

Cloud Storage Migration Process

Department

Information Technology

Create staff list with First Name, Last Name, Username

Share source mapping file for department share(s)

Confirm department shares

Create permission and sharing report for department share(s)

Add OneDrive/SharePoint as destinations in mapping file

Create SharePoint site and add skysync0365@stevens-tech.edu as site collection administrator on OneDrive/SharePoint sites

Note: Dept folder size and file counts (recommend <10k per folder)

Notification to department Point of Contact

Point of Contact informed department of data and time of sync (IT will provide specific info)

Start initial sync of data and provide reports of any errors or issues

Department reviews list of errors or issues

Department confirms data in destination (OneDrive/SharePoint) by sign-off via email and provides a date for cutover

Complete final delta sync and cutover to Microsoft

Move, disable, or remove access of source folders – disable the share

Note: Within 30 days of cutover users will need to delete their own data (if not IT may go in to delete data – unless there is an approved exception)