

How to migrate from Office 365 to Google Workspace?

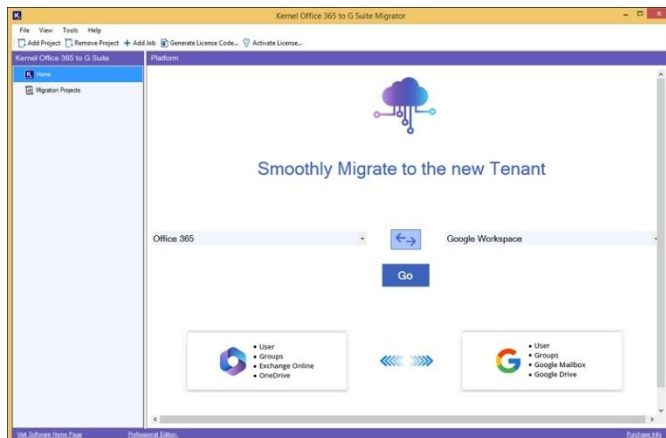
Check out the easy steps for Office 365 to G Suite migration.

Note: You need administrative credentials for Office 365 & Google Workspace to run the tool.

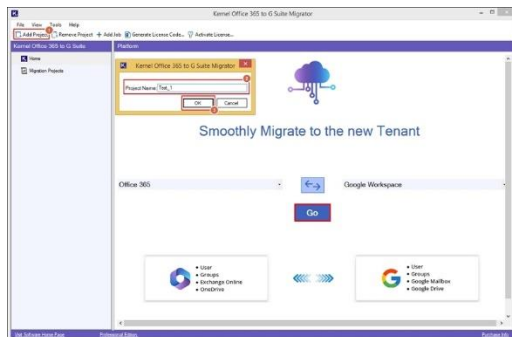
Exchange Mailbox migration

Migrate complete Exchange mailbox data from Office 365 to Google Workspace. Be it inbox, calendars, contacts, or tasks. Go through the following steps to run the tool:

Step 1. Launch the tool. The home page will be displayed.

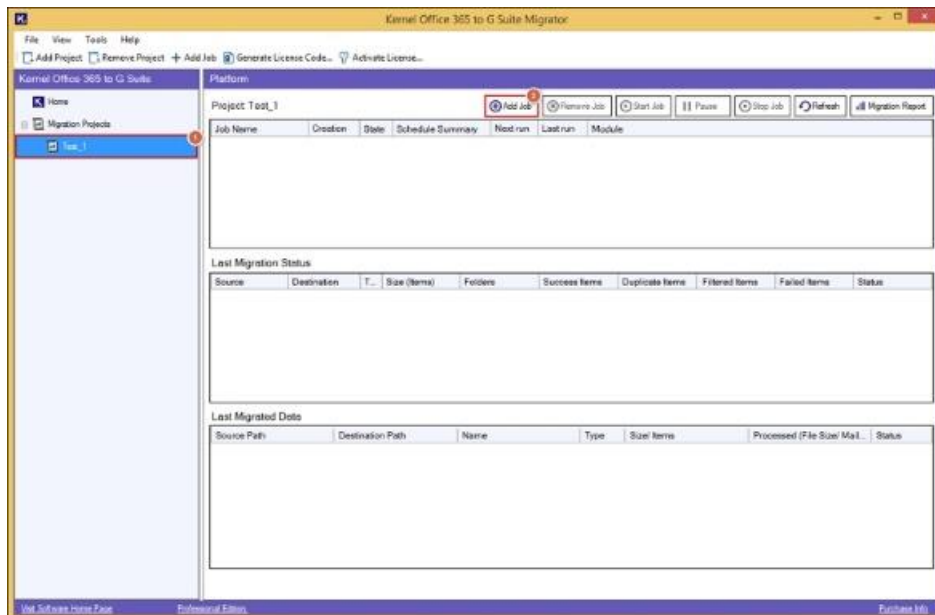


Step 2. Tap on **Add Project**, provide a name & click **OK**.

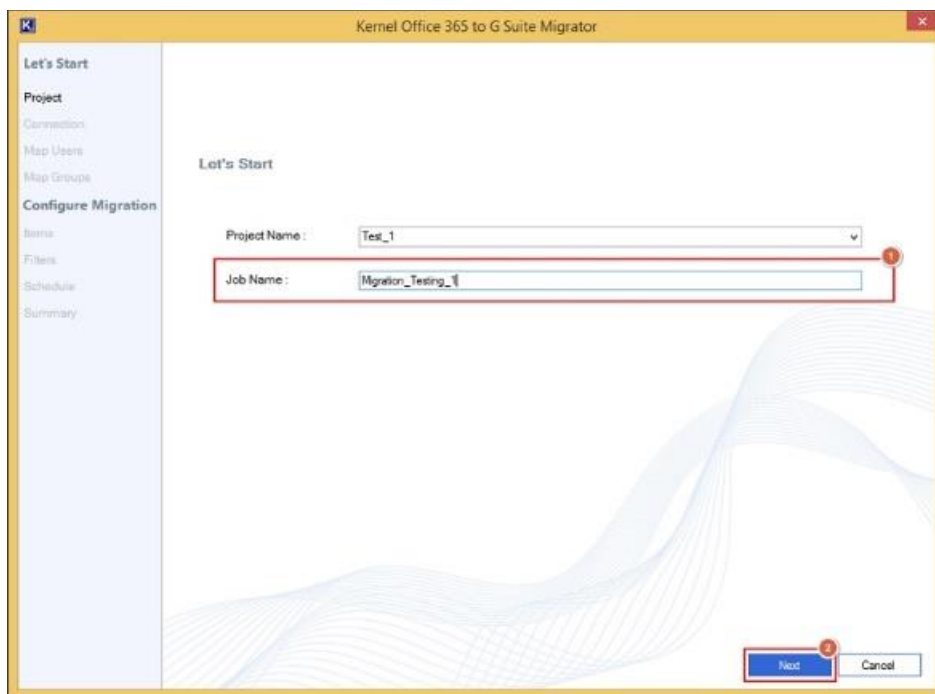


Note: You can directly click on the **Go** option to avoid this step. It will automatically create the project for you after your confirmation.

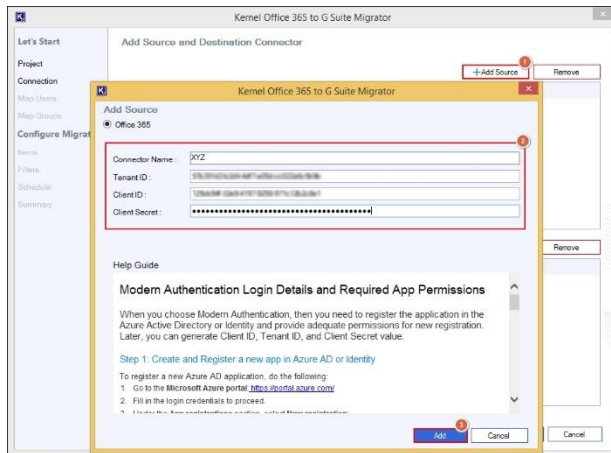
Step 3. Select **Add Job** in the following wizard.



Step 4. Provide **Job Name** & hit the **Next** Option.

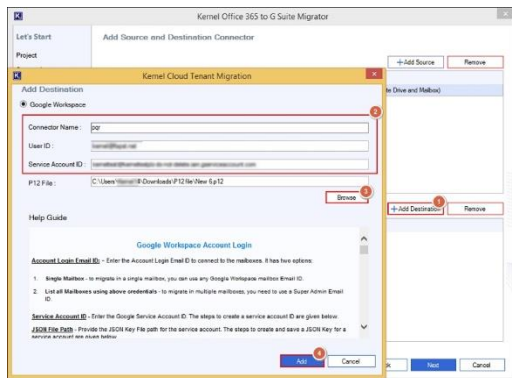


Step 5. Add Source details such as **Connector Name, Tenant ID, Client ID, Client Secret**. Click **Add**.



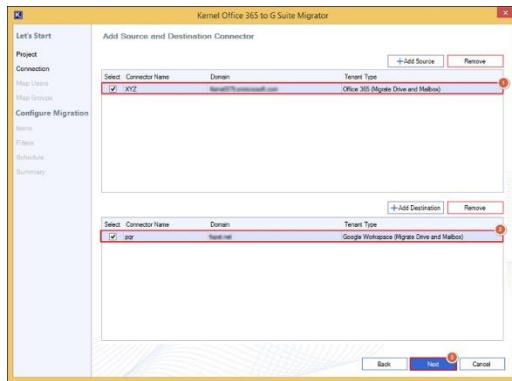
Note: Go through the **Help Guide** below in case you find anything difficult to understand.

Step 6. Add Destination such as **Connector Name, User ID, Service Account ID, & Browse the P12 file from the local system. Hit Add.**

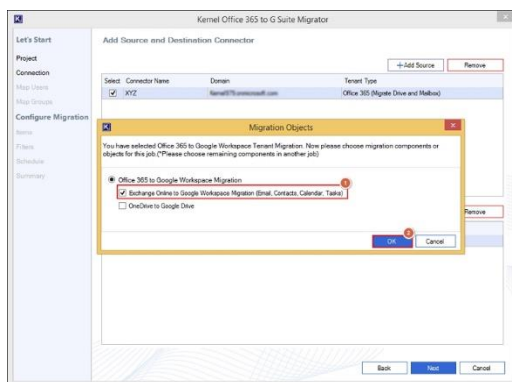


Note: Go through the **Help Guide** below in case you find anything difficult to understand.

Step 7. Select the added source & destination. Then, hit the **Next** option.



Step 8. Choose the **Exchange Online to Google Workspace Migration** option under the **Migration Objects** page. Click **OK**.

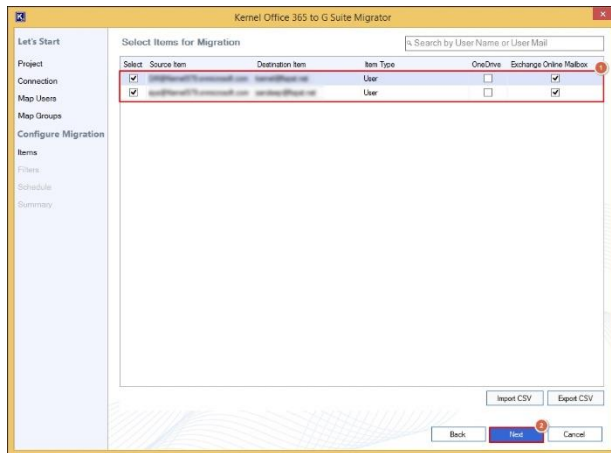


Note: You can run both Exchange Mailbox & OneDrive migration simultaneously.

Step 9. Map the users accordingly between the source & destination. Select **Next**.

Important to know:

- You can take help of the **Import CSV/ Export CSV** option for instant mapping.
- Create users at the destination if needed with the **Create Users** option.



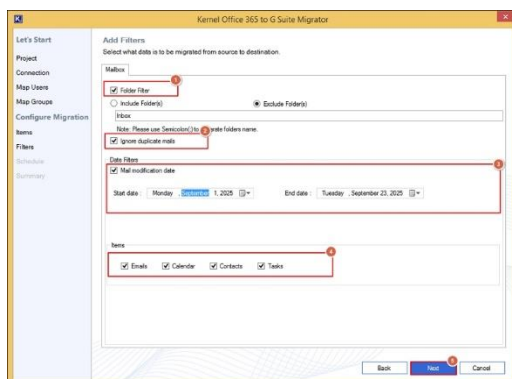
Step 12. Add filters as per the needed results, such as

Folder Filter: To include & exclude any specific folder.

Ignore duplicate mails: Helps in incremental migration.

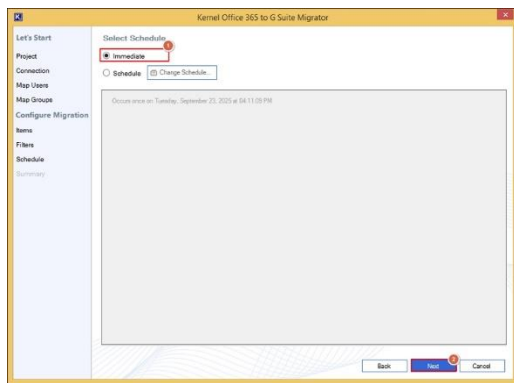
Date Filters: Permits you to set the range of the Exchange mailbox data.

Items: Allows migration of specific items to the destination.

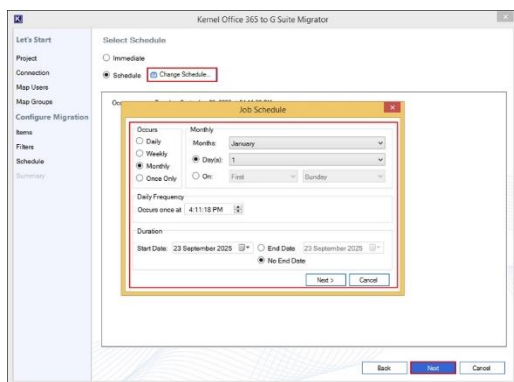


Step 13. Select the schedule option as per your suitability, like,

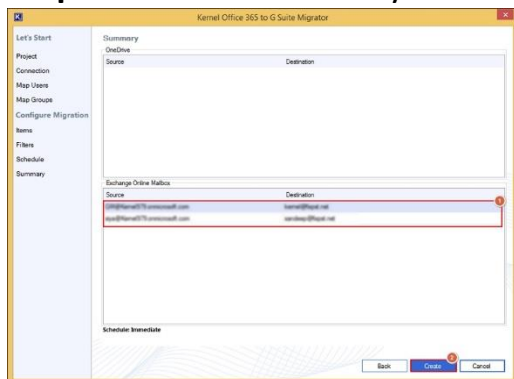
Immediate: To migrate emails from Office 365 to Google Mailbox instantly.



Change Schedule: Helps to schedule the migration for a specific date or duration, like Daily, Weekly, Monthly & Once Only. Choose the further filters accordingly.

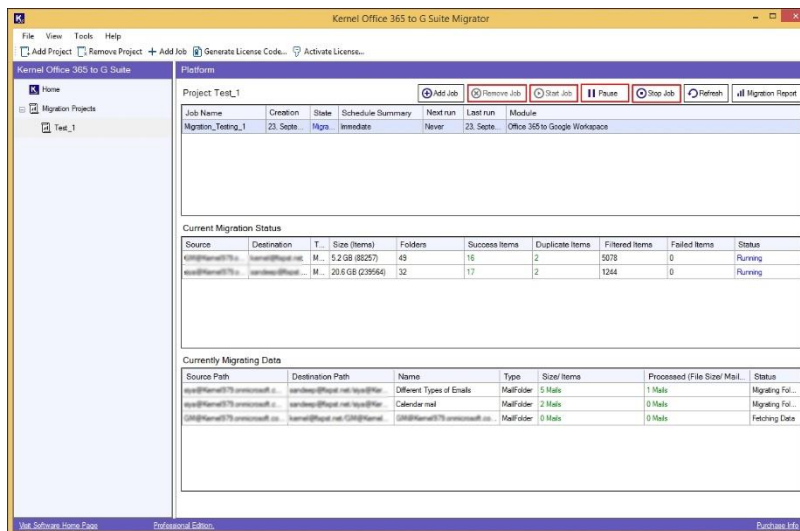


Step 14. Get the summary of the migration & click on the **Create** option.

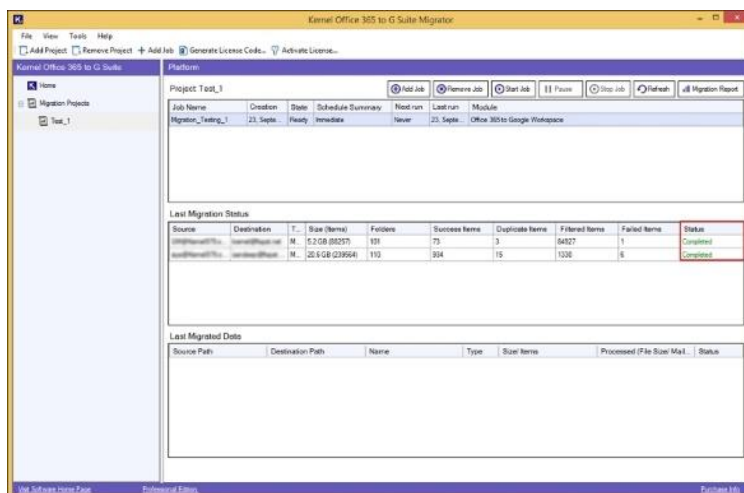


Step 15. Start the Job. Track the live status of the Office 365 to Google Workspace migration.

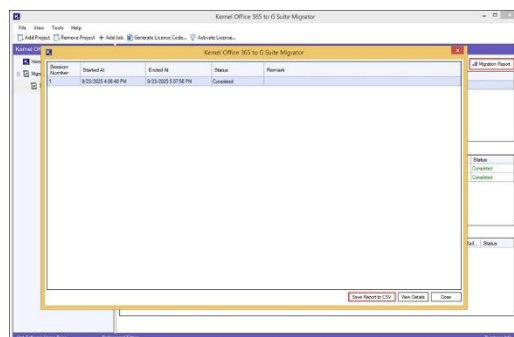
Note: You can manage the jobs by using options like Remove Job, Start Job, Pause, and Stop Job. Helps to run specific & multiple jobs at the same time without data loss.



Step 16. Once the **Completed** status has been shown, access the Office 365 data in the chosen destination of Google Workspace.



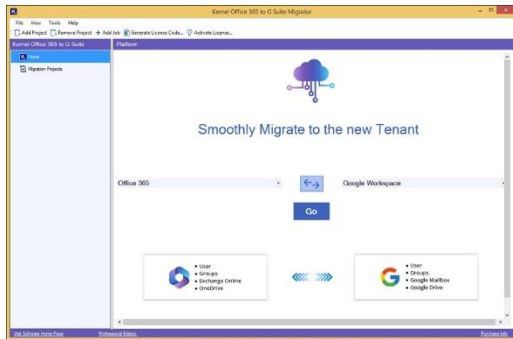
Step 17. Choose the **Migration report > Save Report to CSV** option to get complete migration status in the local system.



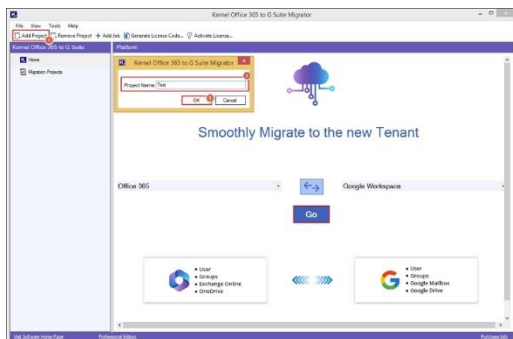
Office 365 OneDrive migration

Transfer complete Office OneDrive data, such as files, documents, folders, photos, or videos, into Google Drive with the stepwise approach provided below.

Step 1. Launch the tool. The home page will be displayed.

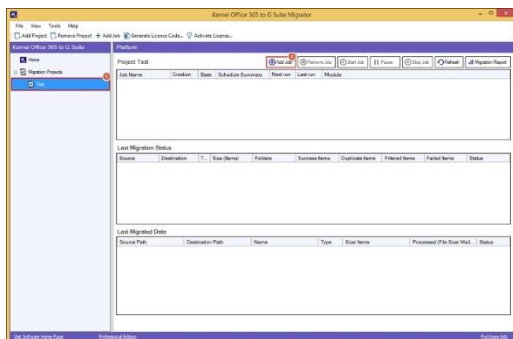


Step 2. Tap on **Add Project**, provide a name & click **OK**.

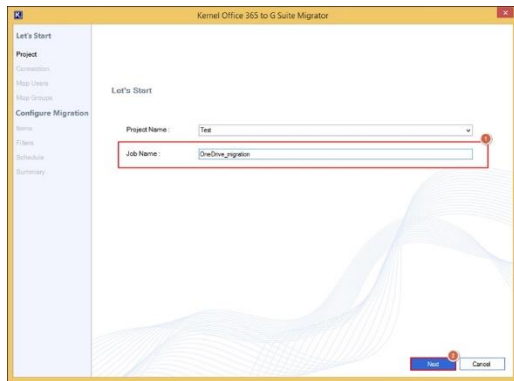


Note: You can directly click on the **Go** option to avoid this step. It will automatically create the project for you after your confirmation.

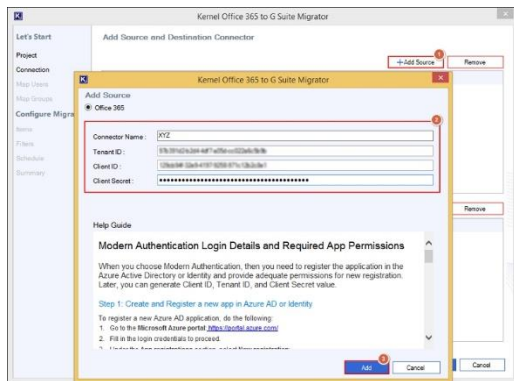
Step 3. Select **Add Job** in the following wizard.



Step 4. Provide **Job Name** & hit the **Next** Option.

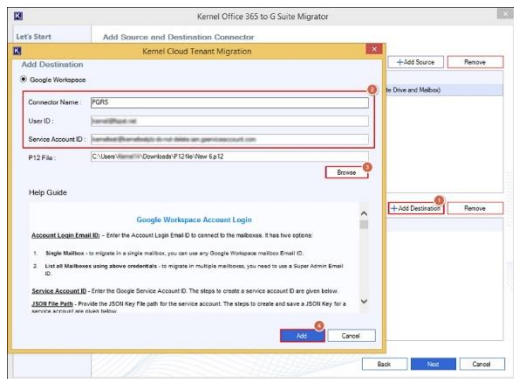


Step 5. Add Source details such as Connector Name, Tenant ID, Client ID, Client Secret. Click Add.



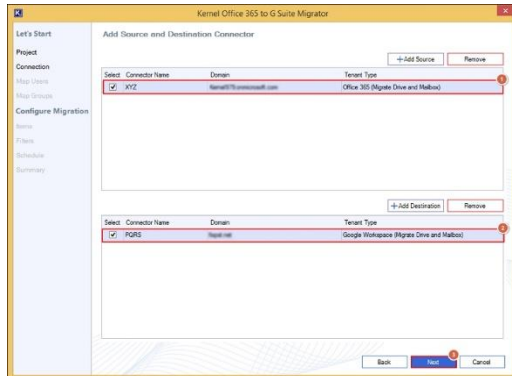
Note: Go through the **Help Guide** below in case you find anything difficult to understand.

Step 6. Add Destination such as Connector Name, User ID, Service Account ID, & Browse the P12 file from the local system. Hit Add.

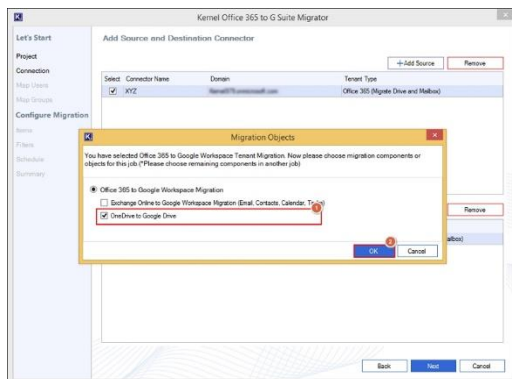


Note: Go through the **Help Guide** below in case you find anything difficult to understand.

Step 7. Select the added source & destination. Then, hit the **Next** option.

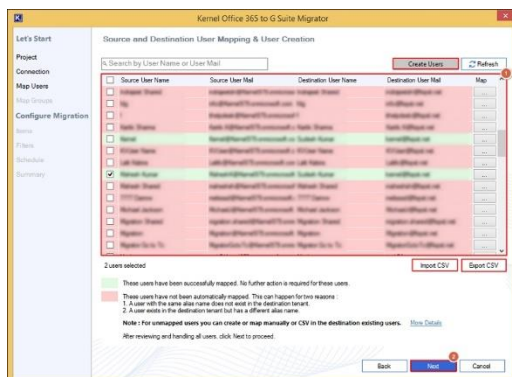


Step 8. Choose the **OneDrive to Google Drive** option under the **Migration Objects** page. Click **OK**.



Note: You can run both Exchange Mailbox & OneDrive migration simultaneously.

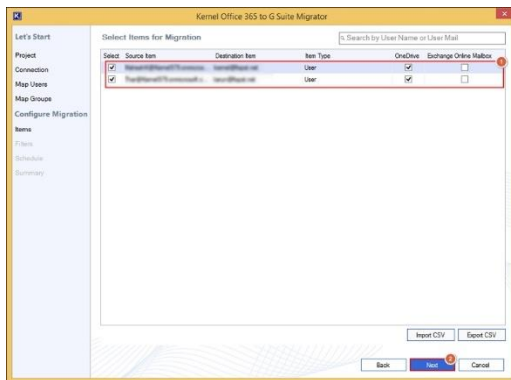
Step 9. Map source & destination users. Hit **Next**.



Important to know:

- You can create missing or needed users at the destination with the help of the Create Users option.
- Use the Import CSV/ Export CSV option for instant mapping.

Step 10. Select items for migration & tap on the **Next** option.



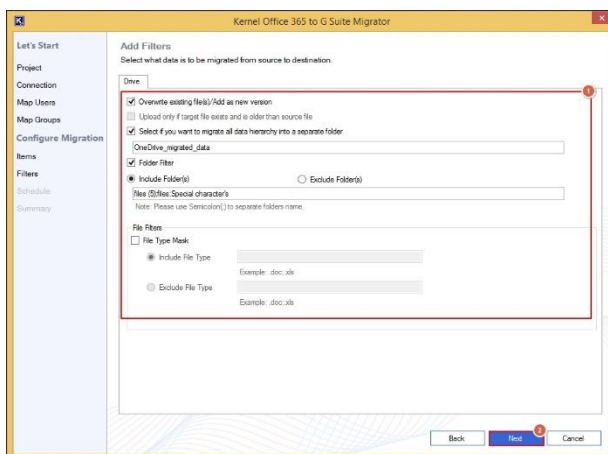
Step 11. Add filters as per your requirements & click on the **Next** option.

Overwrite existing file(s): Provide incremental migration after initial transfers.

Migrate into a separate folder: Helps to create a separate folder at the destination where all the migrated data will be stored.

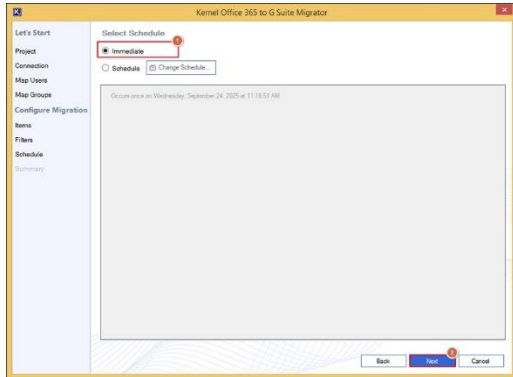
Folder filter: Permits you to include & exclude any specific folder.

File filters: Allows you to manage file migration with the Include File Type/ Exclude File Type option.

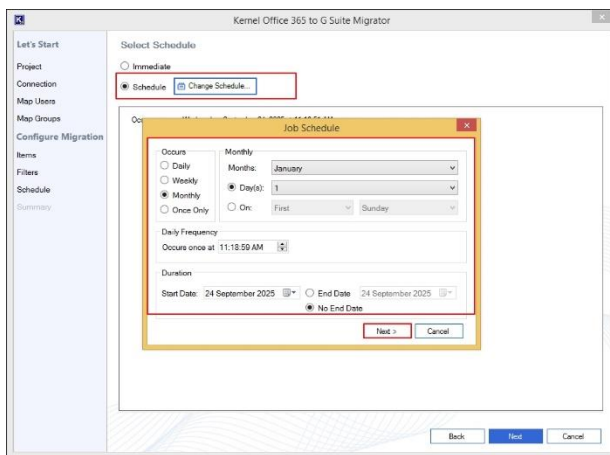


Step 12. Schedule your migration with the following options:

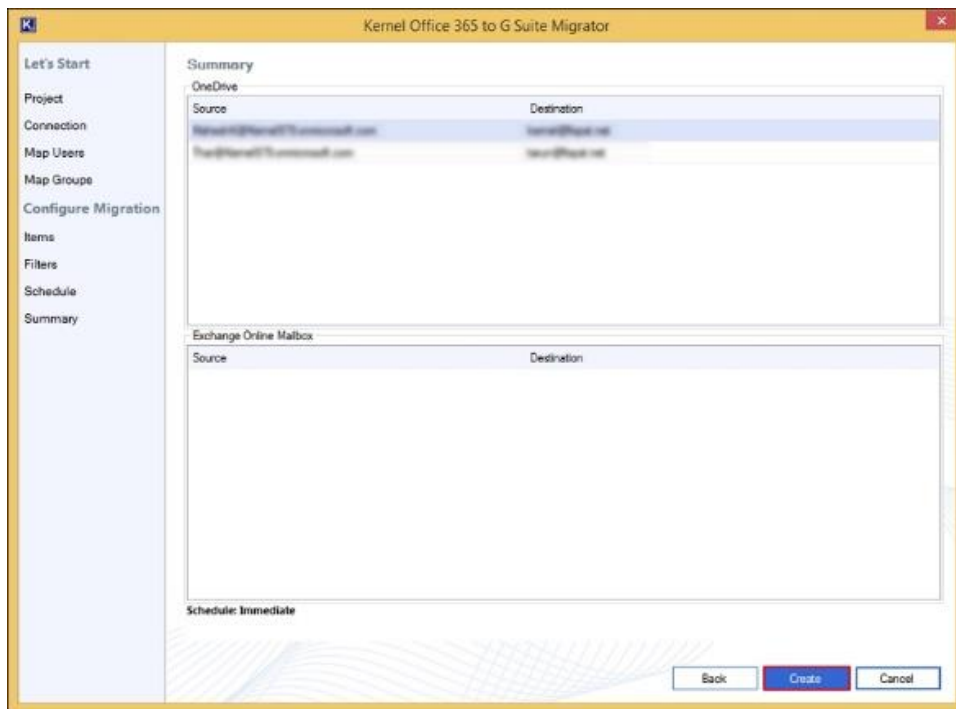
Immediate Scheduling: Migration will start immediately.



Change Schedule: Allows you to set up timing for migration, such as daily, monthly, weekly, or once only. Follow further instructions accordingly.

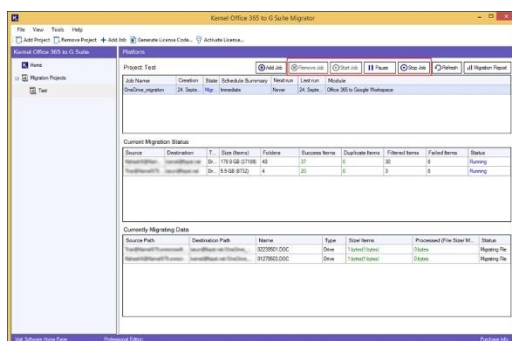


Step 13. Get the summary of the migration & click on the **Create** option.

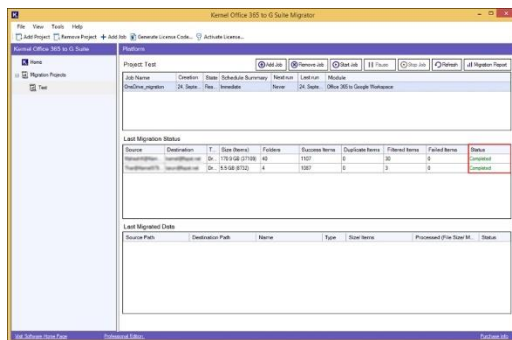


Step 14. Run the Job. It will start the Office 365 drive migration to Google Drive.

Note: You can manage the jobs by using options like Remove Job, Start Job, Pause, and Stop Job. Helps to run specific & multiple jobs at the same time without data loss.



Step 15. Once the Completed status has been shown, access the Office 365 data in the chosen destination of Google Workspace.



Step 16. Choose the **Migration report > Save Report to CSV** option to get complete migration status in the local system.

