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	**All Migrations** Users Mapping removed at Job level. Download CSV – added in Job creation. Migration Jobs -> Edit Job added. **SharePoint Migration** 1. Job Creation - Option "*Migrate External User Permission*" added. 2. Library – Migrate as existing Library. **Planner, Teams, Stream Migration** Group Settings – Option "Migrate User" added. **Stream Migration** Removed Pre-migration Check as the same is no more applicable and covered in Migrate User option. **Teams Migration** Job Creation - Option "*Advanced Job Creation*" added. **Teams & Private Chat Migration** Edit Job – Already migrated items added.
Apr 20 2022	4.0	Josephine Sweety	**Additional Configurations** – Teams & M365 Education permissions added. **Licenses & Roles** – In Teams Migration, **Global Administrator** role mandated for Source Connector. **Teams Migration** 1. In Job Creation flow, "**Include Assignments**" option added. 2. **Global Administrator** role mandated for Source Connector.
June 2 2022	5.0	Josephine Sweety	**License and Roles** – For Stream Migration, user admin **to be added** along with Stream admin in mandatory roles. **Stream Migration :** 1. **Email notification** :– separate heading to be added for "How to Turn-off Email Notification during video upload" **Copy the user videos into group** :- Add a screenshot for deleted users as well.

June 27 2022	6.0	Josephine Sweety	**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** 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	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	**General** 1. Application Tenant Data – SharePoint sites added. **Teams Migration** 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. **Private Chat Migration** 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. **Planner Migration** 11. Comments Prefix added **SharePoint Migration** 12. New role mandated for migrating Global Term Group

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

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.

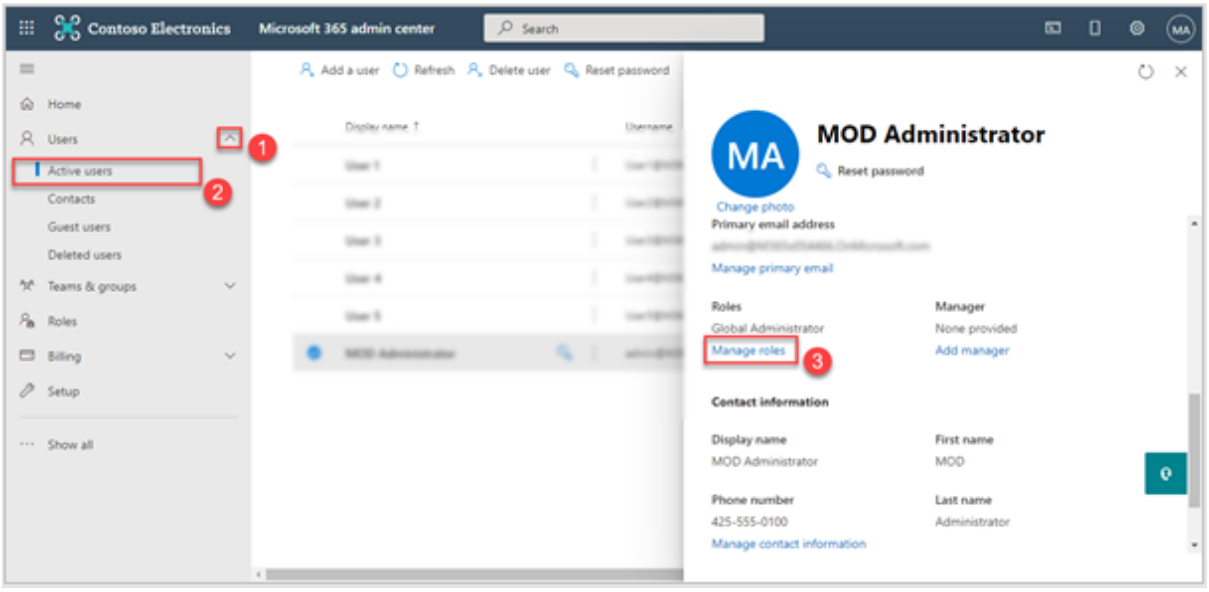
Migration	License Required	Mandatory Access Required	Additional Access Required for Source Connector	Other Access Required [for a non-member]
ALL MIGRATIONS	**Microsoft 365/Office 365(E3 or E5) License**	-	-	-
SharePoint Migration	SharePoint License	Global Administrator	To be a **Site Admin** of the 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	-	-

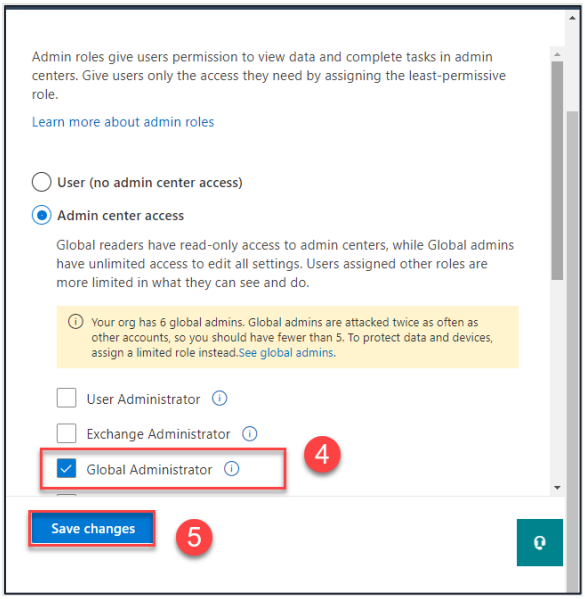
Setup 'Global Administrator' Role

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



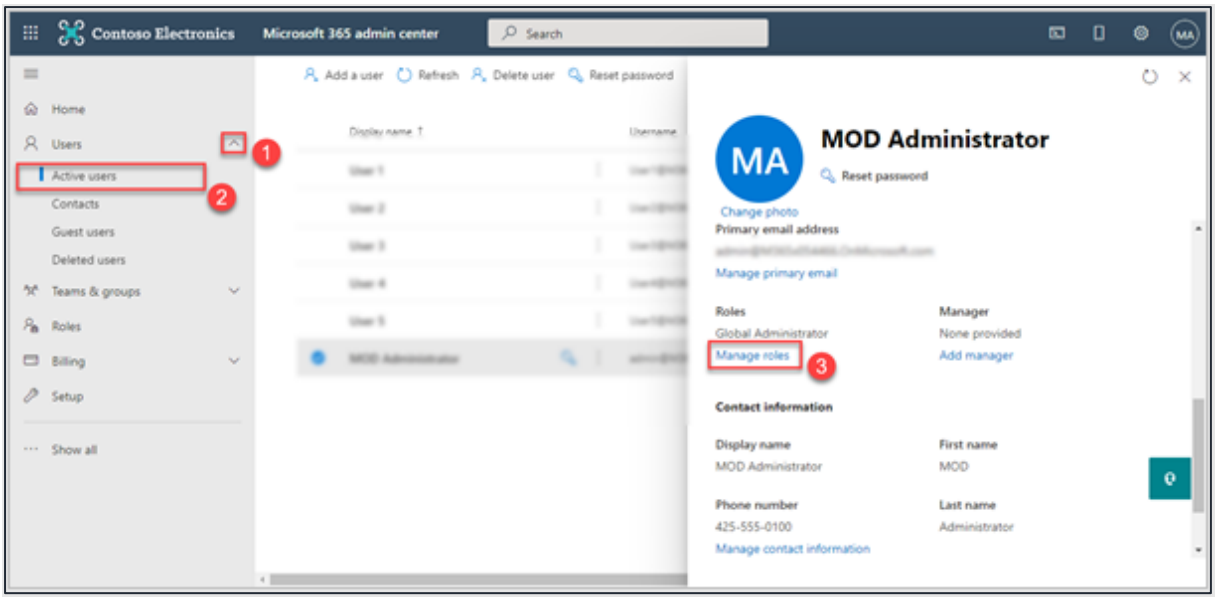
Step 2: Then select the Global Administrator under Admin center access.



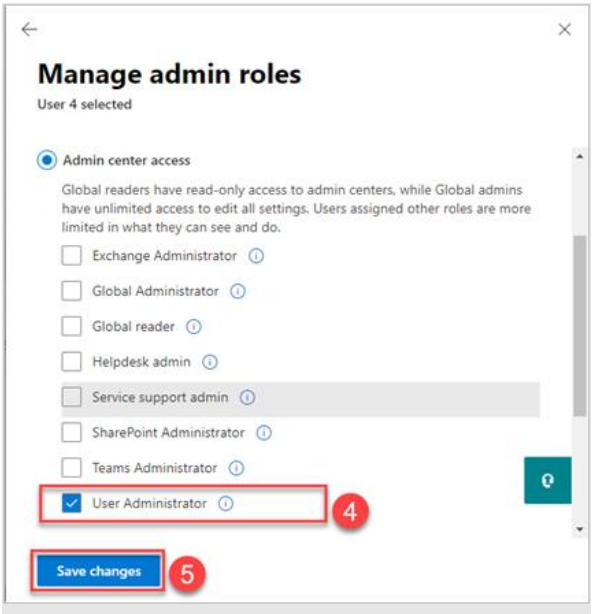
Setup 'User Administrator' Role

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**



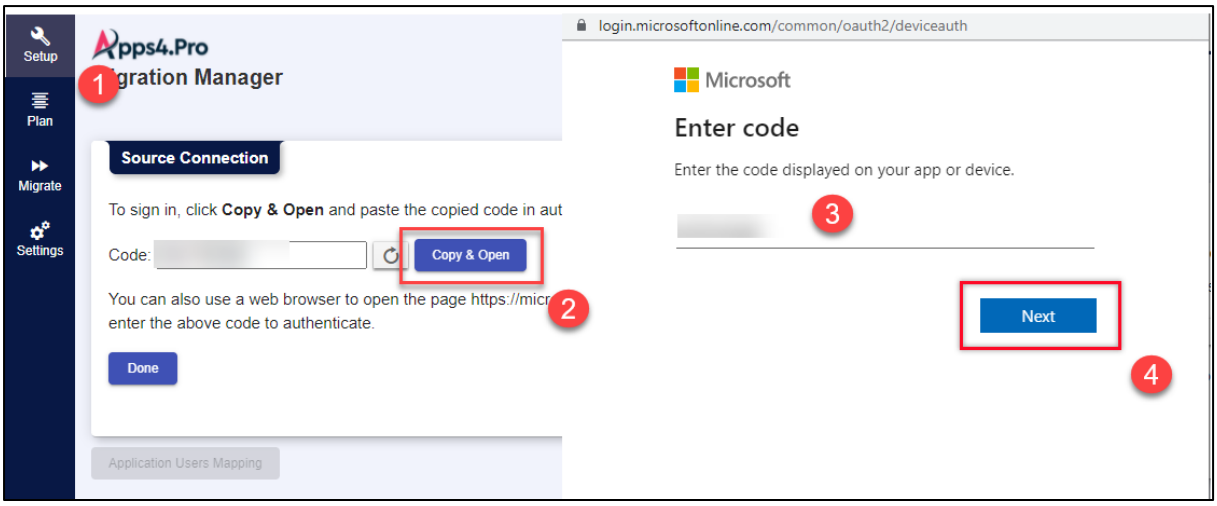
Step 2: **Then select the User Administrator under Admin center access.**



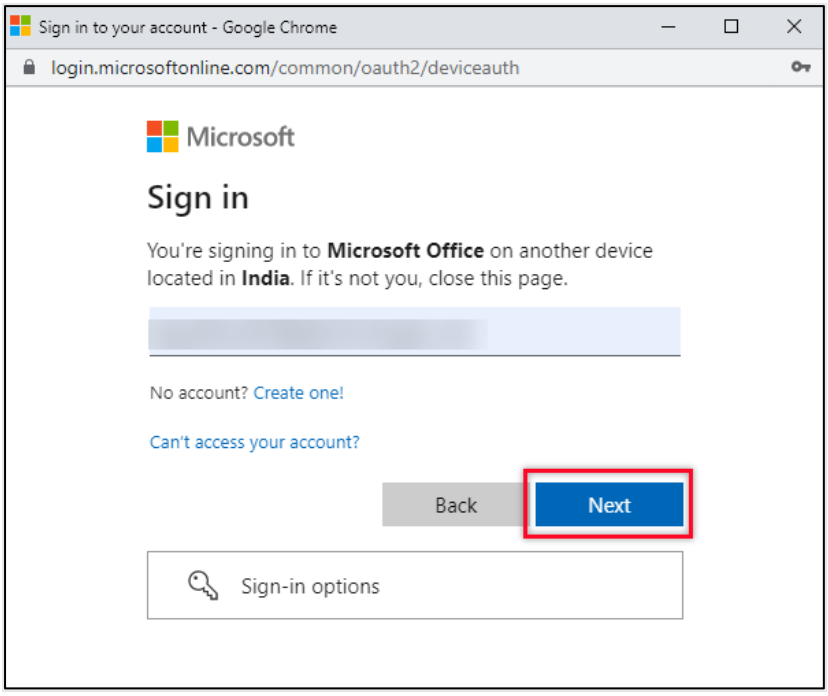
Step 2 : Global Configuration

Source Connector Account – Sign-in

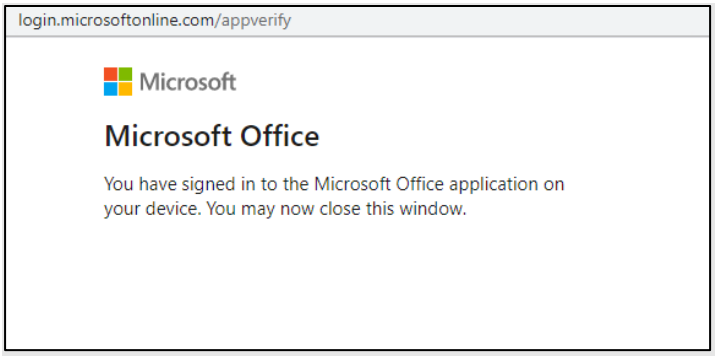
Establish a connection with the source connector account, by signing-in through the migration app. To do this, Go to Setup tab, under Source Connection - click on **Copy & Open** button and paste the copied code in the authentication window.



Now key in the source connector account details

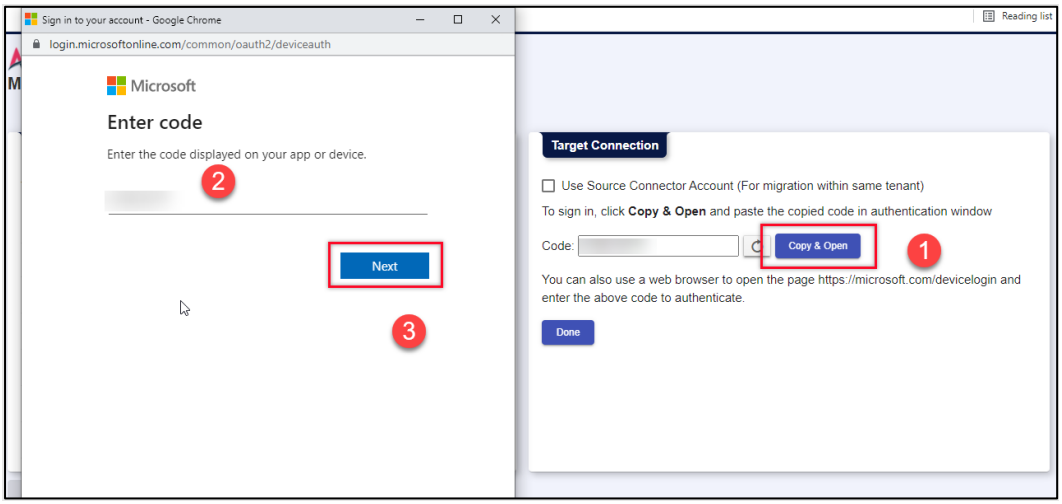


Once the sign in is completed, the below window will appear. Close this window and proceed.

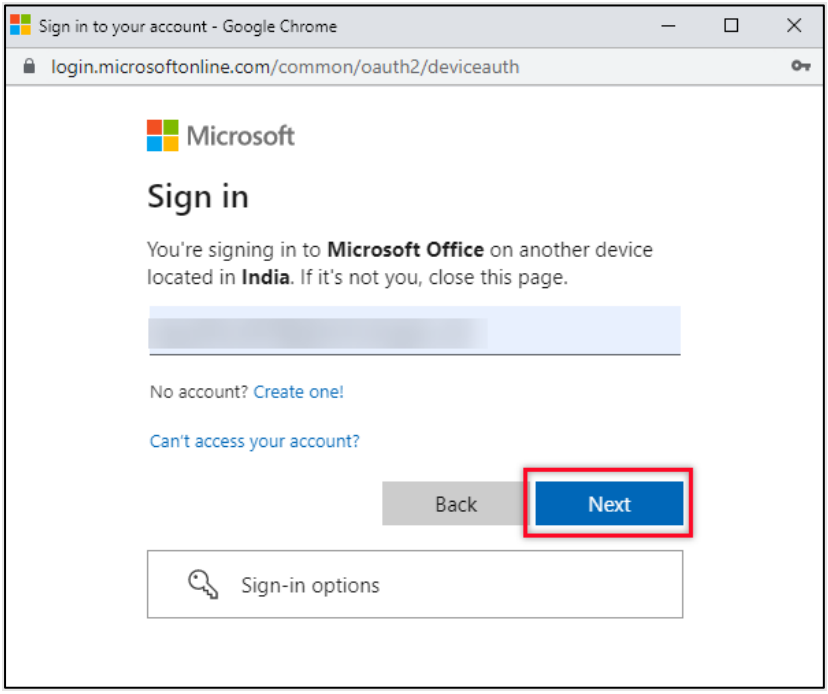


Target Connector Account – Sign-in

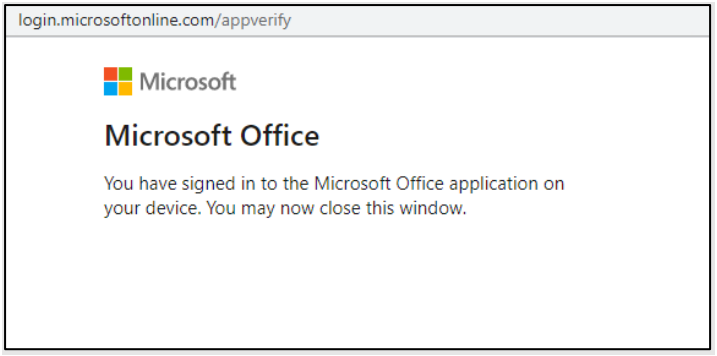
Establish a connection with the target connector account, by signing-in through the migration app. To do this, Go to Setup tab, under Target Connection - click on **Copy & Open** button and paste the copied code in the authentication window.



Now key in the target connector account details



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

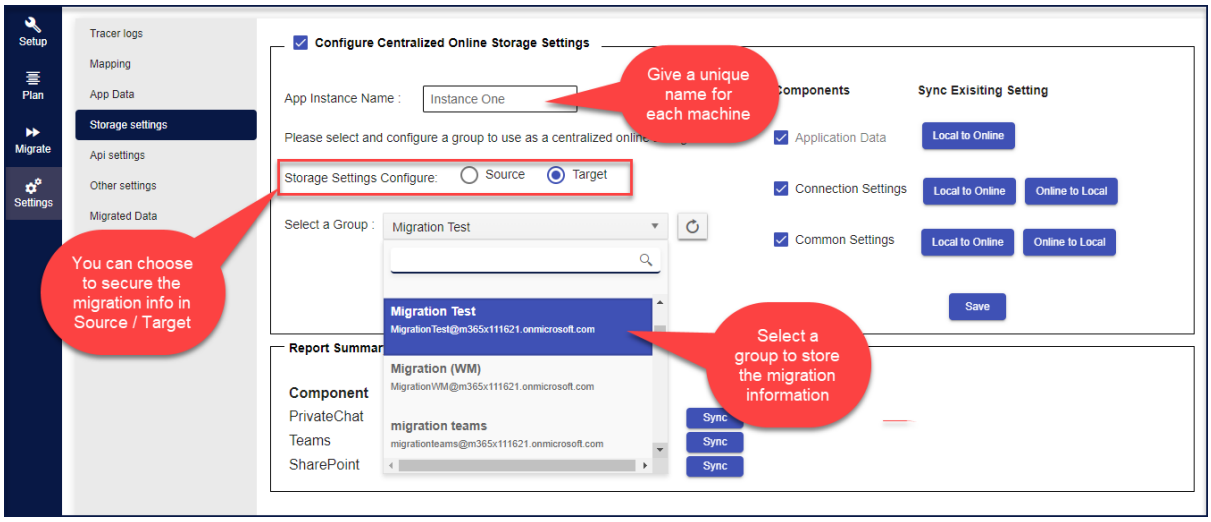


Storage Settings

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.

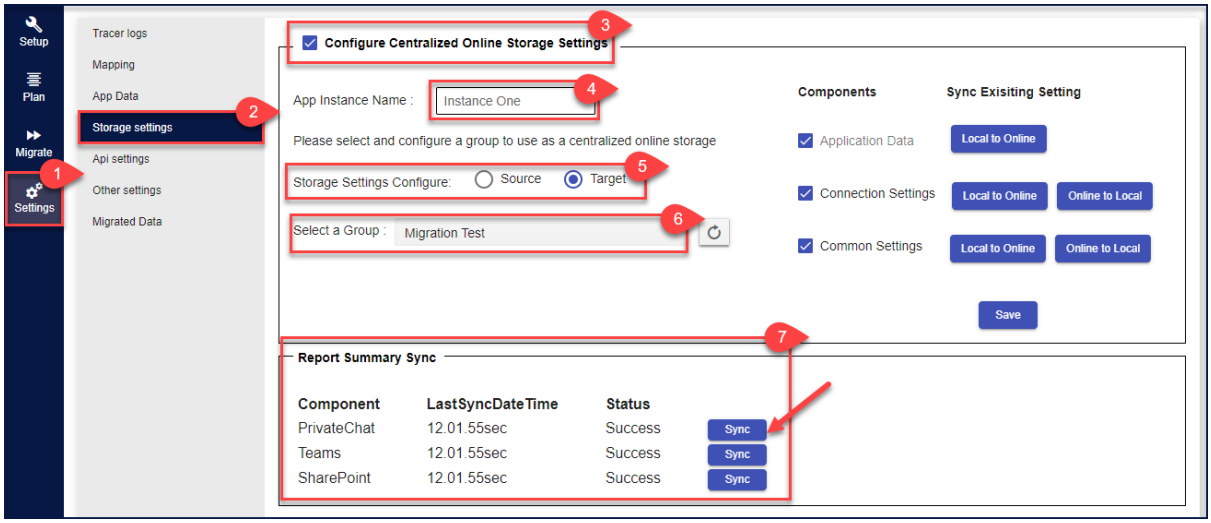
Common Settings : You can choose to save the settings data, in order to use the same settings(Users Mapping, Api settings & Other settings) across machines.

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

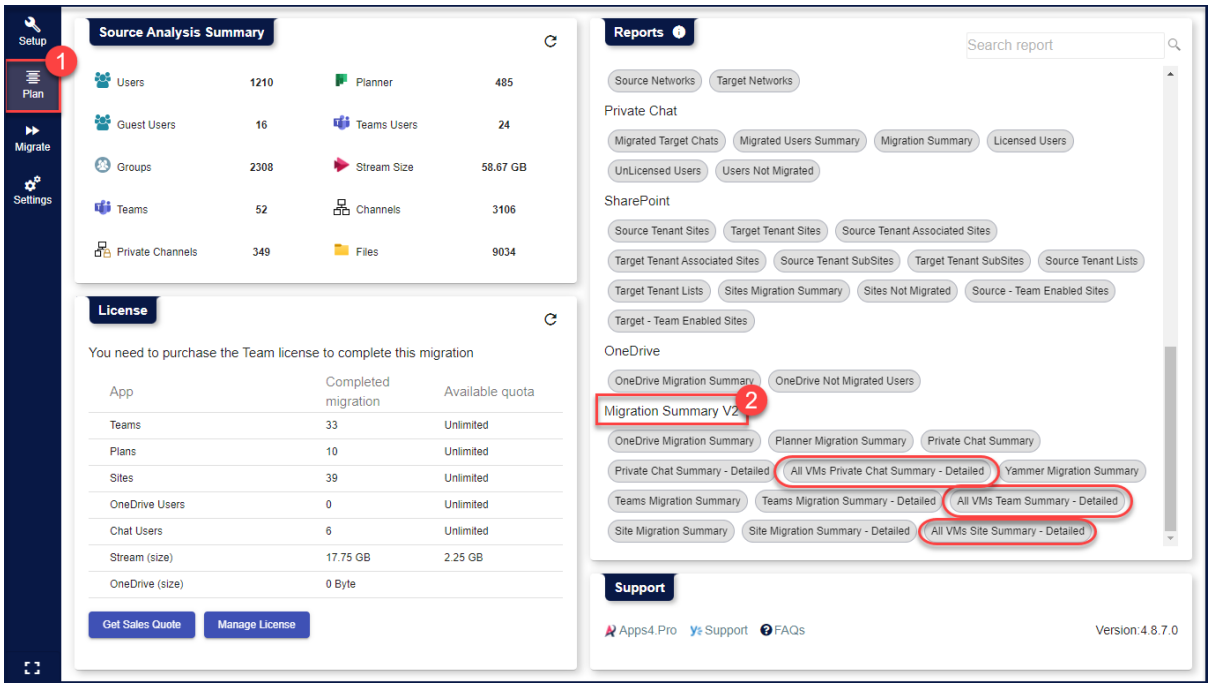
Remember to **choose the same Source / Target Group across all your machines** to make this working.

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.

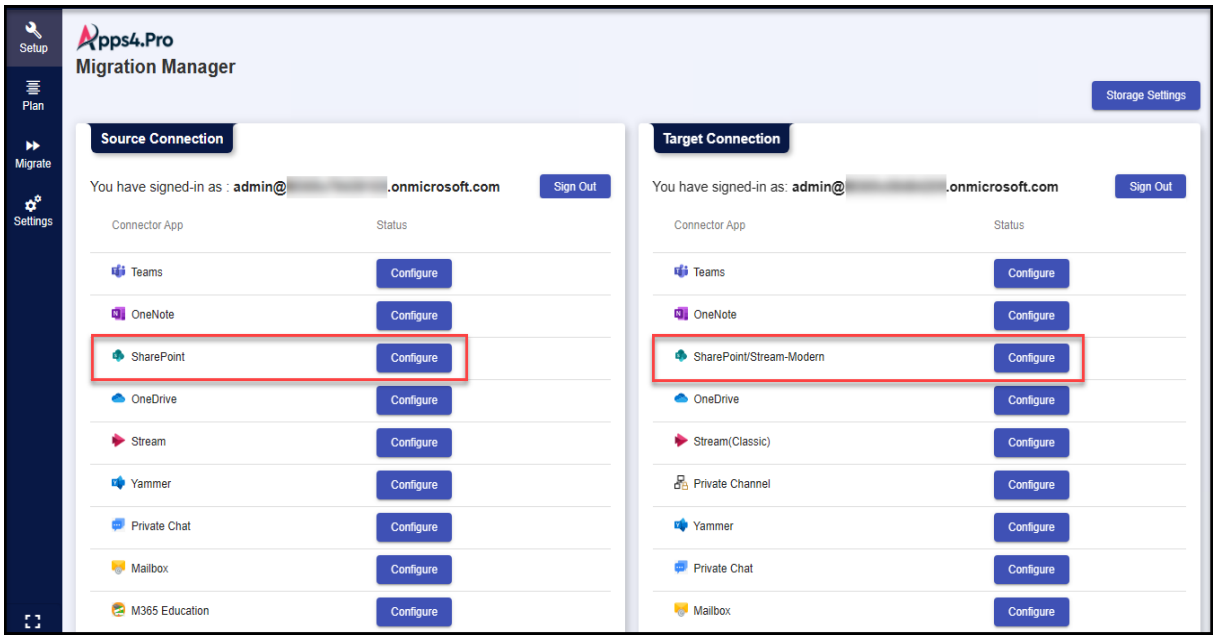


Step 3 : Additional Configurations

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

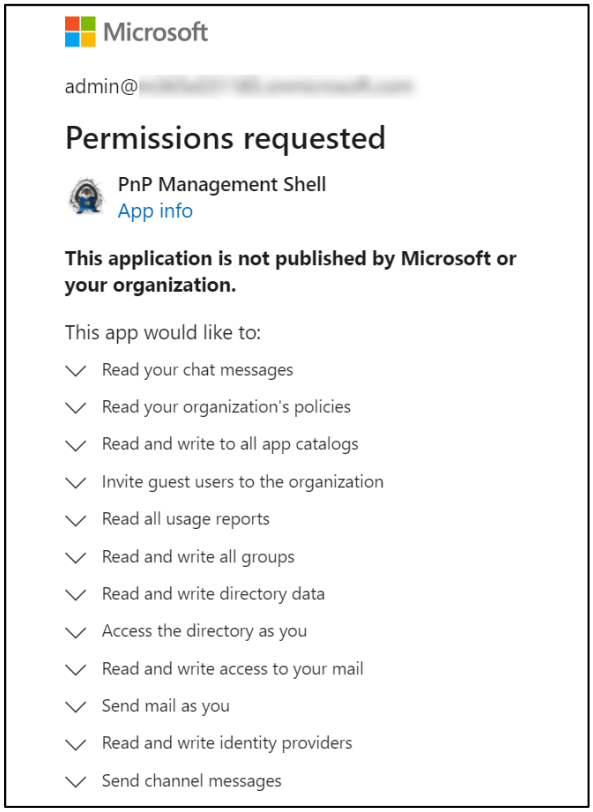
SharePoint Migration

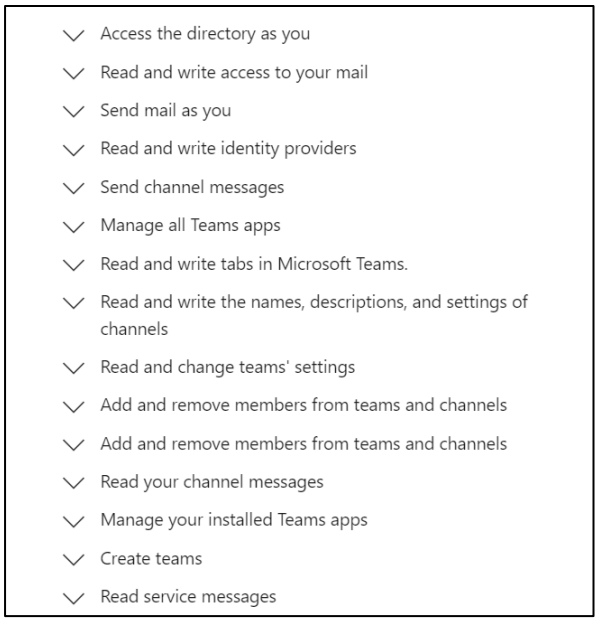
1. To migrate the SharePoint sites & content, we have to configure the SharePoint Source & Target Connectors.

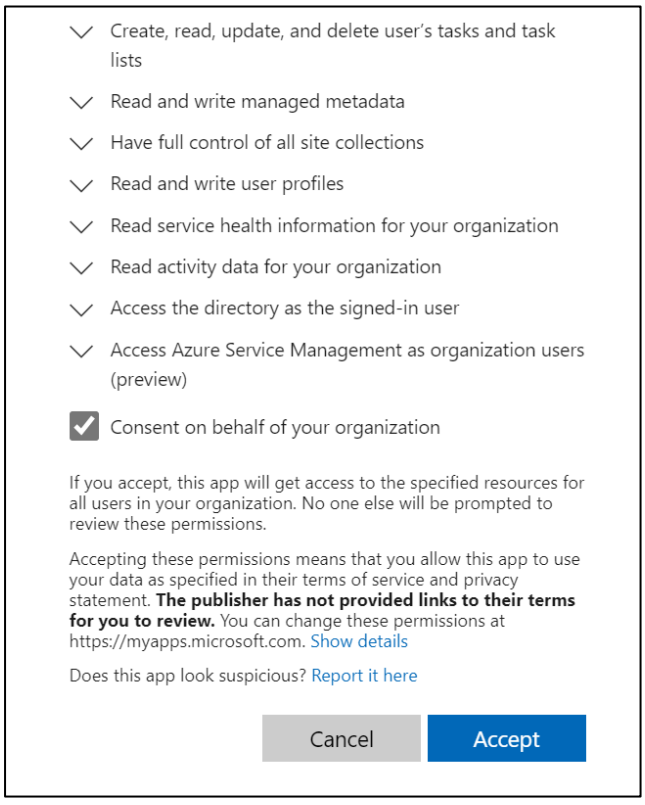


2. Source & Target 'SharePoint' Permission

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





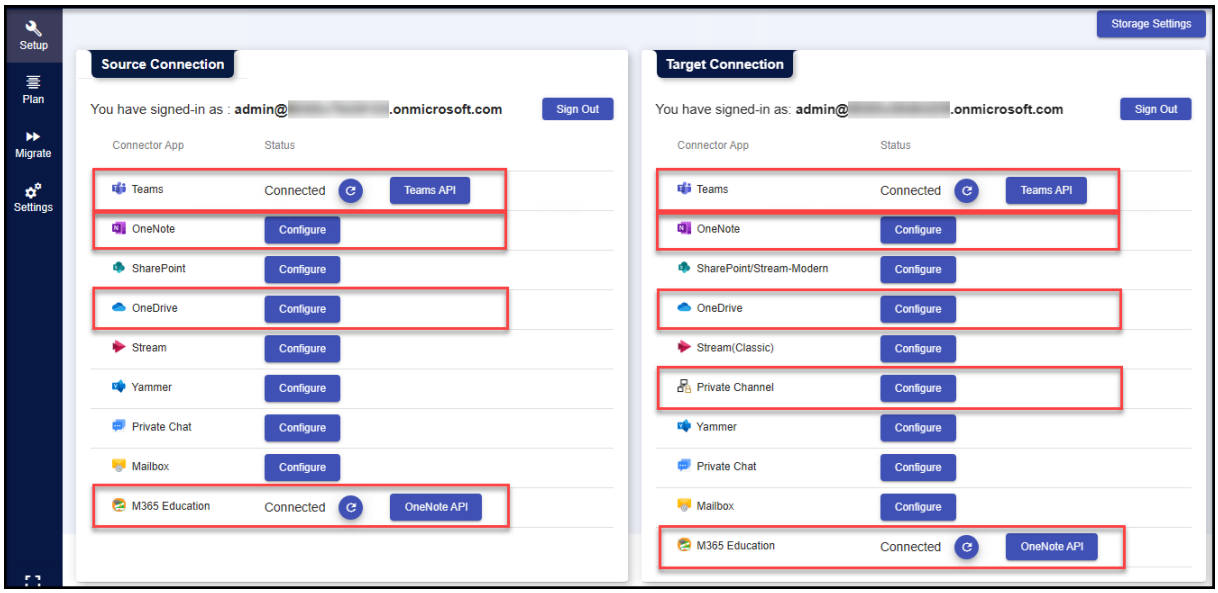


Teams Migration

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.

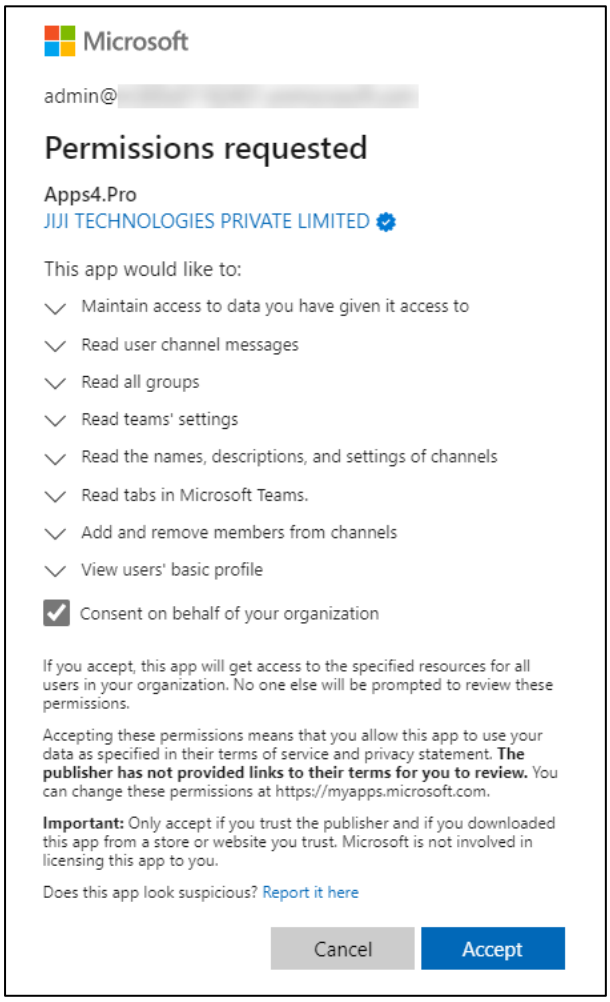
If you want to migrate **wiki & whiteboard tabs**, configure the Teams API Source & Target Connectors.

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


Setup
Plan
Migrate
Settings
Storage Settings
Source Connection
You have signed-in as : admin@.onmicrosoft.com
Sign Out
Connector App
Status
Teams
Connected
Teams API
OneNote
Configure
SharePoint
Configure
OneDrive
Configure
Stream
Configure
Yammer
Configure
Private Chat
Configure
Mailbox
Configure
M365 Education
Connected
OneNote API
Target Connection
You have signed-in as: admin@.onmicrosoft.com
Sign Out
Connector App
Status
Teams
Connected
Teams API
OneNote
Configure
SharePoint/Stream-Modern
Configure
OneDrive
Configure
Stream(Classic)
Configure
Private Channel
Configure
Yammer
Configure
Private Chat
Configure
Mailbox
Configure
M365 Education
Connected
OneNote API

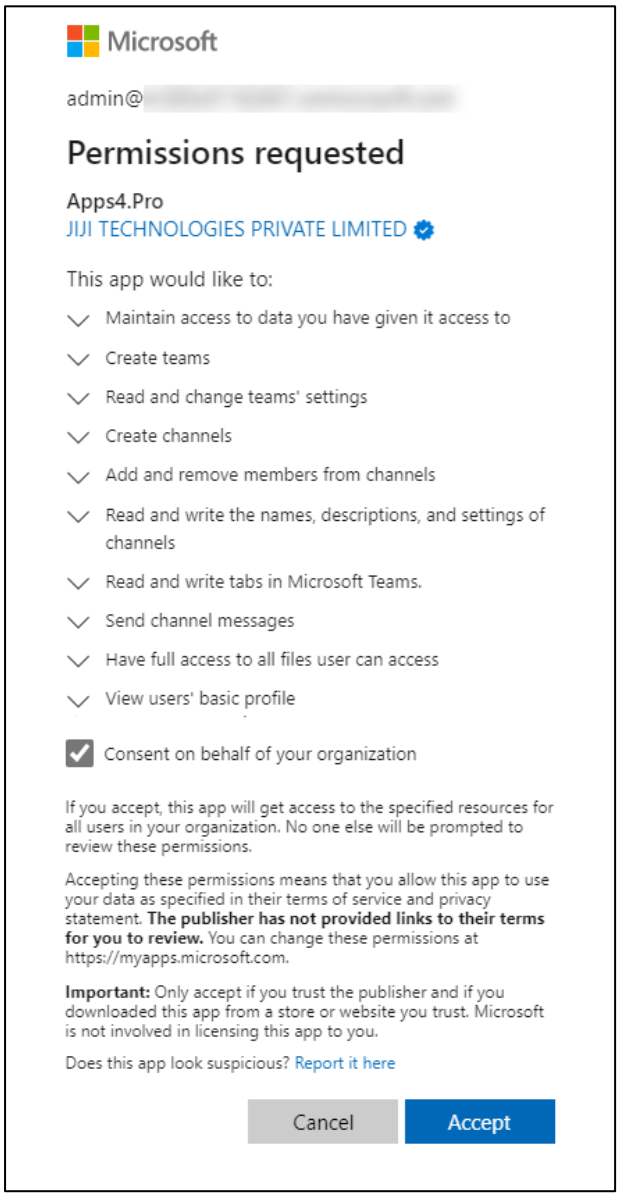
1. Source 'Teams' Permission

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



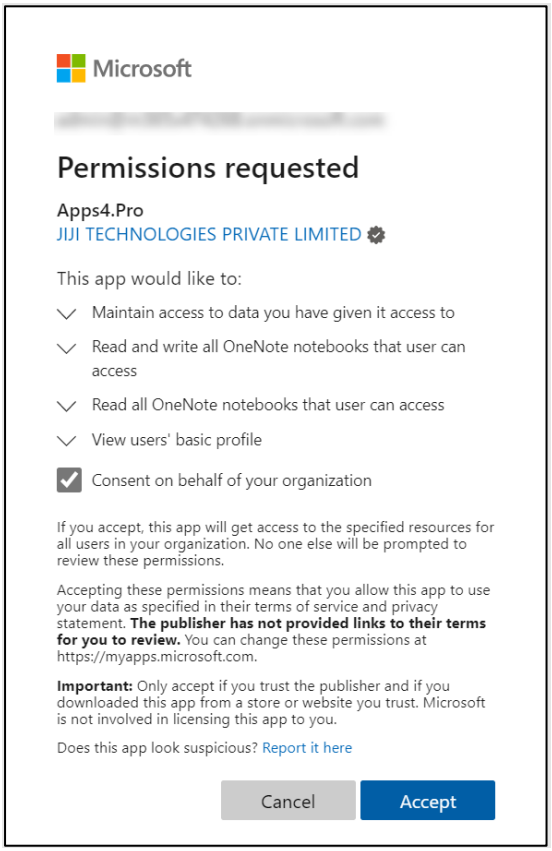
2. Target 'Teams' Permission

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.

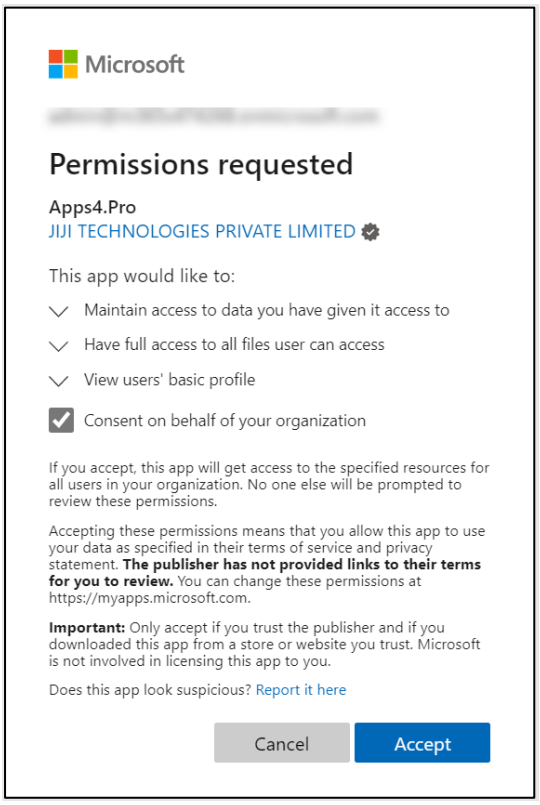


4. Source & Target 'OneDrive' Permission

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

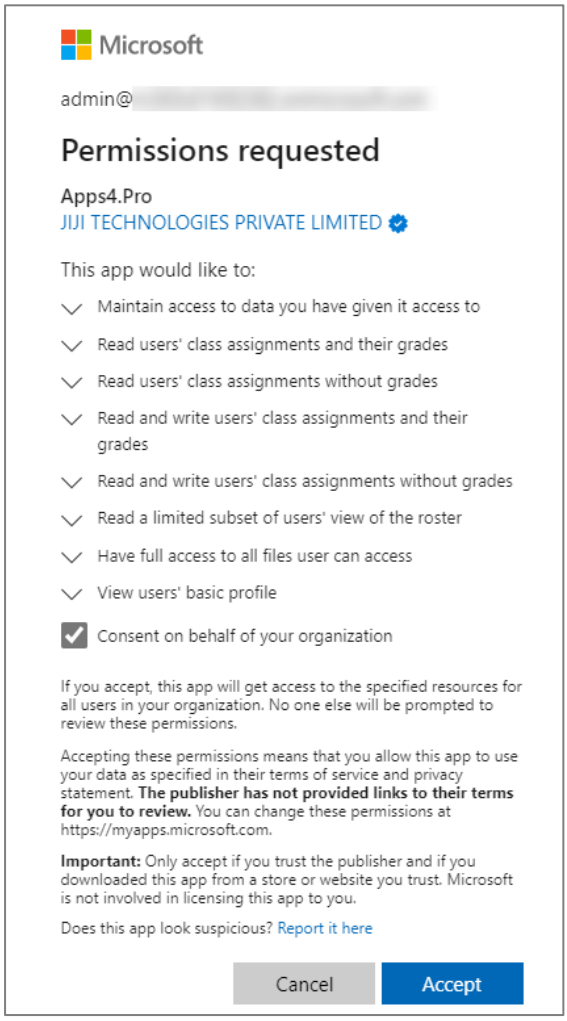
5. Target 'Private Channel' Permission

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



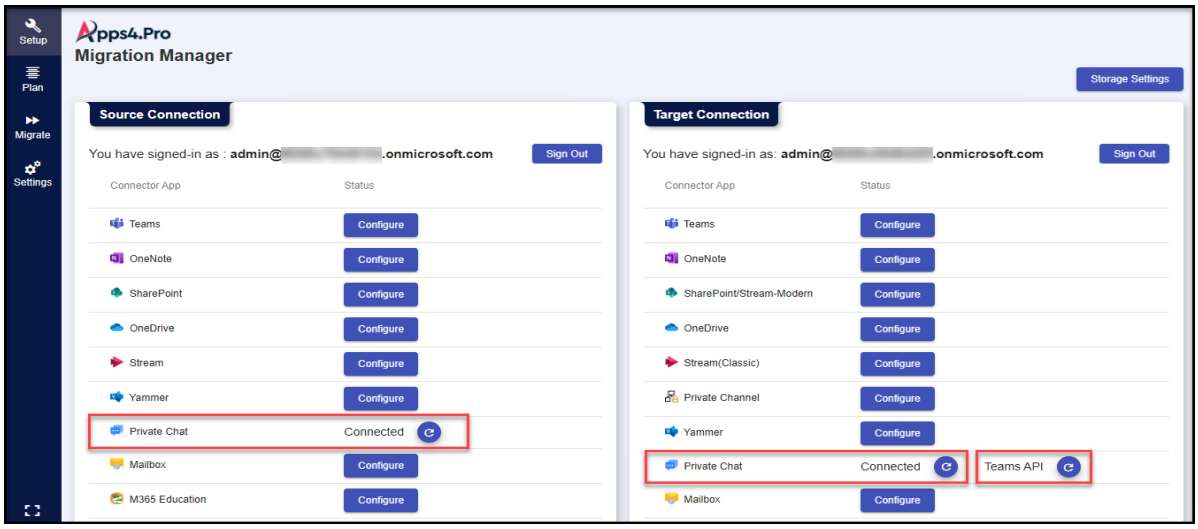
6. Source & Target 'M365 Education' Permission

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.



Private Chat Migration

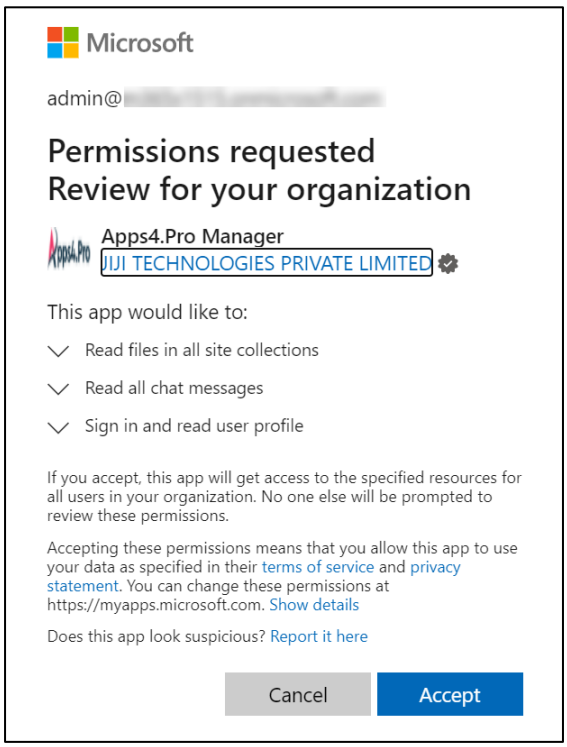
To migrate the private chats, we have to configure the Private Chat Source & Target Connectors, also the Teams API for the Target Connector.



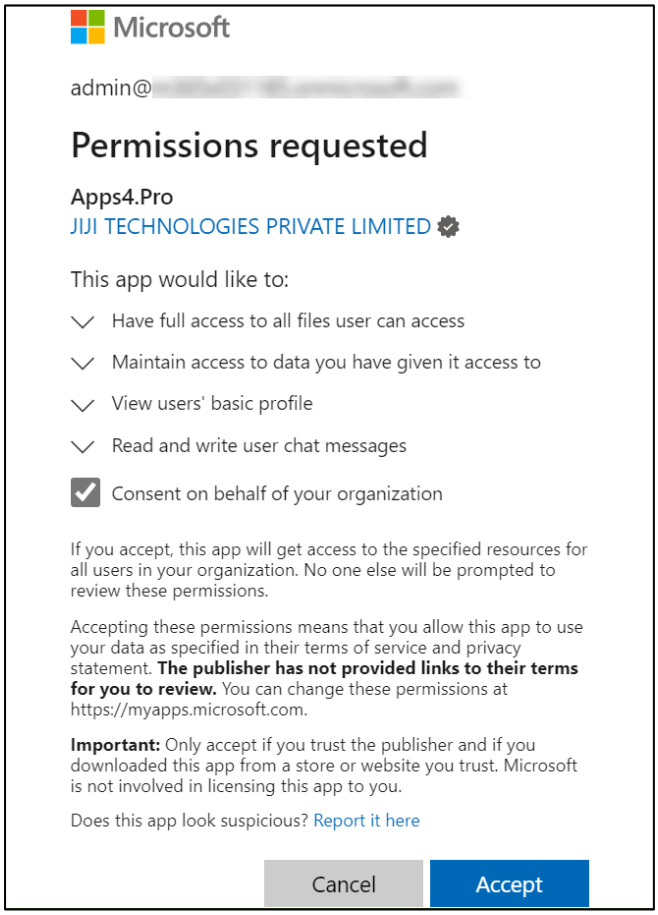
Private Chat Connector Permission

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



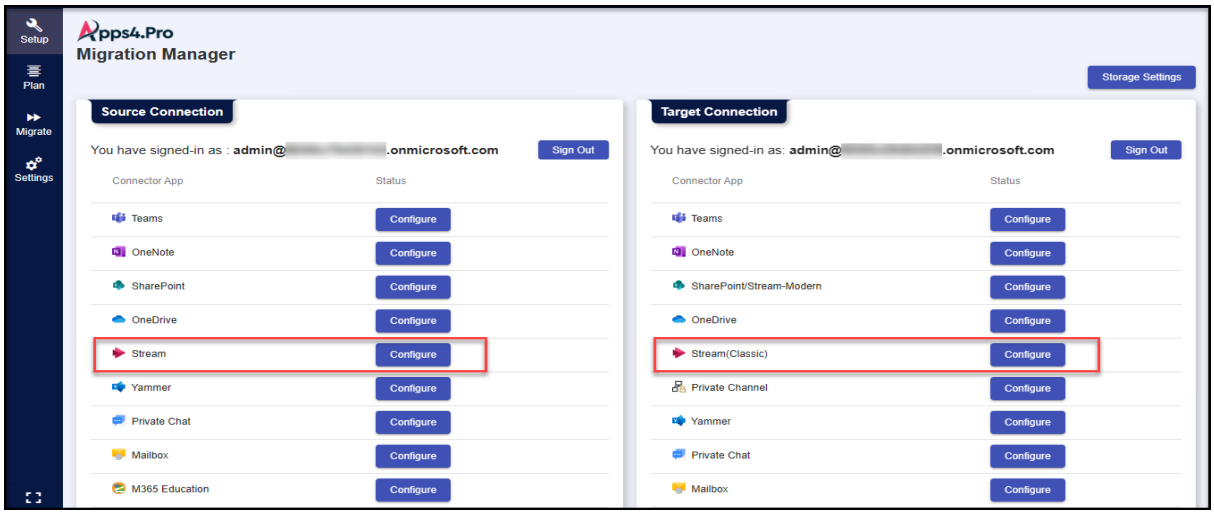
Target



Stream Migration

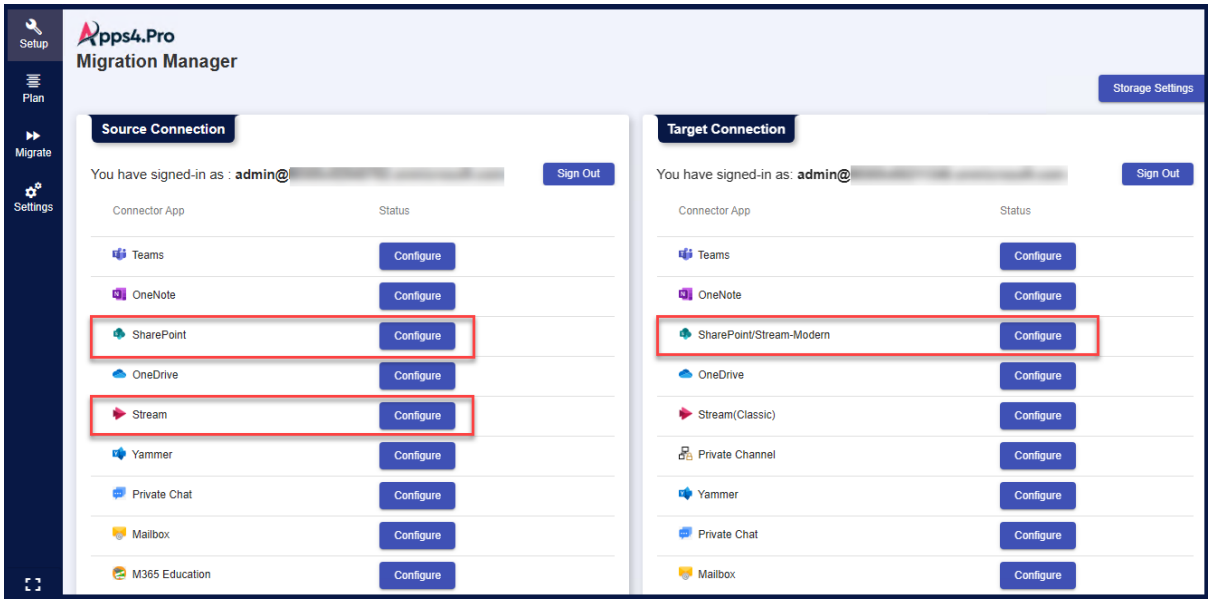
Classic to Classic Migration

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



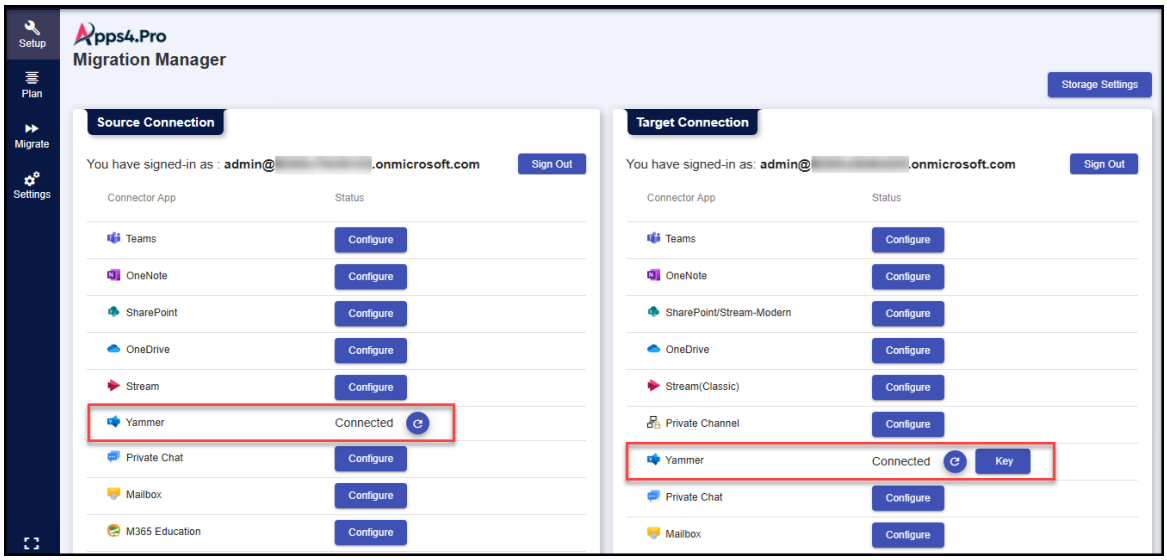
Classic to "Stream on SharePoint"[Modern] Migration

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

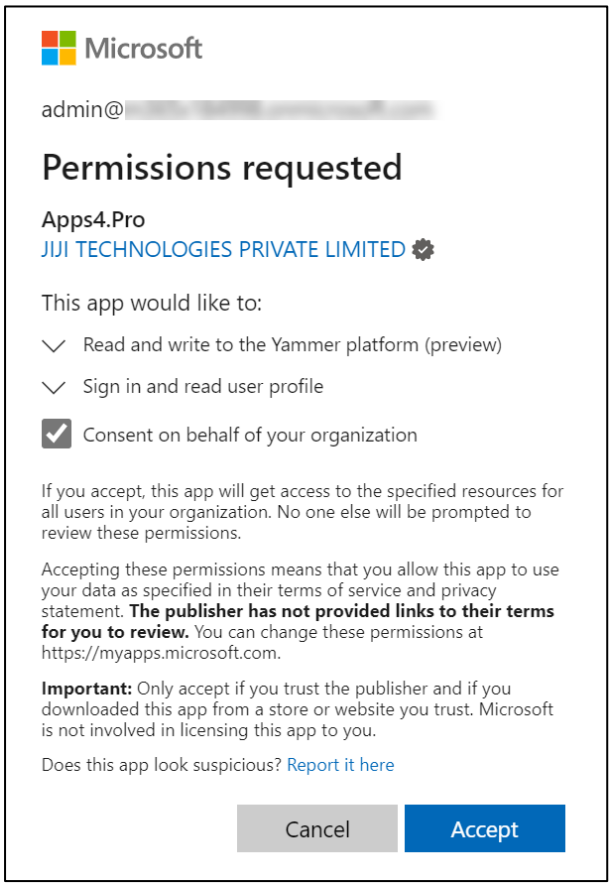
To migrate the yammer networks, we have to configure the Yammer Source & Target Connectors and also, we have to configure the Key.



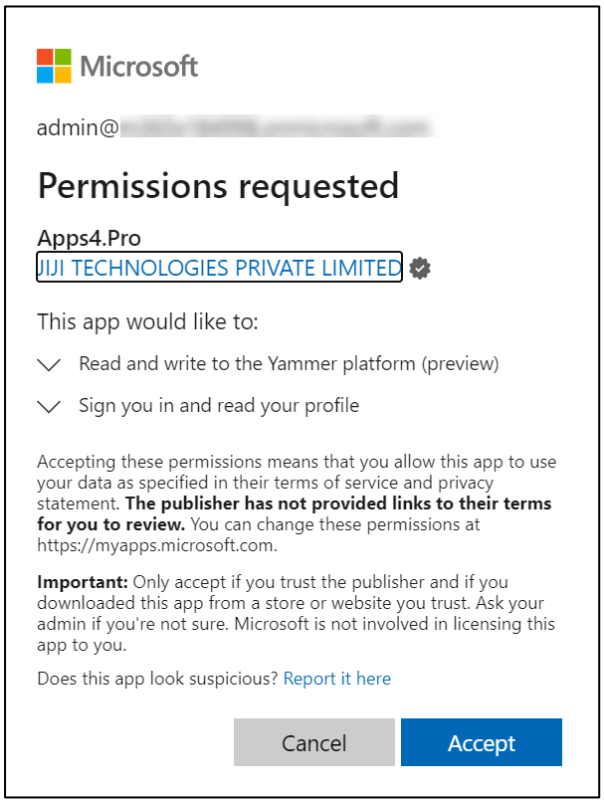
Yammer Connector Permission

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



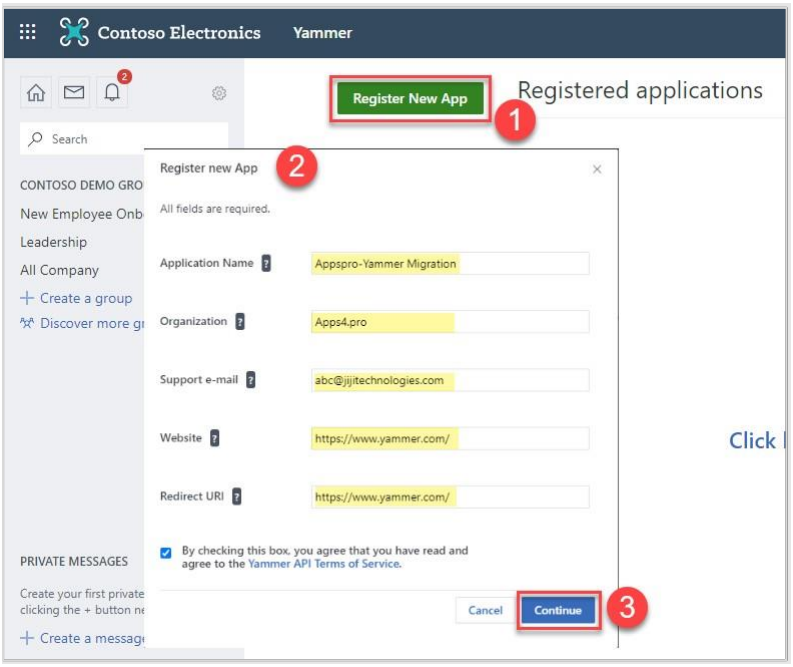
Target



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.

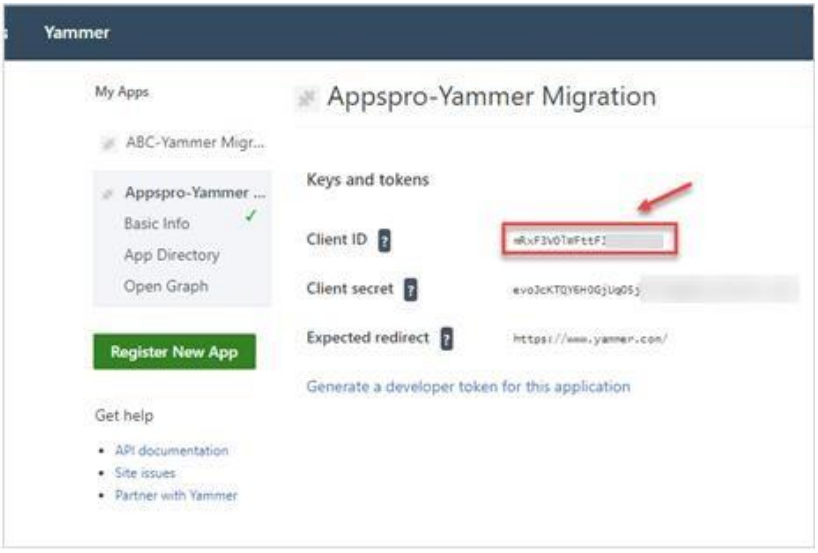
Once logged into the yammer Application page, Click on 'Register New App', fill all the required fields and then click Continue.



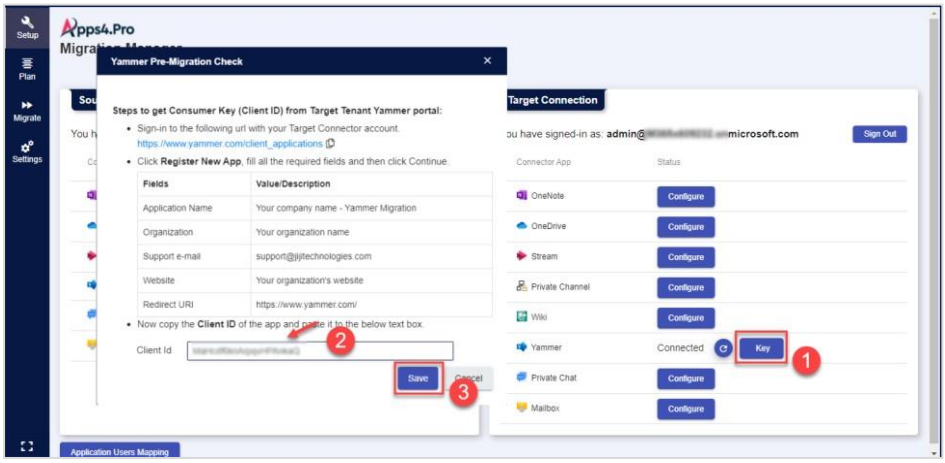
Refer the format as shown in the below table to fill the information in Step 2.

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

Now copy the Client ID of the app.

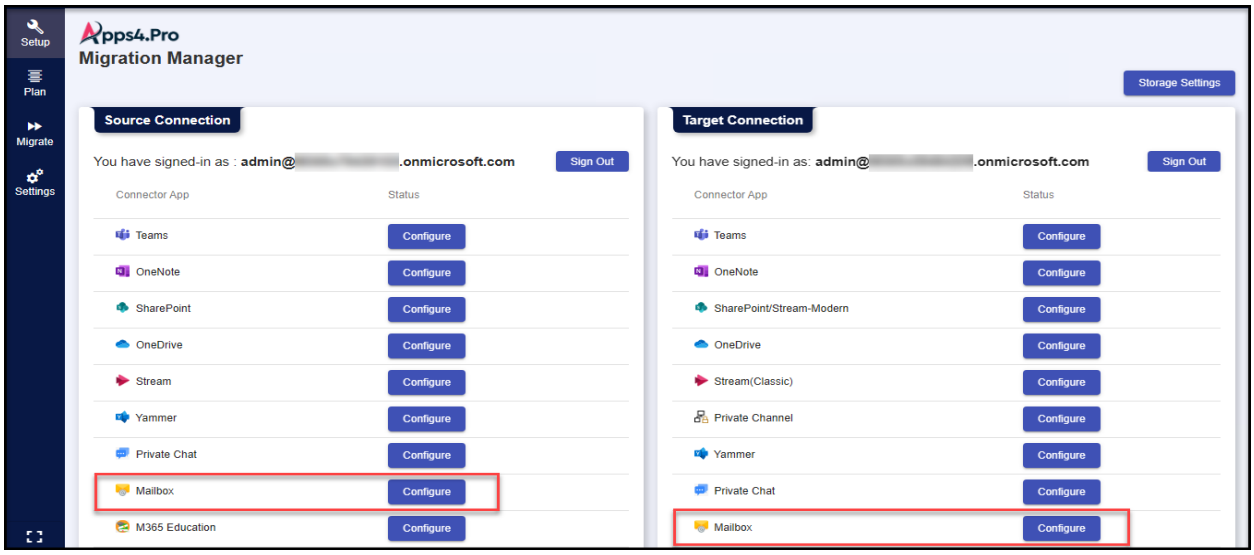


Go to Apps4.pro Migration manager and click on ***key*** button which is besides the Target Yammer Connection. Paste the client Id on the text box and save the settings.



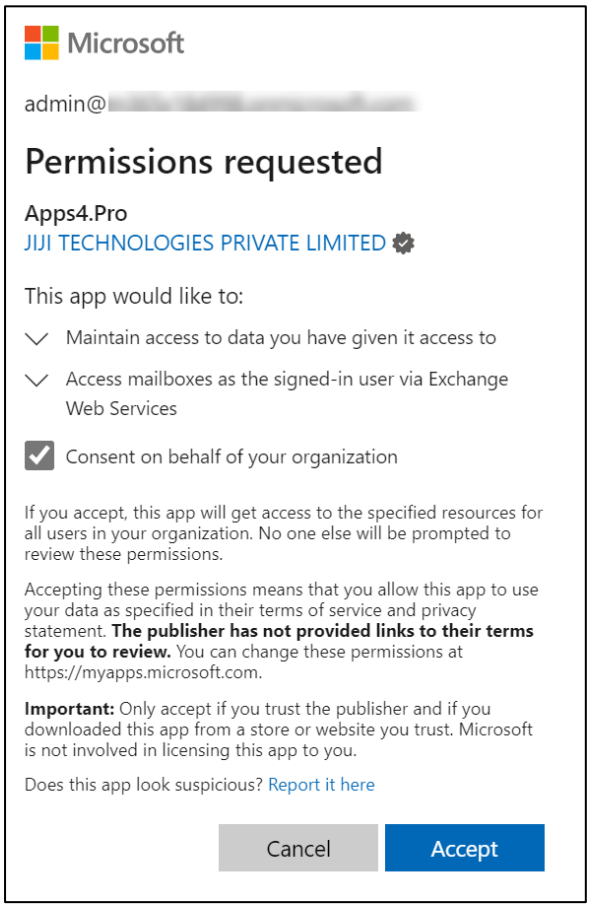
Group Mailbox Migration

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



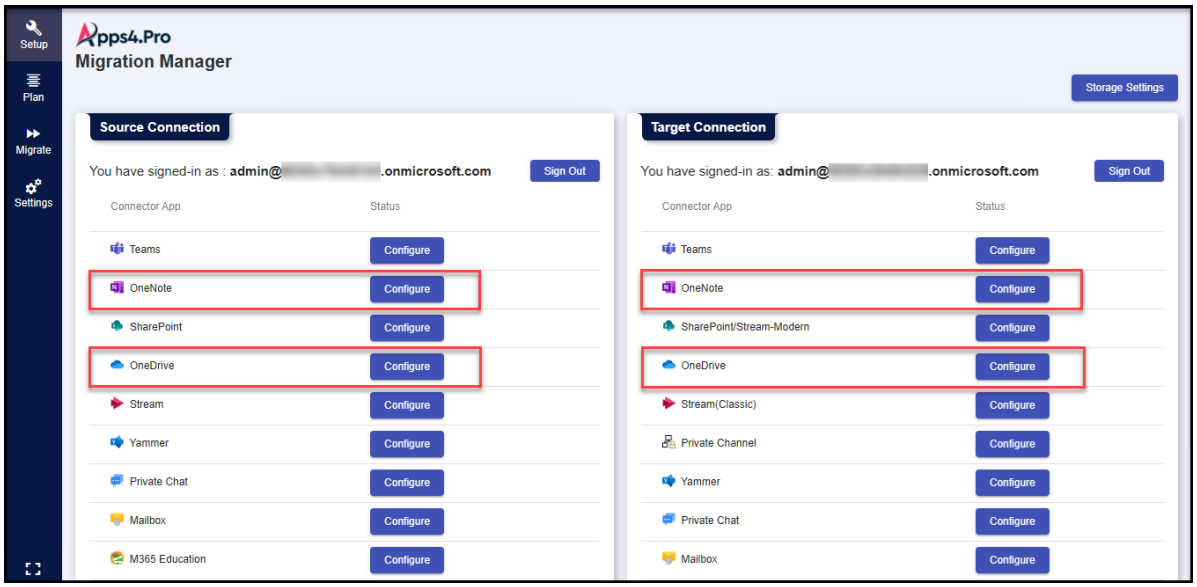
Source & Target 'Mailbox' Permission

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



OneDrive Migration

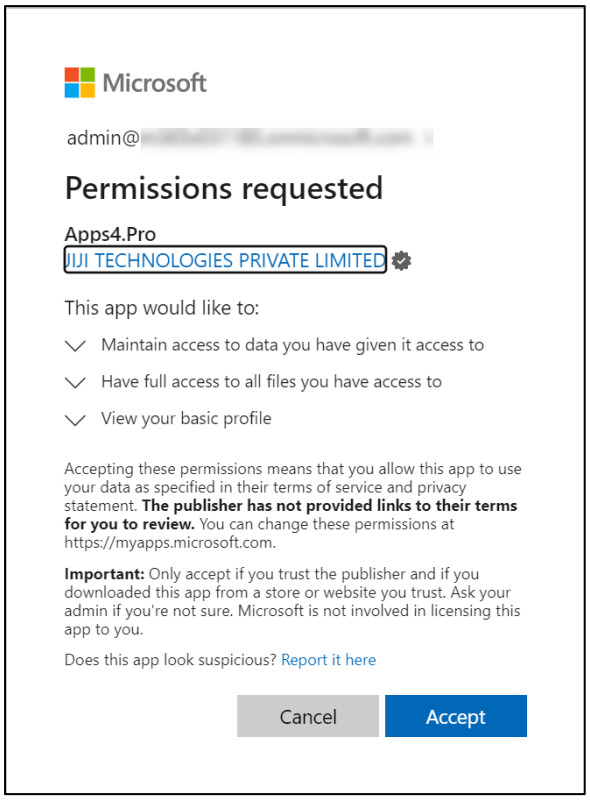
To migrate the OneDrive files & folders, we have to configure the OneDrive, OneNote Source & Target Connectors.



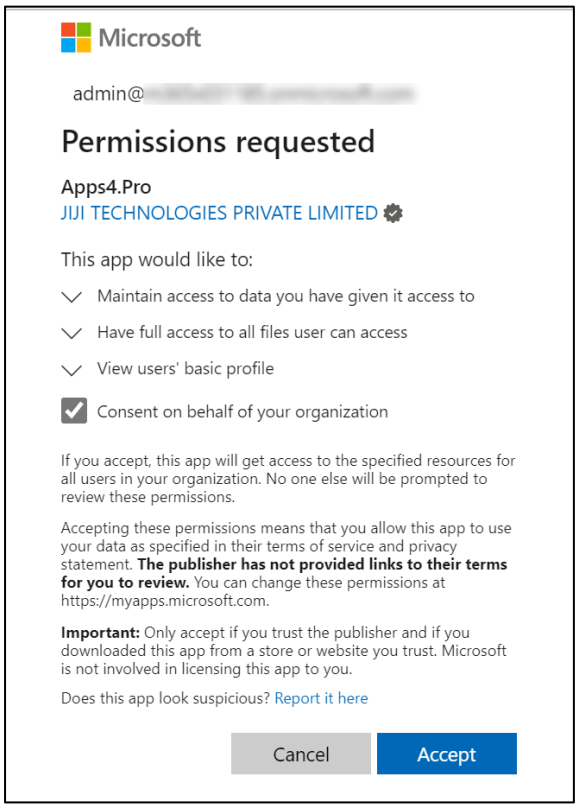
Source & Target 'OneDrive' Permission

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.

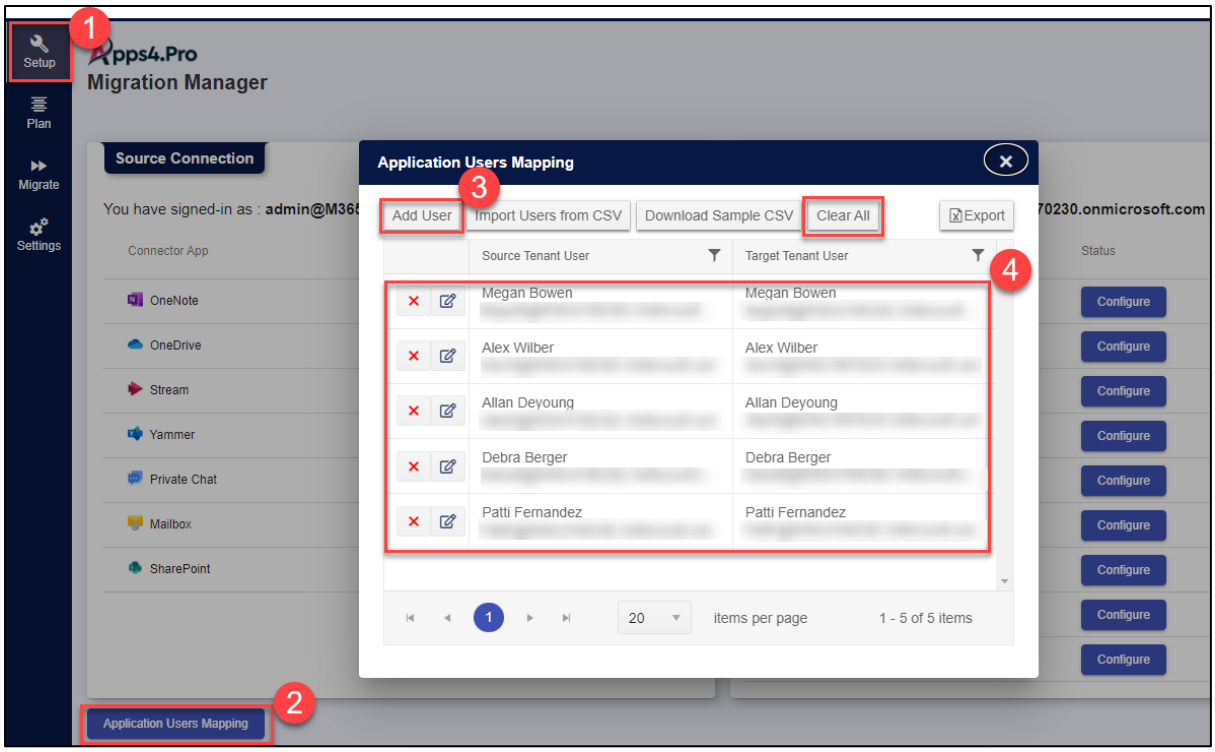
To perform this, go to “Setup” tab -> Application Users Mapping.

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

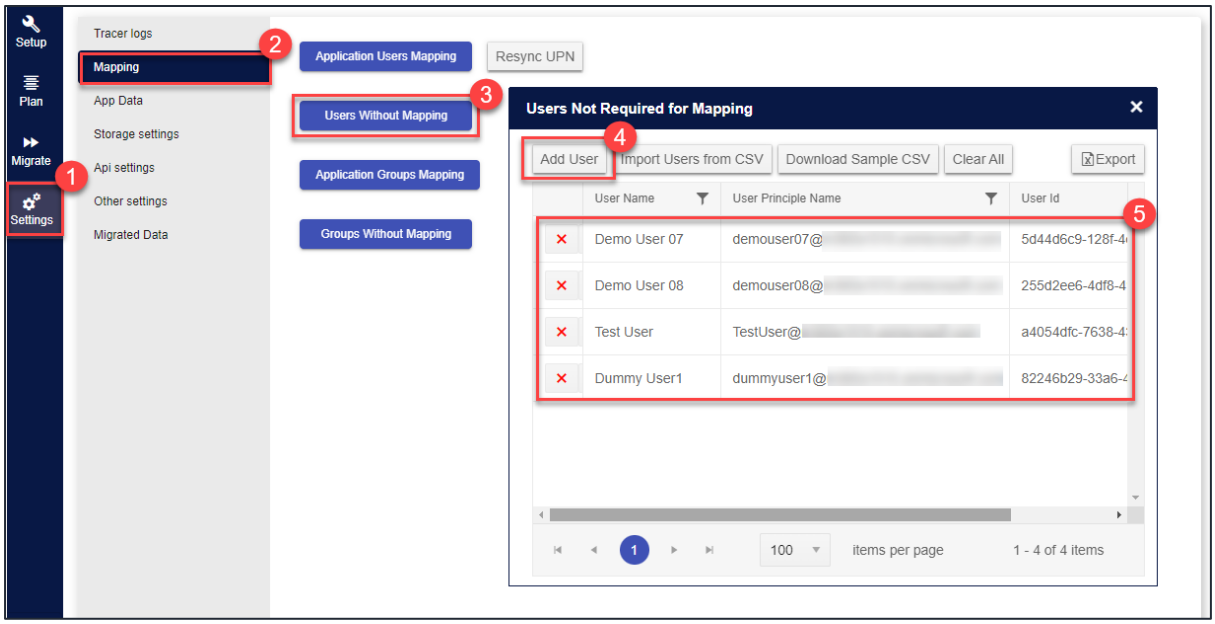
You can add the users whose membership need not be migrated to target. The tool skips the users and do not throw an error, when added here.

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.

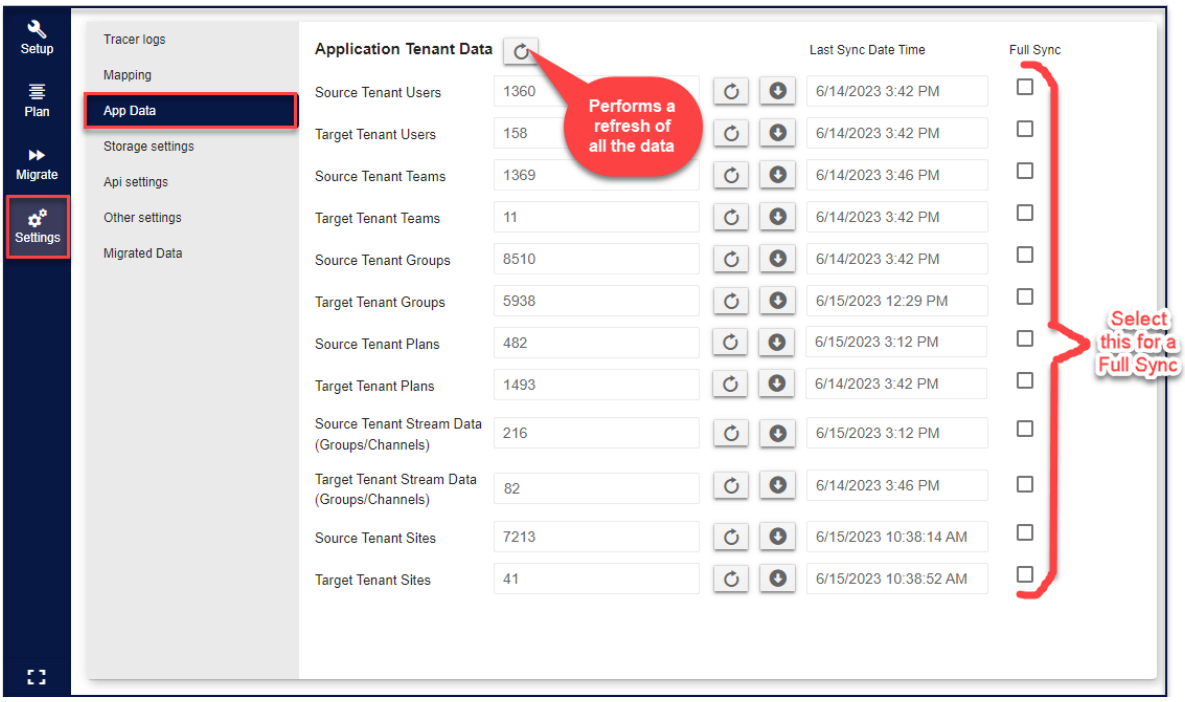
a. Groups
b. Users
c. Teams
d. Plans
e. Stream Groups & Channels
f. SharePoint Sites

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.



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*.

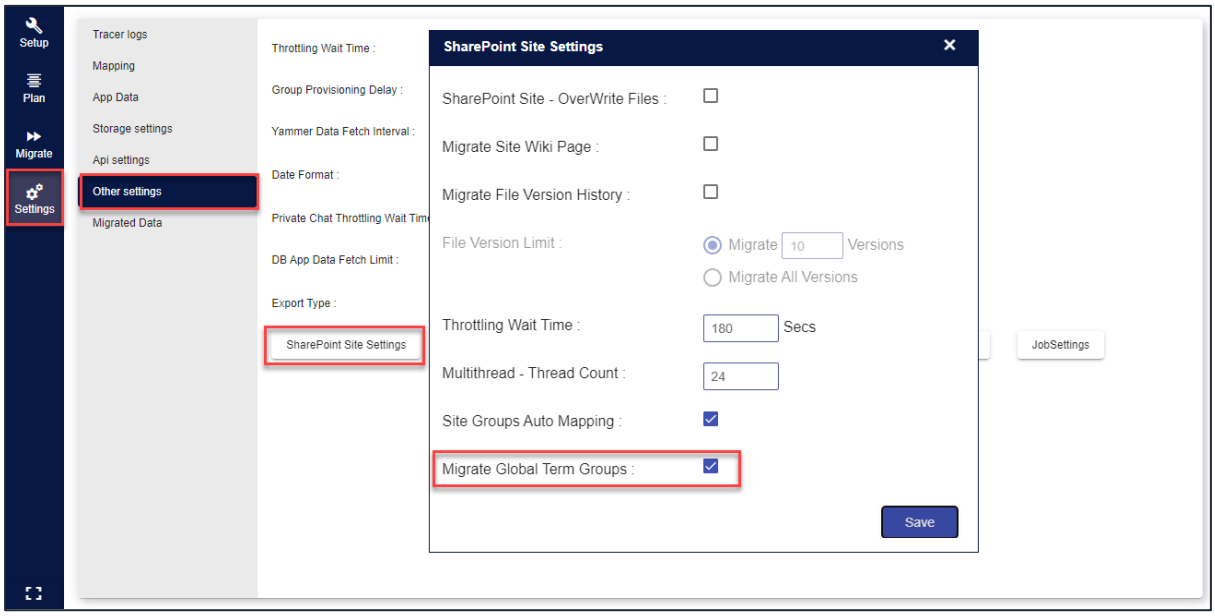
Mapping : Application User Mapping

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.

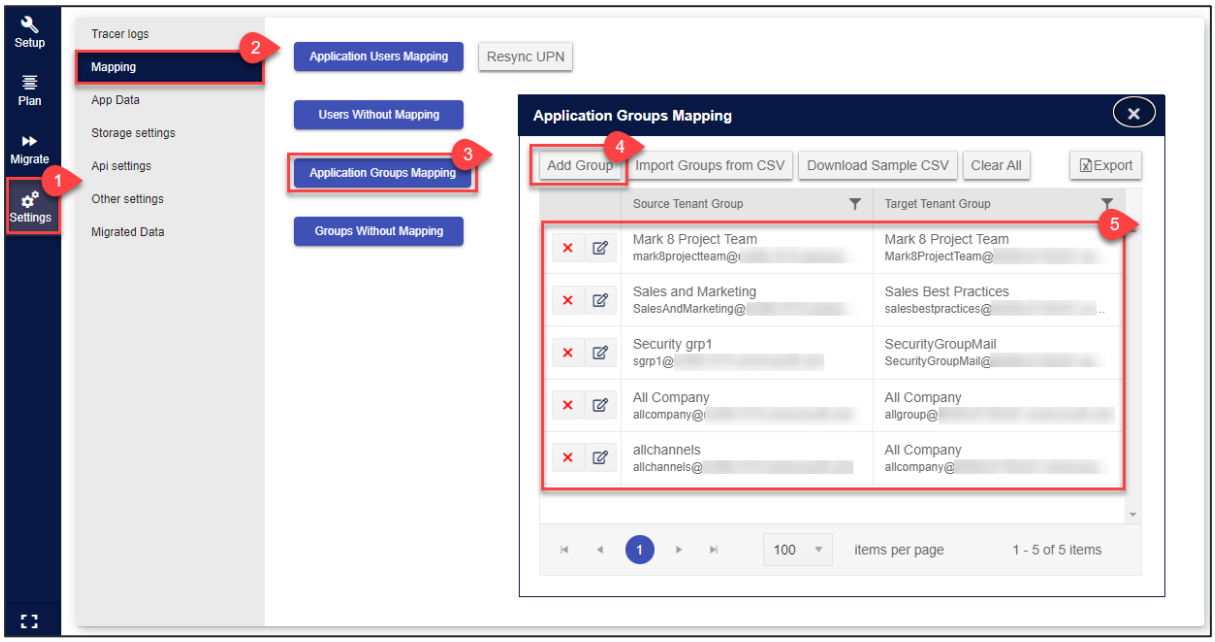
To perform this, go to “Settings” tab -> Mapping -> Application Groups Mapping.

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

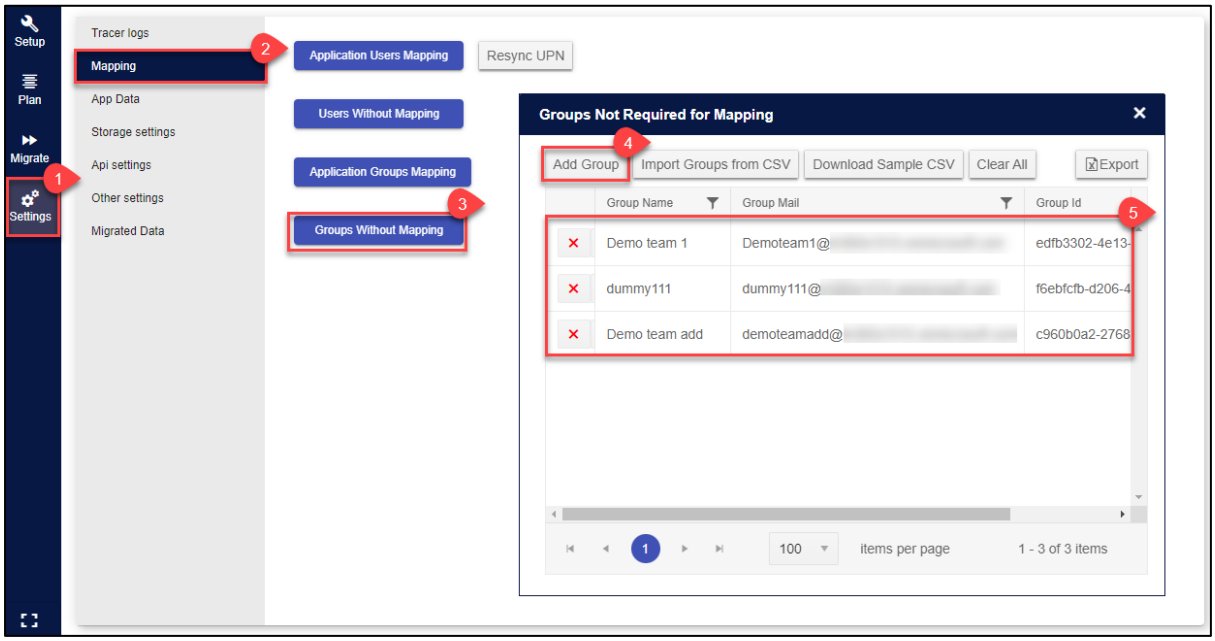
You can add the groups whose membership need not be migrated to target. The tool skips the groups and do not throw an error, when added here.

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]

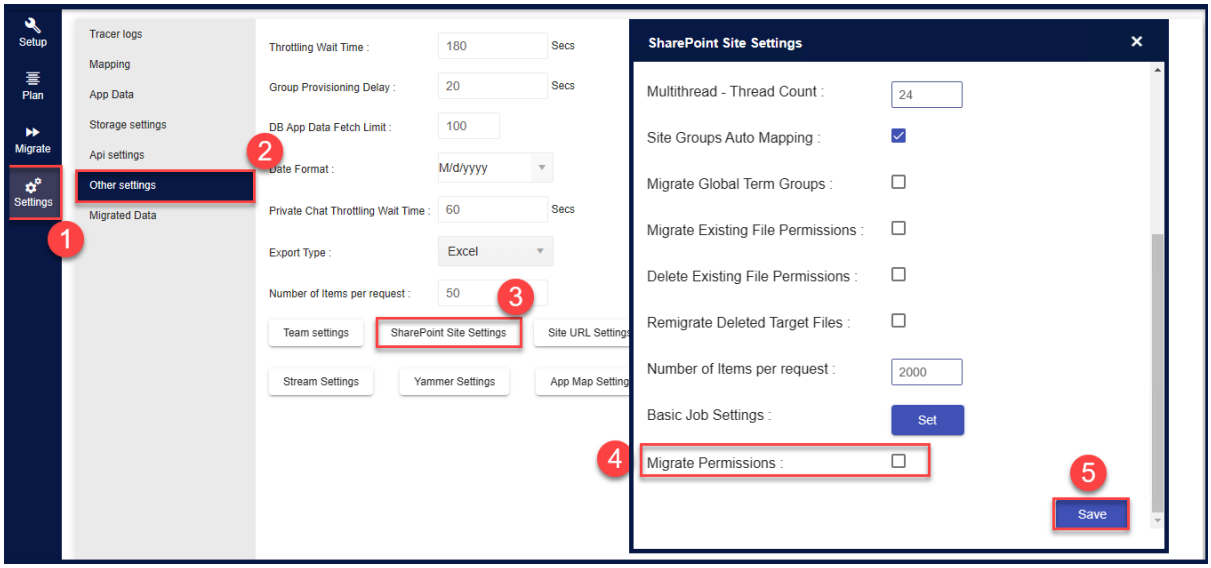
When you migrate the permissions in the first place, the site members will keep receiving notifications during the migration. In order to avoid these notifications, you can choose to skip permissions migration by disabling the option "Migrate Permissions". It is Enabled by DEFAULT.

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

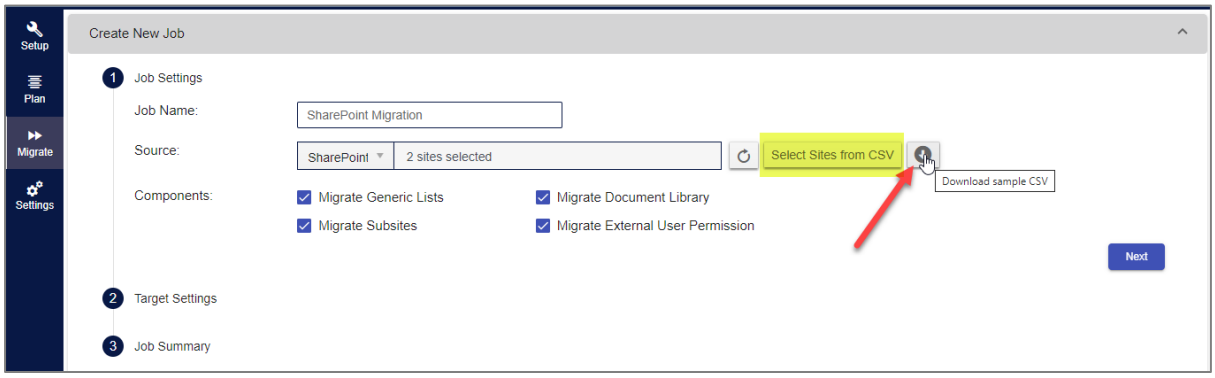
Note : Enabling this setting, will skip migration of all the below levels of permissions

- 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.

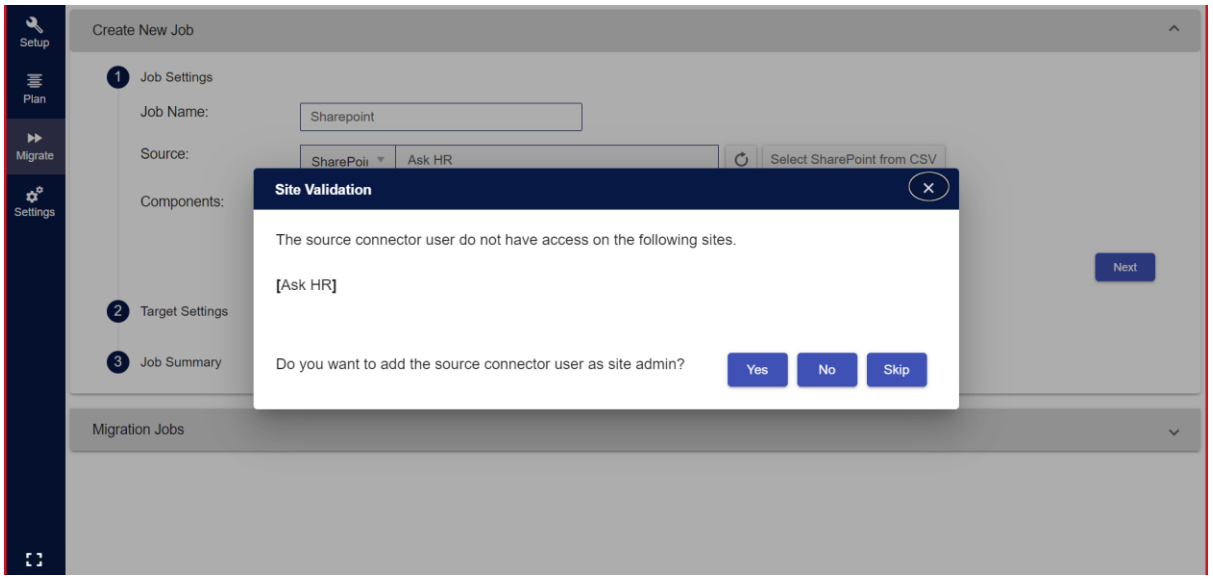
Sample CSV :

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

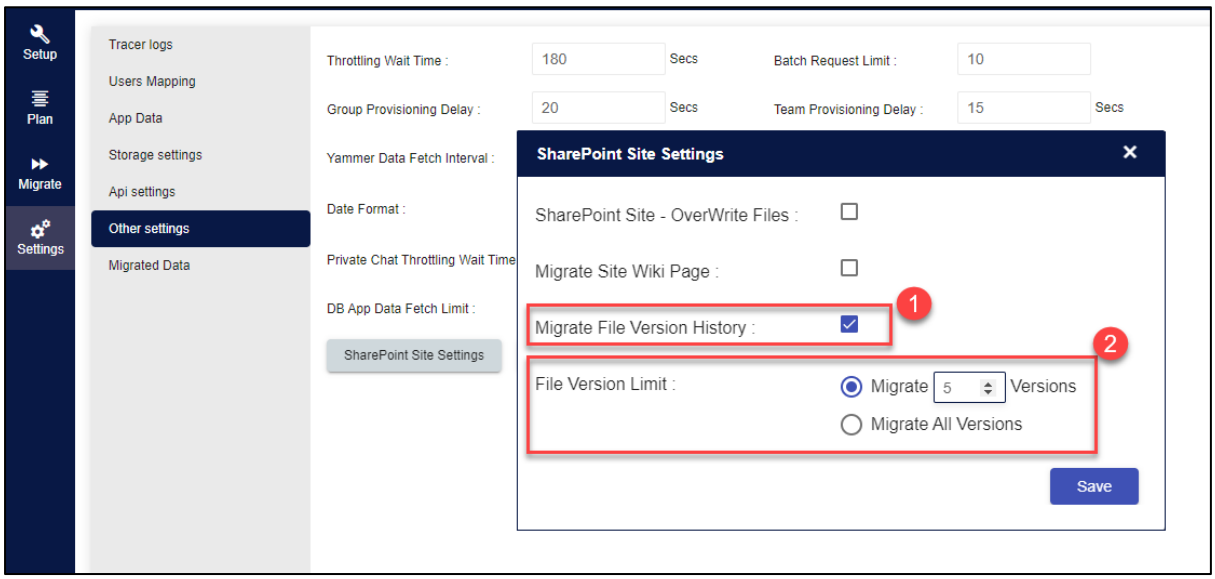
g. Skip that particular site and proceed with the migration of the rest of the sites OR

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.

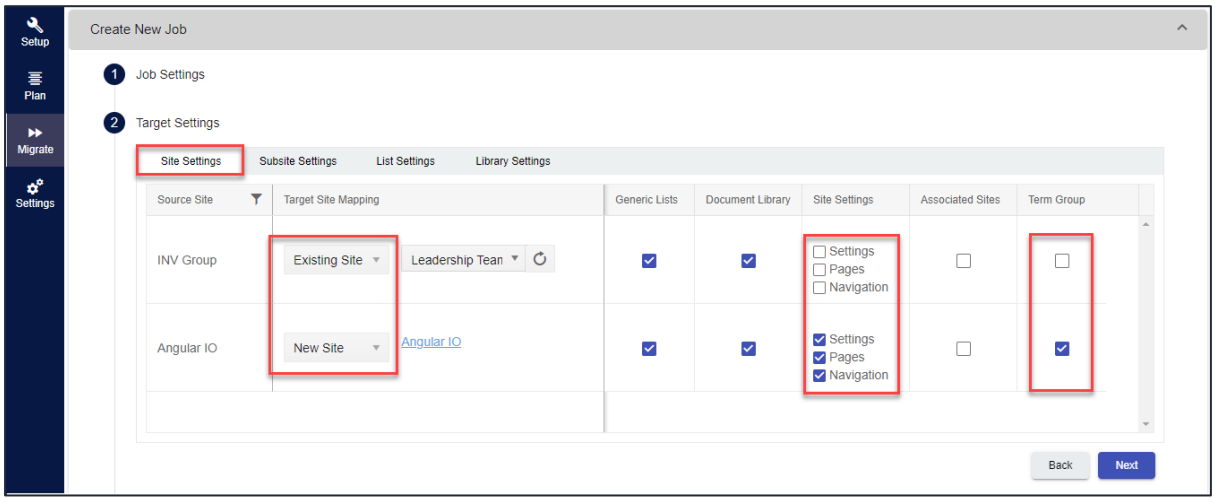
File Version Limit : You can also control the number of versions to be migrated using this setting. Please refer the below screenshot.



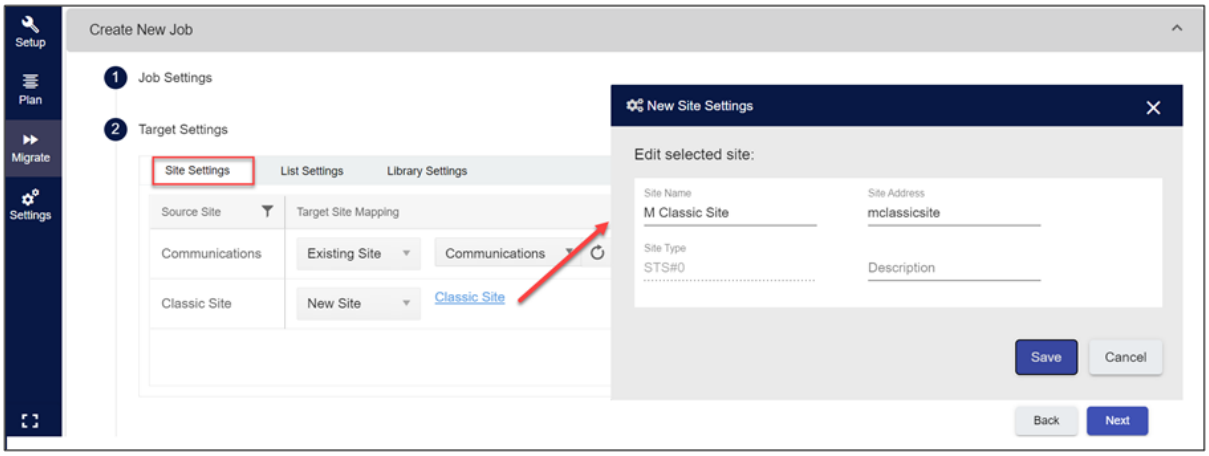
Step 4 : Target Settings

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.

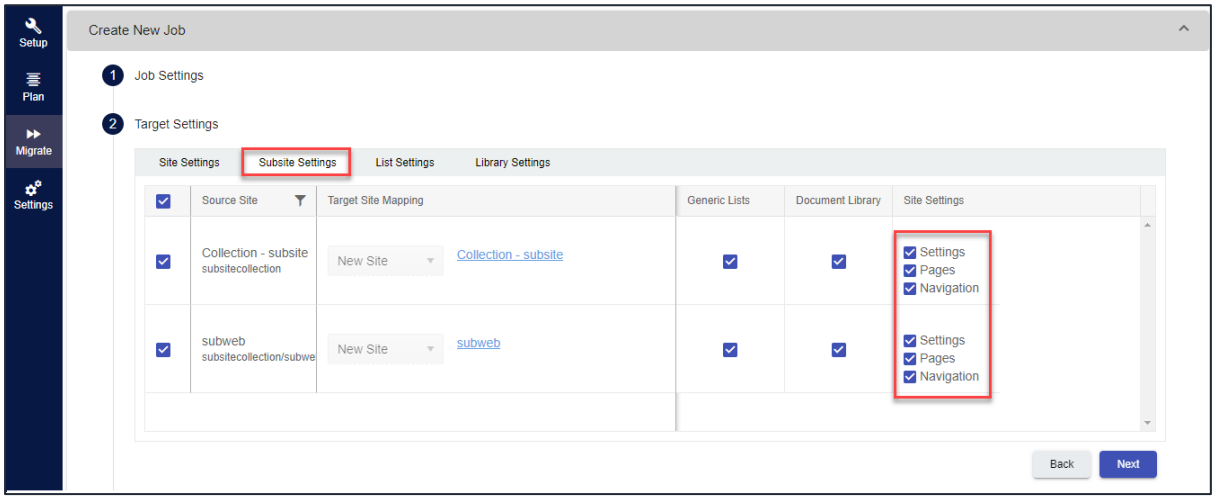


- ✓ You can choose to edit the name of the new Site by clicking on the name link as below.



Subsite Settings

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

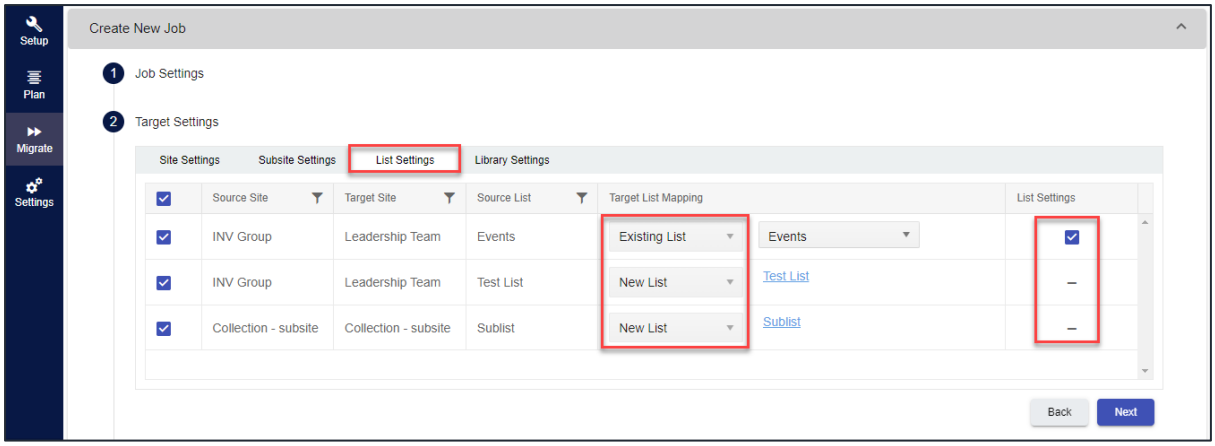


List Settings

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

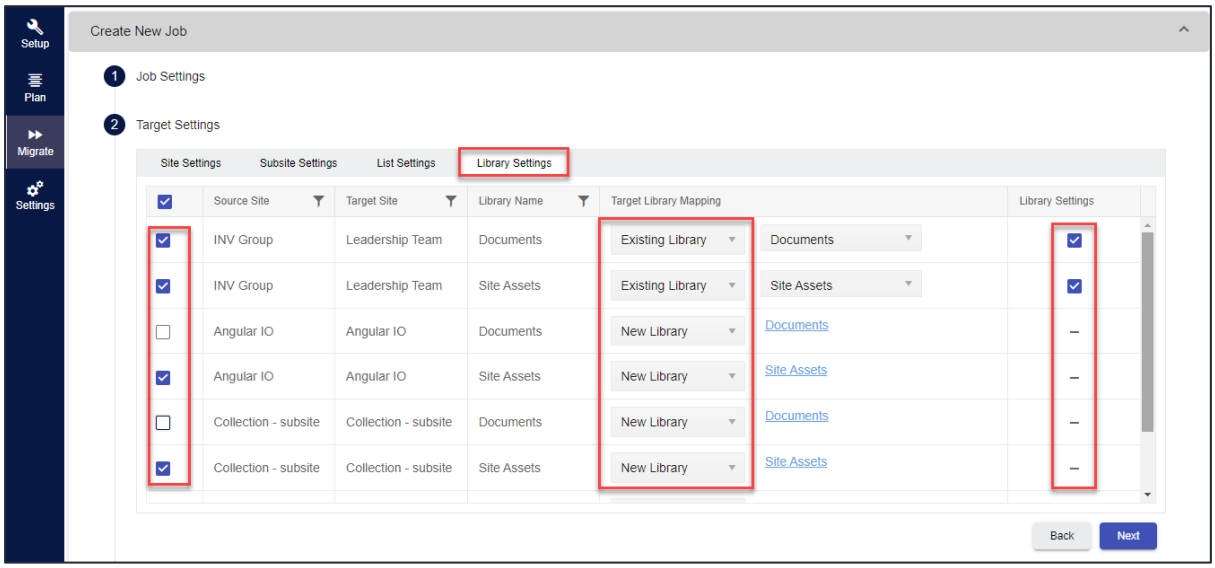
When migrating to an existing list, you can choose if to migrate the settings.



Library Settings

You have the option to

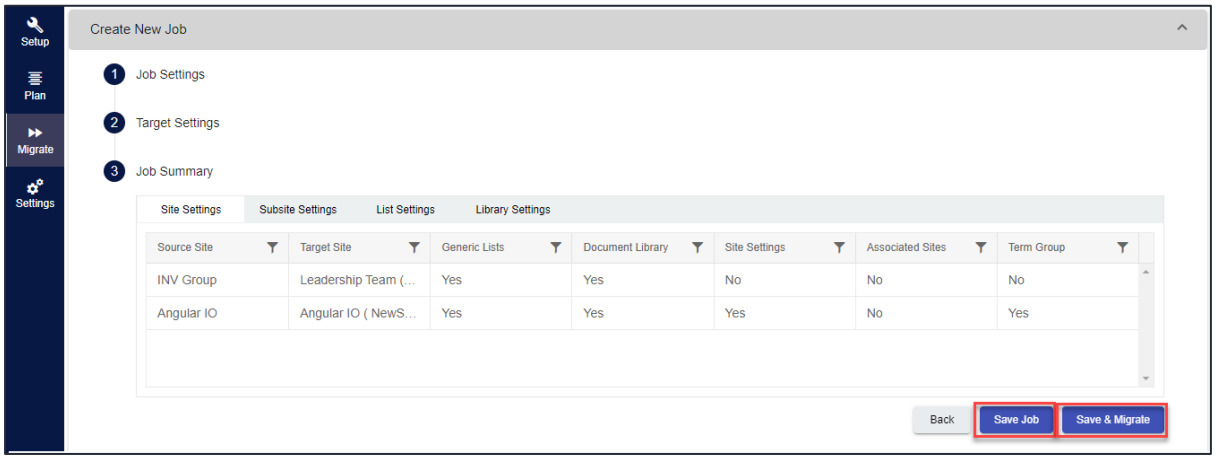
- ❖ Select the Document libraries that you must migrate to the target tenant as below.
- ❖ Choose to migrate to a new Library or an existing one in the target tenant.
- ❖ Choose to migrate the Library Settings when migrating to an existing Library.



Step 5 : Job Summary

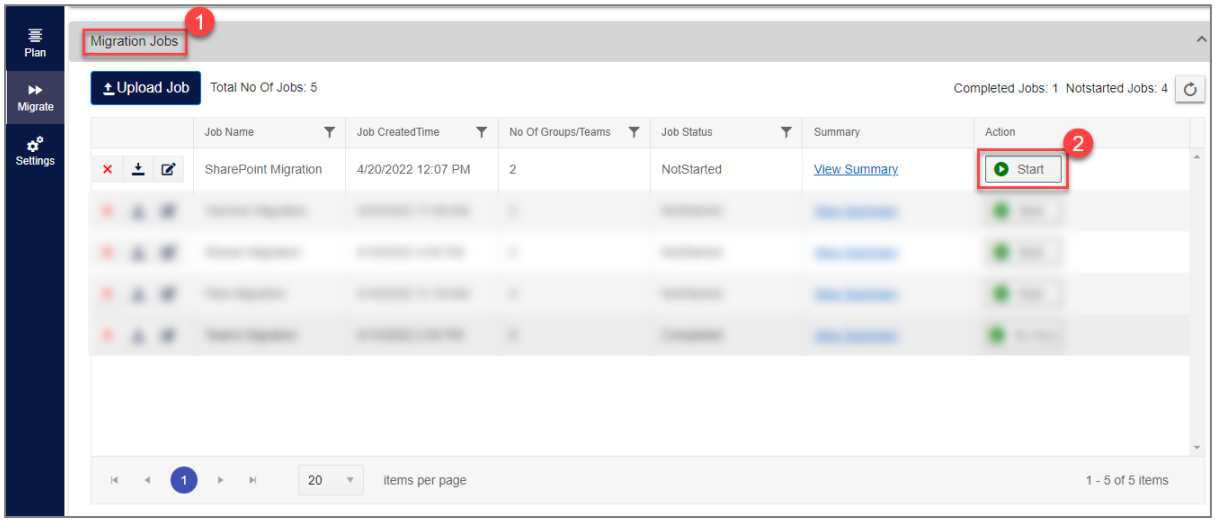
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options :

- 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

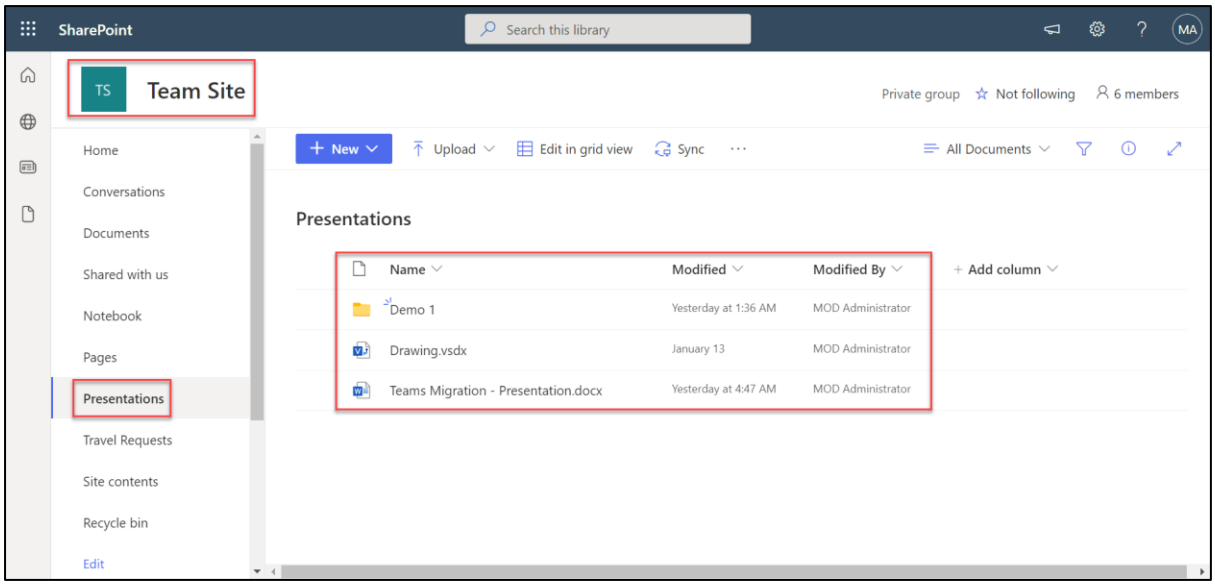
Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.


Plan
Migrate
Settings
Migration Jobs
1
Upload Job
Total No Of Jobs: 5
Completed Jobs: 1 Notstarted Jobs: 4
Job Name
Job CreatedTime
No Of Groups/Teams
Job Status
Summary
Action
SharePoint Migration
4/20/2022 12:07 PM
2
NotStarted
View Summary
Start
2
1
20
items per page
1 - 5 of 5 items

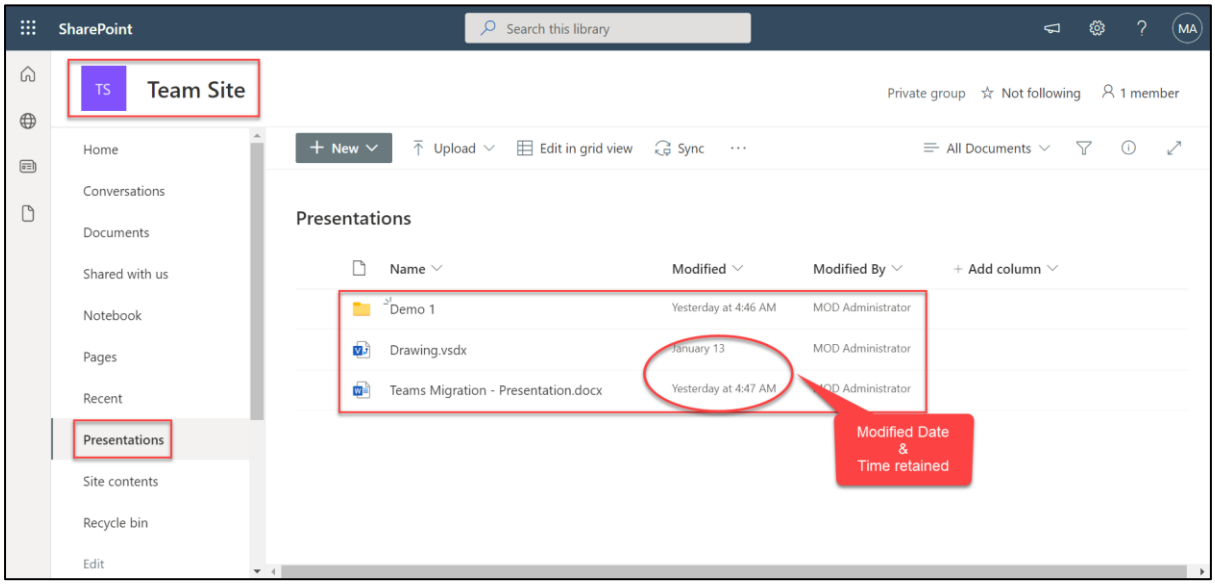
User Experience

Document Library

Source

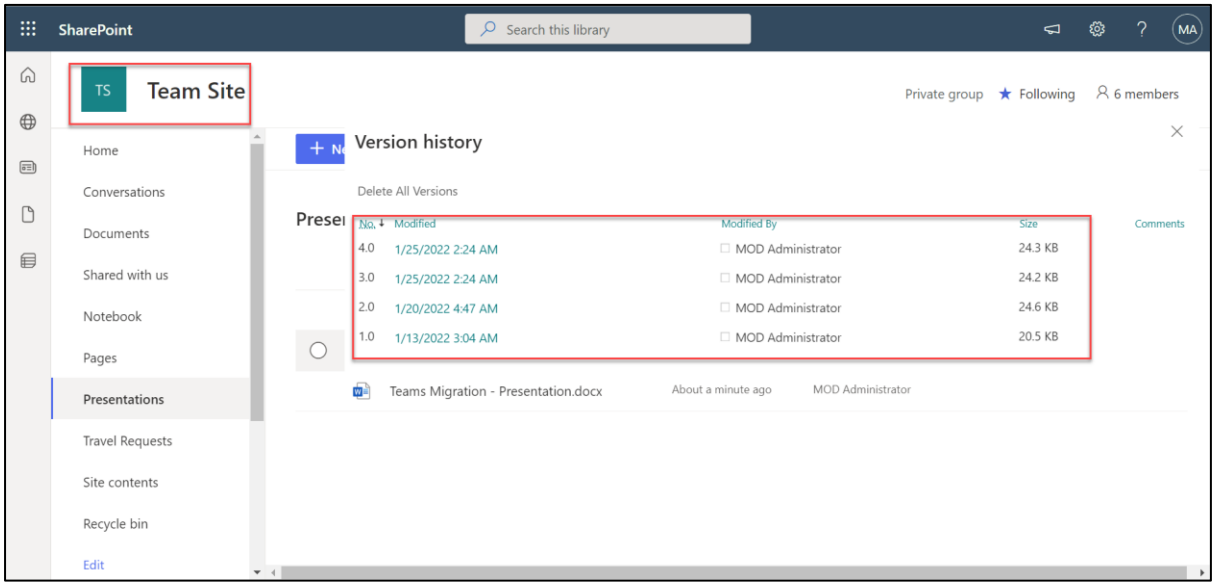


Target

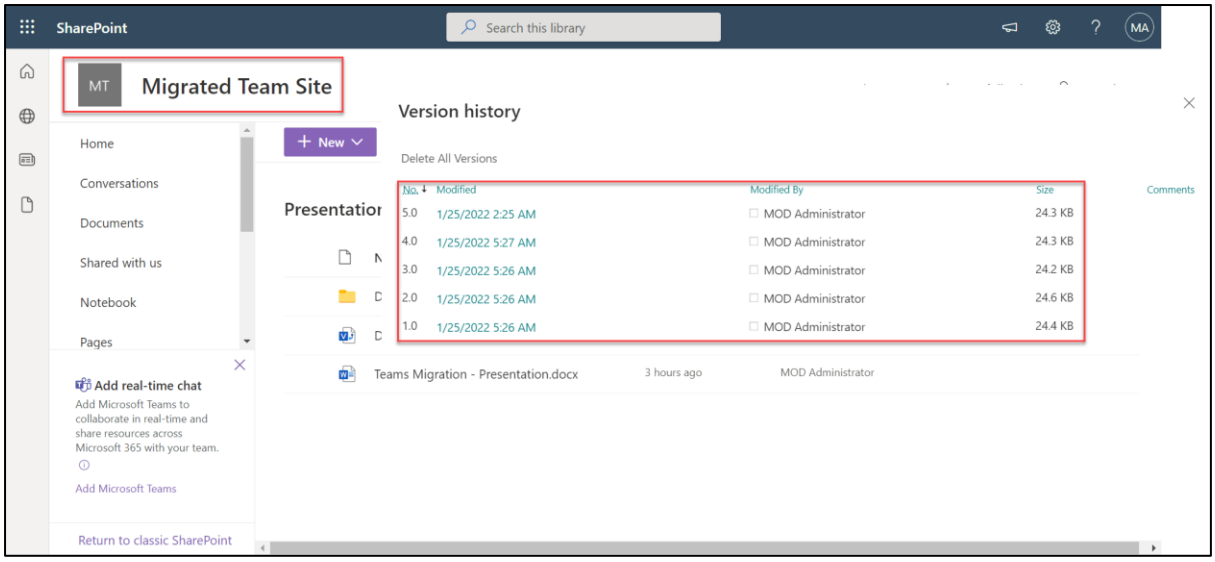


Version history

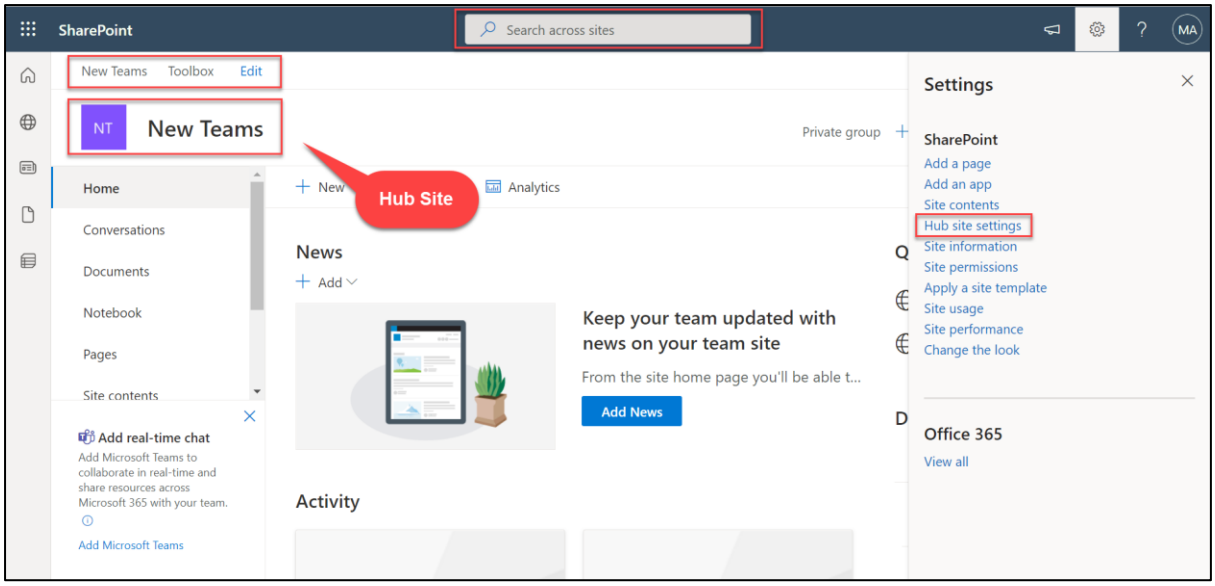
Source

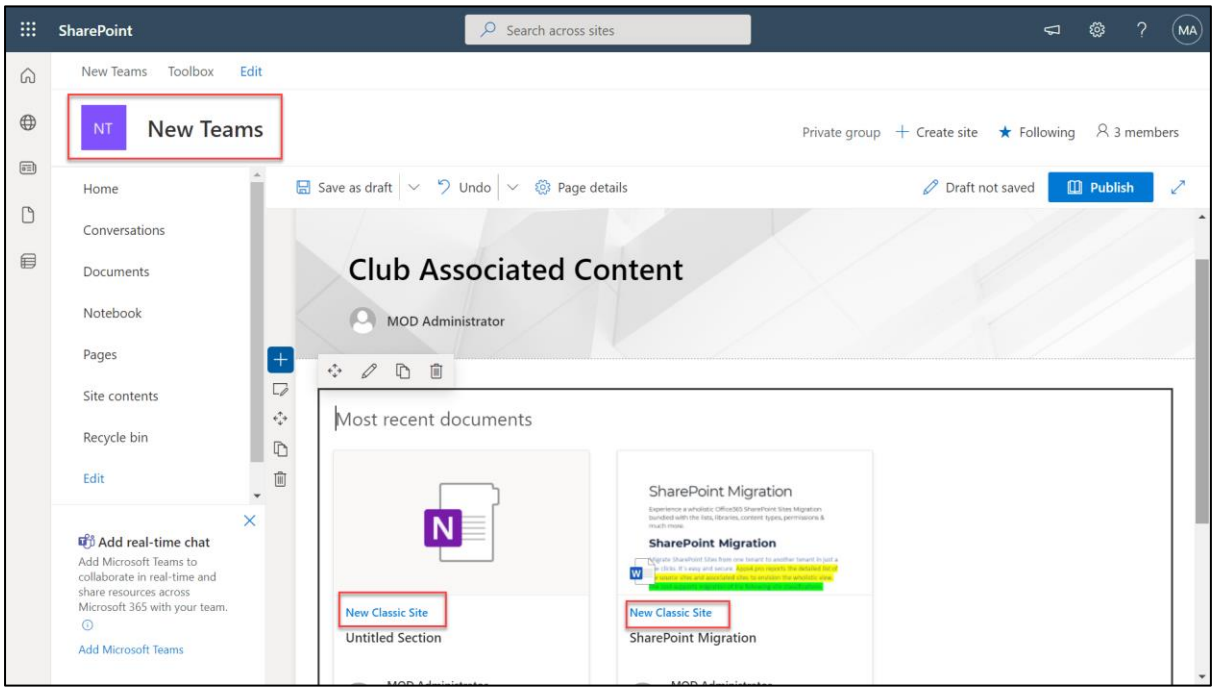


Target

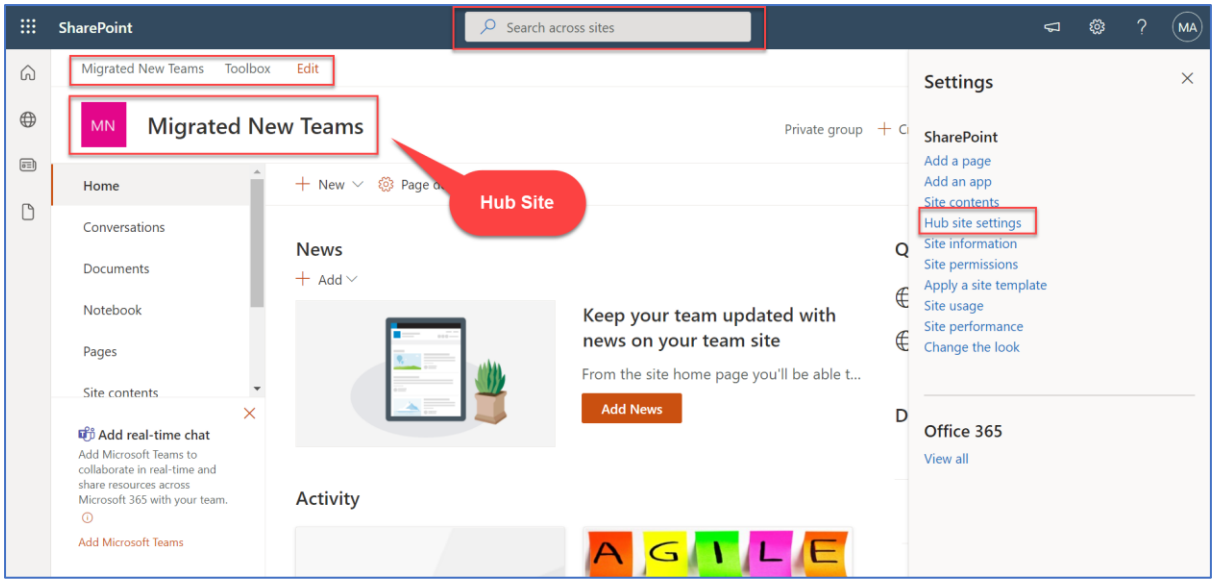


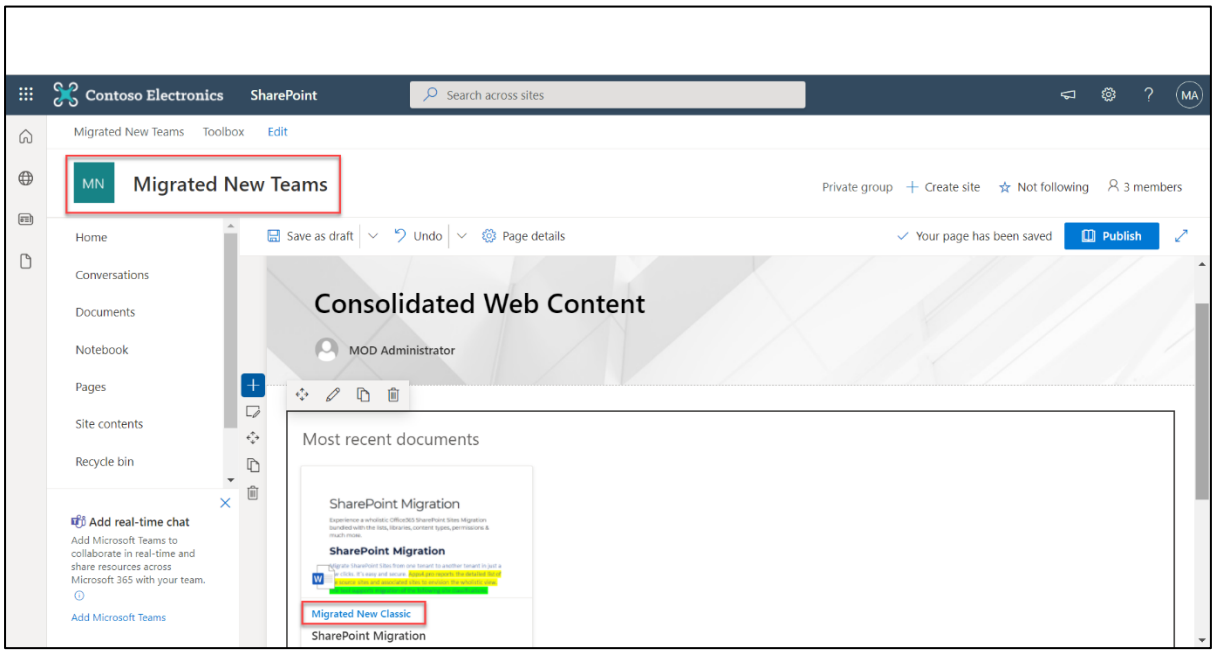
Hub Site - Source



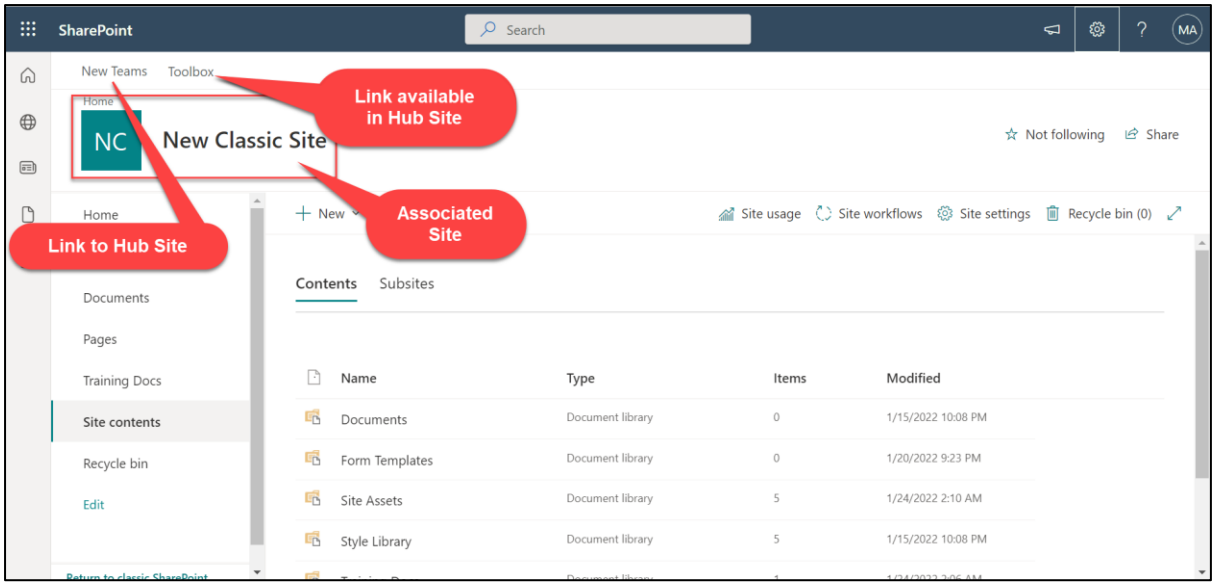


Hub Site - Target

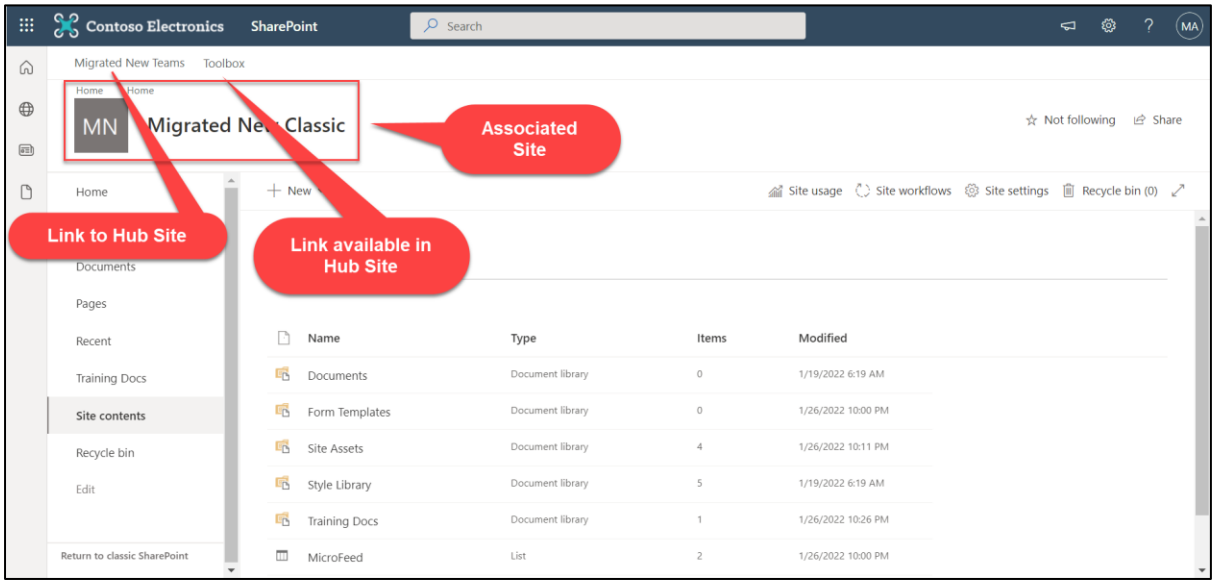




Associated Site - Source

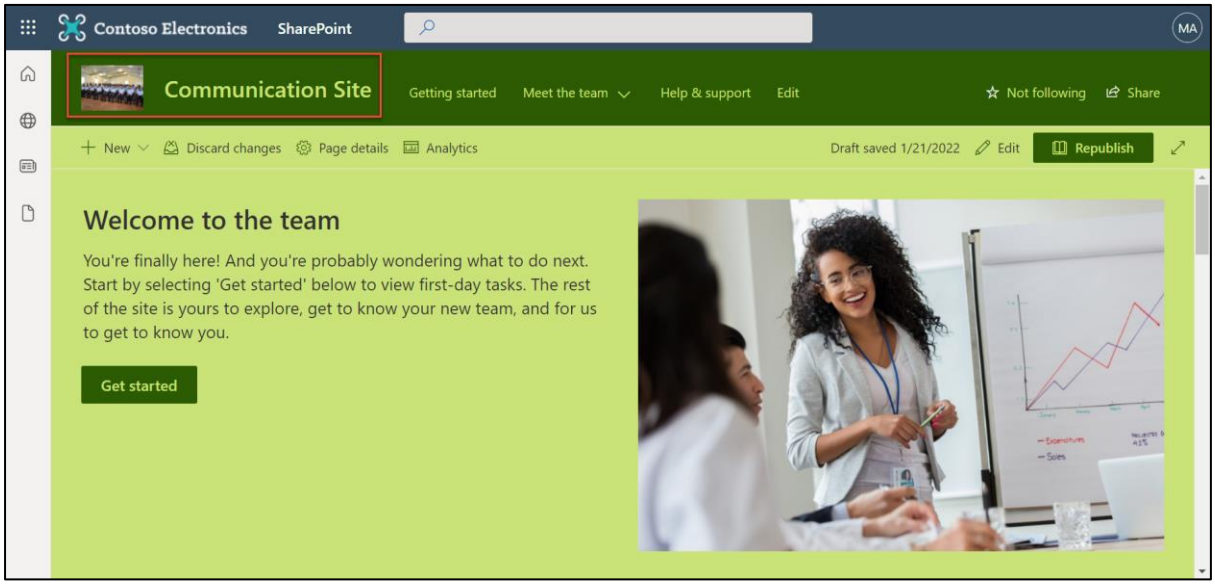


Associated Site – Target

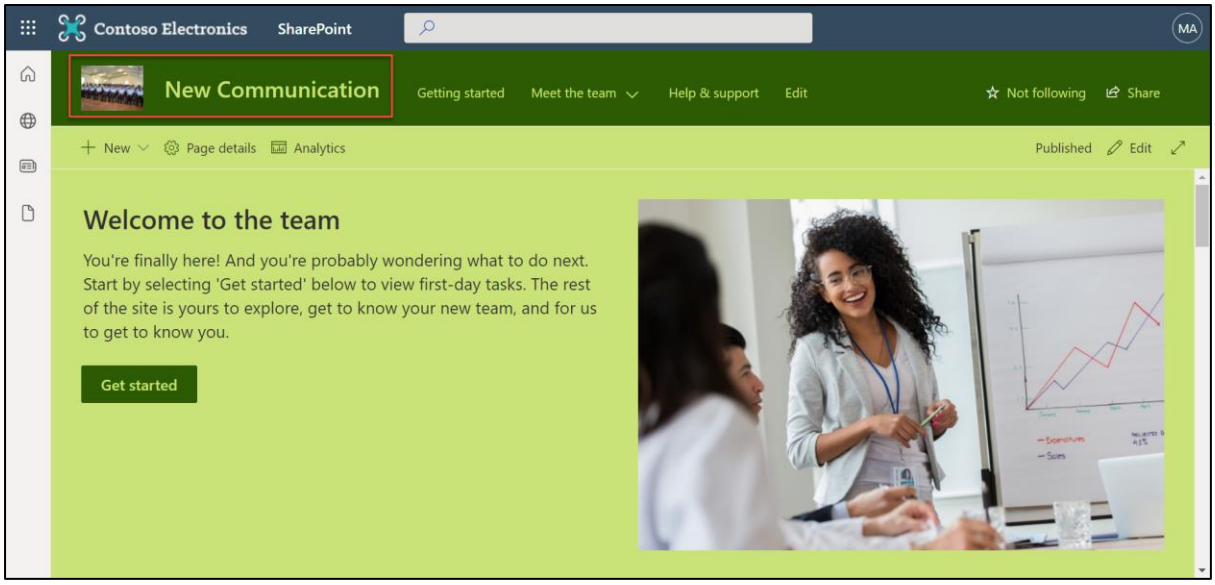


Logo & Theme

Source

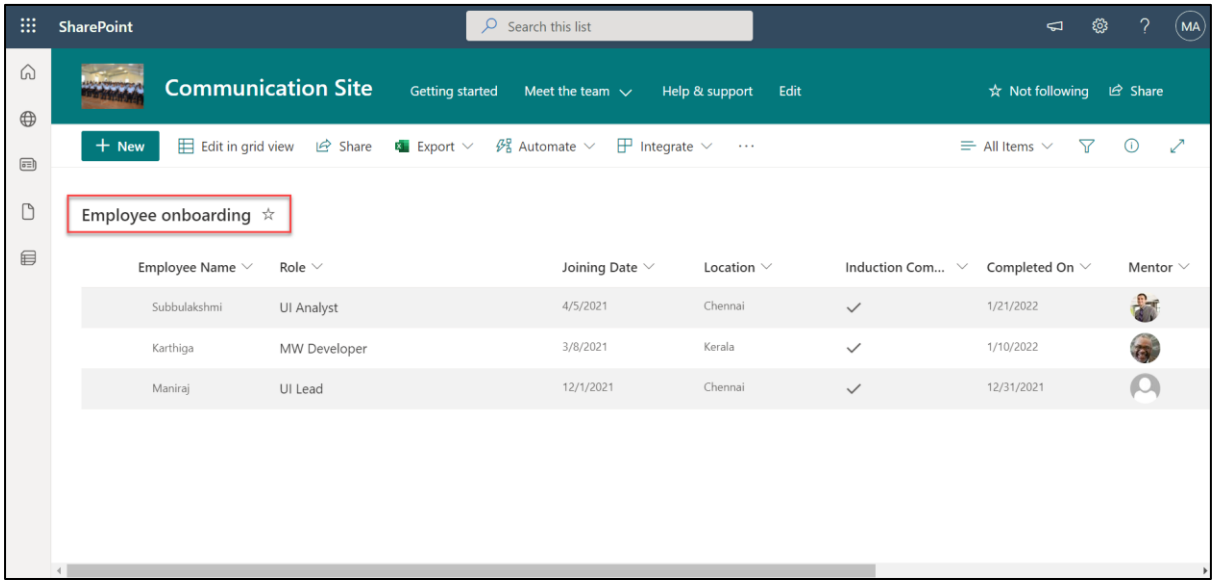


Target

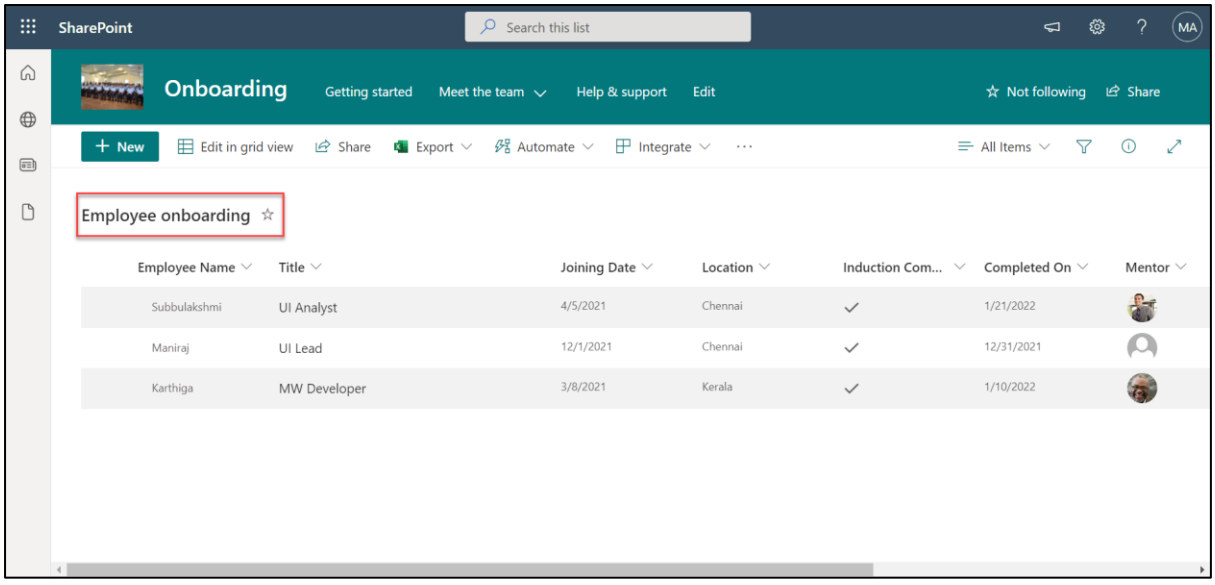


List

Source

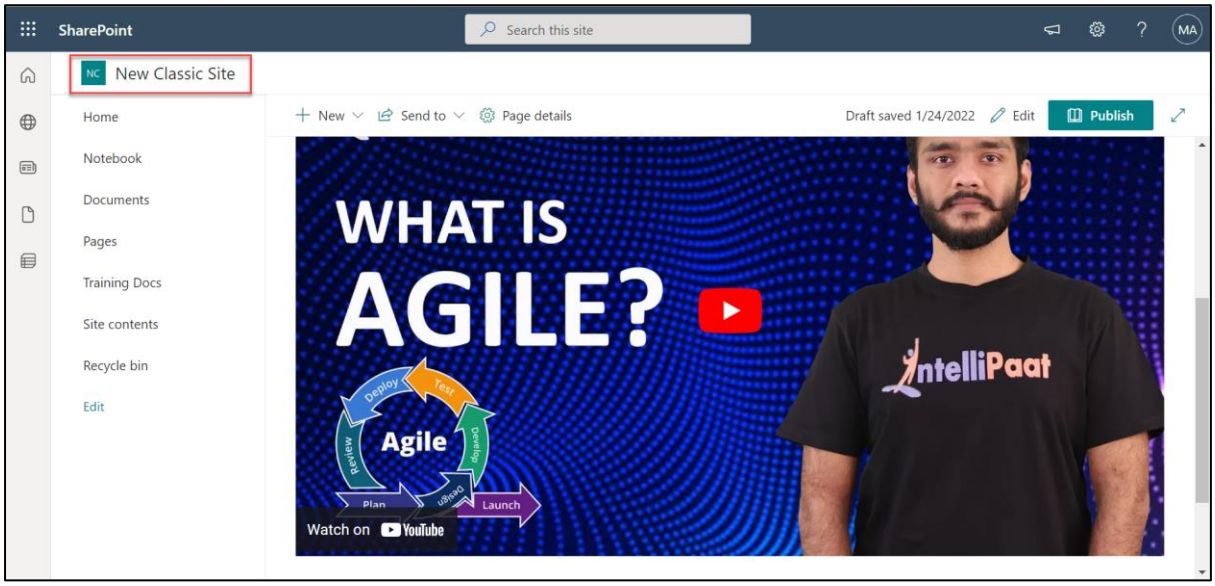


Target

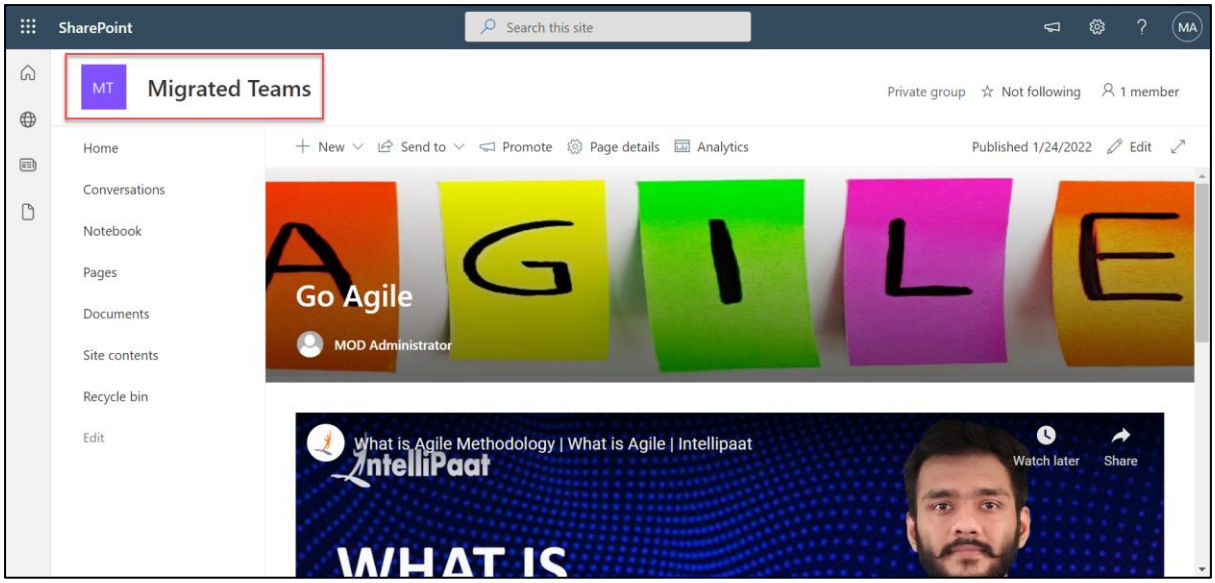


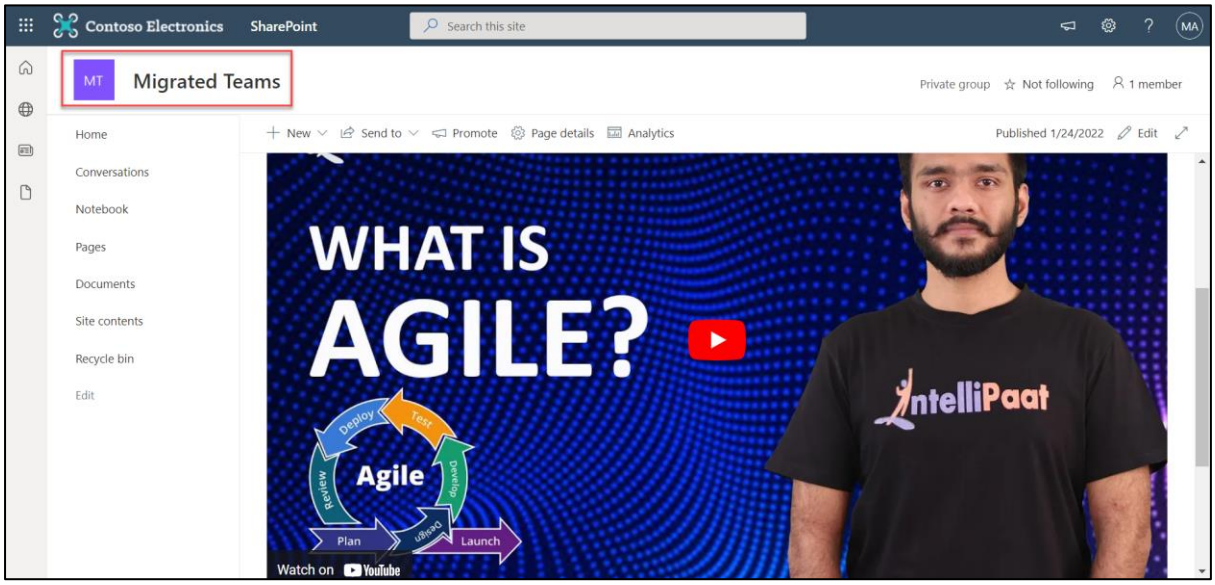
Page Content

Source



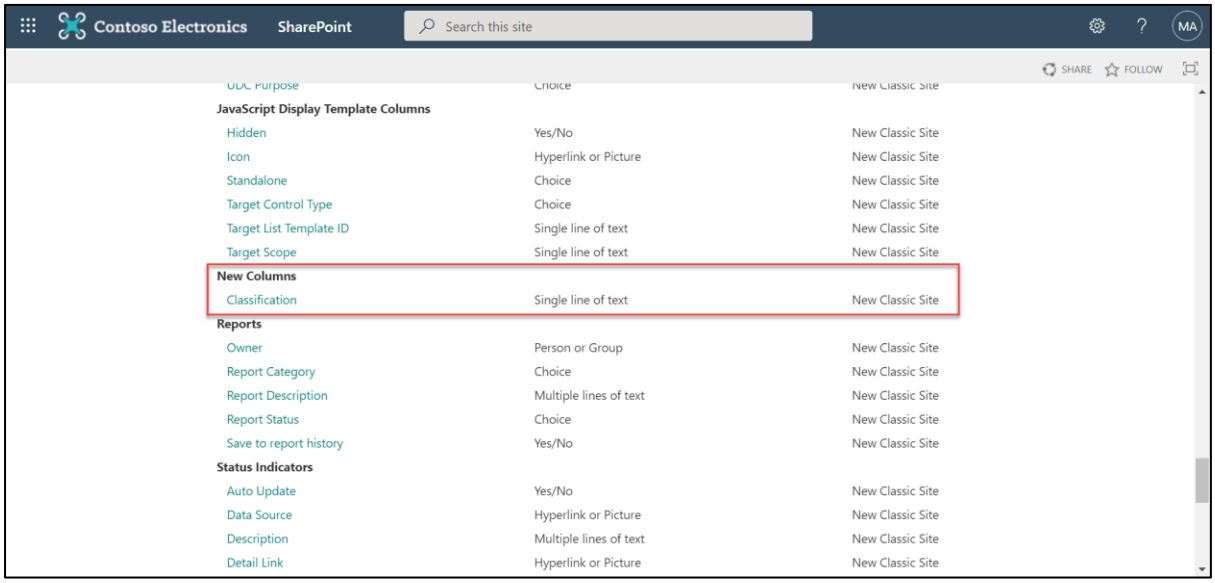
Target


SharePoint
Search this site
MA
MT
Migrated Teams
Private group
Not following
1 member
Home
Conversations
Notebook
Pages
Documents
Site contents
Recycle bin
Edit
New
Send to
Promote
Page details
Analytics
Published 1/24/2022
Edit
Go Agile
MOD Administrator
What is Agile Methodology | What is Agile | Intellipaat
Watch later
Share
WHAT IS

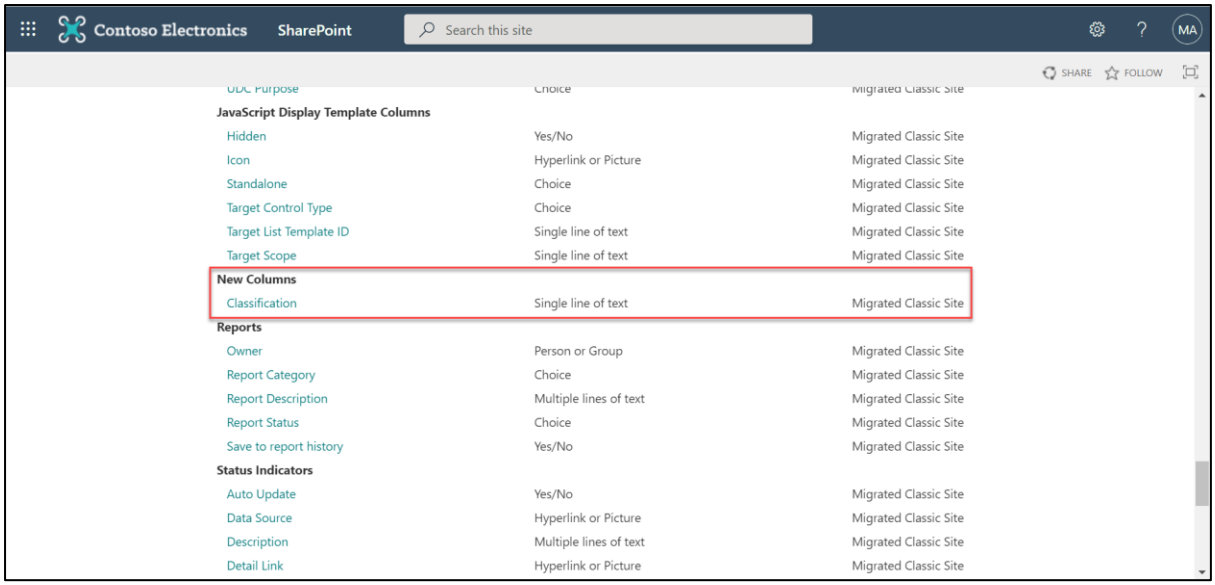

Contoso Electronics
SharePoint
Search this site
MA
MT
Migrated Teams
Private group
Not following
1 member
Home
Conversations
Notebook
Pages
Documents
Site contents
Recycle bin
Edit
New
Send to
Promote
Page details
Analytics
Published 1/24/2022
Edit
WHAT IS
AGILE?
Agile
Plan
Design
Develop
Test
Deploy
Review
Launch
IntelliPaat
Watch on YouTube

New Column

Source

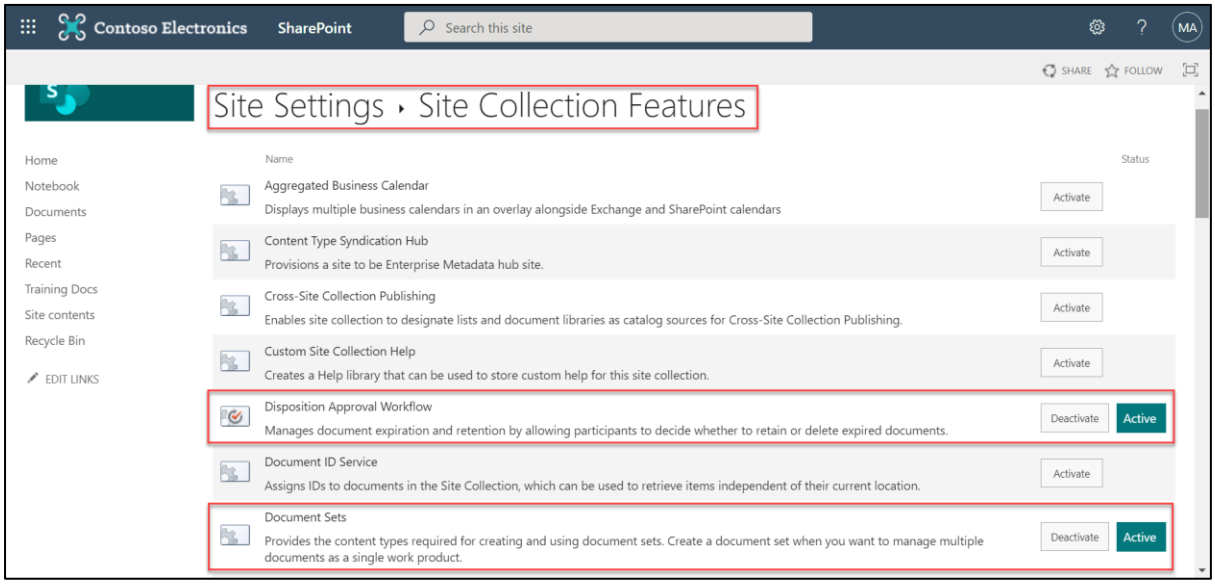


Target

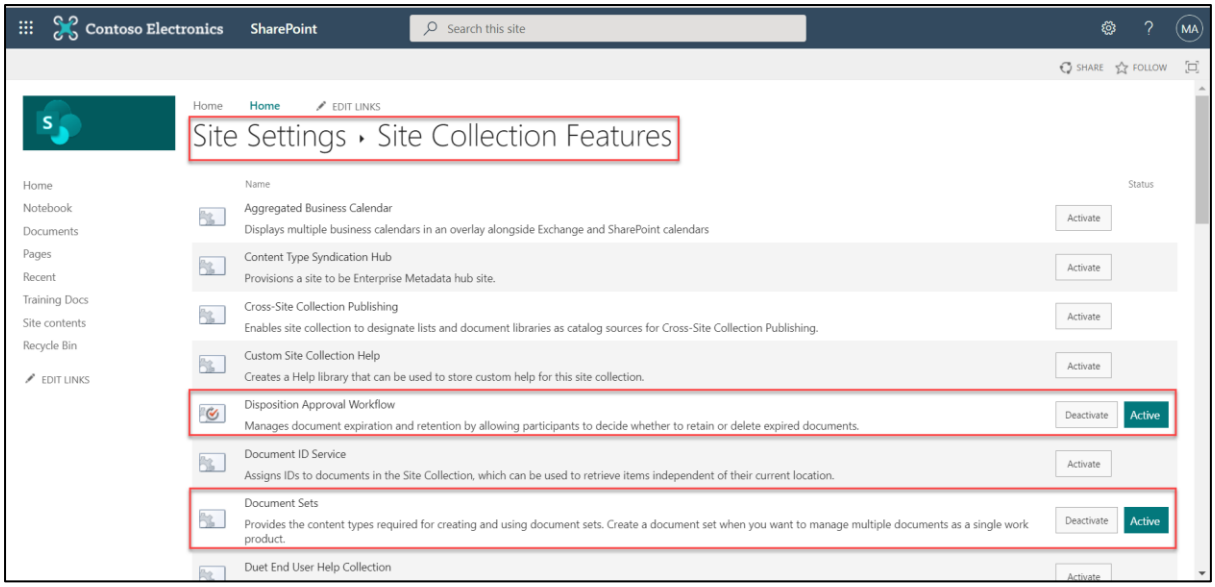


Site Collection Features

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*.

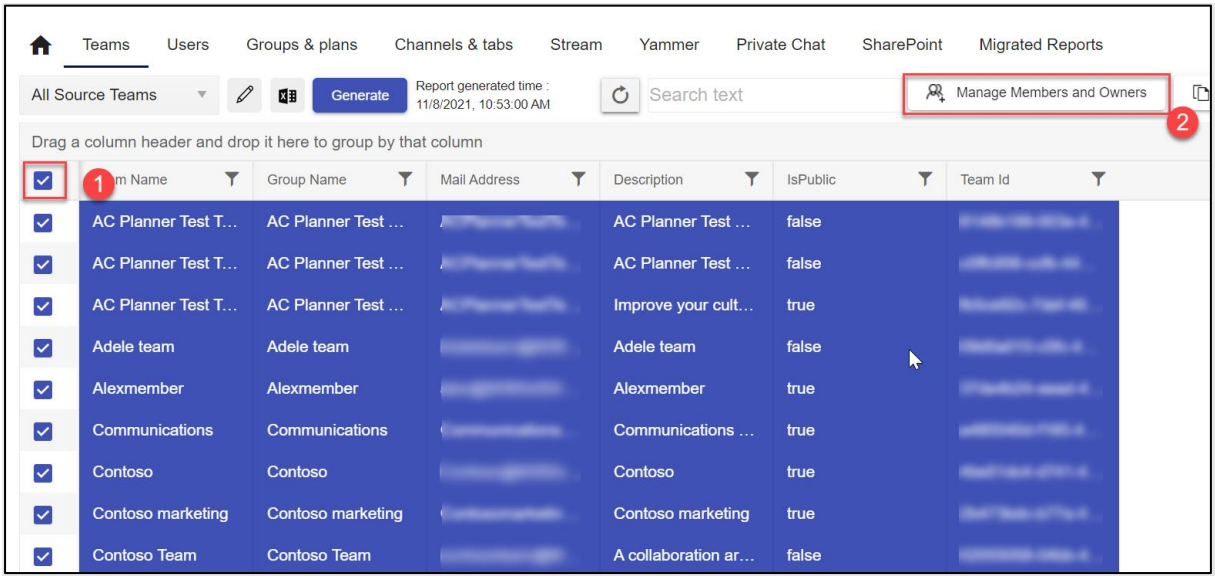
Mapping : Application User Mapping

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

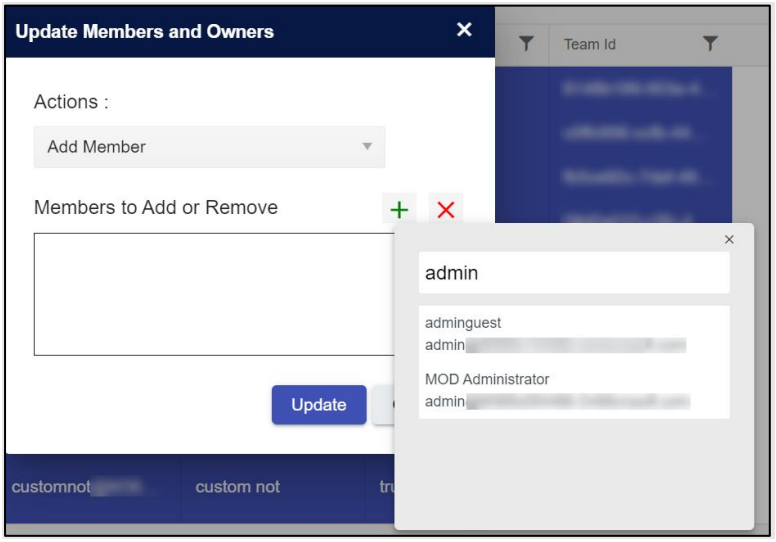
Step 2 : How to Add 'Source Connector Account' as a member of the Teams

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.

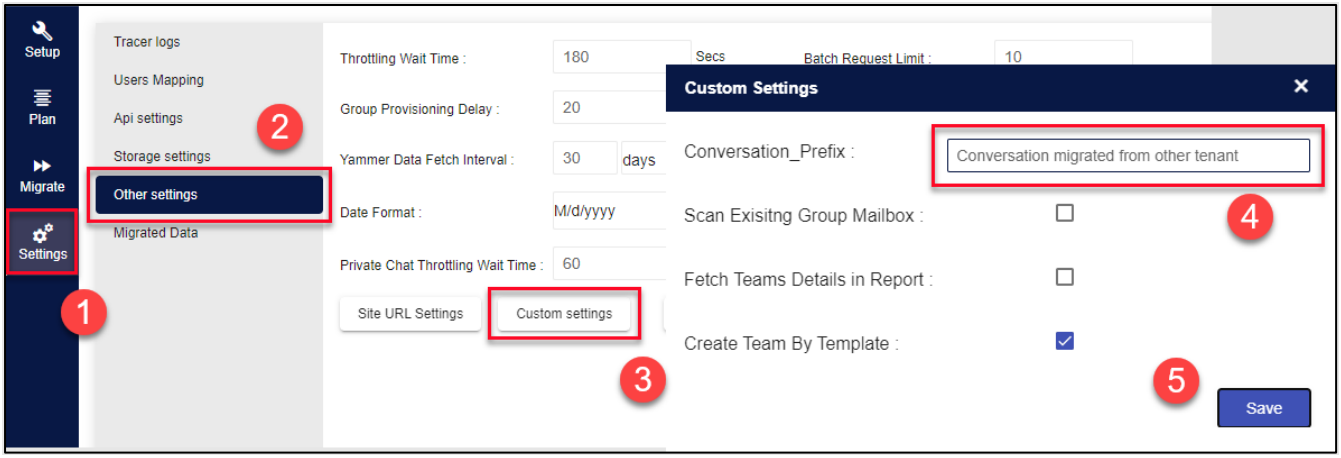


4. Results are shown on if the ‘Source Connector’ is added to the selected teams.

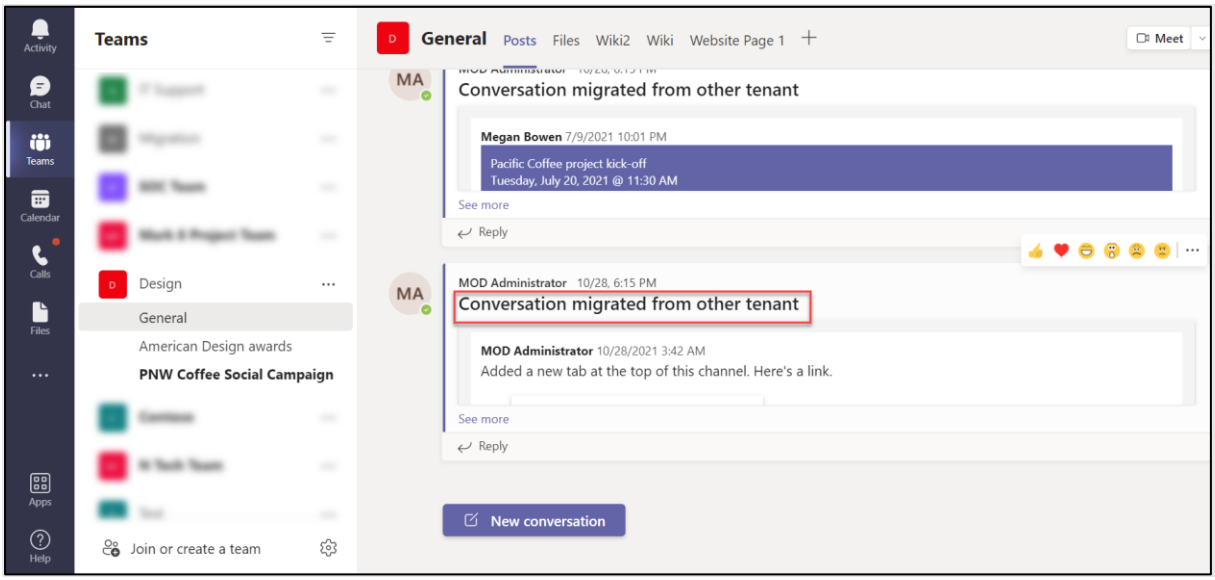
Step 3 : Additional Settings

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.

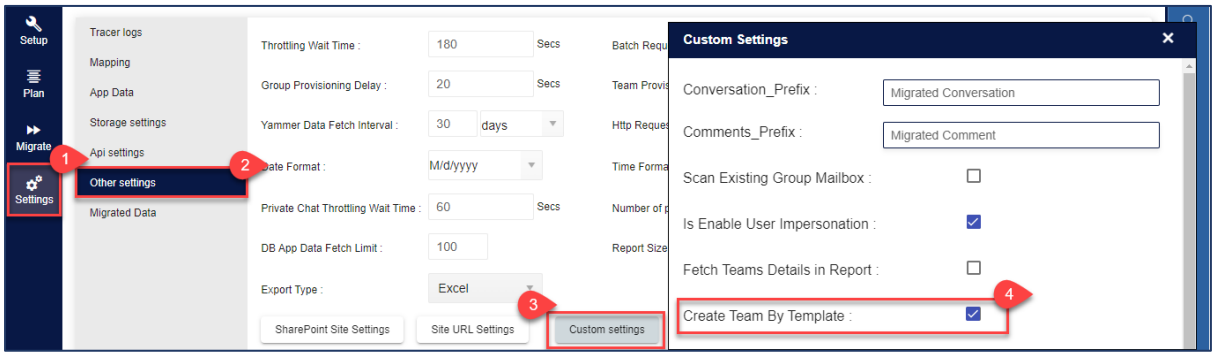


The prefix will be appended before each conversation as below in the target tenant



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.

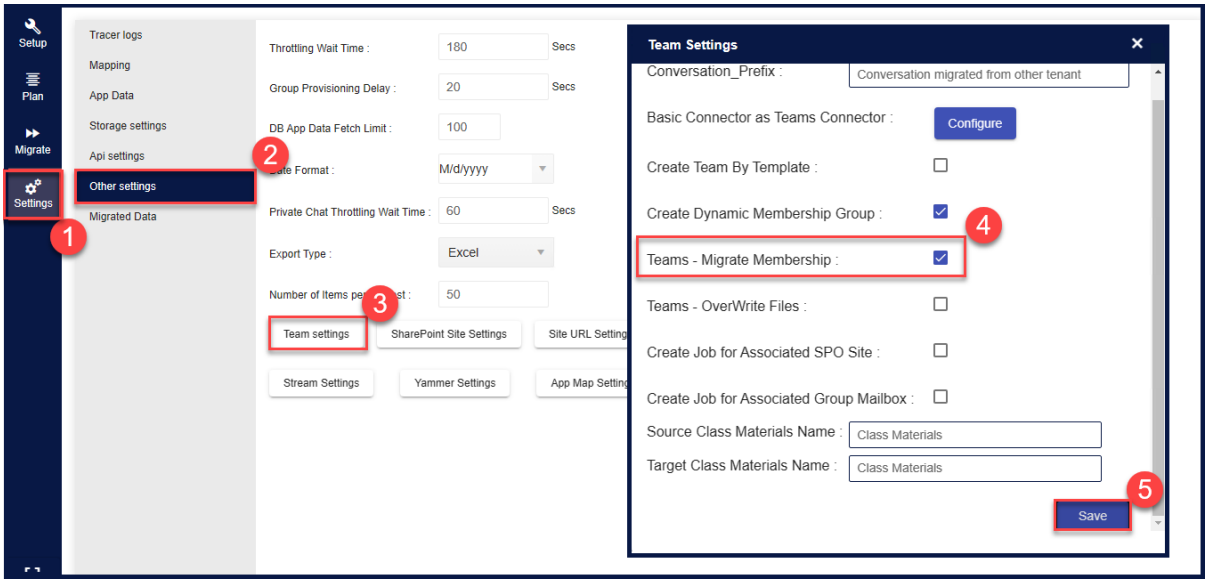


3. Enable "Migrate Membership" [OPTIONAL]

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

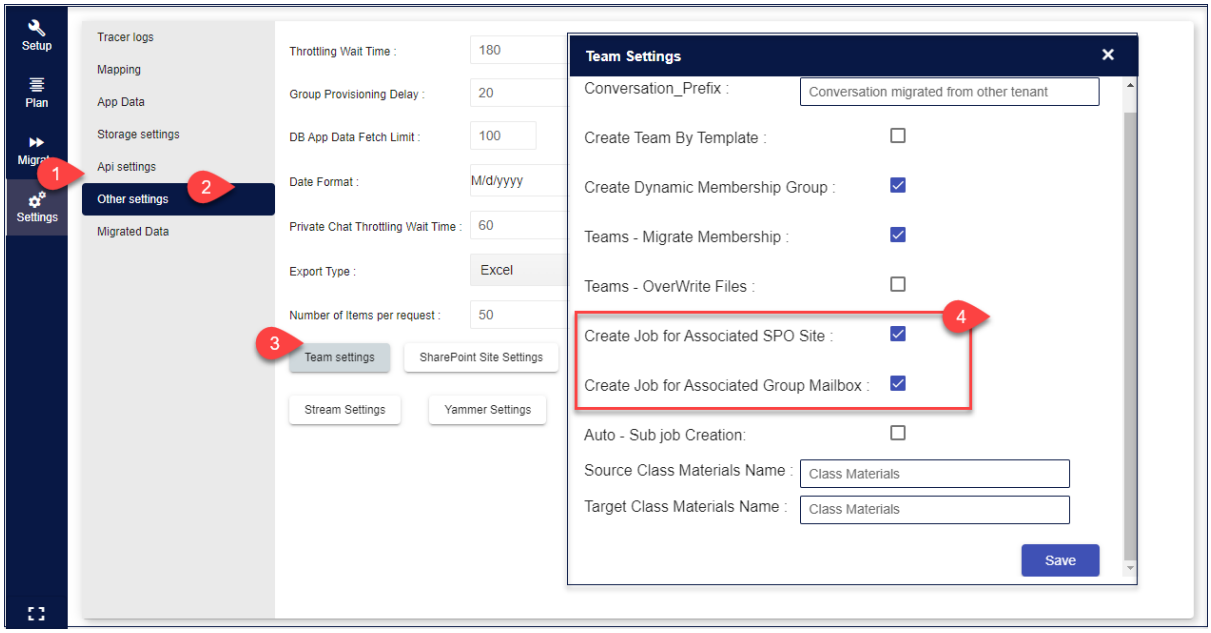
- Enable the option "Teams – Migrate Membership"
- **Retry the same job** created for Migration



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.

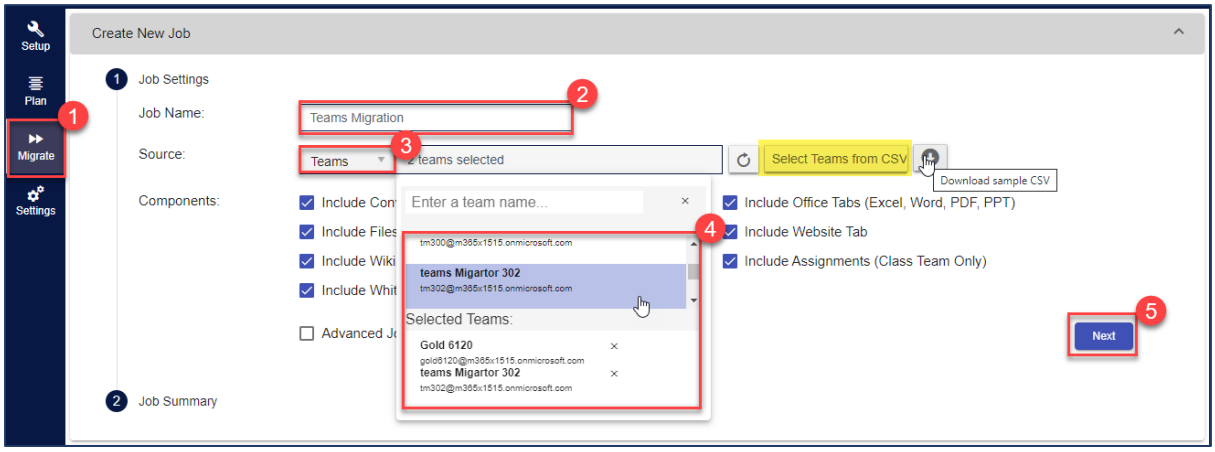
Providing the team Id ensures to pick the right team when there are multiple teams with the same name.

Sample CSV :

SourceTeamName	SourceTeamId	TargetTeamName	TargetTeamId	TargetTeamMailNickName	MigrateTeamSettings	MigrateTeamUsers
All Company	4c82aeda-f296-43a9-a80a-c7892	All Company			Yes	Yes
Analysis	4918c791-3b78-4353-8ad2-41f2(	Analysis-01		Analysis	Yes	Yes
Apps4Pro Products	73de47bc-ac48-41ea-b45d-740a	Apps4Pro Products	b1fbf564-b8a9-47f2-94c0-316a7b		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)

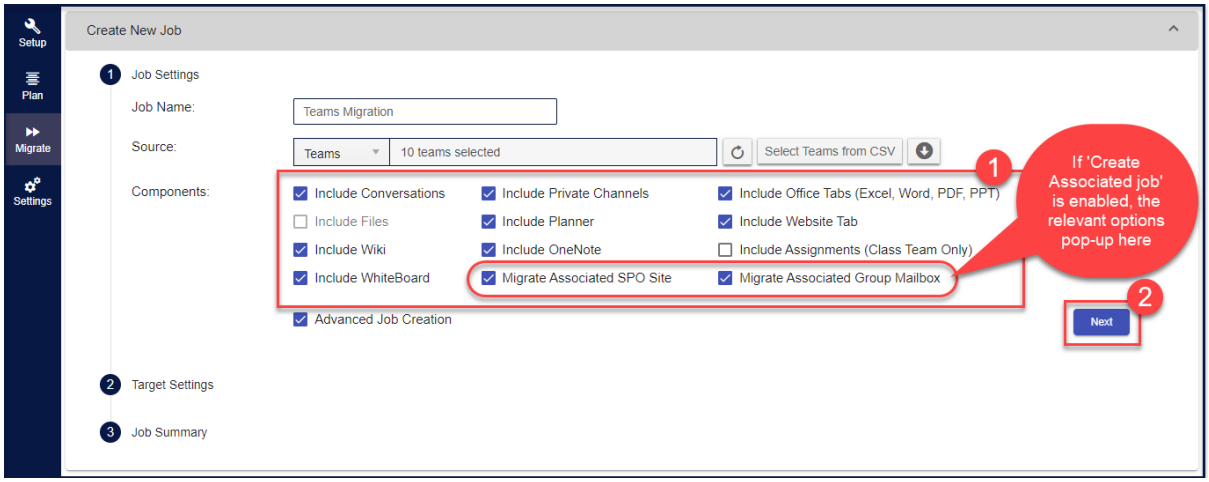


2. Select other options : Choose the other options whether the team migration process includes Conversations, Files, Private Channels, OneNote tab, Wiki tab, Planner tab, Office tab, Website tab, Whiteboard tab and Class Assignments(in case of an Education Tenant).

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.

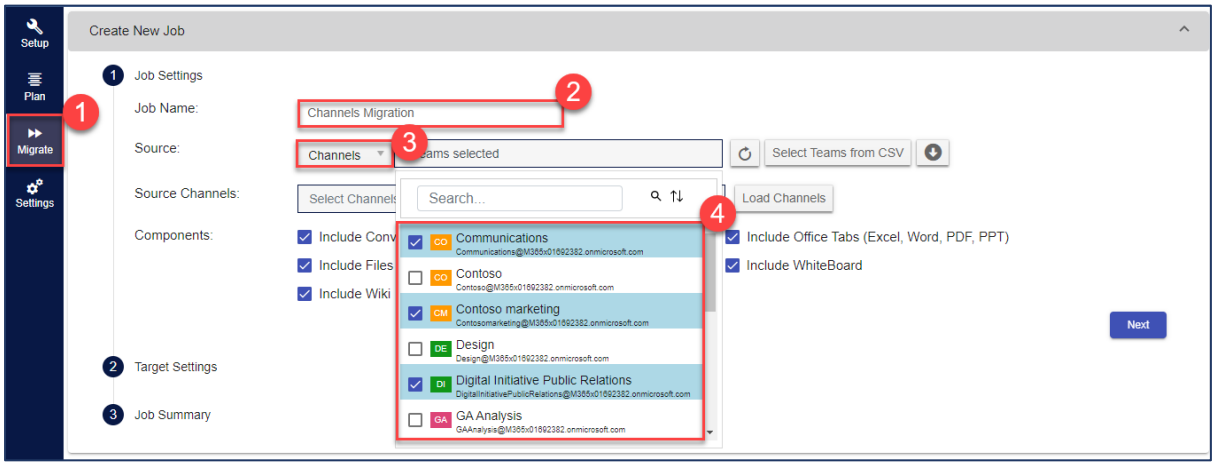
Advanced Job Creation :

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.

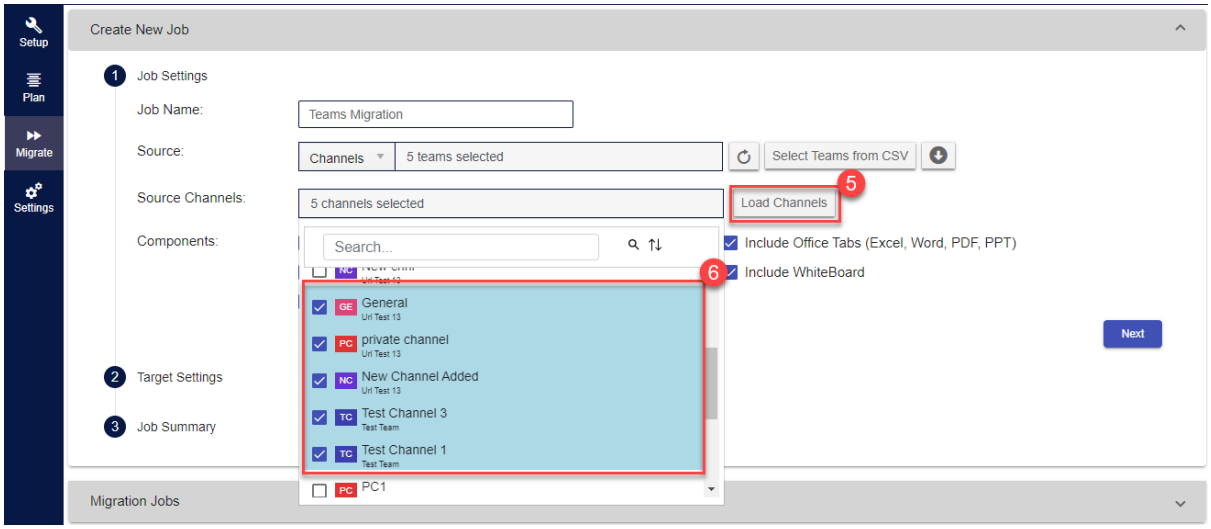


4) Channels as Source : You can choose the required source tenant channels(s) as below.

1. Select required teams

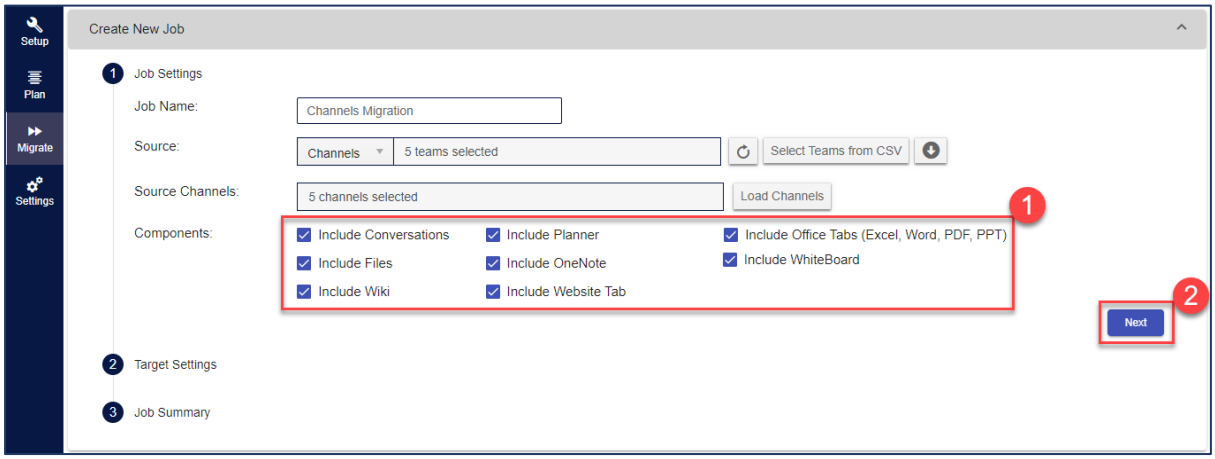


2. Select required channels



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.



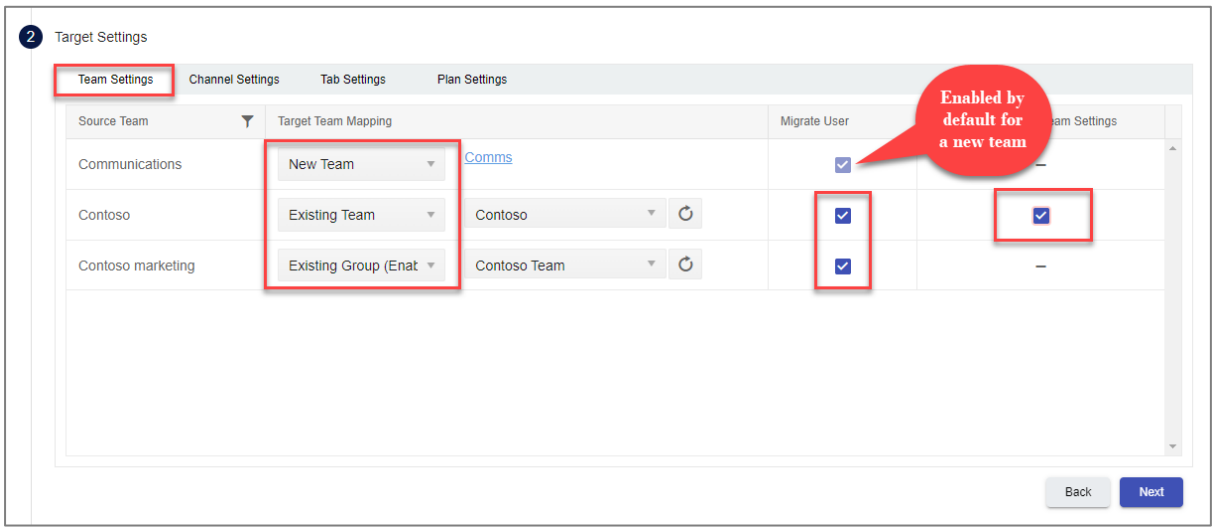
Step 5 : Target Settings

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.

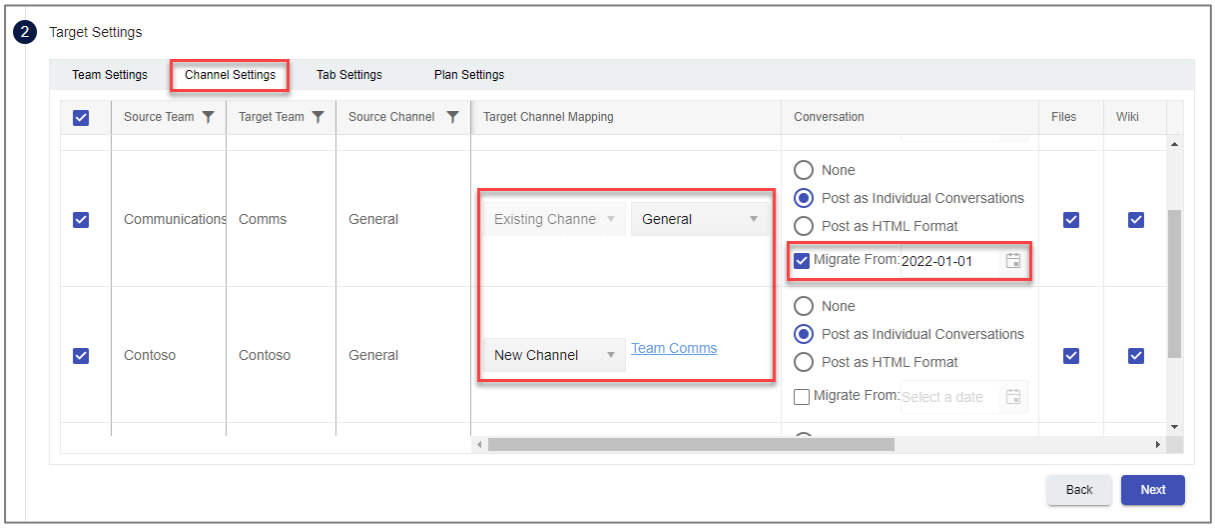
Migrate User : When migrating to an existing team / group, one can choose to migrate the additional members by enabling this option.



Channel Settings

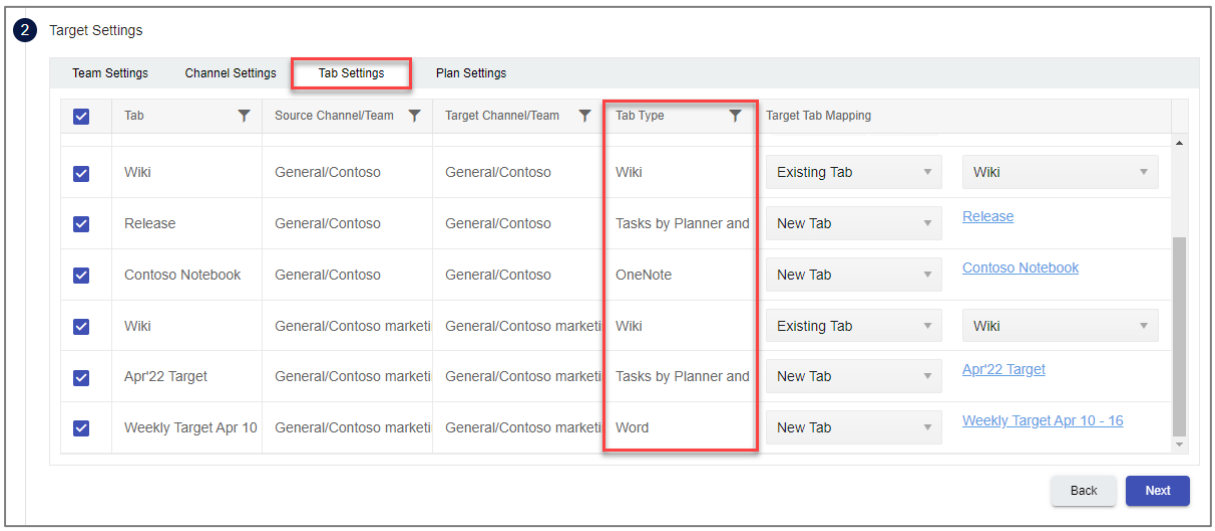
Under Channel Settings tab, you can choose required channels to migrate and required components to be migrated along with channels. For existing target team, you can choose to migrate channel details either to a new channel or an already existing target channel.

You can even migrate conversations starting from a particular date.



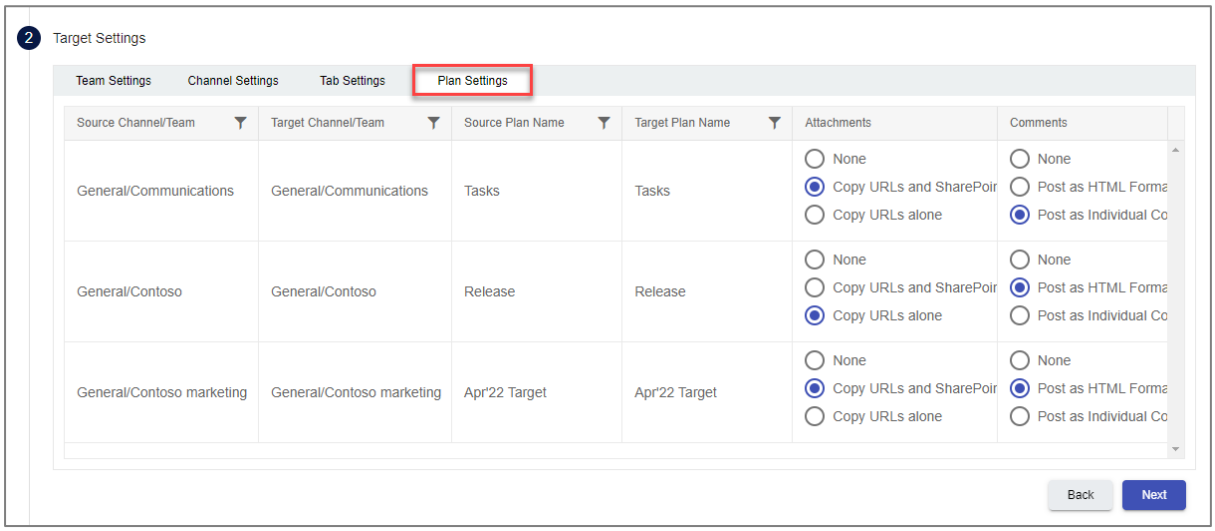
Tab Settings

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

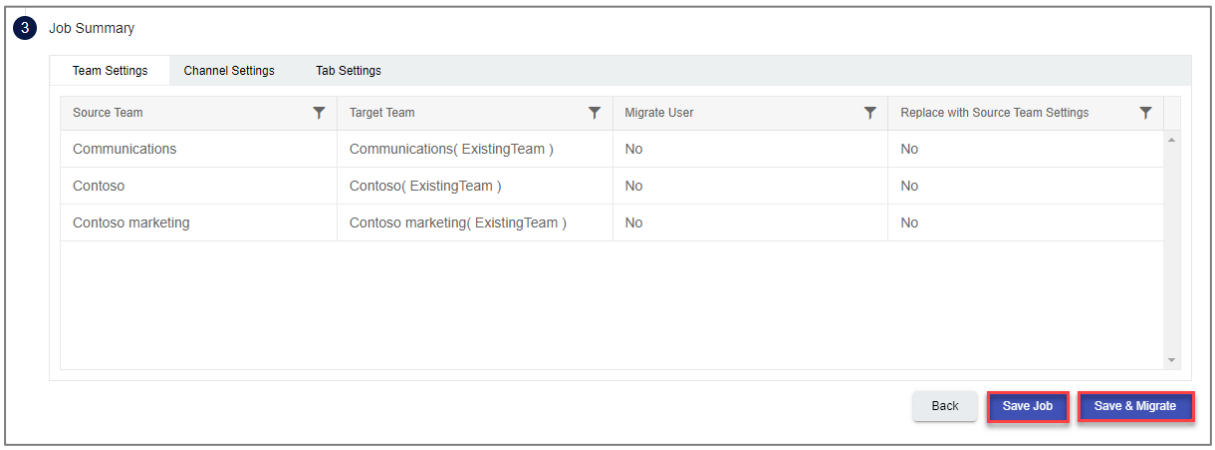
Under Plan Settings tab, it lists the plans available in the selected teams, and you can select the format of the planner task attachments and comments.



Step 6 : Job Summary

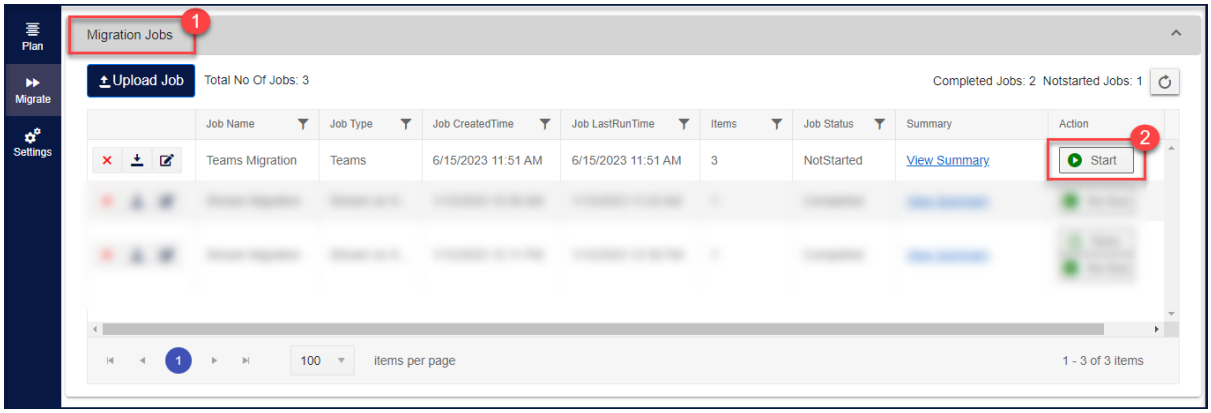
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options :

- 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.

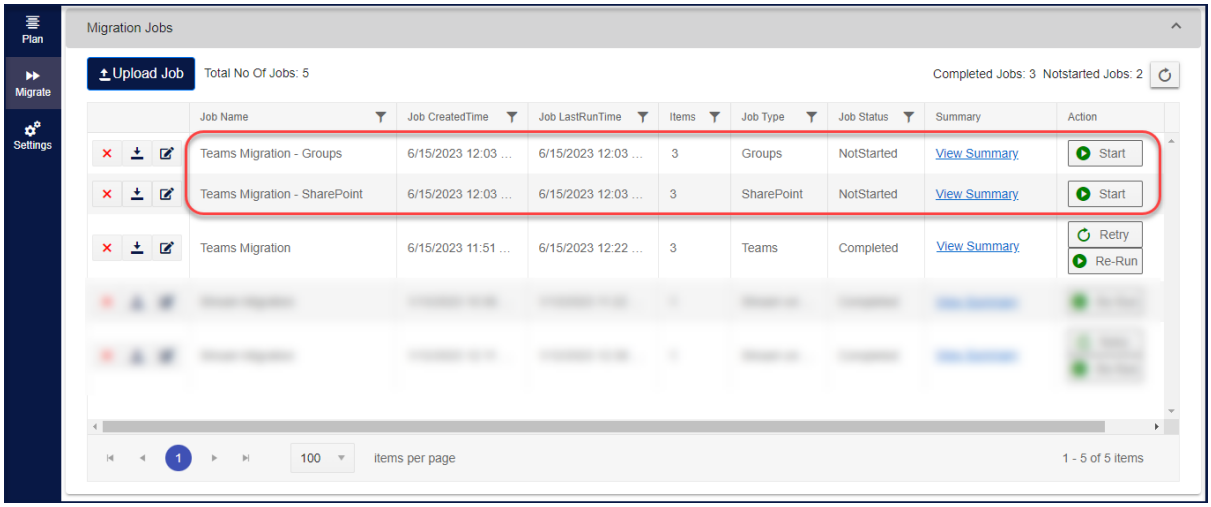


If **'Create Associated job'** setting is enabled

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.

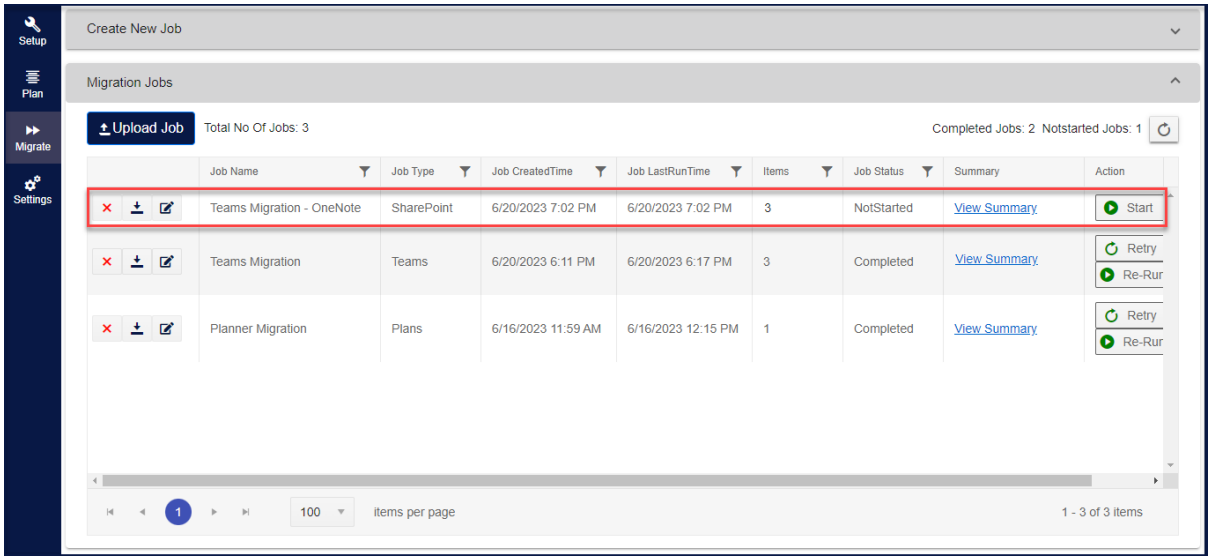
You can very well execute these Team associated SharePoint & Groups jobs parallelly.

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



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

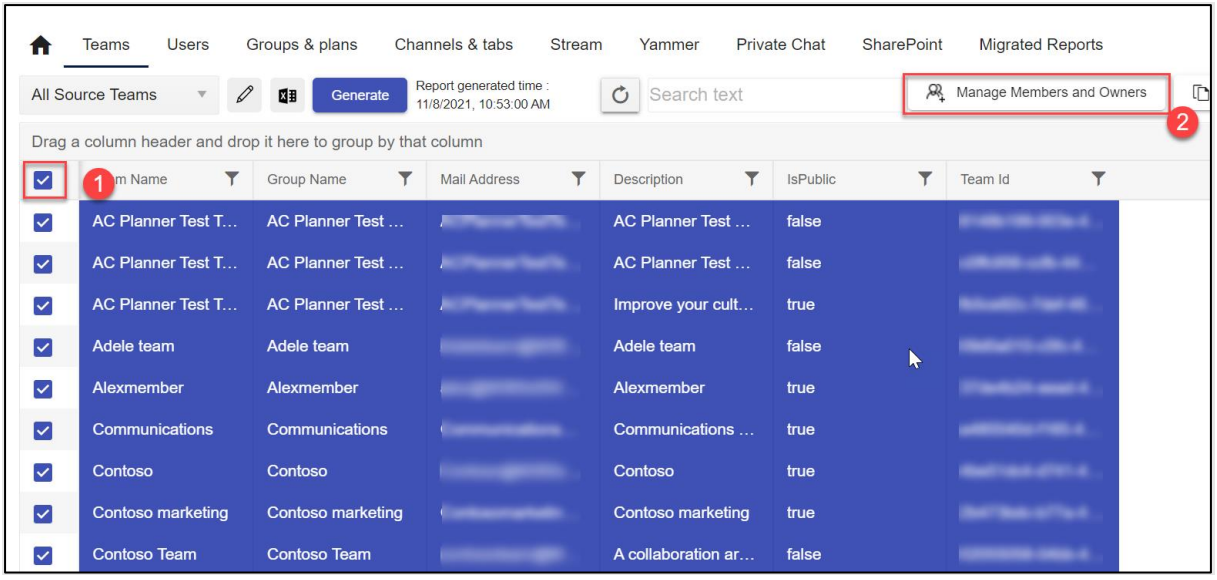
Part of Teams Migration, only the OneNote tab is created. The OneNote content is migrated separately part of an auto-generated OneNote job, post the Team job is completed. You have to execute the auto-generated job, to get your OneNote content migrated.



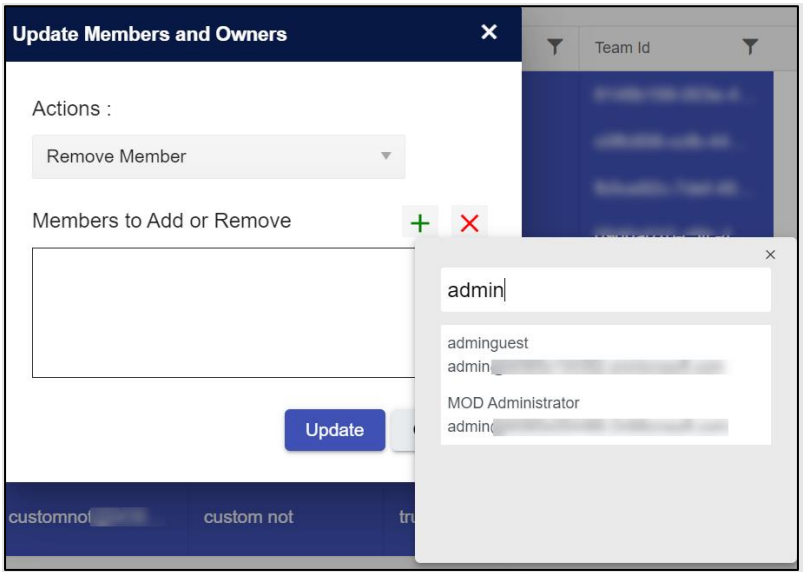
Step 7 : How to Remove 'Source Connector Account' from the Migrated Teams

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.

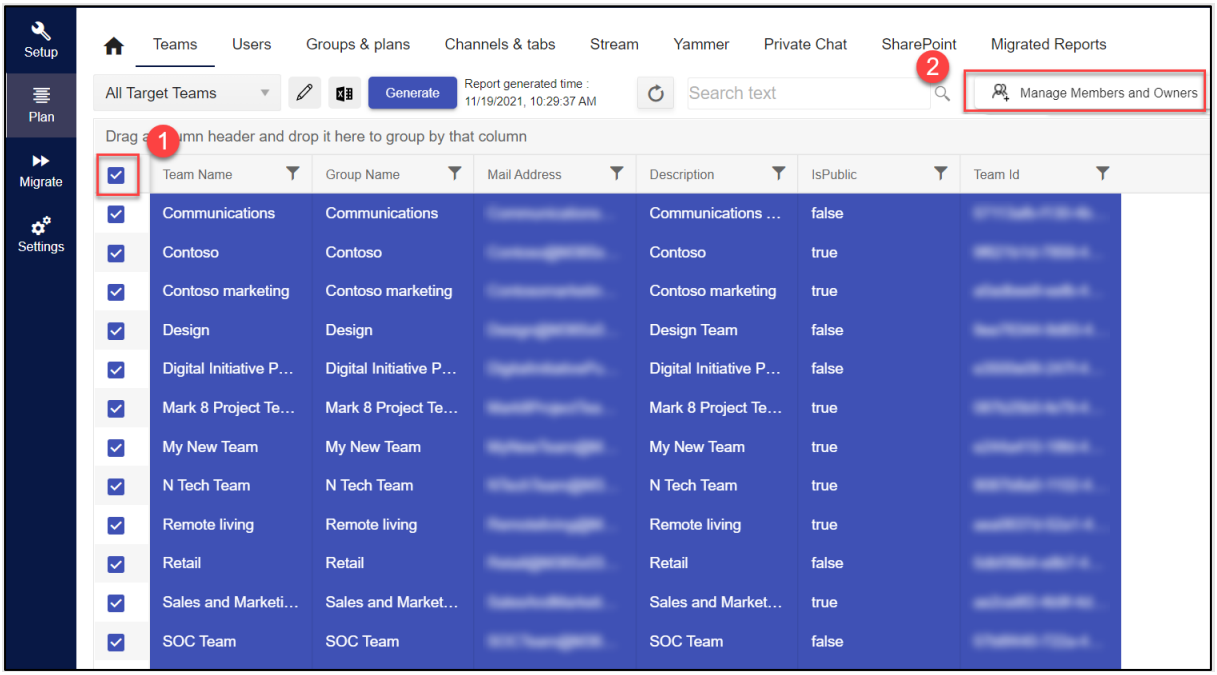


4. Results are shown on if the ‘Source Connector’ is removed from the selected teams.

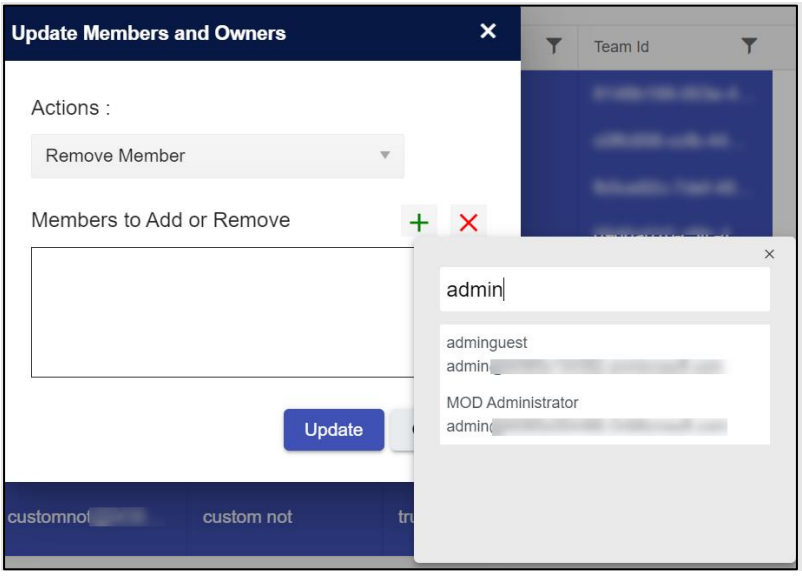
Step 8 : How to Remove ‘Target Connector Account’ from the Migrated Teams

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.



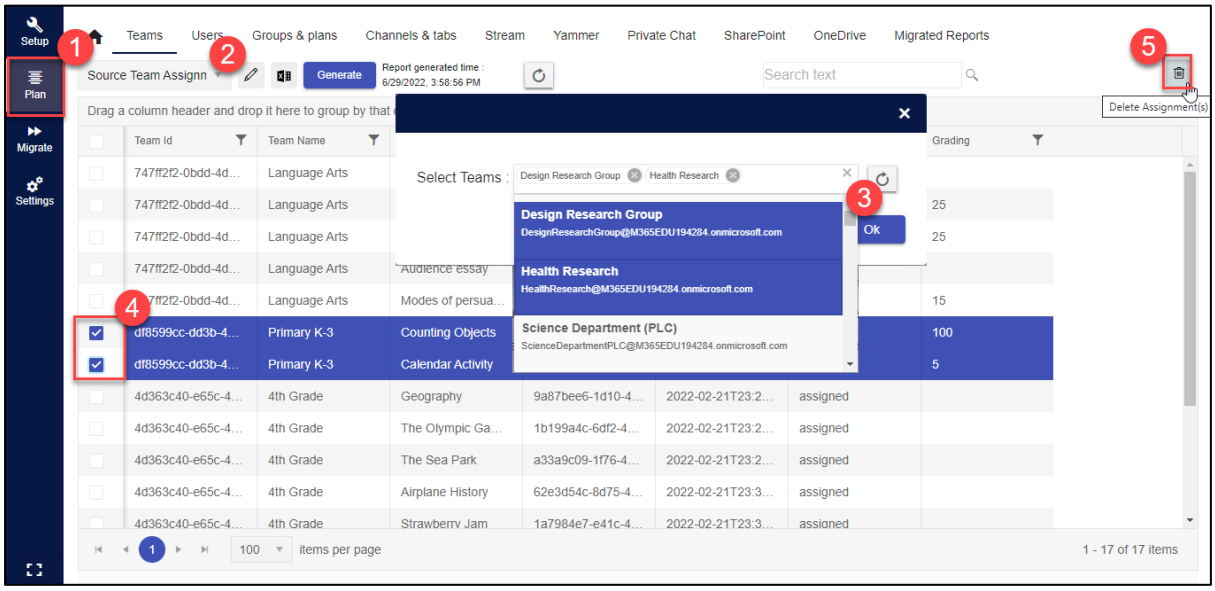
3. On clicking “Manage Members and Owners”, below pop-up appears.
    a. Choose ‘Remove Member’
    b. Choose the ‘Target Connector’ & Update.



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

How to delete ‘Assignments’ from a class Team

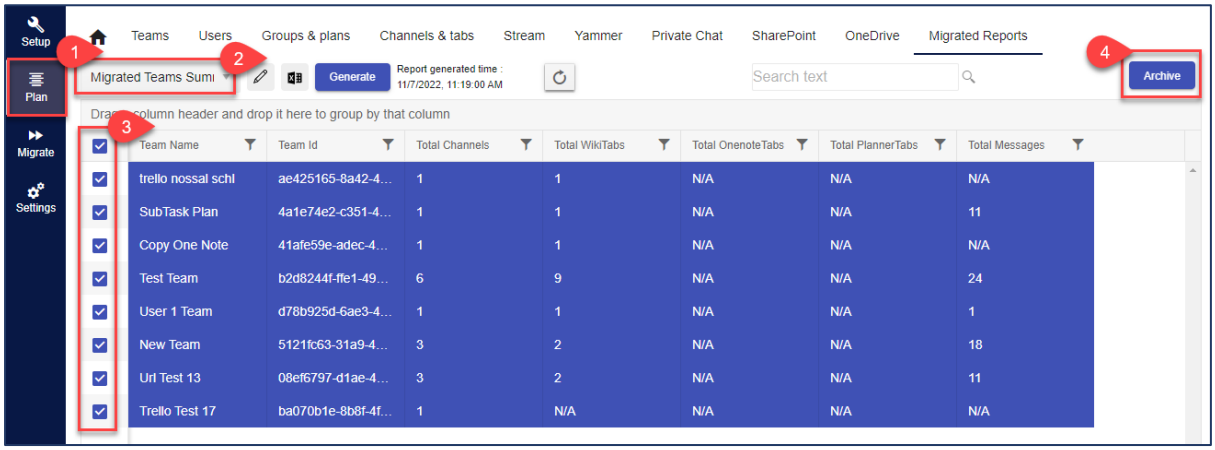
For an education tenant, our tool provides the capability to delete the assignments from a source / target class team. To achieve this, generate the Source Team Assignments / Target Team Assignments report from the Plan tab -> Teams. Then choose the teams, select the assignments to be deleted and click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



How to archive 'Source Teams' that are migrated

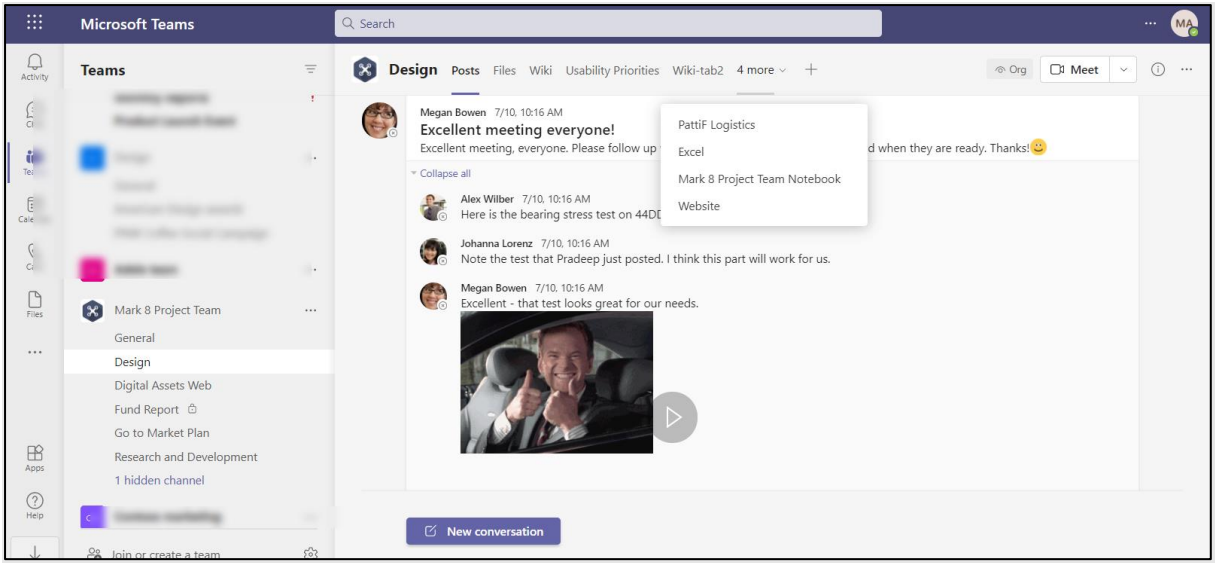
You can very well archive the Teams that has already been migrated via the tool. Please follow the below steps.

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**.

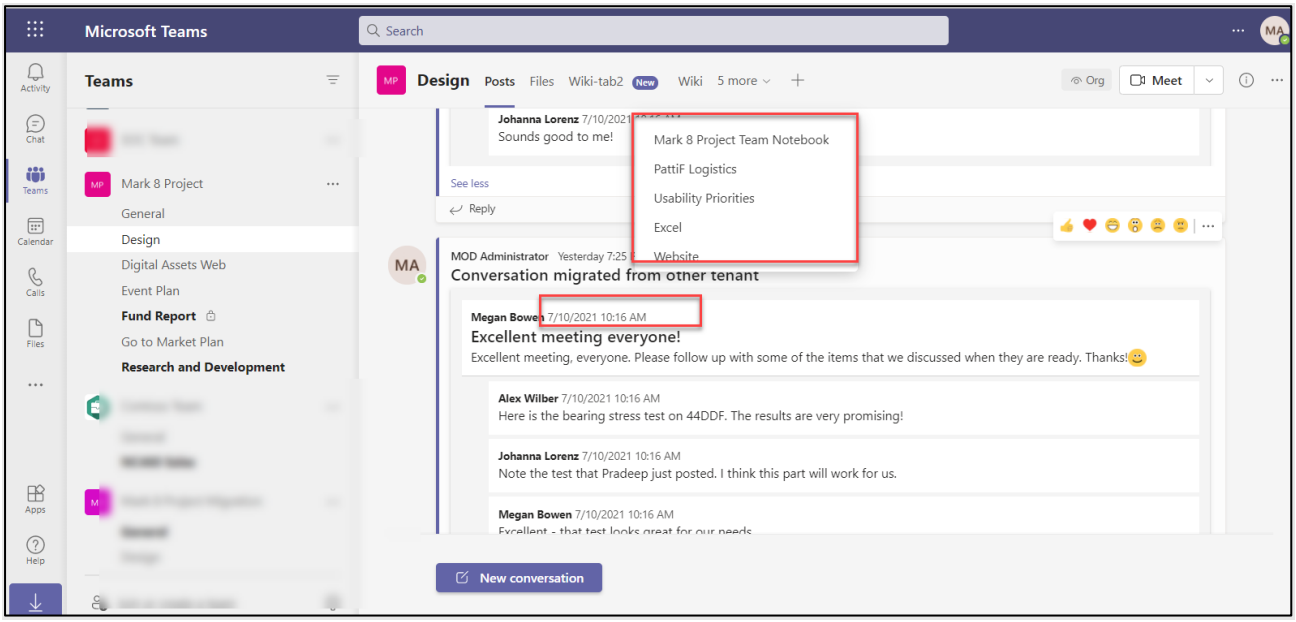


User Experience

Source:

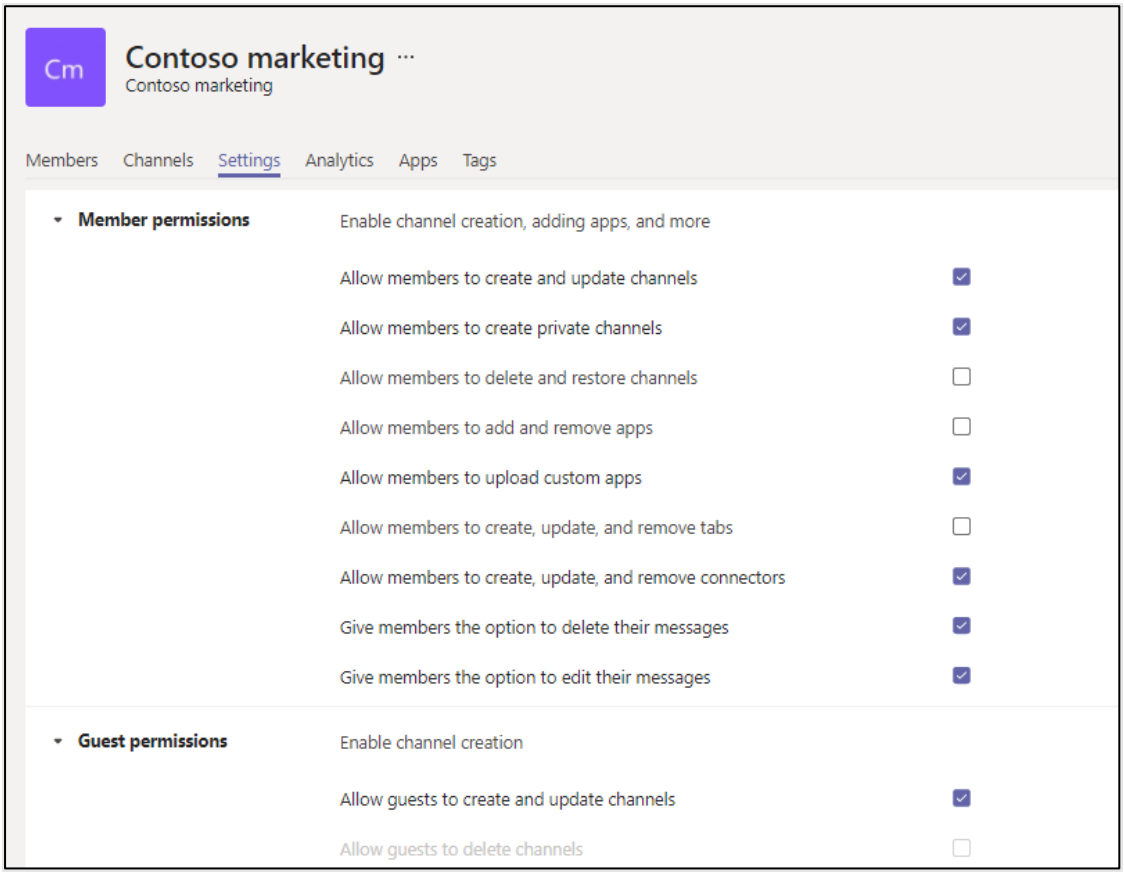


Target:

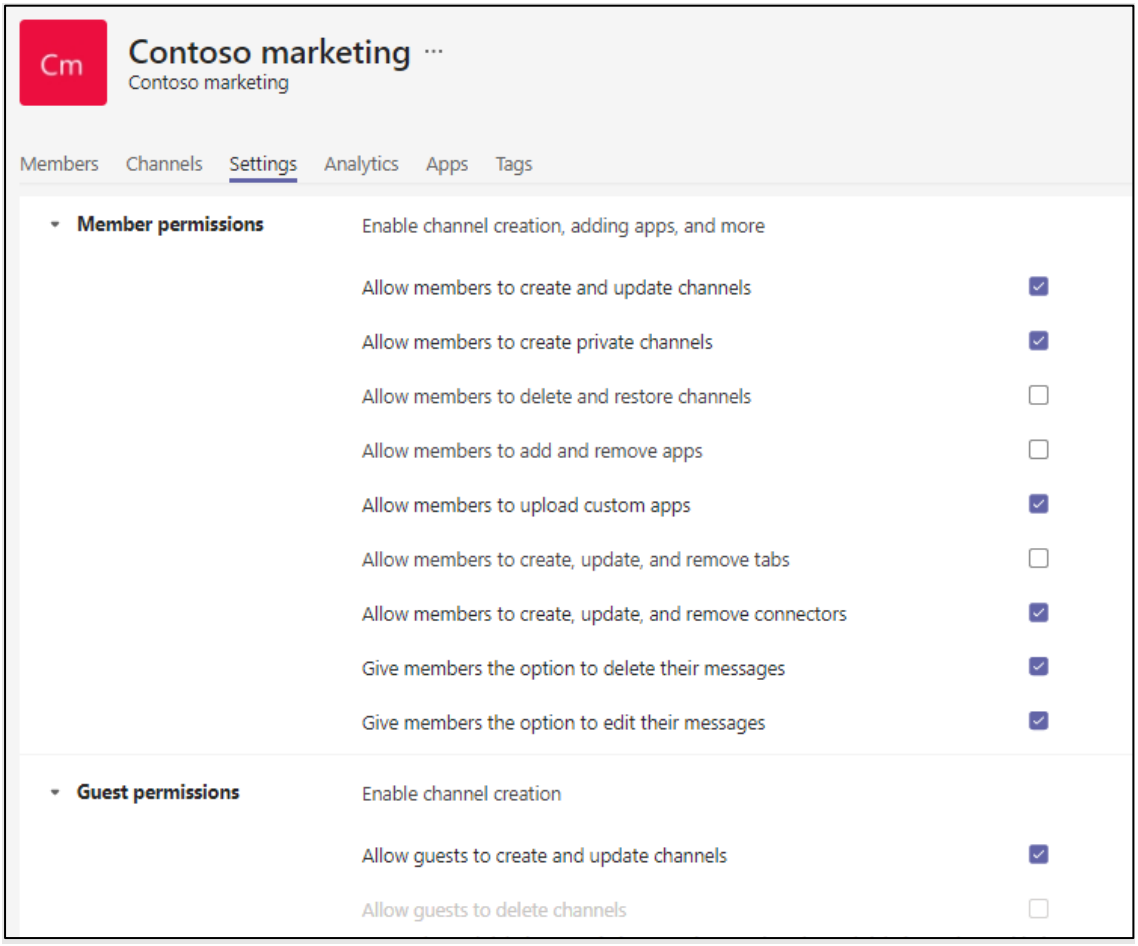


Migration view of Settings

Source:

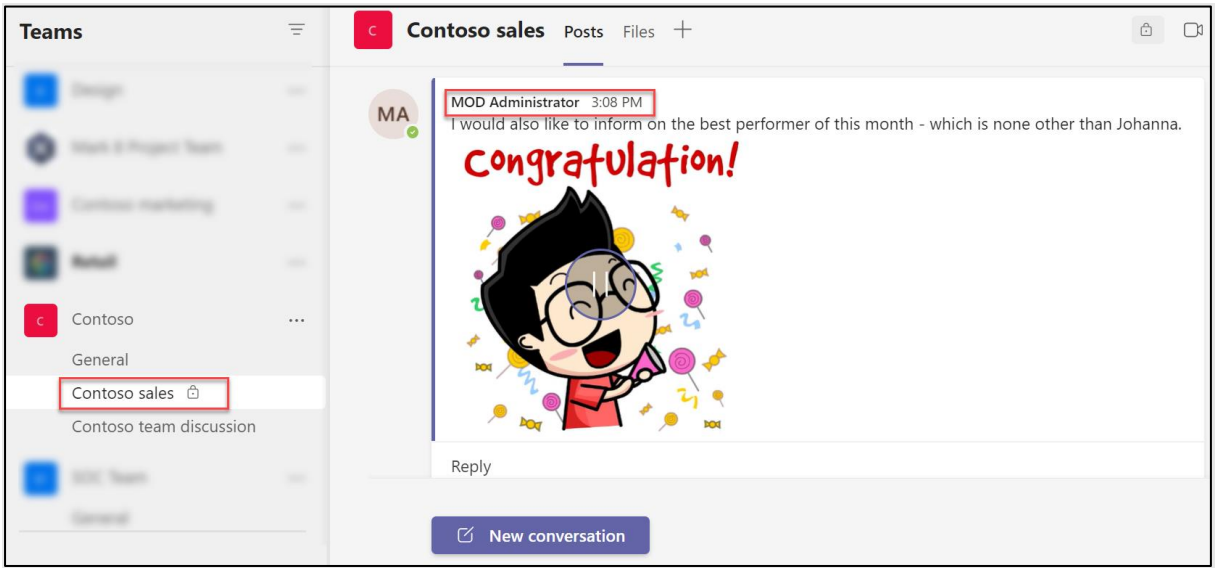

Cm
Contoso marketing
Contoso marketing
Members
Channels
Settings
Analytics
Apps
Tags
Member permissions
Enable channel creation, adding apps, and more
Allow members to create and update channels
Allow members to create private channels
Allow members to delete and restore channels
Allow members to add and remove apps
Allow members to upload custom apps
Allow members to create, update, and remove tabs
Allow members to create, update, and remove connectors
Give members the option to delete their messages
Give members the option to edit their messages
Guest permissions
Enable channel creation
Allow guests to create and update channels
Allow guests to delete channels

Target:

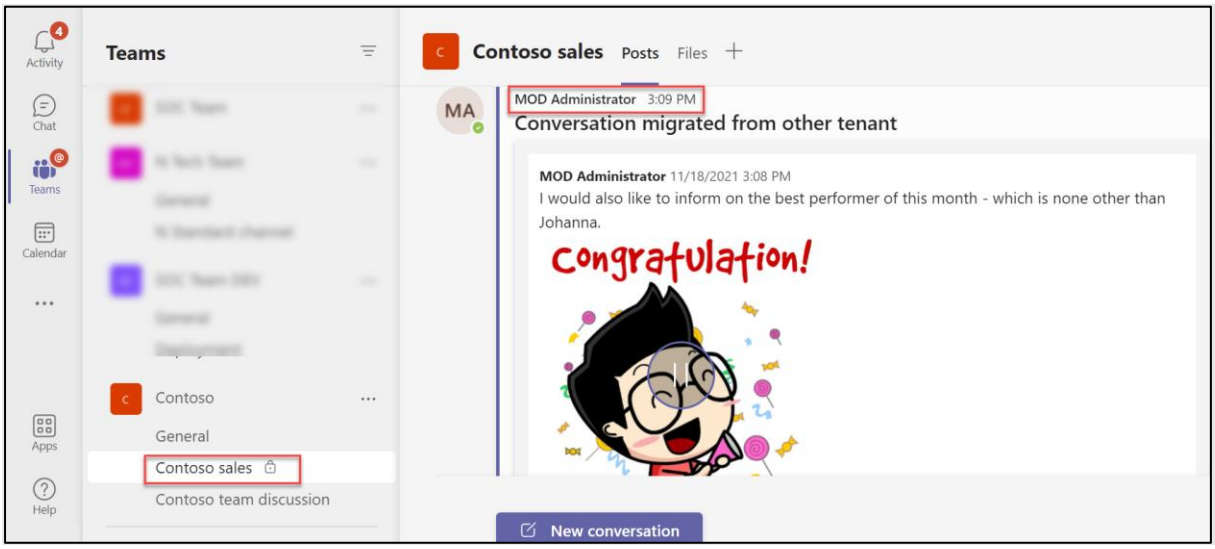


Migration view of Private Channel

Source:

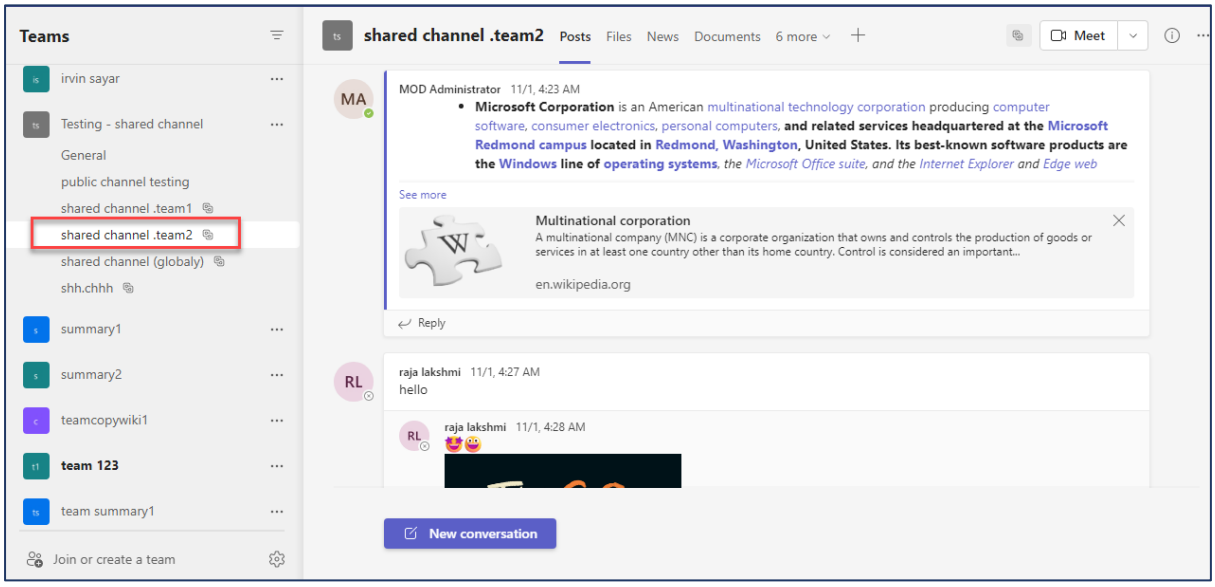


Target:

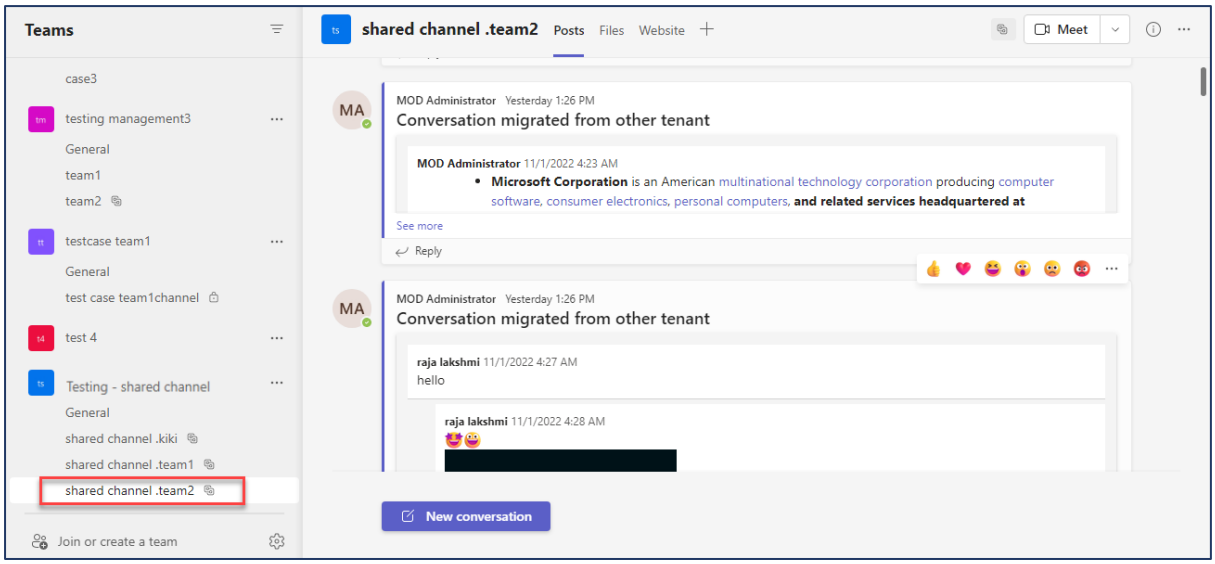


Migration view of Shared Channel

Source:

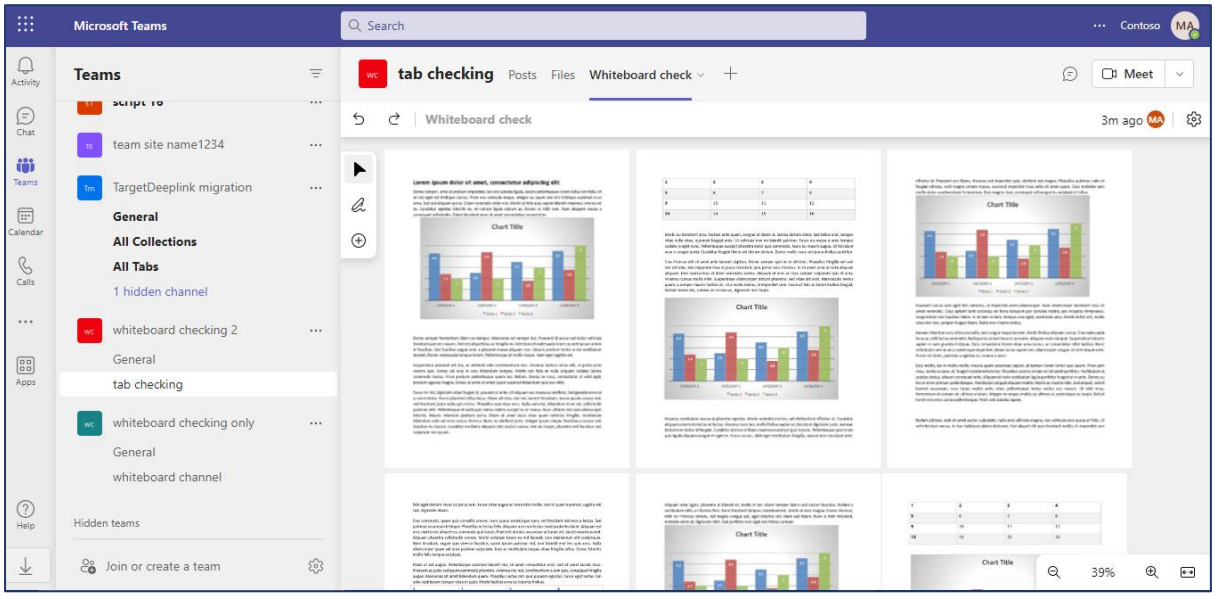


Target:

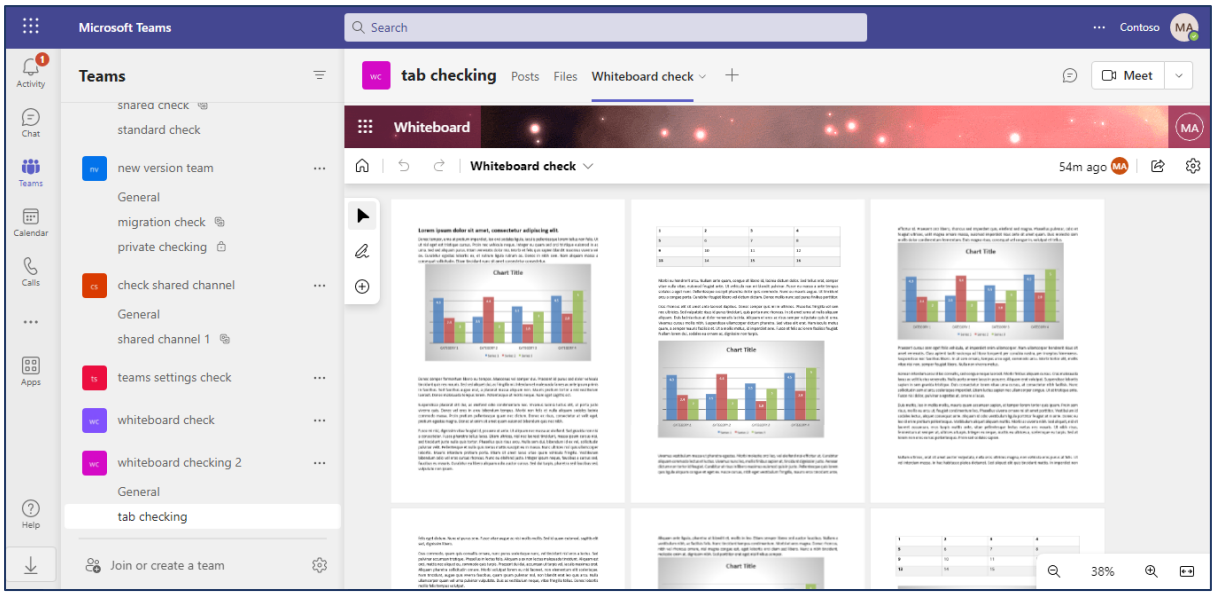


Migration view of Whiteboard

Source:

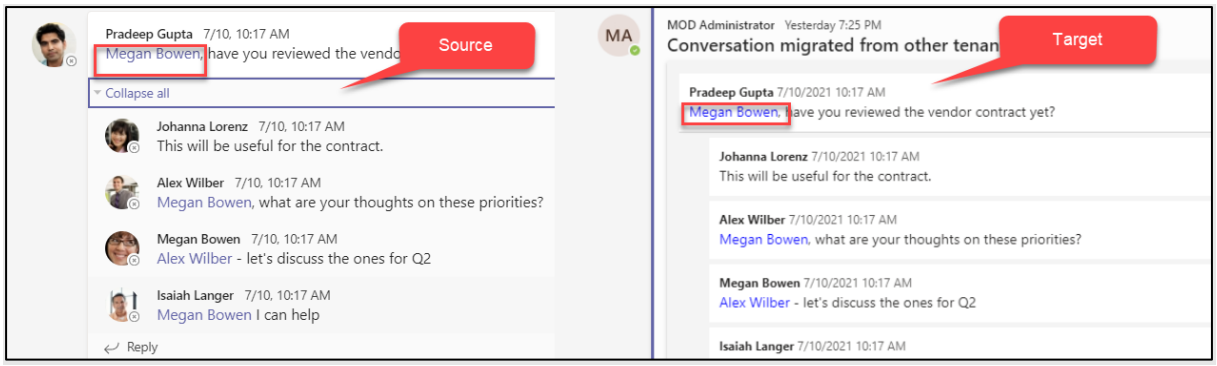


Target:

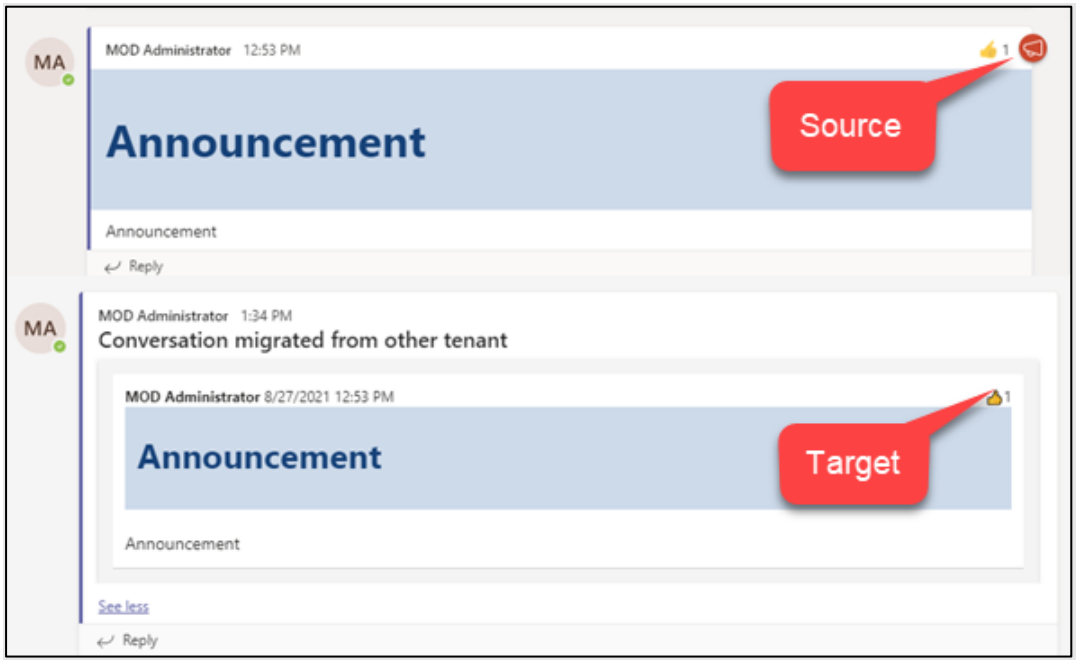


Impact

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

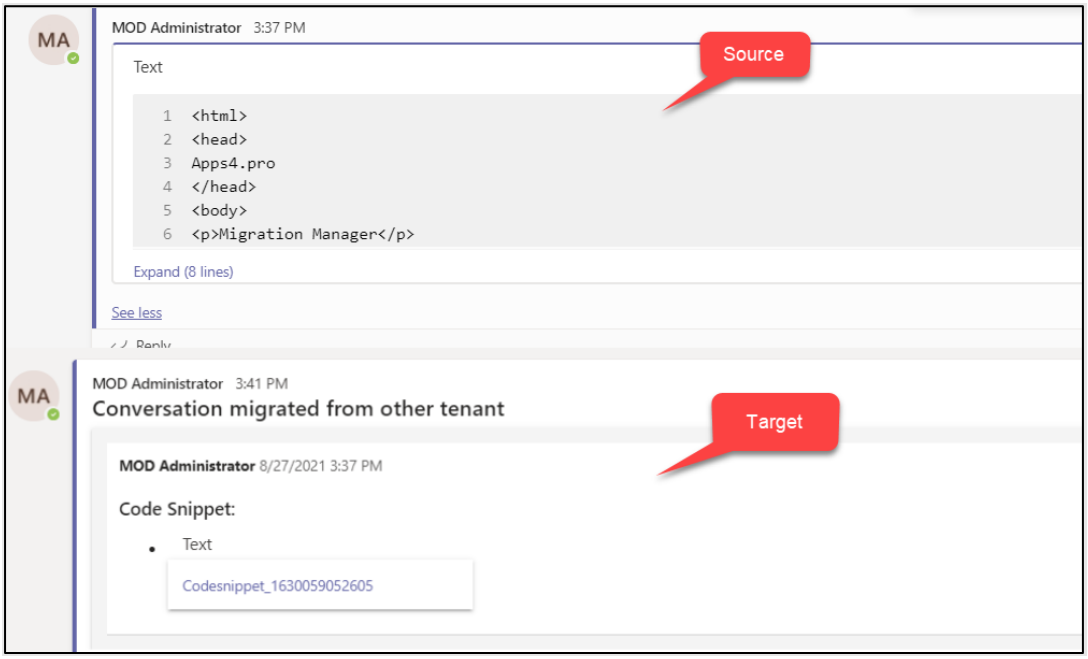


2. Announcement icon will not get migrated.



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

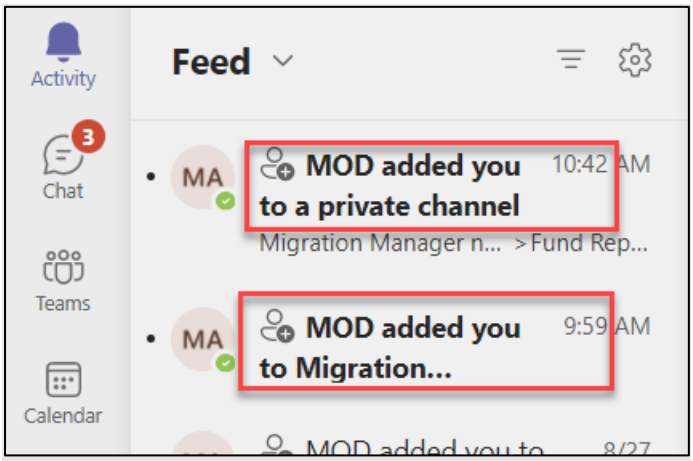
- New channel
- New user
- New Tab

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



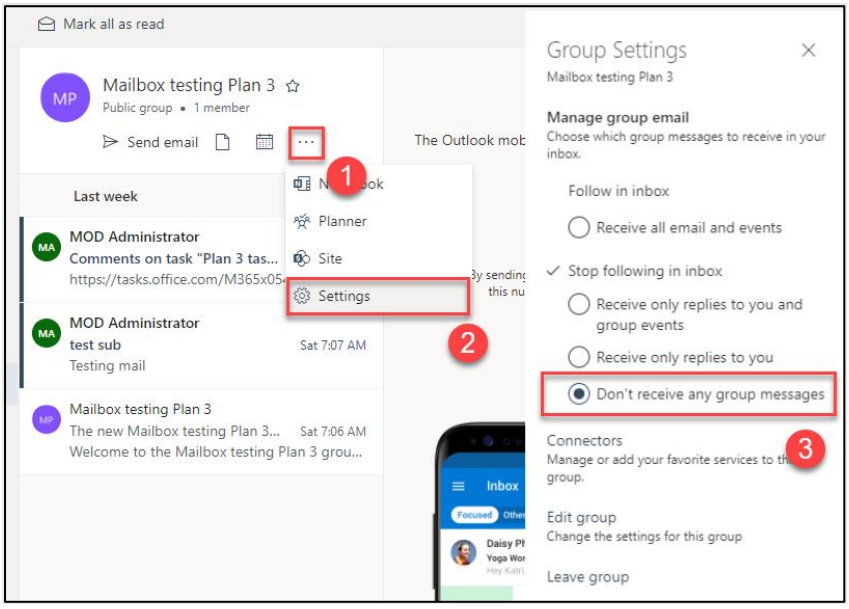
Target Team – Existing - Planner Tab

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

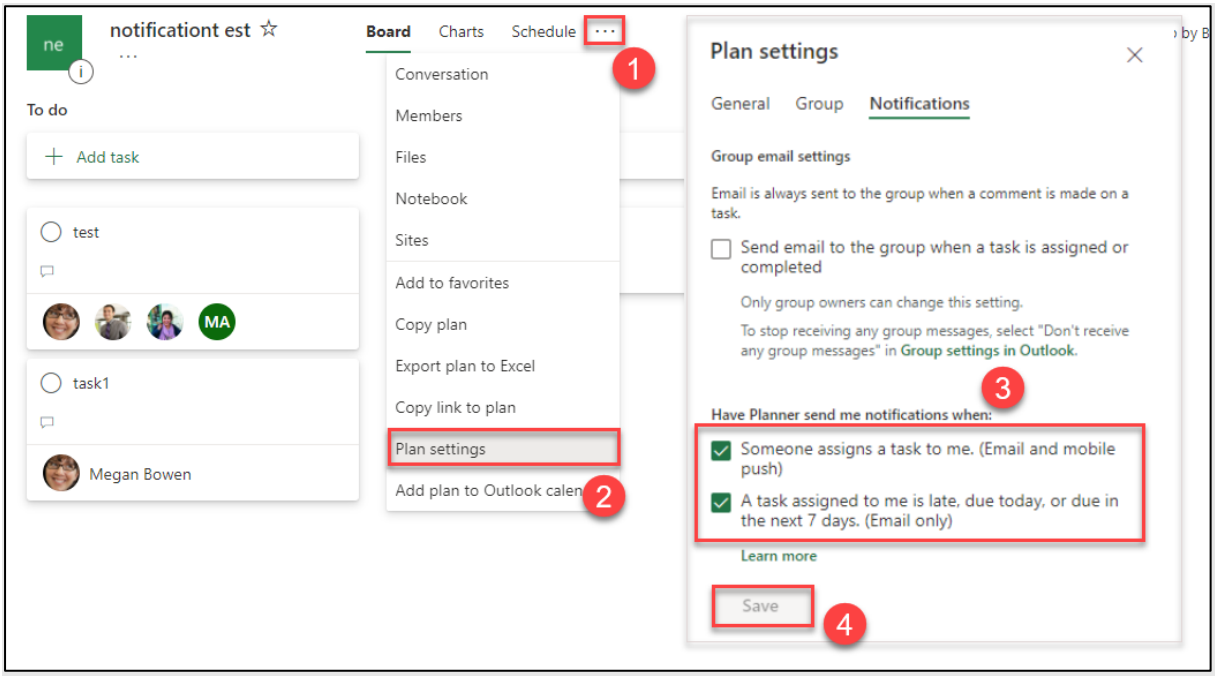
- Comments
- Task Assignments

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*.

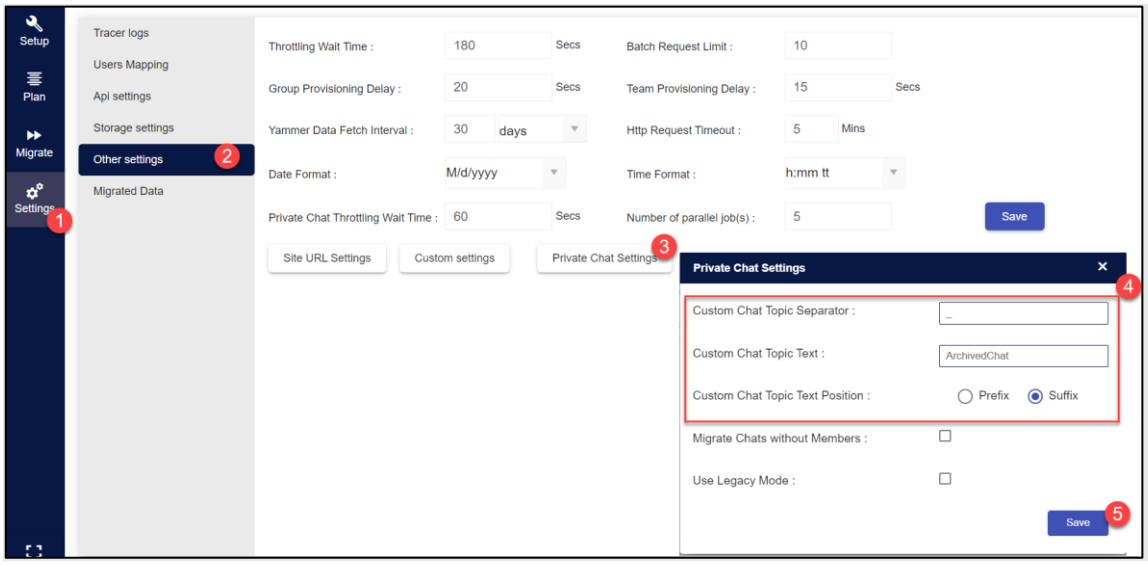
Mapping : Application User Mapping

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

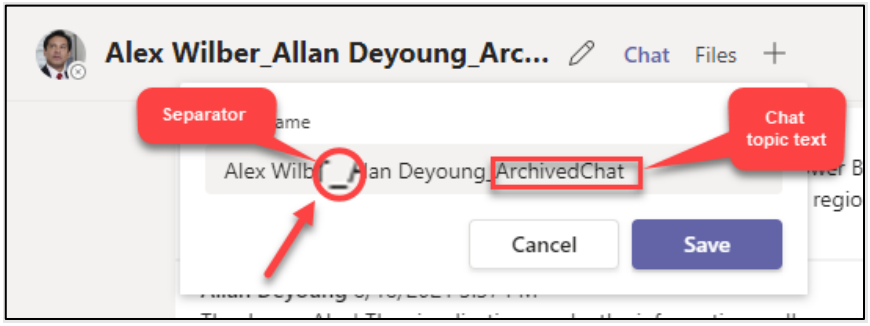
Step 2 : Private Chat Settings

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.



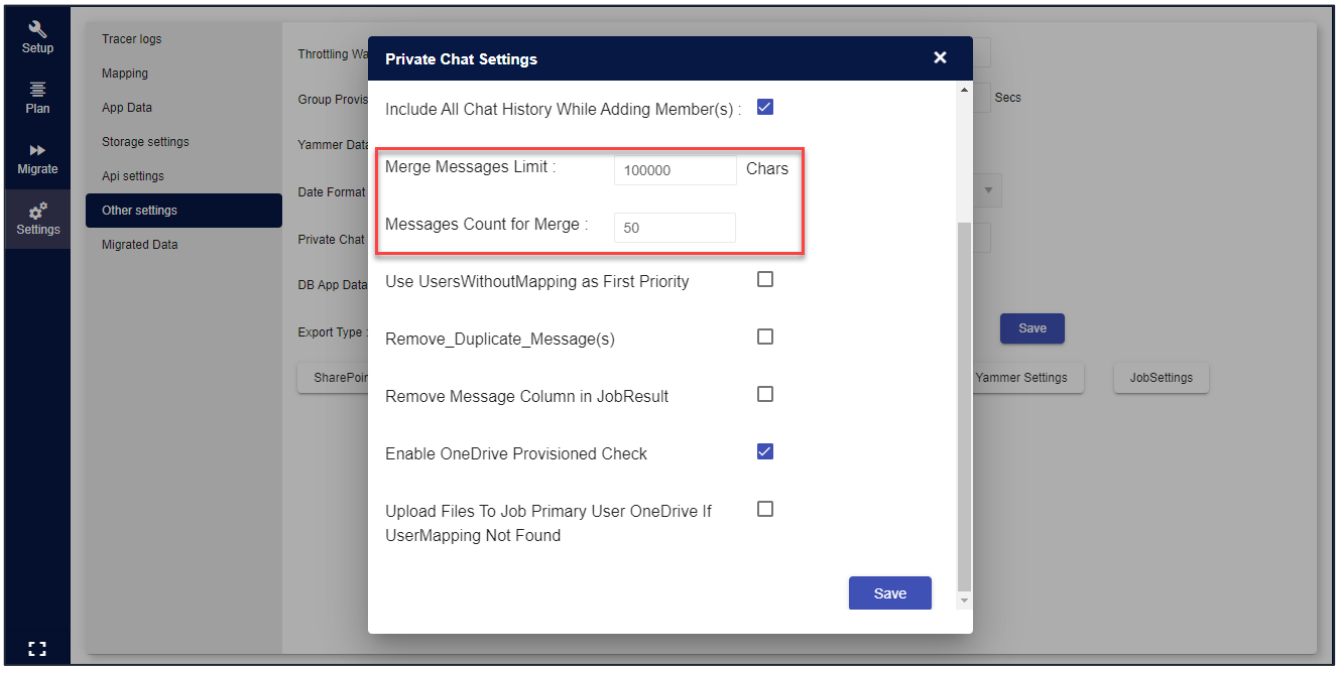
Custom Chat topic Separator, text and topic text position can be customized.



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.

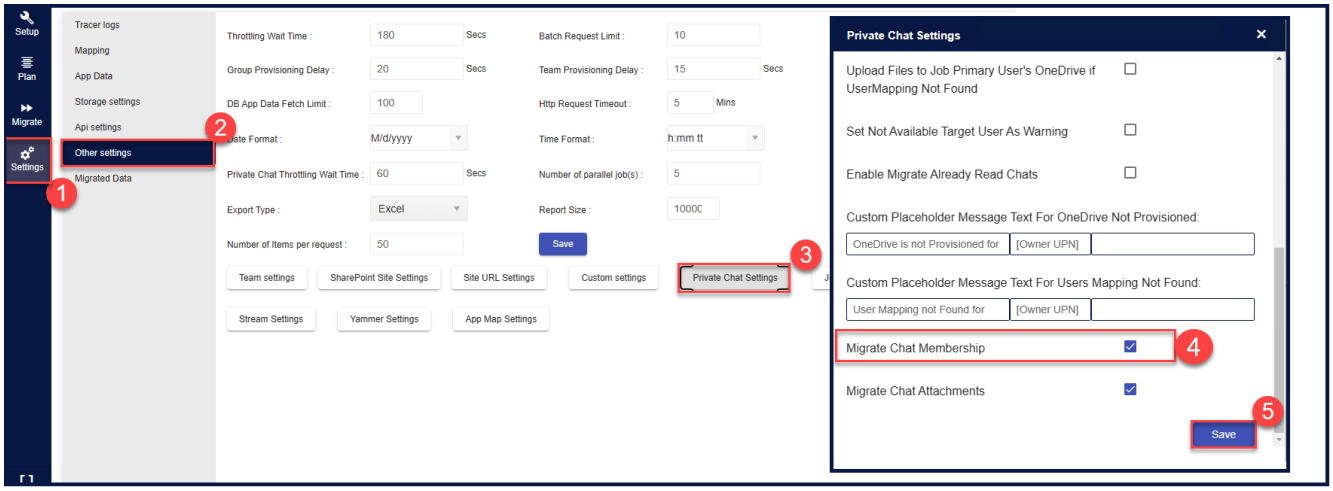


Enable "Migrate Chat Membership" [OPTIONAL]

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

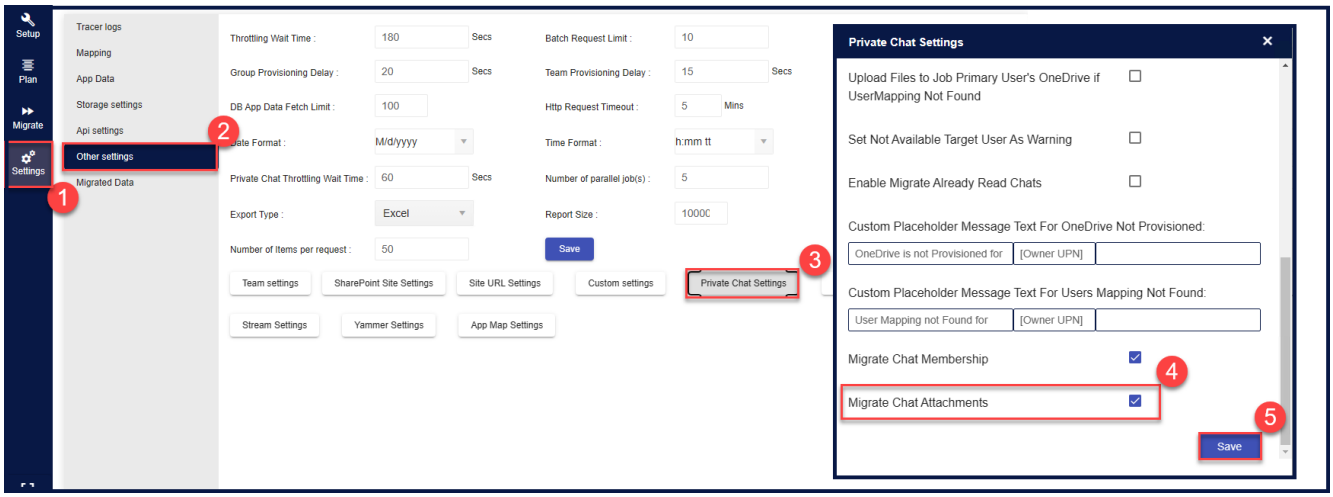


Enable "Migrate Chat Attachments" [OPTIONAL]

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

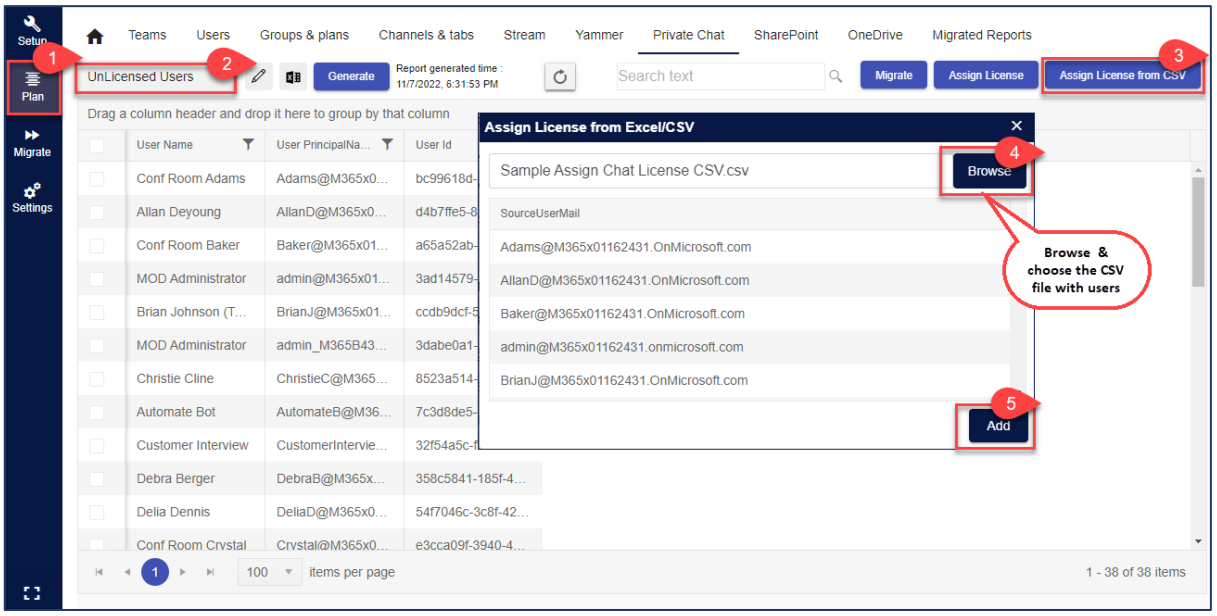


Step 3 : Bulk assignment of license to users

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:

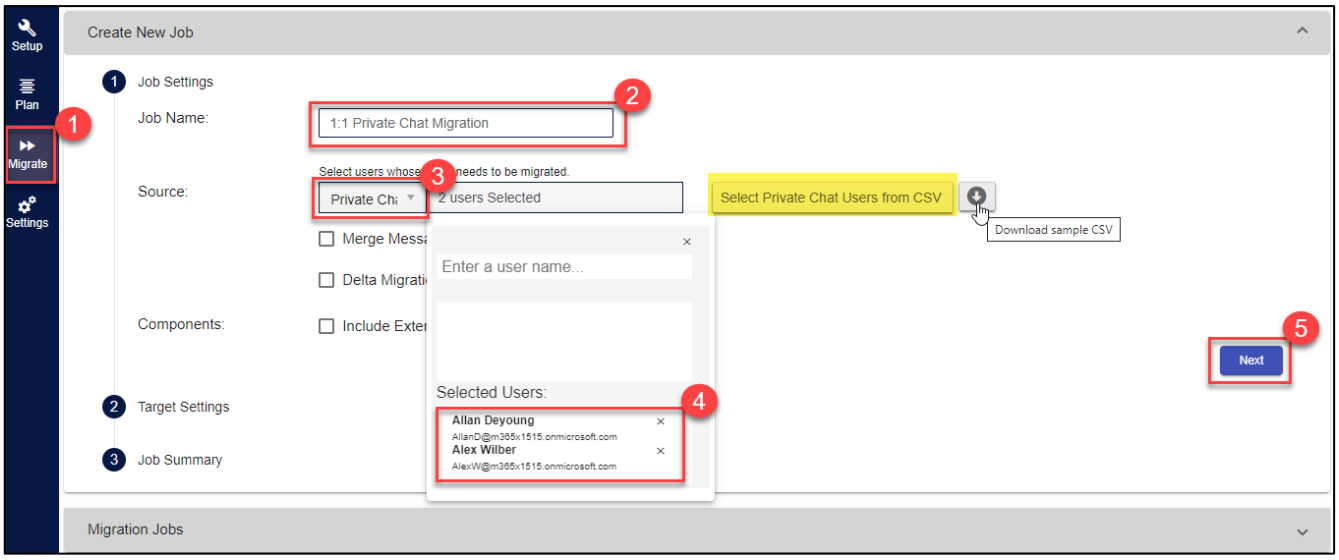
Job name: Enter the name for this job

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

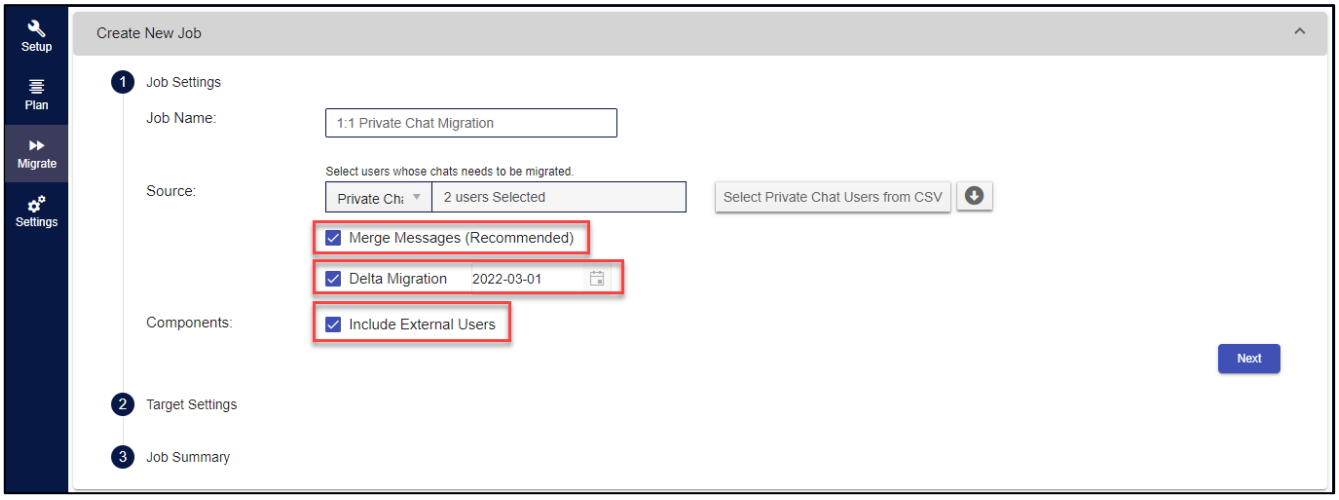


Job Options

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.

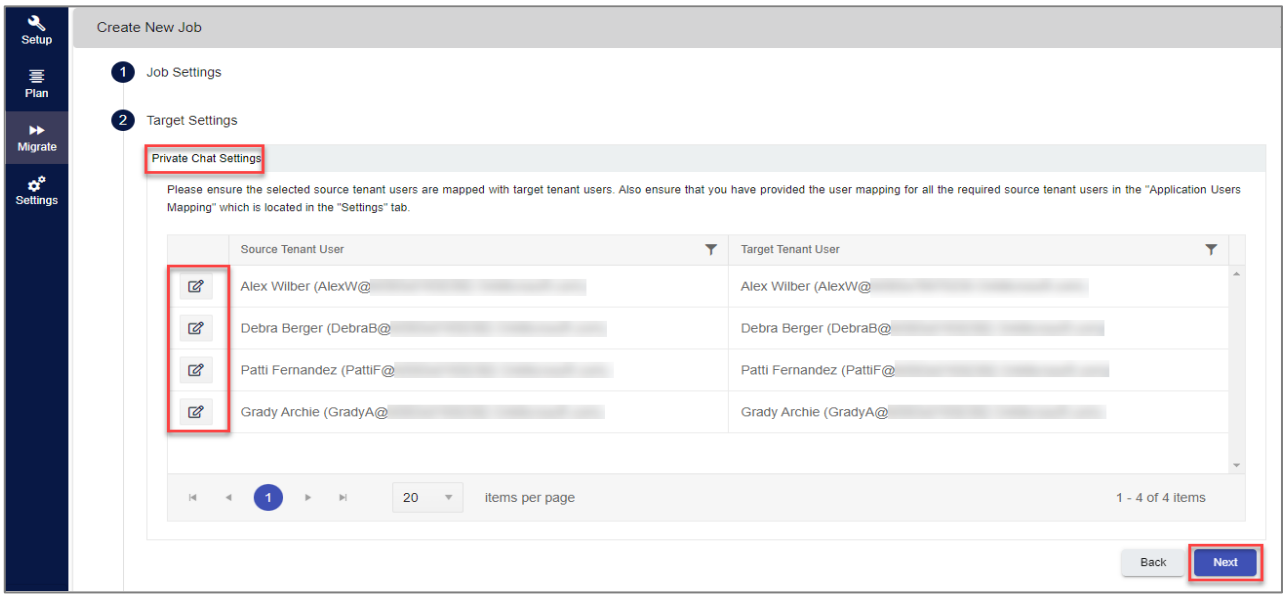
Delta Migration : You can choose to migrate the chats from a particular date by choosing the 'Delta Migration' Option.

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.

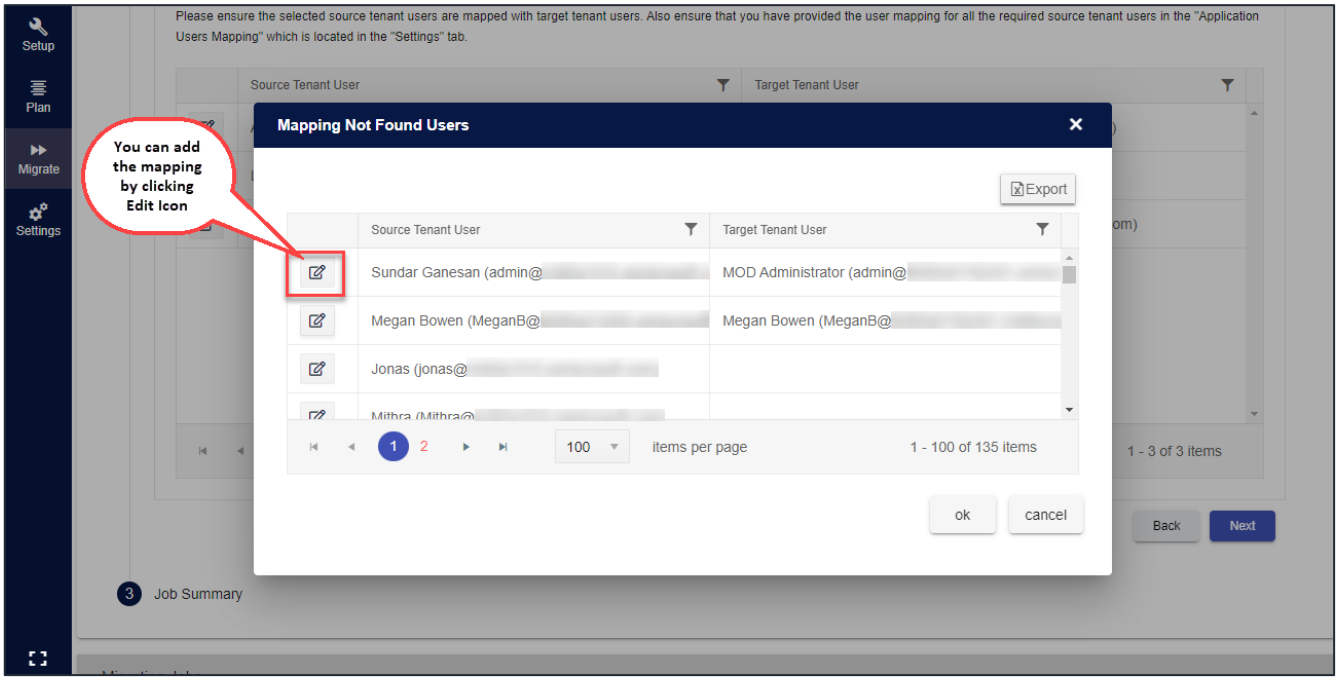


Click 'Next' to proceed further.

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']

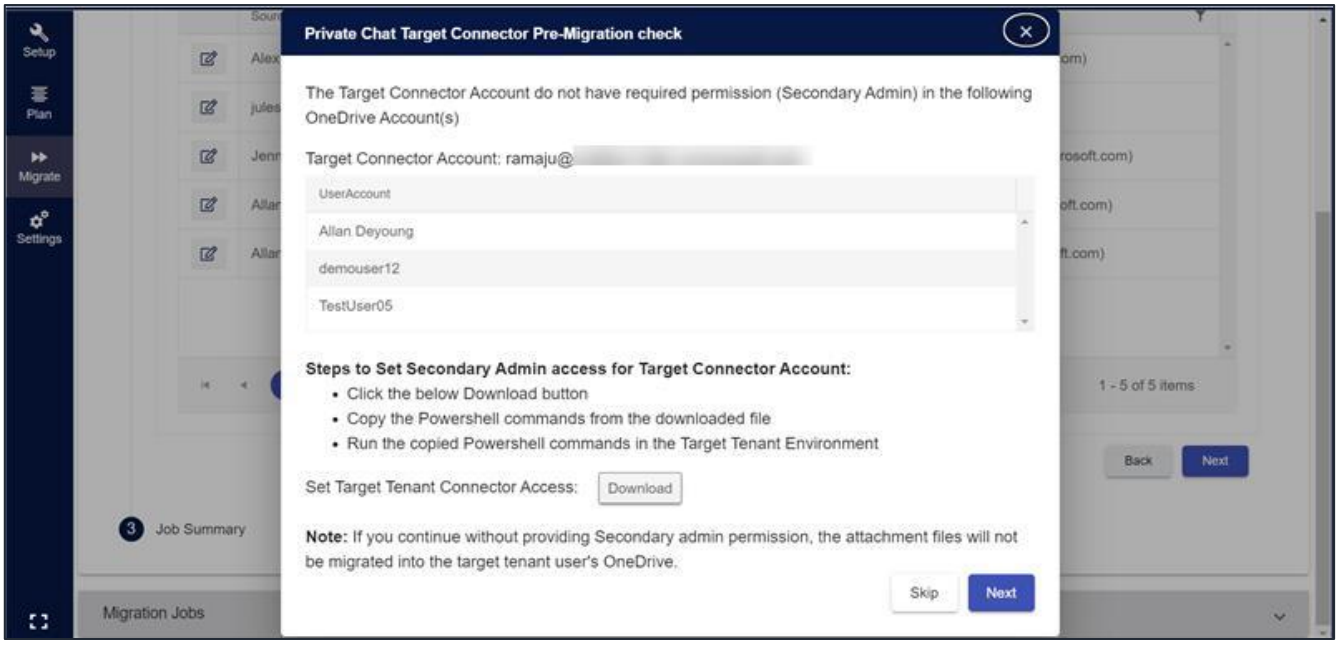


Step 5b : Setup Secondary Admin Access for OneDrive User Accounts

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.

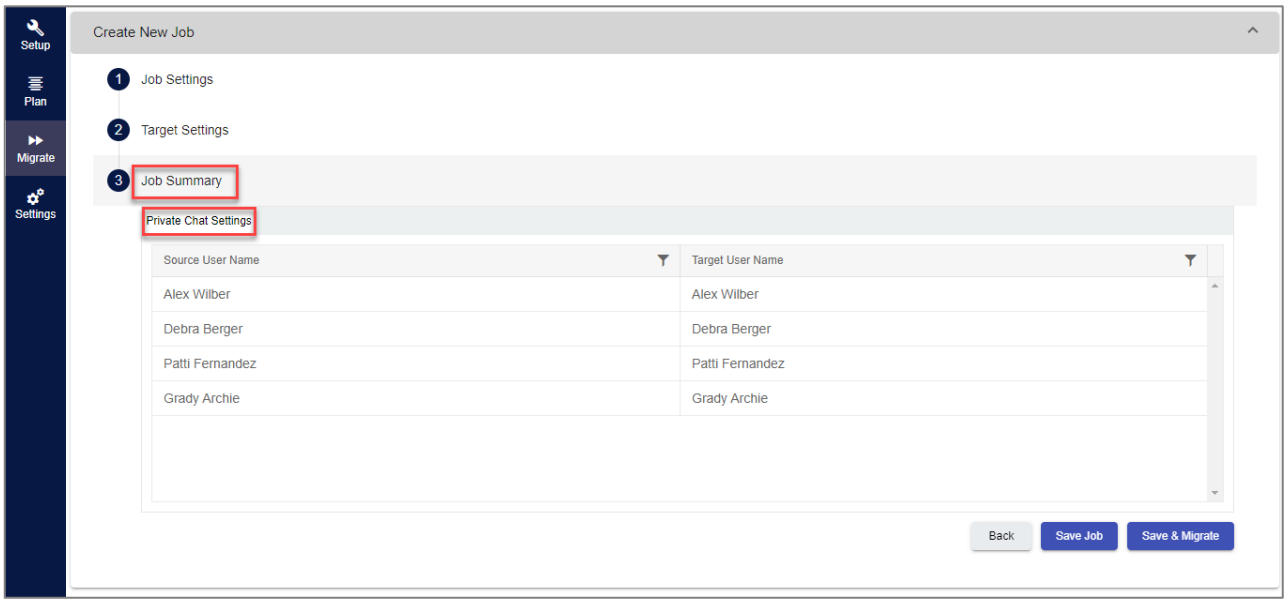
You can also choose to skip the Setup by clicking on 'Skip', upon which the attachments will not be migrated to the user's respective OneDrive.



Step 6 : Job Summary

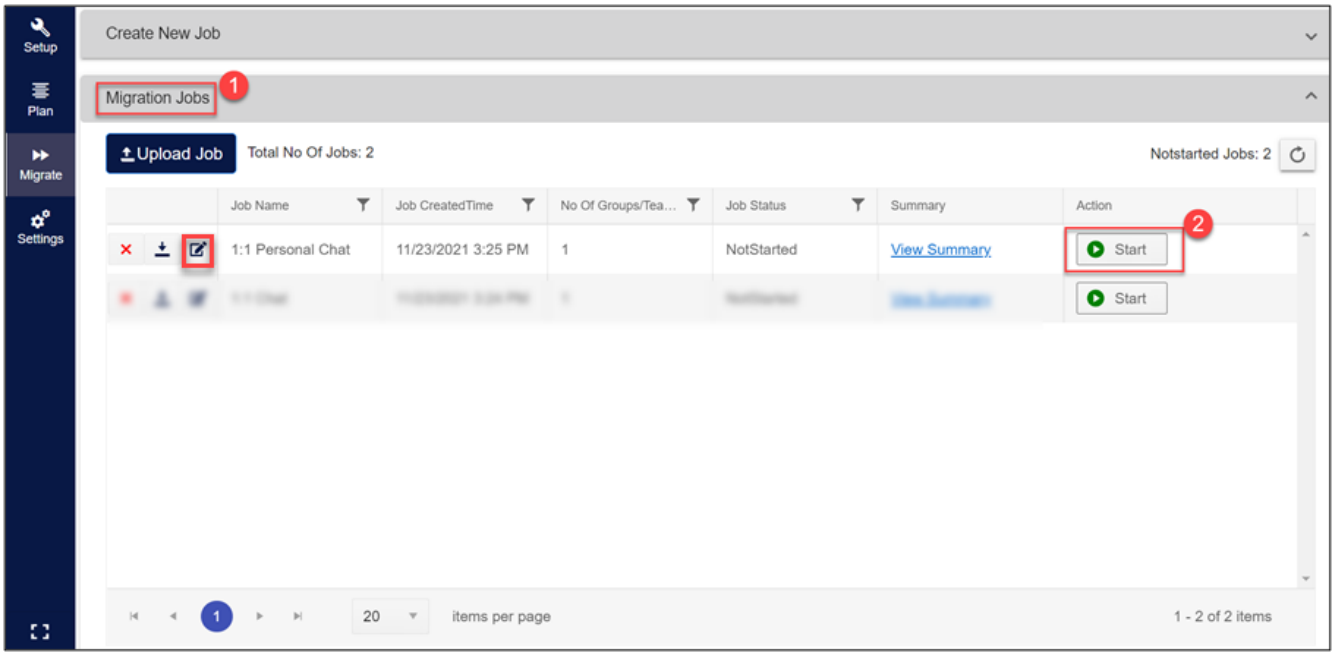
In this step, the app summarizes the job configuration for review. Once reviewed, you can

- 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

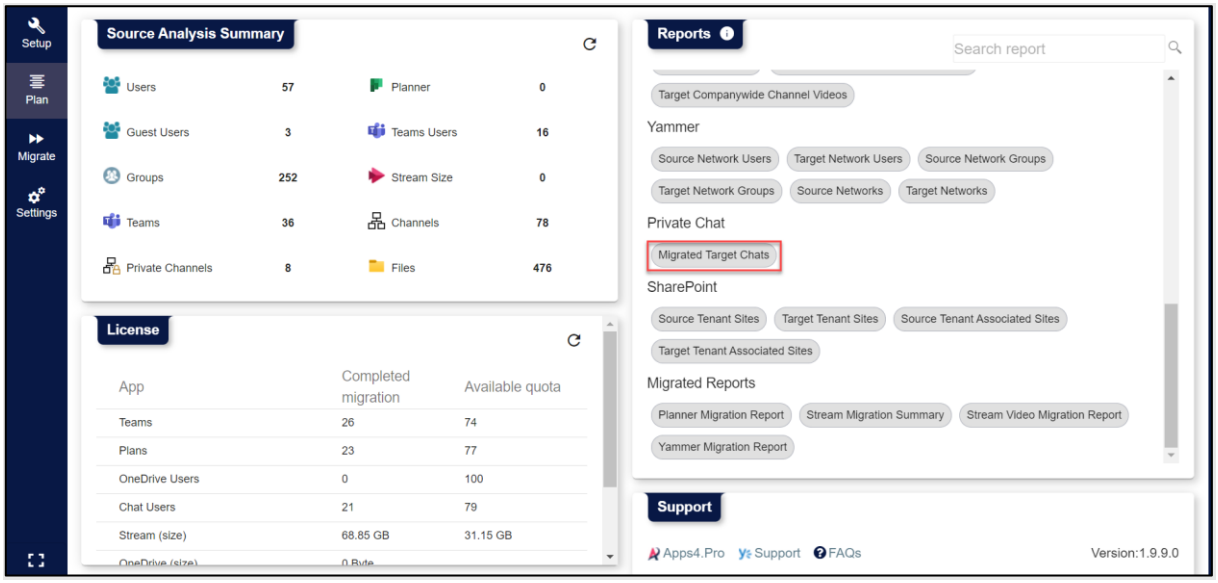
Under Migration Jobs tab – the list of Jobs and their summary are listed. You can opt to run the previously saved jobs as below.



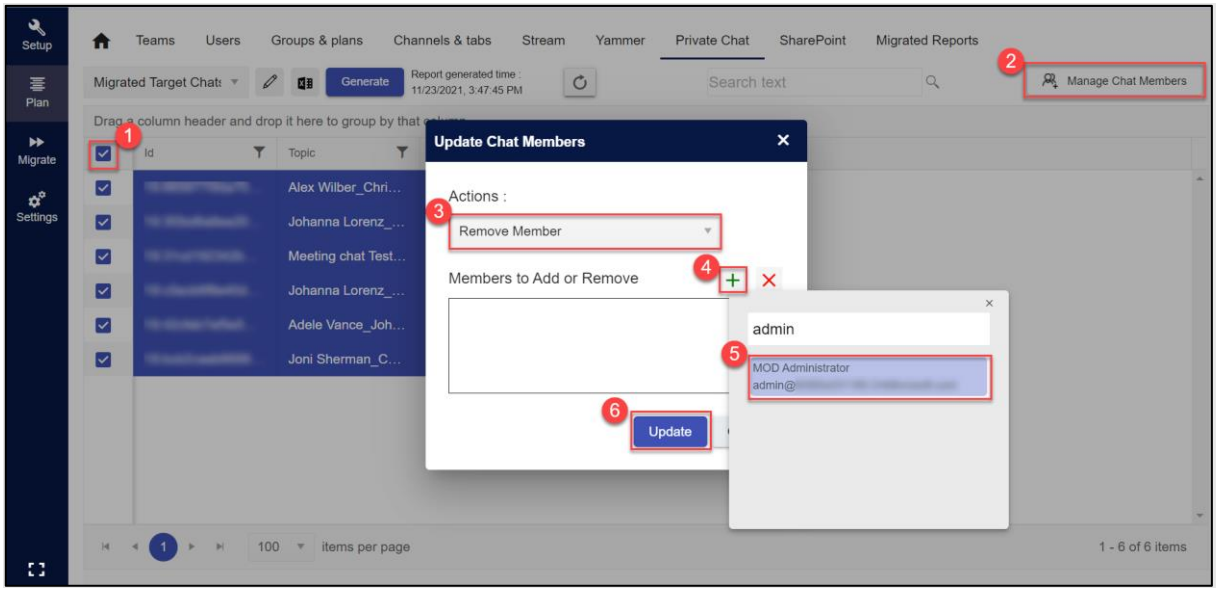
Step 7 : How to Remove 'Target Connector Account' from the migrated chats

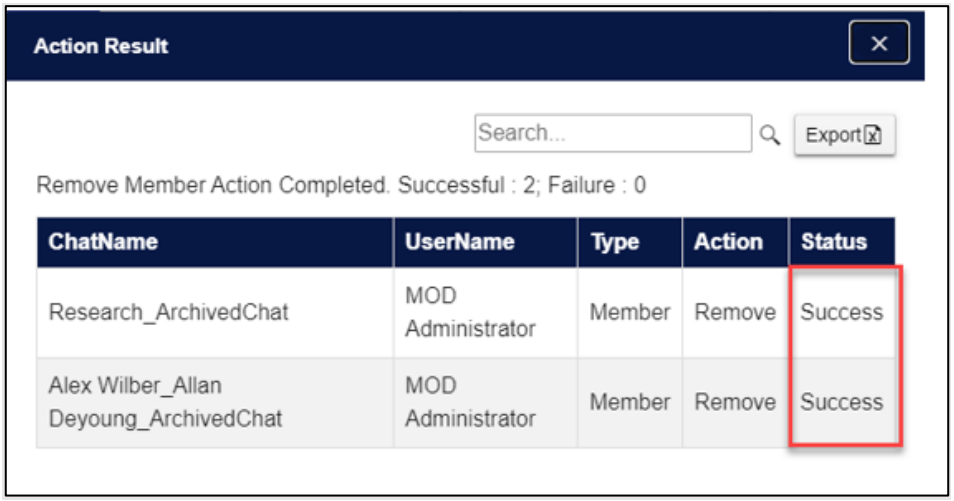
Post migration, review the migration results and once satisfied, remove the Connector Account from the migrated chats. To do this, follow the below steps.

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.

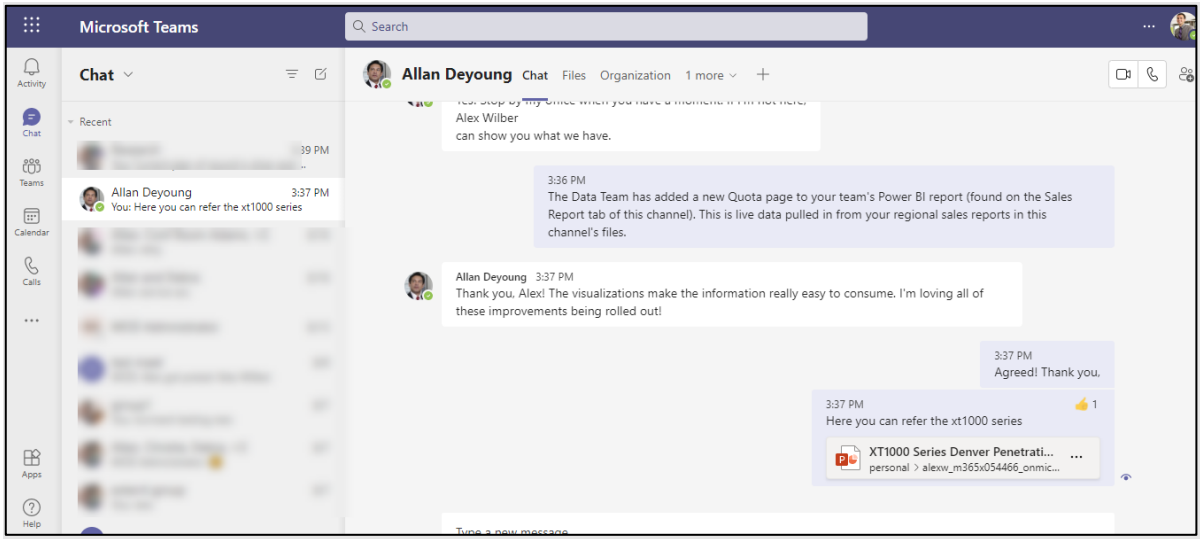




User Experience

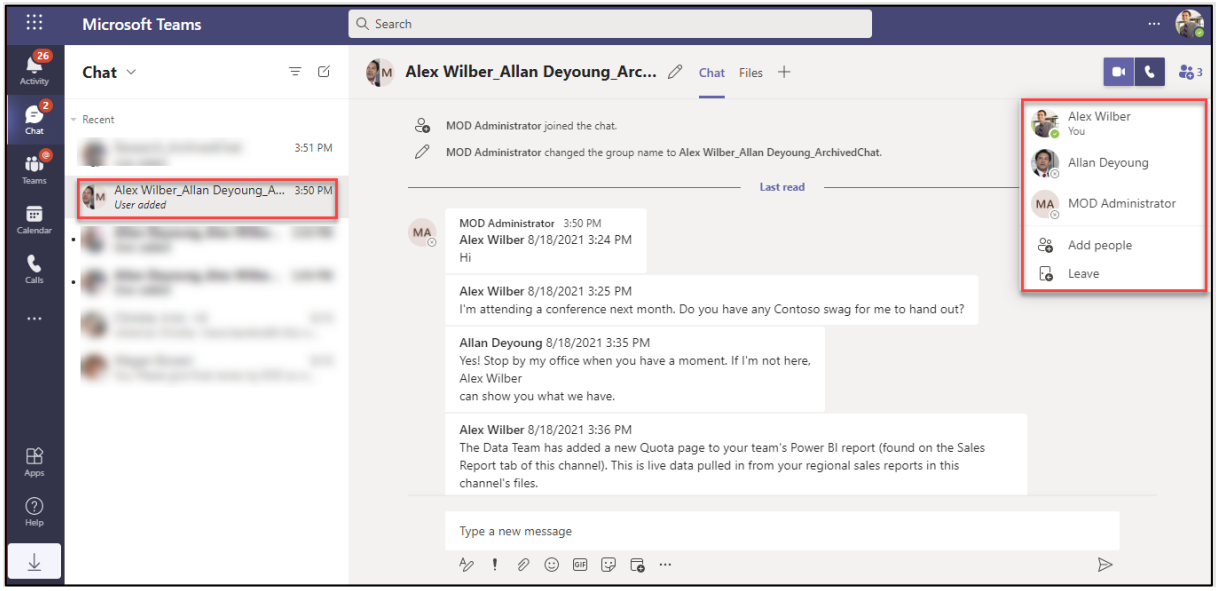
When 'Merge Messages' option is not enabled

Source Tenant

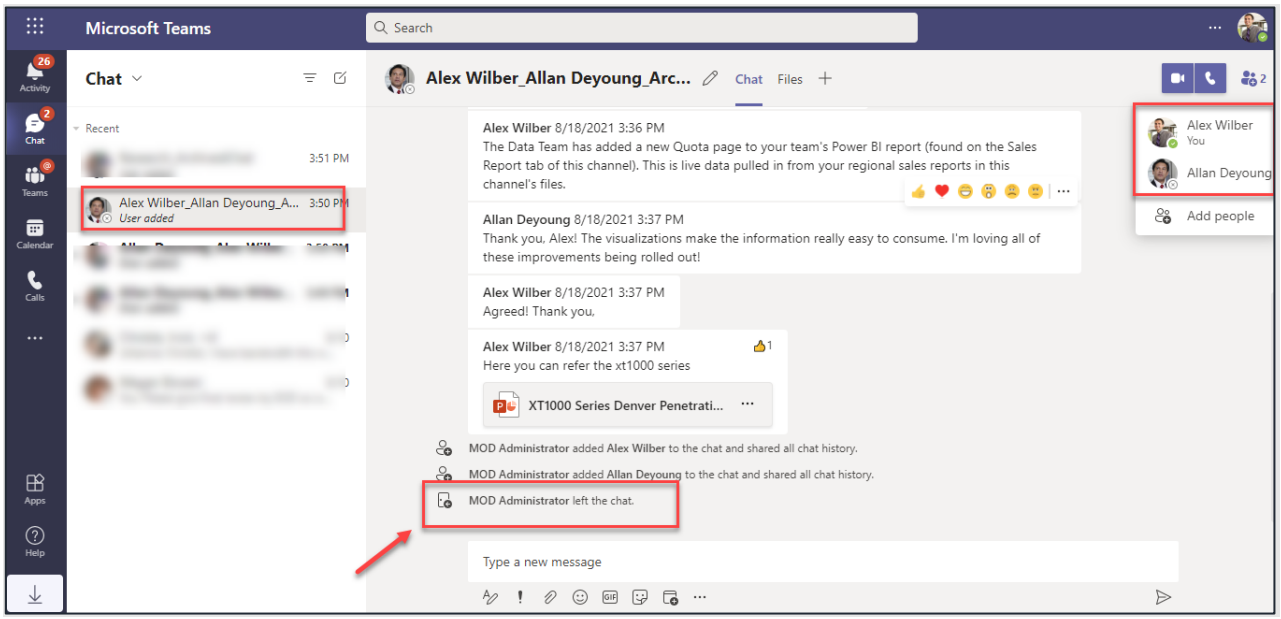


Target Tenant

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.

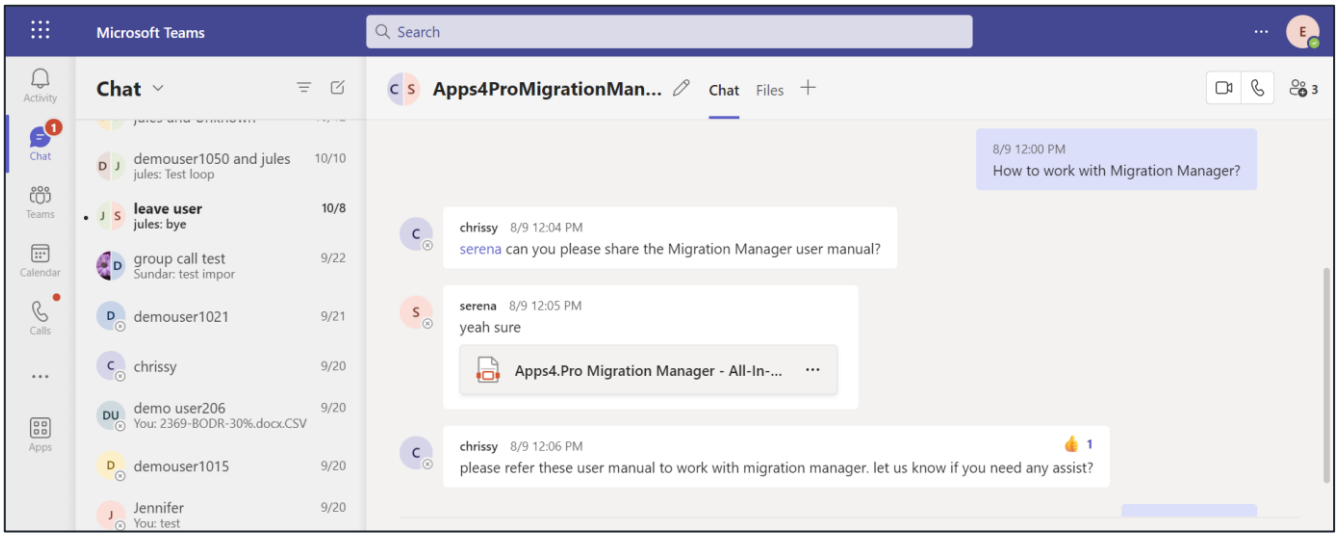


After removing the connector account in the target tenant, the archived chat resembles as in below screenshot.

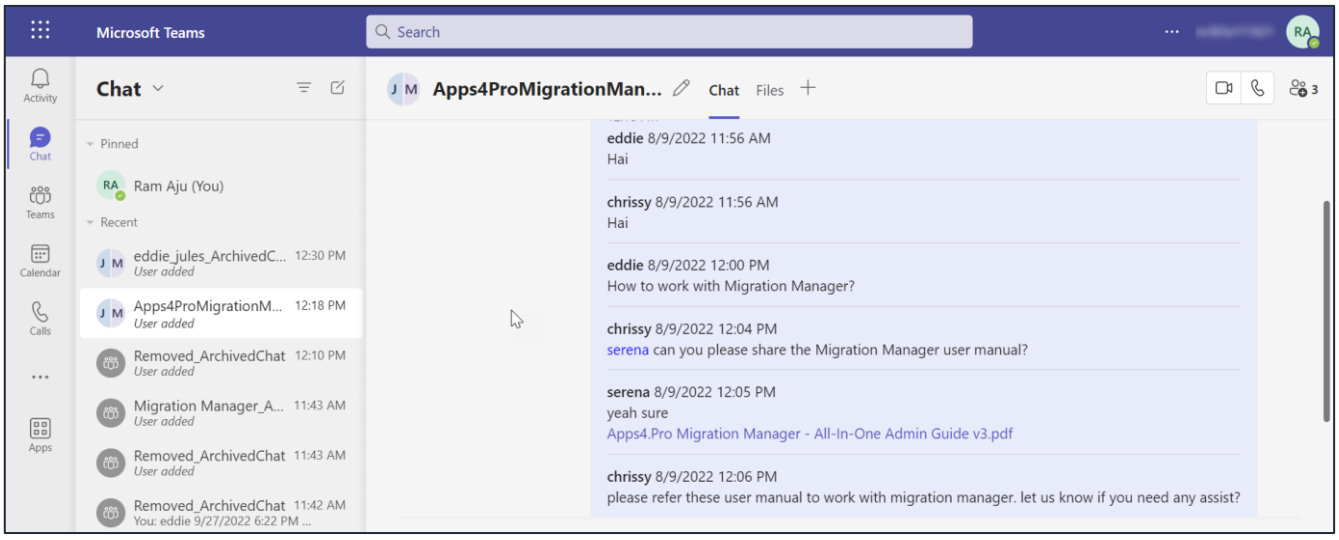


When ‘Merge Messages’ option is enabled

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

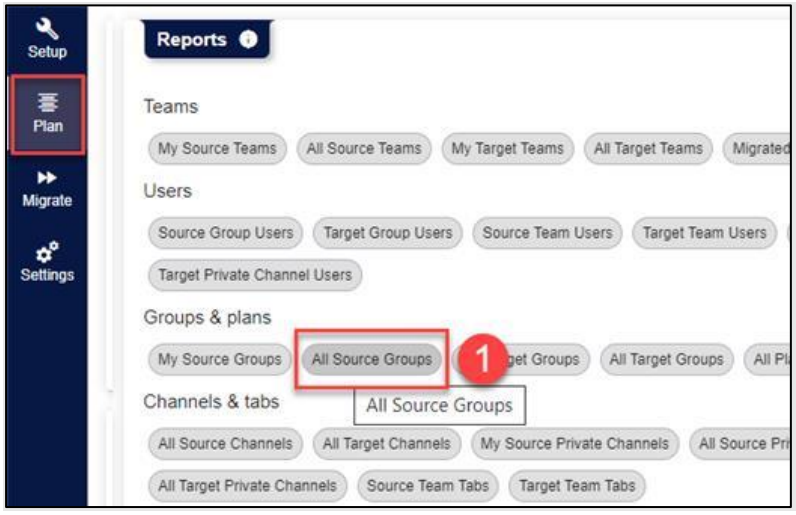
Perform the Source & Target Connector Accounts Sign-in as shown in *Global Configuration section*.

Mapping : Application User Mapping

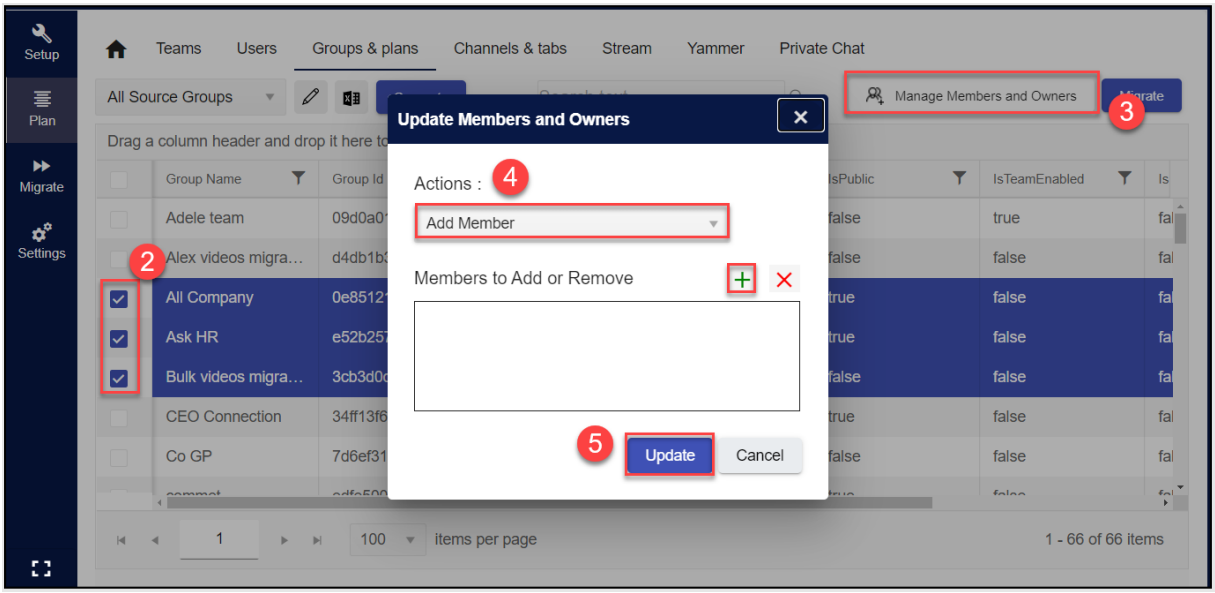
Perform the Application-level User Mapping as shown in *Application User Mapping section*.

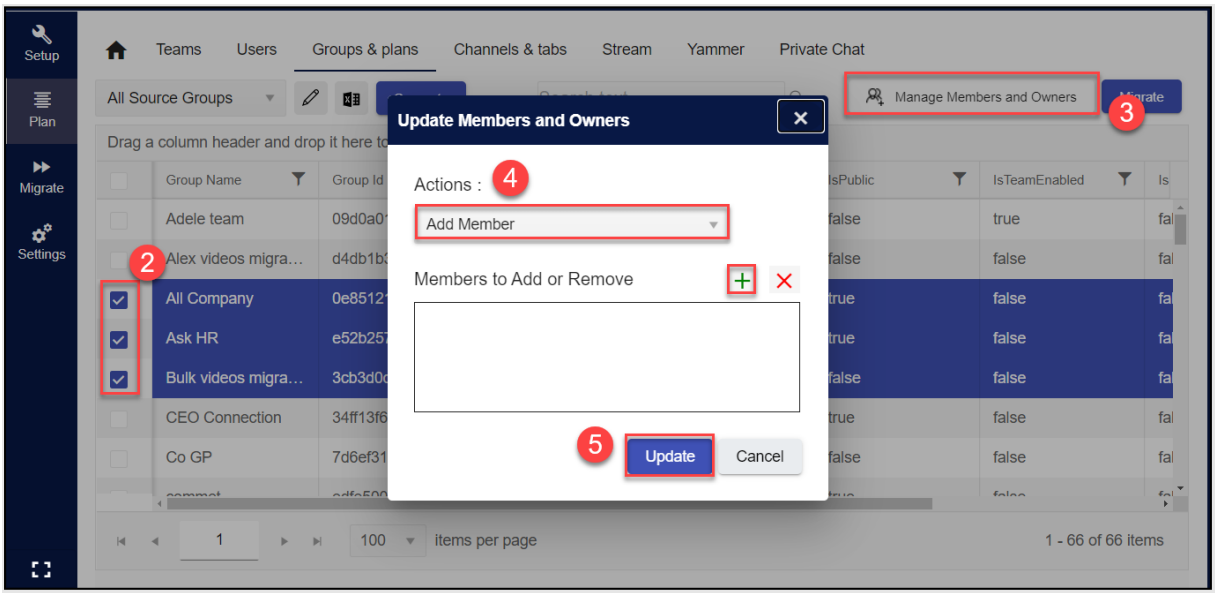
Step 2 : How to Add 'Source Connector Account' as a member of the Plans

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.

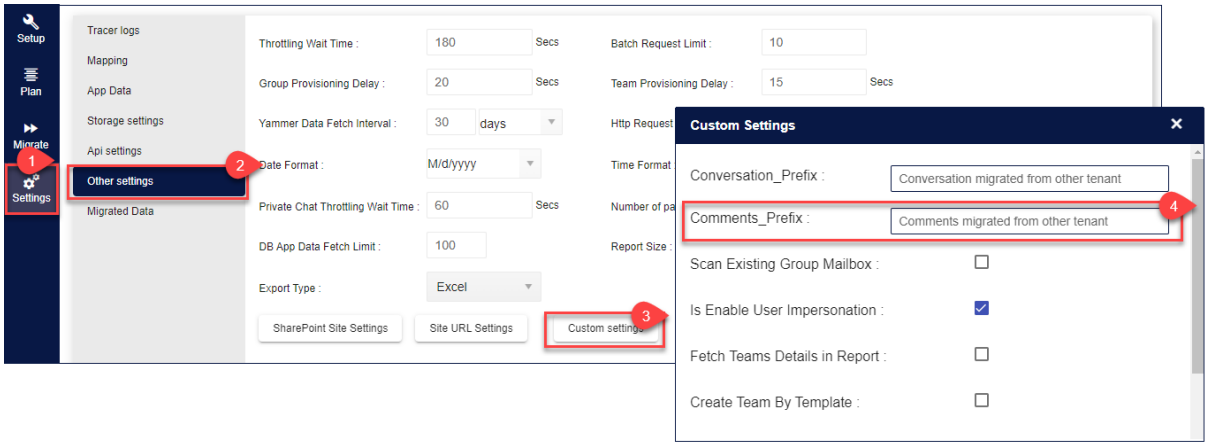




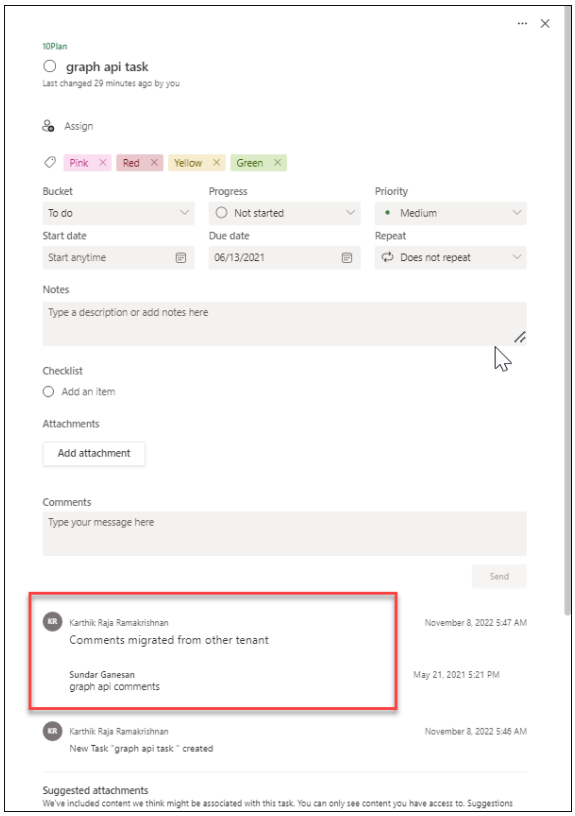
Step 3 : Additional settings

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



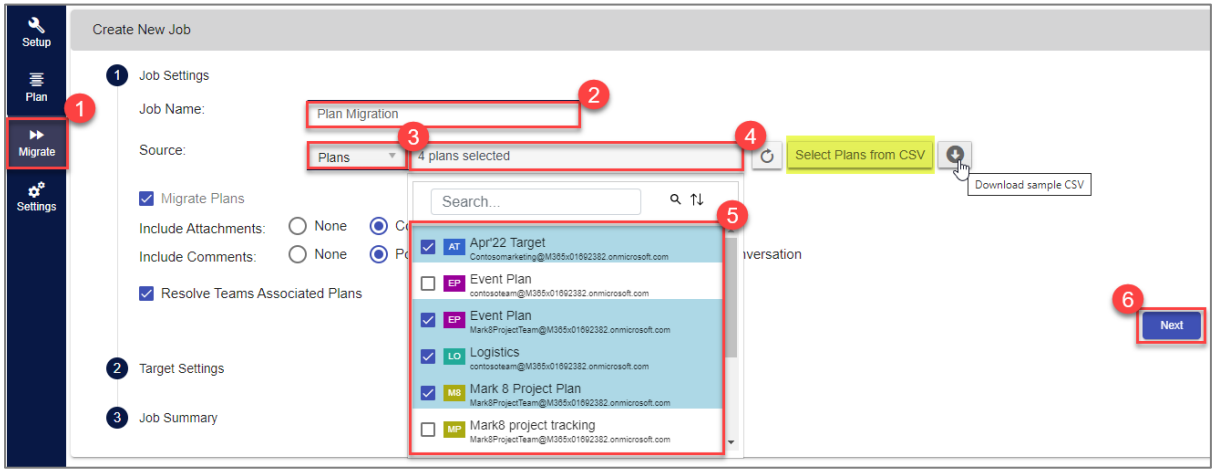
Step 4 : Create Migration Job

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 :

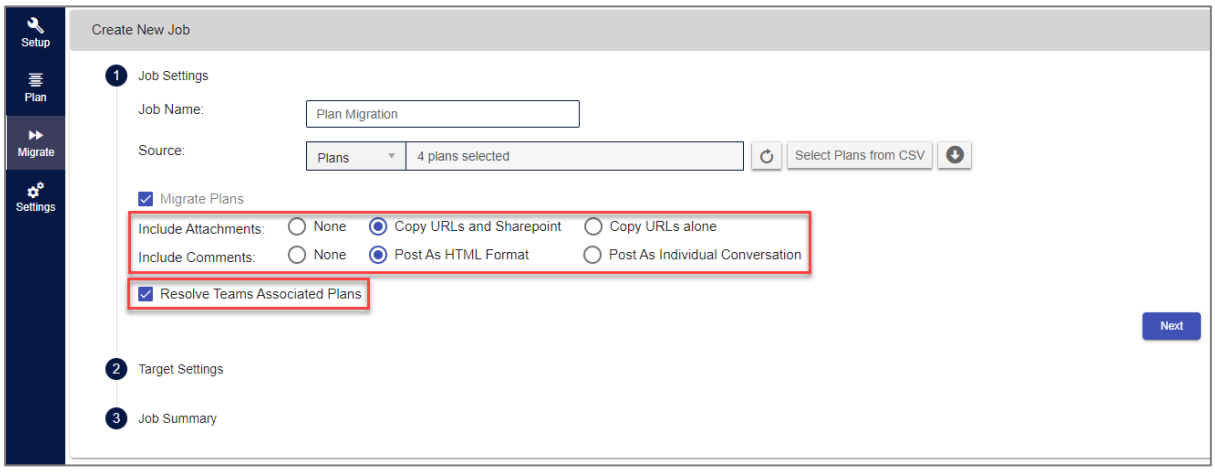
PlanName	PlanId
Communications	EjpG47ln-kOcB6FoM9qoWskAHkKb
Plan	kTapqQ-lSEC-WIYtuNJEGMkAEHZ8
Tasks	1_UBDsLAHkG5_V7rUnGjsMkAE02L
Golf Assist	BaSDnu5N8kO416YRtyhwnskAFe2b



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

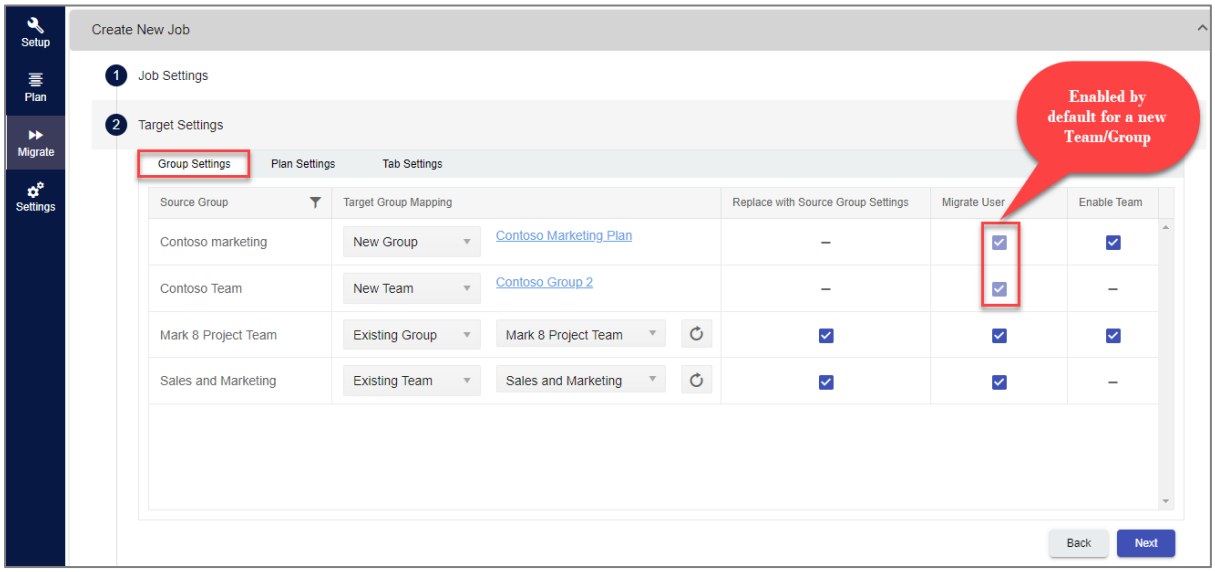
In this step, provide the target group(s) to migrate plans. The following options are available to select target groups.

• Migrate into the new group/team.

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

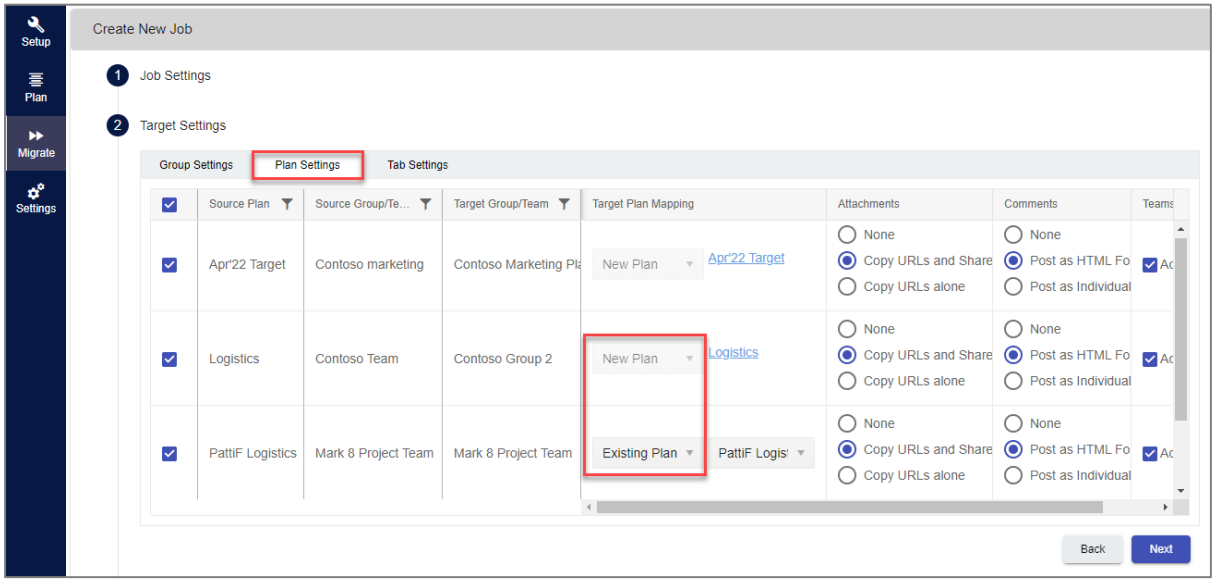
Upon choosing 'New Group' or 'Existing Group' option, you can enable the team for that group.

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



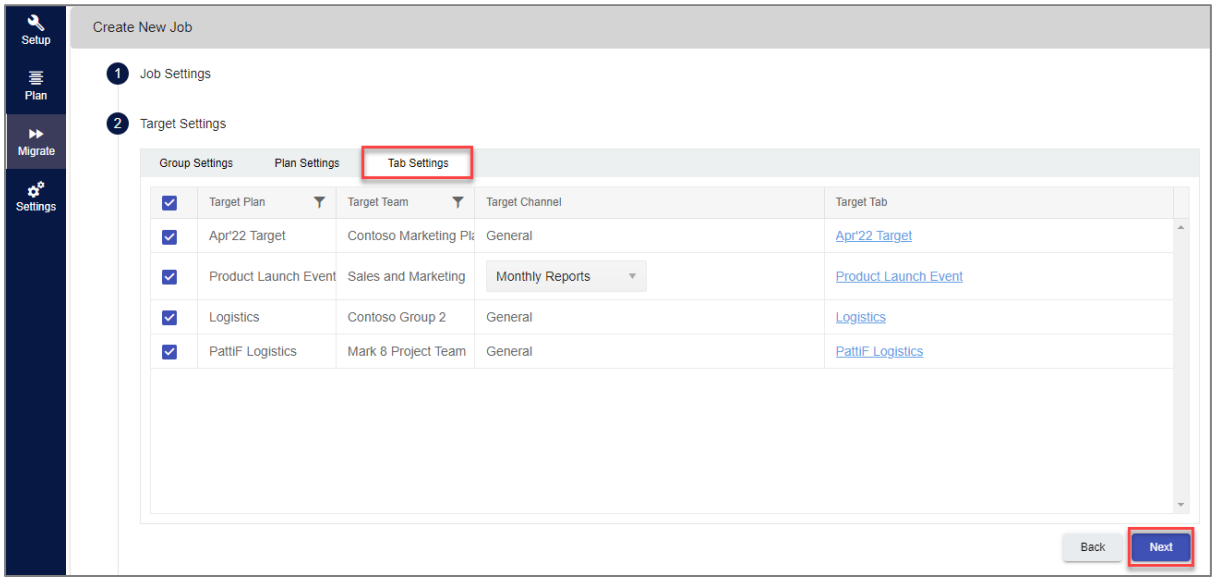
Plan Settings

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

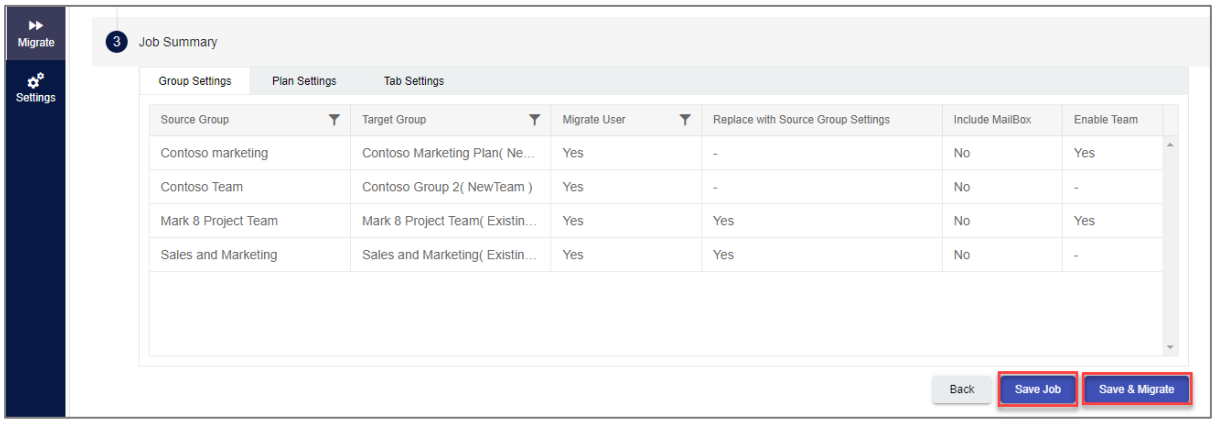
Here you can choose the target channel to add the migrating plan as a tab.



Step 6 : Job Summary

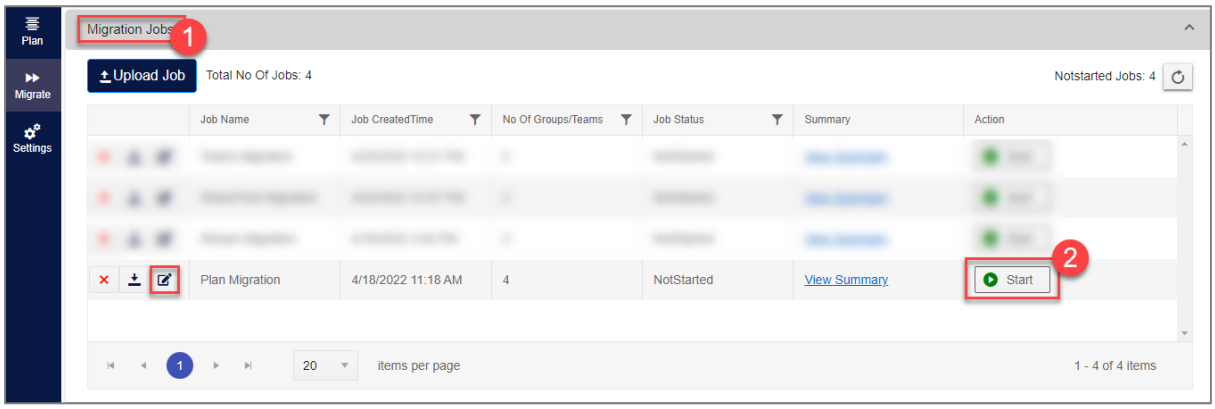
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- 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.



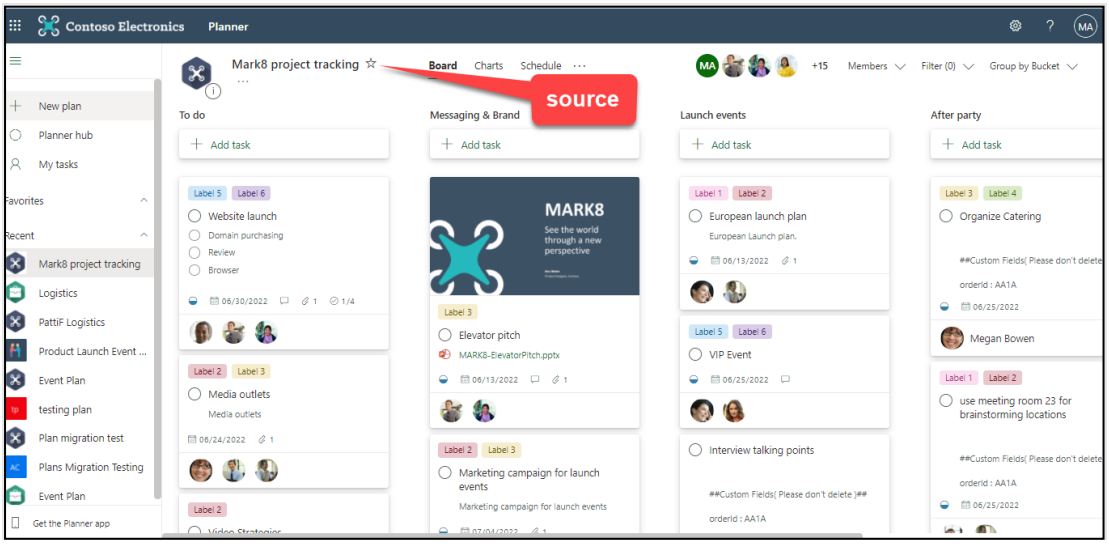
Execute Saved Jobs

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

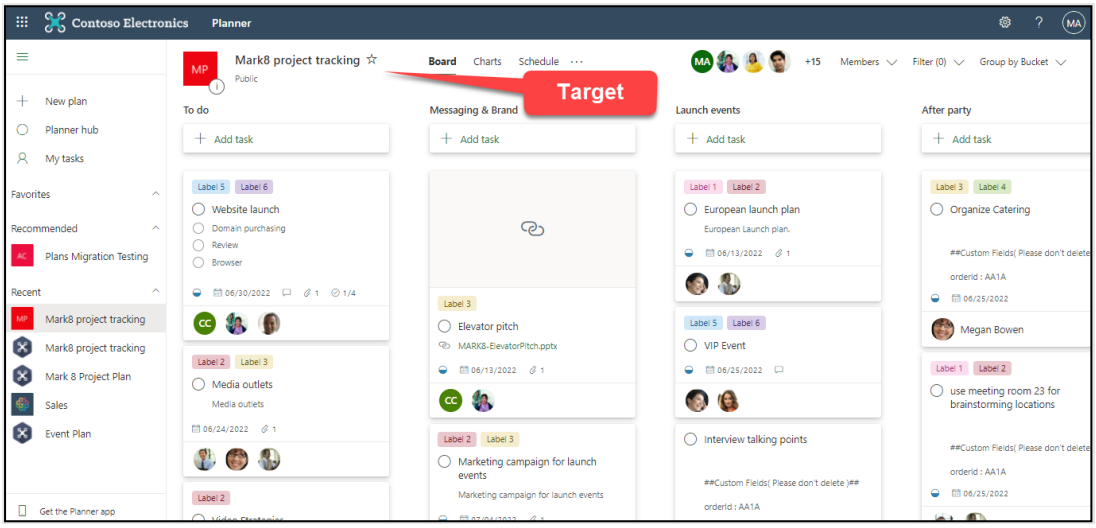


User Experience

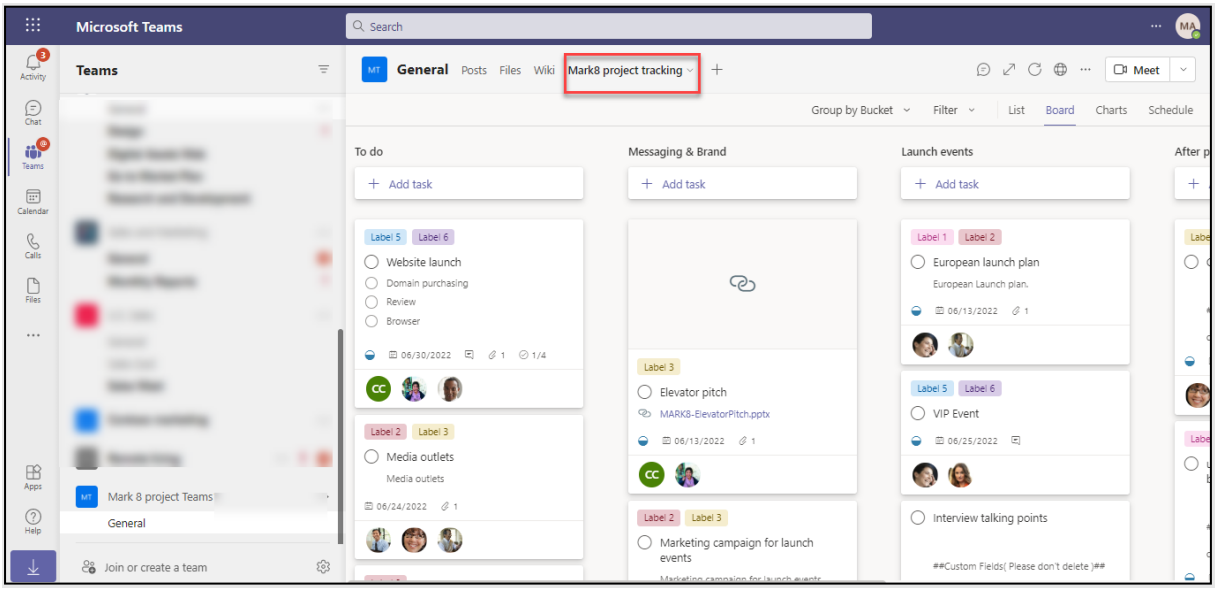
Source:



Target:

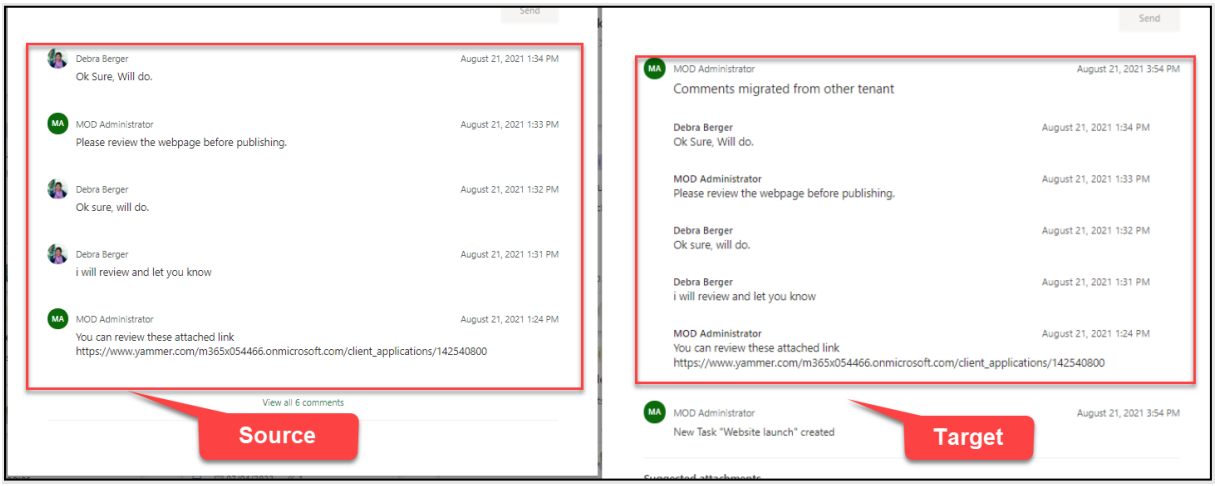


Teams Tab:

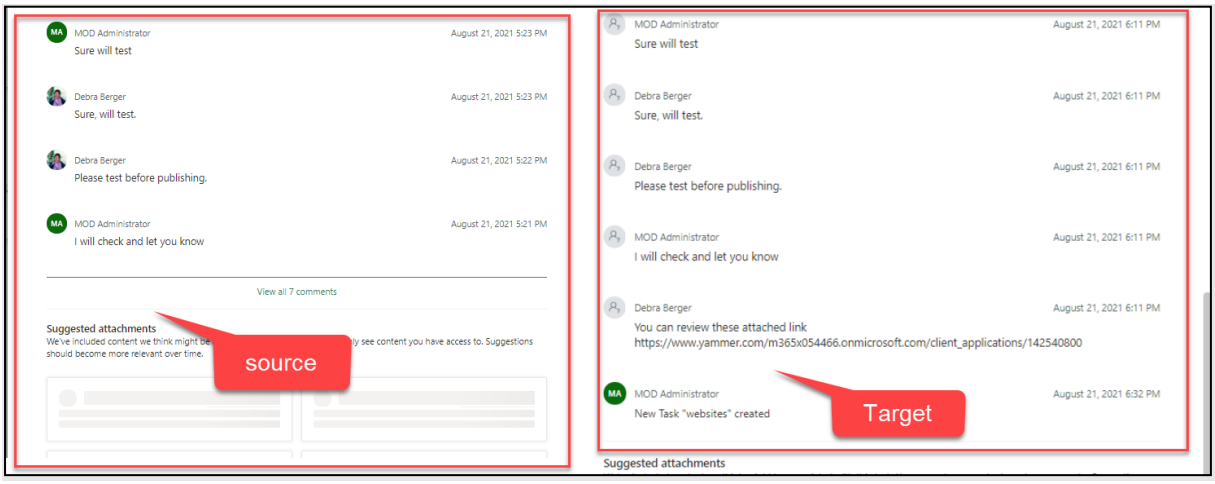


Comments:

Post as HTML Format:

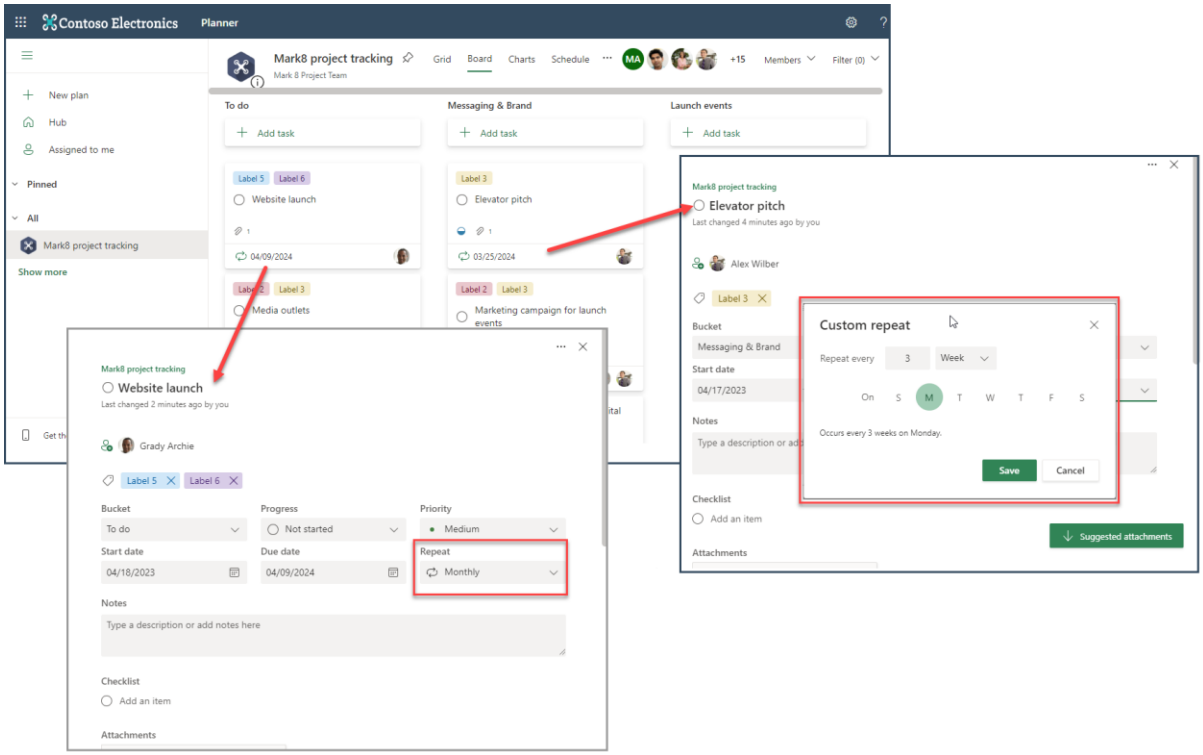


Post as Individual Conversation:

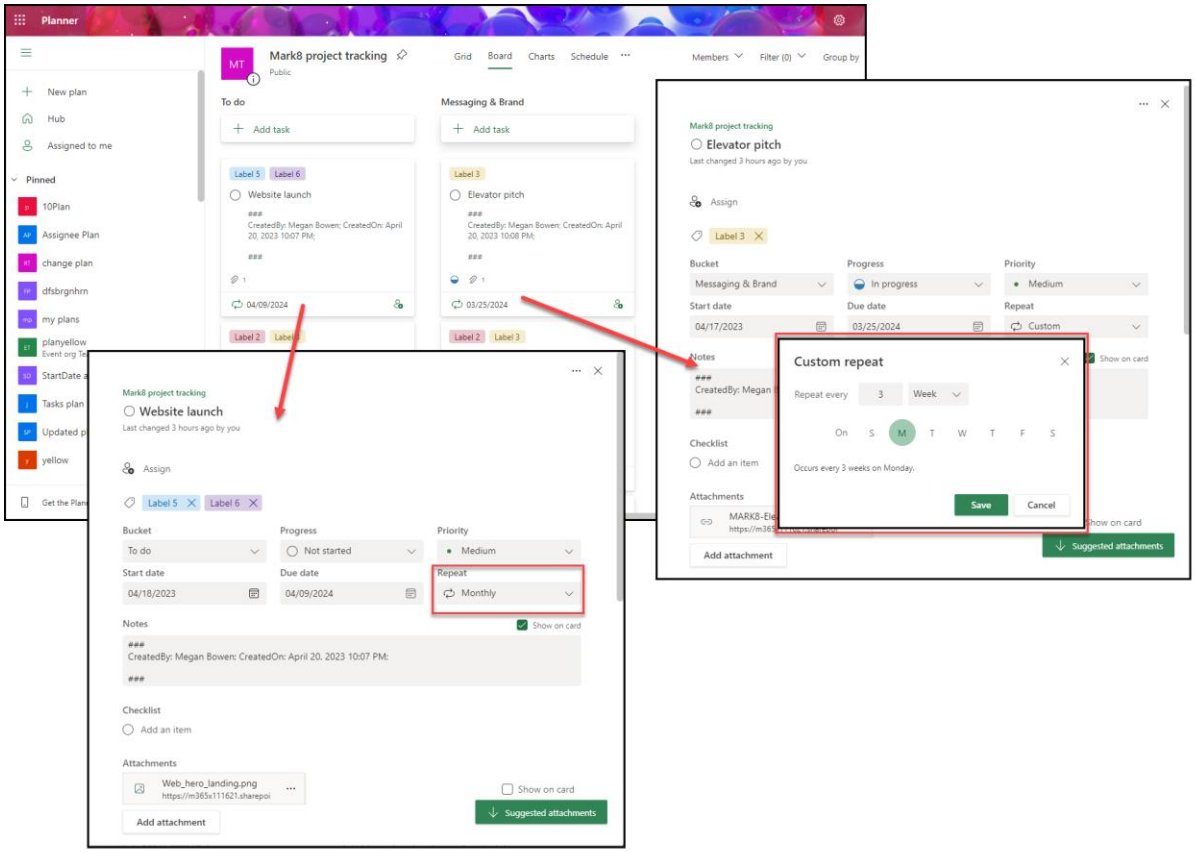


Repeat property

Source



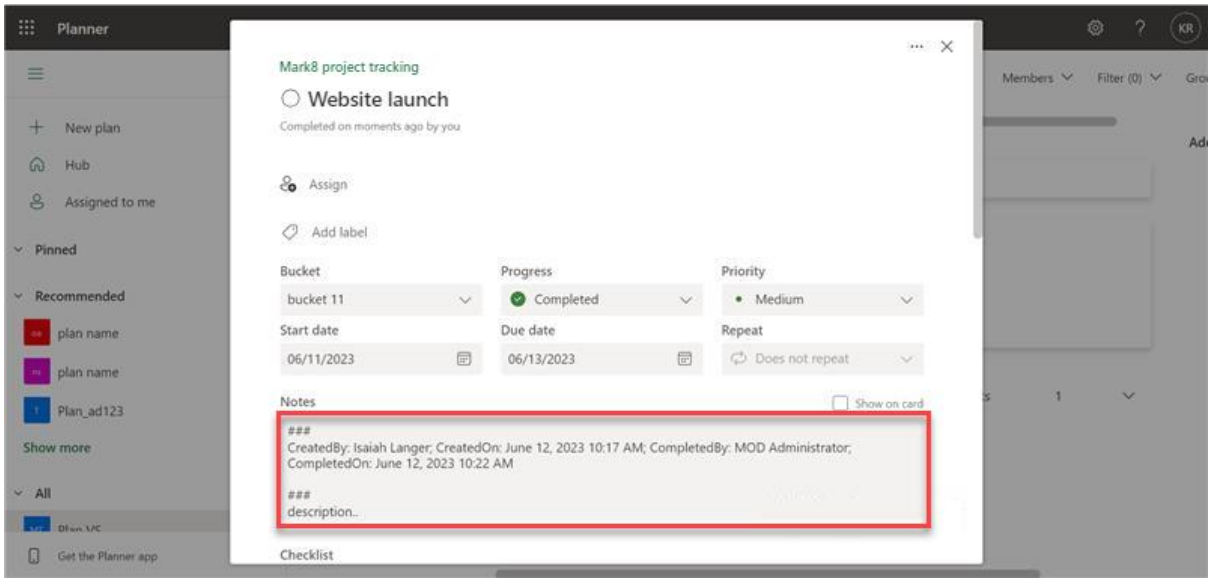
Target



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).

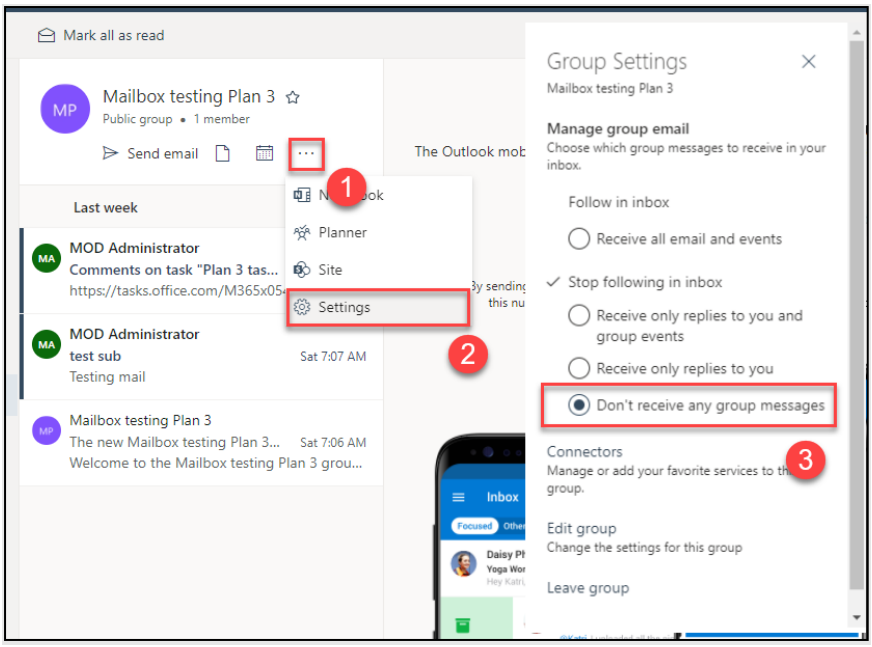
Email Notification

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

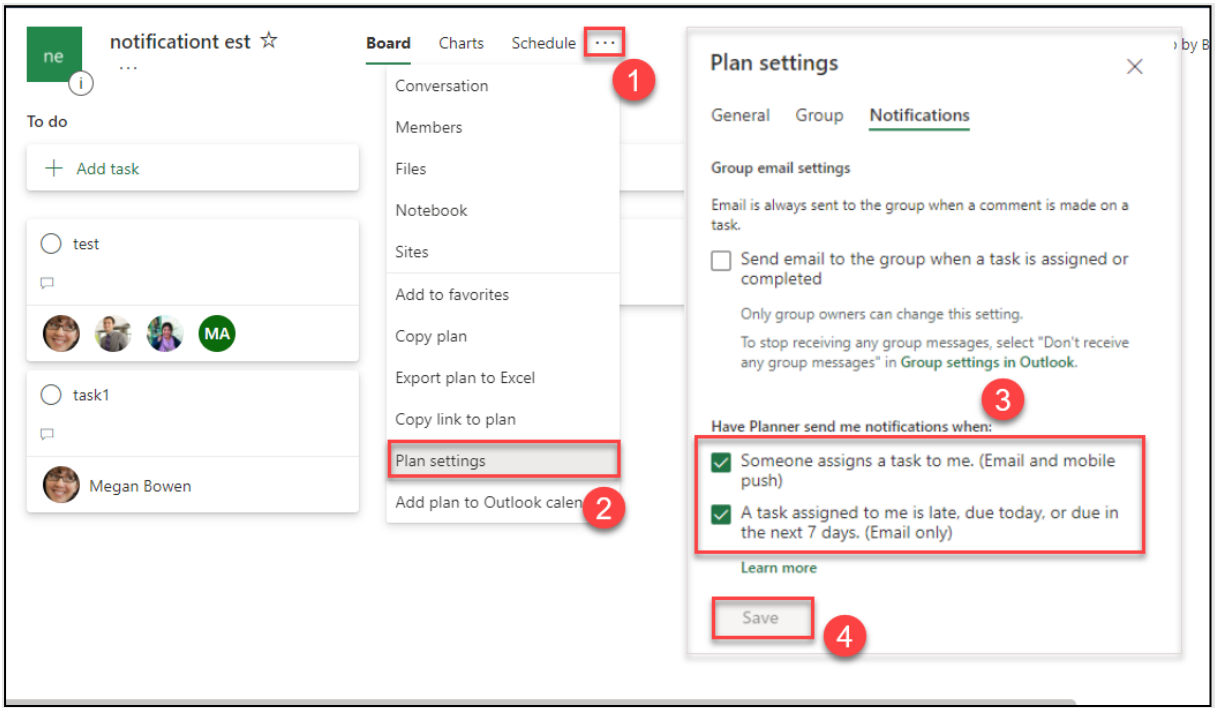
- Comments
- Task Assignments

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

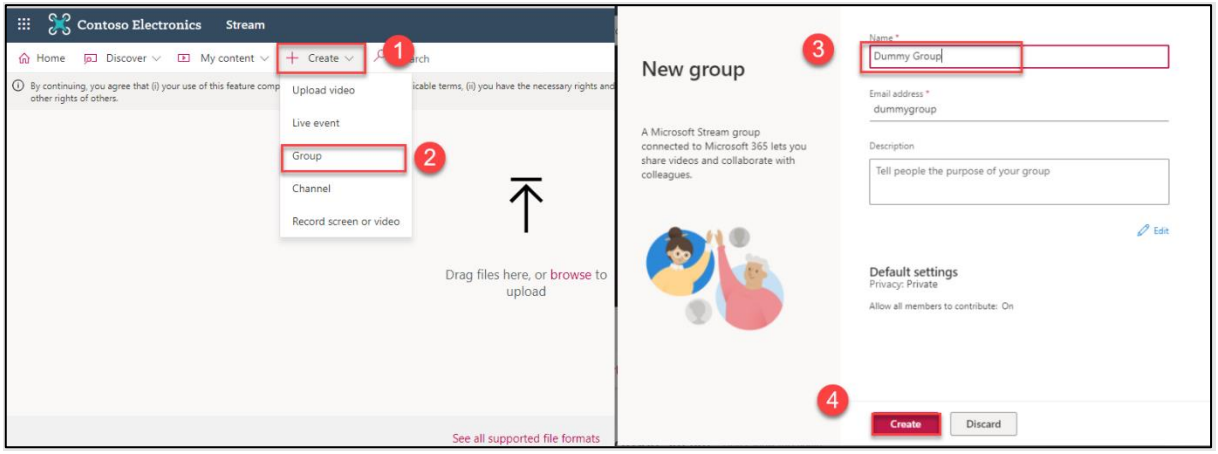
Due to API limitation, we can't be able to migrate the User videos directly, so to migrate the user videos you can create a single temporary group in the source tenant, and then add the user videos into the temporary group. Creating group for each user will make migration process time consuming. All 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.

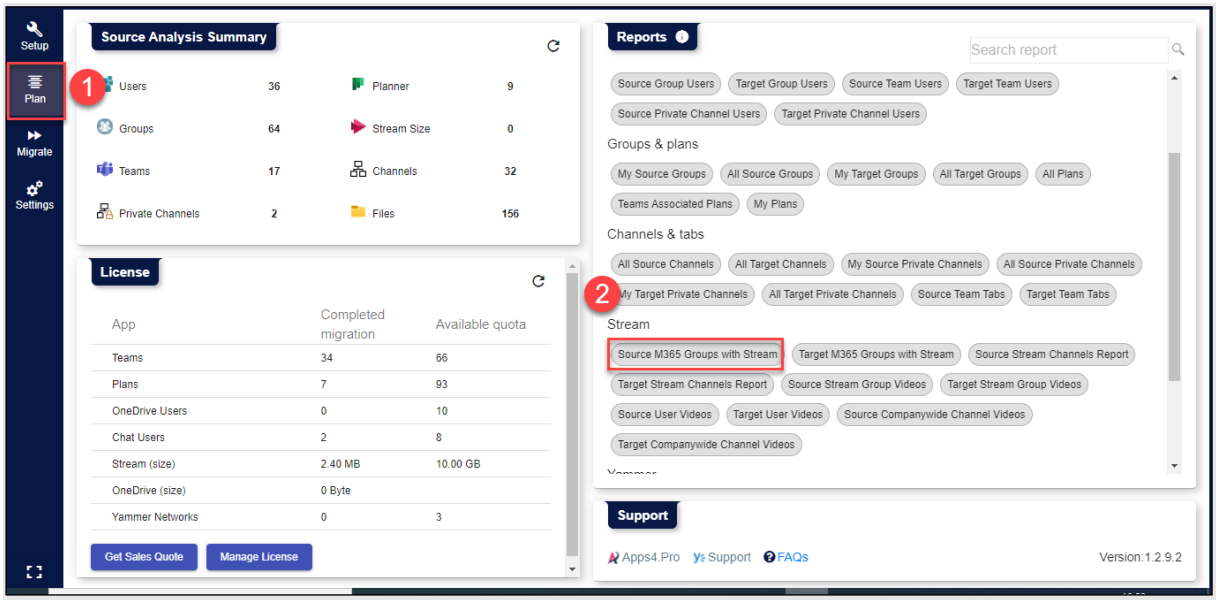
Group creation for migration (Dummy group)

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.



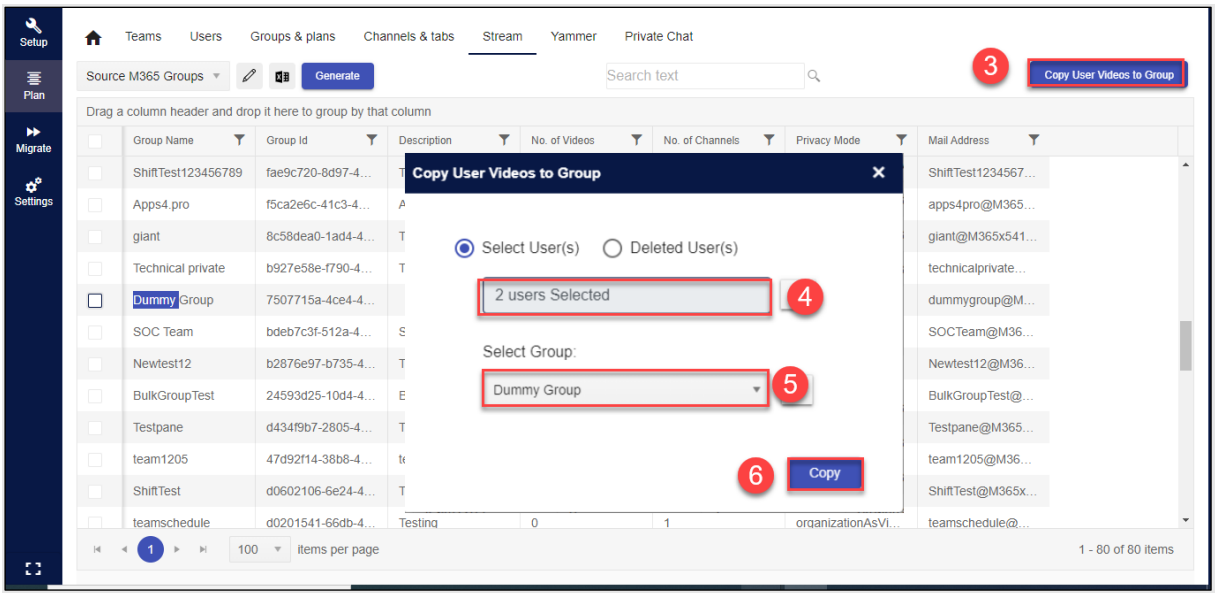
Copy the user videos into group

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



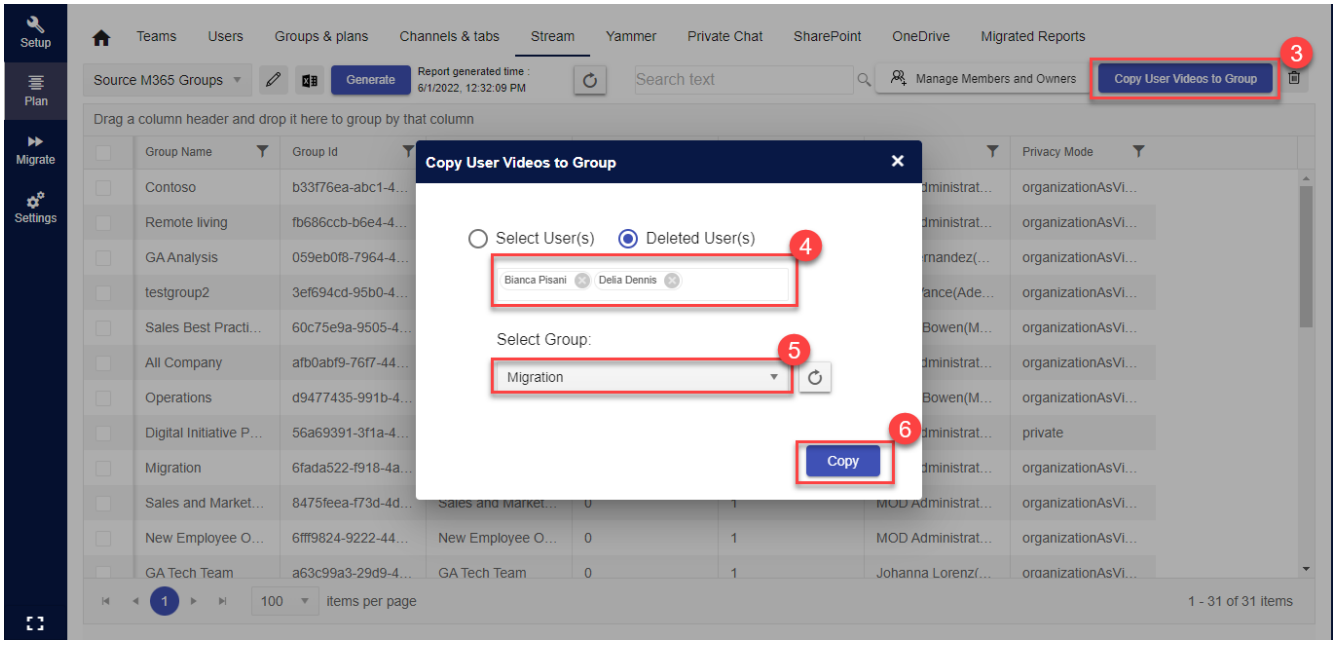
Select 'Copy User Videos to Group' → select Users whose video need to migrate → Select the source dummy group which we have created in '**Group creation for migration (Dummy group)**' section.

You can either choose Active Users

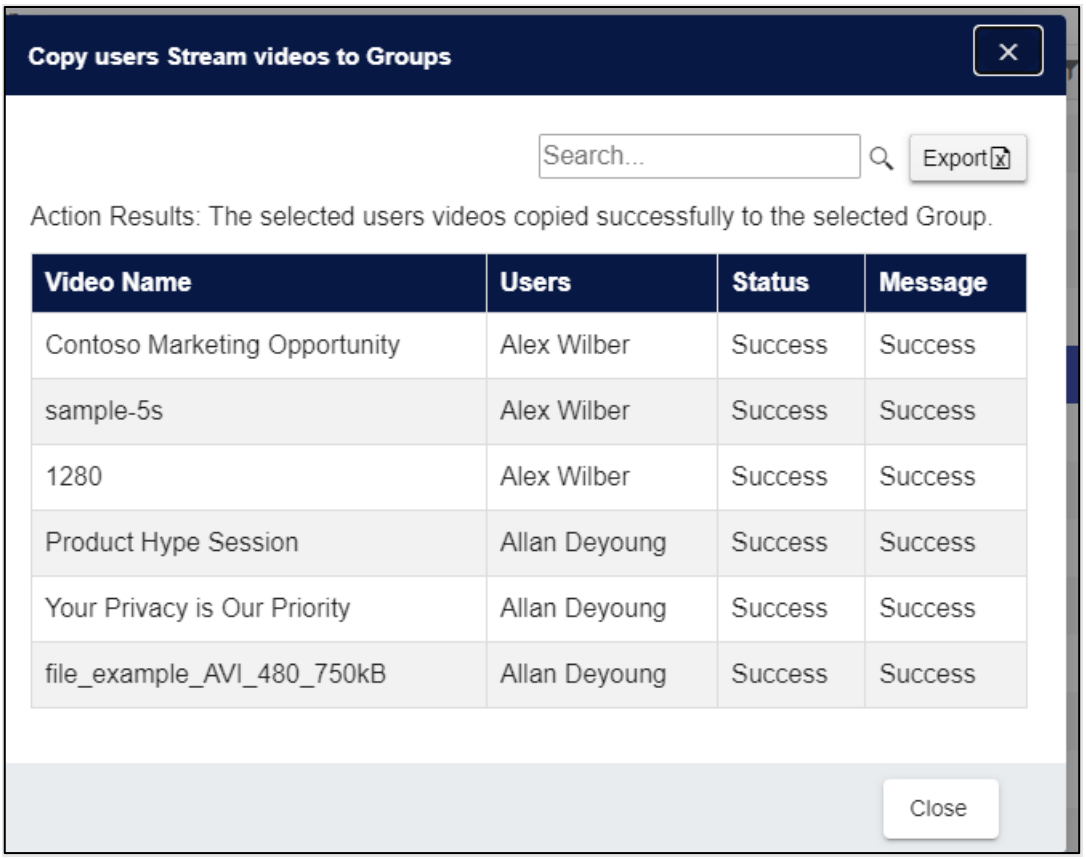


(OR)

You can choose Deleted Users

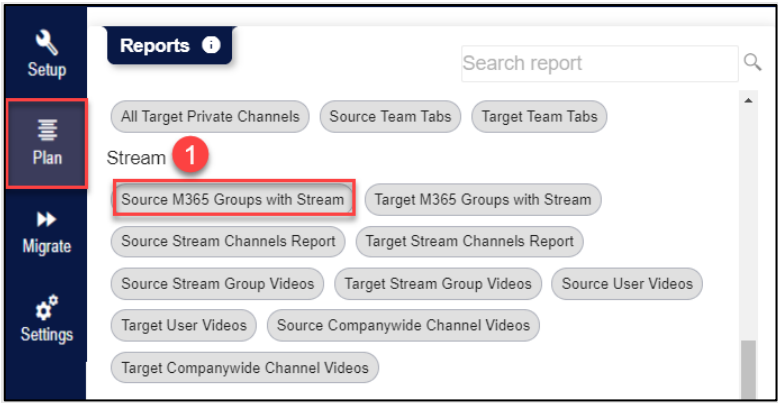


Once User video moved, you can view the below screenshot.

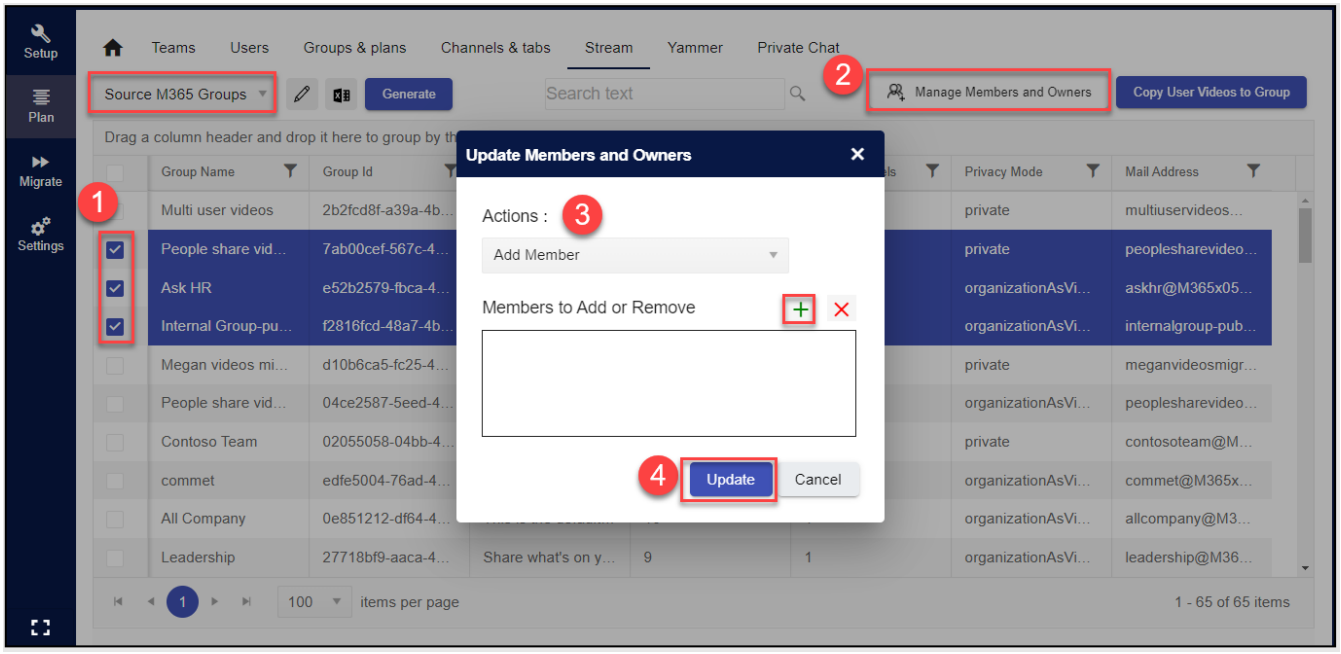


Step 3 : How to Add 'Source Connector Account' as member of the Stream Groups

Go to ***Plan Tab***-→ Generate the "Source M365 Group with Stream" report.



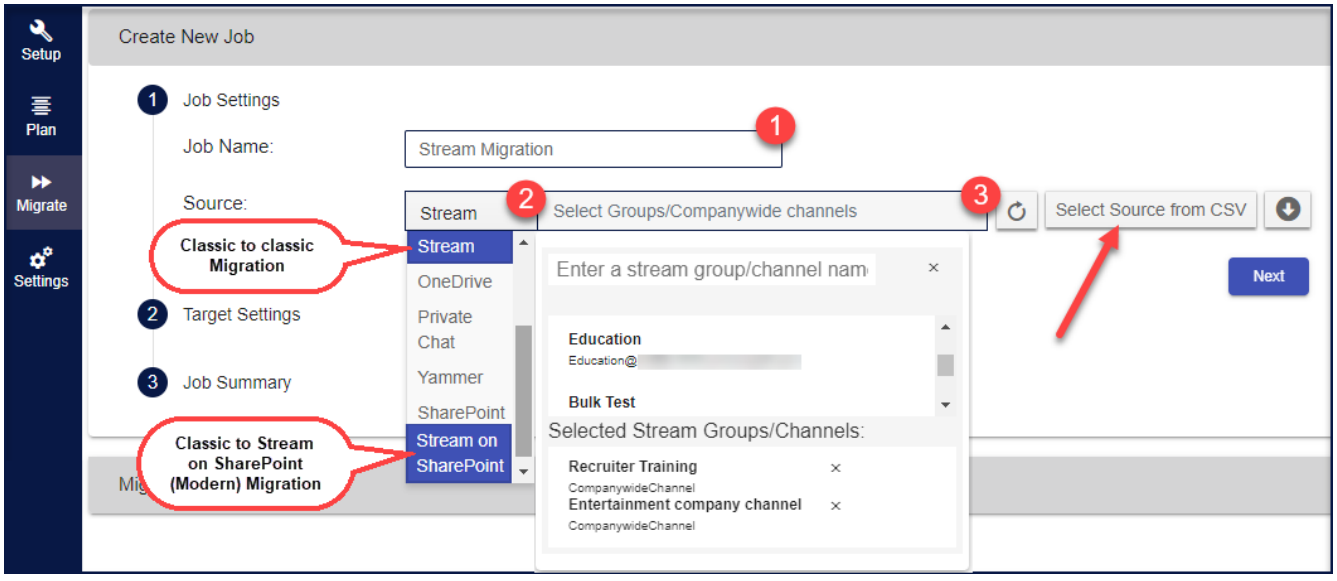
Then Select the groups where you need to add the service account and click on the ***Manage Members and Owners*** option, now you can add the service account by clicking on the (+) option and Update.



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

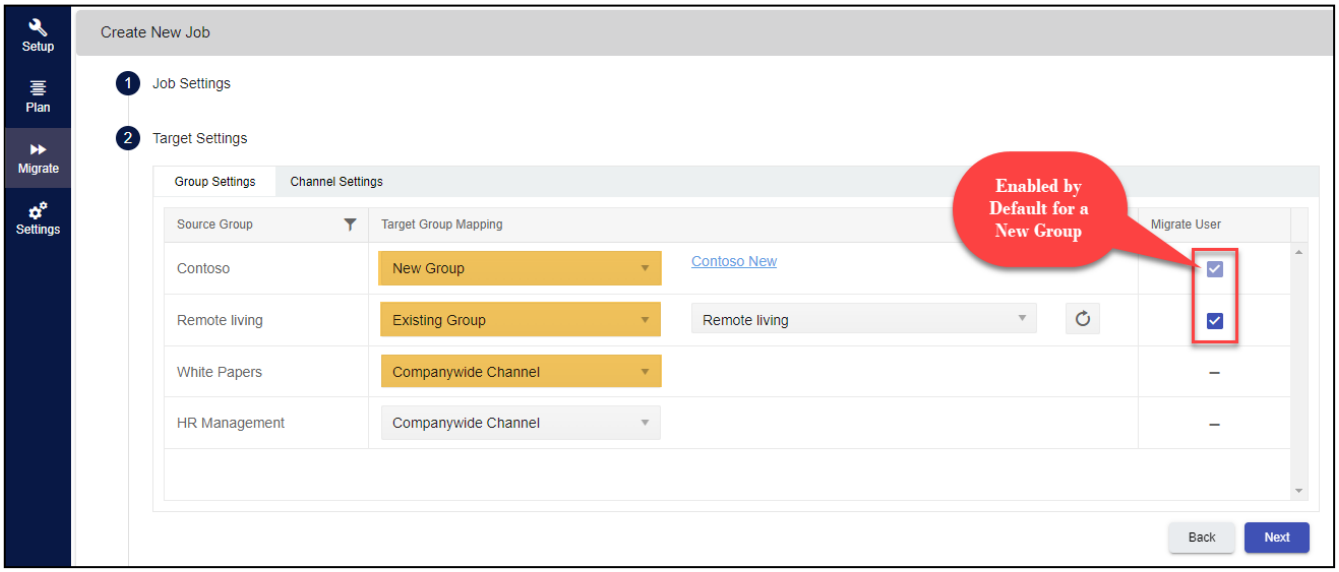
Step 5a : Target Settings

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.



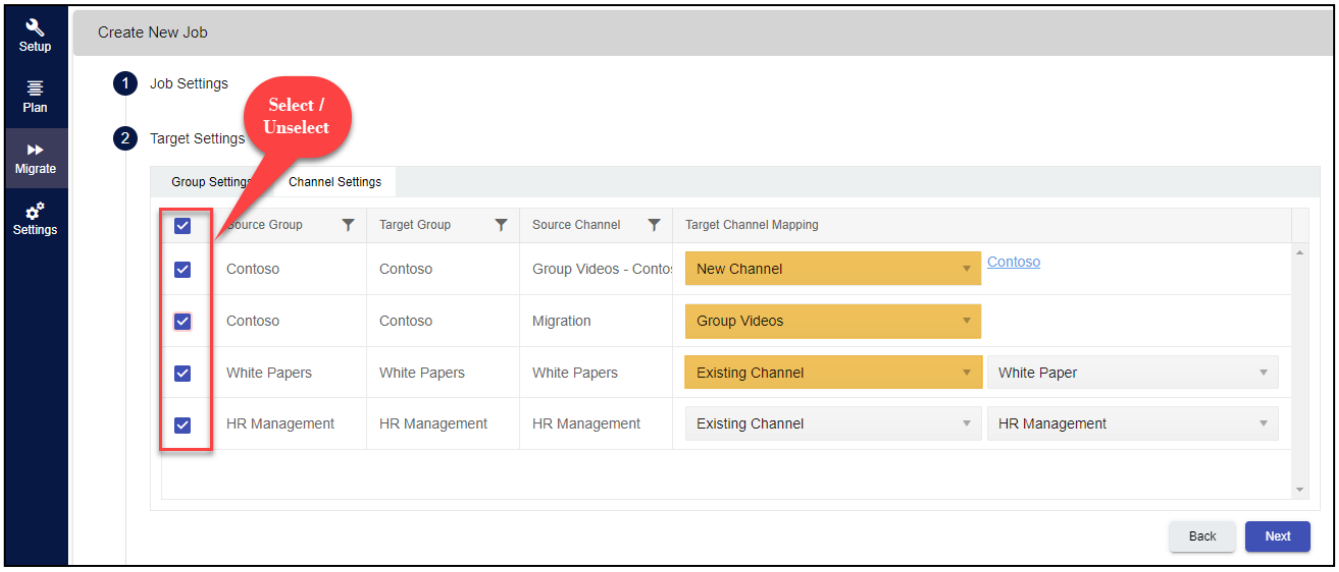
Channel Settings

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.

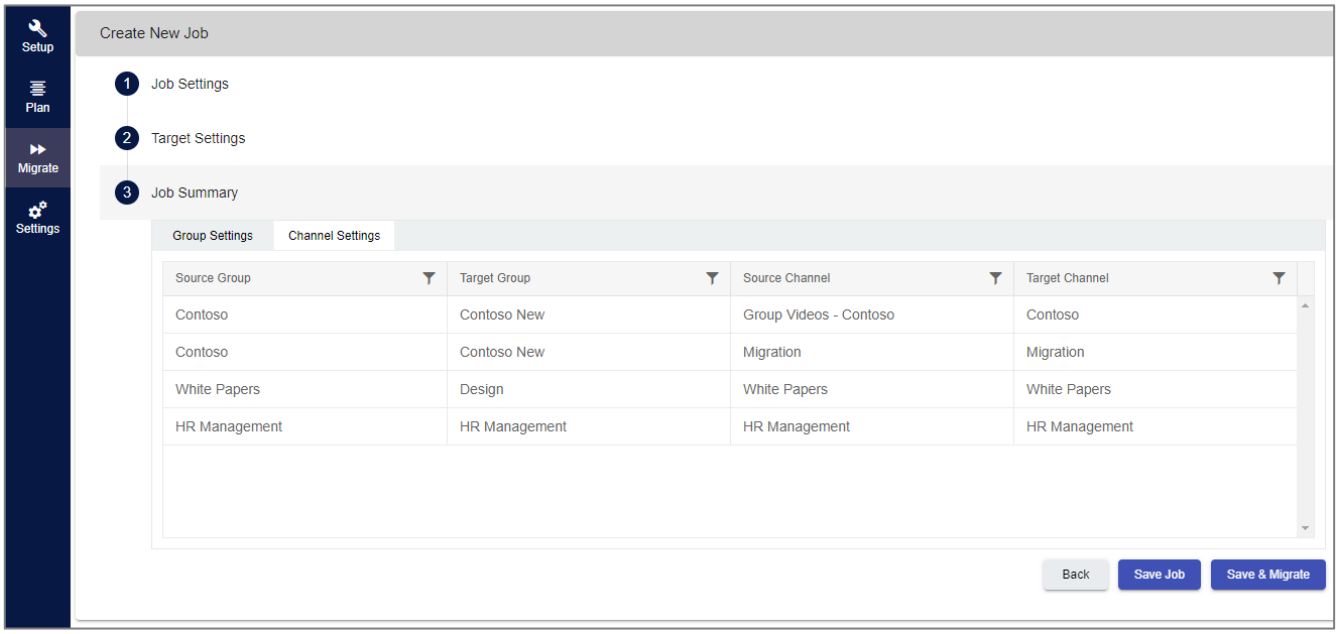
New Channel: If you want to migrate videos to a new channel, you can select new channel and give a channel name to proceed with it.



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

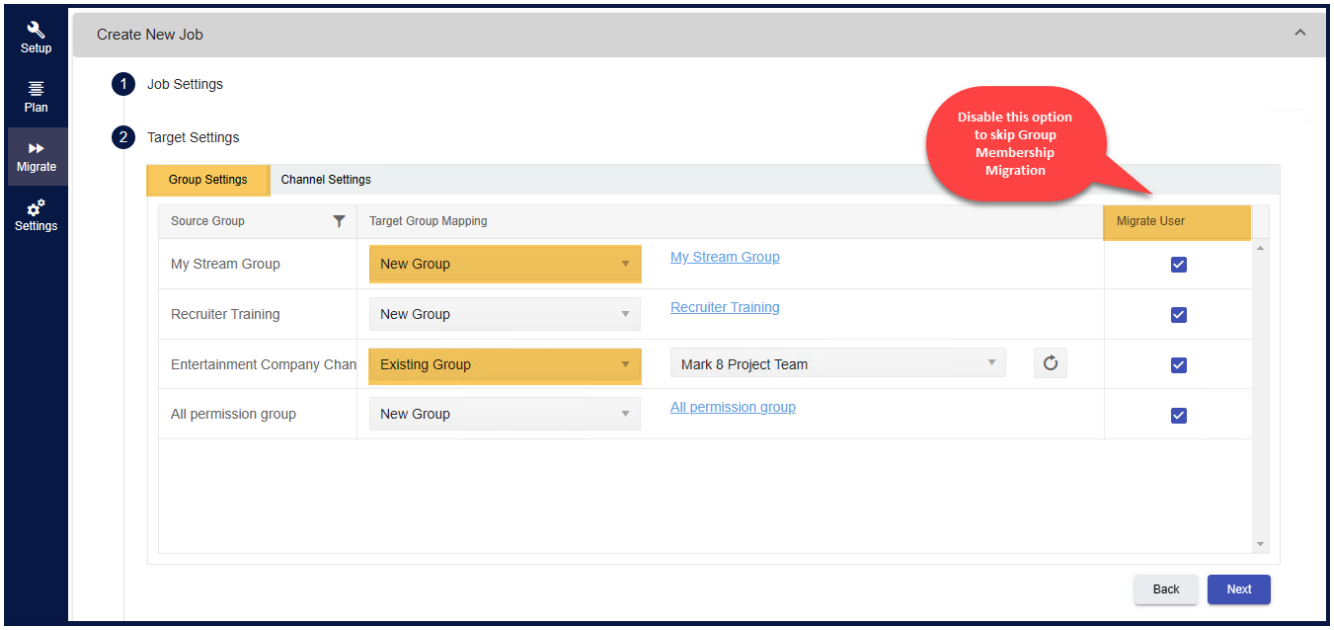
Group Settings

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.

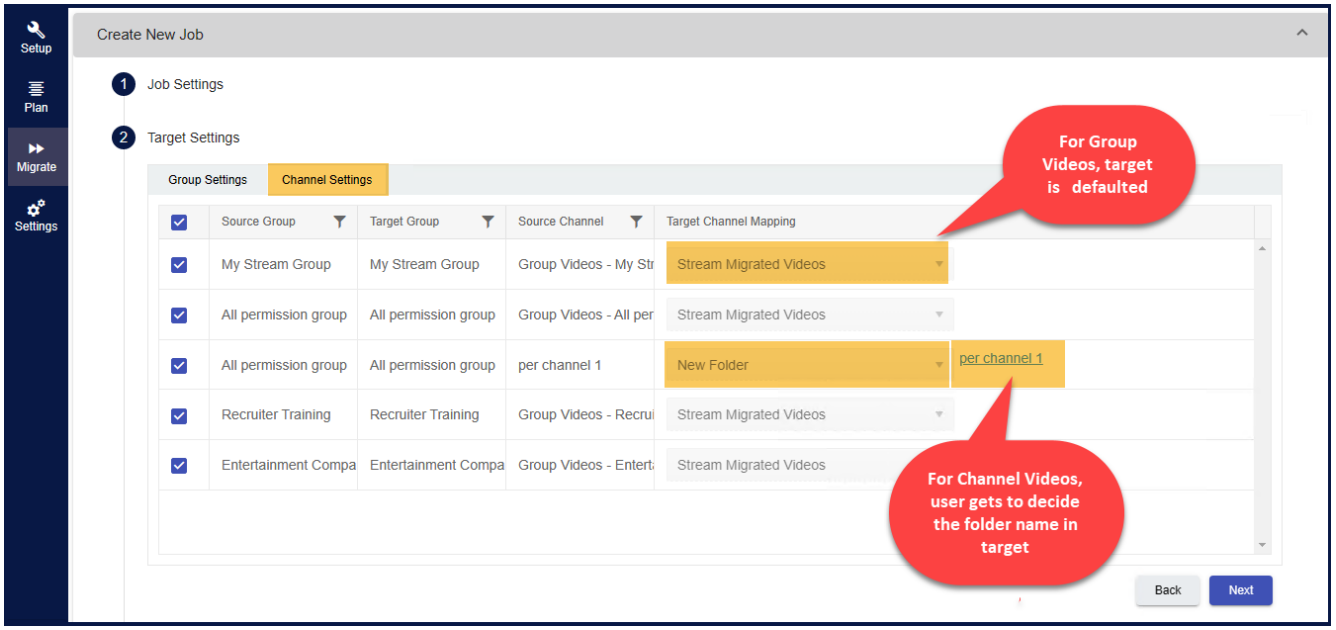
For **Private User Videos Migration**, Disable the option 'Migrate User' for the dummy group, so that we could achieve privacy of the migrated user videos.



Channel Settings

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

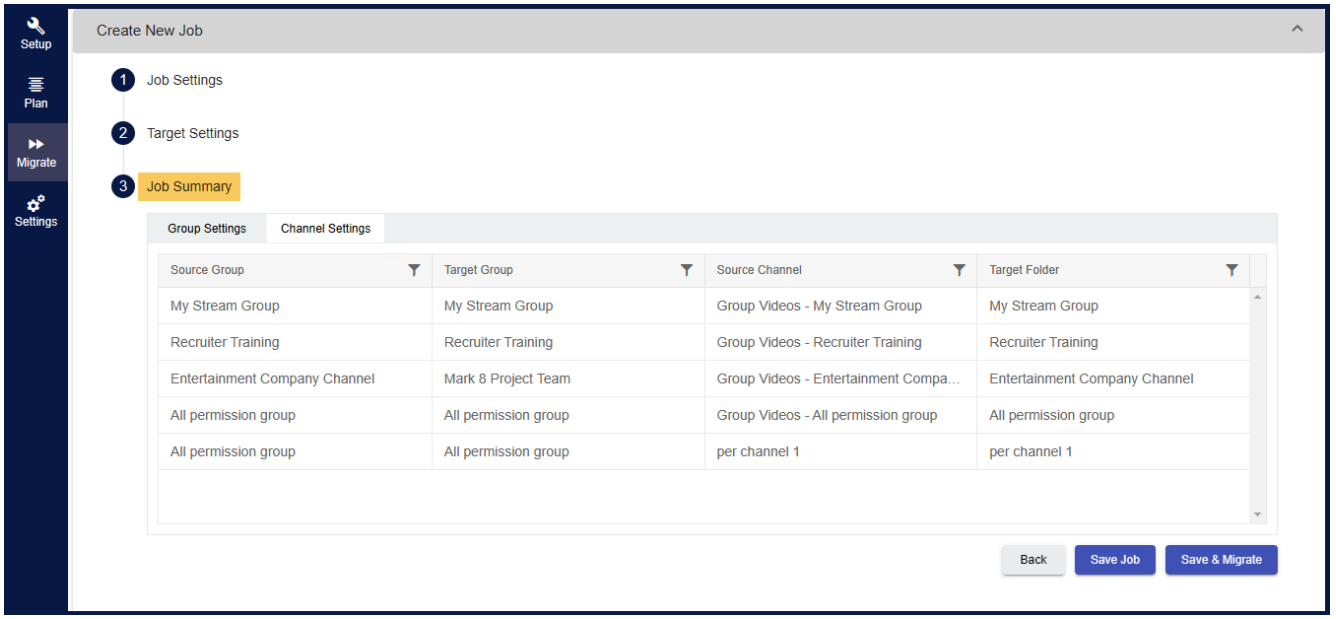
For **Channel videos**, it is defaulted to a folder same as the name of the channel. However, users have the choice to update them.



Step 6b : Job Summary

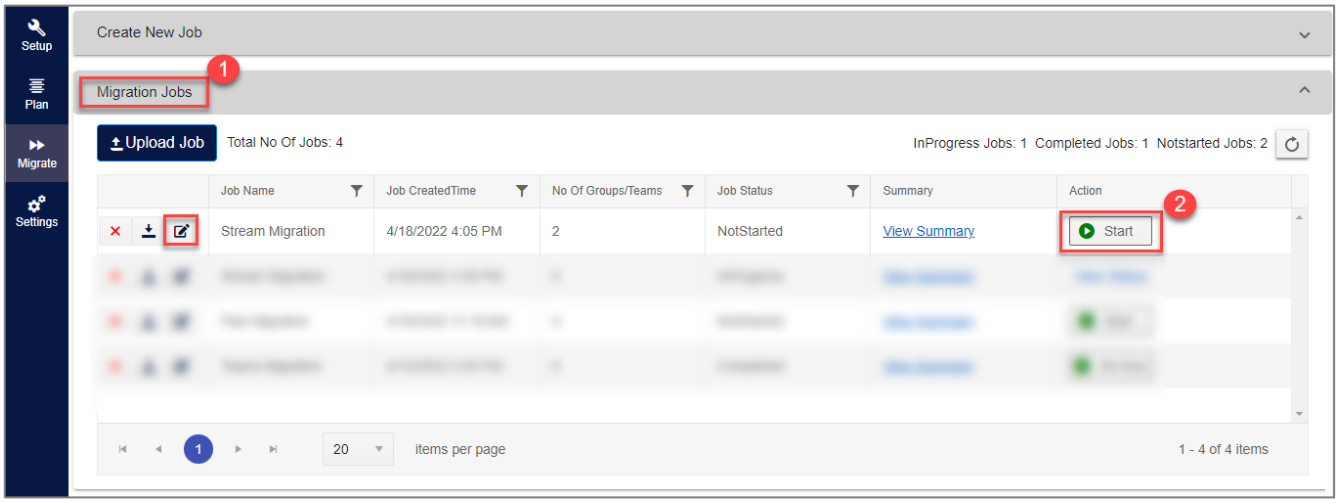
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- 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.

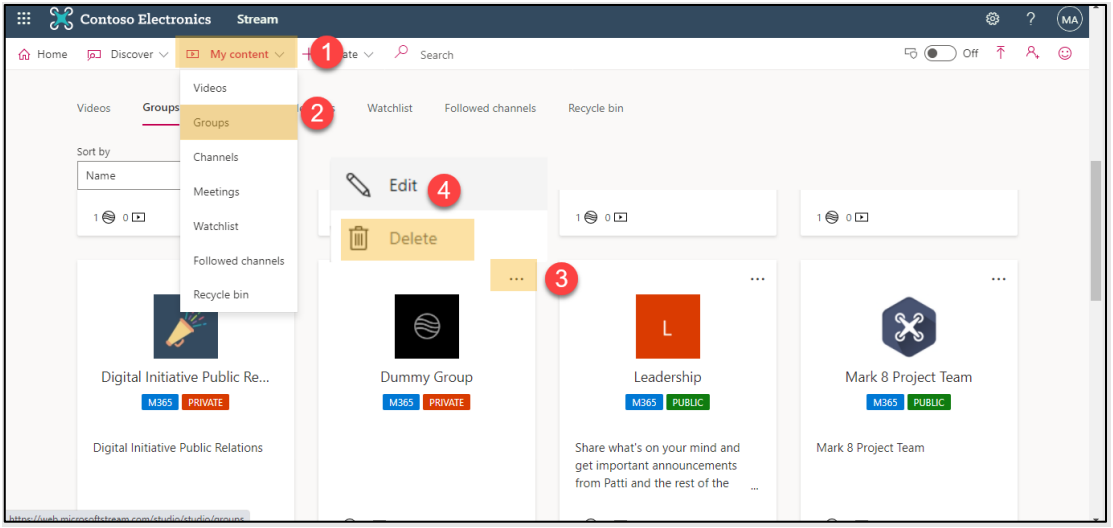


Step 7 : User Videos - Delete the Dummy Group

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.

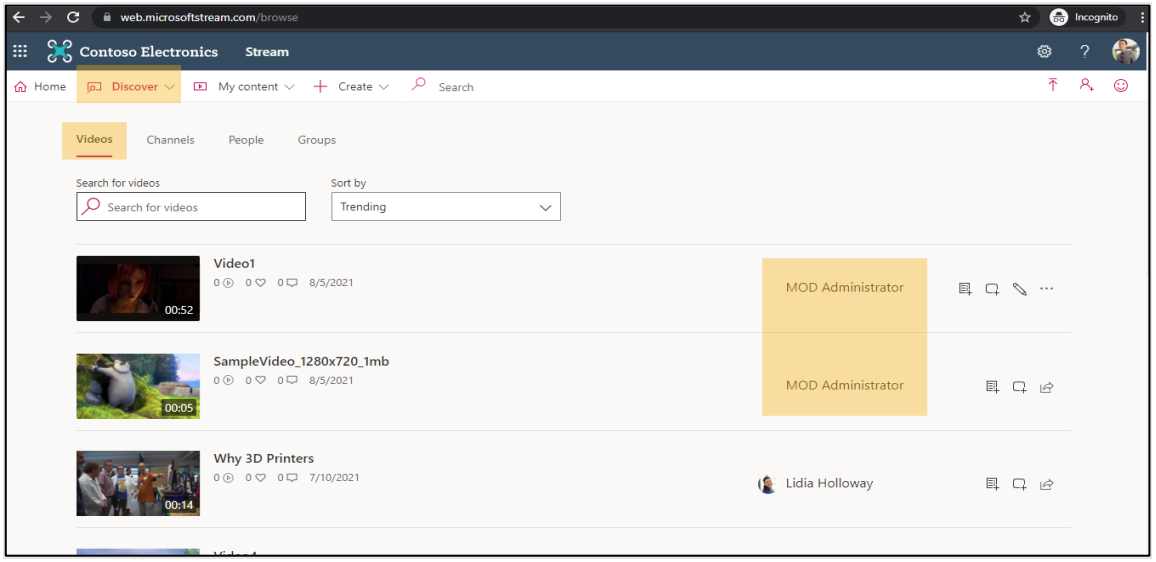


Impact

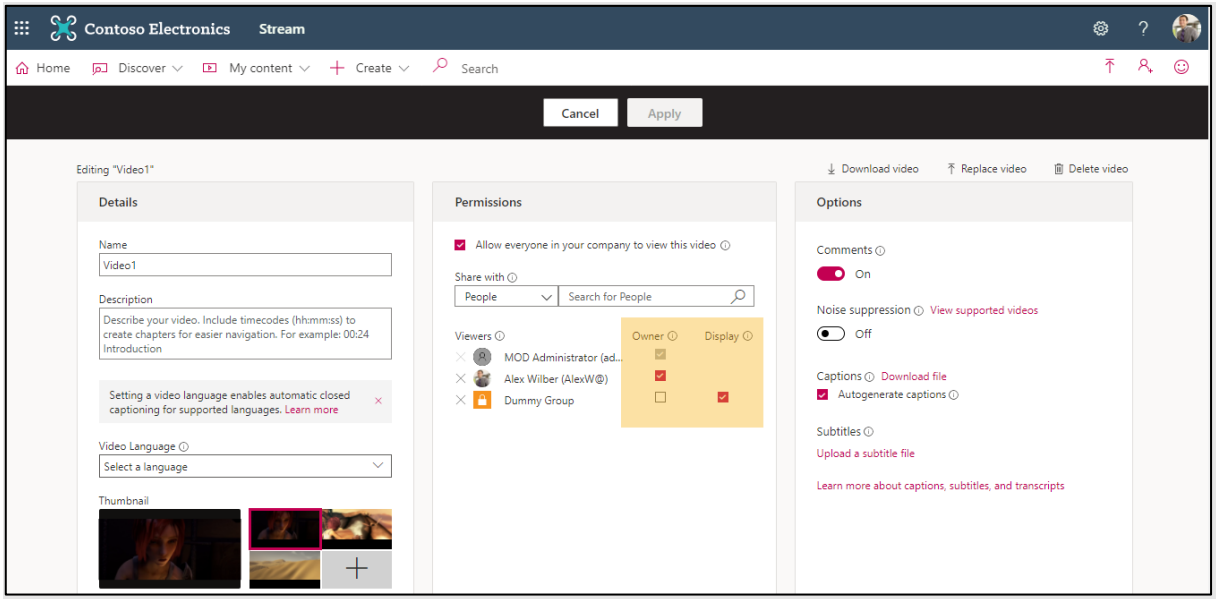
Classic to Classic Migration

User videos migration

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

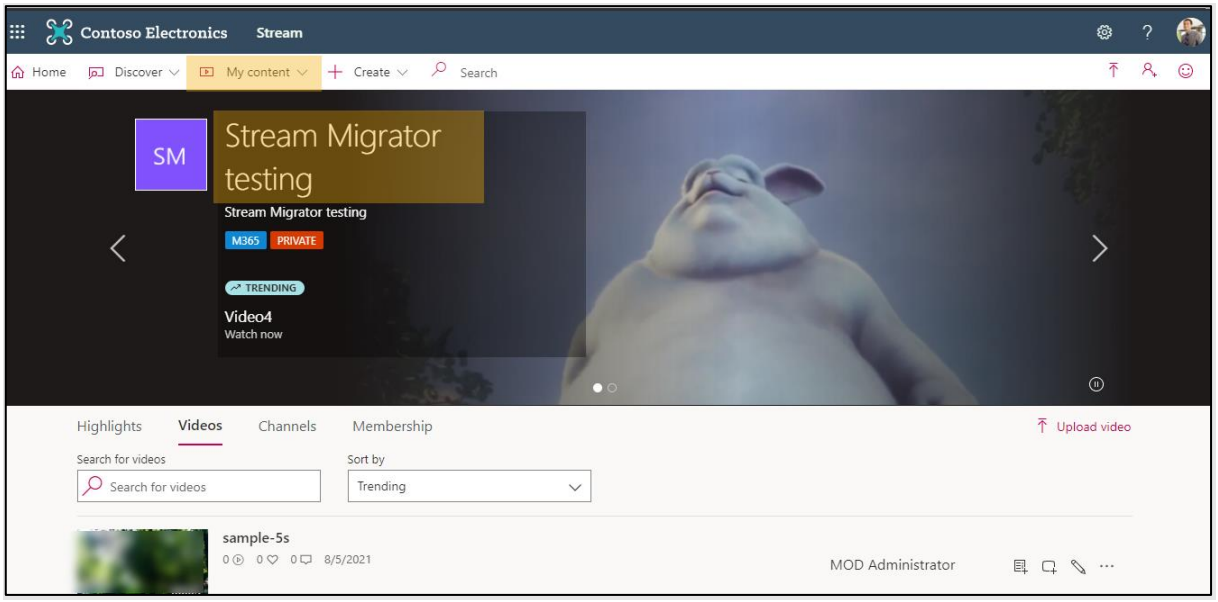


After deleting the dummy group, the videos and permissions are retained as it is.

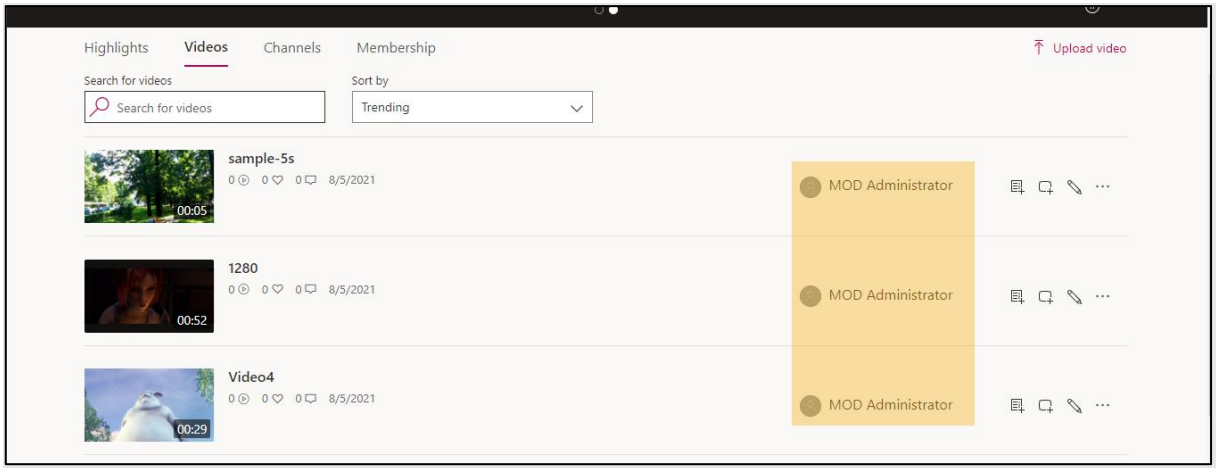


Stream Group Migration

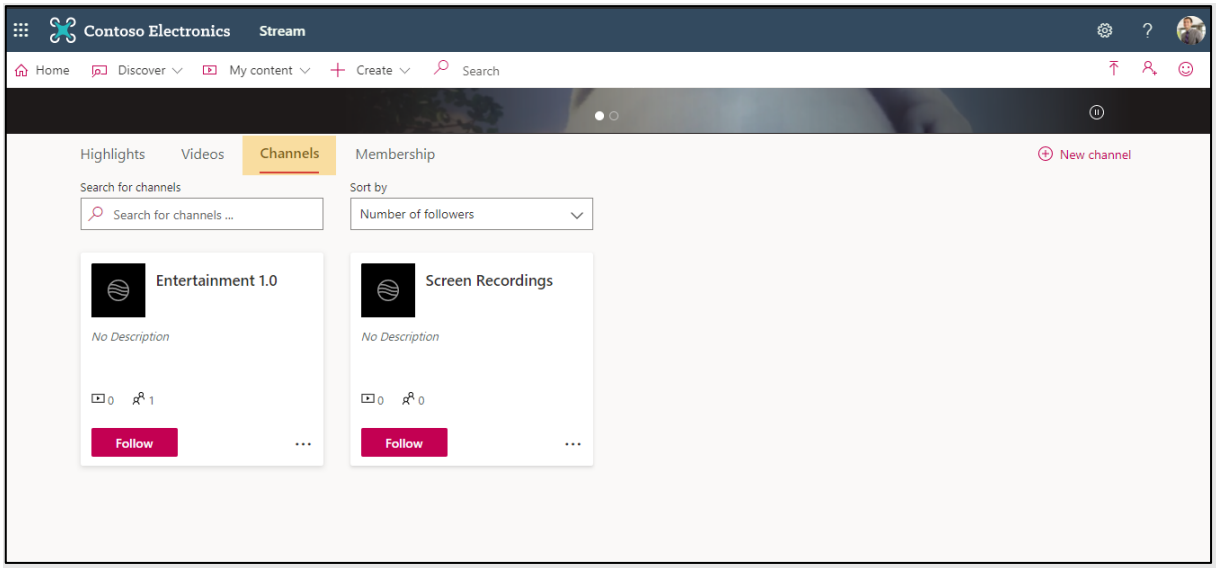
Once migration completes, you can view the Migrated group under ***My content*** tab as shown in the below image.



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



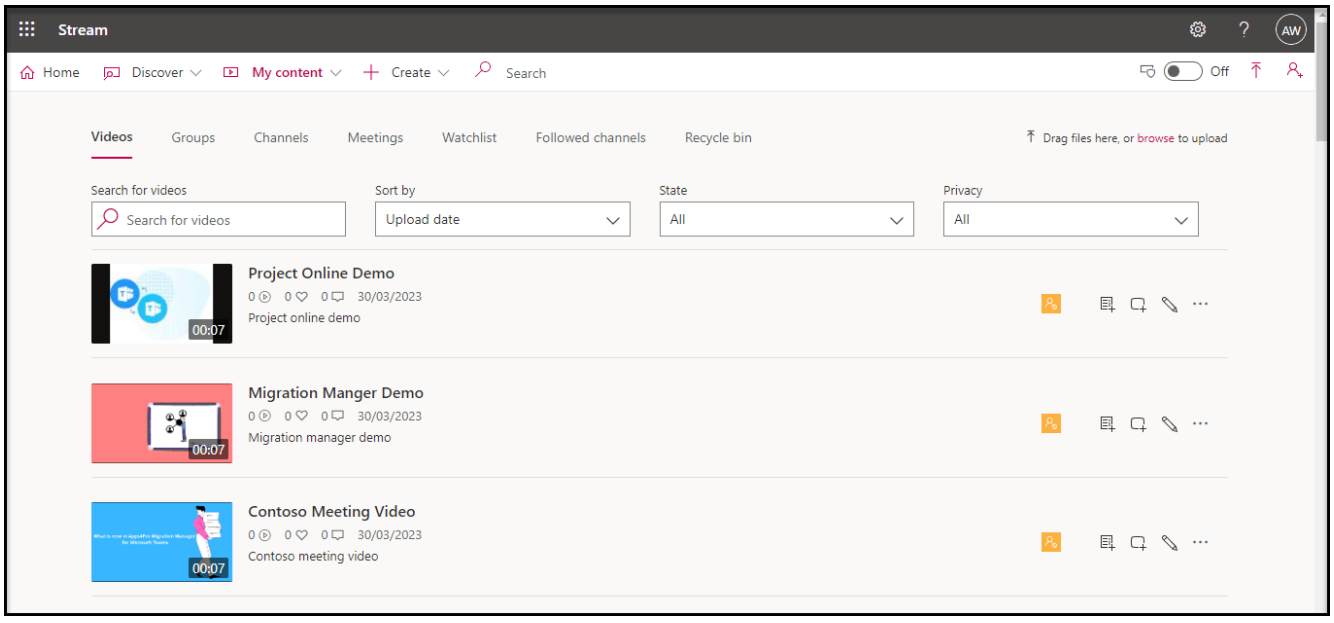
You can view the migrated channels under channels tab in the target group.



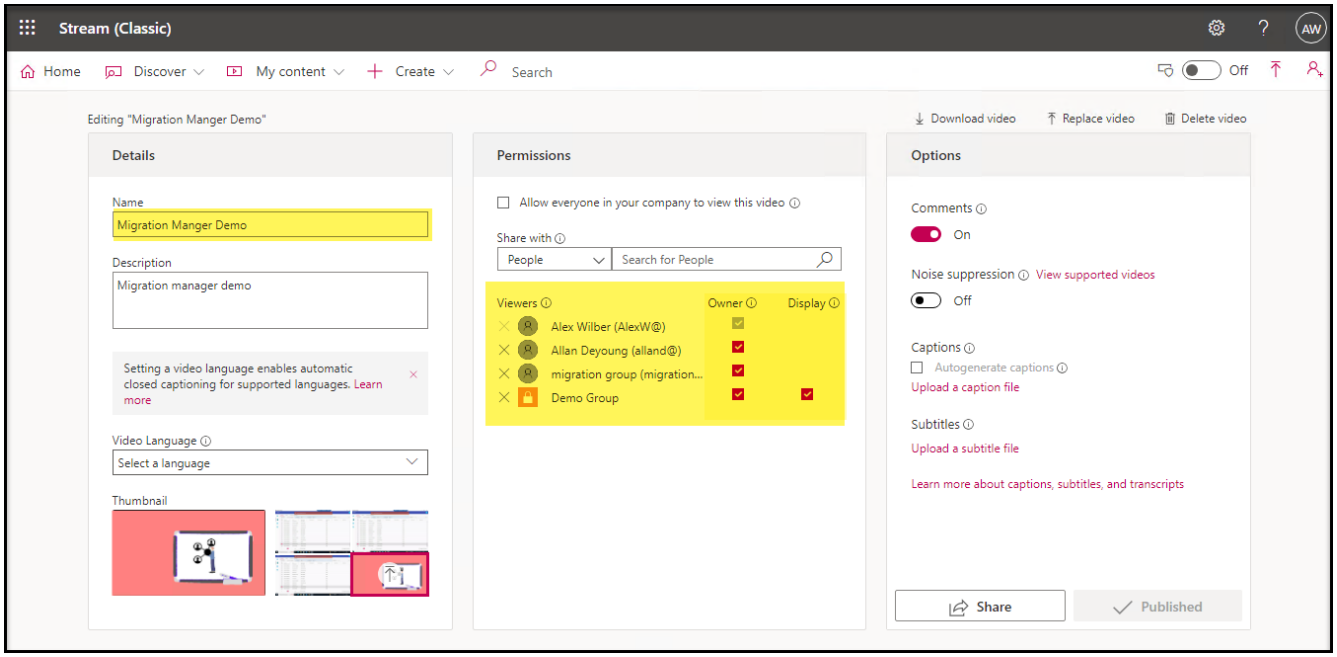
Classic to “Stream on SharePoint(Modern)” Migration

User Videos Migration

Source



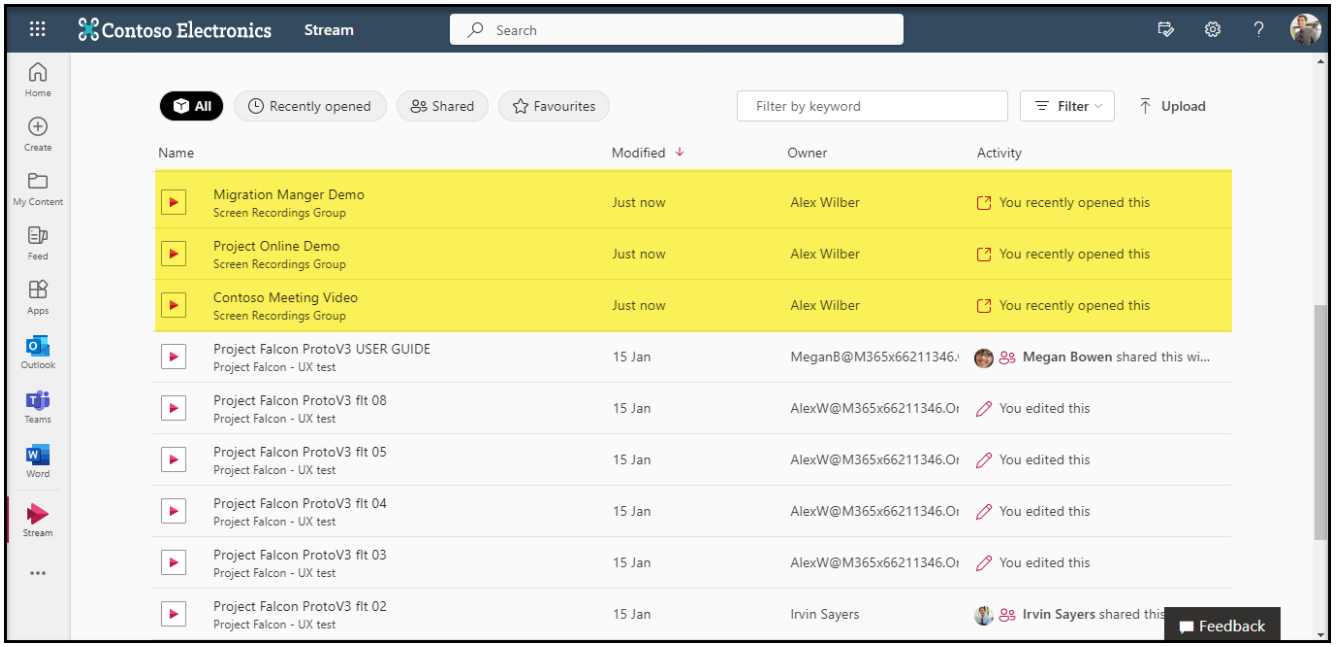
Video Permissions



Target

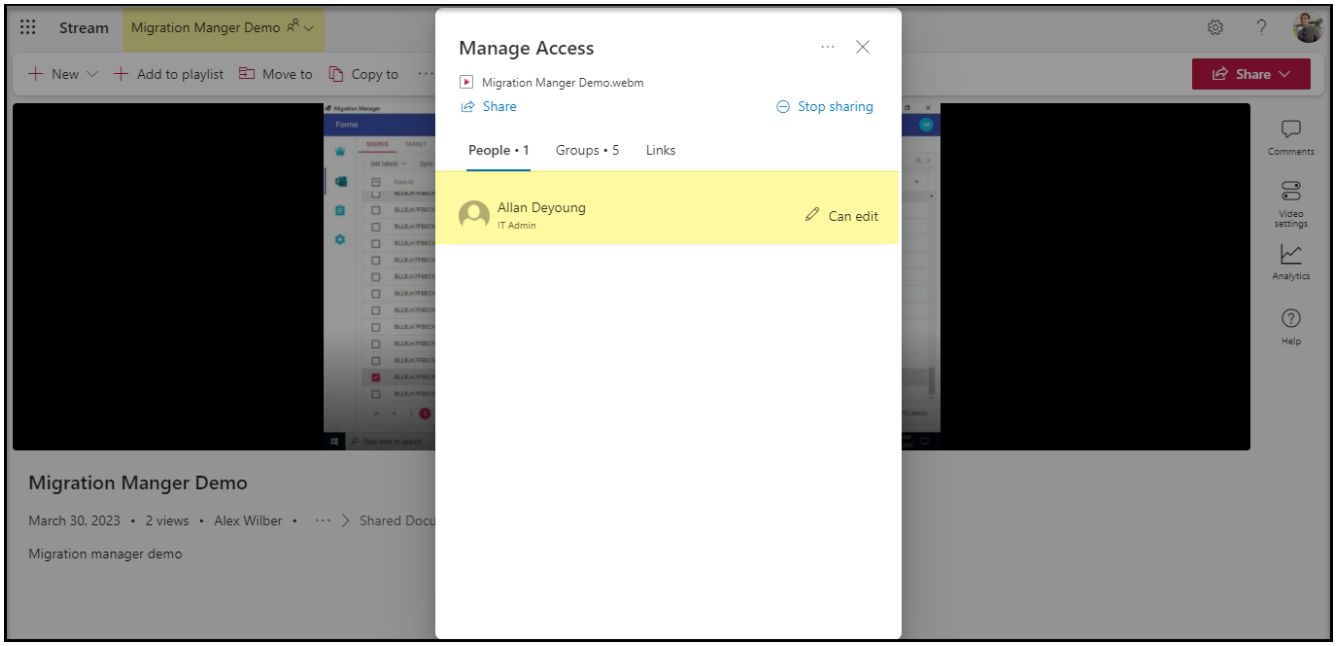
Once migration completes, users can view the Migrated videos in the Home page of the “Stream on SharePoint”.

If the Migrated Videos are not listed, users can also perform a search to find out the videos.

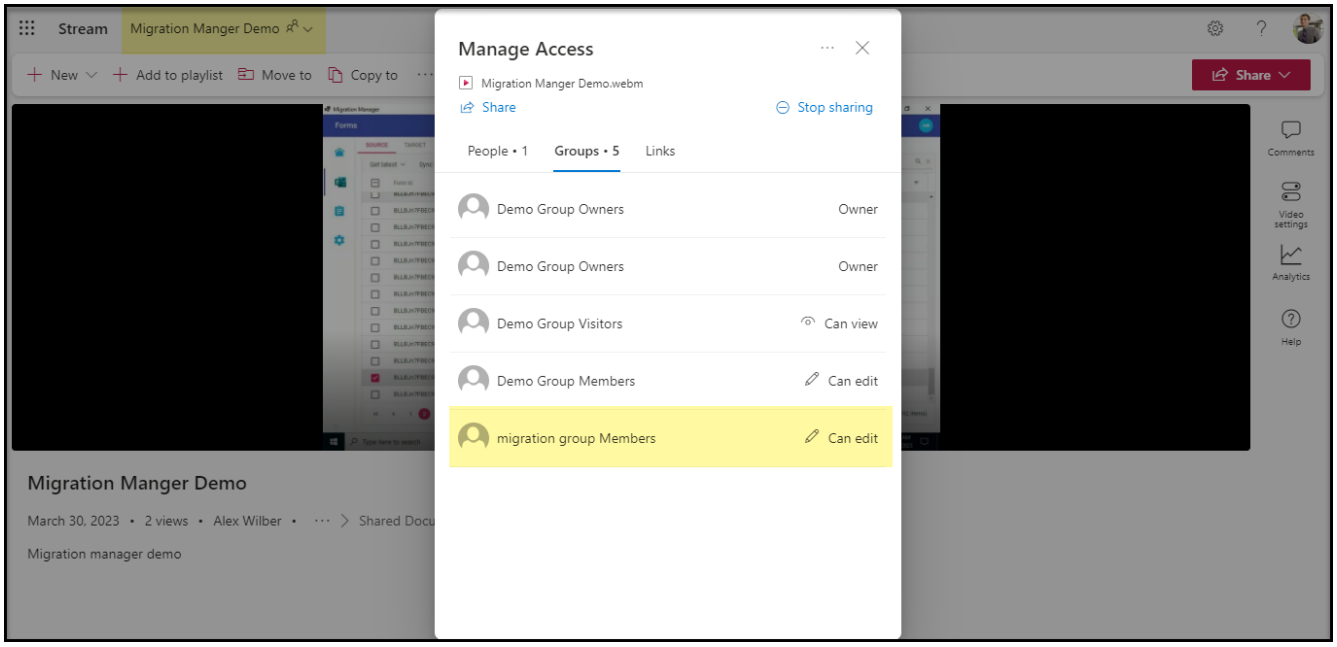


The video permissions(People + Group permissions) are retained as it is. In addition, Target Connector Account will have access to the videos, as an Owner of the Dummy group where the video resides.

People Permissions

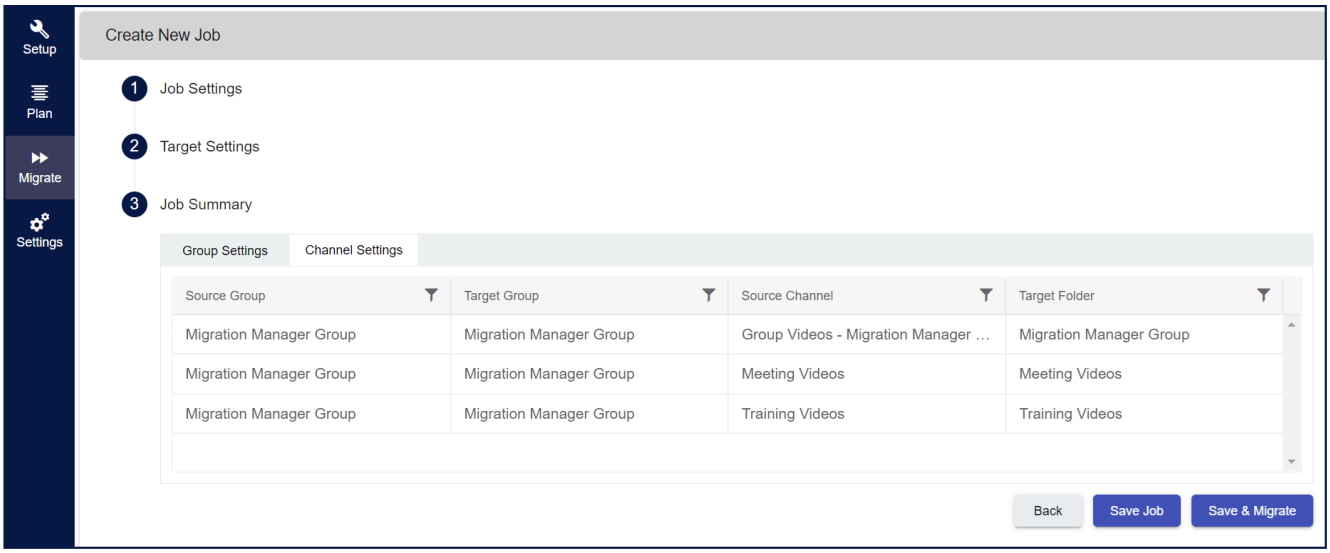


Group Permissions



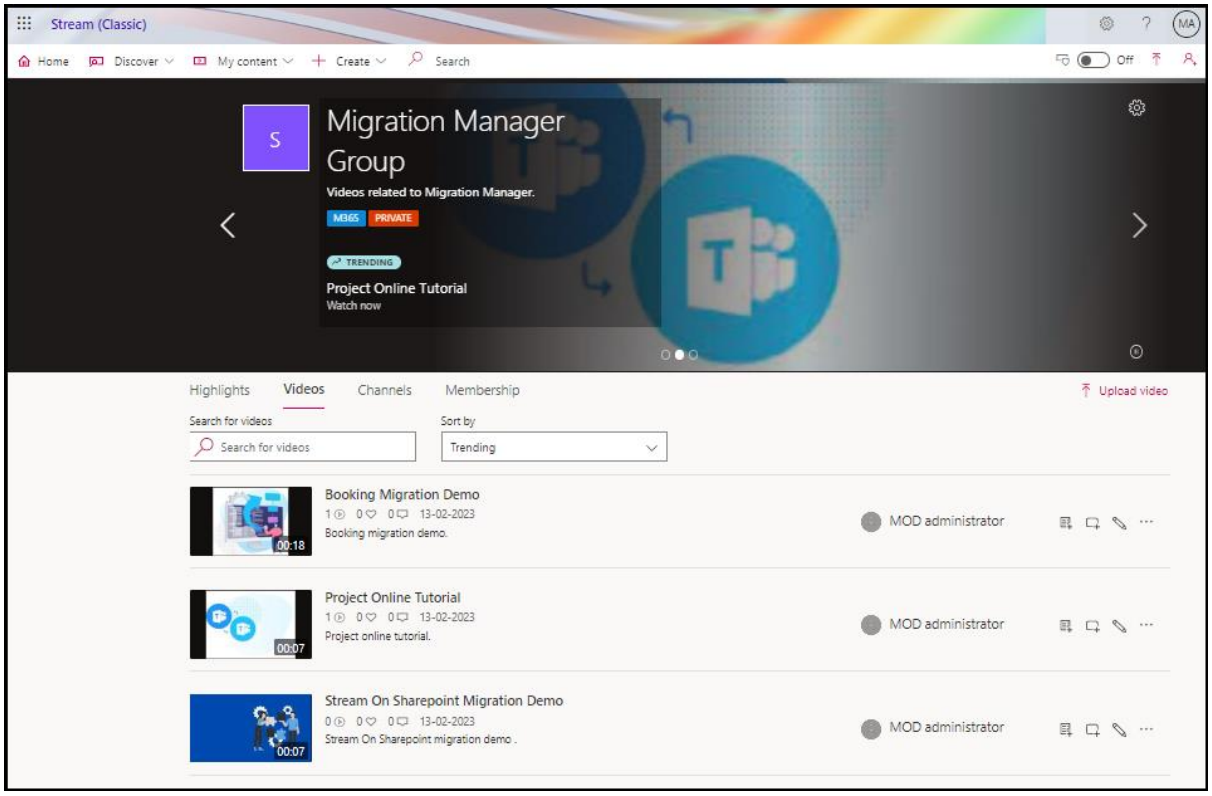
Group n Channel Videos Migration

Migration job - In Tool



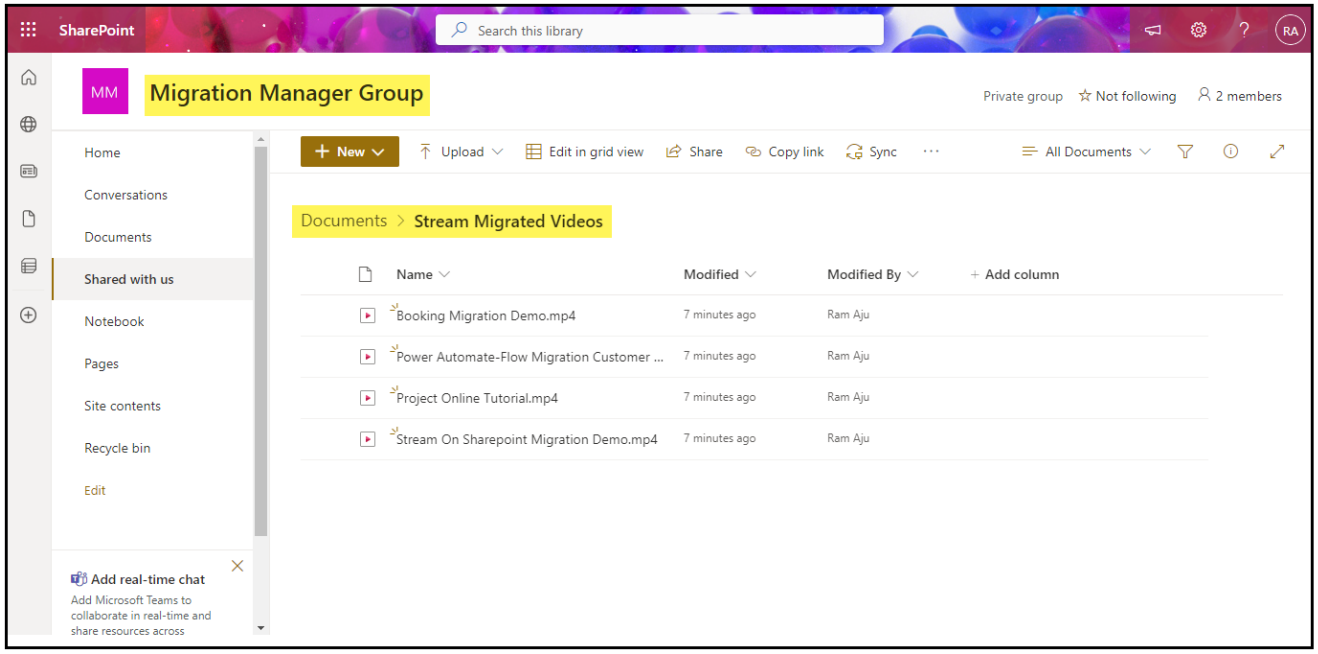
Group Videos

Source



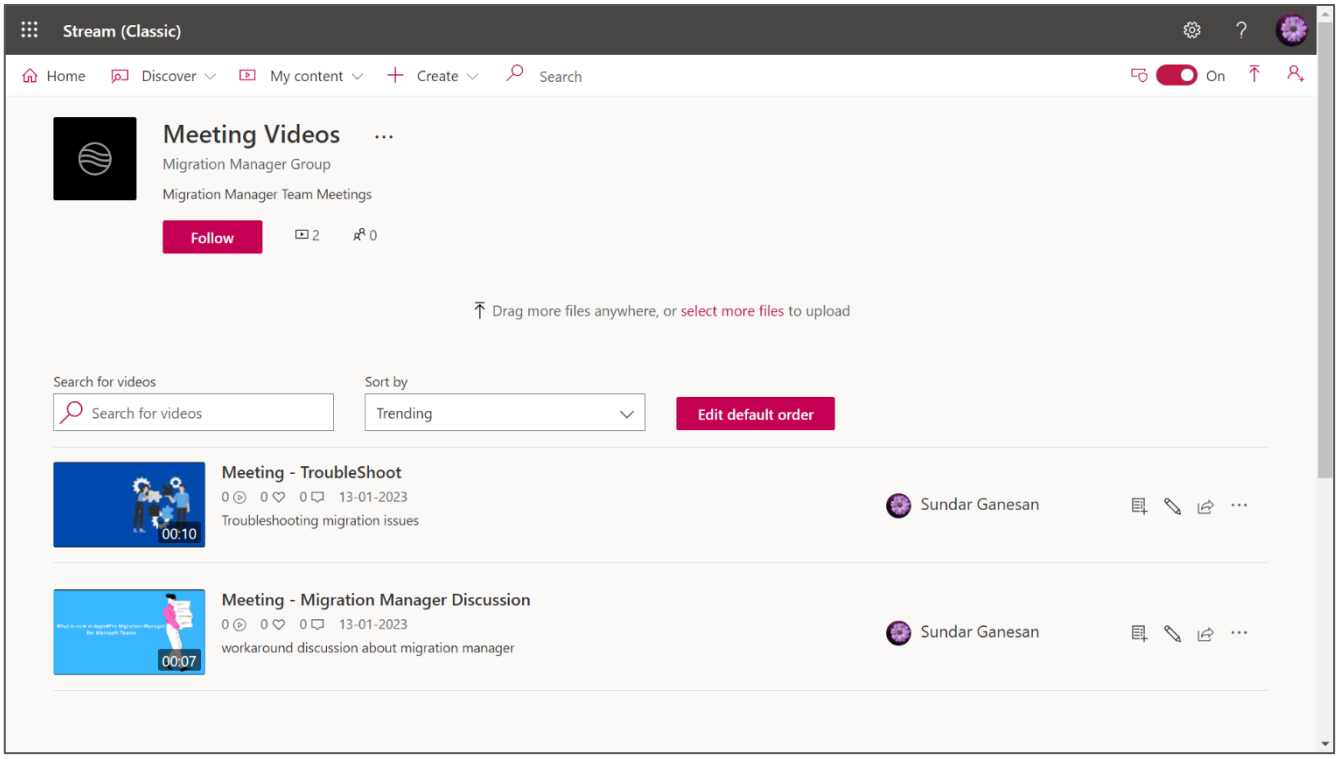
All-In-One : Stream Migration Guide

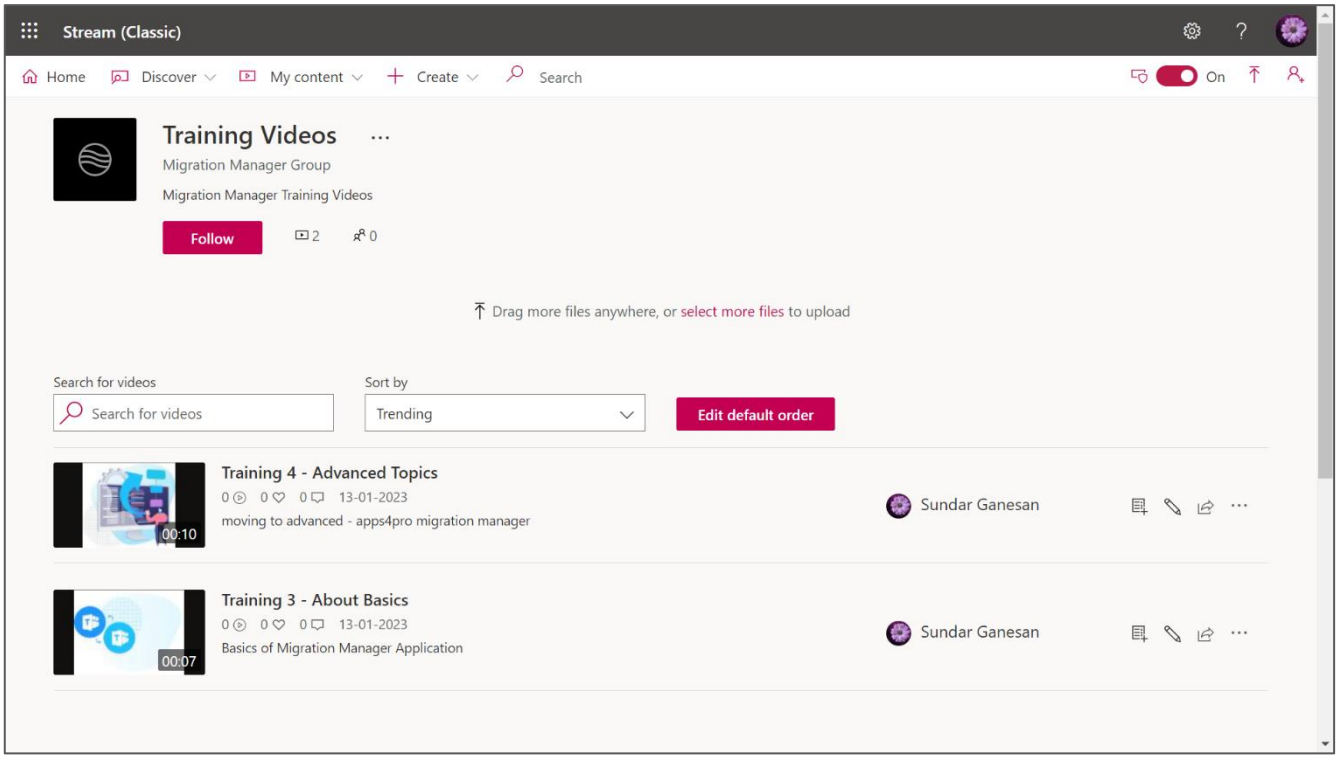
Target



Channel Videos

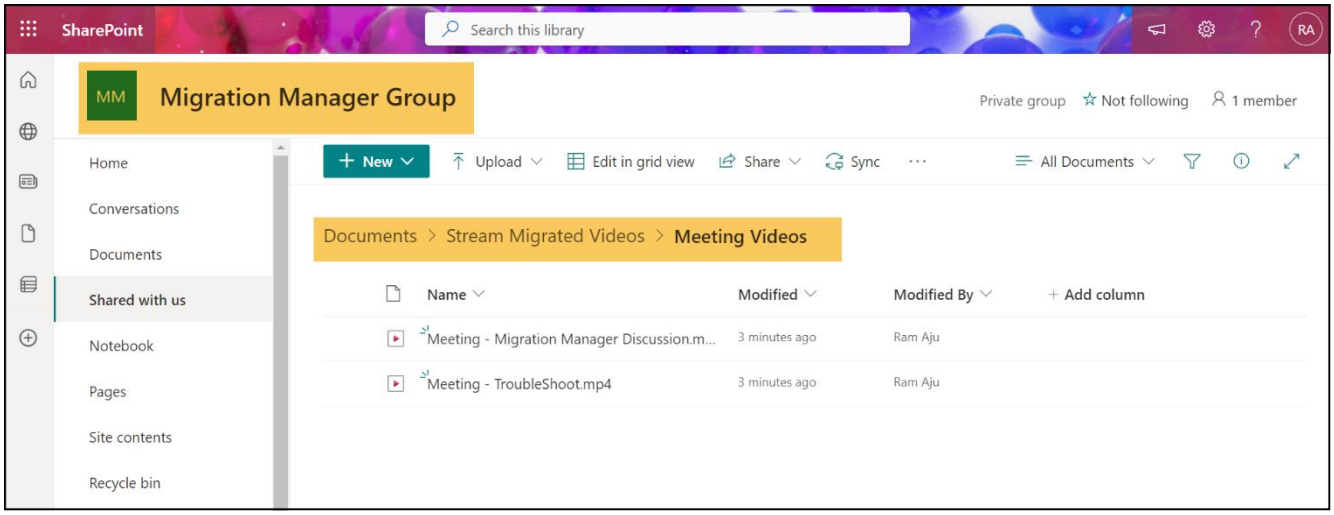
Source

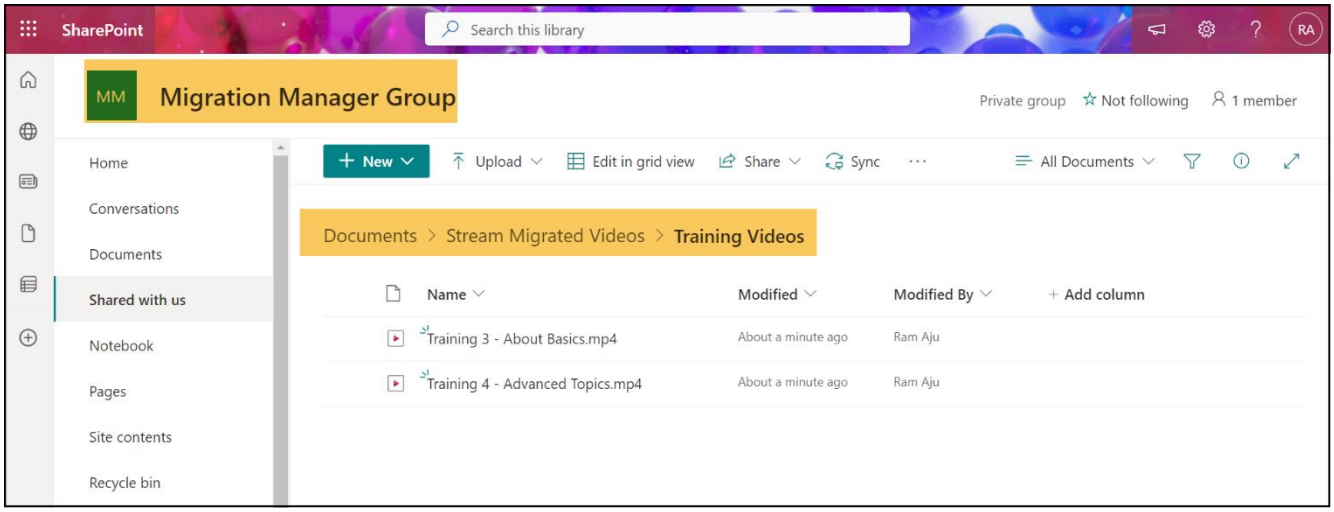




Target

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





Email Notification

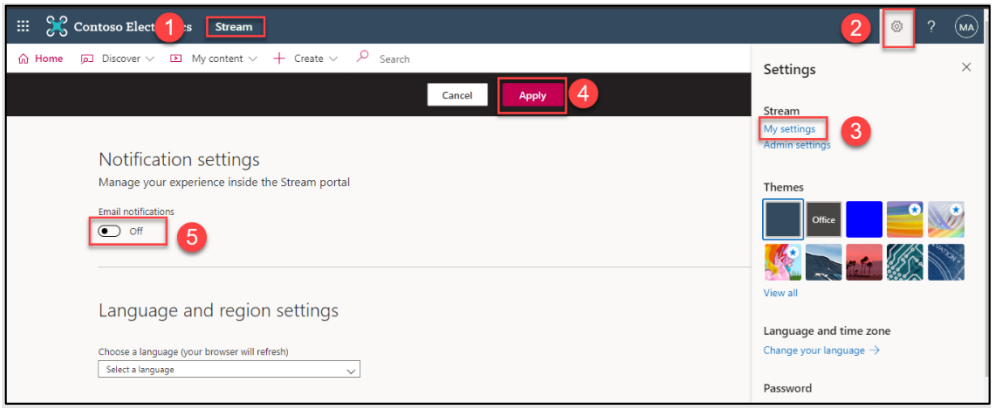
End users will get system generated email notifications for below activities.

- 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**")

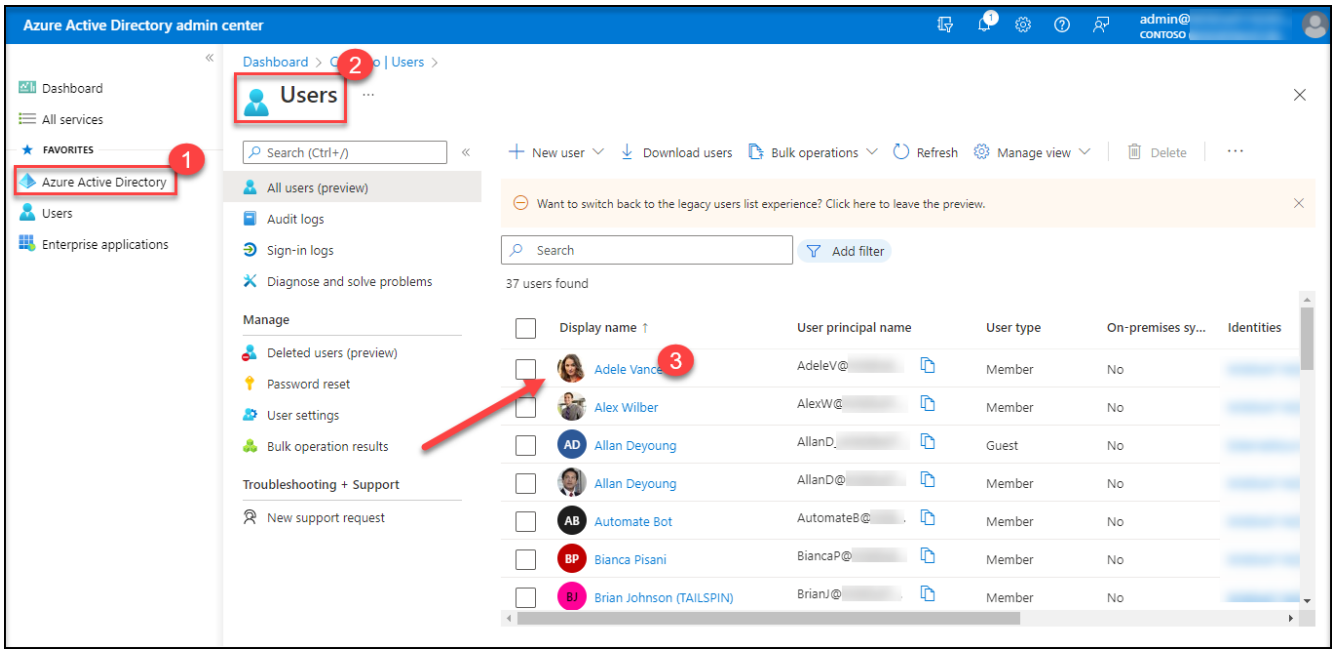
Setup : Yammer Administrator in Azure Portal

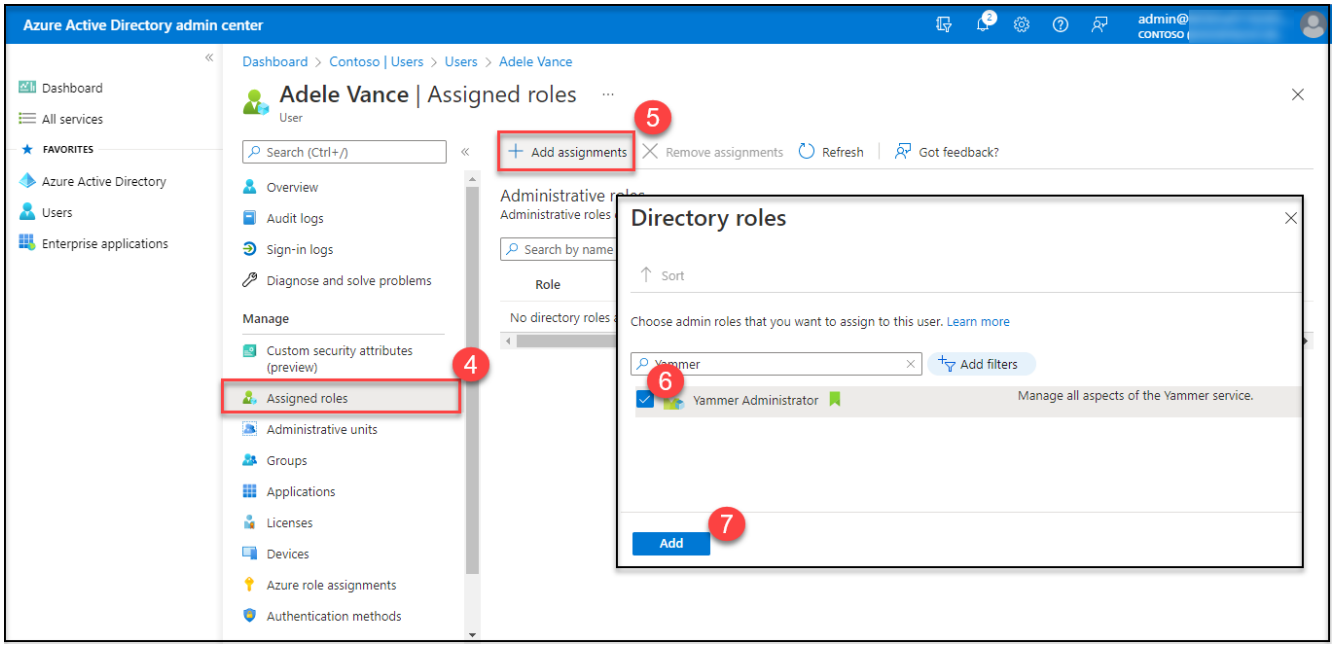
Follow the steps to add the Service account as a **Yammer Administrator**.

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

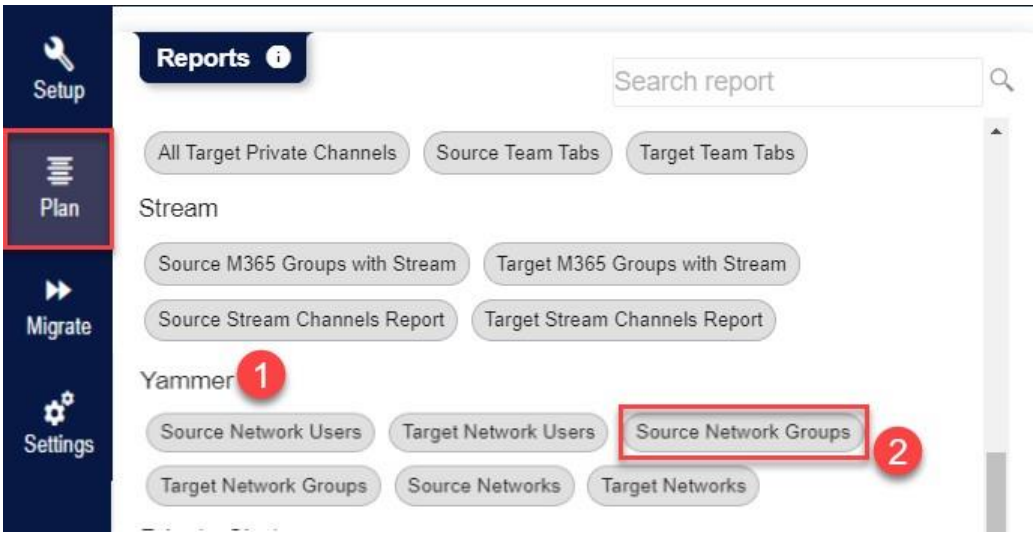
Perform the Application-level User Mapping as shown in *Application User Mapping section*.

Step 2 : Pre-requisites

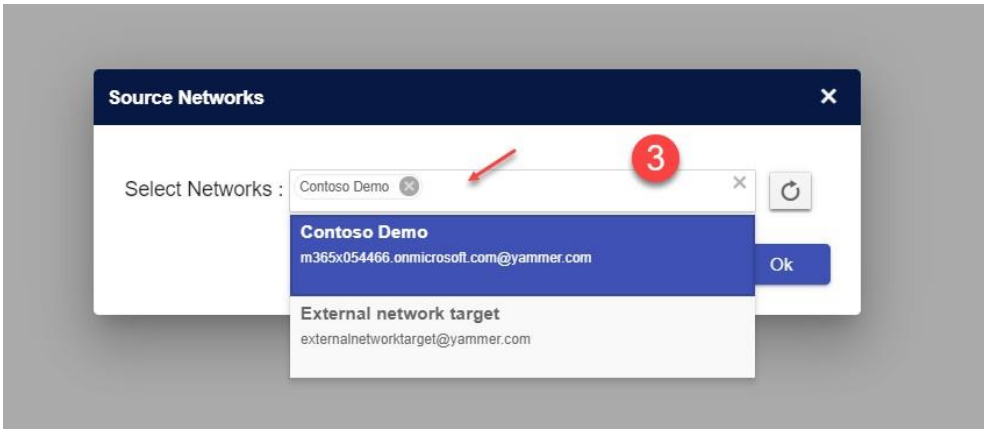
1. All the users should login to Yammer portal in target tenant with their accounts at least once before the migration starts.
2. To migrate an External network to target client, a Network has to be pre-existing / created manually in the Target Yammer Portal.
3. To migrate a Private group, source connector 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?

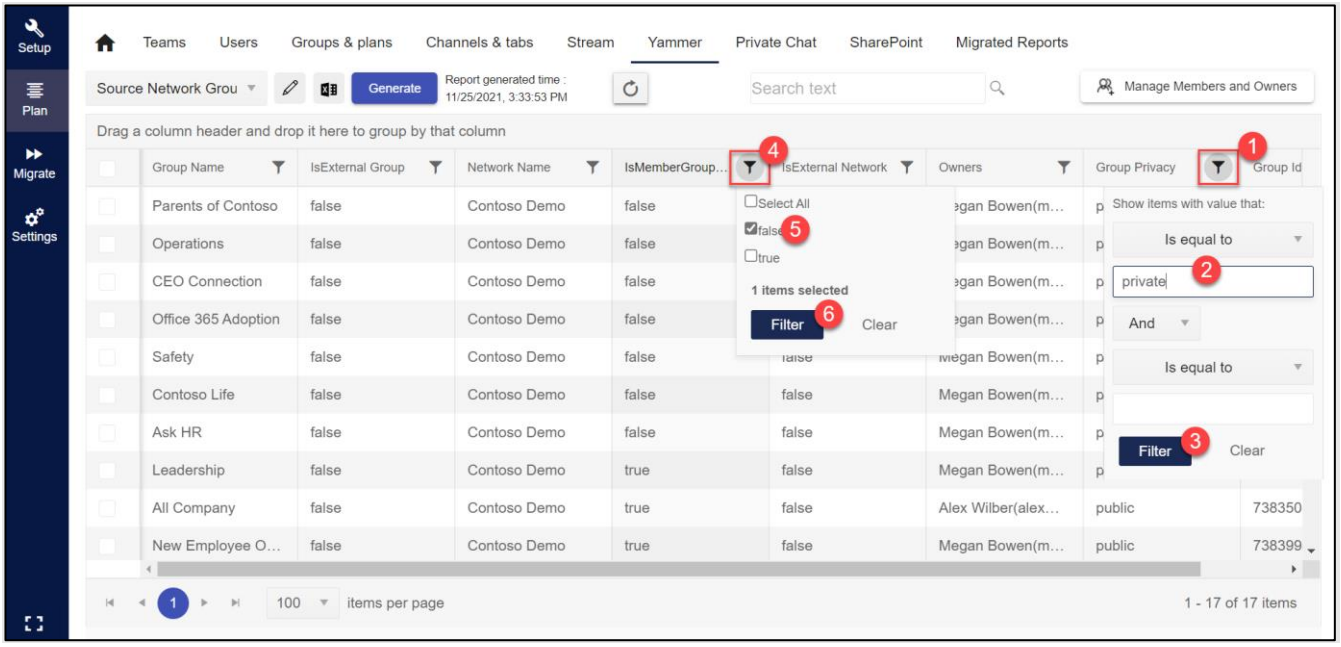
Go to Plan Tab & Generate the "Source Network Groups" report.



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

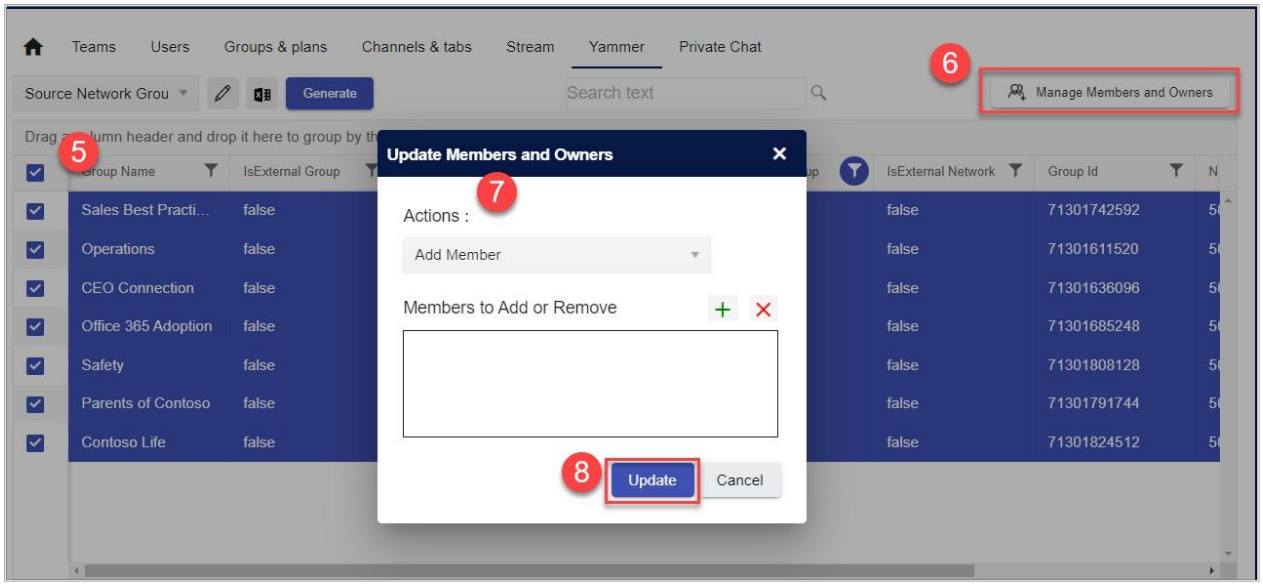


Now filter the Group Privacy column as “private” and IsMemberGroup column as “false”



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

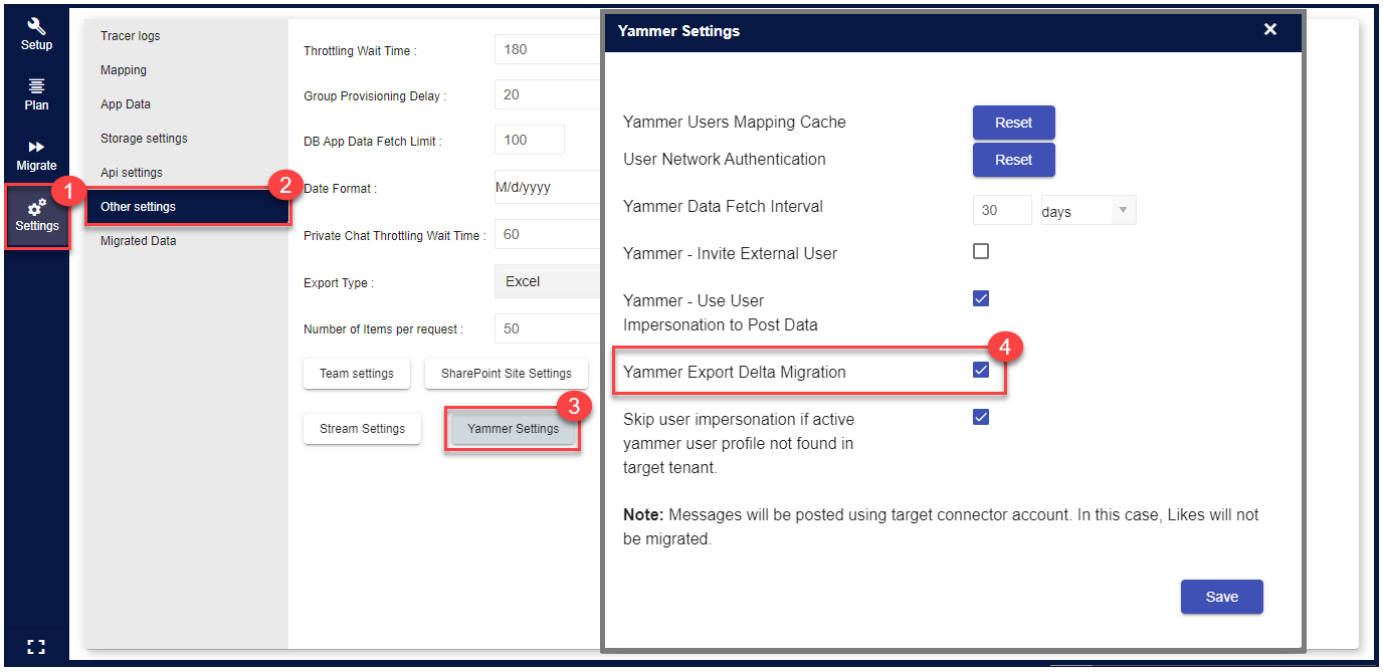
To add the Source Account as member, Select the groups and click on **Manage Members and Owners**. Then add the source connector as a member by clicking on the (+) option and update.



Step 4 : Additional Settings

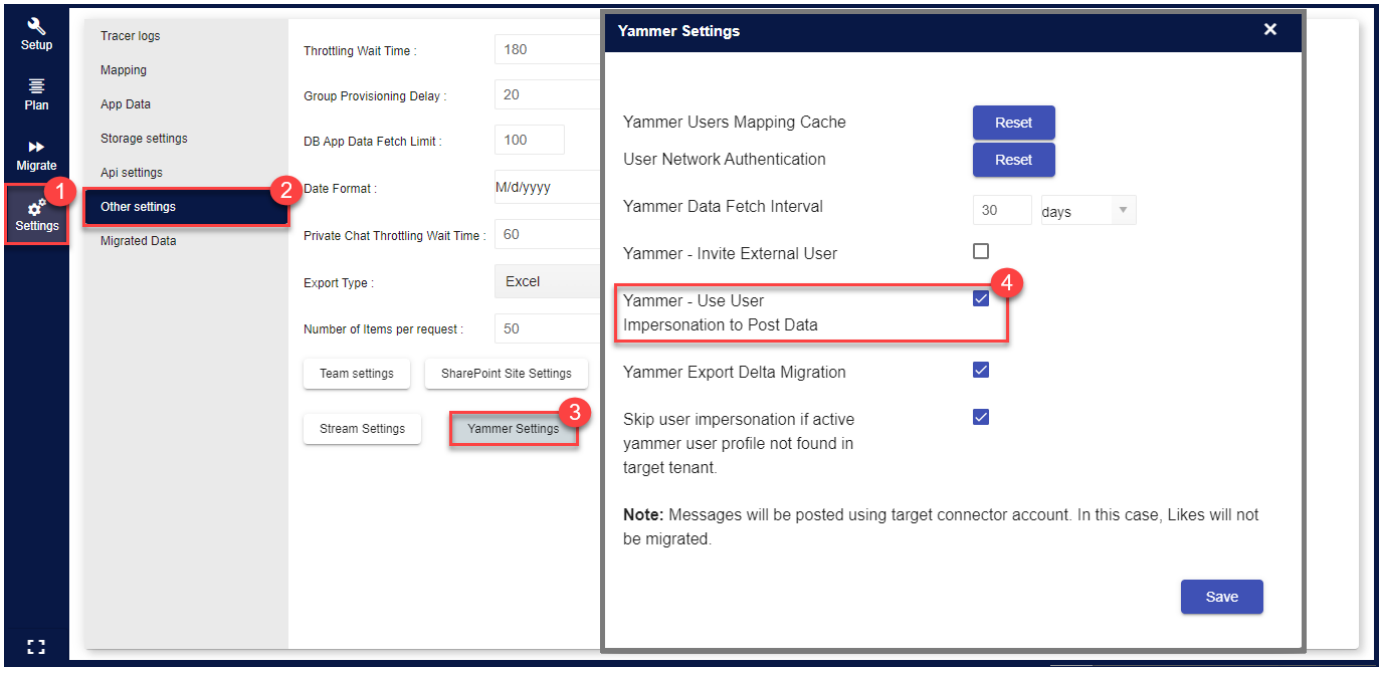
1. Yammer Export Delta Migration [OPTIONAL]

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.

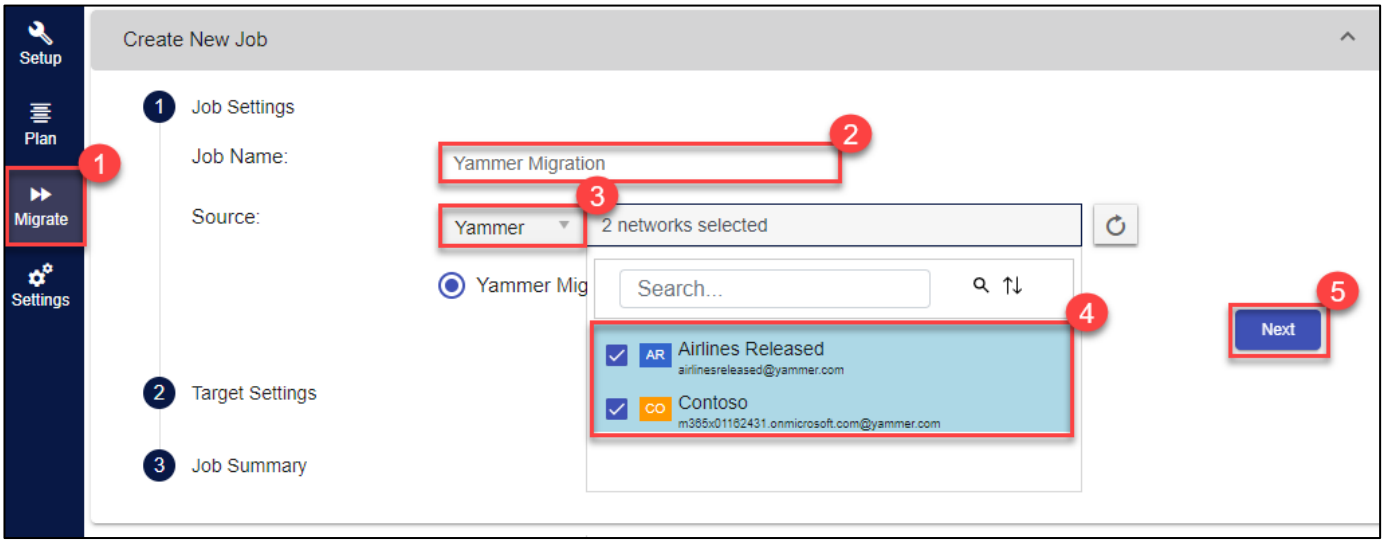


Step 5 : Create Migration Job

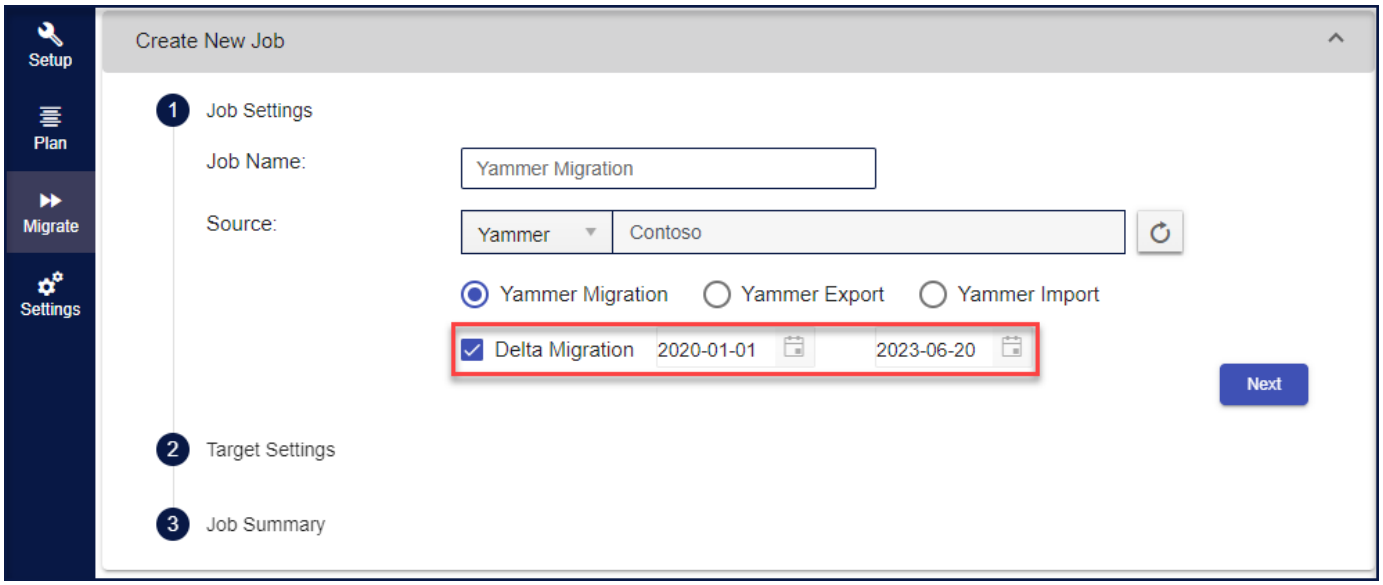
First, you must provide the name of the current Job. In this step, it lists all the internal and external network, you can choose the network(s) to migrate.

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.



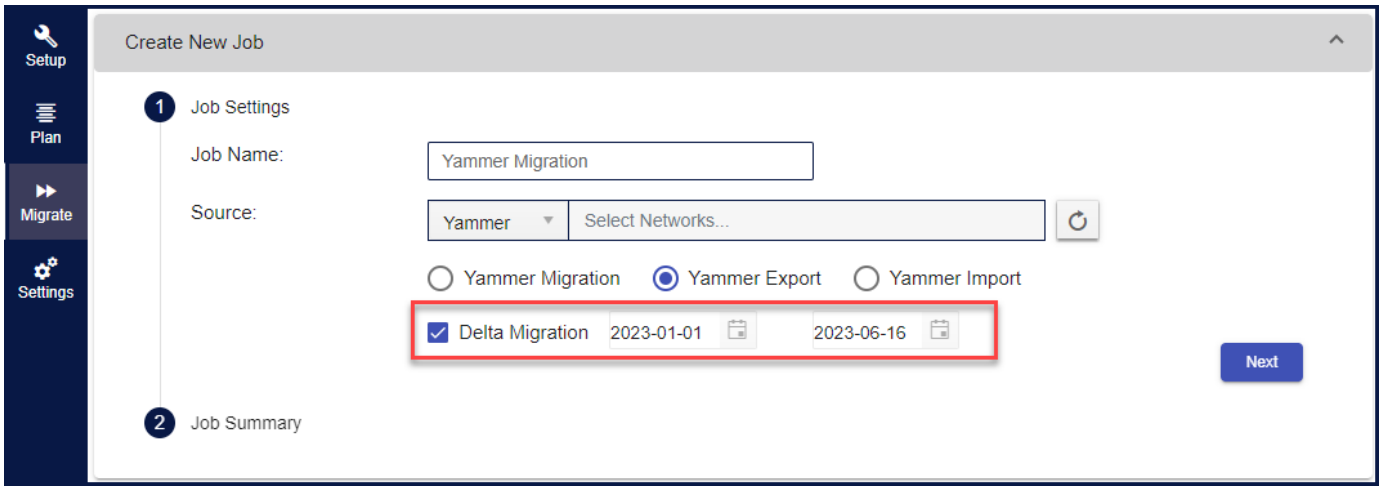
2. Yammer Migration between data centers

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.

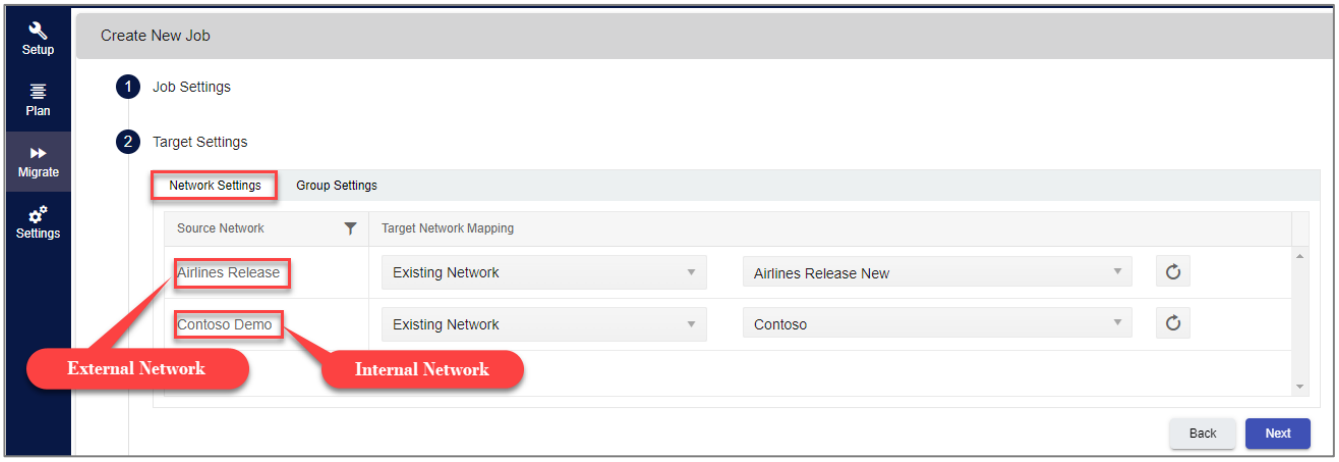
  Perform this step post completion of the re-provision of Yammer Network in EU Data Centre.



Step 6 : Target Settings

Network Settings

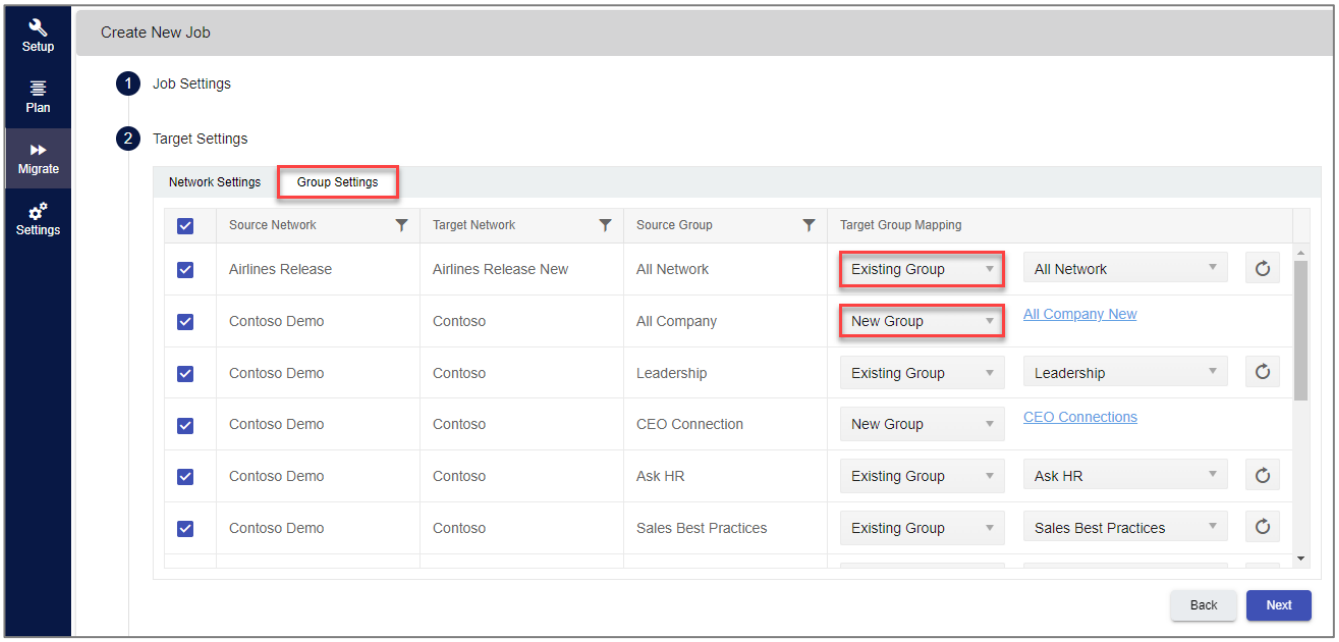
In this step, you can provide the target network(s) to migrate data. You can only map the internal network with the target internal network and similarly External network with Target external network (cross network mapping not allowed).



Group Settings

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

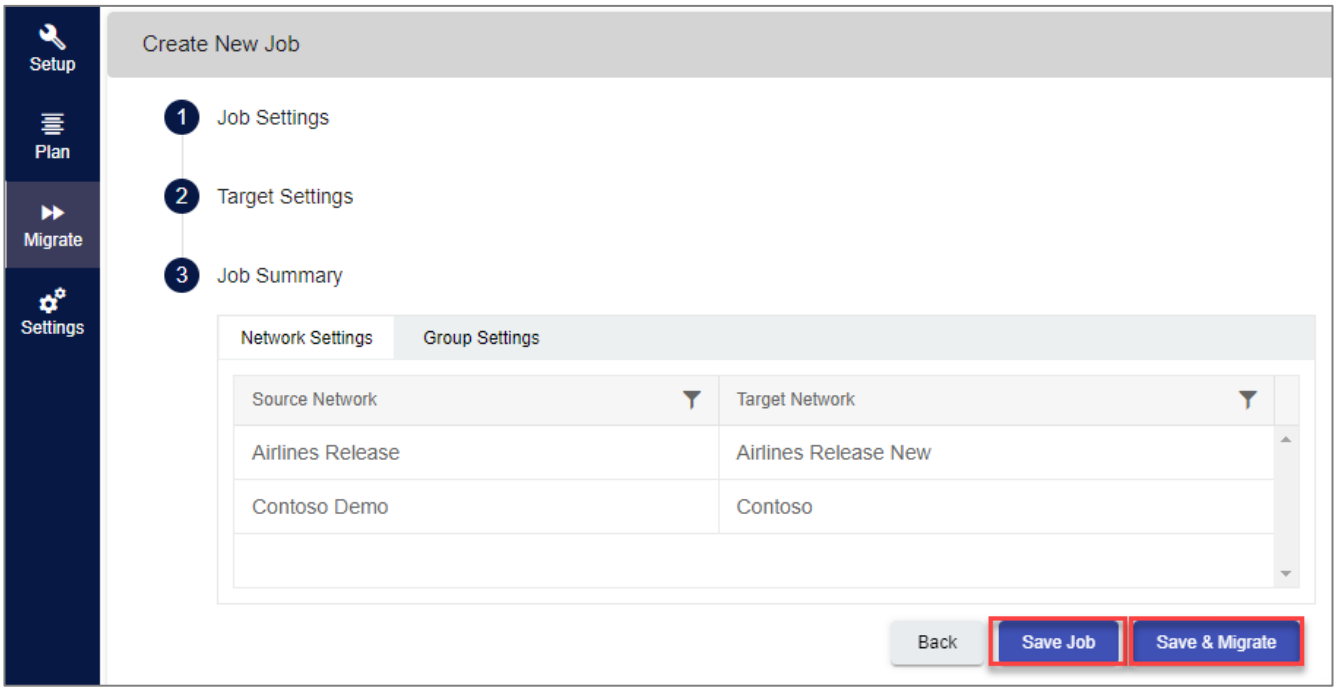
- Migrate into a new group.
- Migrate into an existing group.



Step 7 : Job Summary

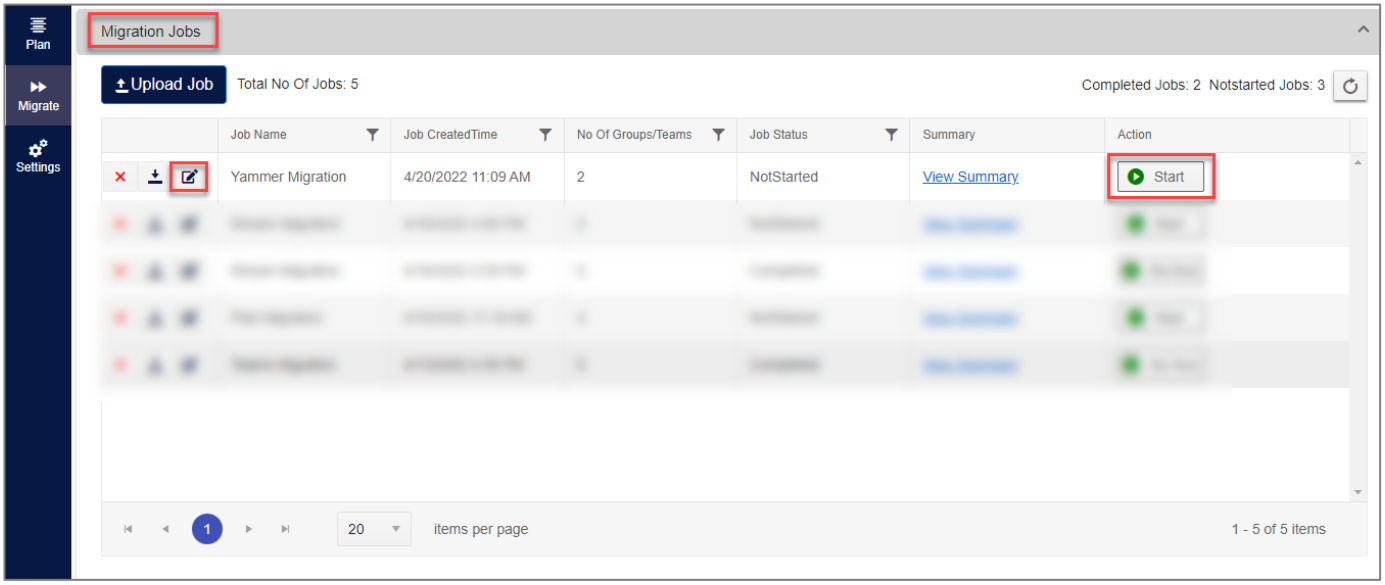
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- 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.



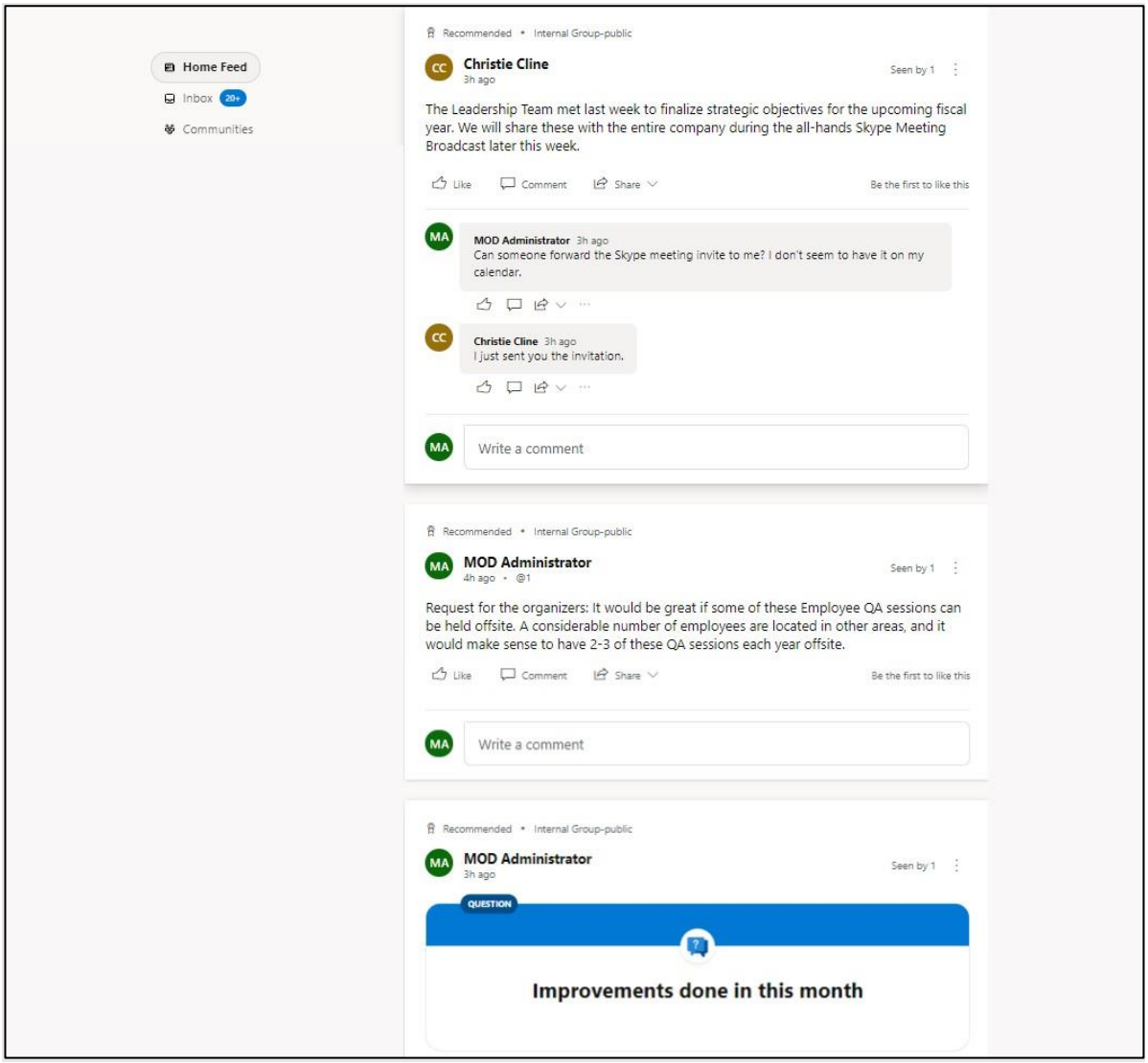
Execute Saved Jobs

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



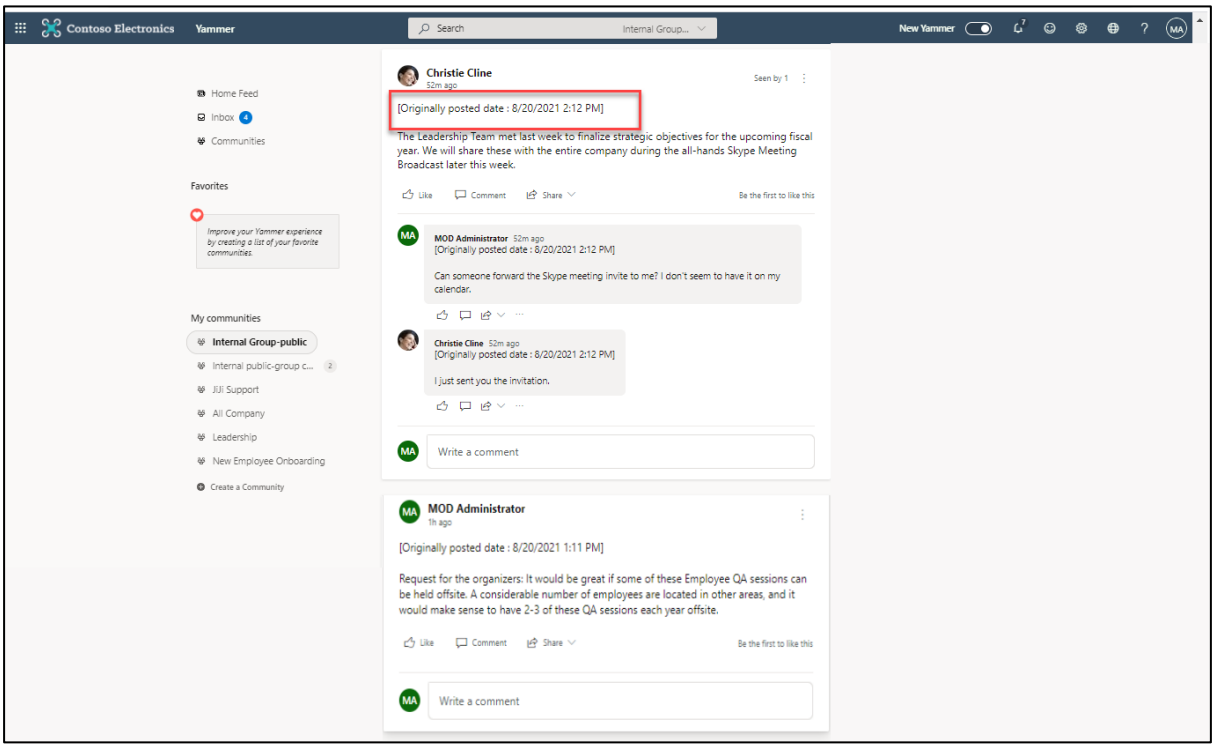
User Experience

Source



Target

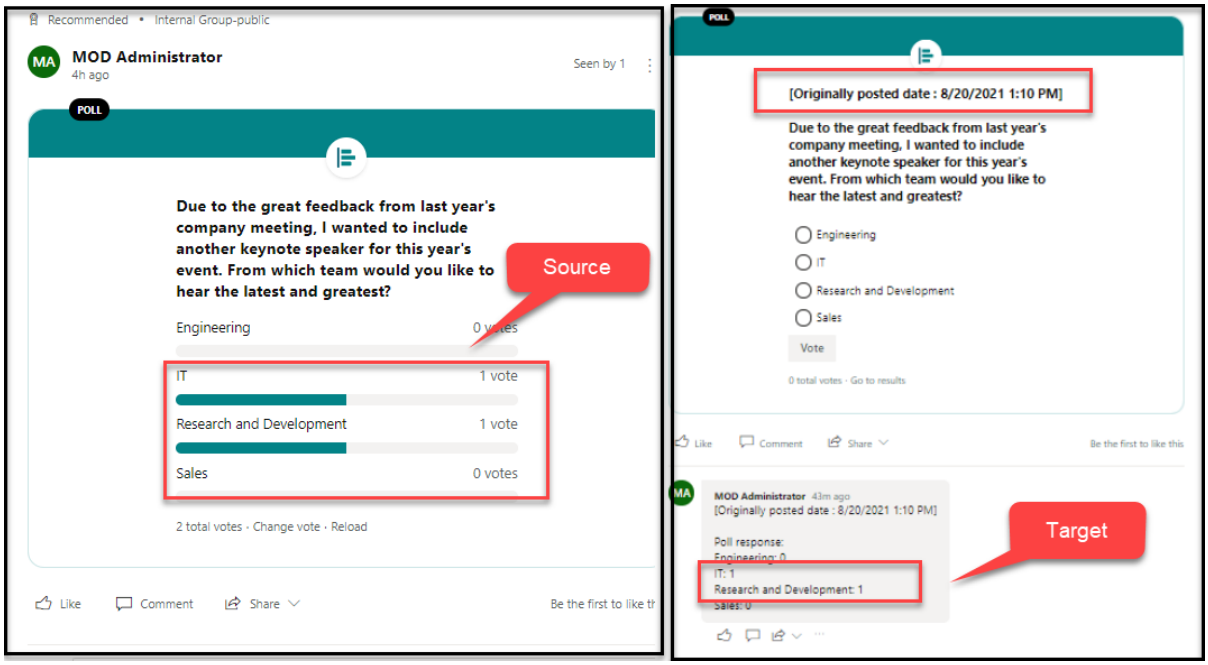
In the migration experience, the conversations will be posted by the actual user with posted time and date at the top.



Impact

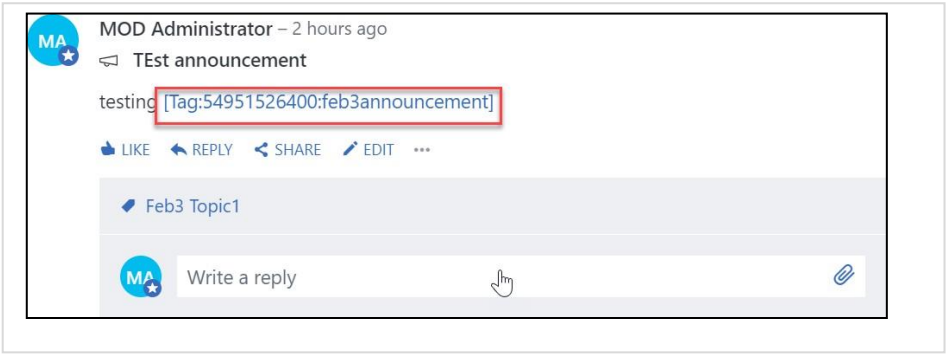
1. Polls

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

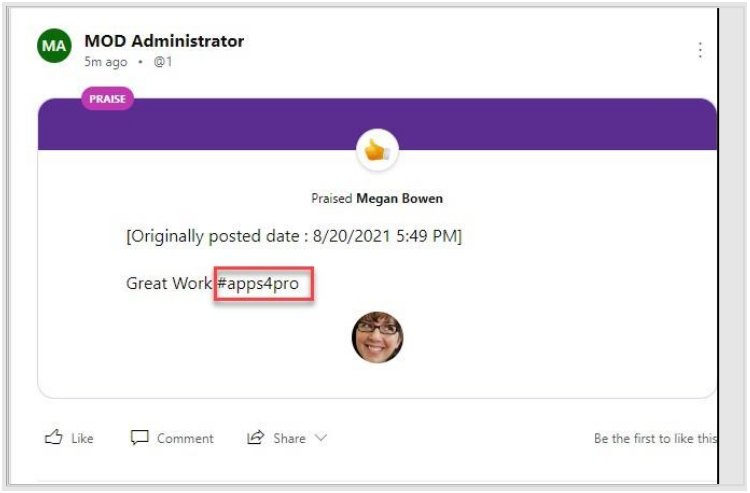


2. Tags

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

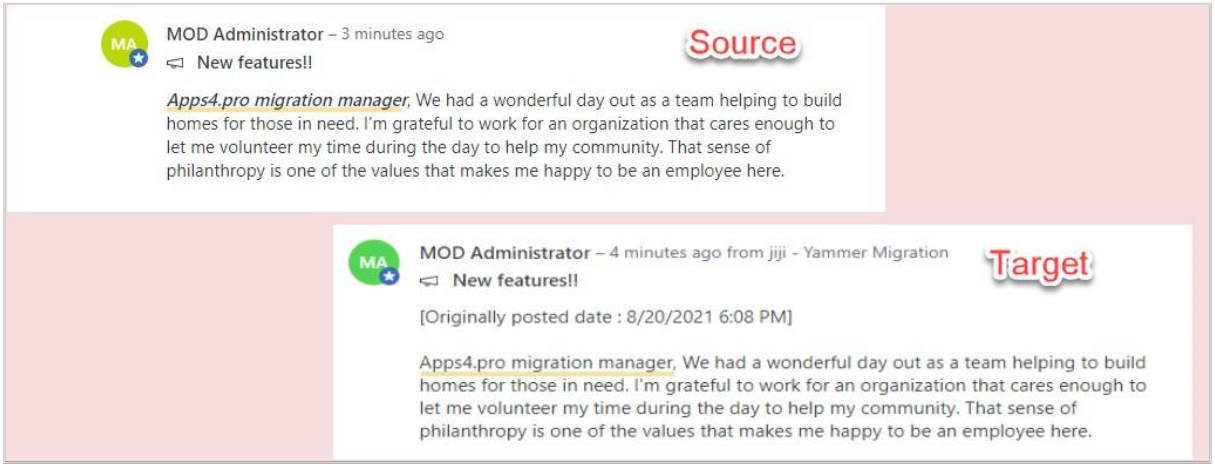


Praise tags will be added as a regular text



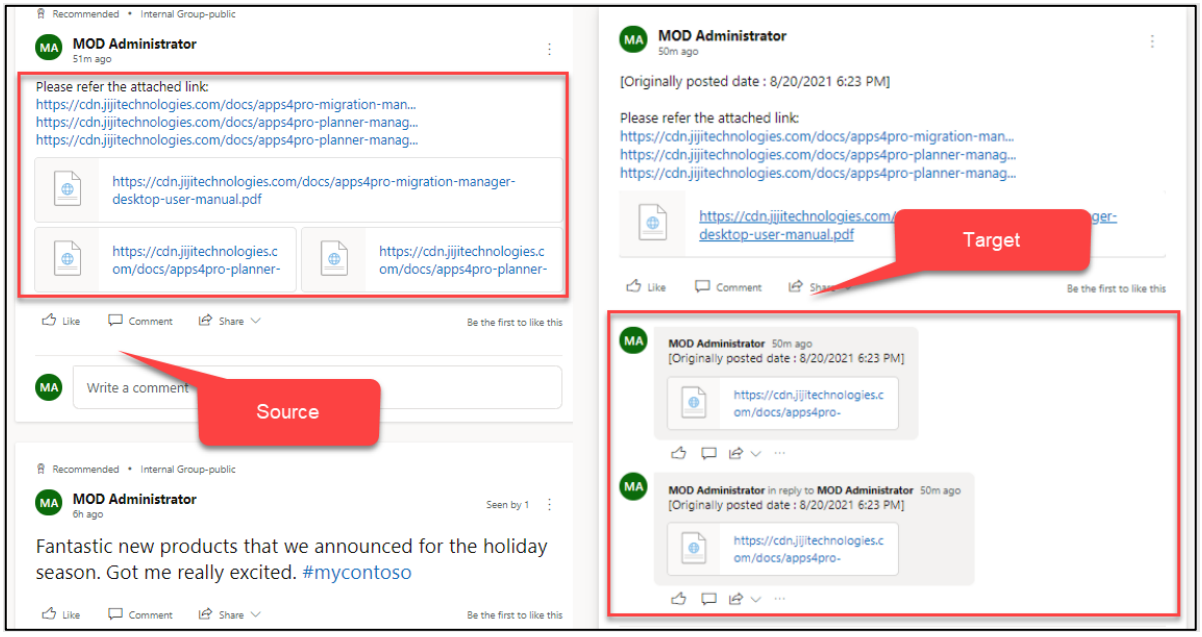
3. Style Formats

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



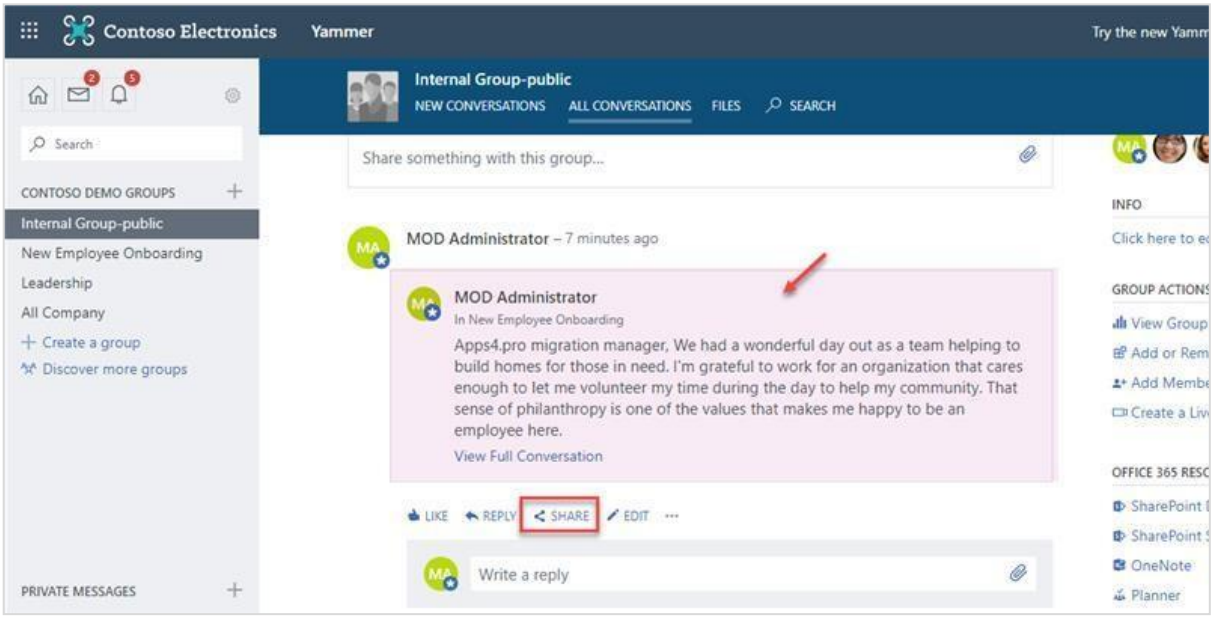
4. URL in Conversation

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



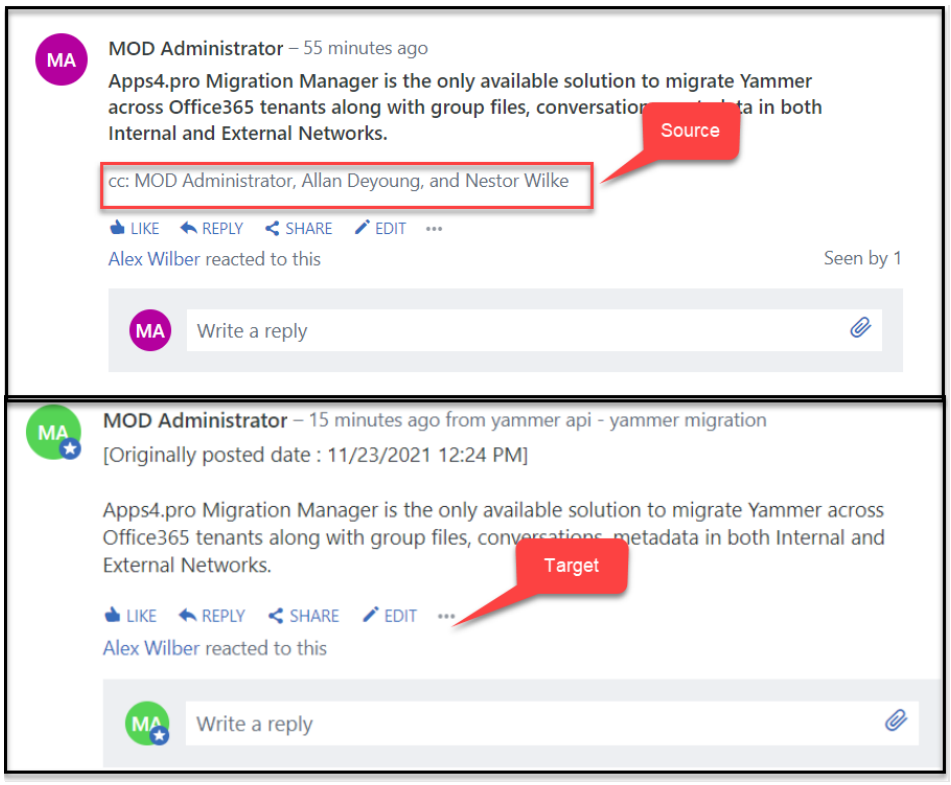
5. Shared messages

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 targe tenant. Rather the user can send an invite post migration to get them added to the group.

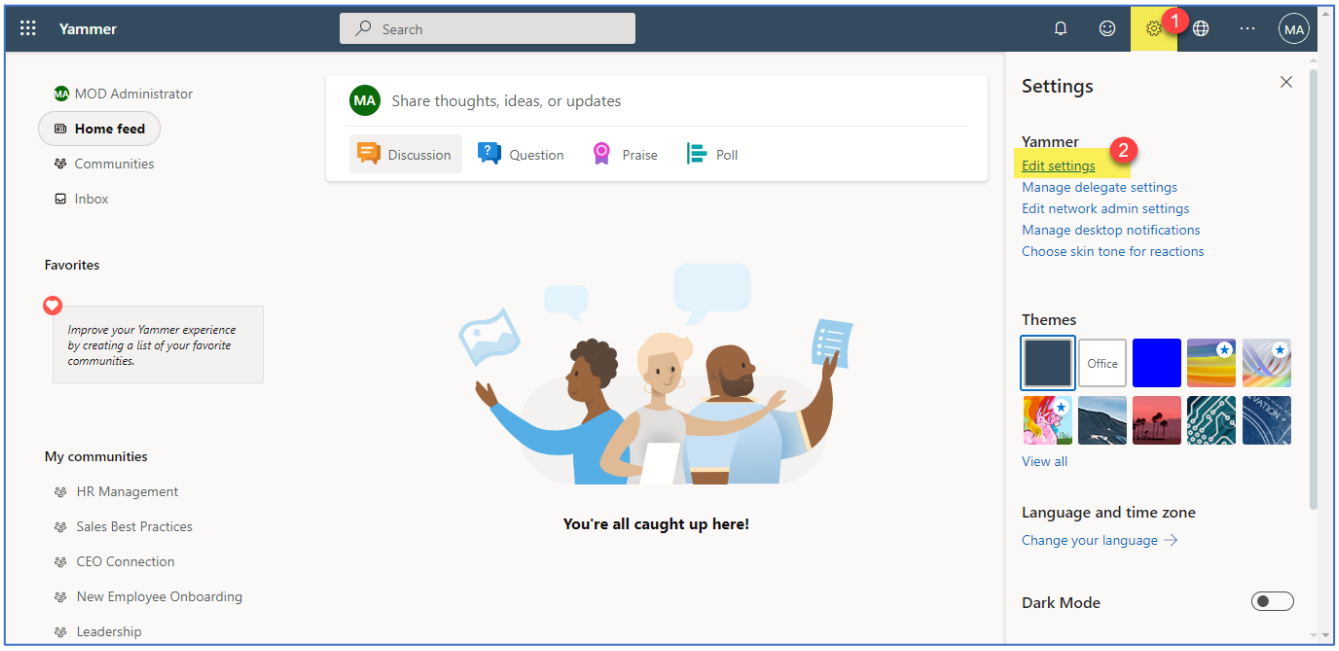
Email Notification

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

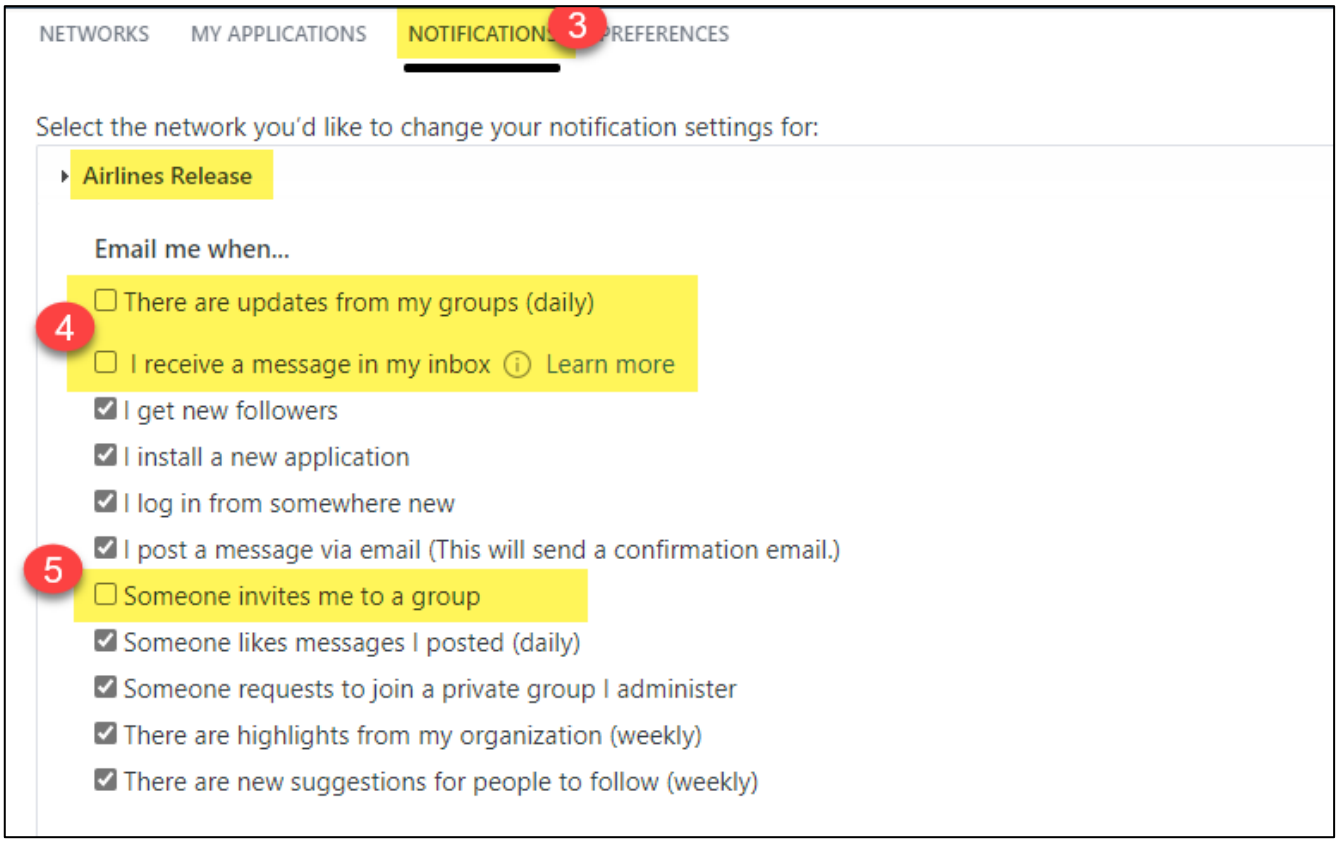
- ✓ Group invite
- ✓ Praise
- ✓ Update
- ✓ Update with @ mentions
- ✓ Announcement

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

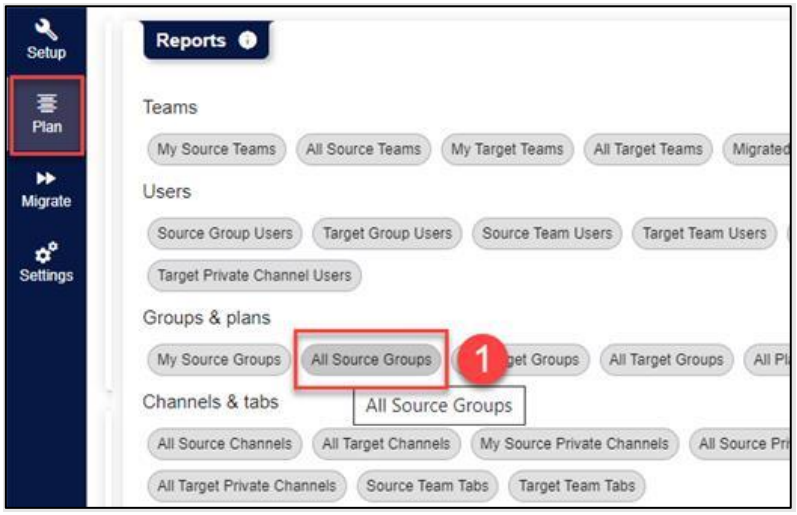
Perform the additional Source & Target Accounts Sign-in as shown in *Additional Configuration section*.

Mapping : Application User Mapping

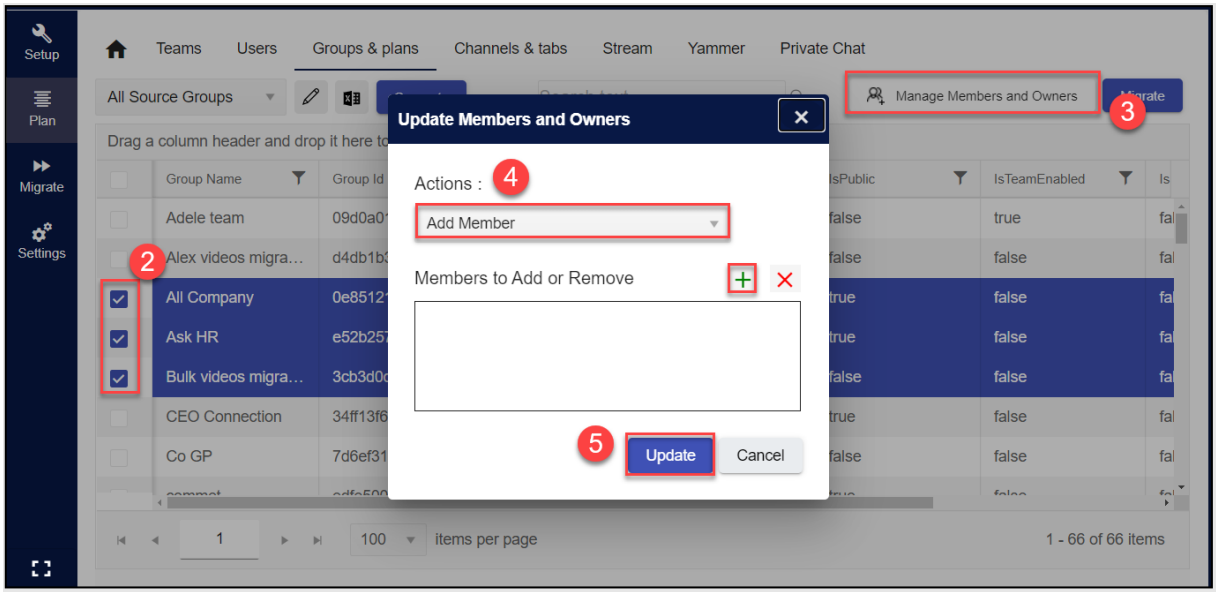
Perform the Application-level User Mapping as shown in *Application User Mapping section*.

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.

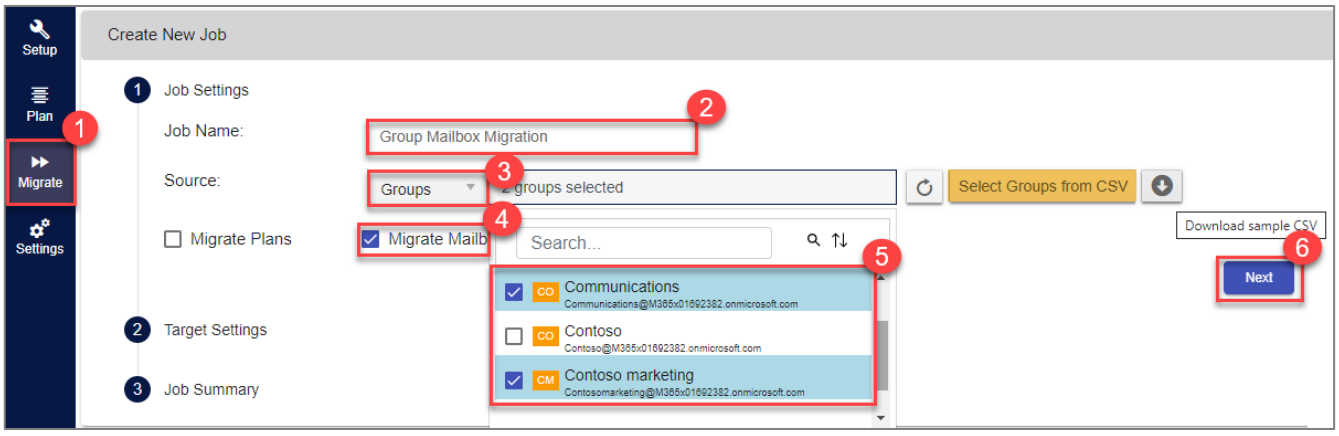
Migrate Mailbox : You must select **Migrate Mailbox** option to migrate mailbox.

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.

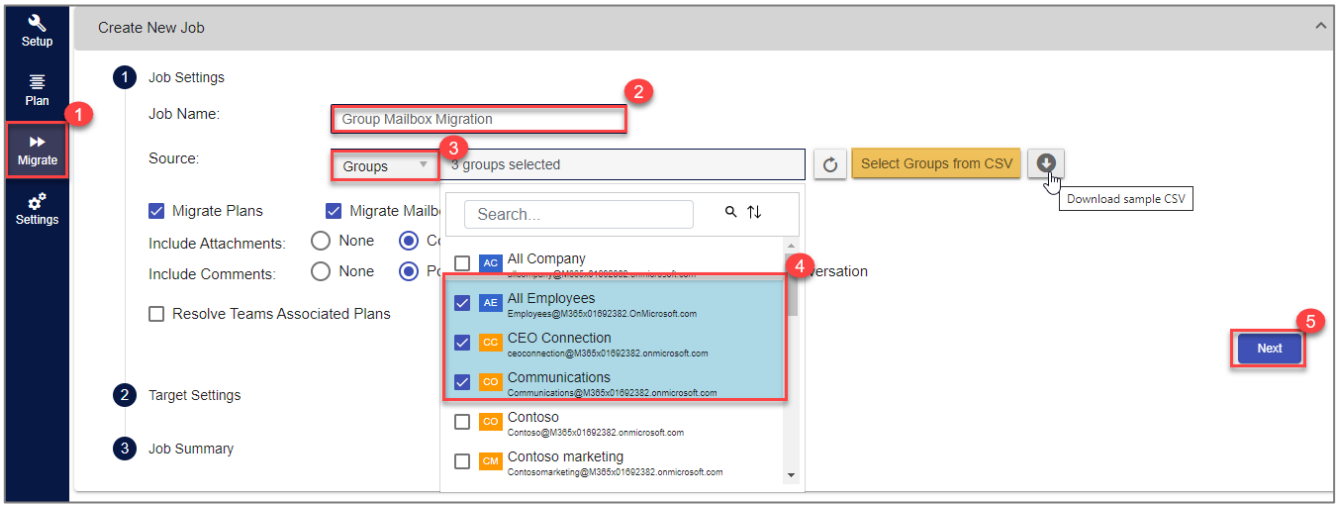
Sample CSV :

SourceGroupName	SourceGroupId	TargetGroupName	TargetGroupId	TargetGroupMailnickName	MigrateGroupSettings	MigrateGroupUsers
All Company	4c82aeda-f296-43a9-a80a-c789216976	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



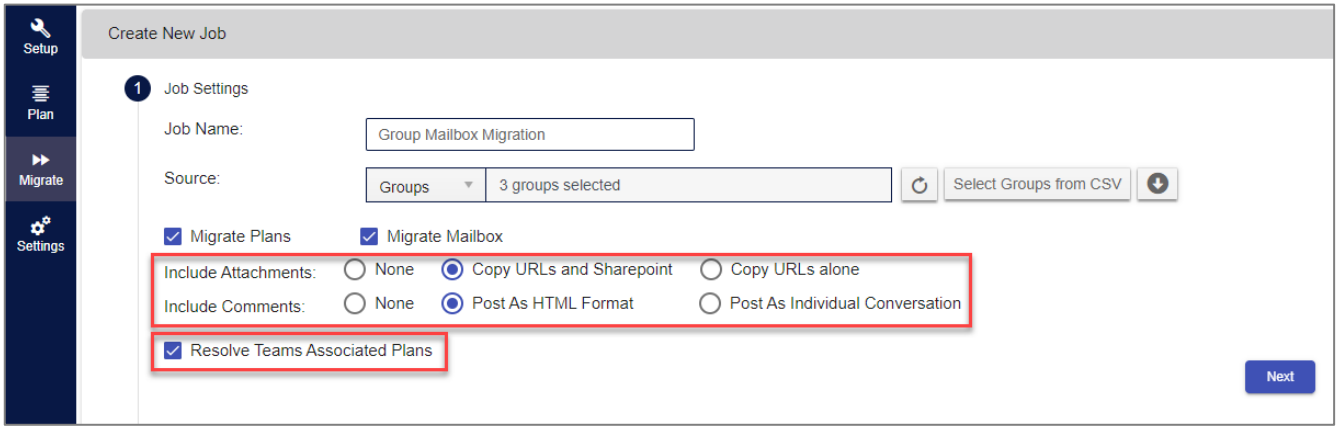
Migrate Plans

- 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**.



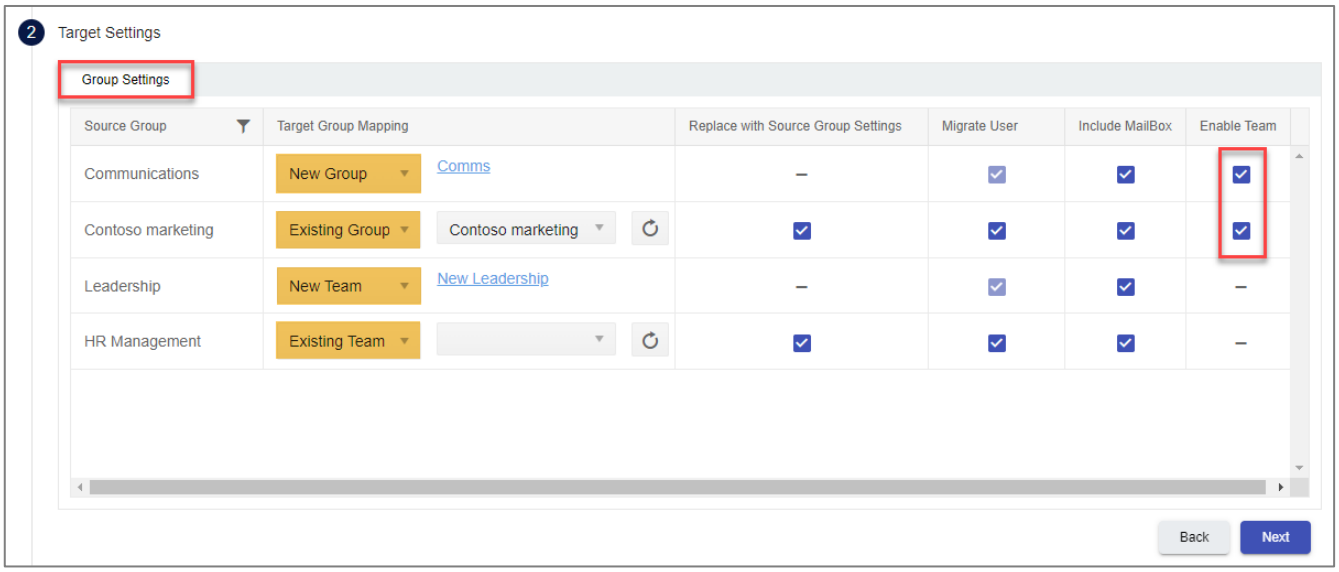
Step 4 : Target Settings

Group Settings

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

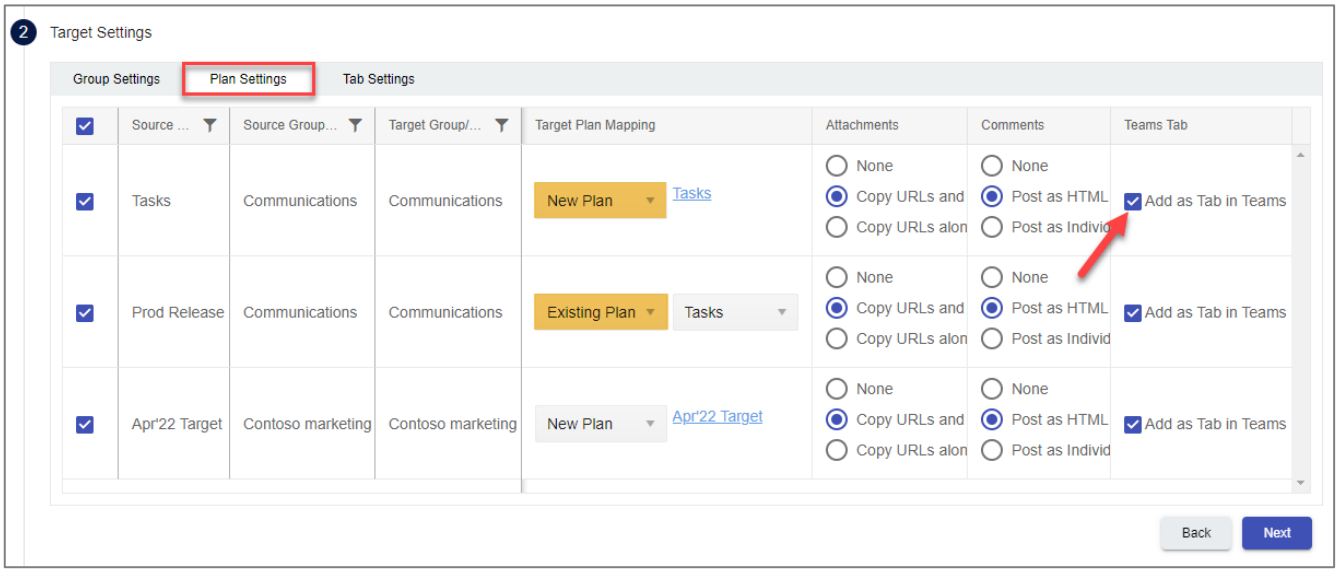
- **Migrate into the new group/team.**
- **Migrate data to the existing group/team.**

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



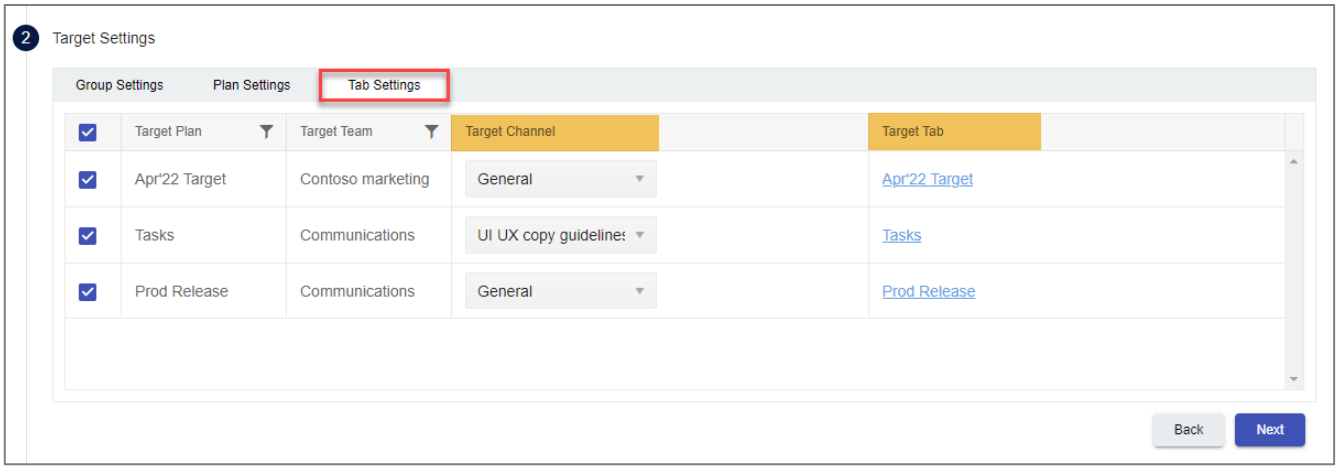
Plan Settings

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

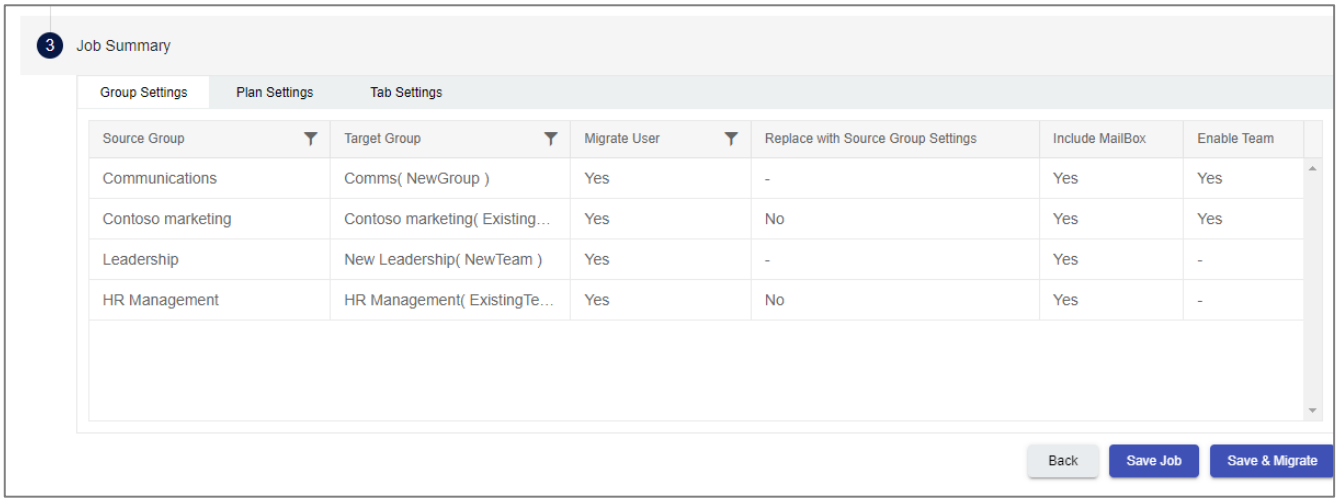
Here you can choose the target channel & name of the target tab to add the migrating plan.



Step 5 : Job Summary

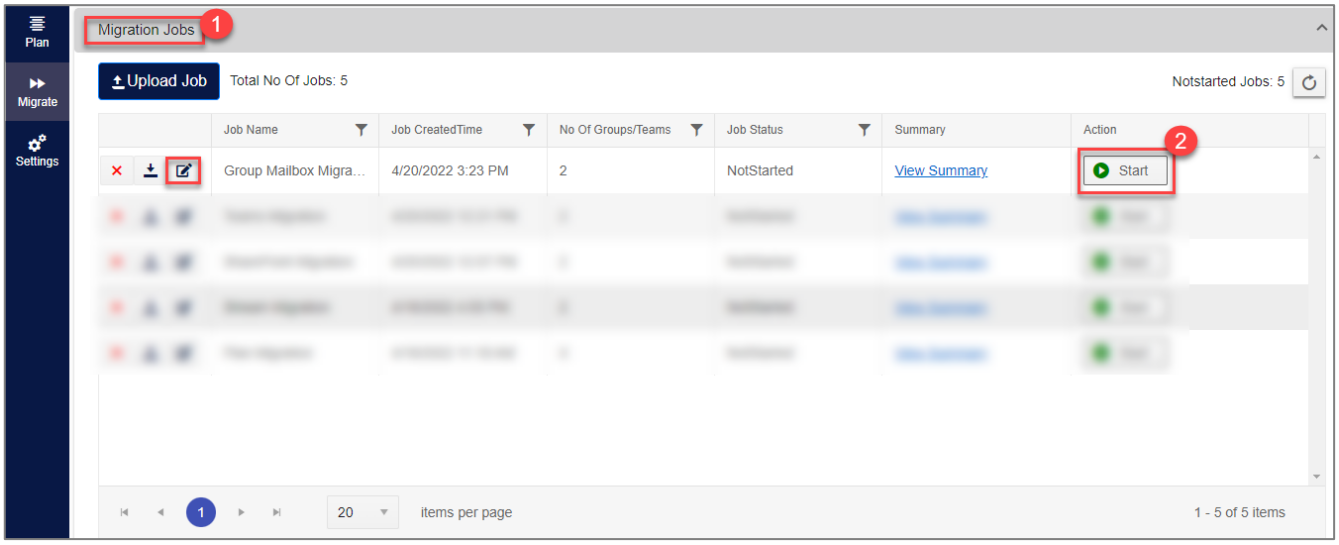
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- 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.



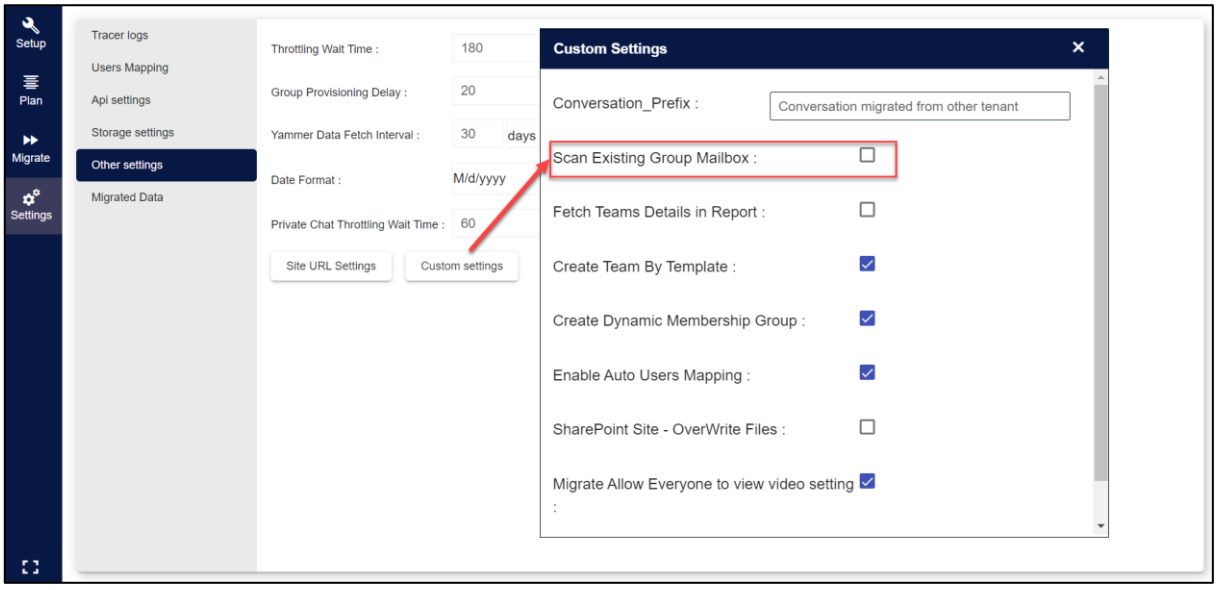
Execute Saved Jobs

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



Step 6 : Custom Settings

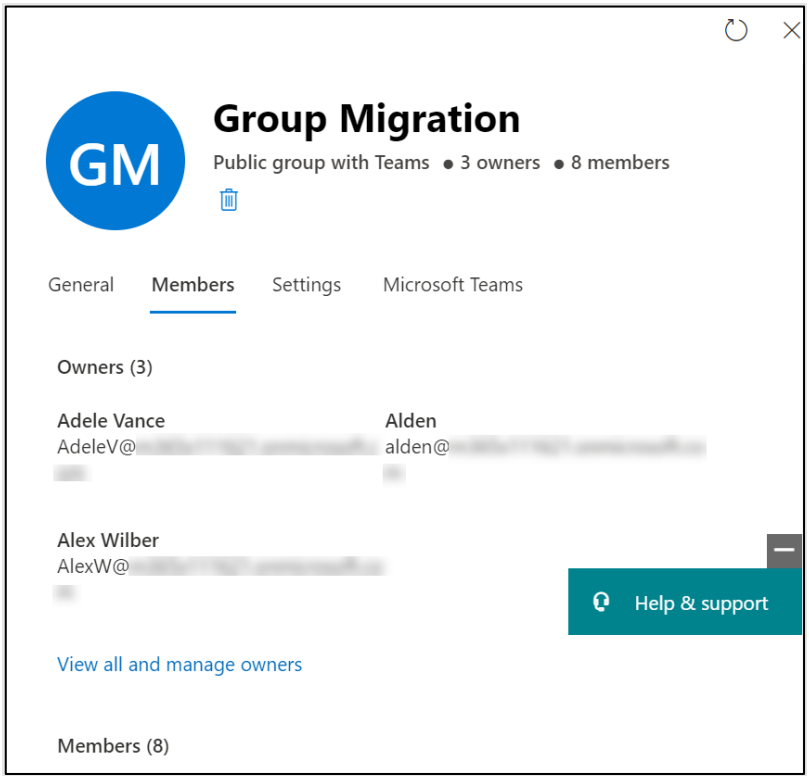
If you have already migrated group mailbox, you can choose to enable the “Scan Existing Group Mailbox” option – wherein the planner task conversations will be fetched from the mailbox.

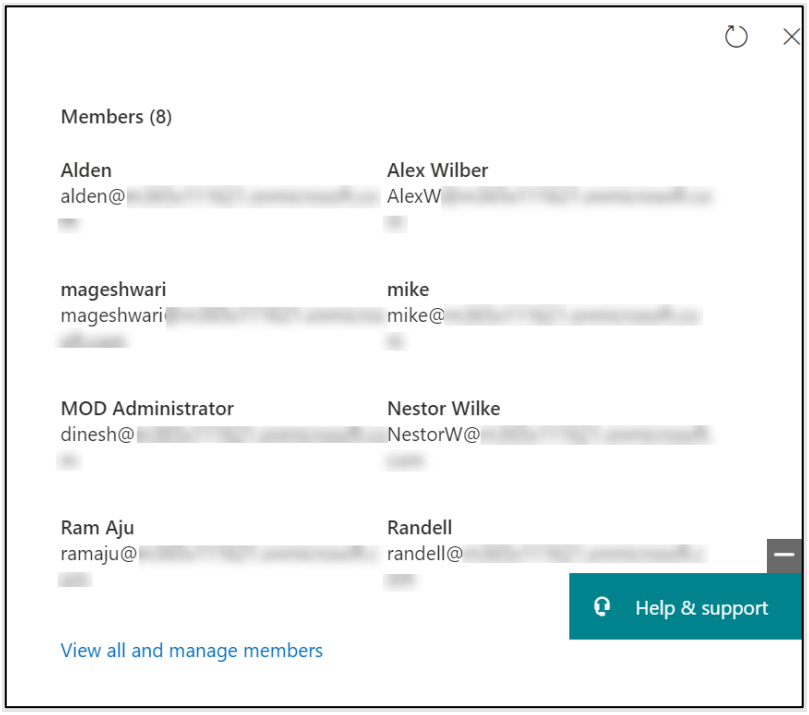


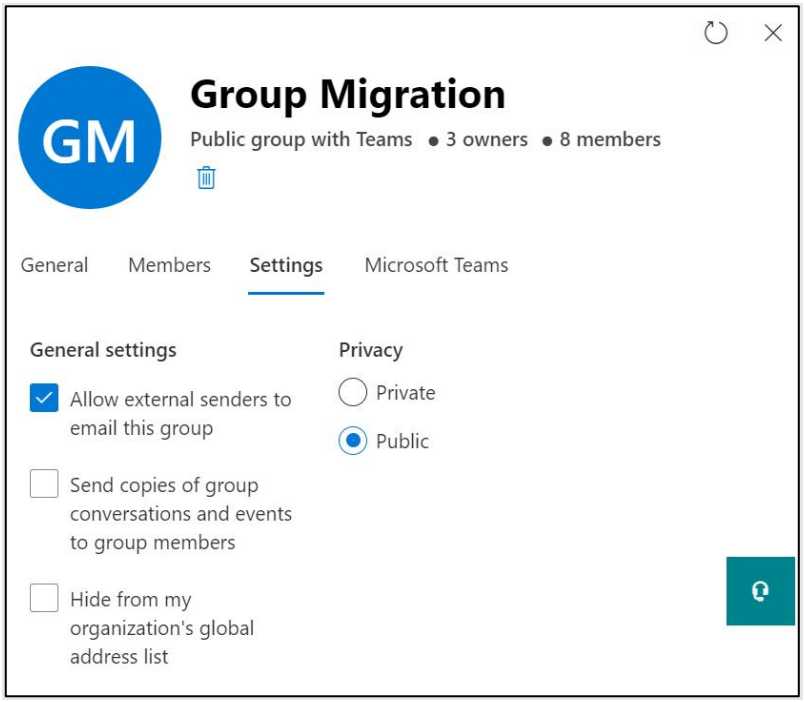
User Experience

Group Settings

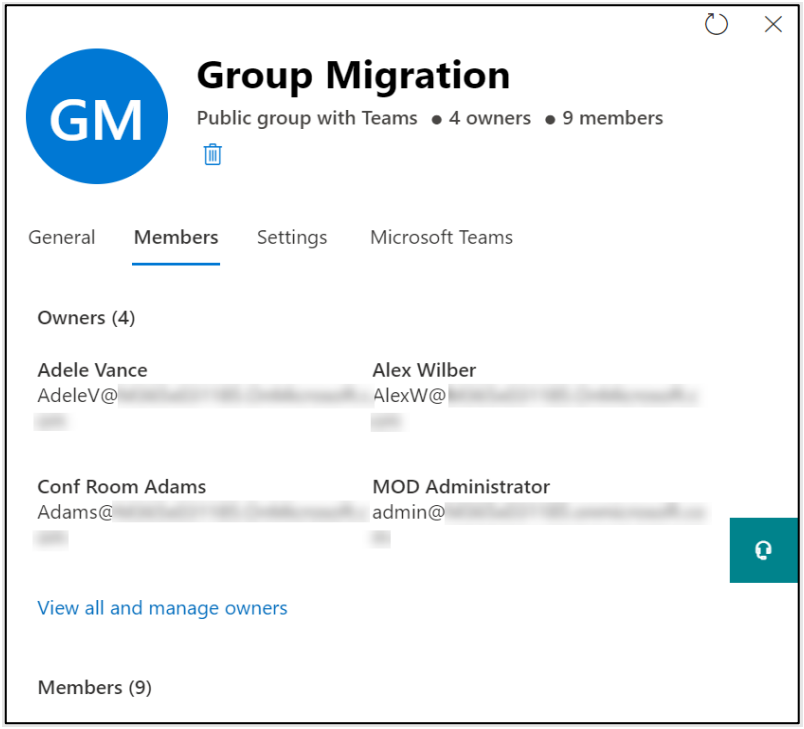
Source

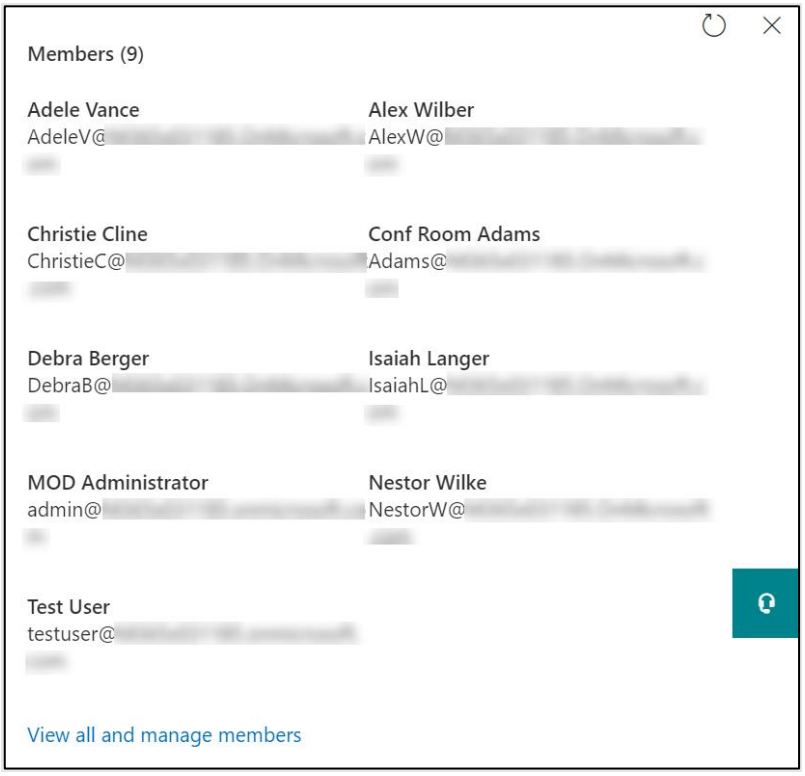




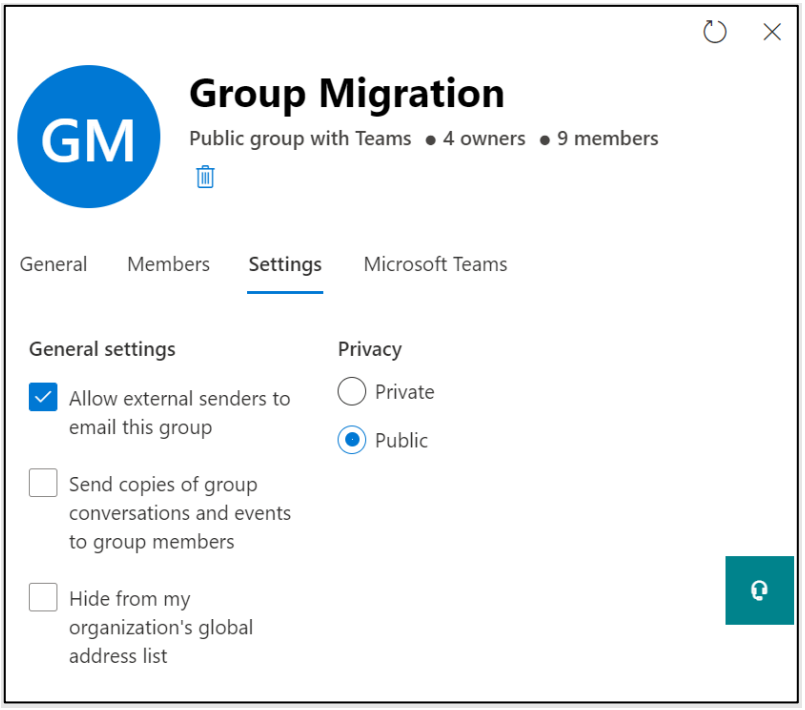

GM
Group Migration
Public group with Teams • 3 owners • 8 members
General
Members
Settings
Microsoft Teams
General settings
Allow external senders to email this group
Send copies of group conversations and events to group members
Hide from my organization's global address list
Privacy
Private
Public

Target


GM
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)



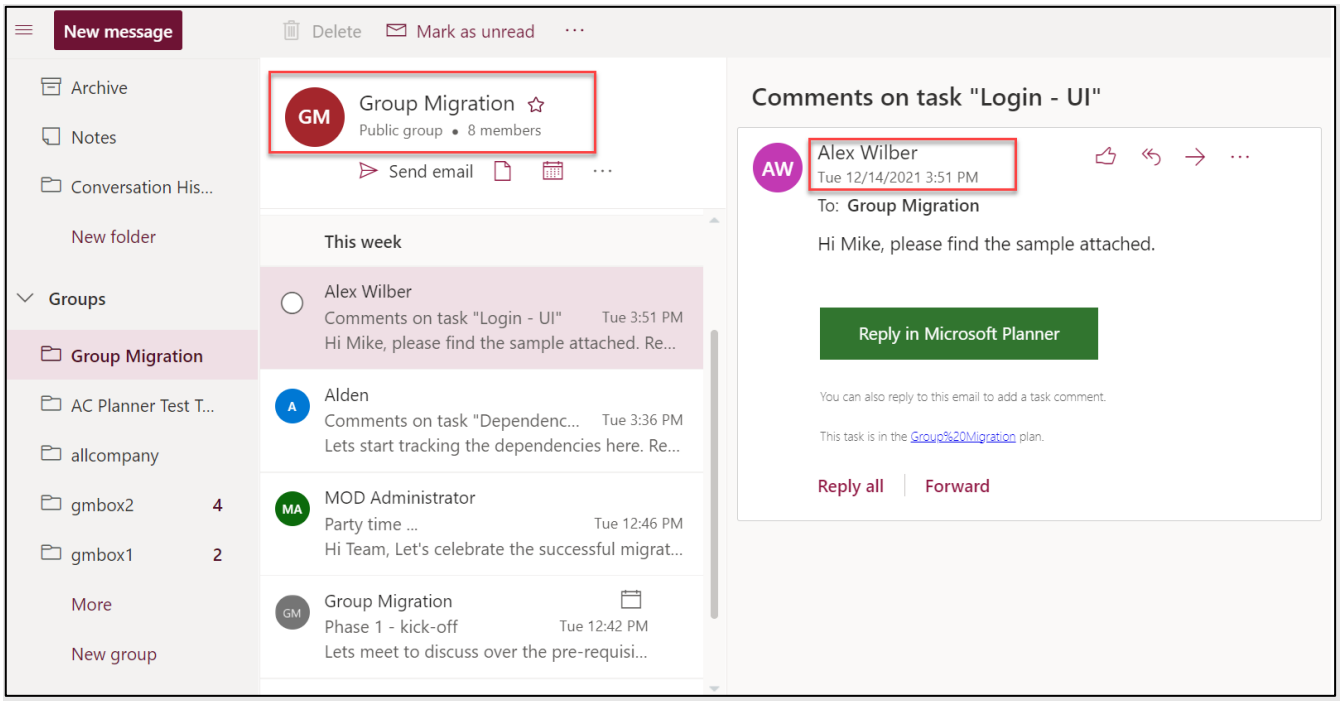
Please note that the Service account also gets added as owner & member to the migrated group in target.



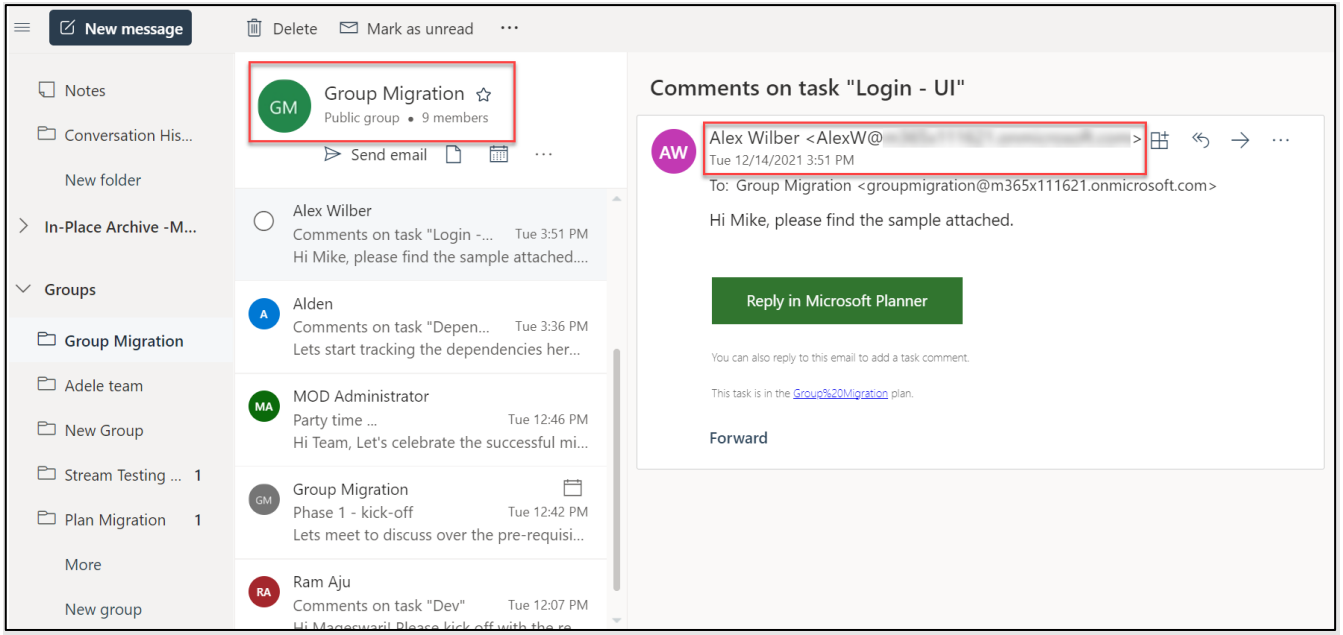
All-In-One : Group Mailbox Migration Guide

Group Mailbox

Source

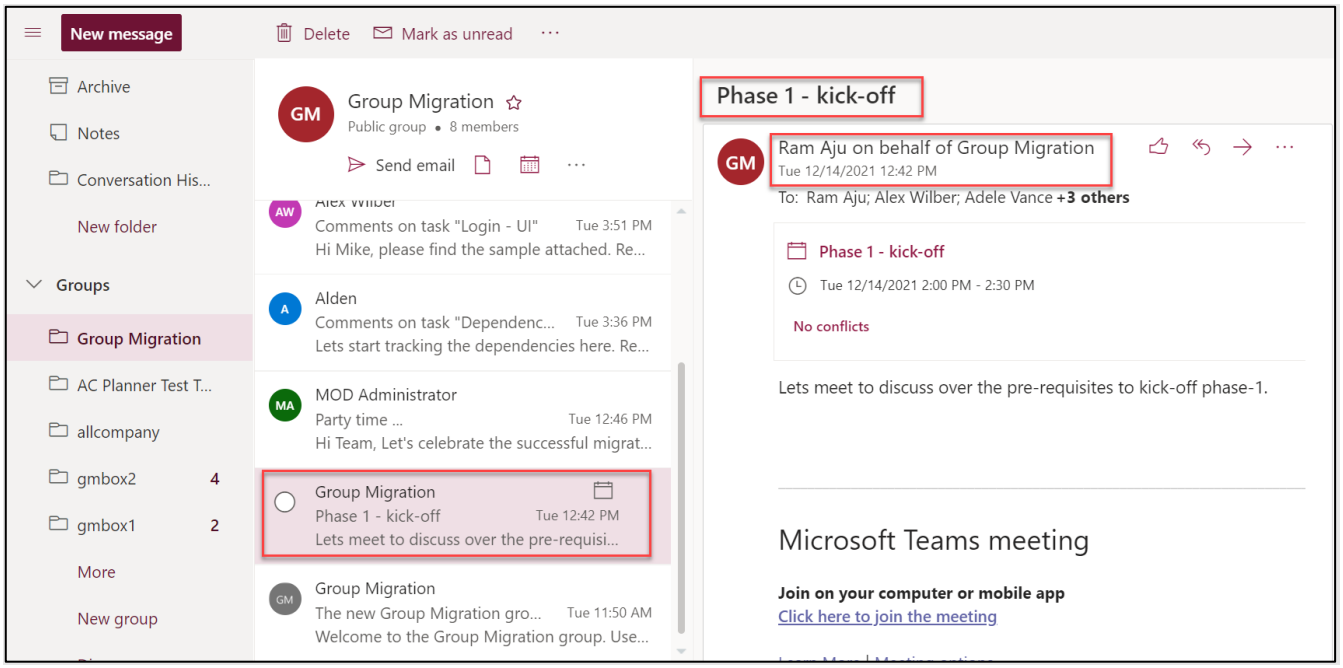


Target



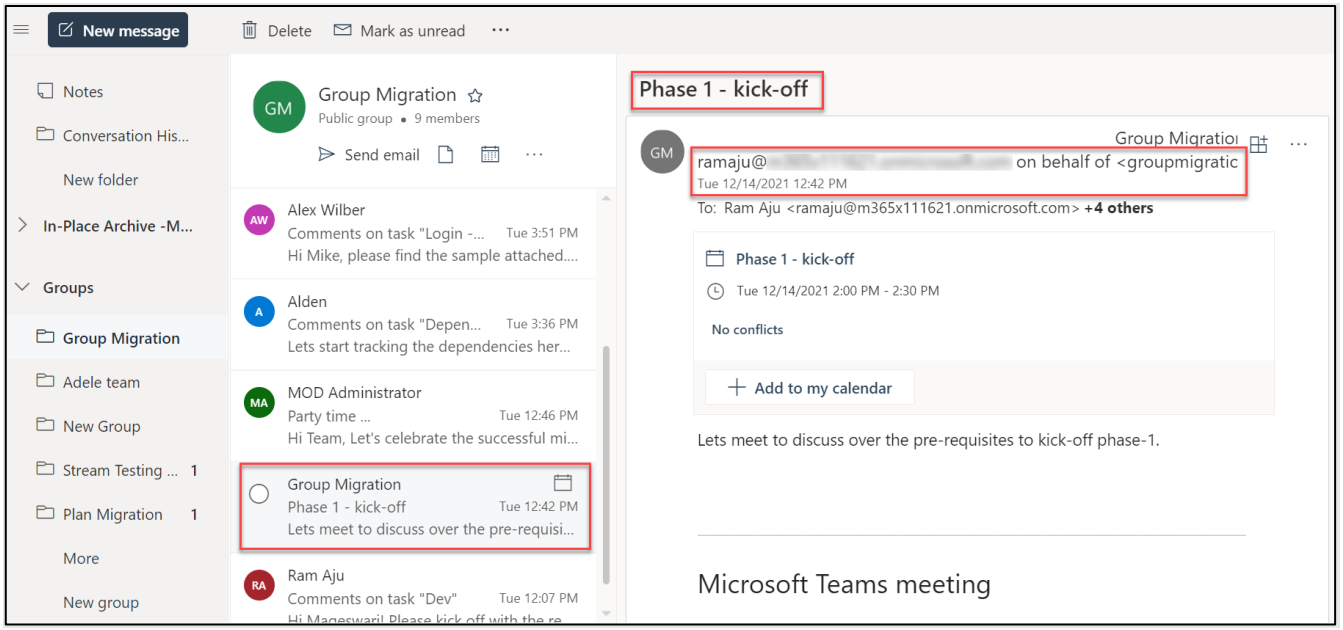
Meeting Invites

Source



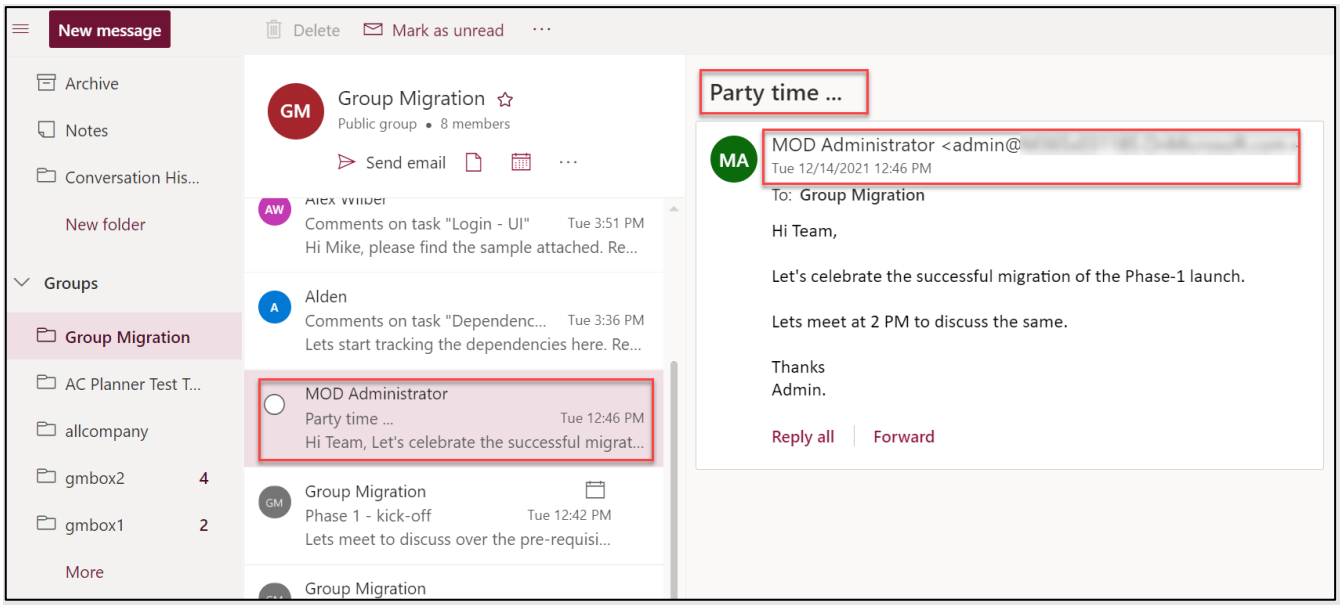
All-In-One : Group Mailbox Migration Guide

Target

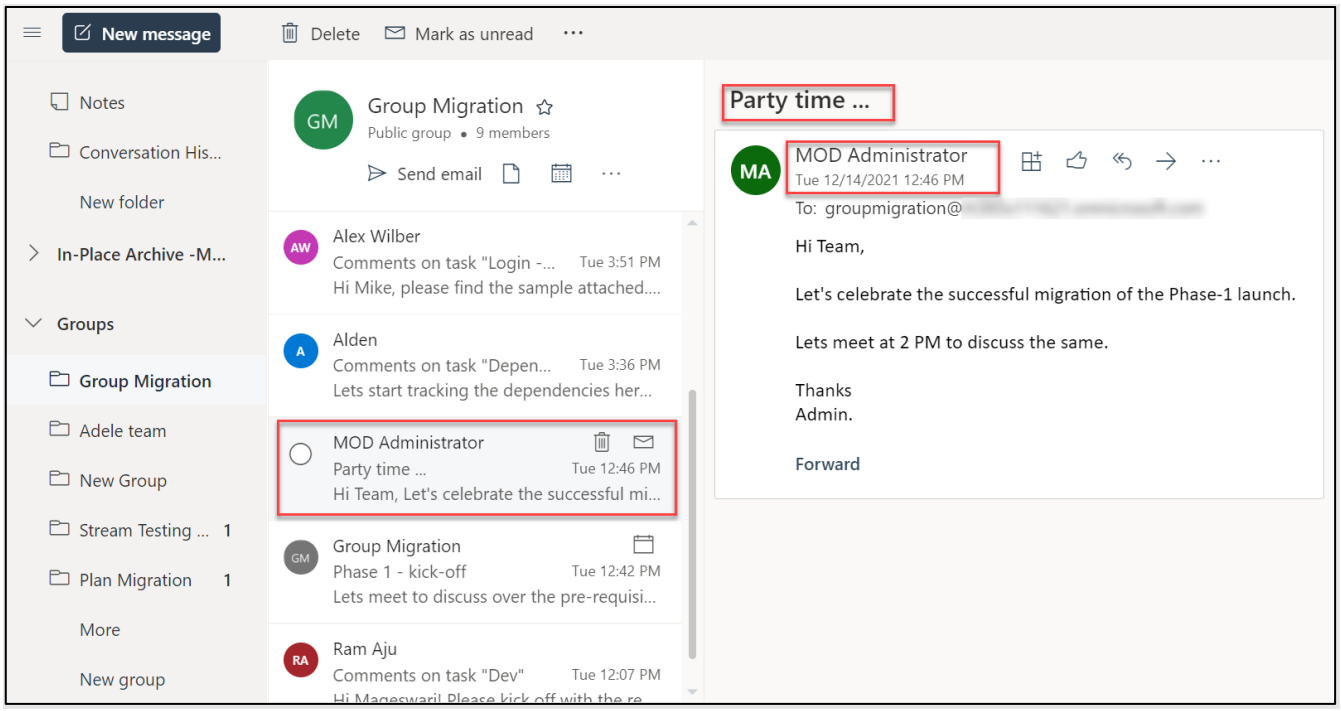


External mails

Source



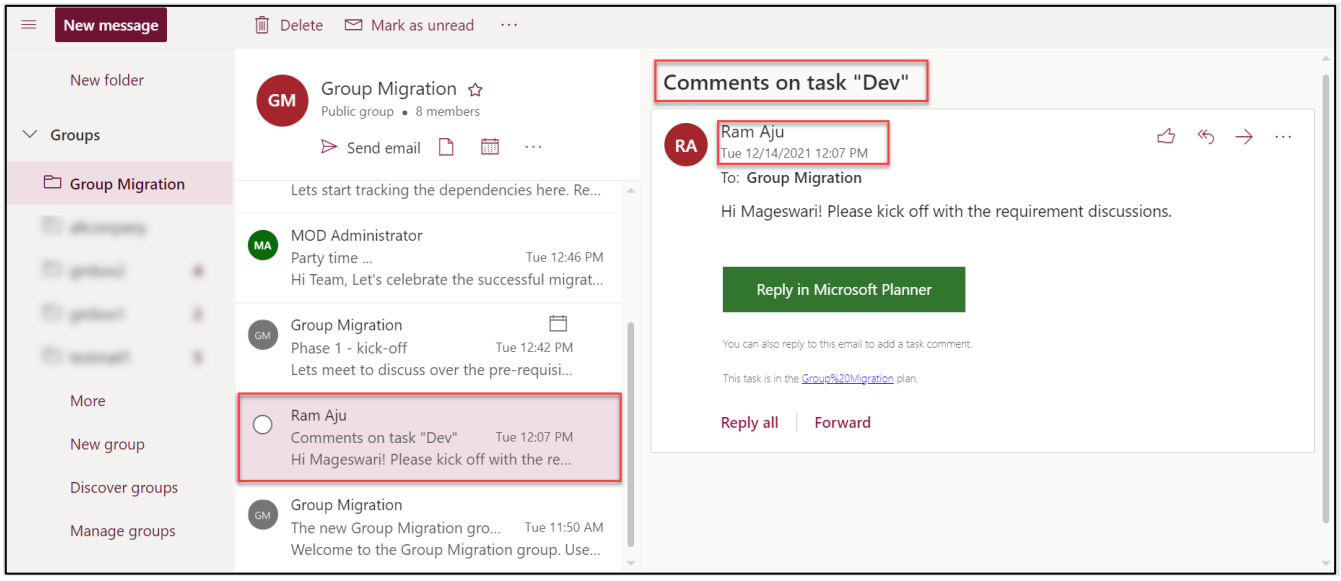
Target



Impact

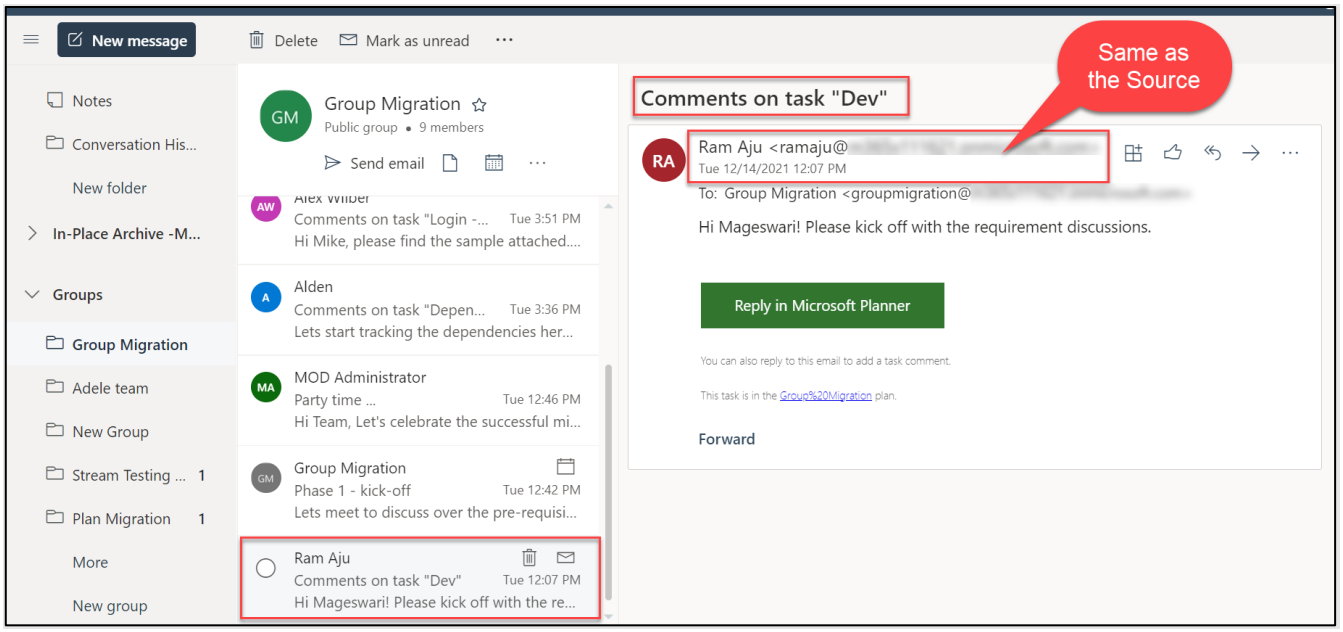
The sender of the mail in target appears to be the same as that of the Source Domain. User Mapping does not play a role in the mails.

Source



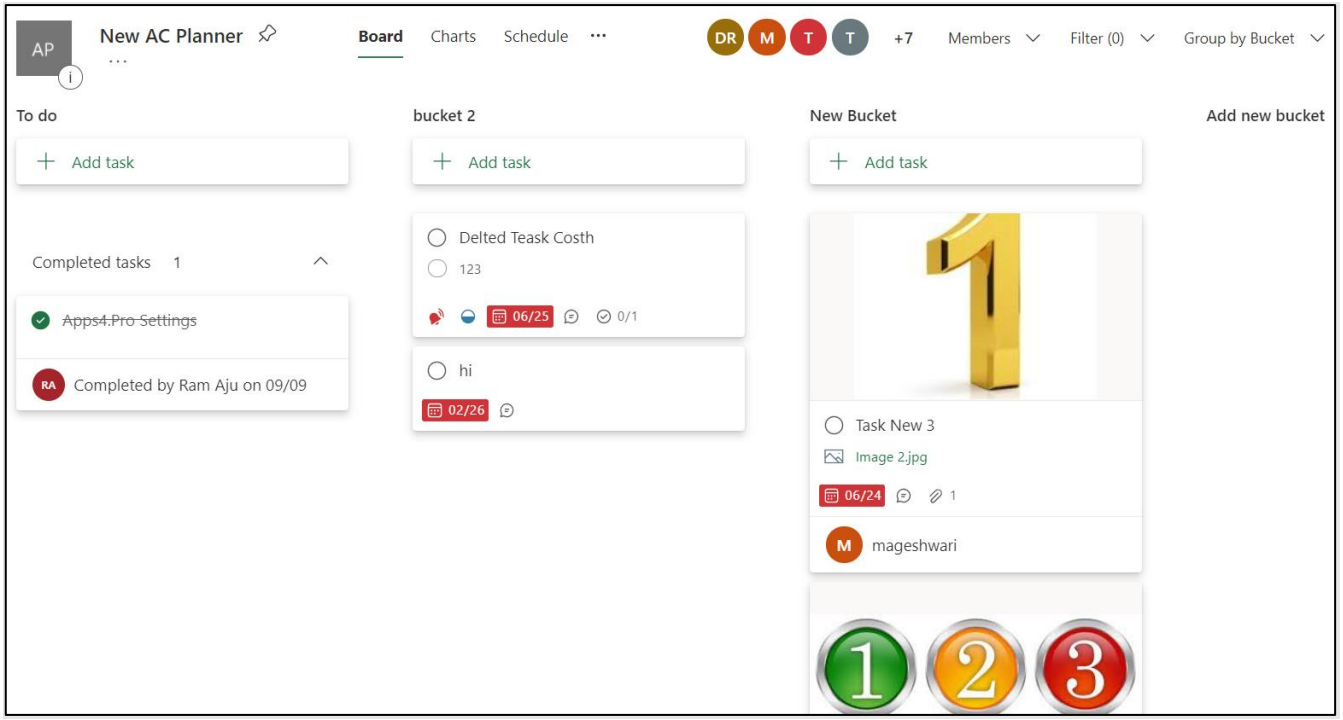
All-In-One : Group Mailbox Migration Guide

Target

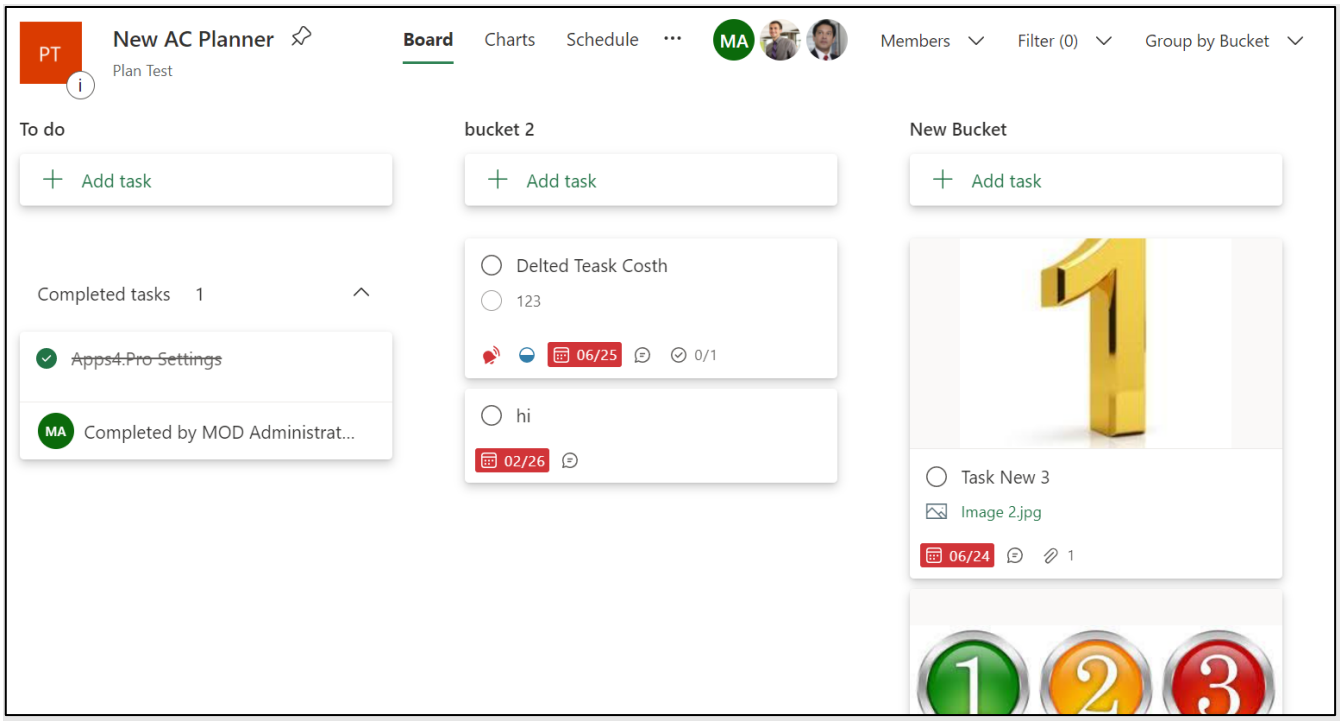


Plan Migraiton

Source



Target



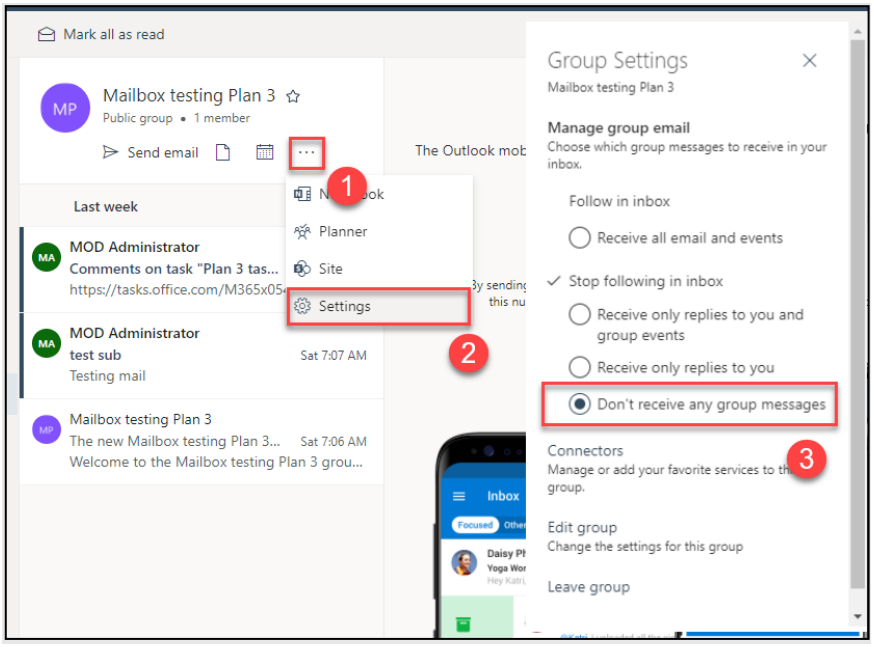
Email Notification

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

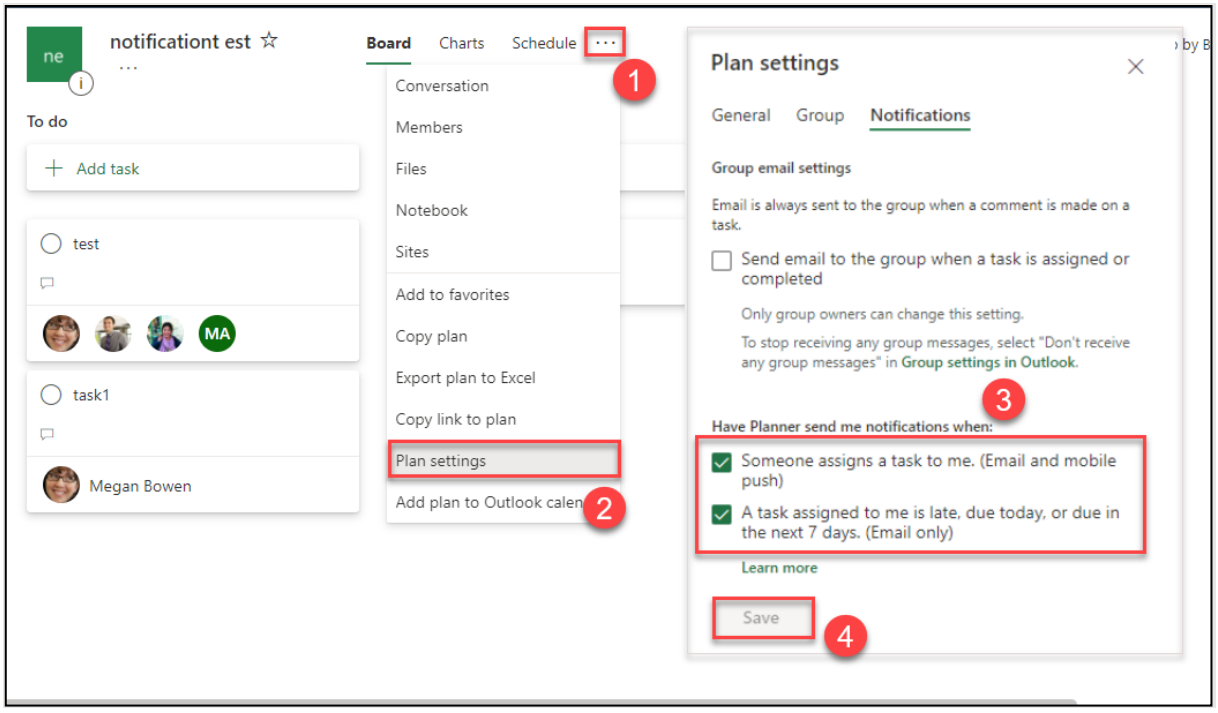
- Comments
- Task Assignments

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.

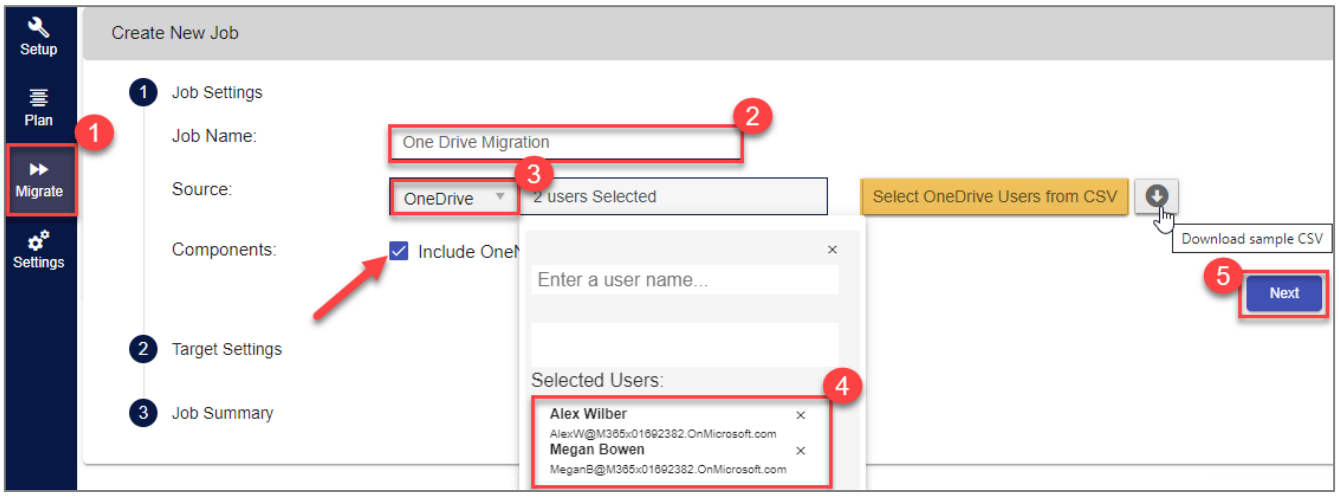
Yon can choose to include the OneNote Files also to be migrated by choosing the '**Include OneNote**' option. To perform this, you have to configure the source & target OneNote connector accounts.

Yon 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 :

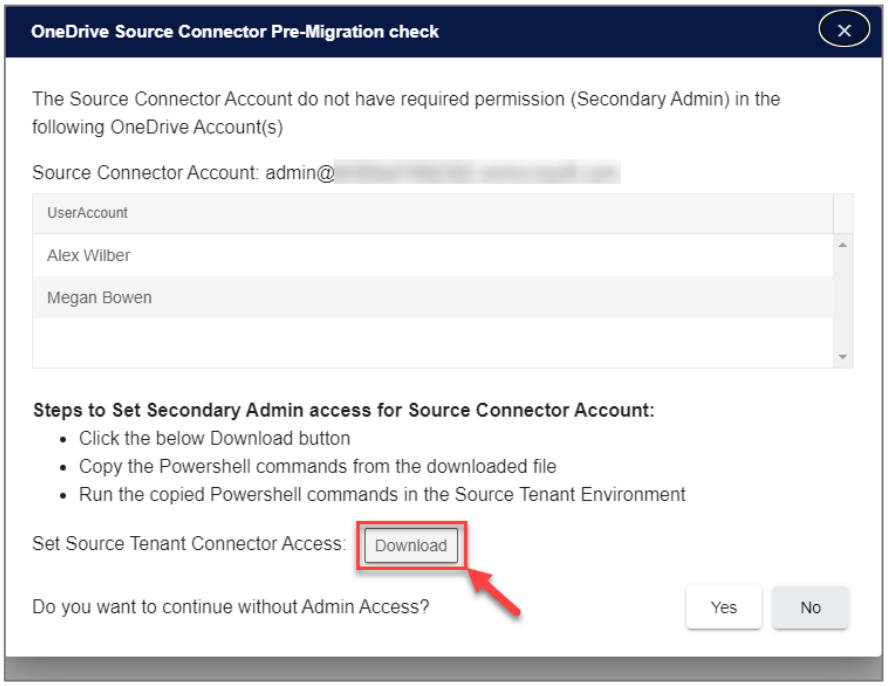
UserPrincipalName	UserId
Alex@contosa.com	4c82aeda-f296-43a9-a80a-c789216976b4
Allan@contosa.com	4918c791-3b78-4353-8ad2-41f2073bfe3b
Megan@contosa.com	73de47bc-ac48-41ea-b45d-740a1370d6e0
AllanD@contosa.com	481e7bd8-1a29-4bff-9974-74b53fd5865d



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.

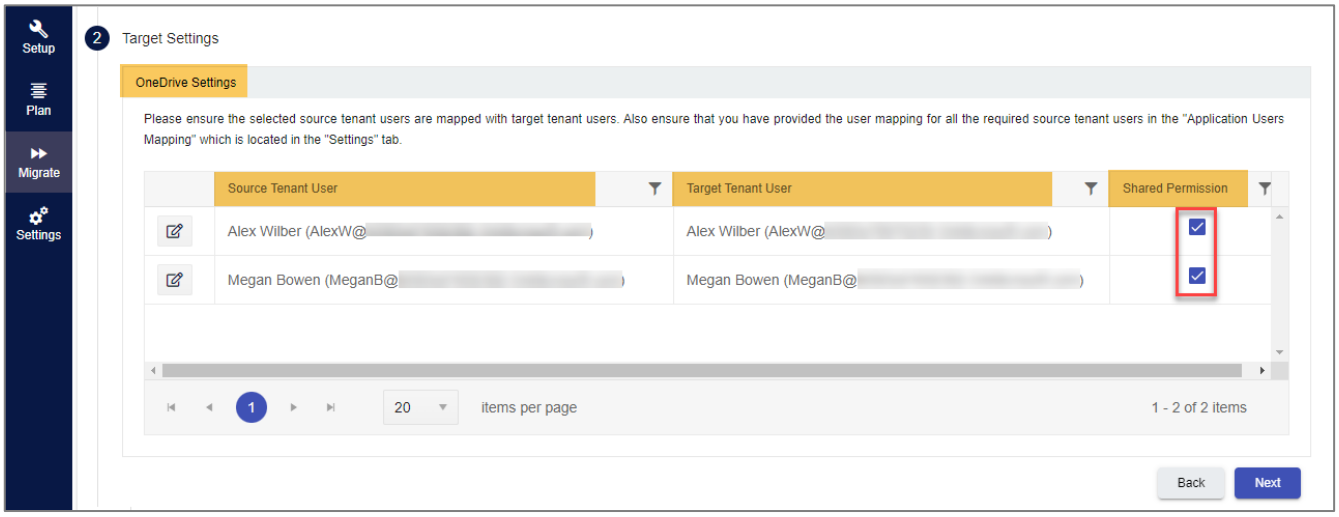


Step 4 : Target Settings

OneDrive Settings

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

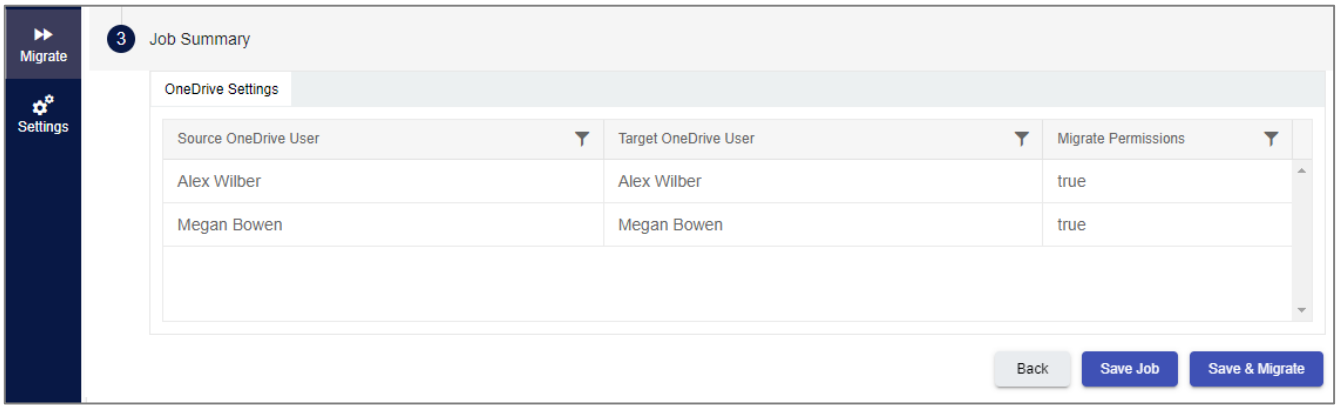
You can also migrate shared permissions of the files. For that, you have to enable the option “Shared Permission”.



Step 5 : Job Summary

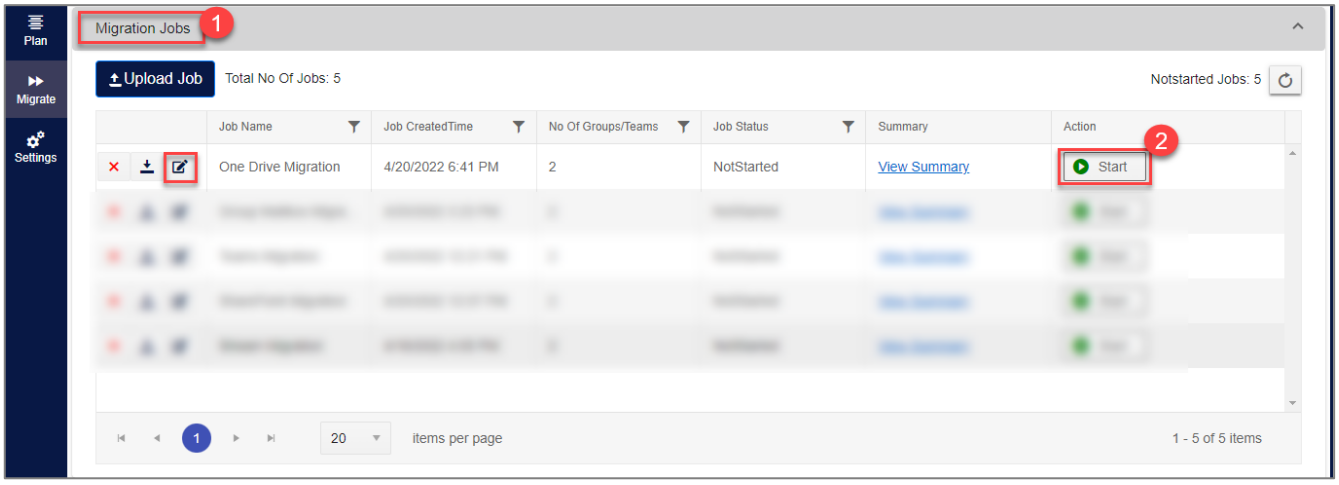
In this step, you can view the summary of job. After checking the summary, you can select one of the following two options.

- 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.



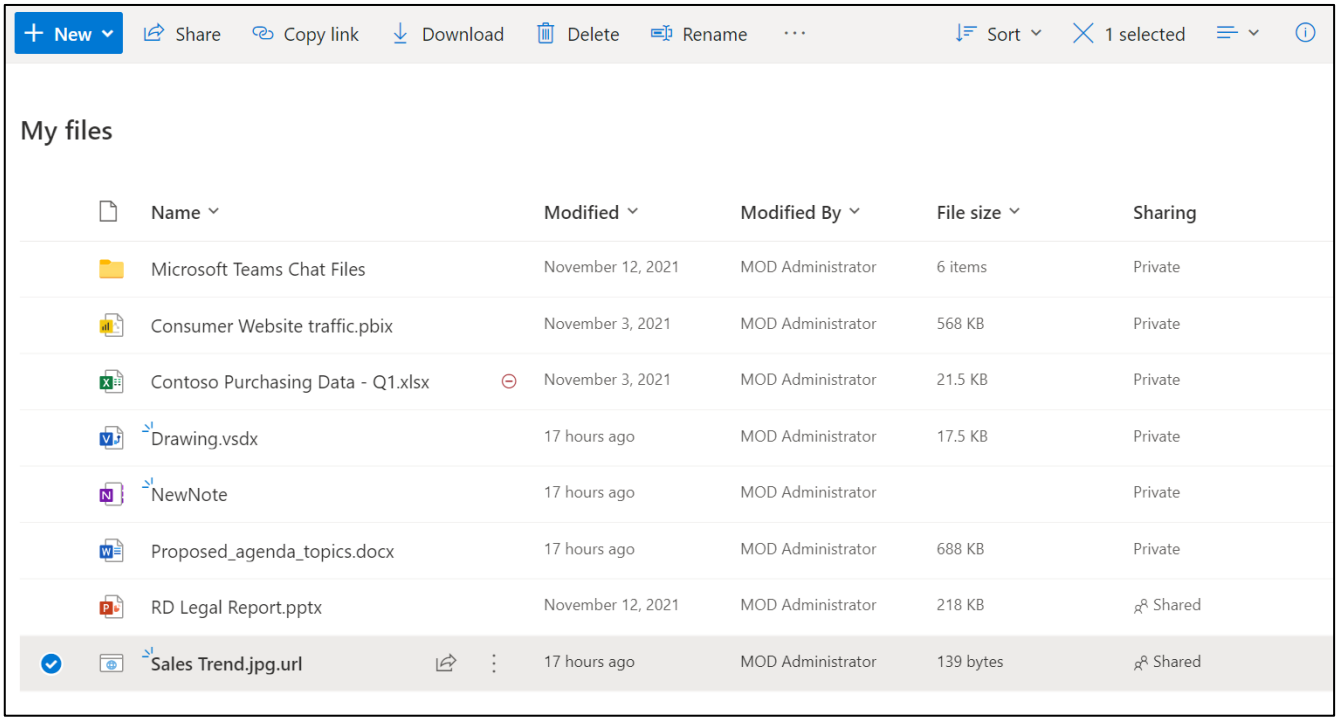
Execute Saved Jobs

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



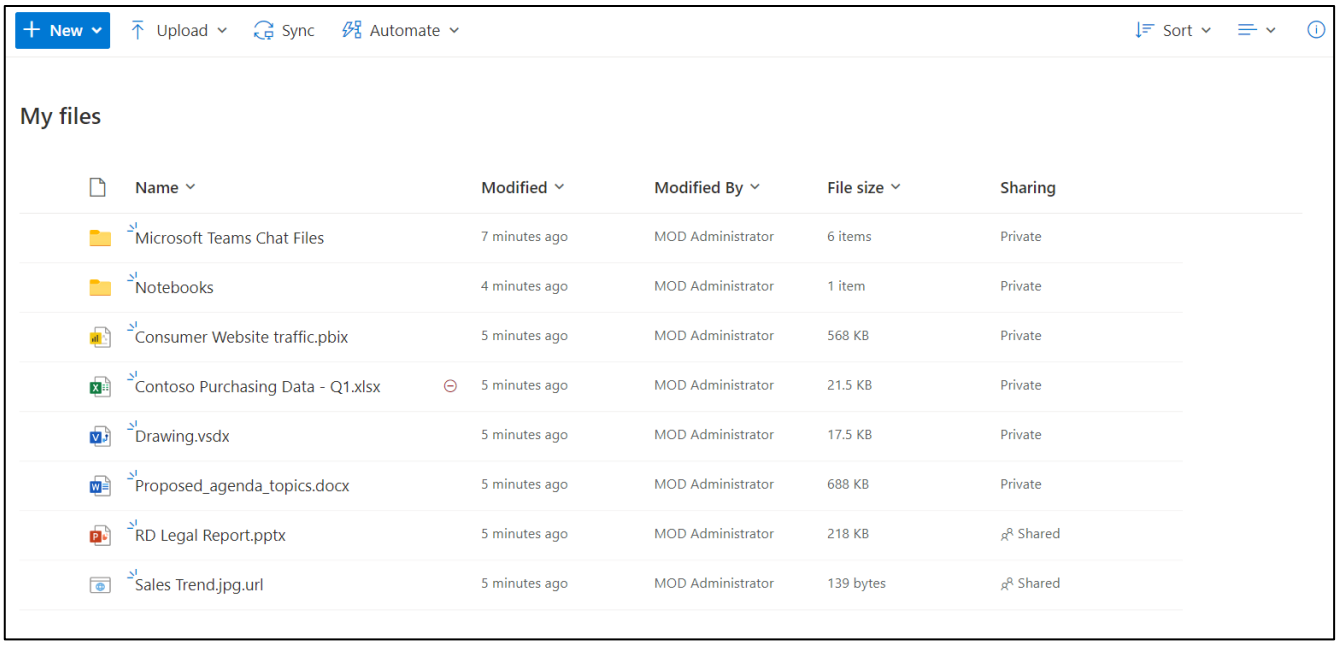
User Experience

Source



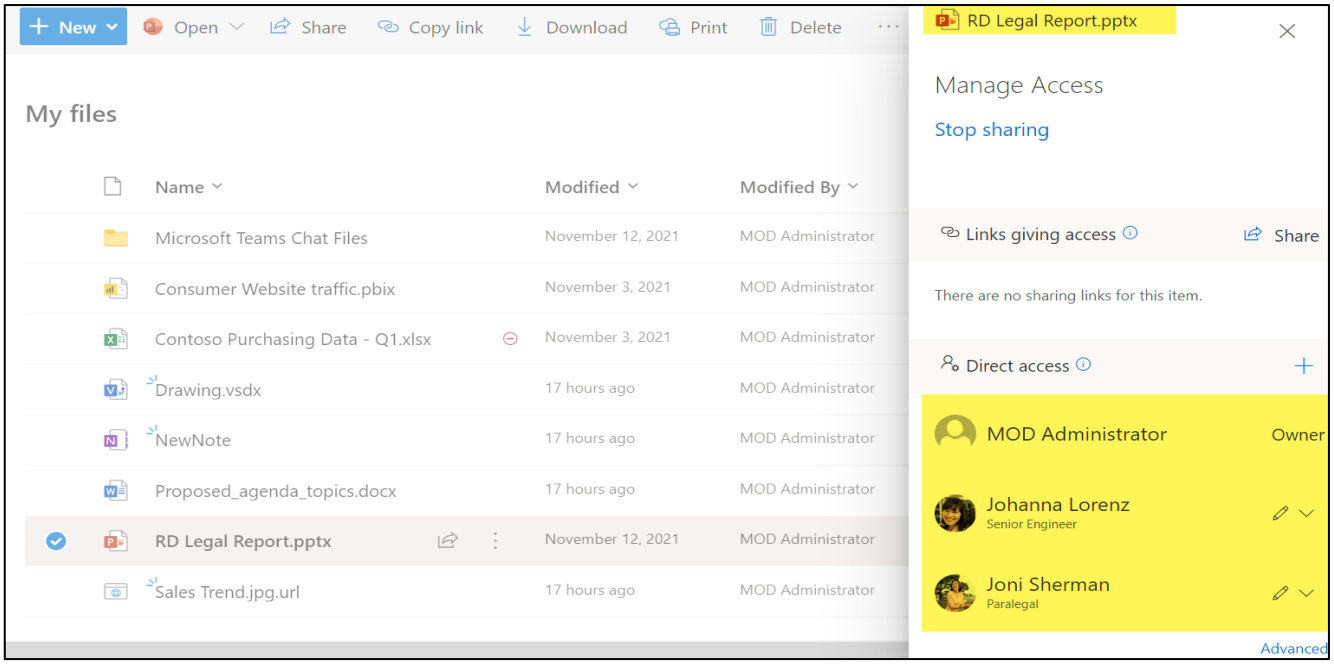
All-In-One : OneDrive Migration Guide

Target

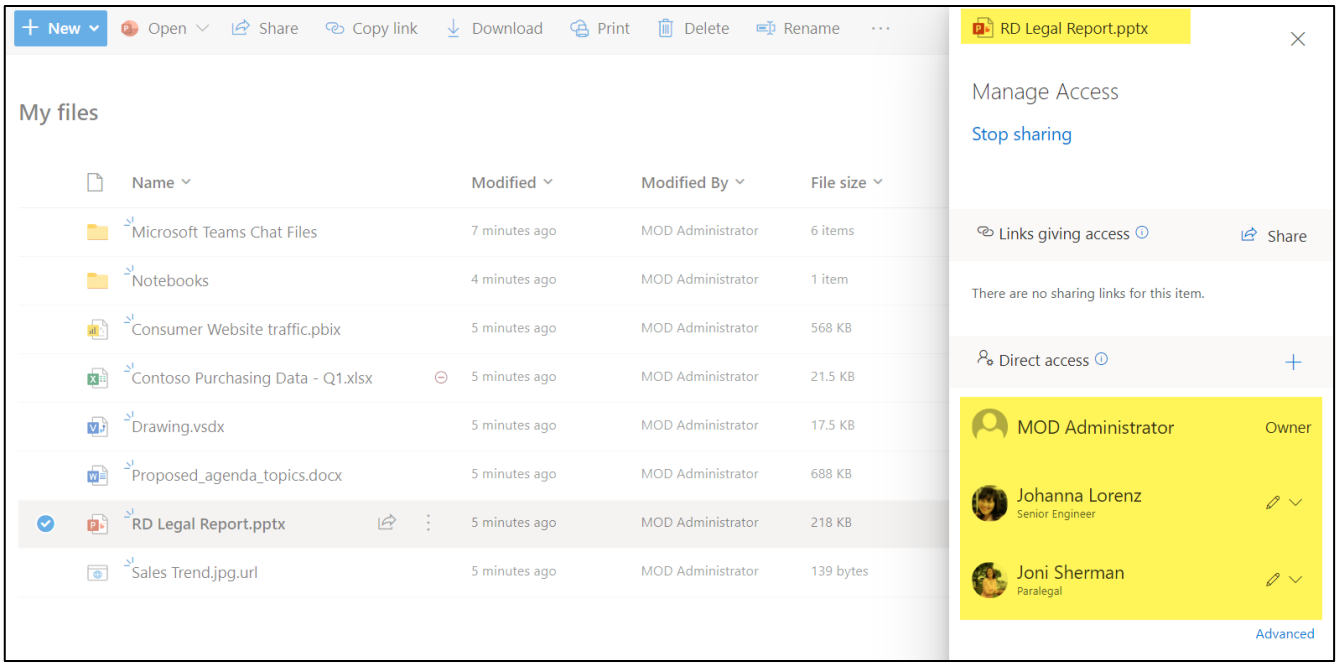


File Permissions

Source

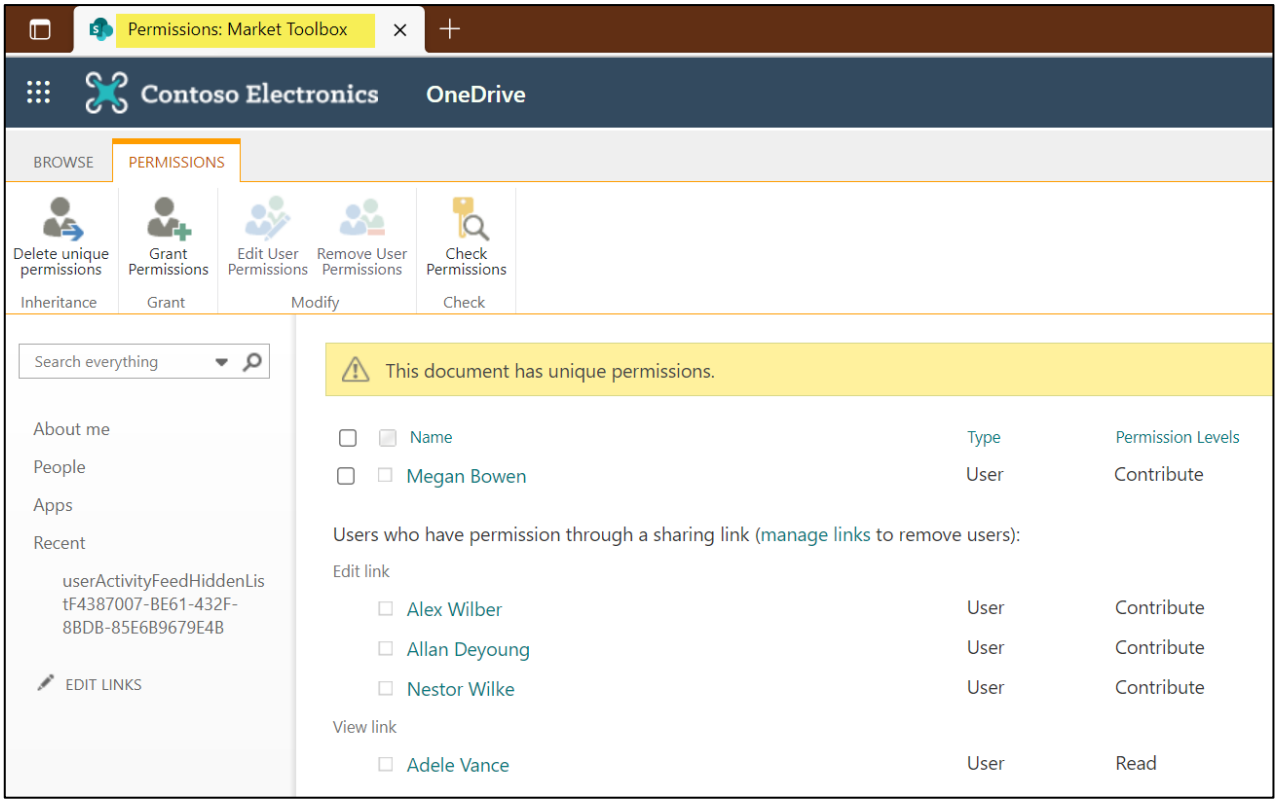


Target

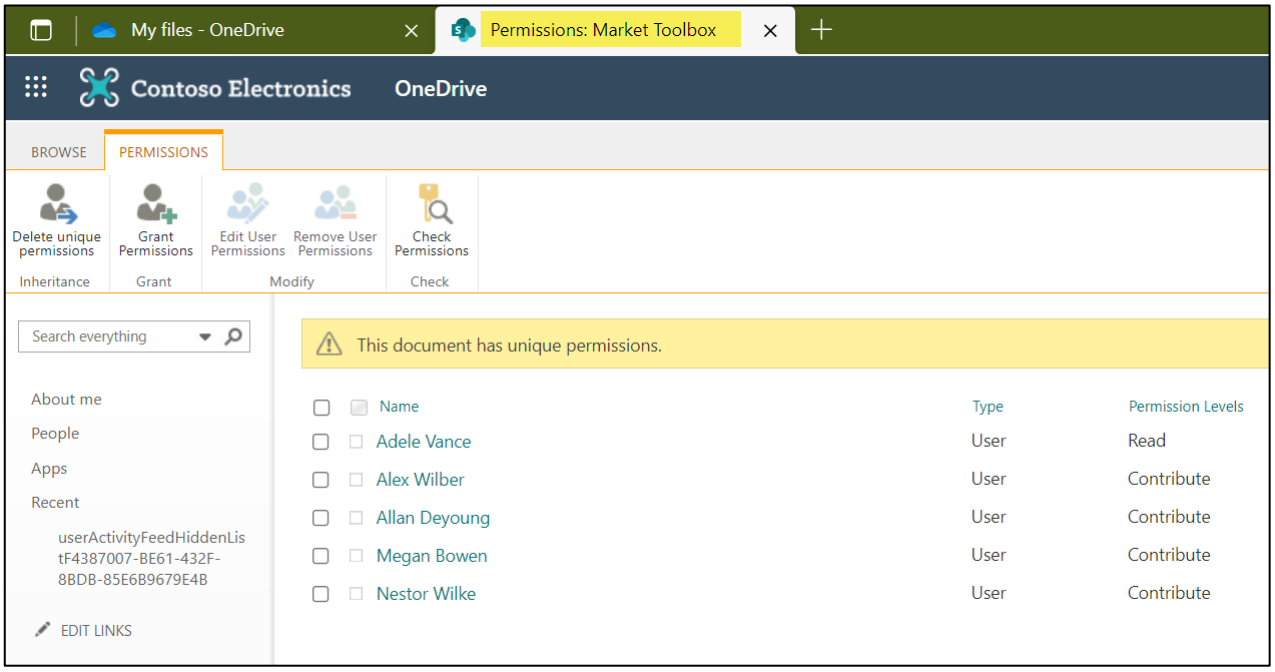

New
Open
Share
Copy link
Download
Print
Delete
Rename
My files
Name
Modified
Modified By
File size
Microsoft Teams Chat Files
7 minutes ago
MOD Administrator
6 items
Notebooks
4 minutes ago
MOD Administrator
1 item
Consumer Website traffic.pbix
5 minutes ago
MOD Administrator
568 KB
Contoso Purchasing Data - Q1.xlsx
5 minutes ago
MOD Administrator
21.5 KB
Drawing.vsdx
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

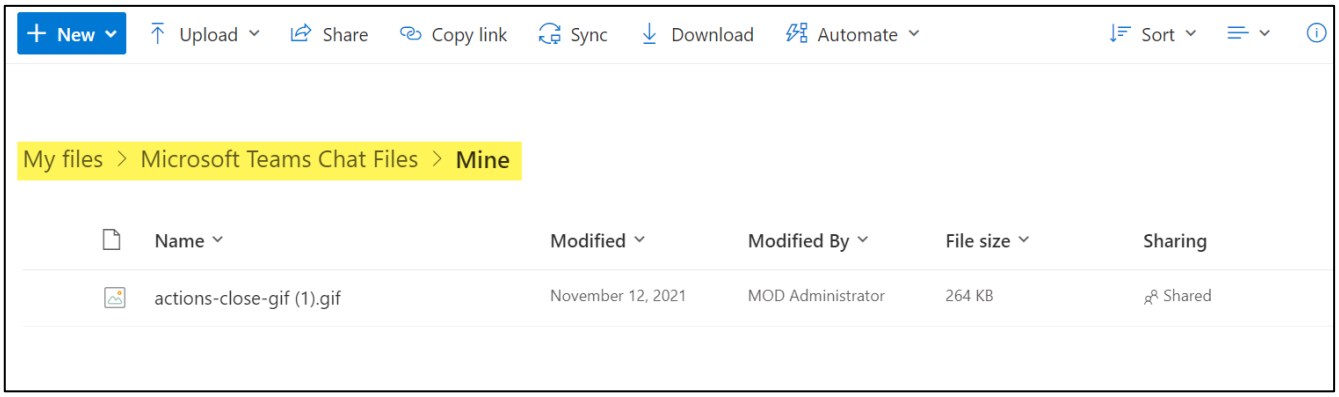


Target

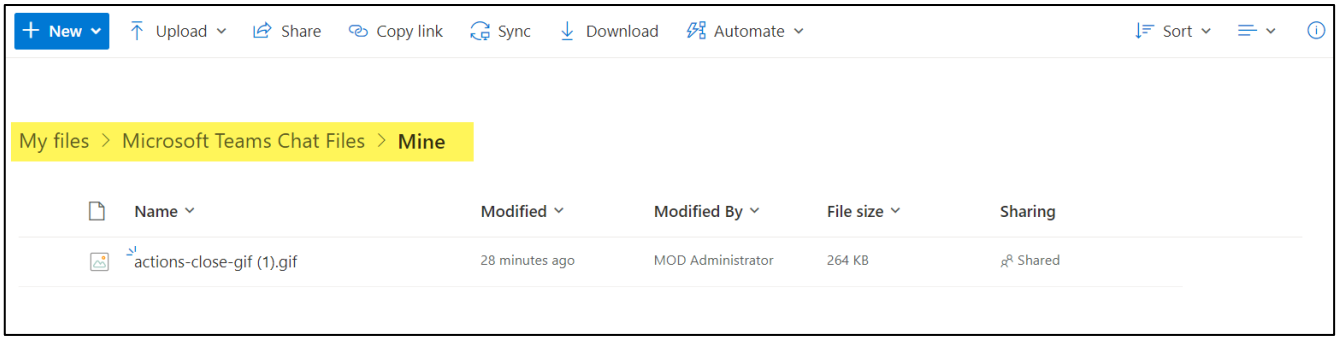


Sub-Folder Migration

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.