



Catholic Archdiocese of Melbourne

SharePoint Migration



CATHOLIC ARCHDIOCESE
OF MELBOURNE

DATE: 26-Feb-25
AUTHORS: Tarana Patel
VERSION: 0.1

1 Documentation Detail

1.1 Documentation History

Author	Company	Version	Published	Description
Tarana Patel	Asta	0.1		Initial draft

1.2 Document Authority

Version	Date	Approved By	Company	Signature
1.0				

2 Introduction

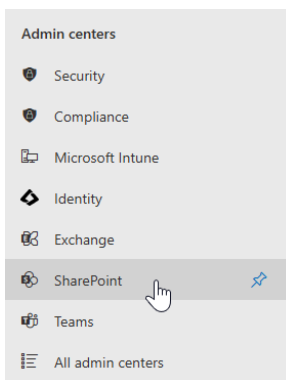
This document is for the SharePoint migration for both, CAM parishes and head office departments.

3 Steps to Migrate T drive to the SharePoint

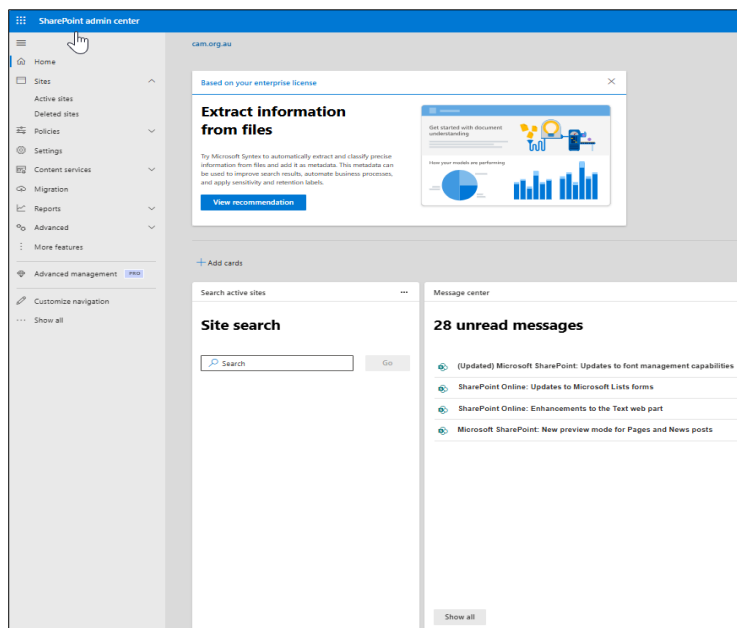
3.1 CAM Parishes

Step 1: Login to the O365 admin centre using your cam email.

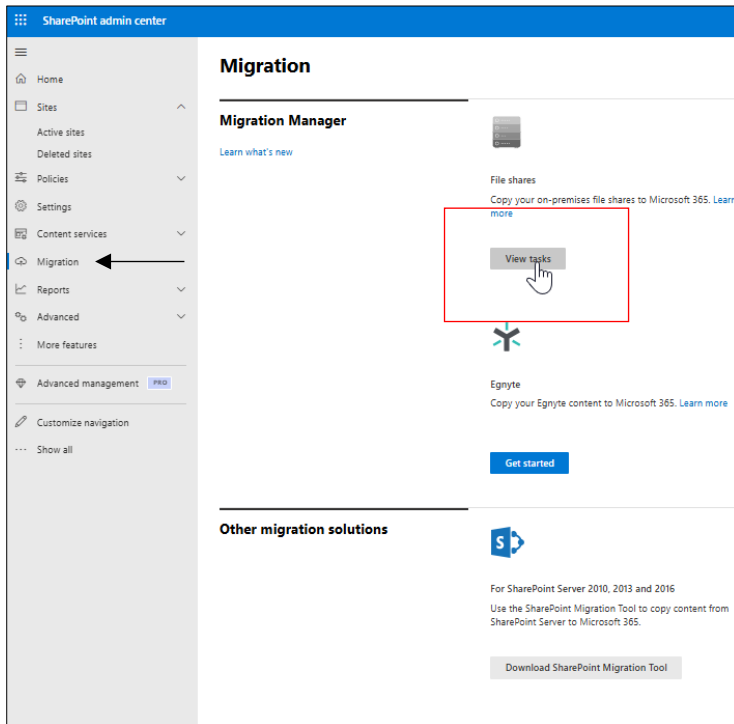
Step 2: Navigate to Admin —> SharePoint



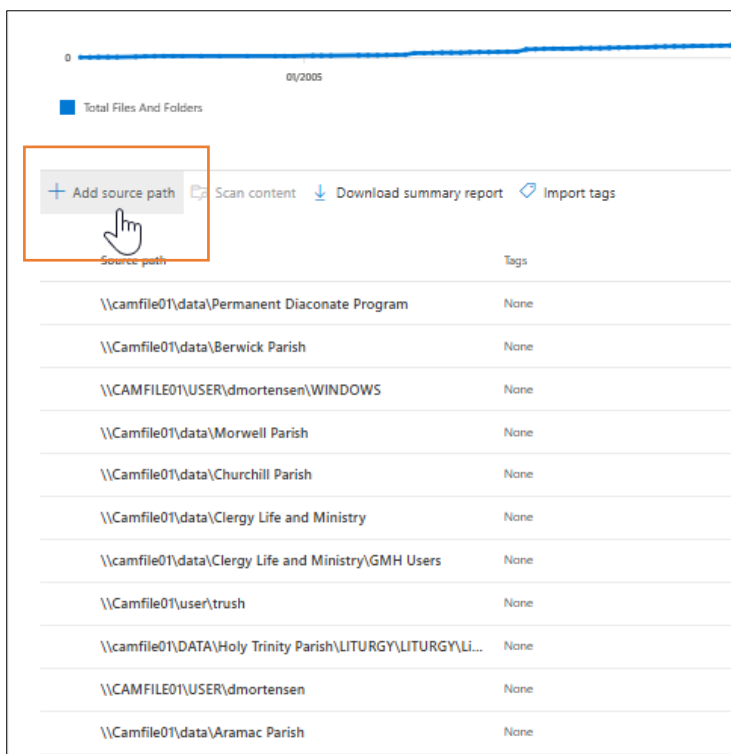
It will navigate you to the SharePoint admin centre.



Step 4: Go to Migration —→ View tasks



Step 5: Go to Migration —→ View tasks



Step 6: It will navigate you to add source path window. Select the first option; Specify a single path

Add source paths

☒ Specify a single source path
 Enter the full path to the folder you want to scan. [Learn more about specifying source paths](#)

Enter the full path to the folder

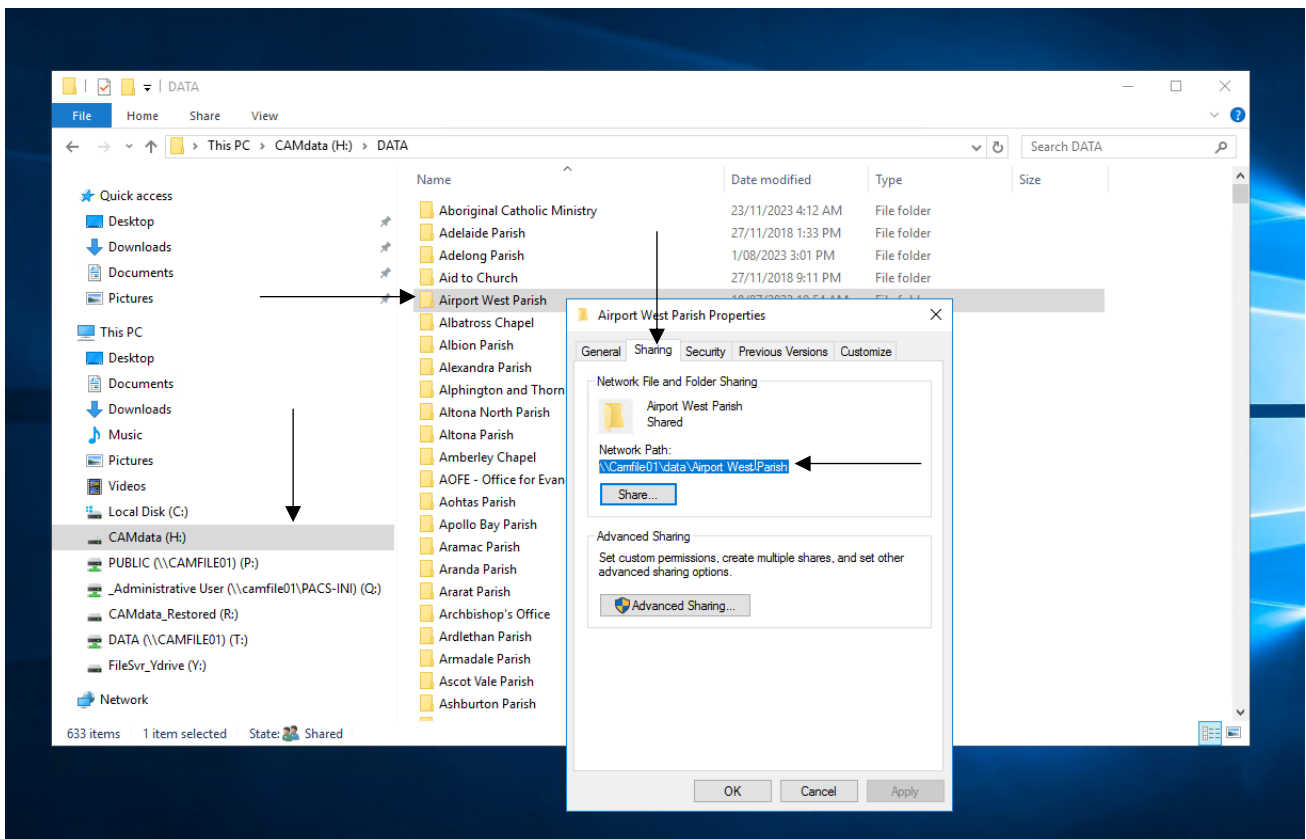
Use the format: \\contoso\fileshare

☒ Add all subfolders as source paths

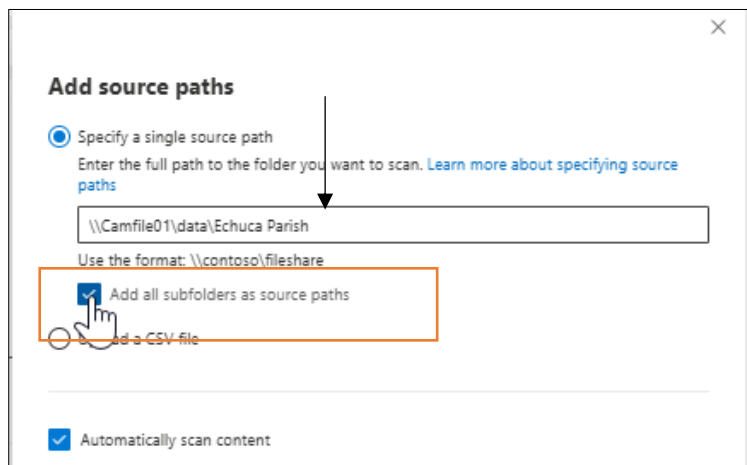
☐ Upload a CSV file

☒ Automatically scan content

Step 7: Go to CAMFILE01 server → Go to File explorer → Select CAMdata(H:) → Select parish → Right click → Go to Properties → Sharing → Select the Network Path (highlighted in blue)



Step 8: Paste the URL in the box —→ make sure to **REMOVE TICK** from Add all subfolders as source paths —→ Click on Add (at the bottom of the same page)

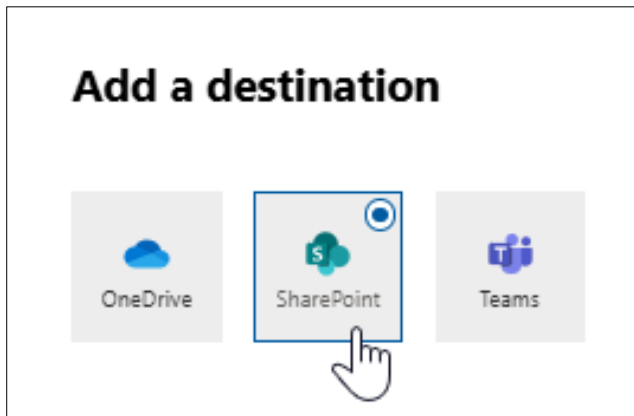


Once the Network path is scanned, it will give scan result, either Ready to migrate or Migration warnings found. In both the scenario, you can migrate it.

Step 9: Select parish —→ Copy to migrations

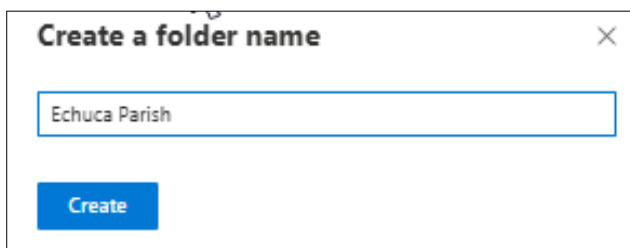
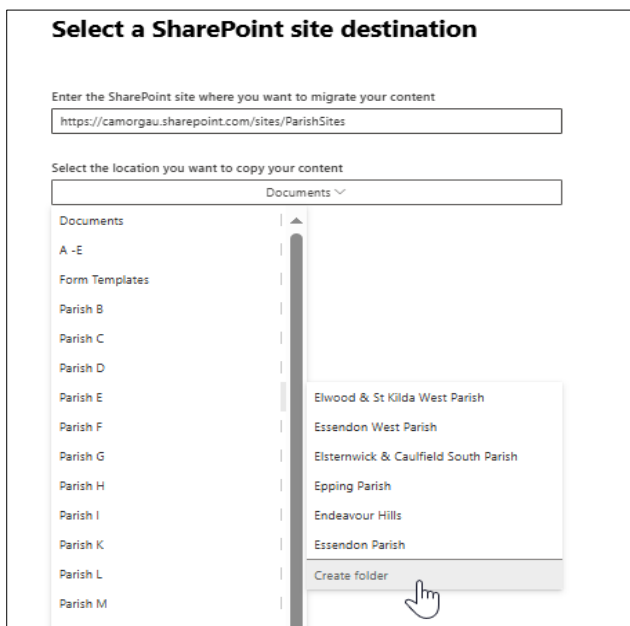
+ Add source path → Copy to migrations Scan content Modify source path Delete Download summary report Download scan log			
Source path	Tags	Scan result	Data size
\\camfile01\data\Permanent Diaconate Program	None	Ready to migrate	207.64 MB
\\Camfile01\data\Berwick Parish	None	Migration warnings found	6.23 MB
\\CAMFILE01\USER\dmortensen\WINDOWS	None	Ready to migrate	256.17 KB
\\Camfile01\data\Morwell Parish	None	Migration warnings found	-
\\Camfile01\data\Churchill Parish	None	Ready to migrate	-
\\Camfile01\data\Clergy Life and Ministry	None	Migration warnings found	6.92 GB
\\camfile01\data\Clergy Life and Ministry\GMH Users	None	Migration warnings found	6.92 GB
\\Camfile01\user\trush	None	Ready to migrate	308.92 MB
\\camfile01\DATA\Holy Trinity Parish\LITURGY\LITURGY\Li...	None	Migration warnings found	1.73 GB
\\CAMFILE01\USER\dmortensen	None	Ready to migrate	4.87 MB
\\Camfile01\data\Aramac Parish	None	Ready to migrate	-
✓ \\Camfile01\data\Echuca Parish	None	Ready to migrate	0 B

Step 10: Select Destination —→ Select SharePoint, click next



Step 11: Use this URL by default <https://camorgau.sharepoint.com/sites/ParishSites>

Select the location —→ Documents —→ Select parish —→ Parish E (Echuca) —→ Create Folder
 Give the name; Echuca Parish, click on Create —→ Click Next



Step 12: Assign Task name as parish name —→ Do not forget to tick **“Preserve file share permission”**, otherwise files will not be shared amongst users. Click Run

Configure settings

Task name *

Enter a name for your migration task

Task schedule

☒ Run now

☐ Run later

Agent group assignment

Assign tasks to an agent group. Only agents in that agent group will process those tasks. [Learn more about agent groups](#)

Default (active agents: 1)

Common settings

☒ Preserve file share permissions

Filters

☒ Migrate hidden files

☐ Migrate files created after

Mon, Sep 13, 2021

Clear

☐ Migrate files modified after

Mon, Sep 13, 2021

Clear

☐ Do not migrate files with these extensions ⓘ

Example: csv:docxson

☒ Replace invalid file name characters (including " * : < > ? / \ |) with

-

Users

☒ Microsoft Entra ID lookup

☐ User mapping file

Choose file

Back Run

Once you click Run, it will now take you back to the main page.
 Step 13: Click on Migration to see the status of migration

Migrate your file shares content to Microsoft 365

Download agent

Congratulations! You have an agent configured and ready for your migration tasks. The next step is to scan your source.

Agent connected

Let's scan your source

Enter the complete path to your file share source location. The scan looks for issues to correct before migrating your content.

Add source path

Scans Migrations Agents

Filter set X Clear all Customize

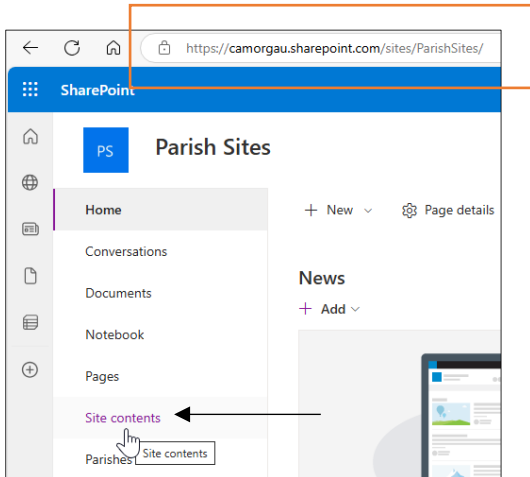
Here, it is waiting for agent

	Echuca Parish	None	\\Camfile01\data\Echuca Parish	https://camorgau.sharepoint.com/si...	Waiting for agent
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Once migration is complete, it will show status as “Complete”

	Echuca Parish	None	\\Camfile01\data\Echuca Parish	https://camorgau.sharepoint.com/si...	 Complete
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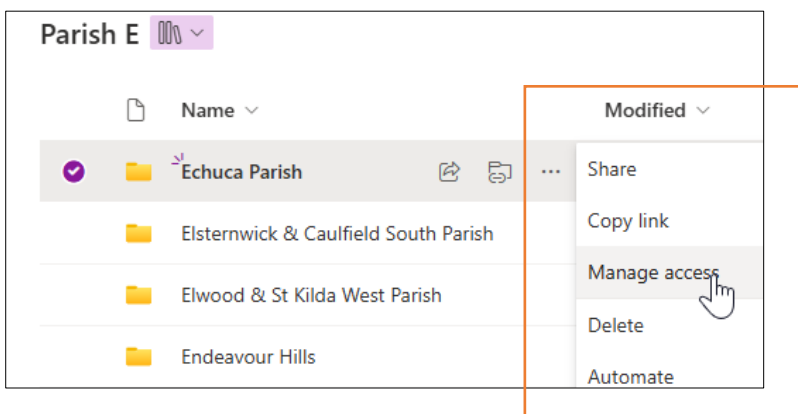
Step 14: Go to <https://camorgau.sharepoint.com/sites/ParishSites> → Go to Site contents



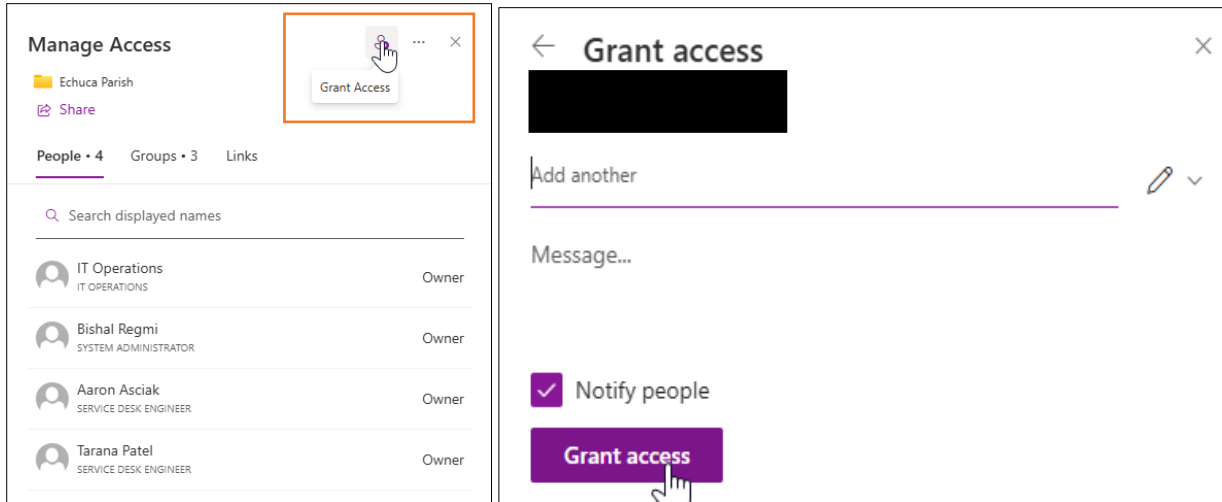
Step 15: Select Parish E. It will list all parishes starting with the letter E

	Parish B	Document library	190873	2/24/2025 4:06 PM
	Parish C	Document library	218774	2/24/2025 4:13 PM
	Parish D	Document library	147490	2/23/2025 9:04 PM
	Parish E	Document library	63819	2/24/2025 3:54 PM
	Parish...	Document library	111788	2/24/2025 4:13 PM

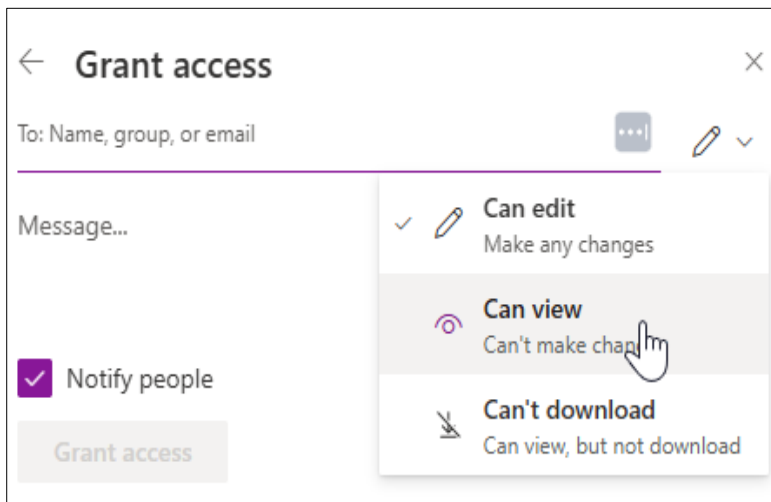
Step 16: Once you select the parish folder, click on 3 dots, select Manage access to give access to users



Step 17: Click on Grant Access. Search for the user you want to give access to. Click on Grant access.

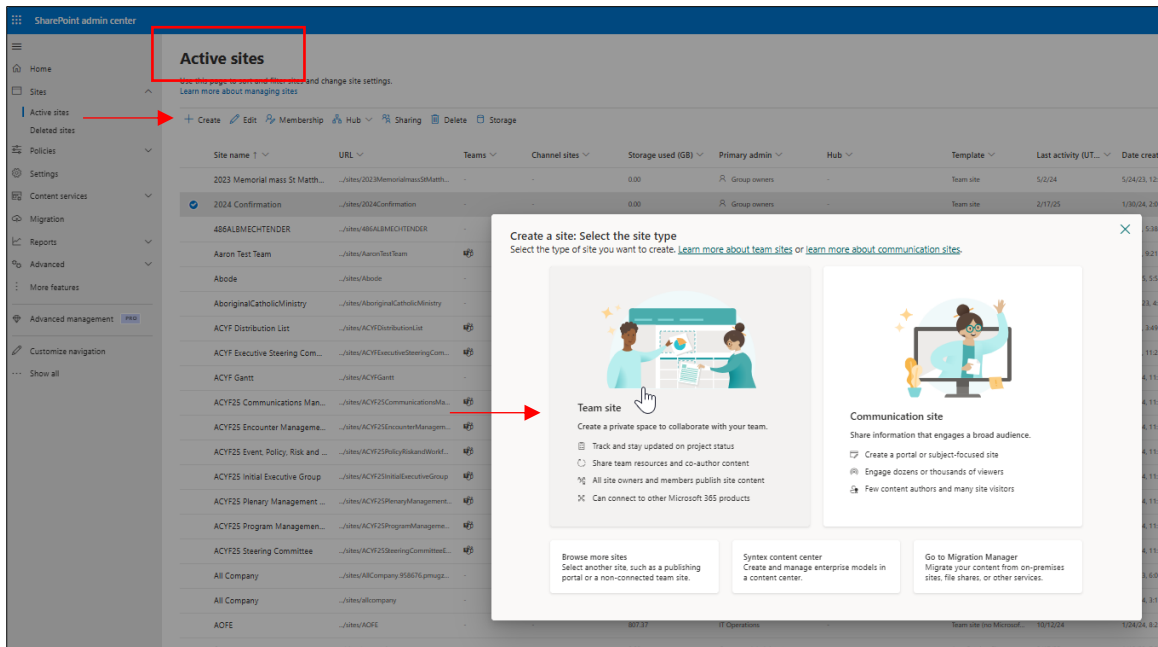


You can also set the permissions.

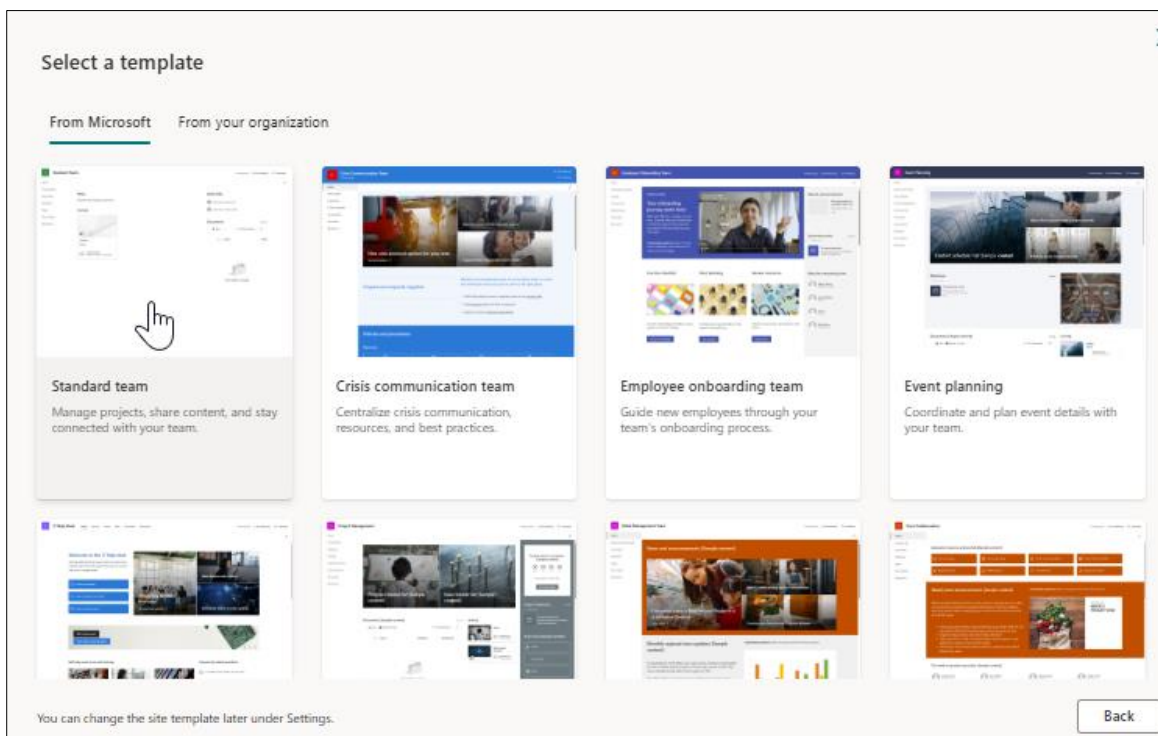


3.2 CAM Head Office Departments

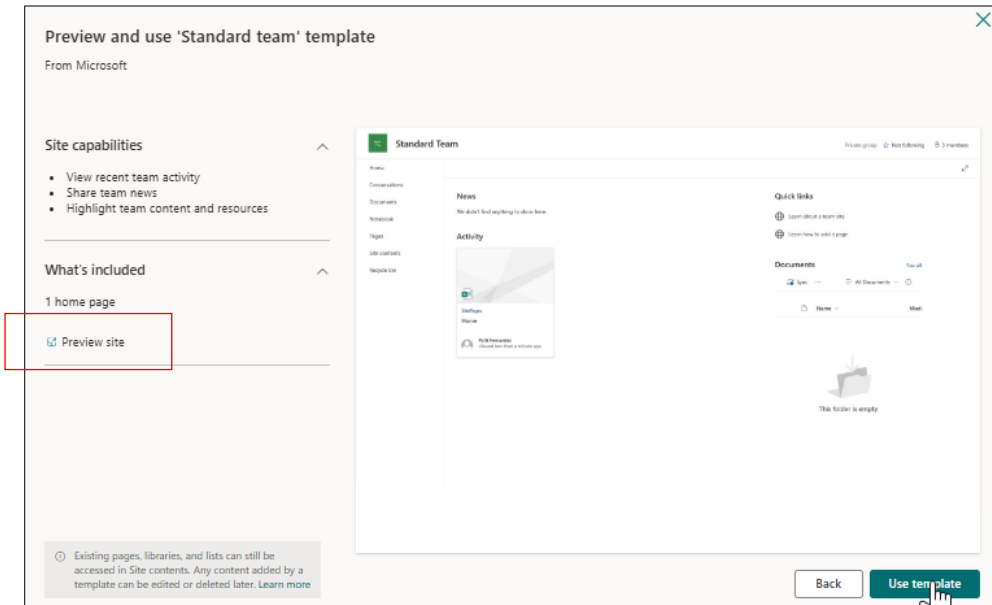
Step 1: Go to SharePoint admin centre → Active sites → Create → Select Team site



Step 2: Select a template, “Standard team”



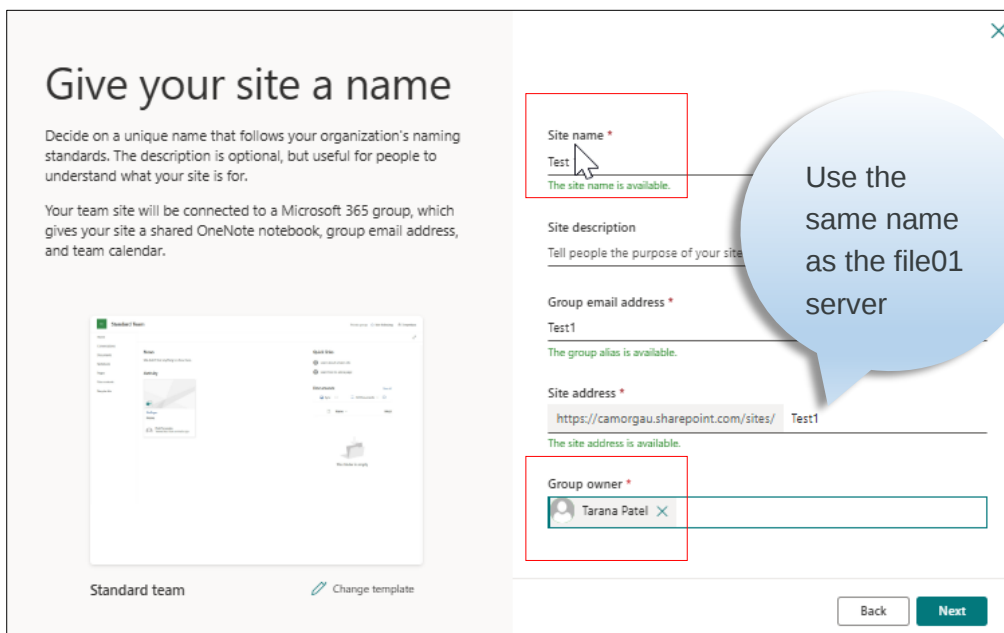
Click on Use template. You can also Preview site.

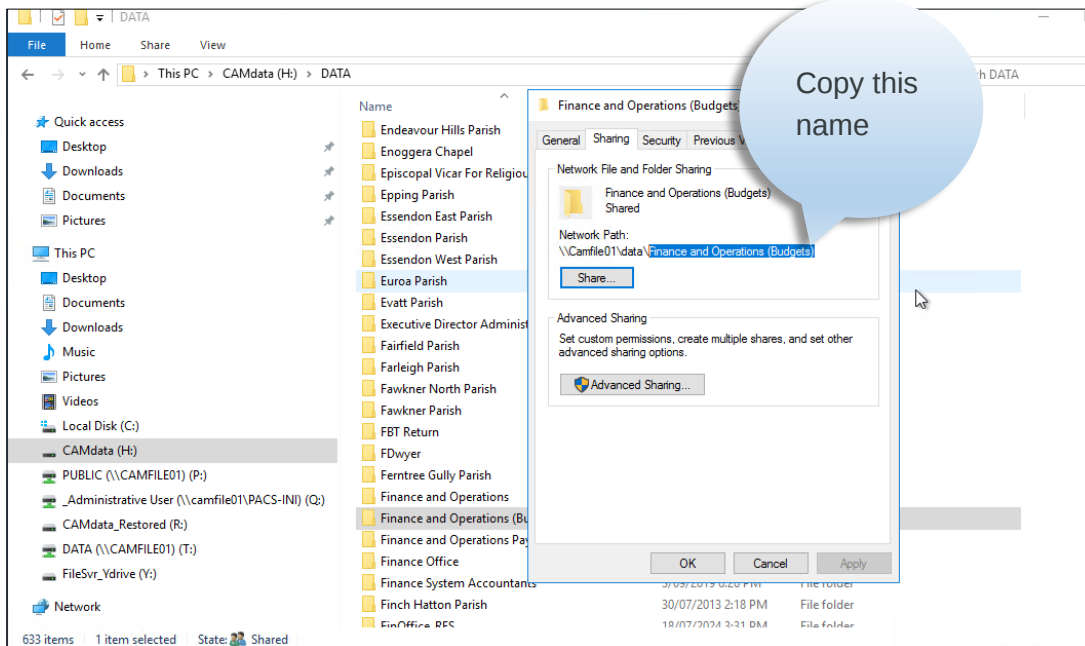


Step 3: Provide the site name. When you give site address, make sure to copy the folder name you want to migrate, and use the same name for the site address.

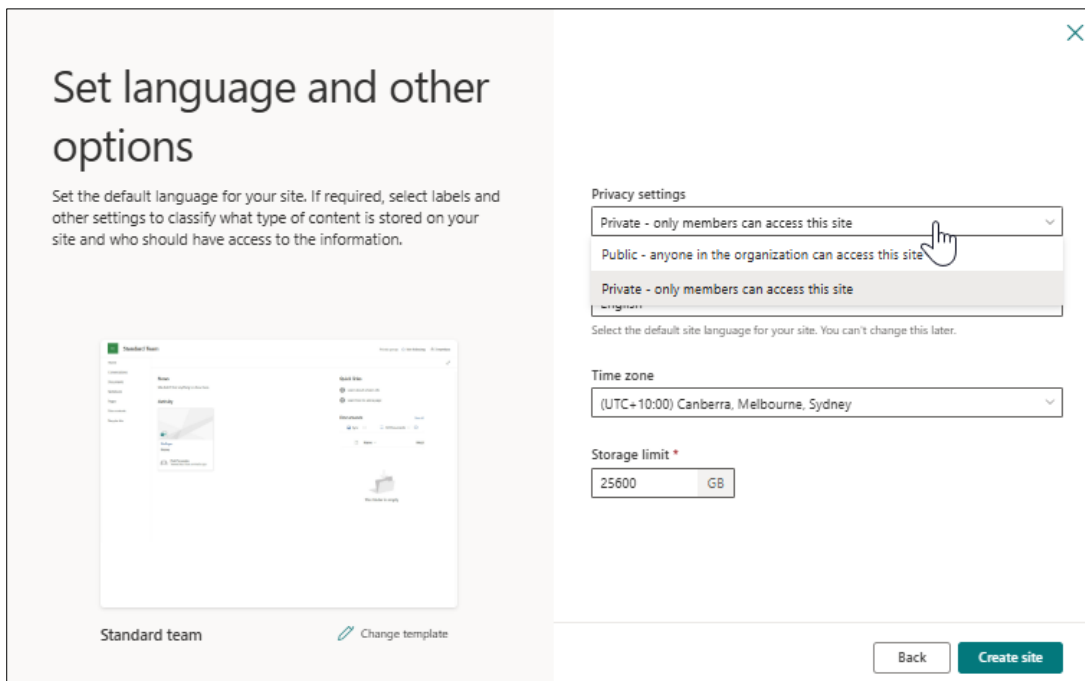
- Go to **File Server** and navigate to **CAMdata (H:)**
- Select the department folder you need
- Right-click on the folder and select **Properties**
- In the **Sharing** tab, find the **Network Path**
- Copy the folder name from the **Network Path** and use the same name for the site address

Add Group owner name as well, click next

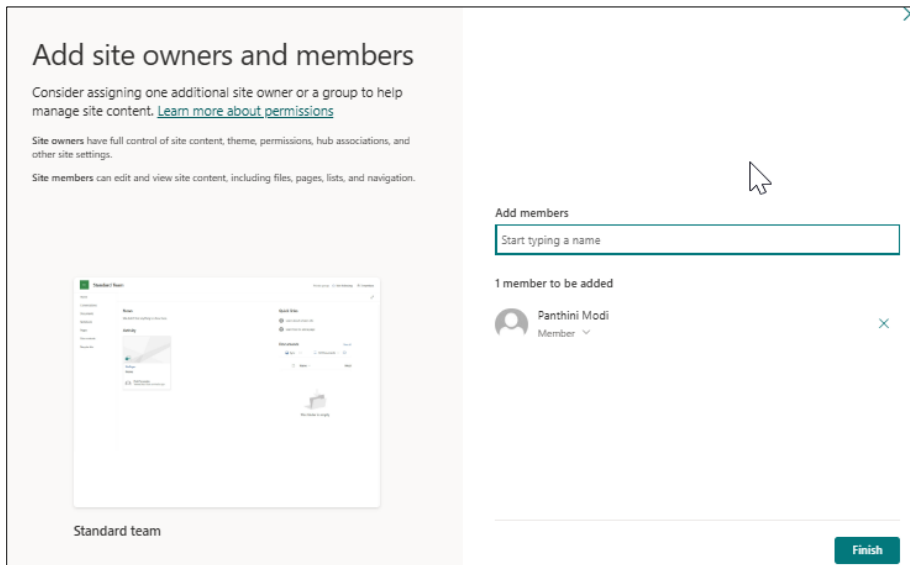




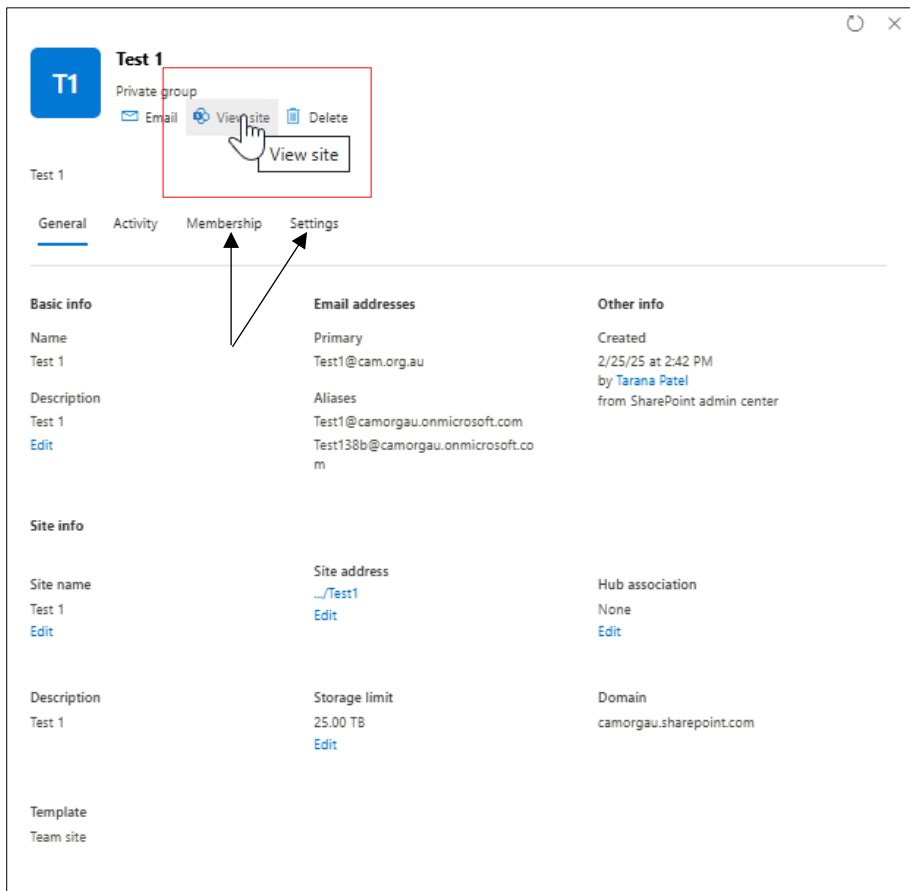
Step 4: Select privacy option according to requirement, click on Create site



Step 5: Add site members, click on Finish



Step 6: Click on View site. You can also change the membership and other setting



It will open the SharePoint site. Go to Documents and you will find all the documents in that. You can also sync to your local desktop.

