

OneDrive Deduplication

The OneDrive Deduplication module helps administrators identify and remove duplicate files from OneDrive for Business accounts. It uses hash-based scanning to detect duplicate files accurately while preserving the original folder hierarchy and retaining only the required copy.

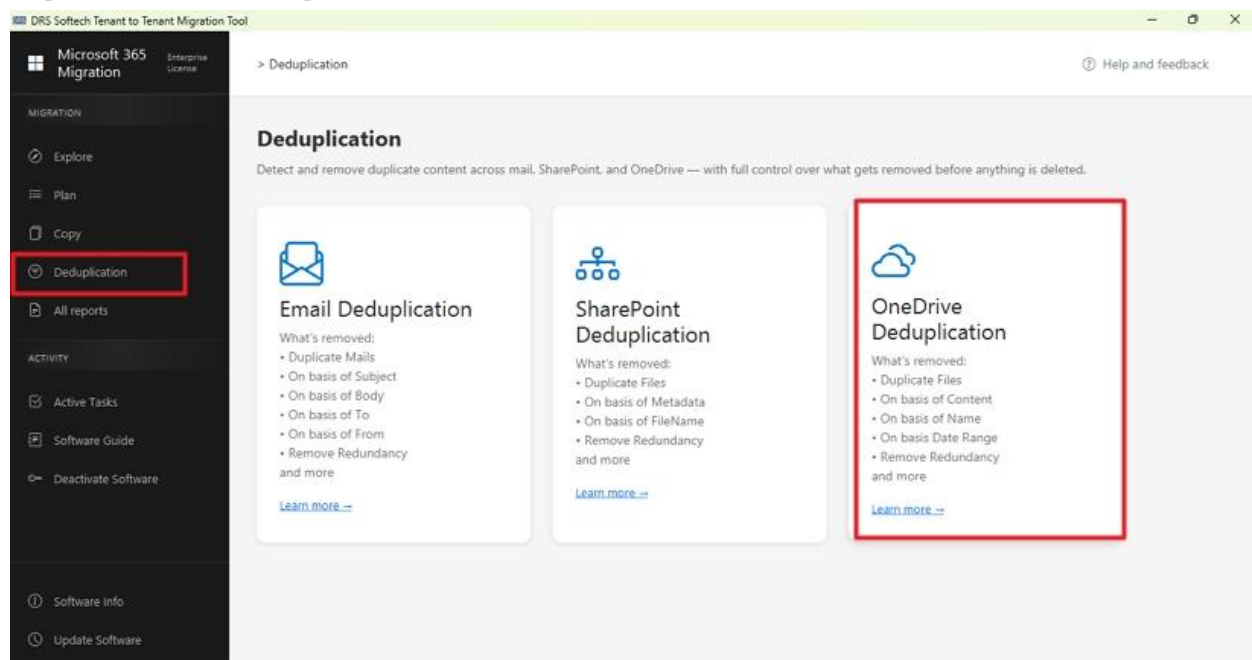
Notes:

- The Demo Version allows you to scan and preview duplicate files only. Duplicate removal is available after activating the licensed version.
- The software removes duplicate files only. It does not modify OneDrive accounts, permissions, sharing settings, or folder ownership.

Steps to Perform OneDrive Deduplication

Step 01: Select OneDrive Deduplication

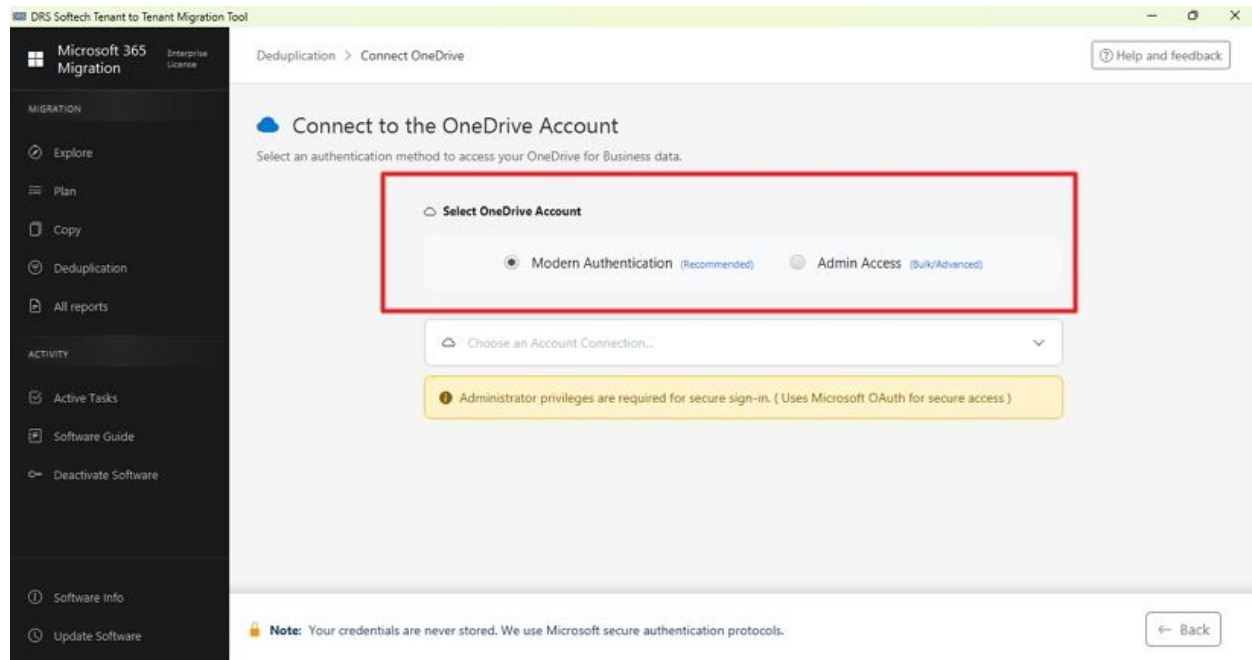
From the Deduplication module, click **OneDrive Deduplication** to begin the duplicate detection process.



Step 02: Choose Source Authentication Mode

Select the authentication method to connect to the source Microsoft 365 tenant:

- **Modern Authentication:** Sign in securely using your Microsoft 365 Administrator account.
- **Admin Impersonation:** Connect using Azure App Registration credentials, including Client ID, Client Secret Key, and Tenant ID.

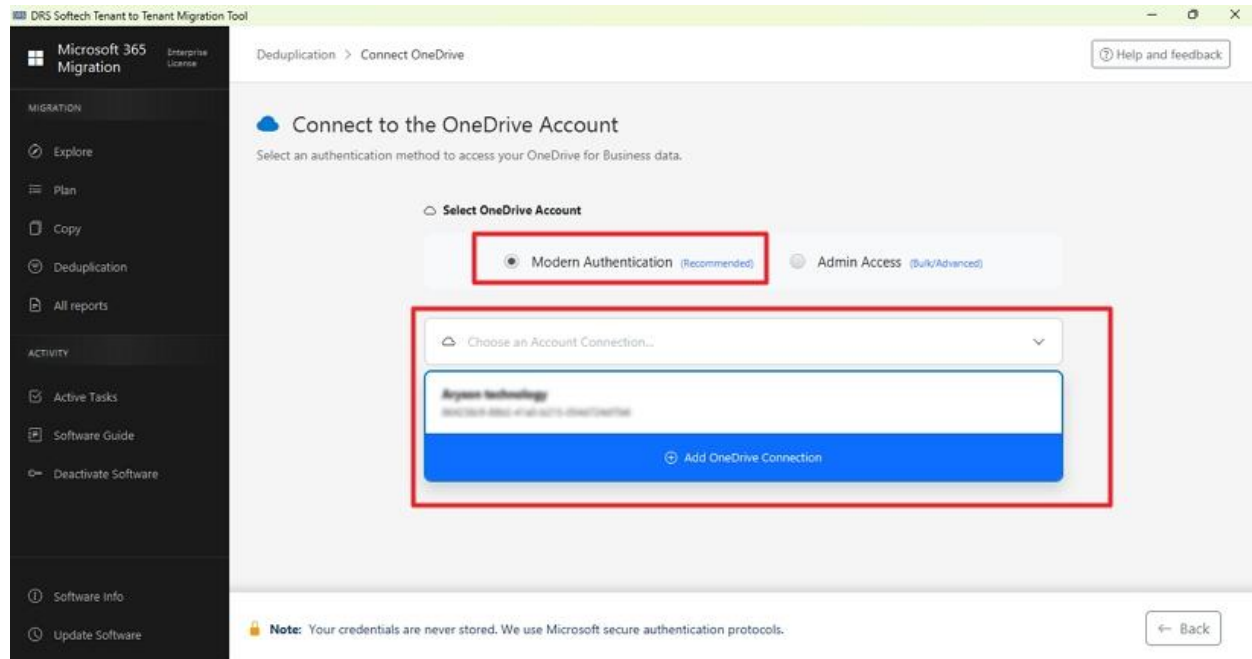


Step 03: Sign In Using Modern Authentication

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

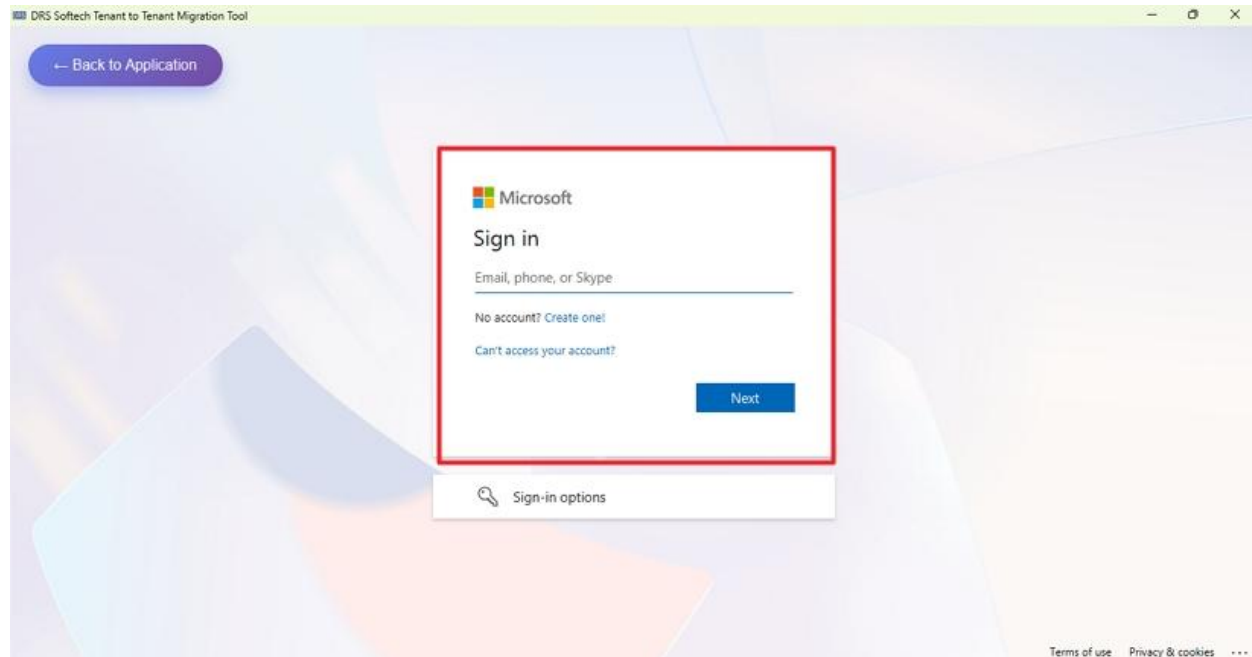
Note:

- The software securely saves your configured login connections. For future migrations, simply select a saved connection instead of entering the credentials again.
- If Modern Authentication fails, you can manually grant the required Microsoft permissions by following the Microsoft Entra configuration guide. [Modern Authentication Fails](#)



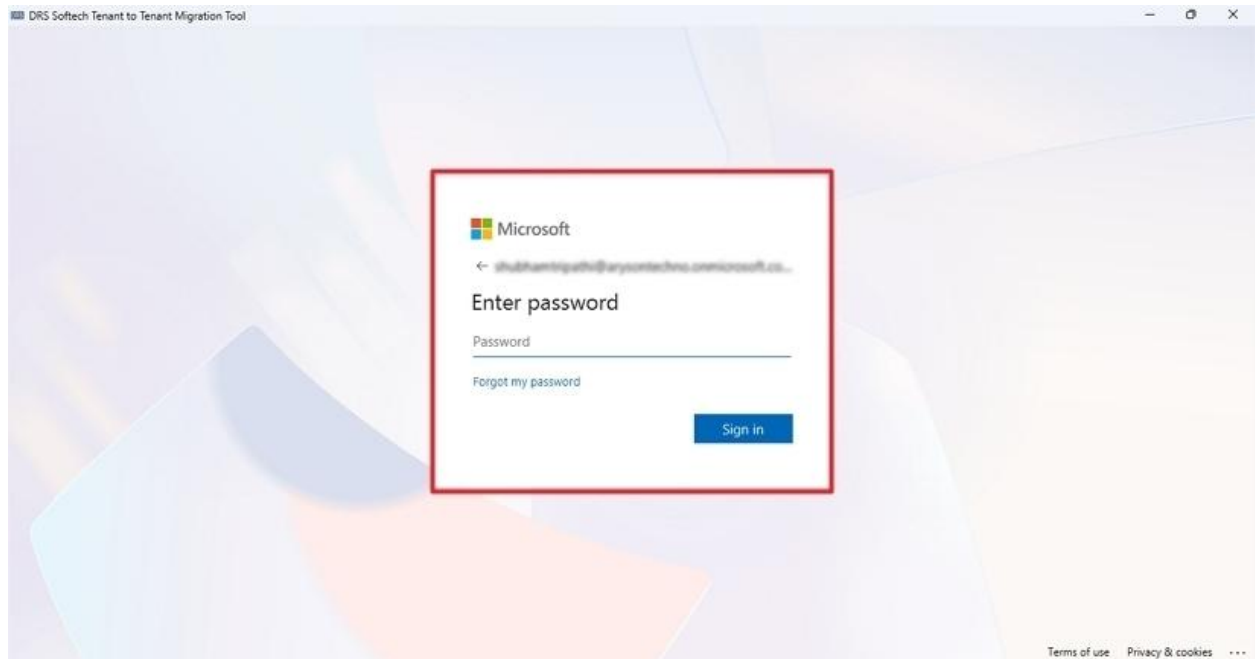
Step 04: Enter Your Microsoft 365 Administrator Account

On the Microsoft sign-in page, enter or select your **Microsoft 365 Administrator email address** and click **Next**.



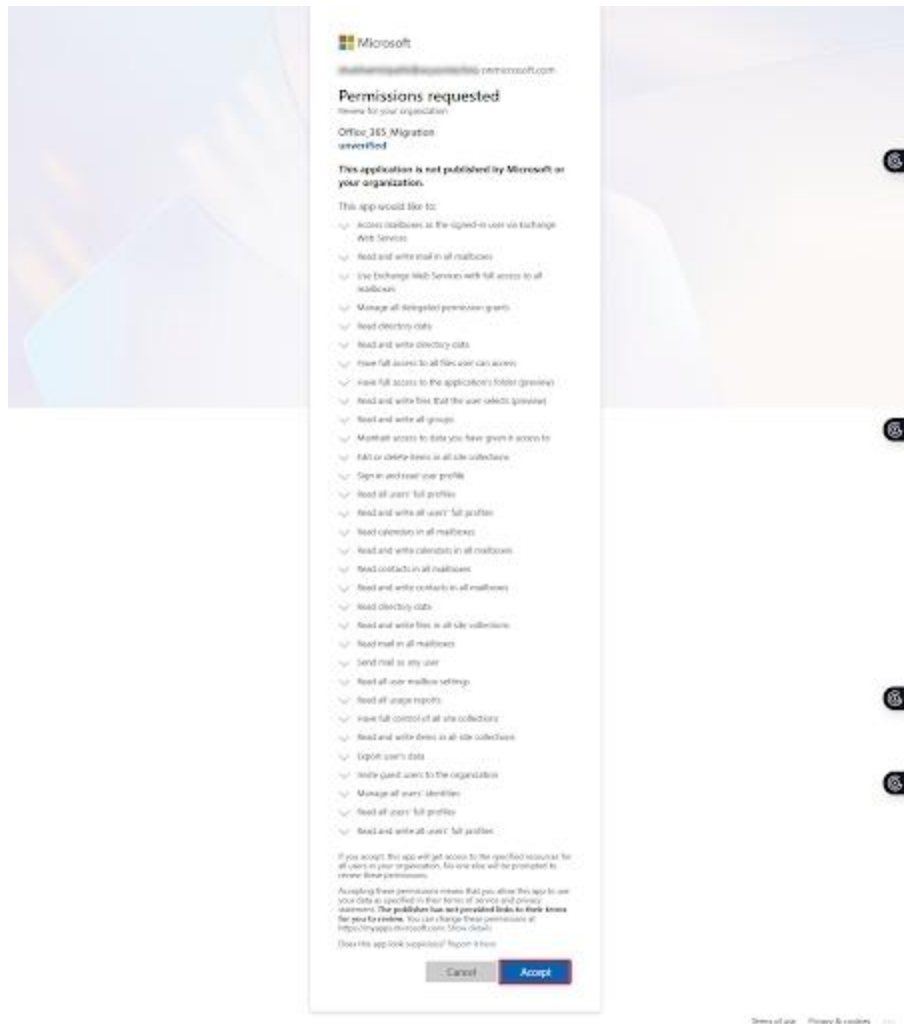
Step 05: Authenticate Your Account

Enter your administrator account **password** and click **Sign In**. If Multi-Factor Authentication (MFA) is enabled, complete the verification process to continue.



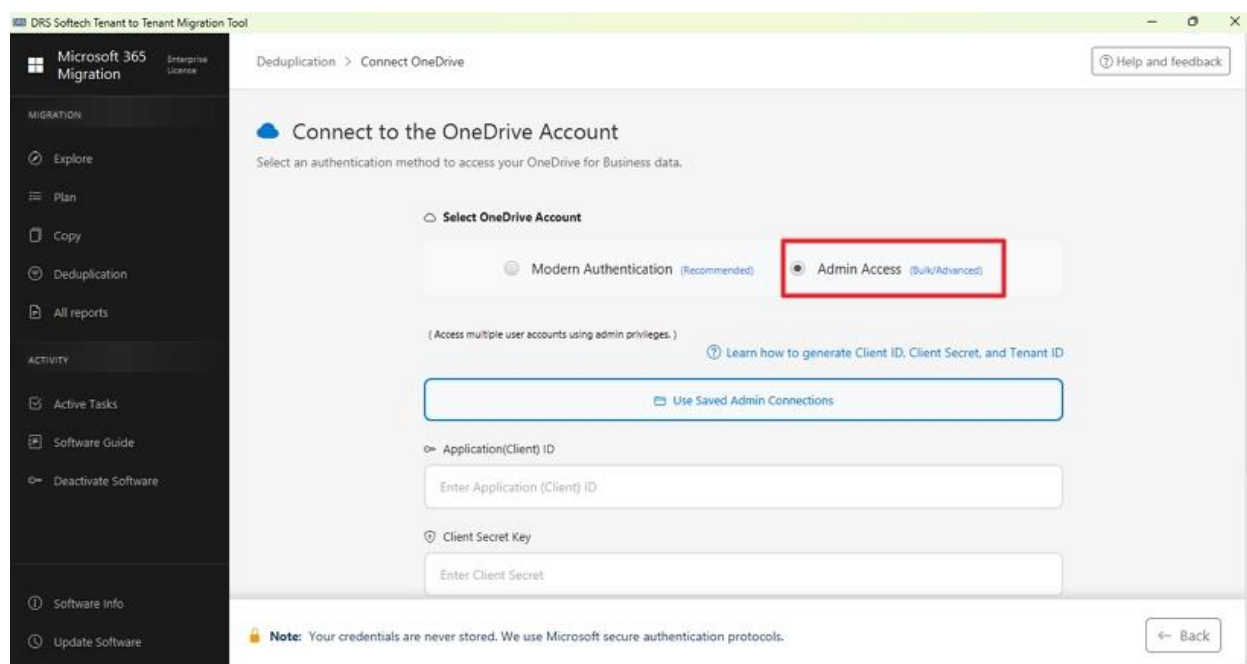
Step 06: Grant Microsoft Permissions

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



Step 07: Sign In Using Admin Impersonation

If you choose Admin Impersonation, enter the following Azure App Registration credentials: **Client ID**, **Client Secret Key**, and **Tenant ID**. After entering the required information, click **Connect & Verify**.



Note: If you have not yet created an Azure App Registration or generated the required credentials, follow this guide:

[https://www.data-recovery-solutions.com/how-to/create-azure-active-direct
ory-and-enable-api-permission/](https://www.data-recovery-solutions.com/how-to/create-azure-active-directory-and-enable-api-permission/)

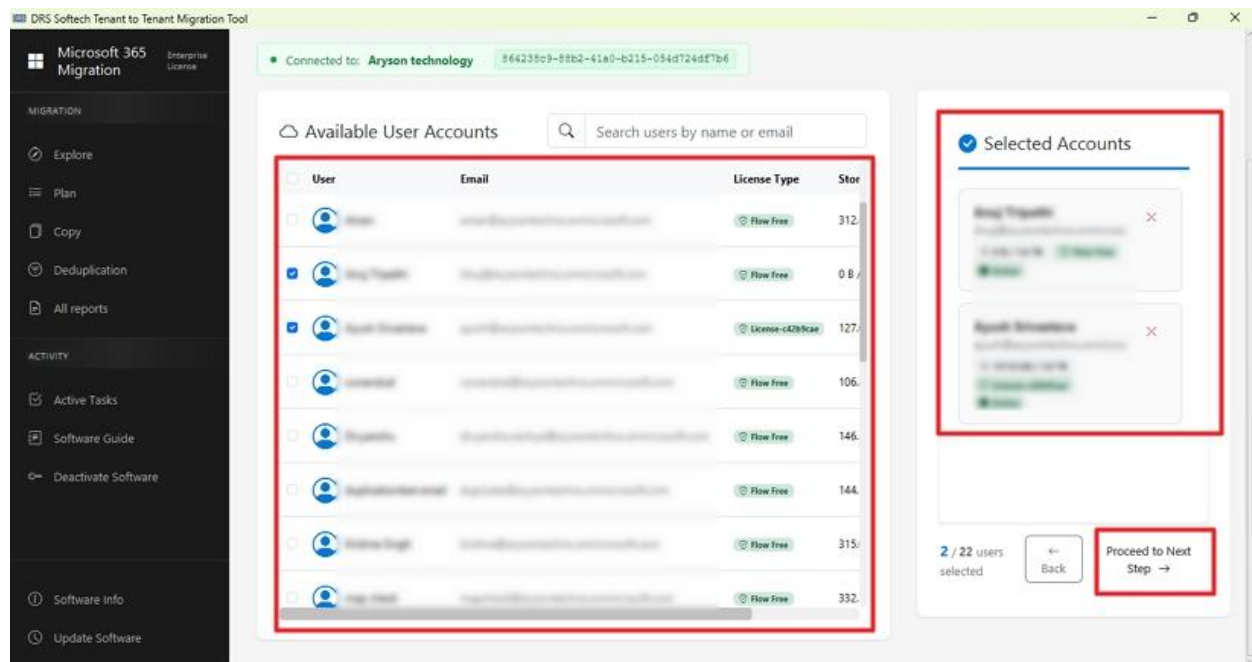
Once the Azure App Registration is configured correctly, the required Microsoft Graph API permissions are automatically assigned. Therefore, no additional consent is required during the connection process. The screenshot below shows the Microsoft 365 API permissions required during Azure App Registration.

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 OneDrive Accounts

The software loads all available OneDrive accounts from the tenant. You can:

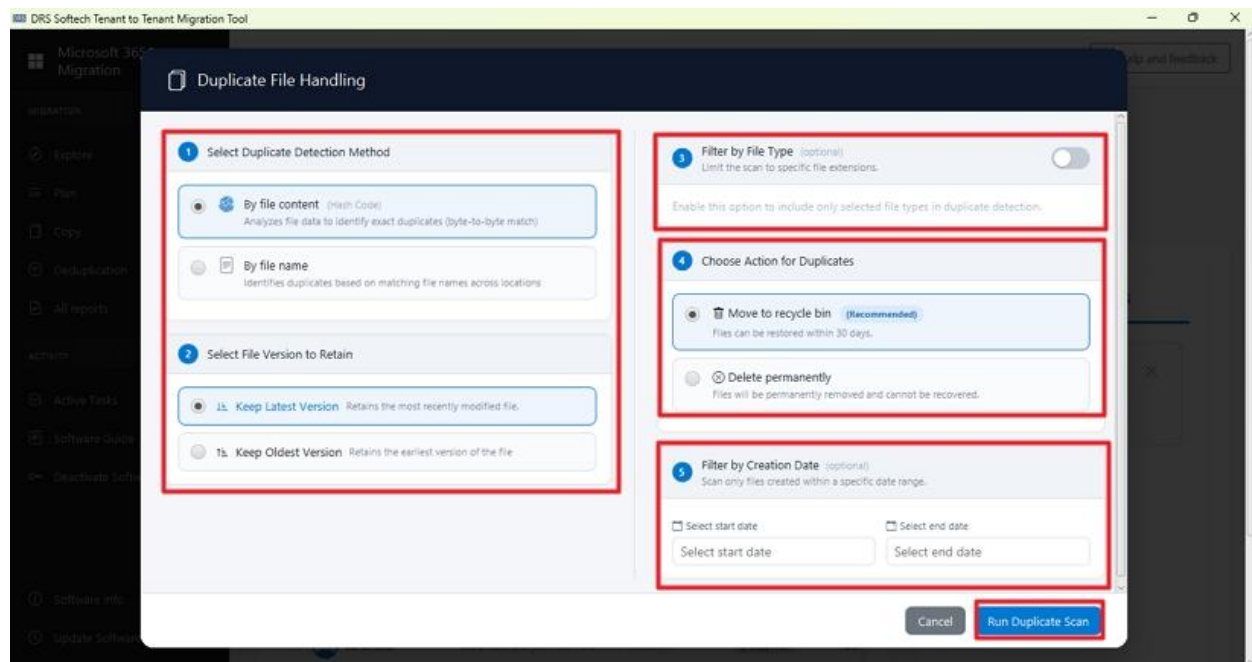
- Search users by Name or Email Address.
- Select one or multiple OneDrive accounts.
- Verify the selected users in the Selected Accounts panel.
- Click **Proceed to Next Step**.



Step 09: Configure Duplicate Detection Filters

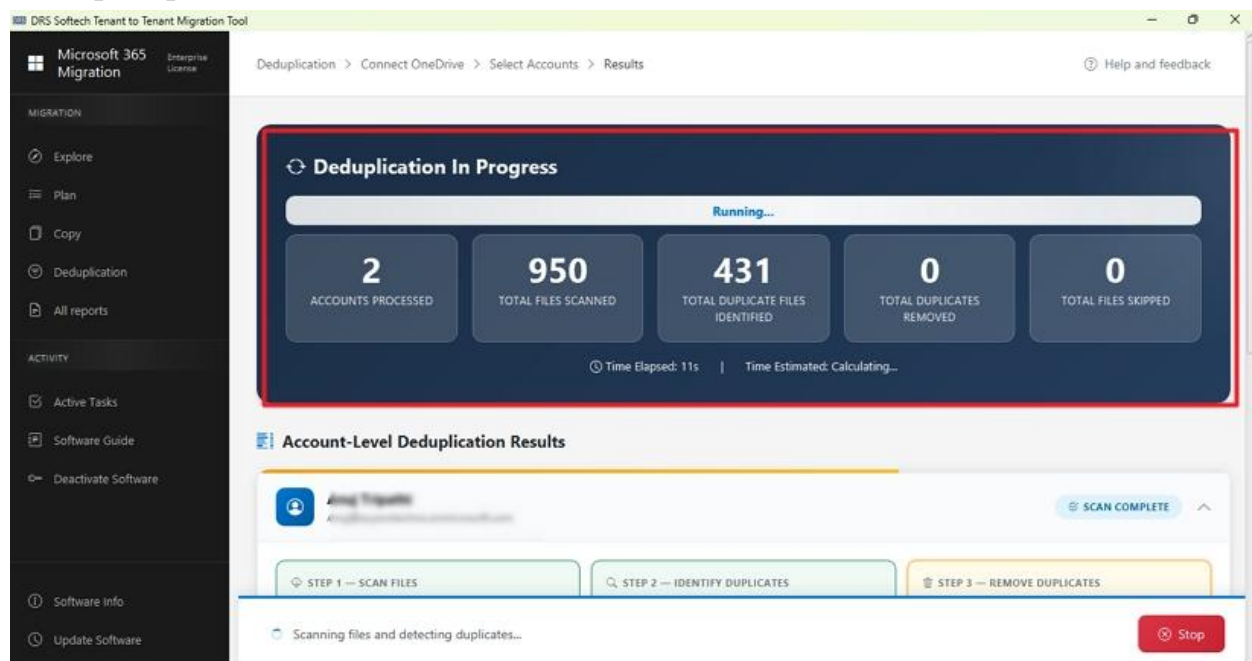
Configure the duplicate scanning options before starting the process. Available filters include:

- **Duplicate Detection Method:** Detects duplicates by Hash-Based File Content or File Name (Smart Match or Exact Match).
- **File Version Selection:** Keep the Newest Version or the Oldest Version when duplicates are found.
- **File Extension Filter:** Scan only selected file types such as .pdf, .docx, .xlsx, .jpg, etc.
- **Date Range Filter:** Scan files created or modified within a specific date range.
- **Duplicate Handling:** Choose whether duplicate files should be moved to the Recycle Bin or Permanently Deleted.
- After configuring the required options, click **Run Duplicate Scan**.



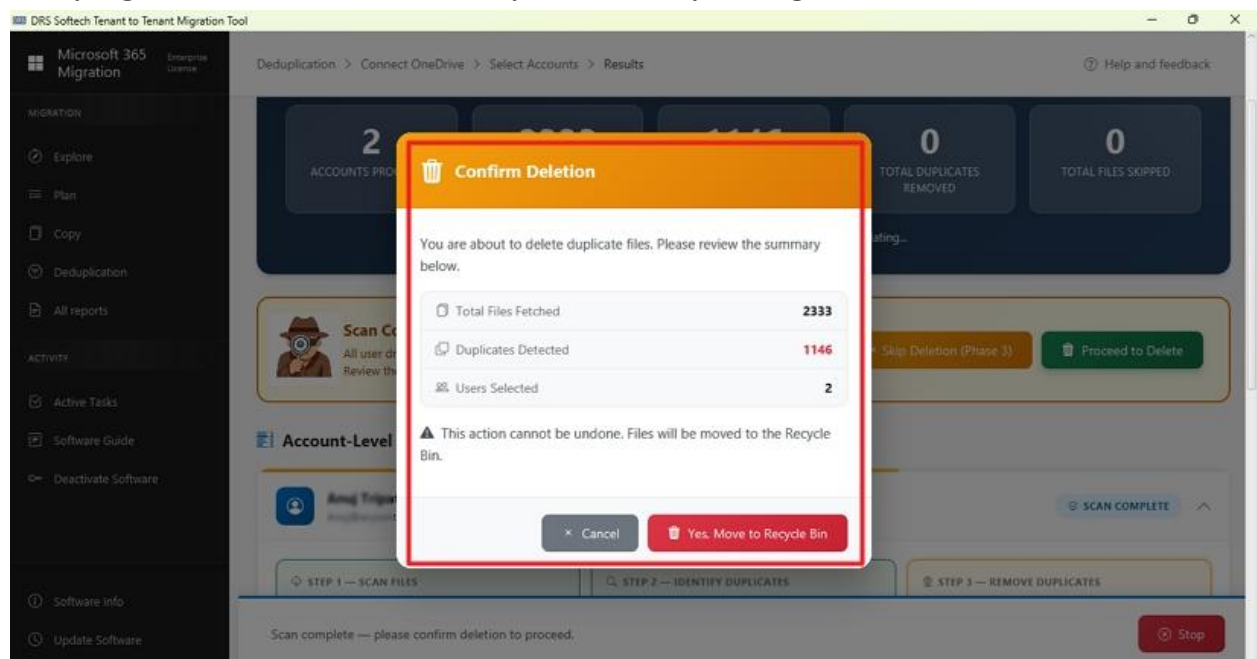
Step 10: Deduplication Process

The deduplication starts. It is staged in three phases: **Fetching**, **Preview**, and **Deletion**. Once the files are fetched, it asks for your confirmation. You can choose to **Skip Duplicate Content Deletion** or **Proceed to Delete** as desired.



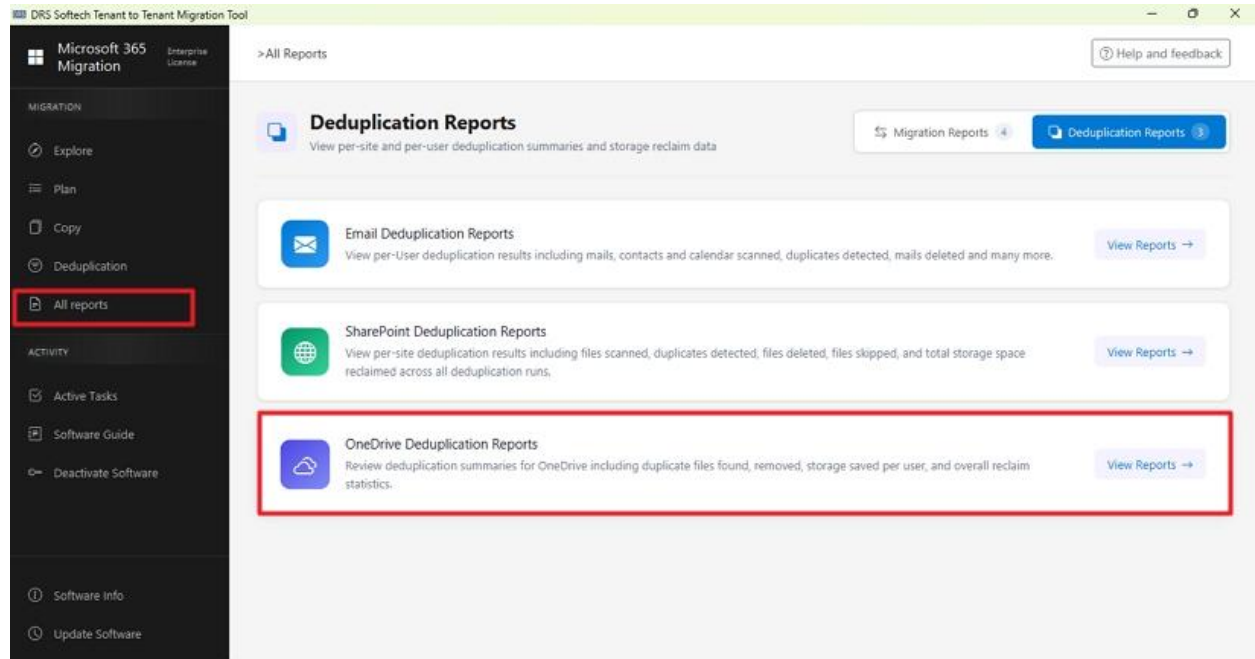
Step 11: View Duplicate Files

Once you tap Proceed to Delete, a confirmation pop-up appears to confirm that you are sure to remove the OneDrive content. Press **Yes. Move to Recycle Bin** after verifying the details. Hit **Cancel** if you want any changes.



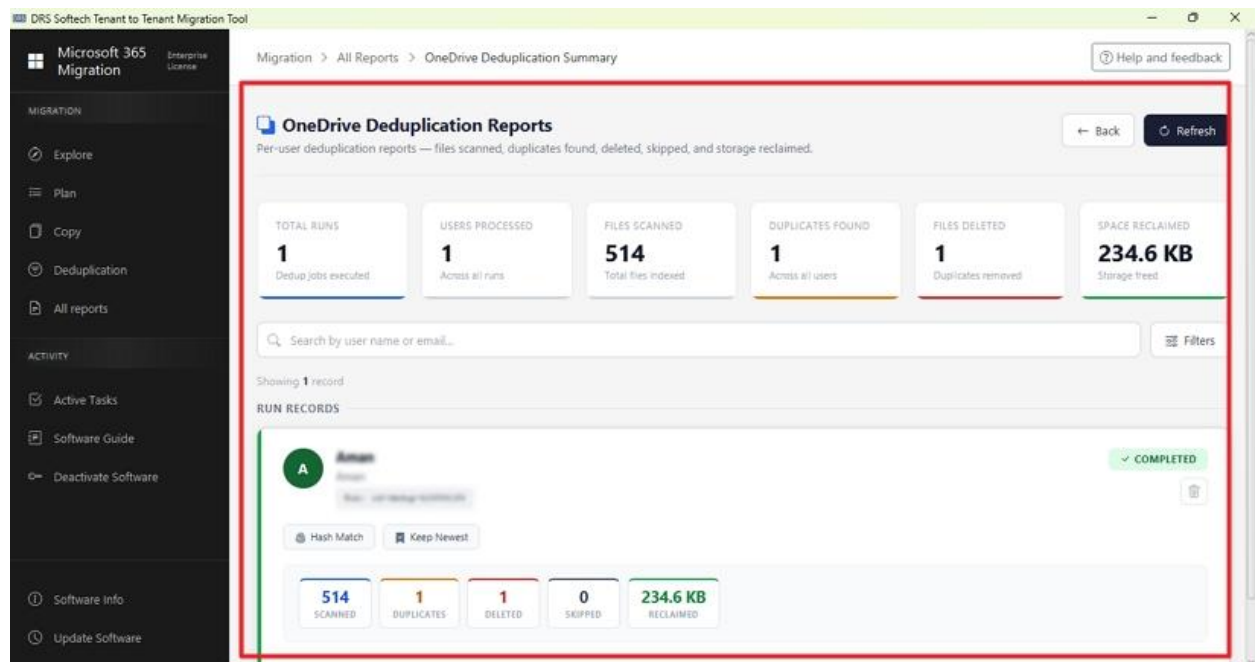
Step 13: View Deduplication Reports

Navigate to All Reports → Deduplication Reports → OneDrive Deduplication Reports and click View Reports.



Step 14: OneDrive Deduplication Summary

The report provides a complete overview of the deduplication process, including: Total OneDrive accounts scanned, Total files scanned, Duplicate files detected, Files moved to Recycle Bin or permanently deleted, Failed and skipped files Storage space reclaimed, and Scan duration and completion status.



Step 15: Search and Filter Reports

Use the search panel to quickly locate specific deduplication records. You can filter reports by: User Name, Email Address, Status, Scan Date, and Completion Time.

