

Table of Contents

Introduction

Process to move Your work group into MS365 Sharepoint Groups and Teams App

Understanding What you will be getting Access To

Migrating Files from Sync and Google Drive to Your Group and Team spaces

Exporting Files from Google Drive

Exporting Files From Sync

Importing these files to MS365 Groups and Team Channels

Some Notes on What May Not Migrate From Google or Sync

Remediation of Links to Files After Moving them over to MS365

Group Sharepoint Sites

1

1

1

2

3

3

3

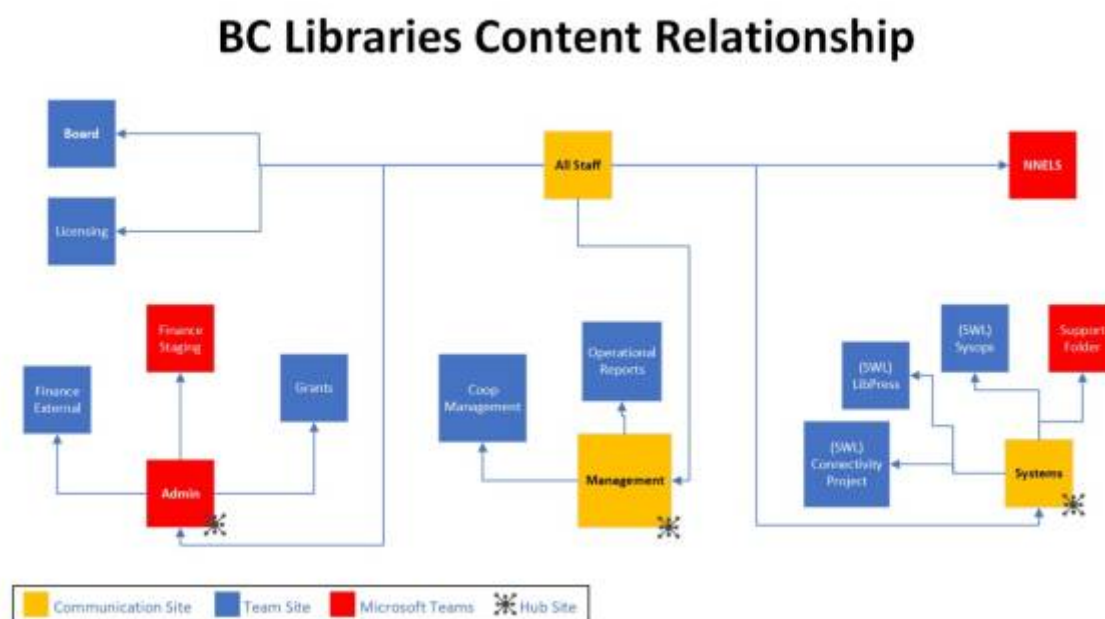
4

4

5

Introduction

As part of our effort to migrate to MS365, we tried to map out all the existing sync and google drive file shares, and all of the existing Co-op service and other work groups. Below is a diagram which captures these approximately (note we are aware it omits Sitka and has Support positioned incorrectly)



Out of this we create a number of MS365 Groups and related Teams that will provide the basic ways for you to share

Process to move Your work group into MS365 Sharepoint Groups and Teams App

We have created an MS365 Group and related Team for your workgroup and you are the team lead who will help migrate your existing resources out of Sync and Google docs and into these spaces, and steer your work group as to how you will all collaborate in these new spaces.

Understanding What you will be getting Access To

By default , all of the working groups at the Coop have a Group, which is associated with a Team (yes we know it's confusing, sorry, it's not our fault.)

Your Sharepoint Group gives you:

- a Sharepoint Site (which can have "pages"),

- a group mail address (mail to which will show up in Outlook in your group mailboxes and by default in your inbox),
- a group calendar (which will show up in Outlook in the Group calendars area)
- a shared document library
- a shared group NoteBook
- a shared group "Planner" (Kanboard-style PM tool)
- and finally access to a Team

The Teams app will allow you to create "Channels", all of which can contain

- a "Posts" chat wall that can also capture all the activity in the team
- Files specific to that Channel
- Task lists for that Channel
- A whiteboard for that Channel
- a Wiki
- access to the Synchronous Teams client for calls and video chats
- and potentially much more as you can add additional apps into Teams as it is an platform that 3rd party developers are developing for

Every workgroup at the Co-op (think Support, Systems, Sitka, LibPress, NNELS, Admin etc) will have a related Sharepoint Group site. They will also have a Team. The group site contain the main document library. Think of these as files and folders that are not specific to a single project but instead are relevant across the entire group.

Within the related Teams, there is the concept of Channels. By default every Team has a "General" channel created, and it has a filestore associated with it. ***This "General" file area is IDENTICAL to the main Sharepoint document library for the Group as a whole.*** Then think of any other Channels as being useful for subprojects for the Team - they can have their own associated document libraries and chats, and are a way to focus in on one specific project instead of more general group/team-wide discussions or docs.

You can always access Groups and Teams through the web. You can also access elements of Groups (calendar, group email, files) through associated thick desktop clients like Outlook and OneDrive. And with Teams, there is also always a web view but also the thick Teams desktop application. Ultimately the choice of which to use is yours, however we are often experiencing that the web interfaces have more options, and though they have not said it, it seems clear to us that long-term Microsoft will try to deprecate the thick desktop clients in favour of web-only views (simply due to reducing the number of codebases they need to support.) But for now - if there is something you are finding you can't do in the desktop, you usually can find it in the web interface.

Migrating Files from Sync and Google Drive to Your Group and Team spaces

1st off it can be helpful to have the thick OneDrive client installed. You can do everything through the web but some things are easier by dragging and dropping on the desktop.

By default Onedrive creates a PERSONAL Onedrive folder on your desktop and on the server. By

default these files are NOT shared and are exclusively owned by you. Ideally ANY Co-op file work you are working on will be on files in this folder. Files in this folder can then either be shared by sharing the individual file, or moving the individual file to one of the Sharepoint Group SHAREDd folders.

To begin, go to your main Group site. In the case of the Systems and Web team this is at <https://librariescoop.sharepoint.com/sites/SysWeb> (the URL for all the Group sites are below).

On the right hand menu is a link to "Documents." Clicking on it takes you to a view of this Groups documents, which are split into two sections - "In Channels" and "In Site Library." As an experiment, feel free to open the "In site Library" section and then hit "Upload" and upload a file. You should see it in the site library list of files. And if you click up to the "In Channel" section and open the "General" channel, you should see the same file there.



Important Note about using the Thick Desktop Client

If you want the files either here, or in Teams, to show up in your desktop client, then while you are viewing the documents section on the web group, you need to click "Sync" or "Add Shortcut to OneDrive" so that OneDrive knows to copy this folder and its contents down to your desktop (and vice versa, sync anything in those desktop folders back up with the server.)

Exporting Files from Google Drive

If you have files in Google drive that you want to migrate over to MS365, you need to get them out first. The easiest way is to log into Google drive with your web browser, navigate in your drive so that you can see the folder you want to export, and then right click and select "Export." This will download a zip archive of all the files in this folder, with the native Google docs formats converted into Word formats.

Exporting Files From Sync

This is even more straightforward as no "export" from Sync is required - if you are the folder owner, you should have the master copy on your desktop.

Importing these files to MS365 Groups and Team Channels

Uploading these to MS365 is as simple as unzipping this export on your desktop, navigating to the location in MS365 that you want the files to live, and then uploading them there. This can be done in either the web group or via the desktop client if you have asked these group folders to sync. You may want to try it first in the web version, then sync the folder so you can see the files going up into the web group, and then syncing back down via OneDrive.

Once the files are in their Group documents libraries and Teams Channel documents areas, by default they will be shared with members of that group. Please refer to the [Files](#) page for more information on how to share files outside of the default group.

Some Notes on What May Not Migrate From Google or Sync

Google doesn't allow the export of Drawings, Forms, Sites, and Maps from Drive. If you have any of these that you need to move over you may need to go into the individual documents and export the data in a neutral format (think PDF, CSV, PNG, JPG) and then manually move into OneDrive/Sharepoint.

Shortcut files aren't supported for migration and therefore not migrated. As well as the following:

- Files larger than 15 GB are not migrated.
- Files with a size of 0 bytes (zero-byte files) are not migrated.
- The following characters in file or folder names are removed: " * : < > ? / \ |
- Leading tildes (~) are removed.
- Leading or trailing whitespace is removed.
- Leading or trailing periods (.) are removed.
- See Invalid file names and file types for all other limitations.
- Filenames can have up to 256 characters.
- Folder names may have up to 250 characters.
- Total path length for folder and filename combinations can have up to 400 characters. For more info, see below.

After you upload folders that have been exported from either GDrive or Sync, be sure to pay attention to the OneDrive/Sharepoint messages that popup, as these can indicate where a file or file name has been problematic and you can then remedy this.

Remediation of Links to Files After Moving them over to MS365

We are aware that there are some files in both sync and possibly Google docs that have been linked to from other public and non-public places. The primary places we have determined are

- Co-op web, both public and extranet site
- Wiki
- email

We will NOT be remediating links to docs that have been emailed, it is simply not possible.

For links in the wiki - if you are the folder owner, once you have migrated docs into MS365, go to the wiki and use the search function and simply search for sync.com or google.com. Follow the links and if you recognize any of the documents, locate in MS 365, get a shareable link and replace the existing one. A quick search of the wiki has revealed only a few such links

For public links on Co-op web - same as with wiki, the search function on the site will reveal these

and then they can be replaced.

For extranet sites - Sam Edwards will be producing a report of pages that contain these kinds of links which we will distribute to the relevant owners after migration is done.

Group Sharepoint Sites

Team	URL	Team Email Address
Coop-wide	https://librariescoop.sharepoint.com/sites/home	
All Staff		allstaff@bc.libraries.coop
Support	https://librariescoop.sharepoint.com/sites/support-team	support-team@bc.libraries.coop
Systems	https://librariescoop.sharepoint.com/sites/SysWeb	sysweb-team@bc.libraries.coop
Sitka	https://librariescoop.sharepoint.com/sites/sitka-team	sitka-team@bc.libraries.coop
Management	https://librariescoop.sharepoint.com/sites/mgmt-team	mgmt-team@bc.libraries.coop
Admin	https://librariescoop.sharepoint.com/sites/admin-team	admin-team@bc.libraries.coop
NNELS	https://librariescoop.sharepoint.com/sites/nnels-team	nnels-team@bc.libraries.coop
LibPress	https://librariescoop.sharepoint.com/sites/libpress-team	libpress-team@bc.libraries.coop
Licensing	https://librariescoop.sharepoint.com/sites/licensing-team/	licensing-team@bc.libraries.coop

From:

<https://wiki.libraries.coop/> - BC Libraries Coop wiki

Permanent link:

https://wiki.libraries.coop/doku.php?id=public:ms365:sharepoint_and_team_sites_and_collaboration&rev=1675969230

Last update:

2023/02/09 19:00

