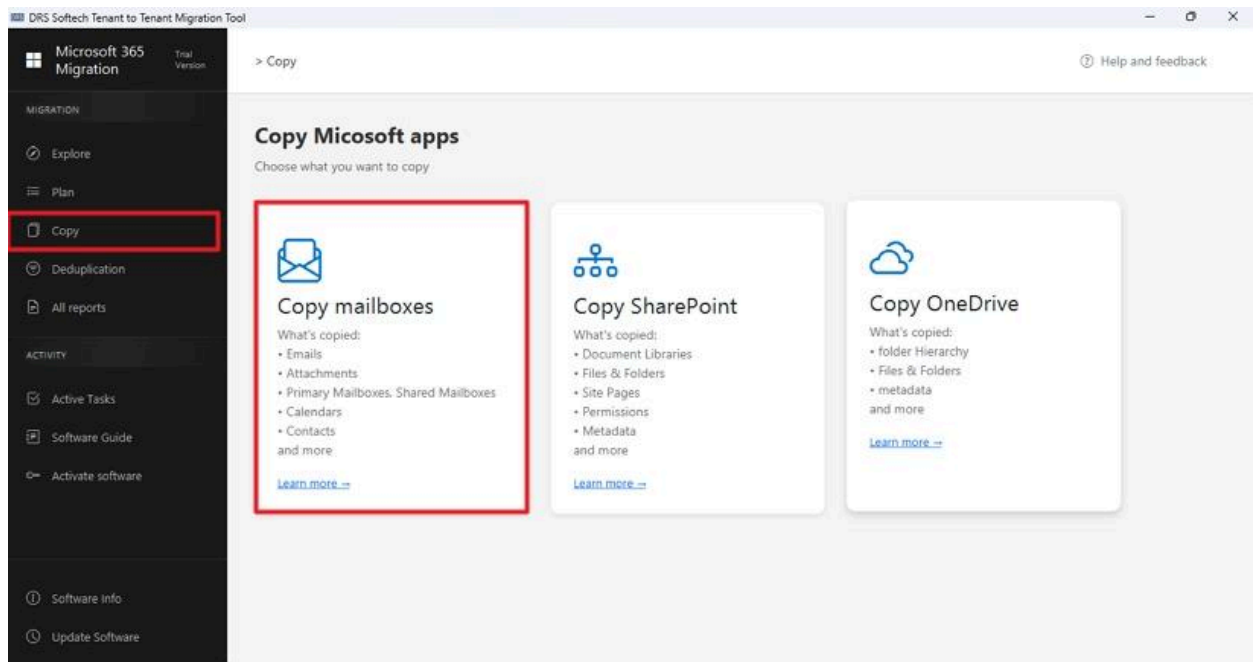


Copy Mailbox Migration

Step 01: Select Copy Mailboxes

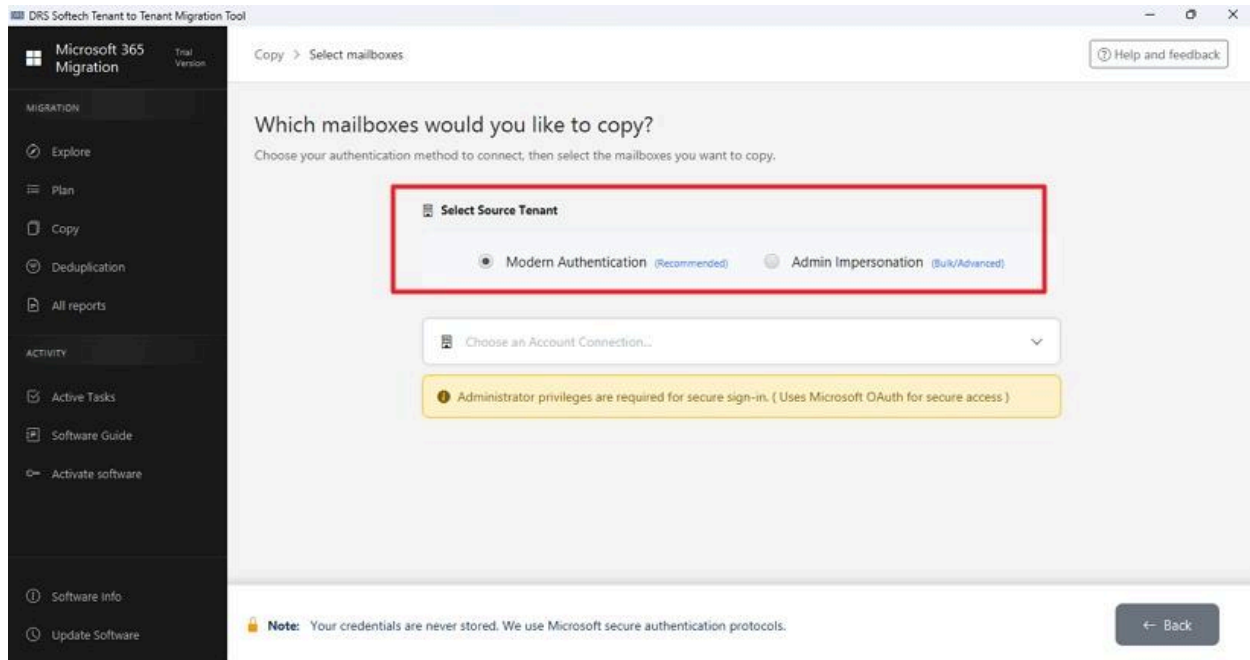
From the Copy section, click **Copy Mailboxes** to start the mailbox migration process.



Step 02: Choose Source Authentication Mode

Select the preferred authentication method for the source tenant:

- **Modern Authentication:** Sign in directly using your Microsoft 365 Admin account.
- **Admin Impersonation:** Connect using Azure Application credentials, including Client ID, Client Secret, and Tenant ID.

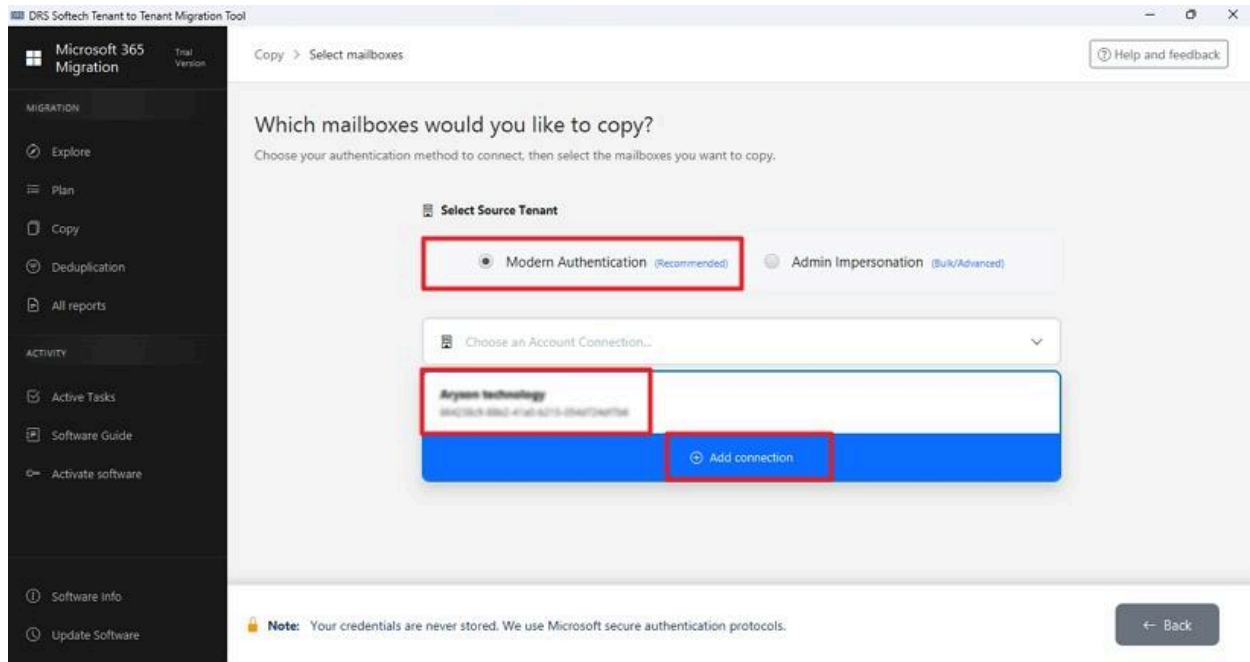


Step 03: Sign In Using Modern Authentication

If you select **Modern Authentication**, click **Choose an Account Connection**. Select an existing account (If any) or click **Add Connection** to create a new one. You will be redirected to the Microsoft sign-in page.

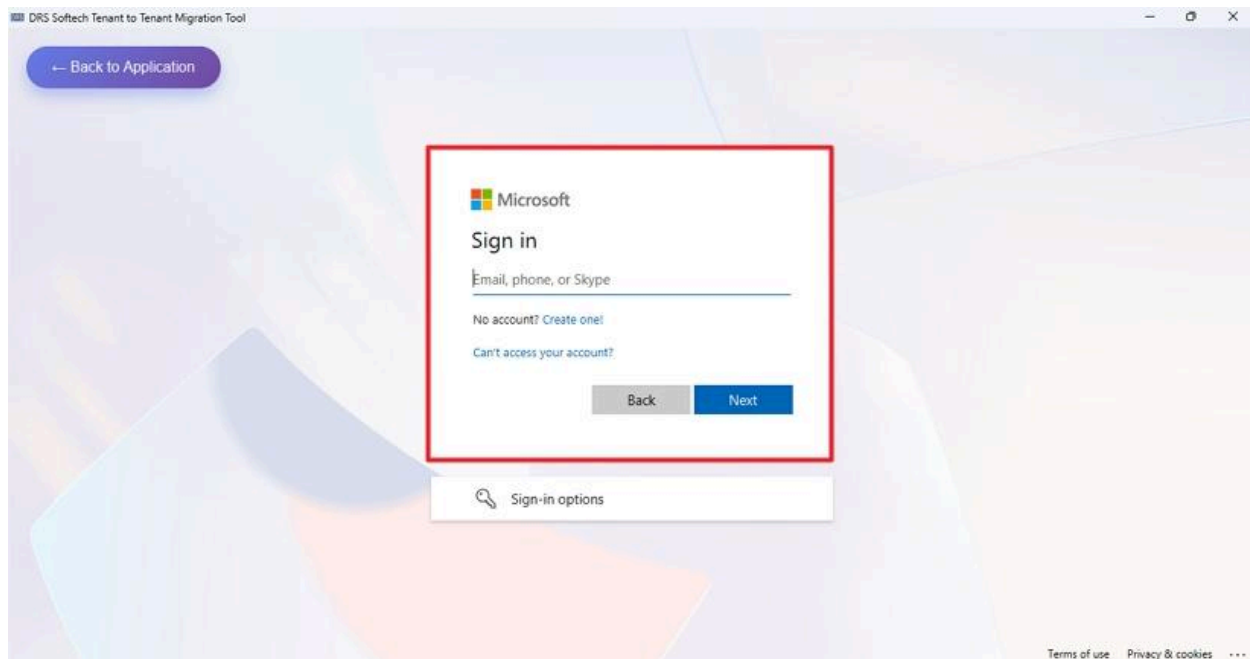
Note: The software securely saves the configured login connections. If you perform another migration in the future, you can simply select the account from the existing connections instead of entering the credentials again.

If Modern Authentication fails, you can proceed with these steps for an easier authentication process. Just check out this link: [Modern Authentication Fails](#)



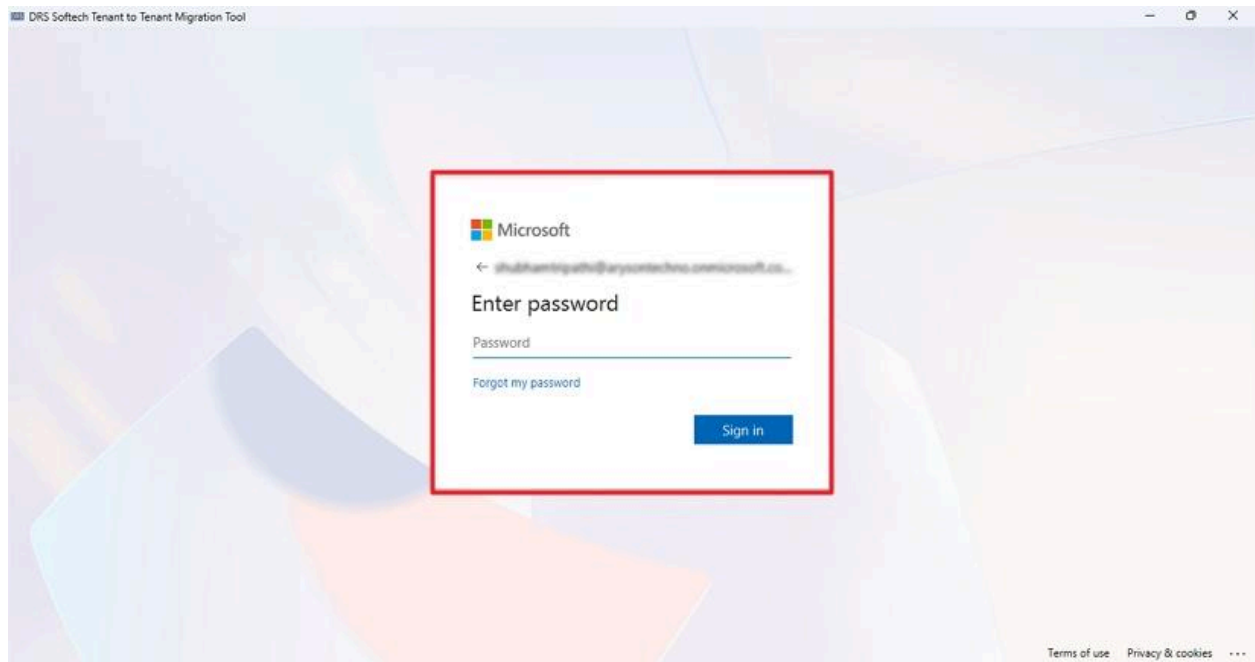
Step 04: Enter Microsoft 365 Admin Account

On the Microsoft login page, enter or select your **Microsoft 365 Admin email address** and click **Next**.



Step 05: Authenticate Your Account

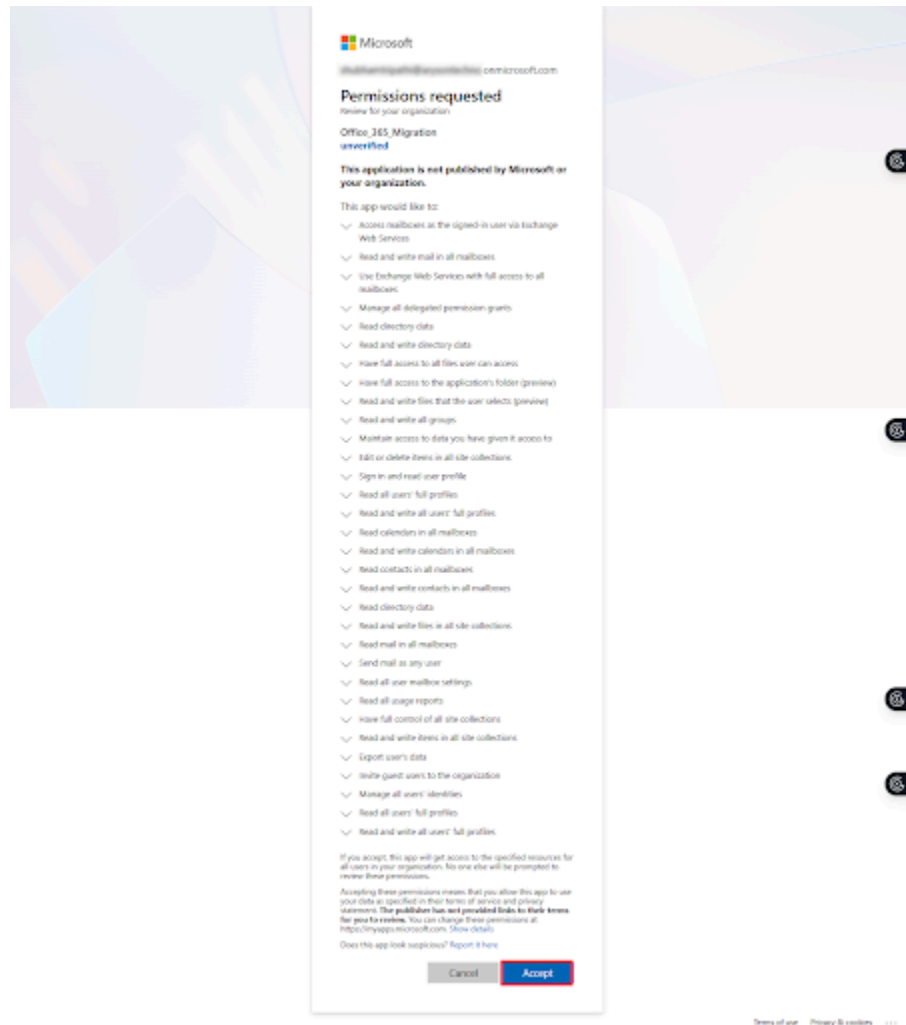
Enter the **password** for your Microsoft 365 Admin account and click **Sign In**.
Complete the **MFA verification process** if it is enabled.



Step 06: Grant Microsoft Permissions

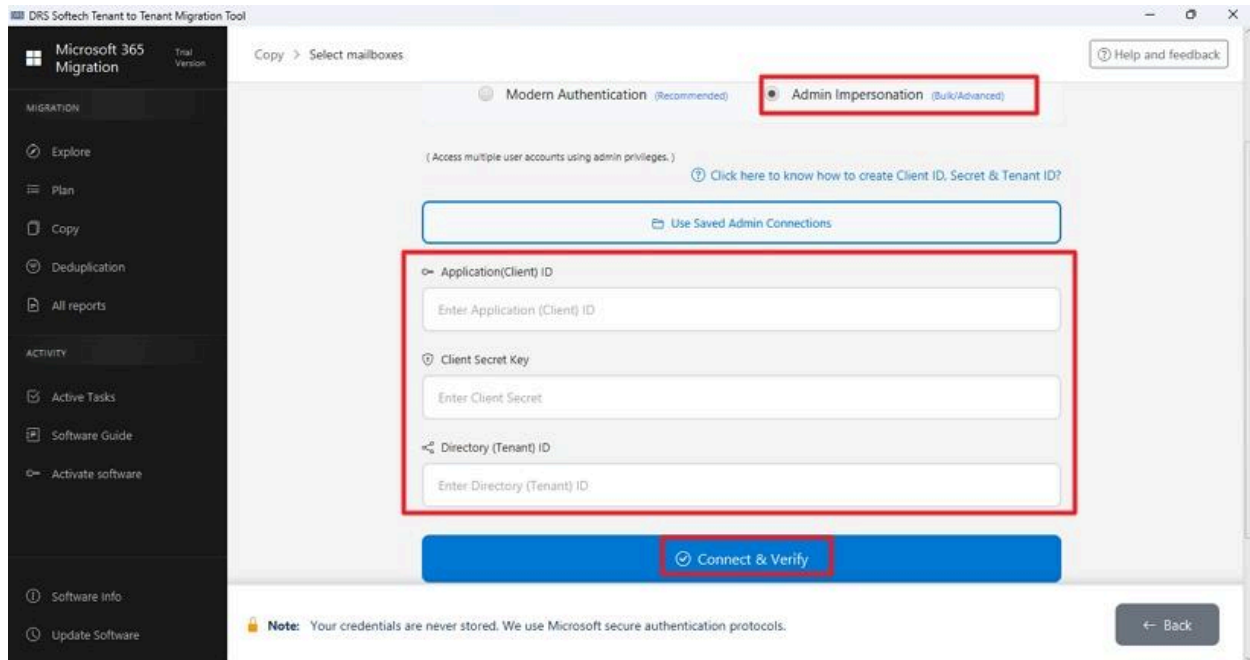
After successful sign-in, Microsoft displays a permission consent window. Review the requested permissions and click **Accept** to authorize the application and

continue with the migration process.



Step 07: Sign In Using Admin Impersonation

- Enter the following information: **Client ID**, **Client Secret Key**, and **Tenant ID**.
- After providing the required credentials, click **Connect and Verify**. The software will validate the details and establish a secure connection with the Microsoft 365 tenant.



Note: If you have not yet created an Azure application and generated the required credentials, follow this guide:

<https://www.data-recovery-solutions.com/how-to/create-azure-active-directory-and-enable-api-permission/>

When the Azure application is configured correctly, the required Microsoft 365 API permissions are automatically granted through the Azure App Registration. Therefore, no additional consent is required during the connection process. You can see what permissions are required when you create a Client ID. Check the screenshot:

API / Permissions name	Type	Description	Admin consent requ...	Status
  Microsoft Graph (30) 				
Calendars.Read	Application	Read calendars in all mailboxes	Yes	 Granted for BUSINESS ...
Calendars.ReadWrite	Application	Read and write calendars in all mailboxes	Yes	 Granted for BUSINESS ...
Channel.ReadBasic.All	Application	Read the names and descriptions of all channels	Yes	 Granted for BUSINESS ...
ChannelMessage.Read.All	Application	Read all channel messages	Yes	 Granted for BUSINESS ...
Contacts.Read	Application	Read contacts in all mailboxes	Yes	 Granted for BUSINESS ...
Contacts.ReadWrite	Application	Read and write contacts in all mailboxes	Yes	 Granted for BUSINESS ...
Directory.Read.All	Application	Read directory data	Yes	 Granted for BUSINESS ...
Files.ReadWrite.All	Application	Read and write files in all site collections	Yes	 Granted for BUSINESS ...
Group.Read.All	Application	Read all groups	Yes	 Granted for BUSINESS ...
Group.ReadWrite.All	Application	Read and write all groups	Yes	 Granted for BUSINESS ...
GroupMember.ReadWrite.All	Application	Read and write all group memberships	Yes	 Granted for BUSINESS ...
Mail.Read	Application	Read mail in all mailboxes	Yes	 Granted for BUSINESS ...
Mail.ReadWrite	Application	Read and write mail in all mailboxes	Yes	 Granted for BUSINESS ...
Mail.Send	Application	Send mail as any user	Yes	 Granted for BUSINESS ...
MailboxSettings.Read	Application	Read all user mailbox settings	Yes	 Granted for BUSINESS ...
Reports.Read.All	Application	Read all usage reports	Yes	 Granted for BUSINESS ...
Sites.FullControl.All	Application	Have full control of all site collections	Yes	 Granted for BUSINESS ...
Sites.ReadWrite.All	Application	Read and write items in all site collections	Yes	 Granted for BUSINESS ...
Team.Create	Application	Create teams	Yes	 Granted for BUSINESS ...
Team.ReadBasic.All	Application	Get a list of all teams	Yes	 Granted for BUSINESS ...
TeamMember.Read.All	Application	Read the members of all teams	Yes	 Granted for BUSINESS ...
TeamMember.ReadWrite.All	Application	Add and remove members from all teams	Yes	 Granted for BUSINESS ...
TeamsActivity.Read.All	Application	Read all teams' settings	Yes	 Granted for BUSINESS ...
TeamworkTag.CreateAll	Application	Create chat and channel messages with anyone's identity	Yes	 Granted for BUSINESS ...
TeamworkTag.ReadWrite.All	Application	Read and write tags in Teams	Yes	 Granted for BUSINESS ...
User.Export.All	Application	Export user's data	Yes	 Granted for BUSINESS ...
User.Invite.All	Application	Invite guest users to the organization	Yes	 Granted for BUSINESS ...
User.ManageIdentities.All	Application	Manage all users' identities	Yes	 Granted for BUSINESS ...
User.Read.All	Application	Read all users' full profiles	Yes	 Granted for BUSINESS ...
User.ReadWrite.All	Application	Read and write all users' full profiles	Yes	 Granted for BUSINESS ...

Step 08: Select Source Mailboxes

After successfully connecting to the source tenant, the software displays all available mailboxes. You can:

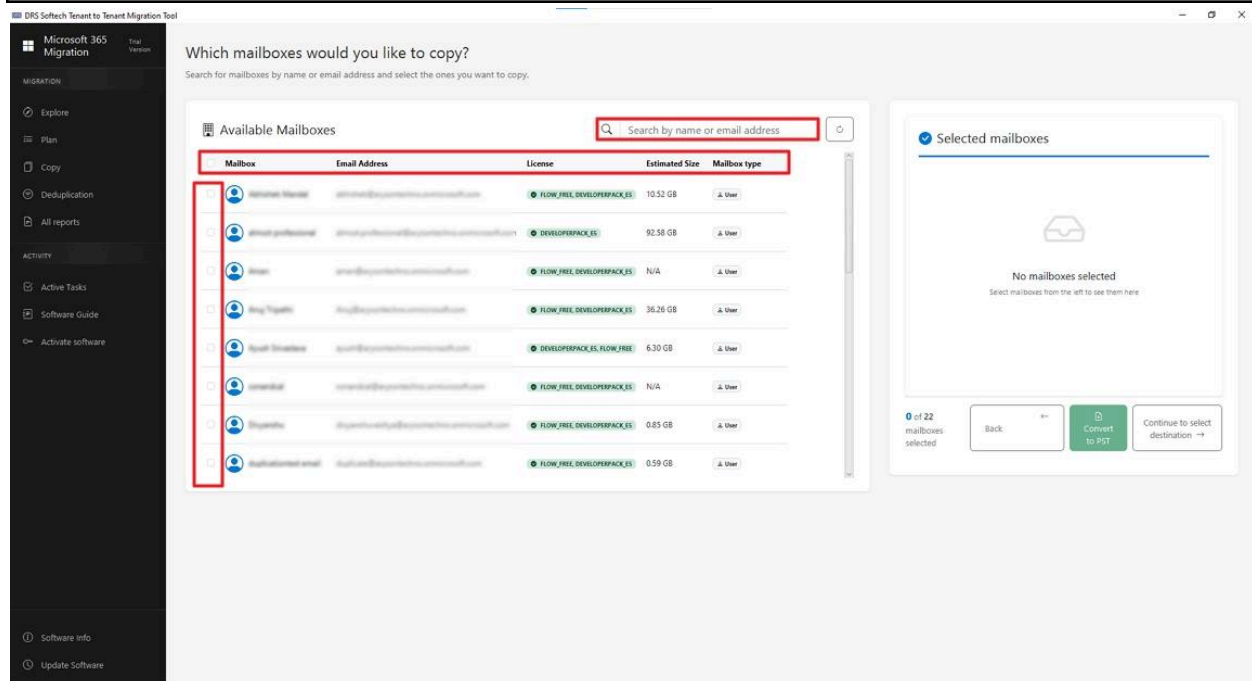
- Search mailboxes by **Name** or **Email Address**.
- Select **one** or **multiple mailboxes** for migration.
- Review important mailbox details, including License Type, Estimated Mailbox Size, and Mailbox Category (User or Shared Mailbox).

Note: For optimal performance and accurate mailbox size reporting, **Microsoft 365 E5 licenses** are recommended. The software also supports accounts configured with **Exchange Online Plan, Developer Pack**, and other supported Microsoft 365 subscriptions, provided the necessary permissions are assigned.

Important Setup Requirement

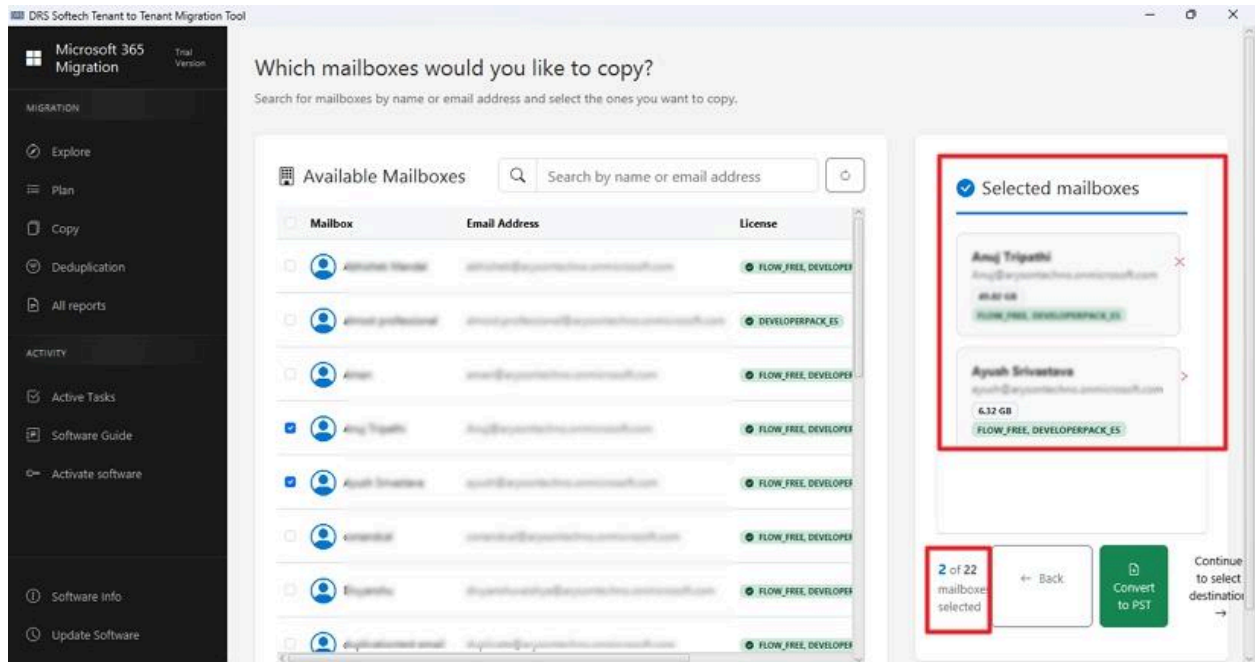
To ensure accurate mailbox size display, administrators must disable the following setting in the **Microsoft 365 Admin Center**:

- Open **Microsoft Admin Centre** and **Sign In**.
- Display **concealed user, group**, and **site names in all reports**.
- This setting is enabled by default. If it remains enabled, mailbox size information may not appear in the software.

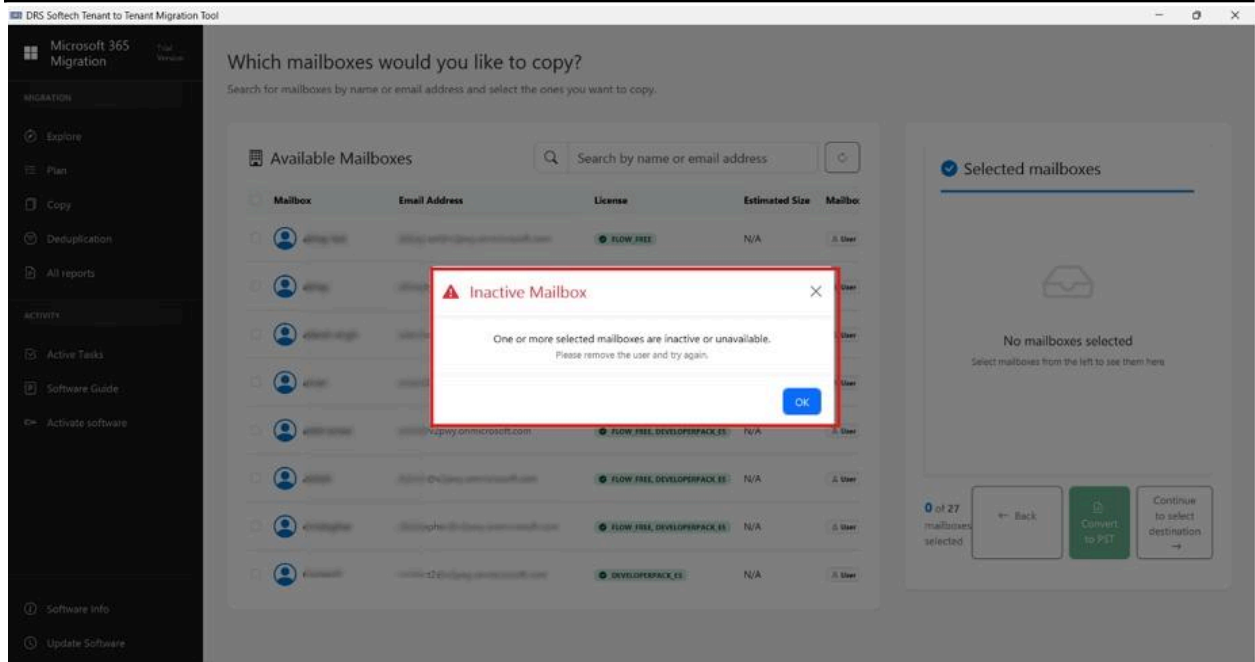


Step 09: Verify the Selected Mailbox

- Review the selected users in the **Selected Mailboxes** panel.
- View the **total number of selected mailboxes**.
- After selecting the required mailboxes, click **Next** to proceed with the migration process.



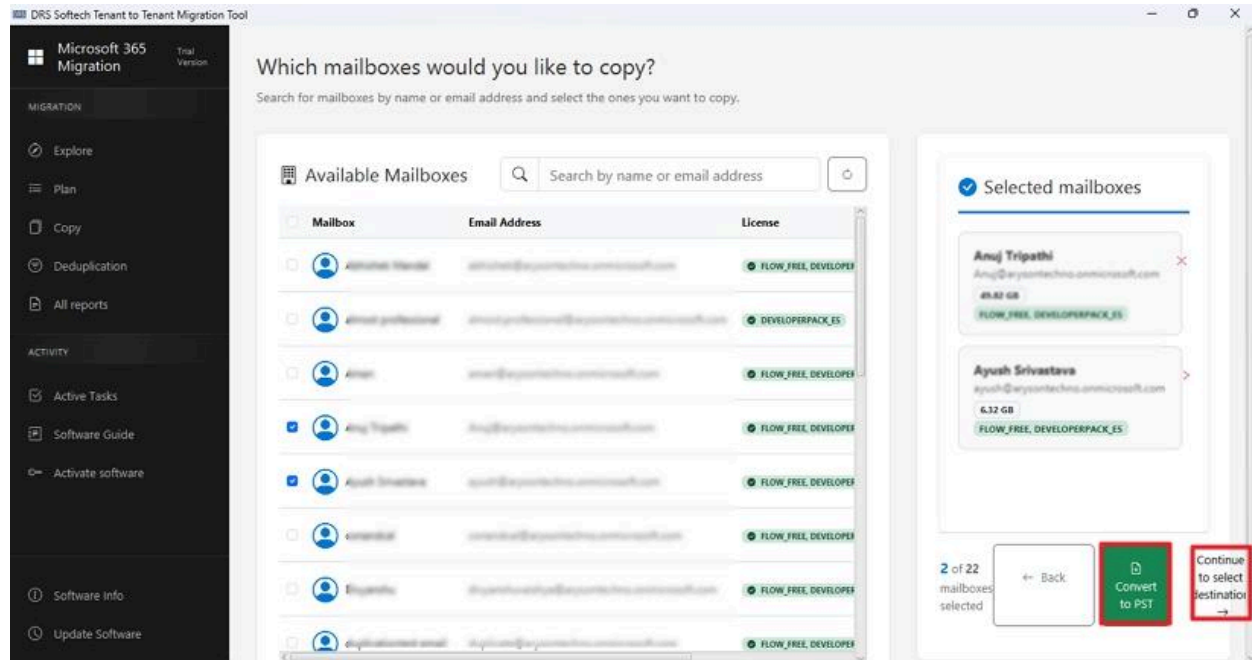
Note: Ensure that all selected Microsoft 365 user accounts are active and properly licensed. If a mailbox belongs to an inactive, disabled, or inaccessible user account, the software may display an error message.



Step 10: Destination Options

The software provides two destination choices:

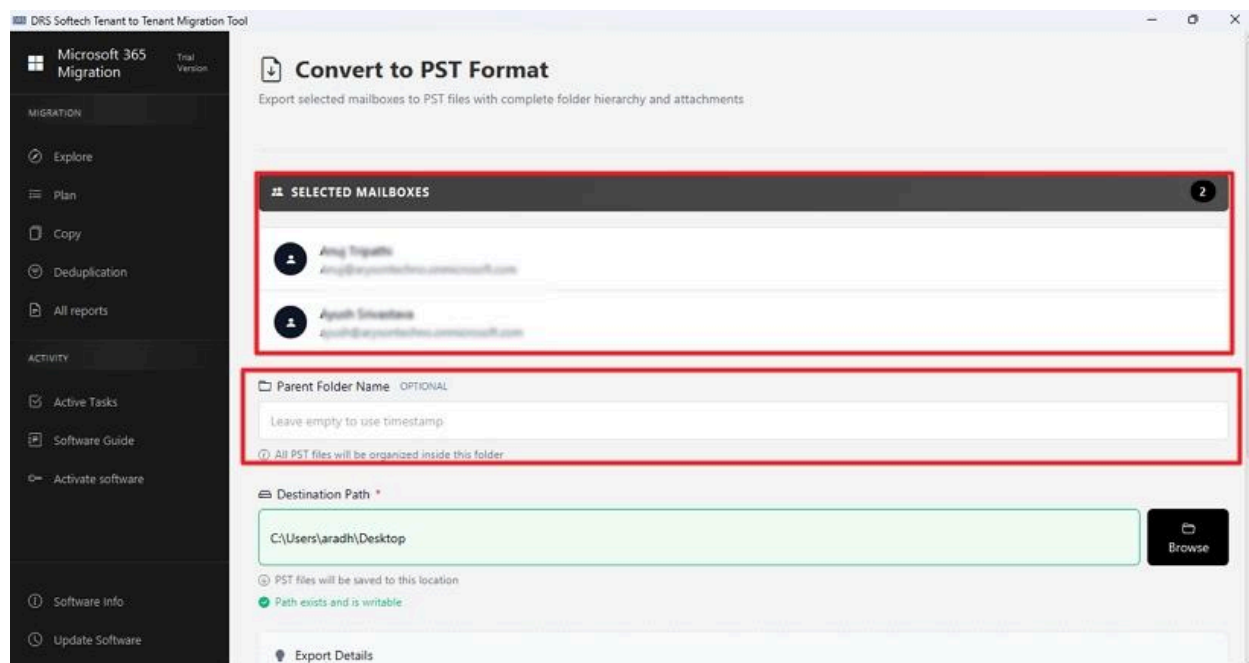
- Convert to PST
- Continue with Tenant-to-Tenant Migration



Convert Mailbox to PST

Step 11: Conversion to PST

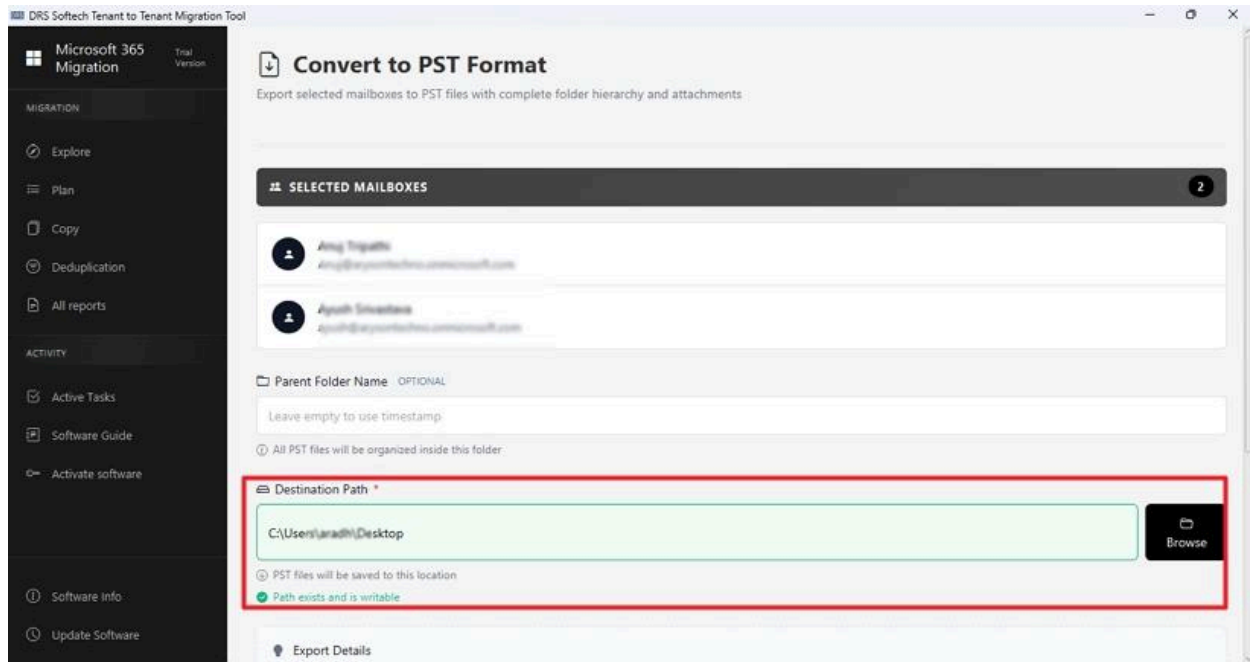
- The software displays all selected mailboxes that will be converted.
- **Optional:** Enter a **Parent Folder Name** to organize the exported data within the PST files.



Step 12: Select Destination Path

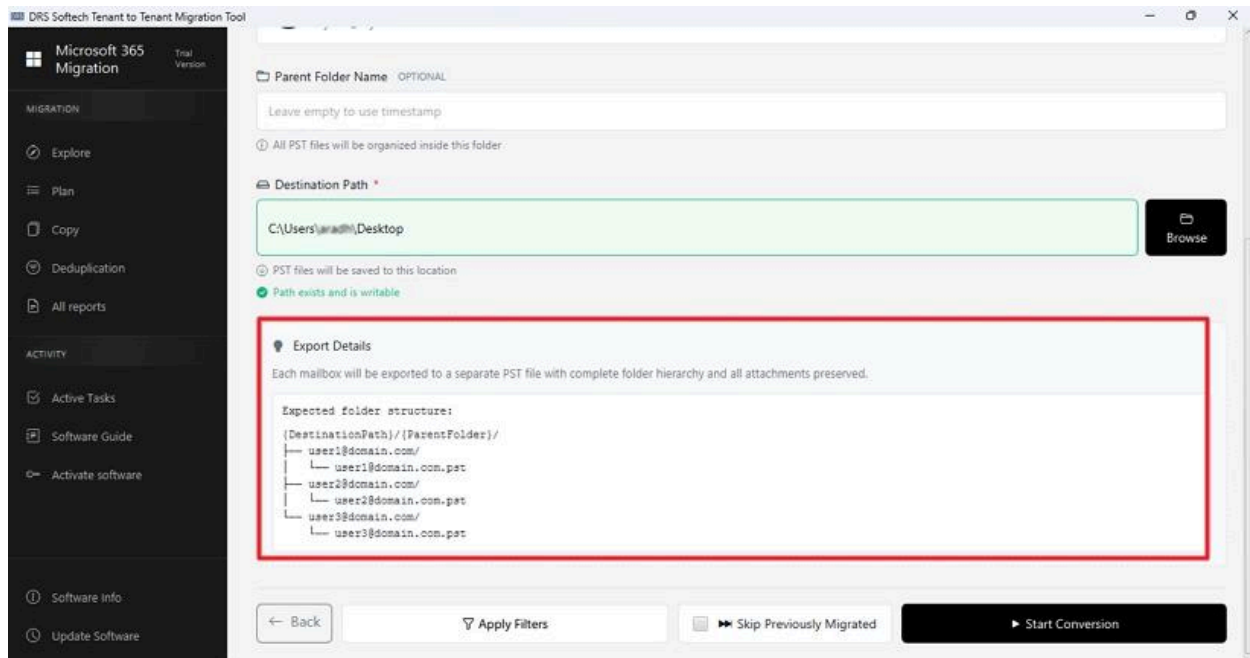
- Click **Browse** to choose the location where the PST files will be saved.
- After selecting the desired folder, click **Open** to confirm the destination path.

Note: The software automatically validates the selected destination path in real time. If the specified folder does not exist or becomes inaccessible, an appropriate notification is displayed, allowing you to choose a valid location.



Step 13: Review Export Details

Scroll down to the **Export Details** section to review the mailbox export configuration. This section provides an overview of how the PST files will be generated and organized in the destination location.

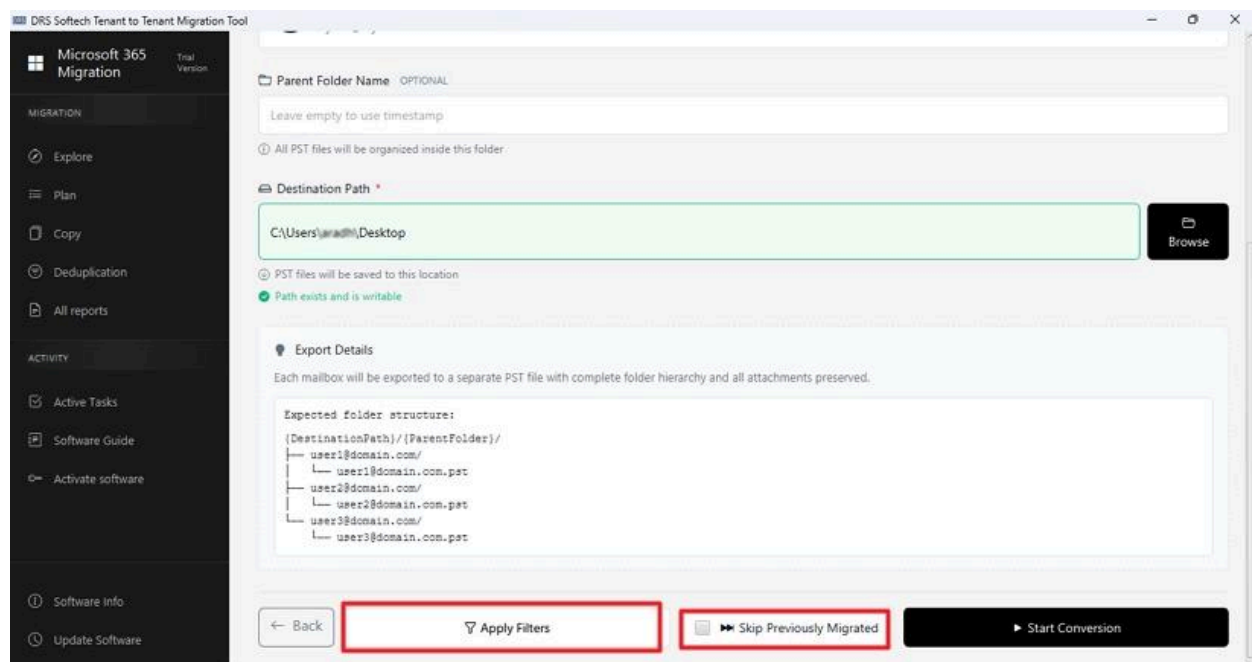


Step 14: Skip Previously Migrated Data

The software includes an intelligent **Skip Previously Migrated Data** feature that supports seamless incremental migrations.

For instance, if a mailbox contains 100 GB of data and 60 GB has already been migrated. The software will continue migrating only the remaining 40 GB instead of starting from the beginning. This significantly reduces migration time, minimizes bandwidth consumption, and ensures an efficient migration experience for large Microsoft 365 environments.

To further customize the migration, click **Apply Filters** and configure the available filtering options before proceeding.

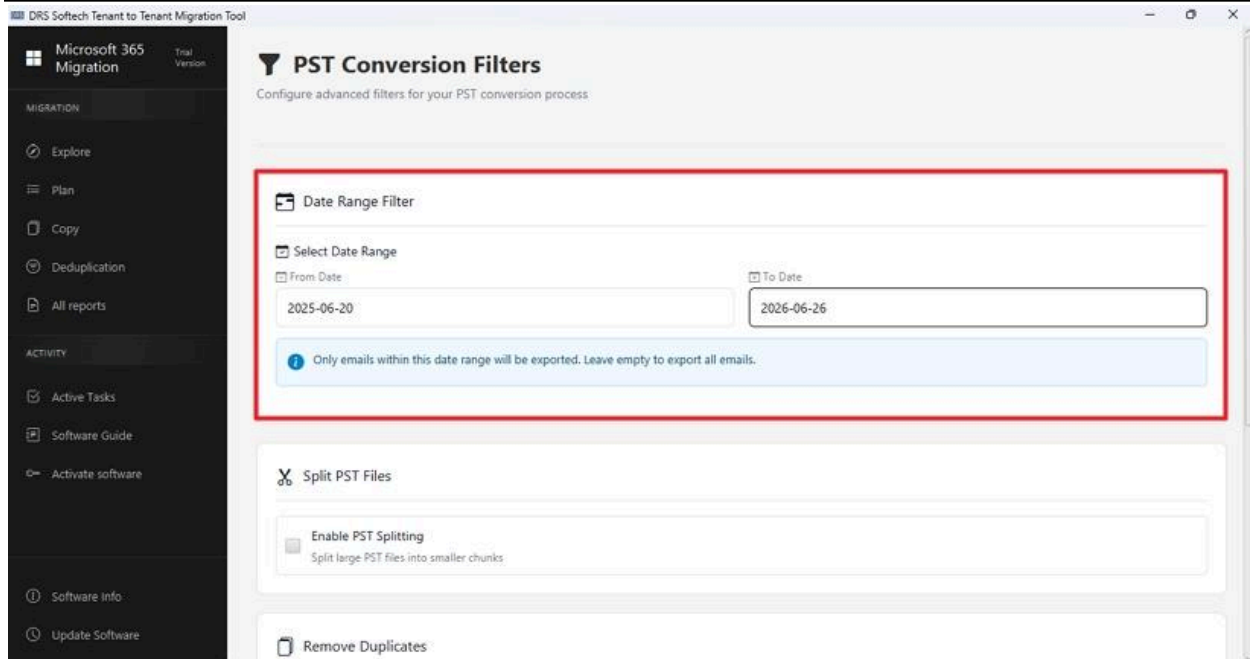


Step 15: Click Apply Filters

The **Date Range filter** allows you to migrate emails from a specific period instead of processing the entire mailbox. To use this feature:

- Enable the Date Range option.
- Select the From Date and To Date values.
- Only emails within the specified date range will be included in the migration.

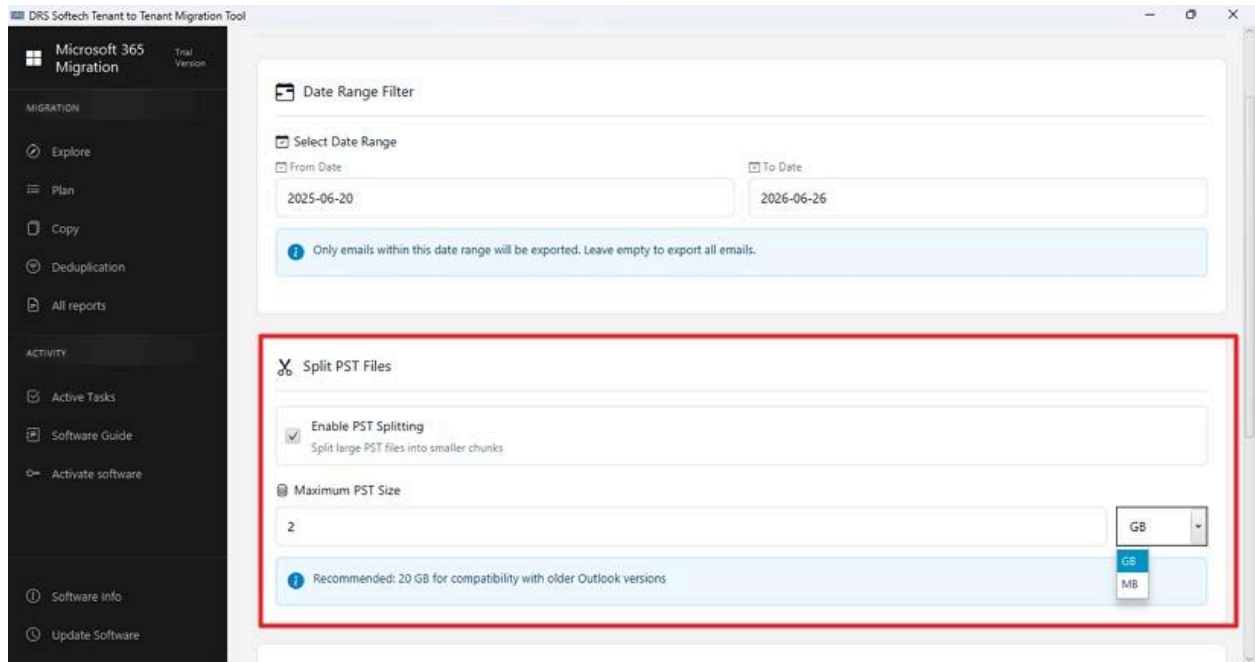
Note: If no date range is specified, the software migrates all available emails from the selected mailbox.



Step 16: Split PST Files

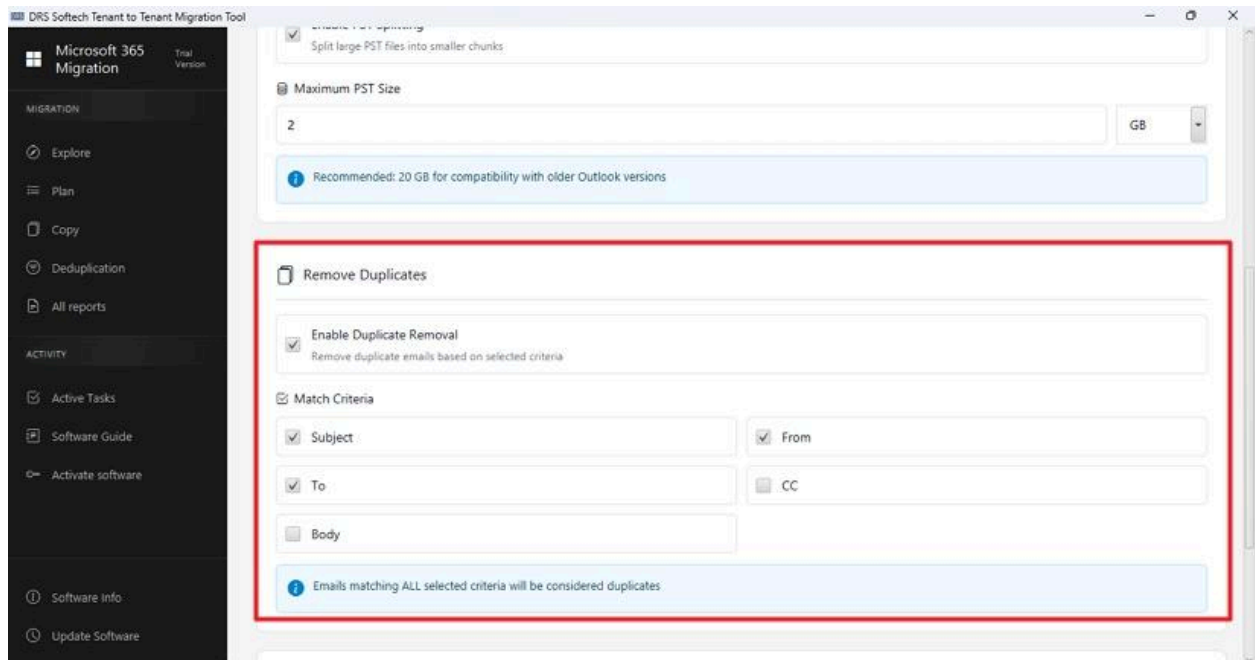
Enable Split PST Files to divide large PST files into smaller segments. Specify the maximum file size in MB or GB according to your requirements.

Note: Once a PST file reaches the defined size limit (50 GB), the software automatically creates a new PST file. This feature is recommended for managing large mailbox exports, improving compatibility with older Outlook versions, and reducing the risk of PST corruption.



Step 17: Remove Duplicate Emails

- Enable Duplicate Removal to exclude duplicate emails from the migration and avoid unnecessary data redundancy. Select one or more matching criteria to identify duplicate items: Subject, From, To, CC, and Body.



Step 18: Attachment Handling

- Use **Convert Without Attachments** to export emails while excluding their attachments. This option helps reduce the overall PST file size and is useful when attachments are not required for backup or archival purposes.
- After configuring all required filters, click **Apply & Continue** to save the settings and proceed to the next step.

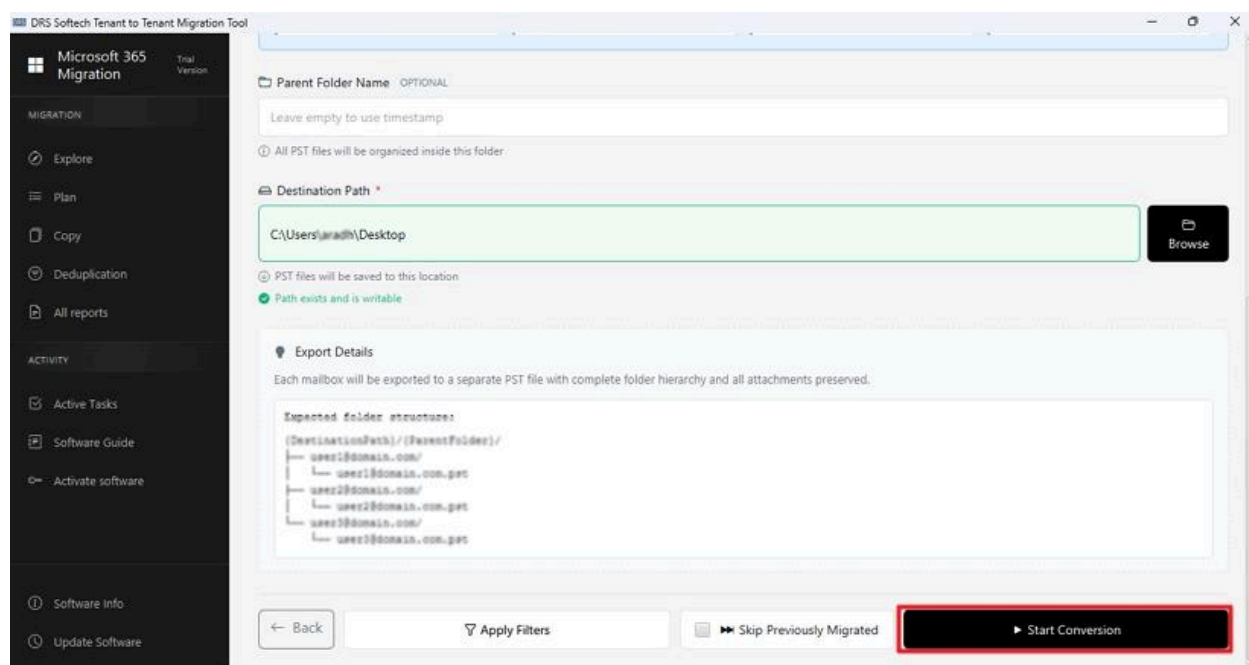
The screenshot displays the 'Microsoft 365 Migration' tool interface. On the left is a dark sidebar with navigation options: 'MIGRATION' (Explore, Plan, Copy, Deduplication, All reports) and 'ACTIVITY' (Active Tasks, Software Guide, Activate software, Software Info, Update Software). The main window is titled 'Remove Duplicates' and contains the following sections:

- Remove Duplicates**: Includes a checkbox for 'Enable Duplicate Removal' (checked) with the subtext 'Remove duplicate emails based on selected criteria'.
- Match Criteria**: A grid of checkboxes for email fields: 'Subject' (checked), 'From' (checked), 'To' (checked), 'CC' (unchecked), and 'Body' (unchecked).
- Info**: A blue box stating 'Emails matching ALL selected criteria will be considered duplicates'.
- Attachment Options**: A section highlighted with a red border, containing a checkbox for 'Convert Without Attachments' (checked) with the subtext 'Export emails without their attachments to reduce file size'.

At the bottom, there are three buttons: 'Reset Filters', '← Back', and 'Apply & Continue' (highlighted with a red border).

Step 19: Initiate Conversion

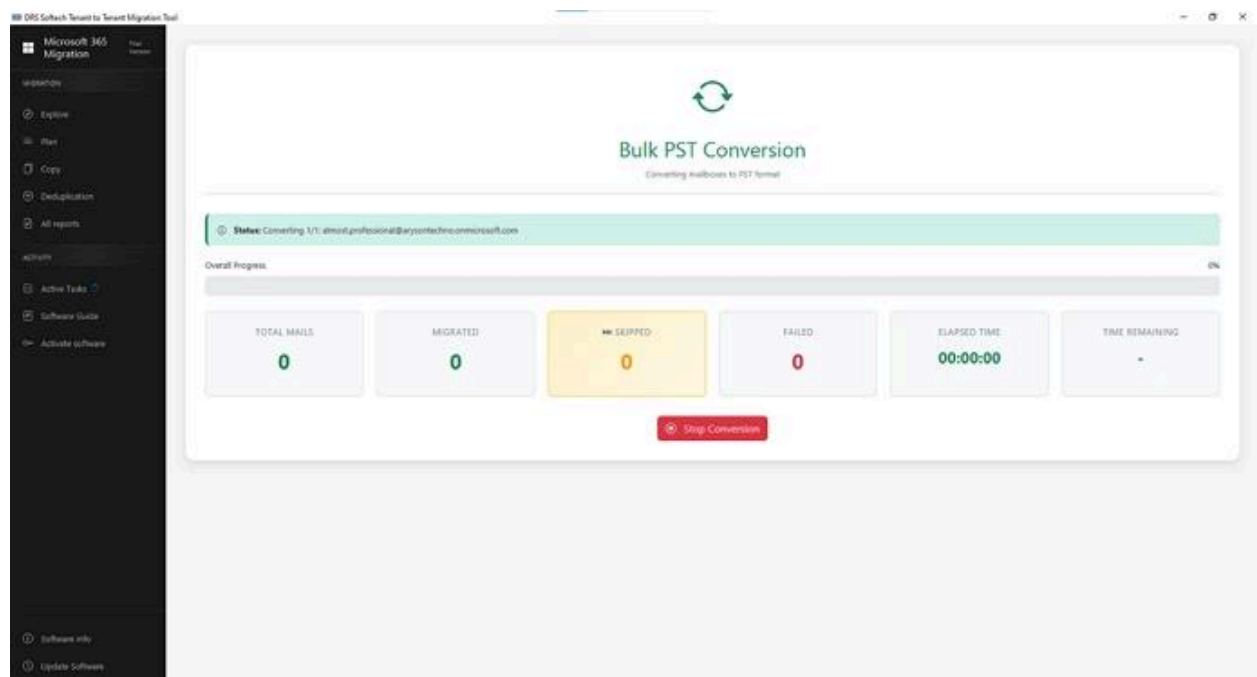
Back to the previous window, click **Start Conversion** from the button to begin the process.



Step 20: Monitor Migration Progress

The software opens the Active Tasks window, where you can track the migration in real time.

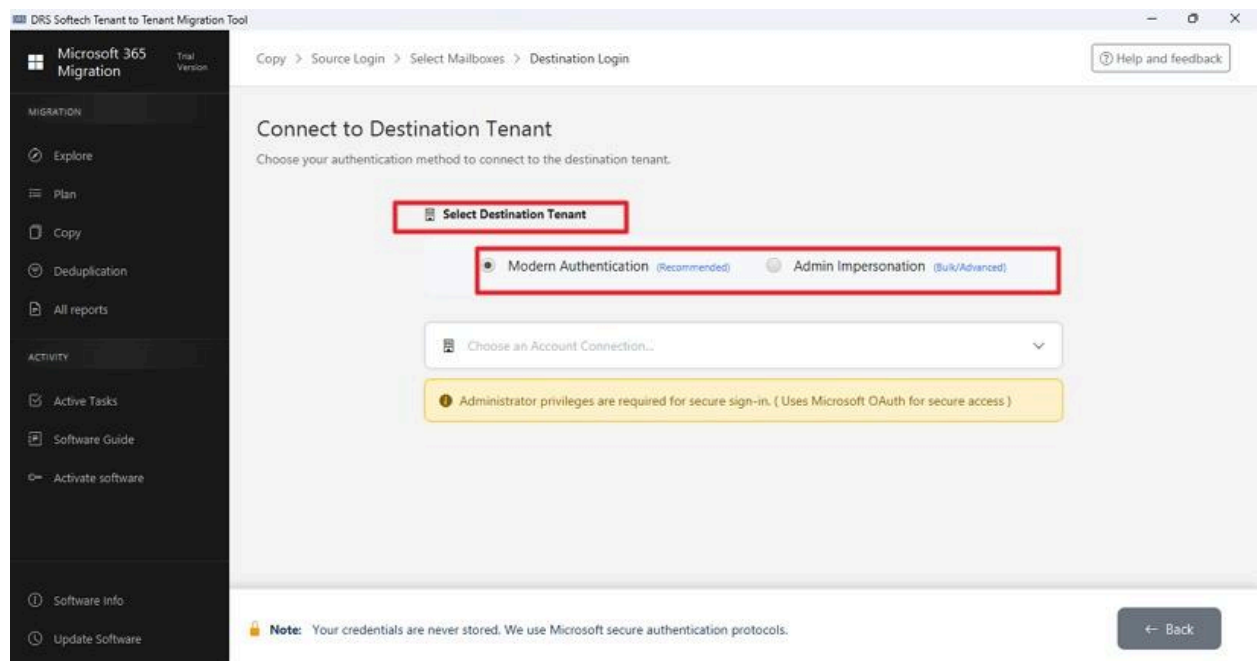
- It displays: Overall migration progress, Total mailboxes/items, Successfully migrated, Skipped, Failed, Elapsed time, and Estimated time remaining.
- If required, click **Stop Migration** to pause or cancel the ongoing migration process.



Continue with Tenant-to-Tenant Migration

Step 11: Configure Destination Tenant Connection

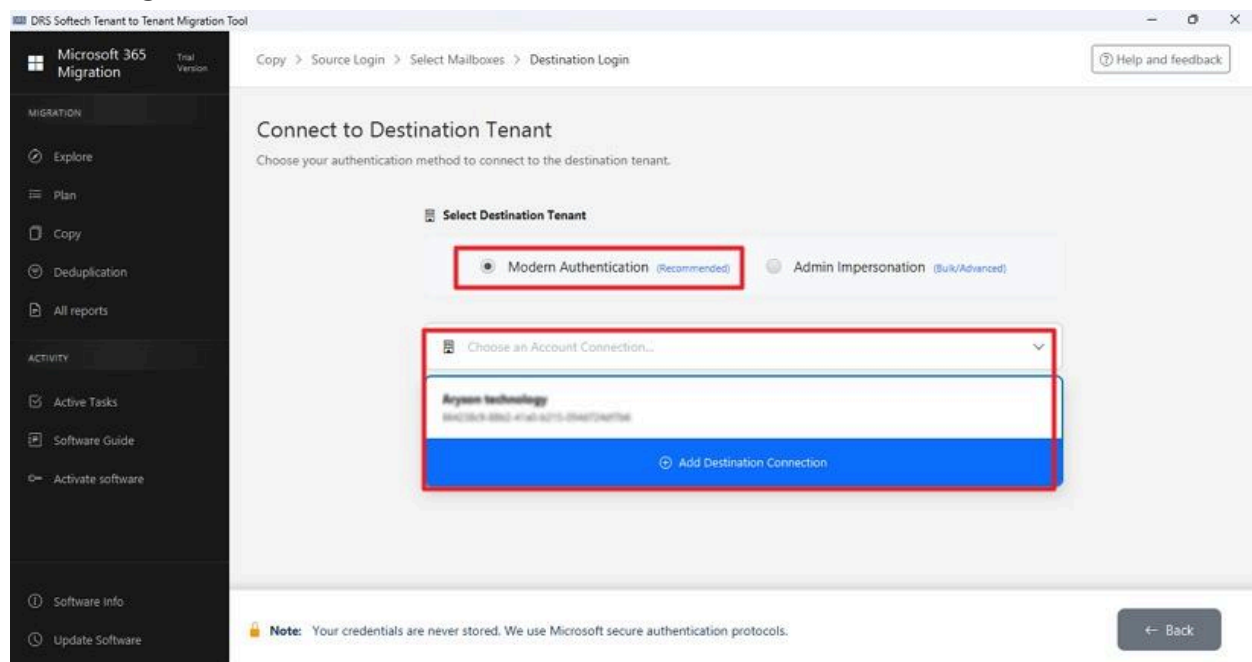
The software provides two authentication methods for connecting to the destination Microsoft 365 tenant:



Option 1: Modern Authentication

Select Modern Authentication and click **Choose an Account Connection**. You can either select an existing account from the saved connections list or click **Add Destination Connection** to create a new connection. To authenticate, complete the following steps:

- Enter your **Microsoft 365 Admin Email Address**.
- Enter the corresponding **Password**.
- Complete **Multi-Factor Authentication (MFA)**, if enabled.
- Review and **accept** the Microsoft Consent Permissions required for migration.



Option 2: Admin Impersonation

- Select Admin Impersonation if you want to connect using Azure App Registration credentials. Enter the following details: **Client ID, Client Secret Key, and Tenant ID**.
- After entering the required information, click **Connect and Verify**. The software validates the credentials and establishes a secure connection with the destination Microsoft 365 tenant.

Note: When using Admin Impersonation, the required Microsoft 365 permissions are already configured and granted through the Azure App Registration. Therefore, no additional permission consent screen appears during the authentication process.

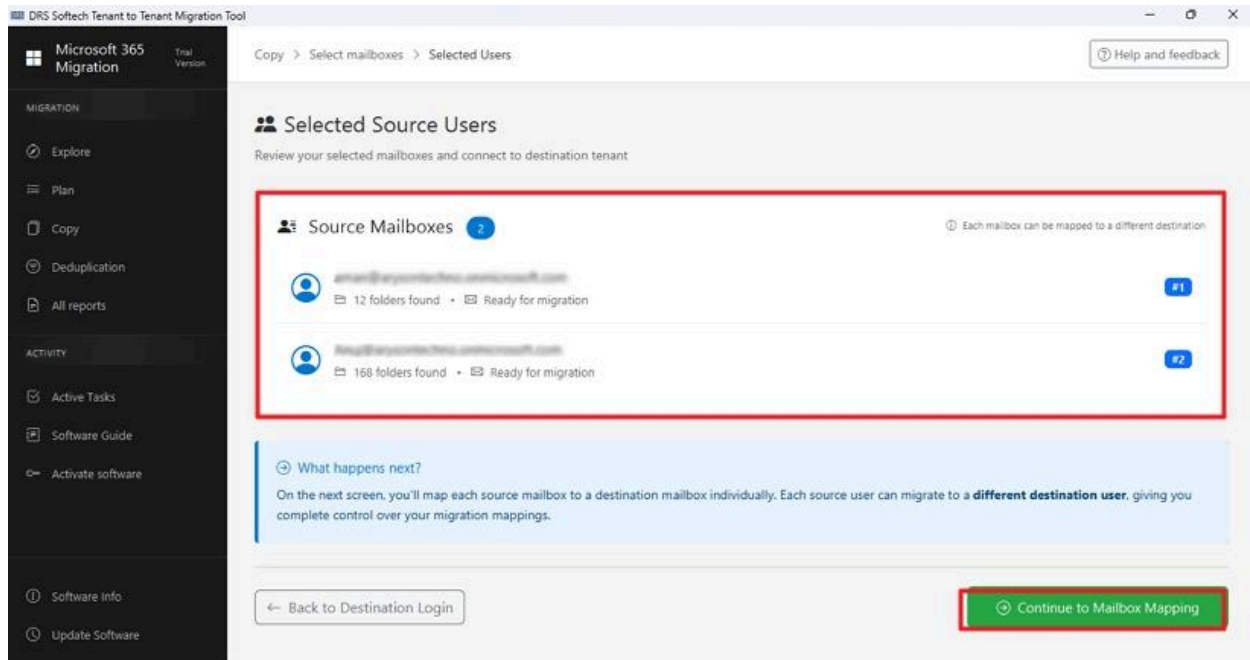
The screenshot shows the 'Microsoft 365 Migration' tool interface. The left sidebar contains navigation options: Explore, Plan, Copy, Deduplication, All reports, Active Tasks, Software Guide, and Activate software. The main area is titled 'Select Destination Tenant' and shows two options: 'Modern Authentication (Recommended)' and 'Admin Impersonation (Bulk/Advanced)'. The 'Admin Impersonation' option is selected and highlighted with a red box. Below this, a red-bordered box contains the 'Admin Impersonation' configuration fields: 'Application (Client) ID', 'Client Secret Key', and 'Directory (Tenant) ID'. Each field has a corresponding input box. A 'Use Saved Admin Connections' button is also visible. A 'Back' button is at the bottom right. A note at the bottom states: 'Note: Your credentials are never stored. We use Microsoft secure authentication protocols.'

Step 12: Review Source Mailboxes

The software displays all source mailboxes selected during the source tenant configuration process. For each mailbox, you can view:

- Mailbox Name
- Folder Count
- Migration Status

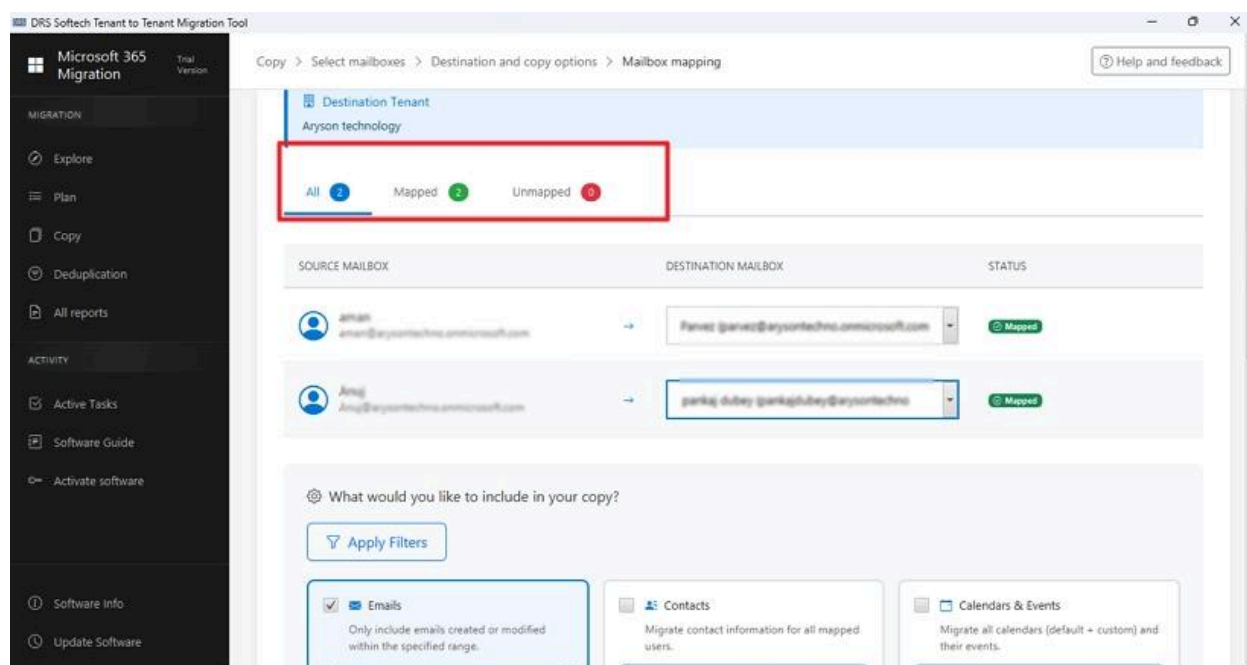
Review the selected mailboxes and click **Continue** to Mailbox Mapping to configure the destination mailbox assignments.



Step 13: Map Source and Destination Mailboxes

The Mailbox Mapping window allows you to map source mailboxes to their corresponding destination mailboxes before starting the migration. In this section, you can:

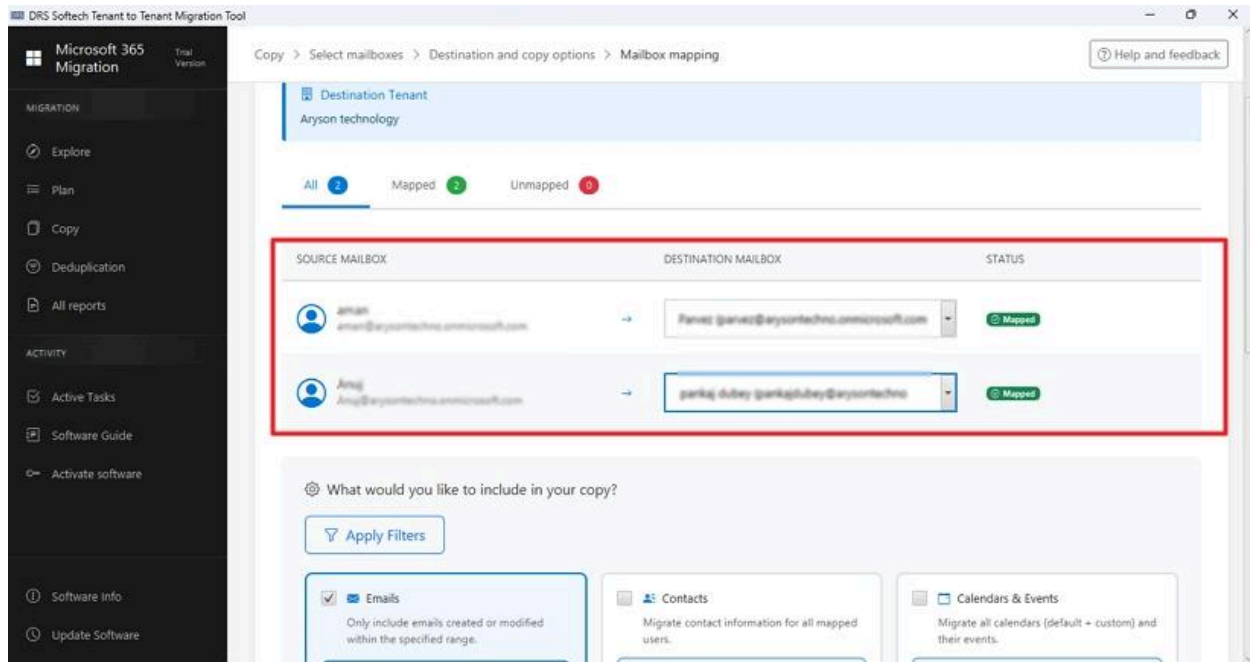
- View the connected Destination Tenant.
- Review the list of selected source mailboxes.
- Check **mailbox mapping status**.
- Monitor the **total number of Mapped** and Unmapped mailboxes.
- Initially, all mailboxes are displayed as **Not Mapped** and require manual mapping.



Step 14: Complete Mailbox Mapping

Map the source mailboxes to the destination mailboxes by selecting the appropriate mailbox from the Destination Mailbox drop-down list. The software supports the following mapping options:

- **Many-to-One:** Map multiple source mailboxes to a single destination mailbox.
- **Many-to-Many:** Map multiple source mailboxes to multiple destination mailboxes as required.
- After a mailbox is successfully assigned, its status automatically changes from Not Mapped to Mapped. Verify all mappings before proceeding to the next step.



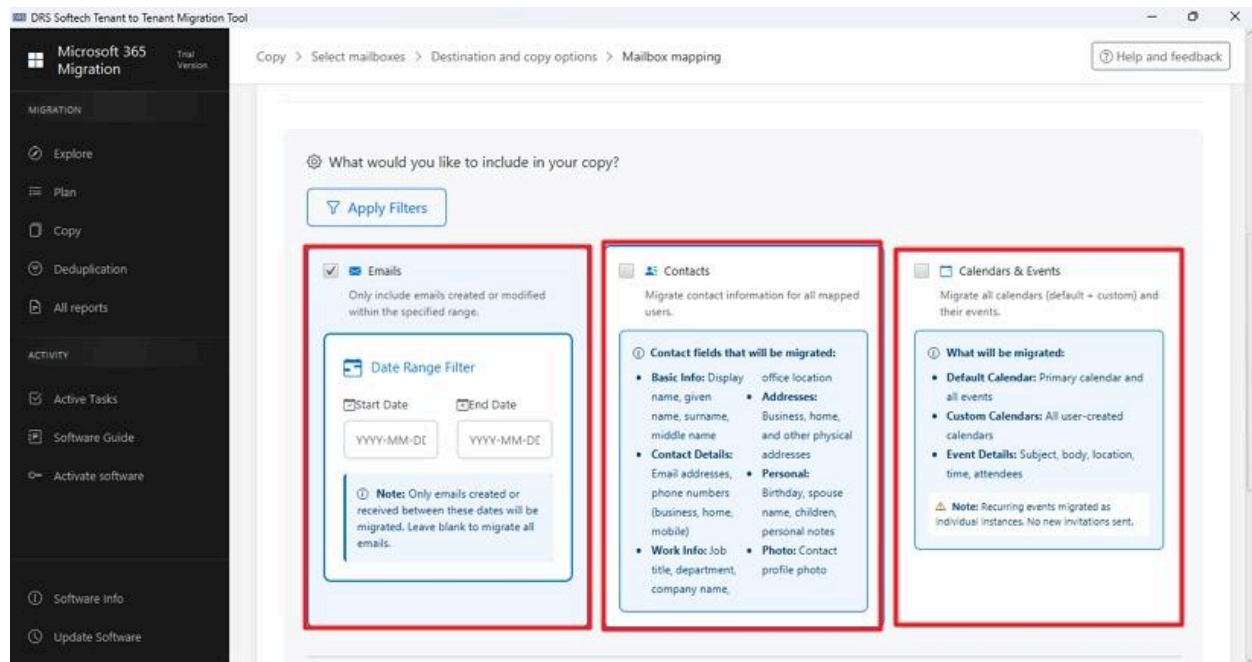
Step 15: Select Data to Migrate

Under What would you like to include in your copy?, select the mailbox components you want to migrate.

- **Emails:** Select Emails to migrate the mailbox email data. You can optionally enable the **Date Range Filter** and specify a **Start Date** and **End Date** to migrate emails from a specific period.

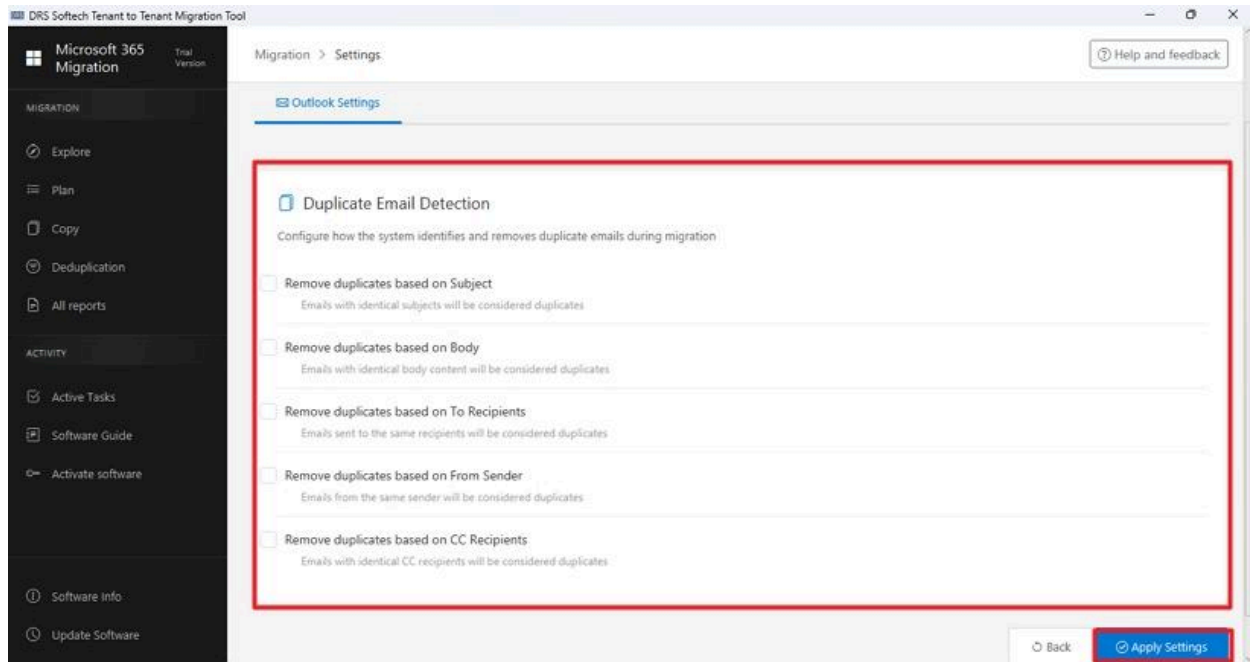
Note: If no date range is specified, all emails will be included in the migration.

- **Contacts:** Select Contacts to migrate mailbox address book information, including: Contact Names, Display Names, Email Addresses, Phone Numbers, Job Titles, Departments, Personal Details, and Contact Photos.
- **Calendars & Events:** Select Calendars & Events to migrate: Default Calendars, Custom Calendars, Event Details, Meeting Information, Attendees, and Recurring Events.



Step 16: Configure Duplicate Email Detection

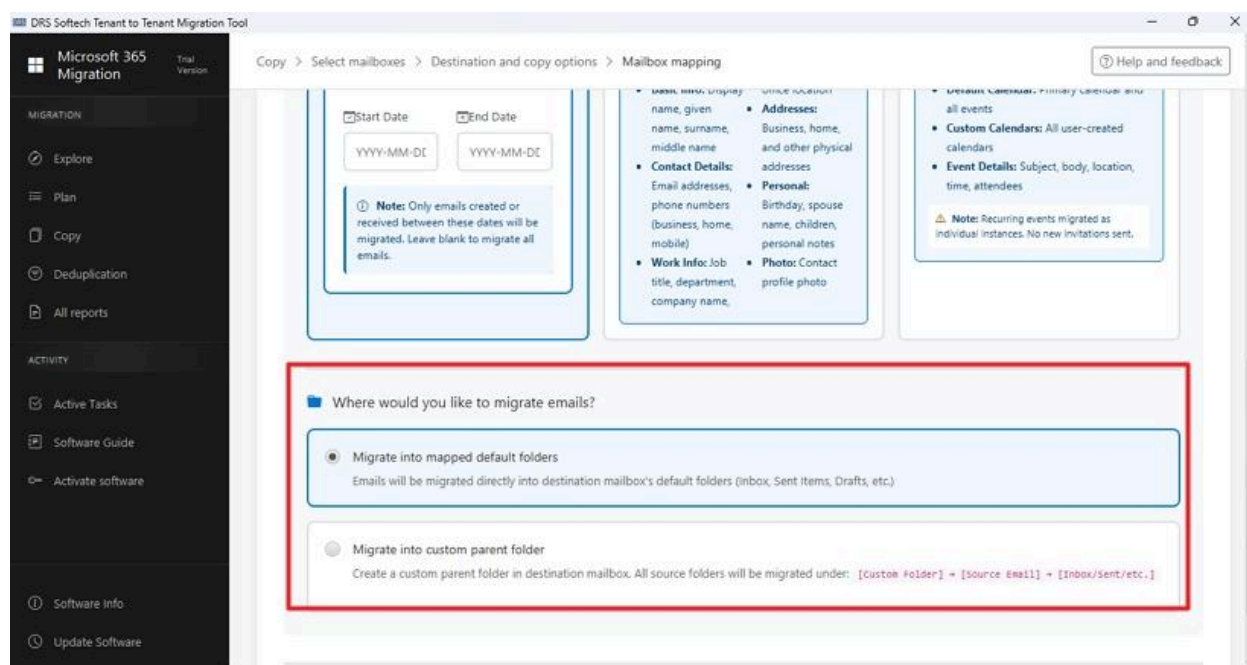
- Click **Apply Filters** to open the filtering window. The software provides a **Duplicate Email Detection feature** that helps identify and exclude duplicate emails during migration.
- You can configure duplicate matching based on: Subject, Email Body, To Recipients, From Sender, and CC Recipients.
- After selecting the desired criteria, click **Apply Settings** to save the settings.



Step 17: Configure Migration Destination Options

Choose how the migrated data should be stored in the destination mailbox.

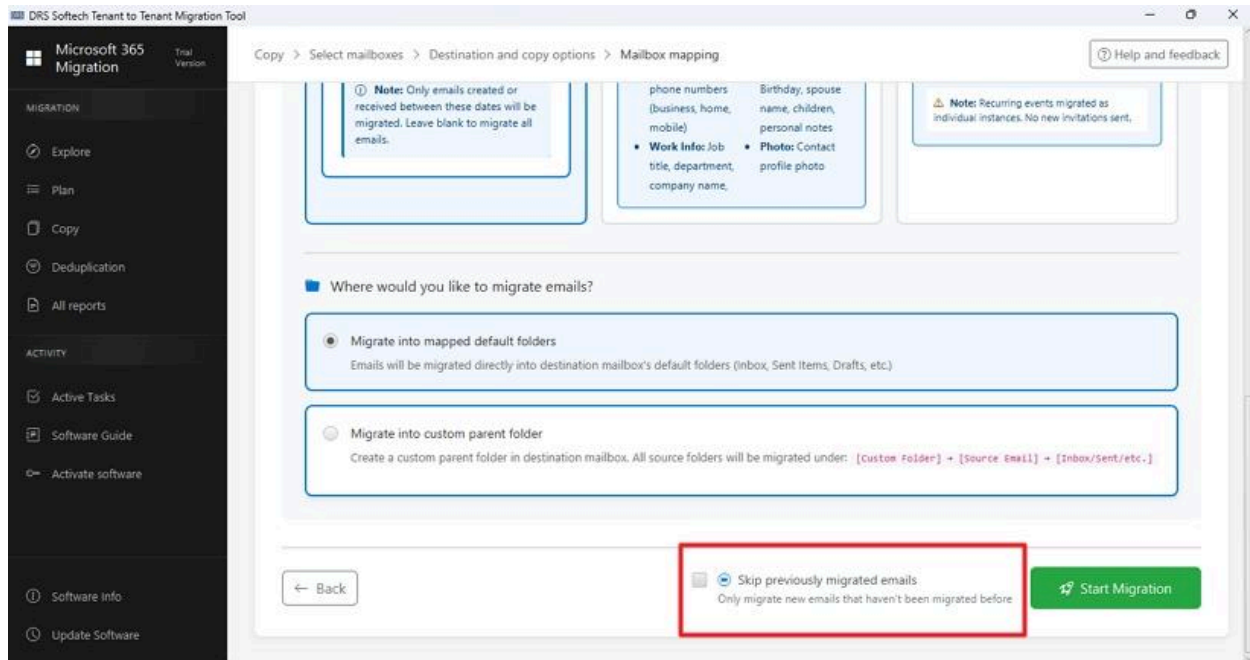
- **Migrate into Mapped Default Folders:** Migrates emails directly into the corresponding Microsoft 365 default folders, such as: Inbox, Sent Items, Drafts, and Deleted Items.
- **Migrate into a Custom Parent Folder:** Creates a new parent folder within the destination mailbox and stores all migrated data under that folder structure.



Step 18: Skip Previously Migrated Emails

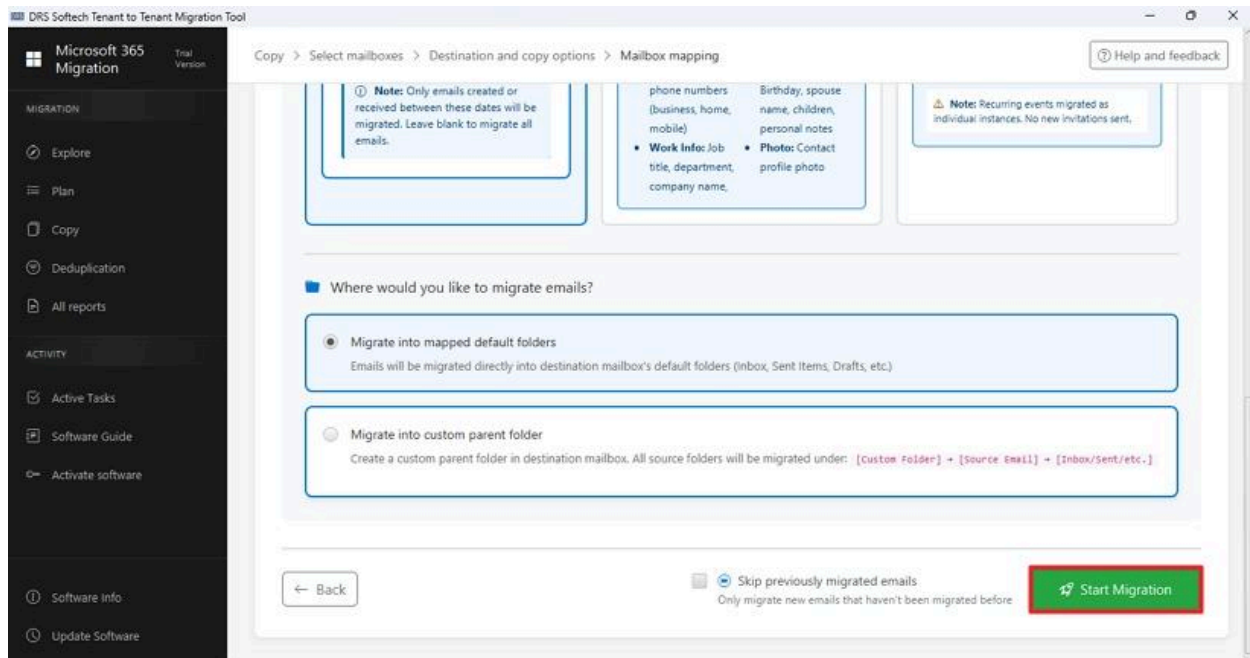
Enable **Skip Previously Migrated Emails** to perform incremental migrations and avoid reprocessing data that has already been migrated.

For example, if a mailbox contains 100 GB of data and 60 GB has already been migrated during a previous migration session, the software automatically identifies the migrated content and processes only the remaining 40 GB.



Step 19: Start Microsoft 365 Mailbox Migration

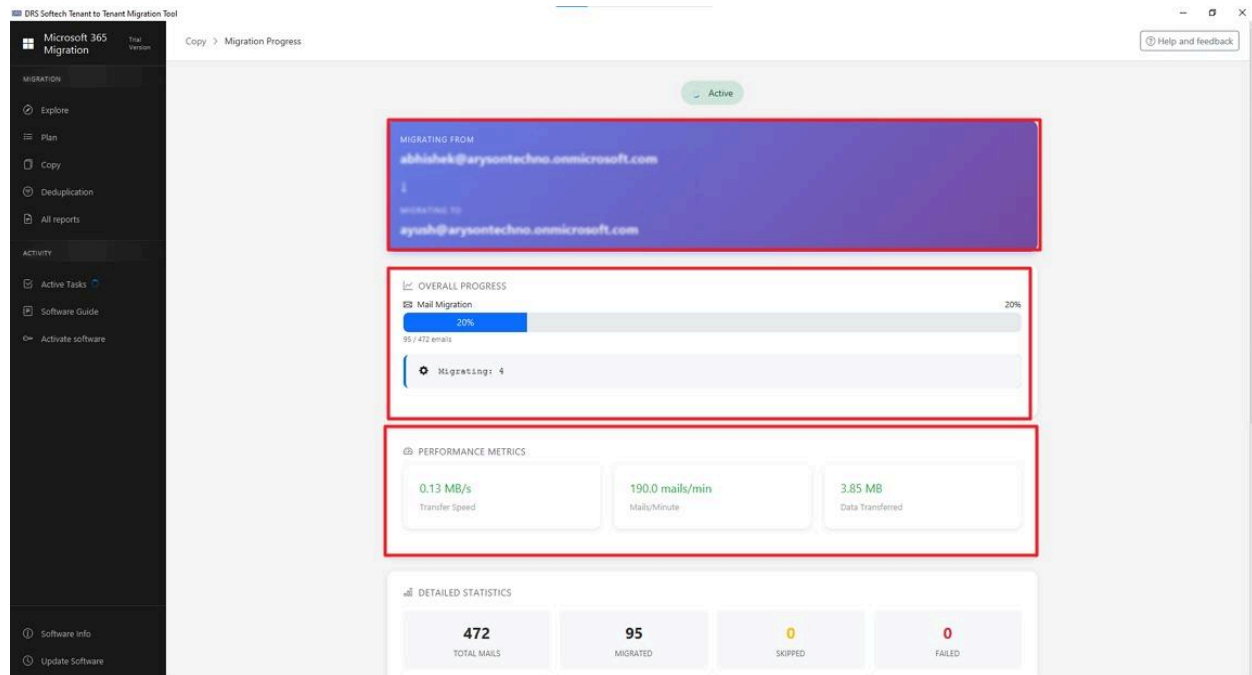
After reviewing all migration settings, click **Start Migration** to begin the mailbox migration process. The software automatically transfers the selected mailbox data from the source tenant to the mapped destination mailbox in real time.



Step 20: Track Migration Progress

Once the migration starts, the Migration Progress window opens, displaying real-time information about the ongoing task. Here, you can monitor:

- Source and destination mailboxes.
- Overall migration progress.
- Current migration status.
- Transfer speed, emails processed per minute, and total data transferred.



Step 21: Review Migration Statistics

Scroll down to view detailed migration statistics, including:

- Total emails processed.
- Successfully migrated, skipped, and failed emails.
- Contacts and attachments migrated.
- Elapsed time and estimated time remaining.
- The folder is currently being migrated.
- If required, click Refresh to update the progress or **Stop Migration** to pause or cancel the ongoing migration.

Microsoft 365 Migration

Migration

Explore

Plan

Copy

Deduplication

All reports

Activity

Active Tasks

Software Guide

Activate software

Software info

Update Software

Copy > Migration Progress

0.01 MB/s
Transfer Speed

153.8 mails/min
Mails/Minute

0.22 MB
Data Transferred

DETAILED STATISTICS

472
TOTAL MAILS

41
MIGRATED

0
SKIPPED

0
FAILED

0
TOTAL CONTACTS

0
CONTACTS MIGRATED

0
CONTACTS FAILED

7
TOTAL ATTACHMENTS

7
ATT. MIGRATED

0
ATT. FAILED

TIME TRACKING

00:00:16
ELAPSED TIME

00:02:48
ESTIMATED TIME REMAINING

CURRENT FOLDER

Deleted Items

STOP MIGRATION

Refresh