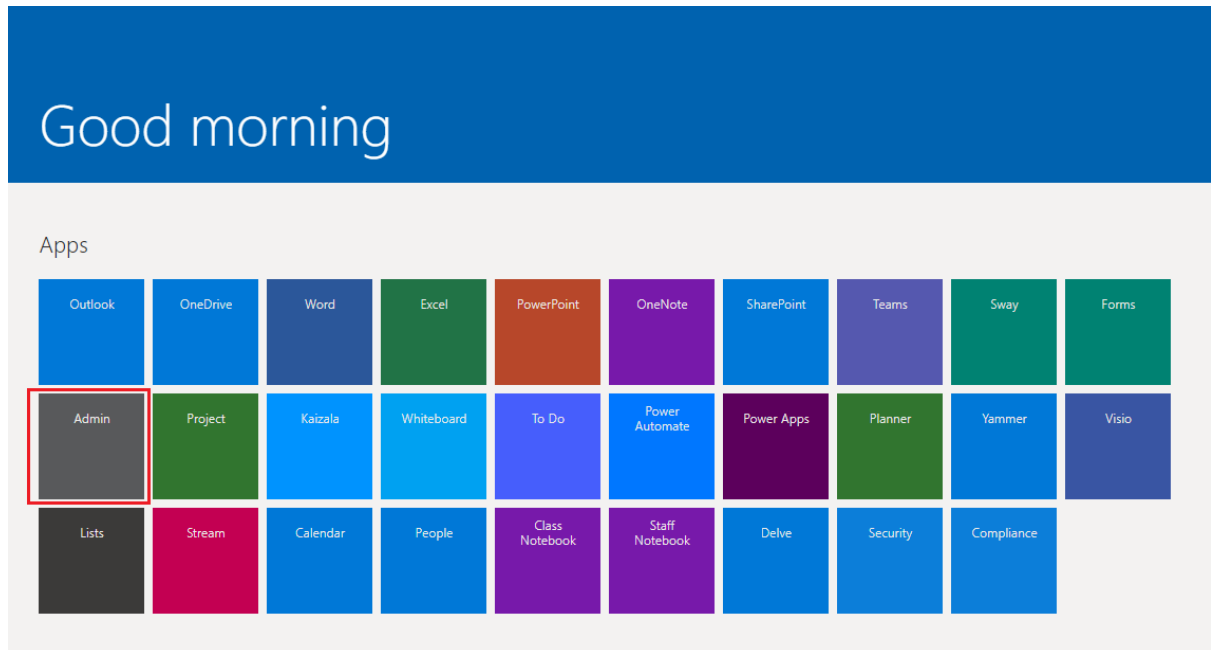


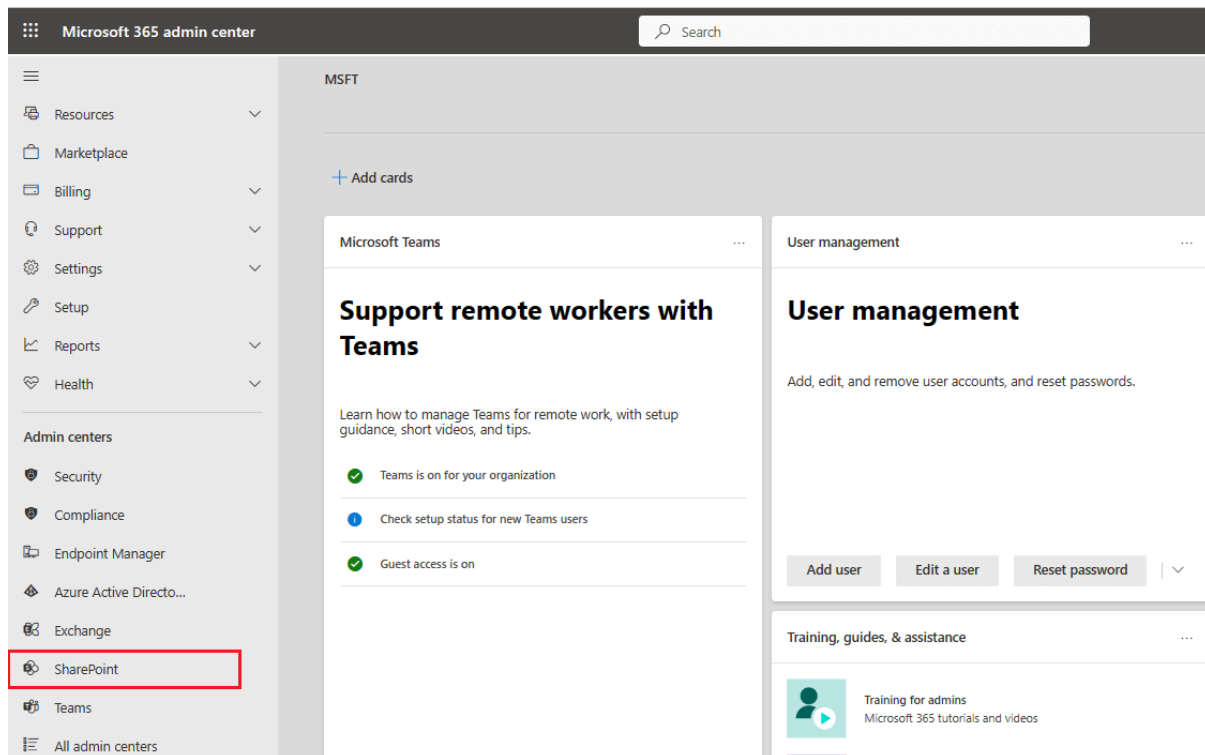
Google Workspace to Microsoft 365 Migration – Google Drive to One Drive

Steps to Migrate Google Drive to One Drive for Business:

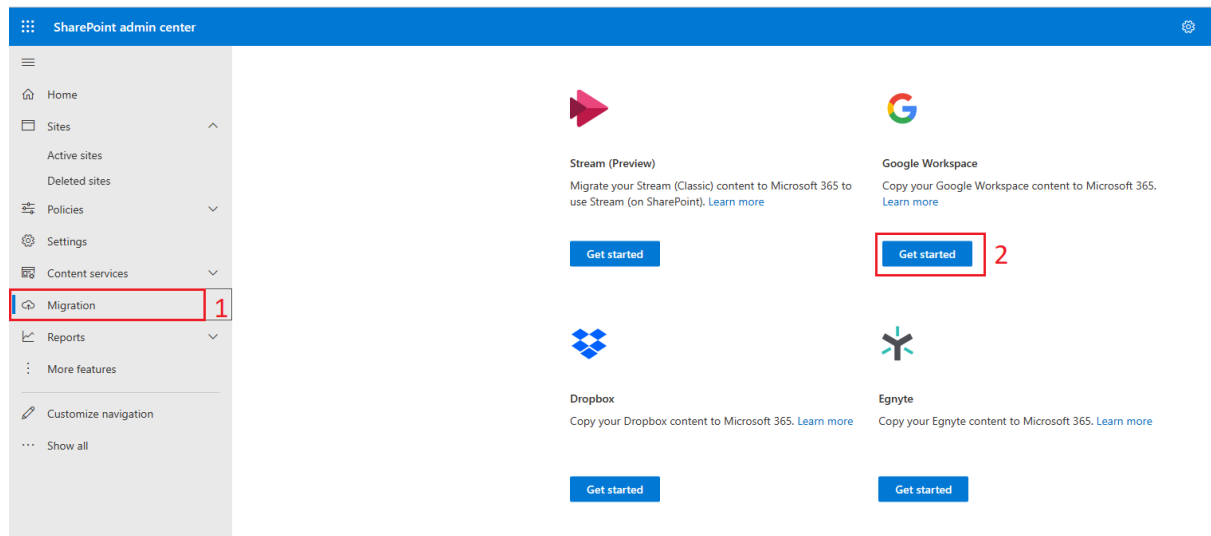
1. Open office.com and log in using admin credentials and then select **Admin** from the apps panel.



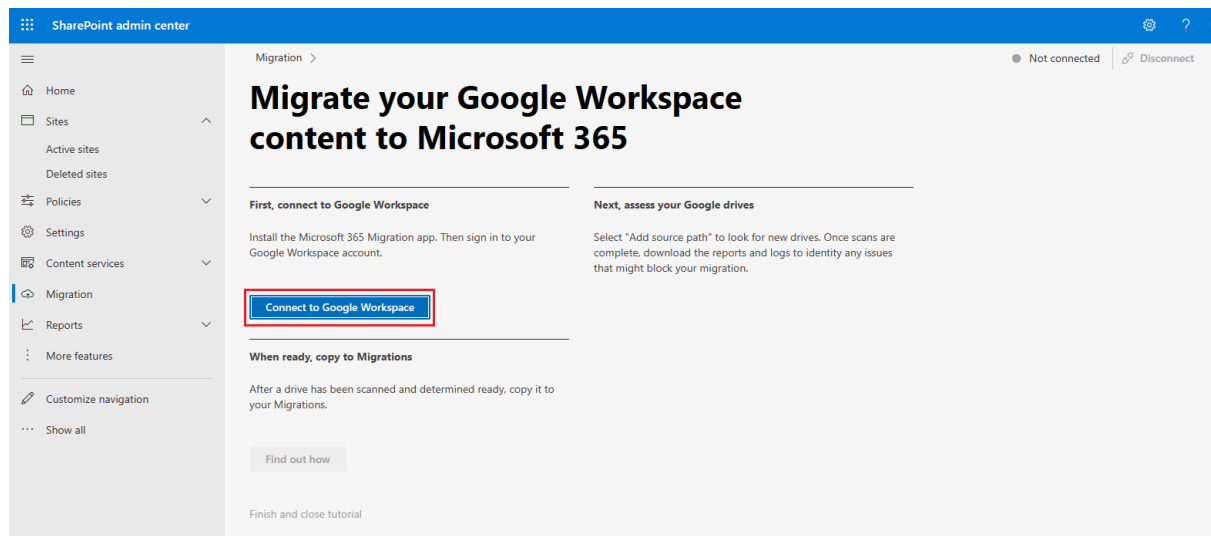
2. Now click on **show all** and select **SharePoint** from the left panel.



3. It will open a new window showing the **SharePoint Admin center**. Click on the **migration** and then select **Google Workspace** to migrate Google Workspace drive content to OneDrive for business.

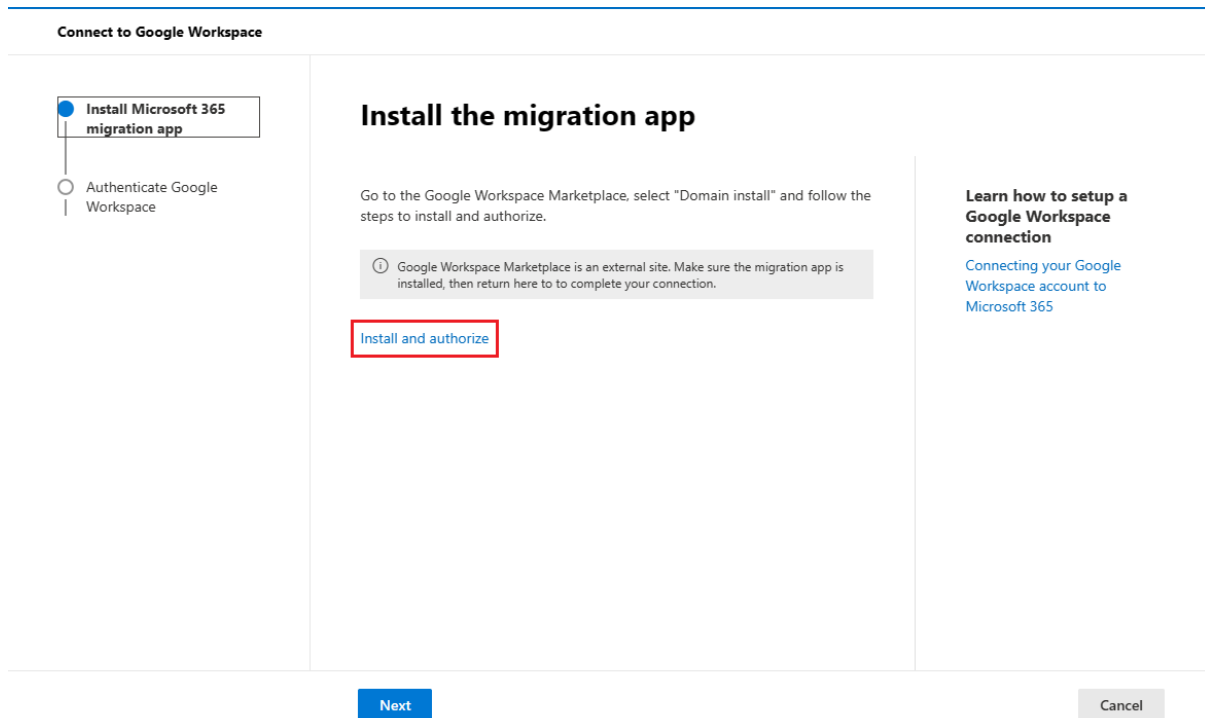


4. Now it will show a window for “**Migrate your Google Workspace content to Microsoft 365**”, In this window first you need to click on **Connect to Google workspace** to connect your Google Workspace account.

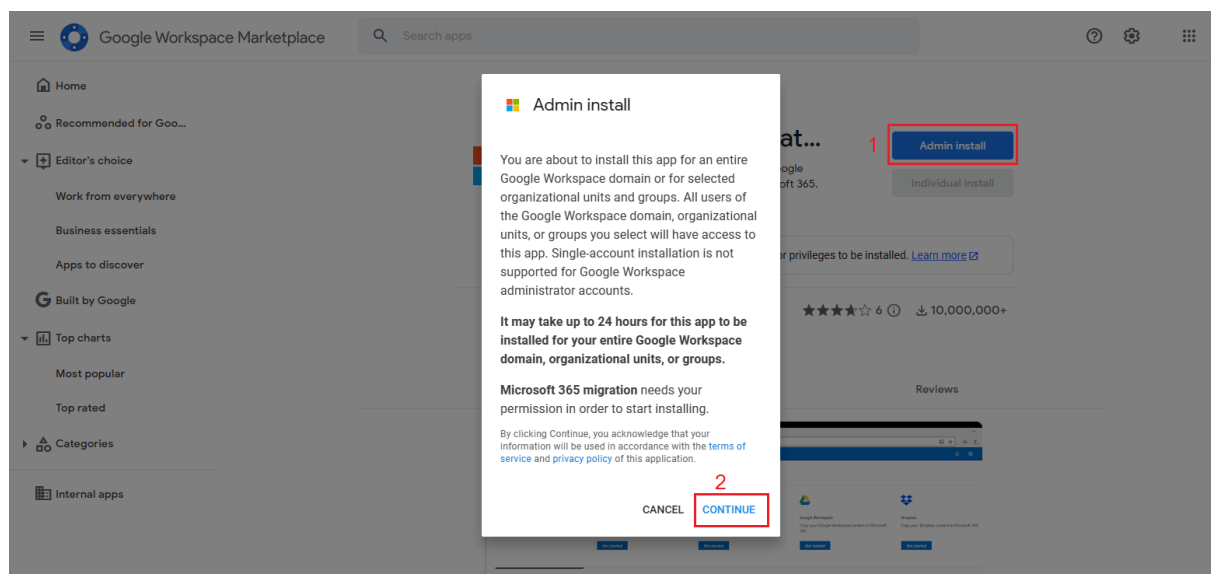


Install the Migration Application

1. Once you click on the **Connect to Google Workspace**, you will see a window showing Install the migration app. Click on the **install and authorize** to install the migration app in the Google workspace domain.

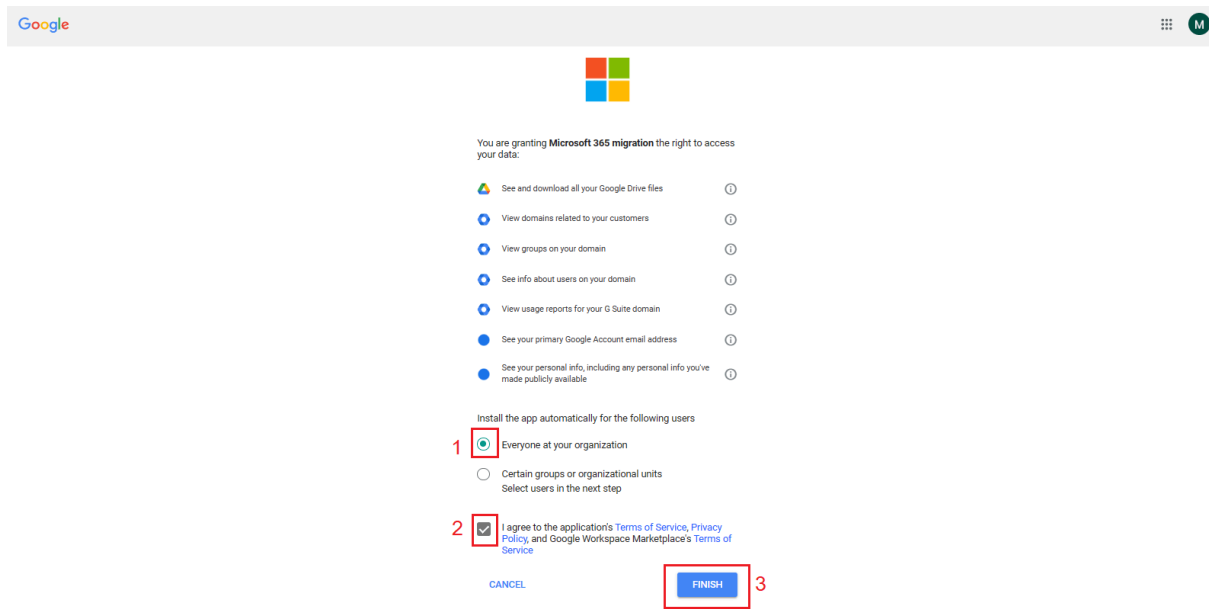


2. Once you click on **Install and authorize**, it will take you to the Google Workspace marketplace to install the migration app. Click on **Admin Install**. A popup window will open asking for Admin Install permission. Click on the continue button.

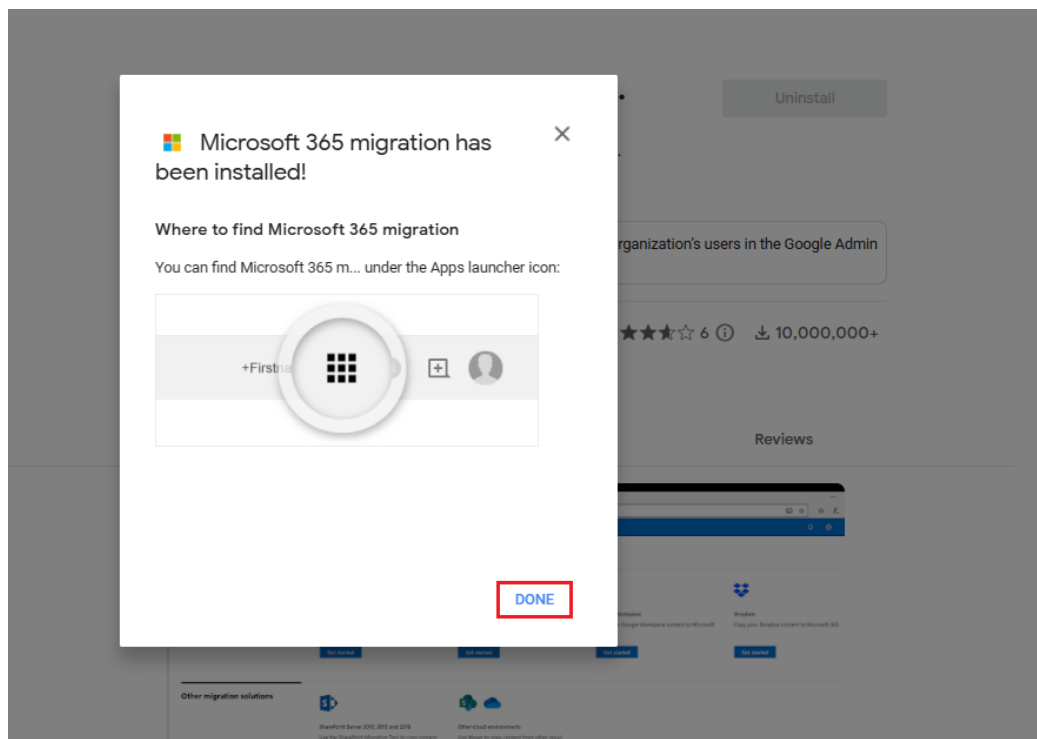


Note: You will need to log in using Google Workspace Admin login credentials.

3. A new window will open showing permissions, click on the **Everyone at your Organization** under Install the app automatically for the following users. And check on **I agree** and click **finish** to complete the installation.

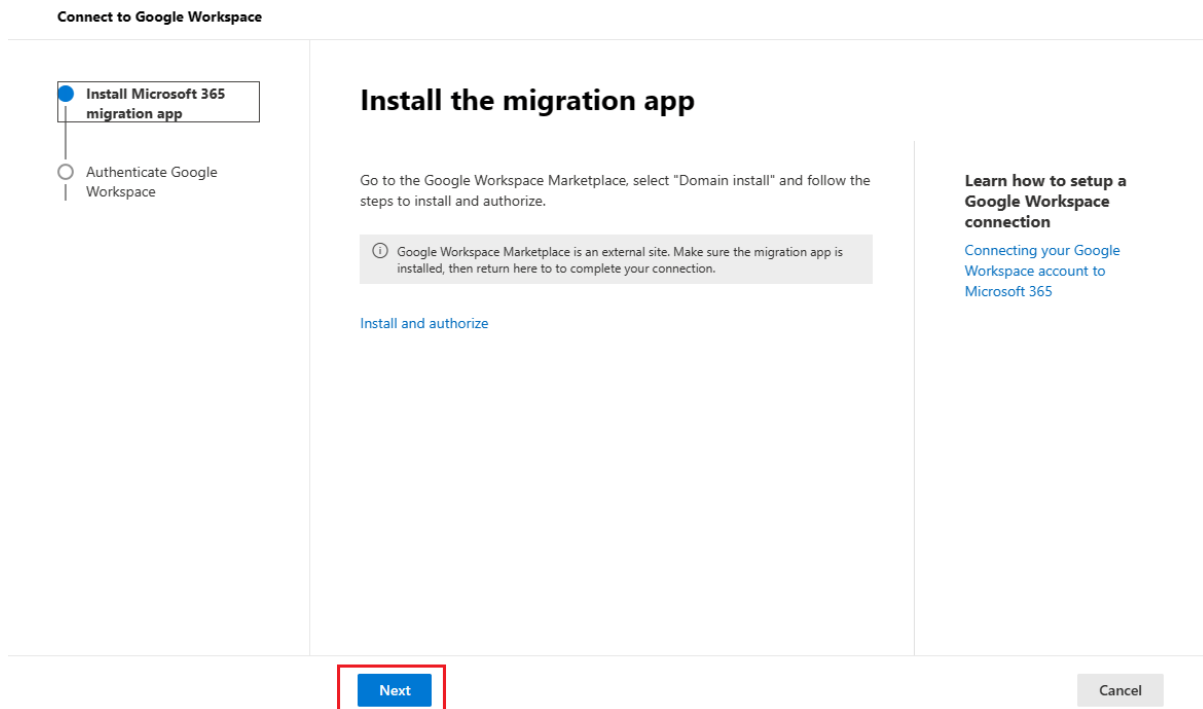


4. You will get a confirmation of the migration app installation. Click on the **done** button.

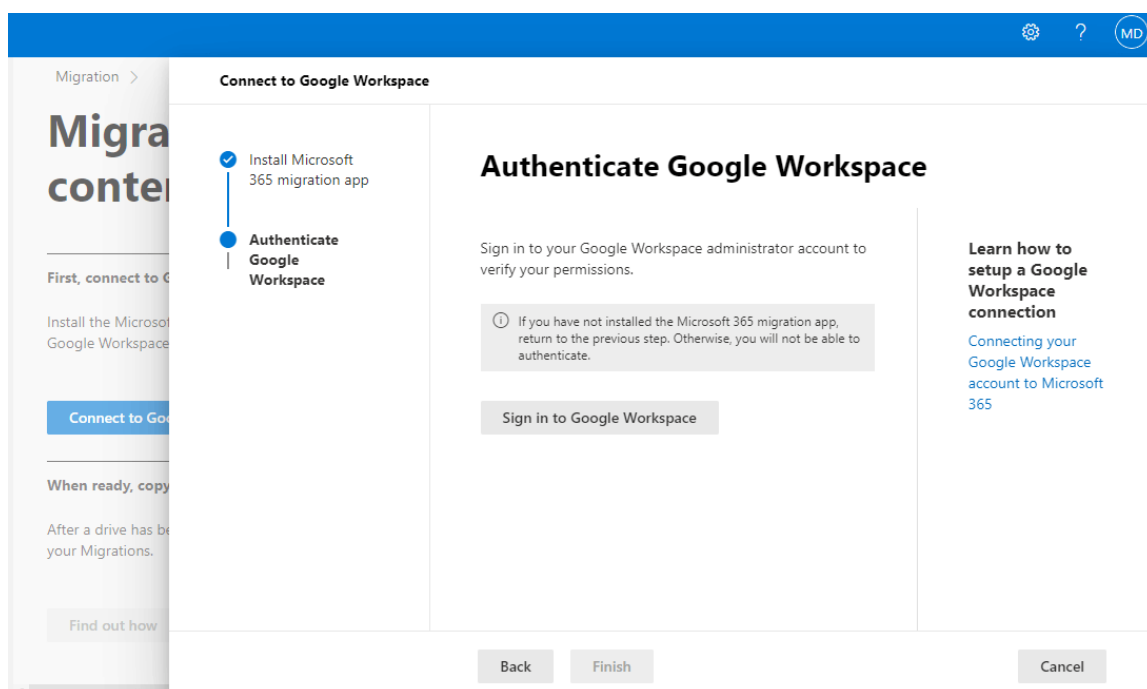


5. Now go back to **SharePoint Admin center** to complete the migration of Google Drive content to OneDrive and click on the **next** button.

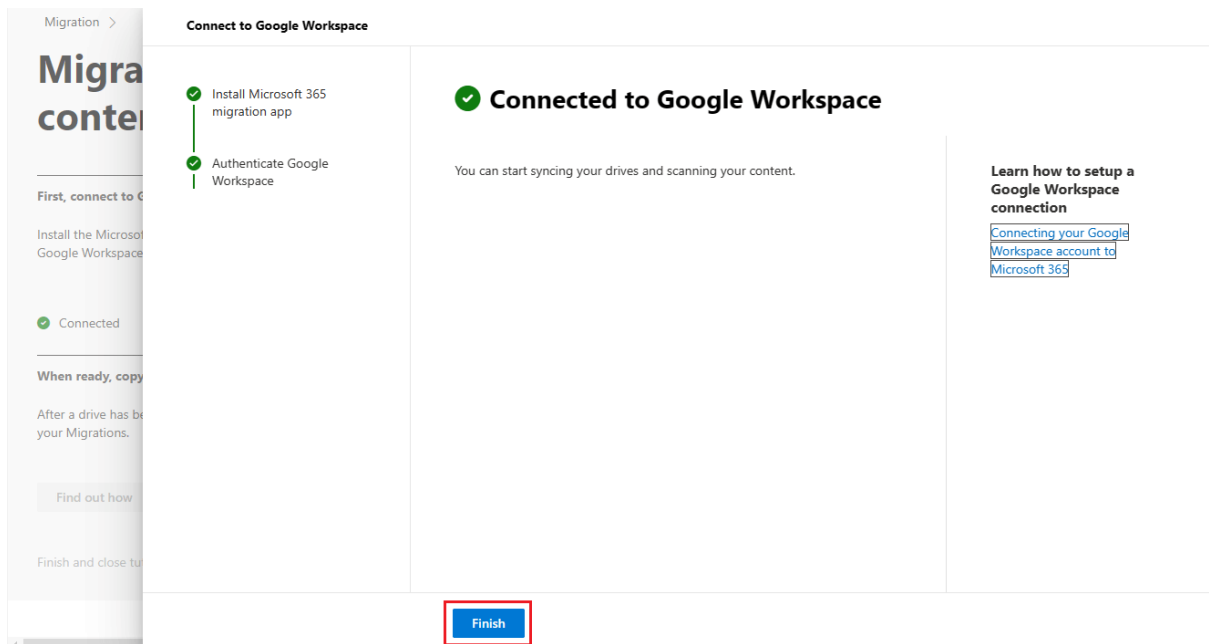
Connect to Google Workspace to Migrate Google Drive to OneDrive



1. Now it will ask to authenticate your Google Workspace account, click on **Sign in to Google Workspace** and sign in with your Google Workspace Admin account.

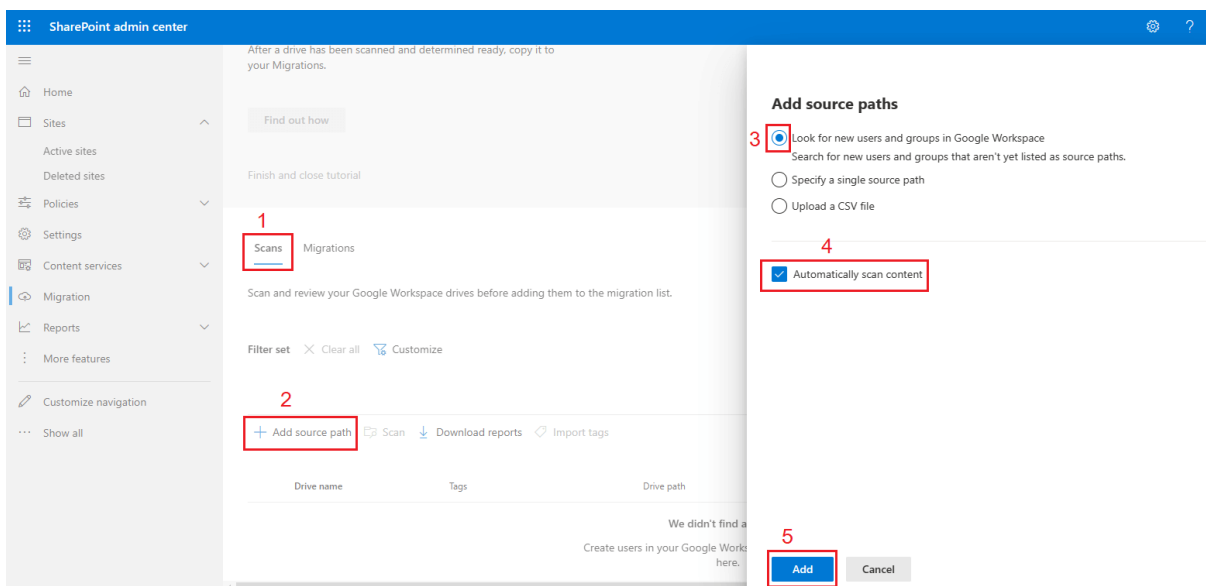


2. Once signed in, it will show a window showing **Connected to Google workspace**. Click on the **finish** button.



Scan Google Workspace Drives

1. Now in the SharePoint Admin Center, scroll down and click on **add source path** in the **Scans** tab. A new window will open select “**Look for new users and groups in Google Workspace**”, choose **Automatically scan content** and click on the **Add** button.



2. It will **start scanning for Google Workspace drive** and show all drives available in the Google Workspace.

Files and folders by last modified date

0

Total Files And Folders

+ Add source path Scan Download reports Import tags

Search

Drive name	Tags	Drive path	Scan result	Drive status	Scanned folders
Abhishek Dheeman	None	abhishek@itinfohub.com	Completed	Active	1
Manoj Dwivedi	None	manoj@itinfohub.com	Completed	Active	1

3. Now choose the drive or drives that you want to migrate to Microsoft 365 and click on **Copy to Migrations**. A new pop-up window will open showing drive confirmation. Again, click **Copy to Migrations** to move further.

SharePoint admin center

Files and folders by last modified date

3

2

1

Copy to Migrations

Copy to Migrations

Cancel

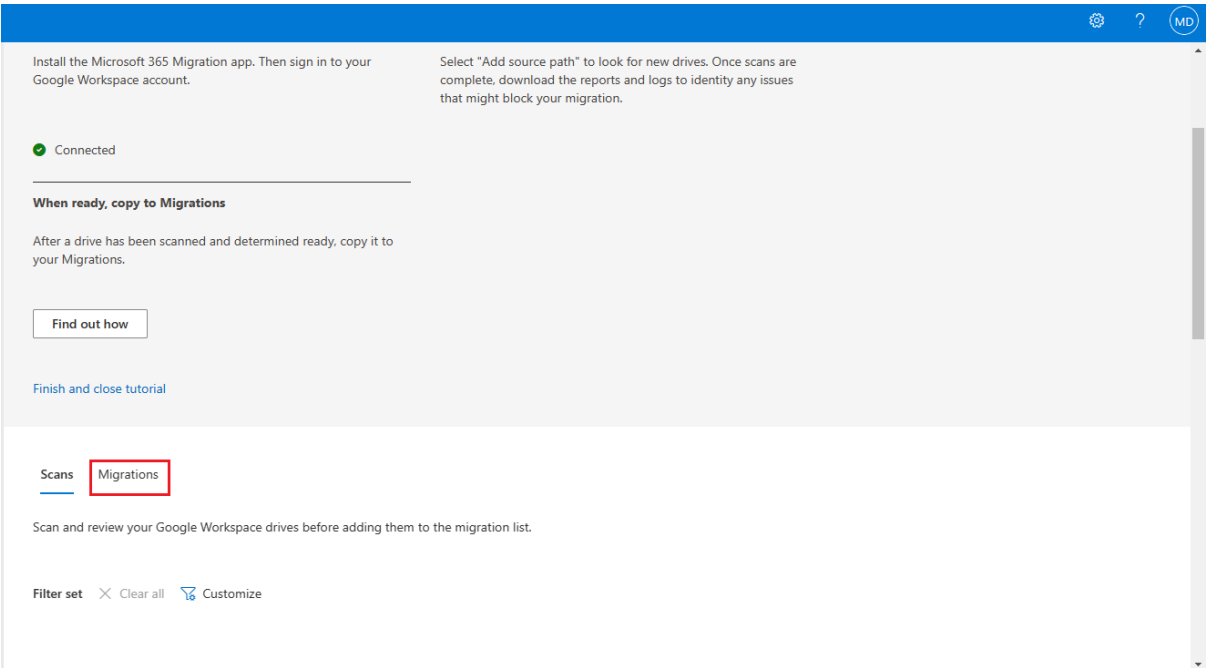
Copy drives to Migrations

2 drives selected

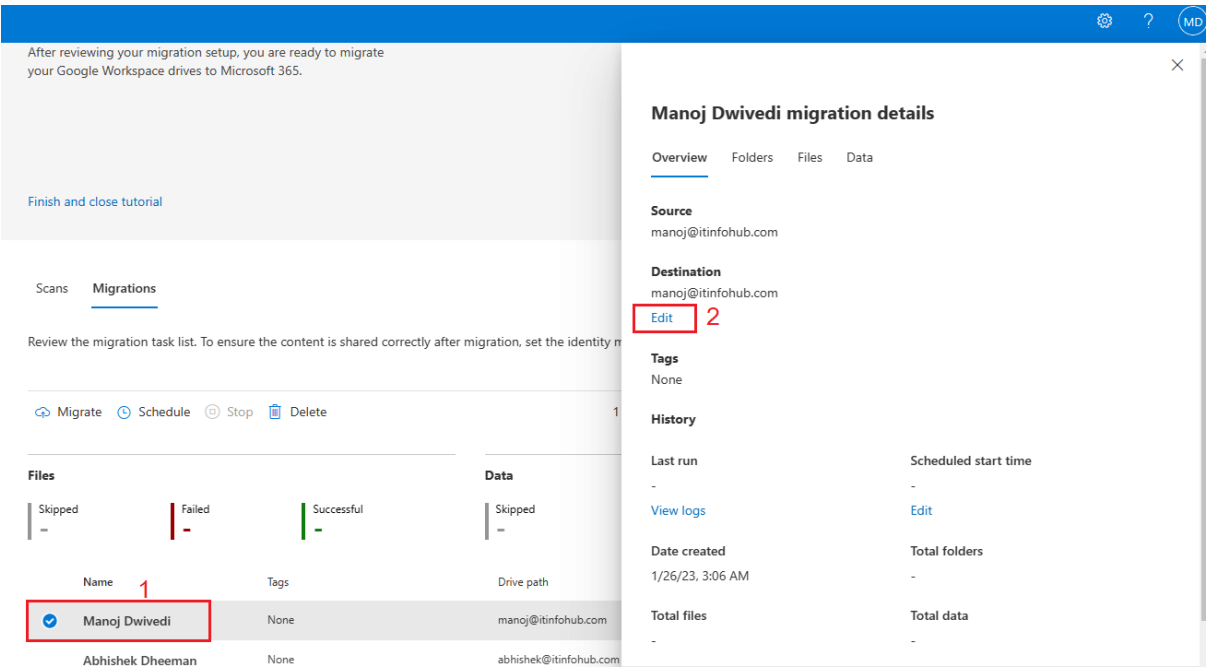
Drives added to Migrations will be automatically mapped to destination paths in Microsoft 365.

Drive name	Tags	Drive path
Abhishek Dheeman	None	abhishek@itinfohub.com
Manoj Dwivedi	None	manoj@itinfohub.com

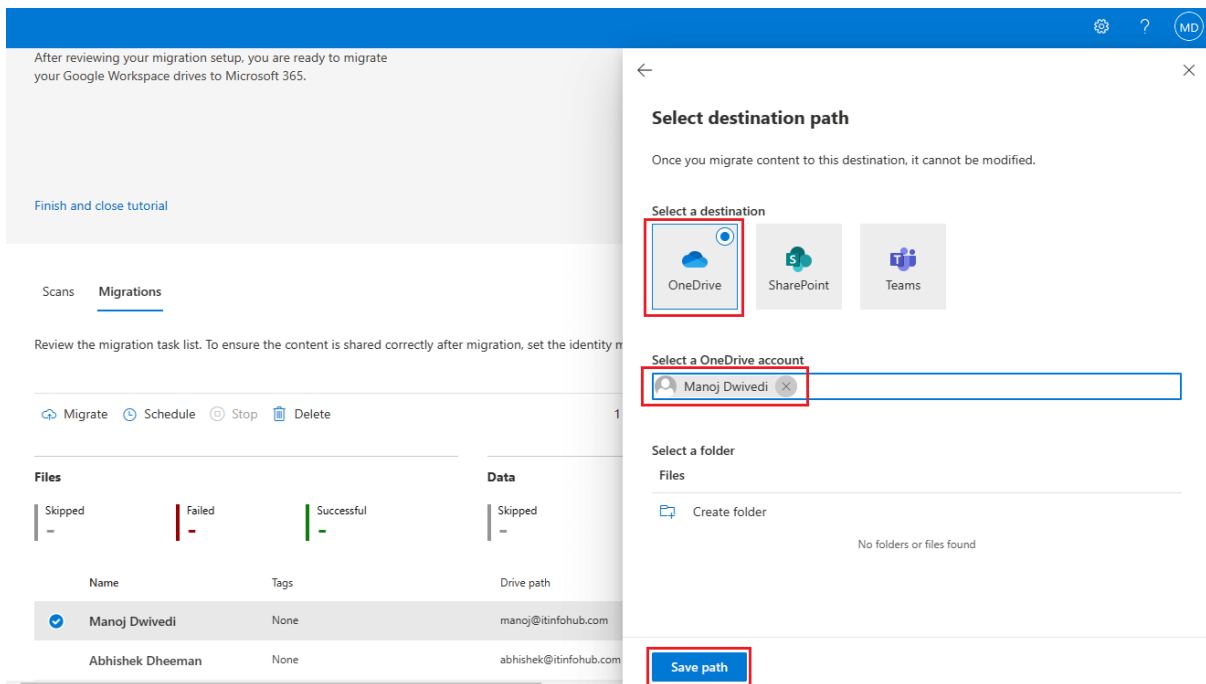
4. Now click on the **Migrations** tab to migrate Google Workspace content to Office 365.



5. If you need to change the destination path, click on the **task**. A new window will open showing migration details. Click on **edit** under the Destination.

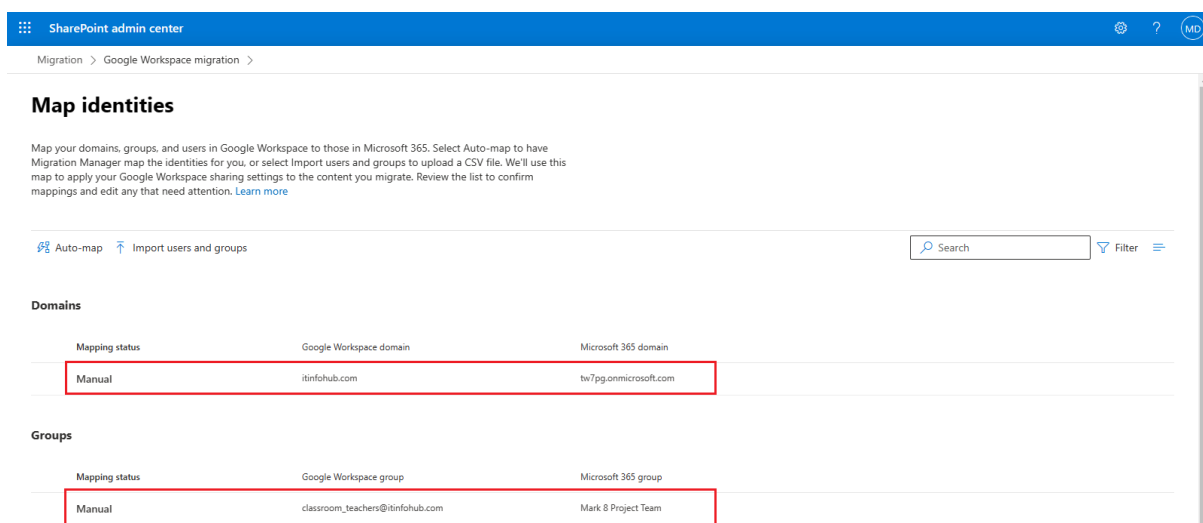


6. Now select the **destination as OneDrive** to migrate Google Drive to OneDrive and select account. And **create folder** if needed and click on the **save path**.

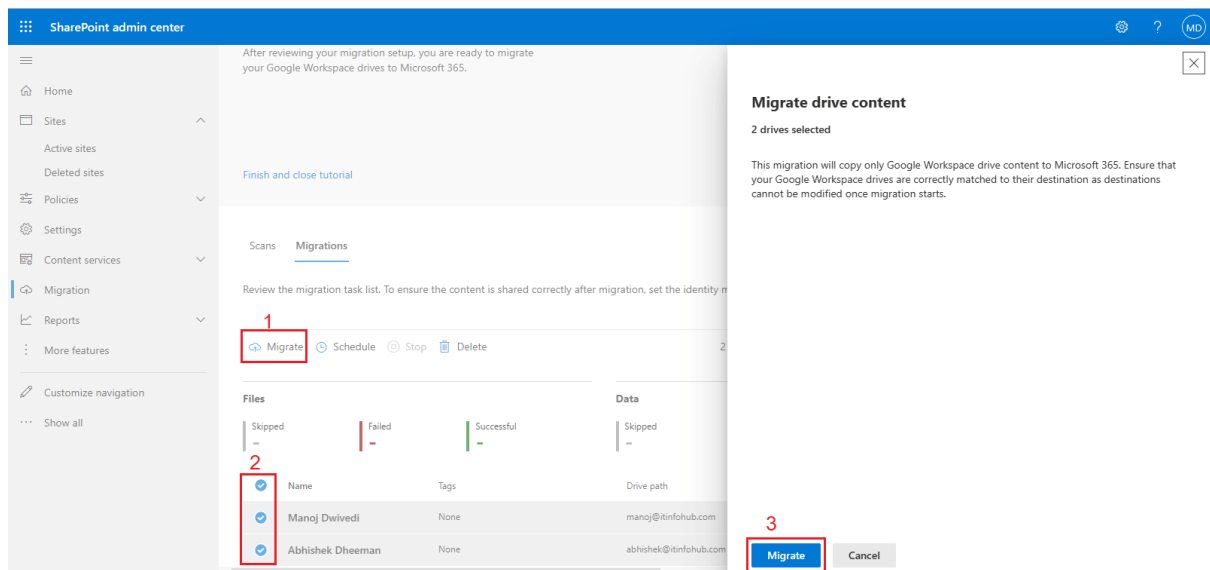


Note: You need to perform this step for every user if you want to change the destination path for every user. Make sure One Drive is setup for every destination user.

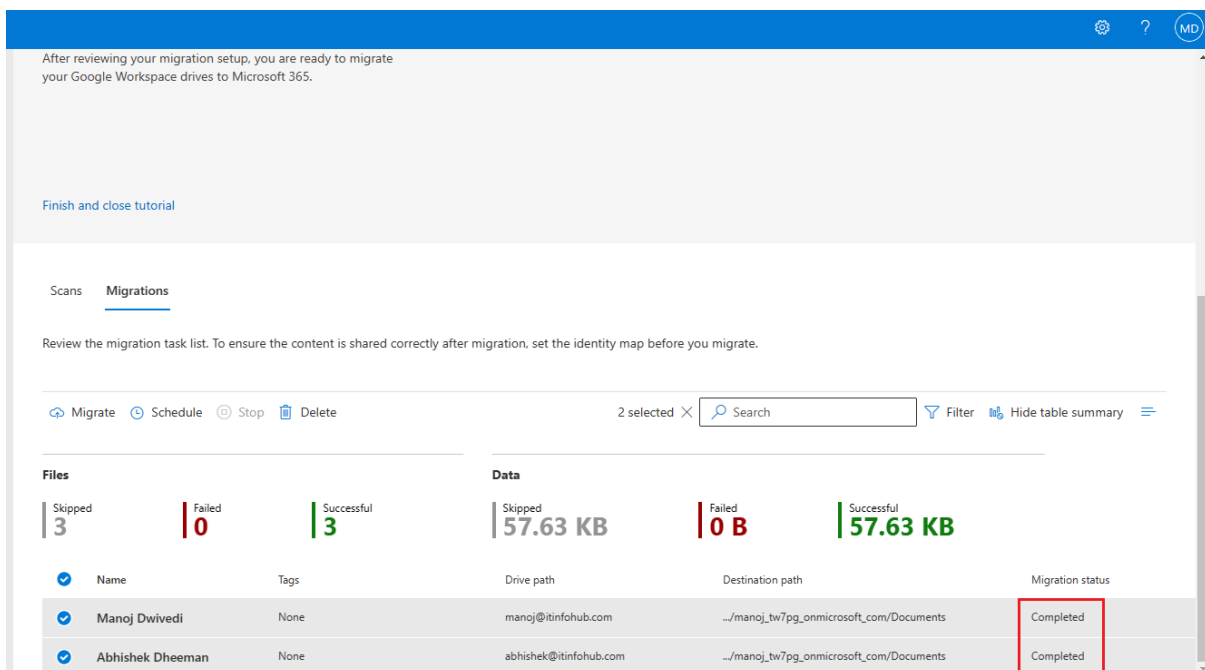
- Now click on **map identities**. A Map Identities window will open.
- Click on the **Domain field** if you want to change domain of the Microsoft 365, otherwise leave it unchanged.
- In Groups, if you have groups in Google Workspace, then select it and map the group.



7. Now go back to the migration tab and **select drives** and click on the **migrate** option. A new window will open, asking for confirmation. Again, click on the **migrate** button.



8. It will process the tasks and take time, depending on your data size. Once completed, you will see the migration status as **completed** with details of the data migrated.



With the above-listed steps, you can migrate your Google Workspace drive content to OneDrive for business.

Conclusion

Migrating your Google Drive to OneDrive for business is a great way to get access to the powerful cloud storage and collaboration tools offered by Microsoft. With a few simple steps, you can migrate your data from Google Workspace drive to OneDrive for business. Taking the time to complete this process will ensure you are able to maximize the potential of the tools offered in Office 365. With the tools and features of Office 365 at your disposal, you will be ready to get the most out of your organization.