# Migrating Files From a Network Drive

The SharePoint Migration Tool allows for moving a large quantity of files from an external storage location, such as a UMB network drive, to a Microsoft Team/SharePoint document library while also keeping file properties (metadata) such as date created/updated, last updated by, etc. These instructions also work for moving personal files to OneDrive.

Before moving large quantities of files, it is recommended you analyze the content to determine if it is still needed, eliminate duplicates/outdated content, etc. Only SharePoint team site owners can use this tool.
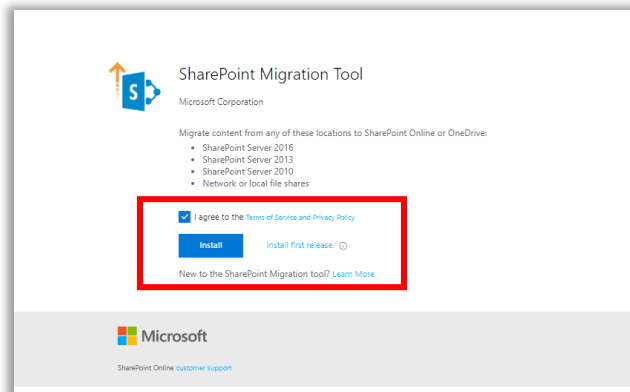
Download the SharePoint Migration Tool

First, it's necessary to download the tool to your PC. This should only take a few minutes.

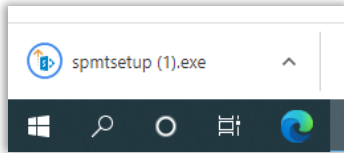1. Go to the SharePoint Migration Tool website.
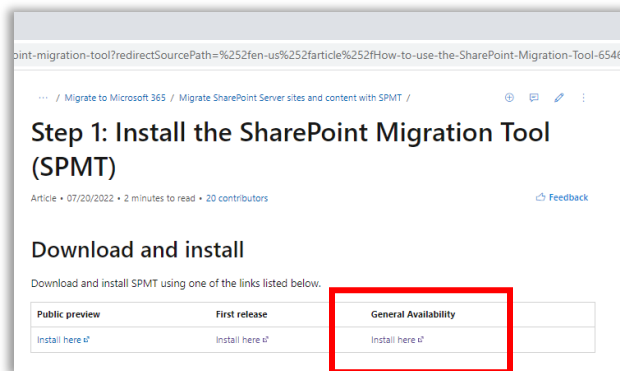
2. Under **Download and install** and **General Availability**, click **Install here**. The following will appear:
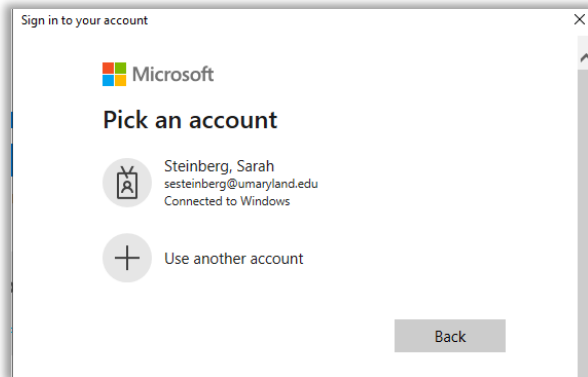

3. Click the checkbox next to "I agree to the Terms of Service and Privacy Policy" and then **Install**.
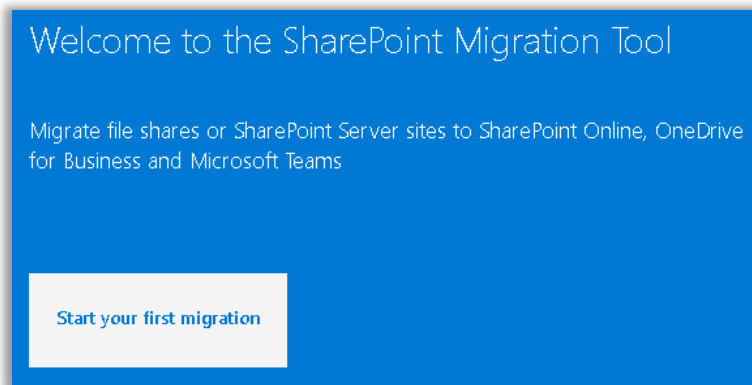
4. Click the executable file that appears.

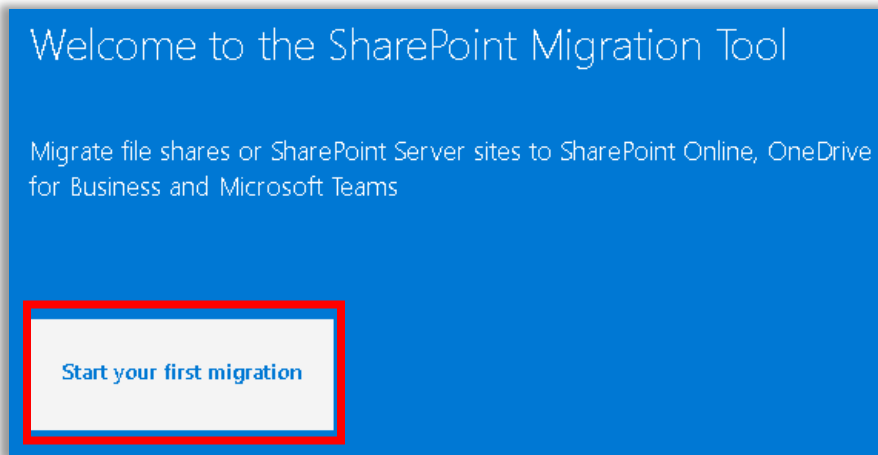5. You will be prompted to pick an account and sign in using your UMID and password.

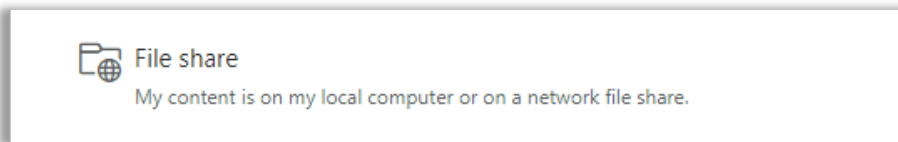6. Once the installation is complete, the following will appear:
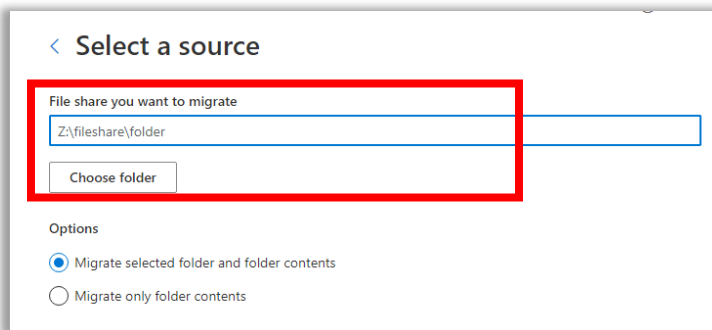
Initiating the Migration

1. Click **Start your first migration.**

2. In the **Copy Content from** window, select **File Share.**

3. Next, you will need to choose the folder/s that contain the content to be migrated.

4. Click **Choose Folder**. A **Browse for Folder** window will appear and you will navigate to the network drive/ folder where your content is located. Select the highest level folder that contains the content to be migrated.
5. Once the folder is selected, in the **Select a source** window, click **Next**.

6. The **Copy content to** window will appear. As can be seen, files can be migrated to Microsoft Teams **OR** SharePoint (we do NOT recommend migrating departmental files to a OneDrive account). The steps for each are below.

## Migrating Files – Teams or SharePoint?

In deciding which to migrate to, keep in mind that Microsoft Teams and SharePoint are integrated with one another. Files that are accessible through Teams are stored in a SharePoint document library and are accessible through that connected SharePoint site. Files can be migrated to either Teams **OR** SharePoint. If you migrate to one, they will be accessible through both Teams and the connected SharePoint site.

Instructions for migrating to either Microsoft Teams OR SharePoint are below, depending on what your preference is.
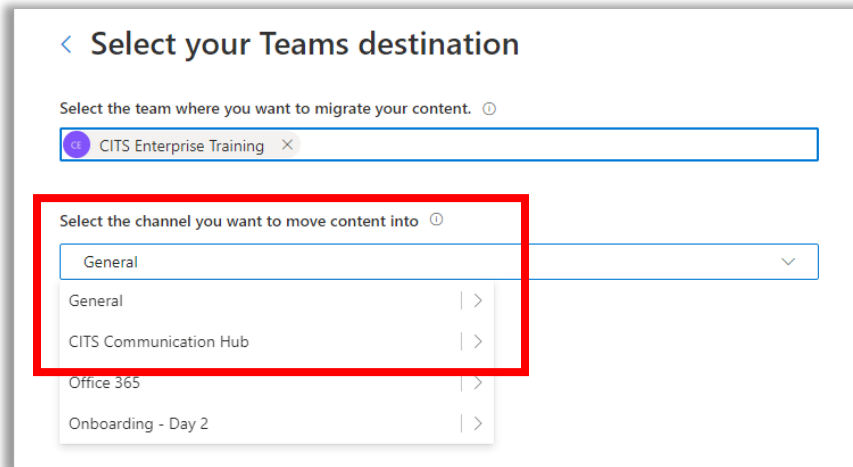
Migrating Files to a Microsoft Team

If you choose to migrate to Teams, all the Teams you are a member of will automatically appear and from there, the channels (file folders) are accessible too. Migrating to Teams is relatively straightforward and quick.

1. Select **Microsoft Teams**. The **Select your Teams destination** window will appear.
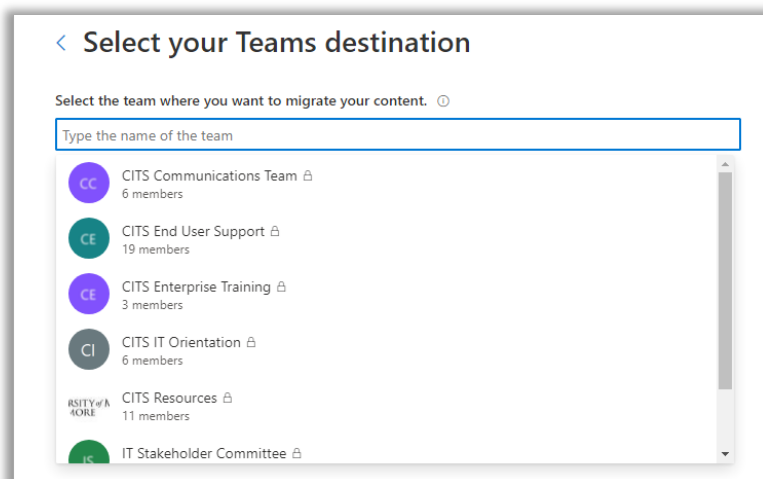
2. A list of the Team/s you are a member of will appear. Select the appropriate Team that the files will be migrated to.
3. The **General** channel is selected by default. If the files should be moved to another channel, click on the drop-down arrow and select the appropriate channel.
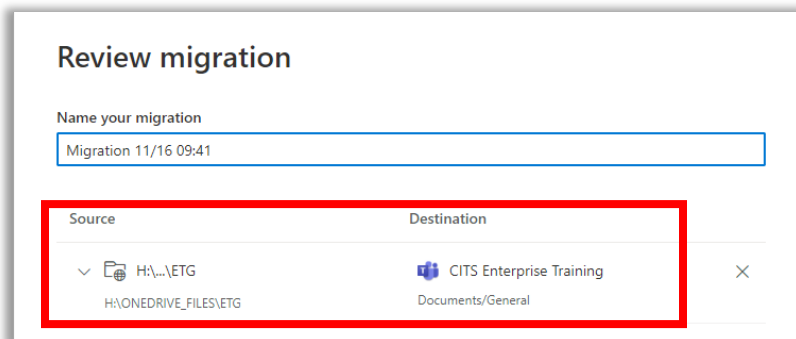
4. Click **Next**.
5. Review the migration details – the source and destination locations.

6. If correct, click **Next**.
7. The following default settings will appear. Do not change these settings and make sure to KEEP the option to **Preserve file share permissions** to OFF.
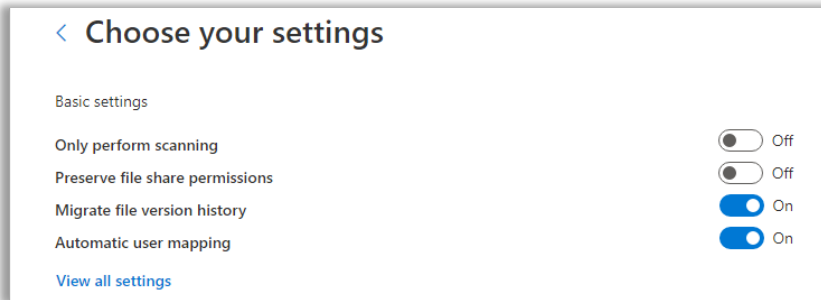
8. Click **Migrate**.
9. After you click **Migrate**, the progress of your migration jobs will be displayed. As they complete, you can view either detailed or summary reports of an individual job or a single summary report that includes all migration jobs submitted during this session. These reports can be viewed while the migration is taking place or after the jobs are complete.

Viewing task level reports:

1. After the migration has begun, click **Migration Details**.
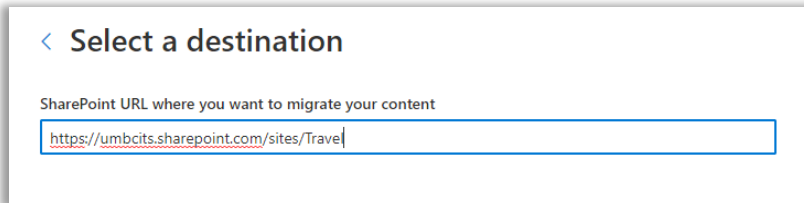2. A file folder will open listing the task level reports that have been generated for that specific task.

Viewing summary reports:

1. After migration completes, click **View Reports**.
2. A folder with the summary reports opens.

Migrating Files to a SharePoint Document Library

If you've already migrated your files to a Microsoft Team, you **DO NOT** need to also migrate to the integrated SharePoint site. When migrating to SharePoint, it will be necessary to go to the SharePoint site and copy the site URL in order to access the site.
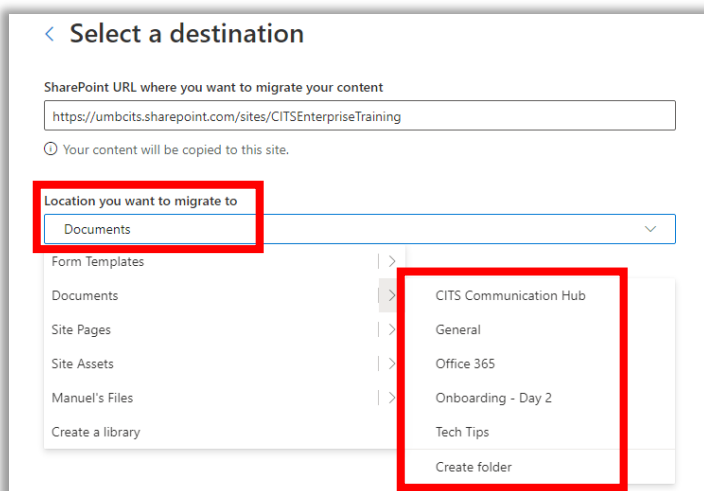
1. In the **Copy content to** window, select **SharePoint**. The **Select a destination** window will appear.

2. Enter the URL of the SharePoint site where you want your files migrated to. It is recommended to navigate to the SharePoint site using your browser and copy the URL. Example:
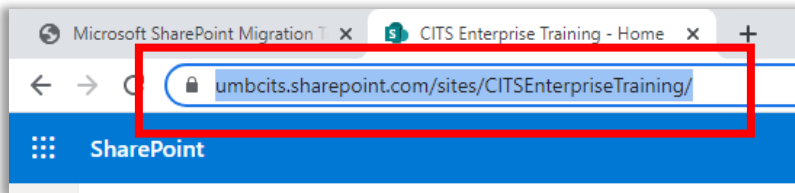
3. Once you've copied and pasted the SharePoint site URL, you will be prompted to select the specific folder within the document library to migrate the files to. Select the appropriate folder or create a new folder.

4. Click **Next**.
5. Review the migration details – the source and destination locations.
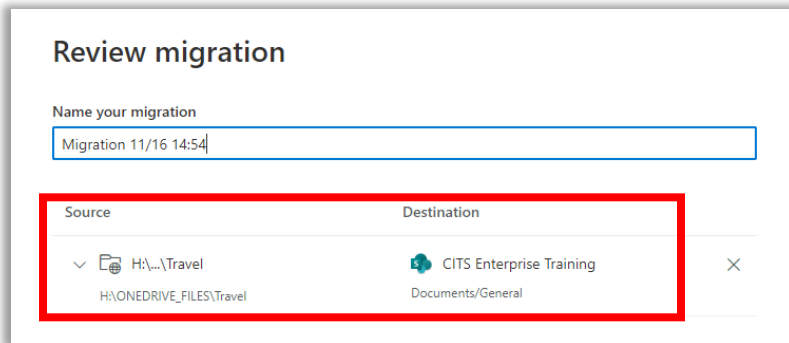
5. If correct, click **Next**.
6. The following default settings will appear. Do not change these settings and make sure to KEEP the option to **Preserve file share permissions** to OFF.
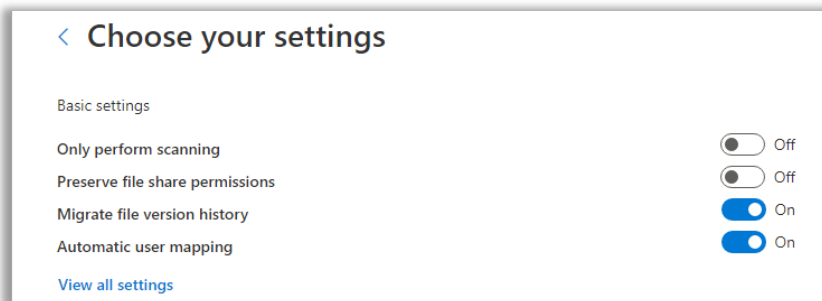
7. Click **Migrate**.
8. After you click **Migrate**, the progress of your migration jobs will be displayed. As they complete, you can view either detailed or summary reports of an individual job or a single summary report that includes all migration jobs submitted during this session. These reports can be viewed while the migration is taking place or after the jobs are complete.

Viewing task level reports:

- After the migration has begun, click **Migration Details**.
- A file folder will open listing the task level reports that have been generated for that specific task.

Viewing summary reports:

- After migration completes, click **View Reports**.
- A folder with the summary reports opens.