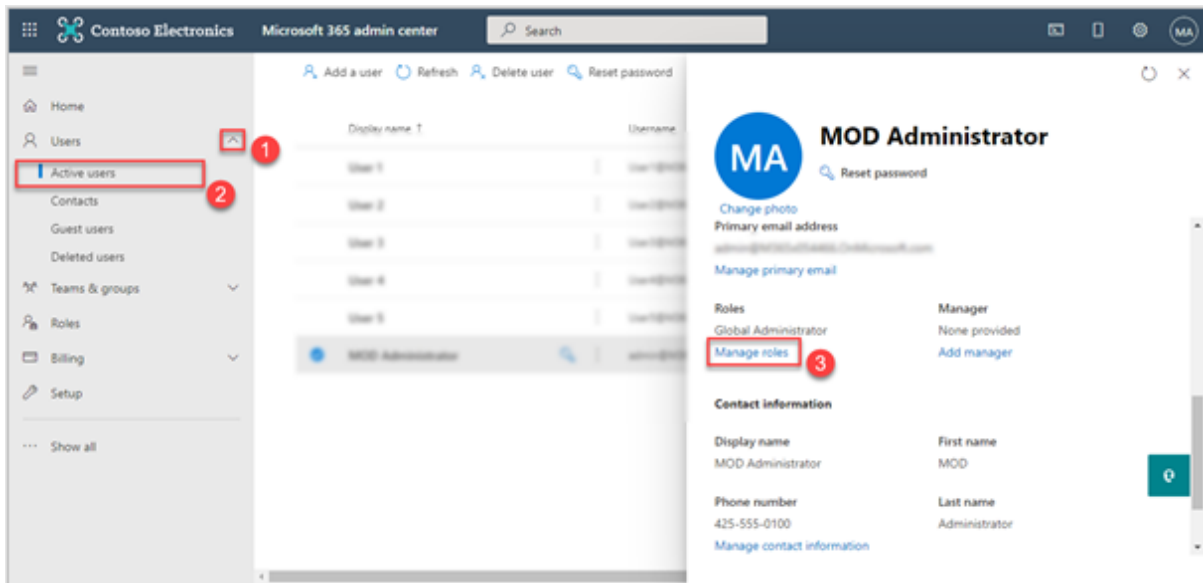
Migration	License Required	Mandatory Access Required	Additional Access Required for Source Connector	Other Access Required [for a non-member]
ALL MIGRATIONS	Microsoft 365/Office 365(E3 or E5) License	-	-	-
SharePoint Migration	SharePoint License	Global Administrator	To be a Site Admin of the sites to be migrated	-
Planner Migration	Microsoft Planner Exchange Online License (Required for Target Connector only)	-	To be a member of the "Plans" to be migrated	User Administrator
Teams Migration	Microsoft Teams	Global Administrator	1.To be an owner & member of the "Teams" to be migrated 2.To be an owner of the Private / Shared Channels	

			3.To be an owner of the assignments & OneNote for an Education Tenant	
Private Chat Migration	Microsoft Teams	Global Administrator	-	-
Stream Migration – Classic to Classic	-	Stream Administrator + User Administrator / Global Administrator	To be a member / owner of the "Stream Groups" to be migrated	-
Stream Migration – Classic to "Stream on SharePoint"(Modern)	-	Source : Stream Administrator + User Administrator / Global Administrator Target : Global Administrator	To be a member / owner of the "Stream Groups" to be migrated	-
Yammer Migration	Yammer Enterprise License	Global Administrator / Yammer Administrator + User Administrator	To be a member of the "Yammer private Groups" to be migrated	-
Group Mailbox Migration	Exchange Online License (Required for Target Connector only) Microsoft Planner	-	To be a member of the "Groups" to be migrated	User Administrator
OneDrive Migration	SharePoint License	Secondary Admin privilege for the Migrated OneDrive User	-	-

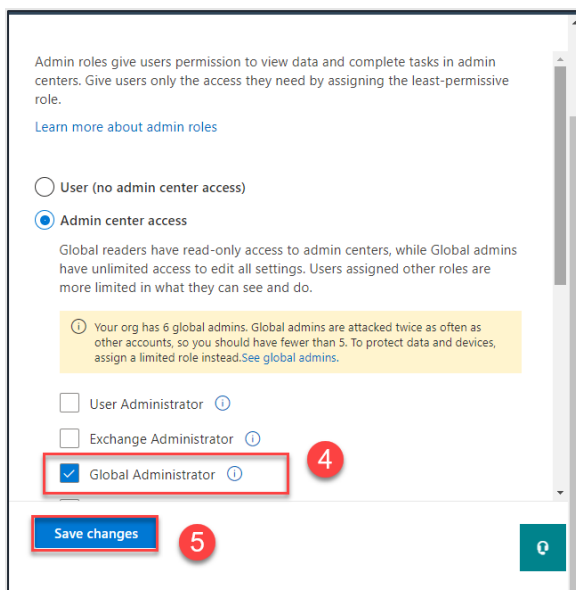
Setup 'Global Administrator' Role

Please follow the steps as stated below to provision the Global Admin role.

Step 1: Go to Admin center -> User section -> Active users -> Select the Service account and click on Manage roles



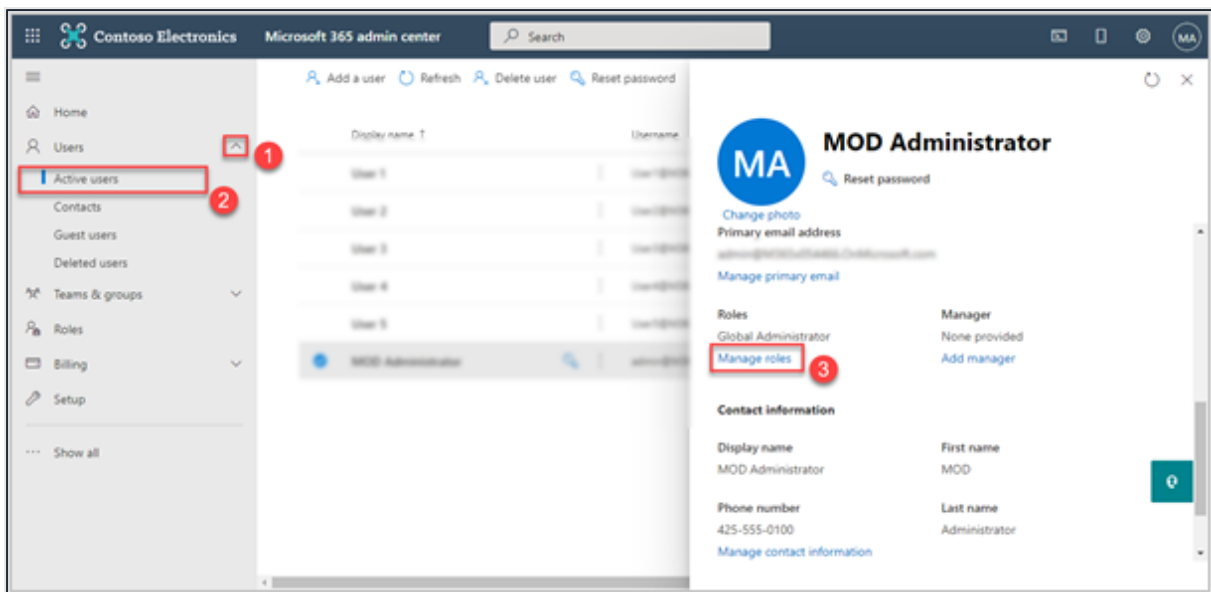
Step 2: Then select the Global Administrator under Admin center access.



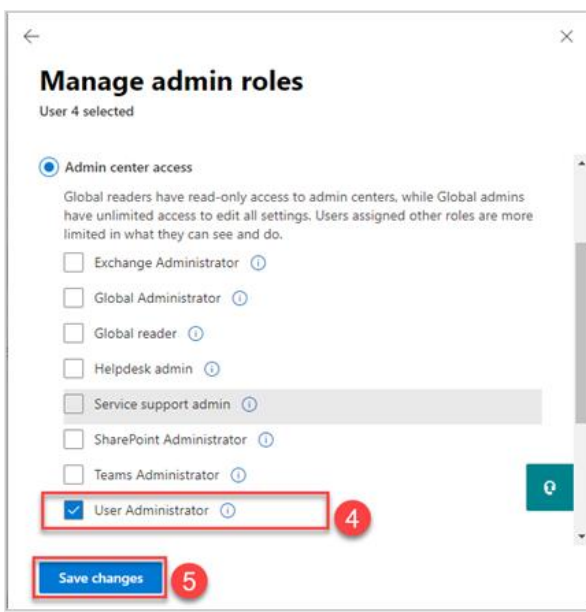
Setup 'User Administrator' Role

Follow the steps as stated below to setup the User Administrator role.

Step 1: Go to Admin center → User section → Active users → Select the Service account and click on Manage roles



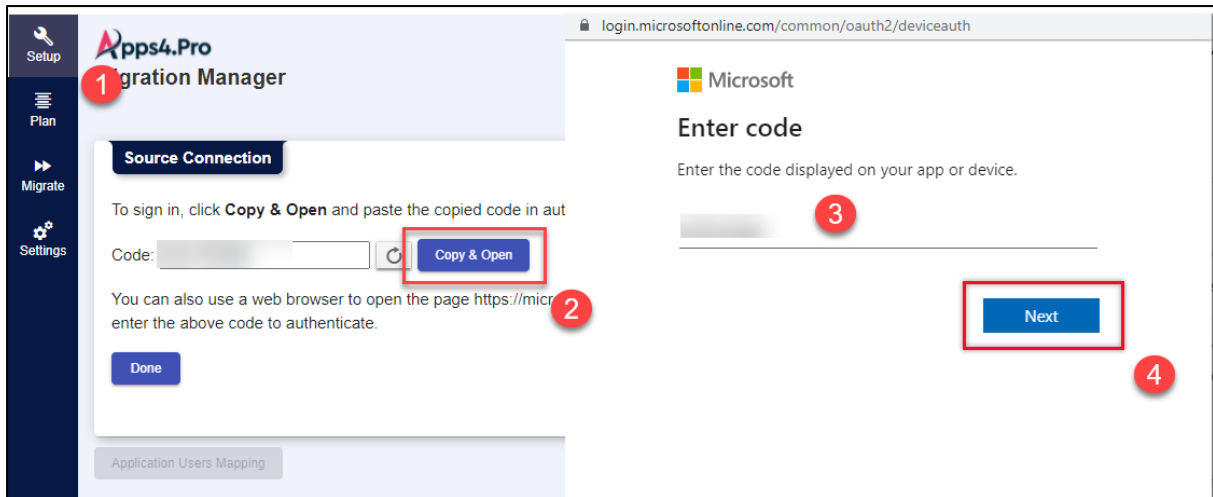
Step 2: Then select the User Administrator under Admin center access.



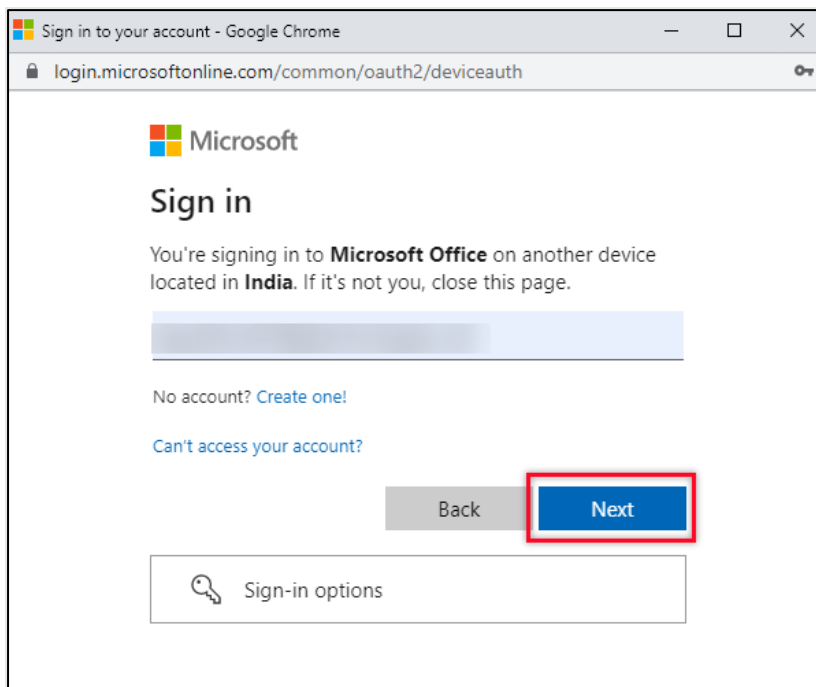
Step 2 : Global Configuration

Source Connector Account – Sign-in

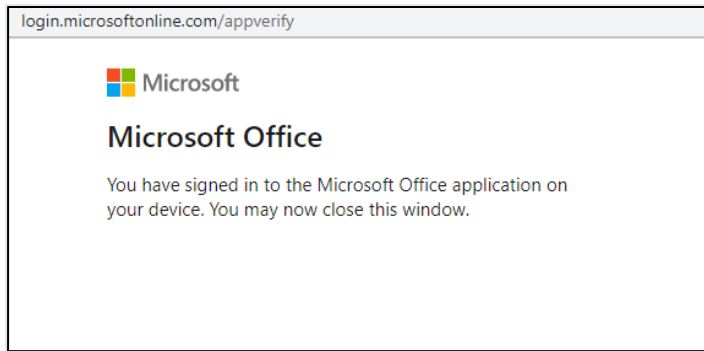
Establish a connection with the source connector account, by signing-in through the migration app. To do this, Go to Setup tab, under Source Connection - click on **Copy & Open** button and paste the copied code in the authentication window.



Now key in the source connector account details

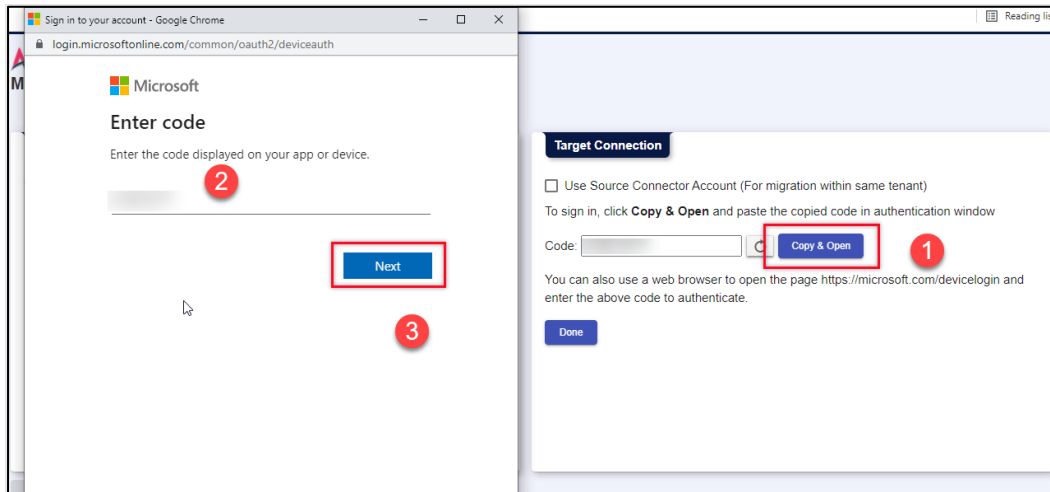


Once the sign in is completed, the below window will appear. Close this window and proceed.

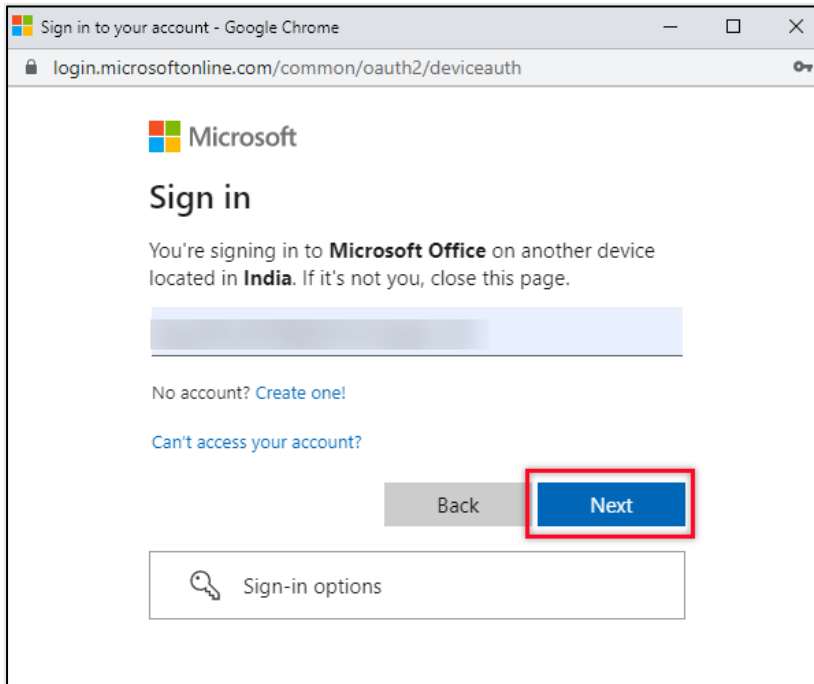


Target Connector Account – Sign-in

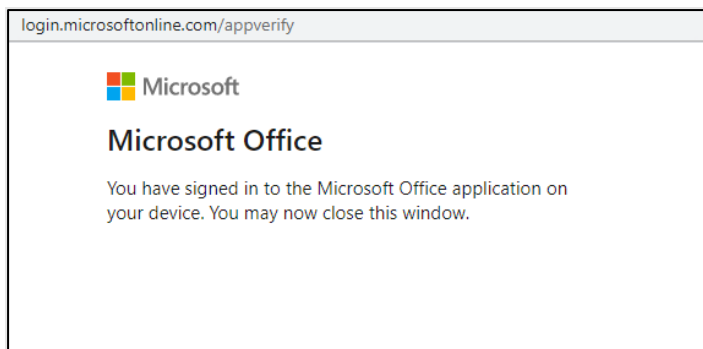
Establish a connection with the target connector account, by signing-in through the migration app. To do this, Go to Setup tab, under Target Connection - click on **Copy & Open** button and paste the copied code in the authentication window.



Now key in the target connector account details



Once the sign in is completed, the below window will appear. Close this window and proceed.

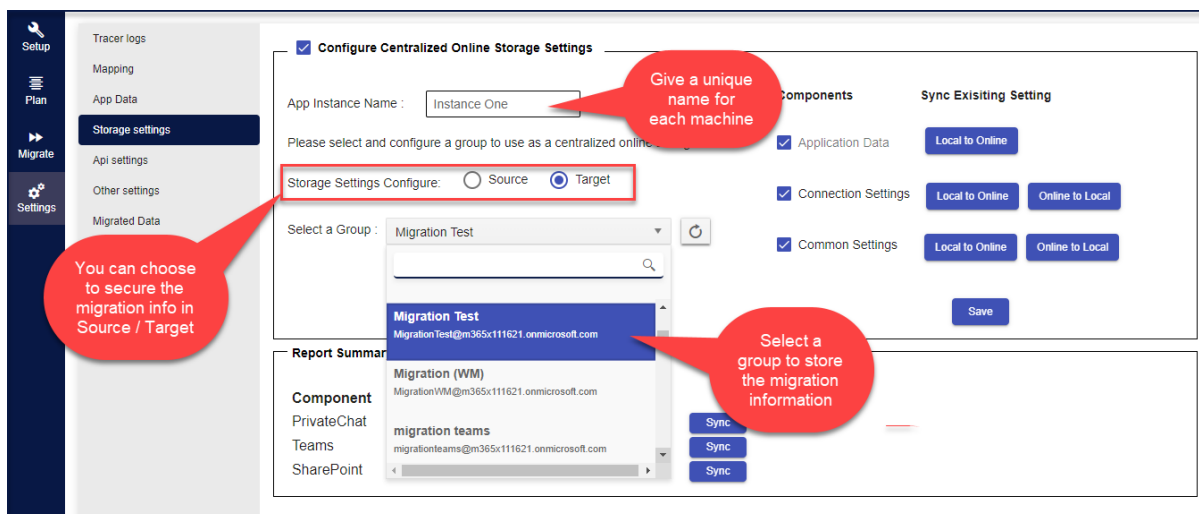


Storage Settings

For the below workloads, the tool supports parallel migration : which means we can run multiple jobs simultaneously across various machines.

- SharePoint Migration
- Microsoft Teams Migration
- Private Chat Migration
- Stream Migration

You have to configure few settings as shown below, in order to avoid duplication of migration data during such parallel migrations.



App Instance Name : Provide a unique for each machine where the migration jobs are executed.

Application Data : This option is selected by default and cannot be modified. This denotes the migration data which are stored in the SharePoint site of the chosen Group.

Connection Settings : You can choose to save the Connection settings – the Source & Target Connector setup information, to avoid re-entering the same information across machines.

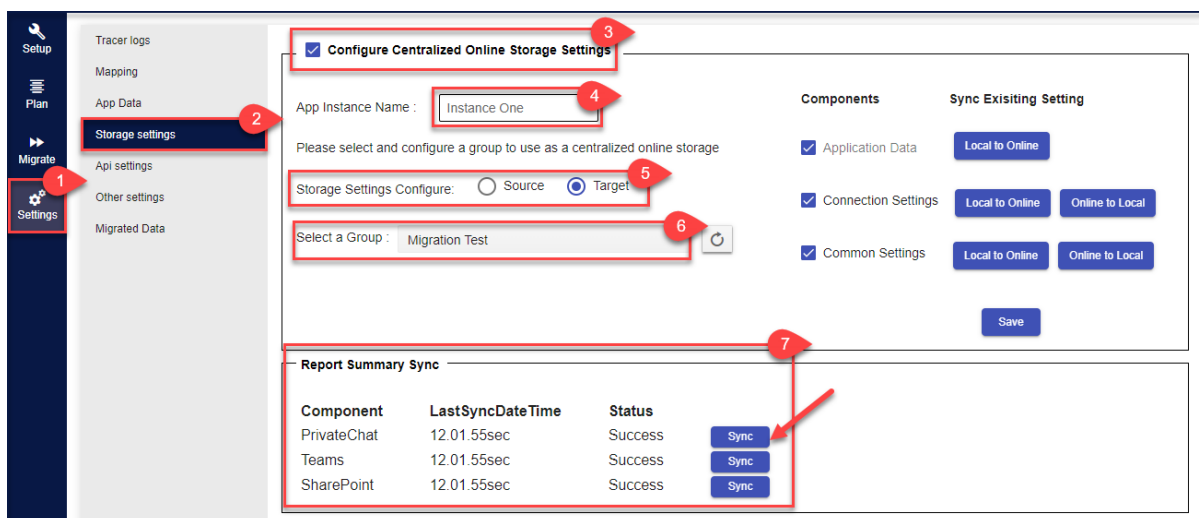
Common Settings : You can choose to save the settings data, in order to use the same settings(Users Mapping, Api settings & Other settings) across machines.

Report Summary Sync : You can summarize your migration runs across various instances using this ‘Sync’ option provided here for the below workloads.

- Private Chat Migration
- Teams Migration
- SharePoint Migration

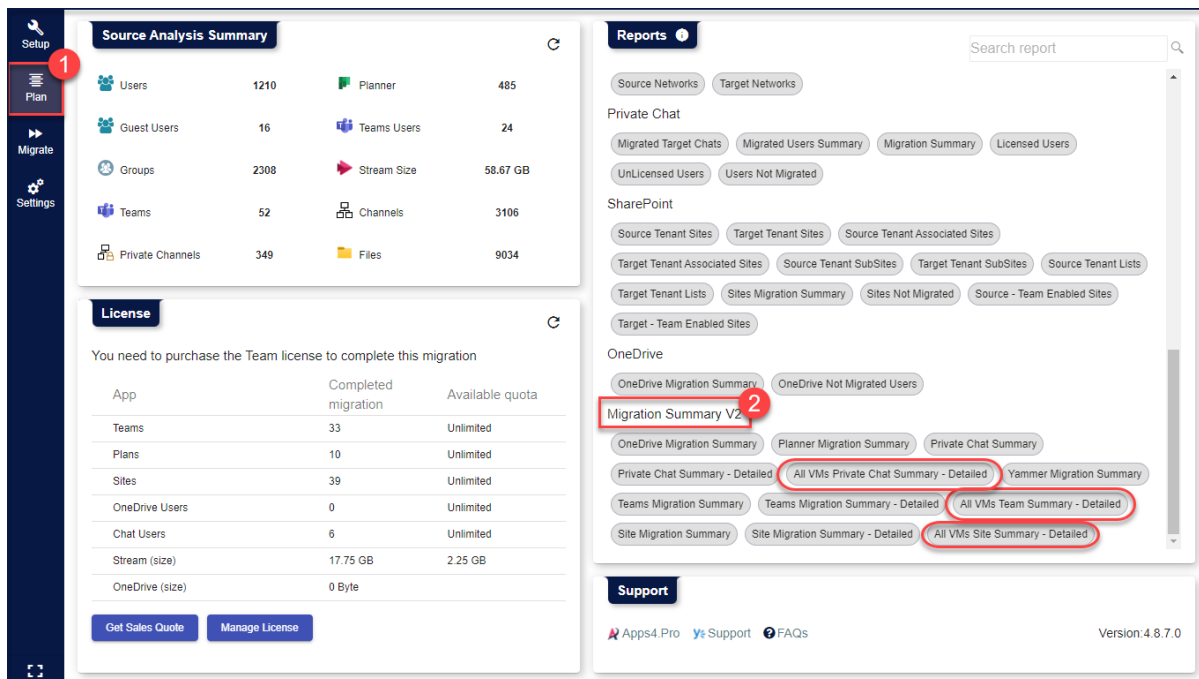
Remember to **choose the same Source / Target Group across all your machines** to make this working.

Recommendation : It is recommended to pick the Target Group to avoid the loss if in case the Source retires.



After the synchronisation has completed, navigate to Plan tab -> Report -> Migration Summary V2, you can view the ‘All VMs Summary - Detailed report’ across all the virtual machines .

Note : You can pull this Summary Report from any of the instance.

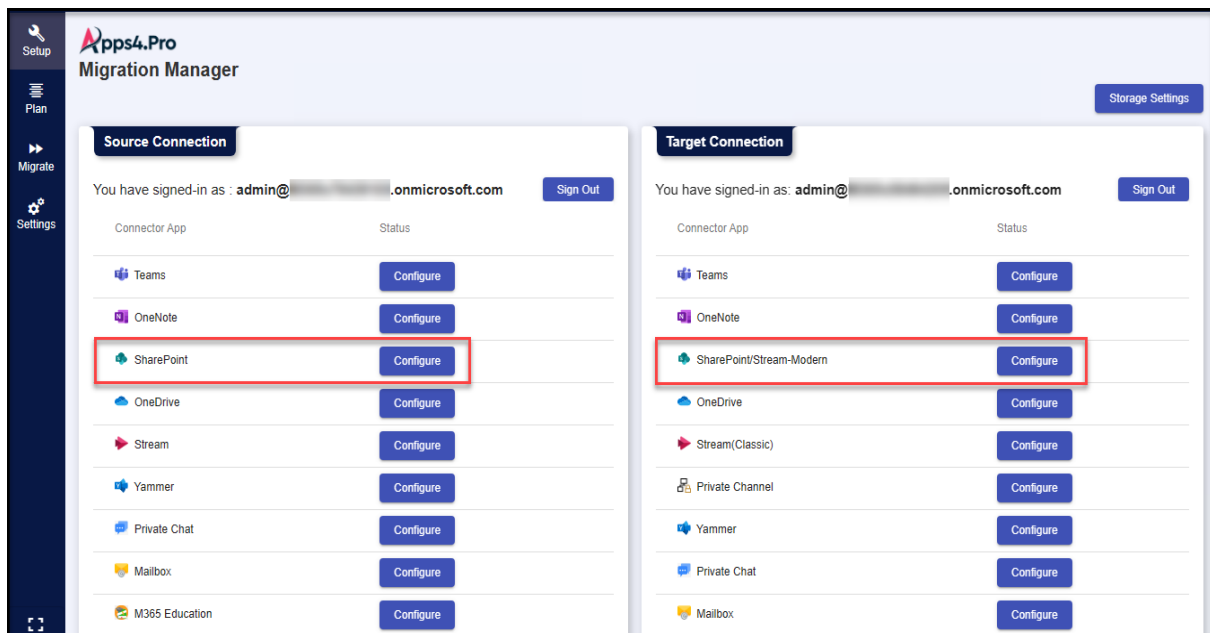


Step 3 : Additional Configurations

Apart from the Source & Target – Connector Account configurations, we may have to do some additional configurations based on the workloads we migrate.

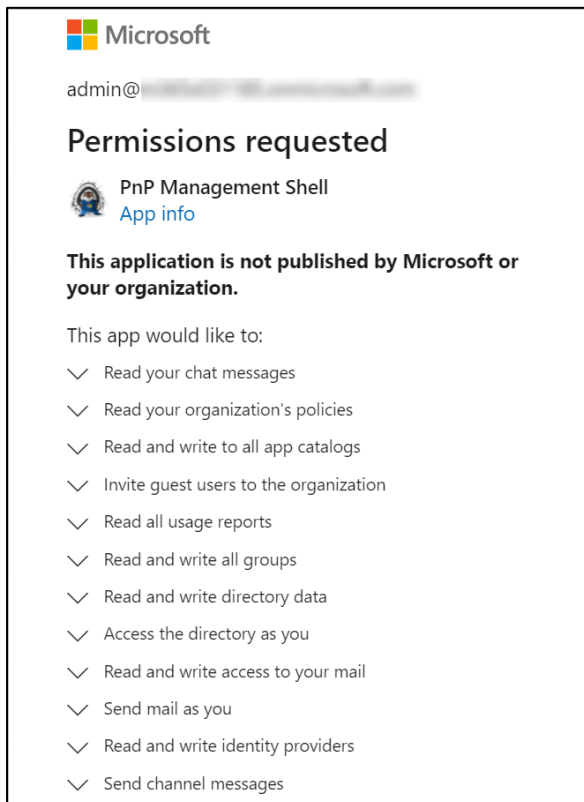
SharePoint Migration

1. To migrate the SharePoint sites & content, we have to configure the SharePoint Source & Target Connectors.



2. Source & Target **'SharePoint'** Permission

To Migrate the **SharePoint** sites, the tool needs the permissions for Source & Target as in below screenshot. Accept the permission to proceed.



- ✓ Access the directory as you
- ✓ Read and write access to your mail
- ✓ Send mail as you
- ✓ Read and write identity providers
- ✓ Send channel messages
- ✓ Manage all Teams apps
- ✓ Read and write tabs in Microsoft Teams.
- ✓ Read and write the names, descriptions, and settings of channels
- ✓ Read and change teams' settings
- ✓ Add and remove members from teams and channels
- ✓ Add and remove members from teams and channels
- ✓ Read your channel messages
- ✓ Manage your installed Teams apps
- ✓ Create teams
- ✓ Read service messages

- ✓ Create, read, update, and delete user's tasks and task lists
- ✓ Read and write managed metadata
- ✓ Have full control of all site collections
- ✓ Read and write user profiles
- ✓ Read service health information for your organization
- ✓ Read activity data for your organization
- ✓ Access the directory as the signed-in user
- ✓ Access Azure Service Management as organization users (preview)
- Consent on behalf of your organization

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

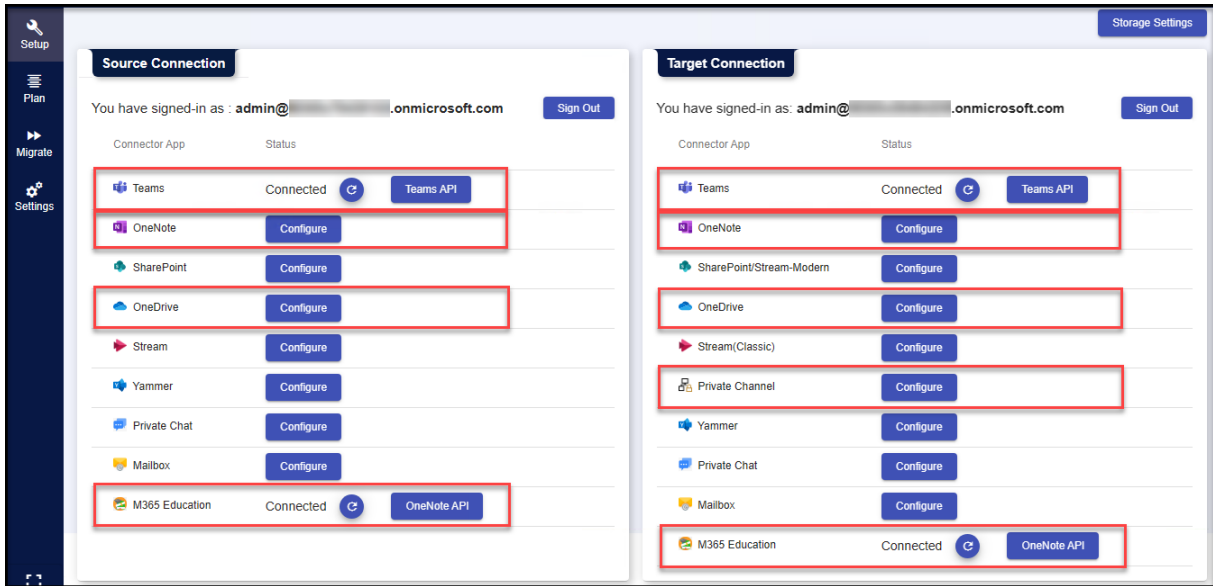
Does this app look suspicious? [Report it here](#)

Teams Migration

If you want to migrate Team Conversations, OneNote, Private Channels, Shared Channels & Class Assignments (only for an education tenant) between the tenants, configure the respective Source & Target Connectors.

If you want to migrate **wiki & whiteboard tabs**, configure the Teams API Source & Target Connectors.

If you want to migrate **whiteboard**, configure the OneDrive Source & Target Connectors as well.



The screenshot displays the 'Storage Settings' page in the Apps4.Pro interface, divided into two main sections: 'Source Connection' and 'Target Connection'. Both sections show a list of connector apps and their connection status. The user is signed in as 'admin@...onmicrosoft.com'.

Source Connection:

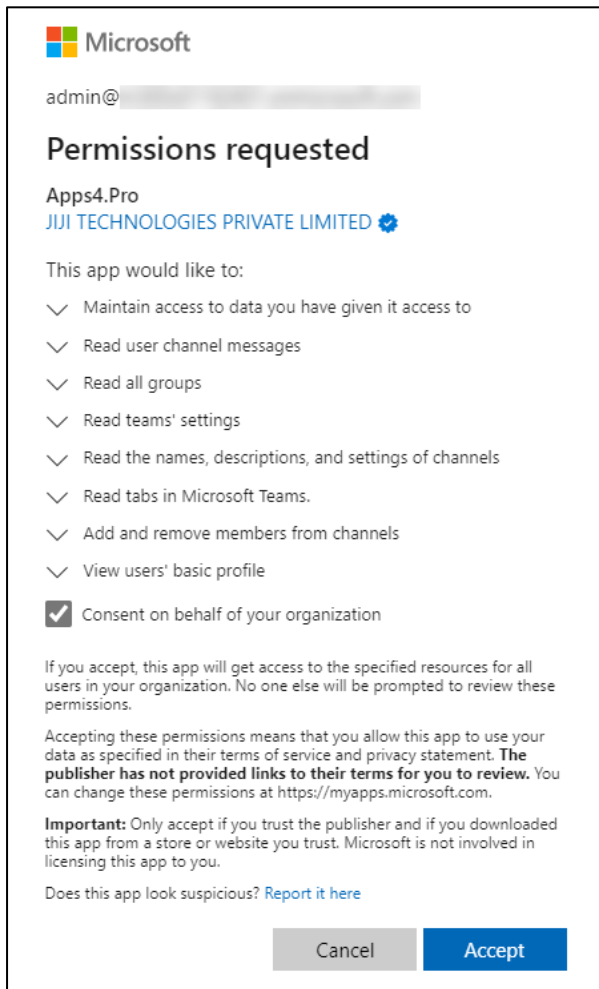
Connector App	Status	Action
Teams	Connected	Teams API
OneNote	Not Connected	Configure
SharePoint	Not Connected	Configure
OneDrive	Not Connected	Configure
Stream	Not Connected	Configure
Yammer	Not Connected	Configure
Private Chat	Not Connected	Configure
Mailbox	Not Connected	Configure
M365 Education	Connected	OneNote API

Target Connection:

Connector App	Status	Action
Teams	Connected	Teams API
OneNote	Not Connected	Configure
SharePoint/Stream-Modern	Not Connected	Configure
OneDrive	Not Connected	Configure
Stream(Classic)	Not Connected	Configure
Private Channel	Not Connected	Configure
Yammer	Not Connected	Configure
Private Chat	Not Connected	Configure
Mailbox	Not Connected	Configure
M365 Education	Connected	OneNote API

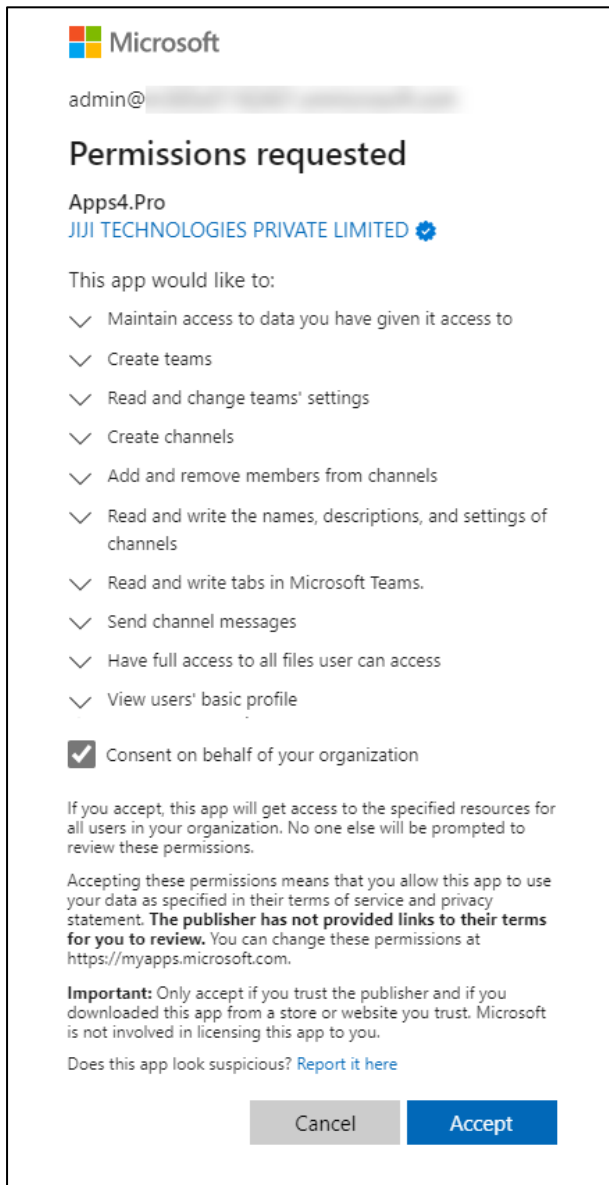
1. Source **Teams** Permission

To Migrate the **Teams**, the tool needs the permissions for Source as in below screenshot. Accept the permission to proceed.



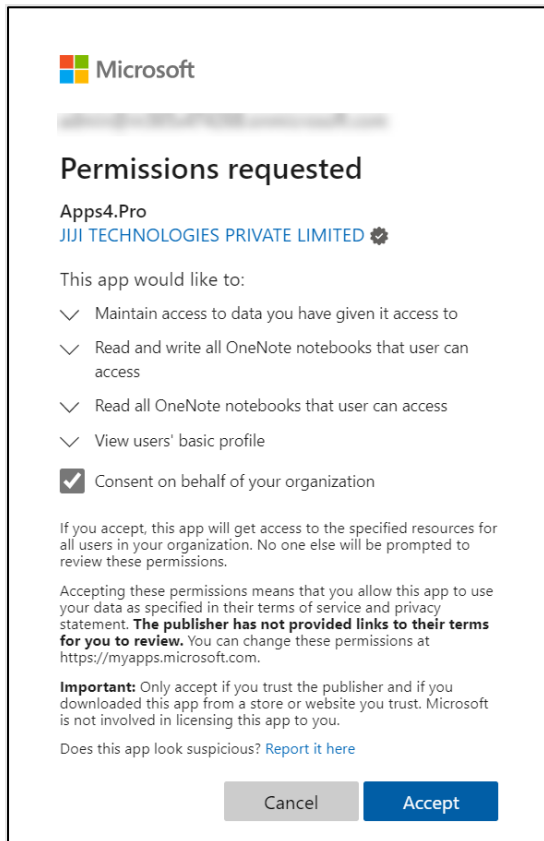
2. Target 'Teams' Permission

To Migrate the **Teams**, the tool needs the permissions for Target as in below screenshot. Accept the permission to proceed.



3. Source & Target **OneNote** Permission

To Migrate the **OneNote**, the tool needs the permissions for Source & Target as in below screenshot. Accept the permission to proceed.

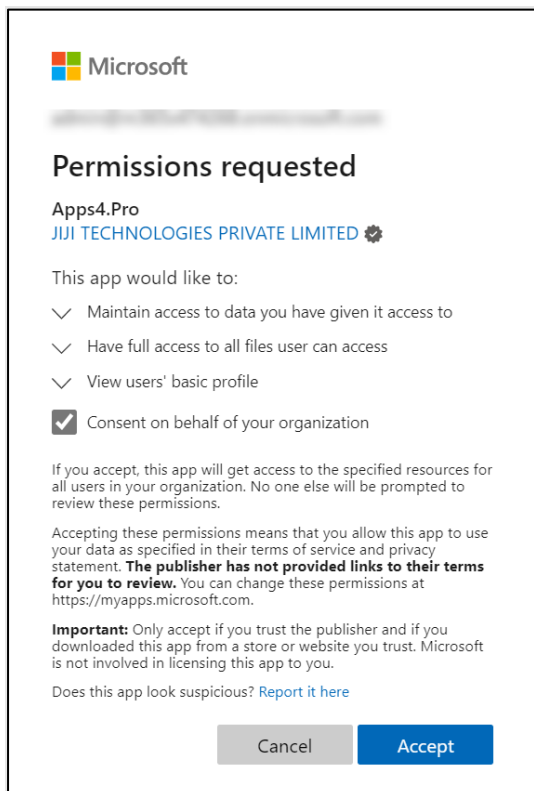


4. Source & Target 'OneDrive' Permission

To Migrate the **whiteboard**, the tool needs the permissions for OneDrive Source & Target as in [here](#). Accept the permissions to proceed.


5. Target 'Private Channel' Permission

The tool needs permission from the target tenant to perform the Private channel migration. Accept the permission to proceed and complete the sign in.



6. Source & Target 'M365 Education' Permission

The tool needs permission from the source & target tenants to perform the Education Tenant's Assignment Migration. Accept the permission to proceed and complete the sign in.



admin@

Permissions requested

Apps4.Pro
JIJI TECHNOLOGIES PRIVATE LIMITED

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Read users' class assignments and their grades
- ✓ Read users' class assignments without grades
- ✓ Read and write users' class assignments and their grades
- ✓ Read and write users' class assignments without grades
- ✓ Read a limited subset of users' view of the roster
- ✓ Have full access to all files user can access
- ✓ View users' basic profile
- Consent on behalf of your organization

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

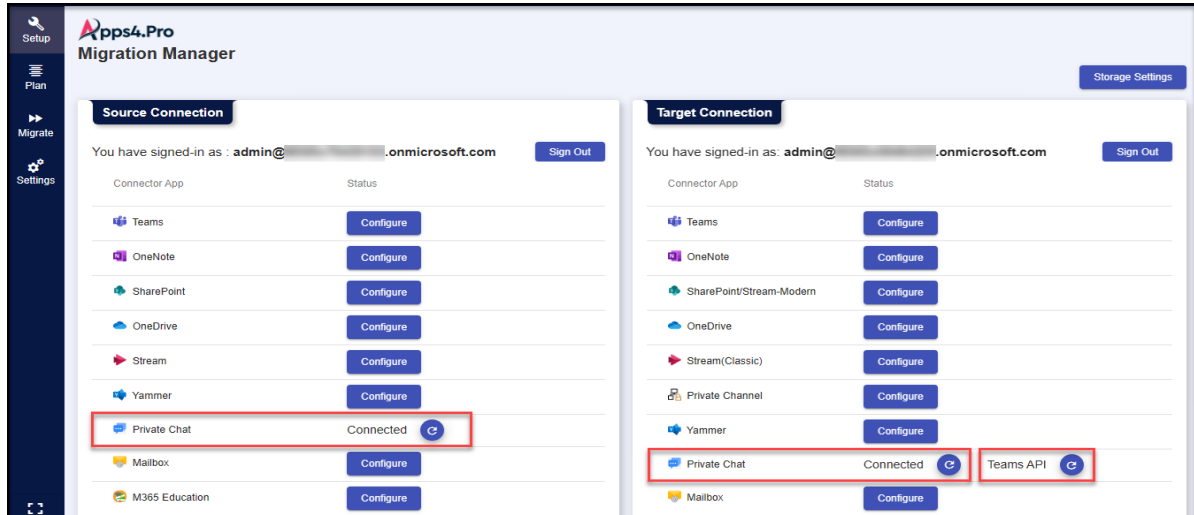
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>.

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Private Chat Migration

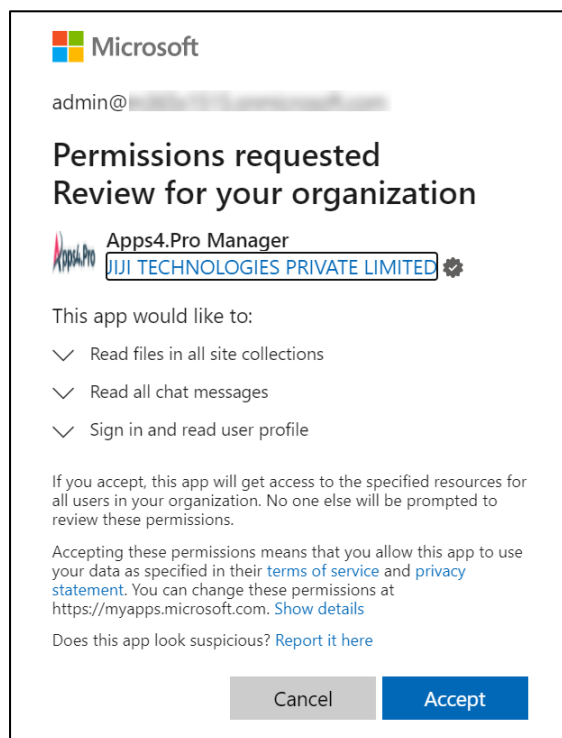
To migrate the private chats, we have to configure the Private Chat Source & Target Connectors, also the Teams API for the Target Connector.




Private Chat Connector Permission

The tool needs permission from the source & target tenants to perform the Private chat migration. Accept the permissions to proceed and complete the sign in.

Source




Target



admin@

Permissions requested

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This app would like to:

- Have full access to all files user can access
- Maintain access to data you have given it access to
- View users' basic profile
- Read and write user chat messages
- Consent on behalf of your organization

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>.

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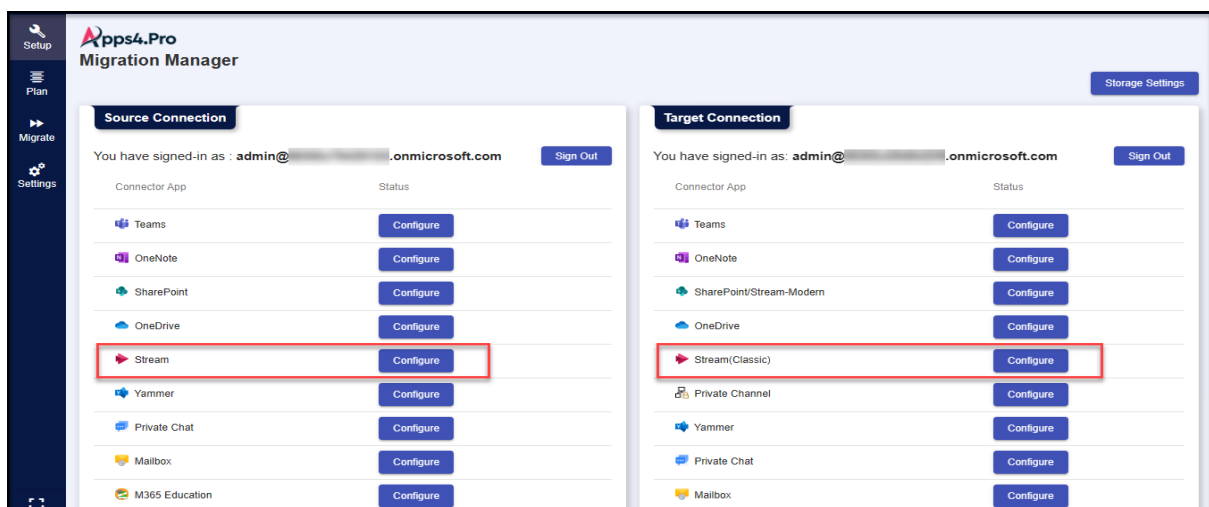
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Cancel
Accept

Stream Migration

Classic to Classic Migration

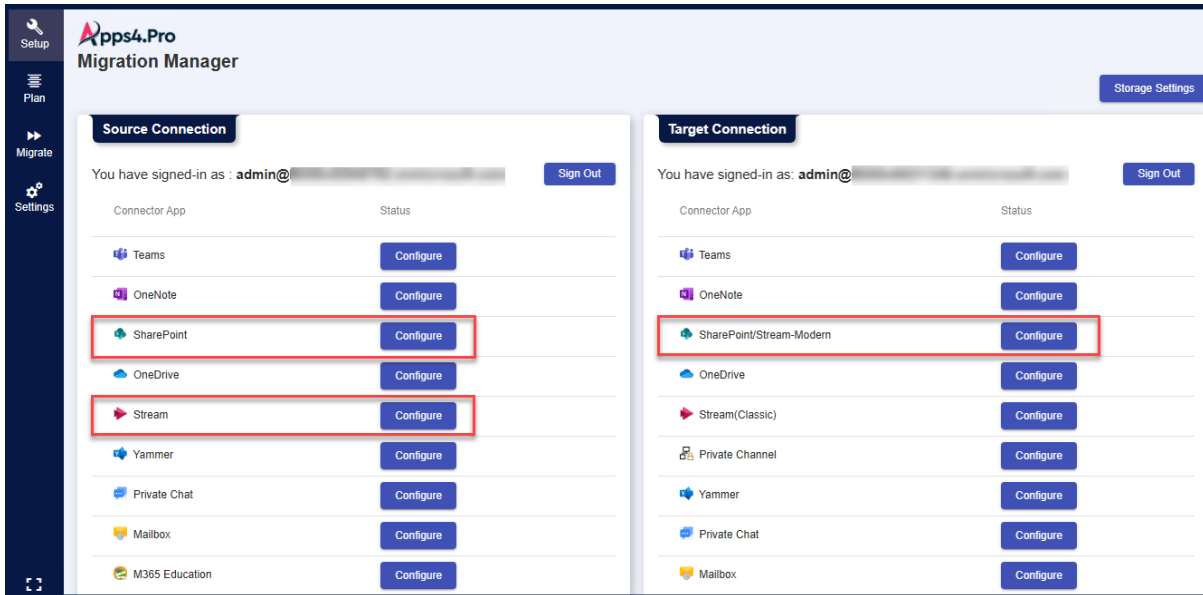
To perform the Stream Classic to Classic Migration, click on **Configure** in the Stream under **Source and target connection** and complete the sign-in.



The screenshot shows the 'Migration Manager' interface with two main panels: 'Source Connection' and 'Target Connection'. Both panels show a list of connector apps with 'Configure' buttons. In the 'Source Connection' panel, the 'Stream' connector is highlighted with a red box. In the 'Target Connection' panel, the 'Stream(Classic)' connector is highlighted with a red box. The interface also shows a sidebar with navigation options like Setup, Plan, Migrate, and Settings, and a 'Storage Settings' button in the top right corner.

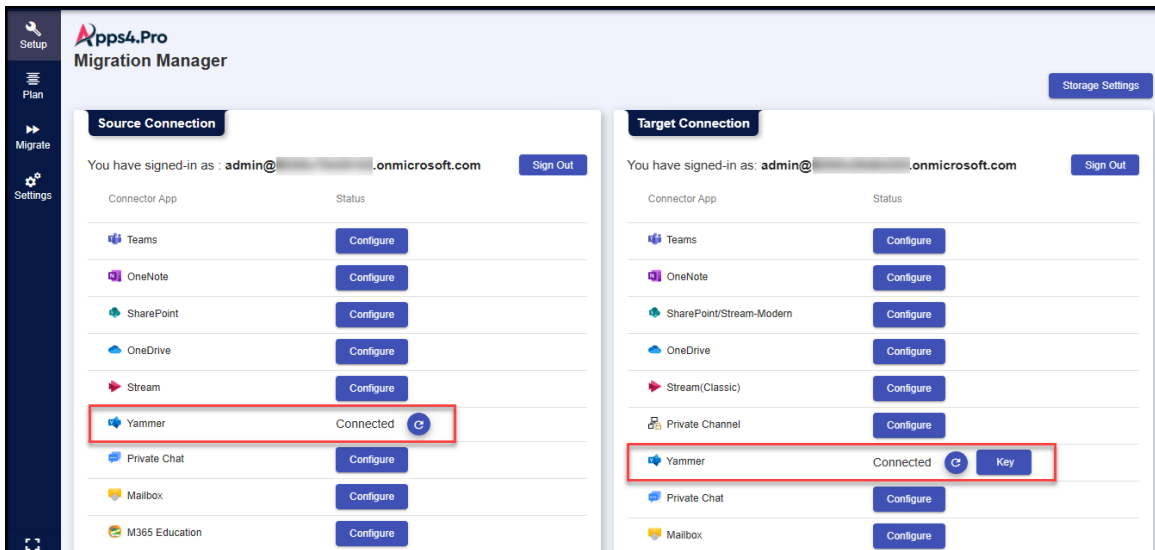
Classic to "Stream on SharePoint"[Modern] Migration

To perform the Stream Classic to Stream on SharePoint Migration, click on **Configure** in the **Stream & SharePoint** under **Source and & SharePoint** under **Target Connection** and complete the sign-in.



Yammer Migration


To migrate the Yammer networks, we have to configure the Yammer Source & Target Connectors and also, we have to configure the Key.



Yammer Connector Permission

The tool needs permission from the source & target tenants to perform the Yammer migration. Accept the permissions to proceed and complete the sign in.

Source

 Microsoft
admin@

Permissions requested

Apps4.Pro
JJI TECHNOLOGIES PRIVATE LIMITED

This app would like to:

- Read and write to the Yammer platform (preview)
- Sign in and read user profile
- Consent on behalf of your organization

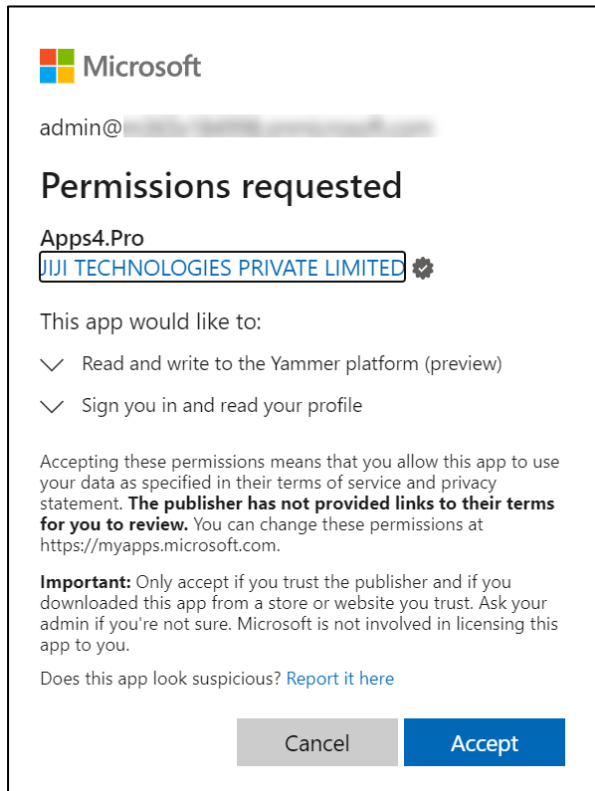
If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>.

Important: Only accept if you trust the publisher and if you downloaded this app from a store or website you trust. Microsoft is not involved in licensing this app to you.

Does this app look suspicious? [Report it here](#)

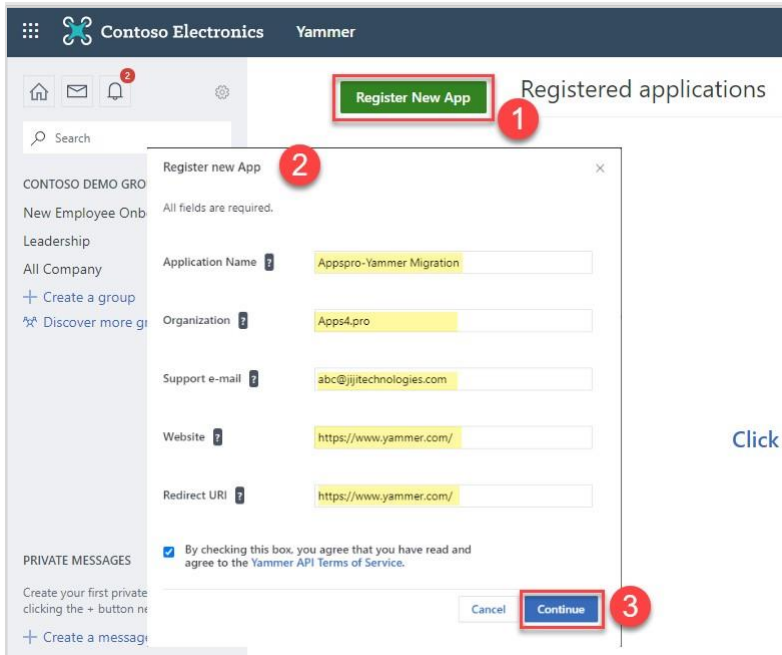
Target



Steps to get Consumer Key (Client ID) from Target Tenant Yammer portal

Once you configure the Target Yammer Connection, Sign-in to the Yammer Client Applications page (https://www.yammer.com/client_applications) with your Target Connector Account.

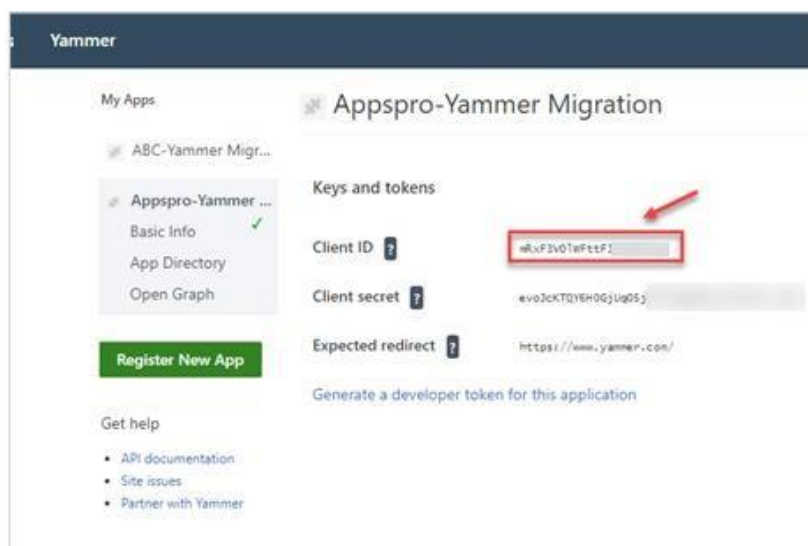
Once logged into the yammer Application page, Click on 'Register New App', fill all the required fields and then click Continue.



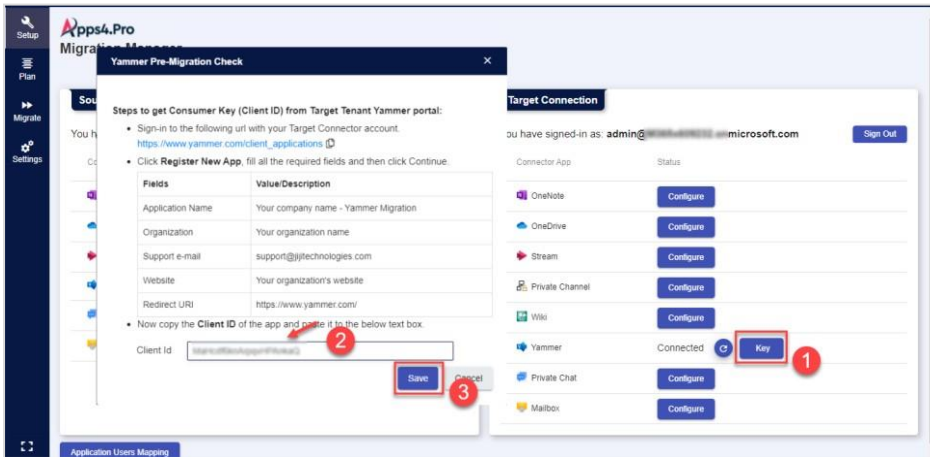
Refer the format as shown in the below table to fill the information in Step 2.

Fields	Value/Description
Application Name	Your company name - Yammer Migration
Organization	Your organization name
Support e-mail	support@jjitechnologies.com
Website	Your organization's website
Redirect URI	https://www.yammer.com/

Now copy the Client ID of the app.

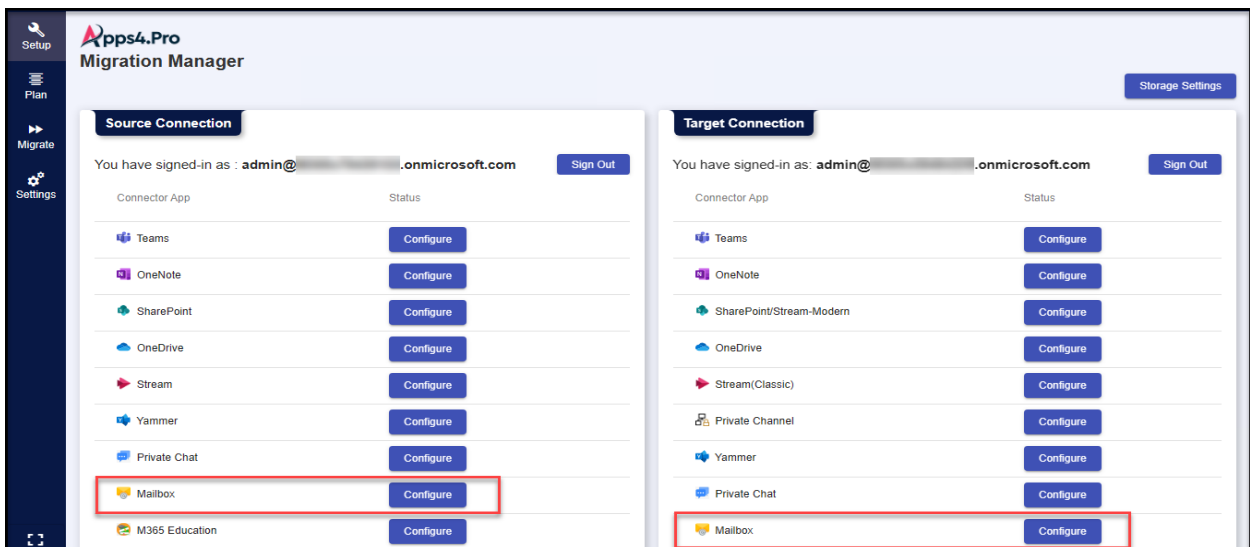


Go to Apps4.pro Migration manager and click on **key** button which is besides the Target Yammer Connection. Paste the client Id on the text box and save the settings.



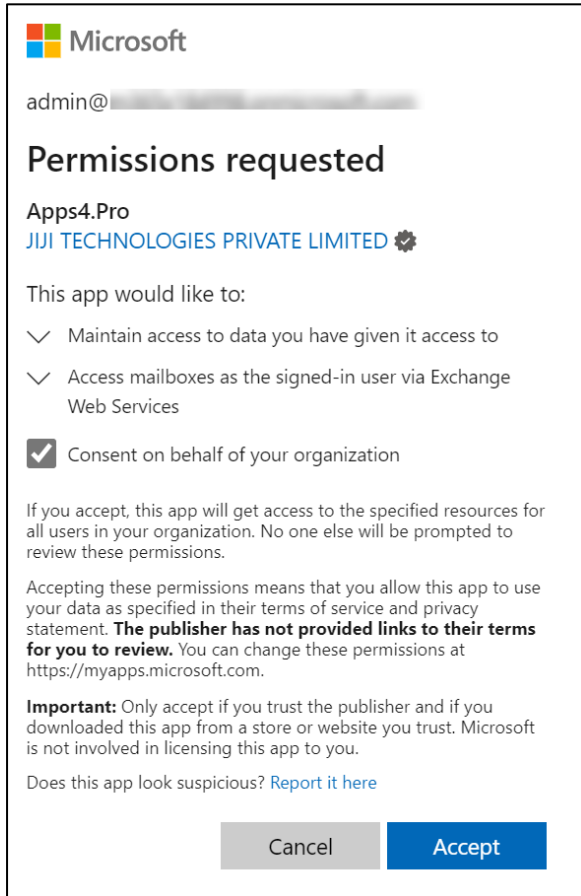
Group Mailbox Migration

To migrate the Group Mailbox, we have to configure the Mailbox Source & Target Connectors.



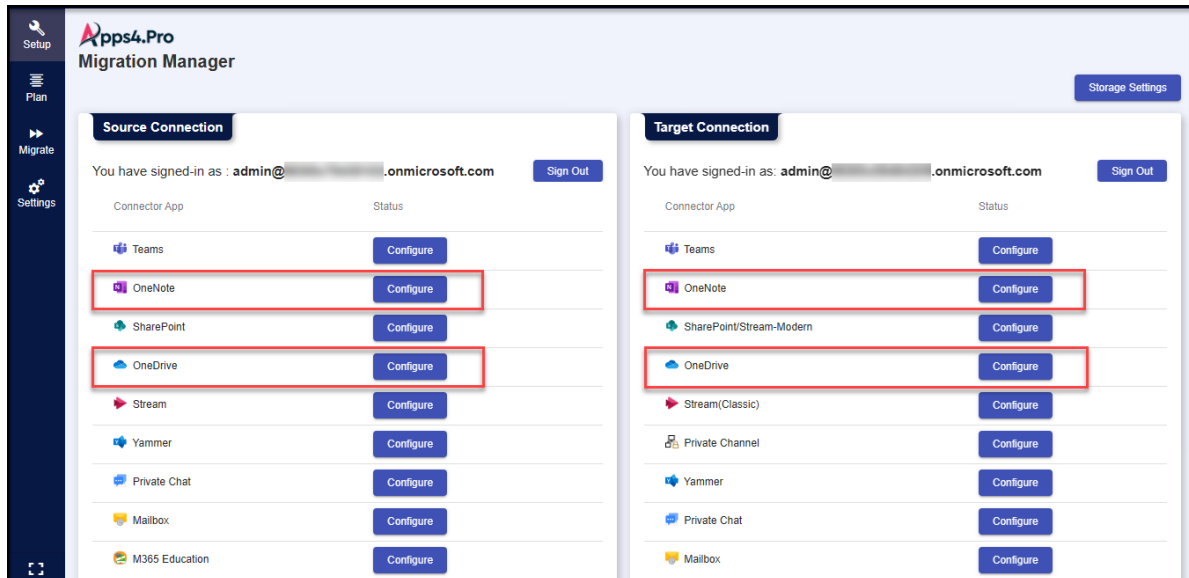
Source & Target 'Mailbox' Permission

To Migrate the **Mailbox**, the tool needs the permissions for Source & Target as in below screenshot. Accept the permission to proceed.



OneDrive Migration

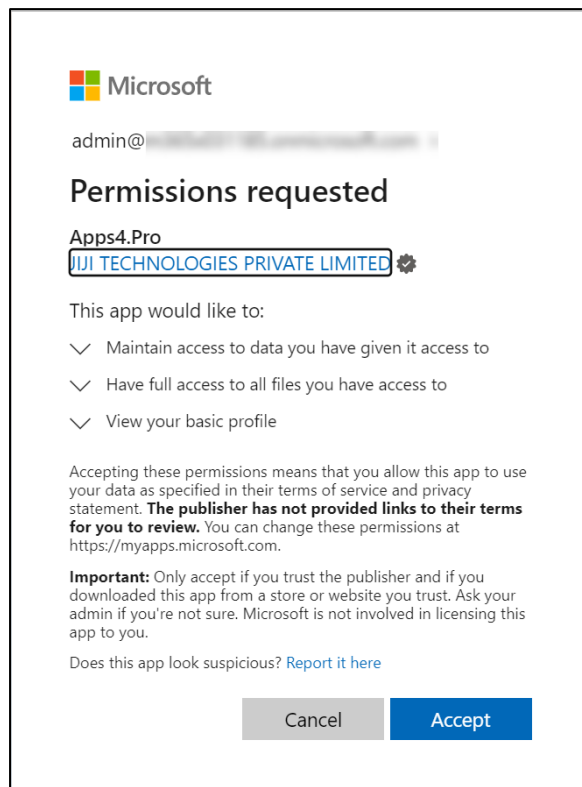
To migrate the OneDrive files & folders, we have to configure the OneDrive, OneNote Source & Target Connectors.



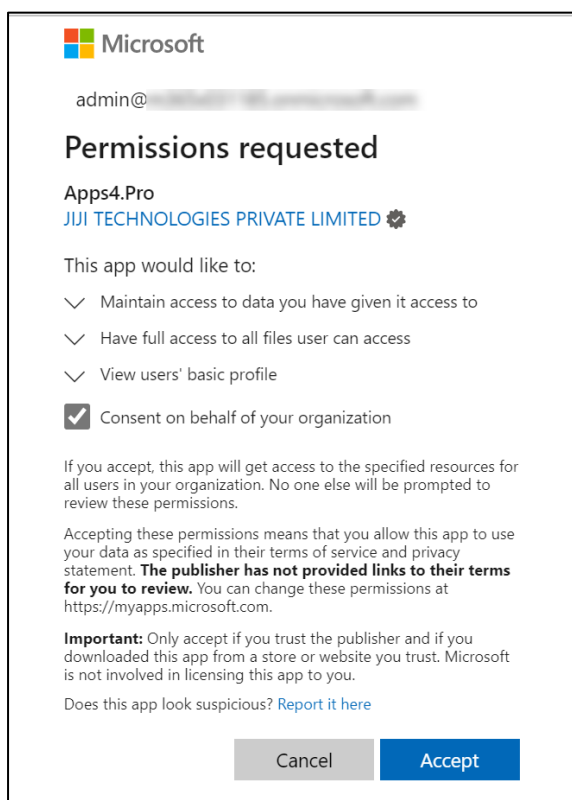
Source & Target 'OneDrive' Permission

To Migrate the **OneDrive**, the tool needs the permissions for Source & Target as in below screenshot. Accept the permissions to proceed.

Source



Target



Step 4 : Users Mapping

Application User Mapping

The users in the source and target tenant needs to be mapped, so the app will get the intelligence to map the source users to the respective target users during migration.

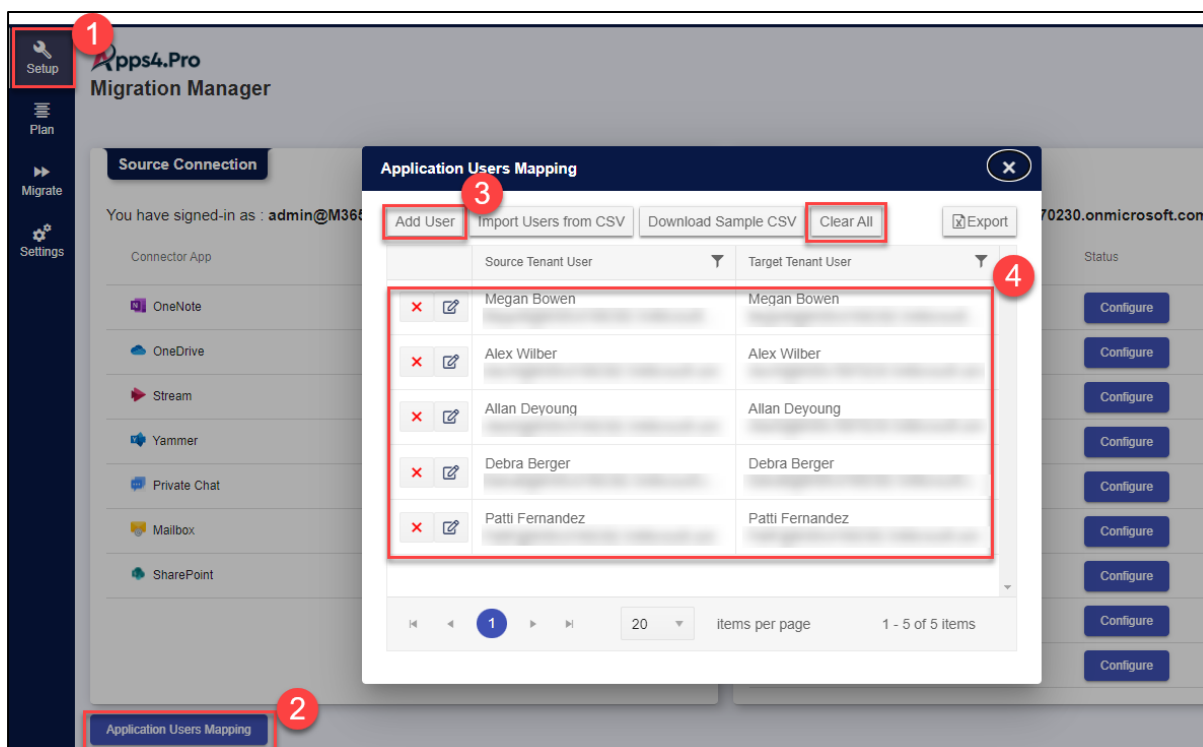
To perform this, go to “Setup” tab -> Application Users Mapping.

Add the users mapping manually using the option “**Add User**”

(OR) Download the sample, add the user mappings & import them using the option “**Import Users from CSV**”.

Using the “**Clear All**” option you can clear the previously added mappings in a single shot.

You can also frame the user mappings through the App data option too – please refer to [Application Tenant Data](#).



Sample CSV File

SourceTenantUserId	TargetTenantUserId
alex@testdomain.com	alex@contoso.com
allan@testdomain.com	allan@contoso.com
debra@testdomain.com	debra@contoso.com
megan@testdomain.com	megan@contoso.com

Users Without Mapping

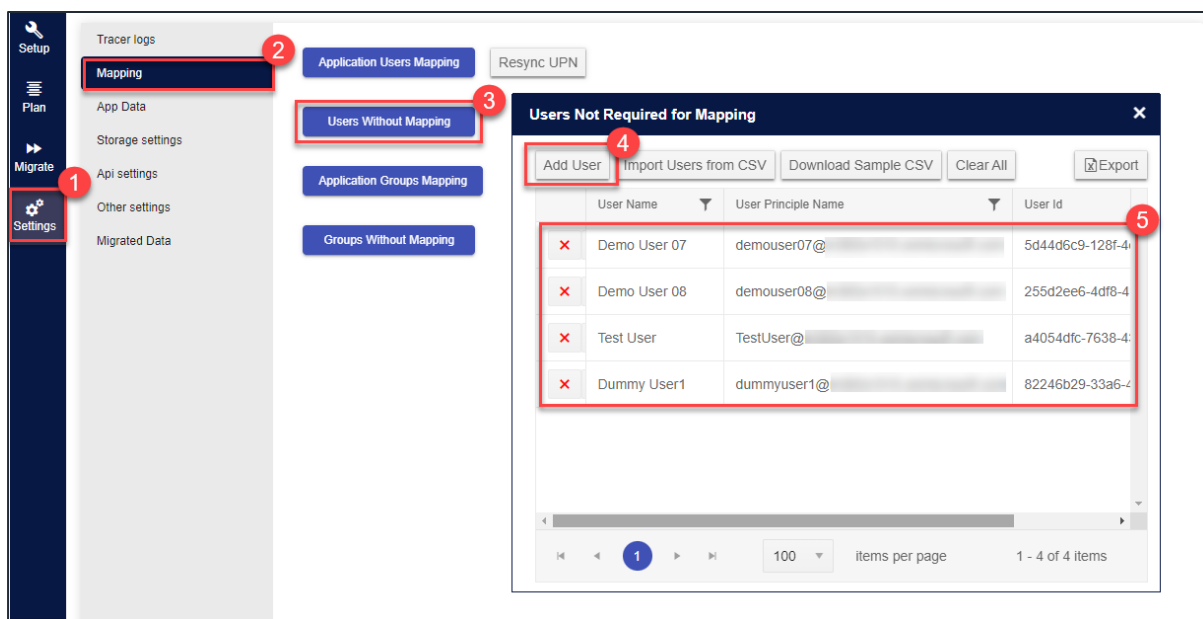
You can add the users whose membership need not be migrated to target. The tool skips the users and do not throw an error, when added here.

To perform this, go to **“Settings” tab -> Mapping -> Users Without Mapping**.

Add the users mapping manually using the option **“Add User”**

(OR) Download the sample, add the user mappings & import them using the option **“Import Users from CSV”**.

Using the **“Clear All”** option you can clear the previously added mappings in a single shot.



Sample CSV File

SourceTenantUserMail	SourceTenantUserId
alex@testdomain.com	eeb793ab-3667-6927-f212-05f16de3dba9
allan@testdomain.com	f257b3a9-40d2-8ed5-ef7d-37930c166e88
debra@testdomain.com	2f31e463-3762-65c8-cfa5-54f396d7bfbe
megan@testdomain.com	38737ef2-7b08-918f-e57b-967435bad1aa

Application Tenant Data

You can pull the following latest data for both the source and target connectors in the **“Settings -> App Data”**.

By downloading the source and target users, you can very well frame the Application level Users / Groups Mapping.

- Groups
- Users
- Teams
- Plans
- Stream Groups & Channels
- SharePoint Sites

If you wish to perform a clean refresh of a particular workload, select the checkbox next to it. If it is unselected, it performs an incremental refresh from the last time it was refreshed. You could also find the time when the data was previously refreshed here.

The data shown here depends on the below criteria.

- ✓ If the Source/Target connector **is an admin**, you will see the tenant-wise data here.
- ✓ If the Source/Target Connector is **not an admin**, you will see the count of groups / teams / plans / streams groups you are member of.

Note : The count of users reflects the tenant-wise data, irrespective of the connector's role.

The screenshot shows the 'App Data' section of the migration tool. The left sidebar has 'Settings' highlighted. The main area displays a table of data categories with columns for 'Application Tenant Data', 'Last Sync Date Time', and 'Full Sync'. A red callout bubble points to the refresh icon in the 'Application Tenant Data' header, stating 'Performs a refresh of all the data'. Another red callout bubble points to the 'Full Sync' checkboxes, stating 'Select this for a Full Sync'.

Application Tenant Data			Last Sync Date Time	Full Sync
Source Tenant Users	1360		6/14/2023 3:42 PM	<input type="checkbox"/>
Target Tenant Users	158		6/14/2023 3:42 PM	<input type="checkbox"/>
Source Tenant Teams	1369		6/14/2023 3:46 PM	<input type="checkbox"/>
Target Tenant Teams	11		6/14/2023 3:42 PM	<input type="checkbox"/>
Source Tenant Groups	8510		6/14/2023 3:42 PM	<input type="checkbox"/>
Target Tenant Groups	5938		6/15/2023 12:29 PM	<input type="checkbox"/>
Source Tenant Plans	482		6/15/2023 3:12 PM	<input type="checkbox"/>
Target Tenant Plans	1493		6/14/2023 3:42 PM	<input type="checkbox"/>
Source Tenant Stream Data (Groups/Channels)	216		6/15/2023 3:12 PM	<input type="checkbox"/>
Target Tenant Stream Data (Groups/Channels)	82		6/14/2023 3:46 PM	<input type="checkbox"/>
Source Tenant Sites	7213		6/15/2023 10:38:14 AM	<input type="checkbox"/>
Target Tenant Sites	41		6/15/2023 10:38:52 AM	<input type="checkbox"/>

1. SharePoint Migration

Step 1 : Setup & Configuration

Setup : License and Roles

1. **SharePoint license** is required for Source & Target Connector Accounts.
2. **Global Administrator** access is required for Source & Target Connector Accounts.
3. **Source Connector Account** should be a '**Site Admin**' of the Sites that you chose to migrate.
4. **Term Store Administrator** access is required for Target Connector Account to migrate Global level term group and the "Migrate Global Term Groups" flag has to be enabled. Please refer [Migrate Global Term Groups Settings](#).

Configuration : Connector Accounts – Sign-in

Perform the Source & Target Connector Accounts Sign-in as shown in *Global Configuration section*.

Additional Configuration : Additional Connector Accounts – Sign-in

Perform the additional Source & Target Accounts Sign-in as shown in *Additional Configuration section*.

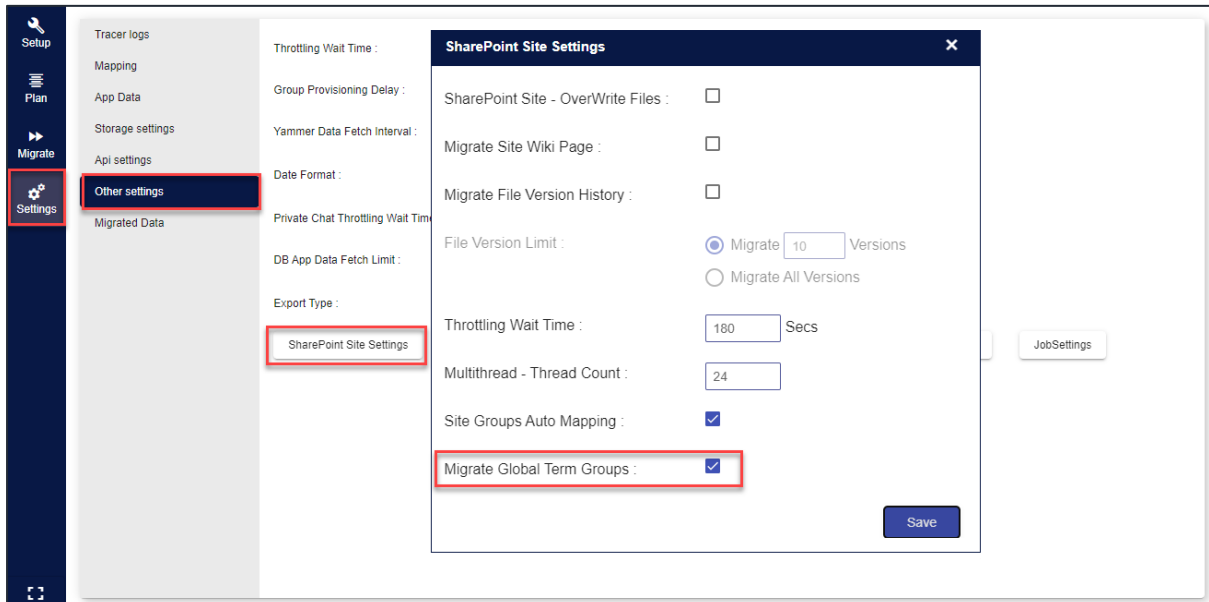
Mapping : Application User Mapping

Perform the Application-level User Mapping as shown in *Application User Mapping section*.

Step 2 : Additional Settings

1. Migrate Global Term Groups Settings

To get the Global Term Groups migrated, enable the flag 'Migrate Global Term Groups' from Settings, before you initiate the migration.



2. Application Groups Mapping

The groups in the source and target tenant needs to be mapped, to get the group memberships of a SharePoint site migrated successfully.

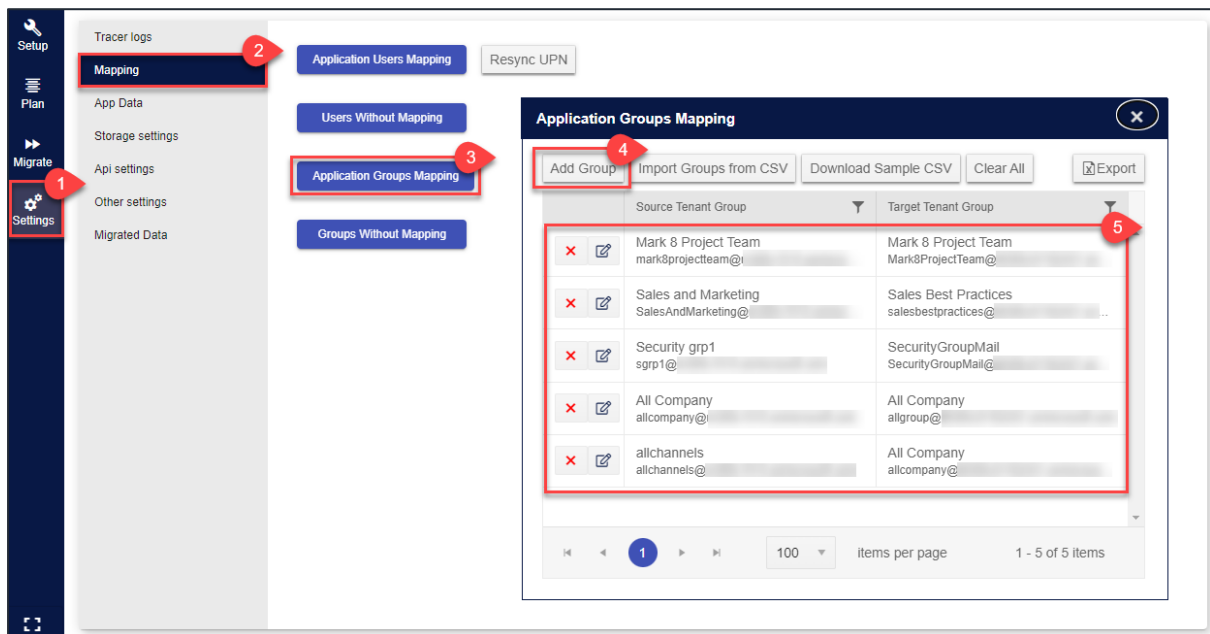
To perform this, go to “Settings” tab -> Mapping -> Application Groups Mapping.

Add the groups mapping manually using the option “Add Group”

(OR) Download the sample, add the group mappings & import them using the option “Import Groups from CSV”.

Using the “Clear All” option you can clear the previously added mappings in a single shot.

You can also frame the group mappings through the App data option also – please refer to [Application Tenant Data](#).



Sample CSV File

SourceTenantGroupId	TargetTenantGroupId
allcompany@testdomain.com	allcompany@contoso.com
allgroup@testdomain.com	allchannels@contoso.com
Communications@testdomain.com	Communications592@contoso.com
Contoso@testdomain.com	cusers@contoso.com
SalesAndMarketing@testdomain.com	SalesAndMarketing@contoso.com
SOCTeam@testdomain.com	Securitygrouptest1@contoso.com

3. Groups Without Mapping

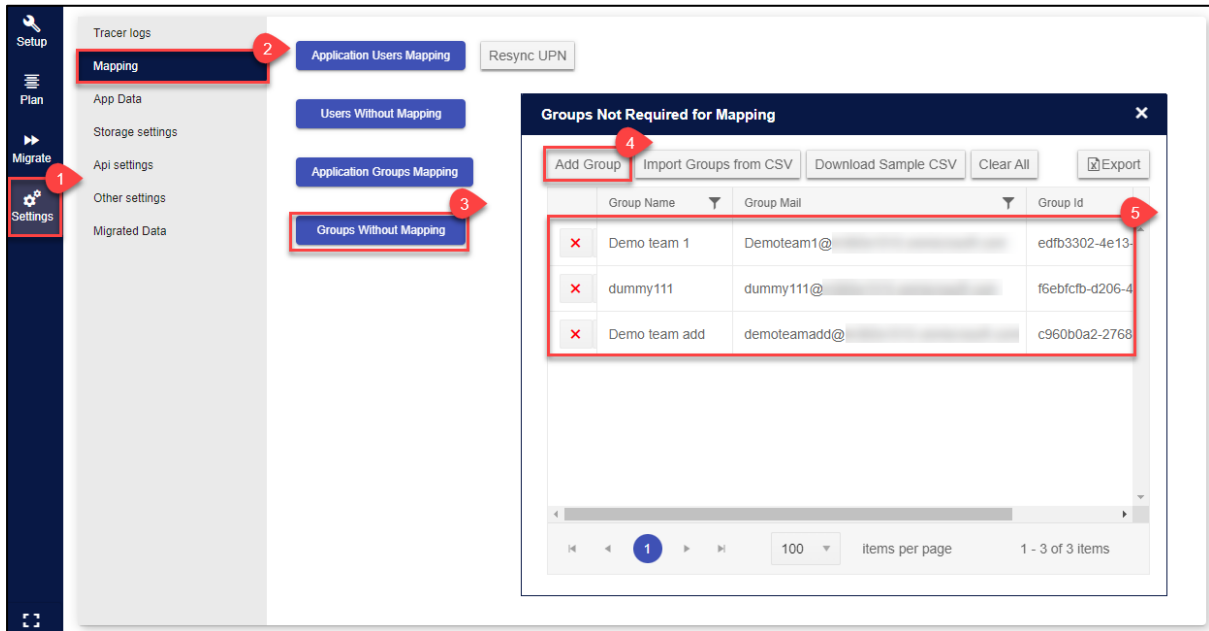
You can add the groups whose membership need not be migrated to target. The tool skips the groups and do not throw an error, when added here.

To perform this, go to “Settings” tab -> Mapping -> Groups Without Mapping.

Add the groups mapping manually using the option “Add Group”

(OR) Download the sample, add the group mappings & import them using the option “Import Groups from CSV”.

Using the “Clear All” option you can clear the previously added mappings in a single shot.



Sample CSV File

SourceGroupName	SourceGroupMail	SourceGroupId
Trello Test 17	TrelloGroup17@contoso.com	ba070b1e-8b8f-4f44-946f-7304f0d40d62
Trello	Trello555@contoso.com	c2f872bc-ad03-432c-9992-6c805657a7c3
Analysis	analysis@contoso.com	4918c791-3b78-4353-8ad2-41f2073bfe3b
First Group	firstgroup@contoso.com	f62ff3af-6b81-43f9-8836-65ae50927797

Note : Group Mails are sufficient to get them imported.

4. Enable “Migrate Permissions” [OPTIONAL]

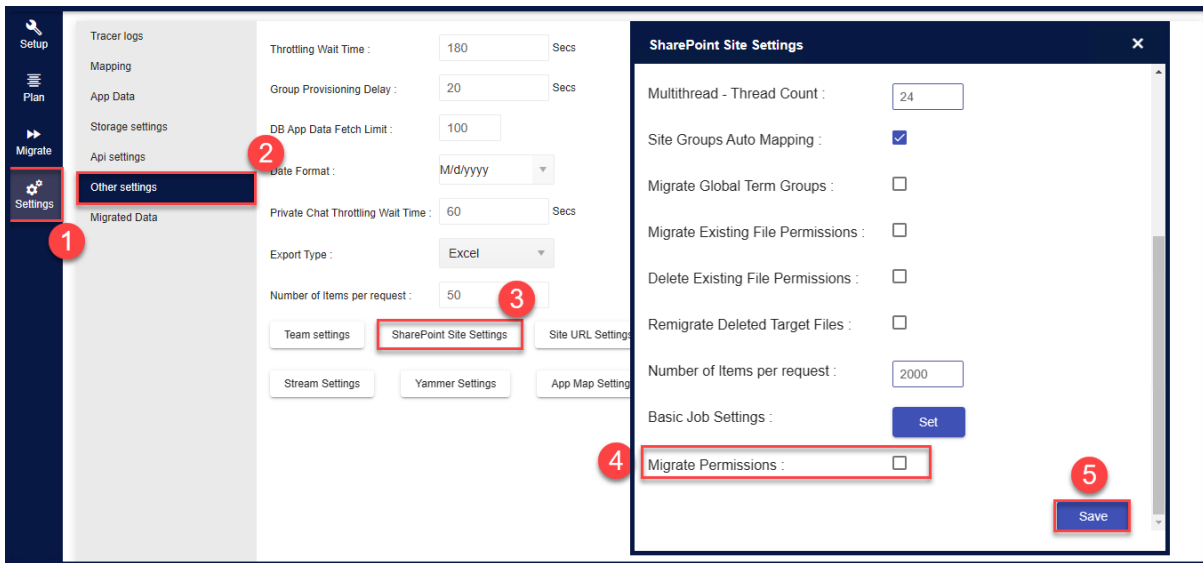
When you migrate the permissions in the first place, the site members will keep receiving notifications during the migration. In order to avoid these notifications, you can choose to skip permissions migration by disabling the option “Migrate Permissions”. It is Enabled by DEFAULT.

You can choose to Migrate the Permissions at any later point of time, by following the below steps

- Enable the option “Migrate Permissions”
- **Retry the same job** created for Migration

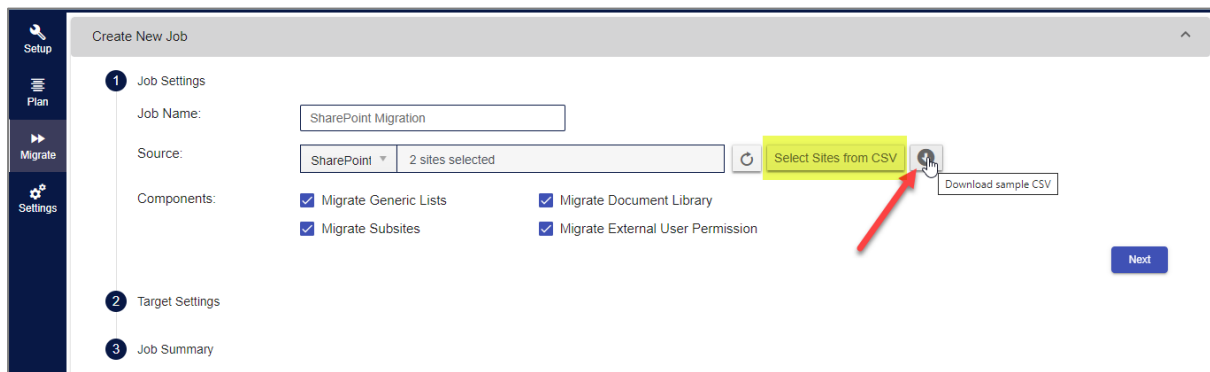
Note : Enabling this setting, will skip migration of all the below levels of permissions

- ❖ Site Level Memberships
- ❖ Library Permissions
- ❖ List Permissions



Step 3 : Create Migration Job

First provide the name of the current job. Then, select the required source tenant site(s) to migrate. You can choose to Migrate Generic Lists, Document Library and Subsites by selecting the options as below.



Migrate External User Permission : When there are external site members who are yet to accept the invitation, enabling this option will migrate those users to the target sites by sharing an “Invitation to join the Target Site”.

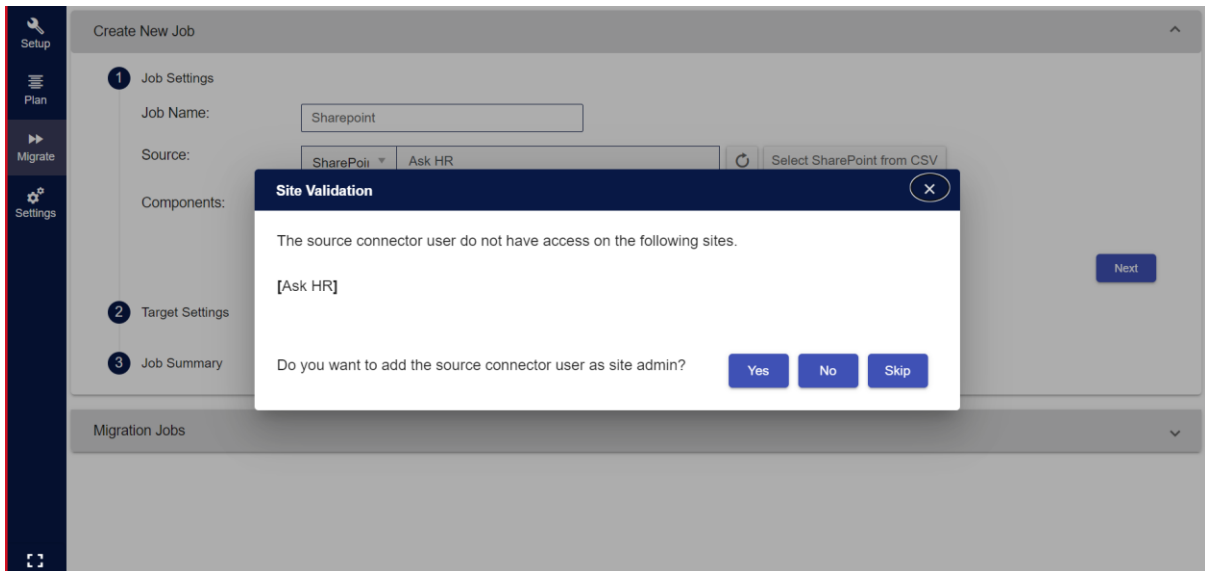
Download Sample CSV : When you have to upload a bunch of Sites through the highlighted option – “**Select Sites from CSV**”, you can always use the Download option to download a sample format.

Sample CSV :

Site Url
https://[redacted].sharepoint.com/sites/AdminSite
https://[redacted].sharepoint.com/sites/Adminteam
https://[redacted].sharepoint.com/sites/allcompany
https://[redacted].sharepoint.com/sites/analysis_test

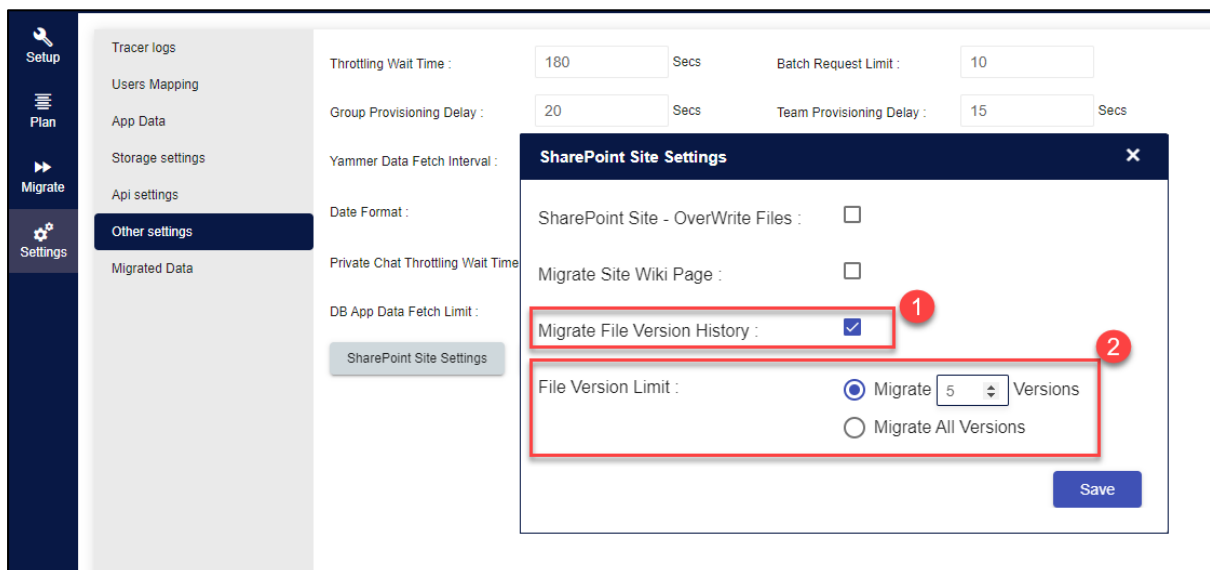
Add Source Connector as admin : When the source connector account is not an admin of a site chosen for migration, the tool diligently provides an option to the user to add the account as admin to the site during the validation check. The user can choose to

- g. Skip that particular site and proceed with the migration of the rest of the sites OR
- h. Add the source connector as an admin to the chosen site and proceed with the migration



Migrate File Version History : You can choose to migrate the file version history using this setting. If this is unselected, only the latest version of the file gets migrated. Please refer the below screenshot.

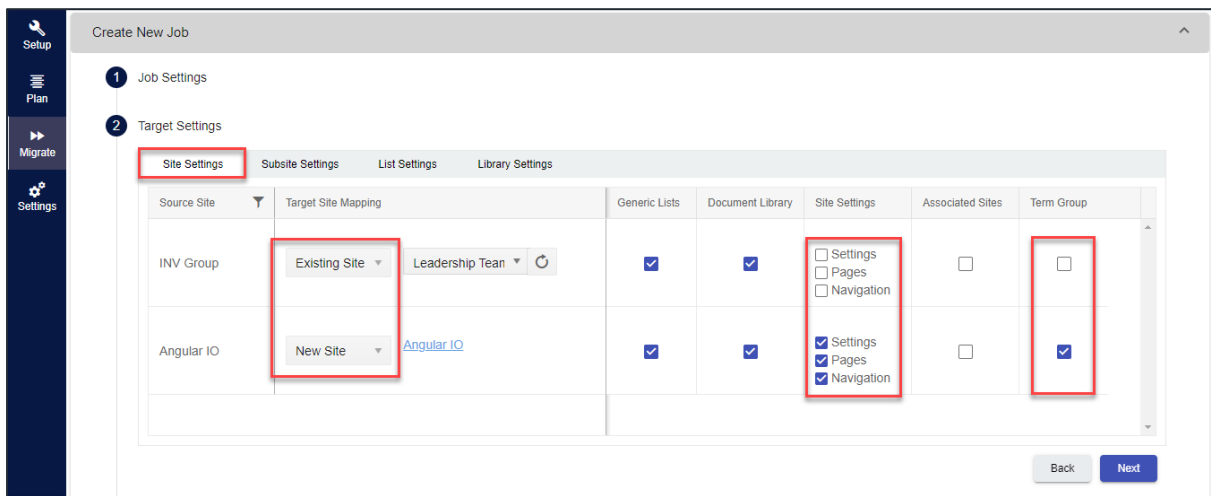
File Version Limit : You can also control the number of versions to be migrated using this setting. Please refer the below screenshot.



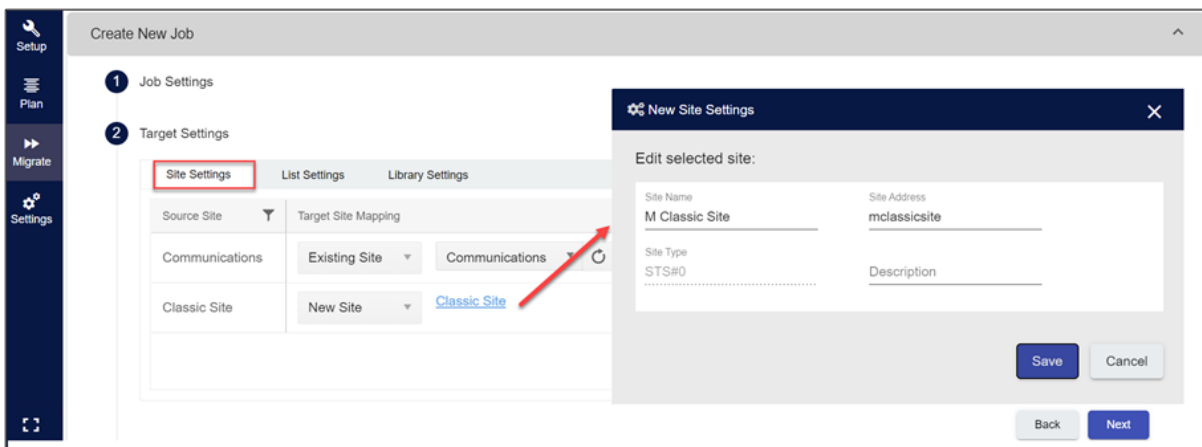
Step 4 : Target Settings

Site Settings

- ✓ You can choose how do you want the target site(s) to be. You will have following two options to decide on.
 - Migrate into a new Site (OR)
 - Append all site content into an existing Site
- ✓ You can choose to migrate the Settings – Site Settings, Page Settings, Navigation Settings
- ✓ You can choose to migrate the Term Groups part of the site.

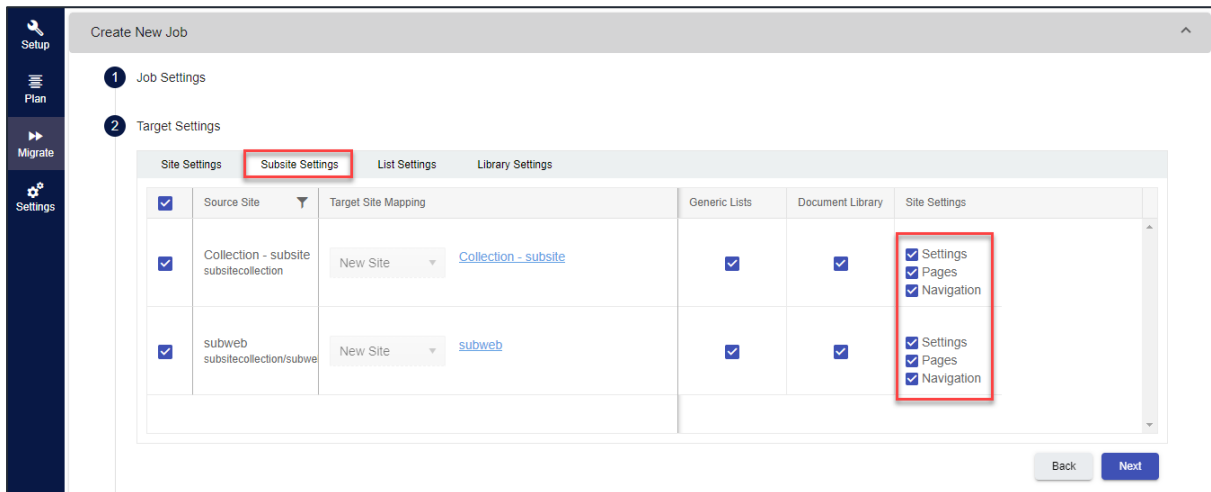


- ✓ You can choose to edit the name of the new Site by clicking on the name link as below.



Subsite Settings

- ✓ It is very much similar to the Site settings except that the subsite cannot be migrated to an existing Site in Target.

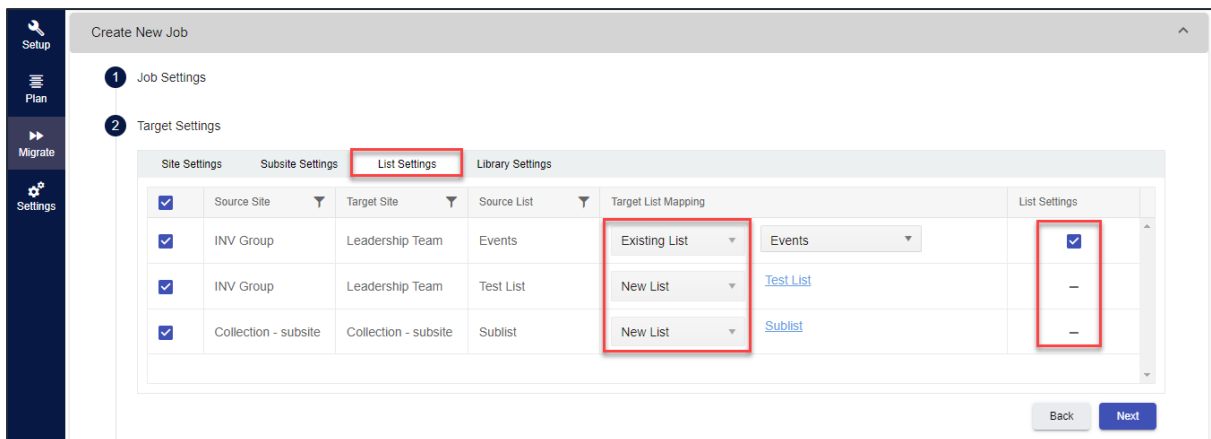


List Settings

You can choose how do you want the list in the target site(s) to be. You will have following two options to decide on.

- Migrate into a new list (OR)
- Append the list content into an existing list

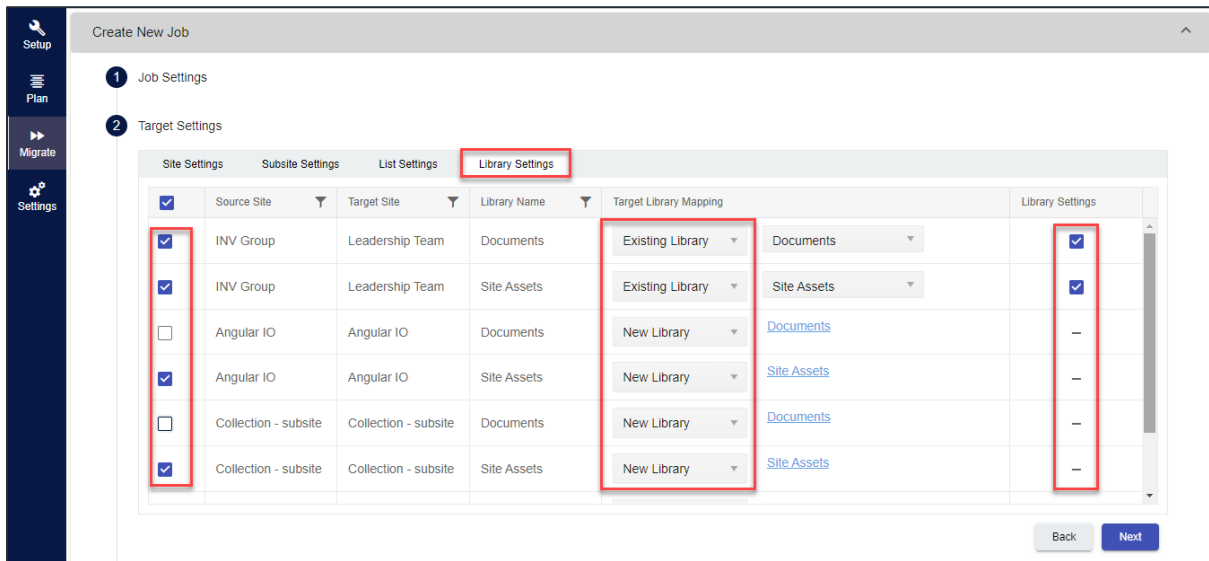
When migrating to an existing list, you can choose if to migrate the settings.



Library Settings

You have the option to

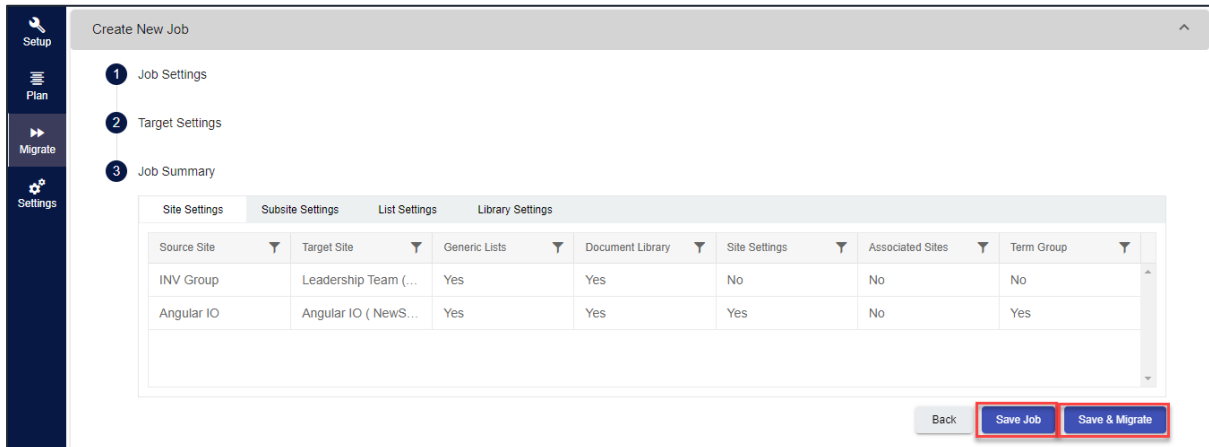
- ❖ Select the Document libraries that you must migrate to the target tenant as below.
- ❖ Choose to migrate to a new Library or an existing one in the target tenant.
- ❖ Choose to migrate the Library Settings when migrating to an existing Library.



Step 5 : Job Summary

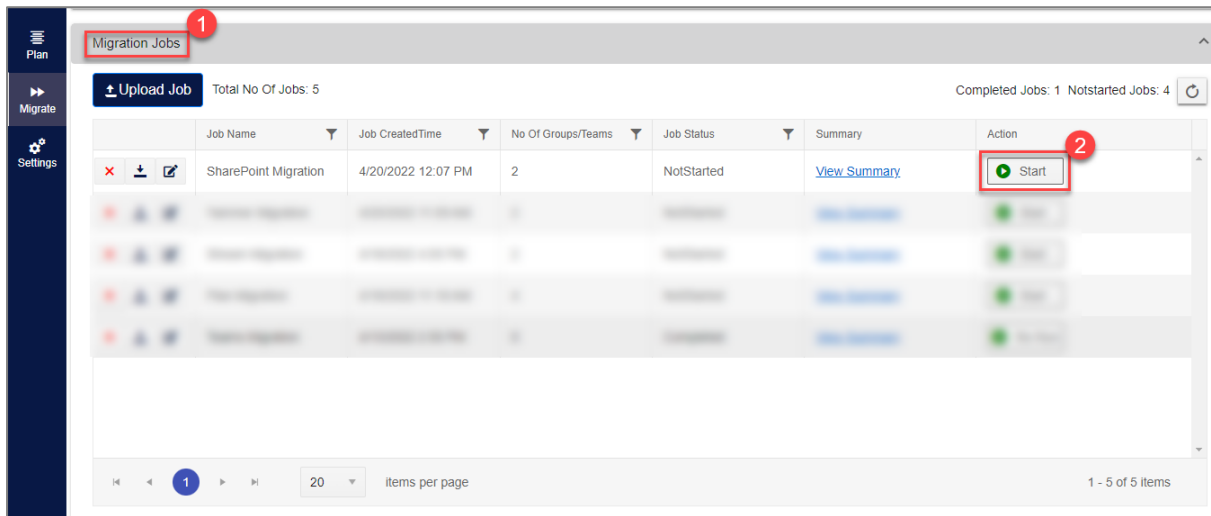
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options :

- Save Job -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid.
- Save & Migrate Job -> It saves the current job and starts the migration process immediately.



Execute Saved Jobs

Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.



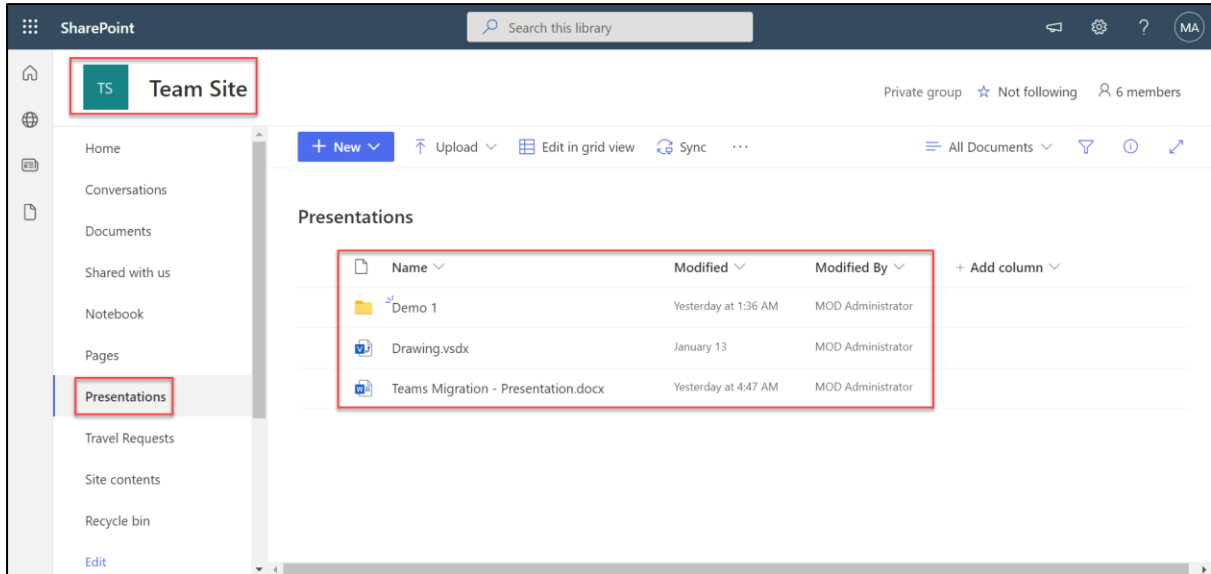
The screenshot displays the 'Migration Jobs' section of the Apps4.Pro interface. It features a table with the following columns: Job Name, Job CreatedTime, No Of Groups/Teams, Job Status, Summary, and Action. The first row is highlighted and contains the following data: Job Name: SharePoint Migration, Job CreatedTime: 4/20/2022 12:07 PM, No Of Groups/Teams: 2, Job Status: NotStarted, Summary: View Summary, and Action: Start. The 'Start' button is highlighted with a red box labeled '2'. The 'Migration Jobs' header is highlighted with a red box labeled '1'. The interface also includes a sidebar with 'Plan', 'Migrate', and 'Settings' options, and a footer with pagination controls showing '1 - 5 of 5 Items'.

	Job Name	Job CreatedTime	No Of Groups/Teams	Job Status	Summary	Action
✕	SharePoint Migration	4/20/2022 12:07 PM	2	NotStarted	View Summary	<input type="button" value="Start"/>
✕	SharePoint Migration	4/20/2022 12:07 PM	2	NotStarted	View Summary	<input type="button" value="Start"/>
✕	SharePoint Migration	4/20/2022 12:07 PM	2	NotStarted	View Summary	<input type="button" value="Start"/>
✕	SharePoint Migration	4/20/2022 12:07 PM	2	NotStarted	View Summary	<input type="button" value="Start"/>

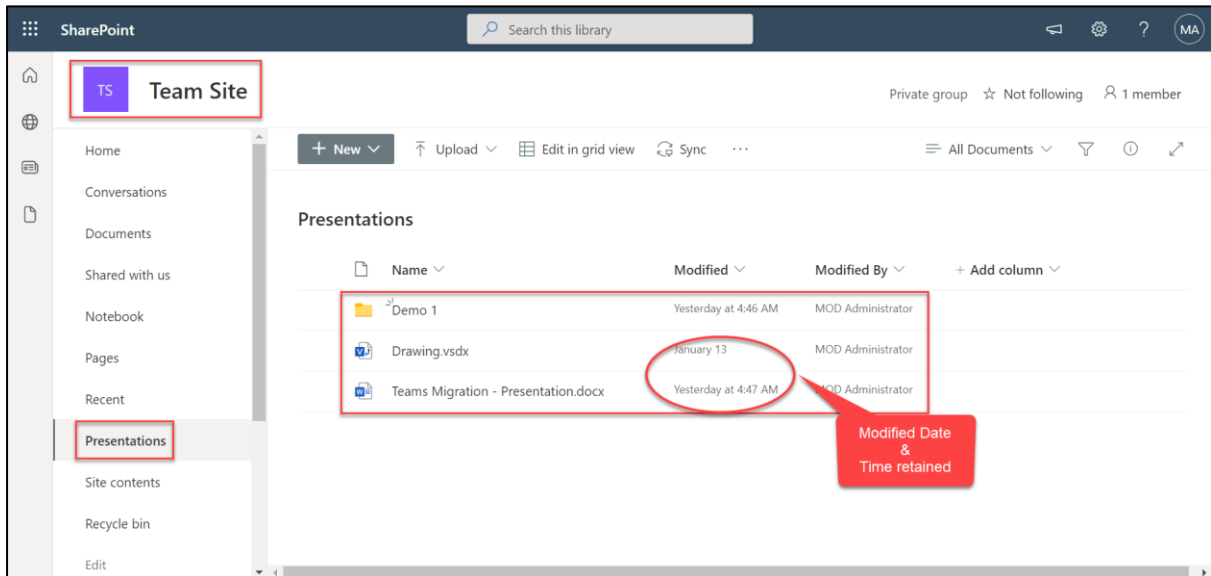
User Experience

Document Library

Source



Target



Version history

Source

The screenshot shows the 'Source' environment, a SharePoint Team Site. The left navigation pane is highlighted with a red box, showing 'TS Team Site'. The main content area displays the 'Version history' for a presentation file. A table lists four versions, with the first three highlighted by a red box:

No.	Modified	Modified By	Size
4.0	1/25/2022 2:24 AM	MOD Administrator	24.3 KB
3.0	1/25/2022 2:24 AM	MOD Administrator	24.2 KB
2.0	1/20/2022 4:47 AM	MOD Administrator	24.6 KB
1.0	1/13/2022 3:04 AM	MOD Administrator	20.5 KB

The current version shown below the table is 'Teams Migration - Presentation.docx', modified 'About a minute ago' by 'MOD Administrator'.

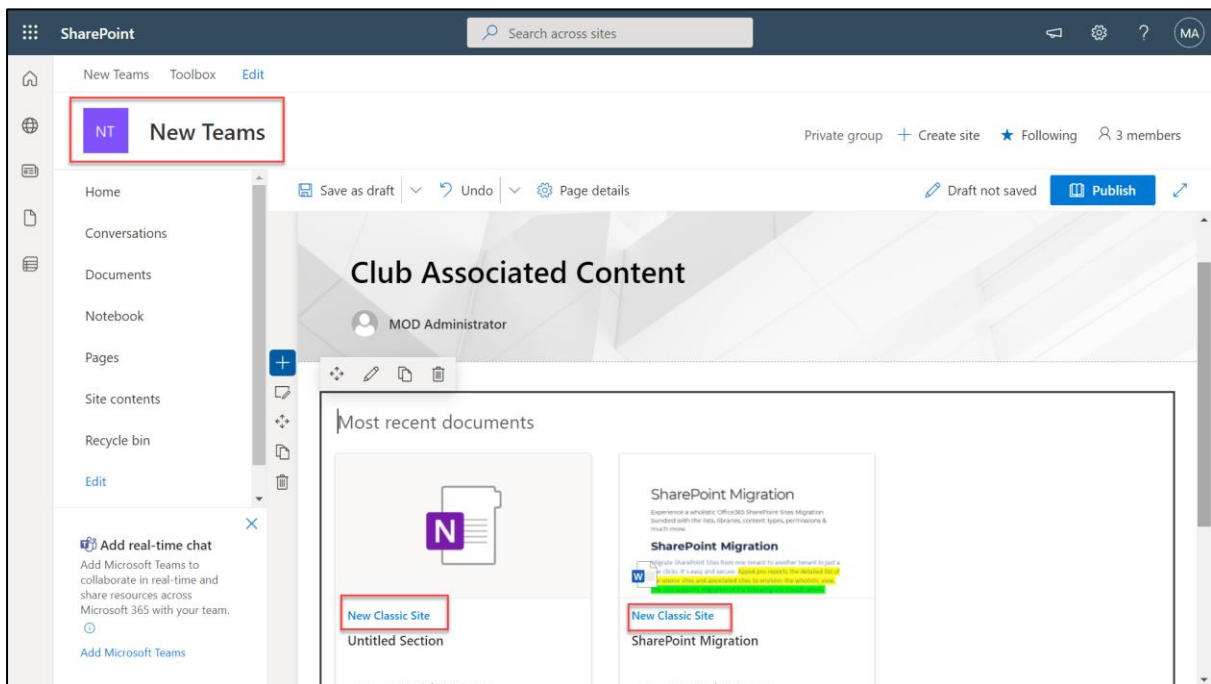
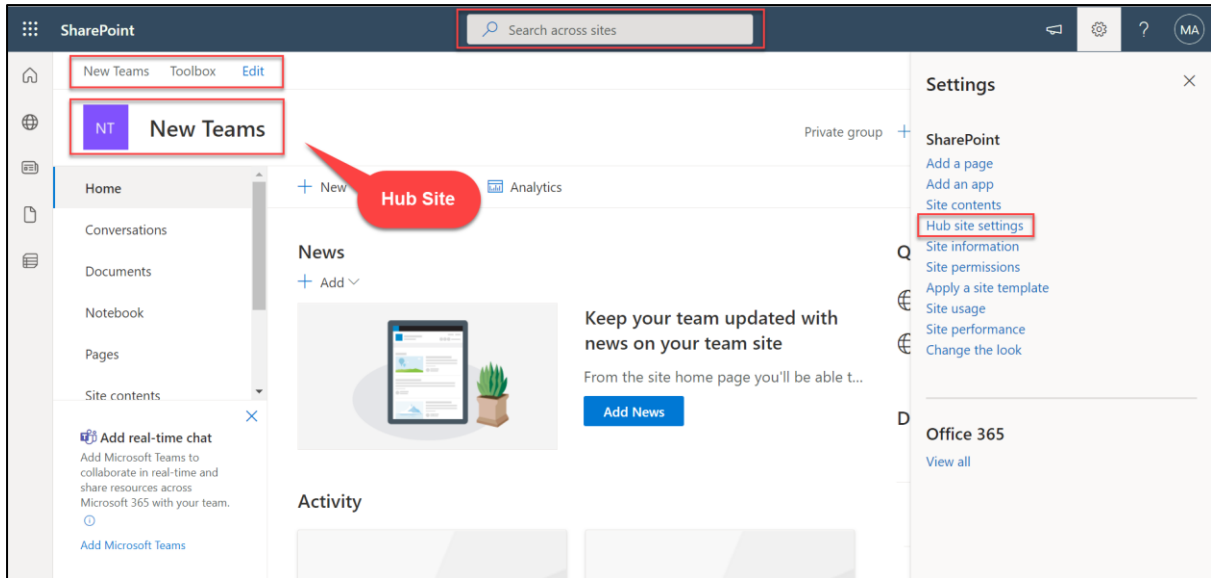
Target

The screenshot shows the 'Target' environment, a 'Migrated Team Site'. The left navigation pane is highlighted with a red box, showing 'MT Migrated Team Site'. The main content area displays the 'Version history' for a presentation file. A table lists five versions, with the last four highlighted by a red box:

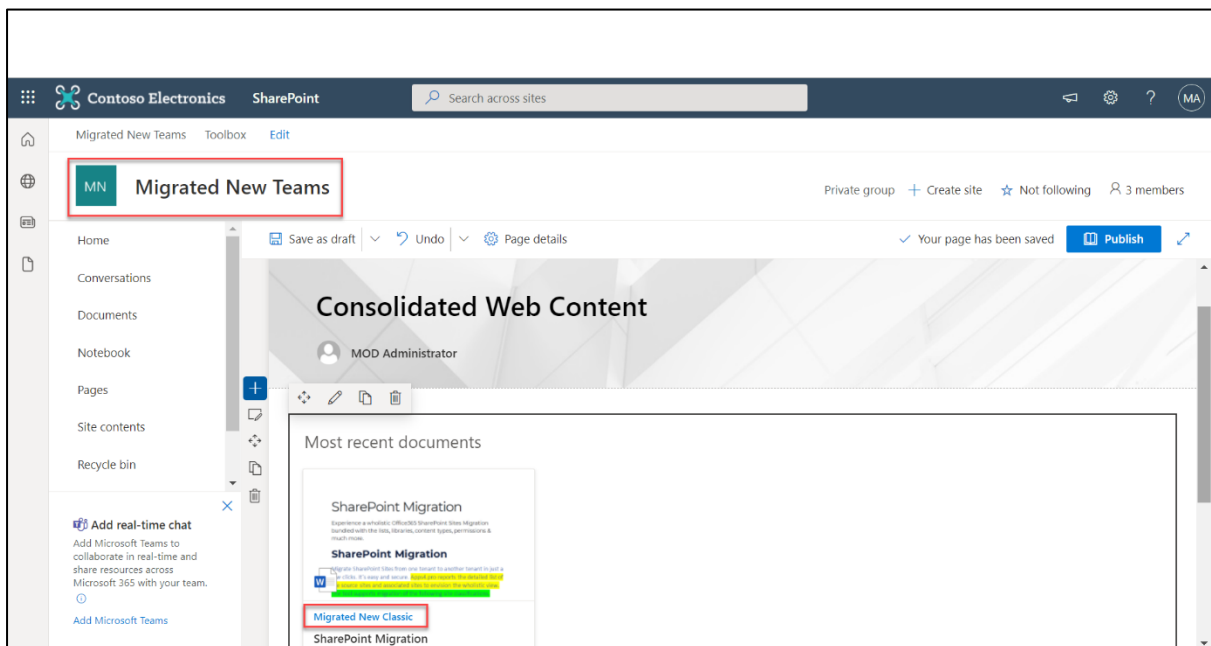
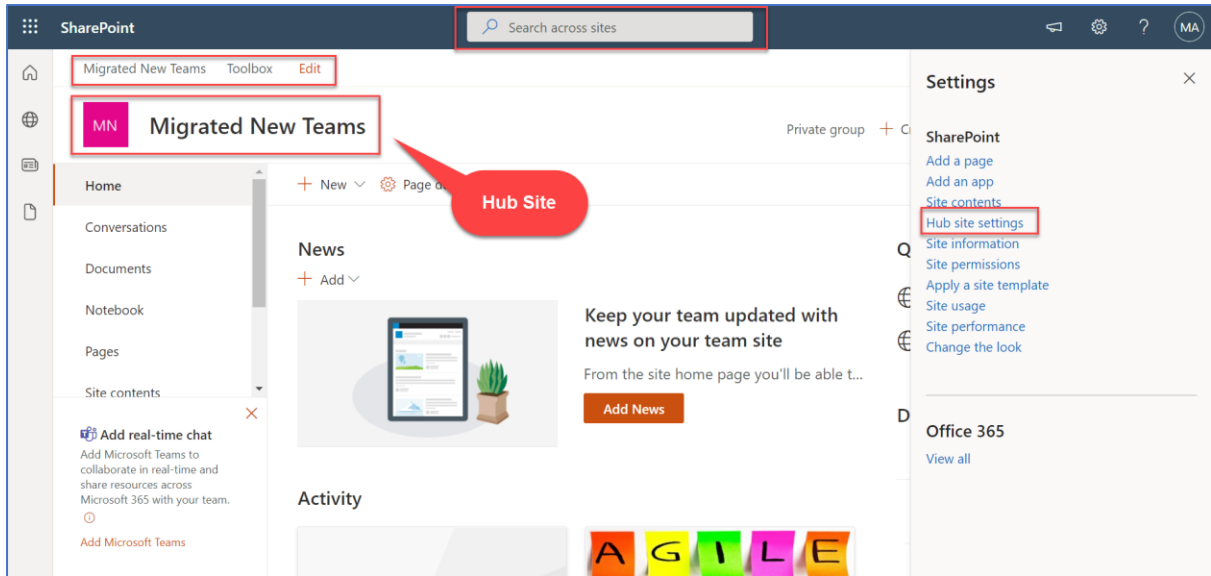
No.	Modified	Modified By	Size
5.0	1/25/2022 2:25 AM	MOD Administrator	24.3 KB
4.0	1/25/2022 5:27 AM	MOD Administrator	24.3 KB
3.0	1/25/2022 5:26 AM	MOD Administrator	24.2 KB
2.0	1/25/2022 5:26 AM	MOD Administrator	24.6 KB
1.0	1/25/2022 5:26 AM	MOD Administrator	24.4 KB

The current version shown below the table is 'Teams Migration - Presentation.docx', modified '3 hours ago' by 'MOD Administrator'.

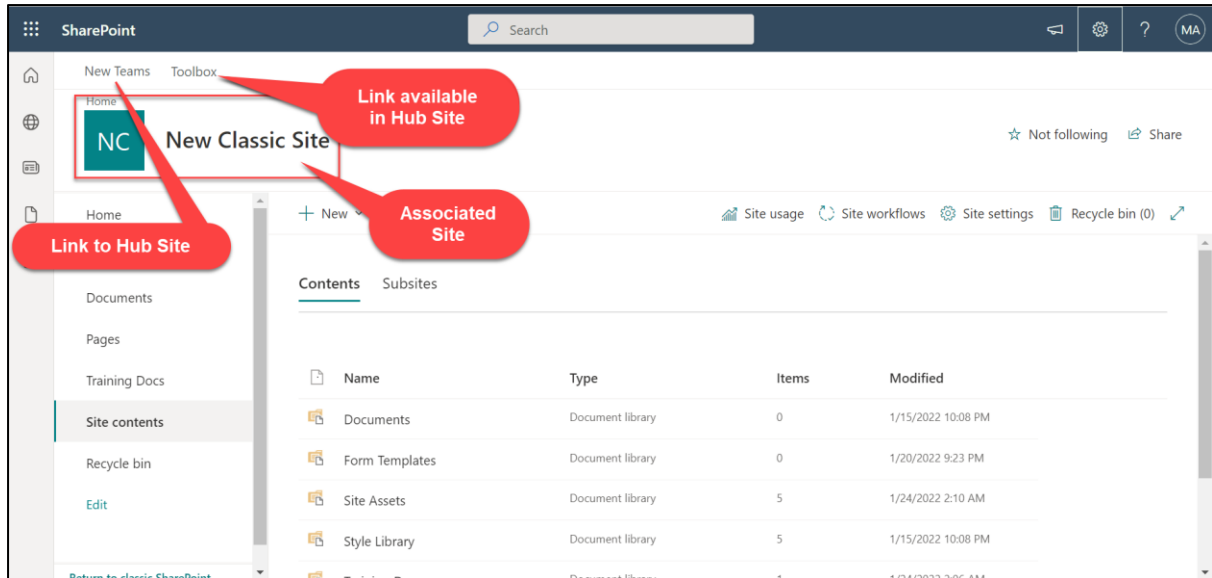
Hub Site - Source



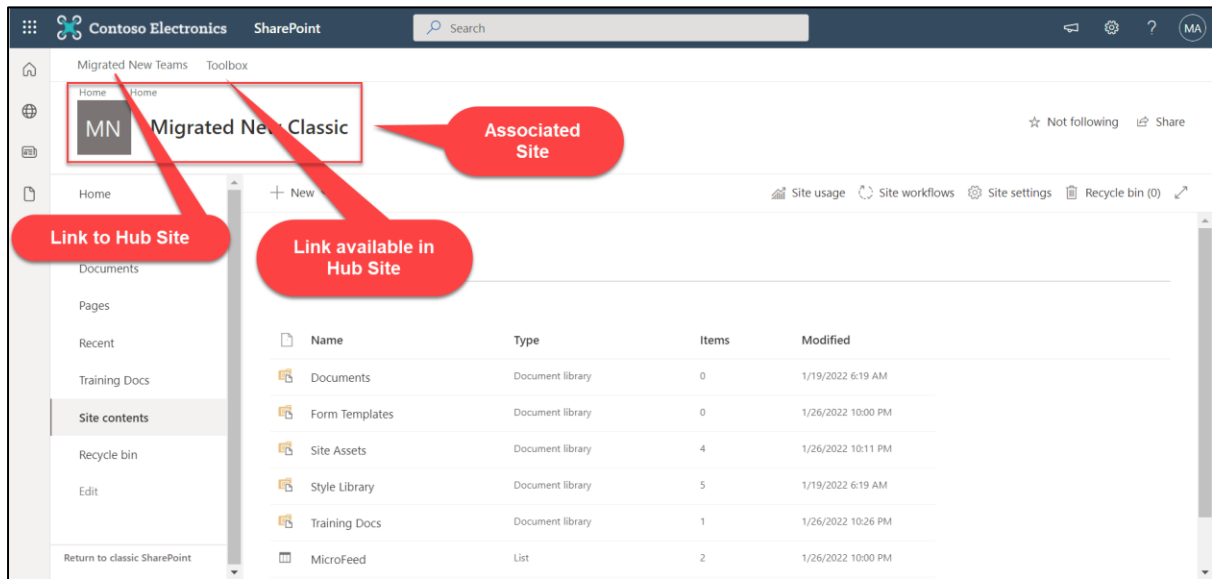
Hub Site - Target



Associated Site - Source

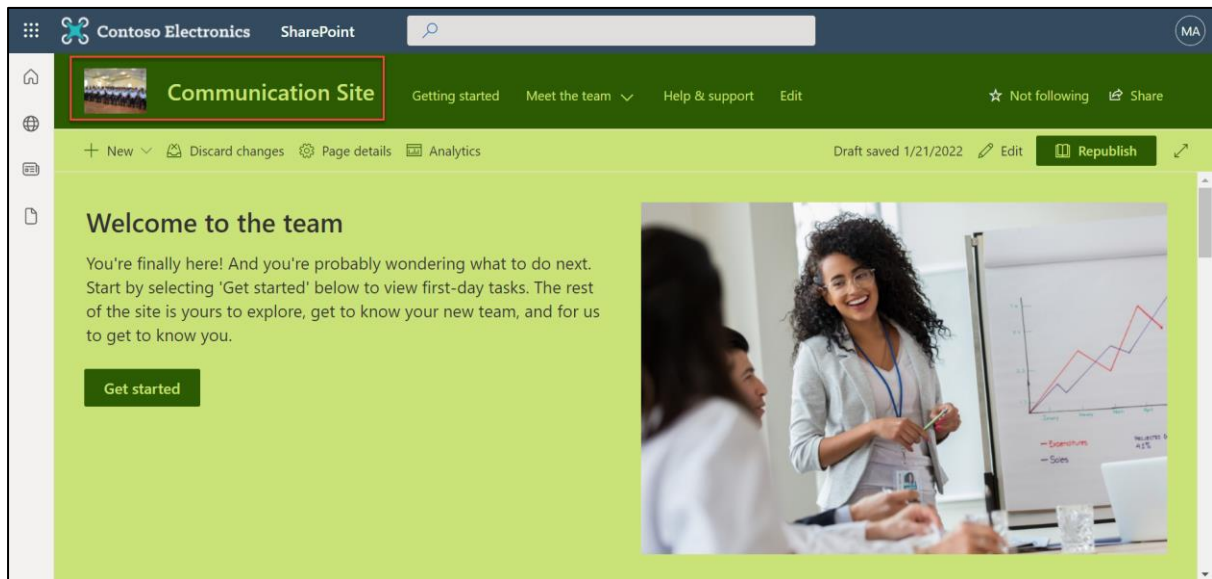


Associated Site – Target

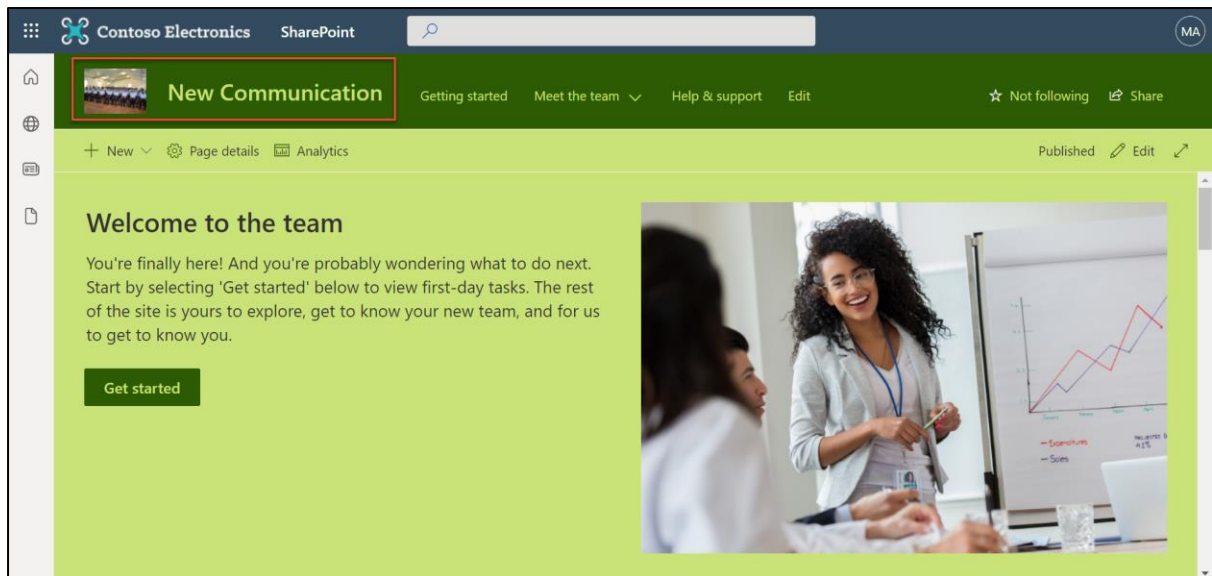


Logo & Theme

Source

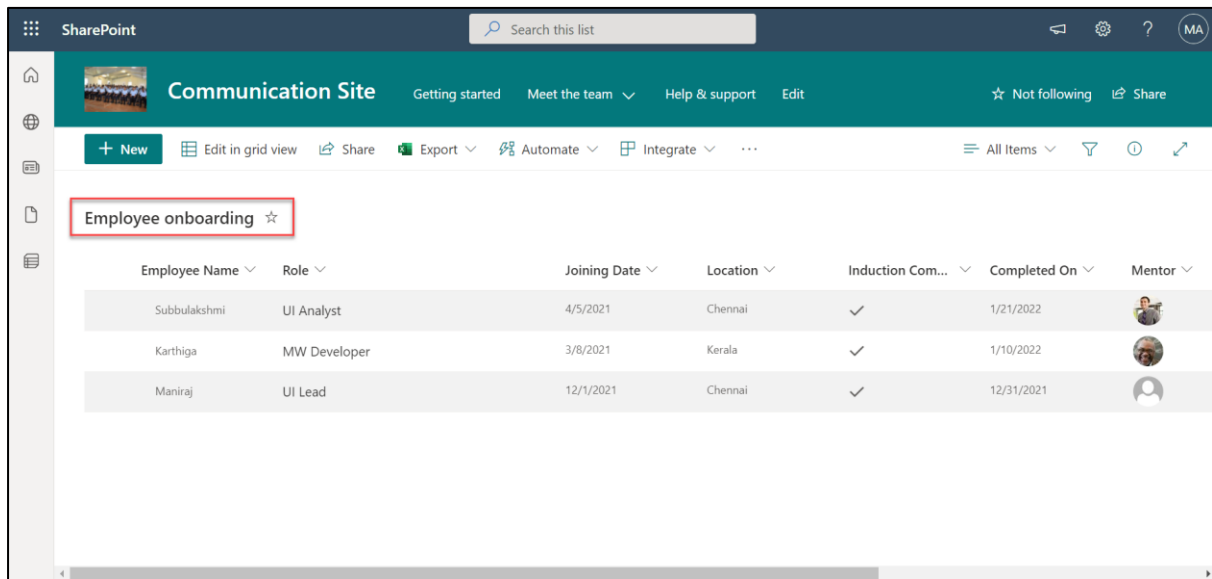


Target



List




Source



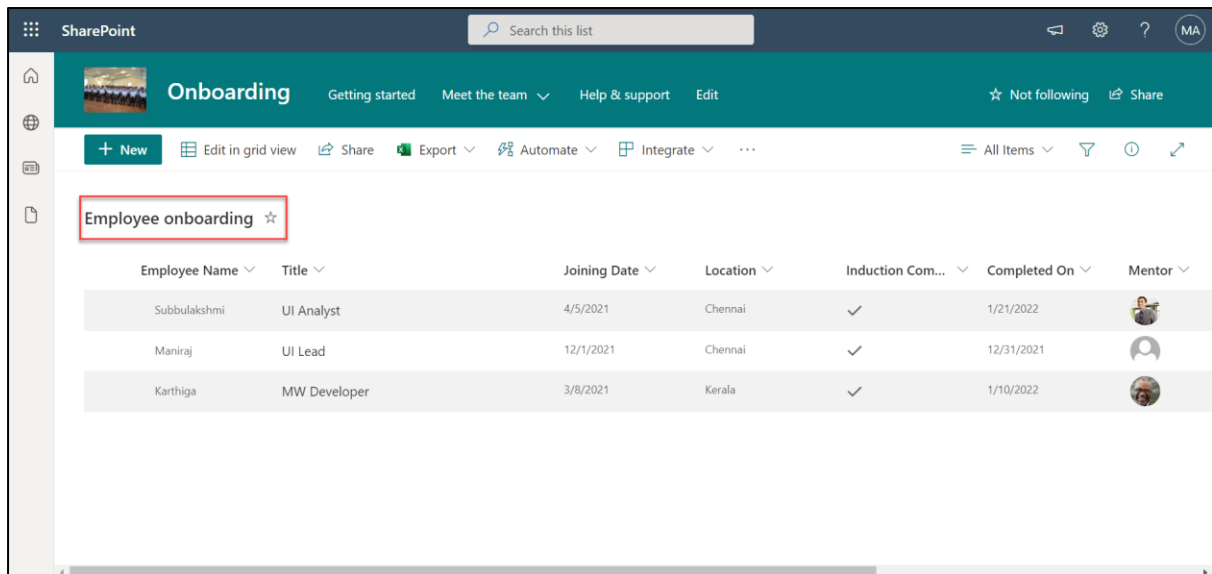
SharePoint Communication Site

Search this list

Employee onboarding ☆

Employee Name	Role	Joining Date	Location	Induction Com...	Completed On	Mentor
Subbulakshmi	UI Analyst	4/5/2021	Chennai	✓	1/21/2022	
Karthiga	MW Developer	3/8/2021	Kerala	✓	1/10/2022	
Maniraj	UI Lead	12/1/2021	Chennai	✓	12/31/2021	




Target



SharePoint Onboarding

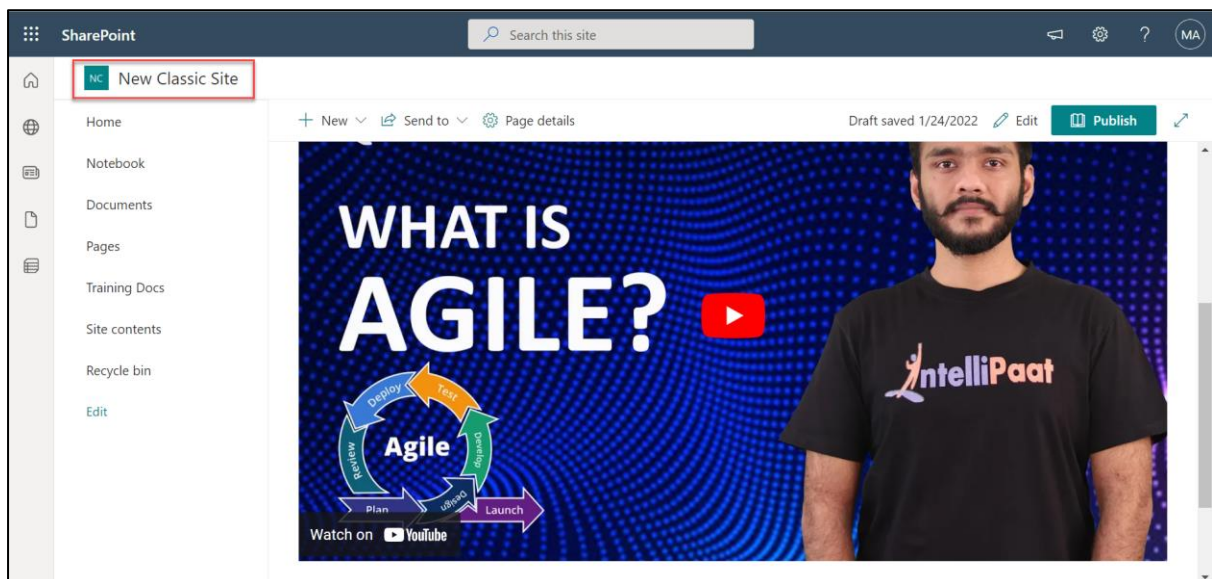
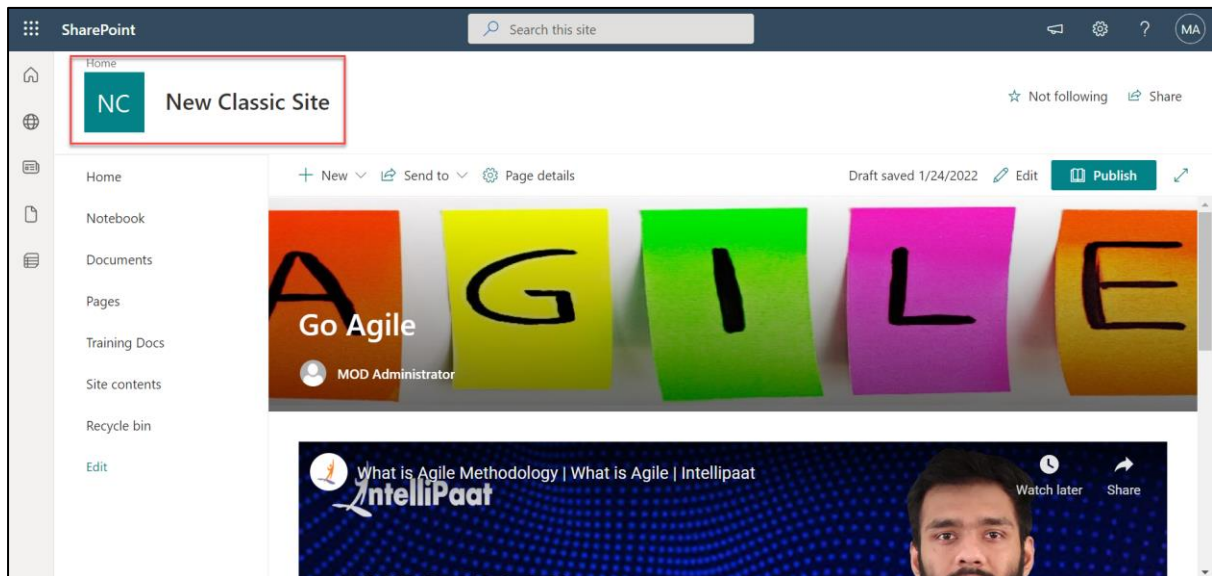
Search this list

Employee onboarding ☆

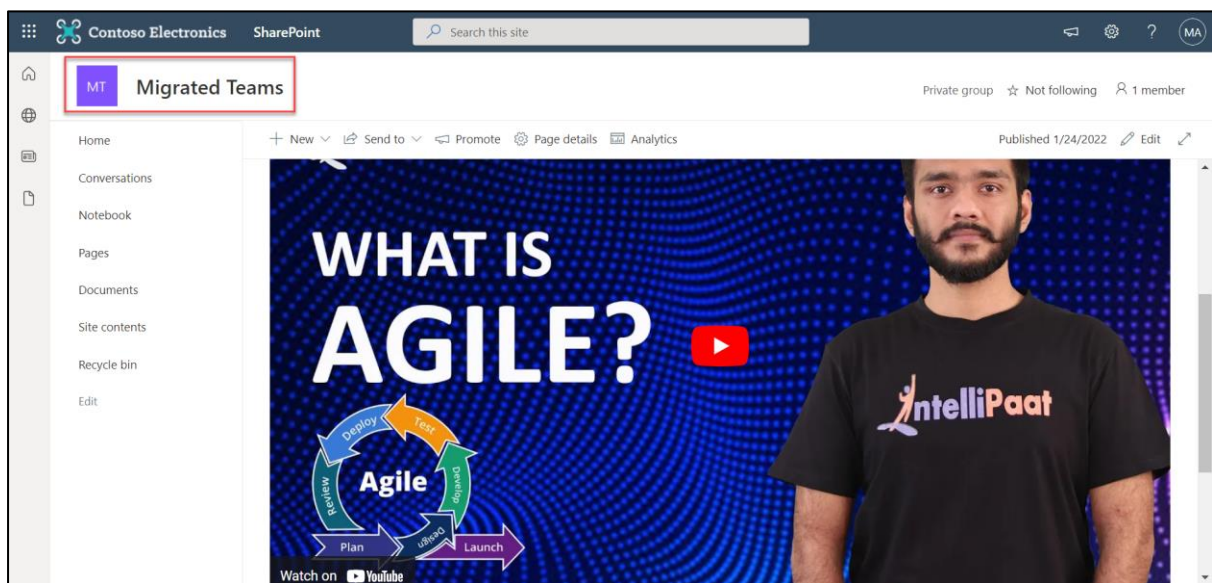
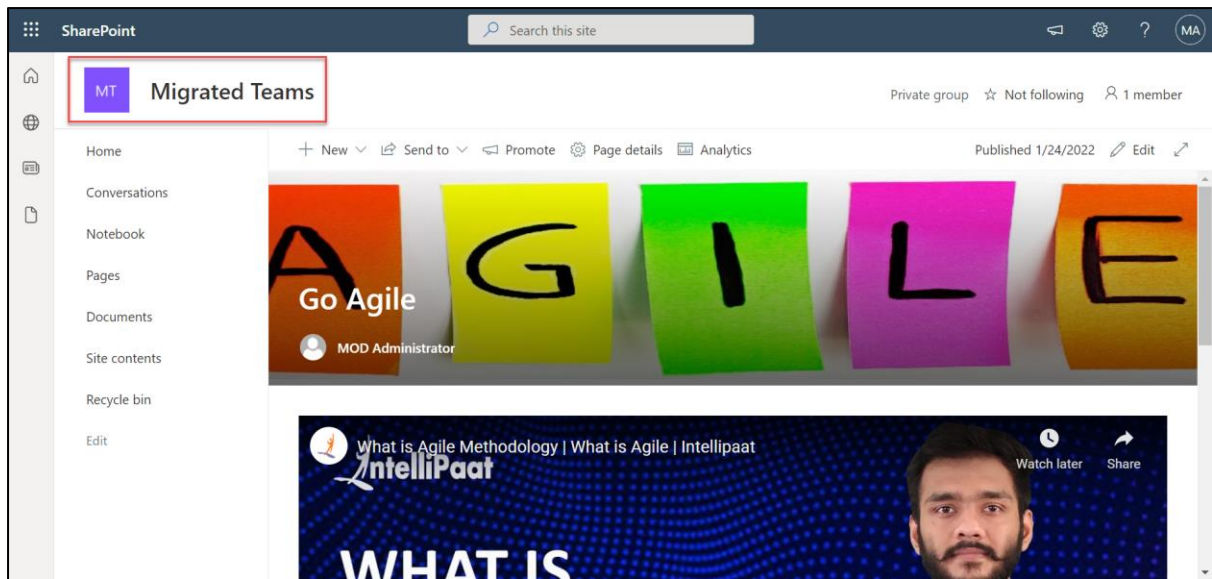
Employee Name	Title	Joining Date	Location	Induction Com...	Completed On	Mentor
Subbulakshmi	UI Analyst	4/5/2021	Chennai	✓	1/21/2022	
Maniraj	UI Lead	12/1/2021	Chennai	✓	12/31/2021	
Karthiga	MW Developer	3/8/2021	Kerala	✓	1/10/2022	

Page Content

Source

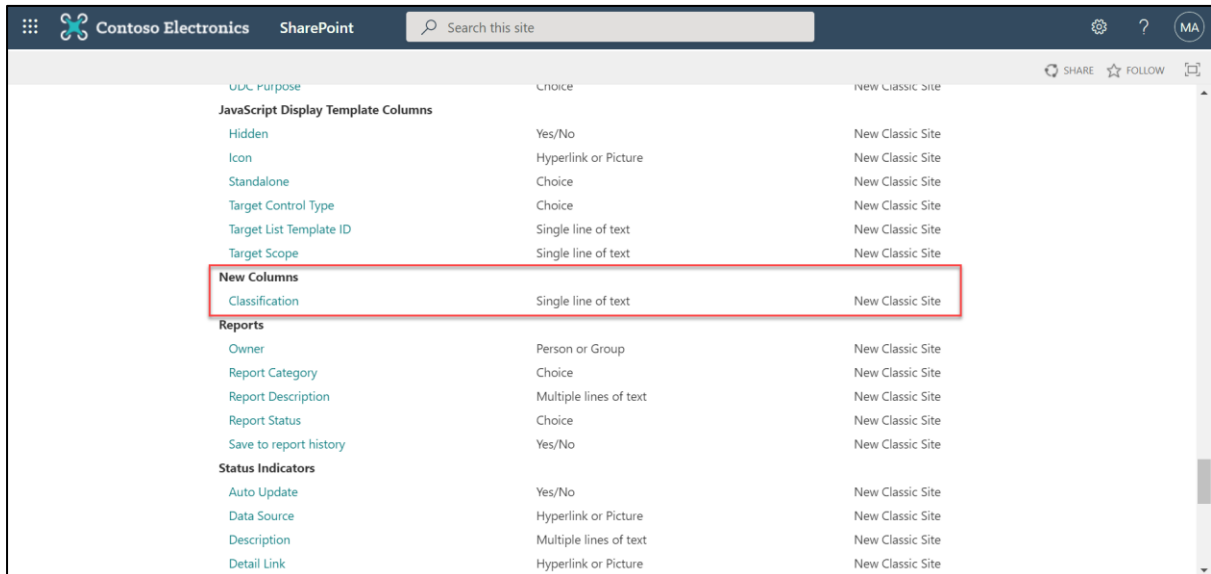


Target



New Column

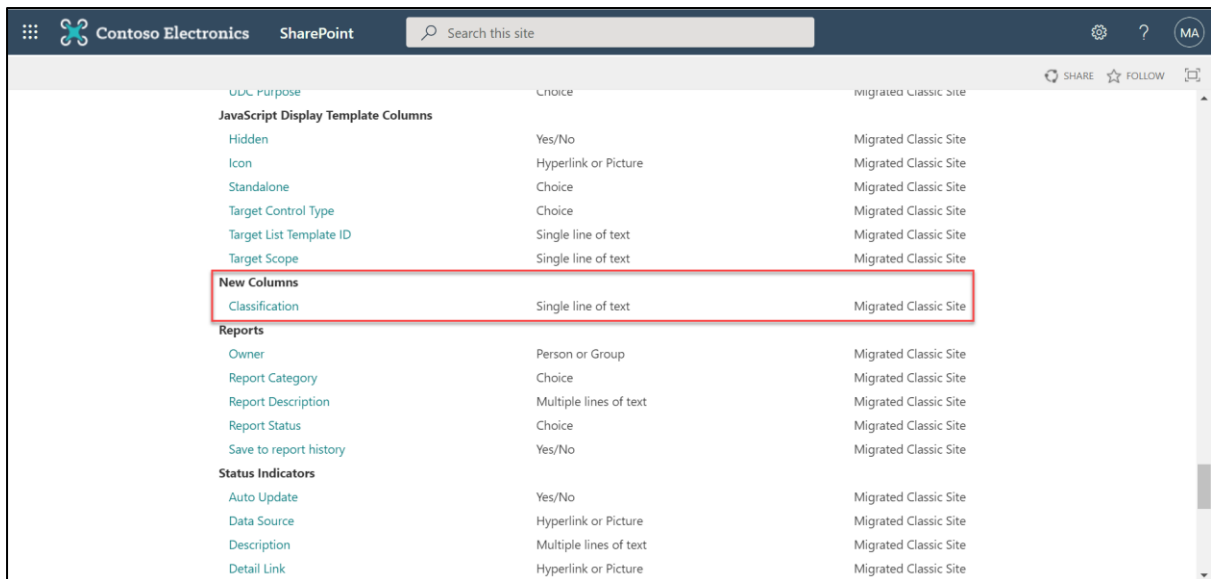
Source



Contoso Electronics SharePoint Search this site

Column Name	Type	Target Site
UUC Purpose	Choice	New Classic Site
JavaScript Display Template Columns		
Hidden	Yes/No	New Classic Site
Icon	Hyperlink or Picture	New Classic Site
Standalone	Choice	New Classic Site
Target Control Type	Choice	New Classic Site
Target List Template ID	Single line of text	New Classic Site
Target Scope	Single line of text	New Classic Site
New Columns		
Classification	Single line of text	New Classic Site
Reports		
Owner	Person or Group	New Classic Site
Report Category	Choice	New Classic Site
Report Description	Multiple lines of text	New Classic Site
Report Status	Choice	New Classic Site
Save to report history	Yes/No	New Classic Site
Status Indicators		
Auto Update	Yes/No	New Classic Site
Data Source	Hyperlink or Picture	New Classic Site
Description	Multiple lines of text	New Classic Site
Detail Link	Hyperlink or Picture	New Classic Site

Target

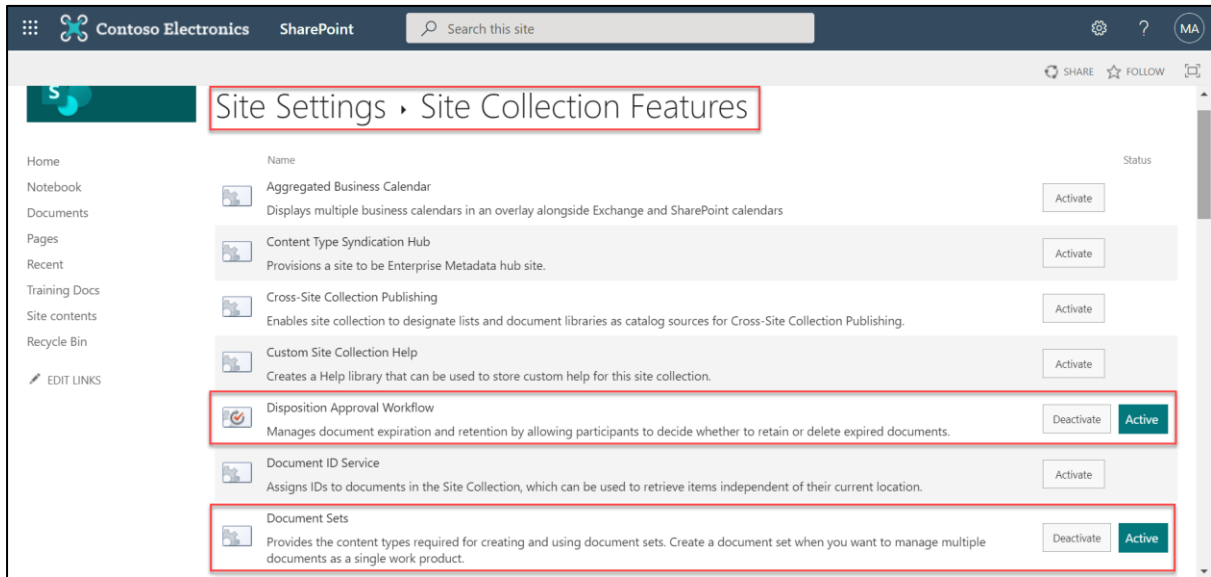


Contoso Electronics SharePoint Search this site

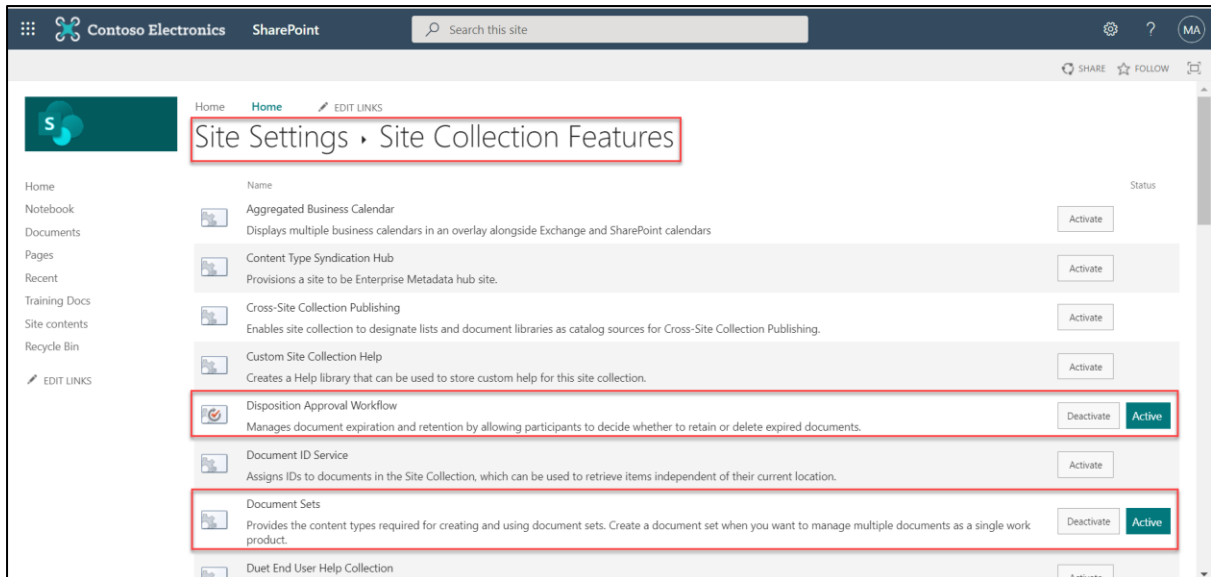
Column Name	Type	Target Site
UUC Purpose	Choice	migrated Classic Site
JavaScript Display Template Columns		
Hidden	Yes/No	Migrated Classic Site
Icon	Hyperlink or Picture	Migrated Classic Site
Standalone	Choice	Migrated Classic Site
Target Control Type	Choice	Migrated Classic Site
Target List Template ID	Single line of text	Migrated Classic Site
Target Scope	Single line of text	Migrated Classic Site
New Columns		
Classification	Single line of text	Migrated Classic Site
Reports		
Owner	Person or Group	Migrated Classic Site
Report Category	Choice	Migrated Classic Site
Report Description	Multiple lines of text	Migrated Classic Site
Report Status	Choice	Migrated Classic Site
Save to report history	Yes/No	Migrated Classic Site
Status Indicators		
Auto Update	Yes/No	Migrated Classic Site
Data Source	Hyperlink or Picture	Migrated Classic Site
Description	Multiple lines of text	Migrated Classic Site
Detail Link	Hyperlink or Picture	Migrated Classic Site

Site Collection Features

Source



Target



Email Notification

When migrating a site to the target tenant, each member of the site will get an email notification.

2. Teams Migration

Step 1 : Setup & Configuration

Setup : License and Roles

1. **Microsoft Teams license** is required for both Source & Target Connector accounts.
2. **Global Administrator** access is required for both Source & Target Connector accounts.
3. Team Members, Owner, and Admin can use this app based on the permissions they have in Teams.
4. Source Connector Account should be a
 - Owner & Member of the Teams that you chose to migrate (Please refer section :- *How to Add 'Source Connector Account' as a member of the Teams*)
 - Owner of the Teams with Private / Shared Channels.
 - Owner of the assignments & OneNote **for an Education Tenant**.

Configuration : Connector Accounts – Sign-in

Perform the Source & Target Connector Accounts Sign-in as shown in *Global Configuration section*.

Additional Configuration : Additional Connector Accounts – Sign-in

Perform the additional Source & Target Accounts Sign-in as shown in *Additional Configuration section*.

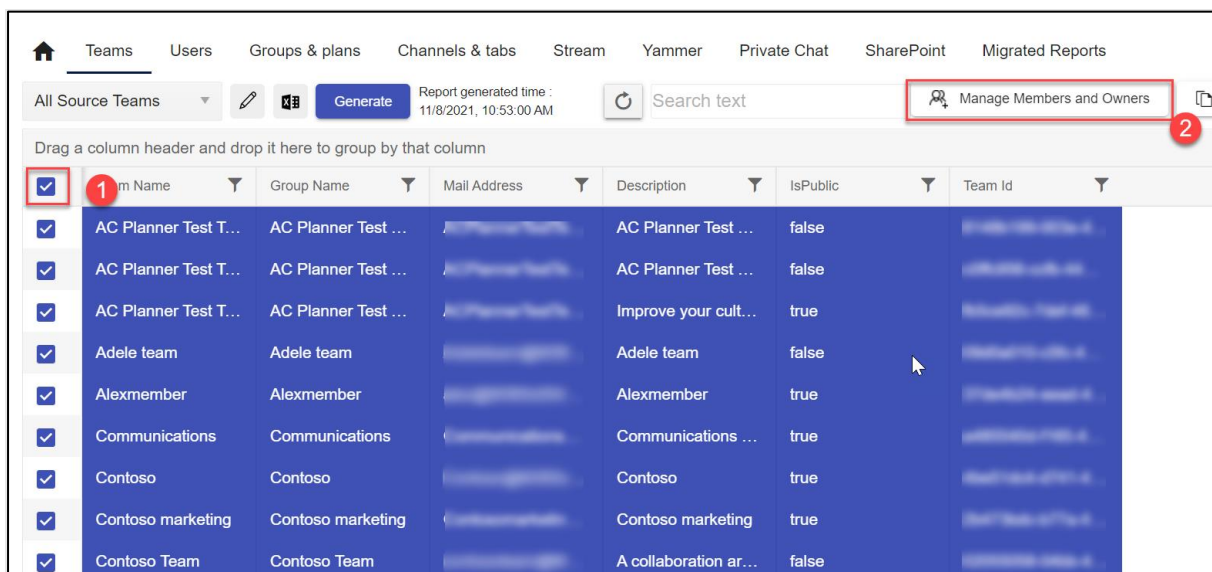
Mapping : Application User Mapping

Perform the Application-level User Mapping as shown in *Application User Mapping section*.

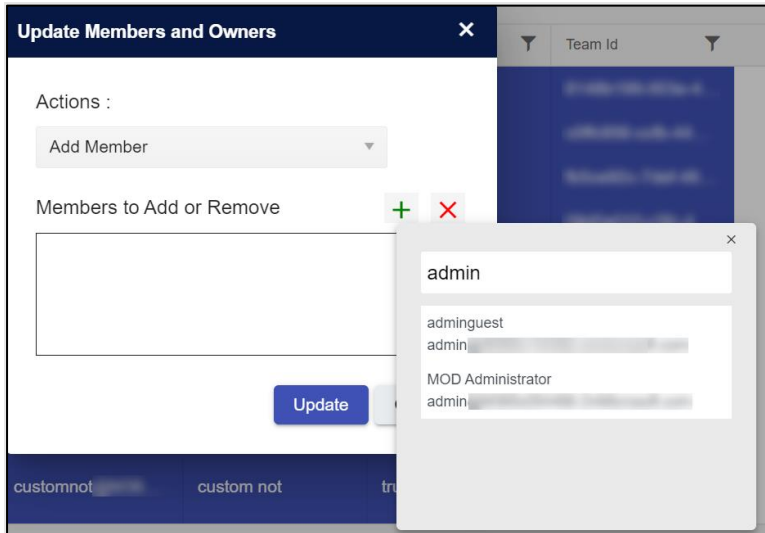
Step 2 : How to Add 'Source Connector Account' as a member of the Teams

The 'Source Connector' must be part of all the teams that has to be migrated. To achieve this in a single shot, we can make it as a member by following the below steps. Please note that "User Administrator" access is recommended to get themselves added.

1. Generate the 'All Source Teams' report by navigating to Plan -> Reports -> All Source Teams.
2. Select All Teams by clicking the checkbox as highlighted below.



3. On clicking “Manage Members and Owners”, below pop-up appears.
 - a. Choose ‘Add Member’
 - b. Choose the ‘Source Connector’ & Update.

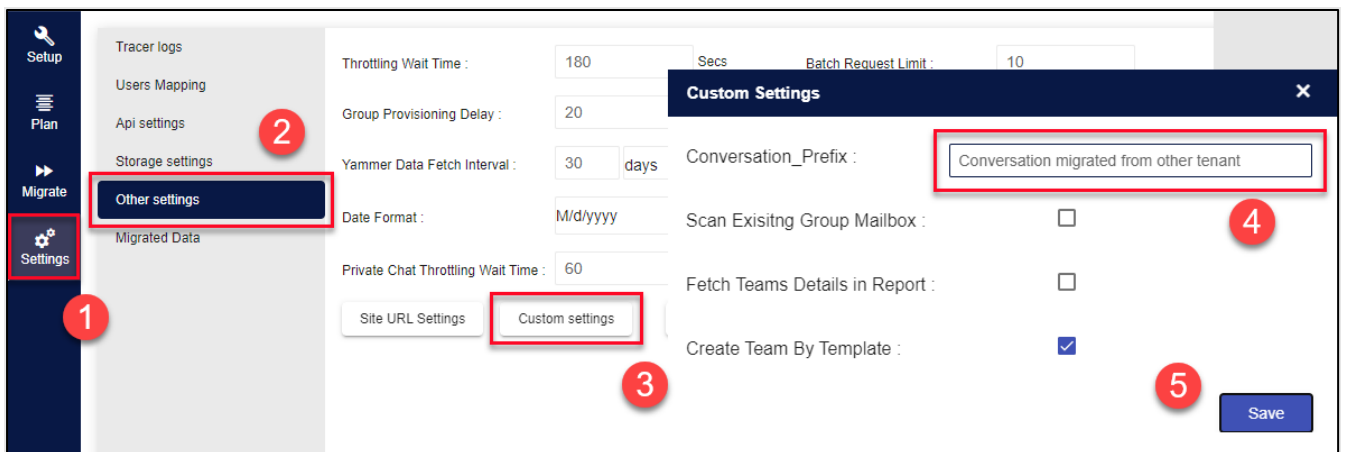


4. Results are shown on if the ‘Source Connector’ is added to the selected teams.

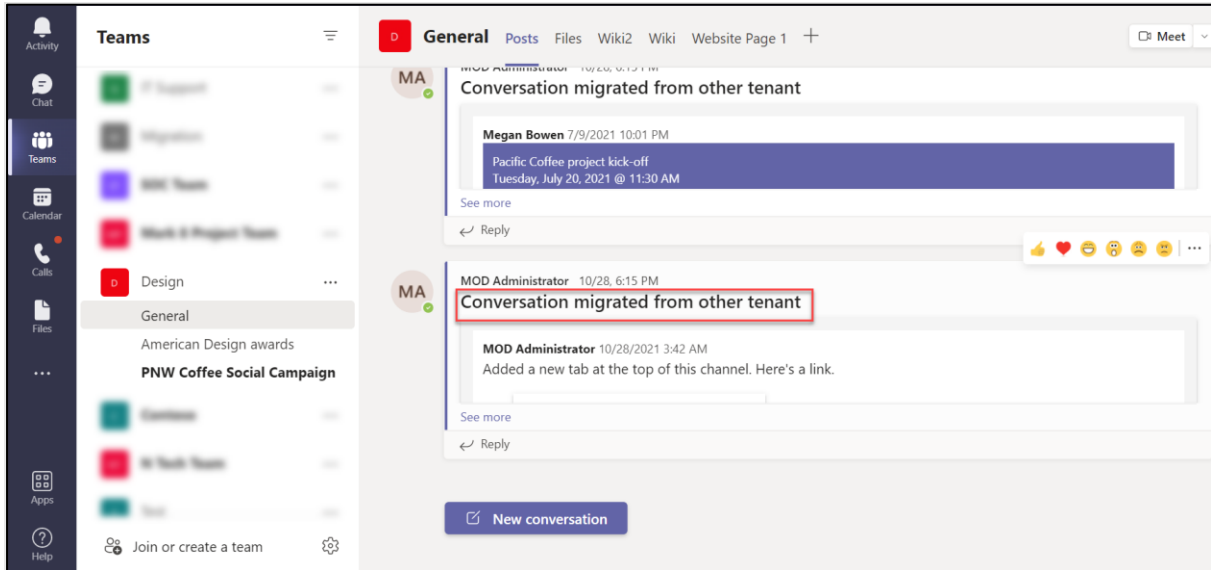
Step 3 : Additional Settings

1. Conversation prefix [OPTIONAL]

The app will migrate the conversations appended with the conversation prefix. To change this prefix, follow the steps as mentioned in the below screenshot. The text given in the below box will be appended along with the migrated conversations.

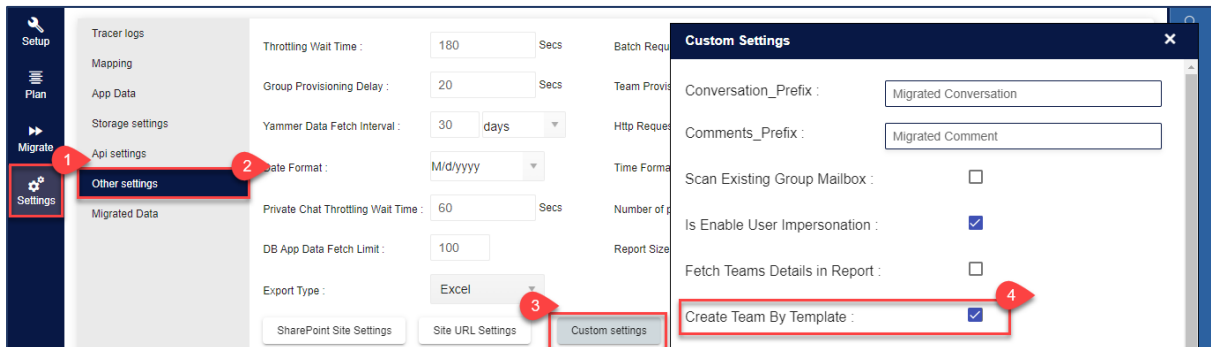


The prefix will be appended before each conversation as below in the target tenant



2. Enable “Create Team By Template” [MANDATORY for an Education Tenant migration]

For an Education Tenant migration, it is mandatory to enable the “Create Team By Template” flag in Custom settings **before you initiate the migration**. Please refer the below screenshot.

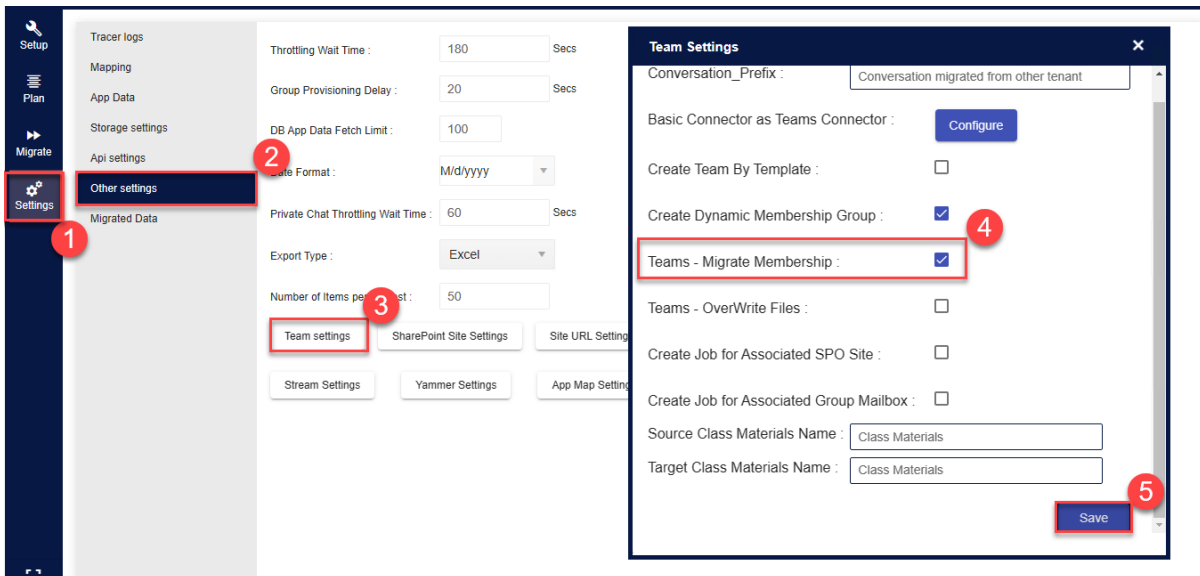


3. Enable “Migrate Membership” [OPTIONAL]

When you migrate the memberships in the first place, the members will keep receiving notifications during the migration. In order to avoid these notifications, you can choose to skip membership migration by disabling the option “Teams – Migrate Membership”. It is Enabled by DEFAULT.

You can choose to Migrate Membership at any later point of time, by following the below steps

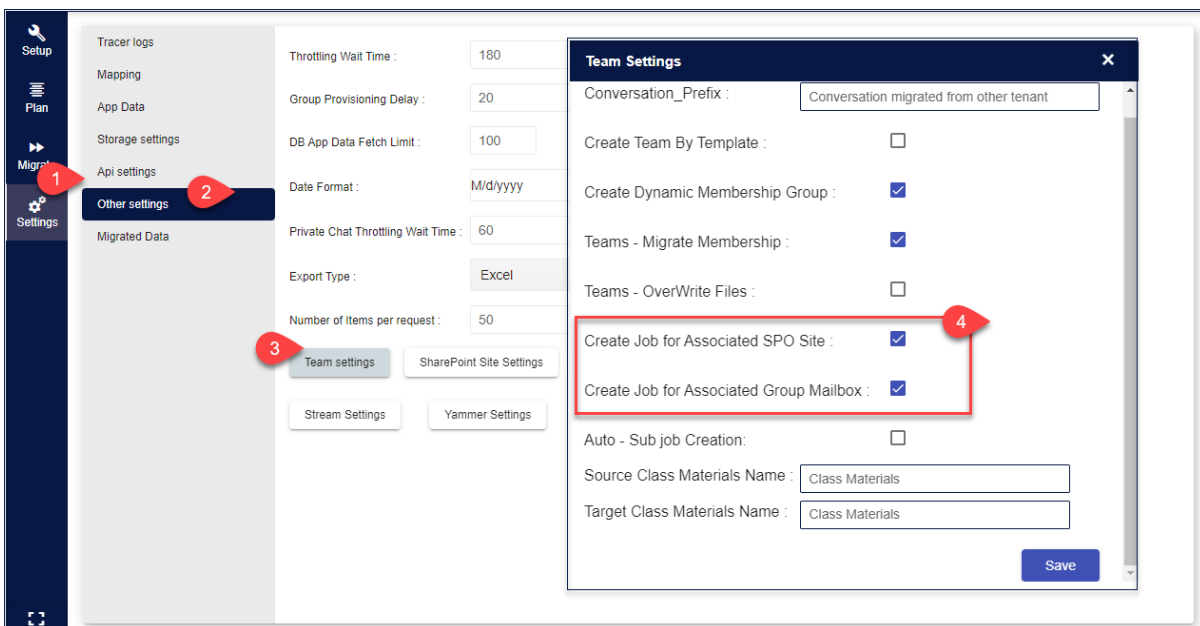
- Enable the option “Teams – Migrate Membership”
- **Retry the same job** created for Migration



4. Create Associated Jobs [OPTIONAL]

To avoid the manual creation of multiple jobs for the associated workloads like SharePoint & Groups, you can use the below settings to make the tool to create the Team associated jobs for SharePoint & Group as shown below.

- **Create Job for Associated SPO Site** – Enable this setting in the tool to automatically create the Team associated SharePoint job once the Teams Job has completed.
- **Create Job for Associated Group Mailbox** – Enable this setting in the tool to automatically create the Team associated Group job once the Teams Job has completed.



Step 4 : Create Migration Job

For Teams Migration, you can select Teams or Channels as a source.

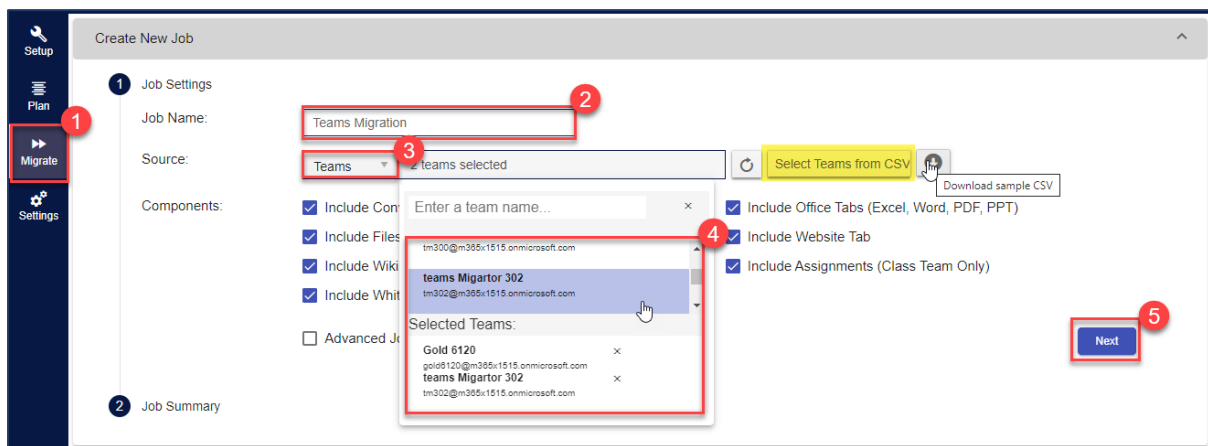
- 1) Provide a name for the current migration job.
- 2) **Download Sample CSV** : When you have to upload a bunch of Teams through the highlighted option – **“Select Teams from CSV”**, you can always use the Download option to download a sample format. You can provide the source & target details to save time entering these information in the target settings. [Providing the team Id ensures to pick the right team](#) when there are multiple teams with the same name.

Sample CSV :

SourceTeamName	SourceTeamId	TargetTeamName	TargetTeamId	TargetTeamMailnickName	MigrateTeamSettings	MigrateTeamUsers
All Company	4c82aeda-f296-43a9-a80a-c7892	All Company			Yes	Yes
Analysis	4918c791-3b78-4353-8ad2-41f2c	Analysis-01		Analysis	Yes	Yes
Apps4Pro Products	73de47bc-ac48-41ea-b45d-740a	Apps4Pro Products	b1fbf564-b8a9-47f2-94c0-316a7c		No	Yes
Admin Team	481e7bd8-1a29-4bff-9974-74b5	Admin Team	2ee4f0d5-c455-46c3-9c81-3f1de3		No	Yes

- 3) **Teams as Source** : You can choose the required source tenant team(s)

1. Select required team(s)

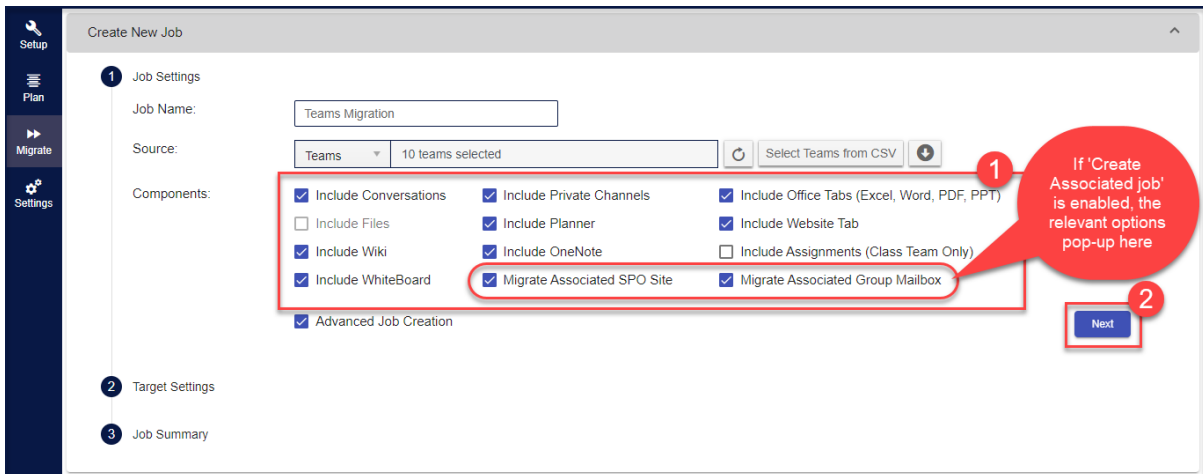


2. **Select other options** : Choose the other options whether the team migration process includes Conversations, Files, Private Channels, OneNote tab, Wiki tab, Planner tab, Office tab, Website tab, Whiteboard tab and Class Assignments(in case of an Education Tenant).

If you have enabled the **‘Create Associated job’** as mentioned in [the above mentioned step](#), you will witness 2 additional options – **‘Migrate Associated SPO Site’** & **‘Migrate Associated Group Mailbox’**. These options indicate that associated jobs will be created automatically to migrate the linked SPO & Group mailbox of the selected teams.

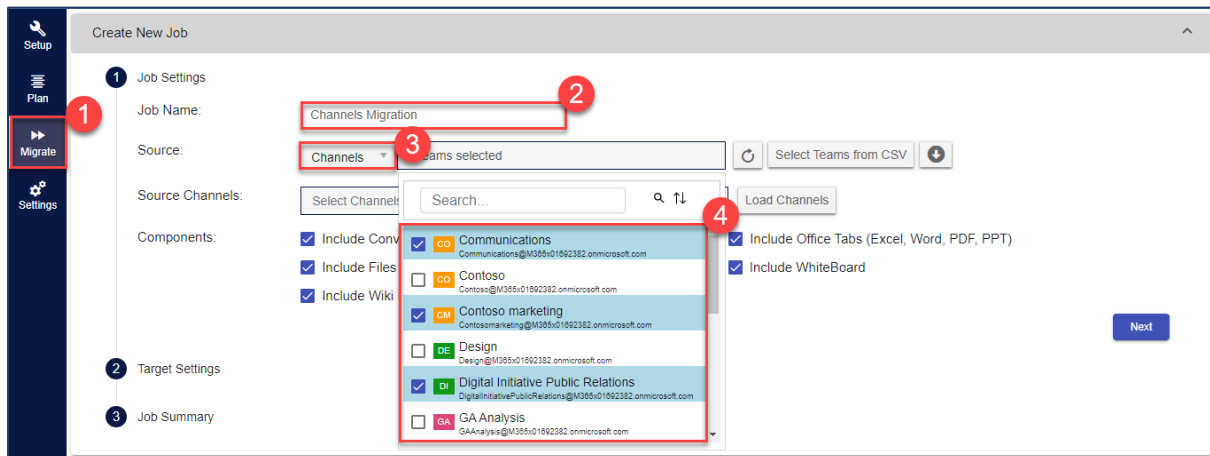
Advanced Job Creation :

- a. By opting this option, it enables user to make choices to migrate in the target
 - i. As a new / existing team, channel, tab or plan.
 - ii. Customise the names of the target team, channel, tab or plan.
 - iii. Choose how to migrate the conversations
- b. You can skip this option, when you do not want to make any changes and migrate everything afresh in the target. It takes to the ‘Job Summary’ directly in this case.

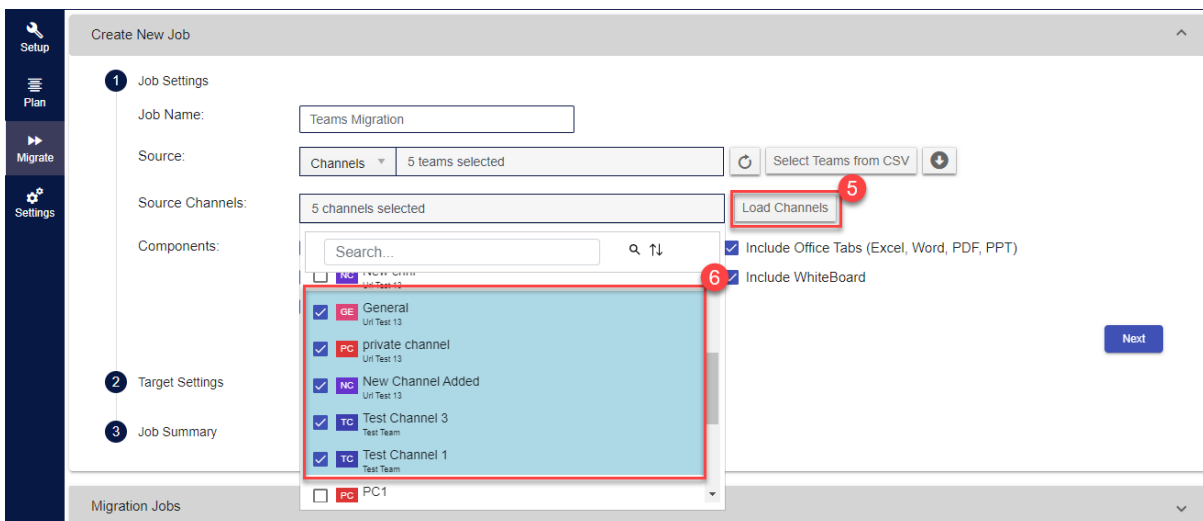


4) Channels as Source : You can choose the required source tenant channels(s) as below.

1. Select required teams

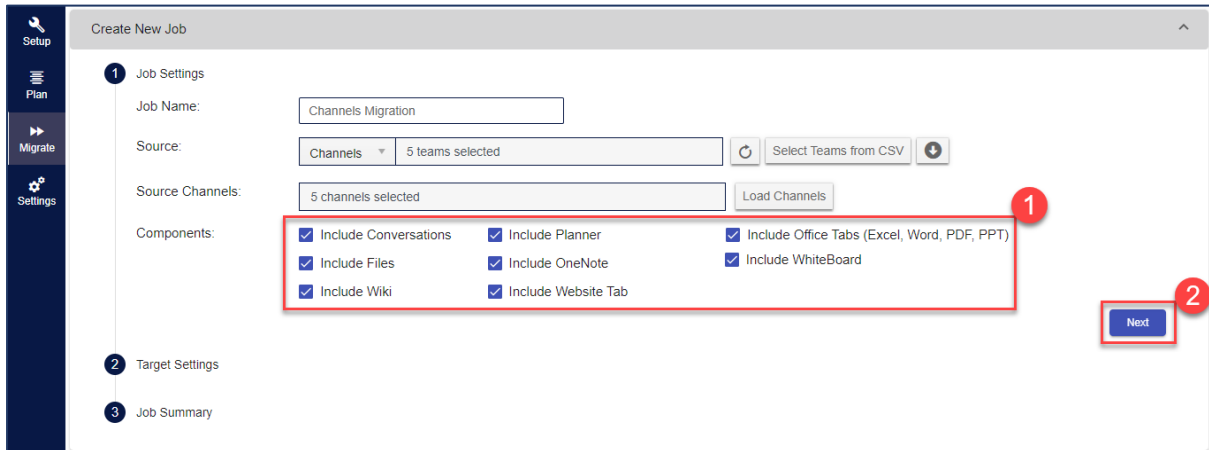


2. Select required channels



3. Select other options

You can also choose the other options whether the team migration process includes Conversations, Files, Private Channels, OneNote tab, Wiki tab, Planner tab, Office tab, Website tab and Whiteboard tab.



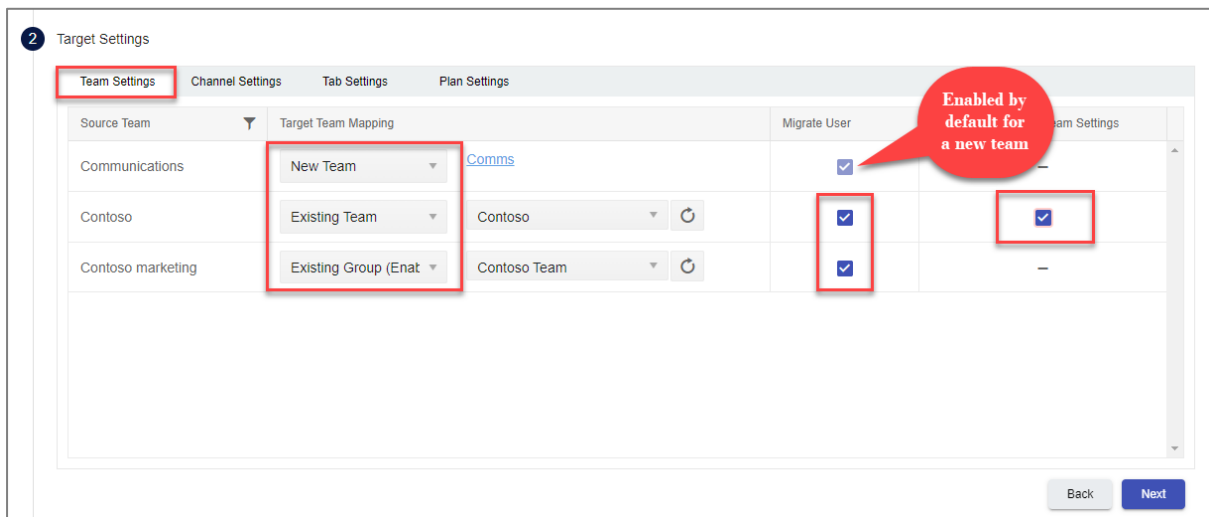
Step 5 : Target Settings

Team Settings

In this step, you can choose how do you want the target team(s) to be. You will have following three options to decide on.

- Migrate into a new Team (OR)
- Append all team data into an existing Team (OR)
- Enable the team for an existing Group – target team’s name will be same as that of the group’s.

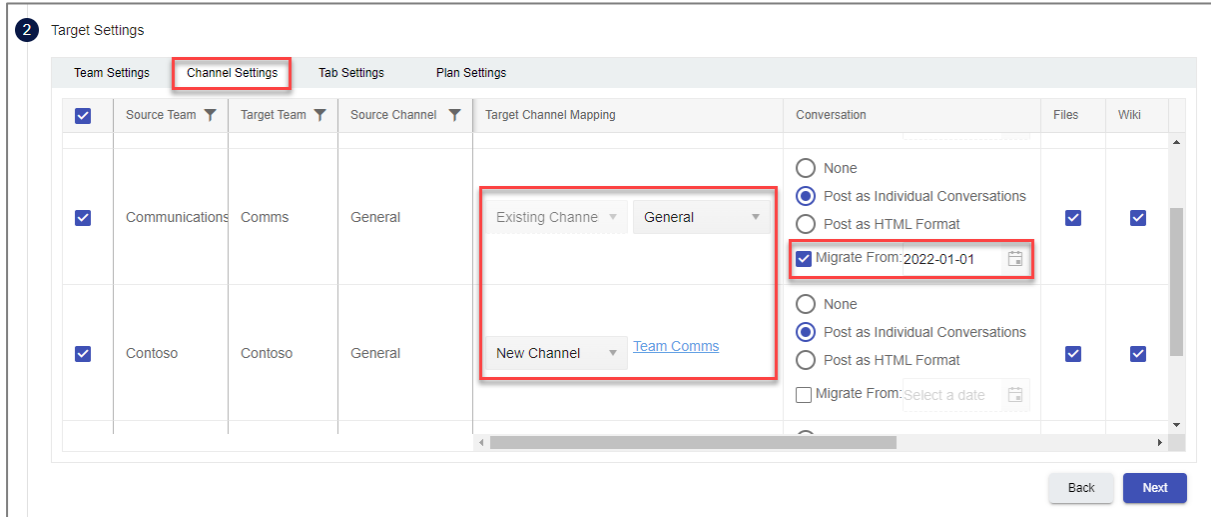
Migrate User : When migrating to an existing team / group, one can choose to migrate the additional members by enabling this option.



Channel Settings

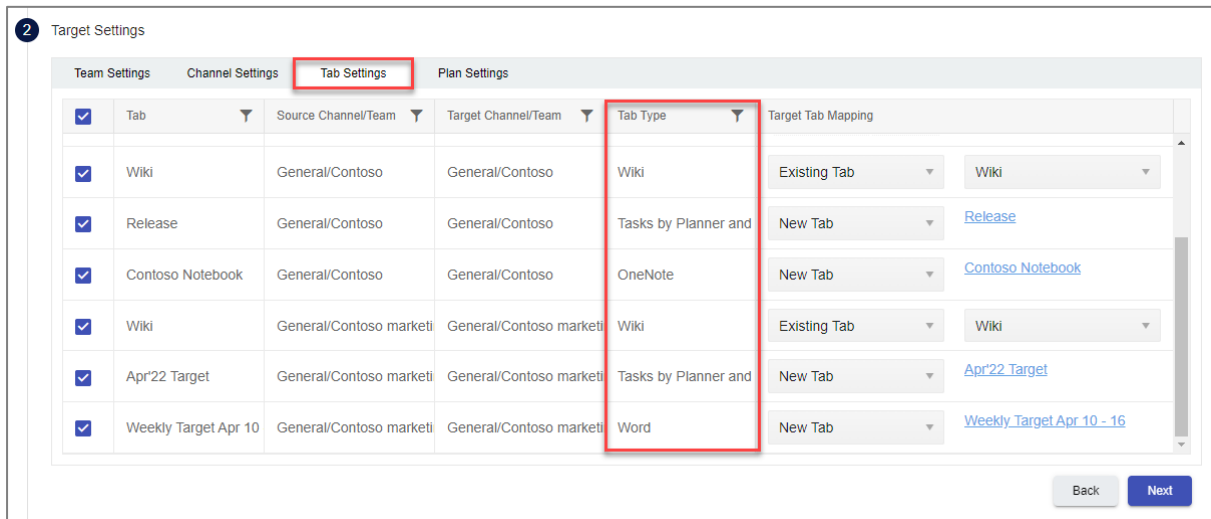
Under Channel Settings tab, you can choose required channels to migrate and required components to be migrated along with channels. For existing target team, you can choose to migrate channel details either to a new channel or an already existing target channel.

You can even migrate conversations starting from a particular date.



Tab Settings

Under Tab Settings, you can choose required tabs to migrate and map the tab with existing tab if you have selected existing target team/channel.



Plan Settings

Under Plan Settings tab, it lists the plans available in the selected teams, and you can select the format of the planner task attachments and comments.

2 Target Settings

Team Settings Channel Settings Tab Settings **Plan Settings**

Source Channel/Team	Target Channel/Team	Source Plan Name	Target Plan Name	Attachments	Comments
General/Communications	General/Communications	Tasks	Tasks	<input type="radio"/> None <input checked="" type="radio"/> Copy URLs and SharePoi <input type="radio"/> Copy URLs alone	<input type="radio"/> None <input type="radio"/> Post as HTML Form <input checked="" type="radio"/> Post as Individual Co
General/Contoso	General/Contoso	Release	Release	<input type="radio"/> None <input type="radio"/> Copy URLs and SharePoi <input checked="" type="radio"/> Copy URLs alone	<input type="radio"/> None <input type="radio"/> Post as HTML Form <input type="radio"/> Post as Individual Co
General/Contoso marketing	General/Contoso marketing	Apr'22 Target	Apr'22 Target	<input type="radio"/> None <input checked="" type="radio"/> Copy URLs and SharePoi <input type="radio"/> Copy URLs alone	<input type="radio"/> None <input type="radio"/> Post as HTML Form <input type="radio"/> Post as Individual Co

Back Next

Step 6 : Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options :

- Save Job -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid.
- Save & Migrate Job -> It saves the current job and starts the migration process immediately.

3 Job Summary

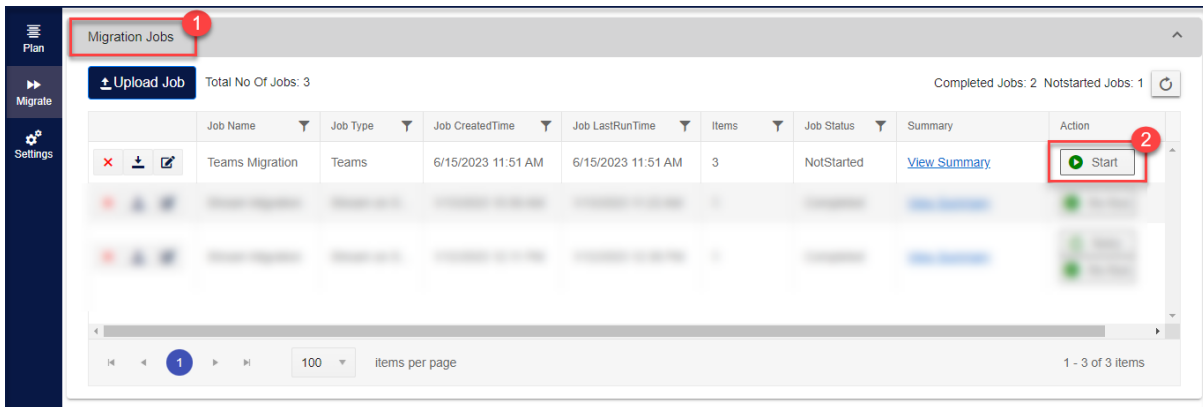
Team Settings Channel Settings Tab Settings

Source Team	Target Team	Migrate User	Replace with Source Team Settings
Communications	Communications(ExistingTeam)	No	No
Contoso	Contoso(ExistingTeam)	No	No
Contoso marketing	Contoso marketing(ExistingTeam)	No	No

Back Save Job Save & Migrate

Execute Saved Jobs

Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.

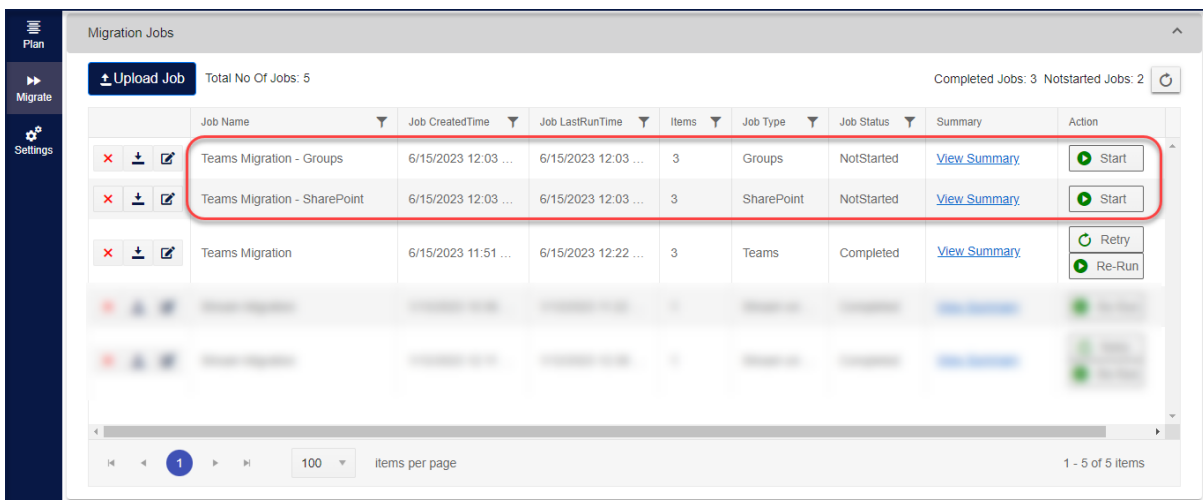


If **'Create Associated job'** setting is enabled

Once the Teams Migration job completes, if you have enabled the **'Create Associated job'** as mentioned in [the above mentioned step](#), associated jobs for SPO & Group Mailbox are created automatically as below.

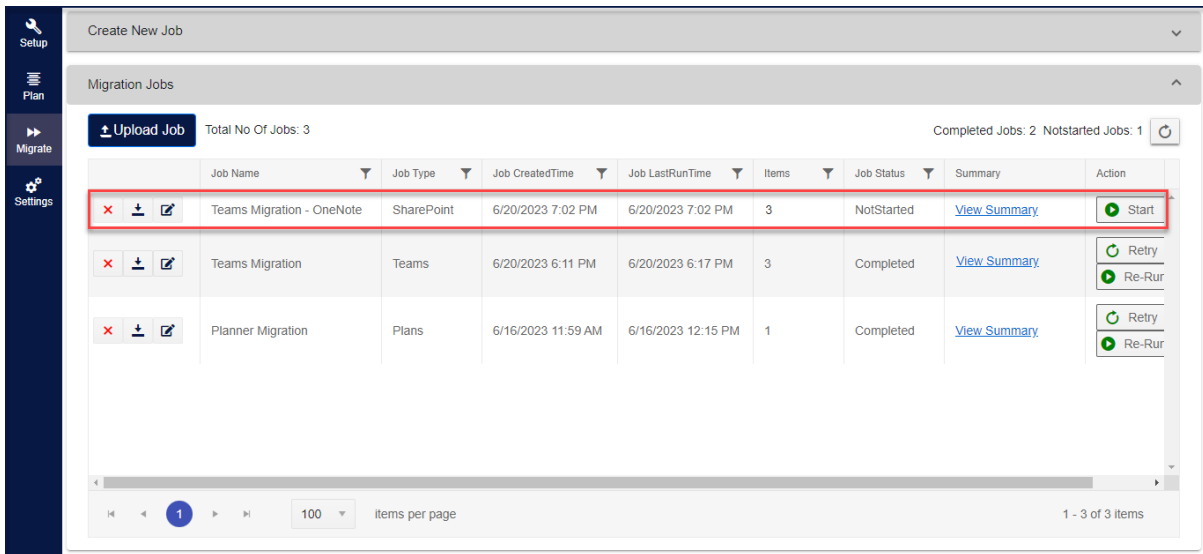
You can very well execute these Team associated SharePoint & Groups jobs parallelly.

Note : The OneNote content and the files are migrated part of the SharePoint Job only.



If **'Create Associated job'** setting is **not enabled**

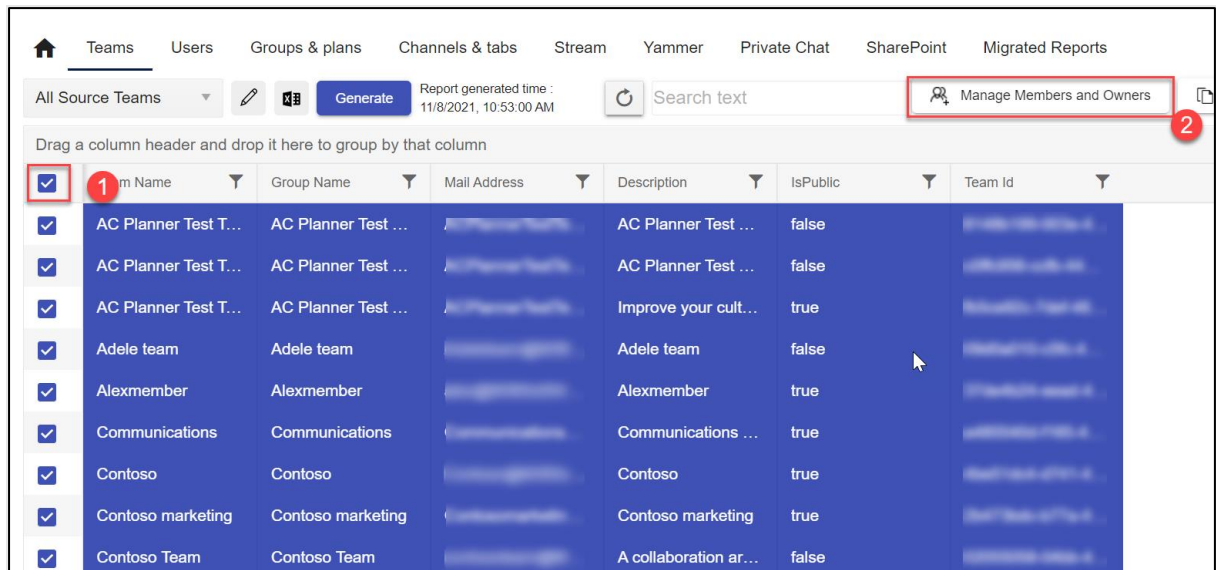
Part of Teams Migration, only the OneNote tab is created. The OneNote content is migrated separately part of an auto-generated OneNote job, post the Team job is completed. You have to execute the auto-generated job, to get your OneNote content migrated.



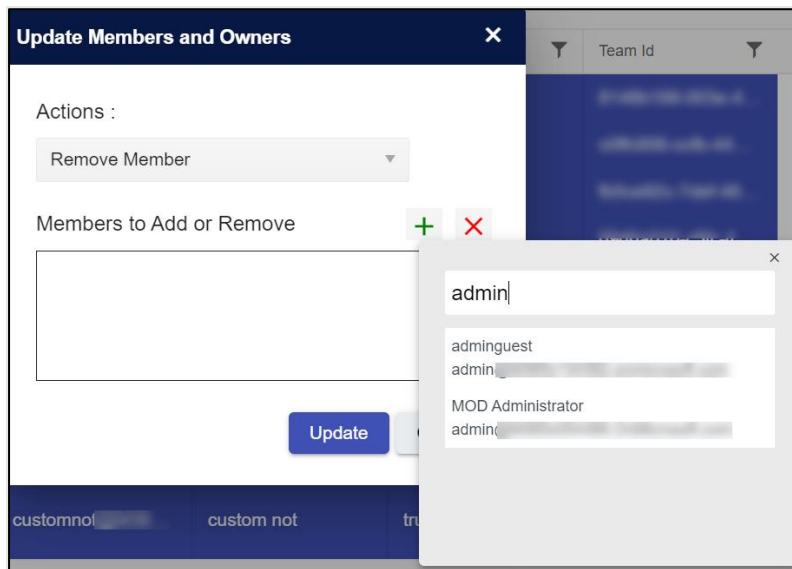
Step 7 : How to Remove 'Source Connector Account' from the Migrated Teams

Once the migration job is completed, the 'Source Connector' must be removed from all the teams that were migrated. To achieve this in a single shot, we can remove it by following the below steps.

1. Generate the 'All Source Teams' report by navigating to Plan -> Reports -> All Source Teams.
2. Select All Teams by clicking the checkbox as highlighted below.



3. On clicking "Manage Members and Owners", below pop-up appears.
 - a. Choose 'Remove Member'
 - b. Choose the 'Source Connector' & Update.

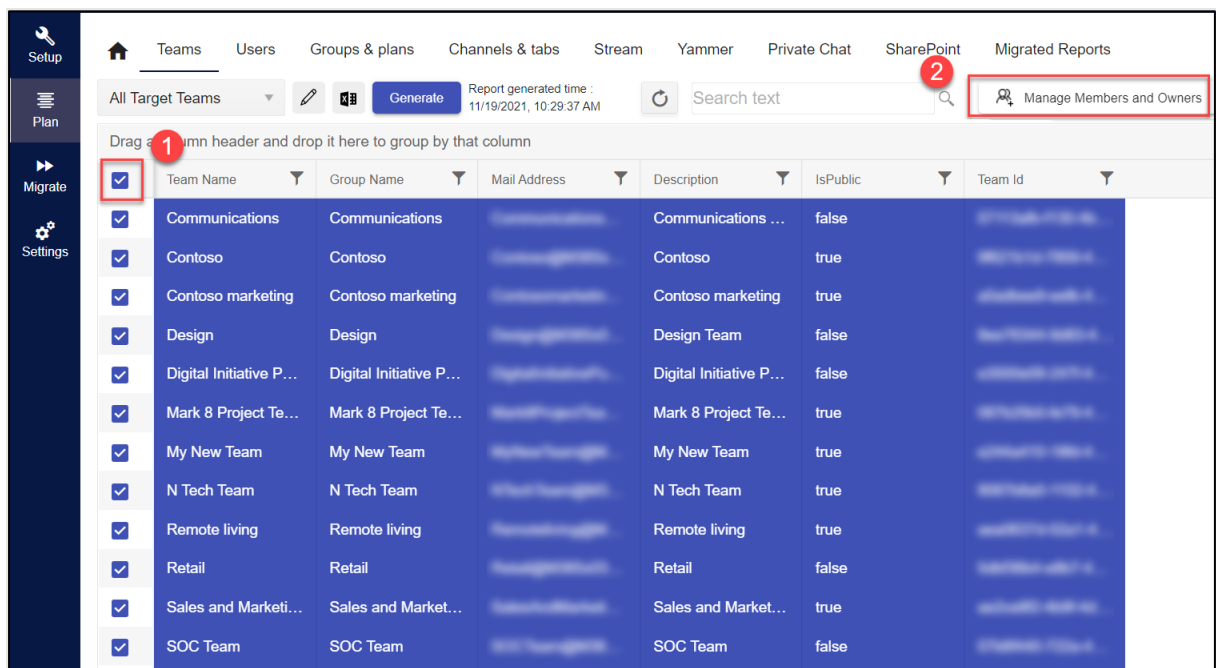


4. Results are shown on if the 'Source Connector' is removed from the selected teams.

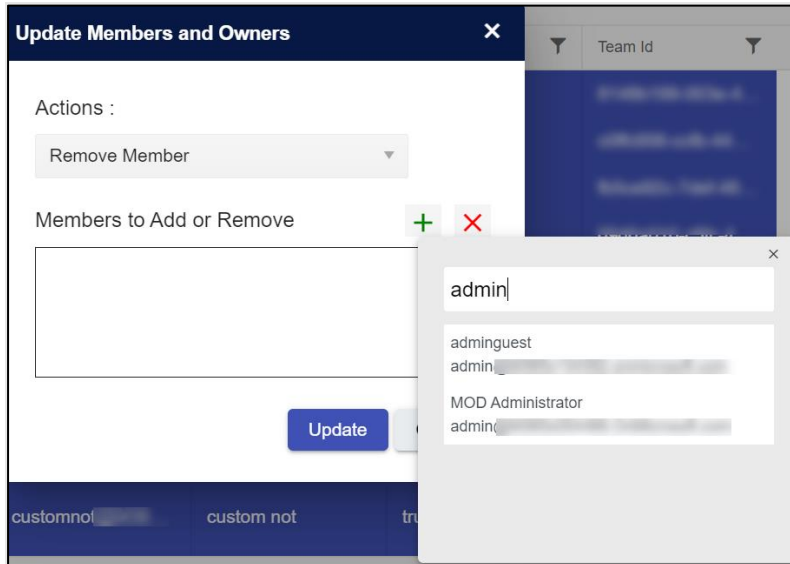
Step 8 : How to Remove 'Target Connector Account' from the Migrated Teams

The 'Target Connector' also is now part of all the target teams migrated. And hence, the 'Target Connector' must be removed from all the teams that were migrated. To achieve this in a single shot, we can remove it by following the below steps.

1. Generate the 'All Target Teams' report by navigating to Plan -> Reports -> All Target Teams.
2. Select All Teams by clicking the checkbox as highlighted below.



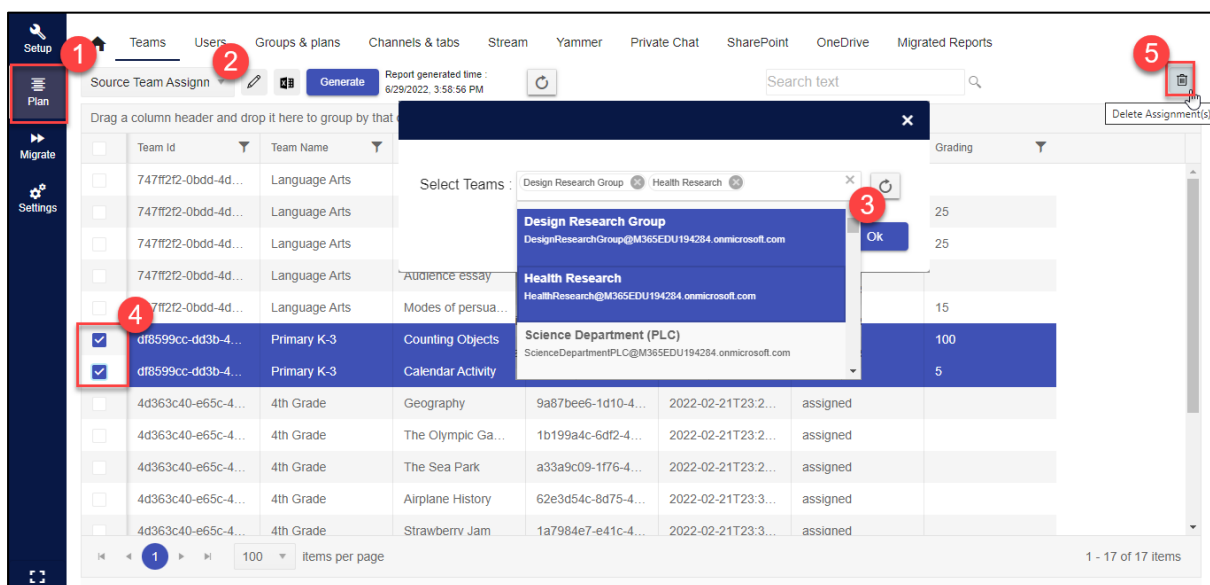
3. On clicking “Manage Members and Owners”, below pop-up appears.
 - a. Choose ‘Remove Member’
 - b. Choose the ‘Target Connector’ & Update.



Results are shown on if the ‘Target Connector’ is removed from the selected teams.

How to delete ‘Assignments’ from a class Team

For an education tenant, our tool provides the capability to delete the assignments from a source / target class team. To achieve this, generate the Source Team Assignments / Target Team Assignments report from the Plan tab -> Teams. Then choose the teams, select the assignments to be deleted and click ‘Delete’. Please refer the below screenshot.

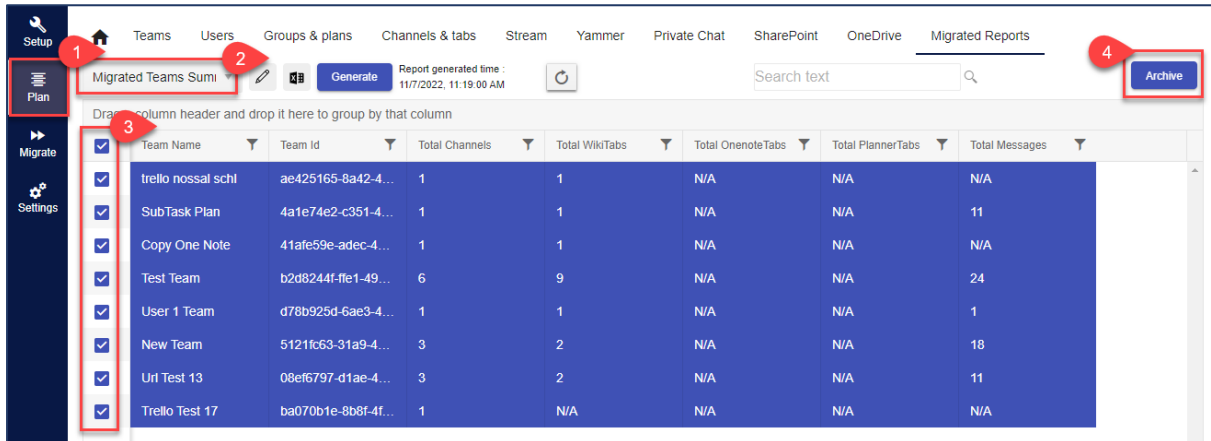


All-In-One : Teams Migration Guide

How to archive 'Source Teams' that are migrated

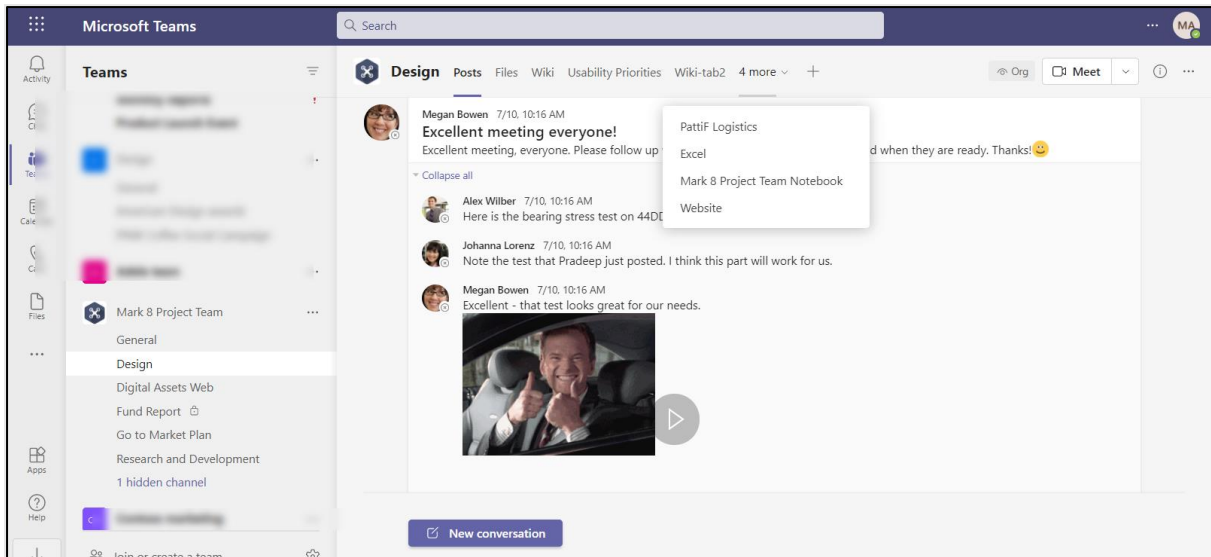
You can very well archive the Teams that has already been migrated via the tool. Please follow the below steps.

1. Navigate to Plan -> Reports -> Migrated Reports -> Migrated Teams Summary
2. Choose the desired teams or all the teams that are listed here and click **Archive**.

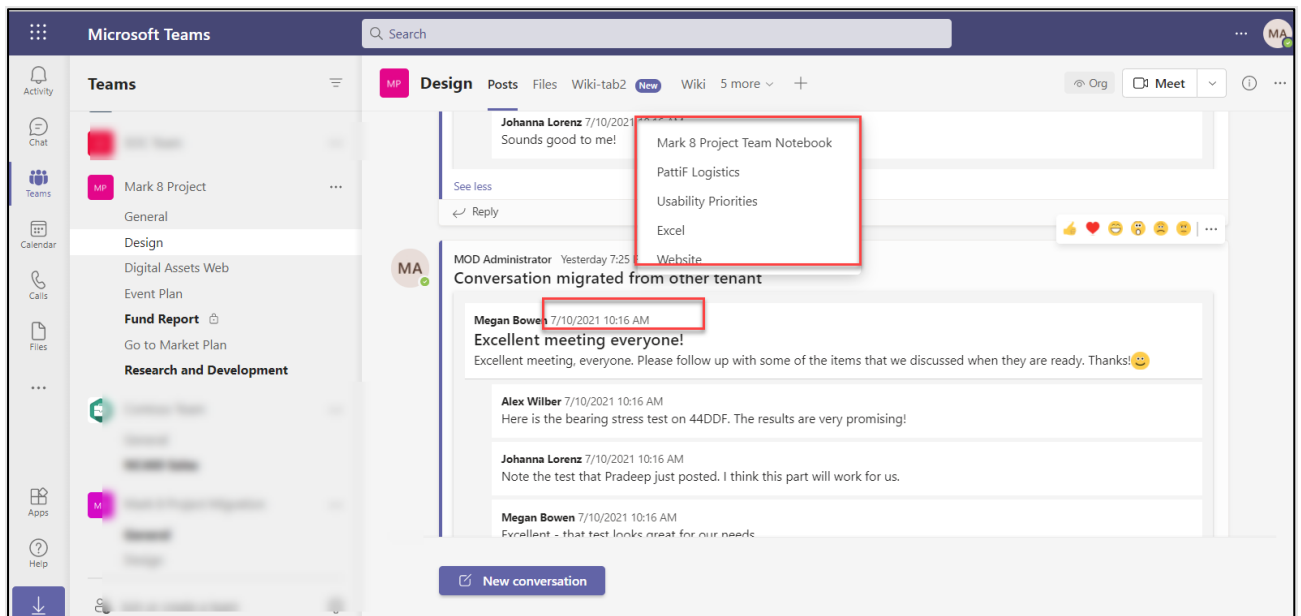


User Experience

Source:



Target:



Migration view of Settings

Source:

Cm **Contoso marketing** ...
Contoso marketing

Members Channels Settings Analytics Apps Tags

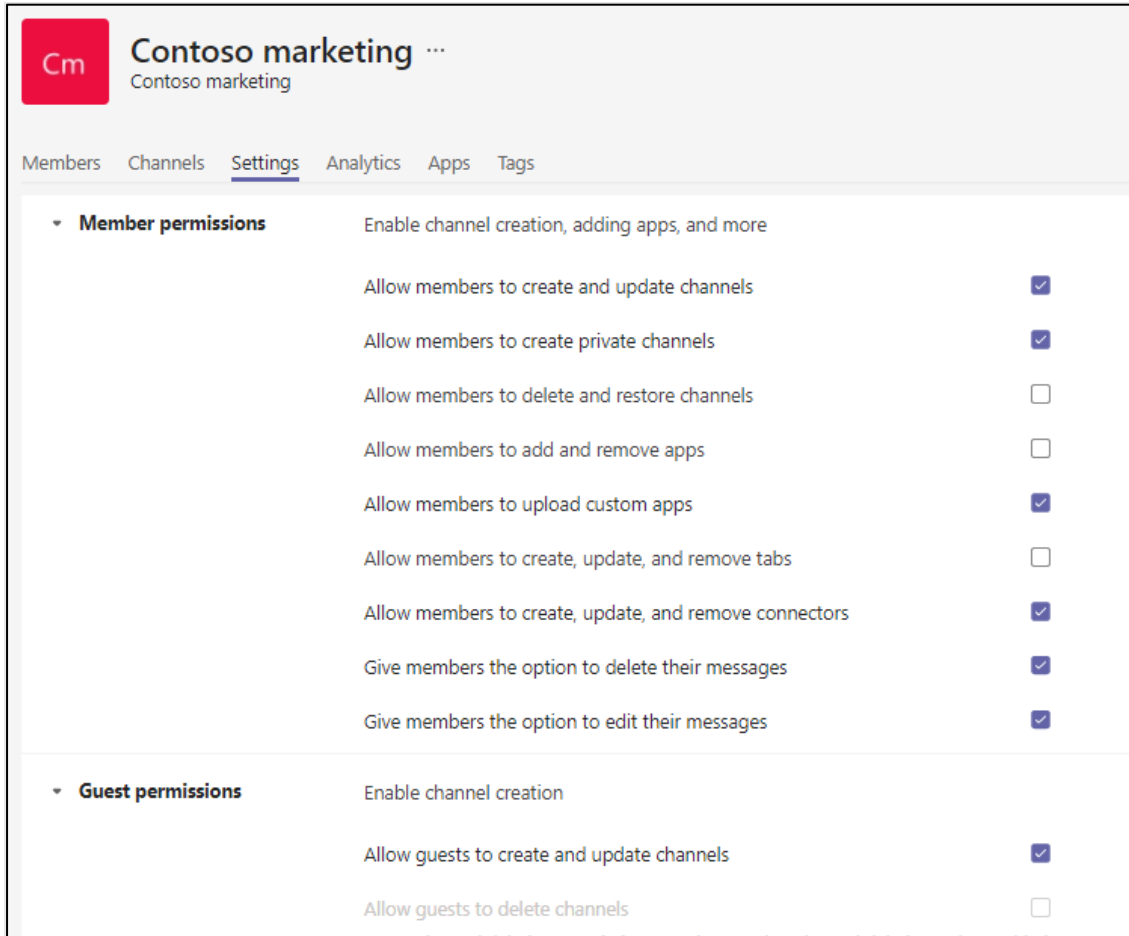
▼ **Member permissions** Enable channel creation, adding apps, and more

Allow members to create and update channels	<input checked="" type="checkbox"/>
Allow members to create private channels	<input checked="" type="checkbox"/>
Allow members to delete and restore channels	<input type="checkbox"/>
Allow members to add and remove apps	<input type="checkbox"/>
Allow members to upload custom apps	<input checked="" type="checkbox"/>
Allow members to create, update, and remove tabs	<input type="checkbox"/>
Allow members to create, update, and remove connectors	<input checked="" type="checkbox"/>
Give members the option to delete their messages	<input checked="" type="checkbox"/>
Give members the option to edit their messages	<input checked="" type="checkbox"/>

▼ **Guest permissions** Enable channel creation

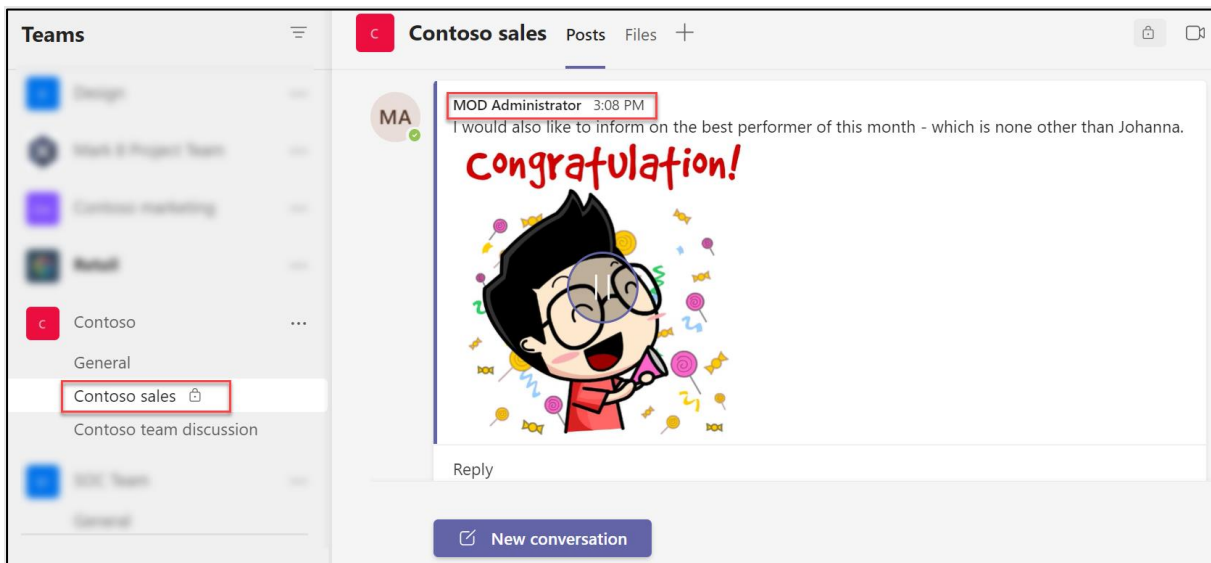
Allow guests to create and update channels	<input checked="" type="checkbox"/>
Allow guests to delete channels	<input type="checkbox"/>

Target:

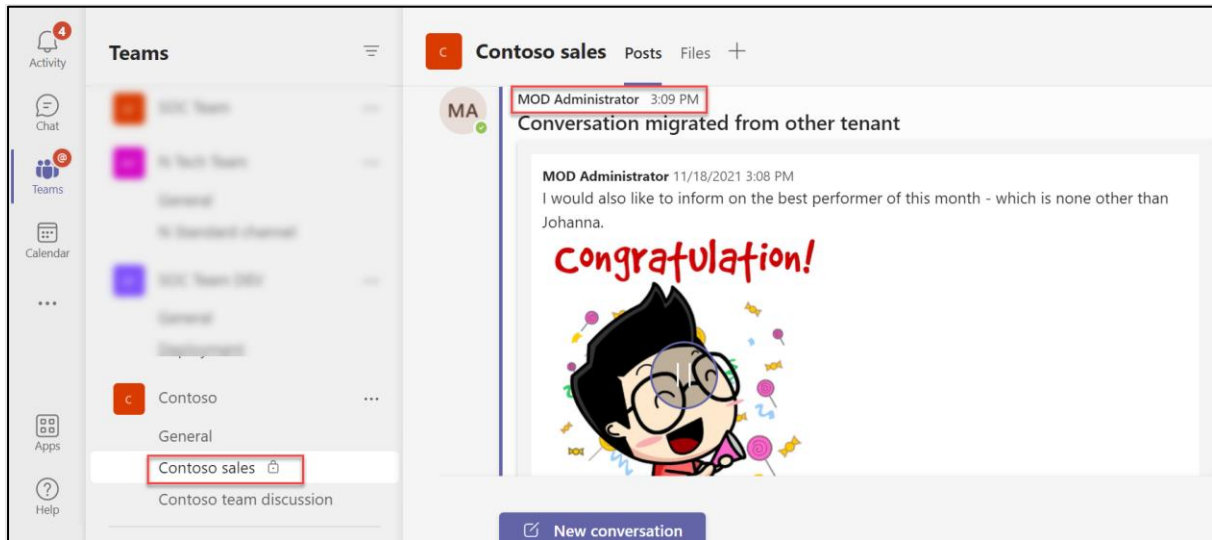


Migration view of Private Channel

Source:

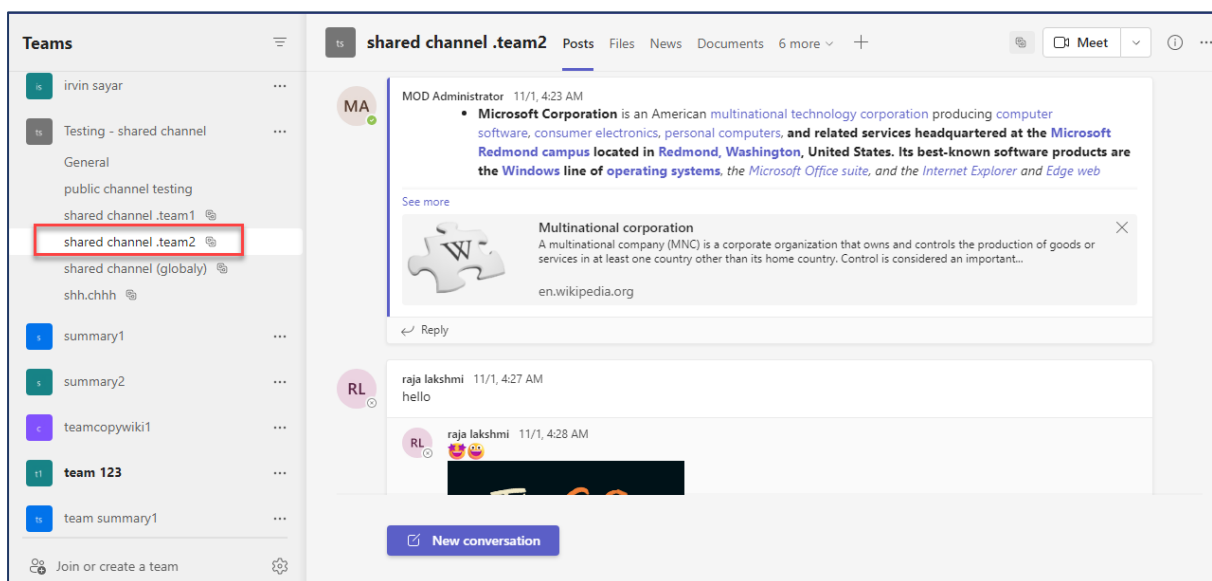


Target:



Migration view of Shared Channel

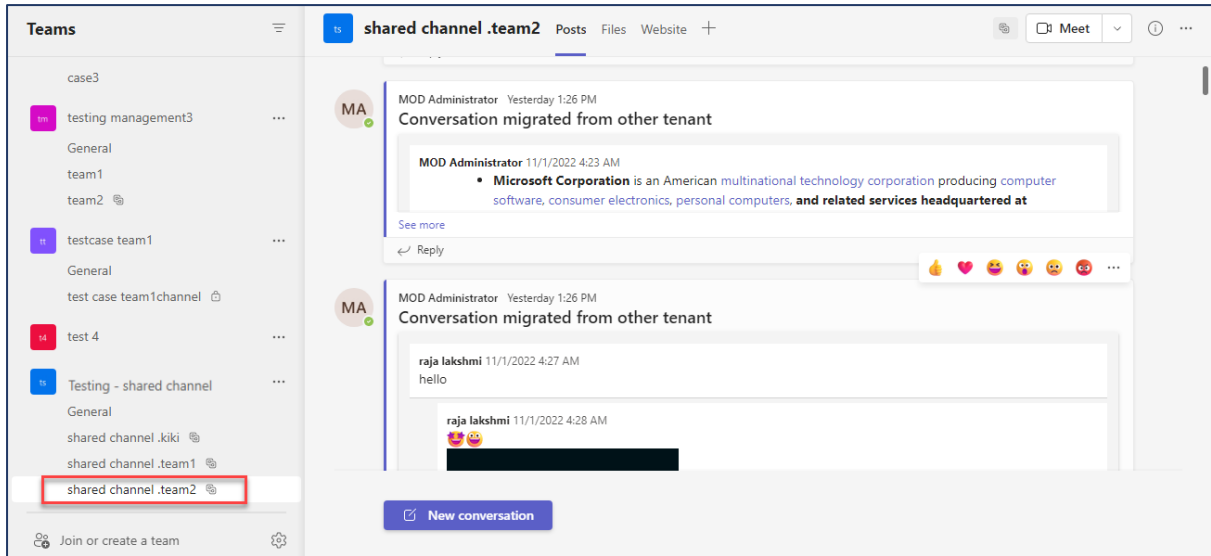
Source:



All-In-One : Teams Migration Guide

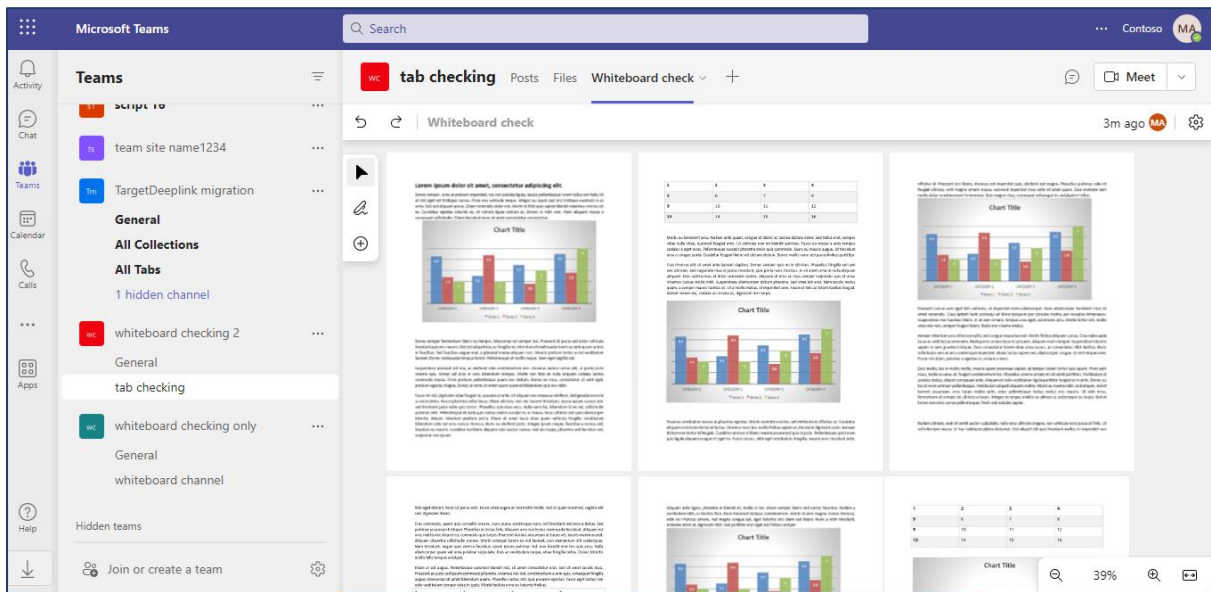


Target:



Migration view of Whiteboard

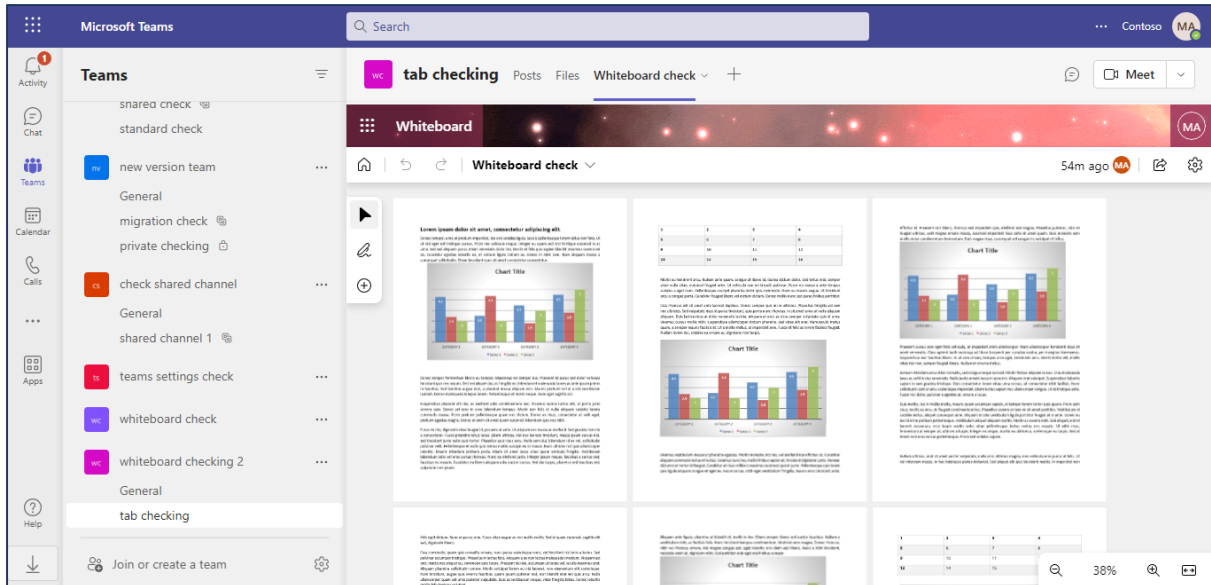
Source:



All-In-One : Teams Migration Guide

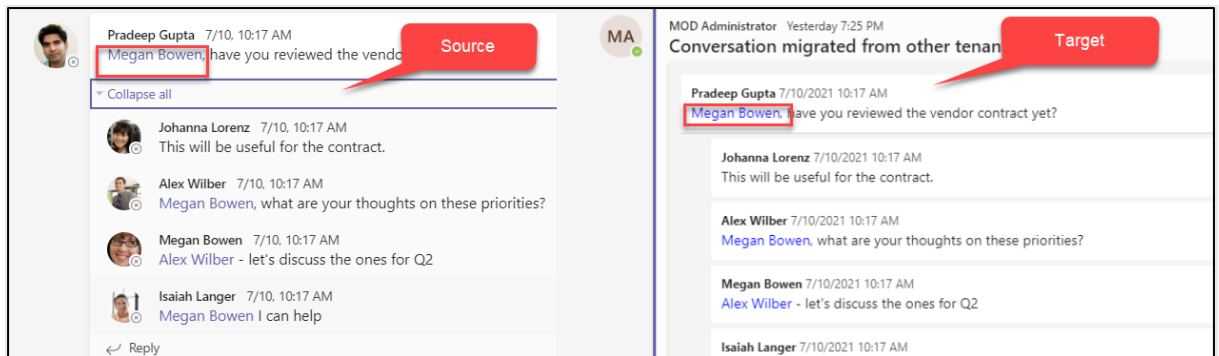


Target:

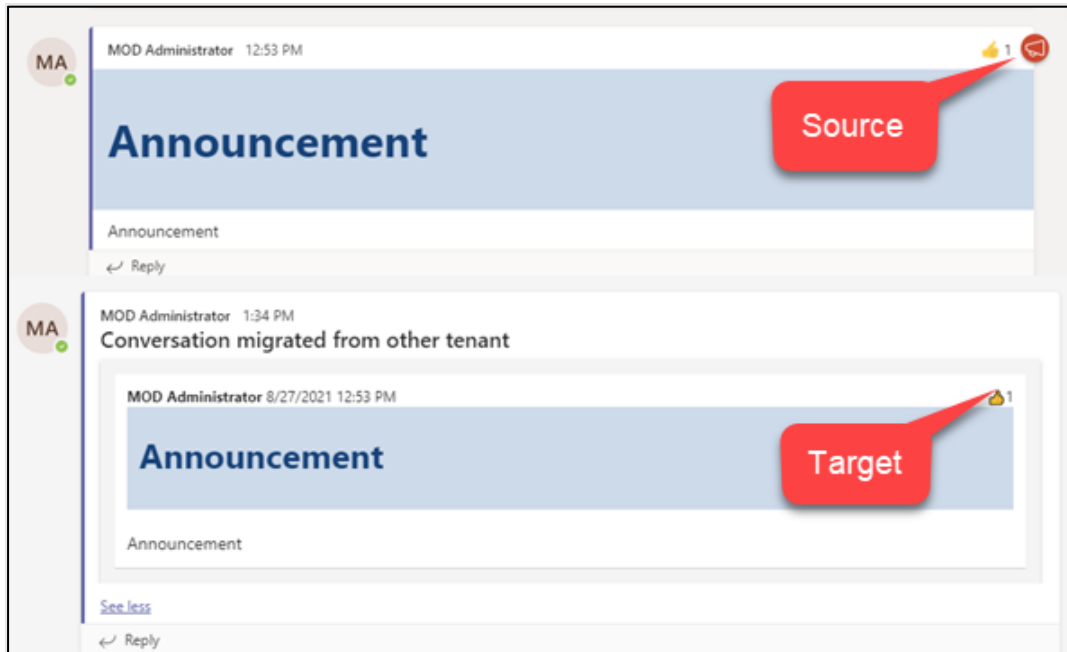


Impact

1. We will migrate the @mention as regular text.

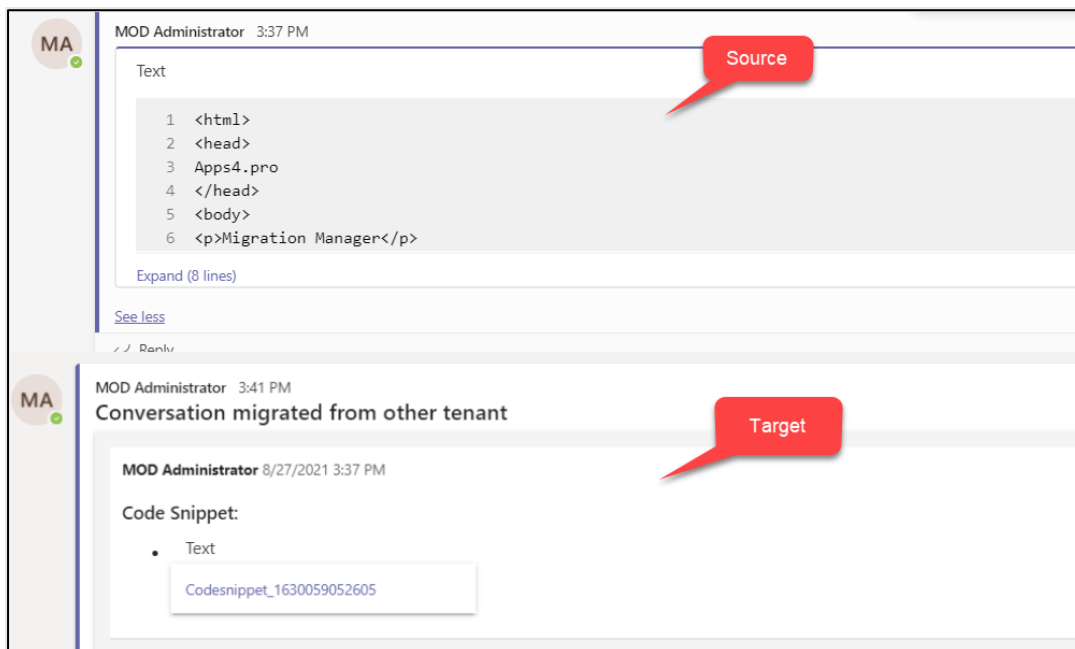


- 2. Announcement icon will not get migrated.



- 3. Code snippet :

We will migrate the code snippet as attachment.



4. Delta Sync – Incremental Migration

The following items will not be migrated in the incremental migration (i.e., when you re-run a previously completed JOB).

Planner Tab

- Any changes done in an existing Task

Teams

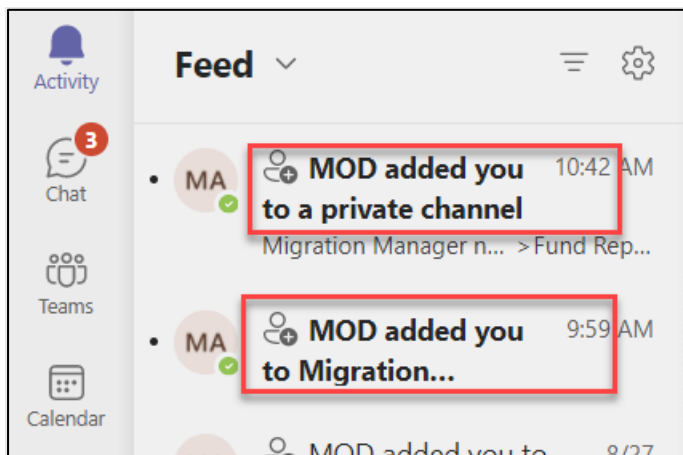
- New channel
- New user
- New Tab

Email Notification

Target Team - New

End users will get below notification in Microsoft Teams, when migrating the team's data to the New Team in target tenant.

- Added You to the team
- Added You to the private channel



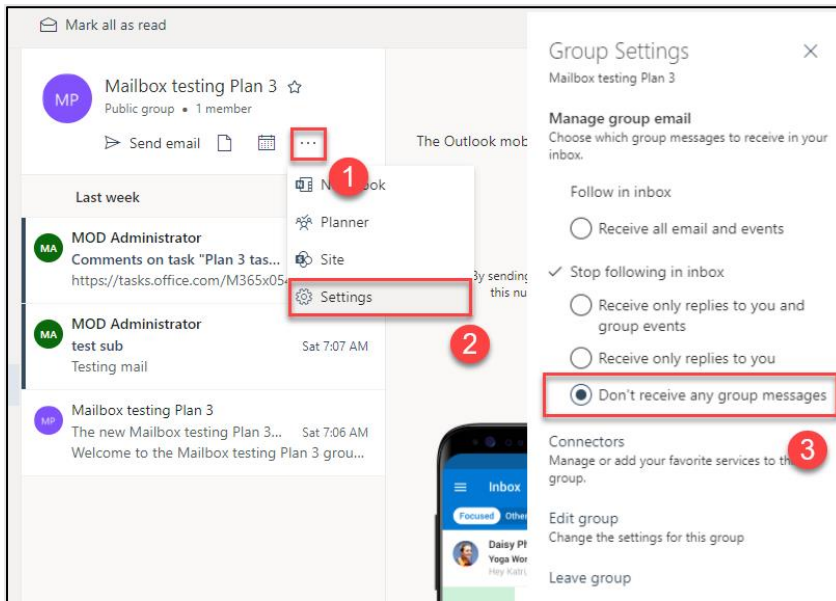
Target Team – Existing - Planner Tab

End user will get notifications when migrating the below stated items in the planner tab.

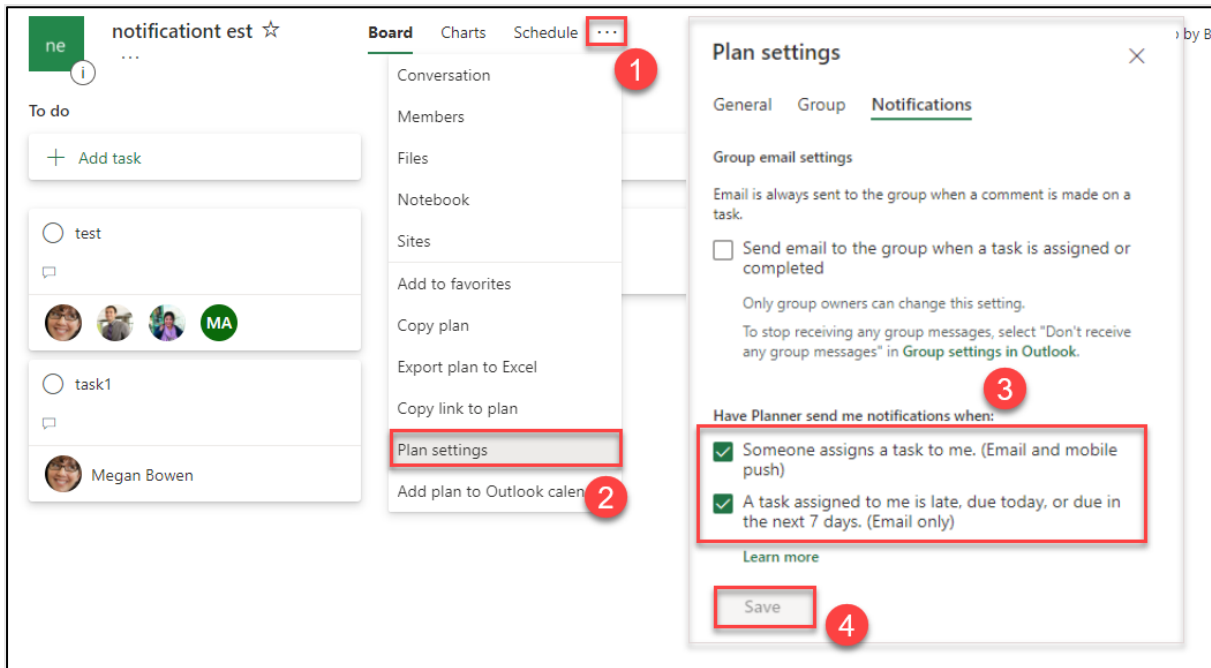
- Comments
- Task Assignments

To avoid these notifications when migrating to Existing Team, **each** end user needs to enable the below settings.

Open the Respective Plans Office 365 group which we are going to migrate in the outlook, then click on settings → Select **Don't receive any group messages**.



Then Go to the Existing plan in the target tenant → Click on more option (...) → Plan Settings → Unselect both settings under “Have Planner send me notifications when”.



Note: However, we can't avoid these notifications, during the plan migration within a **new Team**.

3. Private Chat Migration

How do the chats get migrated as 'Archived Chats'?

Private chats (1:1 and 1: N) gets migrated as **Archived chats** in the target tenant. To achieve this, the app adds the 'Target Connector Account' logged in to the migration app as the member of all the chats (1:1 or 1: N) and migrates the chats as archived chats in target tenant. Please ensure you have used the authenticated account to sign into the migration app Target connection before running the migration job.

Step 1 : Setup & Configuration

Setup : License and Roles

1. **Microsoft Teams license** is required for both Source & Target Connector Accounts.
2. **Global Administrator** access is required for both Source & Target Connector Accounts.

Configuration : Connector Accounts – Sign-in

Perform the Source & Target Connector Accounts Sign-in as shown in *Global Configuration section*.

Additional Configuration : Additional Connector Accounts – Sign-in

Perform the additional Source & Target Accounts Sign-in as shown in *Additional Configuration section*.

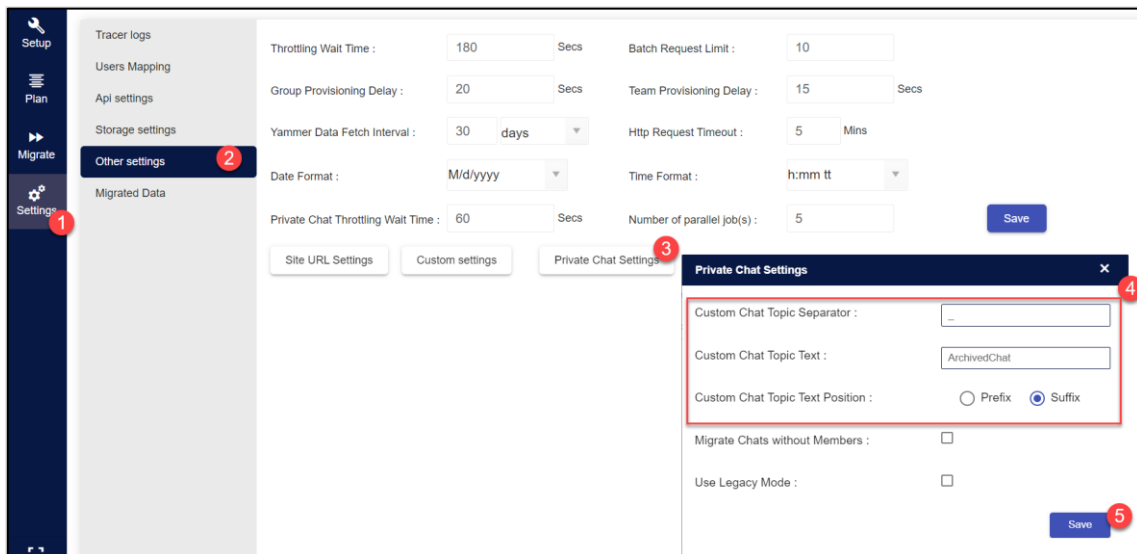
Mapping : Application User Mapping

Perform the Application-level User Mapping as shown in *Application User Mapping section*.

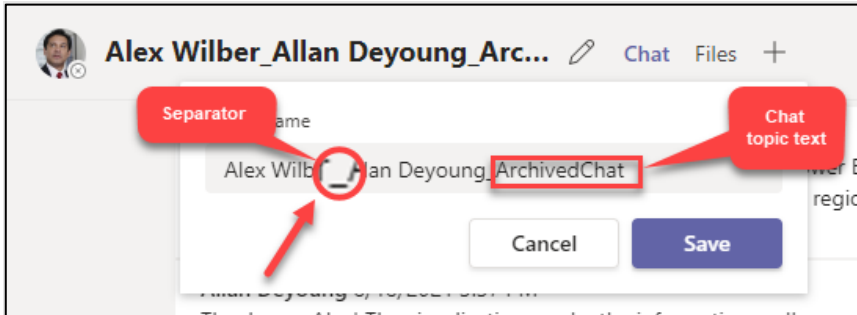
Step 2 : Private Chat Settings

Chat Topic Separator & Position

As the chats are migrated as Archived Chats, the app will create chat titles with the participant names in the chat. It will appear in the format **"Alex Wilber_Megan Bowen_ArchivedChat"**. To customize this format, follow the steps as mentioned in below screenshot.



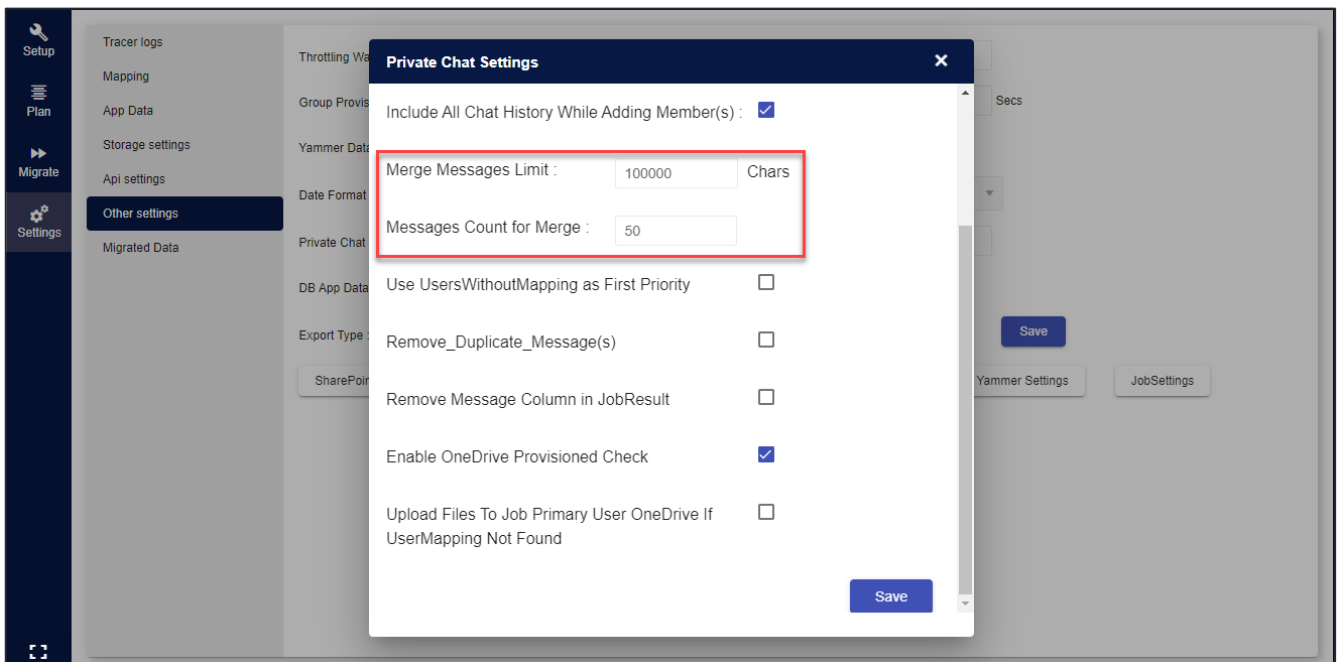
Custom Chat topic Separator, text and topic text position can be customized.



Merge Messages Settings

You can configure the characters / message count when you decide to migrate the messages as Merged one by navigating to Settings -> Other Settings -> Private Chat Settings.

Please refer the below screenshot. The values displayed here are the default values and the maximum limit that can be set.

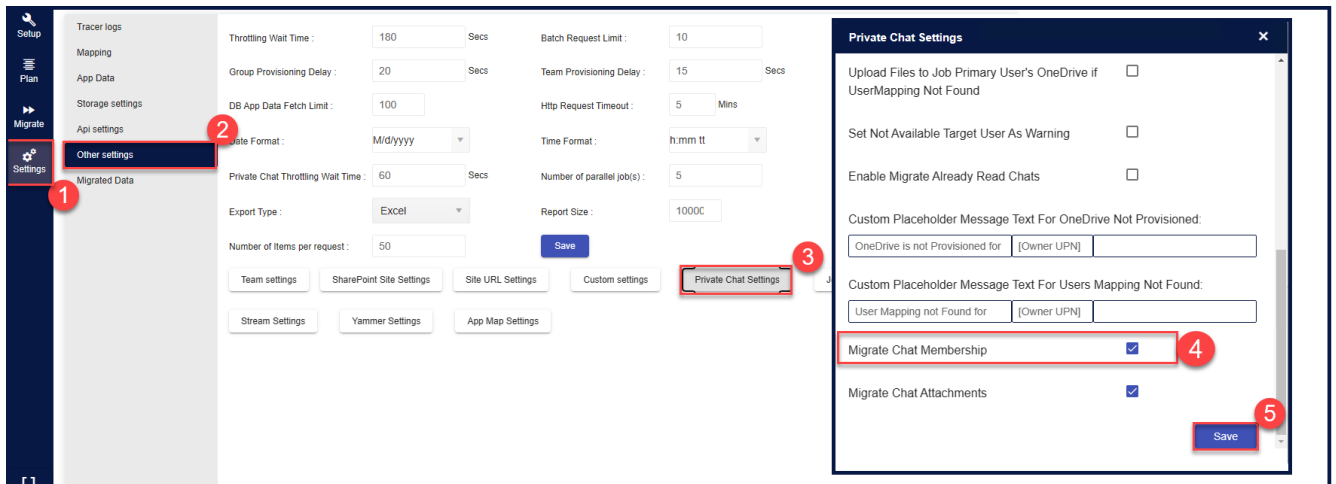


Enable "Migrate Chat Membership" [OPTIONAL]

When you migrate the chat memberships in the first place, the members of the chat will keep receiving notifications during the migration. In order to avoid these notifications, you can choose to skip membership migration by disabling the option "Migrate Chat Membership". It is Enabled by DEFAULT.

You can choose to Migrate Membership at any later point of time, by following the below steps

- Enable the option "Migrate Chat Membership"
- **Retry the same job** created for Chat Migration

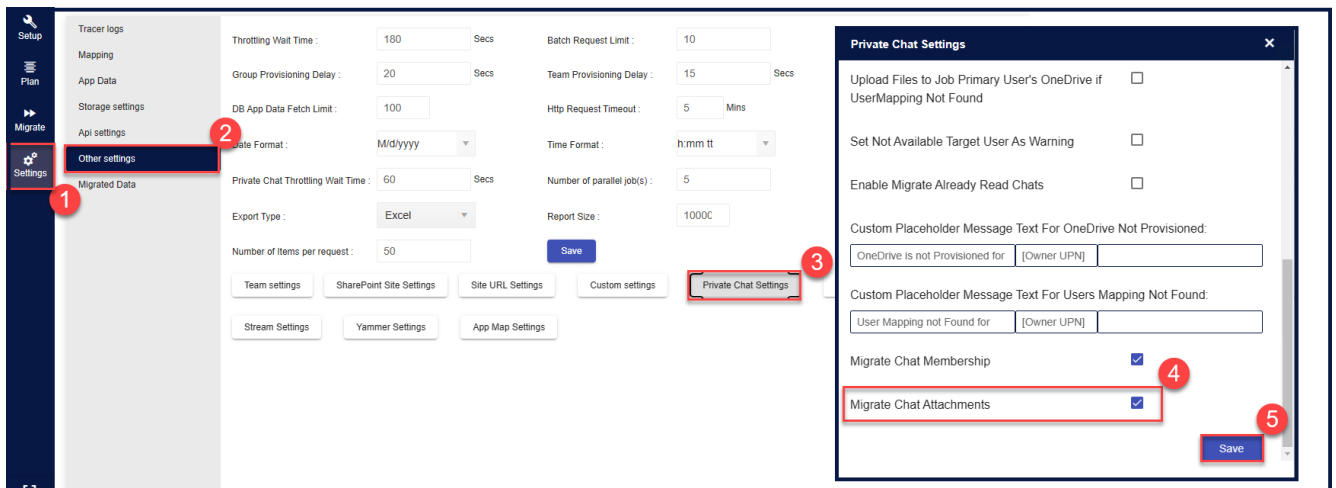


Enable “Migrate Chat Attachments” [OPTIONAL]

You can choose to skip migrating the attachments part of the chats by disabling the option “Migrate Chat Attachments”. It is Enabled by DEFAULT.

You can choose to Migrate the attachments at any later point of time, by following the below steps

- Enable the option “Migrate Chat Attachments”
- **Retry the same job** created for Chat Migration

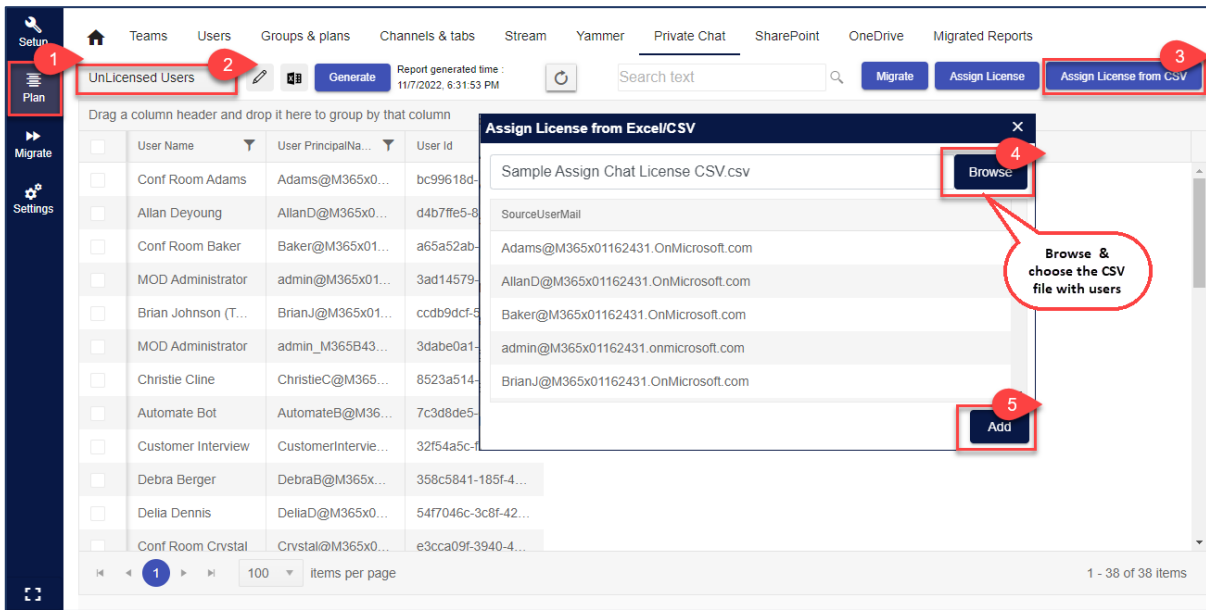


Step 3 : Bulk assignment of license to users

Tool provides an option ‘Assign License from CSV’ to assign licenses to users in a bulk fashion.

You can add the users whose chat has to be migrated in a CSV file and get them licensed in a single shot.

1. Navigate to Plan -> Reports -> Private Chat -> UnLicensed Users
2. Browse through the CSV containing the list of users to assign licences & click Add.



Sample CSV

	A
1	SourceUserMail
2	AllanD@contoso.com
3	Baker@contoso.com
4	admin@contoso.com
5	BrianJ@contoso.com
6	ChristieC@contoso.com
7	AutomateB@contoso.com
8	DebraB@contoso.com

Step 4 : Create Migration Job

Go to migrate tab select the following fields:

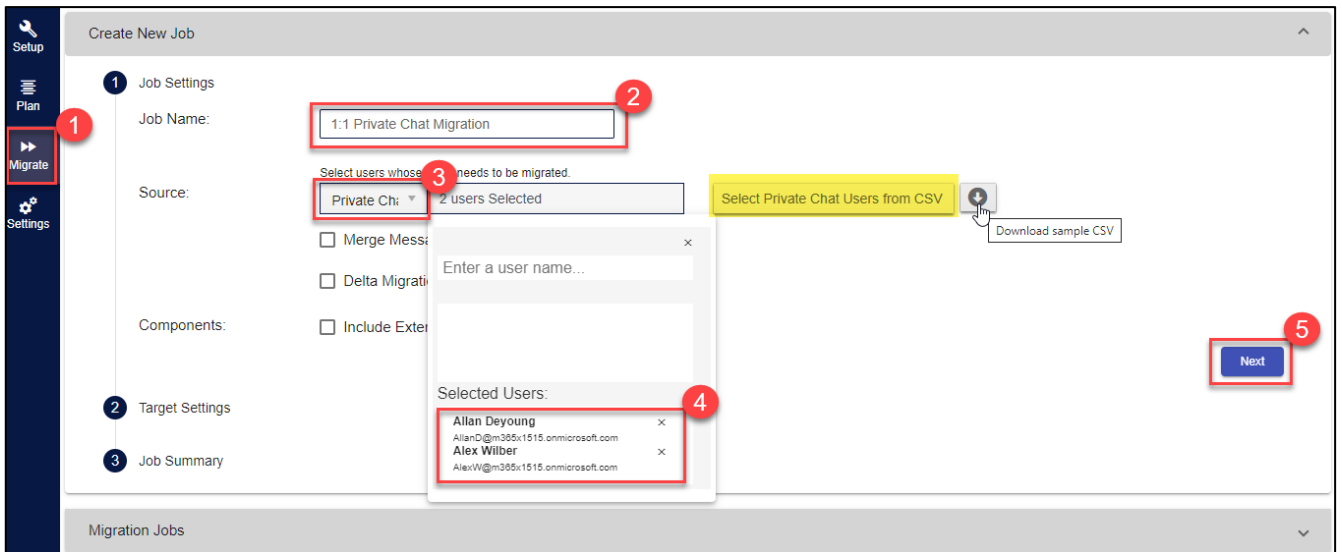
Job name: Enter the name for this job

Source: Select the source as 'Private Chat' and select the users whose chats to be migrated.

Download Sample CSV : When you have to upload a bunch of users through the highlighted option – “**Select Private Chat Users from CSV**”, you can always use the Download option to download a sample format.

Sample CSV :

UserPrincipalName	UserId
Alex@contosa.com	4c82aeda-f296-43a9-a80a-c789216976b4
Allan@contosa.com	4918c791-3b78-4353-8ad2-41f2073bfe3b
Megan@contosa.com	73de47bc-ac48-41ea-b45d-740a1370d6e0
AllanD@contosa.com	481e7bd8-1a29-4bff-9974-74b53fd5865d

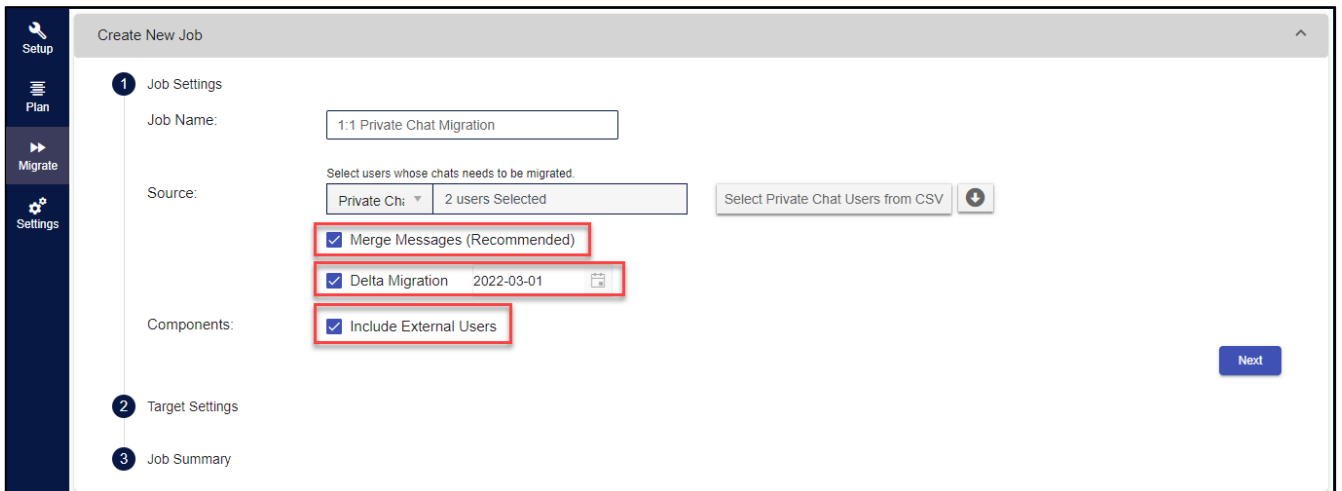


Job Options

Merge Messages : It is enabled by default. This option speeds up the migration process by merging multiple chats and posting them to the target in a single shot. This is the recommended approach, but the user can opt to disable it. We can restrict the number of messages that can be merged. Please refer to [Merge Messages Settings](#).

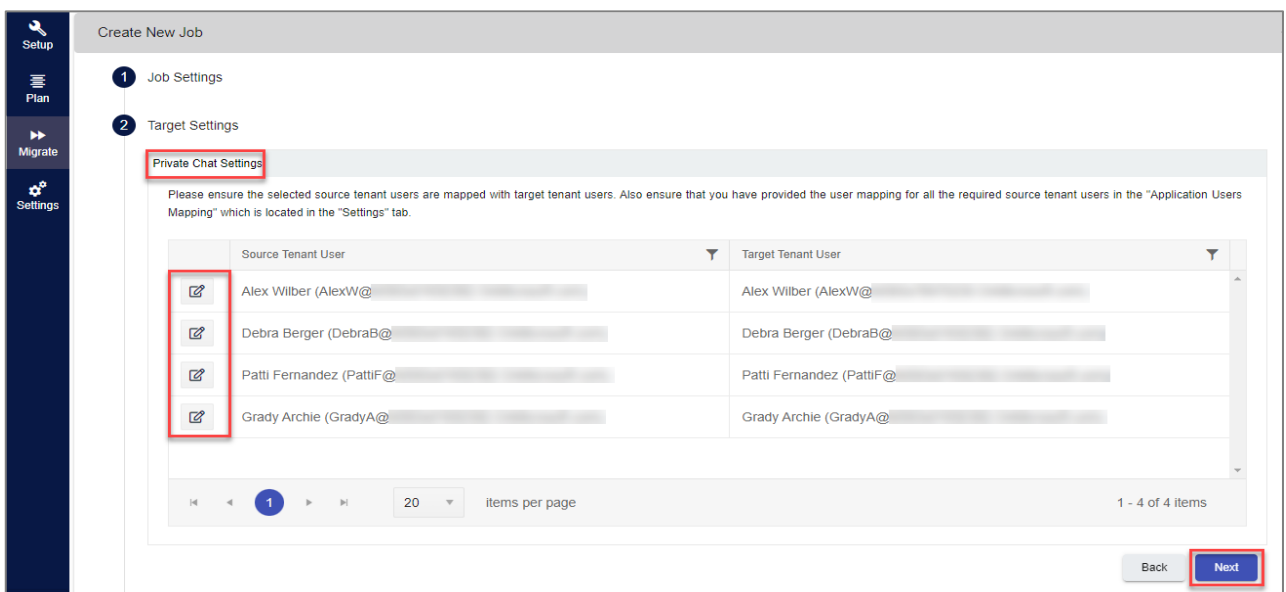
Delta Migration : You can choose to migrate the chats from a particular date by choosing the 'Delta Migration' Option.

Include External Users : You can choose to include the external chats – 'chats with people from different domains' by selecting the option as below.



Step 5 : Target Settings

In this step, the app lists the users mapping we have imported in '[Step 4 – Application Users Mapping](#)' for review and edit mapping if needed.

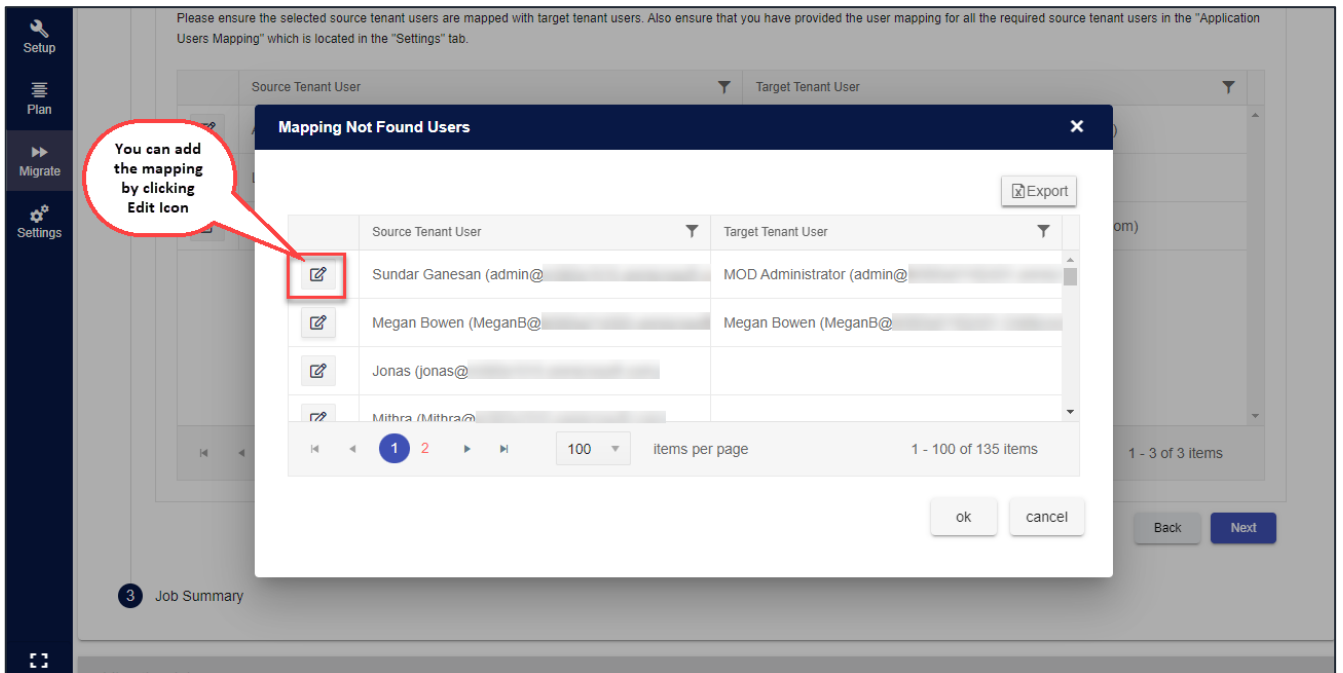


Click 'Next' to proceed further.

Step 5a : Review & Edit Missed User Mappings

You can add the missed user mappings by clicking the Edit icon near the Source Tenant User. OR

If you would like to upload the user mappings in a bulk manner, get them added in the 'Application User Mapping' and resume the job. You can export the missed mapping from here to feed in to the 'Application User Mapping' – please refer to section '[Application User Mapping](#)'

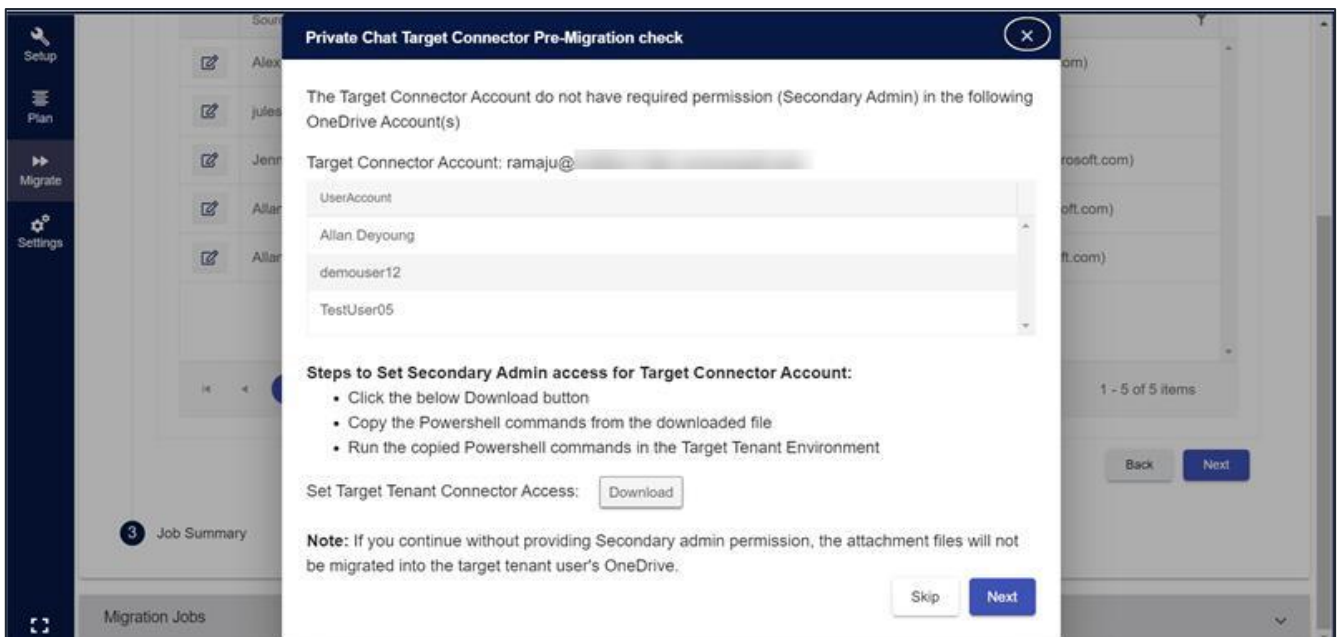


Step 5b : Setup Secondary Admin Access for OneDrive User Accounts

You have to setup Secondary Admin Access for OneDrive User Accounts, for whom the attachments have to be migrated to their respective OneDrive.

To achieve this, the tool provides the script. You can download & execute the script and resume with the job execution.

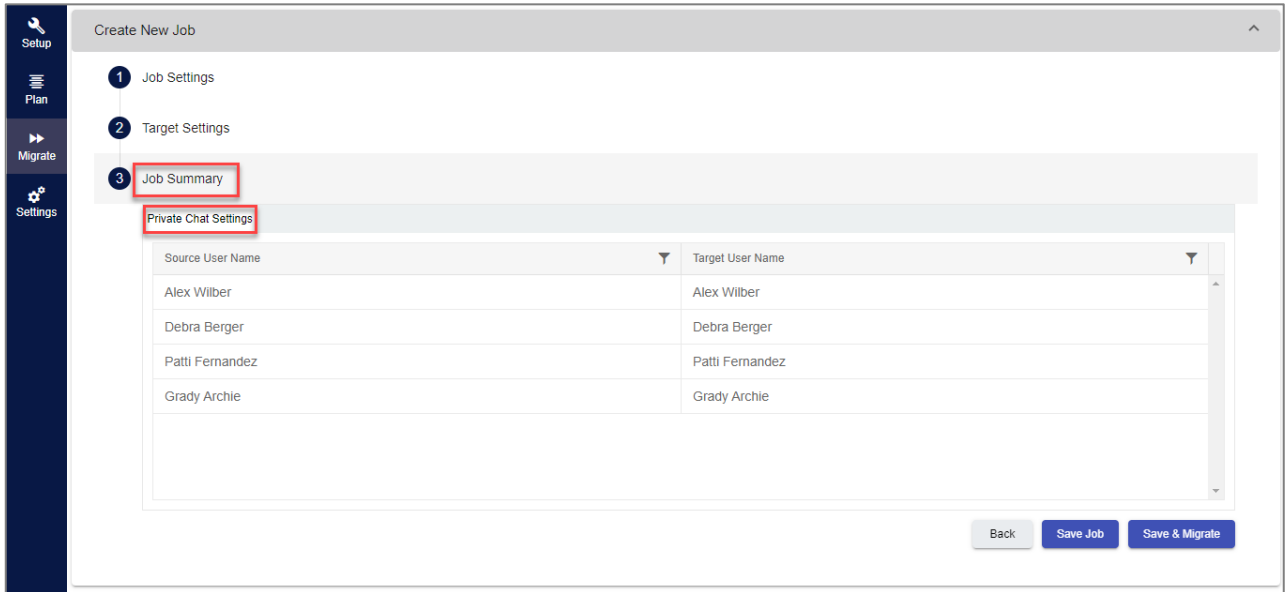
You can also choose to skip the Setup by clicking on 'Skip', upon which the attachments will not be migrated to the user's respective OneDrive.



Step 6 : Job Summary

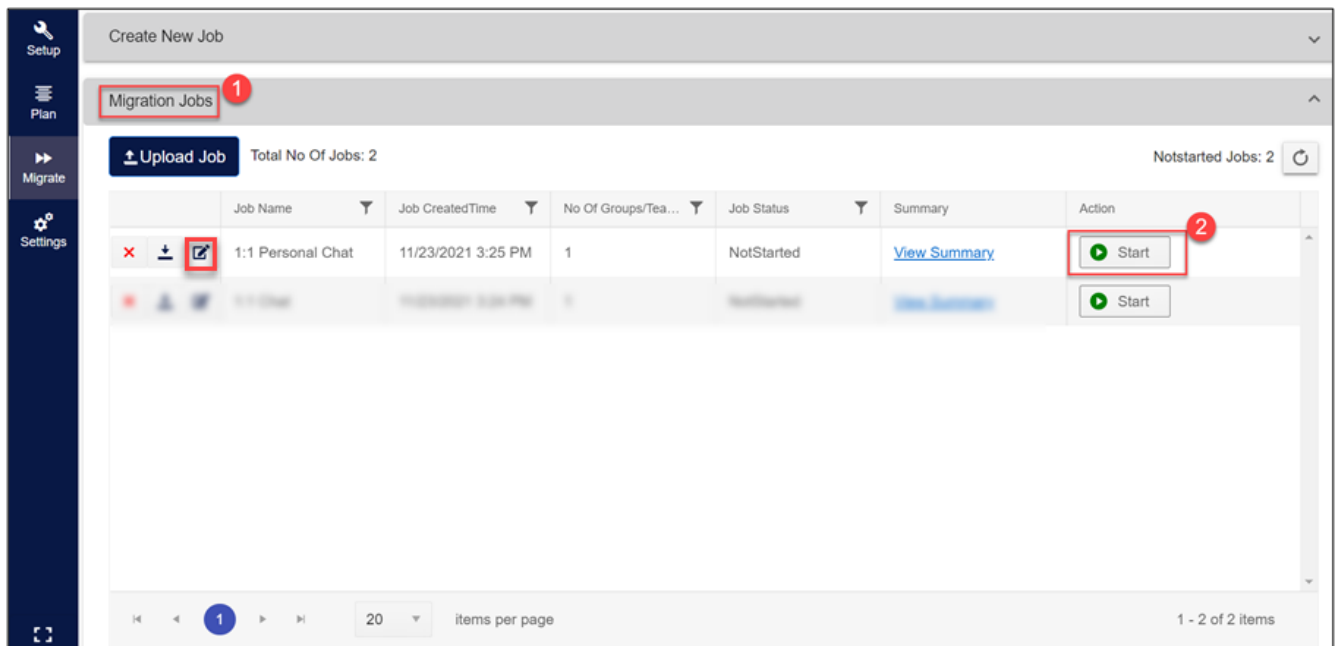
In this step, the app summarizes the job configuration for review. Once reviewed, you can

- Save Job -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid.
- Save & Migrate Job -> It saves the current job and starts the migration process immediately.



Execute Saved Jobs

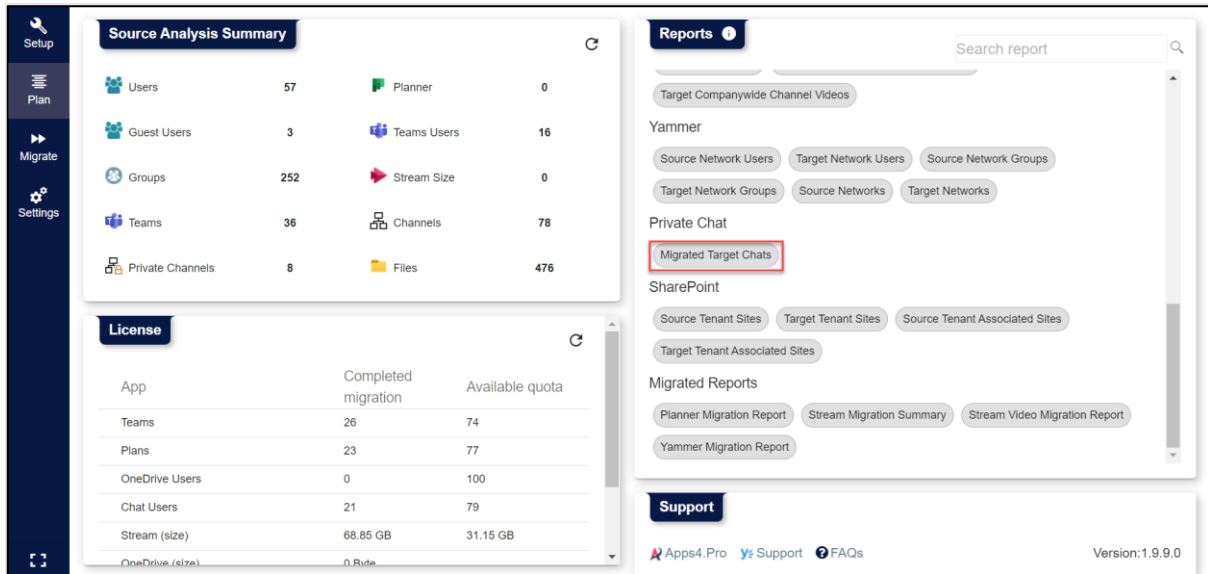
Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.



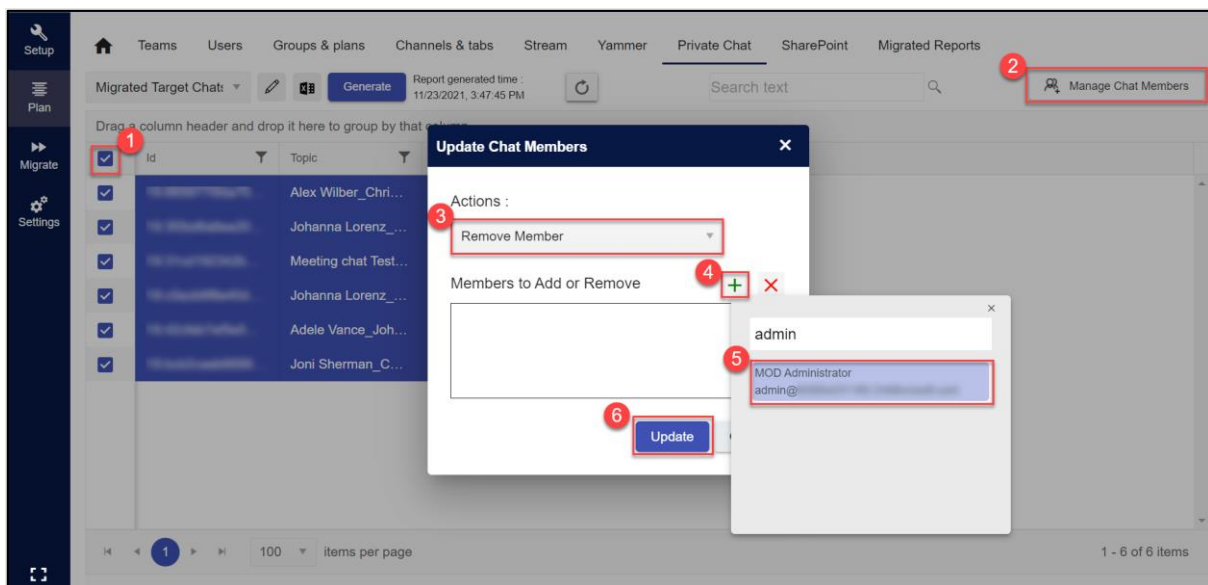
Step 7 : How to Remove 'Target Connector Account' from the migrated chats

Post migration, review the migration results and once satisfied, remove the Connector Account from the migrated chats. To do this, follow the below steps.

Generate the report as shown in below screenshot



Now the app lists all the chats migrated to the target account. Select all and click on Manage Chat Members → Choose 'Remove Members' under **Actions** → click + icon → Search for the Target Connector Account & select it → Update.



Action Result [X]

Search... [Export]

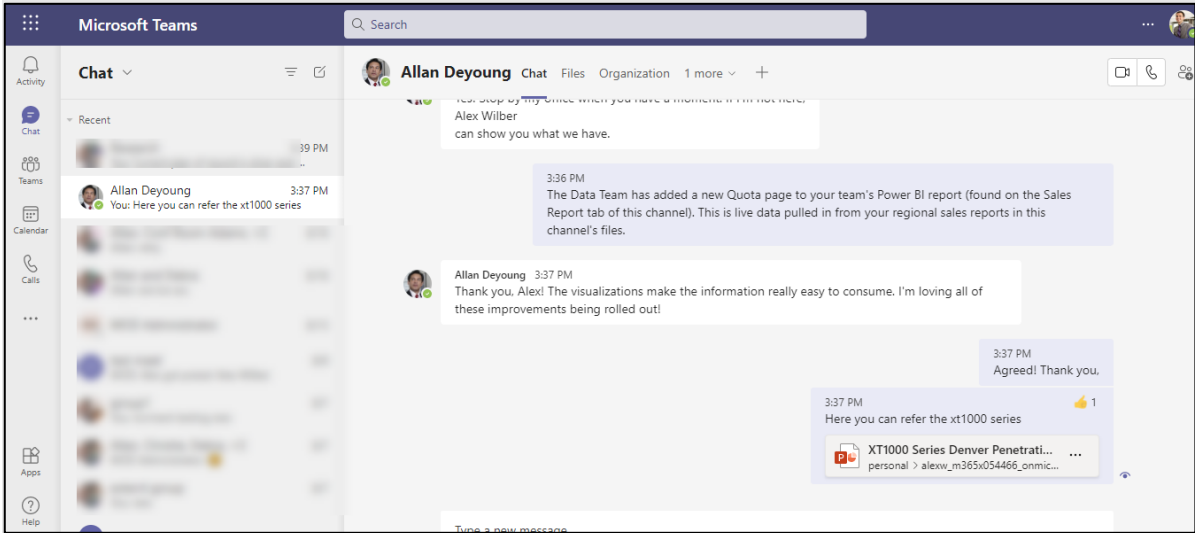
Remove Member Action Completed. Successful : 2; Failure : 0

ChatName	UserName	Type	Action	Status
Research_ArchivedChat	MOD Administrator	Member	Remove	Success
Alex Wilber_Allan Deyoung_ArchivedChat	MOD Administrator	Member	Remove	Success

User Experience

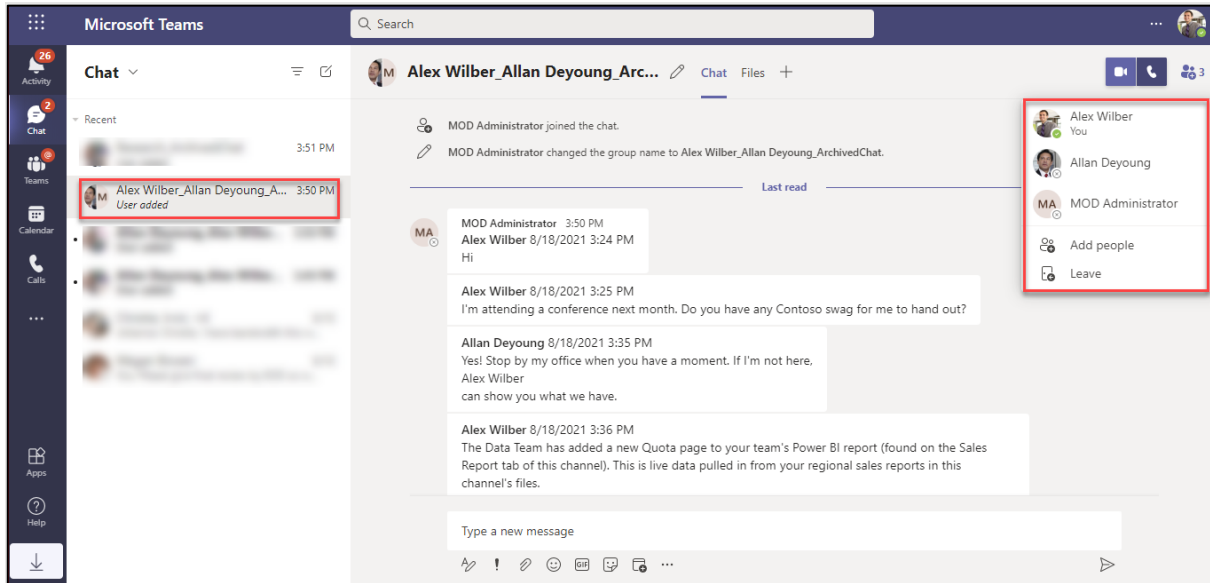
When 'Merge Messages' option is not enabled

Source Tenant

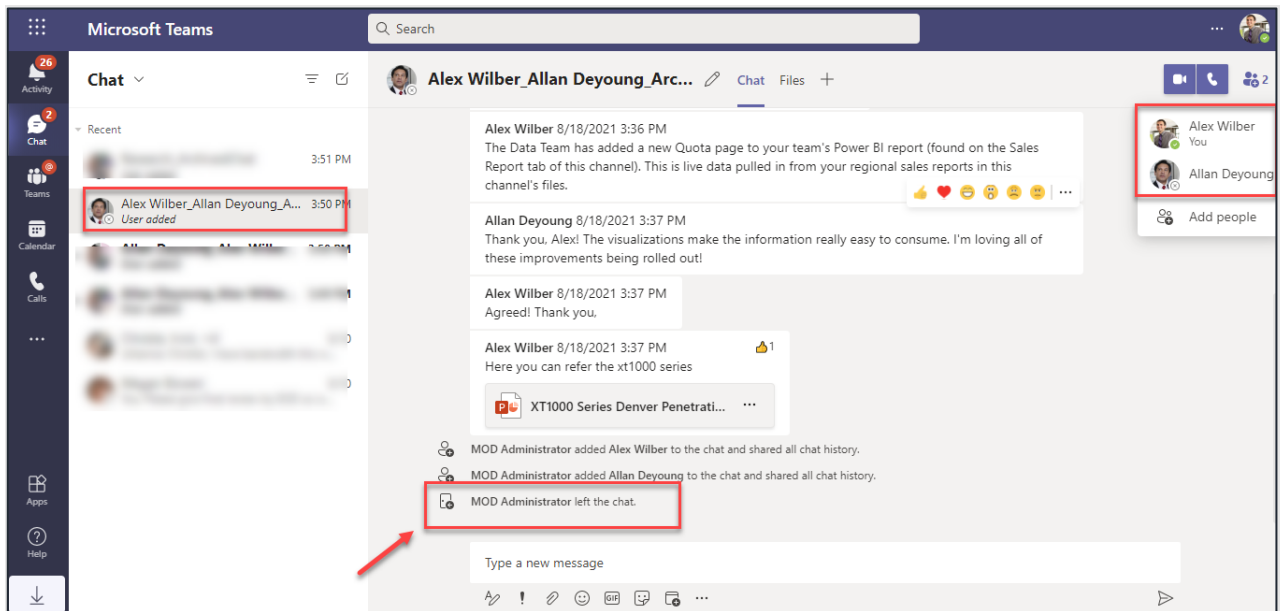


Target Tenant

Private chats (1:1 and 1:N) get migrated as **Archived chats** in the target tenant with the Service Account being added as member of all the chats.

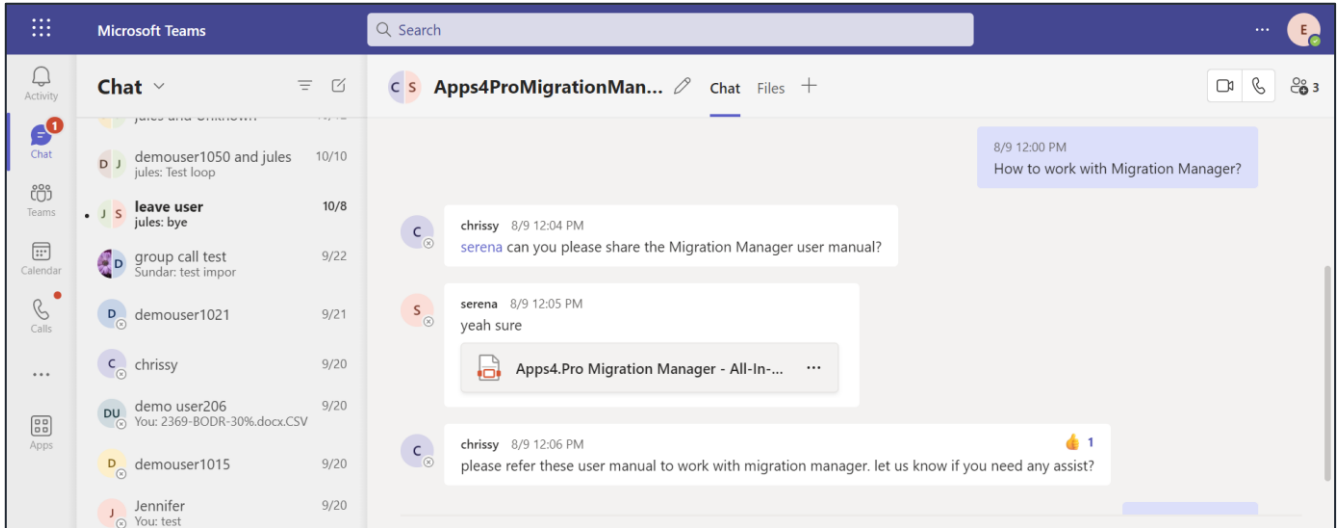


After removing the connector account in the target tenant, the archived chat resembles as in below screenshot.

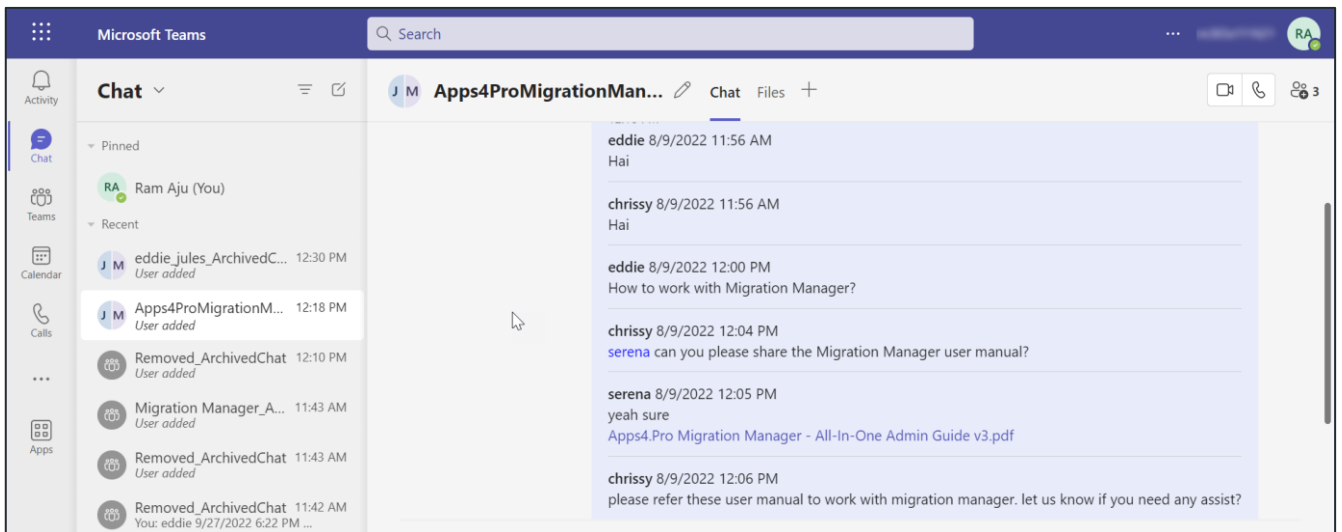


When 'Merge Messages' option is enabled

Source



Target



Note : The attachments are shown as links to the actual files

4. Planner Migration

Step 1 : Setup & Configuration

Setup : License and Roles

3. **Exchange Online license** is required for Target Connector Account.
4. Source Connector Account should be a Member or Owner of the Plans that you chose to migrate. Otherwise, **User Administrator** access is recommended to get themselves added to the Plans (Please refer section :- *How to Add 'Source Connector Account' as a member of the Plans*)

Configuration : Connector Accounts – Sign-in

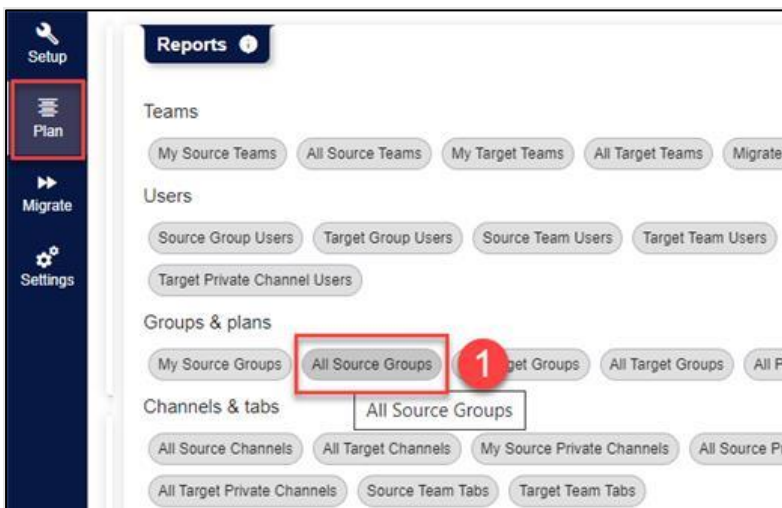
Perform the Source & Target Connector Accounts Sign-in as shown in *Global Configuration section*.

Mapping : Application User Mapping

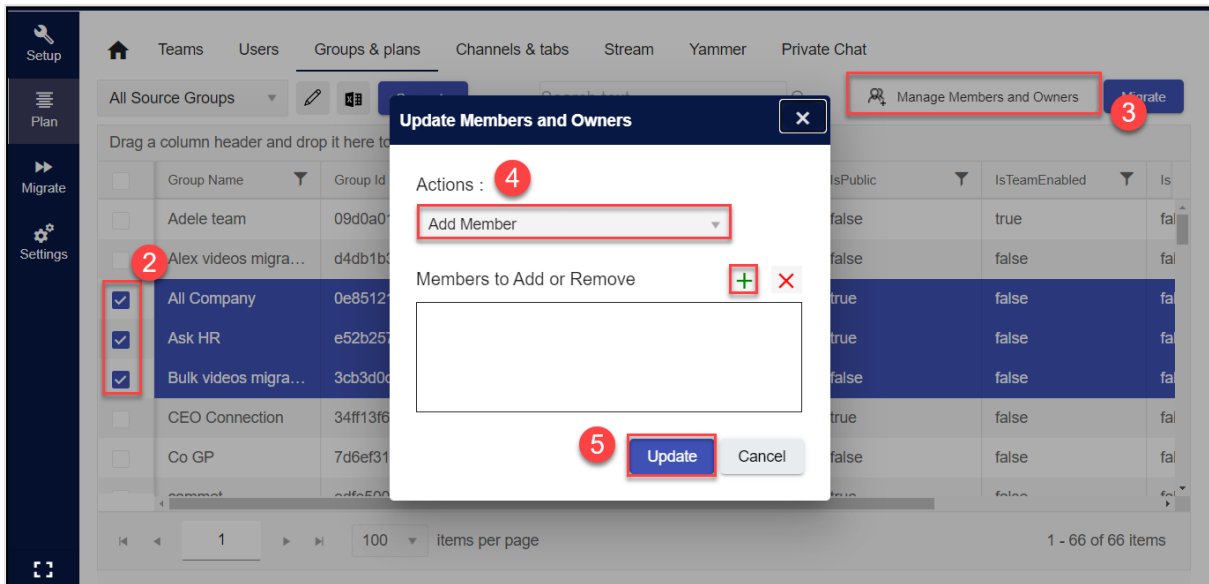
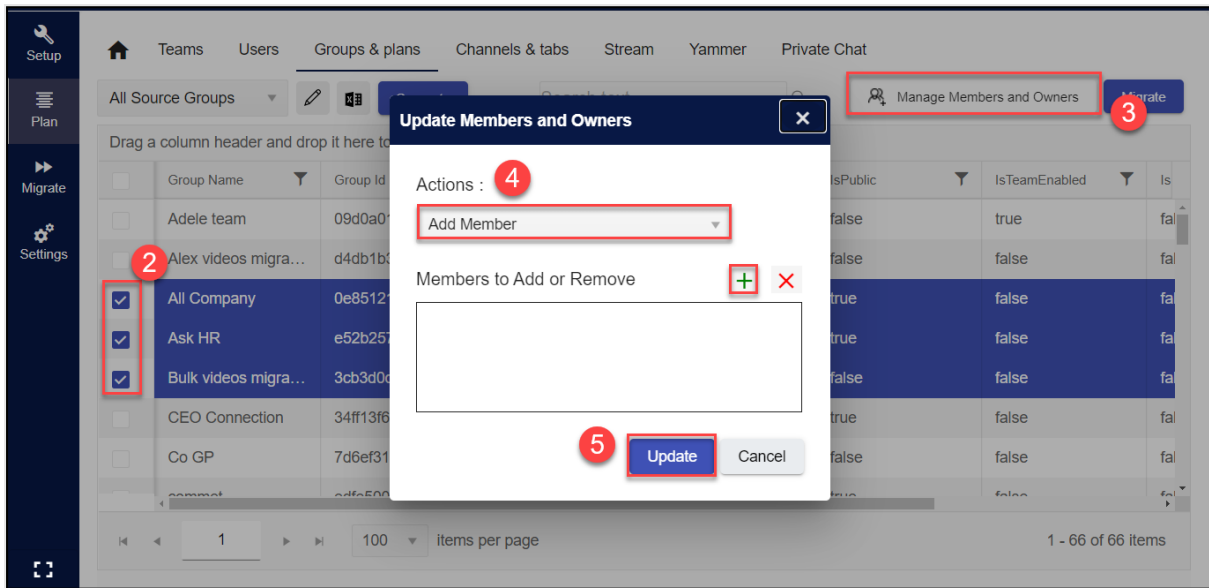
Perform the Application-level User Mapping as shown in *Application User Mapping section*.

Step 2 : How to Add 'Source Connector Account' as a member of the Plans

Go to **Plan Tab** -> Generate the "All Source Groups" report.



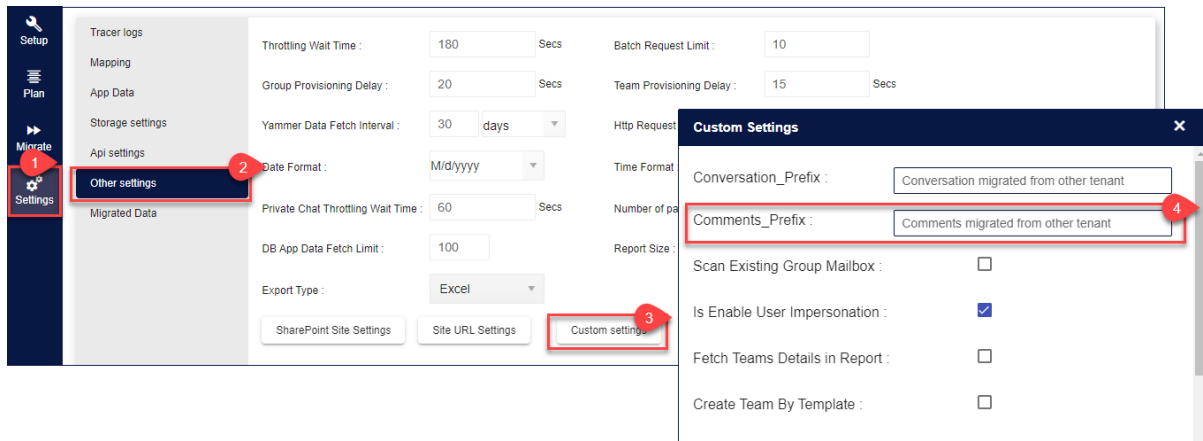
Then select the groups associated with the plans to be migrated where you need to add as member and click on **Manage Members and Owners** option and add the Source Connector Account under Member and update.



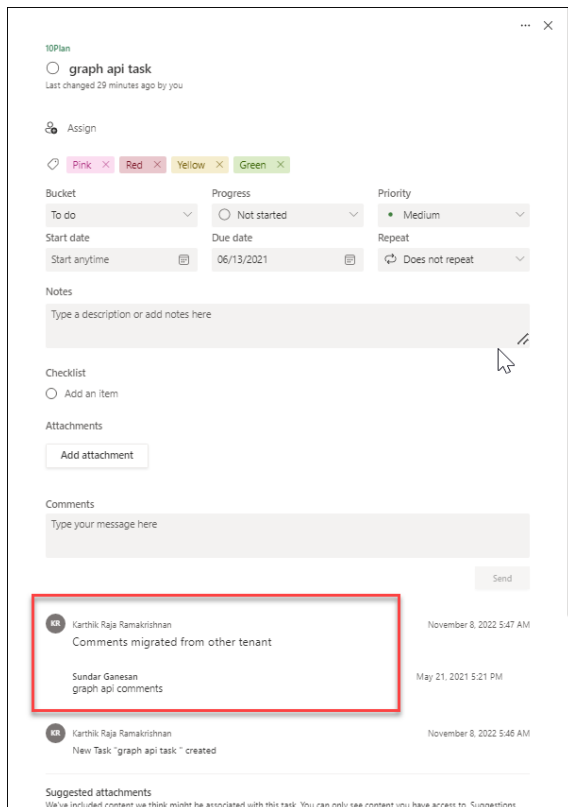
Step 3 : Additional settings

Comments prefix [OPTIONAL]

The app will migrate the task comments appended with the comments prefix. To change this prefix, follow the steps as mentioned in the below screenshot. The text given in the below box will be appended along with the migrated comments.



The prefix will be appended before each comment as below in the target tenant



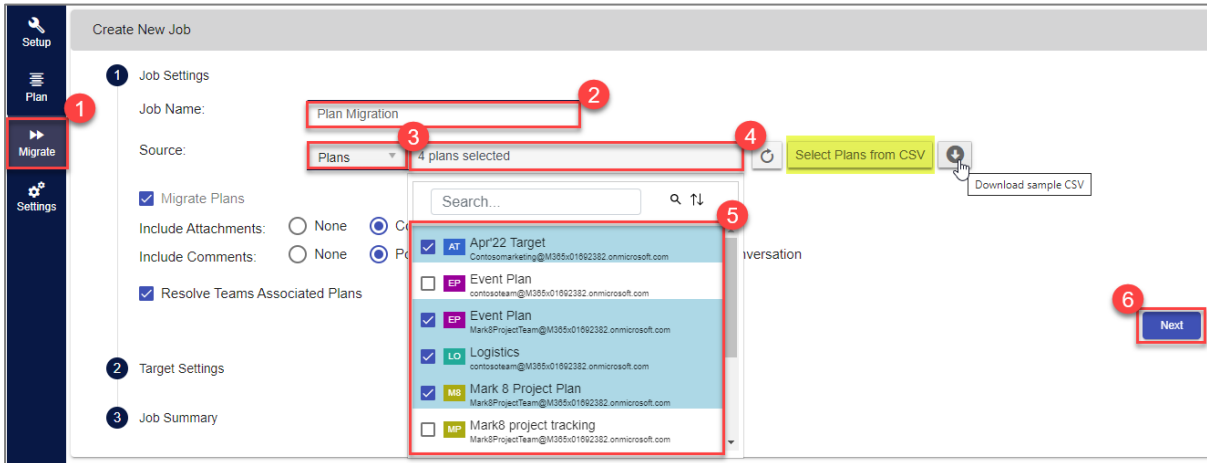
Step 4 : Create Migration Job

First provide the name of the current job. Then, select the required source tenant plan(s) to migrate. Choose the format of planner task attachments and comments.

Download Sample CSV : When you have to upload a bunch of Plans through the highlighted option – “**Select Plans from CSV**”, you can always use the Download option to download a sample format.

Sample CSV :

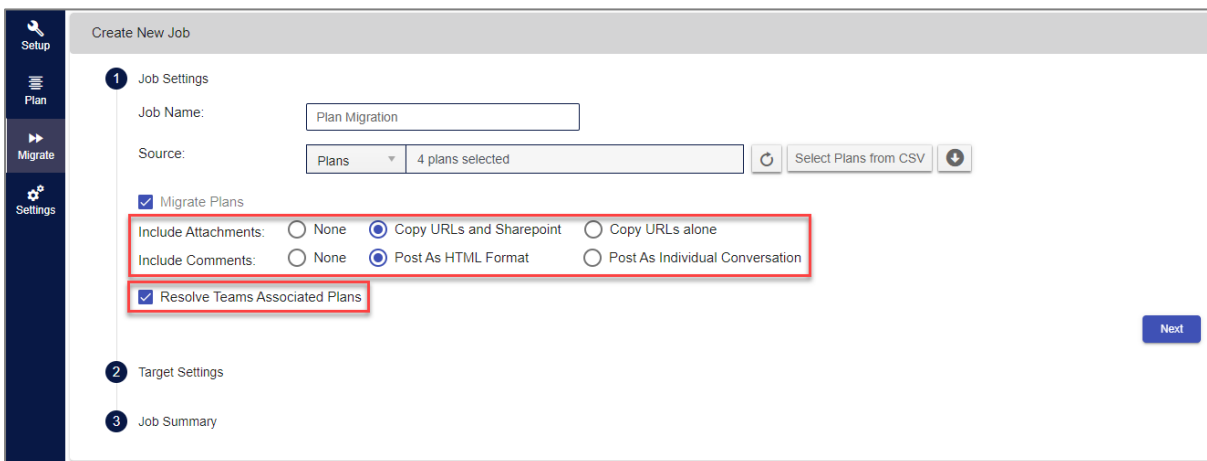
PlanName	PlanId
Communications	EjpG47In-kOcB6FoM9qoWskAHkKb
Plan	kTapqQ-ISEC-WIYtuNJEGMkAEHZ8
Tasks	1_UBDsLAHkG5_V7rUnGjsMkAE02L
Golf Assist	BaSdnu5N8kO416YRtyhwnskAFe2b



You can choose how the attachments and comments has to be migrated to the target from the below options.

Resolve Teams Associated Plans – This option is completely **OPTIONAL** and the user has to select / deselect based on the scenario.

- **Select** this option only when some of the plans you are migrating are part of Teams.
- **Deselect** this option when you are sure that none of the “plans to be migrated” are part of Teams. In this case, Team related details are not retrieved, which in turn **improves the performance of the Migration**.



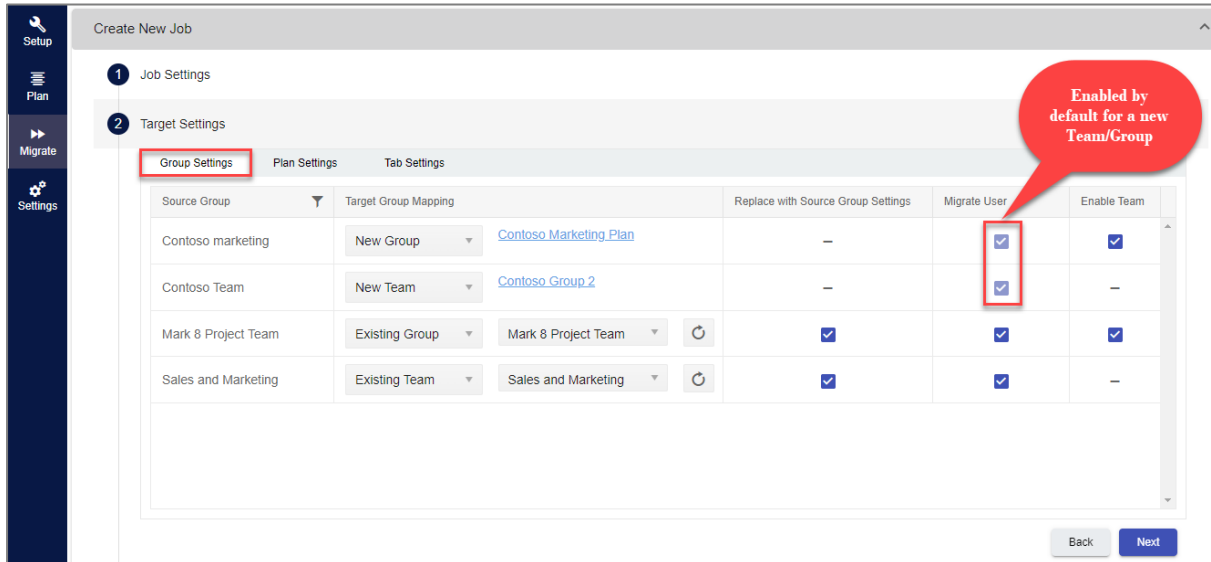
Step 5 : Target Settings

In this step, provide the target group(s) to migrate plans. The following options are available to select target groups.

- Migrate into the new group/team.
- Migrate data to the existing group/team. Here, you can choose to 'Replace with source Group Settings'.

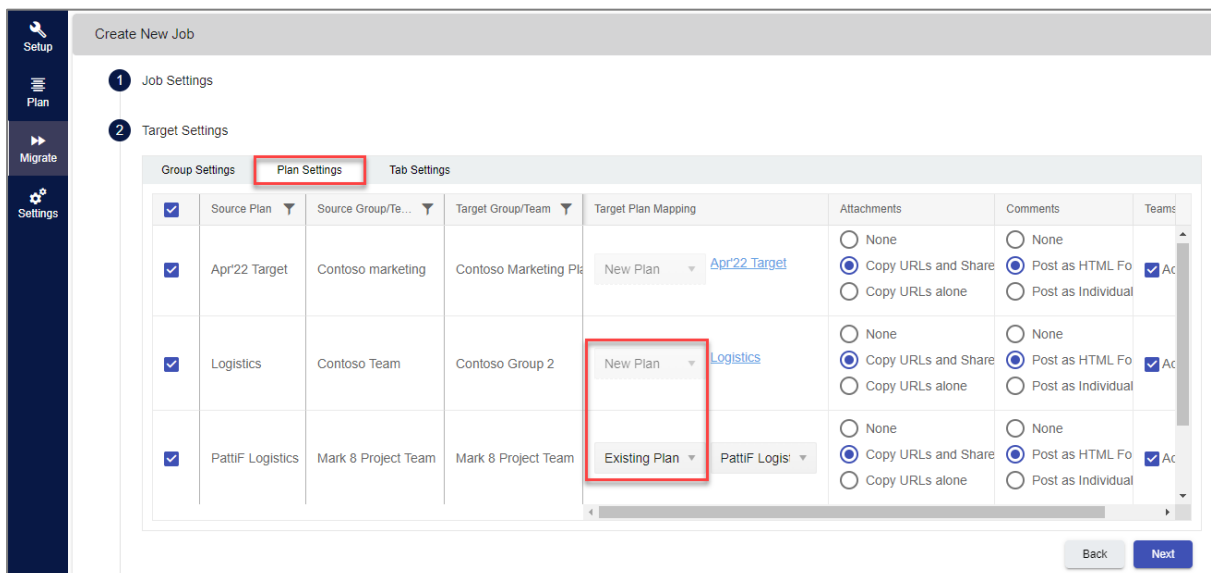
Upon choosing 'New Group' or 'Existing Group' option, you can enable the team for that group.

Migrate User : When migrating to an existing team / group, one can choose to migrate the additional members by enabling this option.



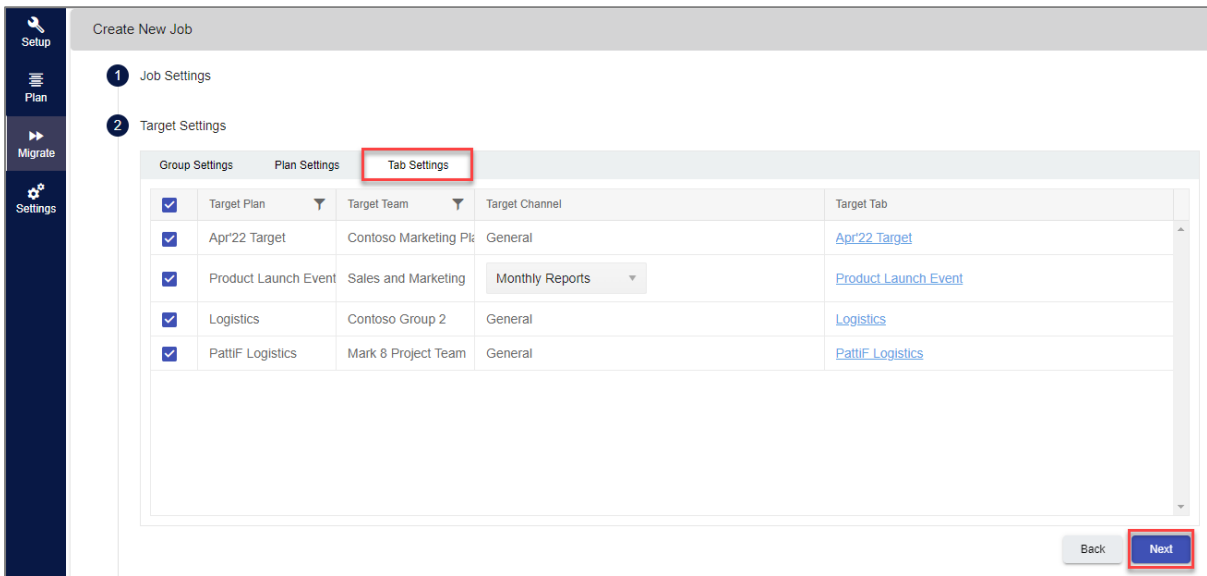
Plan Settings

Under this settings tab, select the required plans to migrate into New or Existing Plan and select the format of the planner task attachments and comments, as well as you can select the option 'Add as tab in Teams'.



Tab settings

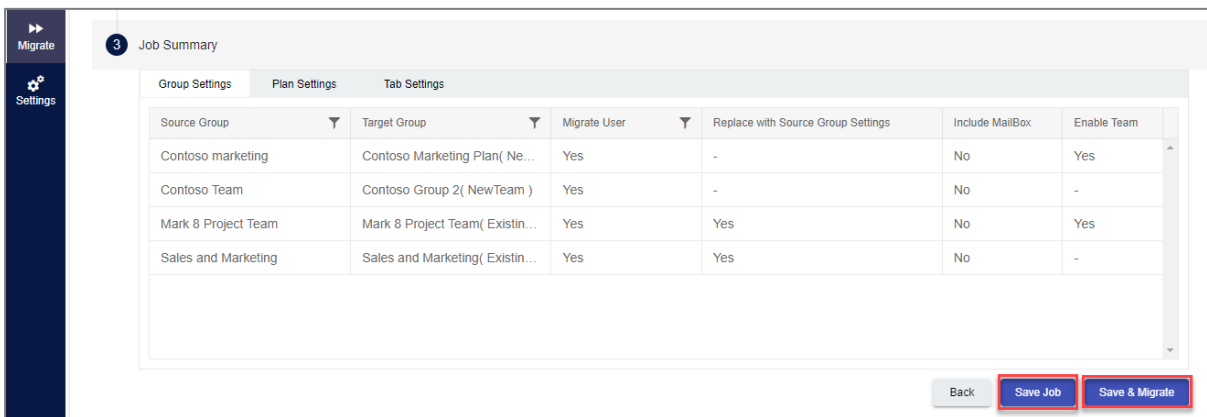
Here you can choose the target channel to add the migrating plan as a tab.



Step 6 : Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

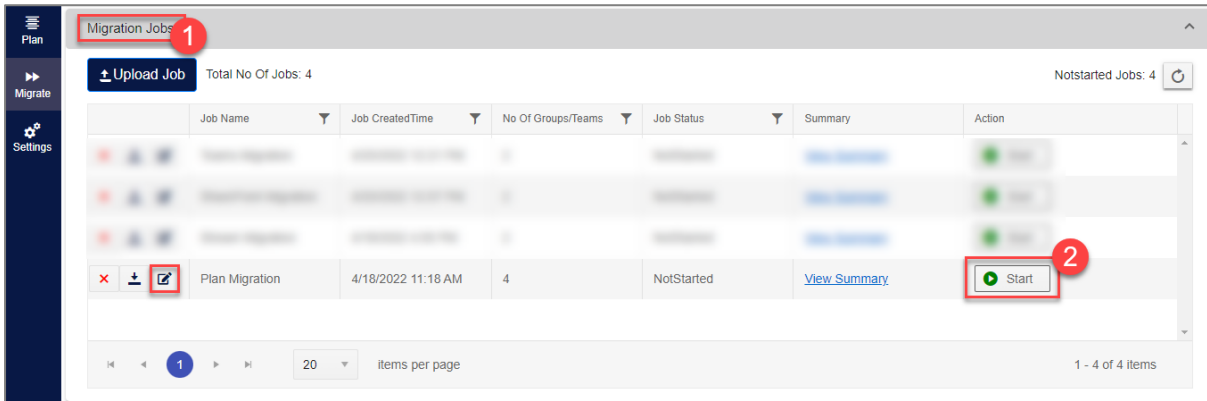
- Save Job -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid.
- Save & Migrate Job -> It saves the current job and starts the migration process immediately.



Execute Saved Jobs

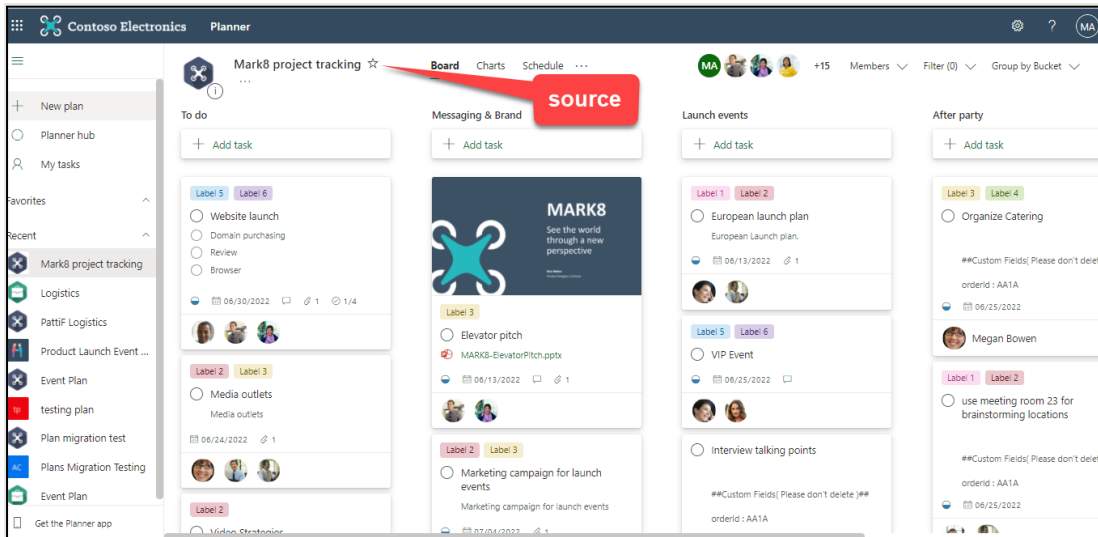
Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.

All-In-One : Planner Migration Guide

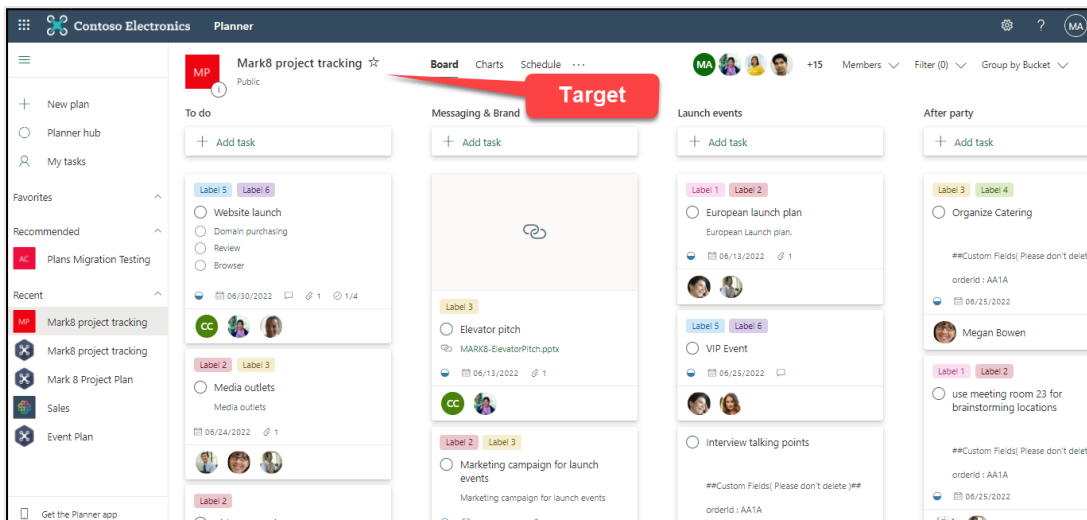


User Experience

Source:



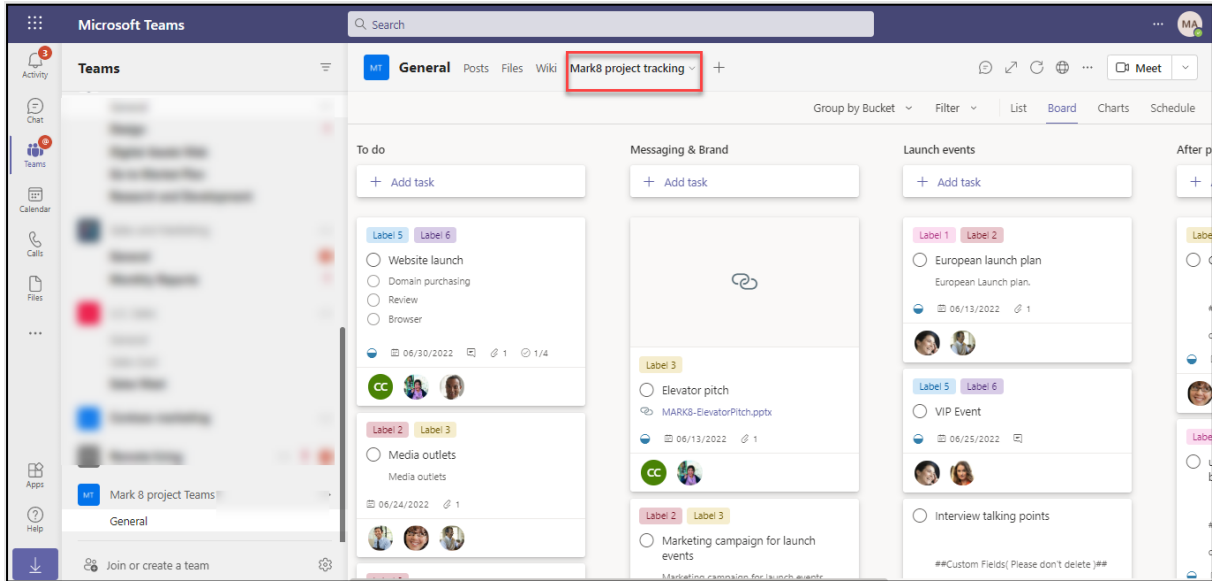
Target:



All-In-One : Planner Migration Guide

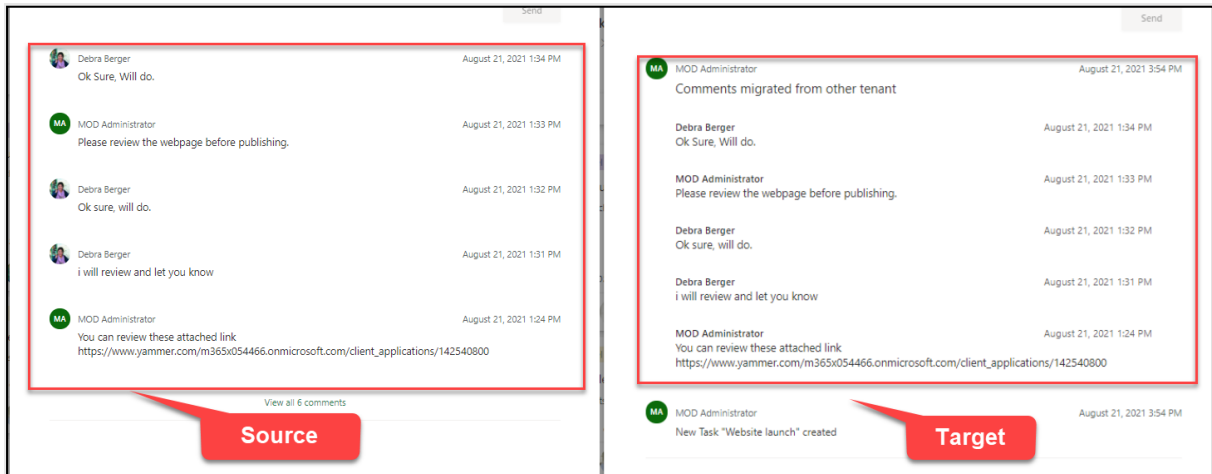


Teams Tab:



Comments:

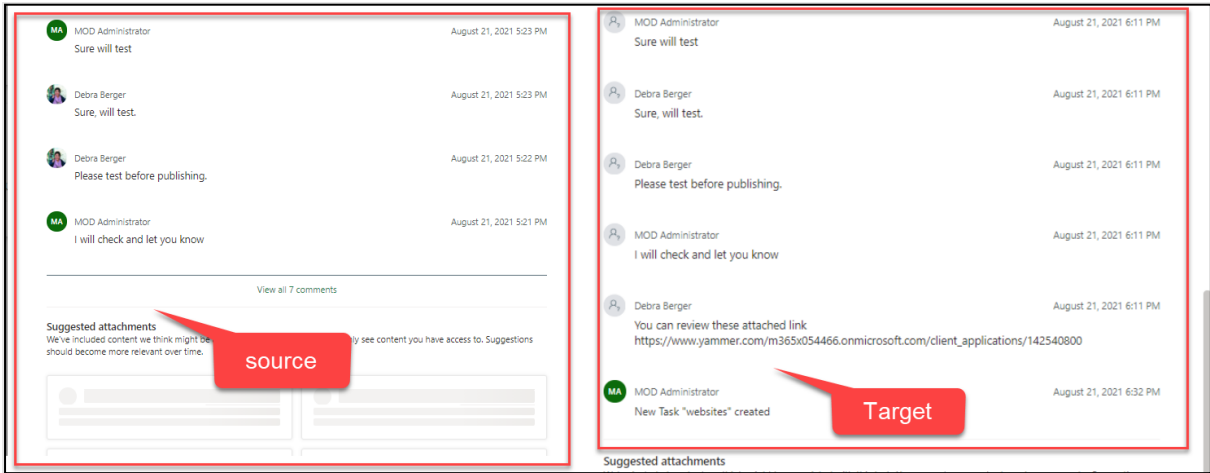
Post as HTML Format:



All-In-One : Planner Migration Guide

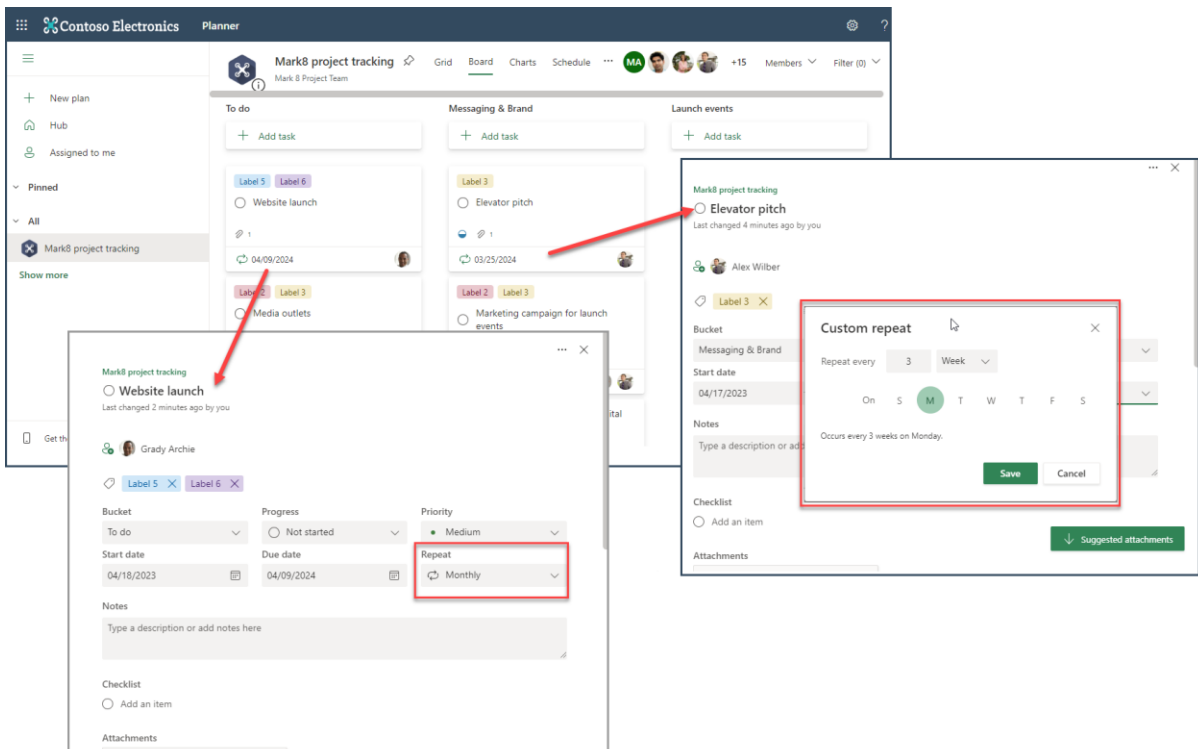


Post as Individual Conversation:

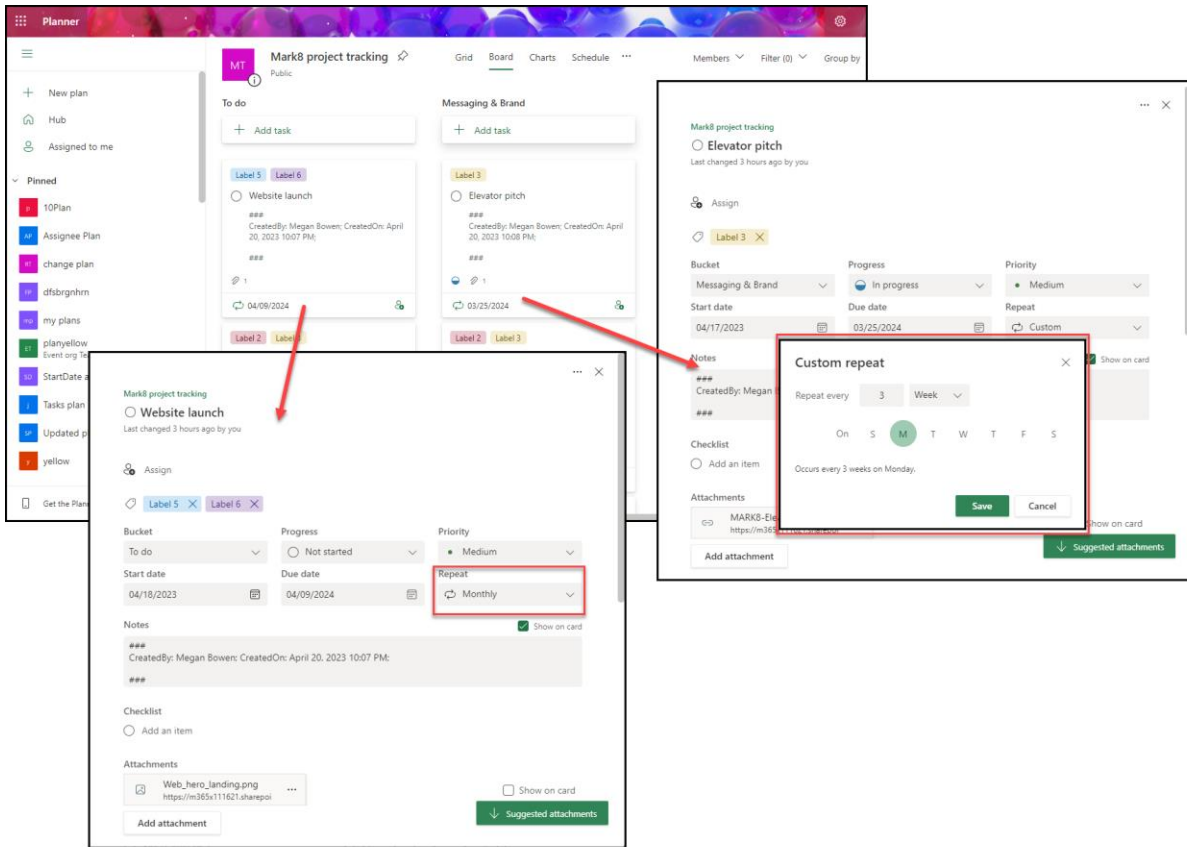


Repeat property

Source



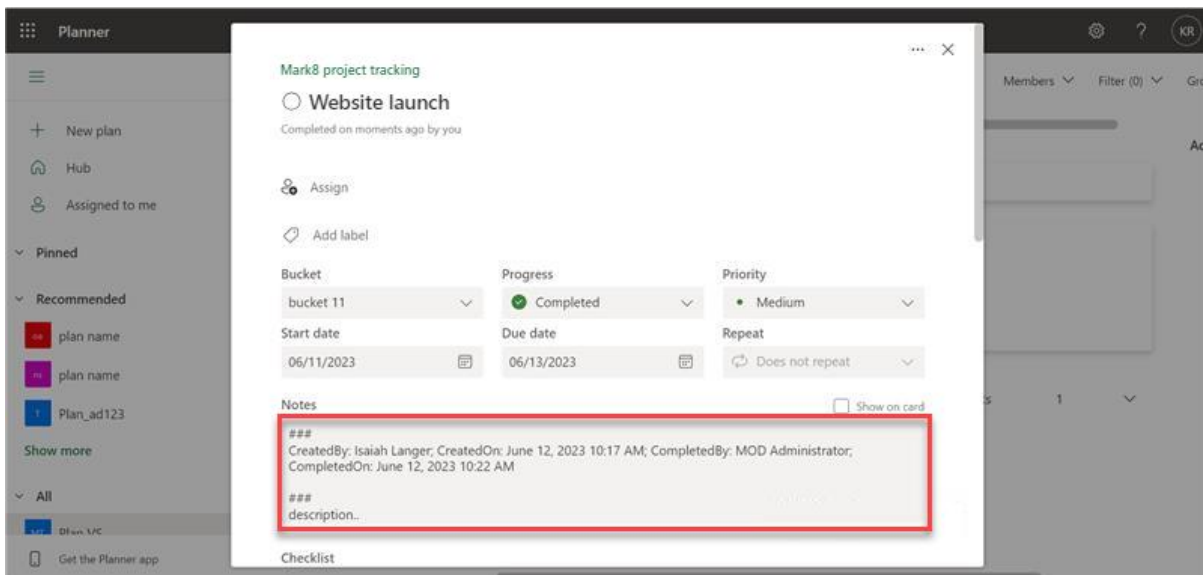
Target



Metadata

The below Metadata information gets migrated to Target and displayed in the Description as below.

- Created By
- Created Date
- Completed By
- Completed Date



Impact

Any edit done in an existing task will not be migrated in the incremental migration (i.e., when you re-run a previously completed JOB).

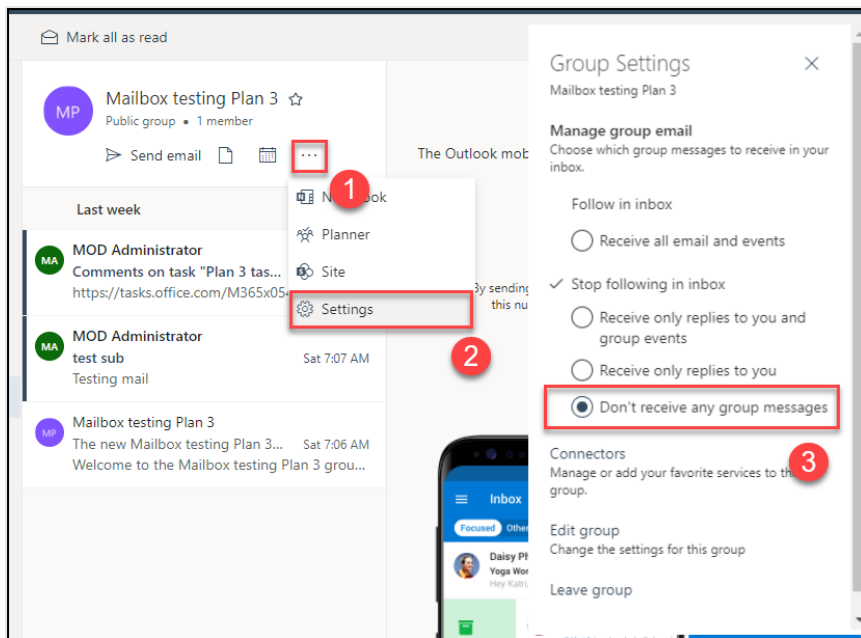
Email Notification

End user will get a notification when migrating the below stated items.

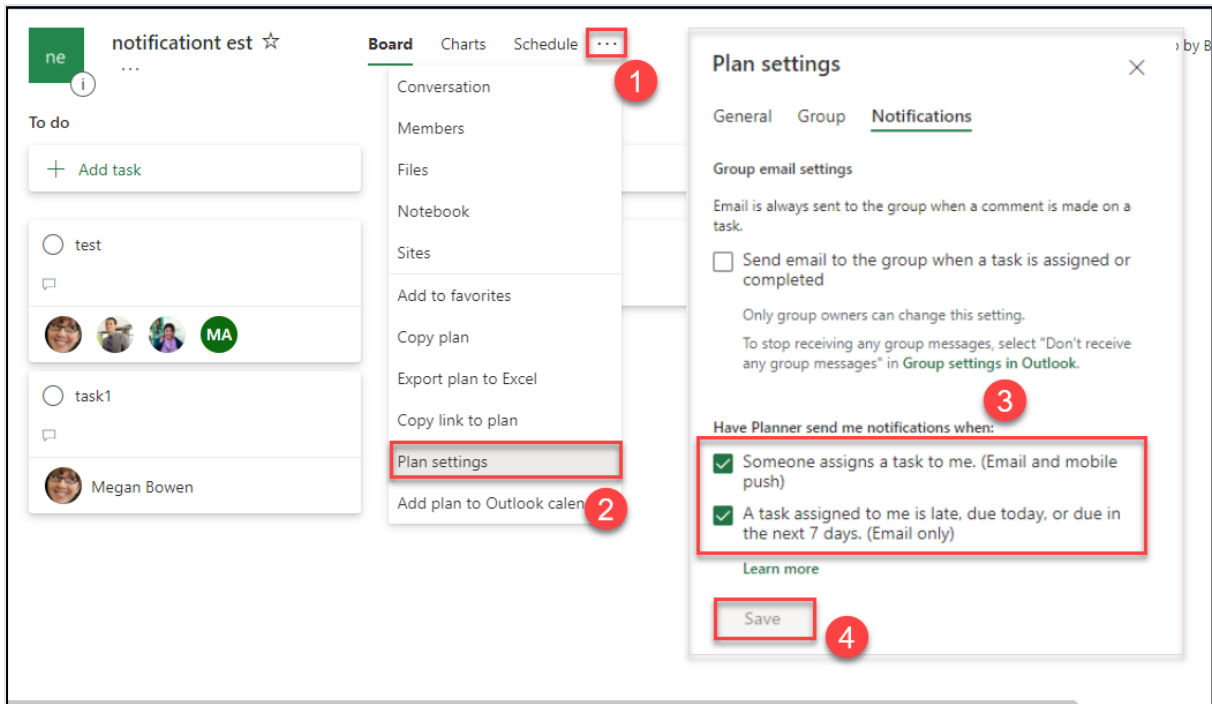
- Comments
- Task Assignments

To avoid the notification problem when trying migration with **Existing group/plan**, each end user needs to enable the below settings.

Open the Respective Plans Office 365 group which we are going to migrate in the outlook, then click on settings→Select **Don't receive any group messages**.



Then Go to the Existing plan in the target tenant→ Click on more option (...)→Plan Settings→Unselect both settings under “Have Planner send me notifications when”.



Note: We can't avoid these notifications, when trying the plans migration with **new group/plan** through Apps4.pro tool.

5. Stream Migration

What gets migrated in the Microsoft Stream

- ✓ Companywide Channels
- ✓ Group videos
- ✓ User Videos
- ✓ Meeting recordings

Step 1 : Setup & Configuration

Setup : License and Roles

1. For Classic to Classic Migration : **Stream Administrator + User Administrator** or **Global Administrator** role is required for both Source and Target Connector Accounts.
2. For Classic to “Stream on SharePoint”(Modern) Migration : **Stream Administrator + User Administrator** or **Global Administrator** role is required for Source Connector Account & **Global Administrator** role is required for Target Connector Account.
3. Source Connector Account should be a Member or Owner of the stream groups that you chose to migrate. Otherwise, **User Administrator** access is recommended to get themselves added to the groups (*How to Add ‘Source Connector Account’ as a member of the Stream Groups*)

Configuration : Connector Accounts – Sign-in

Perform the Source & Target Connector Accounts Sign-in as shown in *Global Configuration section*.

Additional Configuration : Additional Connector Accounts – Sign-in

Perform the additional Source & Target Accounts Sign-in as shown in *Additional Configuration section*.

Mapping : Application User Mapping

Perform the Application-level User Mapping as shown in *Application User Mapping section*.

Step 2 : Private User Videos Migration

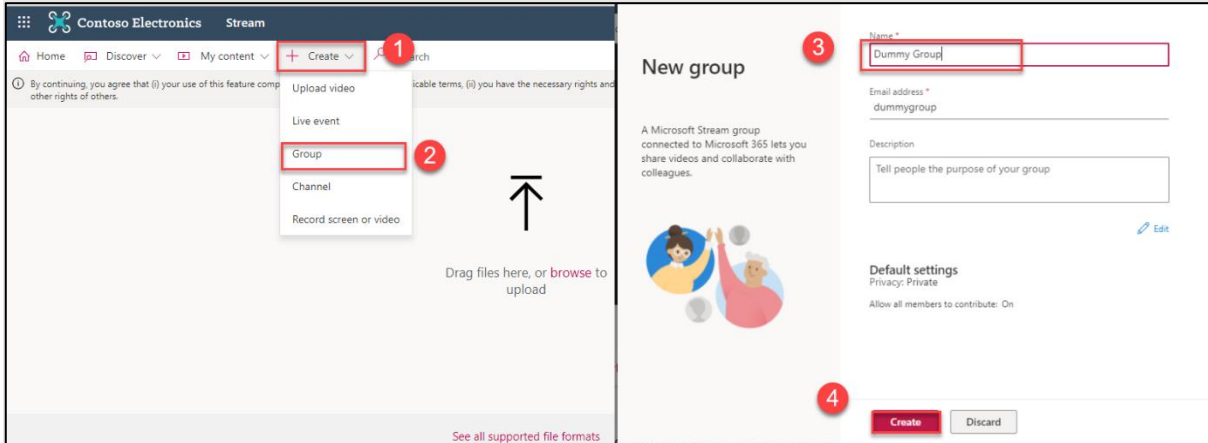
Due to API limitation, we can't be able to migrate the User videos directly, so to migrate the user videos you can create a single temporary group in the source tenant, and then add the user videos into the temporary group. Creating group for each user will make migration process time consuming. All users in the temporary group have permission to view other user videos. You can delete the temporary group in the Source and target tenant after the migration to maintain the user level permission.

If there are sensitive/confidential videos, you need to move that user videos in to separate group and proceed the migration.

Note : Regardless of “Classic to Classic Migration” Or “Classic to Stream on SharePoint(Modern) Migration”, procedure to migrate user videos is the same.

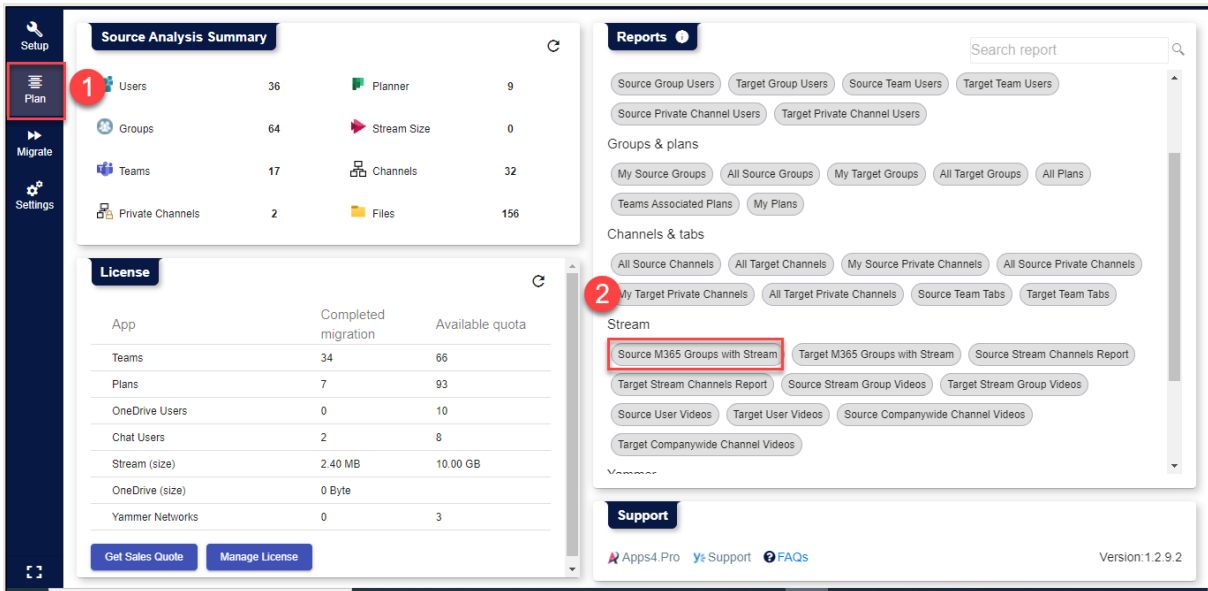
Group creation for migration (Dummy group)

Go to Stream portal (<https://stream.microsoft.com/>) using the service account and create a dummy group by selecting the '+Create' option as shown in the below image.



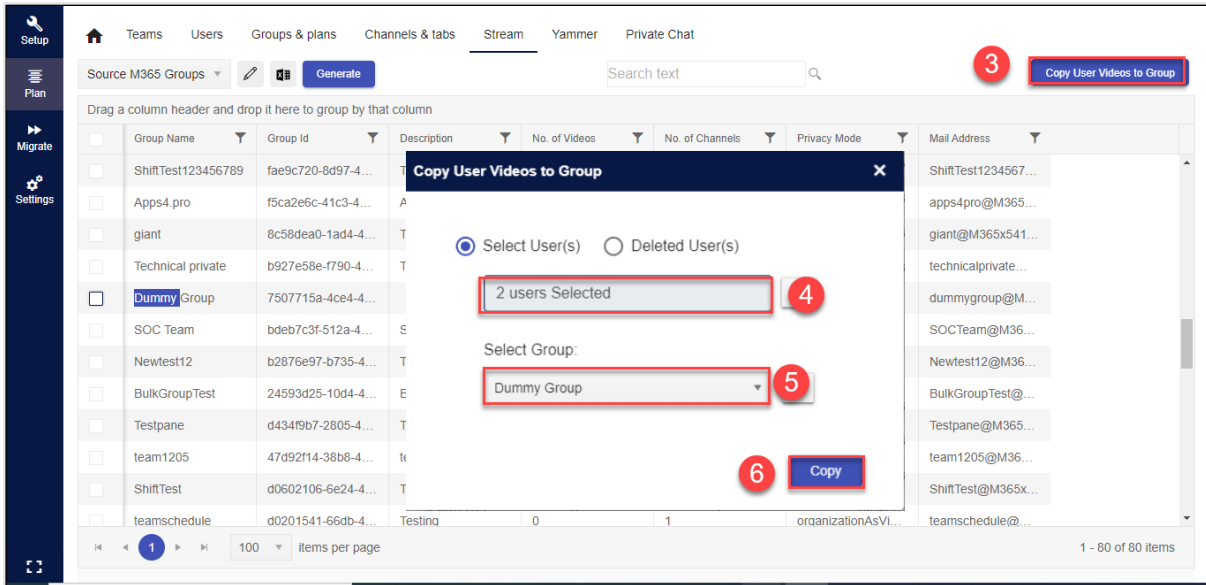
Copy the user videos into group

Go to plan tab → Generate the **Source M365 Group with Stream** report under Stream section.



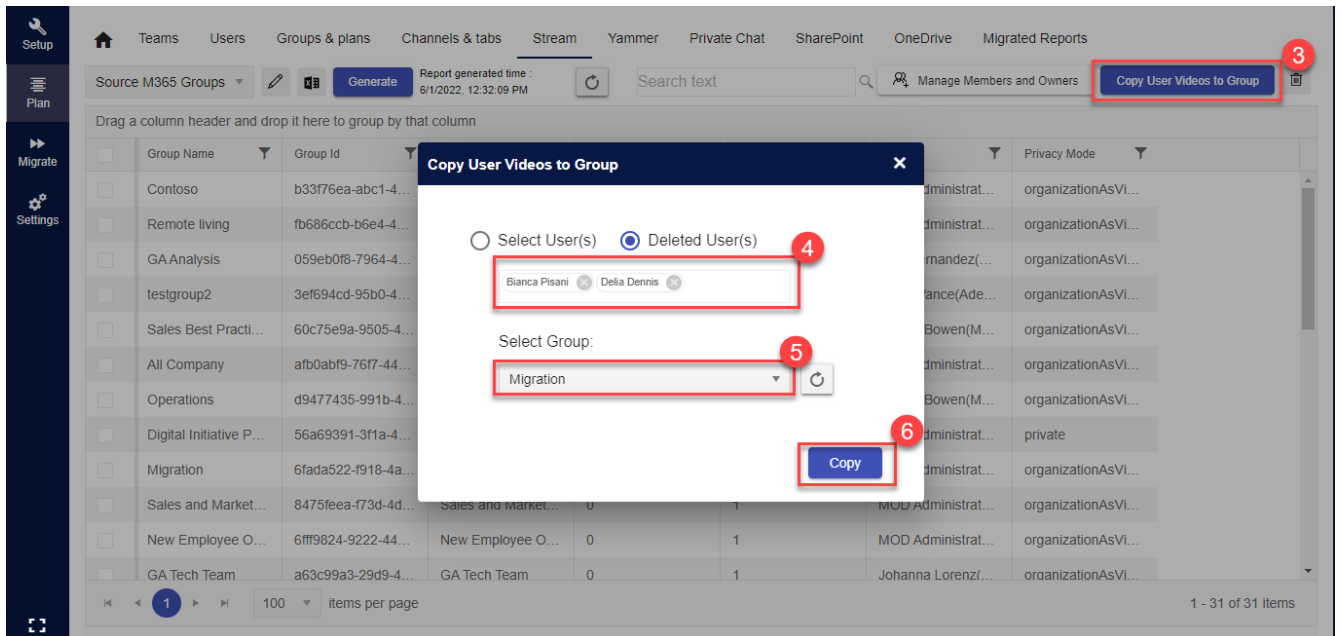
Select 'Copy User Videos to Group' → select Users whose video need to migrate → Select the source dummy group which we have created in 'Group creation for migration (Dummy group)' section.

You can either choose Active Users



(OR)

You can choose Deleted Users



Once User video moved, you can view the below screenshot.

Copy users Stream videos to Groups
✕

🔍
Export

Action Results: The selected users videos copied successfully to the selected Group.

Video Name	Users	Status	Message
Contoso Marketing Opportunity	Alex Wilber	Success	Success
sample-5s	Alex Wilber	Success	Success
1280	Alex Wilber	Success	Success
Product Hype Session	Allan Deyoung	Success	Success
Your Privacy is Our Priority	Allan Deyoung	Success	Success
file_example_AVI_480_750kB	Allan Deyoung	Success	Success

Close

Step 3 : How to Add 'Source Connector Account' as member of the Stream Groups
 Go to **Plan Tab** → Generate the "Source M365 Group with Stream" report.

Reports
Search report
🔍

All Target Private Channels
Source Team Tabs
Target Team Tabs

Stream 1

Source M365 Groups with Stream
Target M365 Groups with Stream

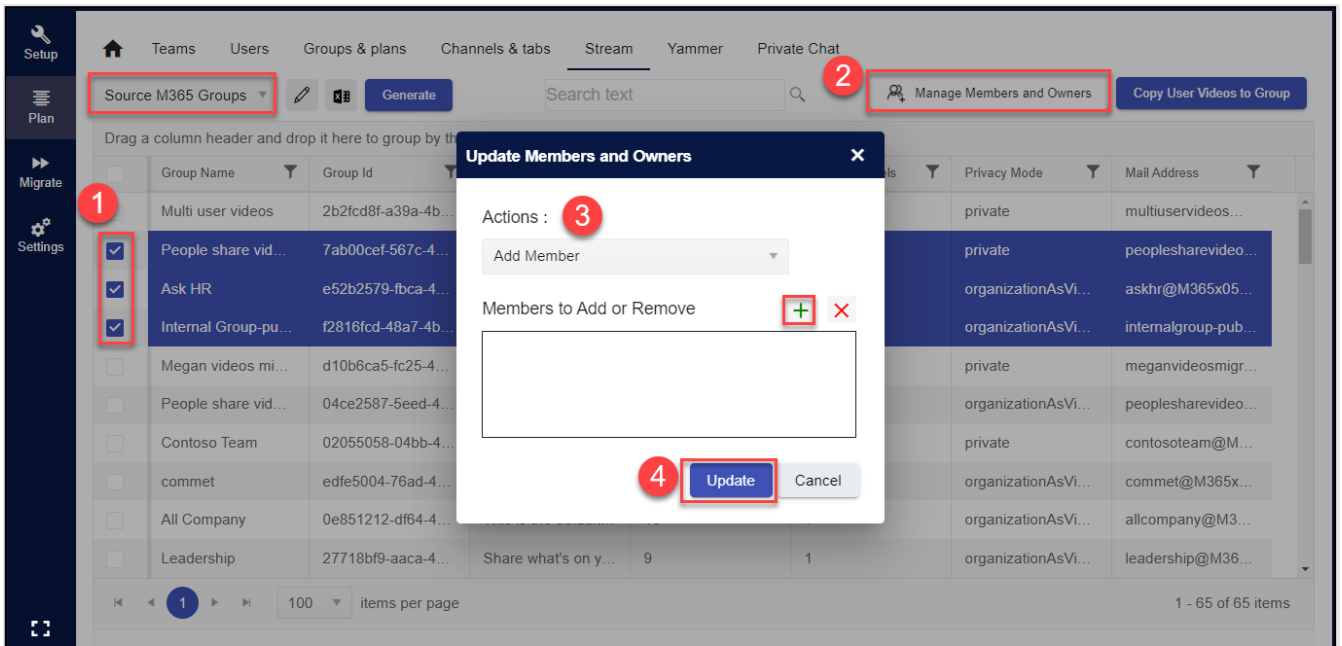
Source Stream Channels Report
Target Stream Channels Report

Source Stream Group Videos
Target Stream Group Videos
Source User Videos

Target User Videos
Source Companywide Channel Videos

Target Companywide Channel Videos

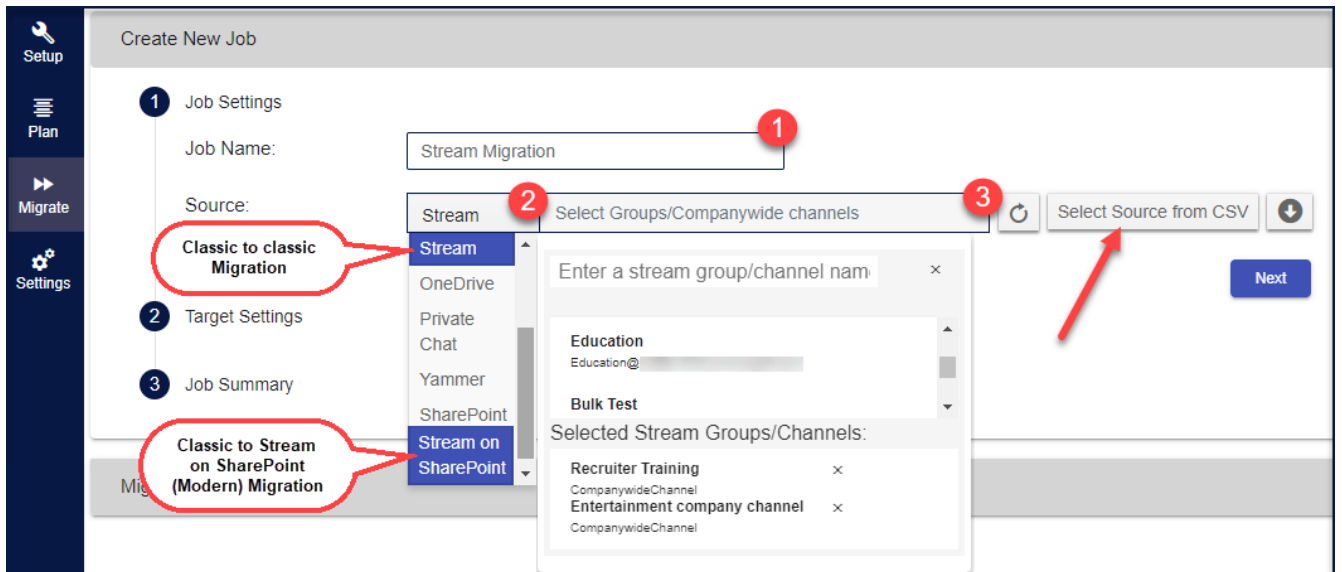
Then Select the groups where you need to add the service account and click on the **Manage Members and Owners** option, now you can add the service account by clicking on the (+) option and Update.



Step 4 : Create Migration Job

First, you must provide the name of the current Job. In this step, you can choose the required source tenant group (s) and company-wide channels to migrate.

You can also choose the group(s) through a pre-loaded CSV.



We would witness a bit different behaviour in Step 5 for Classic to Classic & Classic to Modern Migration.

Case 1 : Classic to Classic Migration

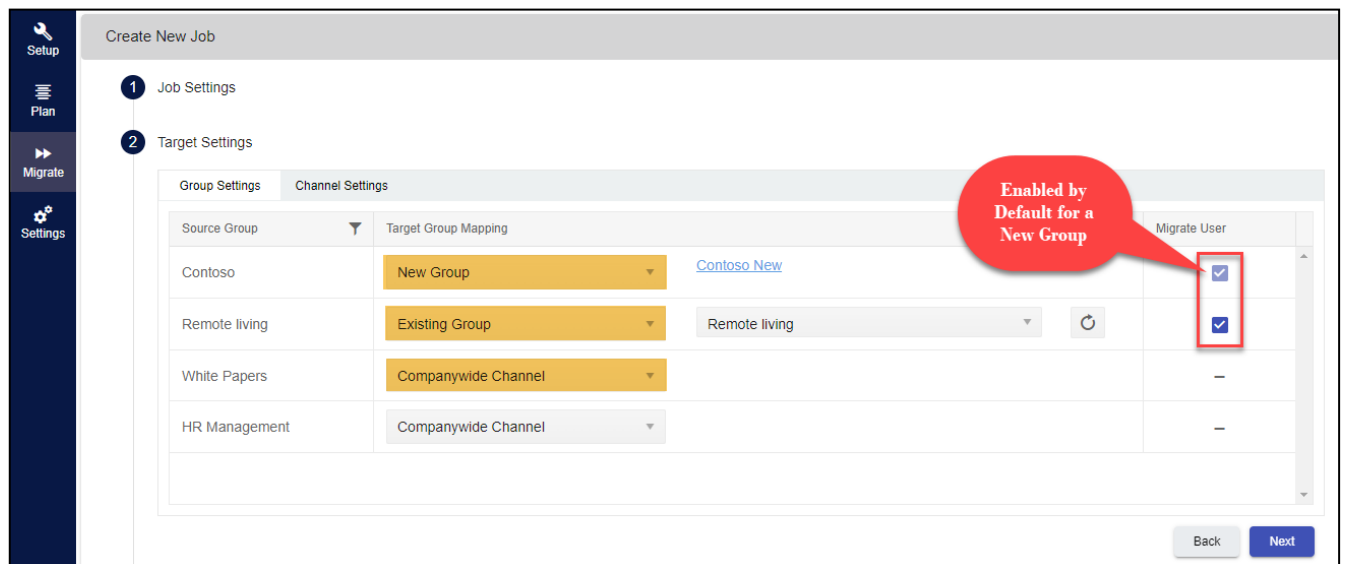
Step 5a : Target Settings

Group Settings

In this step, you can provide the target group(s) to migrate data. You can use the following options to choose target group.

- Migrate videos and channels into a new group.
- Migrate all videos and channels into an existing Office 365 group.

Migrate User : When migrating a group channel to an existing group, one can choose to migrate the additional members by enabling this option.



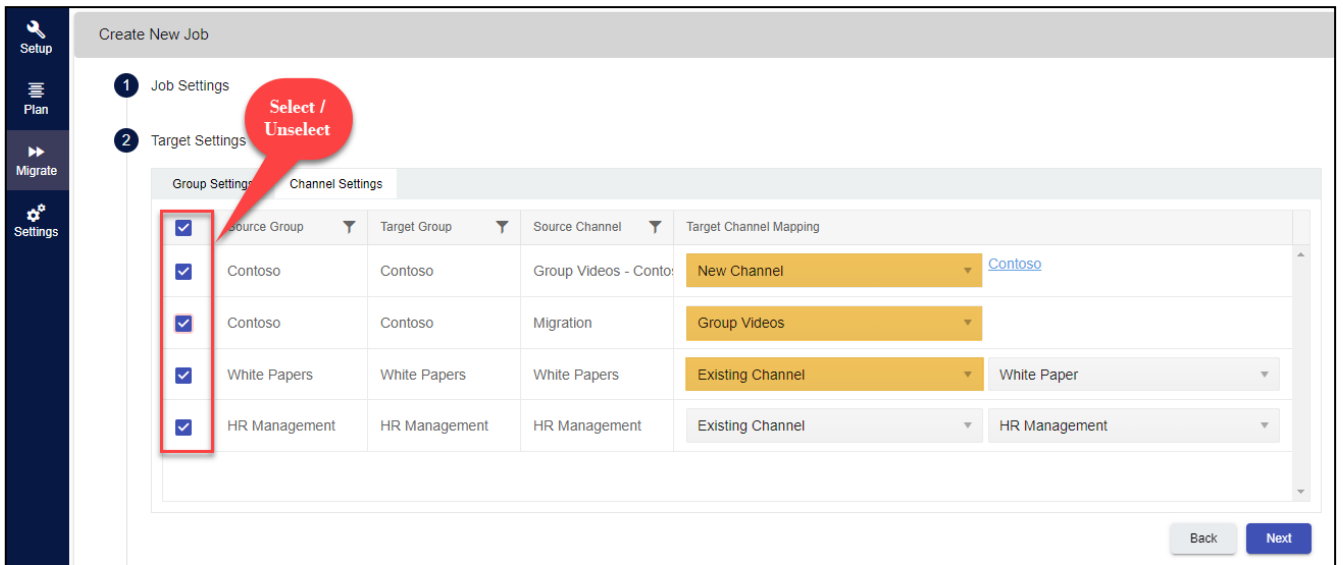
Channel Settings

Under Channel Settings tab, you can choose required channels to migrate.

Group Videos: To migrate videos within the group itself, you can choose Group Videos.

Existing Channel: When you already have channels in the specified target group, you can choose that channel by choosing existing channel from the dropdown.

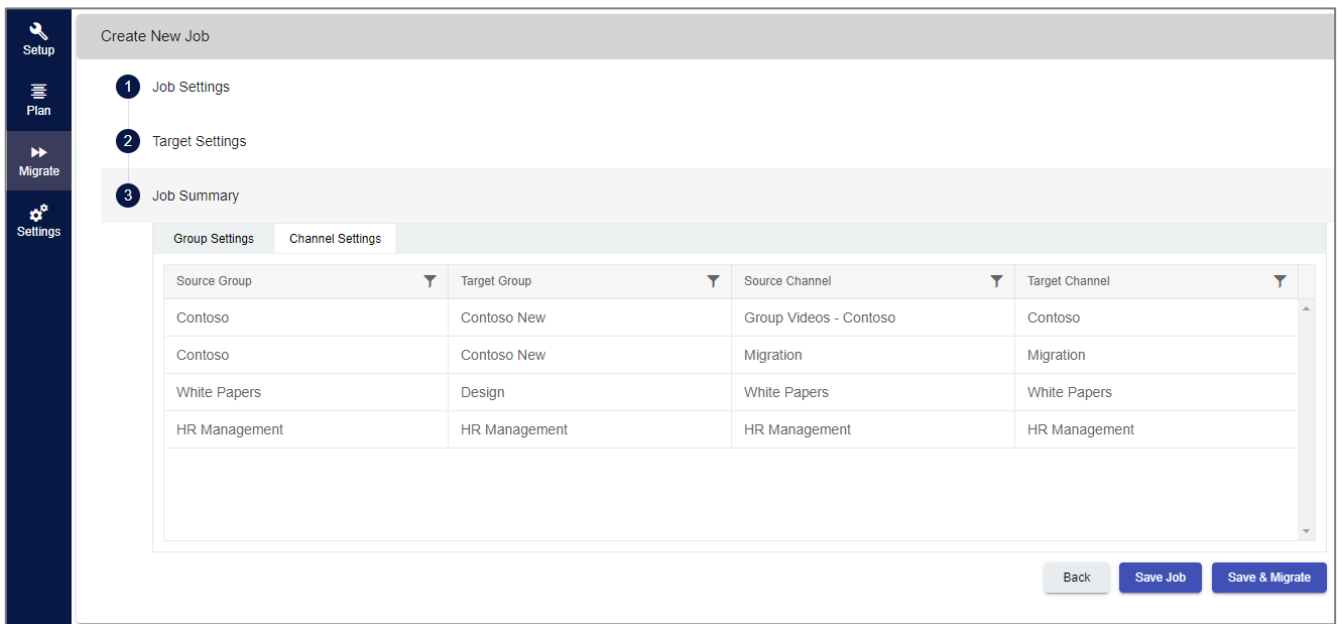
New Channel: If you want to migrate videos to a new channel, you can select new channel and give a channel name to proceed with it.



Step 6a : Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- Save Job -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid.
- Save & Migrate Job -> It saves the current job and starts the migration process immediately.



Case 2 : Classic to “Stream on SharePoint(Modern)” Migration

Step 5b : Target Settings

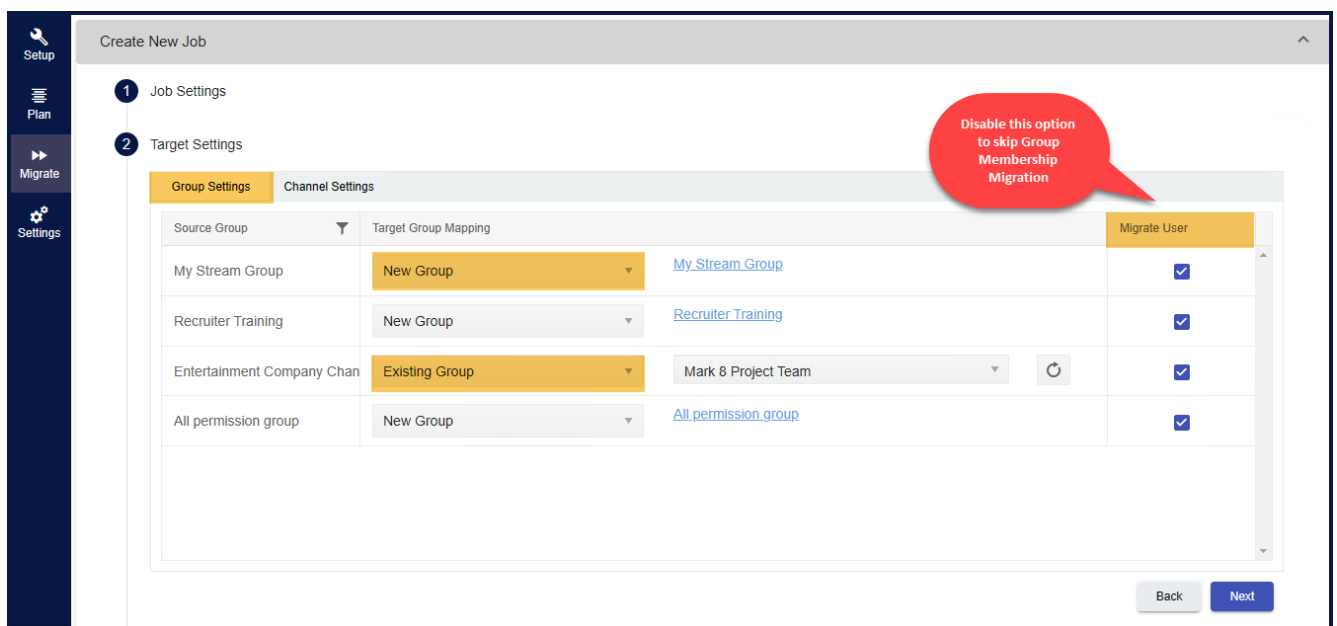
Group Settings

In this step, you can provide the target group(s) to migrate data. You can use the following options to choose target group.

- Migrate group & channel videos into a **new group**.
- Migrate group & channel videos into an **existing Office 365 group**.

Be it a group / company-wide channel, it is migrated as a group in the target.

For **Private User Videos Migration**, Disable the option ‘Migrate User’ for the dummy group, so that we could achieve privacy of the migrated user videos.



The screenshot shows the 'Create New Job' interface with the 'Target Settings' section active. The 'Group Settings' tab is selected, displaying a table with the following data:

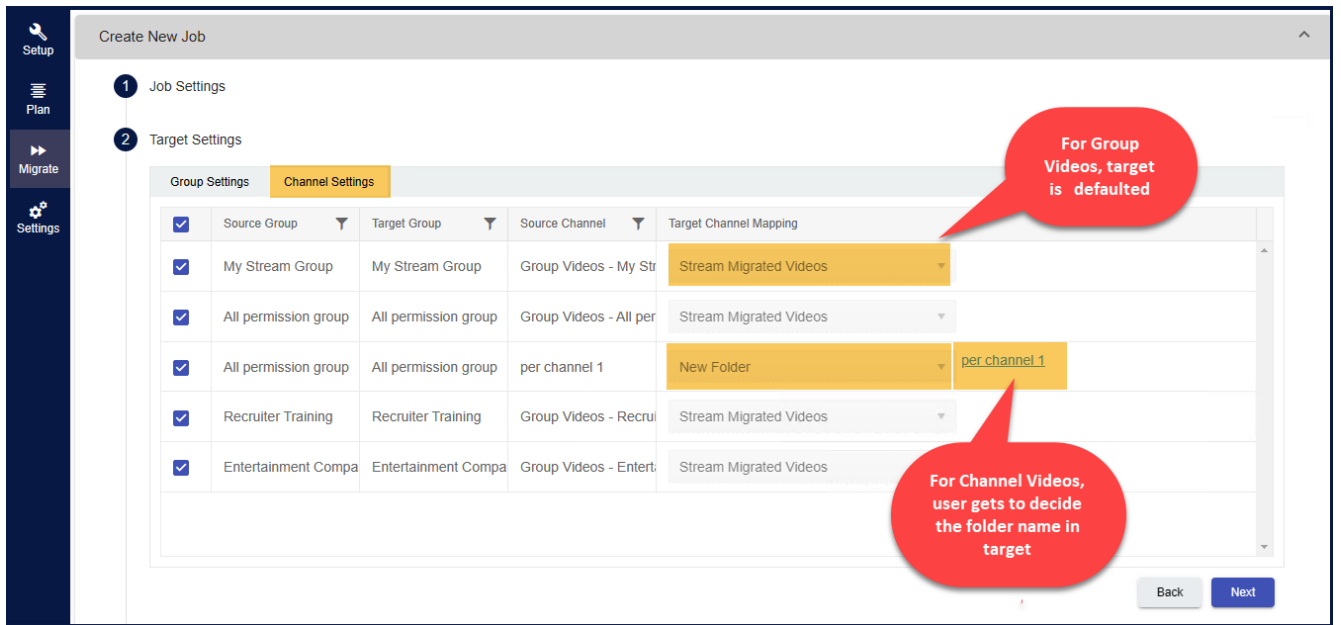
Source Group	Target Group Mapping	Migrate User
My Stream Group	New Group My_Stream_Group	<input checked="" type="checkbox"/>
Recruiter Training	New Group Recruiter_Training	<input checked="" type="checkbox"/>
Entertainment Company Chan	Existing Group Mark 8 Project Team	<input checked="" type="checkbox"/>
All permission group	New Group All_permission_group	<input checked="" type="checkbox"/>

A red callout bubble points to the 'Migrate User' checkbox for the 'Entertainment Company Chan' row, with the text: "Disable this option to skip Group Membership Migration".

Channel Settings

Group Videos & Company-wide channel videos, get migrated to the folder ‘Stream Migrated Videos’.

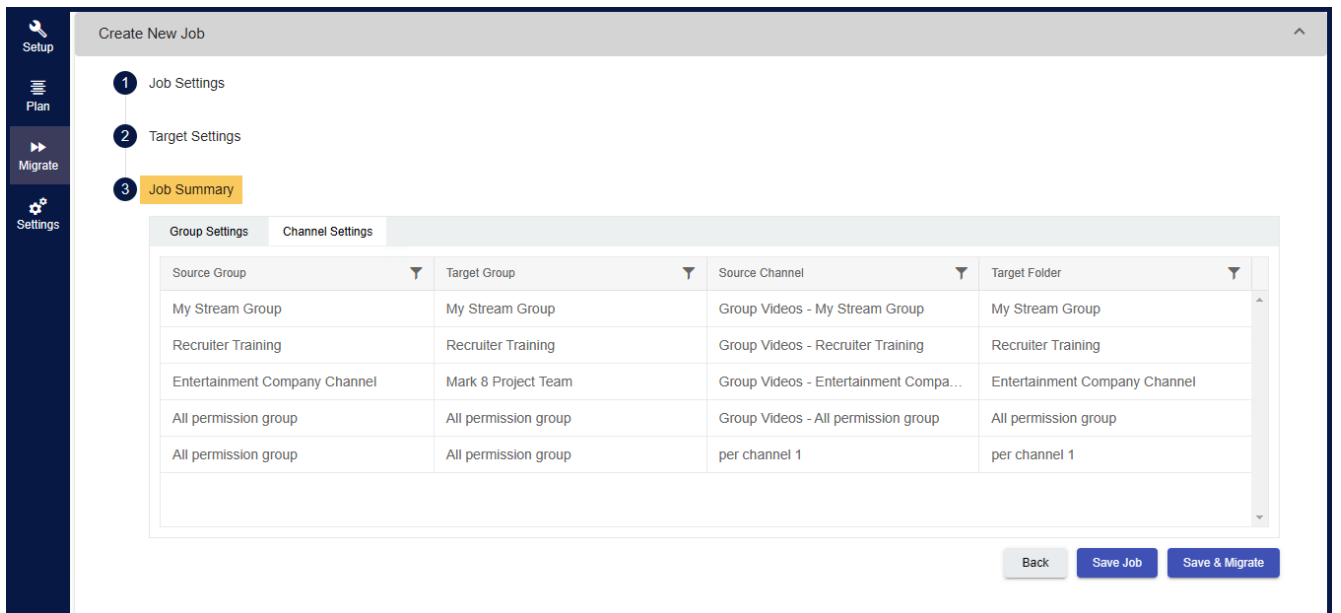
For **Channel videos**, it is defaulted to a folder same as the name of the channel. However, users have the choice to update them.



Step 6b : Job Summary

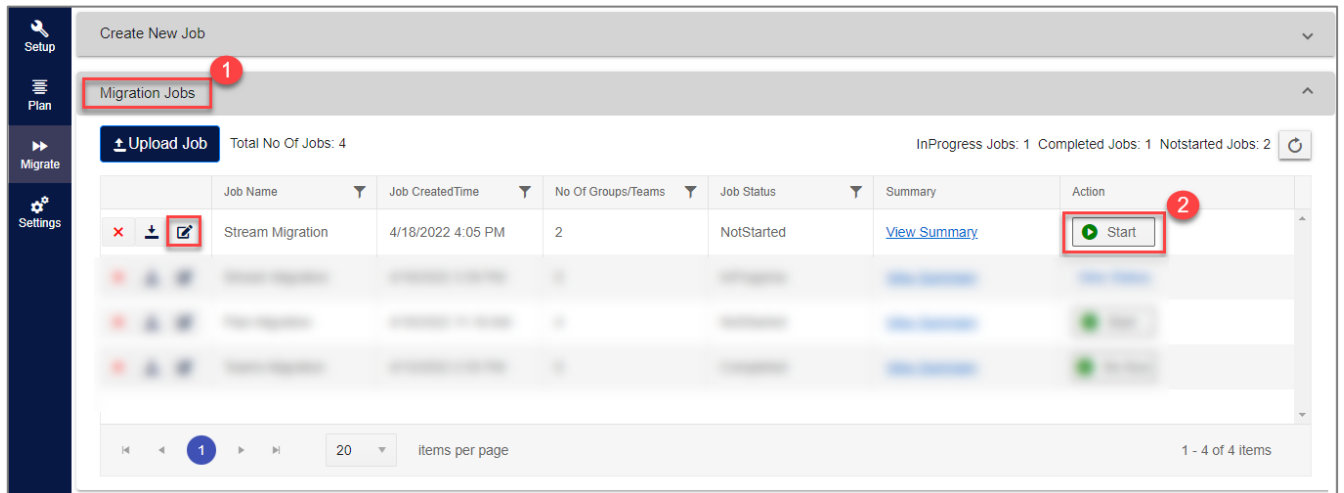
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- Save Job -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid.
- Save & Migrate Job -> It saves the current job and starts the migration process immediately.



Execute Saved Jobs

Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.

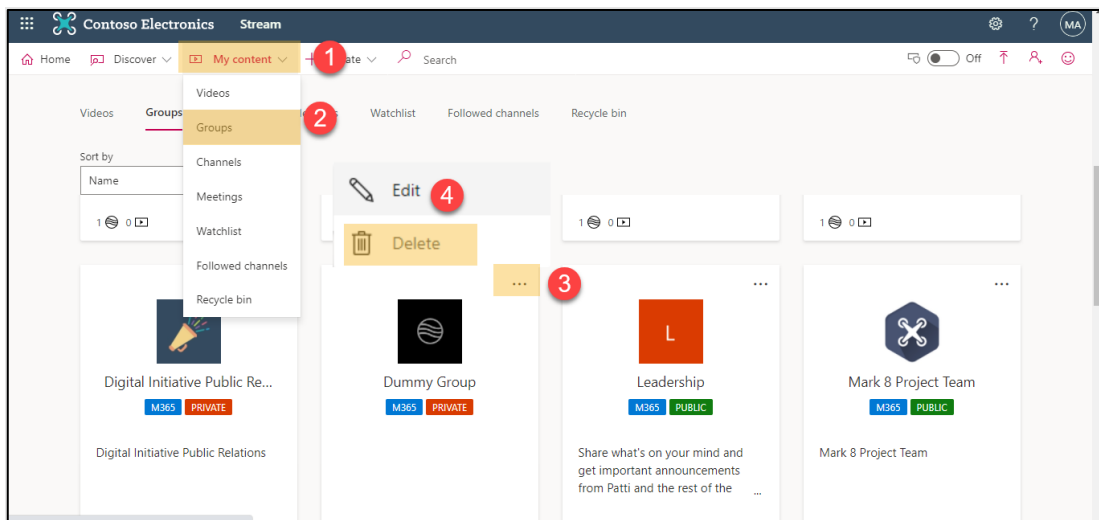


Step 7 : User Videos - Delete the Dummy Group

Once User videos migration is completed, you can delete the dummy group used for the migration purpose.

To delete the group in Source/target tenant, go to Stream portal(<https://stream.microsoft.com/>) -->My content →Groups→Select More option(...) →Delete.

Note : For Classic to “Stream on SharePoint(Modern)” Migration, please DO NOT DELETE THE DUMMY GROUP as it the physical location of the user videos. Deleting this group will delete the videos.

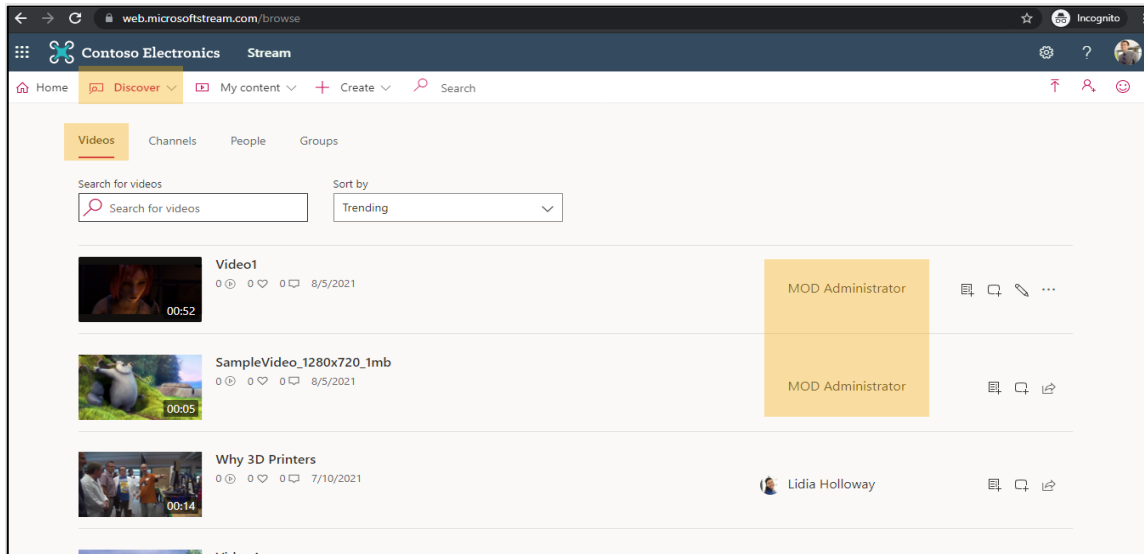


Impact

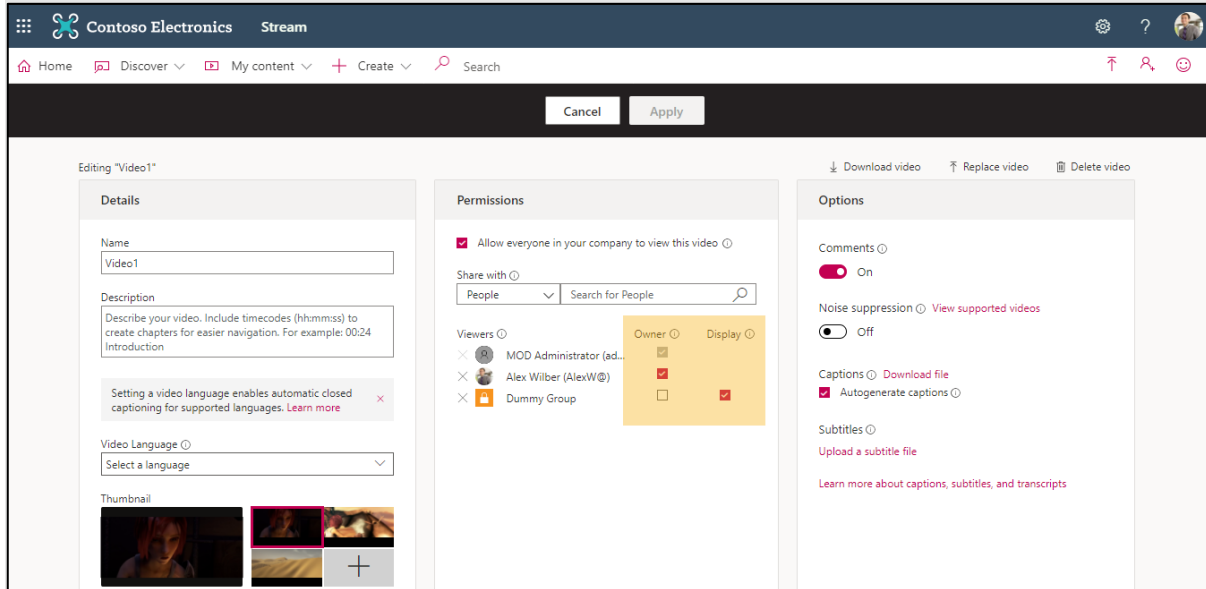
Classic to Classic Migration

User videos migration

Once migration completes, users can view the Migrated videos under **Discover -> Videos** as shown in the below image.

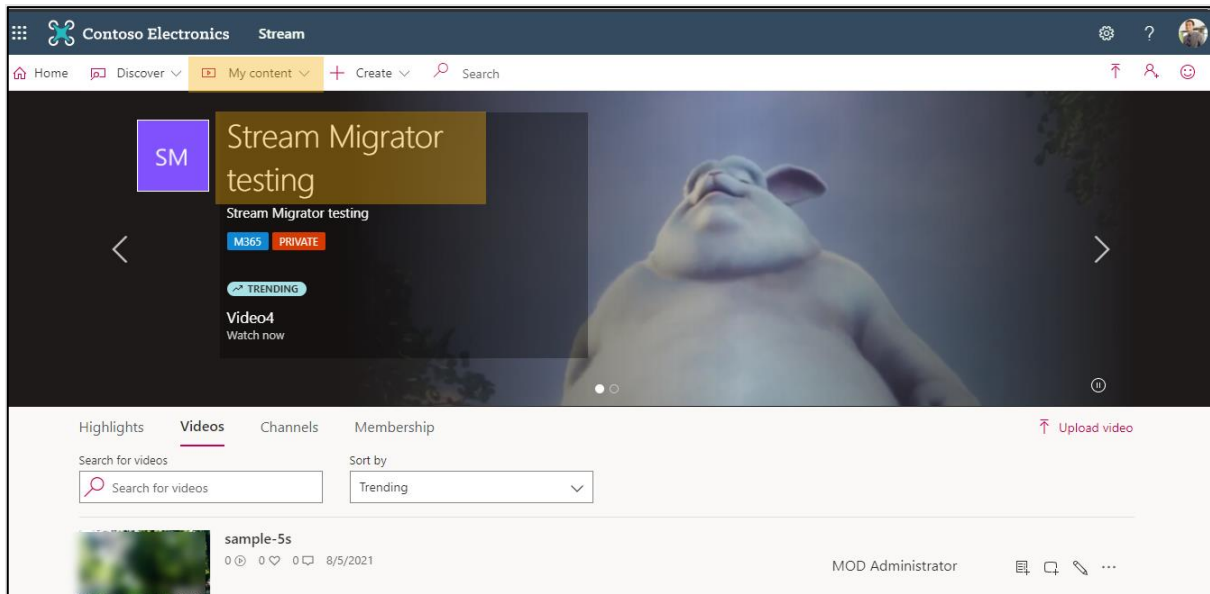


After deleting the dummy group, the videos and permissions are retained as it is.

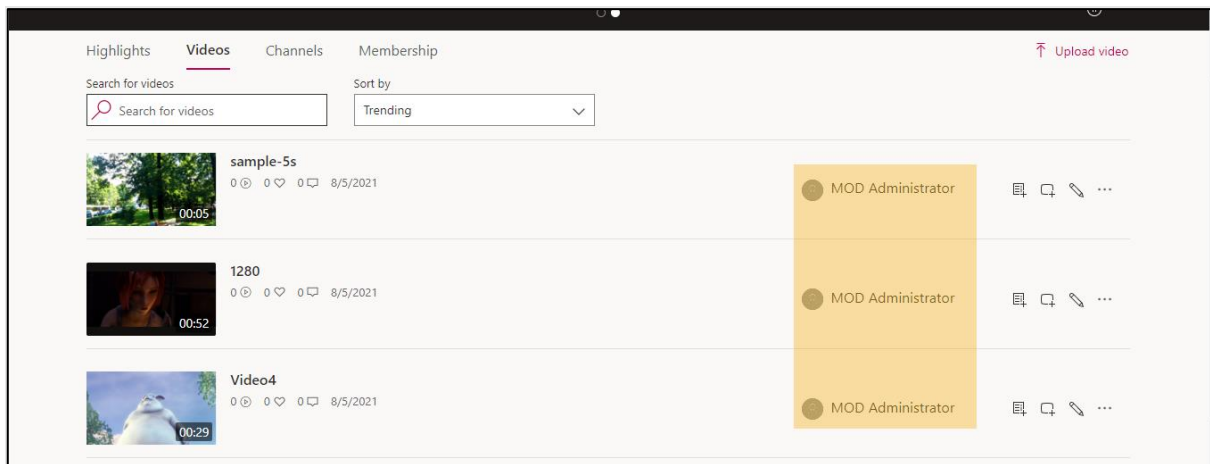


Stream Group Migration

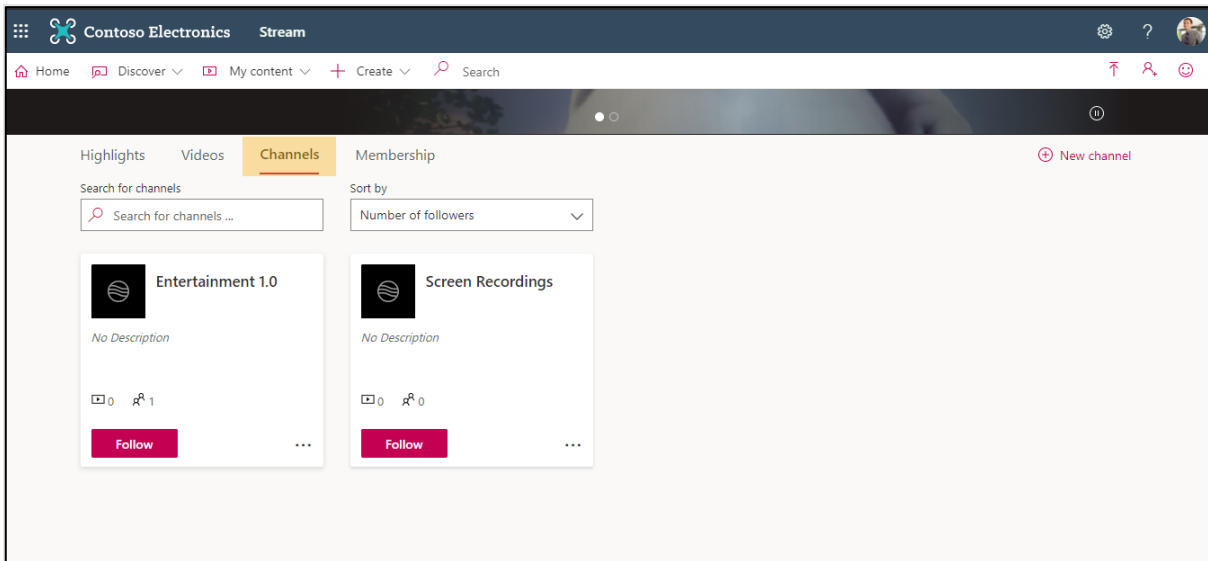
Once migration completes, you can view the Migrated group under **My content** tab as shown in the below image.



All the videos will be uploaded by the Admin who has done the migration (Service account) instead of the actual user.



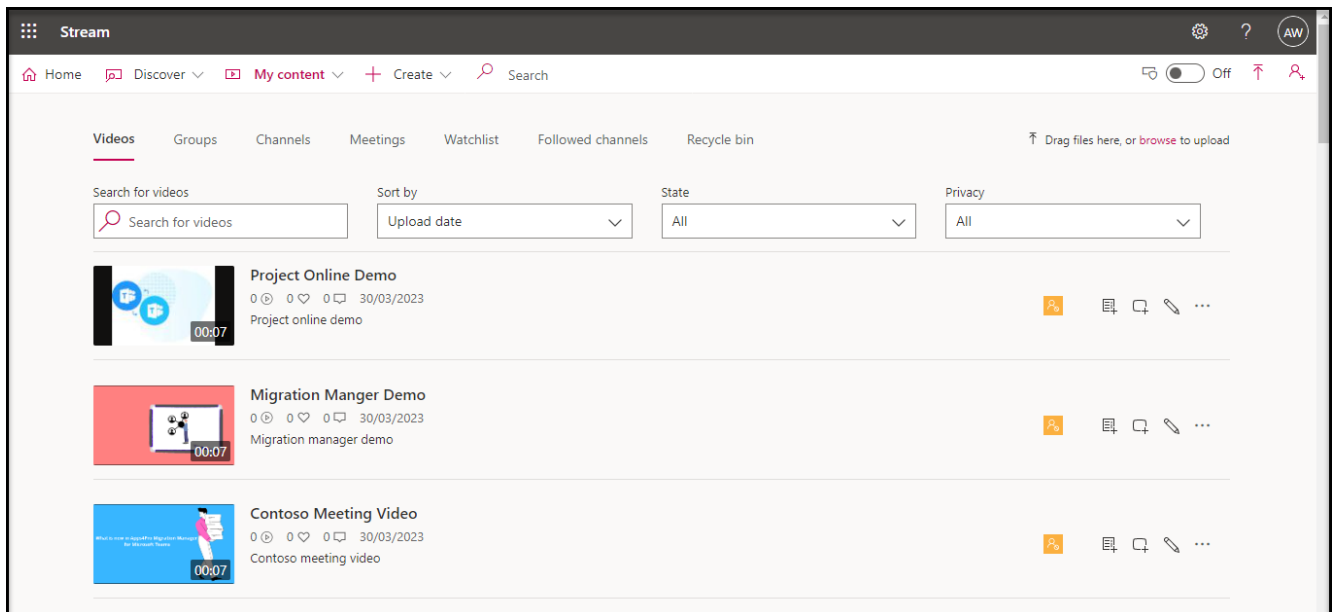
You can view the migrated channels under channels tab in the target group.



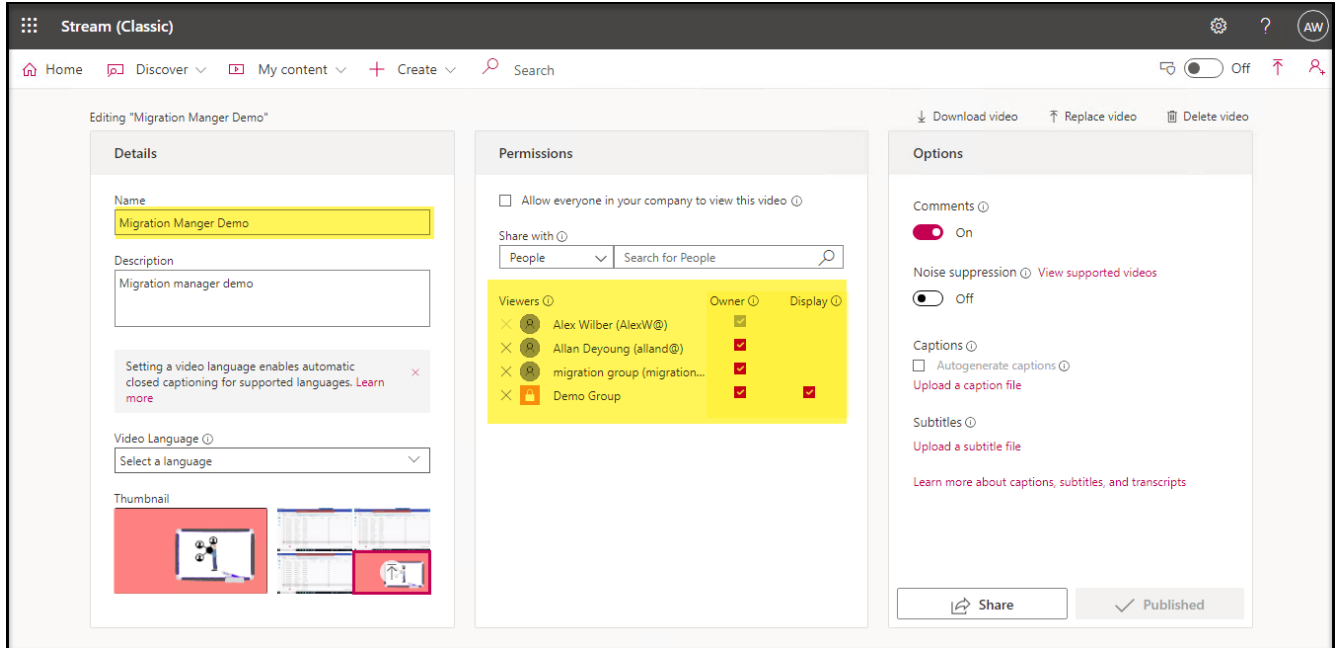
Classic to "Stream on SharePoint(Modern)" Migration

User Videos Migration

Source

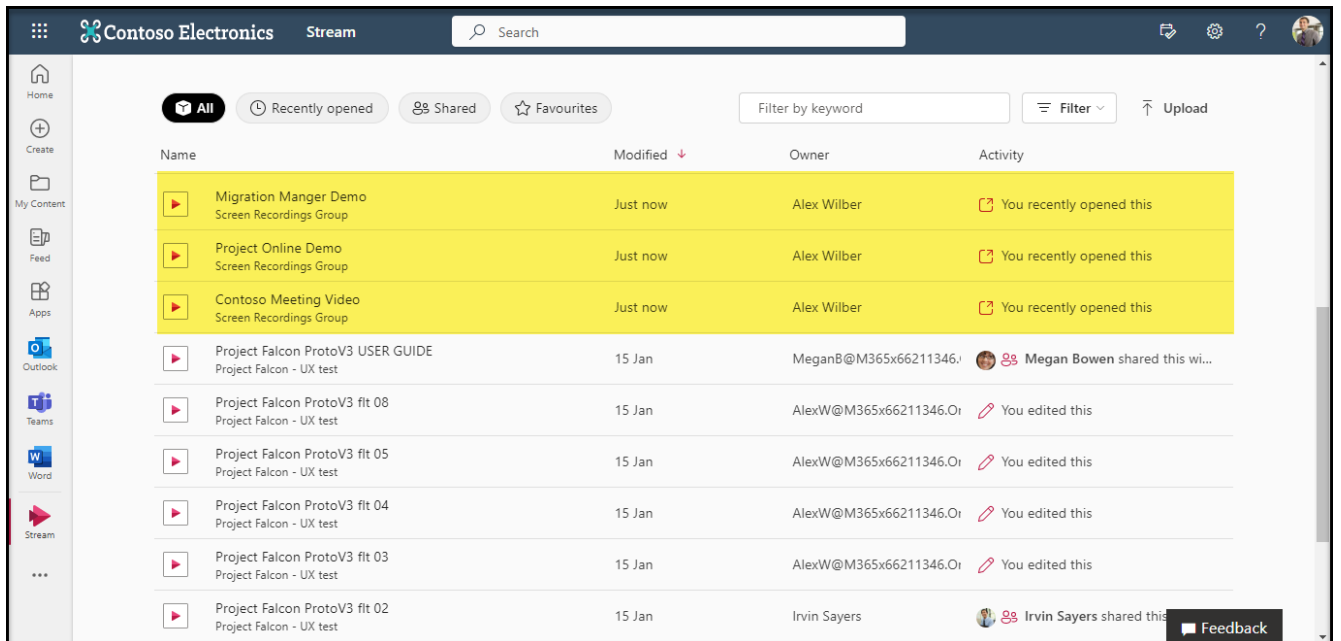


Video Permissions



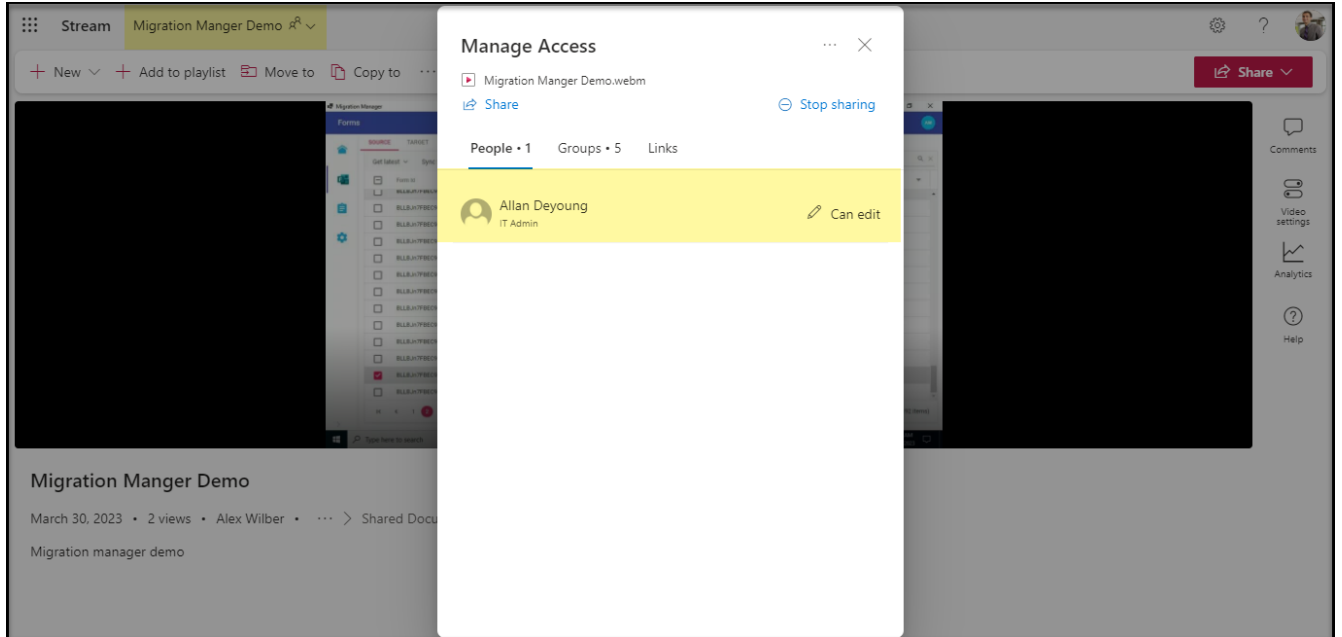
Target

Once migration completes, users can view the Migrated videos in the Home page of the "Stream on SharePoint". If the Migrated Videos are not listed, users can also perform a search to find out the videos.

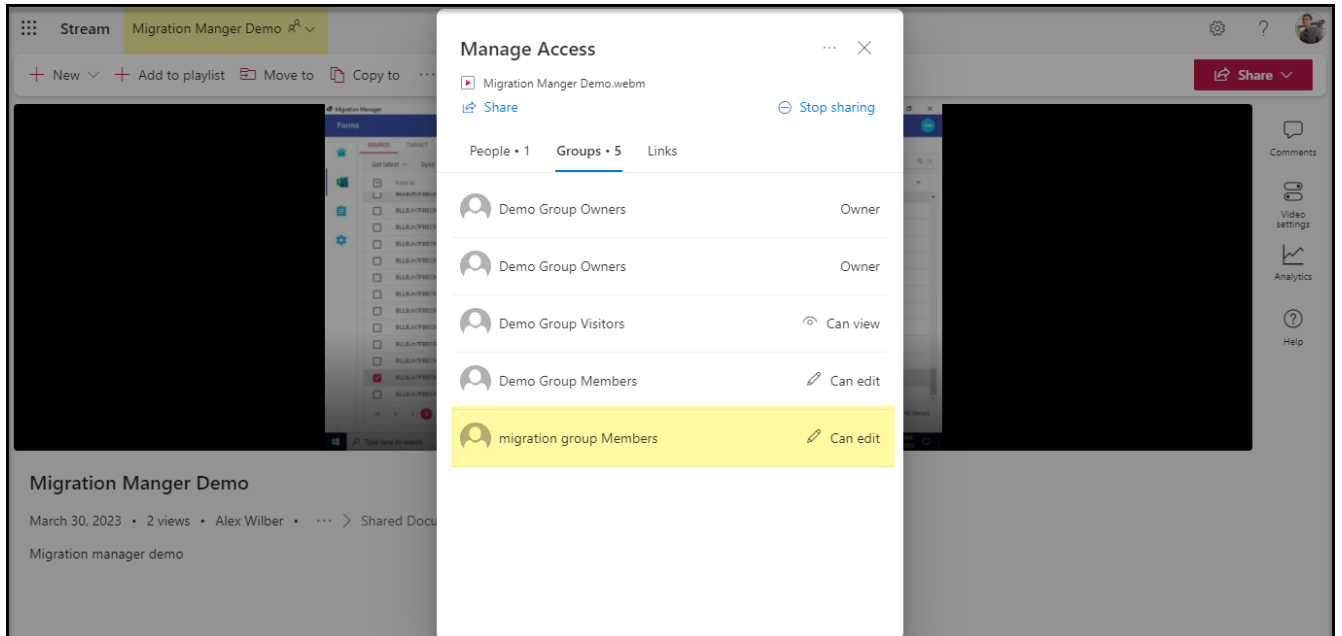


The video permissions (People + Group permissions) are retained as it is. In addition, Target Connector Account will have access to the videos, as an Owner of the Dummy group where the video resides.

People Permissions



Group Permissions



Group n Channel Videos Migration

Migration job - In Tool

Source Group	Target Group	Source Channel	Target Folder
Migration Manager Group	Migration Manager Group	Group Videos - Migration Manager ...	Migration Manager Group
Migration Manager Group	Migration Manager Group	Meeting Videos	Meeting Videos
Migration Manager Group	Migration Manager Group	Training Videos	Training Videos

Buttons: Back, Save Job, Save & Migrate

Group Videos

Source

Stream (Classic)

Home Discover My content Create Search

Migration Manager Group

Videos related to Migration Manager.

MB65 PRIVATE

Project Online Tutorial

Watch now

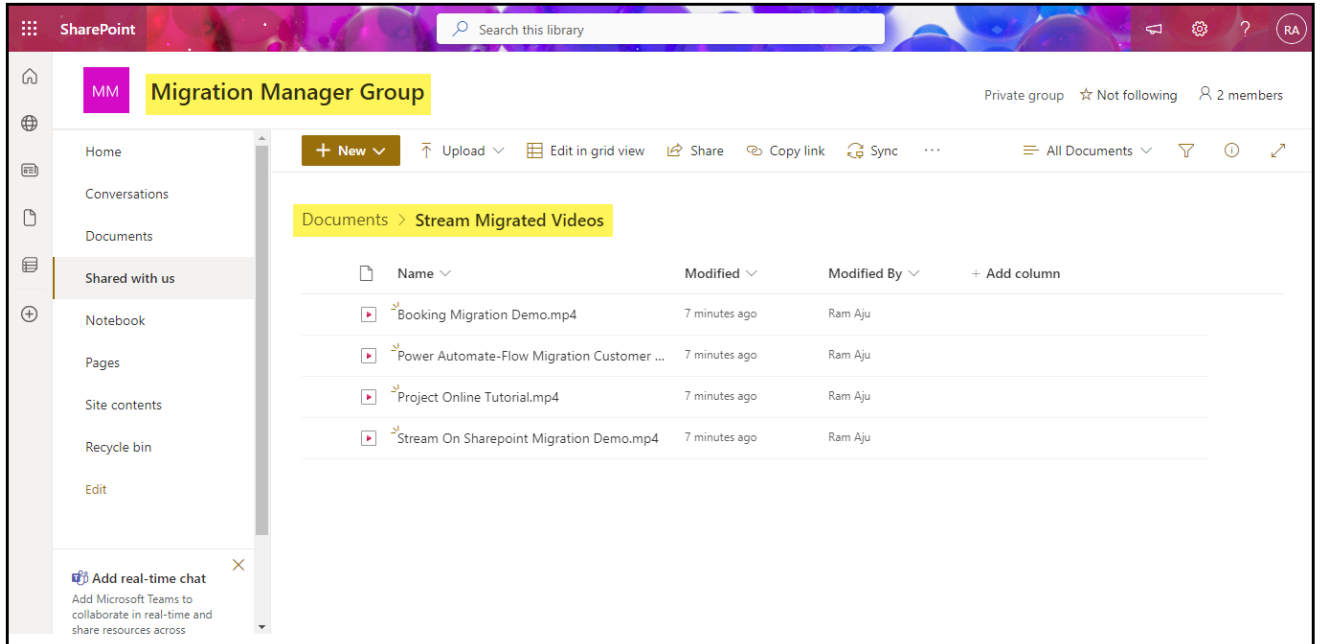
Highlights Videos Channels Membership

Search for videos

Sort by Trending

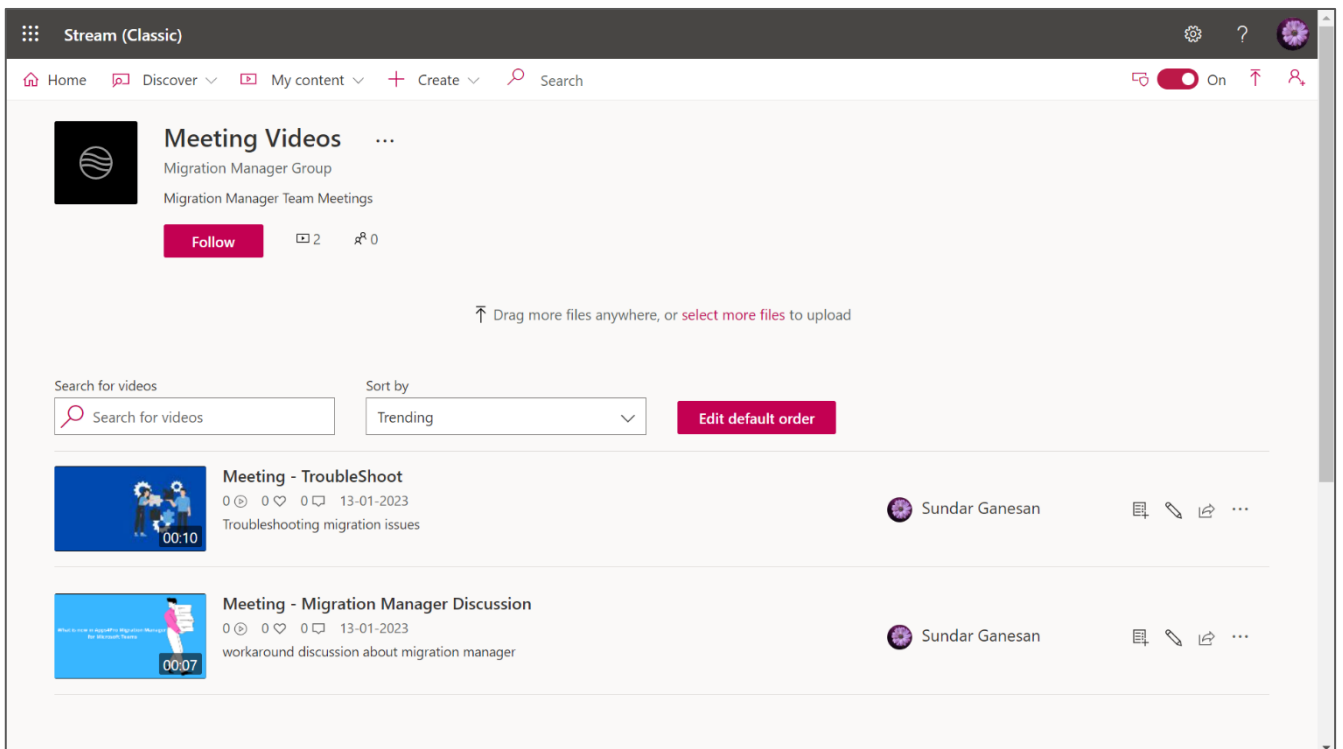
- Booking Migration Demo**
 1 0 0 13-02-2023
 Booking migration demo.
- Project Online Tutorial**
 1 0 0 13-02-2023
 Project online tutorial.
- Stream On Sharepoint Migration Demo**
 0 0 0 13-02-2023
 Stream On Sharepoint migration demo.

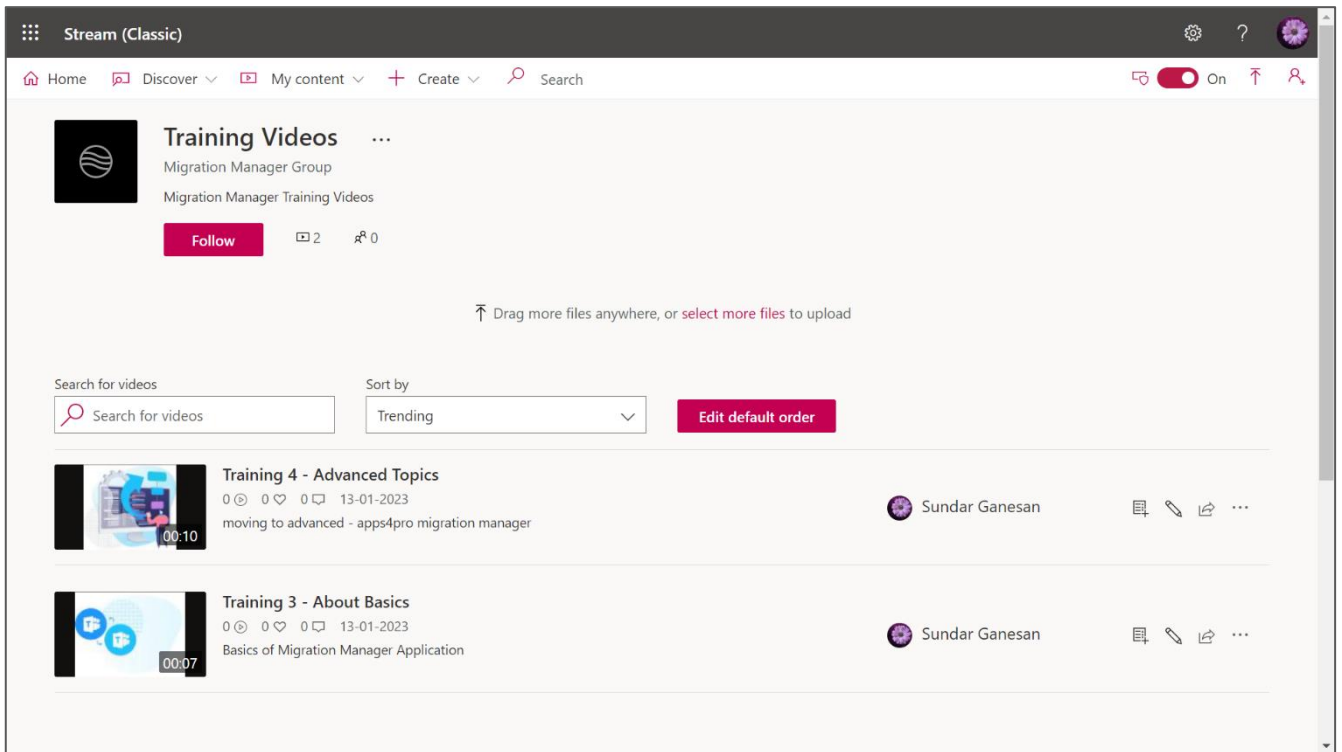
Target



Channel Videos

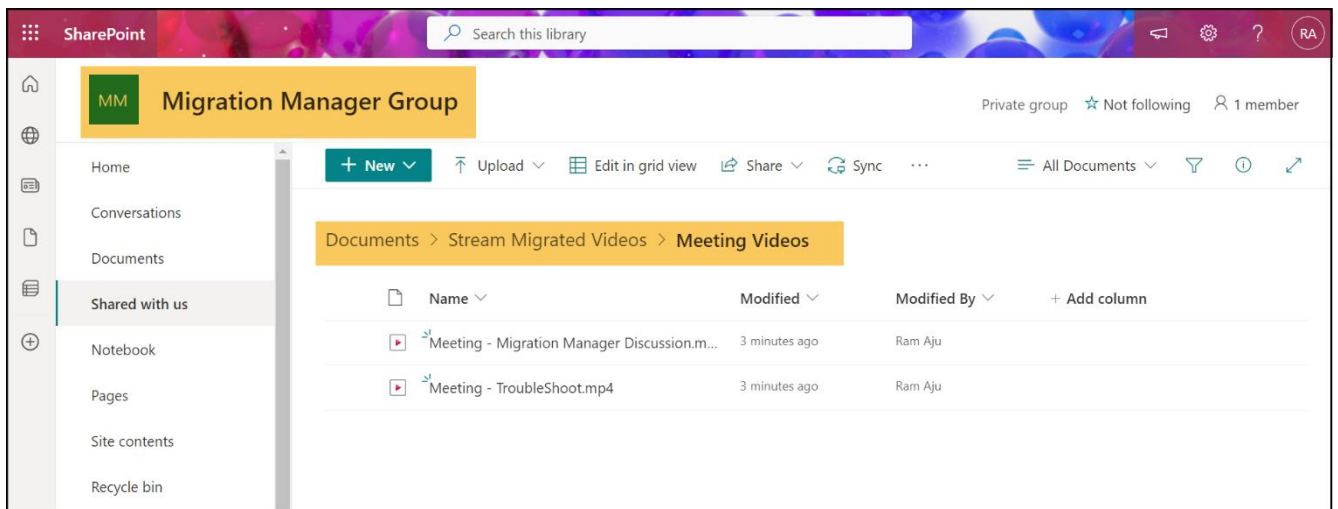
Source

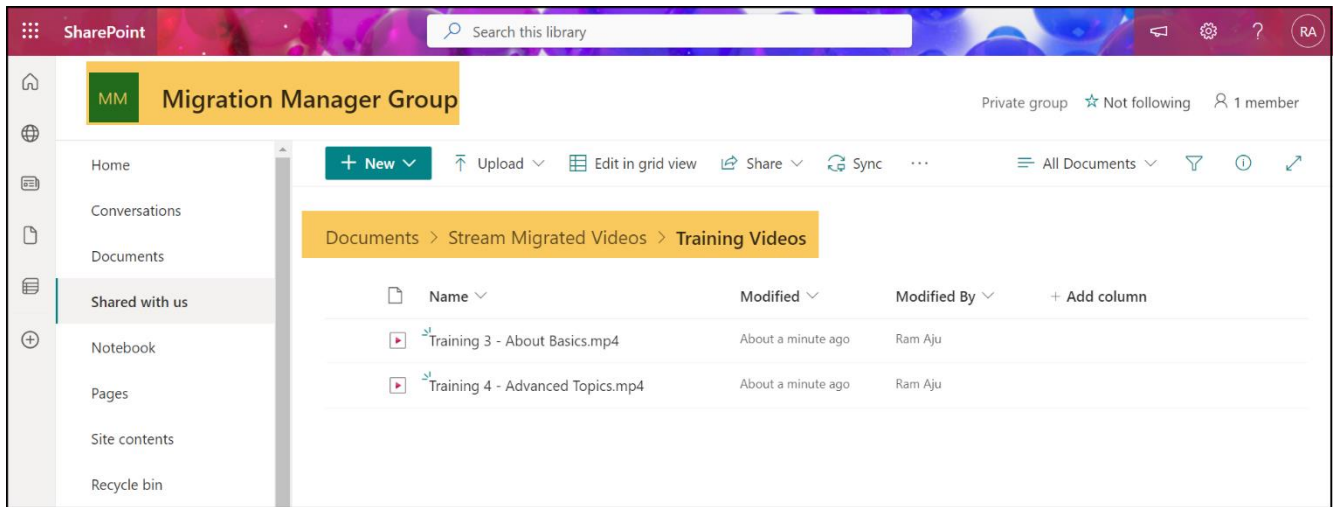




Target

For each channel, a separate sub-folder is created.






Email Notification

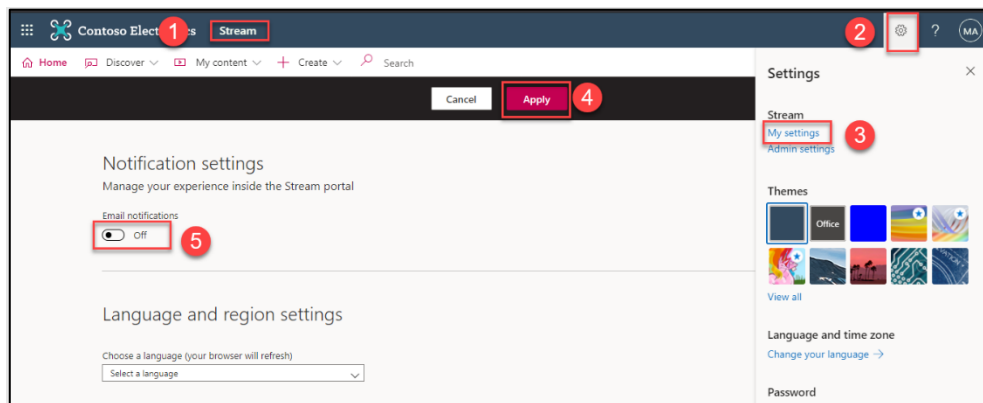
End users will get system generated email notifications for below activities.

- Uploading video
- Group welcome notifications.

How to turn-off Email Notification during video upload

To stop getting "Uploading Video Notification" for service account, you can follow the below steps:

In **Stream portal** of the service account, click the Settings icon , and then under **Stream**, click **My settings** -> **Allow notifications**, select **Off**.



Reference document: <https://docs.microsoft.com/en-us/stream/notification-settings>

6. Yammer Migration

Migration Approach

The tool supports Yammer Migration through the following approaches

- Non-Native mode to Native mode.
- Hybrid mode to Native mode.
- Port Yammer Networks from US to EU Geo

Non-Native Mode to Native Mode

When you migrate a group from Non-Native Mode to Native Mode, the files from the source Yammer internal group are migrated to the SharePoint-Online Site Document Library corresponding to the Target yammer Office365 Group.

Hybrid mode to Native mode

When you migrate an External group from Hybrid Mode to Native Mode, the files from the source External group are migrated to the SharePoint-Online Site Document Library corresponding to the Target yammer Office365 Group.

Port Yammer Networks from US to EU Geo

When you migrate the Yammer Networks from US to EU Data Centre, the Yammer data including [Networks, Communities, Messages, Files, Topics, Likes, Best Reply etc.] gets ported to the EU Data Centre.

Step 1 : Setup & Configuration

Setup : License and Roles

1. **Yammer Enterprise license** is required for both Source and Target Connector Accounts.
2. The Source Connector account and Target Connector account should have any one of the following roles.
 - a. **Global Administrator** role (Refer section: *Global Admin Role*)
 - b. **Yammer Administrator** and **User Administrator** role (Refer sections : "[Setup : Yammer Administrator in Azure Portal](#)" & "[Setup 'User Administrator' Role](#)")

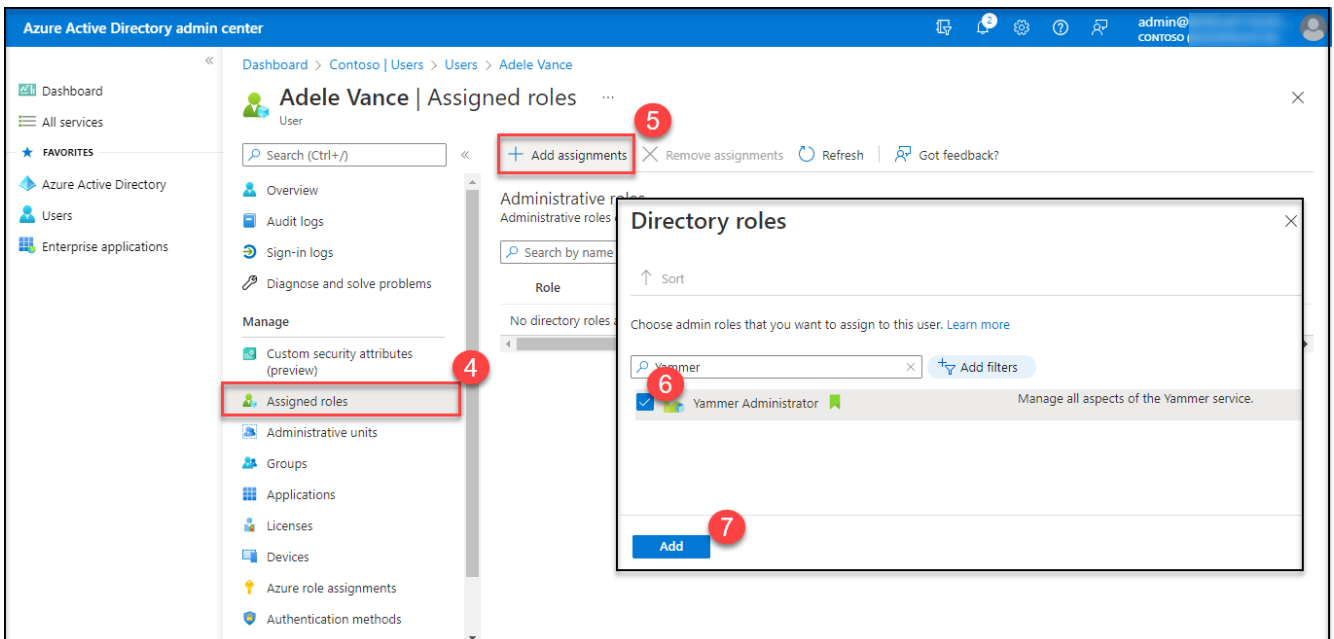
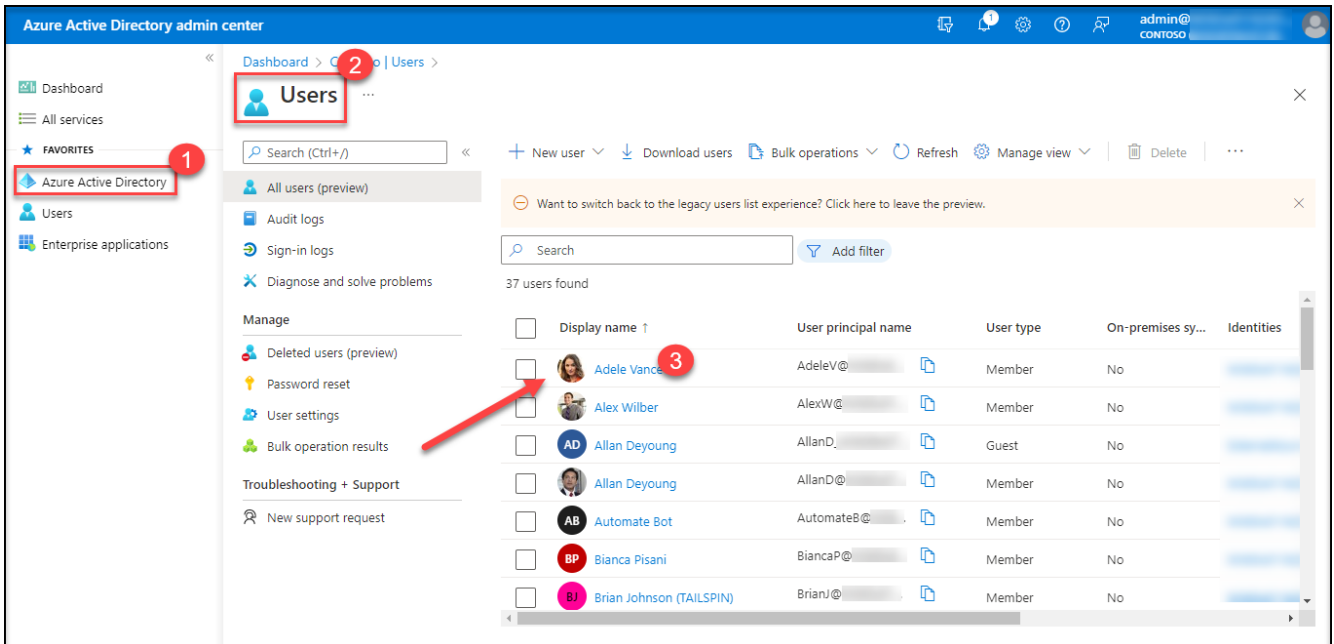
Setup : Yammer Administrator in Azure Portal

Follow the steps to add the Service account as a **Yammer Administrator**.

Please login to the Azure Portal(<https://aad.portal.azure.com>) as a Global admin.

1. Navigate to Azure Active Directory -> Users
2. Click on the Service Account
3. Navigate to "**Assigned Roles**"
4. Click "**+ Add assignments**"

5. Select “Yammer Administrator”
6. Click Add



Configuration : Connector Accounts – Sign-in

Perform the Source & Target Connector Accounts Sign-in as shown in *Global Configuration section*.

Additional Configuration : Additional Connector Accounts – Sign-in

Perform the additional Source & Target Accounts Sign-in as shown in *Additional Configuration section*.

Mapping : Application User Mapping

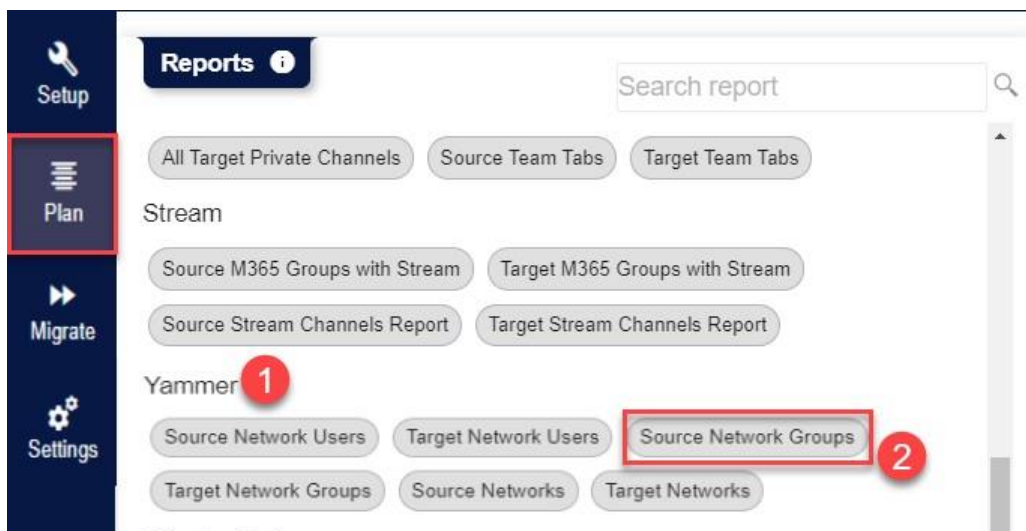
Perform the Application-level User Mapping as shown in *Application User Mapping* section.

Step 2 : Pre-requisites

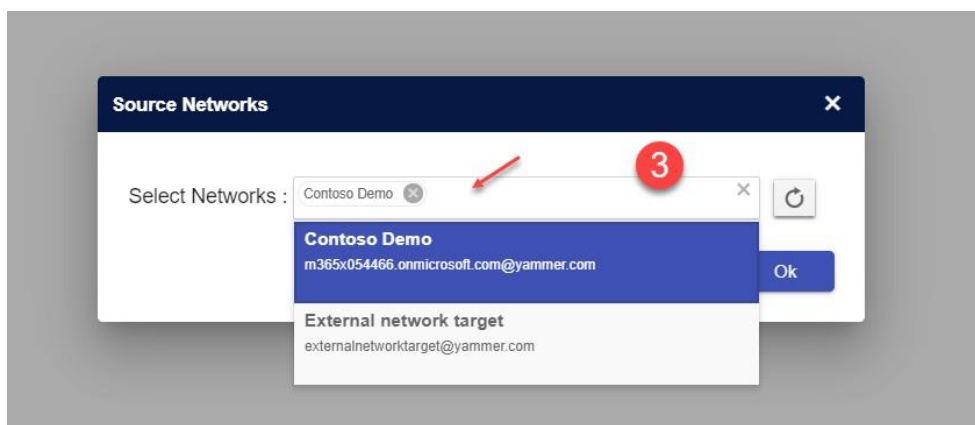
1. All the users should login to Yammer portal in target tenant with their accounts at least once before the migration starts.
2. To migrate an External network to target client, a Network has to be pre-existing / created manually in the Target Yammer Portal.
3. To migrate a Private group, source connector account should be member of that Private group (Please refer - *How to Add Source Connector account as a member in the Private Group*).

Step 3 : How to Add Source Connector Account as a member in the Private Group?

Go to Plan Tab & Generate the “Source Network Groups” report.



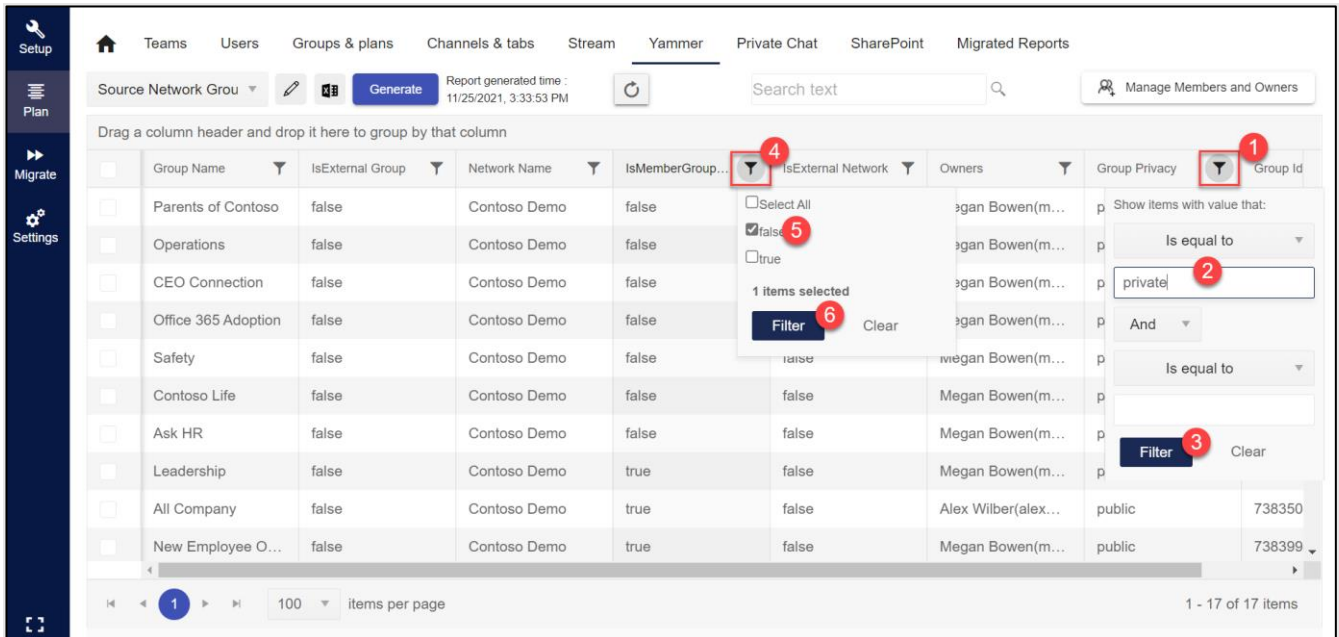
Then Select the Network(s) to list all the groups inside the selected network(s).



All-In-One : Yammer Migration Guide

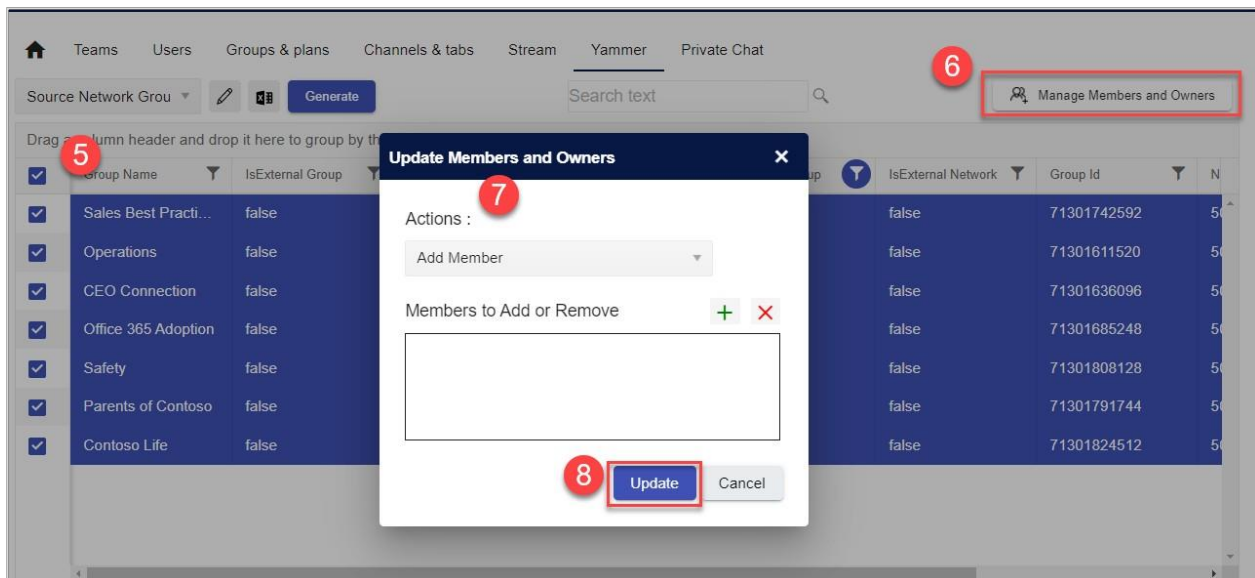


Now filter the Group Privacy column as “private” and IsMemberGroup column as “false”



Here you can see the private groups where the source connector is not a member.

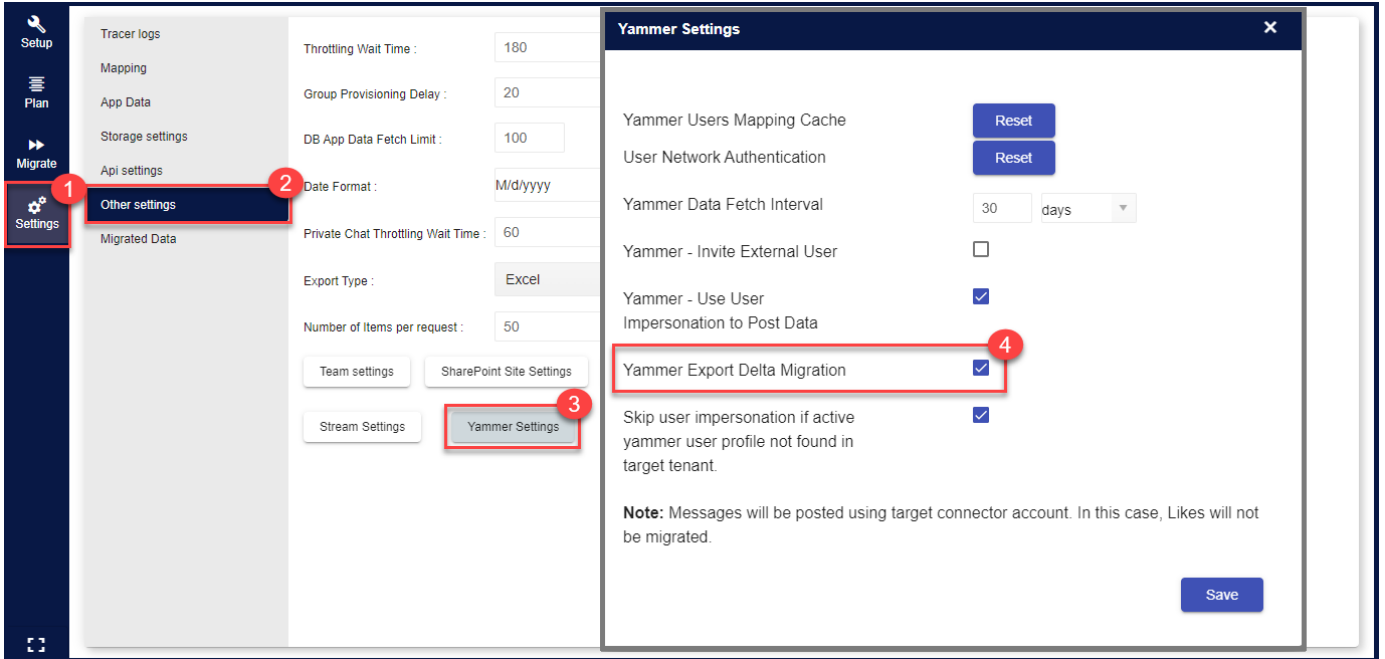
To add the Source Account as member, Select the groups and click on **Manage Members and Owners**. Then add the source connector as a member by clicking on the (+) option and update.



Step 4 : Additional Settings

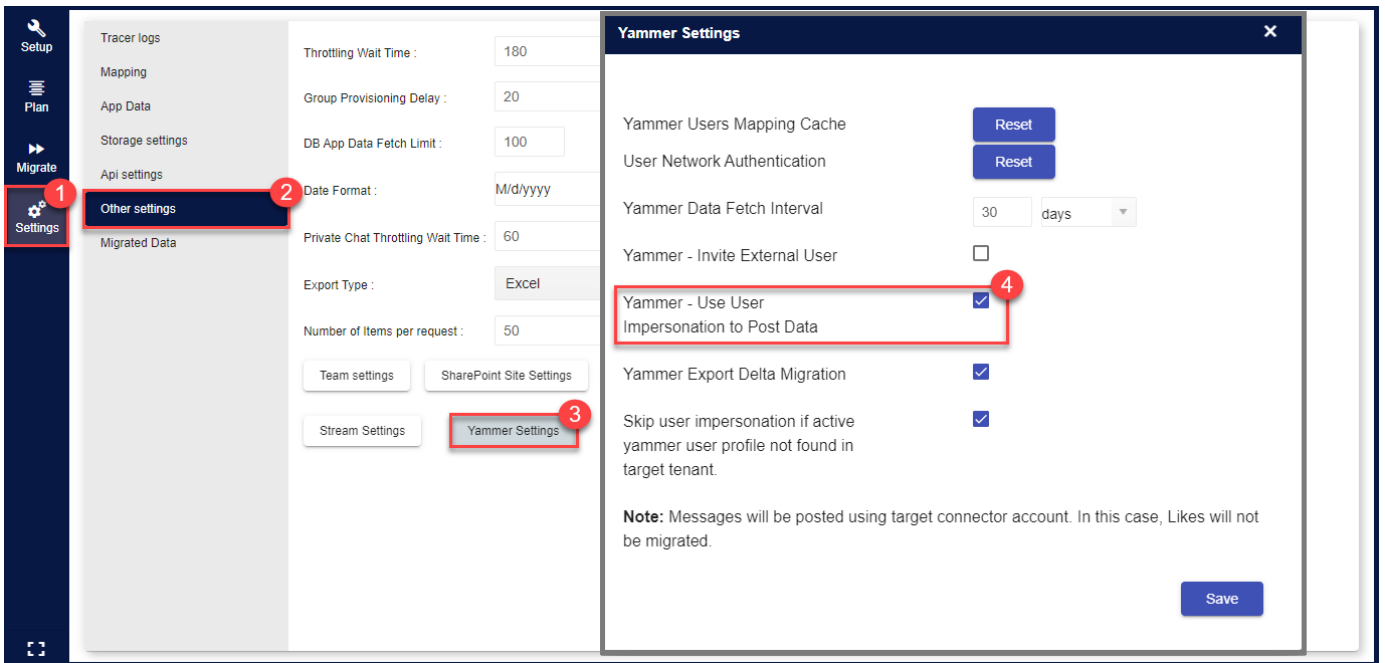
1. Yammer Export Delta Migration [OPTIONAL]

You can perform a Delta Migration in Yammer Export by enabling the setting “Yammer Export Delta Migration” as indicated below.



2. Use User Impersonation to Post Data Setting [OPTIONAL]

The posts would be more realistic if they were posted by the user themselves. In order to achieve this, you can turn-on the setting “Yammer - Use User Impersonation to Post Data” as indicated below.

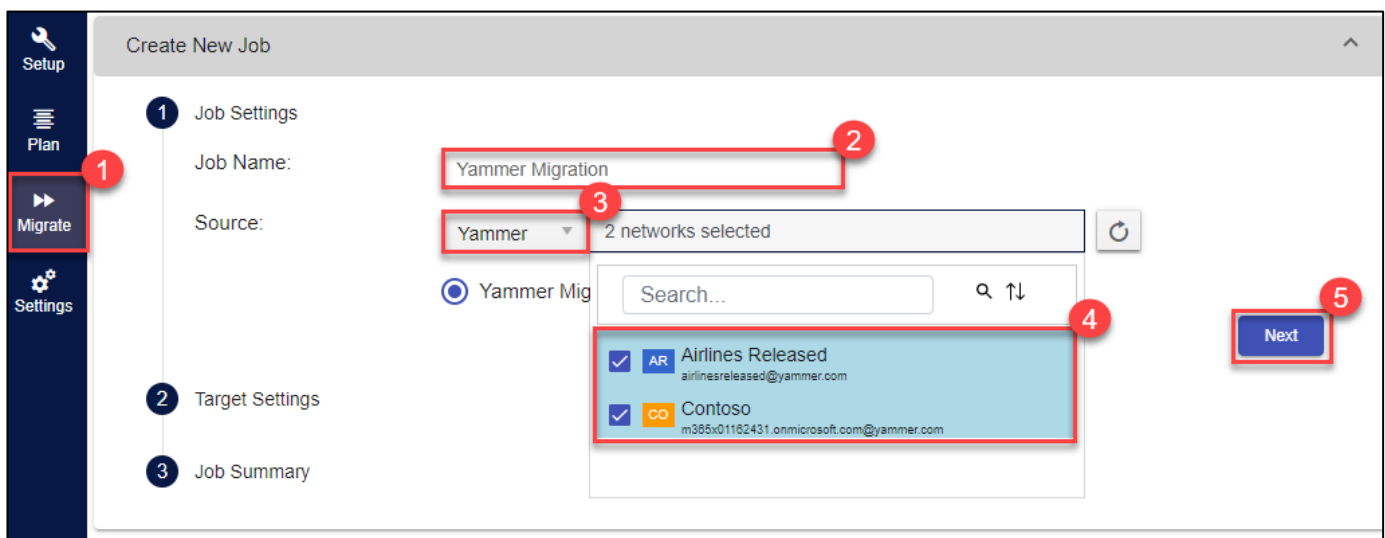


Step 5 : Create Migration Job

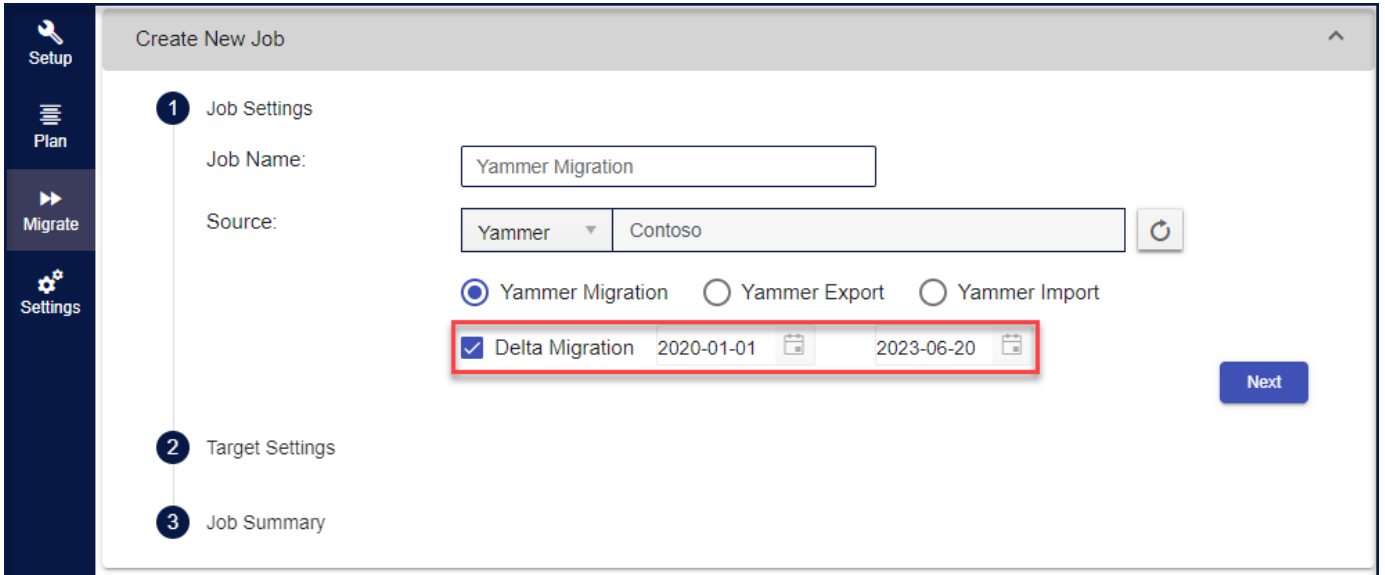
First, you must provide the name of the current Job. In this step, it lists all the internal and external network, you can choose the network(s) to migrate.

Options

1. Yammer Migration across tenants : Perform the common migration of Yammer networks from Source to destination tenants.



You can also perform a delta migration by specifying Start Date & End Date, to migrate the data within that particular period.



The screenshot shows the 'Create New Job' configuration page. Under 'Job Settings', the 'Job Name' is 'Yammer Migration'. The 'Source' is 'Yammer' with a dropdown menu showing 'Contoso'. Below this, three radio buttons are present: 'Yammer Migration' (selected), 'Yammer Export', and 'Yammer Import'. A red box highlights the 'Delta Migration' checkbox, which is checked, and the date range '2020-01-01' to '2023-06-20'. A 'Next' button is located on the right side of the form.

2. Yammer Migration between data centers

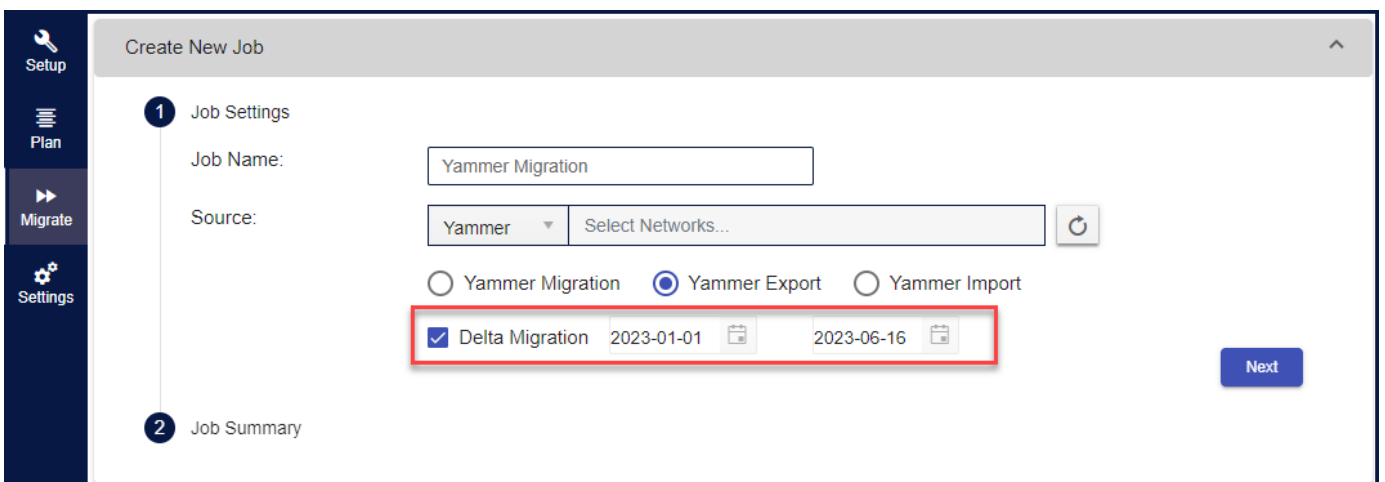
You can use Export & Import options to port the data from US to EU Geo location. Here, please ensure the source Connector is the tenant in the US Geo and the Target is the re-provisioned tenant in the EU Geo.

- Yammer Export** : This option performs a download of the Yammer data from tenant in the Source Data Center and saves the data offline. If you have enabled the setting “Yammer Export Delta Migration” as mentioned [in this step](#), you will find Start Date & End Date, to export the data within that input period.

Do remember to perform this step before the tenant cut over in the US Data Centre.

- Yammer Import** : This option uploads the offline downloaded data(via export) to the tenant in the Target Data Center.

Perform this step post completion of the re-provision of Yammer Network in EU Data Centre.

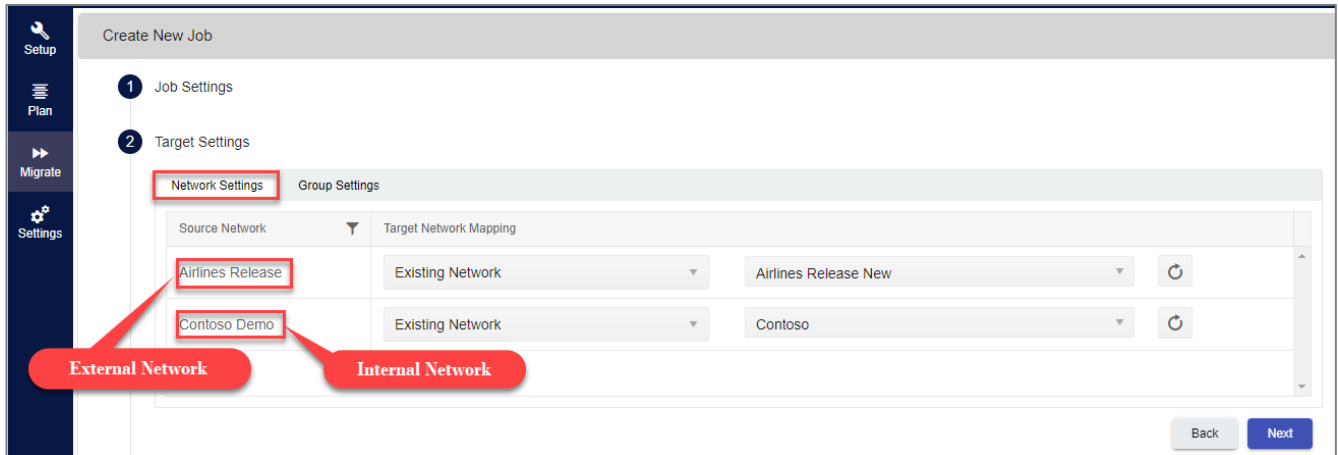


The screenshot shows the 'Create New Job' configuration page. Under 'Job Settings', the 'Job Name' is 'Yammer Migration'. The 'Source' is 'Yammer' with a dropdown menu showing 'Select Networks...'. Below this, three radio buttons are present: 'Yammer Migration', 'Yammer Export' (selected), and 'Yammer Import'. A red box highlights the 'Delta Migration' checkbox, which is checked, and the date range '2023-01-01' to '2023-06-16'. A 'Next' button is located on the right side of the form.

Step 6 : Target Settings

Network Settings

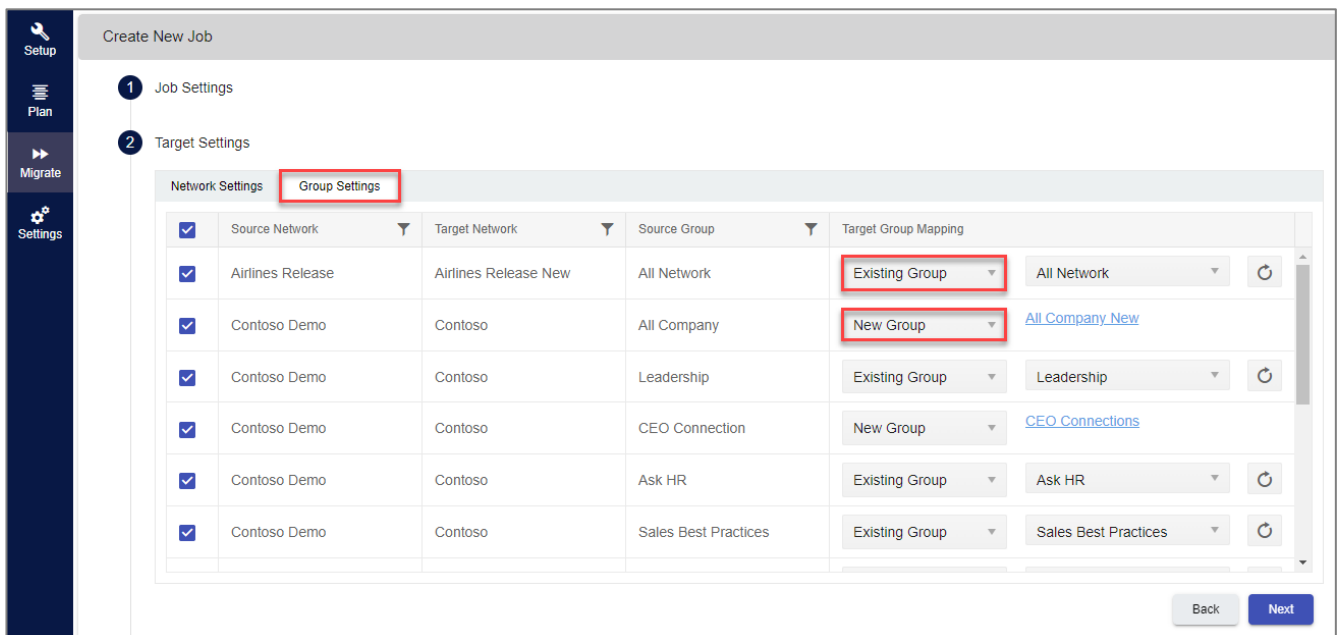
In this step, you can provide the target network(s) to migrate data. You can only map the internal network with the target internal network and similarly External network with Target external network (cross network mapping not allowed).



Group Settings

In this step, you can provide the target group(s). You have following options to select target groups.

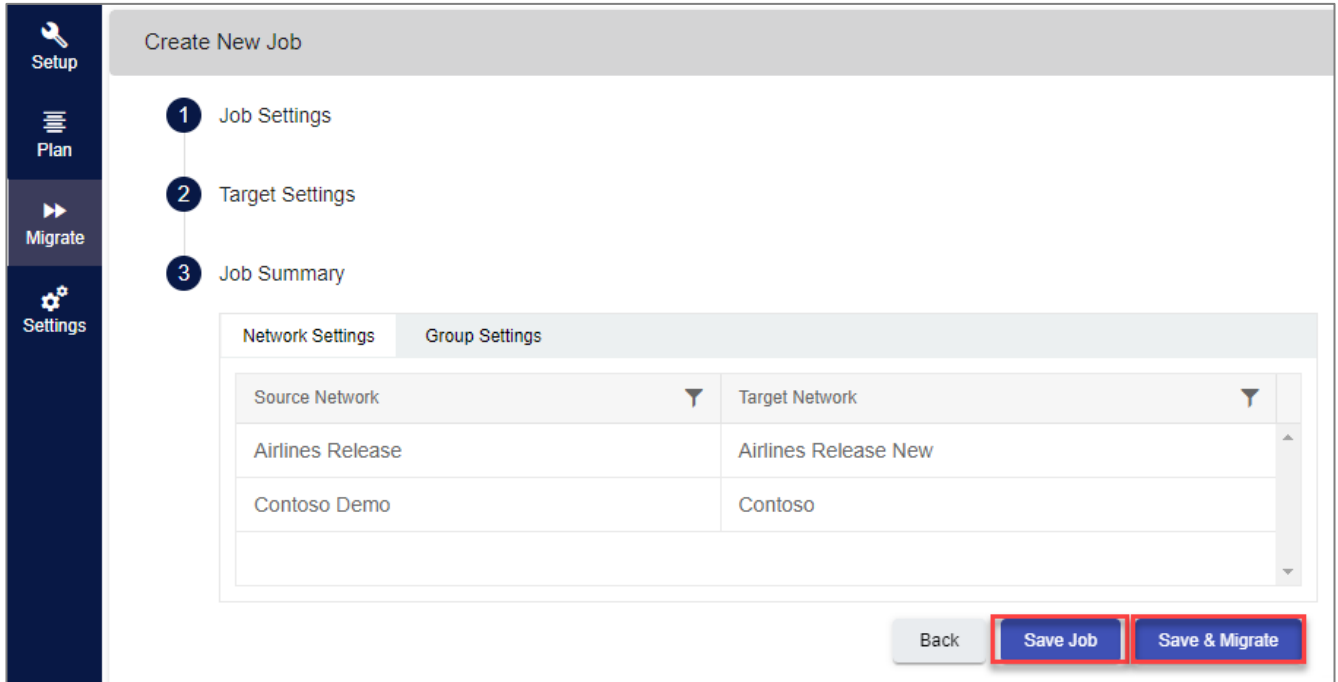
- Migrate into a new group.
- Migrate into an existing group.



Step 7 : Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- Save Job -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid.
- Save & Migrate Job -> It saves the current job and starts the migration process immediately.



Create New Job

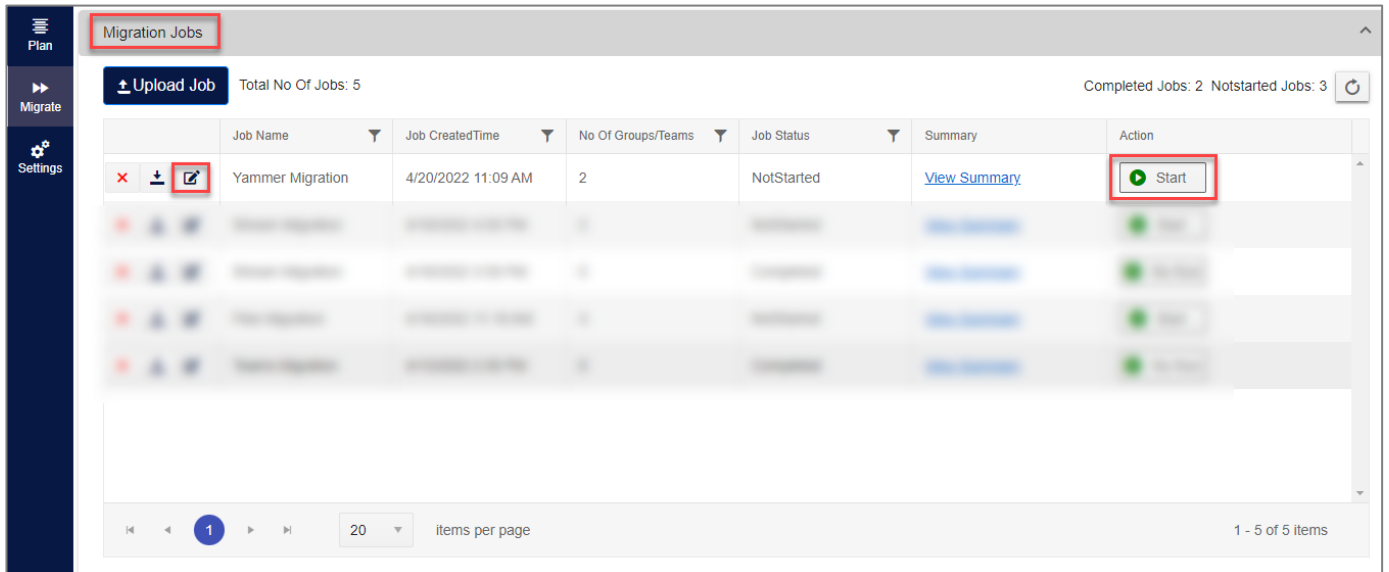
- 1 Job Settings
- 2 Target Settings
- 3 Job Summary

Network Settings	Group Settings
Source Network	Target Network
Airlines Release	Airlines Release New
Contoso Demo	Contoso

Back Save Job Save & Migrate

Execute Saved Jobs

Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.



Migration Jobs

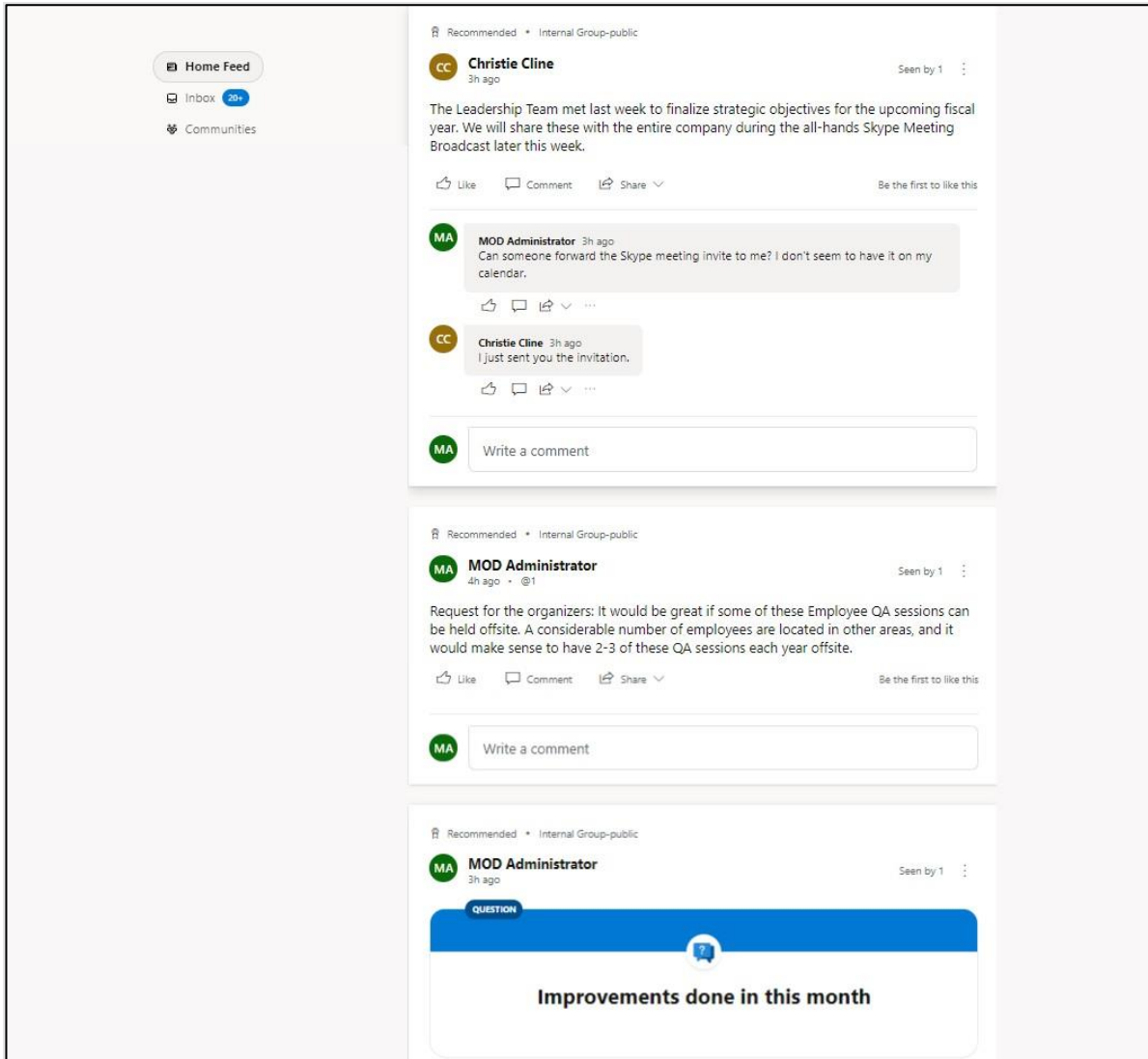
Upload Job Total No Of Jobs: 5 Completed Jobs: 2 Notstarted Jobs: 3

	Job Name	Job CreatedTime	No Of Groups/Teams	Job Status	Summary	Action
<input type="checkbox"/>	Yammer Migration	4/20/2022 11:09 AM	2	NotStarted	View Summary	<input type="button" value="Start"/>
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

1 20 items per page 1 - 5 of 5 items

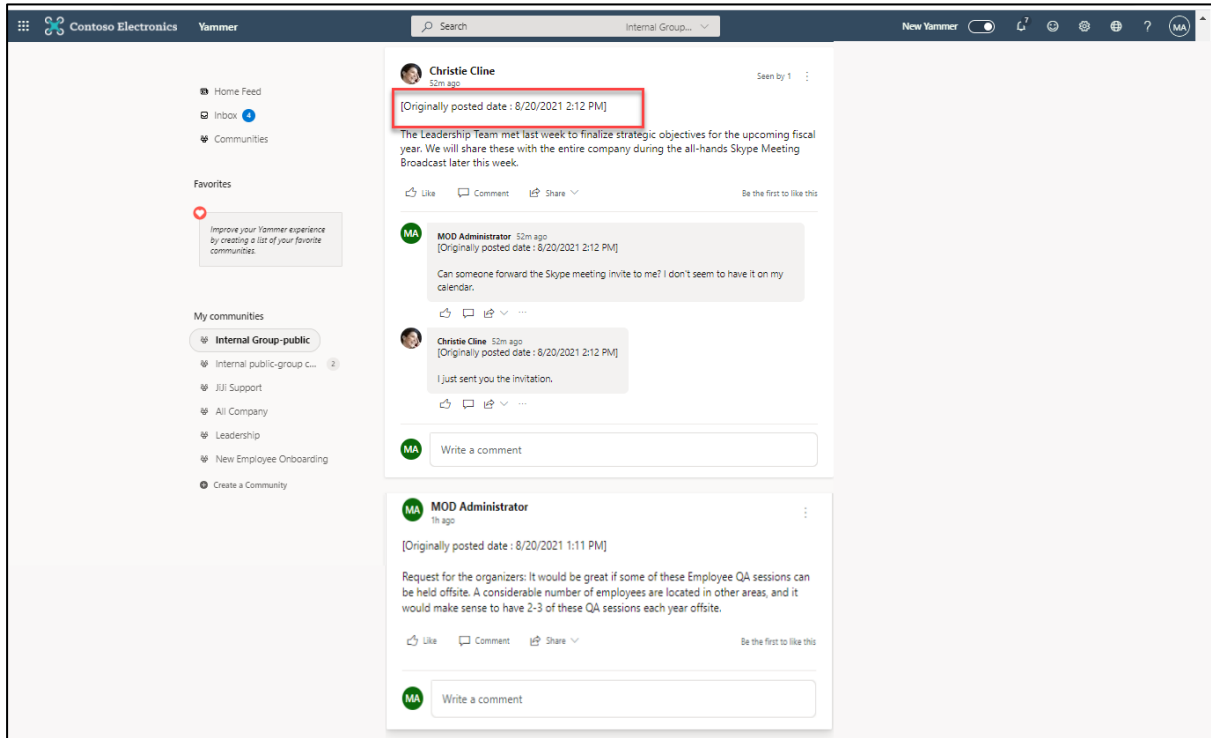
User Experience

Source



Target

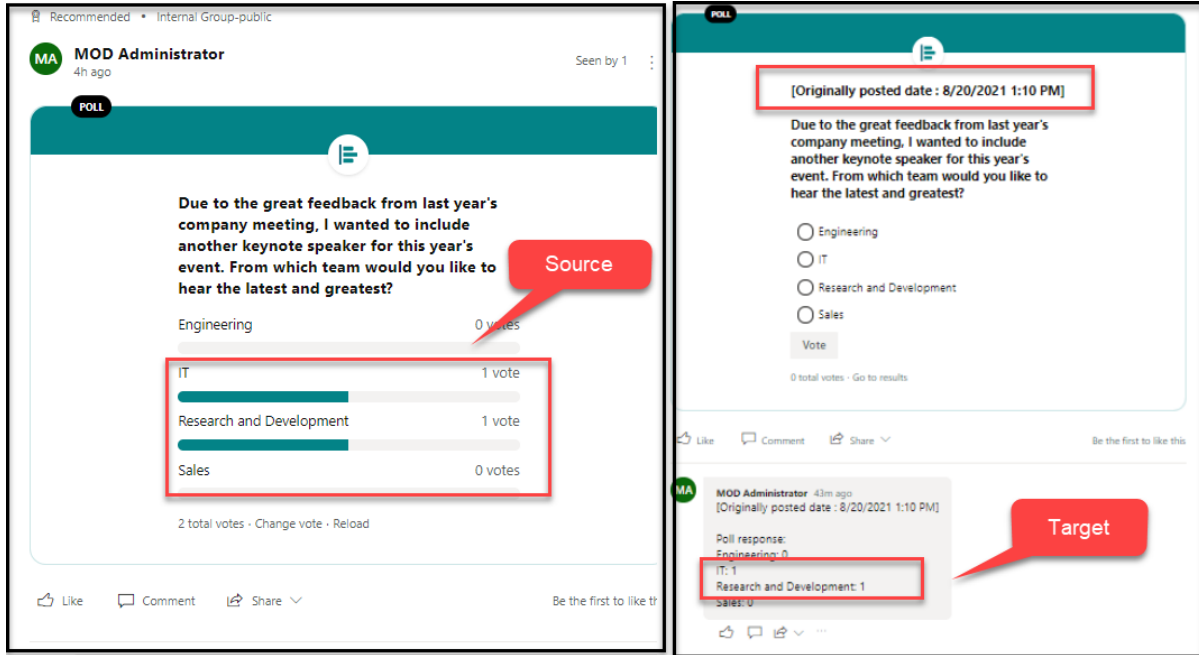
In the migration experience, the conversations will be posted by the actual user with posted time and date at the top.



Impact

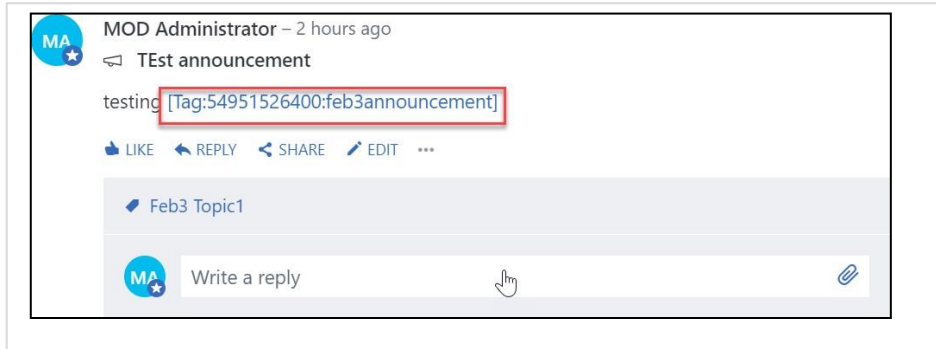
1. Polls

Due to technical limitations, we have posted the vote counts of the Polls as a reply in the target tenant.

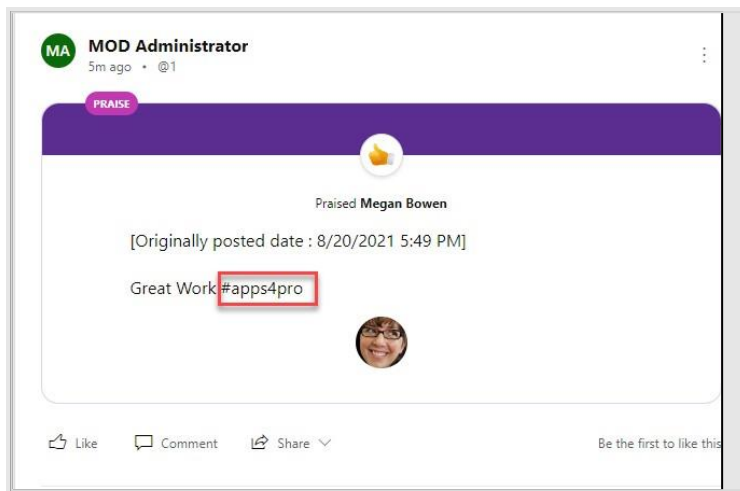


2. Tags

Announcement tags will be migrated with tag name and tag id.

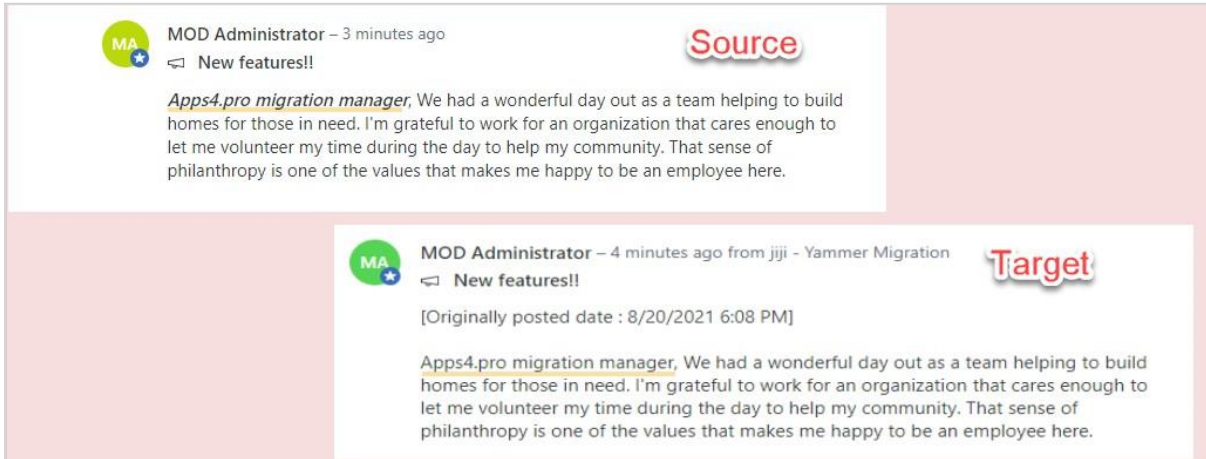


Praise tags will be added as a regular text



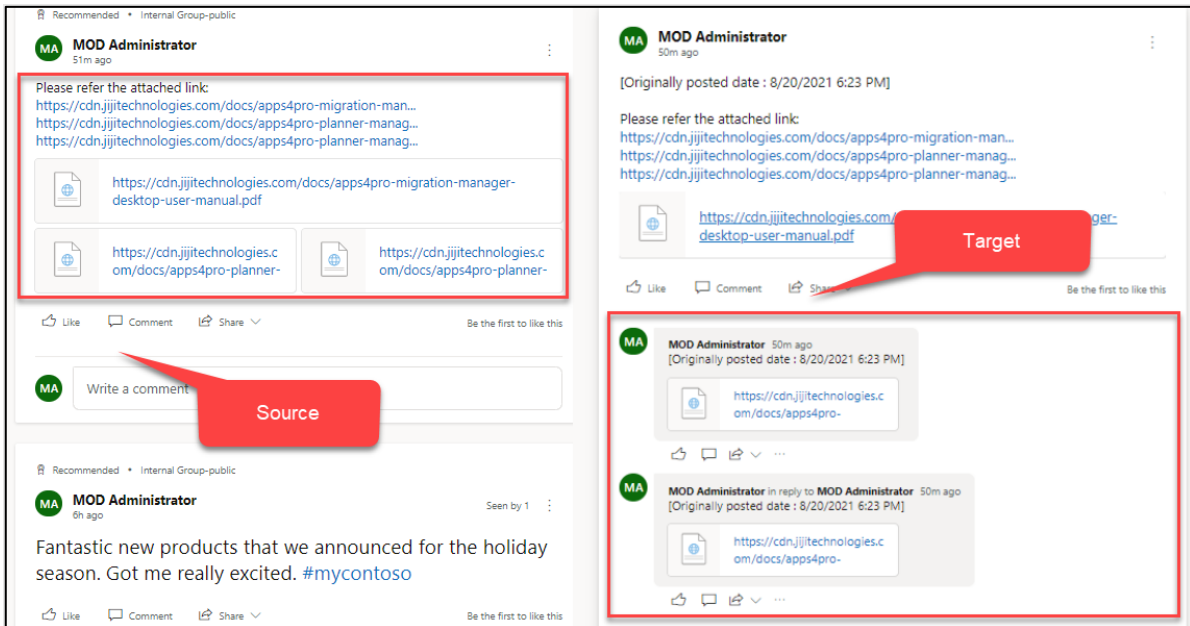
3. Style Formats

Style Format will not be reflecting in target same as in source tenant.



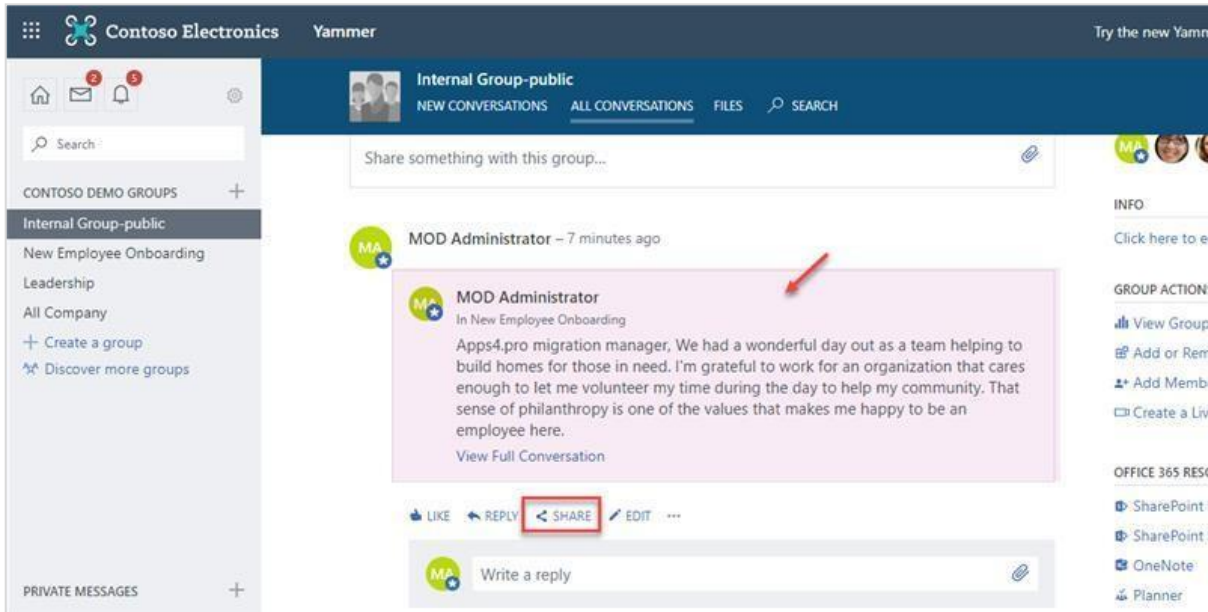
4. URL in Conversation

If you post Multiple URLs in a single post, then it will migrate each link as separate conversations.



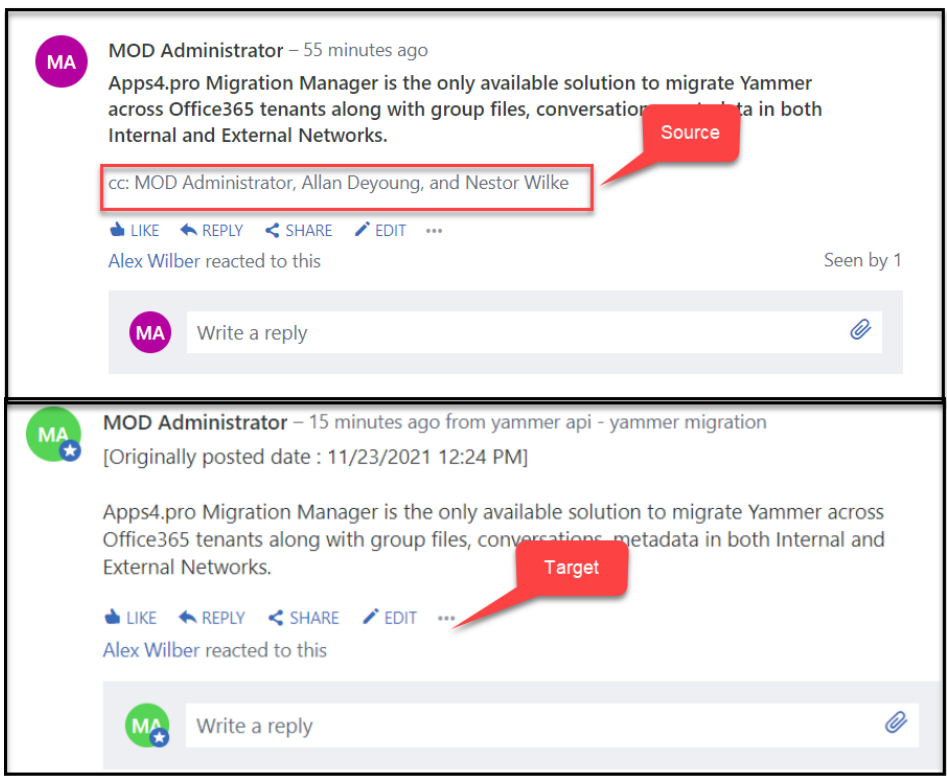
5. Shared messages

The messages that are shared from another group will not be migrated.



6. CC is not supported

Due to technical limitation, we will not be able to migrate the CC in Yammer post.



7. Incremental Migration

The new Network Users / Groups / Group Members will not be supported in the Incremental Migration.

8. External user

When performing the migration of an Internal group with External members, the external members will not be added to the target tenant by default whereas the conversations will get migrated.

As this action adds the external user to the Azure Active Directory, it is not viable to get them added directly in the target tenant. Rather the user can send an invite post migration to get them added to the group.

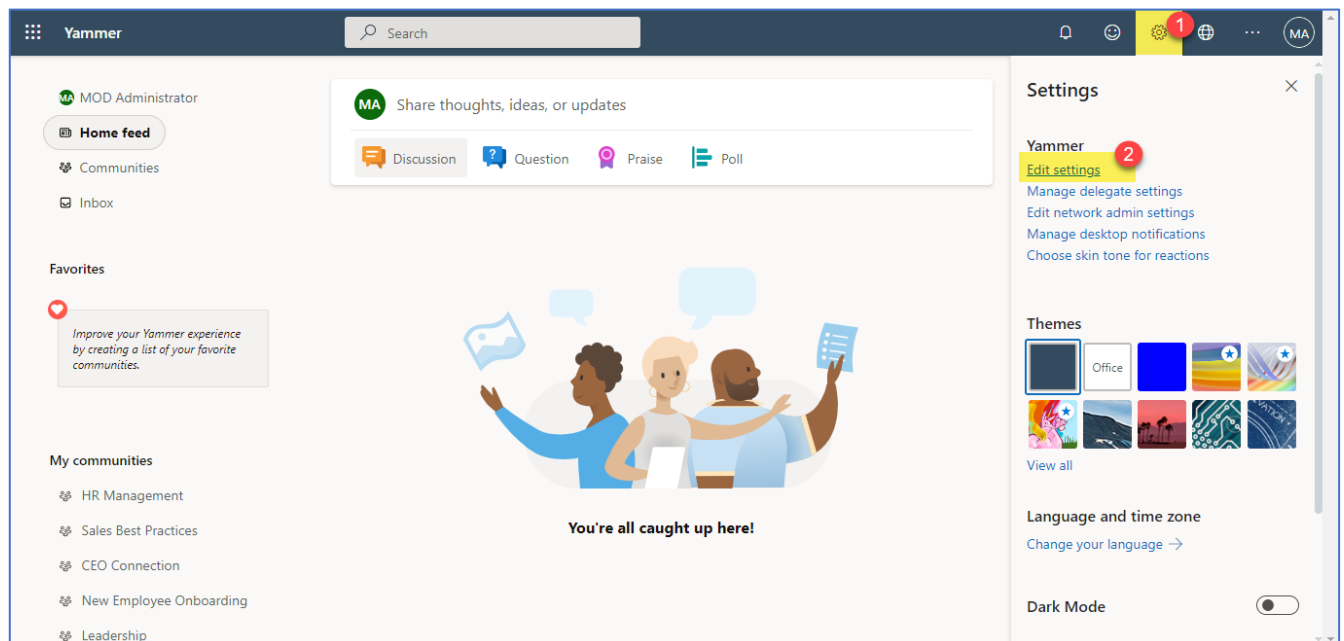
Email Notification

End users get an email notification when migrating the below mentioned items.

- ✓ Group invite
- ✓ Praise
- ✓ Update
- ✓ Update with @ mentions
- ✓ Announcement

In order to prevent these unpleasant notifications, each end user needs to enable the below options before initiating the migration.

Click on Settings in the target tenant → Find the Edit settings besides in the profile name.



Then Navigate to Notifications Tab → here you can see the listed Networks which is available in the tenant. Need to unselect the options which is marked in the below image for each of the network you are planning to get migrated.

NETWORKS MY APPLICATIONS **NOTIFICATIONS** ³ PREFERENCES

Select the network you'd like to change your notification settings for:

▶ **Airlines Release**

Email me when...

4 There are updates from my groups (daily)

I receive a message in my inbox ⓘ [Learn more](#)

I get new followers

I install a new application

I log in from somewhere new

5 I post a message via email (This will send a confirmation email.)

Someone invites me to a group

Someone likes messages I posted (daily)

Someone requests to join a private group I administer

There are highlights from my organization (weekly)

There are new suggestions for people to follow (weekly)

7. Group Mailbox Migration

Step 1 : Setup & Configuration

Setup : License and Roles

1. **Exchange Online license** is required for Target Connector Account.
2. Group Owner or Member permission is recommended. Otherwise, **User Administrator** access is recommended to get themselves added to the Groups (Please refer section :- *How to Add 'Source Connector Account' as a member of the Groups*)

Configuration : Connector Accounts – Sign-in

Perform the Source & Target Connector Accounts Sign-in as shown in *Global Configuration* section.

Additional Configuration : Additional Connector Accounts – Sign-in

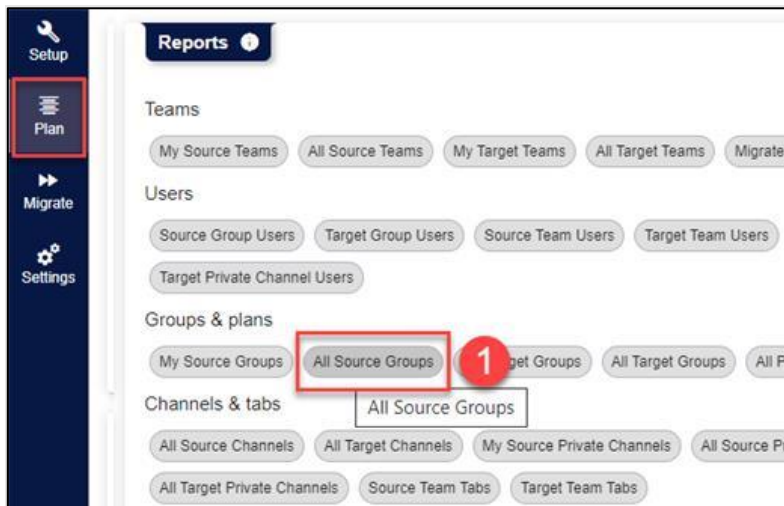
Perform the additional Source & Target Accounts Sign-in as shown in *Additional Configuration* section.

Mapping : Application User Mapping

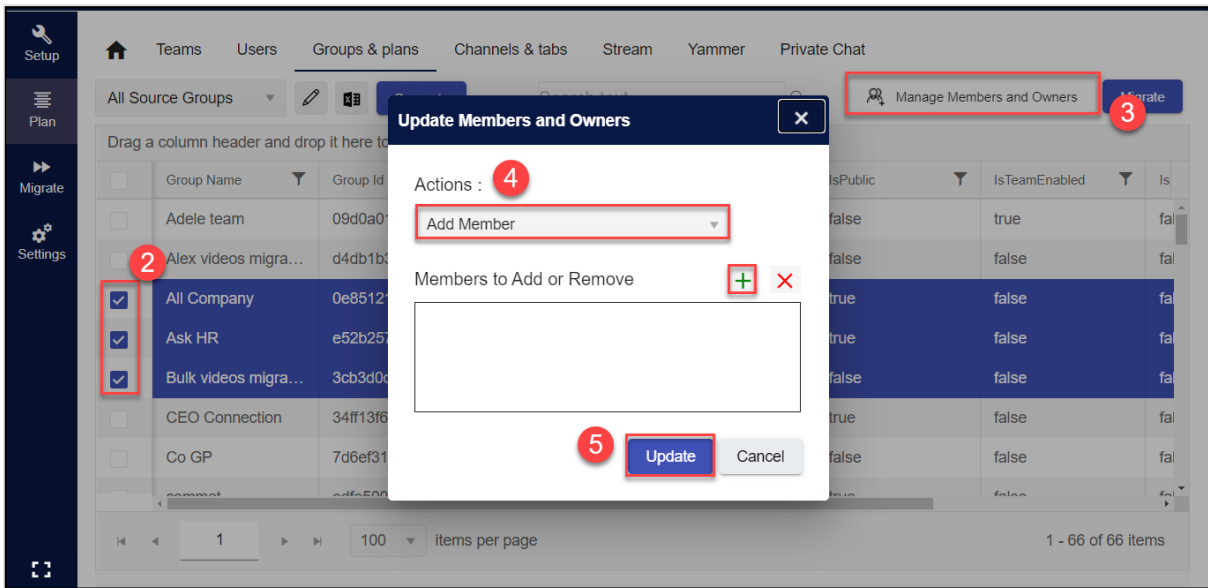
Perform the Application-level User Mapping as shown in *Application User Mapping* section.

Step 2 : How to Add 'Source Connector Account' as a member of the Groups

Go to **Plan Tab** -> Generate the "All Source Groups" report.



Then select the groups to be migrated where you need to add as member and click on **Manage Members and Owners** option and add the Source Connector Account under Member and update.



Step 3 : Create Migration Job

First, you must provide the name of the current job. Then select **Groups** as source and then you can select the required source tenant group(s) to migrate.

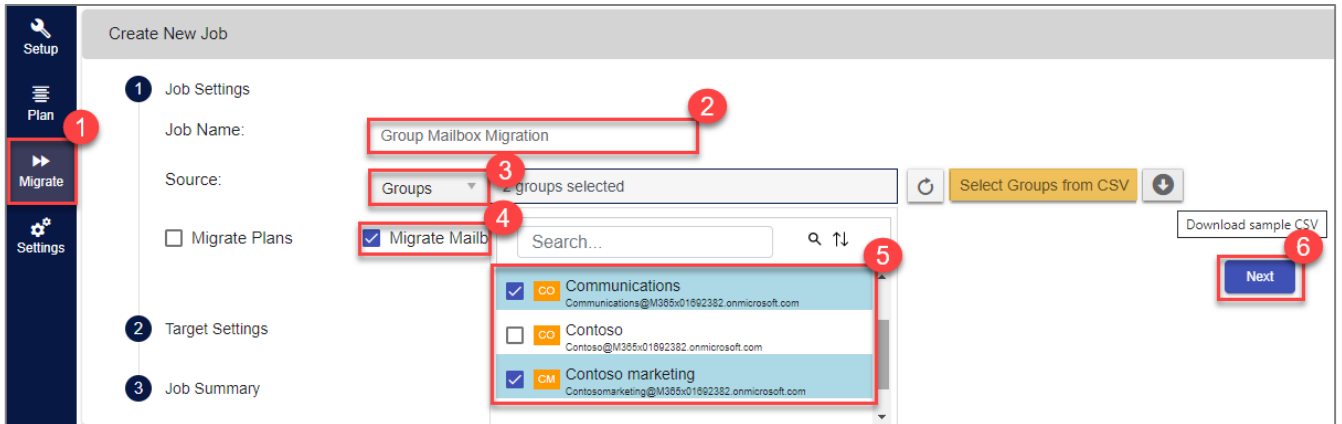
Migrate Mailbox : You must select **Migrate Mailbox** option to migrate mailbox.

Download Sample CSV : When you have to upload a bunch of Group Mailboxes through the highlighted option – “**Select Groups from CSV**”, you can always use the Download option to download a sample format.

You can provide the source & target details to save time entering these information in the target settings. [Providing the Group Id ensures to pick the right group](#) when there are multiple groups with the same name.

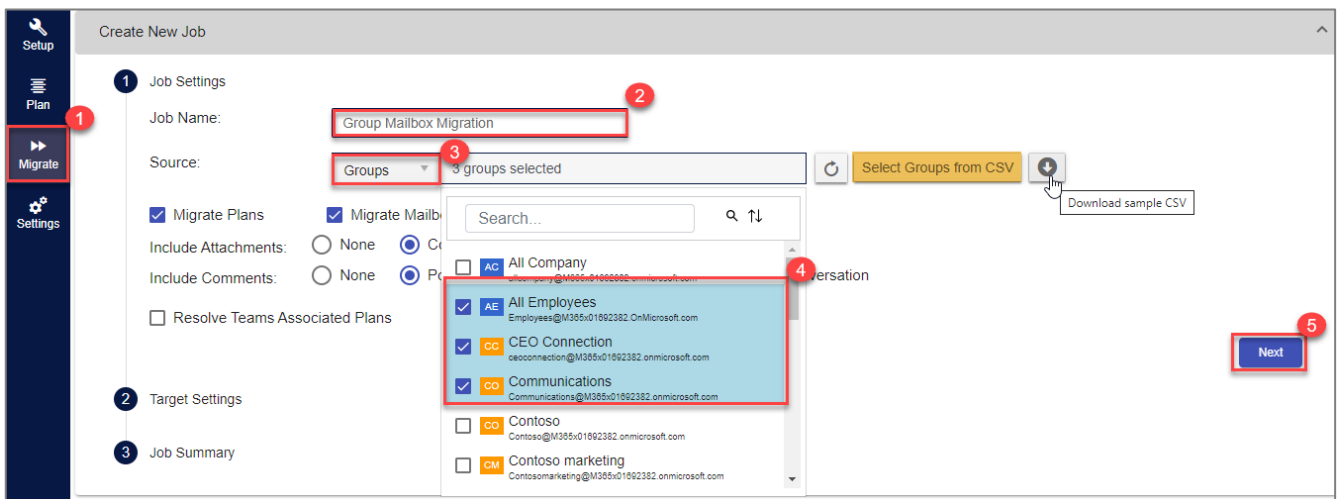
Sample CSV :

SourceGroupName	SourceGroupId	TargetGroupName	TargetGroupId	TargetGroupMailNickName	MigrateGroupSettings	MigrateGroupUsers
All Company	4c82aeda-f296-43a9-a80a-c7892169761	Sales and Marketing		Salesmarket	Yes	No
Analysis	4918c791-3b78-4353-8ad2-41f2073bfe	Retail		retail	Yes	Yes
Apps4Pro Products	73de47bc-ac48-41ea-b45d-740a1370d	Communications	ac6704fb-1365-401f-b40a-7bf8277d		No	Yes
Admin team	481e7bd8-1a29-4bff-9974-74b53fd586	Analysis	d3117d26-2fa2-4162-8dc1-2554dad		Yes	No



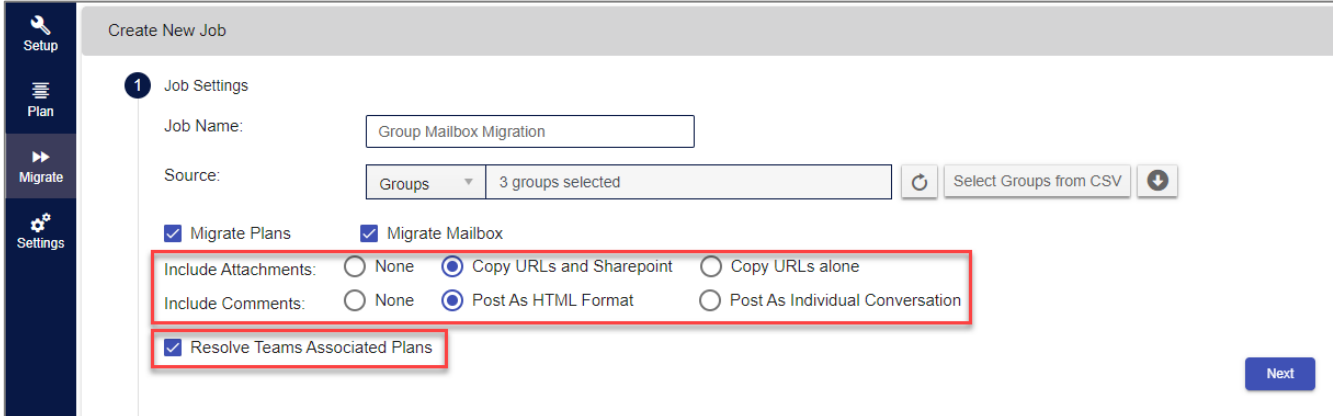
Migrate Plans

- You must select **Migrate Plans** option to Migrate the plans associated with the selected Groups.
- Download Sample CSV** : When you have to upload plans part of a bunch of Groups through the highlighted option – “**Select Groups from CSV**”, you can always use the Download option to download a sample format.



- You can choose how the attachments and comments has to be migrated to the target from the options as in below screenshot.
 - In case you have already migrated group mailbox, you have to
 - Enable the “**Scan Existing Group Mailbox**” option – wherein the planner task conversations will be fetched from the mailbox (Please refer *Step 6 : Custom Settings* to set this option).
 - In “**Include Comments**”, option “**Post As Individual Conversation**’ must be selected.

- **Resolve Teams Associated Plans** – This option is completely **OPTIONAL** and the user has to select / deselect based on the scenario.
 - **Select** this option only when some of the plans you are migrating are part of teams.
 - **Deselect** this option when you are sure that none of the “plans to be migrated” are part of Teams. In this case, Team related details are not retrieved, which in turn **improves the performance of the Migration**.



The screenshot shows the 'Create New Job' interface. The 'Job Settings' section includes the following options:

- Job Name: Group Mailbox Migration
- Source: Groups (3 groups selected)
- Migrate Plans
- Migrate Mailbox
- Include Attachments: None, Copy URLs and Sharepoint, Copy URLs alone
- Include Comments: None, Post As HTML Format, Post As Individual Conversation
- Resolve Teams Associated Plans

Step 4 : Target Settings

Group Settings

In this step, you can provide the target group(s) to migrate mailbox. You have following options to select target groups.

- **Migrate into the new group/team.**
- **Migrate data to the existing group/team.**

If you select 'New Group' or 'Existing Group' option, then you can enable the team for that group.

2 Target Settings

Group Settings

Source Group	Target Group Mapping	Replace with Source Group Settings	Migrate User	Include MailBox	Enable Team
Communications	New Group Comms	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contoso marketing	Existing Group Contoso marketing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leadership	New Team New Leadership	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
HR Management	Existing Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-

Back Next

Plan Settings

Under this settings tab, select the required plans to migrate into New or Existing Plan and select the format of the planner task attachments and comments, as well as you can select the option 'Add as Tab in Teams'.

2 Target Settings

Plan Settings

Source ...	Source Group...	Target Group/...	Target Plan Mapping	Attachments	Comments	Teams Tab
<input checked="" type="checkbox"/>	Tasks	Communications	Communications New Plan Tasks	<input type="radio"/> None <input checked="" type="radio"/> Copy URLs and <input type="radio"/> Copy URLs alon	<input type="radio"/> None <input checked="" type="radio"/> Post as HTML <input type="radio"/> Post as Individ	<input checked="" type="checkbox"/> Add as Tab in Teams
<input checked="" type="checkbox"/>	Prod Release	Communications	Communications Existing Plan Tasks	<input type="radio"/> None <input checked="" type="radio"/> Copy URLs and <input type="radio"/> Copy URLs alon	<input type="radio"/> None <input checked="" type="radio"/> Post as HTML <input type="radio"/> Post as Individ	<input checked="" type="checkbox"/> Add as Tab in Teams
<input checked="" type="checkbox"/>	Apr'22 Target	Contoso marketing	Contoso marketing New Plan Apr'22 Target	<input type="radio"/> None <input checked="" type="radio"/> Copy URLs and <input type="radio"/> Copy URLs alon	<input type="radio"/> None <input checked="" type="radio"/> Post as HTML <input type="radio"/> Post as Individ	<input checked="" type="checkbox"/> Add as Tab in Teams

Back Next

Tab settings

Here you can choose the target channel & name of the target tab to add the migrating plan.

2 Target Settings

Group Settings Plan Settings **Tab Settings**

	Target Plan	Target Team	Target Channel	Target Tab
<input checked="" type="checkbox"/>	Apr'22 Target	Contoso marketing	General	Apr'22 Target
<input checked="" type="checkbox"/>	Tasks	Communications	UI UX copy guideline:	Tasks
<input checked="" type="checkbox"/>	Prod Release	Communications	General	Prod Release

Step 5 : Job Summary

In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- Save Job -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid.
- Save & Migrate Job -> It saves the current job and starts the migration process immediately.

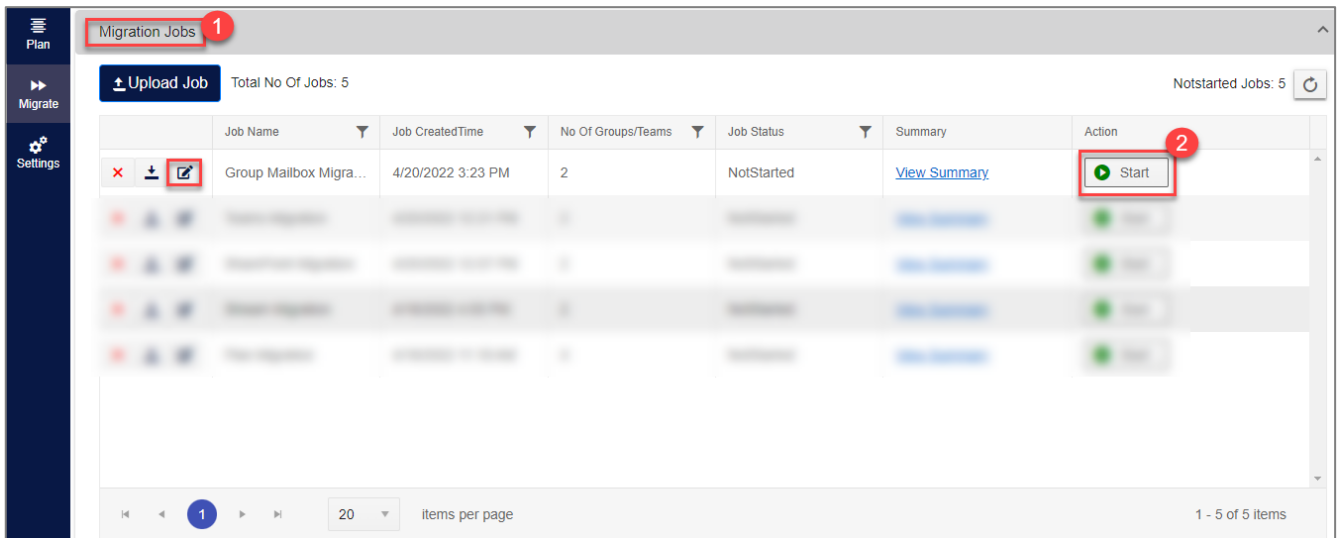
3 Job Summary

Group Settings Plan Settings **Tab Settings**

Source Group	Target Group	Migrate User	Replace with Source Group Settings	Include MailBox	Enable Team
Communications	Comms(NewGroup)	Yes	-	Yes	Yes
Contoso marketing	Contoso marketing(Existing...	Yes	No	Yes	Yes
Leadership	New Leadership(NewTeam)	Yes	-	Yes	-
HR Management	HR Management(ExistingTe...	Yes	No	Yes	-

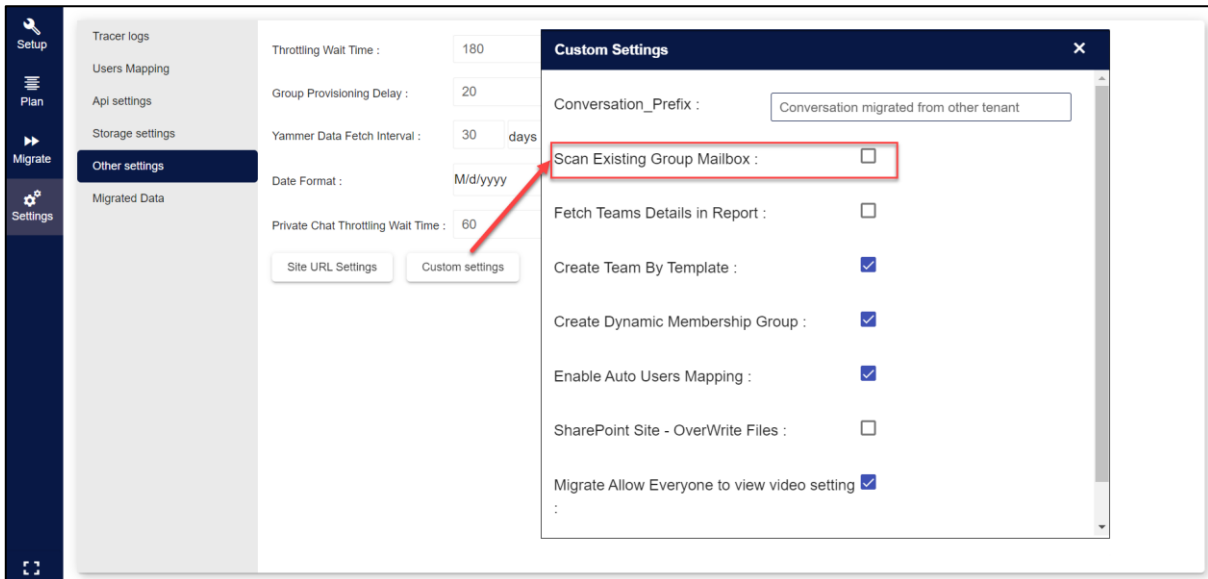
Execute Saved Jobs

Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.



Step 6 : Custom Settings

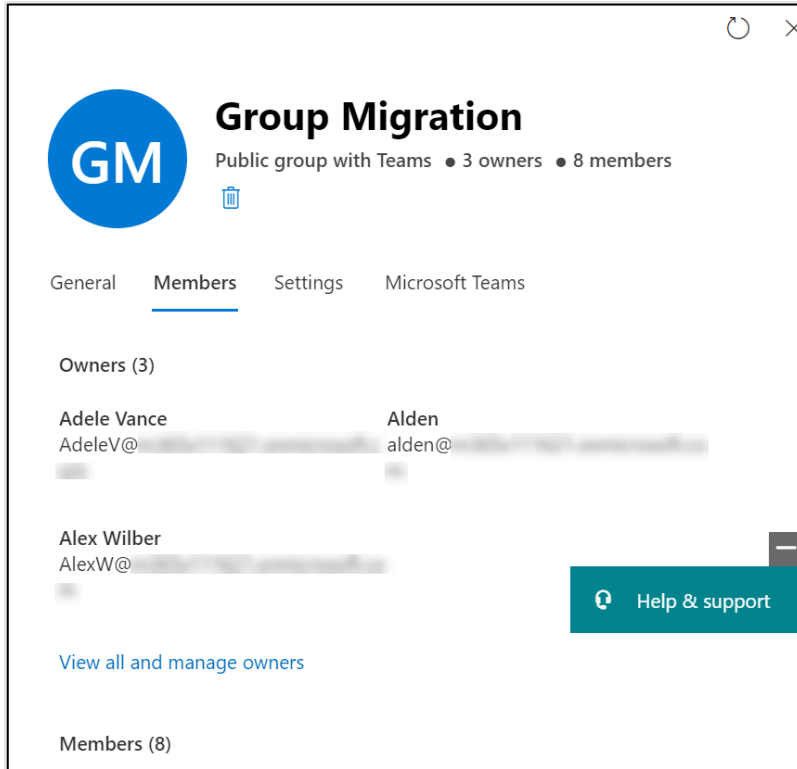
If you have already migrated group mailbox, you can choose to enable the “Scan Existing Group Mailbox” option – wherein the planner task conversations will be fetched from the mailbox.



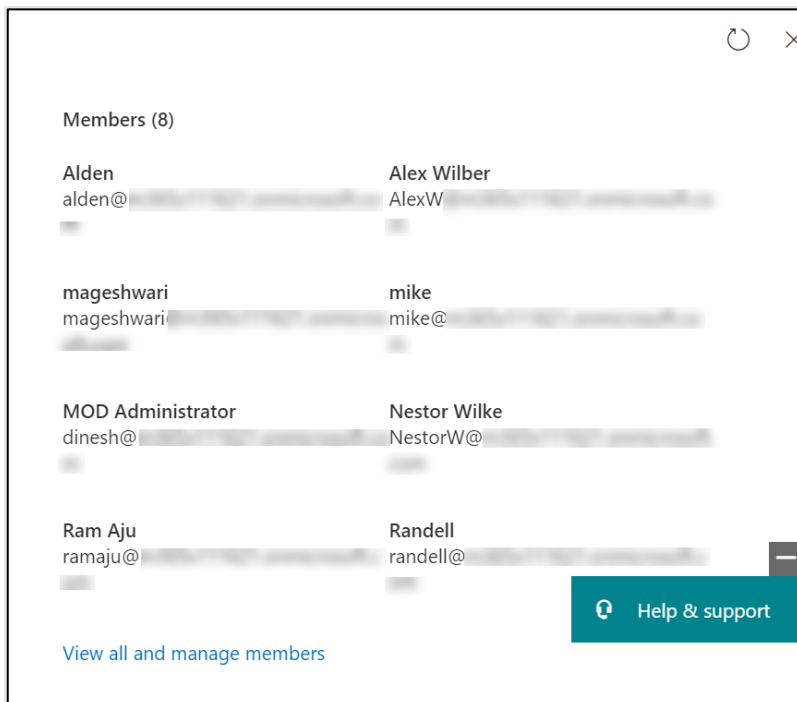
User Experience

Group Settings

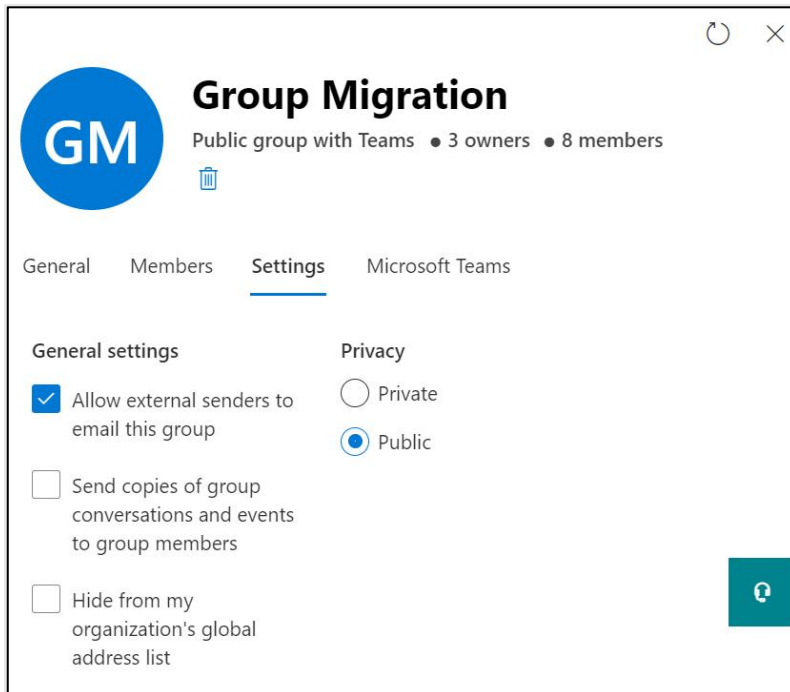
Source



This screenshot shows the 'Group Migration' page in Microsoft 365. The page title is 'Group Migration' with a blue circular icon containing 'GM'. Below the title, it says 'Public group with Teams • 3 owners • 8 members'. There are tabs for 'General', 'Members', 'Settings', and 'Microsoft Teams', with 'Members' selected. Under the 'Owners (3)' section, two owners are visible: Adele Vance (AdeleV@...) and Alden (alden@...). Alex Wilber (AlexW@...) is partially visible. A teal 'Help & support' button is on the right. A link 'View all and manage owners' is at the bottom. The 'Members (8)' section is partially visible at the bottom.



This screenshot shows the 'Members (8)' section of the 'Group Migration' page. It lists eight members in a grid: Alden (alden@...), Alex Wilber (AlexW@...), mageshwari (mageshwari@...), mike (mike@...), MOD Administrator (dinesh@...), Nestor Wilke (NestorW@...), Ram Aju (ramaju@...), and Randell (randell@...). A teal 'Help & support' button is on the right. A link 'View all and manage members' is at the bottom.



Group Migration
Public group with Teams • 3 owners • 8 members

General Members **Settings** Microsoft Teams

General settings

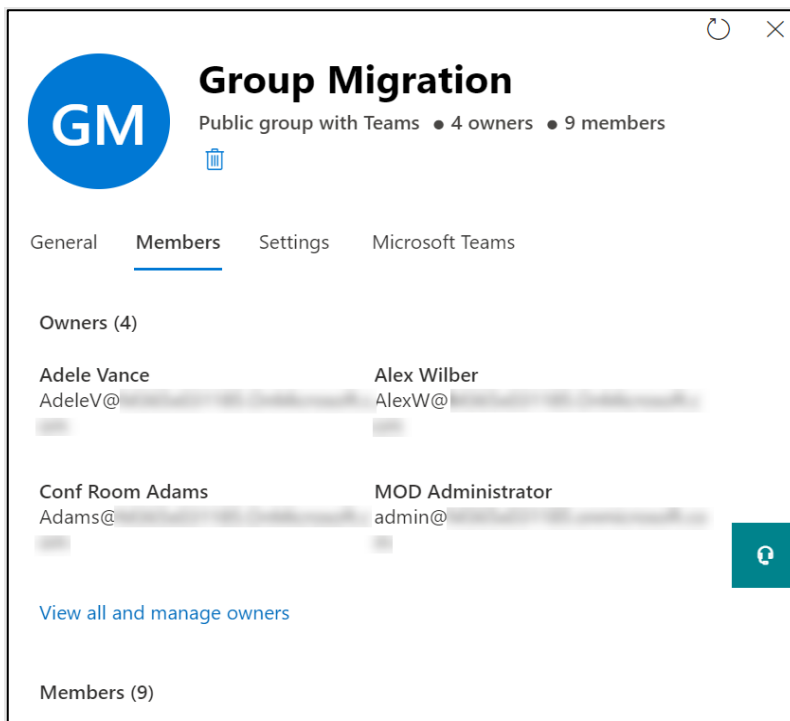
- Allow external senders to email this group
- Send copies of group conversations and events to group members
- Hide from my organization's global address list

Privacy

- Private
- Public

Refresh button

Target



Group Migration
Public group with Teams • 4 owners • 9 members

General **Members** Settings Microsoft Teams

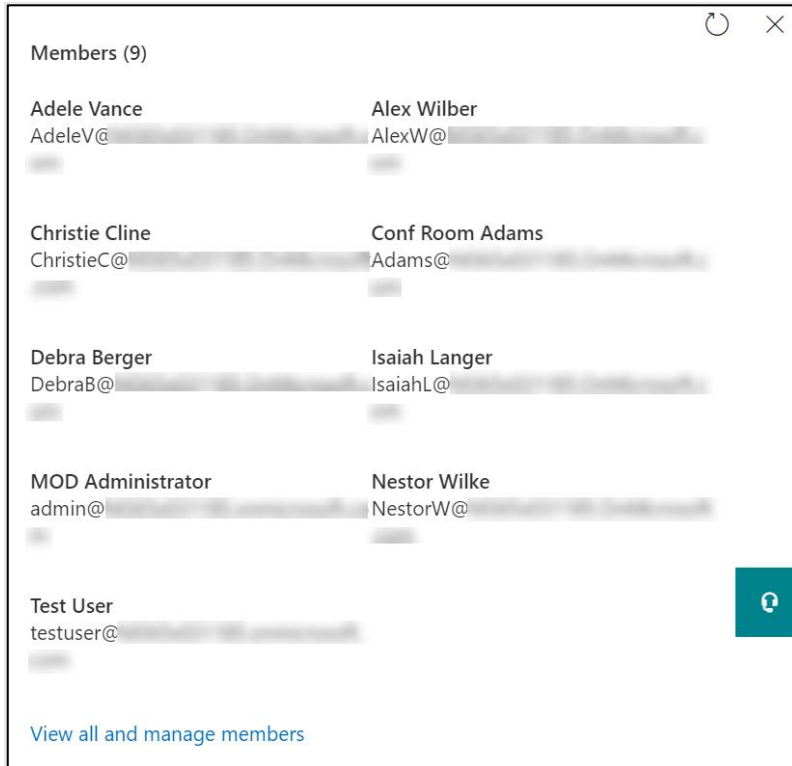
Owners (4)

Adele Vance AdeleV@...	Alex Wilber AlexW@...
Conf Room Adams Adams@...	MOD Administrator admin@...

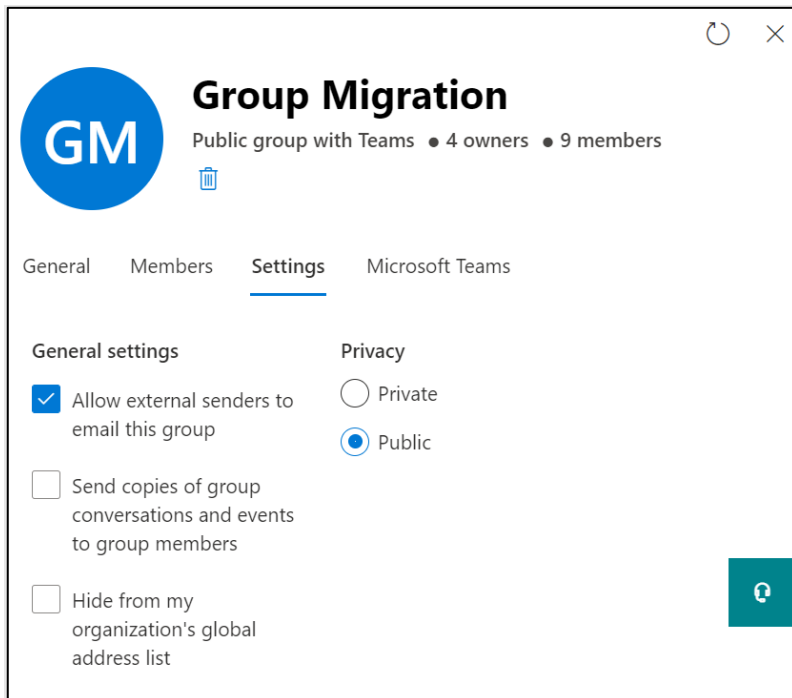
[View all and manage owners](#)

Members (9)

Refresh button

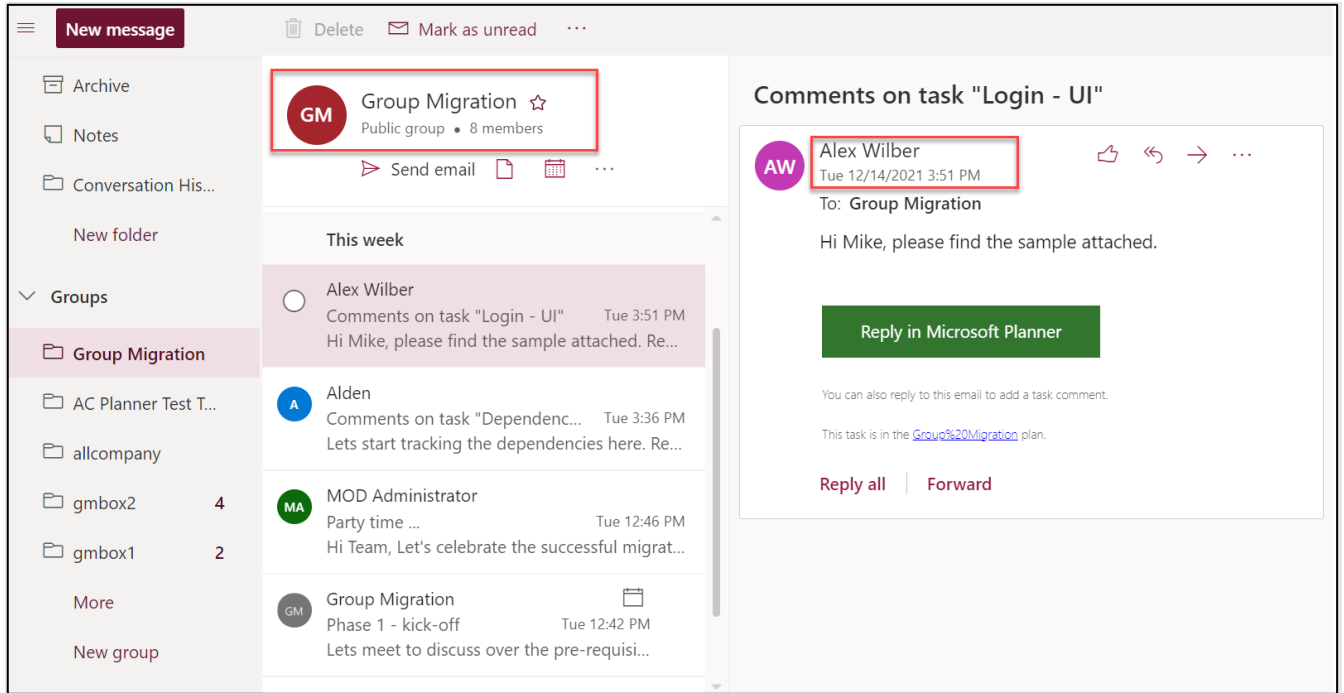


Please note that the Service account also gets added as owner & member to the migrated group in target.

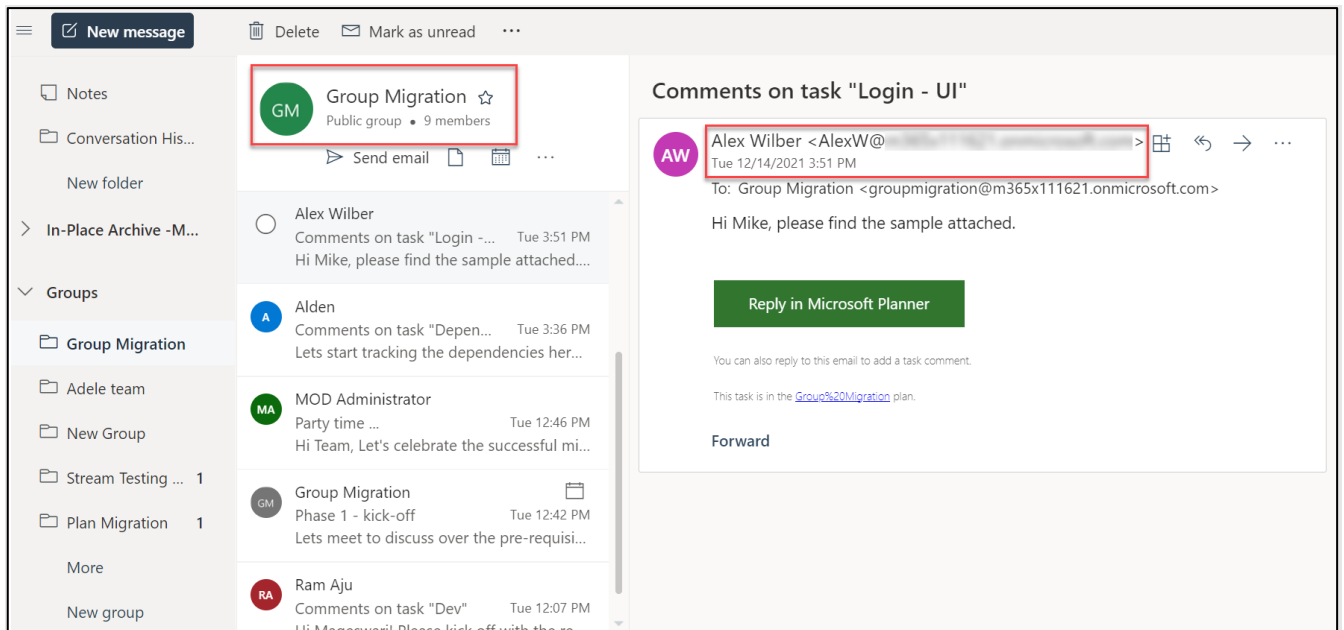


Group Mailbox

Source



Target



Meeting Invites

Source

The screenshot shows an Outlook email interface. On the left is a navigation pane with a 'Groups' section containing a 'Group Migration' group. The main area displays a list of messages from the 'Group Migration' group. One message, titled 'Phase 1 - kick-off', is highlighted with a red box. To the right, the details of this meeting invite are shown, also with a red box around the title. The invite is from 'Ram Aju on behalf of Group Migration' and is for a Microsoft Teams meeting on Tuesday, 12/14/2021, from 2:00 PM to 2:30 PM. The subject of the meeting is 'Phase 1 - kick-off'. Below the meeting details, there is a link to join the meeting.

Phase 1 - kick-off

Ram Aju on behalf of Group Migration
Tue 12/14/2021 12:42 PM
To: Ram Aju; Alex Wilber; Adele Vance +3 others

Phase 1 - kick-off
Tue 12/14/2021 2:00 PM - 2:30 PM

No conflicts

Lets meet to discuss over the pre-requisites to kick-off phase-1.

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

Target

Phase 1 - kick-off

ramaju@... on behalf of <groupmigratic...>
Tue 12/14/2021 12:42 PM
To: Ram Aju <ramaju@m365x111621.onmicrosoft.com> +4 others

Phase 1 - kick-off
Tue 12/14/2021 2:00 PM - 2:30 PM

No conflicts

+ Add to my calendar

Lets meet to discuss over the pre-requisites to kick-off phase-1.

Microsoft Teams meeting

External mails

Source

Party time ...

MOD Administrator <admin@...>
Tue 12/14/2021 12:46 PM
To: Group Migration

Hi Team,

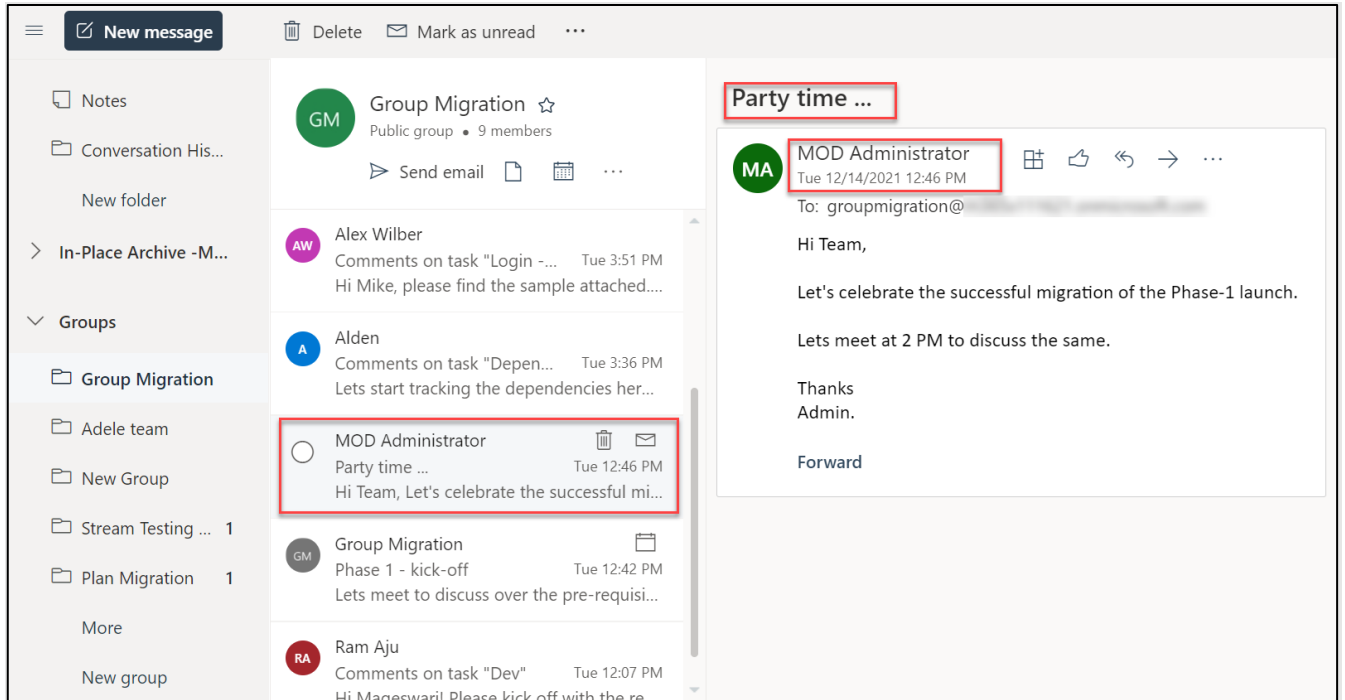
Let's celebrate the successful migration of the Phase-1 launch.

Lets meet at 2 PM to discuss the same.

Thanks
Admin.

Reply all | Forward

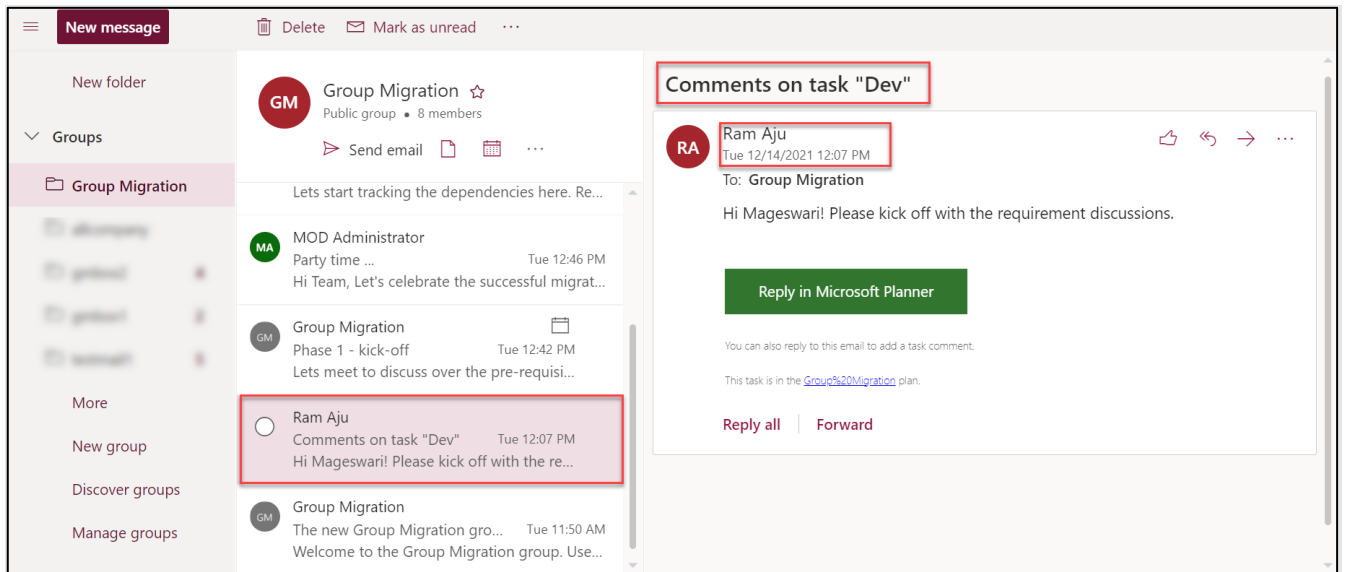
Target



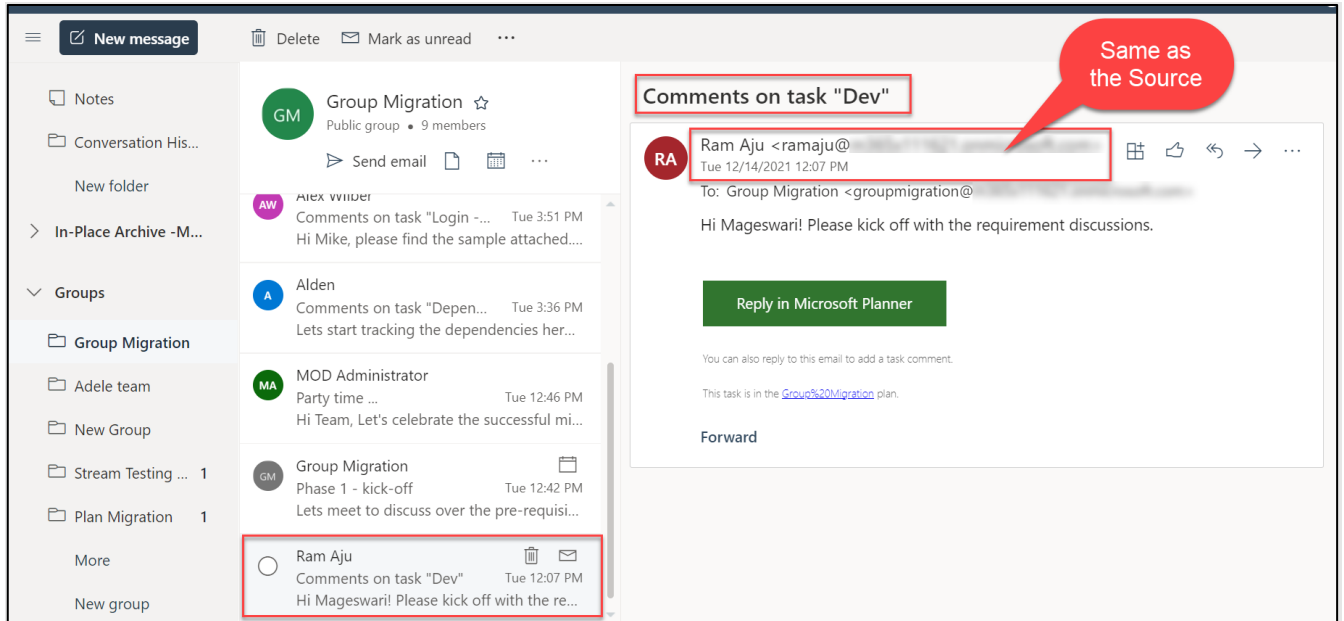
Impact

The sender of the mail in target appears to be the same as that of the Source Domain. User Mapping does not play a role in the mails.

Source

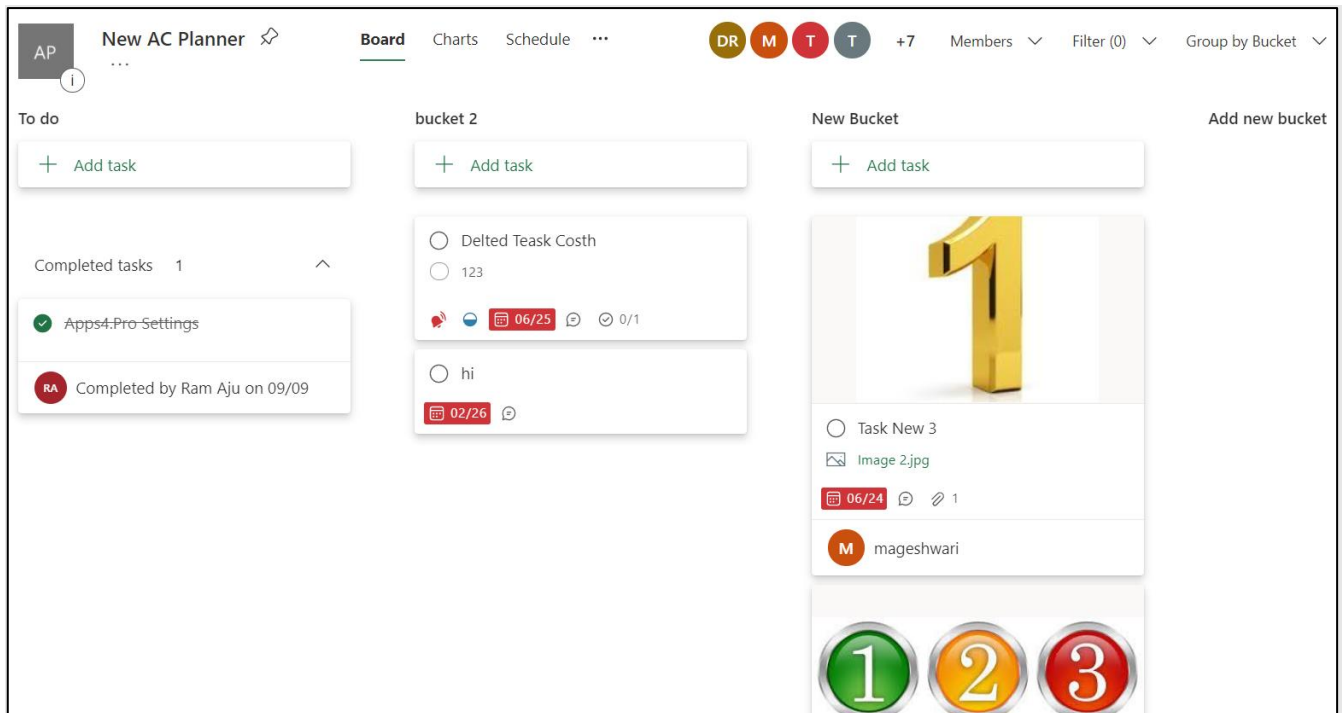


Target

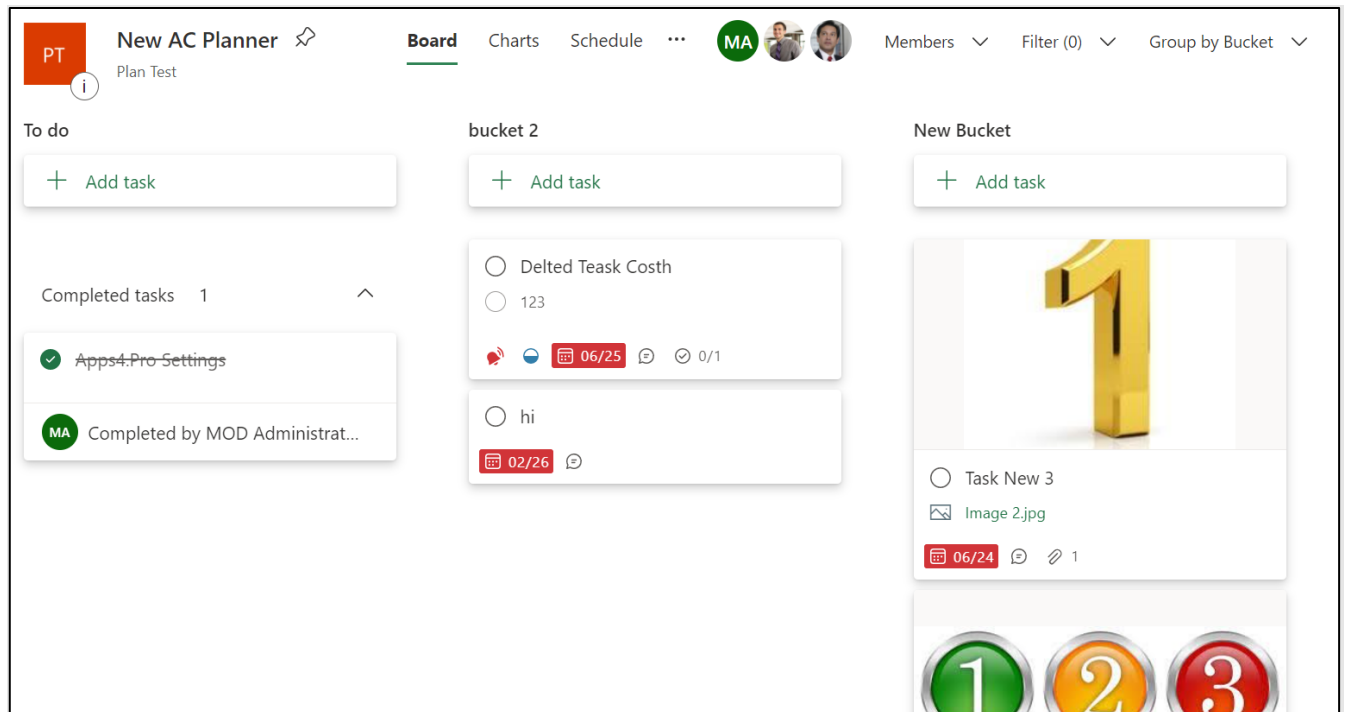


Plan Migration

Source



Target



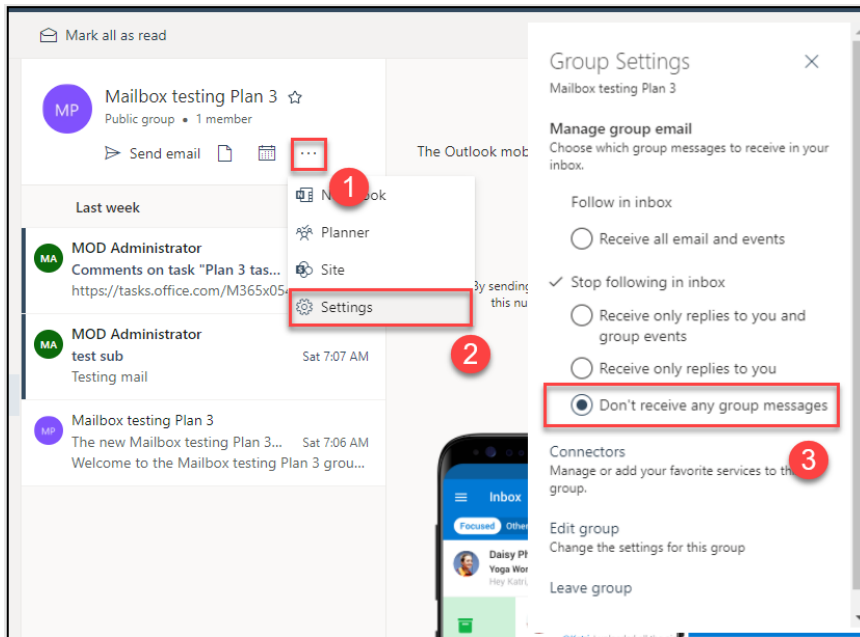
Email Notification

End user will get a notification when migrating the below stated items.

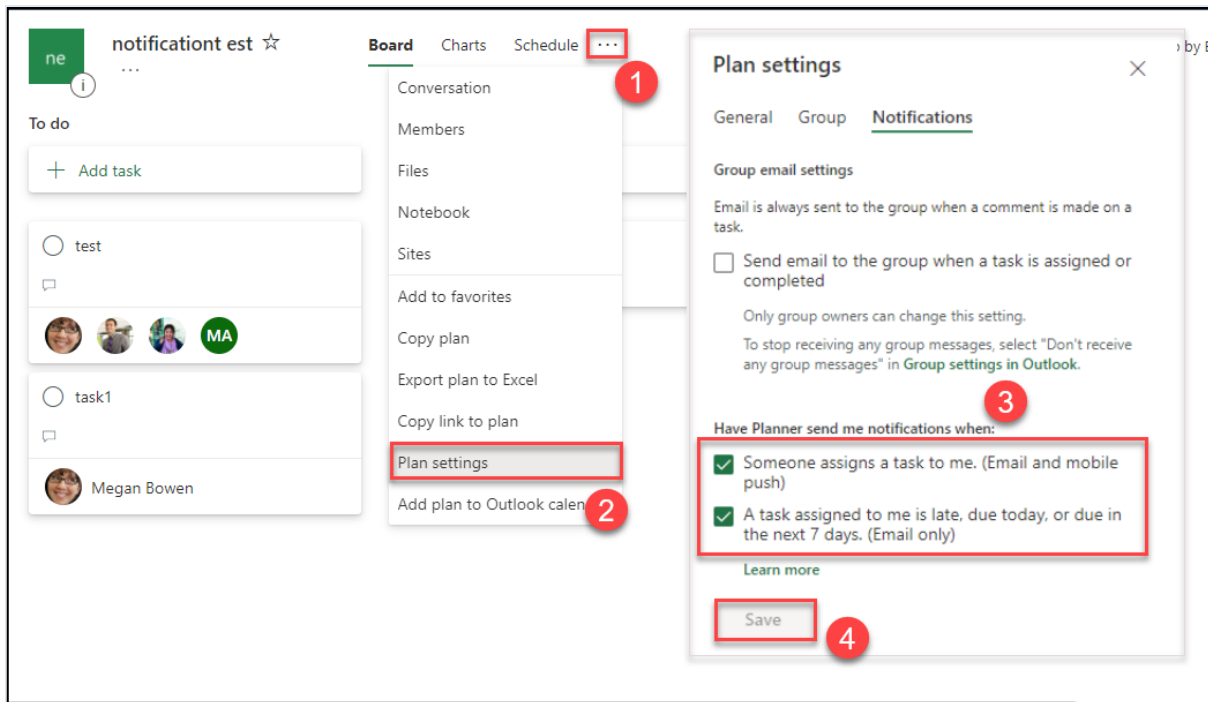
- Comments
- Task Assignments

To avoid the notification problem when trying migration with **Existing group/plan**, each end user needs to enable the below settings.

Open the Respective Plans Office 365 group which we are going to migrate in the outlook, then click on settings → Select **Don't receive any group messages**.



Then Go to the Existing plan in the target tenant → Click on more option (...) → Plan Settings → Unselect both settings under “Have Planner send me notifications when”.



Note: We can't avoid these notifications, when trying the plans migration with **new group/plan** through Apps4.pro tool.

8. OneDrive Migration

Step 1 : Setup & Configuration

Setup : License and Roles

1. **SharePoint license** is required for both Source & Target Connector Accounts.
2. Both Source and Target Connector accounts should have **Secondary Admin** privilege for the required OneDrive User (Please refer section :- *How to Setup Secondary Admin Permission*)

Configuration : Connector Accounts – Sign-in

Perform the Source & Target Connector Accounts Sign-in as shown in *Global Configuration section*.

Additional Configuration : Additional Connector Accounts – Sign-in

Perform the additional Source & Target Accounts Sign-in as shown in *Additional Configuration section*.

Mapping : Application User Mapping

Perform the Application-level User Mapping as shown in *Application User Mapping section*.

Step 2 : Create Migration Job

First, you must provide the name of the current job. Then select **OneDrive** as source and then you can select the required source OneDrive users to migrate.

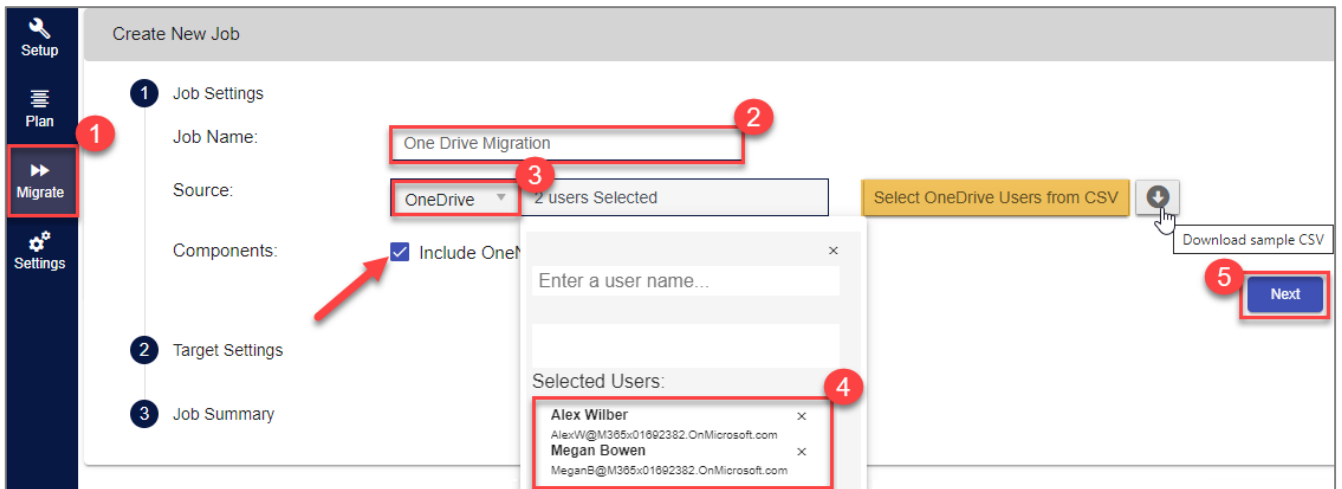
You can choose to include the OneNote Files also to be migrated by choosing the '**Include OneNote**' option. To perform this, you have to configure the source & target OneNote connector accounts.

You can choose to include the Whiteboards also to be migrated by choosing the '**Include Whiteboard**' option.

Download Sample CSV : When you have to upload a bunch of OneDrive Users through the highlighted option – “**Select OneDrive Users from CSV**”, you can always use the Download option to download a sample format.

Sample CSV :

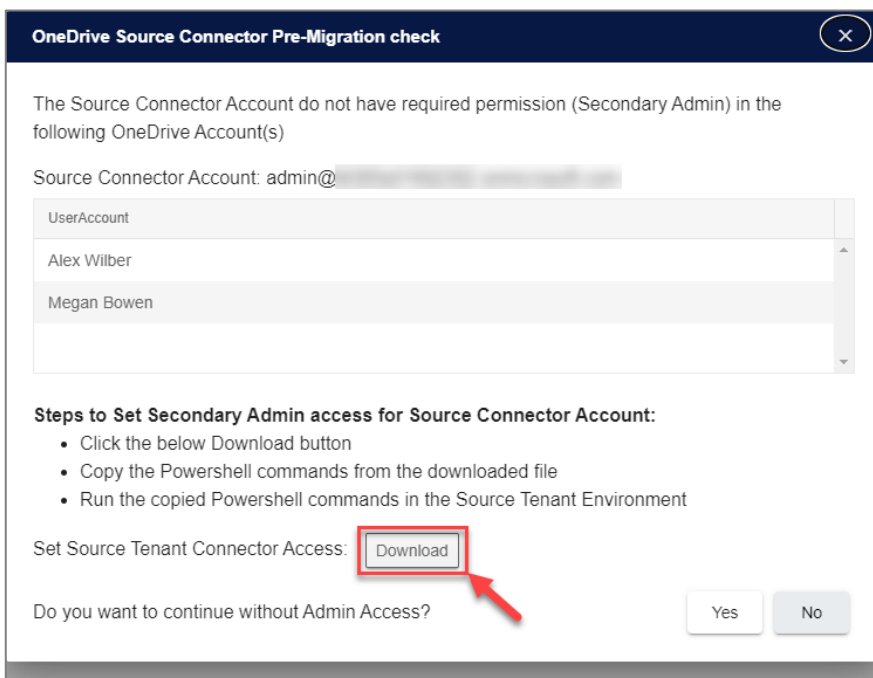
UserPrincipalName	UserId
Alex@contosa.com	4c82aeda-f296-43a9-a80a-c789216976b4
Allan@contosa.com	4918c791-3b78-4353-8ad2-41f2073bfe3b
Megan@contosa.com	73de47bc-ac48-41ea-b45d-740a1370d6e0
AllanD@contosa.com	481e7bd8-1a29-4bff-9974-74b53fd5865d



Step 3 : How to Setup Secondary Admin Permission

To migrate the selected user's files, we require Secondary Admin permission for the connector account. Upon clicking the Next button in step 1, if the source connector account does not have permission in the selected user's OneDrive, then our tool helps you to add Secondary Admin permission.

Please refer below image to download the required PowerShell script to set required permissions & execute the same.

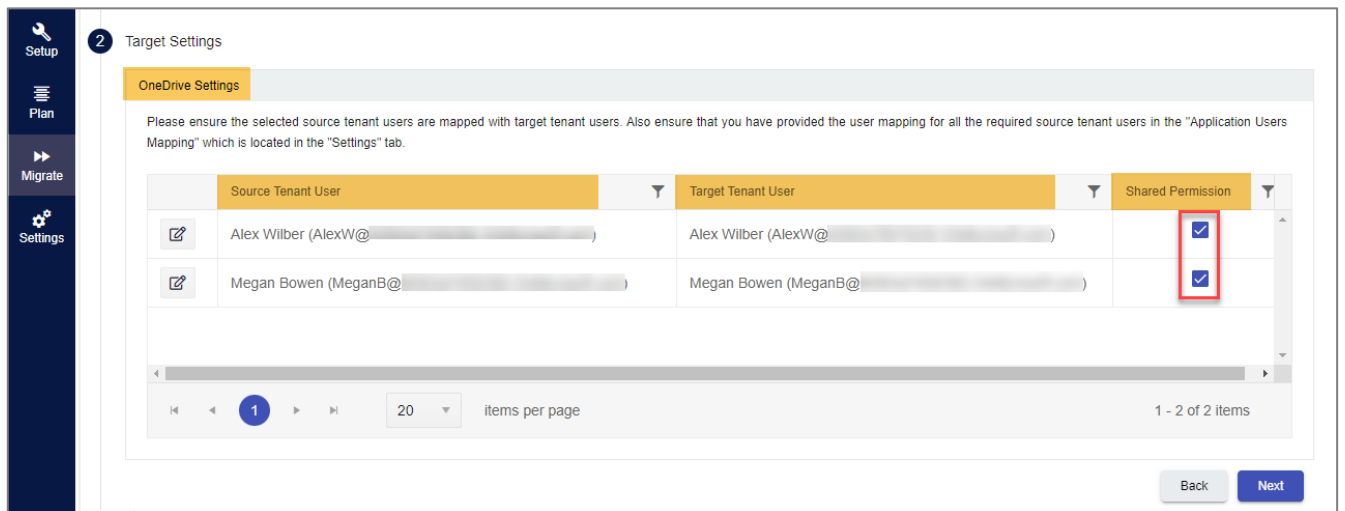


Step 4 : Target Settings

OneDrive Settings

In this step, you can map the target tenant OneDrive user to migrate OneDrive files.

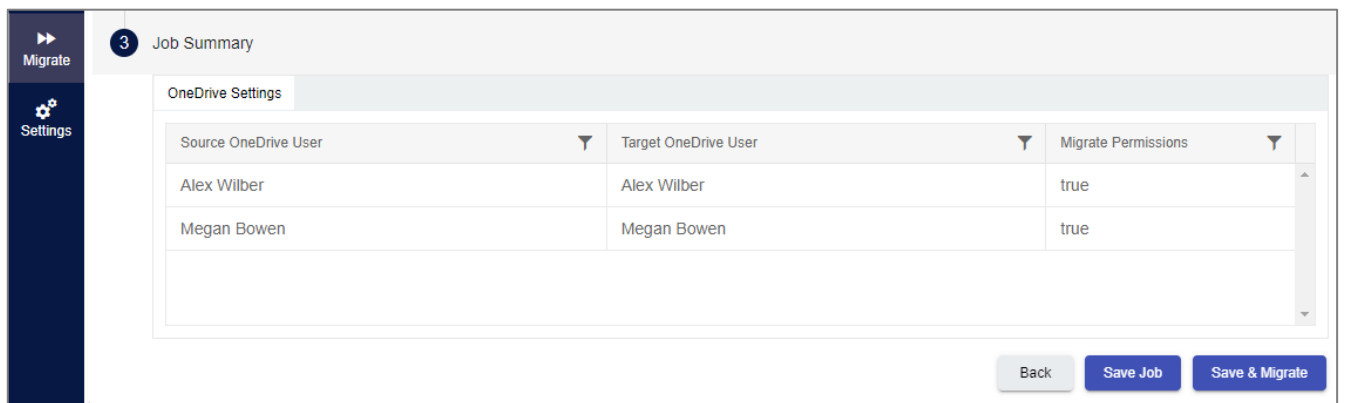
You can also migrate shared permissions of the files. For that, you have to enable the option “Shared Permission”.



Step 5 : Job Summary

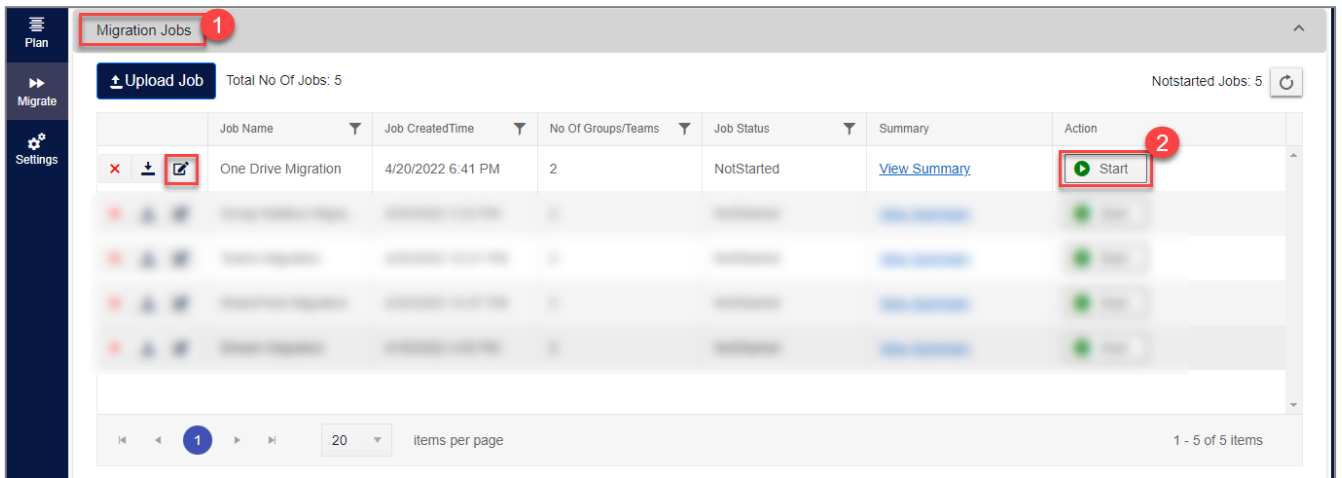
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- Save Job -> It saves the current job, then you can run later by clicking Start button from Migration Jobs grid.
- Save & Migrate Job -> It saves the current job and starts the migration process immediately.



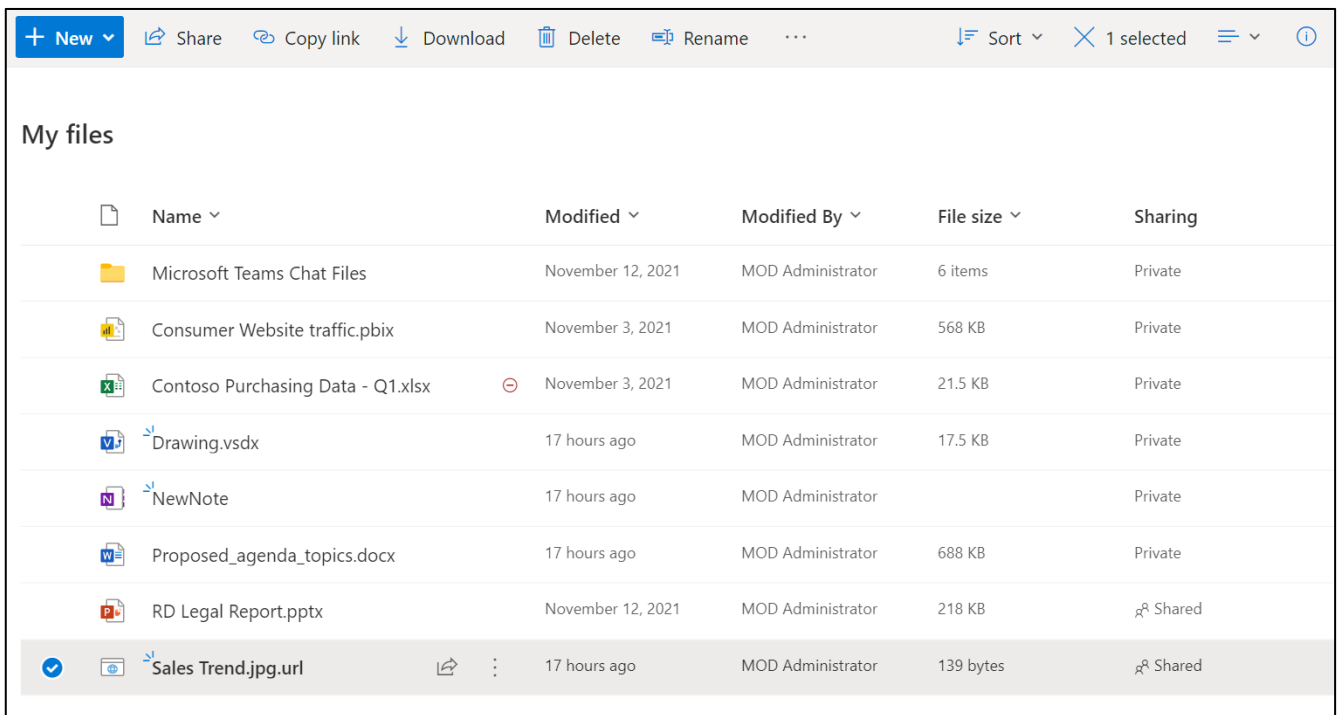
Execute Saved Jobs

Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.



User Experience

Source



Target

Name	Modified	Modified By	File size	Sharing
Microsoft Teams Chat Files	7 minutes ago	MOD Administrator	6 items	Private
Notebooks	4 minutes ago	MOD Administrator	1 item	Private
Consumer Website traffic.pbix	5 minutes ago	MOD Administrator	568 KB	Private
Contoso Purchasing Data - Q1.xlsx	5 minutes ago	MOD Administrator	21.5 KB	Private
Drawing.vsd	5 minutes ago	MOD Administrator	17.5 KB	Private
Proposed_agenda_topics.docx	5 minutes ago	MOD Administrator	688 KB	Private
RD Legal Report.pptx	5 minutes ago	MOD Administrator	218 KB	Shared
Sales Trend.jpg.url	5 minutes ago	MOD Administrator	139 bytes	Shared

File Permissions

Source

The screenshot shows the 'Manage Access' dialog for the file 'RD Legal Report.pptx'. The dialog has two main sections: 'Links giving access' and 'Direct access'.

- Links giving access:** Shows 'Stop sharing' and 'Share' options. A message states: 'There are no sharing links for this item.'
- Direct access:** Lists users with their roles:
 - MOD Administrator (Owner)
 - Johanna Lorenz, Senior Engineer
 - Joni Sherman, Paralegal

An 'Advanced' link is visible at the bottom right of the dialog.

Target

The screenshot displays the OneDrive web interface. The top navigation bar includes options like 'New', 'Open', 'Share', 'Copy link', 'Download', 'Print', 'Delete', and 'Rename'. The main area shows a table of files under 'My files'. The file 'RD Legal Report.pptx' is selected, and a sharing pane is open on the right. The sharing pane shows 'Manage Access' and 'Stop sharing' options. It also displays 'Links giving access' and 'Direct access' sections. The 'Direct access' section lists users with their roles: MOD Administrator (Owner), Johanna Lorenz (Senior Engineer), and Joni Sherman (Paralegal).

Name	Modified	Modified By	File size
Microsoft Teams Chat Files	7 minutes ago	MOD Administrator	6 items
Notebooks	4 minutes ago	MOD Administrator	1 item
Consumer Website traffic.pbix	5 minutes ago	MOD Administrator	568 KB
Contoso Purchasing Data - Q1.xlsx	5 minutes ago	MOD Administrator	21.5 KB
Drawing.vsd	5 minutes ago	MOD Administrator	17.5 KB
Proposed_agenda_topics.docx	5 minutes ago	MOD Administrator	688 KB
RD Legal Report.pptx	5 minutes ago	MOD Administrator	218 KB
Sales Trend.jpg.url	5 minutes ago	MOD Administrator	139 bytes

RD Legal Report.pptx

Manage Access
Stop sharing

Links giving access [Share](#)

There are no sharing links for this item.

Direct access [+](#)

- MOD Administrator** (Owner)
- Johanna Lorenz (Senior Engineer)
- Joni Sherman (Paralegal)

[Advanced](#)

Link Sharing Permission

Source

The screenshot shows the 'Permissions' page in OneDrive for a document. The interface includes a top navigation bar with 'Permissions: Market Toolbox' and 'Contoso Electronics OneDrive'. Below the navigation are tabs for 'BROWSE' and 'PERMISSIONS'. A toolbar contains icons for 'Delete unique permissions', 'Grant Permissions', 'Edit User Permissions', 'Remove User Permissions', and 'Check Permissions'. A search bar is present on the left. A yellow warning banner states 'This document has unique permissions.' Below this, a table lists permissions:

Name	Type	Permission Levels
<input type="checkbox"/> Megan Bowen	User	Contribute

Users who have permission through a sharing link (manage links to remove users):

Edit link

<input type="checkbox"/> Alex Wilber	User	Contribute
<input type="checkbox"/> Allan Deyoung	User	Contribute
<input type="checkbox"/> Nestor Wilke	User	Contribute

View link

<input type="checkbox"/> Adele Vance	User	Read
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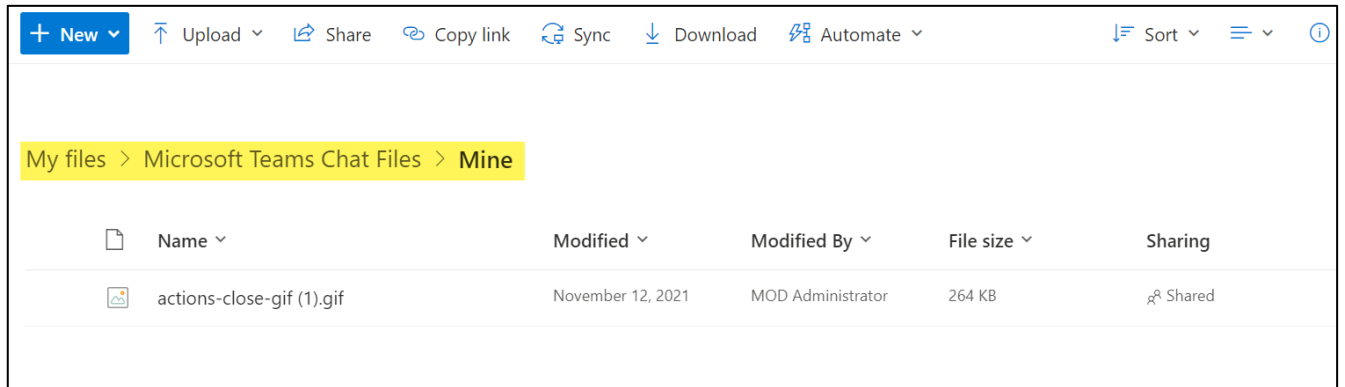
Target

The screenshot shows the 'Permissions' page in OneDrive for a document after migration. The interface is similar to the source, but the permissions list is updated:

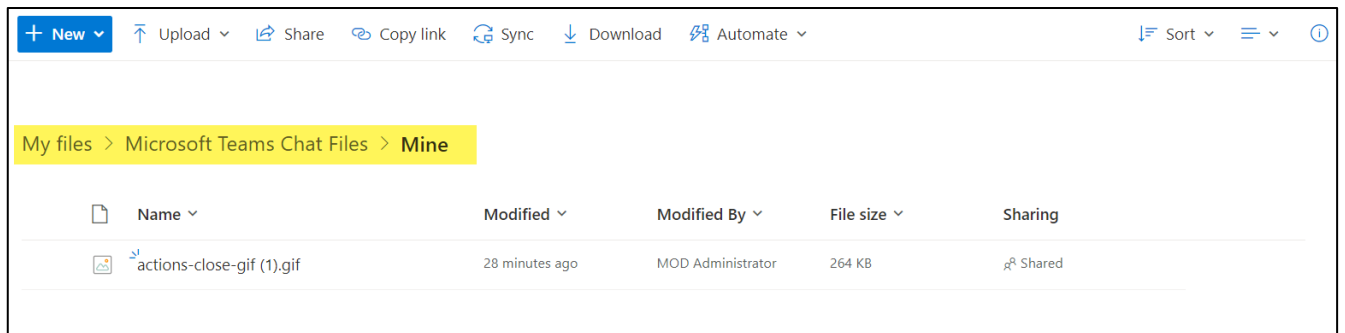
Name	Type	Permission Levels
<input type="checkbox"/> Adele Vance	User	Read
<input type="checkbox"/> Alex Wilber	User	Contribute
<input type="checkbox"/> Allan Deyoung	User	Contribute
<input type="checkbox"/> Megan Bowen	User	Contribute
<input type="checkbox"/> Nestor Wilke	User	Contribute

Sub-Folder Migration

Source



Target



Impact

The following items are not supported part of the OneDrive files Migration.

1. File Versions
2. Version History
3. Document Meta-data

Email Notification

No notification will be sent to users during the migration.