

Copy OneDrive data to another user

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Requirements

- UserPrincipalName – You will need the source accounts UPN and the destination account UPN.

Step 1. Open OneDrive Copy Tool

Click on tools > OneDrive Copy

Step 2. Enter source and destination account

1. Enter the source account UPN or click search.
2. Enter destination account UPN or click search.
3. Enter the destination folder. This will create a folder in the destination account and copy the source files to it.

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Tools > OneDrive Copy Tenant active

Source Account: **1**

Destination Account: **2** Destination Folder: **3**

Status

Next, click submit to start the copy.

Status

Drag a column header here to group by that column

	Source Account	Destination Account	Status	Start Time	
1	heather@acti...	robert@activedire...	Finished	3/17/2024 7:26:46 AM	

Logs

Drag a column header here to group by that column

	Source Account	Destination Account	Item Name	Item Type	Status	Start Time	
1	heather@activedirectorypro.com	robert@activedirectorypro.com	Apps	Folder	completed	3/17/2024 7:26:47 AM	
2	heather@activedirectorypro.com	robert@activedirectorypro.com	test-1	Folder	completed	3/17/2024 7:26:49 AM	
3	heather@activedirectorypro.com	robert@activedirectorypro.com	test-2	Folder	completed	3/17/2024 7:26:49 AM	

The status box will show you the overall status. It will display finished when the copy has completed.

The logs box will show you the status of each folder being copied.

When the copy is complete, I'll verify it copied all of the data.

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