Copy OneDrive data to another user

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In this guide, you will learn how to copy OneDrive data from one user to another user with the 365 Pro Toolkit.

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 ac	tive
Source Account: 1				
@activedirectorypro.com	Search			
Destination Account:		Destination Folder:		
activedirectorypro.com	Search	restore1		
Submit Stop				
Status				

Next, click submit to start the copy.

tus								
Drag	a column header here	e to group by that colu	nn					
	Source Account	Destination Account	Status	Start Time	^			
1	heather@acti	robert@activedire	Finished	3/17/2024 7:26:4	46 AM			
gs								
gs Drag i	a column header here	e to group by that colu	nn					
gs Drag i	a column header here Source Account	e to group by that colui	nn stination Ac	count	Item Name	Item Type	Status	Start Time
gs Drag i 1	a column header here Source Account heather@actived	e to group by that colur De lirectorypro.com rol	nn stination Ac pert@active	count directorypro.com	Item Name Apps	ltem Type Folder	Status	Start Time 3/17/2024 7:26:47 AM
gs Drag i 1 2	a column header here Source Account heather@actived heather@actived	e to group by that colui De firectorypro.com rol lirectorypro.com rol	nn stination Ac pert@active	count directorypro.com directorypro.com	Item Name Apps test-1	ltem Type Folder Folder	Status completed completed	Start Time 3/17/2024 7:26:47 AM 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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Share View Picture Tools			
> OneDrive - activedirectorypro.com	restore1		
55	Name	Status	Date modified
*	Apps	0	3/17/2024 7:26 AM
is *	test-1	0	3/17/2024 7:26 AM
ts 🖈	test-2	0	3/17/2024 7:26 AM
7			