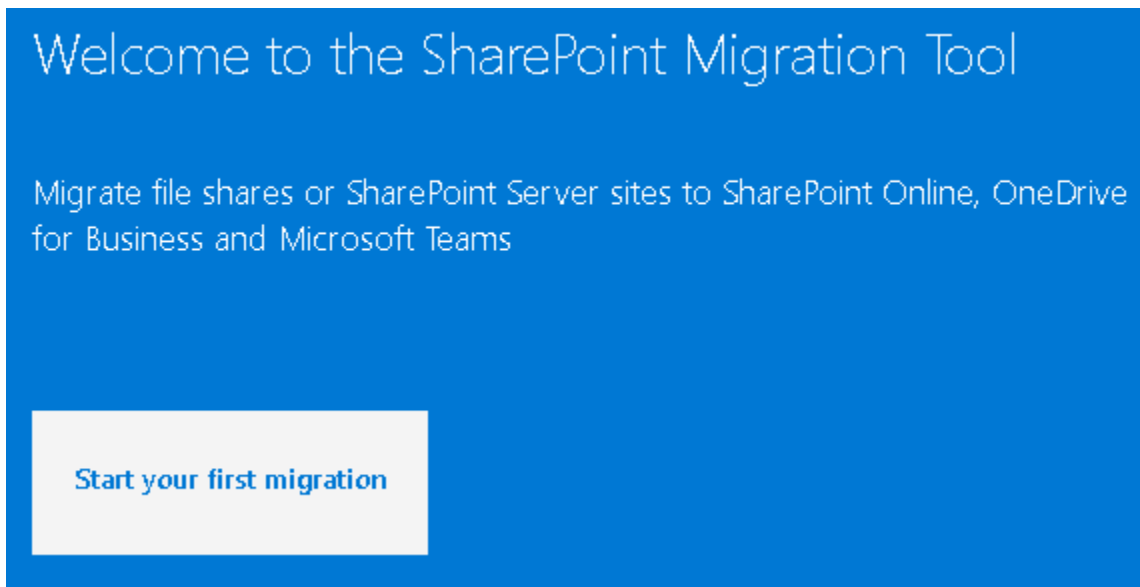


## Migrating data files from a local file share

If you select the file share option, you will be asked to enter the location of the file share, the URL of the SharePoint Online site, and the document library where they will be copied. The files are copied and thus will not be deleted from the source.

Tip: If you have a large volume of files consider separating the files into individual migration sessions. This will help eliminate excessively long migration completion times.

1. Start the SharePoint Migration Tool, then enter your Office 365 username and password. The Office 365 credentials you provide will be to the migration *destination* site.
2. Select **Start your first migration**.



3. Select **File Share**.

 File Share

My content is on my local computer or on a network file share

4. Click **Choose Folder** and navigate to the file share or folder where your content is located. Click **Next**.

What file share do you want to migrate?

Choose folder

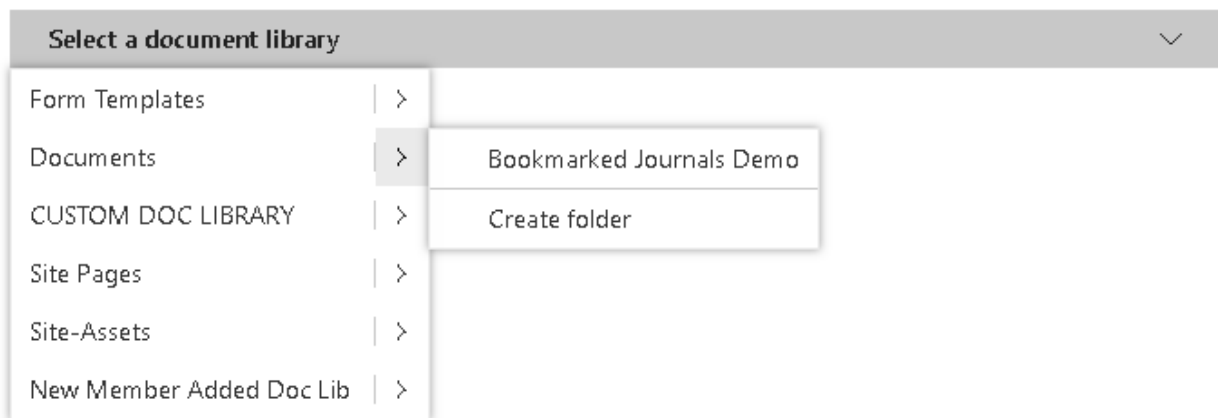
5. Enter the URL of the SharePoint Online site where you want your files migrated. If you are unsure what URL to enter for your SharePoint site, navigate to it using your browser and copy the URL. Click **Next**.

Enter the SharePoint Online site where you want to migrate your content

<https://umbcits.sharepoint.com/sites/CITSWebTestComm>

6. Choose the document library to where your files will be copied. Move your mouse over the arrow next to a section to reveal any subfolders or to create a new folder. Click **Next**.

Select the location you want to migrate to



7. This task will be added to the list. If you want to select another set of data files to migrate, click **Add another source**.
8. When you have finished selecting your sources, click **Next**.
9. Review your settings. Then click **Migrate**.

**Important Tip:** Keep the default settings. Make sure to KEEP the option to **Preserve file sharing permissions** to OFF, otherwise each file will have unique permissions.

#### Basic settings

Only perform scanning ⓘ

Off

Preserve file share permissions ⓘ

Off

Migrate file version history ⓘ

On

Azure Active Directory lookup ⓘ

On

[View all settings](#)

10. 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.