

OneDrive Migration Guide: Copy OneDrive Module

The Copy OneDrive module allows secure migration of Microsoft 365 OneDrive for Business data between tenants. The tool ensures that only the latest and updated file versions are migrated, which preserves the original folder hierarchy.

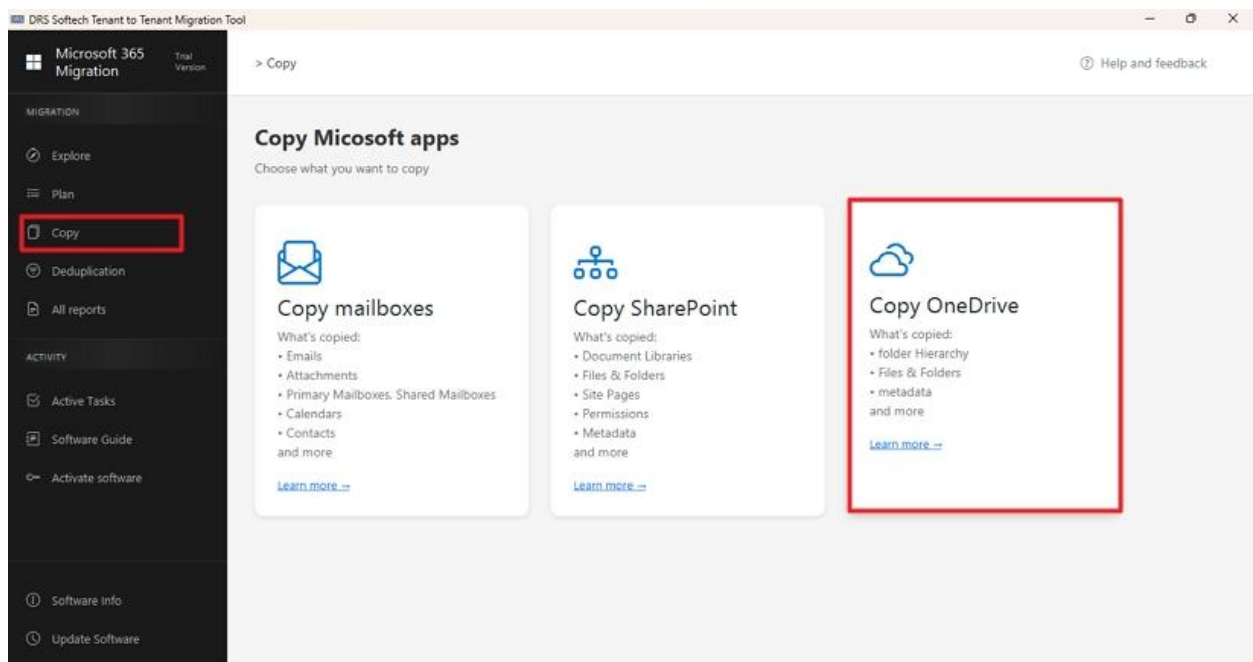
Note:

- All Files and the latest version (updated files) are migrated.
- Permissions, workflows, external links, guest user mapping, and blob storage are not migrated.
- Folder and file hierarchy is fully preserved.
- Migration is performed using the latest Microsoft Graph API.

Steps to Migrate OneDrive Data

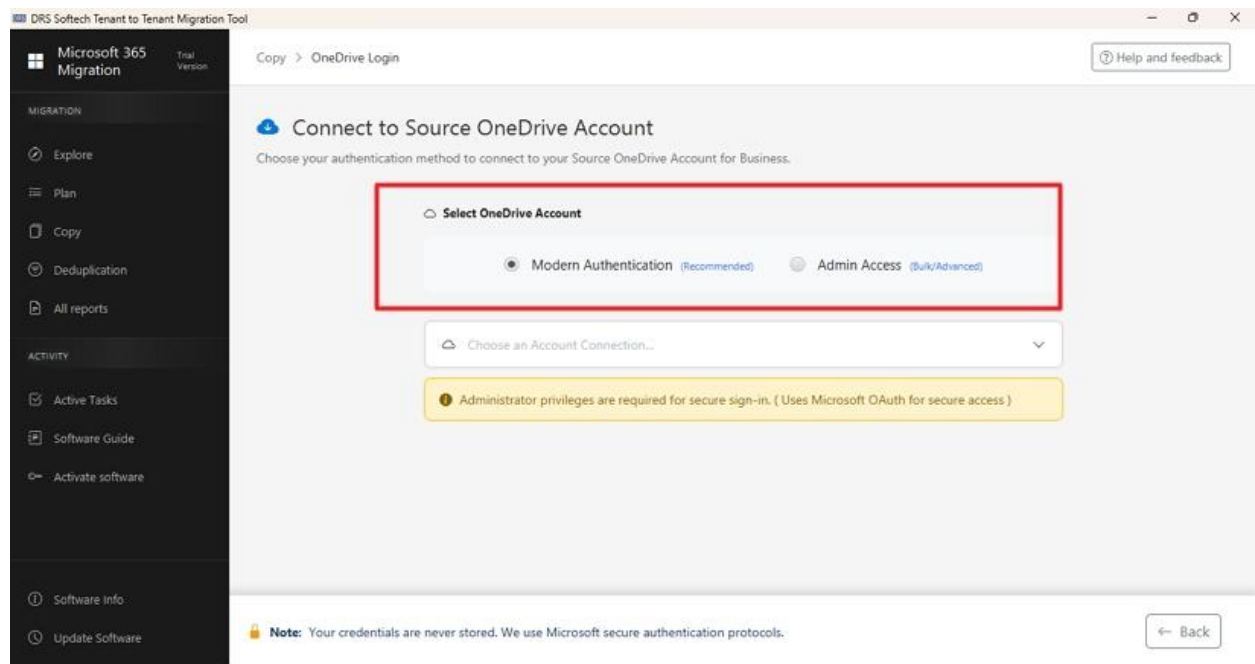
Step 01: Select Copy OneDrive

Click the **Copy OneDrive** option from the main dashboard to begin the migration process.



Step 02: Choose Authentication Mode

Select either **Modern Authentication** or **Admin Access** to connect to the source OneDrive tenant.

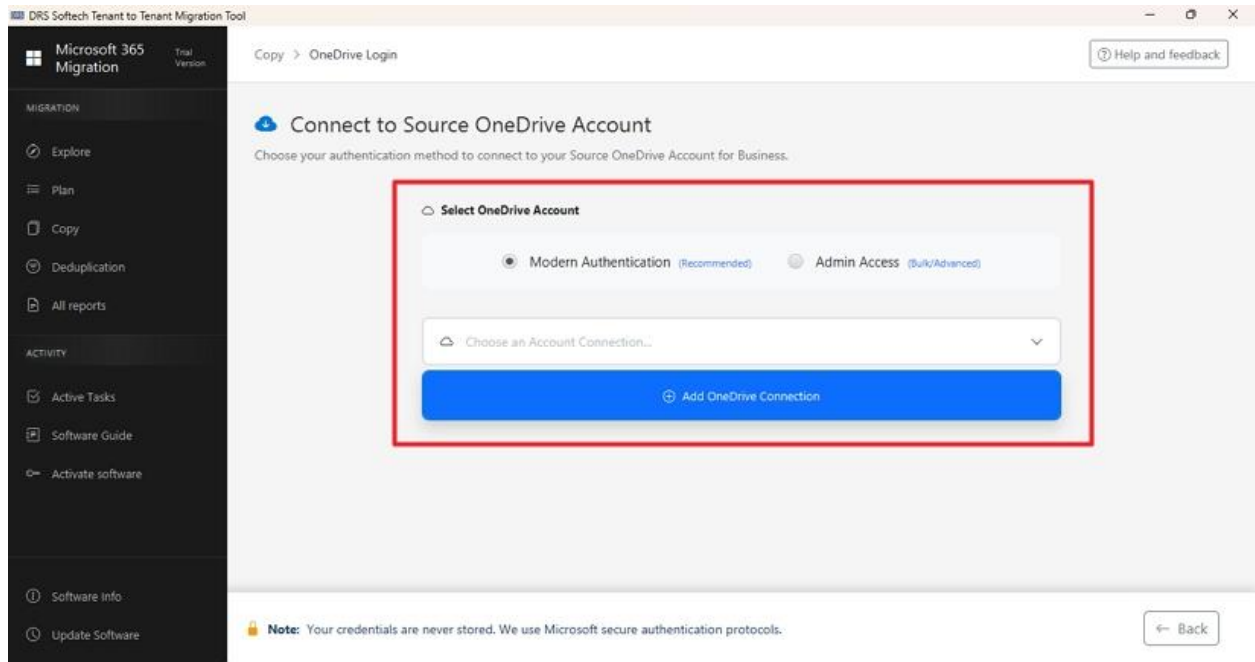


Step 03: Sign In Using Modern Authentication

Select **Modern Authentication** and click **Add Connection** to create a new login connection. You will be redirected to the Microsoft sign-in page for authentication.

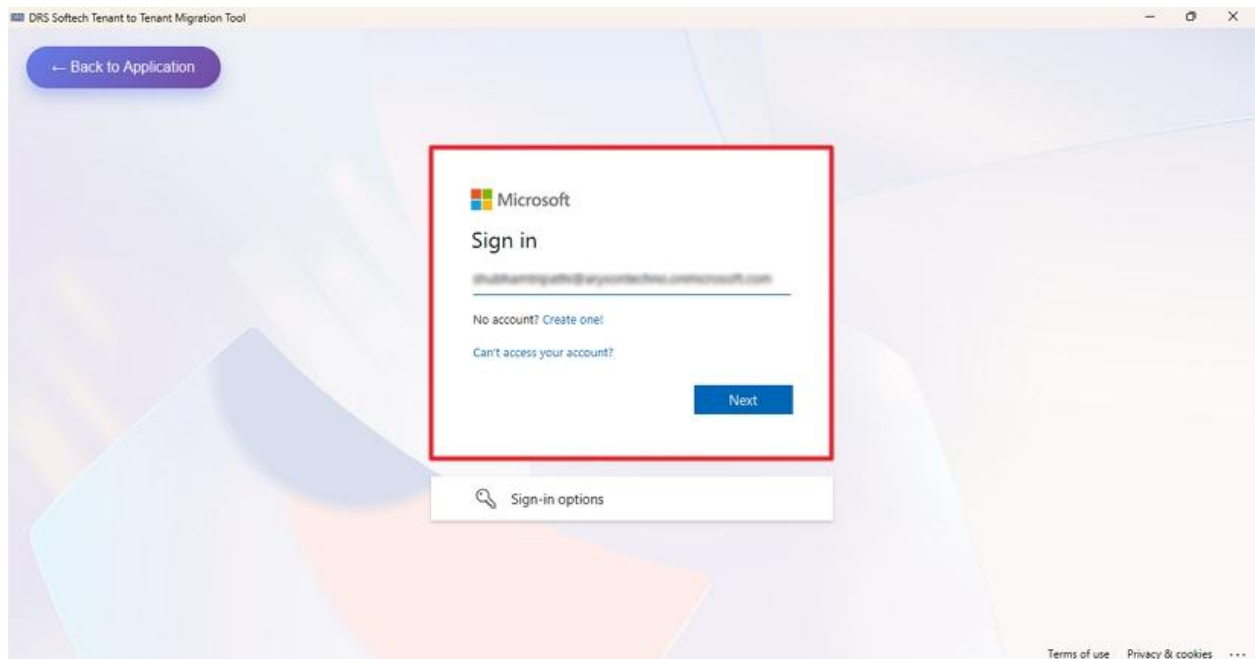
Note: The software securely saves your login connections. For future migrations, you can directly select an existing saved connection instead of entering credentials again, making the process faster and easier.

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



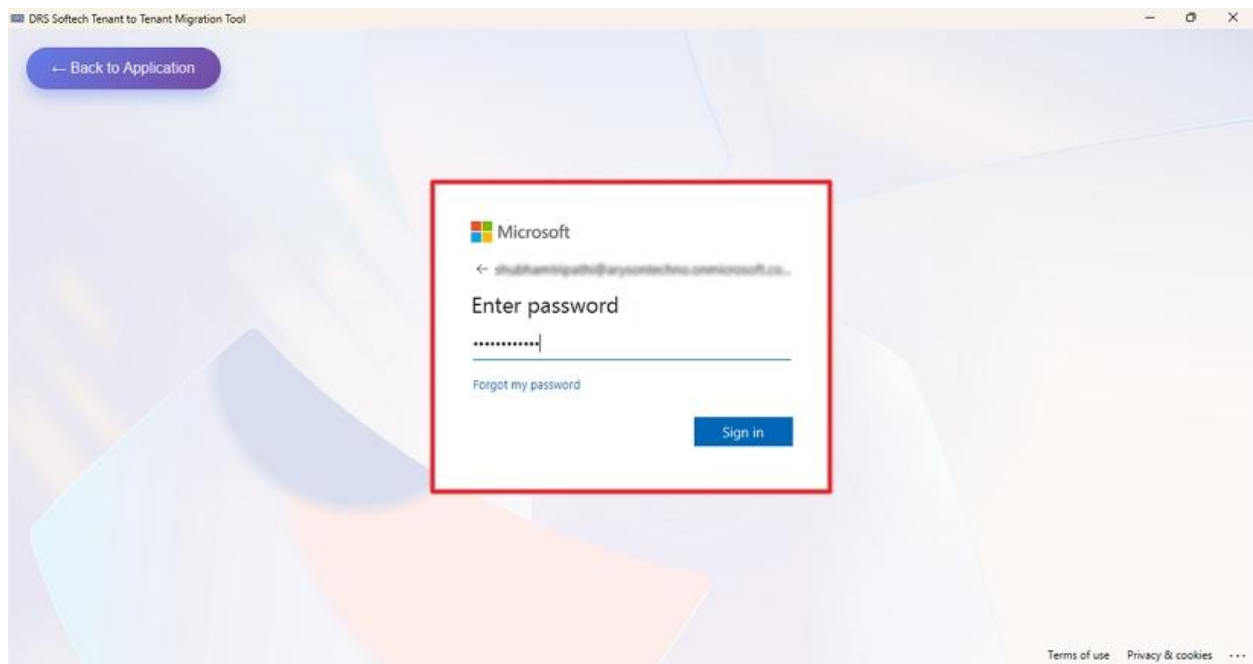
Step 04: Enter Microsoft 365 Account

Select your Microsoft 365 Admin account from the list or manually enter the email address, then click **Next** to continue.



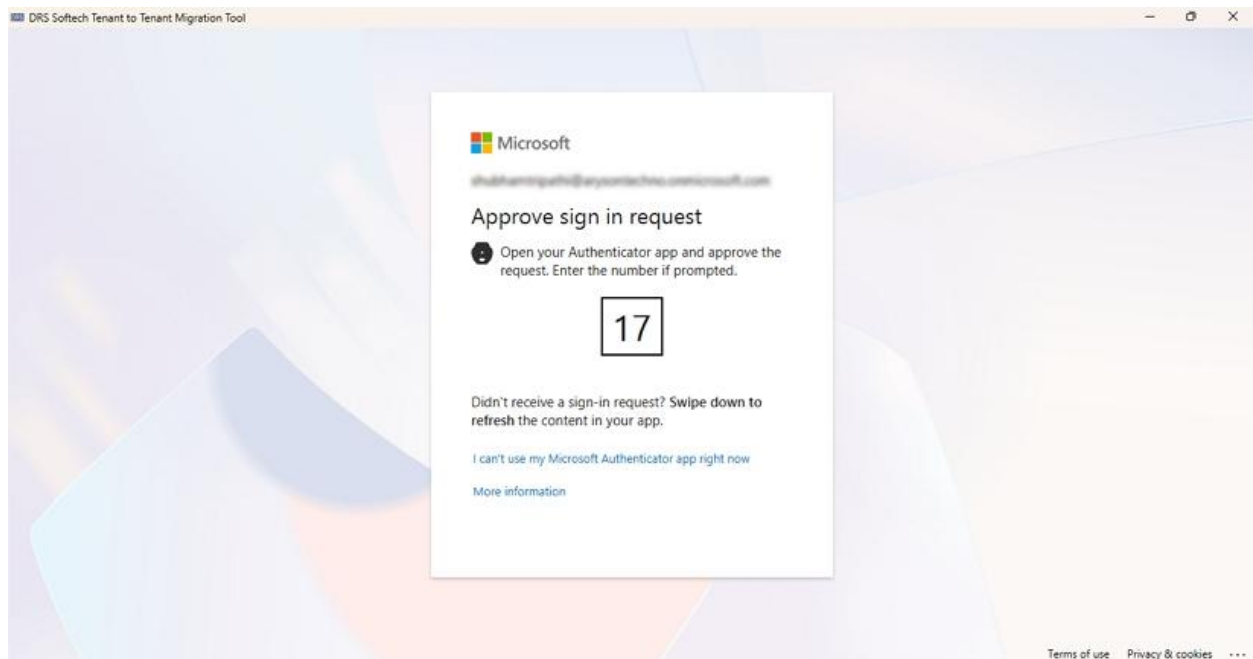
Step 05: Enter Password

Enter your Microsoft 365 Admin account password and click **Sign In** to proceed with authentication.



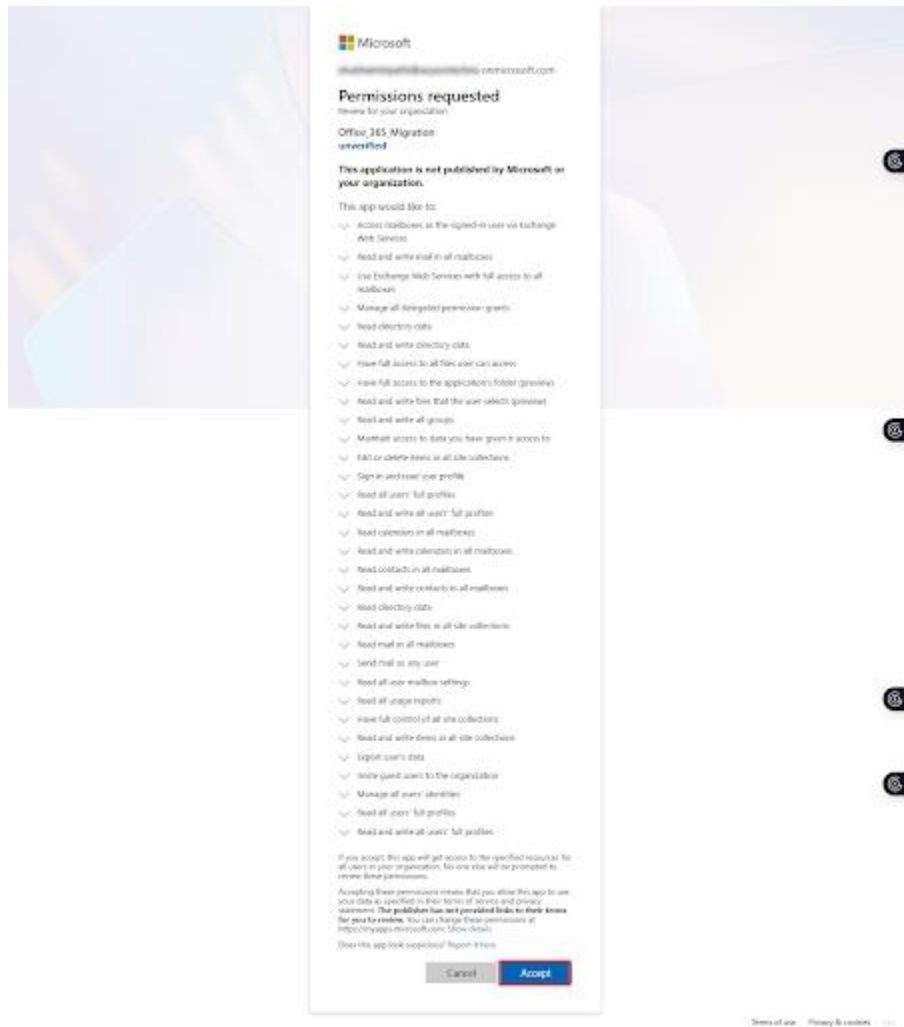
Step 06: Complete Multi-Factor Authentication (MFA)

If MFA is enabled, approve the sign-in request using the Microsoft Authenticator app. Enter the verification code if prompted to complete the authentication process.



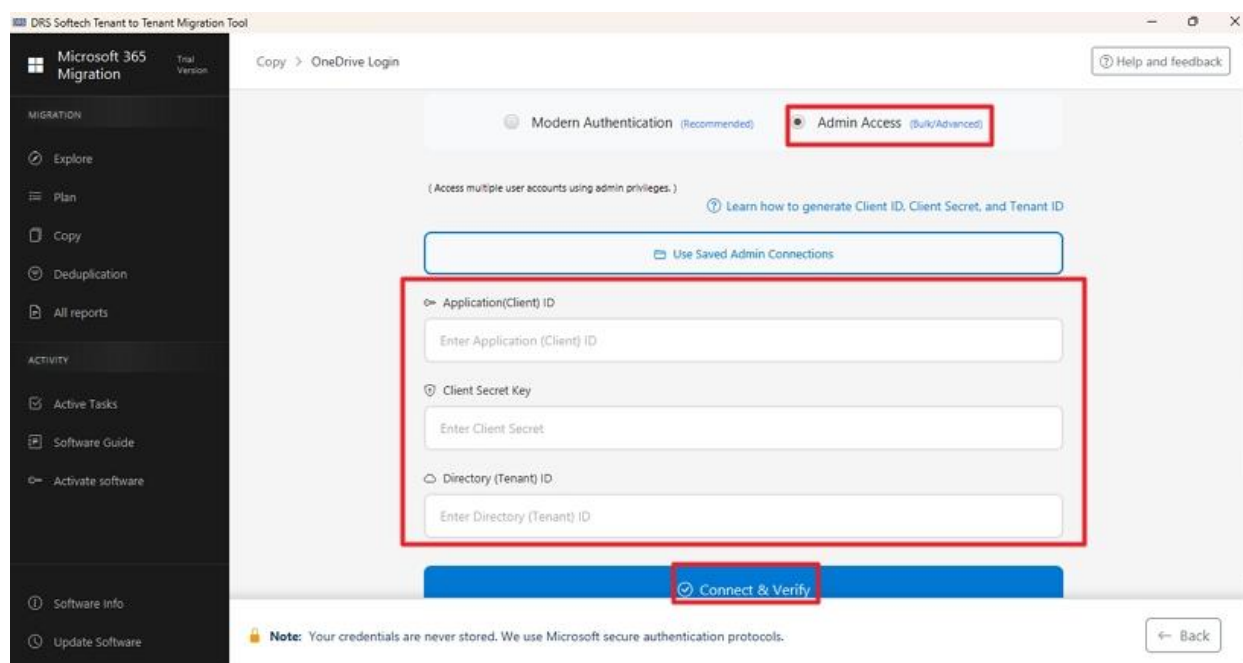
Step 07: Grant Required Permissions

Review the Microsoft permission consent screen and click **Accept** to authorize the application for access.



Step 08: Sign In Using Admin Access

Enter your **Client ID**, **Client Secret Key**, and **Tenant ID**, then click **Connect & Verify**. The software will validate the credentials and securely connect to your Microsoft 365 tenant.



Note: If Azure App Registration is not configured, complete the setup first using the official guide:

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

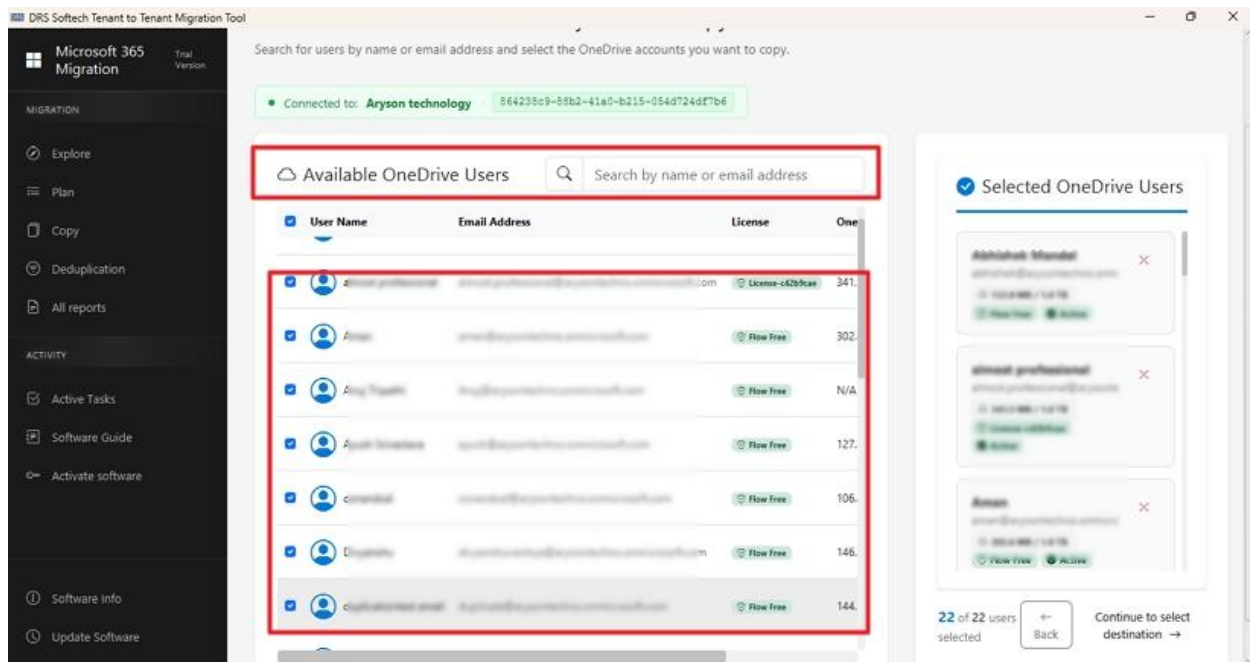
Once configured correctly, all required Microsoft 365 API permissions are automatically granted through App Registration, so no additional consent is needed during login. You can refer to the screenshot below to view the Microsoft 365 API permissions required during Azure App Registration.

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 09: Select Source OneDrive Accounts

The software loads all available OneDrive accounts from the source tenant.

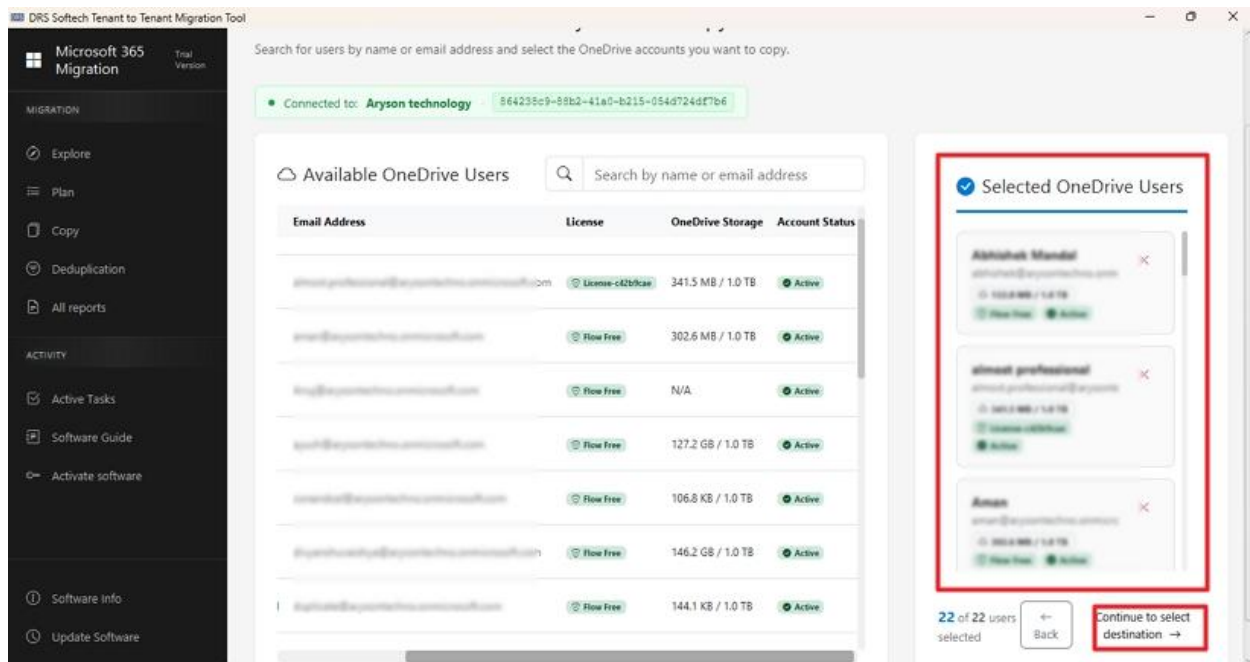
- You can search for users by **Name or User ID**, then select the accounts you want to migrate.
- For each user, the software displays important details such as Client Name, Email Address, Assigned License, Storage Usage, and Account Status.



Step 10: Verify the Selected OneDrive Accounts

Review the selected users in the **Selected Users** panel to ensure the correct accounts have been chosen for migration. After verification, click **Continue** to proceed to the destination tenant configuration.

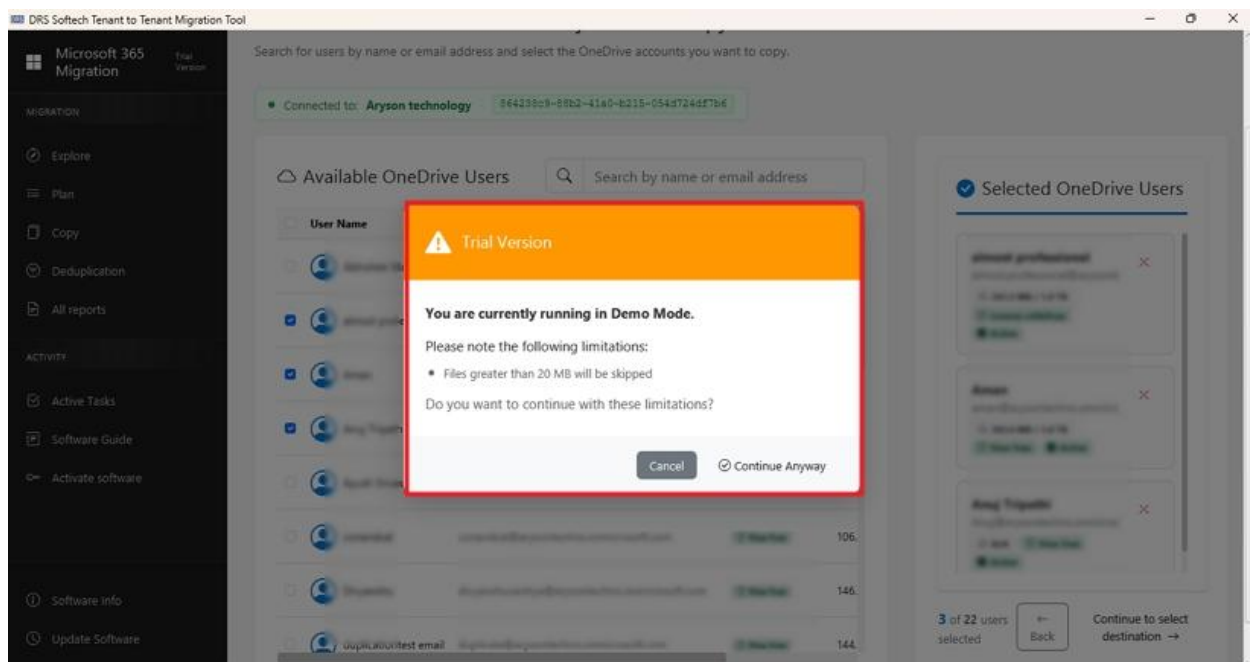
Note: Ensure that all selected OneDrive accounts are active and properly licensed. Inactive or inaccessible accounts may fail during the migration process.



Step 11: Demo Version Notification (Optional)

If you are using the Trial Version, a pop-up displays the demo limitations, such as the **maximum supported file size** and the **number of list items per migration**.

Click **Continue Anyway** to proceed in demo mode, or click **Cancel** to return to the previous screen.



Step 12: Select Destination Tenant

Choose one of the following methods to connect to the destination Microsoft 365 tenant:

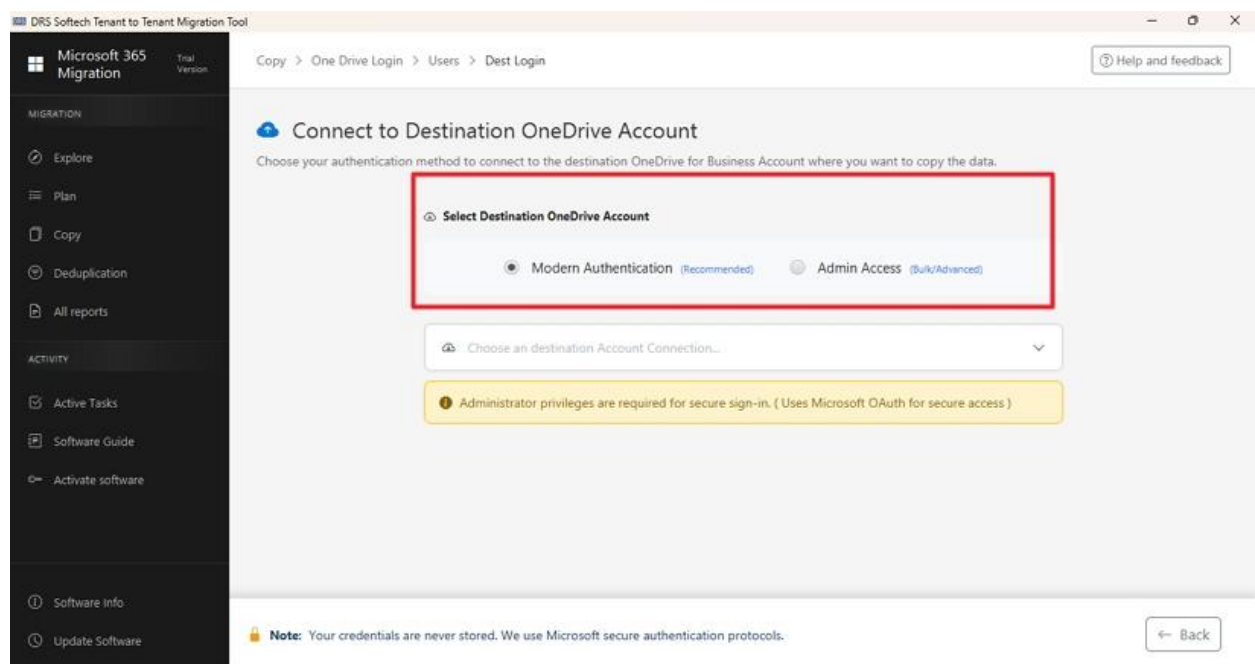
Option 1: Modern Authentication

Select Modern Authentication and click **Choose an Account Connection**. Select an existing connection or click **Add Connection** to create a new one. To authenticate:

- Enter your **Microsoft 365 Admin email address** and **password**.
- Complete **Multi-Factor Authentication (MFA)**, if enabled.
- Review and click **Accept** to grant the required Microsoft permissions.

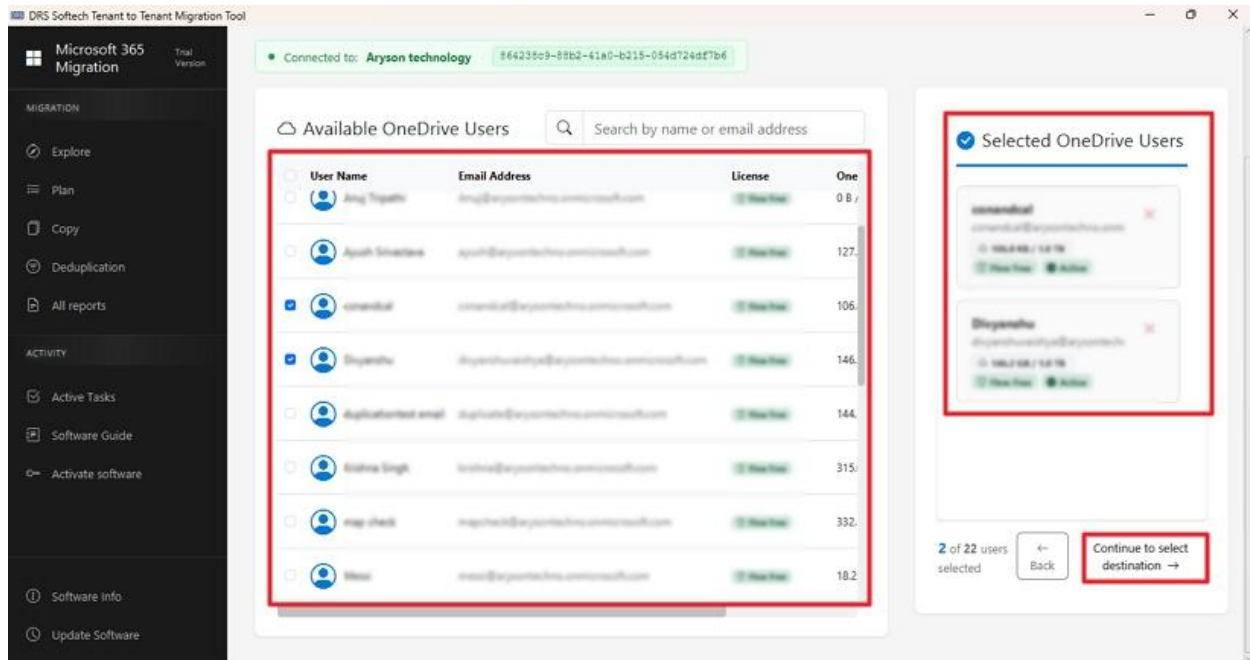
Option 2: Admin Access

Select Admin Access and enter the **Client ID**, **Client Secret Key**, and **Tenant ID**. Click **Connect and Verify**. The software validates the credentials and securely connects to the destination Microsoft 365 tenant.



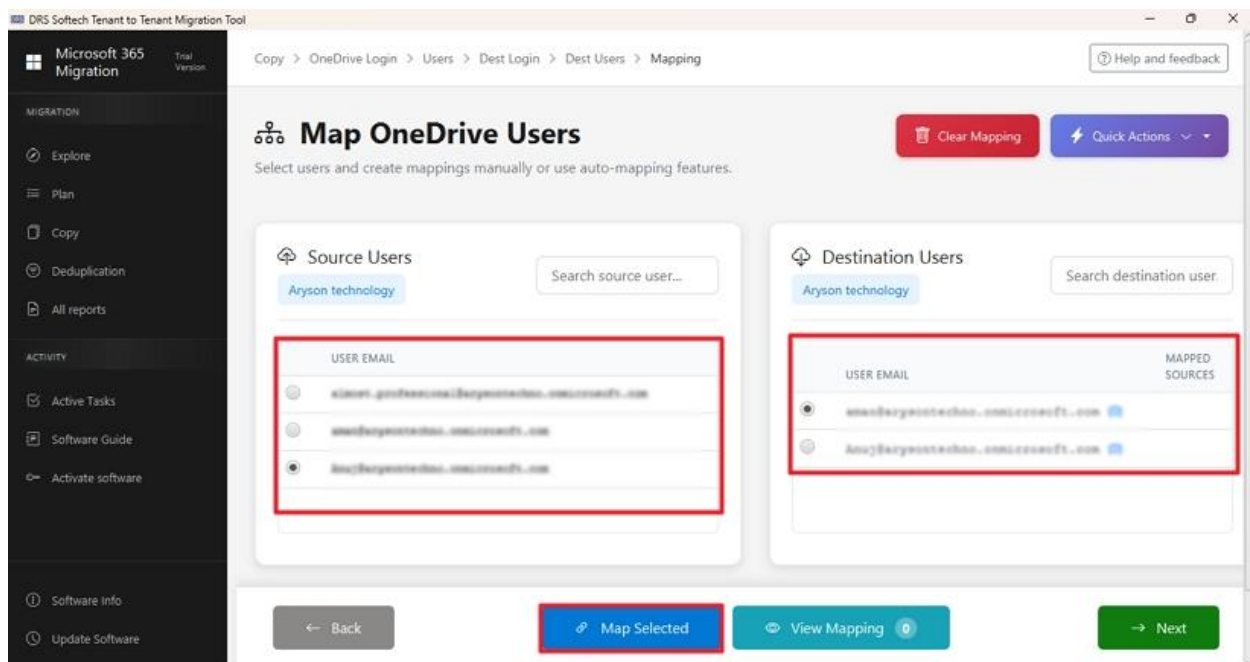
Step 13: Select Destination OneDrive Accounts

Search and select the destination OneDrive users. Confirm selections in the **Selected Destination Users** panel and **continue to mapping**.



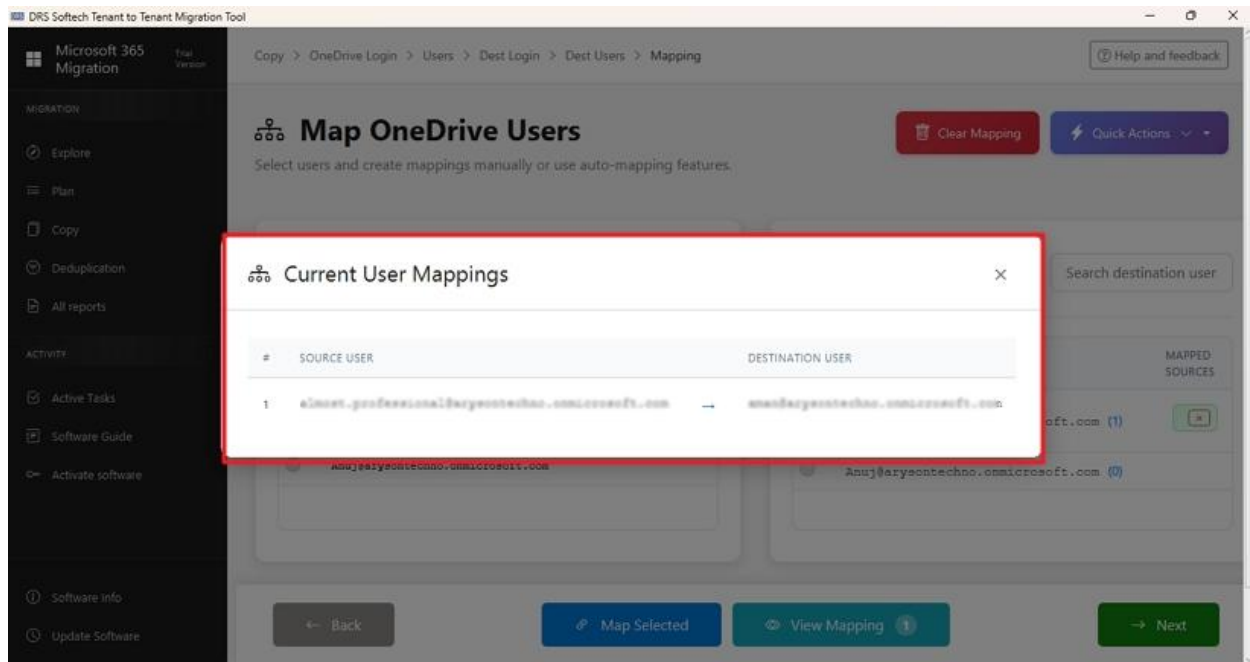
Step 14: Map OneDrive Accounts

Map source and destination OneDrive accounts using the required mapping method: **One-to-One**, **One-to-Many**, **Many-to-One**, or **Many-to-Many**. After selecting the accounts, click **Map Selected**. A success message confirms that the mapping has been completed successfully.



Step 15: Verify Mapping

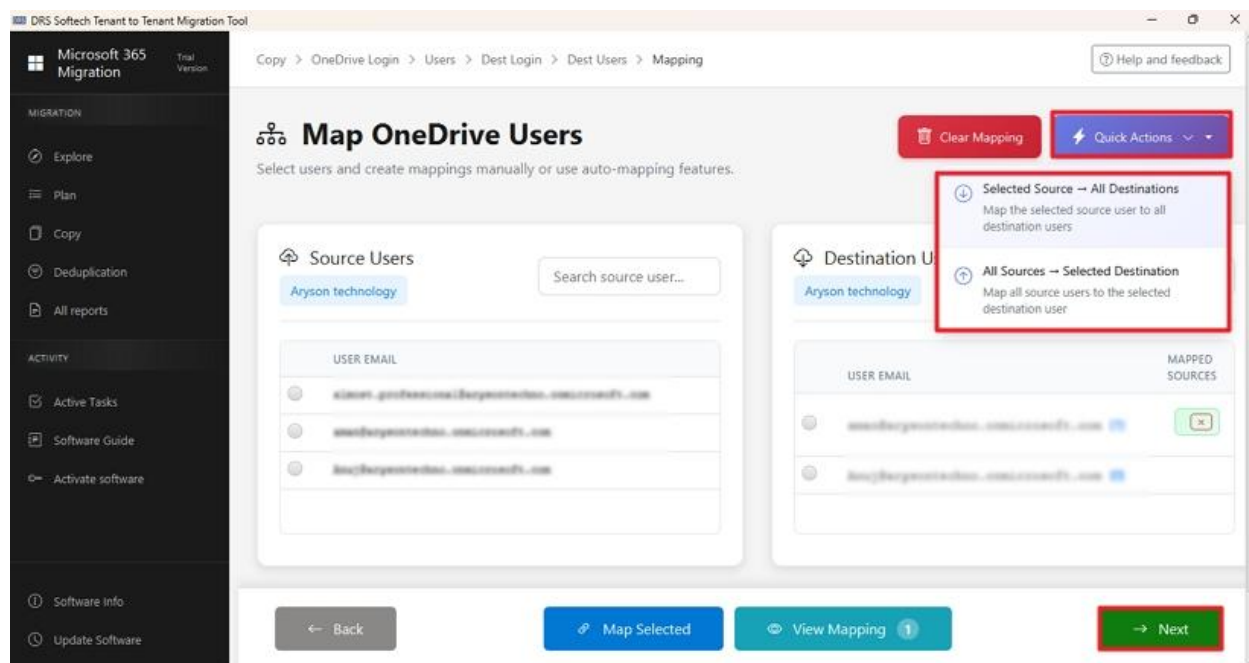
Click **View Mapping** to review all linked source and destination OneDrive accounts.



Step 16: Use Automatic Mapping (Optional)

Click **Quick Actions** and choose one of the automatic mapping options:

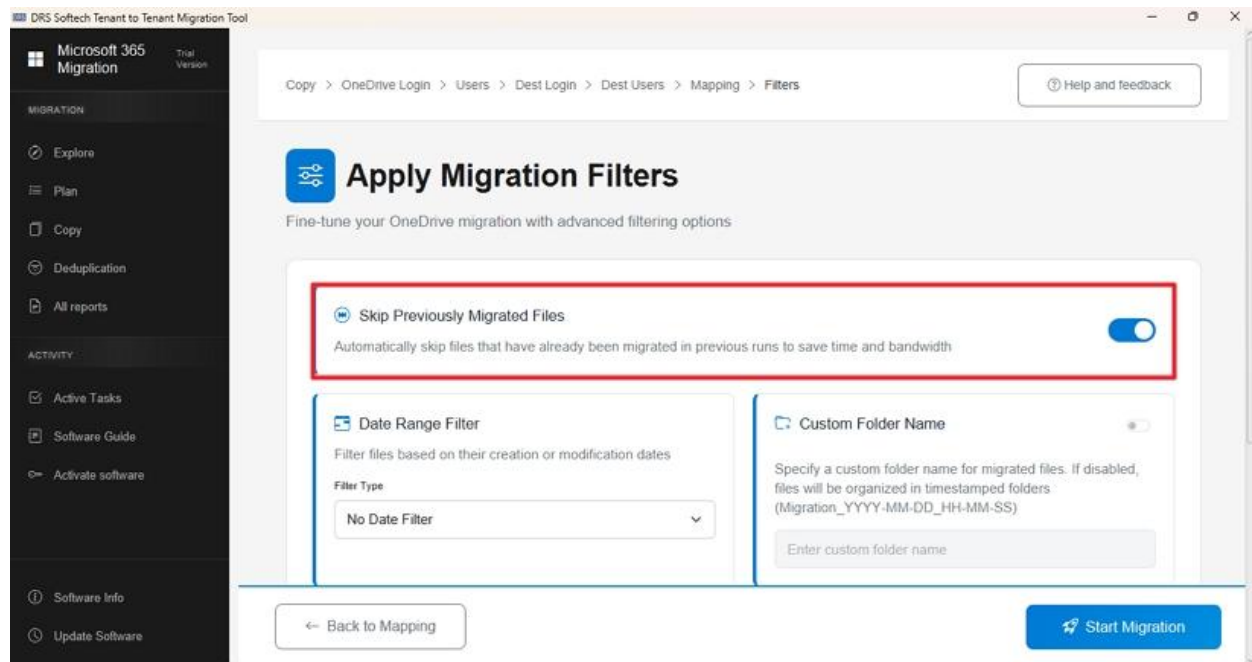
- **Selected Source → All Destinations:** Maps the selected source account to all destination accounts.
- **All Sources → Selected Destination:** Maps all source accounts to the selected destination account.



Step 17: Apply Skip Previously Migrated Filter (Optional)

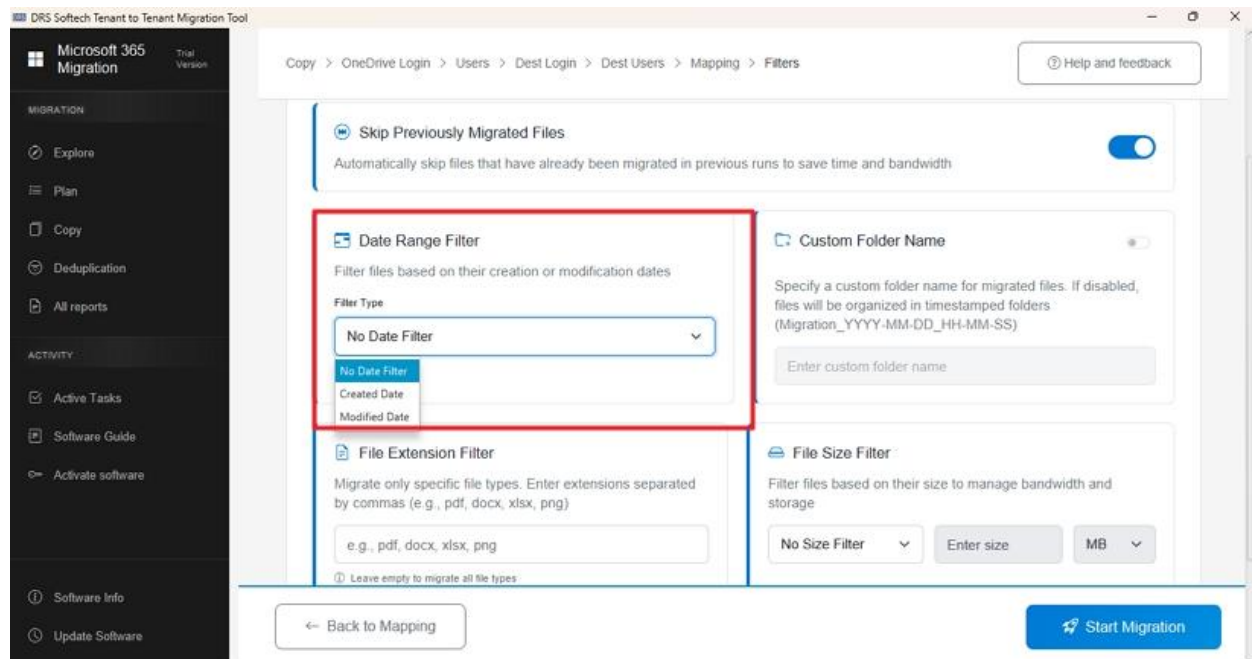
Enable **Skip Previously Migrated Files** to perform incremental migrations and avoid transferring data that has already been migrated.

For example, if a OneDrive file contains 100 GB of data and 60 GB was migrated during a previous session, the software automatically detects the migrated content and transfers only the remaining 40 GB. This saves time, reduces bandwidth usage, and prevents duplicate migration.



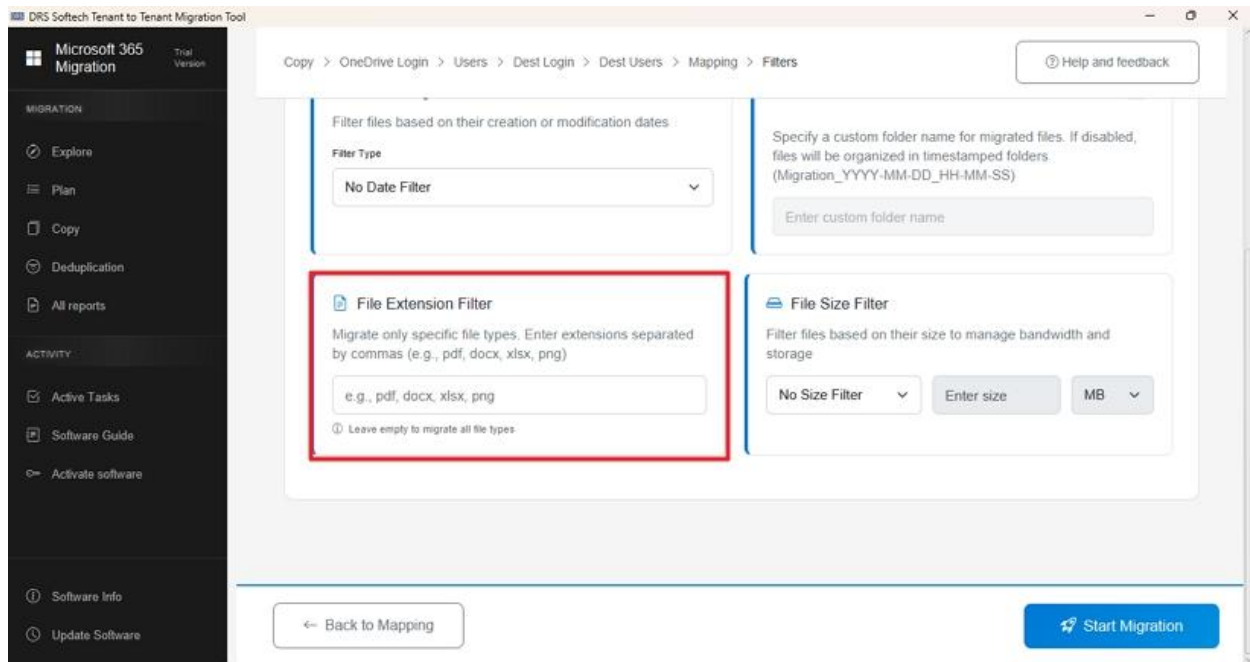
Step 18: Date Range Filter

Filter OneDrive data using **Created Date** or **Modified Date** with custom start and end dates for selective migration.



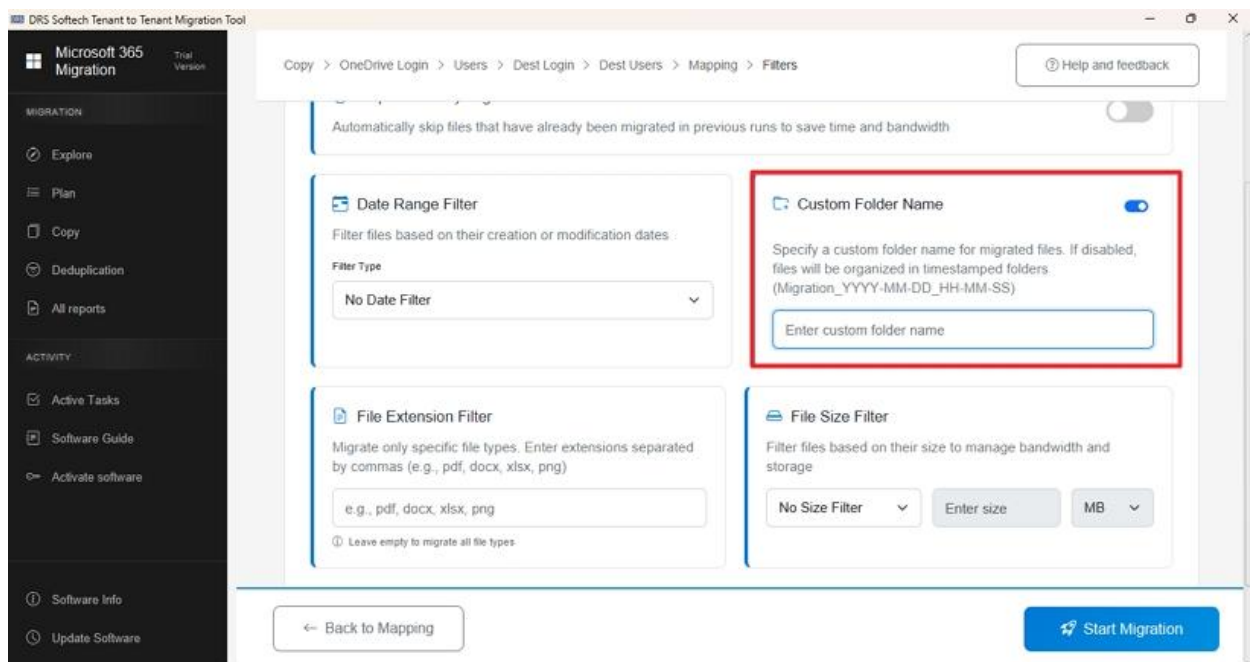
Step 19: File Extension Filter

Migrate only selected file types such as .pdf, .docx, .xlsx, or .csv. Leave blank to migrate all files.



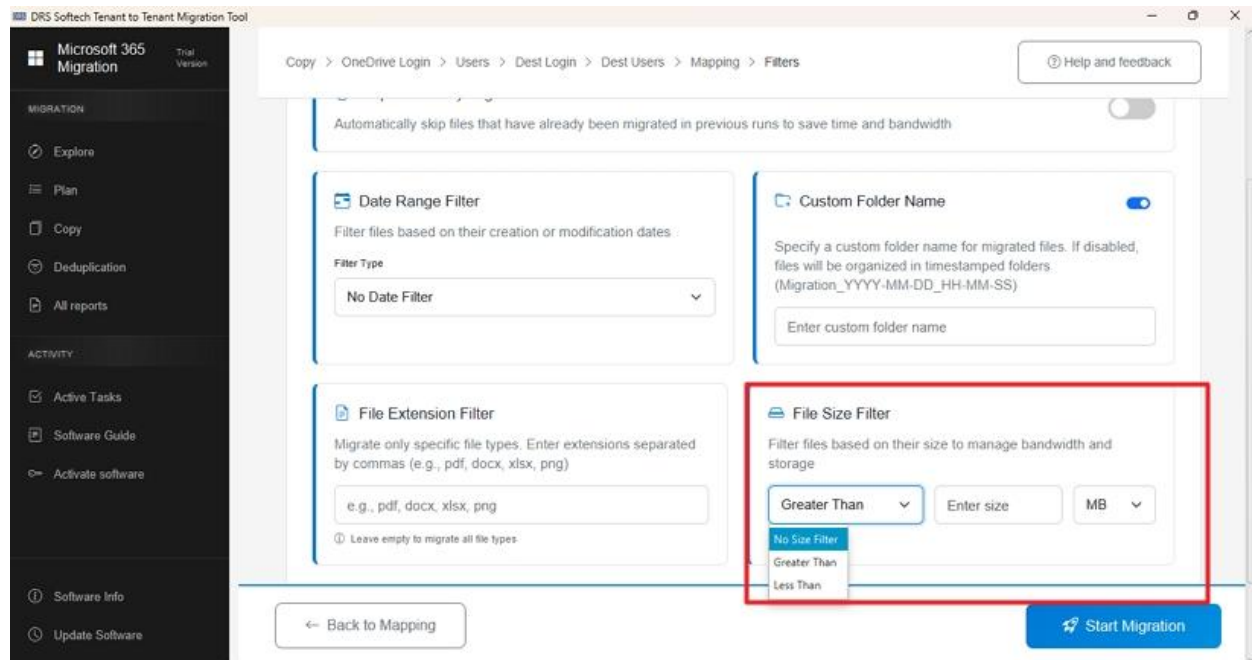
Step 20: Custom Folder Naming

Define a custom folder name for migrated data. If not set, the system creates a default folder automatically.



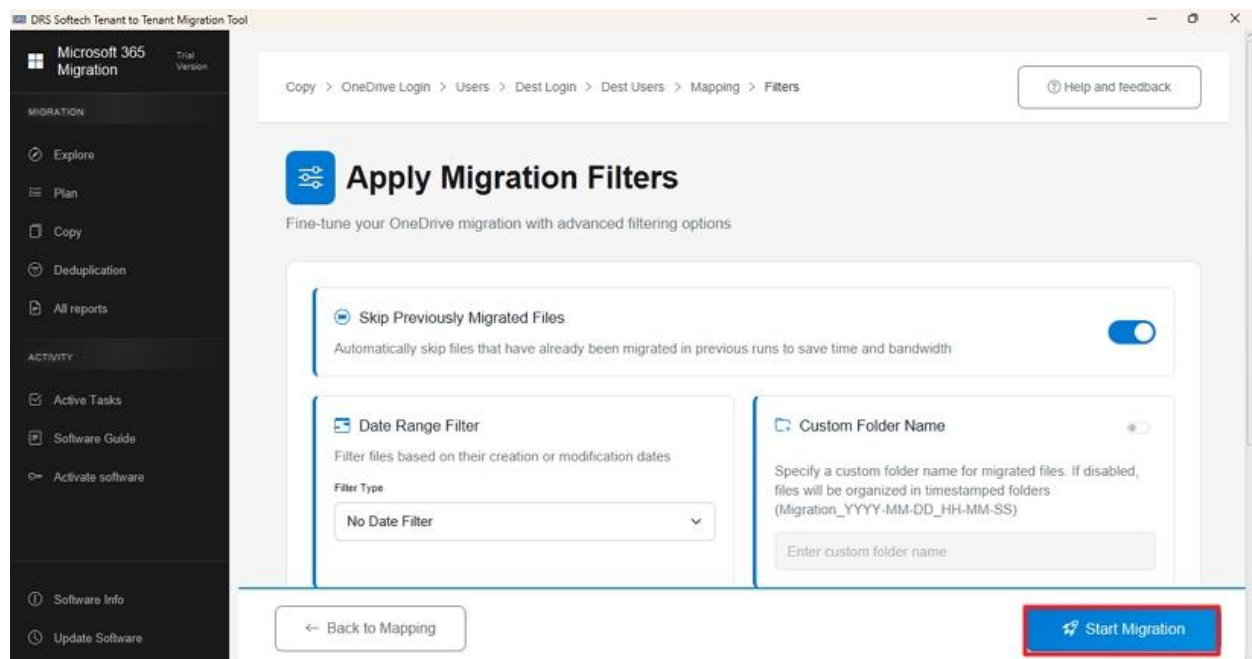
Step 21: File Size Filter

Filter files based on size using No Filter, Greater Than, or Less Than options (KB/MB/GB).



Step 22: Start Migration

Click **Start Migration** and confirm settings in the pop-up window to begin OneDrive migration.



Step 23: Monitor Migration Progress

Track real-time migration status, including **Files uploaded, failed, and skipped**. View the current activity and user migration details. You can click **Cancel Migration** if required.

