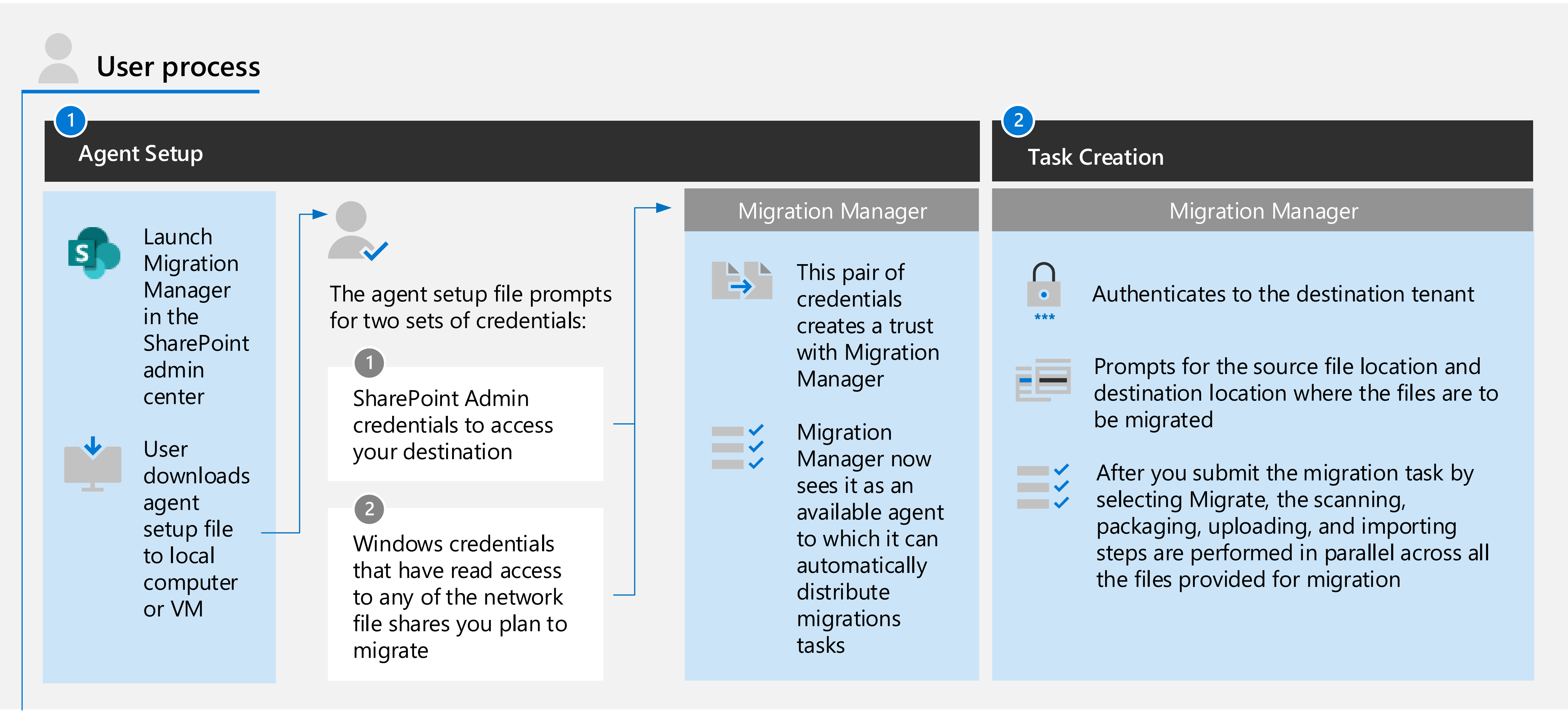
Migrate to Microsoft 365: File Share Migration

Microsoft provides tools to migrate your on-premises network file shares and SharePoint Server sites to Microsoft 365 with an emphasis on protecting and ensuring your content's security during migration. This set of illustrations demonstrates the various methods available to move your content to SharePoint, Teams, and OneDrive and how your data flows through the process.

User Workflow

Migrating your file shares with Migration Manager lets you have a centralized way of connecting servers, creating tasks, and automatically load balancing your migration tasks. You are guided through the steps of migrating your file shares, from the setup of agents, the creation of tasks, and the migration to Microsoft 365. You can specify global or task level settings, view all-up task progress, and download aggregated summary and task-level reports.



User process

1 Agent Setup

Launch Migration Manager in the SharePoint admin center

User downloads agent setup file to local computer or VM

The agent setup file prompts for two sets of credentials:

1 SharePoint Admin credentials to access your destination

2 Windows credentials that have read access to any of the network file shares you plan to migrate

Migration Manager

This pair of credentials creates a trust with Migration Manager

Migration Manager now sees it as an available agent to which it can automatically distribute migrations tasks

2 Task Creation

Migration Manager

Authenticates to the destination tenant

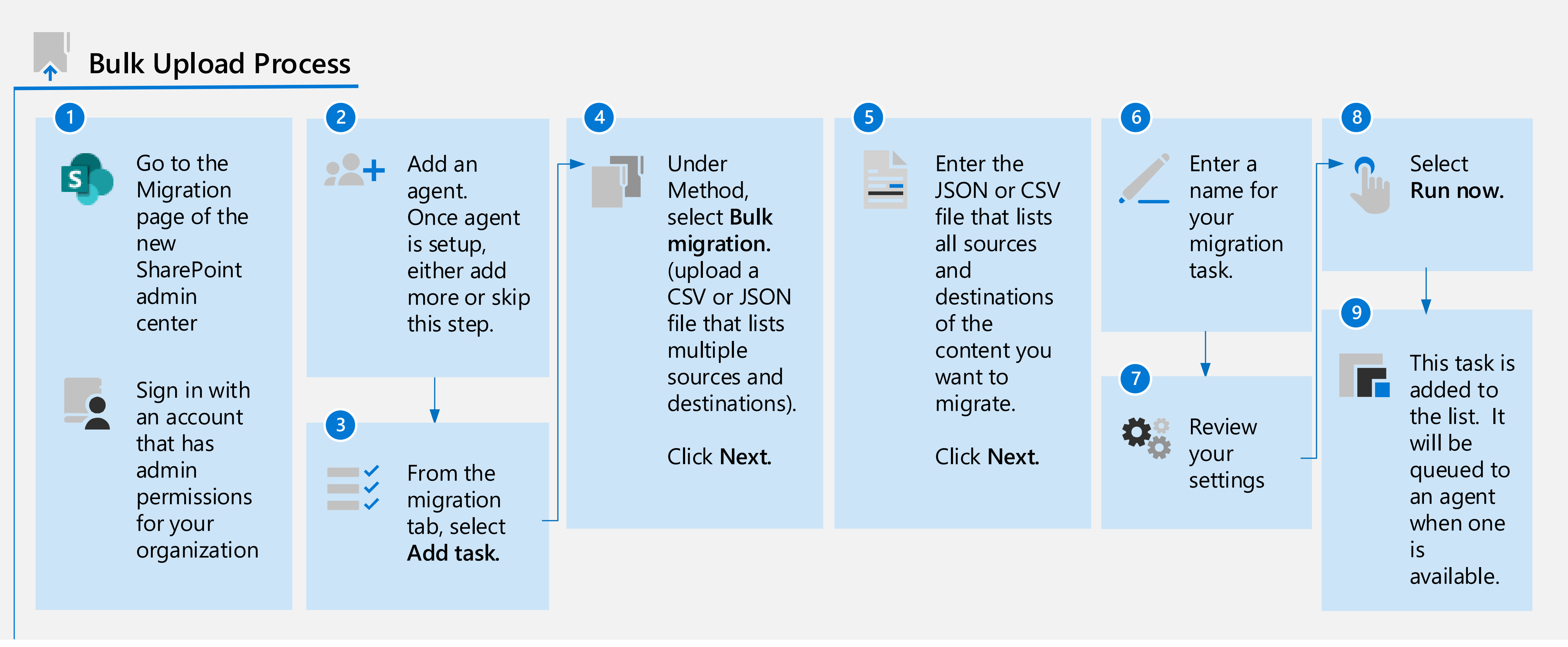
Prompts for the source file location and destination location where the files are to be migrated

After you submit the migration task by selecting Migrate, the scanning, packaging, uploading, and importing steps are performed in parallel across all the files provided for migration

Bulk Upload

You can also create your file share migration tasks by entering the values into either a CSV or JSON file. This is especially helpful when you need to create a large number of tasks.

Create and upload your file following the formatting guidelines described here: [How to format a CSV or JSON file for bulk upload in Migration Manager - Migrate to SharePoint and OneDrive | Microsoft Docs]()



Bulk Upload Process

1 Go to the Migration page of the new SharePoint admin center

Sign in with an account that has admin permissions for your organization

2 Add an agent. Once agent is setup, either add more or skip this step.

3 From the migration tab, select **Add task.**

4 Under Method, select **Bulk migration.** (upload a CSV or JSON file that lists multiple sources and destinations).

Click **Next.**

5 Enter the JSON or CSV file that lists all sources and destinations of the content you want to migrate.

Click **Next.**

6 Enter a name for your migration task.

7 Review your settings

8 Select **Run now.**

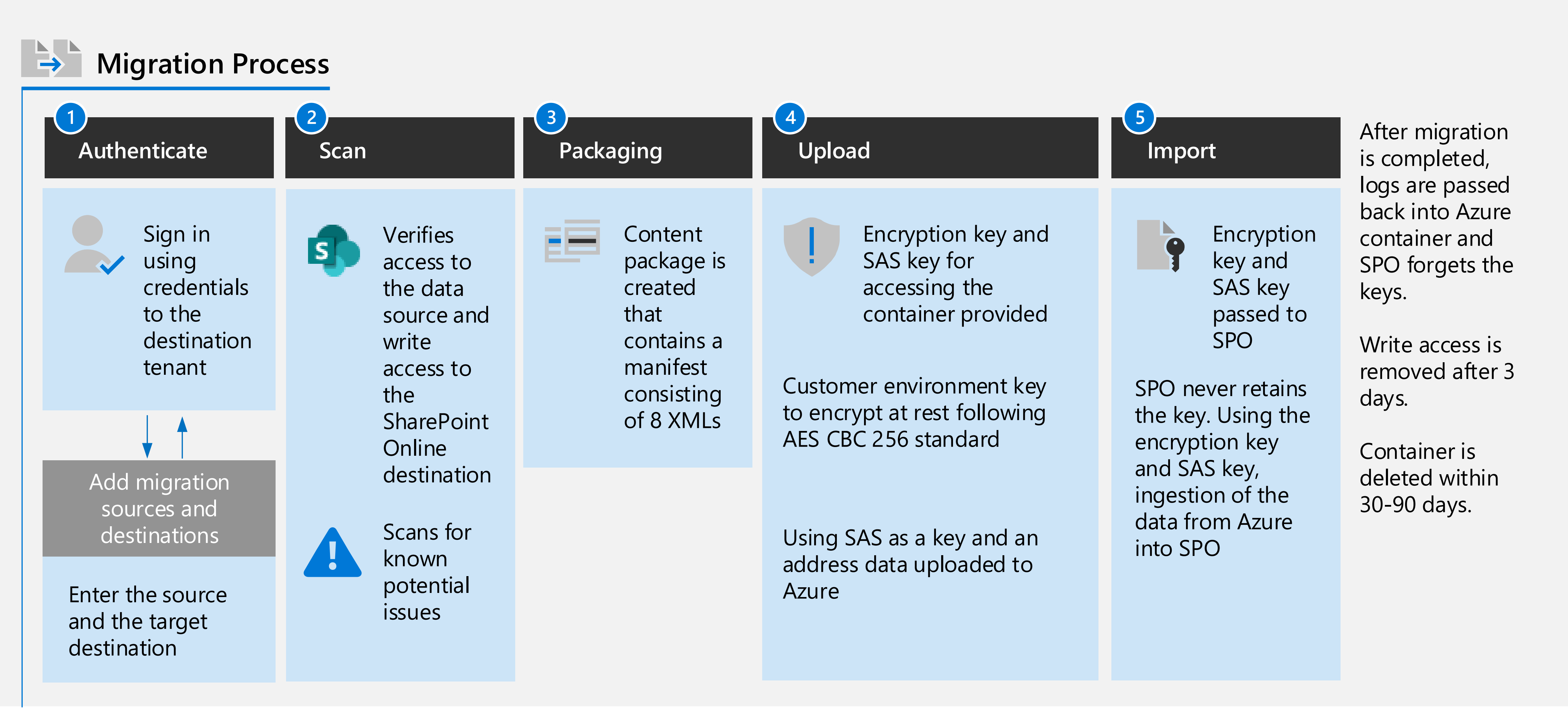
9 This task is added to the list. It will be queued to an agent when one is available.

Data workflow

Protecting and ensuring the security of your content is key. During the upload and import phases, data is encrypted and Azure containers and keys are generated.

The random, single-use default container key is generated programmatically and is only valid for three days. This key is the only way to gain access to the container. SharePoint never stores the key. Only those who have the key have access to the container.

If your key is lost or obtained by someone else, there are two defenses in place that protect you. First, the container only enables read/write operations. The container has no list, which means you need to know the details of the files stored in the container to read or write to them. Secondly, the files are encrypted at rest with AES-256-CBC.



Migration Process

1 Authenticate

Sign in using credentials to the destination tenant

Add migration sources and destinations

Enter the source and the target destination

2 Scan

Verifies access to the data source and write access to the SharePoint Online destination

Scans for known potential issues

3 Packaging

Content package is created that contains a manifest consisting of 8 XMLs

4 Upload

Encryption key and SAS key for accessing the container provided

Customer environment key to encrypt at rest following AES CBC 256 standard

Using SAS as a key and an address data uploaded to Azure

5 Import

Encryption key and SAS key passed to SPO

SPO never retains the key. Using the encryption key and SAS key, ingestion of the data from Azure into SPO

After migration is completed, logs are passed back into Azure container and SPO forgets the keys.

Write access is removed after 3 days.

Container is deleted within 30-90 days.

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Migrate to Microsoft 365: SharePoint Server Migration

This topic is 2 of 2

Page 2

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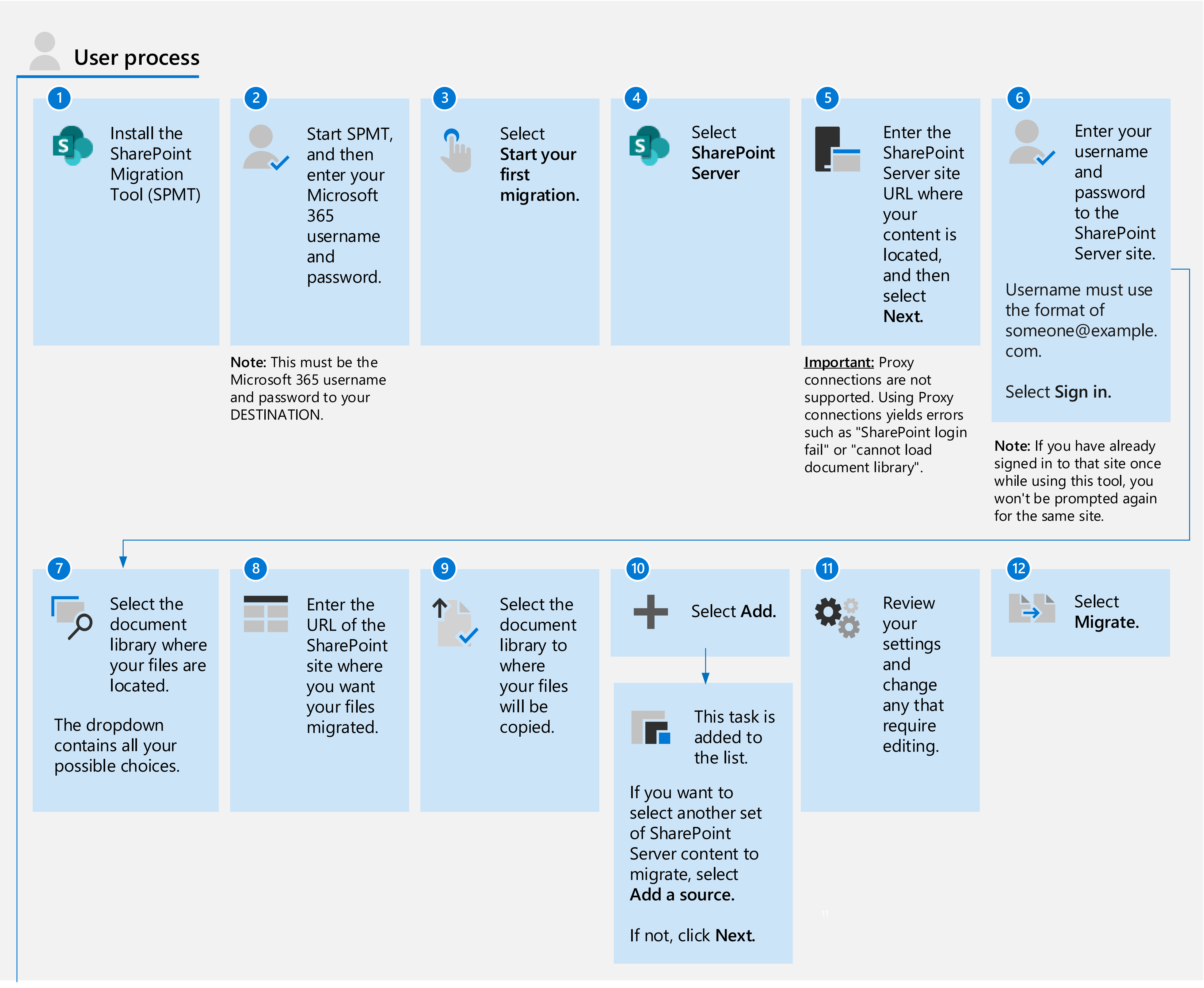
Migrate your SharePoint Server 2010, 2013, and 2016 environments

The SharePoint Migration Tool (SPMT) is a downloadable tool that guides you through the process of identifying your SharePoint Server site and content locations, your destination in SharePoint and the credentials you need. Once your submit your migration job, the scanning, packaging, uploading, and importing steps run in parallel across all the files targeted for migration.

User Workflow

After being guided through the task creation, the tool runs in the background without impacting your production environment. Automatically generated reports give detailed information on the process of existing and completed migrations, along with task reports to help identify and resolve issues that may have occurred during the migration process.



User process

1 Install the SharePoint Migration Tool (SPMT)

2 Start SPMT, and then enter your Microsoft 365 username and password.

Note: This must be the Microsoft 365 username and password to your DESTINATION.

3 Select **Start your first migration.**

4 Select **SharePoint Server**

5 Enter the SharePoint Server site URL where your content is located, and then select **Next.**

Important: Proxy connections are not supported. Using Proxy connections yields errors such as "SharePoint login fail" or "cannot load document library".

6 Enter your username and password to the SharePoint Server site.

Username must use the format of someone@example.com.

Select **Sign in.**

Note: If you have already signed in to that site once while using this tool, you won't be prompted again for the same site.

7 Select the document library where your files are located.

The dropdown contains all your possible choices.

8 Enter the URL of the SharePoint site where you want your files migrated.

9 Select the document library to where your files will be copied.

10 Select **Add.**

This task is added to the list.

If you want to select another set of SharePoint Server content to migrate, select **Add a source.**

If not, click **Next.**

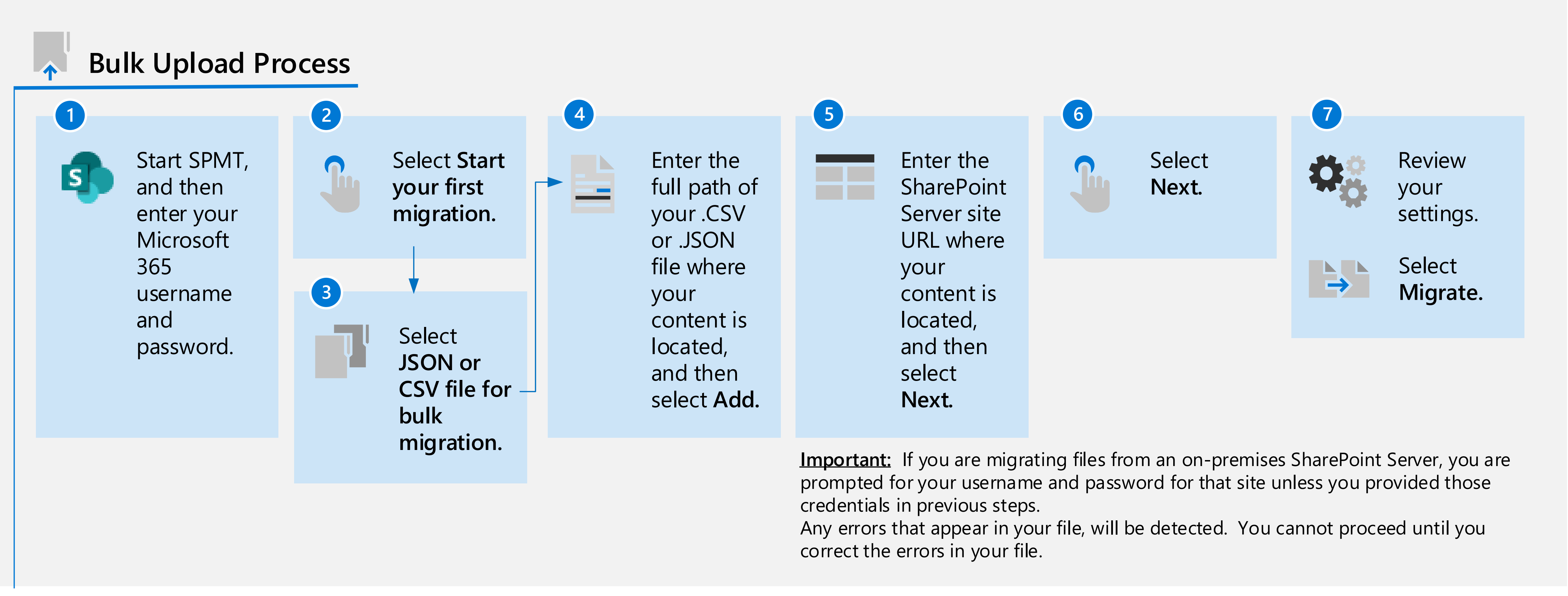
11 Review your settings and change any that require editing.

12 Select **Migrate.**

Bulk Upload

Alternatively, create your SharePoint server site migration tasks by entering the values into either a CSV or JSON file. This is especially helpful when you need to create a large number of tasks.

Create and upload your file following the formatting guidelines described here: [How to format a CSV or JSON file for bulk upload in Migration Manager - Migrate to SharePoint and OneDrive | Microsoft Docs]



Bulk Upload Process

1 Start SPMT, and then enter your Microsoft 365 username and password.

2 Select **Start your first migration.**

3 Select **JSON or CSV file for bulk migration.**

4 Enter the full path of your .CSV or .JSON file where your content is located, and then select **Add.**

5 Enter the SharePoint Server site URL where your content is located, and then select **Next.**

6 Select **Next.**

7 Review your settings.

Select **Migrate.**

Important: If you are migrating files from an on-premises SharePoint Server, you are prompted for your username and password for that site unless you provided those credentials in previous steps.
Any errors that appear in your file, will be detected. You cannot proceed until you correct the errors in your file.

Data workflow

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The random, single-use default container key is generated programmatically and is only valid for three days. This key is the only way to gain access to the container. SharePoint never stores the key. Only those who have the key have access to the container.

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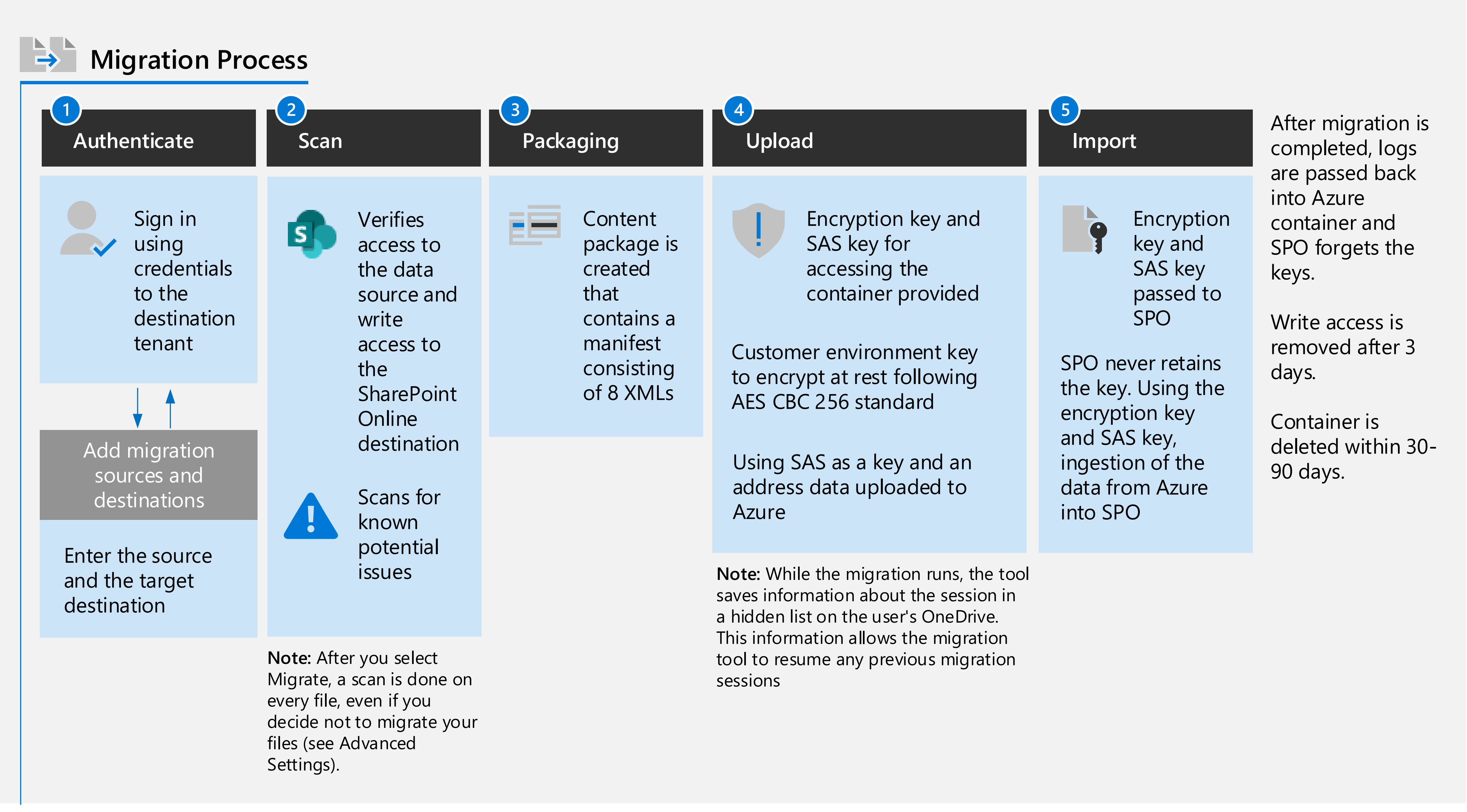

Migration Process

1 Authenticate

Sign in using credentials to the destination tenant

Add migration sources and destinations

Enter the source and the target destination

2 Scan

Verifies access to the data source and write access to the SharePoint Online destination

Scans for known potential issues

Note: After you select Migrate, a scan is done on every file, even if you decide not to migrate your files (see Advanced Settings).

3 Packaging

Content package is created that contains a manifest consisting of 8 XMLs

4 Upload

Encryption key and SAS key for accessing the container provided

Customer environment key to encrypt at rest following AES CBC 256 standard

Using SAS as a key and an address data uploaded to Azure

Note: While the migration runs, the tool saves information about the session in a hidden list on the user's OneDrive. This information allows the migration tool to resume any previous migration sessions

5 Import

Encryption key and SAS key passed to SPO

SPO never retains the key. Using the encryption key and SAS key, ingestion of the data from Azure into SPO

After migration is completed, logs are passed back into Azure container and SPO forgets the keys.

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