Migrate your file share content to Microsoft 365 SharePoint Site

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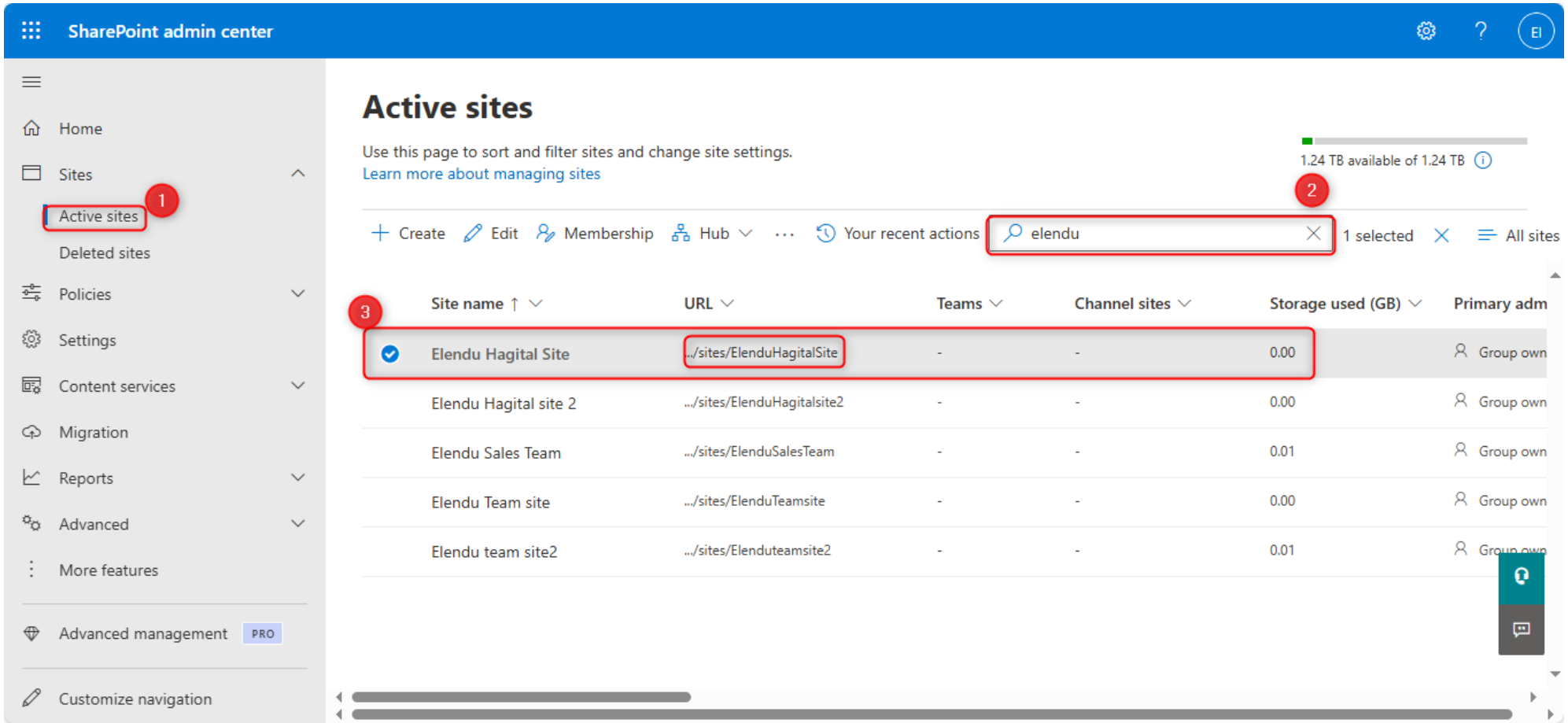
Migration of files to SharePoint site document

- This process highlight a step-by-step guide on how to migrate folders/files to SharePoint Site document library from your on-premise local PC.
- You will have to belong to a tenant and have access to the SharePoint admin centre.
- You must have created your site with the required permissions and members

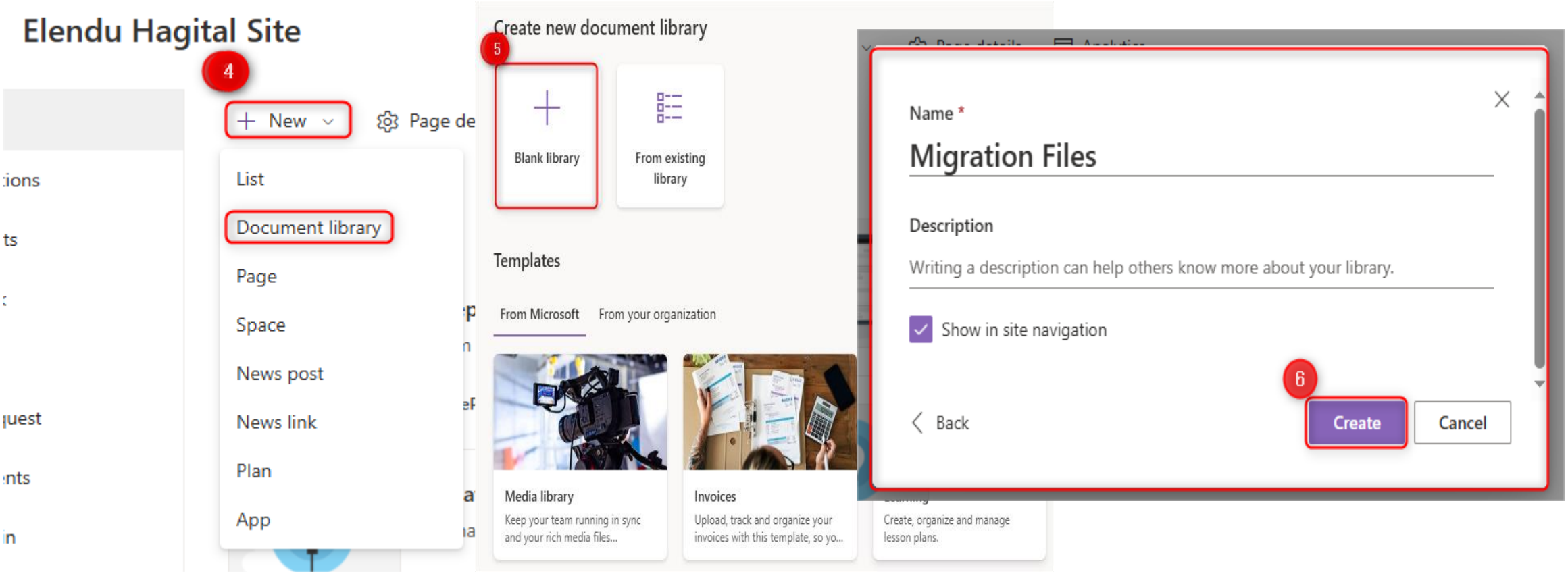
Step 1

Login to your SharePoint admin centre with sp.cmd.ms and follow the process as outlined in the image, search for your site in step 2 and click on the URL in step 3



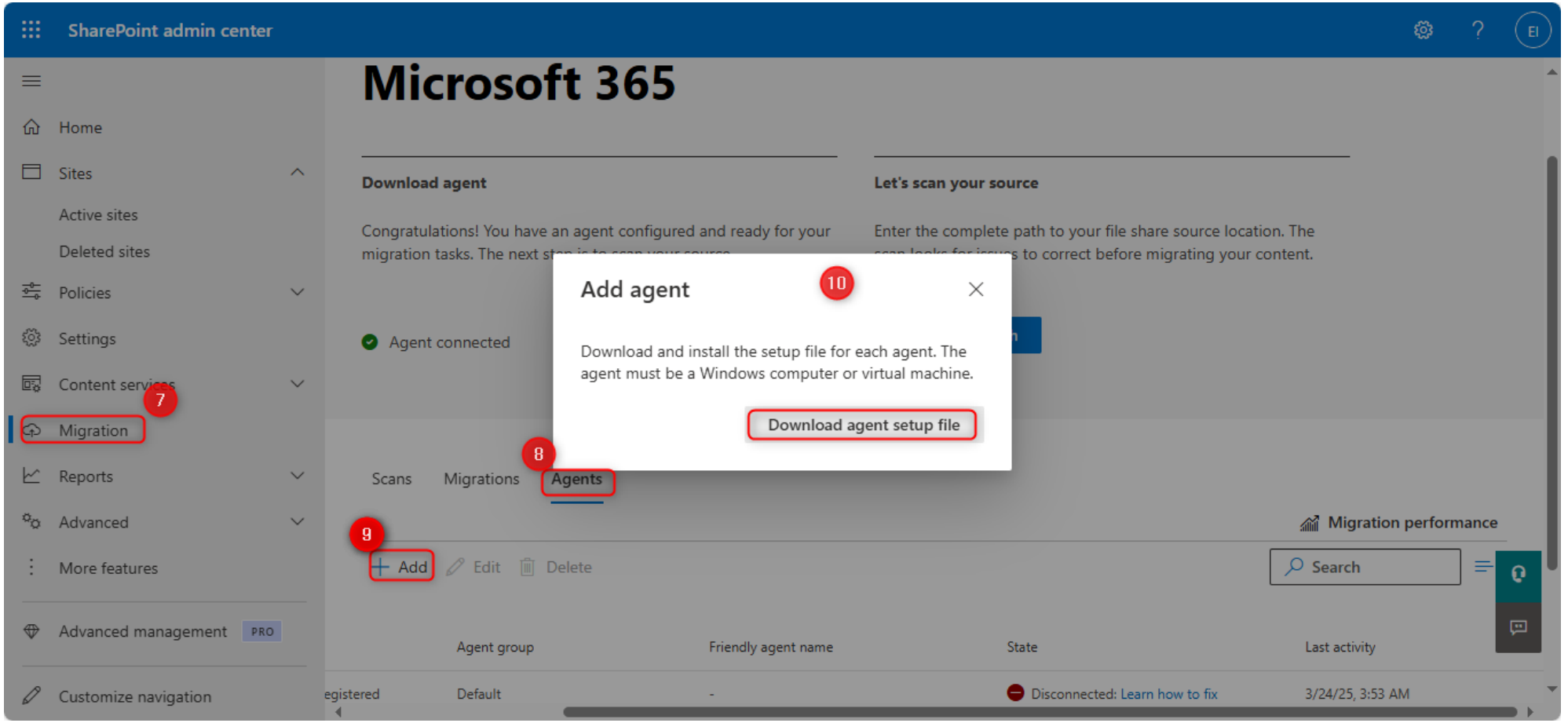
Step 2

Create a Document Library to store the files in your site



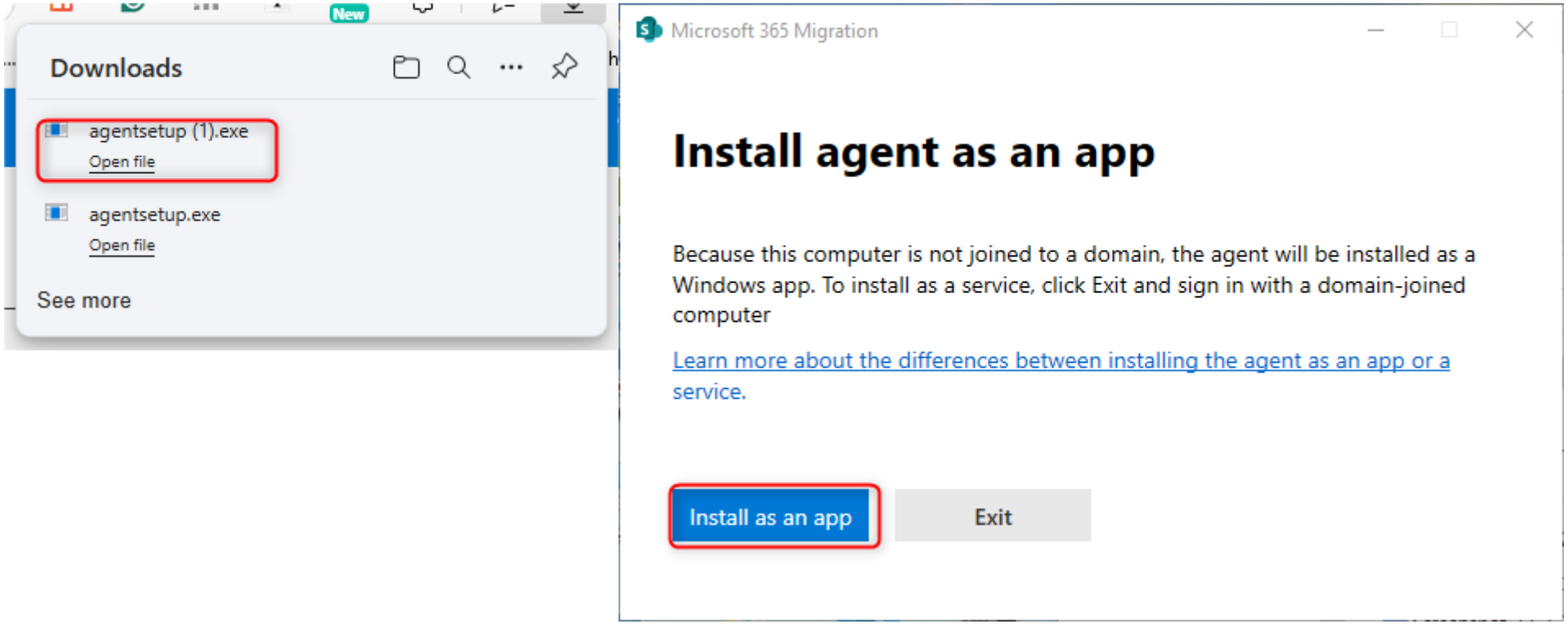
Step 3

Go to the SP admin centre click on migration, download the agent for the migration by clicking on step 8, 9 and 10 accordingly



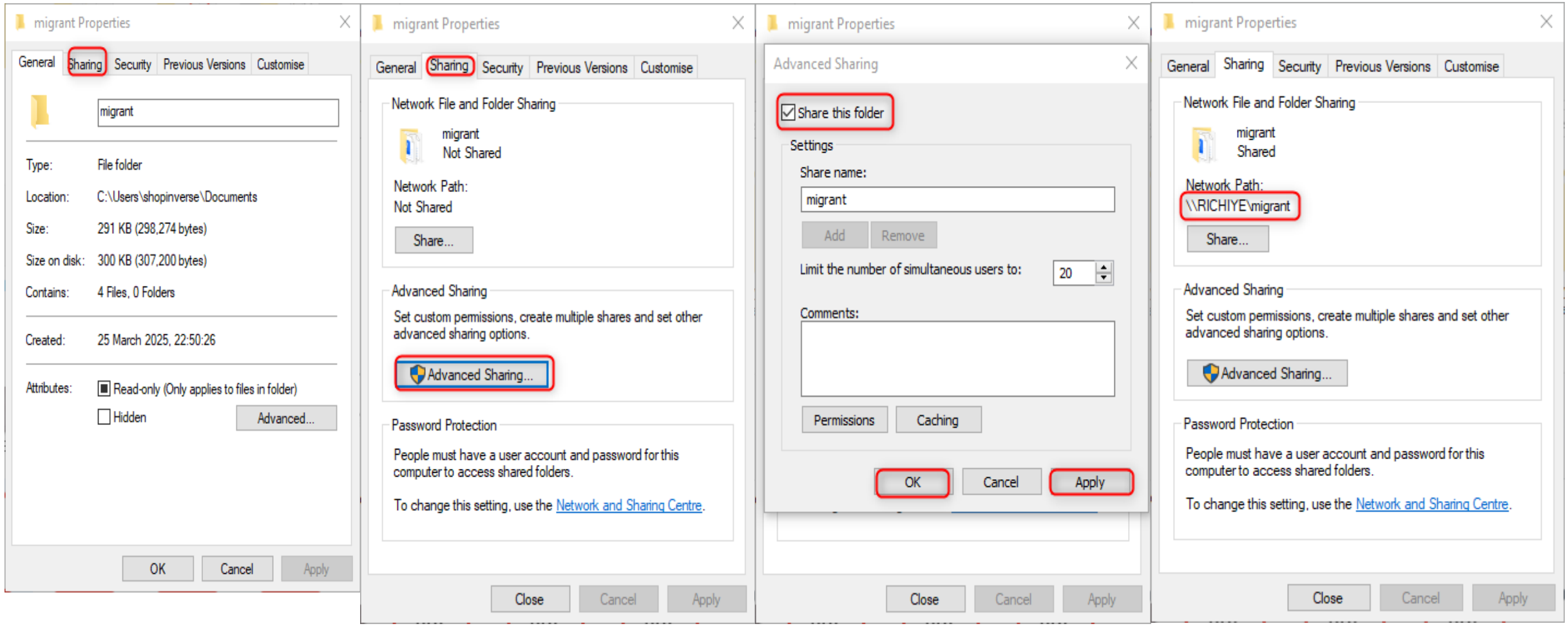
Step 4

Install the agent as an app and connect your SharePoint account



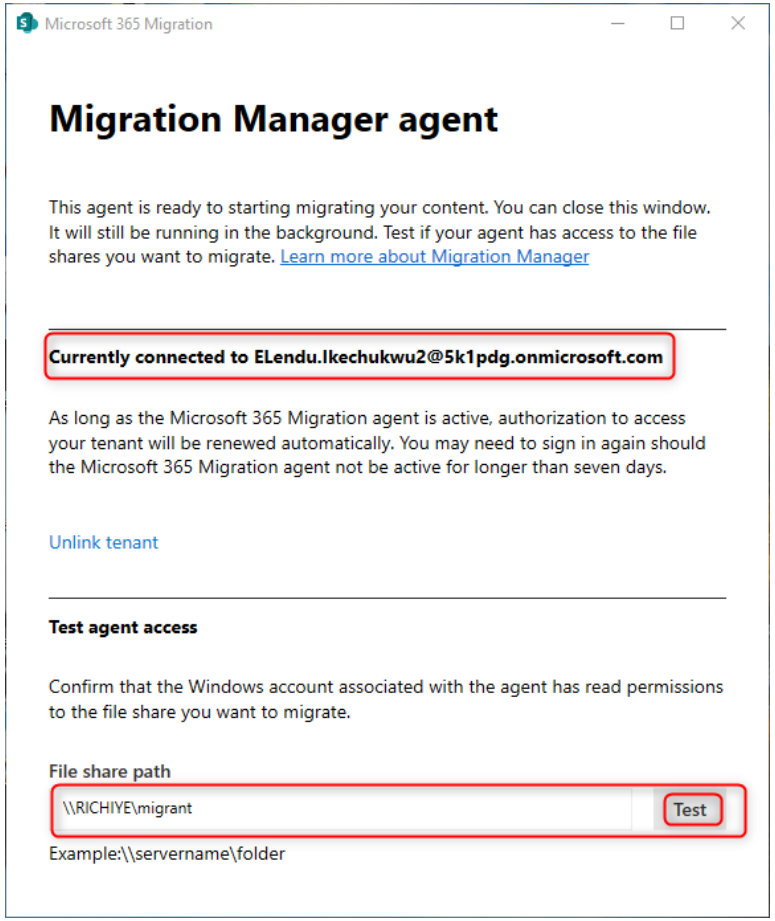
Step 5

To enable sharing, Go to your document and left click the folder you want to migrate, click om properties, click on sharing, click on advanced sharing, click share the folder, apply and ok, then copy the network path as shown



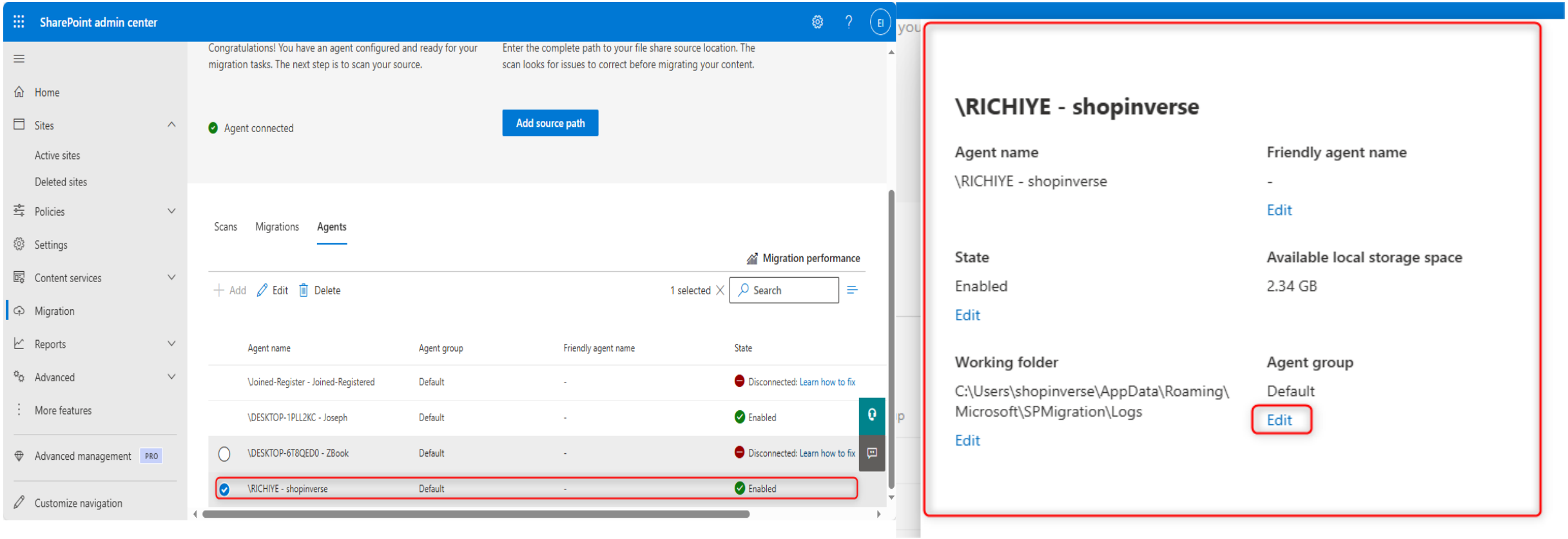
Step 6

After downloading and Installing the agent your connected account will be displayed and you can test your file path to ensure the agent can assess it.



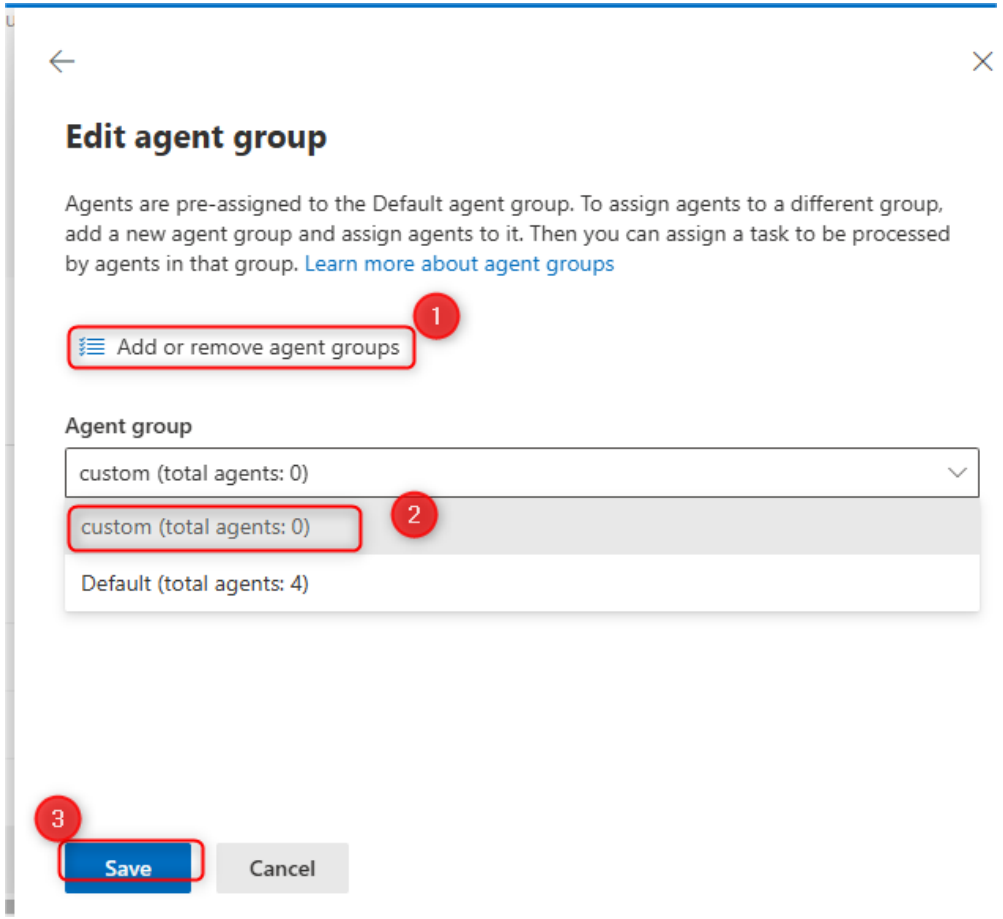
Step 8

After you have successfully connected your agent to your SPO account it will appear on the agent section of the migration home, click on it and edit the agent group so that it can be assigned it to a new group called custom



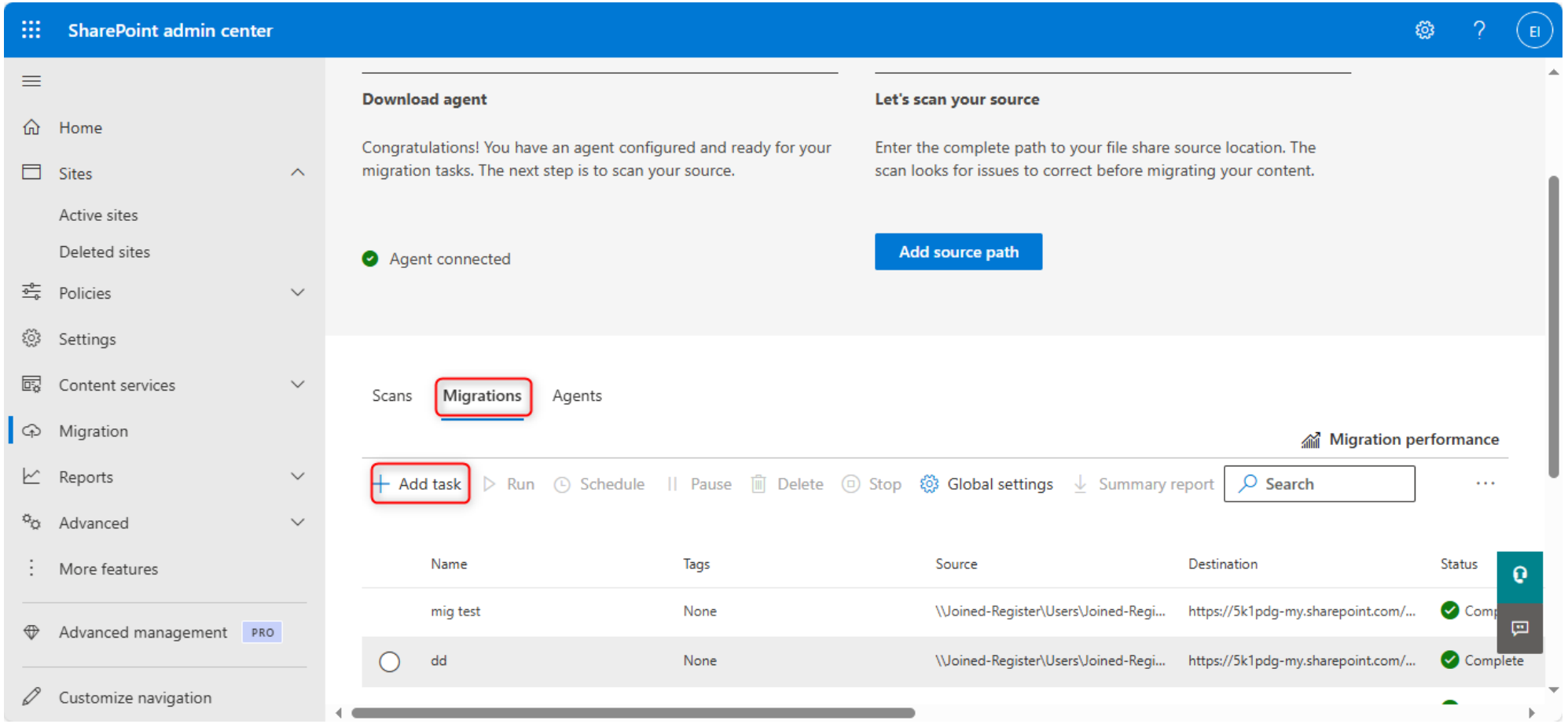
Step 9

Create a custom group for your agent by following the step below



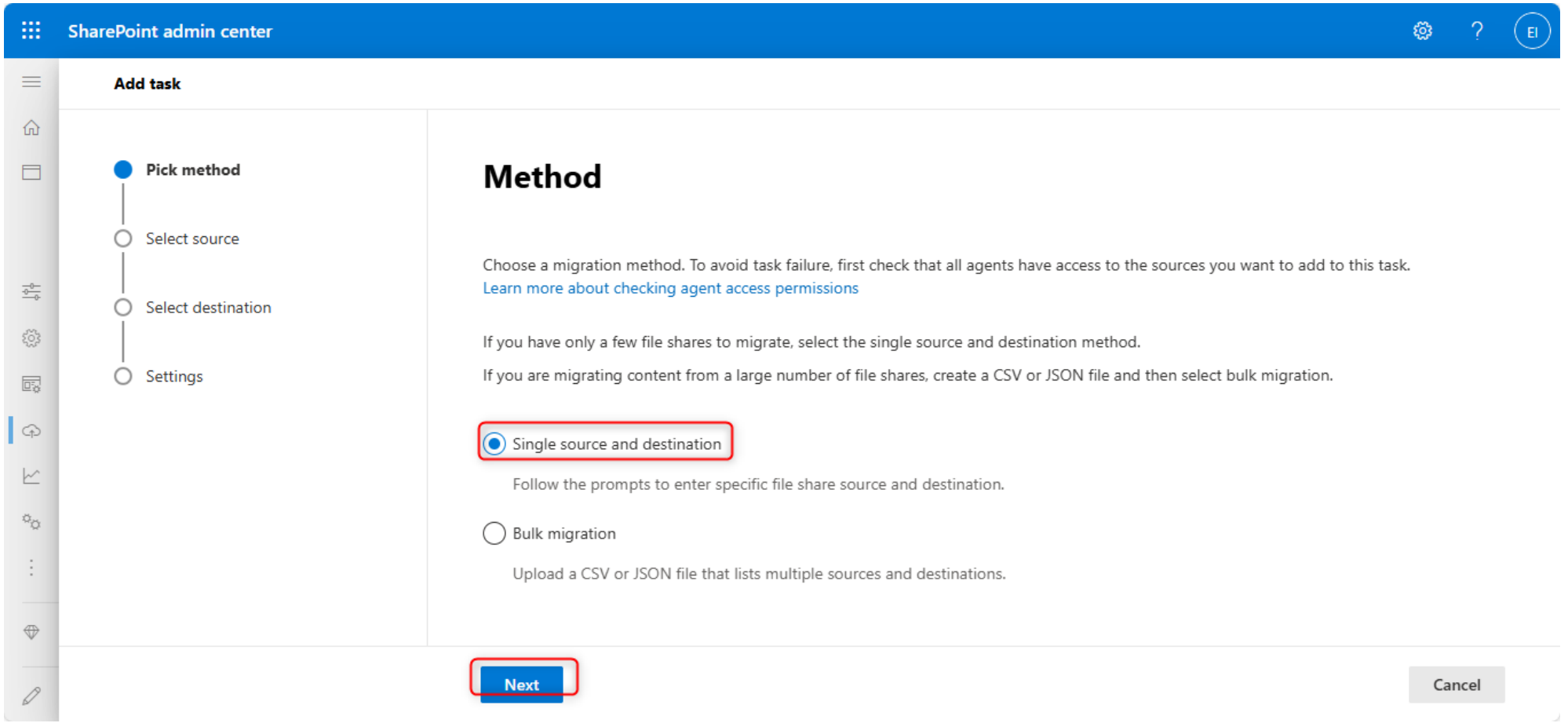
Step 10

Go to the migration centre and click on + add task



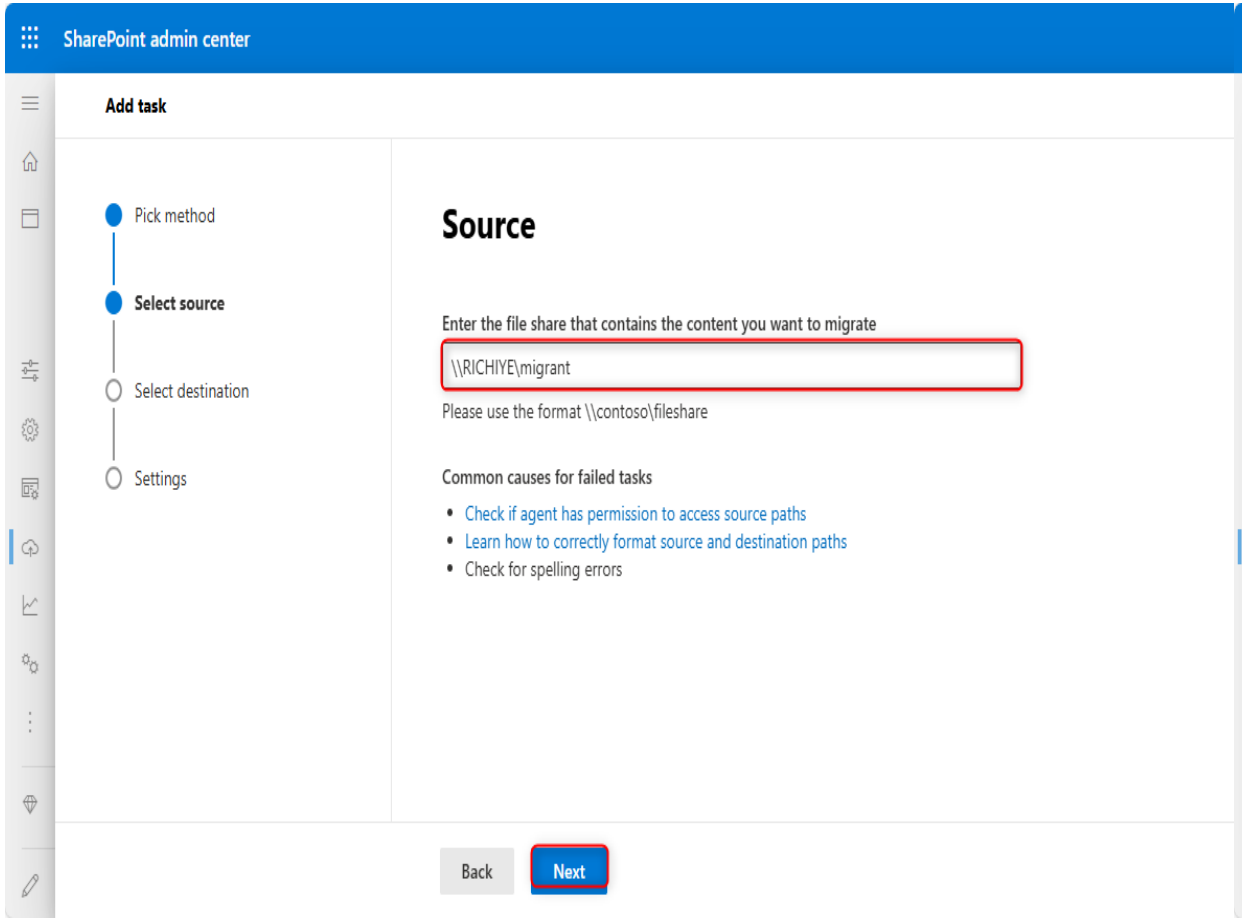
Step 11

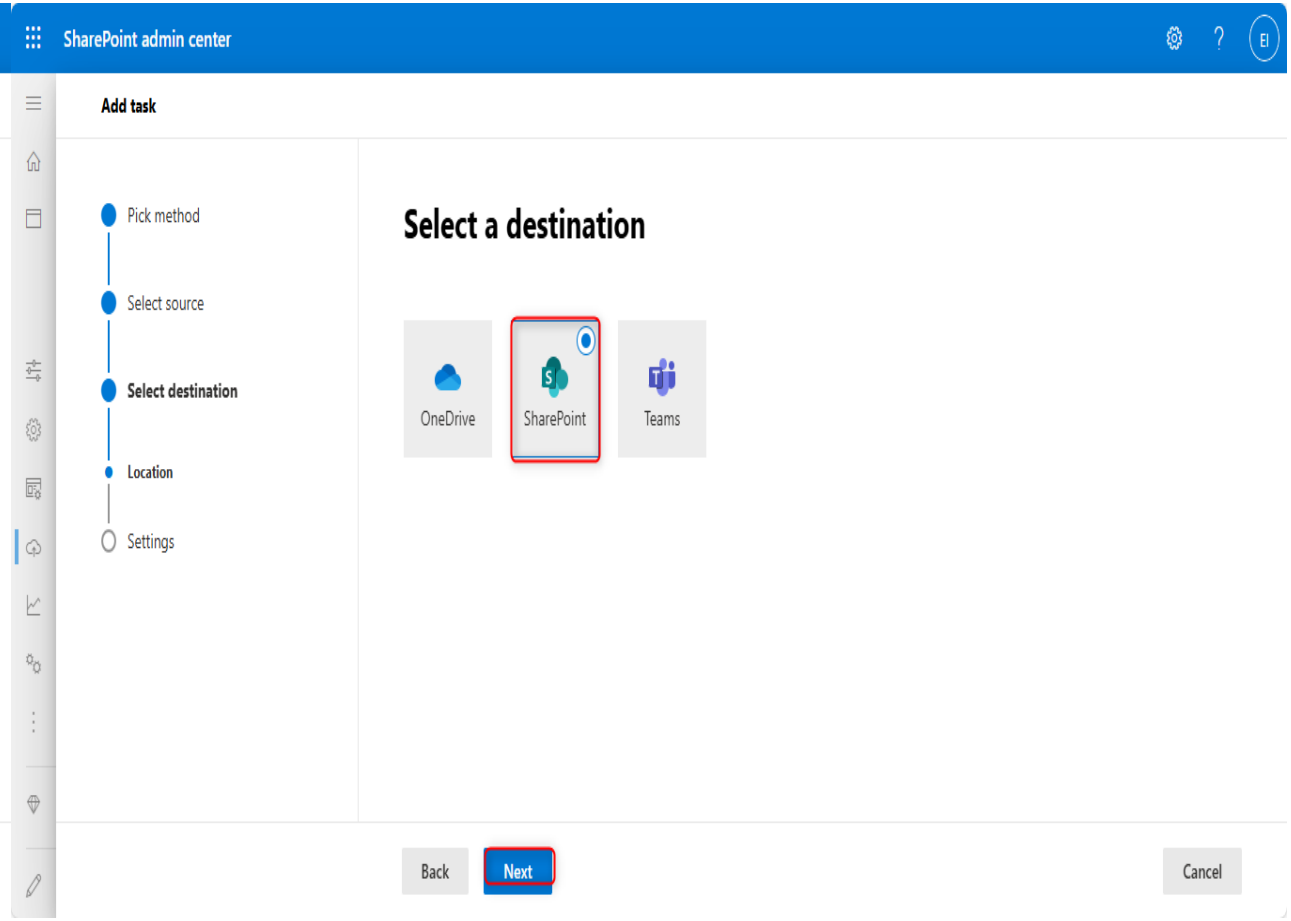
Select the single source and click on next



Step 12

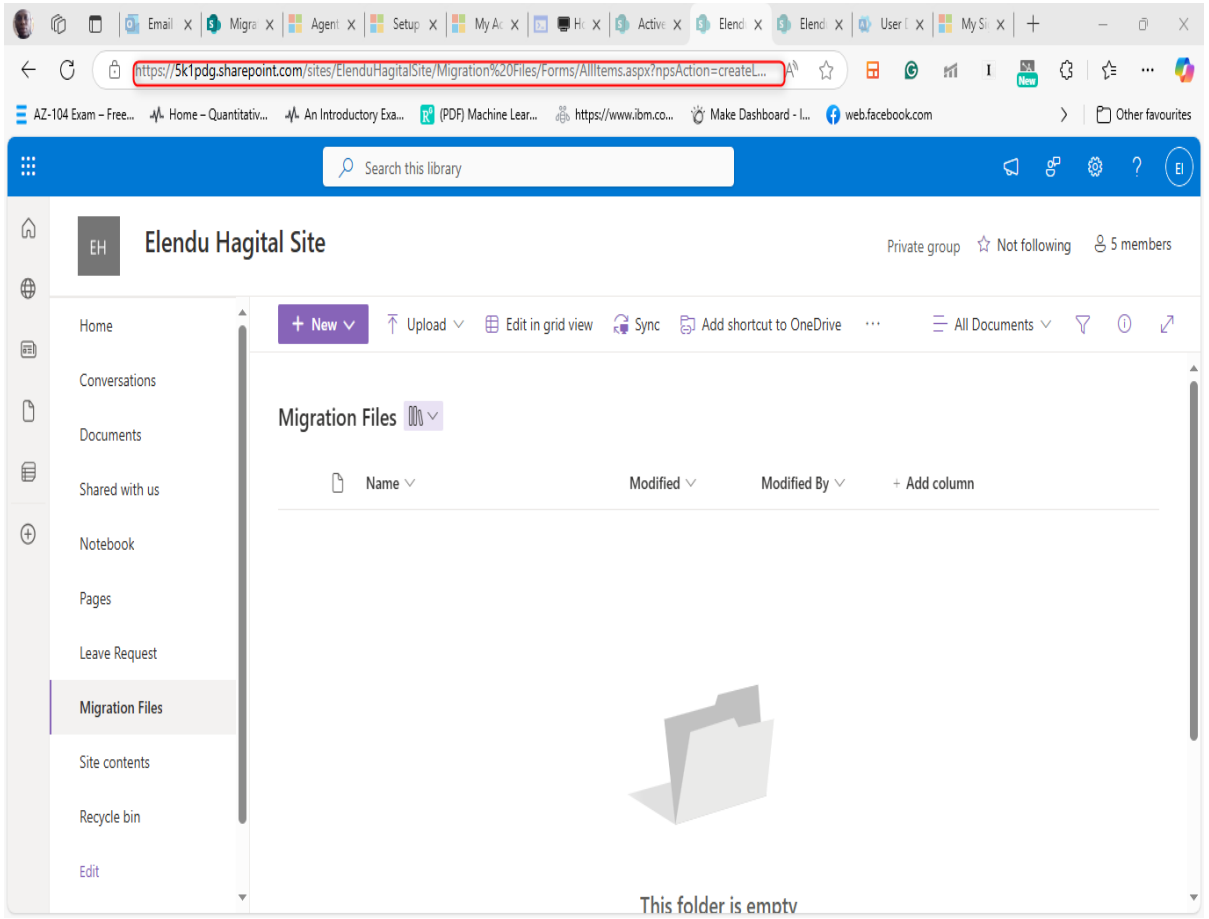
Insert the file path you copied in step 5 or repeat step 5 process to get the path and insert it in the source then click next and select SharePoint and click next

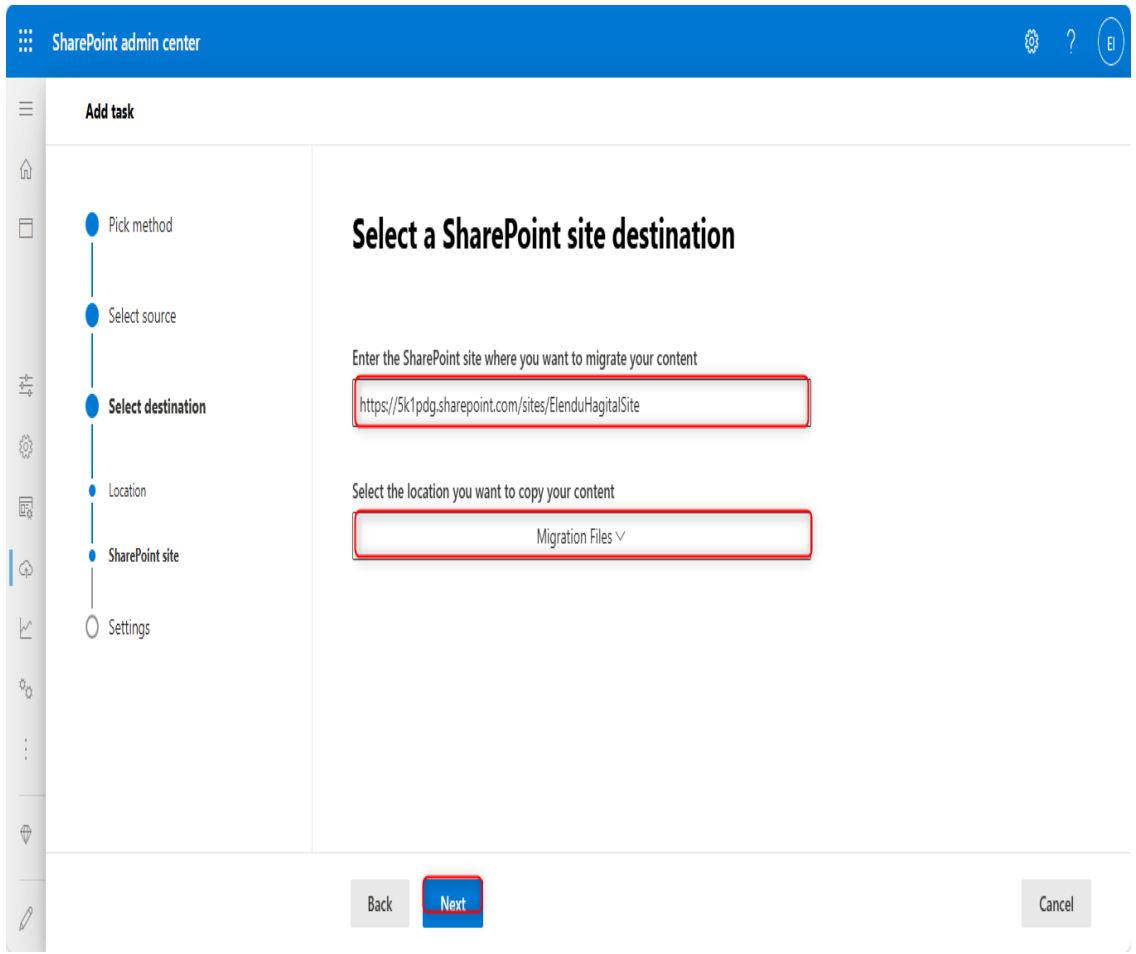




Step 13

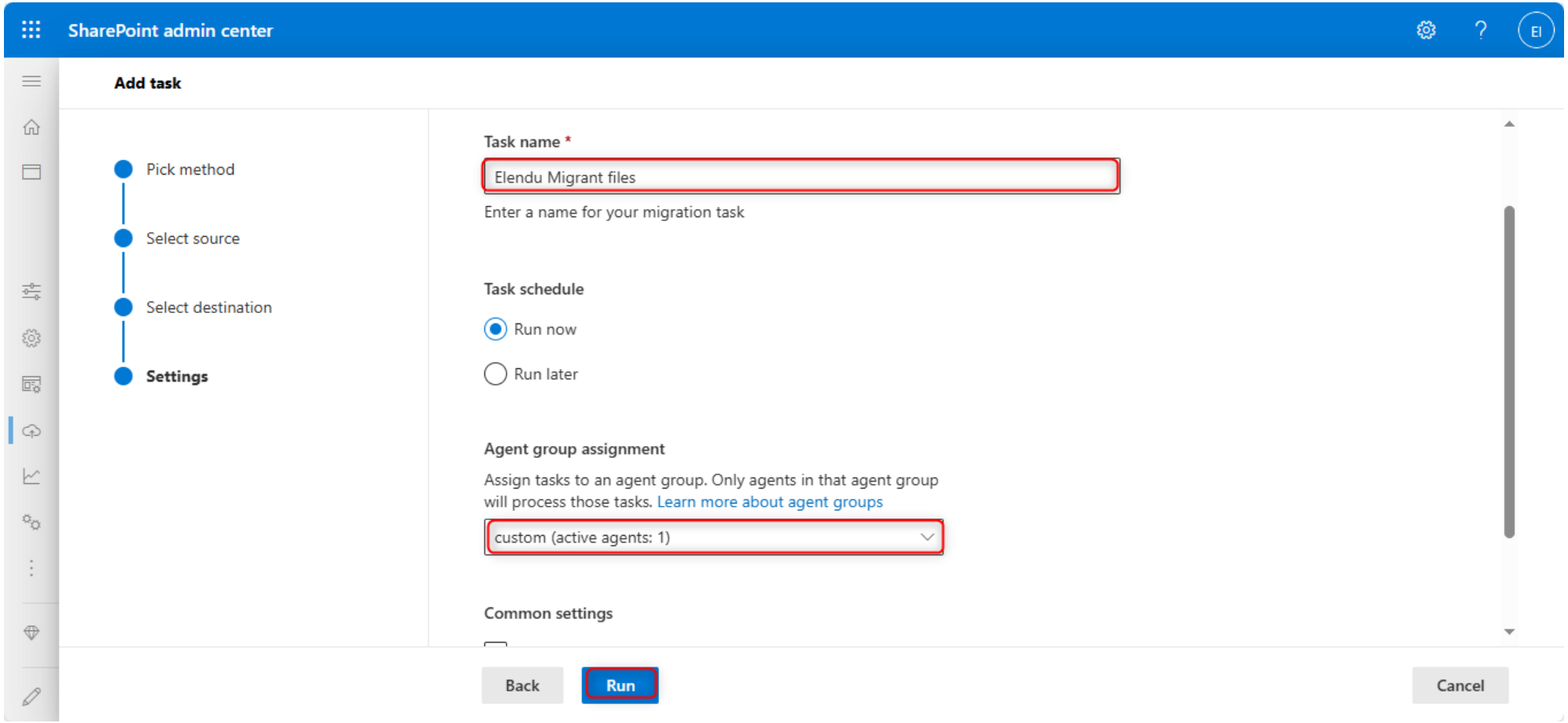
Go to your Site and copy the URL at the top then paste it on the select a SP site destination section and select your document library where you want the file to be migrated to.





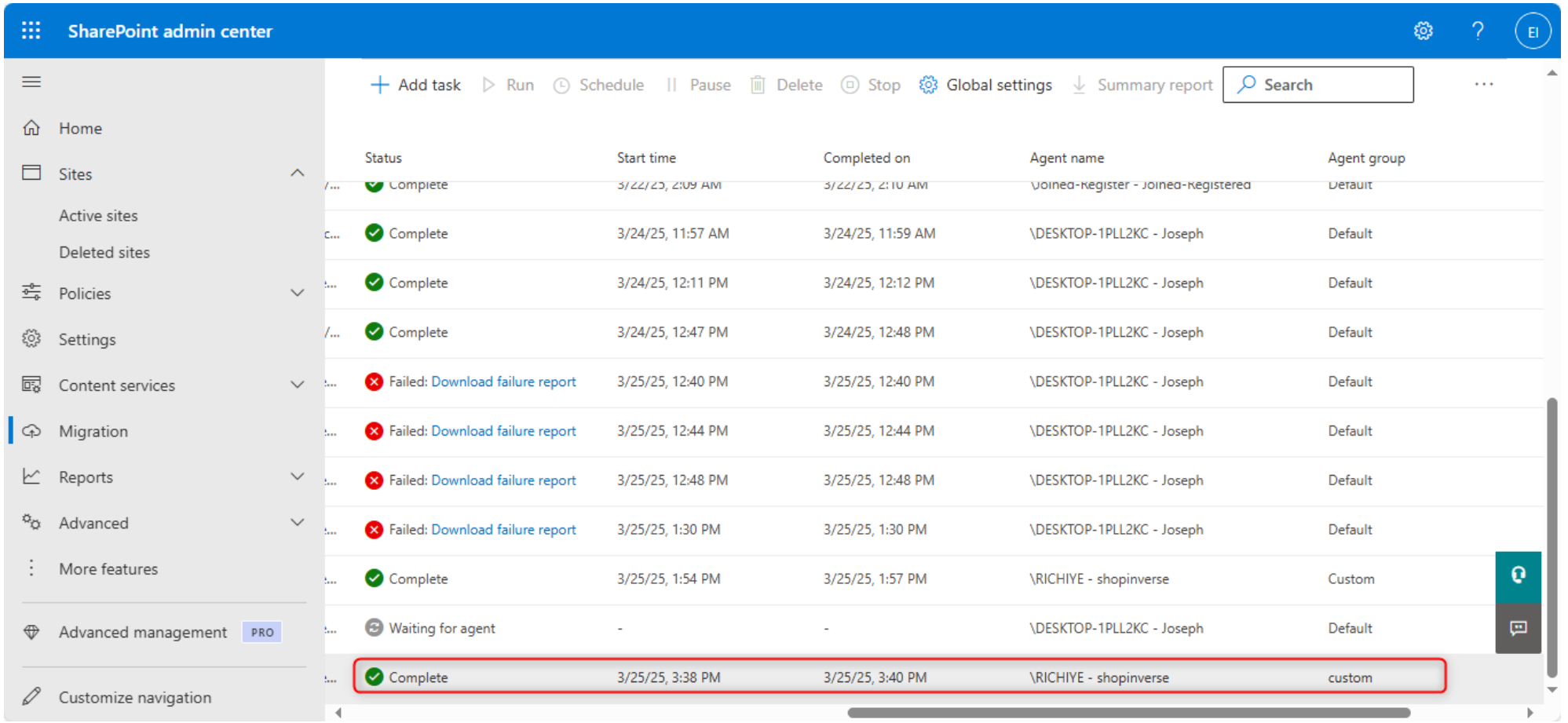
Step 14

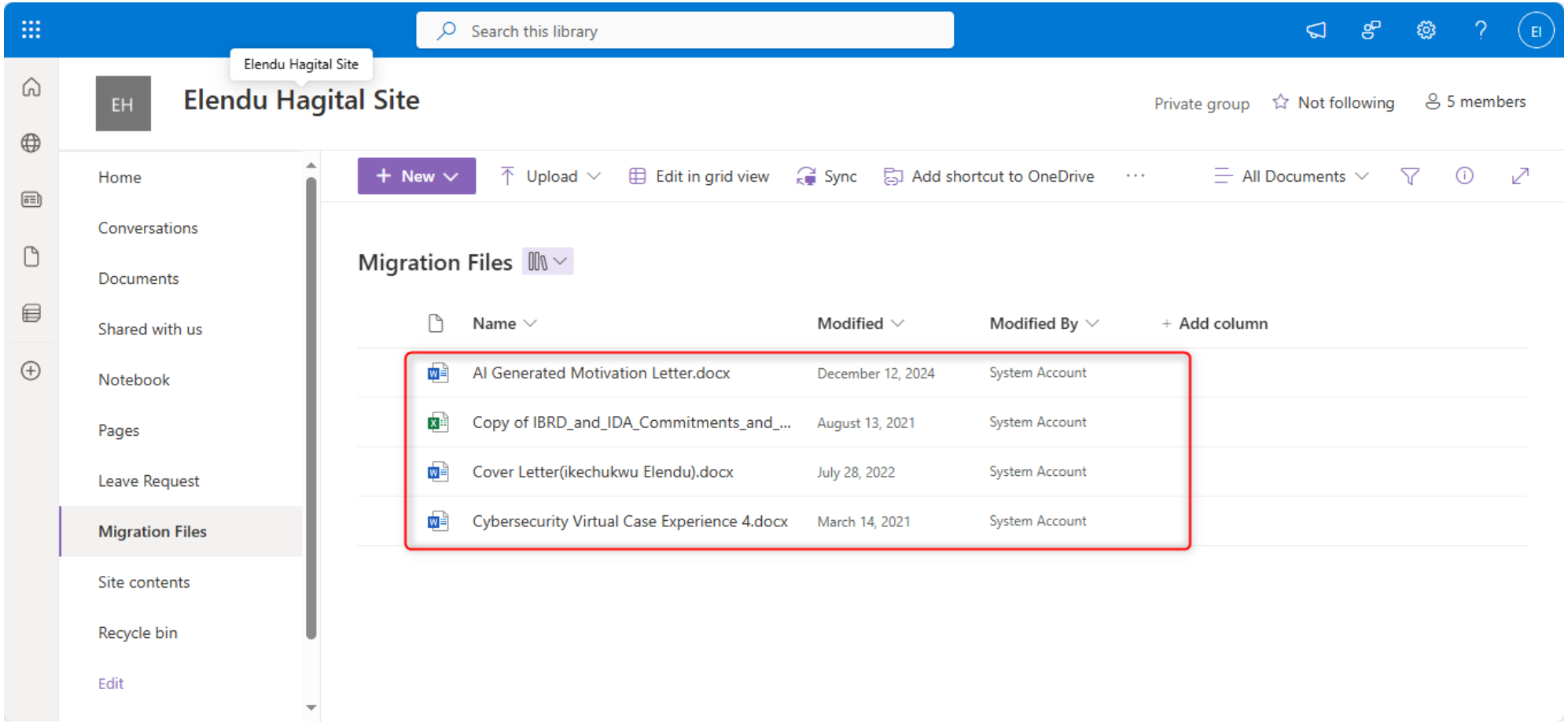
Give your task a name and select the agent group assignment which is the custom group we created in step 9



Step 15

Go to your migration centre to view your task and ascertain if its complete or failed.



Step 16

View your migrated files in your Site Document Libary to ascertain its successful.