

Microsoft Tenant Migration



Presented By:
ASI IT Team



helpdesk@androsysinc.com



SAVE DATA

1. Ensure Onedrive is on and Synced.
2. Downloads must be moved into Documents/Desktop to be saved
3. Sign out of Office Applications



EXPORT BOOKMARKS



1. Click on the three dots (Settings and more) in the upper-right corner of the browser window.
2. Select Favorites from the dropdown menu.
3. Click on Manage Favorites at the top of the Favorites menu.
4. In the Manage Favorites page, click on the three dots above the list of favorites.
5. Select Export Favorites from the dropdown menu



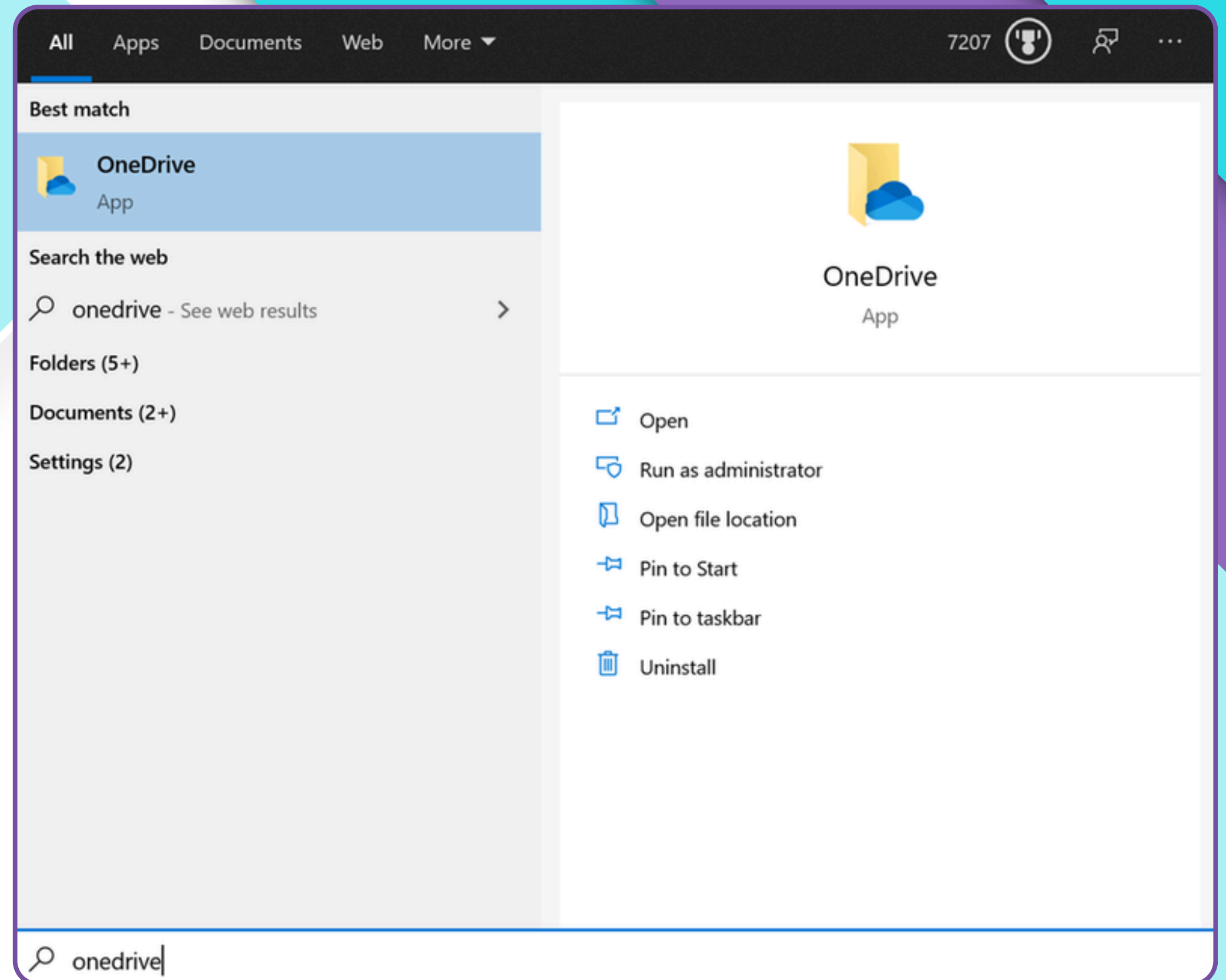
1. On your computer, open Chrome.
2. At the top right, select More **Bookmarks and lists** **Import bookmarks and settings**.
3. Select **Choose file**.
4. Choose a file and select **Open** **Done**.



1. Click the Firefox menu button to open the menu panel.
2. Click Bookmarks and then click the Manage bookmarks bar at the bottom. The Library window will open.
3. From the toolbar in the Library window, click Import and Backup.
4. Choose Import Data from Another Browser.... The Import Wizard will open

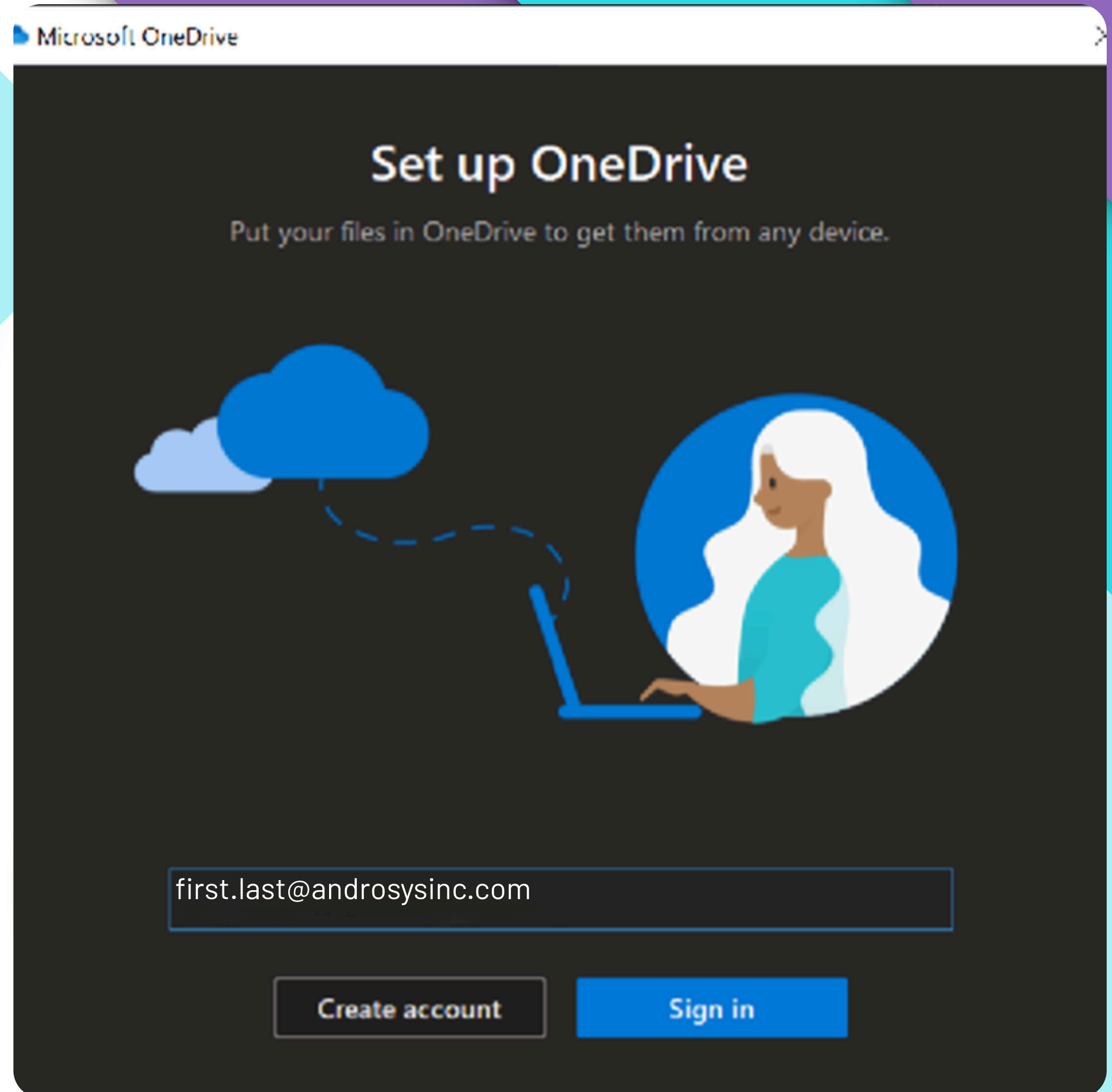
OPEN ONEDRIVE

1. Open the Start Menu and search for “OneDrive”.
2. Open OneDrive.



MAKE SURE YOU ARE LOGGED IN

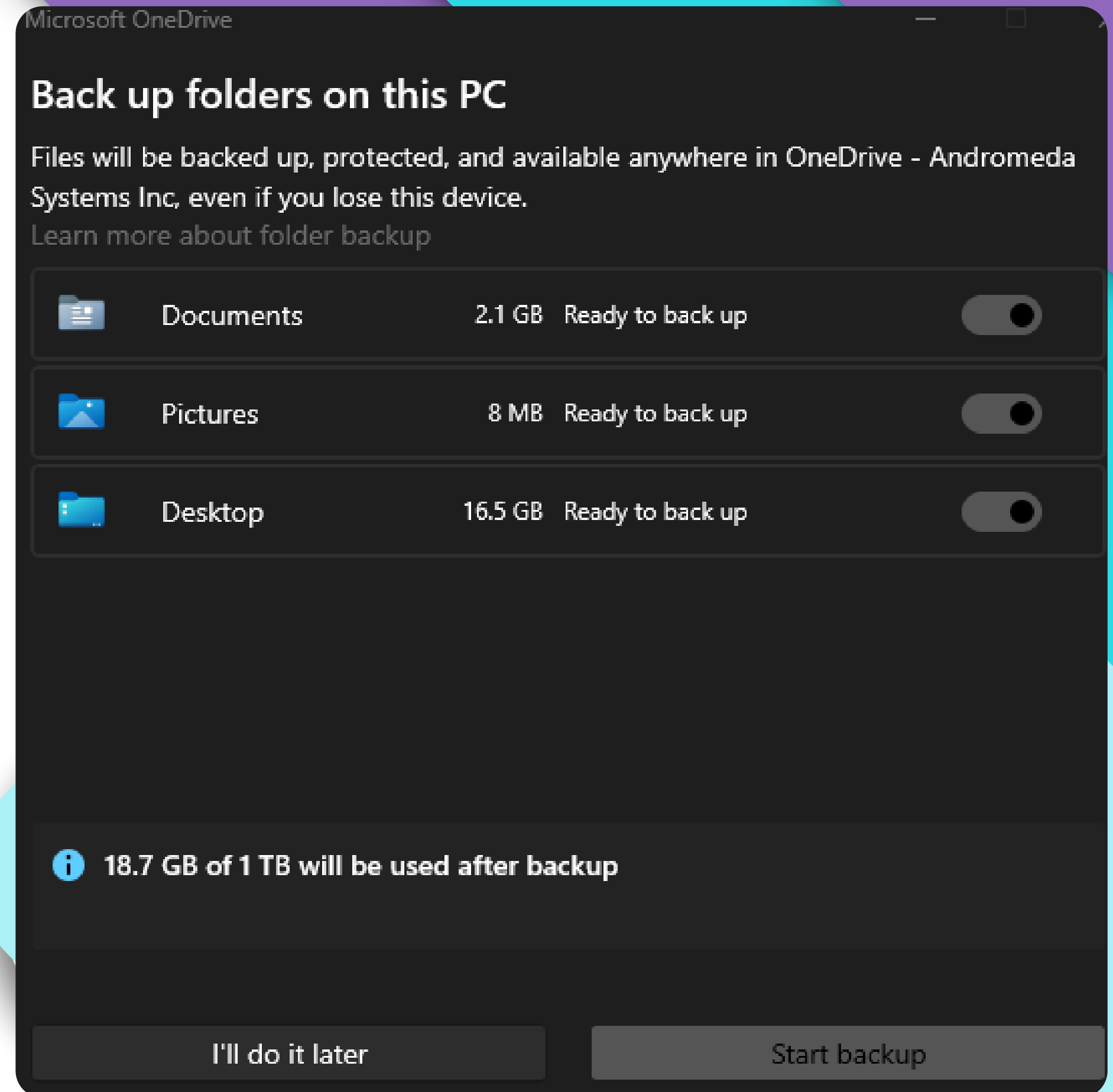
Enter your old ASI email address and password if prompted and click “sign in” and enter your password.




BACK UP YOUR FOLDERS

By default, OneDrive will backup your Desktop, Documents, and Pictures folders. Select any folders you want backed up. Click “Start Backup” then “next.”

Downloads will not copy over

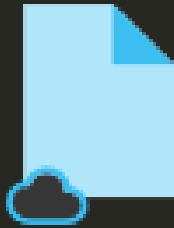


VERIFY FILES ARE SYNCED

 Microsoft OneDrive


Your files, when you need them

With files on-demand, you can browse your OneDrive files, and open some files even if you're offline. [Learn more about files on-demand](#)



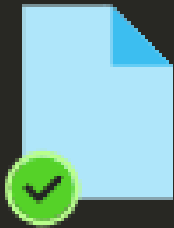
Online-only

These files don't take up space on this device, and they download as you use them.



On this device

When you open a file, it downloads to your device so you can edit while you're offline.

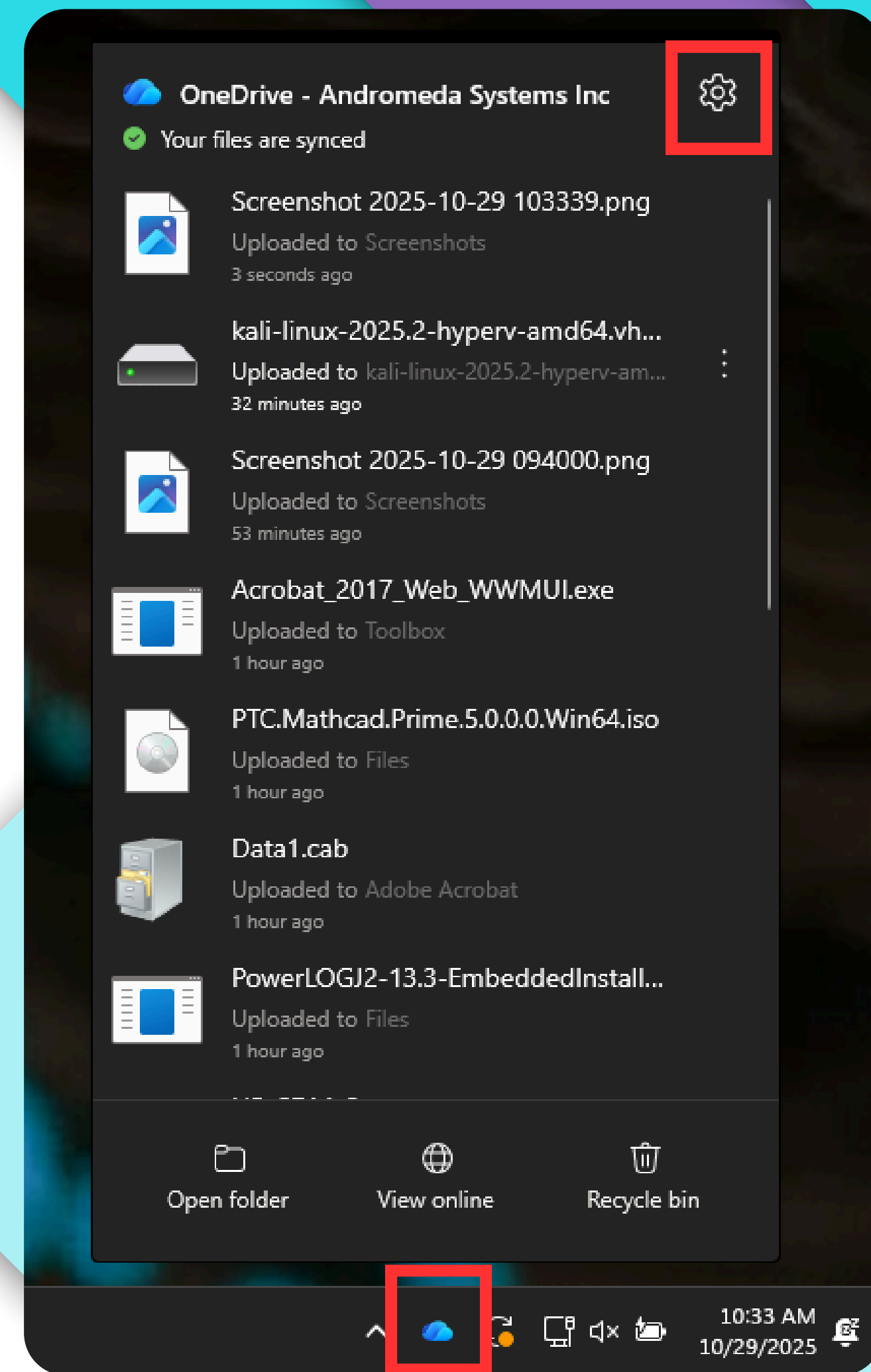


Always Available

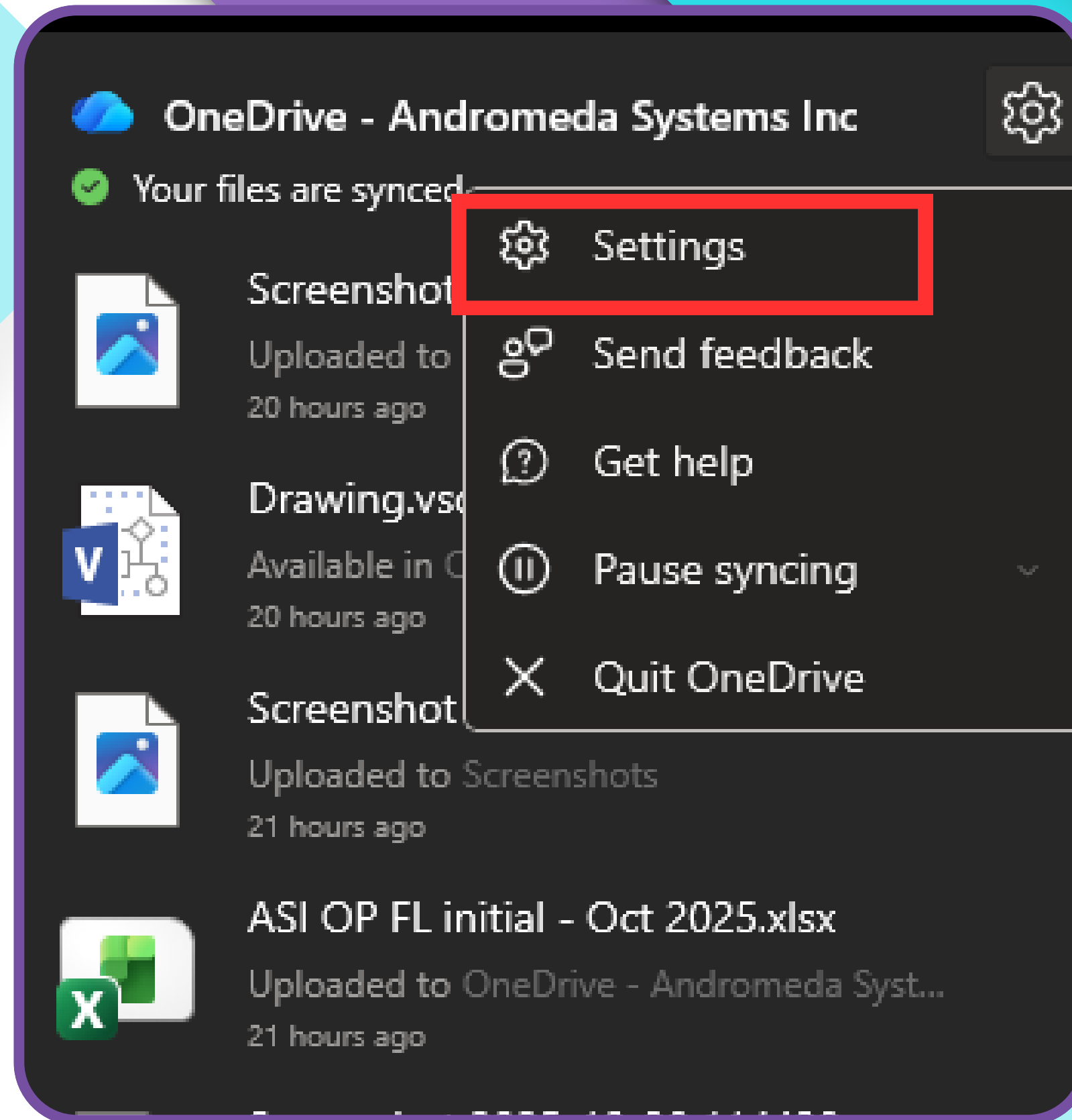
Right-click a file to make it available offline.

CLICK ON ICON

1. Click the Onedrive icon on the right side of desktop toolbar
2. Click the Settings Wheel/icon

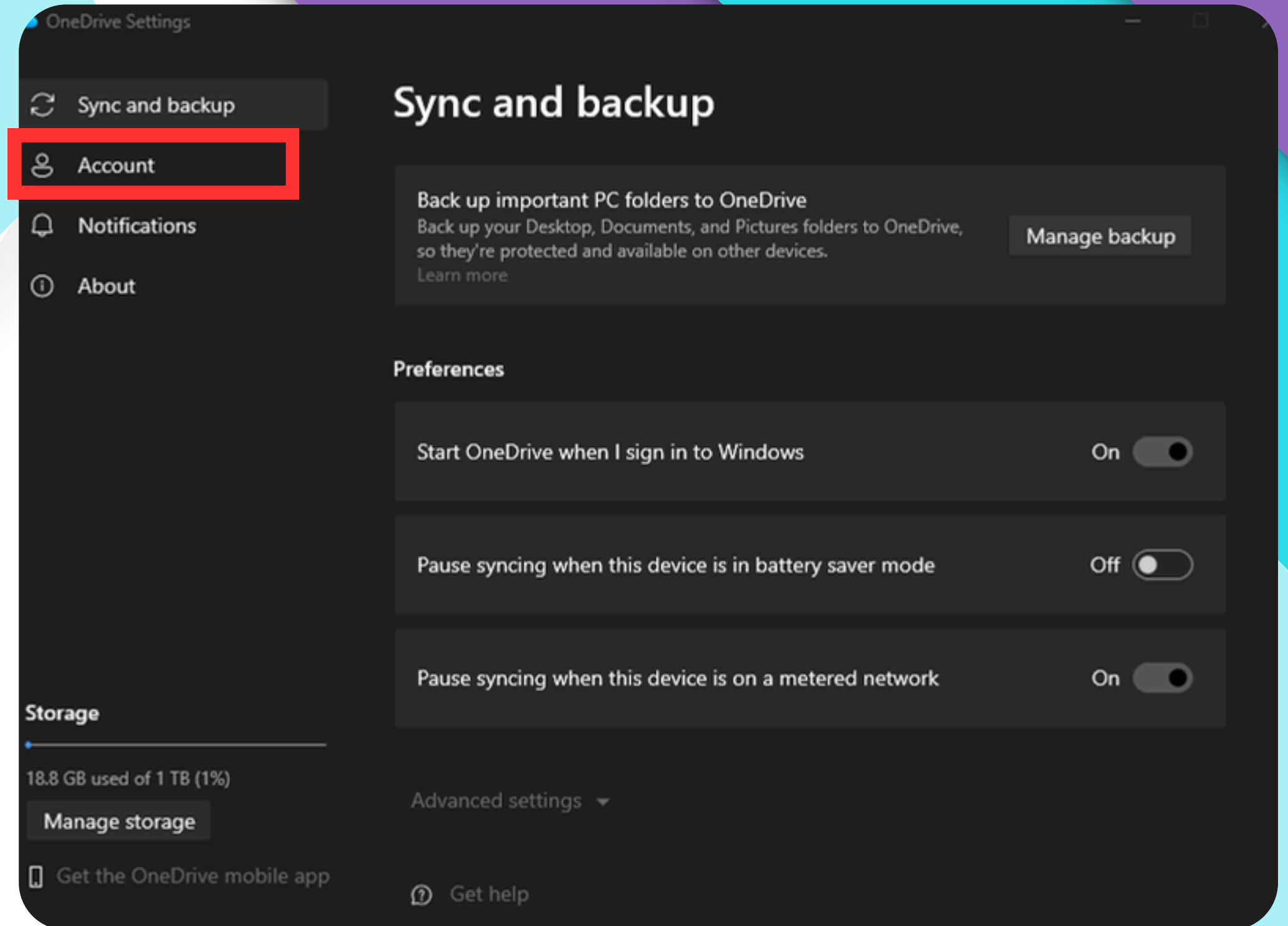


CLICK SETTINGS



ACCOUNT

Click Account



UNLINK

Unlink this PC

