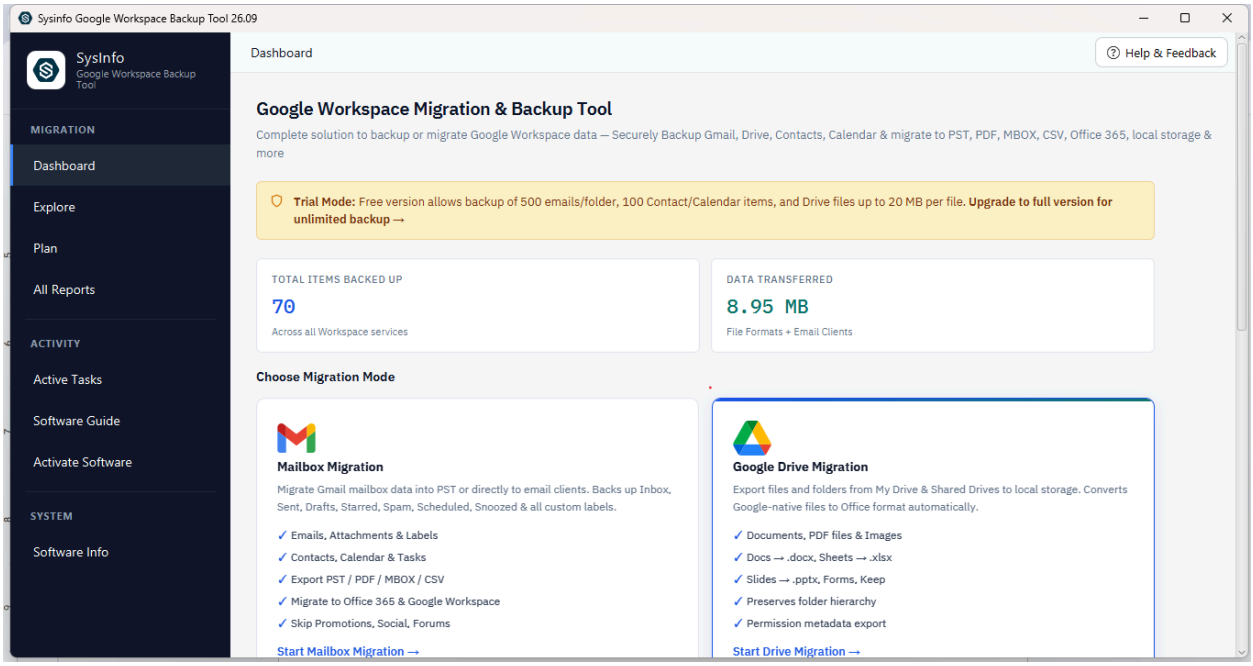
(Long SG SysInfo): SysInfo Google Workspace Backup Tool

Software Guide: SysInfo Google Workspace Backup Tool

Interface Overview

Dashboard	Provides access to Mailbox, Google Drive, and Chat Migration.
Explore	Provides information about login methods, migration routes, supported data, key features, and how the software works.
Plan	Displays available license plans, including Home, Admin, Technician, and Administrator.
All Reports	View and manage completed migration reports and logs.
Active Tasks	Monitor ongoing migration tasks and their current status.
Software Guide	Provides step-by-step instructions for using the software.
Activate Software	Activate the software using your license details.
Software Information	View software version, license, and other product information.
Technical Support	Access **technical support** and assistance when needed.

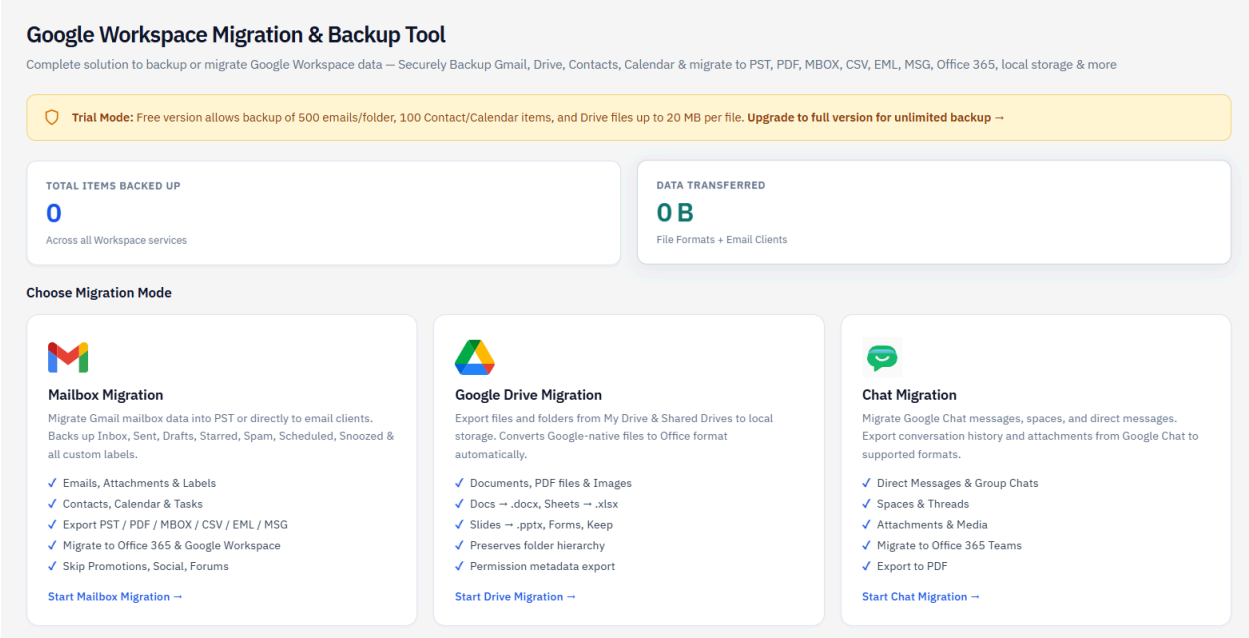


Mailbox Migration

Step 01: Download Google Workspace Backup Tool

Download and install the **Google Workspace Backup Tool** on your system. Open the software and select **Mailbox Migration** from the available options:

- Mailbox Migration
- Google Drive Migration
- Chat Migration

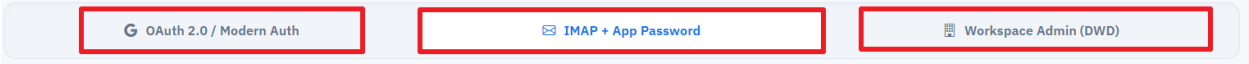


Step 02: Connect Source Account

In the **Connect Source Account** section, choose the authentication method that best suits your Google Workspace environment. The software provides three options for connecting the source account:

- **OAuth 2.0/Modern Authentication:** Sign in securely using Google's modern authentication method.
- **IMAP + App Password:** Connect your account using IMAP credentials along with an app-specific password.
- **Workspace Admin (DWD):** Use **Domain-Wide Delegation (DWD)** to authorize and migrate multiple user mailboxes from a Google Workspace domain through an administrator account.

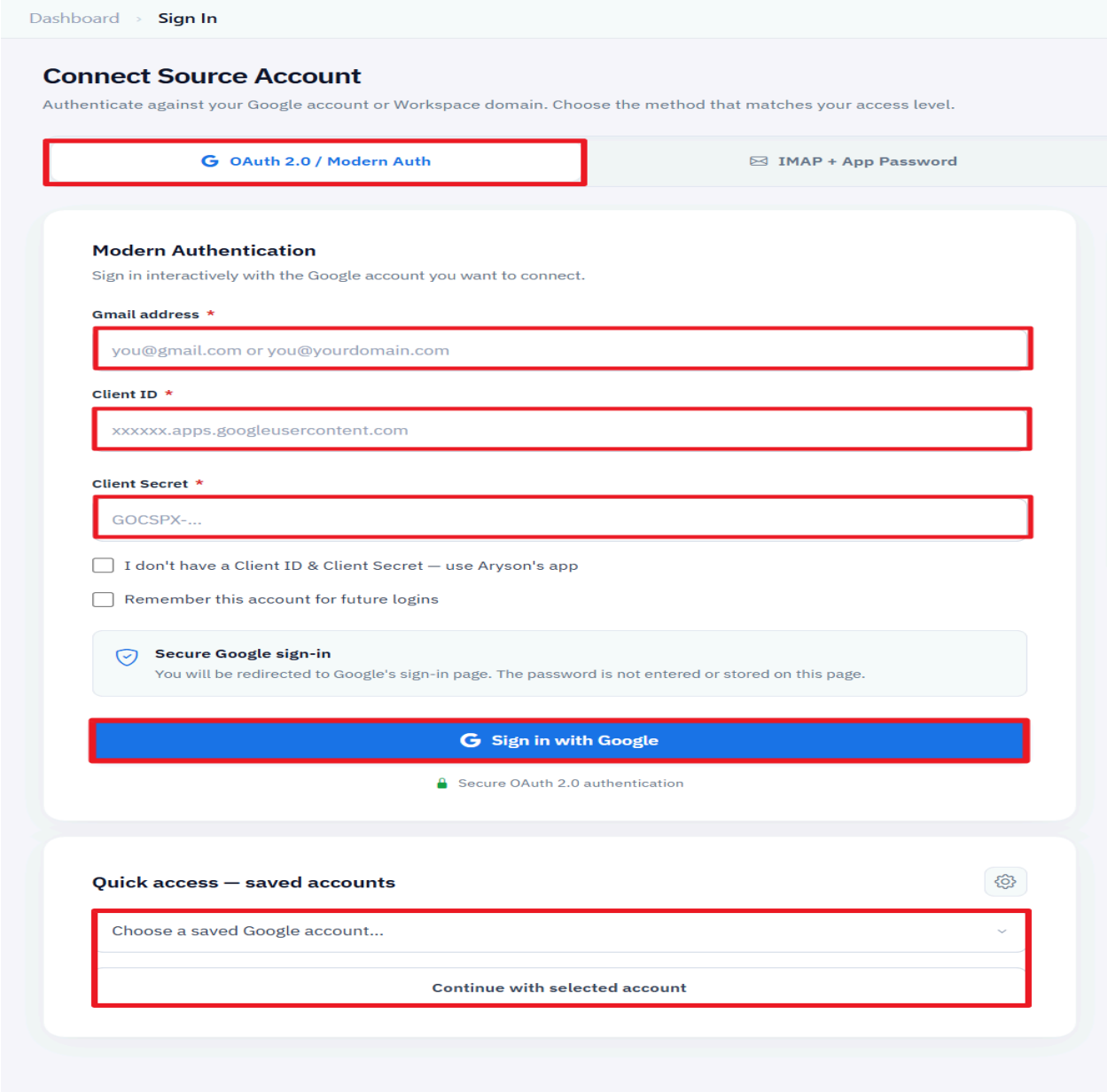
Note: Select **Saved Login Account** to save the account details for future authentication. This allows you to reuse the saved account without entering the login details again.



Step 03: Connect the Source Account Using OAuth 2.0/Modern Authentication

- Select the **OAuth 2.0/Modern Auth** option to connect your Google Workspace account using Google's secure authentication method.

- Enter your **Gmail address** and provide the **Client ID** and **Client Secret** from your Google Cloud project.
- After entering the details, click **Continue** with Google and complete the authentication process.
- Once authorized, the software will establish a secure connection with the source mailbox.

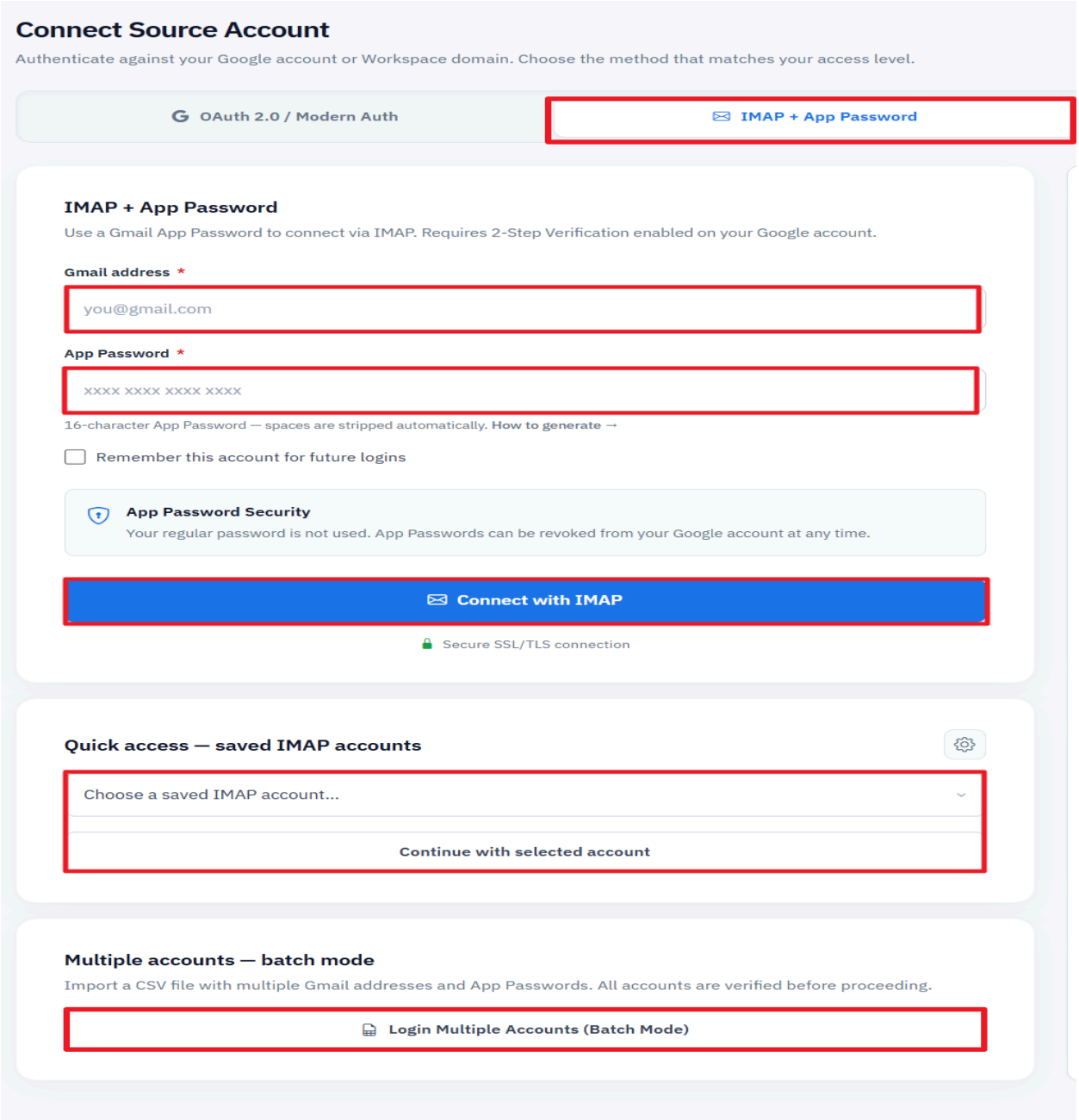


Step 04: Connect the Source Account Using IMAP and App Password

- Choose the **IMAP + App Password** option if you want to connect through IMAP authentication.

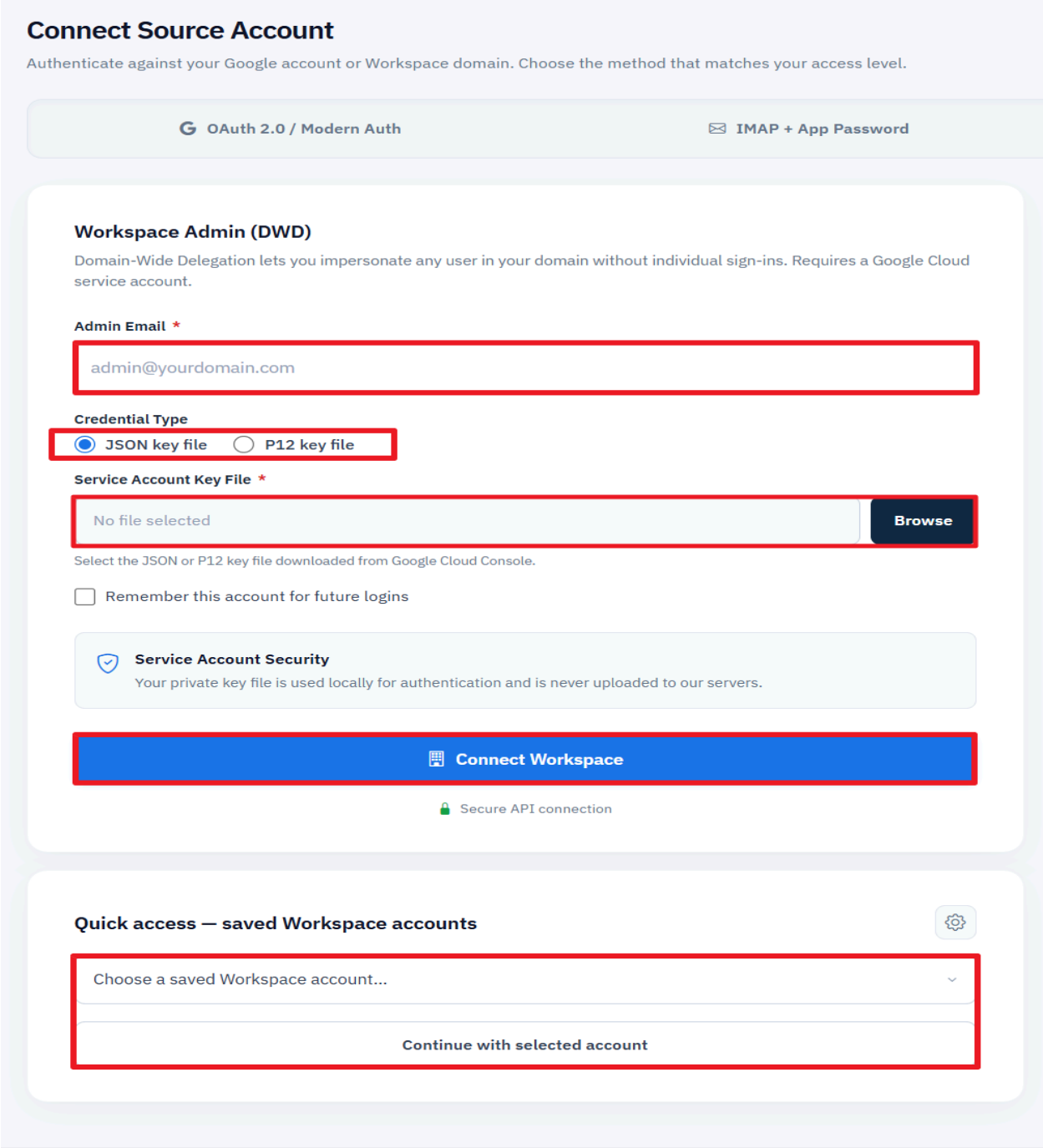
- Enter your **Google Workspace email address** and the corresponding **App Password** generated from your Google Account.
- After providing the required credentials, click **Continue** with IMAP to connect the source account.

Note: For multiple accounts, use **Batch Mode**. Import a CSV file containing the **Gmail addresses** and **App Passwords** of the accounts you want to connect. The software verifies all accounts before proceeding with the migration.



Step 05: Connect the Source Account Using Workspace Admin (DWD)

- Select **Workspace Admin** (DWD) to perform domain-level migrations using Domain-Wide Delegation (DWD).
- Enter the **Google Workspace Admin Email ID**, choose the appropriate Credential Type (**JSON Key File or P12 Key File**), and browse to upload the service account key file downloaded from Google Cloud Console.
- After providing the required information, click **Connect Workspace** to authorize the domain and access multiple users' mailboxes through the administrator account.

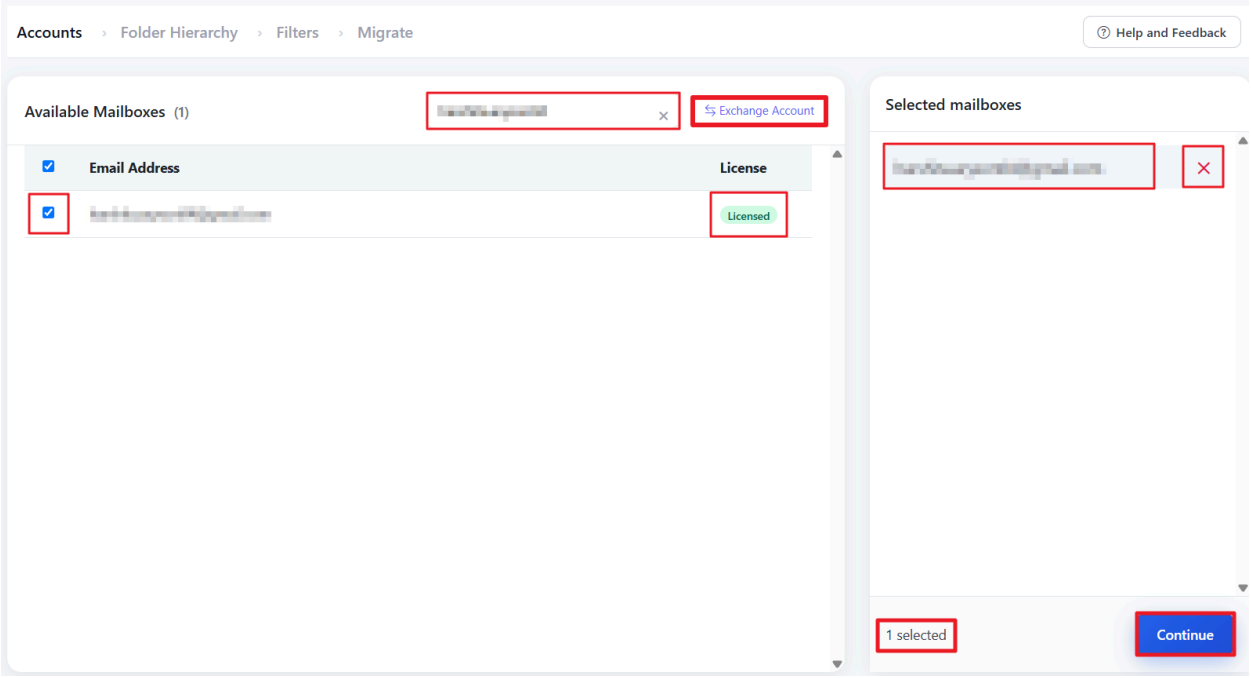


Step 06: Select and Verify Mailboxes

After connecting the source Google Workspace account, the software displays all available mailboxes. Select the mailboxes you want to migrate

- **Available Mailboxes**: Displays all discovered Google Workspace accounts.
- **Selection Checkbox:** Select individual mailboxes for migration.

- **Select All:** Select all available mailboxes at once.
- **Search**: Find a specific mailbox by email address.
- **License Status**: Check the license status of each mailbox.
- **Selected Mailboxes:** Review the mailboxes selected for migration.
- **Remove (X)**: Remove a selected mailbox if needed.
- **Selection Counter:** Shows the total number of selected mailboxes.
- After verifying your selection, click **Continue** to proceed.

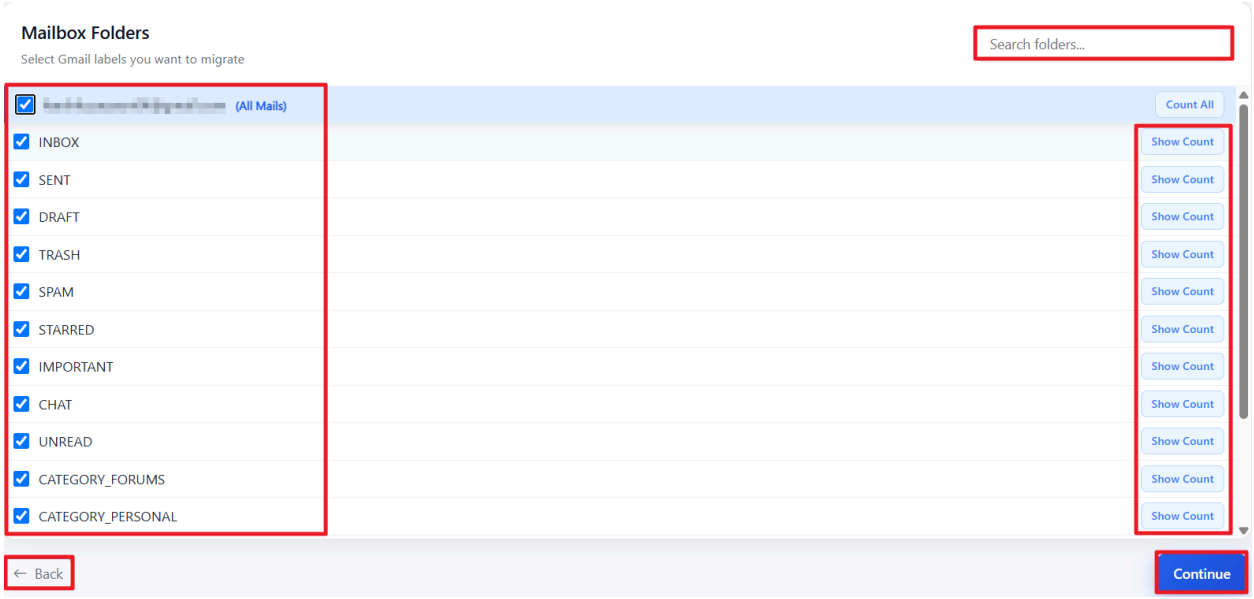


Step 07: Select the Mailbox Folders to Migrate

In the **Folder Hierarchy section,** the software displays the folders and labels available in the selected Google Workspace mailbox. Select the folders you want to migrate.

- **Mailbox Folder Tree:** Displays the available Gmail folders and labels, such as Inbox, Drafts, Sent Mail, Spam, Important, and custom folders.
- **Mailbox Selection Checkbox:** Select or deselect individual folders for migration.
- **Parent Mailbox Checkbox:** Select the top-level checkbox to select or deselect all folders in the mailbox at once.
- **Search Folders:** Enter a folder name in the search box to quickly find a specific folder.

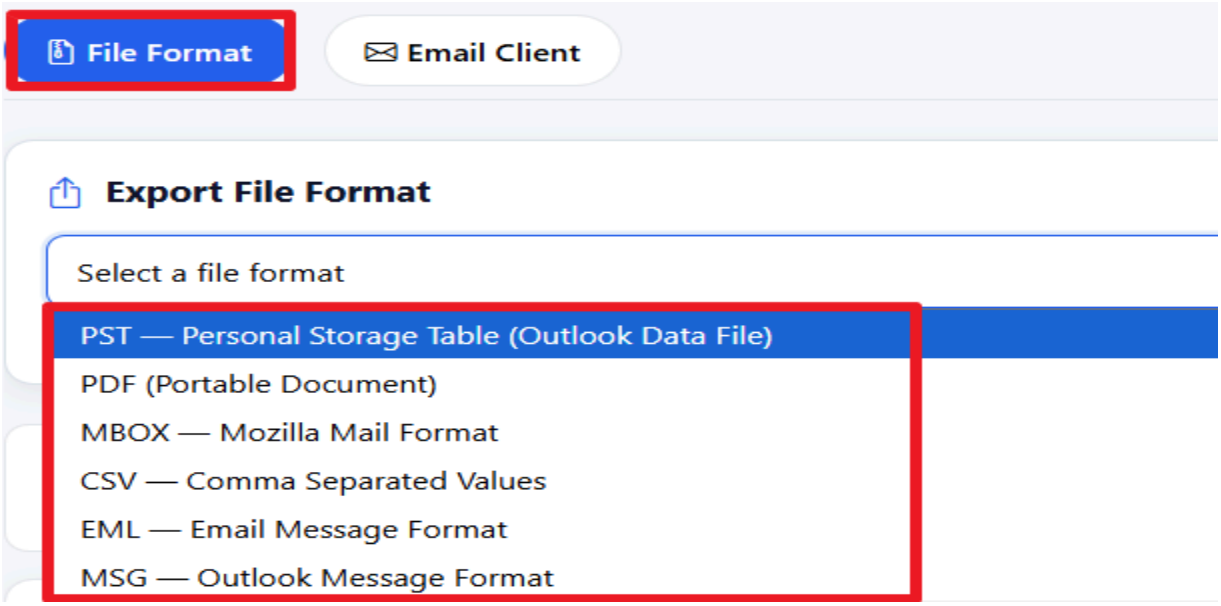
- **Show Count:** Click Show Count to view the total number of items available in a folder.
- **Item Count:** Displays the number of emails available in each selected folder.
- **Scrollable Folder List:** Scroll through the folder list to view mailboxes with a large number of folders and labels.
- Review the folder structure and select the folders you want to migrate. After making your selection, click **Continue** to proceed to the filter configuration stage.



Step 08: Select the Destination Format

Choose the destination where you want to save or migrate the Google Workspace mailbox data. The software provides two destination categories:

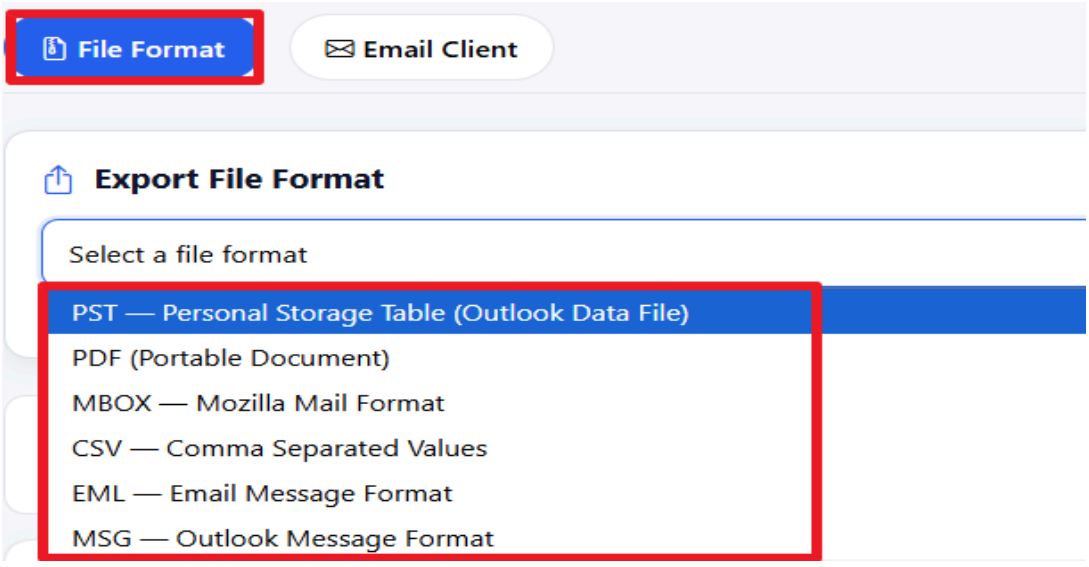
- **File Formats:** Choose from PST, PDF, MBOX, or CSV.
- **Email Clients:** Choose Microsoft 365 or Google Workspace (DWD).



Mailbox to PST/PDF/MBOX/CSV

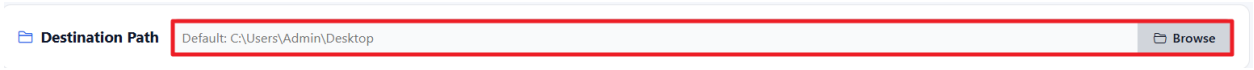
Step 09: Choose Destination File Format

Select the required file format to save the Google Workspace mailbox data. The software supports PST, PDF, MBOX, and CSV formats.



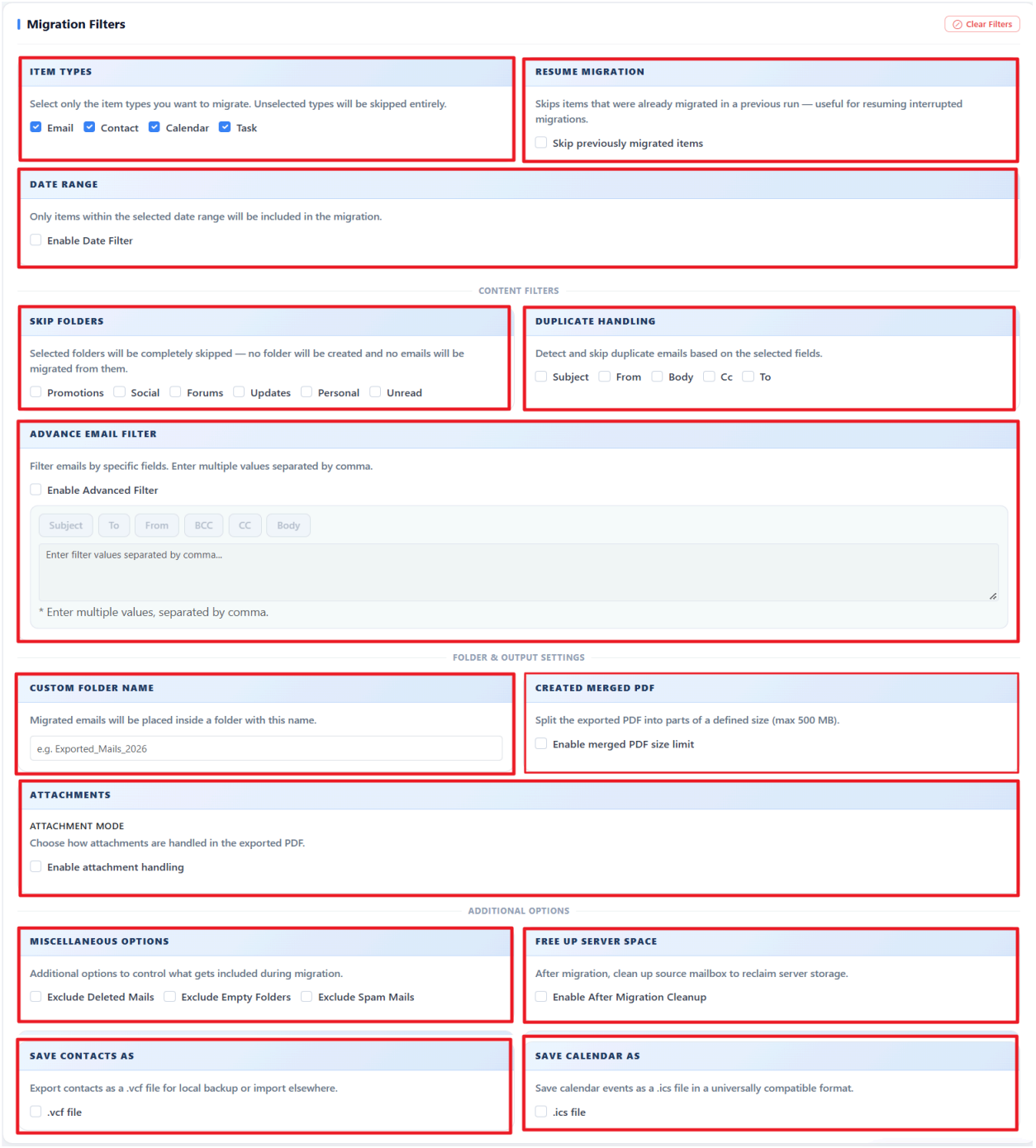
Step 10: Destination Path

Choose the destination path where you want to save the exported mailbox data. Click **Browse** to select a folder on your system, then click **Continue** to proceed.



Step 11: Apply Migration Filters

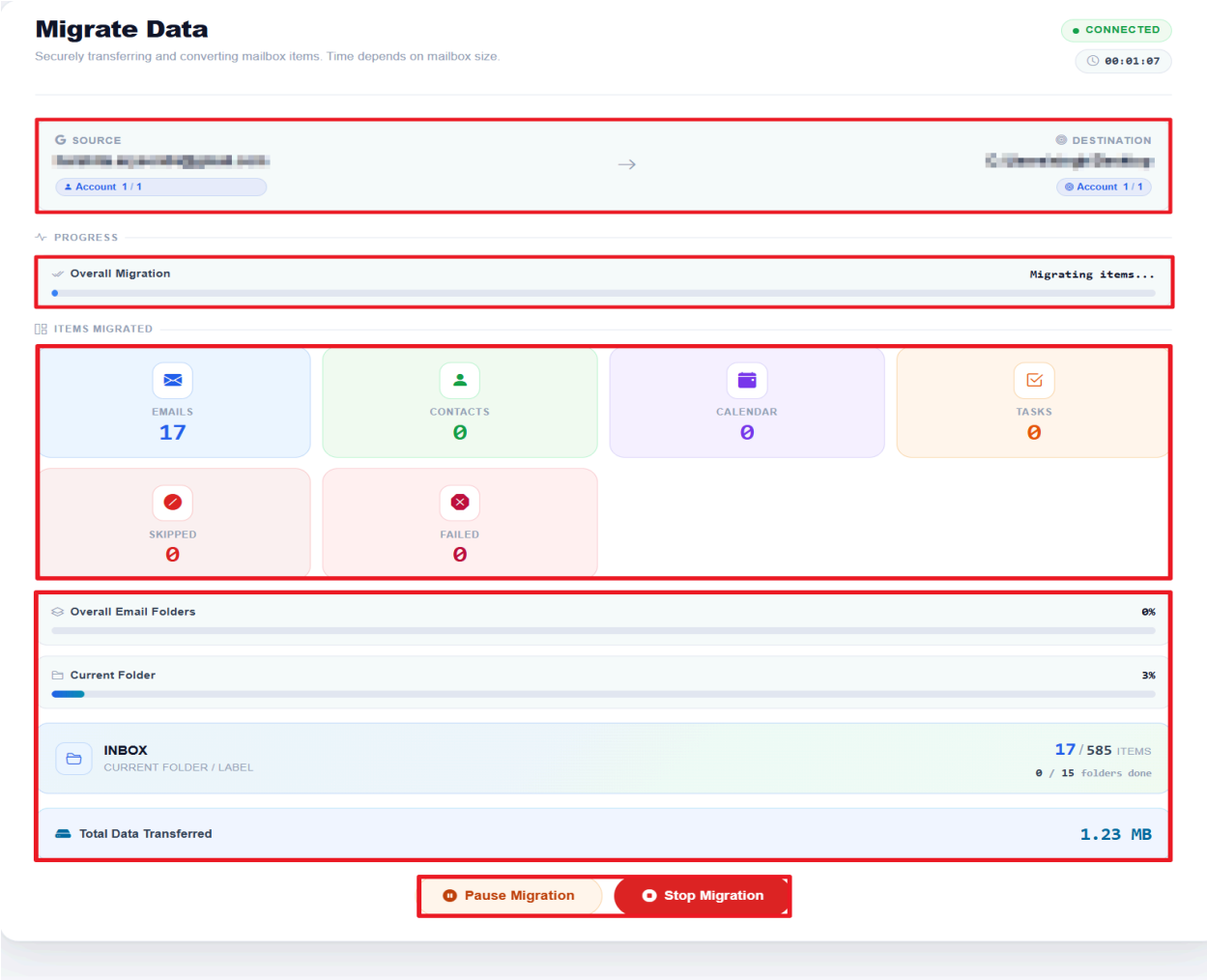
- **Item Types:** Select emails, contacts, calendars, or tasks. For MBOX, only emails can be selected.
- **Skip Previously Migrated Items:** Avoid exporting already backed-up data.
- **Date Range:** Export emails from a specific date range between a Start and End date.
- **Advanced Email Filter**: Filter emails by From, To, Subject, CC, BCC, or message content.
- **Skip Folders:** Exclude selected Gmail folders or categories.
- **Remove Duplicates:** Remove duplicate emails based on selected fields.
- **Split PST:** Divide large PST files by setting a maximum file size. (The **Auto Split** option is available for PST files larger than 50 GB.)
- **Attachment Options:** Include, skip, or save attachments separately.
- **Custom Folder Name:** Set a name for the backup folder.
- **Exclude Empty Folders**: Skip folders without any items.
- **Exclude Deleted/Spam:** Exclude deleted and spam folders from the backup.
- **Free Up Server Space**: Move or permanently delete emails from the source mailbox after a successful backup.
- **Save Contacts as VCF:** Export contacts separately in VCF format.
- **Save Calendar as ICS**: Export calendar items separately in ICS format.
- **For PDF**: Enable Merged PDF Size Limit to combine emails into PDF files and split them when they reach the selected size. The maximum limit is 500 MB per PDF file.



Step 12: Start Migration & Monitor the Backup Progress

- Click **Start Migration** to begin exporting the Google Workspace mailbox to the selected file format.
- Monitor the migration progress in real time, including **exported, skipped, and failed items**, and the **destination location**.

- You can use **Pause Migration, Resume Migration**, or **Stop Migration** to manage the process as needed.

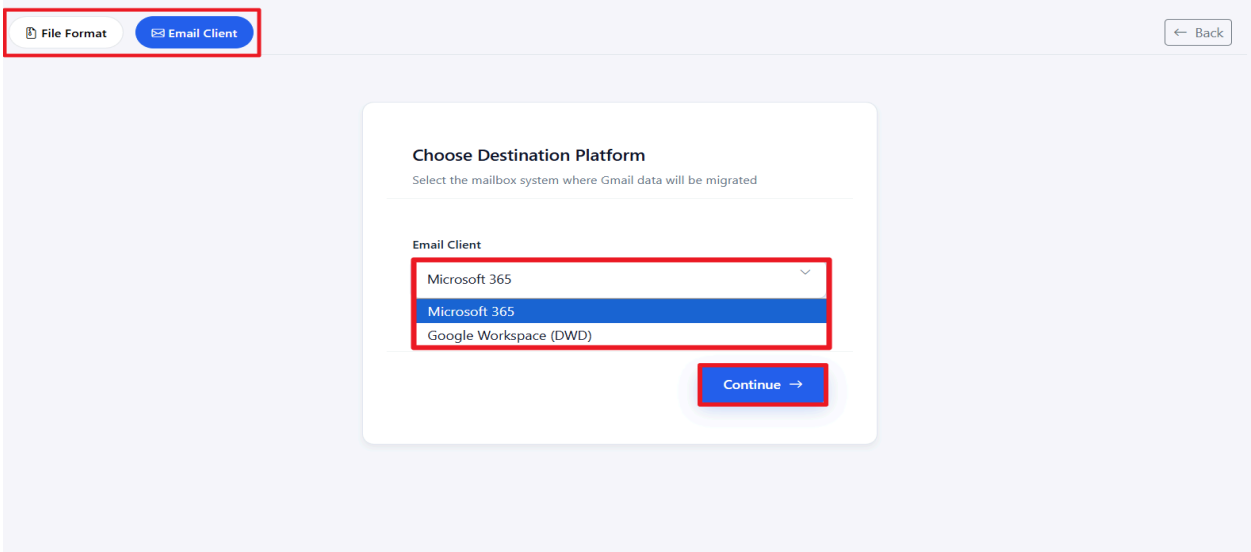


Mailbox to Office 365/Google Workspace

Follow Steps 1–8 above to connect the source Google Workspace account. Then follow the steps below to migrate the mailbox to Microsoft 365 or Google Workspace.

Step 09: Select Destination Email Client

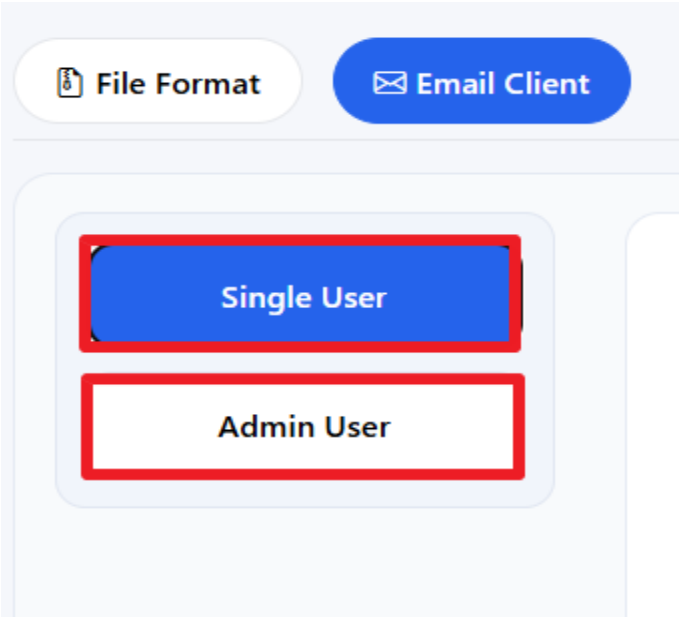
Select Microsoft 365 or Google Workspace as the destination email client. In this guide, we select **Microsoft 365** as the destination.



Step 10: Connect Destination Microsoft 365

The software provides two connection modes: **Single User** and **Admin User**.

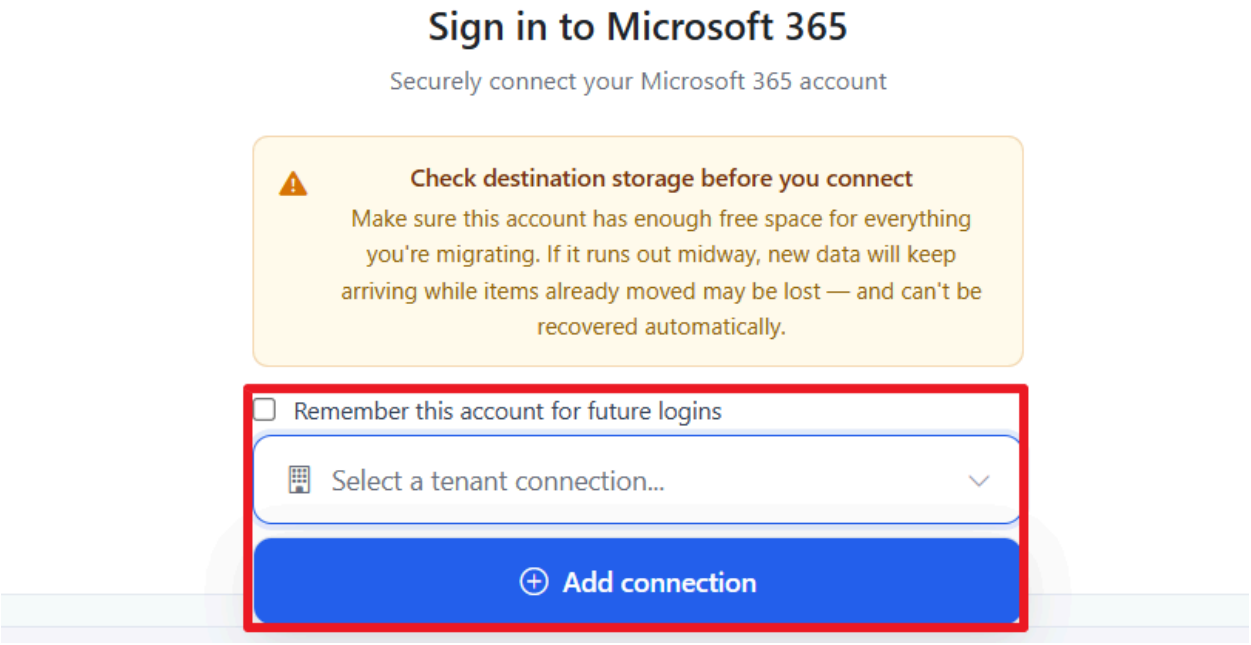
> **Note**: For Google Workspace login, choose **JSON File** or **P12 File**. Enter the **Admin Email** and upload the corresponding JSON/P12 key file to connect the account.



Step 11: Sign In Using Single User Mode

- Select **Single User** from the left panel.

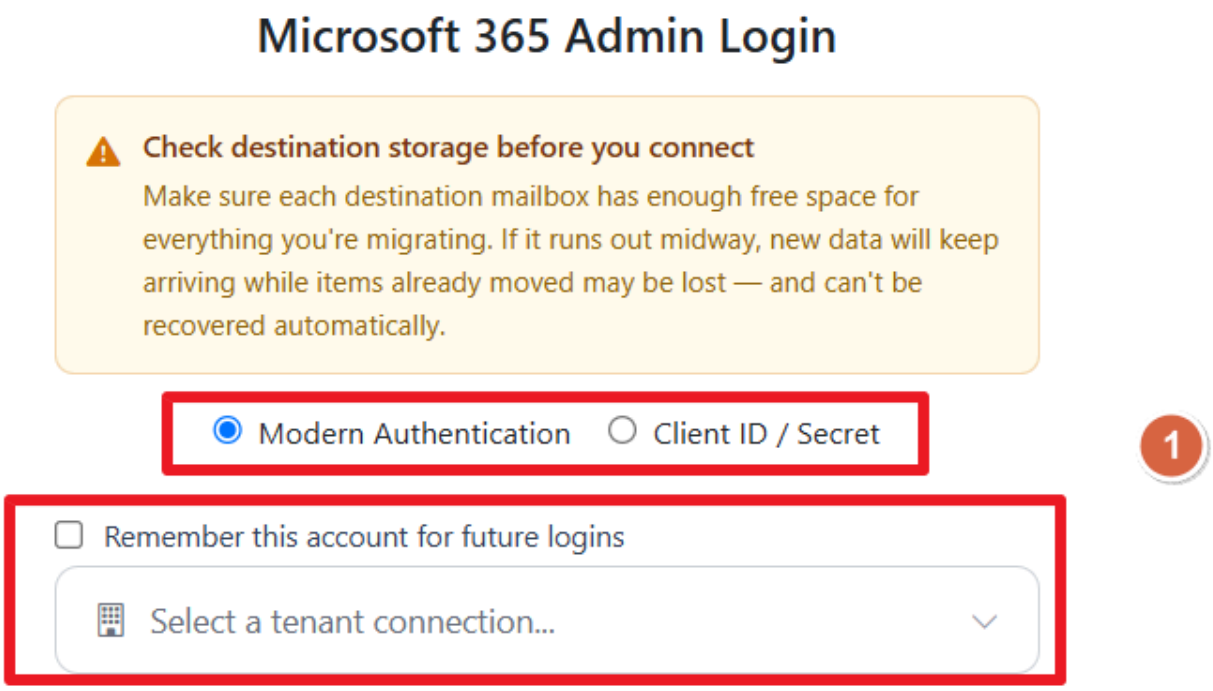
- Enable Remember this account for future logins if you want to save the connection details.
- If no account is connected, click **Add Connection** and sign in to your Microsoft 365 account.
- After the connection is successful, click **Continue** to proceed.



Step 12: Sign In Using Admin Mode

In Admin Mode, the software provides two authentication options: **Modern Authentication** or **Client ID/Secret**.

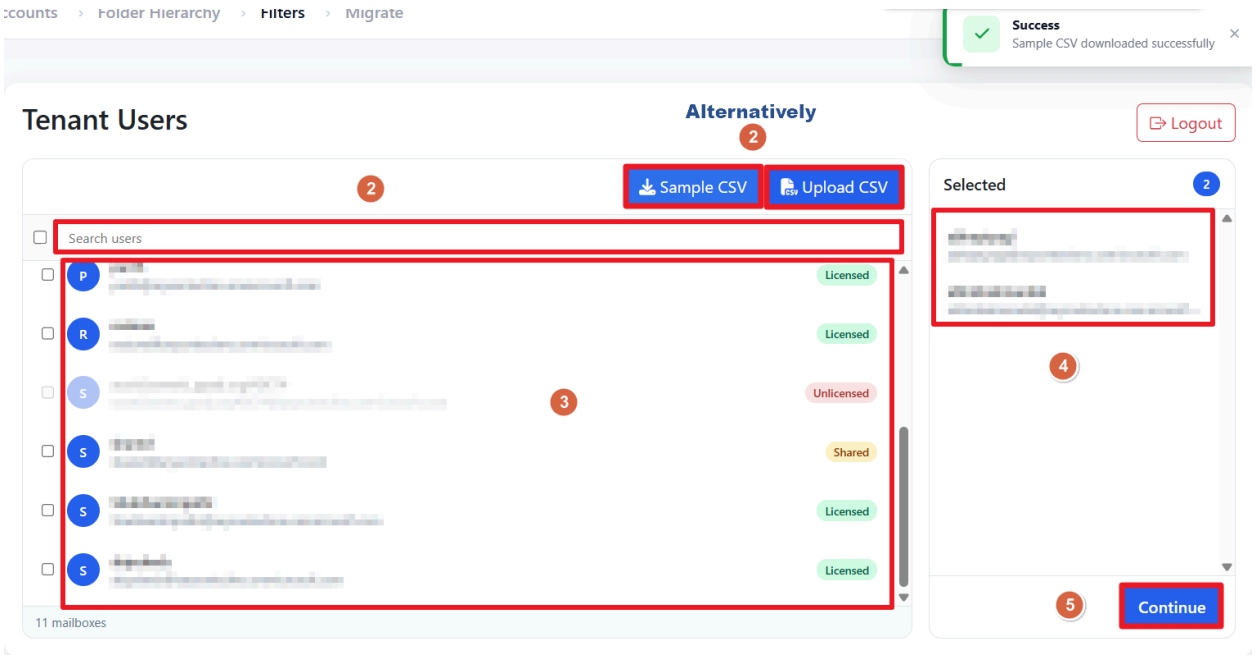
- **Modern Authentication**: Connect using your Microsoft 365 administrator account through Microsoft's secure sign-in process.
- **Client ID/Secret:** Connect using the Client ID, Client Secret, and Tenant ID configured in Microsoft Entra ID.



Step 13: Select Destination Microsoft 365 Users

After connecting to Microsoft 365, the software displays the available destination users. Select the mailboxes where you want to migrate the Google Workspace data.

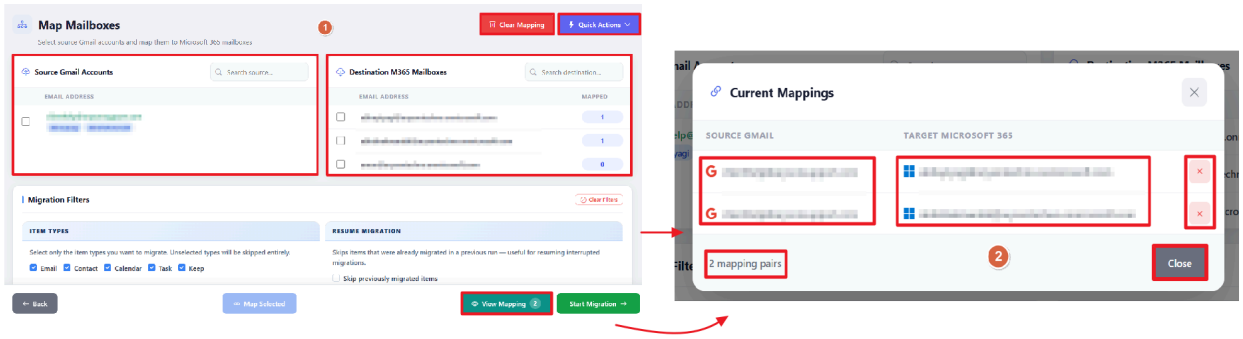
- **Tenant Users**: View all available Microsoft 365 users.
- **Selection Checkbox:** Select the required destination mailboxes.
- **Search Users:** Find a specific user quickly.
- **License Status:** Check whether a mailbox is Licensed or Unlicensed.
- **Sample CSV:** Download a sample file for bulk user mapping.
- **Upload CSV:** Import source-to-destination user mappings in bulk.
- **Selected Users:** Review the selected destination mailboxes.
- **User Counter:** View the total number of selected users.
- **Logout:** Disconnect from the current Microsoft 365 tenant.
- Review the selected users and click **Continue** to proceed.



Step 14: Map Source Google Workspace Mailboxes to Destination Microsoft 365 Mailboxes

In the Map Mailboxes section, map each source Google Workspace mailbox to its corresponding Microsoft 365 destination mailbox.

- Select the source mailbox from the **Gmail Accounts** panel and the target mailbox from the **Destination M365 Mailboxes panel**, then click **Map Selected.**
- You can use **Search Source** and **Search Destination** to quickly find specific accounts. For bulk migrations, the **Quick Actions** option can **map one selected source to all destinations** or **multiple sources to one selected destination.**
- Use **Clear Mapping** to remove existing mappings and **View Mapping** to review the configured mappings.



Step 15: Configure Migration Filters

- **Item Types:** Select emails, contacts, calendars, or tasks. For MBOX, only emails can be selected.
- **Skip Previously Migrated Items:** Avoid exporting already backed-up data.
- **Date Range:** Export emails from a specific date range between a Start and End date.
- **Advanced Email Filter**: Filter emails by From, To, Subject, CC, BCC, or message content.
- **Skip Folders:** Exclude selected Gmail folders or categories.
- **Remove Duplicates:** Remove duplicate emails based on selected fields.
- **Attachment Options:** Include, skip, or save attachments separately.
- **Custom Folder Name:** Set a name for the backup folder.
- **Exclude Empty Folders**: Skip folders without any items.
- **Exclude Deleted/Spam:** Exclude deleted and spam folders from the backup.
- **Free Up Server Space**: Move or permanently delete emails from the source mailbox after a successful backup.
- **Save Contacts as VCF:** Export contacts separately in VCF format.
- **Save Calendar as ICS**: Export calendar items separately in ICS format.

Migration Filters

Clear Filters

ITEM TYPES

Select only the item types you want to migrate. Unselected types will be skipped entirely.

- [x] Email
- [x] Contact
- [x] Calendar
- [x] Task
- [x] Keep

RESUME MIGRATION

Skips items that were already migrated in a previous run — useful for resuming interrupted migrations.

- [ ] Skip previously migrated items

DATE RANGE

Only items within the selected date range will be included in the migration.

- [ ] Enable Date Filter

CONTENT FILTERS

SKIP FOLDERS

Selected folders will be completely skipped — no folder will be created and no emails will be migrated from them.

- [ ] Promotions
- [ ] Social
- [ ] Forums
- [ ] Updates
- [ ] Personal
- [ ] Unread

DUPLICATE HANDLING

Detect and skip duplicate emails based on the selected fields.

- [ ] Subject
- [ ] From
- [ ] Body
- [ ] Cc
- [ ] To

ADVANCE EMAIL FILTER

Filter emails by specific fields. Enter multiple values separated by comma.

- [ ] Enable Advanced Filter

Subject | To | From | BCC | CC | Body

Enter filter values separated by comma...

* Enter multiple values, separated by comma.

FOLDER & OUTPUT SETTINGS

CUSTOM FOLDER NAME

Migrated emails will be placed inside a folder with this name.

e.g. Exported_Mails_2026

FOLDER SETTINGS

Maintains the original subfolder structure from the source at the destination.

- [ ] Preserve folder hierarchy

ATTACHMENTS

SKIP ATTACHMENTS

Emails will be migrated without any attachments — attachments will be completely ignored.

- [ ] Skip attachments

SAVE ATTACHMENTS IN FOLDER

Save email attachments separately to a specified local folder.

- [ ] Save Attachments Separately

C:\Users\Admin\Desktop Browse

ADDITIONAL OPTIONS

MISCELLANEOUS OPTIONS

Additional options to control what gets included during migration.

- [ ] Exclude Deleted Mails
- [ ] Exclude Empty Folders
- [ ] Exclude Spam Mails

FREE UP SERVER SPACE

After migration, clean up source mailbox to reclaim server storage.

- [ ] Enable After Migration Cleanup

SAVE CONTACTS AS

Export contacts as a .vcf file for local backup or import elsewhere.

- [ ] .vcf file

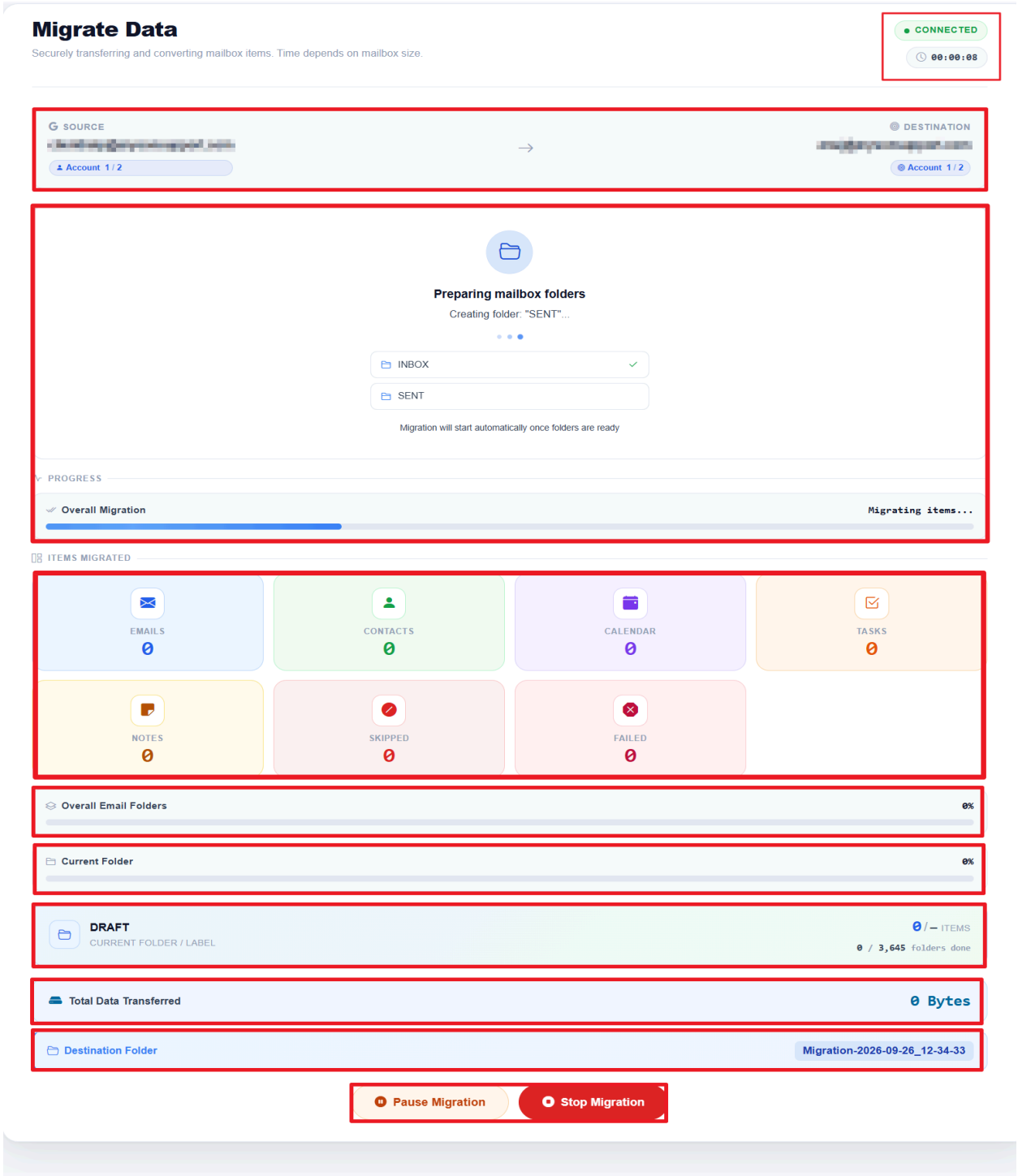
SAVE CALENDAR AS

Save calendar events as a .ics file in a universally compatible format.

- [ ] .ics file

Step 16: Start and Monitor the Migration

After reviewing the migration settings and mailbox mappings, click **Start Migration** to begin transferring the selected Google Workspace data to Microsoft 365. The software displays the migration progress in **real time, including migrated, skipped, and failed items**. You can also use **Pause Migration, Resume Migration,** or **Stop Migration** to control the process as needed.

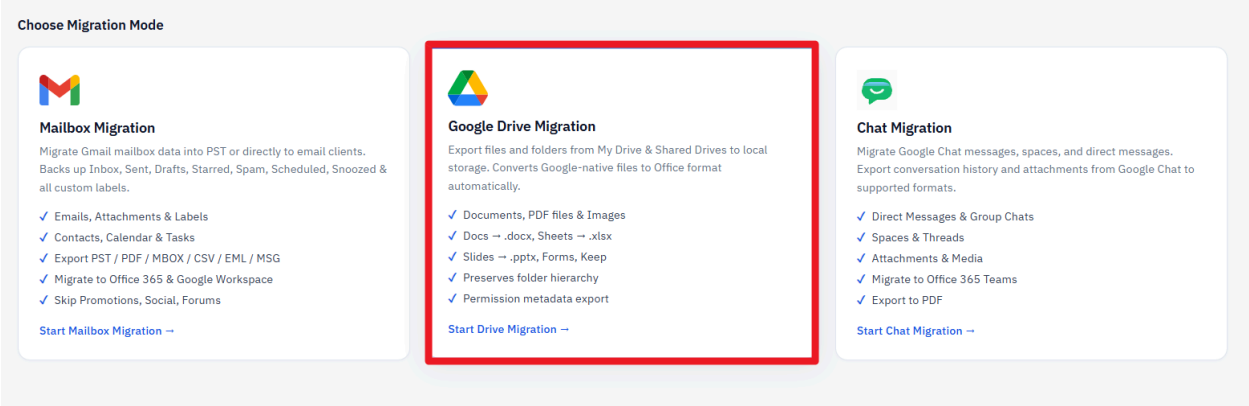


Google Drive Migration

Step 01: Download Google Workspace Backup Tool

Download and install the **Google Workspace Backup Tool** on your system. Open the software and select **Google Drive Migration** from the available options:

- Mailbox Migration
- Google Drive Migration
- Chat Migration



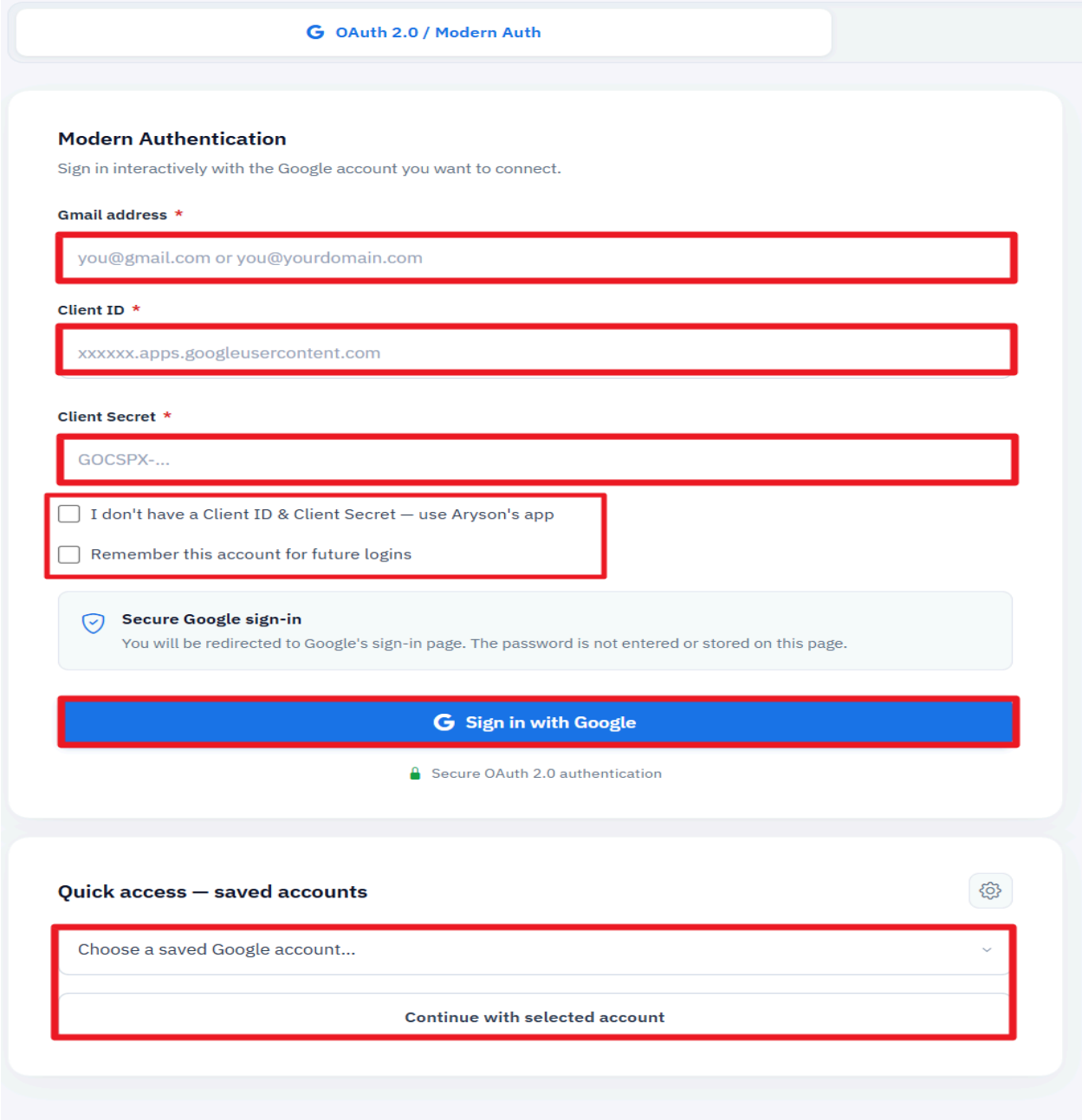
Step 02: Connect Your Google Workspace Account

The software provides two authentication methods for connecting your Google Workspace account. Choose the method that suits your migration requirements.



Step 03: Log In Using OAuth 2.0/Modern Authentication

- Select **OAuth 2.0/Modern Auth**. Enter your **Gmail email address**.
- Enter the **Client ID** and **Client Secret** generated from the Google Cloud Console, if available.
- If you do not have your own OAuth credentials, select **I don't have a Client ID & Client Secret.** Enable Remember this account for future logins if required. Click **Continue** with Google.
- Sign in to your Google account and allow the required permissions. Once authentication is complete, the account is added to the software.

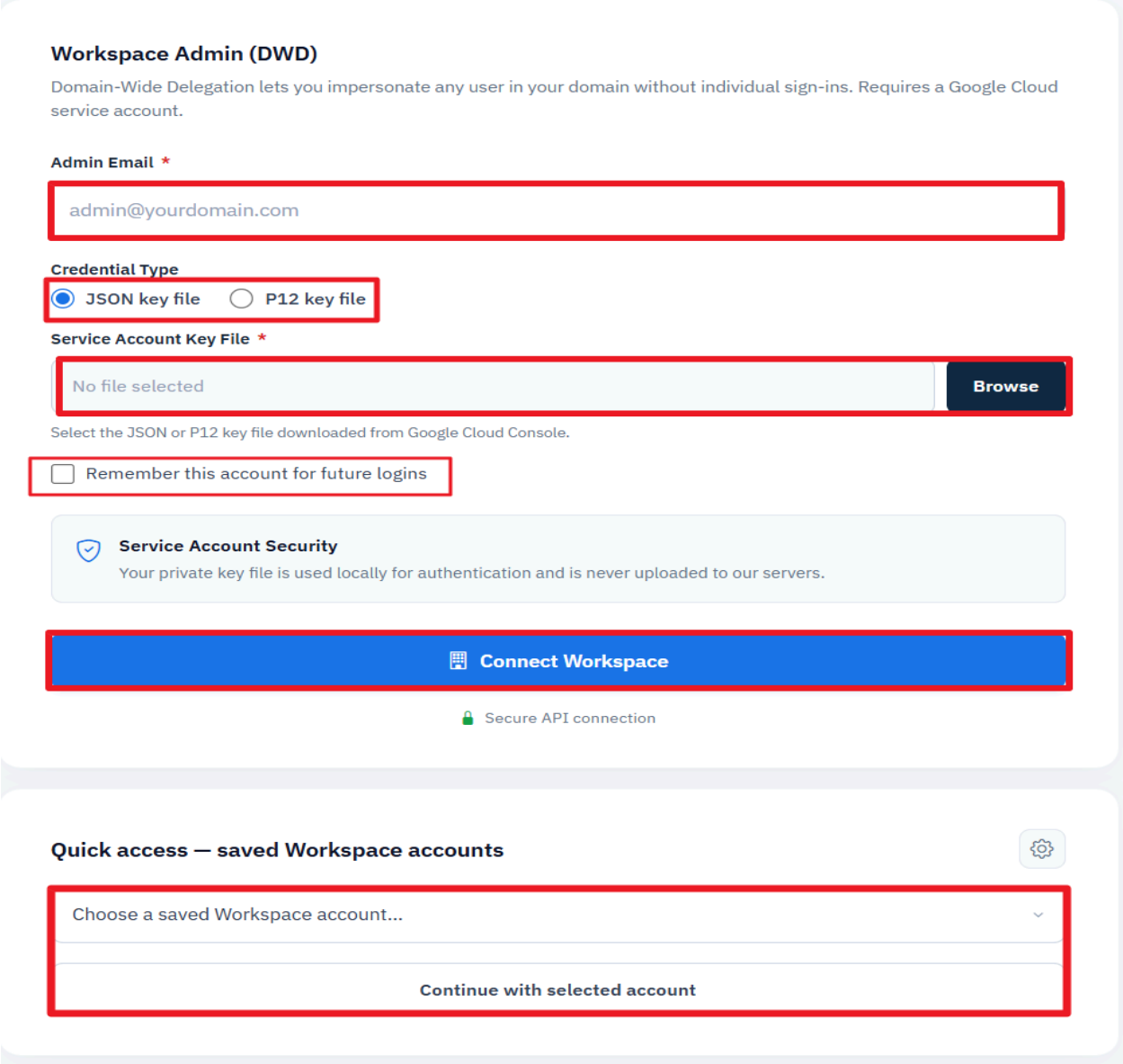


Step 04: Log In Using Google Workspace Admin (DWD)

Workspace Admin (DWD) is useful for managing bulk Google Drive backup and migration.

- Select **Workspace Admin (DWD)**. Enter the **Google Workspace Admin Email**.
- Select the credential type: **JSON Key File** or **P12 Key File.** Click **Browse** and upload the corresponding key file.

- Enable Remember this account for future logins if required. Click **Connect Workspace**.
- The software authenticates the Google Workspace domain and loads the available user accounts.

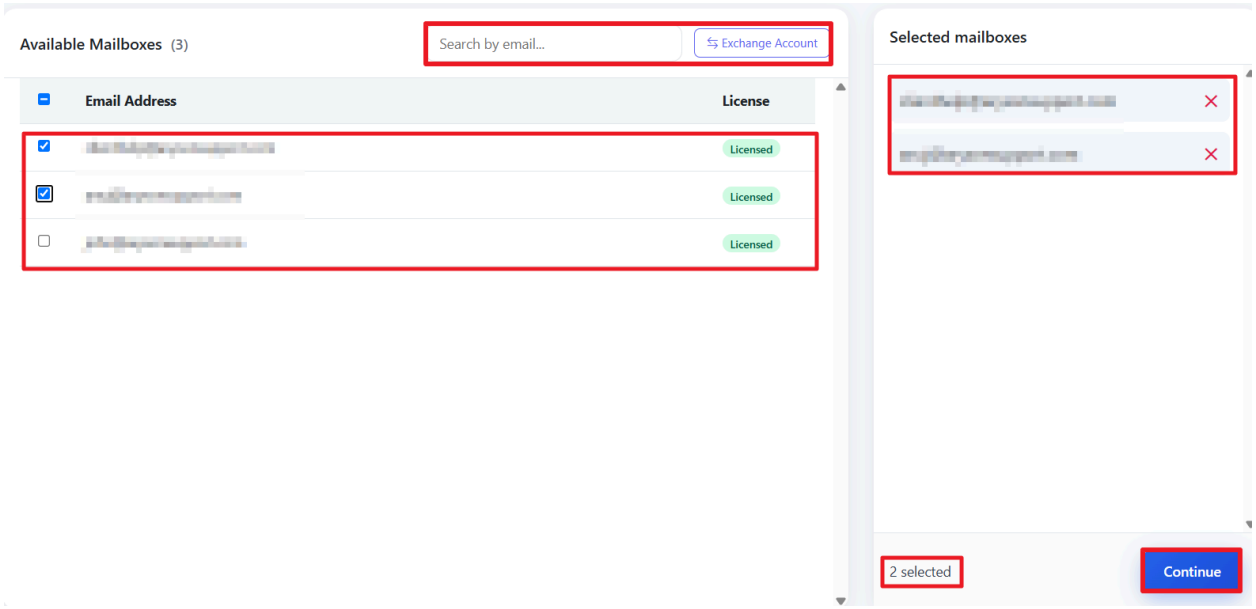


Step 05: Select Users for Google Drive Migration

The software displays all available users from the connected Google Workspace account.

- Select the required users using the checkboxes.
- Use **Search by Email** to find a specific user.

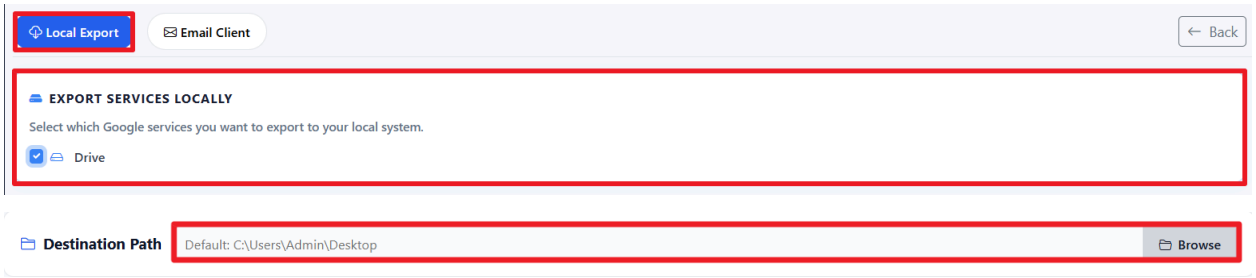
- Review the **selected users** in the Selected Users panel.
- Click the **Remove** (X) icon to remove a user if needed.
- Check the **license status** of each selected user.
- Verify the total number of selected users displayed at the bottom-right corner.
- Click **Continue** to proceed to the filter settings.



Export Service Locally

Step 06: Export Service Locally & Set Destination Path

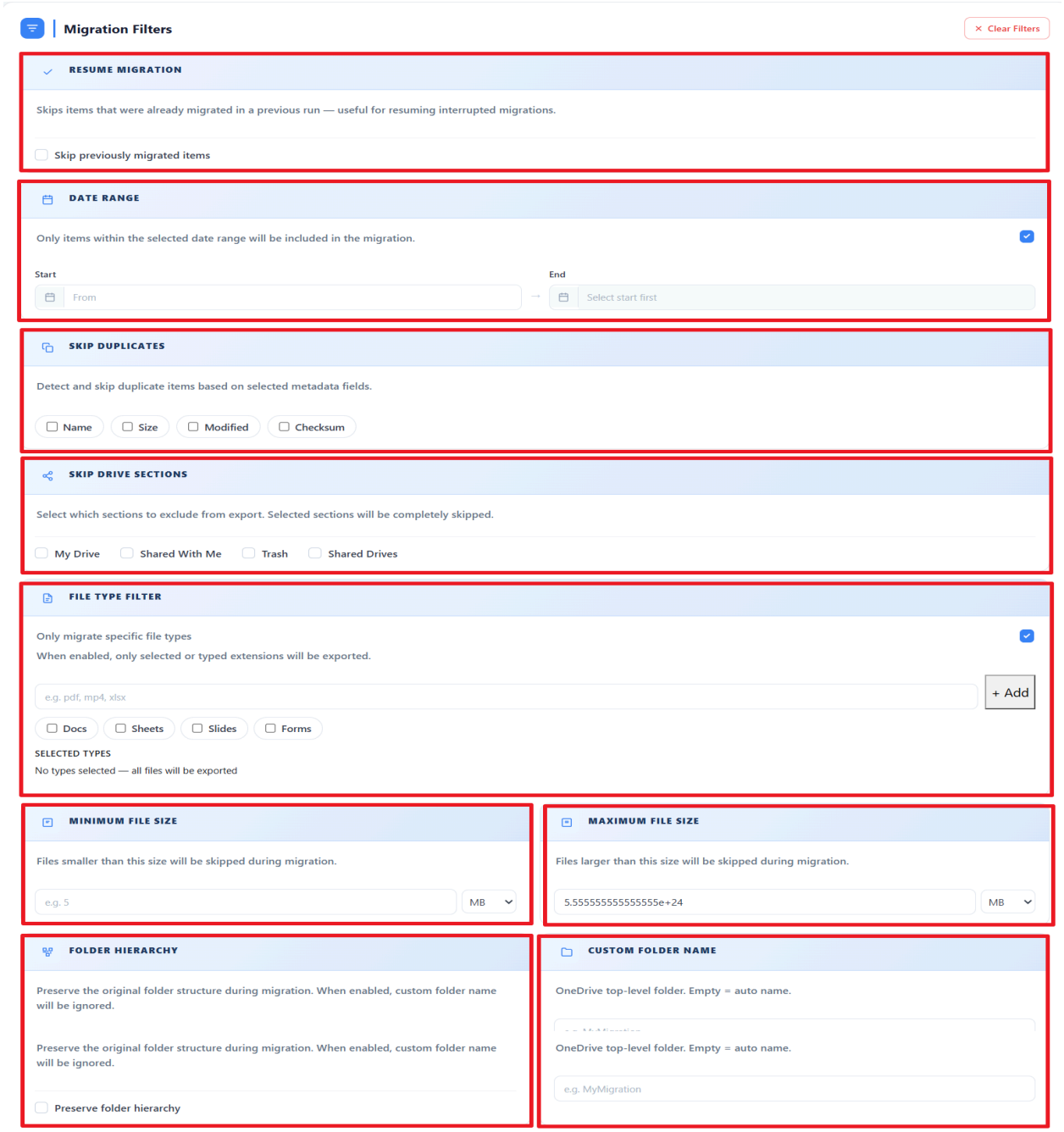
Select **Local Drive** as the destination. It allows you to save Google Drive data directly to your local system. Click **Browse** and select the folder where you want to save the exported Google Drive data.



Step 07: Configure Migration Filters

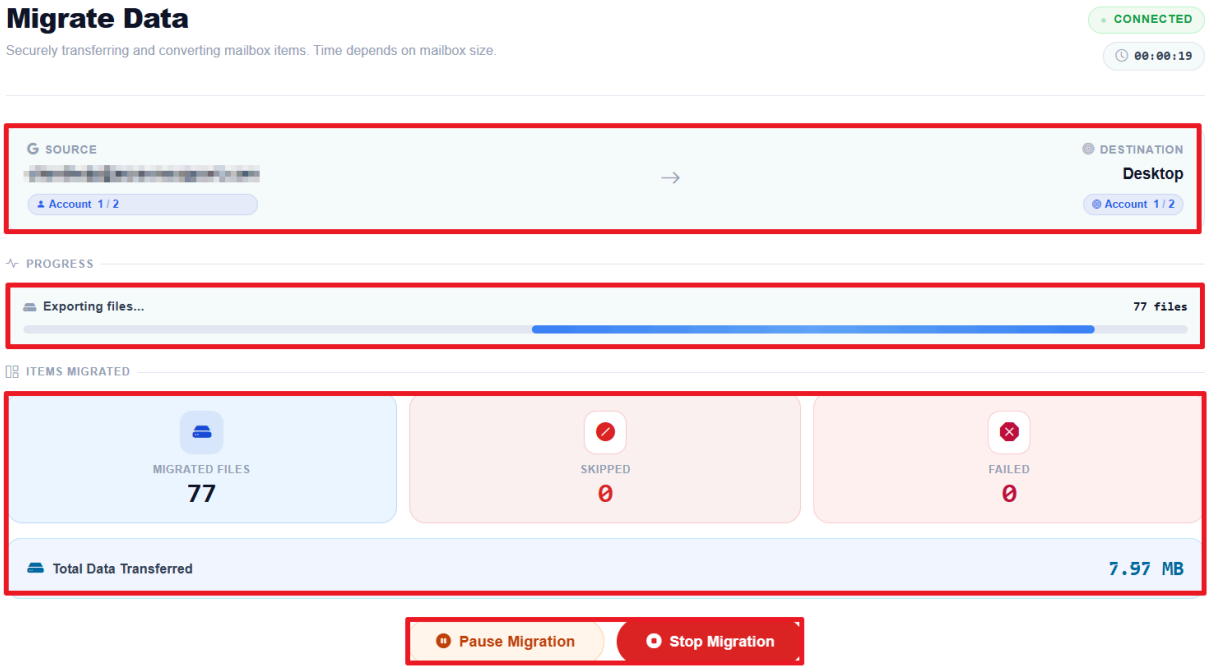
- **Resume Migration:** Skip previously migrated items and continue an interrupted migration.
- **Date Range**: Export files created or modified within a selected date range.

- **Skip Duplicates:** Skip duplicate files based on Name, Size, Modified Date, or Checksum.
- **Skip Drive Sections**: Exclude My Drive, Shared With Me, Trash, or Shared Drives.
- **File Type Filter:** Select specific file types, such as Docs, Sheets, Slides, and Forms, or enter custom extensions.
- **Minimum File Size**: Skip files smaller than the specified size.
- **Maximum File Size**: Skip files larger than the specified size.
- **Preserve Folder Hierarchy:** Maintain the original Google Drive folder structure.
- **Custom Folder Name**: Set a custom name for the destination folder.



Step 08: Start & Monitor Migration Progress

Review your settings and click **Start Migration** to begin exporting the selected Google Drive data to the local destination. Track the migration in **real time**, including **migrated files, skipped items**, and **failed items.** Use **Pause Migration, Resume Migration**, or **Stop Migration** to control the process.



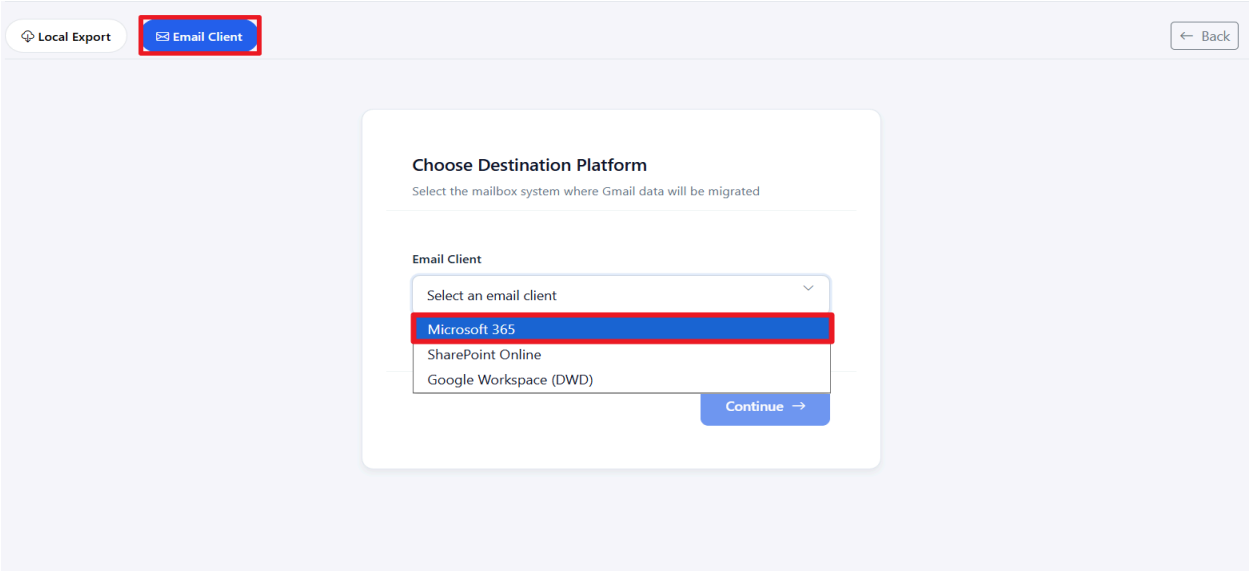
Google Drive to Microsoft 365 Migration

Follow Steps 1–5 above to connect the source Google Workspace account. Then follow the steps below to migrate the Google Drive to Microsoft 365.

Step 06: Connect Destination Microsoft 365

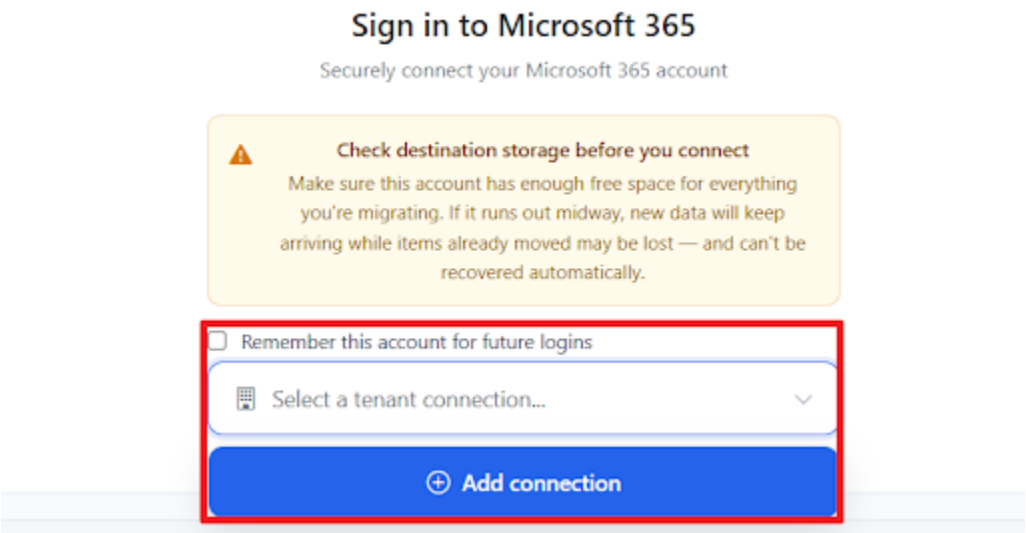
Select **Microsoft 365** as the destination email client. The software provides two connection modes:

- **Single User:** Connect to one Microsoft 365 account.
- **Admin User:** Connect using a Microsoft 365 administrator account for bulk migration.



Step 07: Sign In Using Single User Mode

- Select **Single User** from the left panel.
- Enable **Remember this account for future logins** if required.
- If no account is connected, click **Add Connection**.
- **Sign in** to your Microsoft 365 account.
- After successful authentication, click **Continue**.



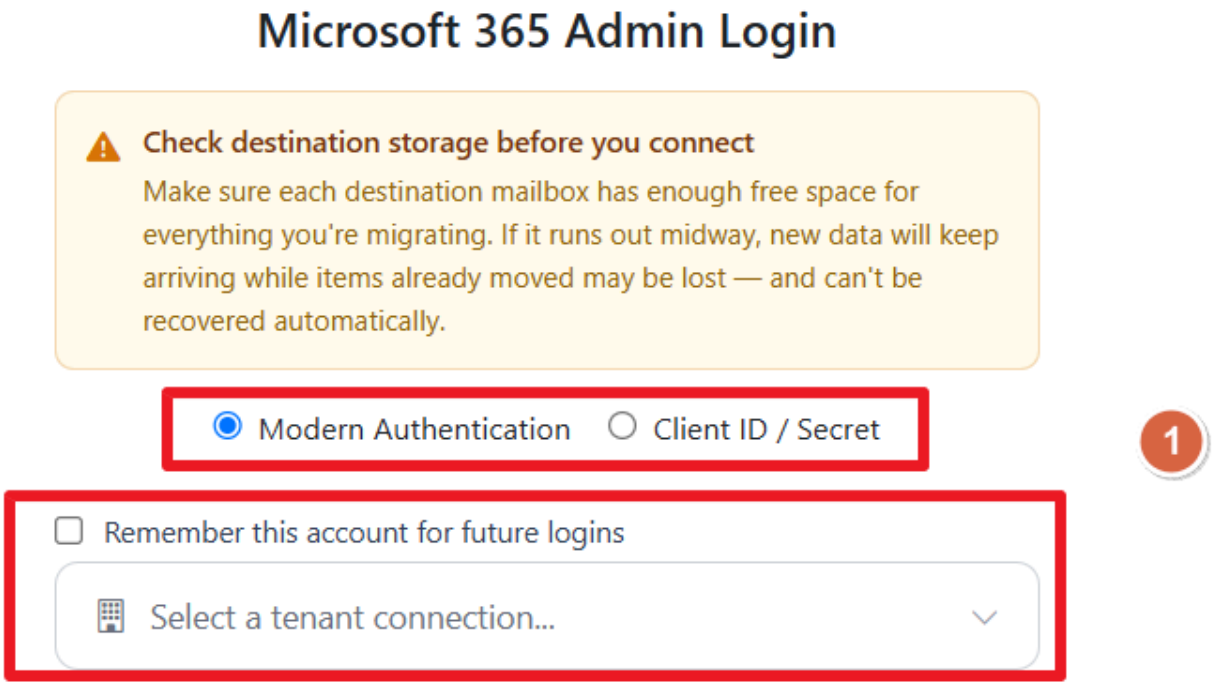
Step 08: Sign In Using Admin Mode

Select **Admin User** to connect using an administrator account. Choose one of the following authentication methods:

- **Modern Authentication**: Sign in using your Microsoft 365 administrator account.
- **Client ID/Secret**: Enter the Client ID, Client Secret, and Tenant ID configured in Microsoft Entra ID. Alternatively, **upload a CSV file** for bulk users.

Note:

- For **SharePoint Online** as the destination, select **Admin User** and connect using **Modern Authentication** or **Client ID/Secret**.
- For **Google Workspace** as the destination, select **JSON File** or **P12 File**, enter the **Admin Email Address**, and upload the corresponding key file.



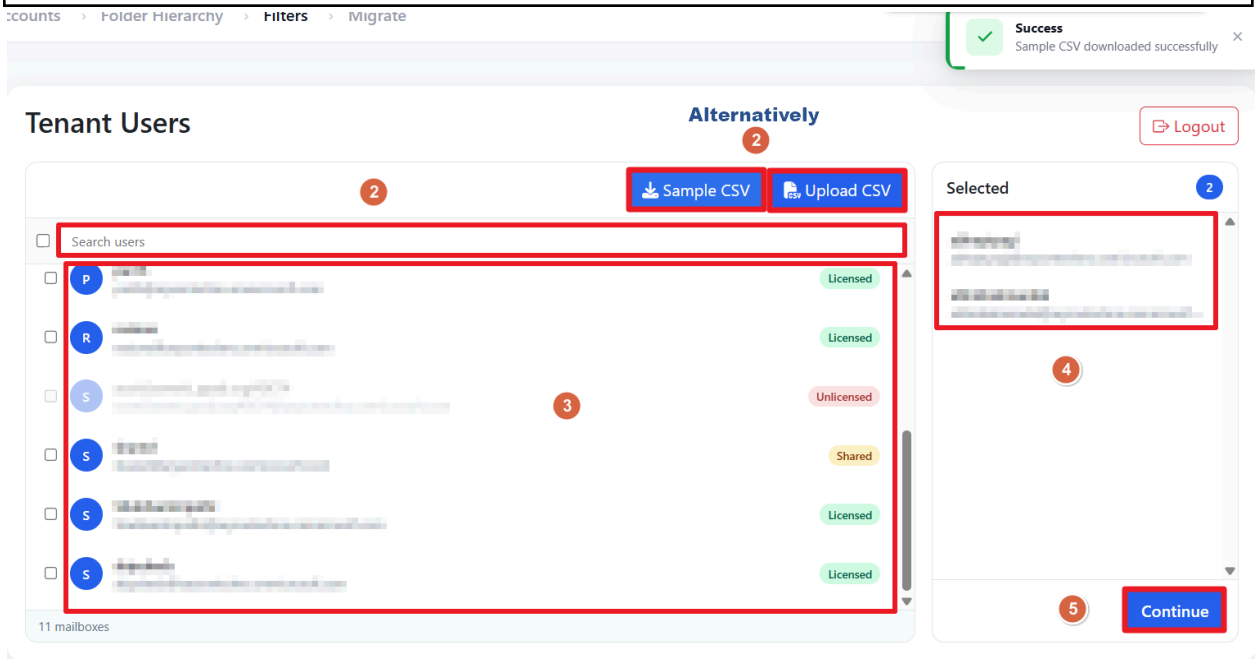
Step 09: Select Destination Microsoft 365 Users

After connecting to Microsoft 365, the software displays the available destination users. Select the mailboxes where you want to migrate the Google Workspace data.

- **Tenant Users**: View all available Microsoft 365 users.
- **Selection Checkbox:** Select the required destination mailboxes.
- **Search Users:** Find a specific user quickly.
- **License Status:** Check whether a mailbox is Licensed or Unlicensed.
- **Sample CSV:** Download a sample file for bulk user mapping.
- **Upload CSV:** Import source-to-destination user mappings in bulk.
- **Selected Users:** Review the selected destination mailboxes.

- **User Counter:** View the total number of selected users.
- **Logout:** Disconnect from the current Microsoft 365 tenant.
- Review the selected users and click **Continue** to proceed.

Note: Data from **My Drive** is migrated directly to **My Drive** while preserving the original folder hierarchy. Data from **Shared Drive, Shared with Me,** and **Trash** is migrated to separate folders under **My Drive**, with the original folder structure preserved.

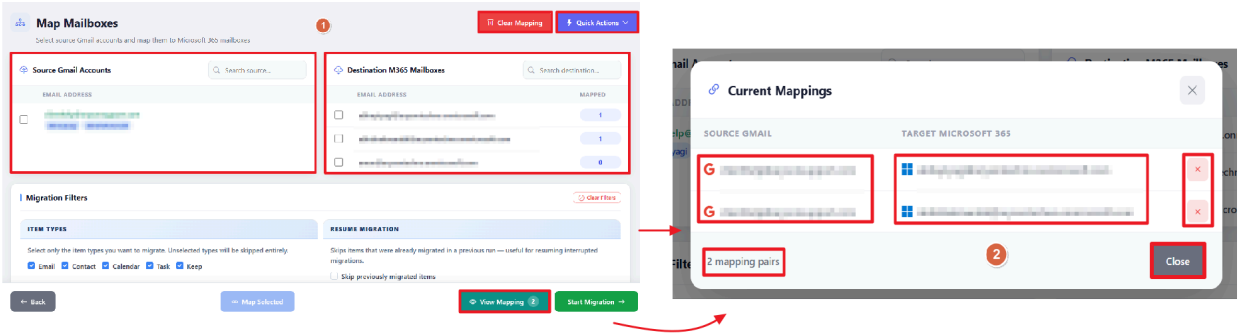


Step 10: Map Source Google Workspace Accounts to Microsoft 365 Accounts

Map each source Google Workspace account to its corresponding Microsoft 365 destination account.

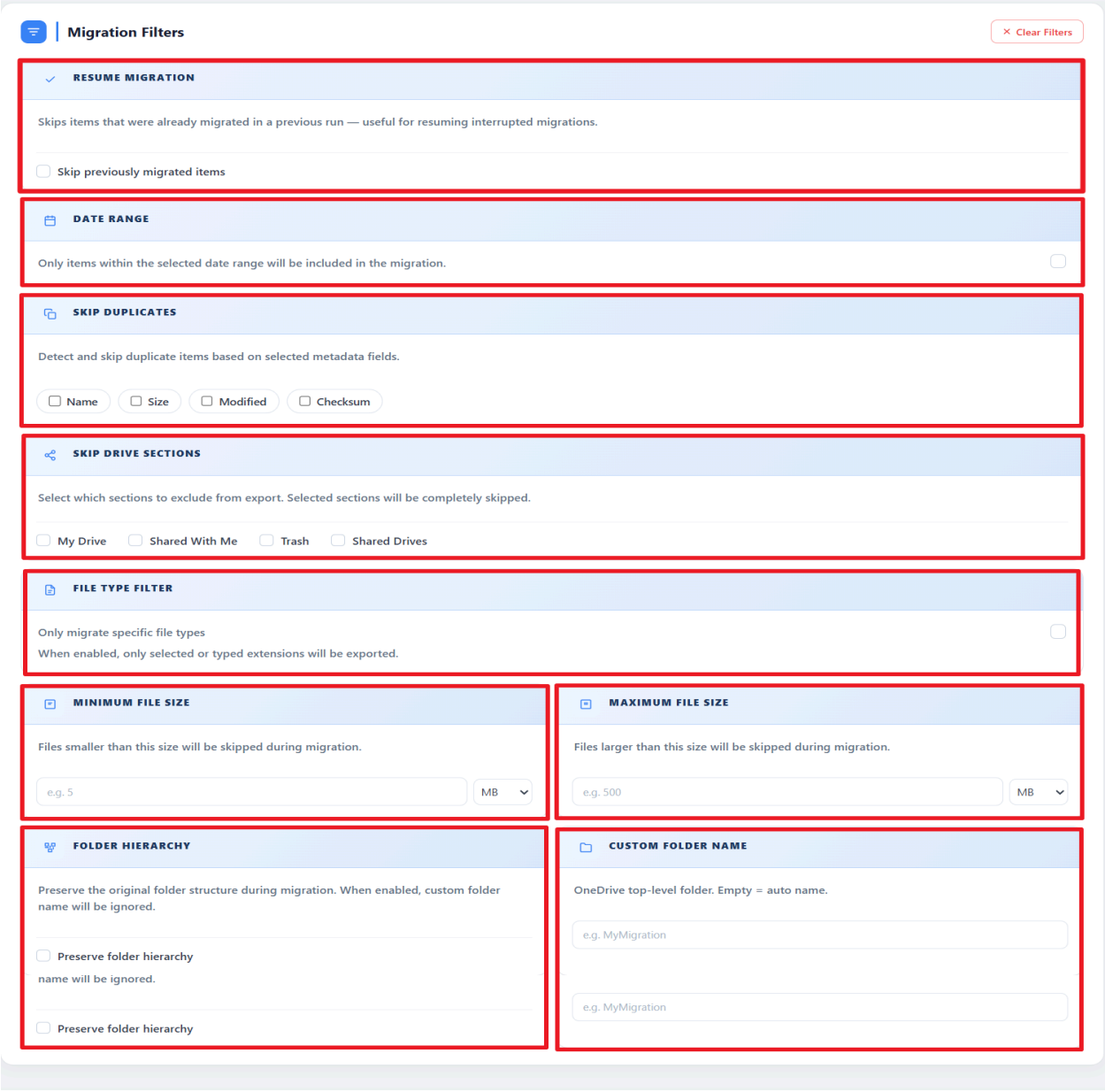
- Use **Search Source** and **Search Destination** to find specific accounts.
- 2Select the **source** and **destination checkboxes** to create a mapping.
- Click **Map Selected** to confirm the selected mapping. Use **Quick Actions** for bulk mapping:
    - **Selected Source → All Destinations**: Maps one source account to all available destinations.
    - **All Sources → Selected Destination**: Maps all source accounts to one destination.
- Click **Clear Mapping** to remove all mappings. **View Mapping** to review the configured source-to-destination pairs.
- Use the **Remove (X)** icon to delete an individual mapping.

- Check the **Mapped Count** to see the number of mappings for each destination.
- Click **Back** to return to the previous screen. After verifying all mappings, proceed to the next step.



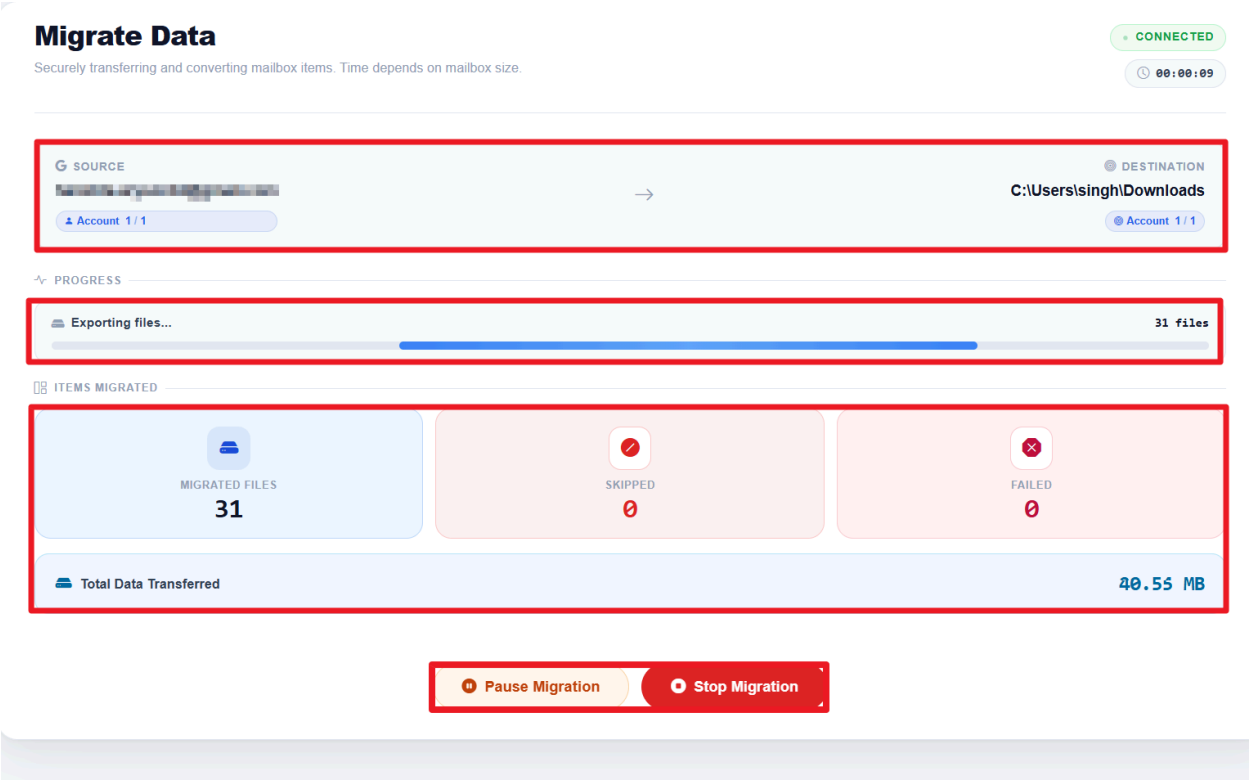
Step 11: Configure Migration Filters

- **Resume Migration:** Skip previously migrated files and continue an interrupted migration.
- **Date Range**: Migrate files within a selected date range.
- **Skip Duplicates**: Skip duplicate files based on Name, Size, Modified Date, or Checksum.
- **Skip Drive Sections**: Exclude My Drive, Shared With Me, Trash, or Shared Drives.
- **File Type Filter**: Select specific file types, such as Docs, Sheets, Slides, or Forms, or enter custom extensions.
- **Minimum File Size:** Skip files below the specified size.
- **Maximum File Size:** Skip files above the specified size.
- **Custom Folder Name:** Set a name for the destination folder.
- **Preserve Folder Hierarchy:** Maintain the original folder structure at the destination.



Step 12: Start & Monitor Migration Progress

Review the settings and click **Start Migration** to begin transferring Google Drive data to Microsoft 365. Track the migration in real time, including **migrated, skipped, and failed files. Use Pause Migration, Resume Migration,** or **Stop Migration** to control the process as needed.

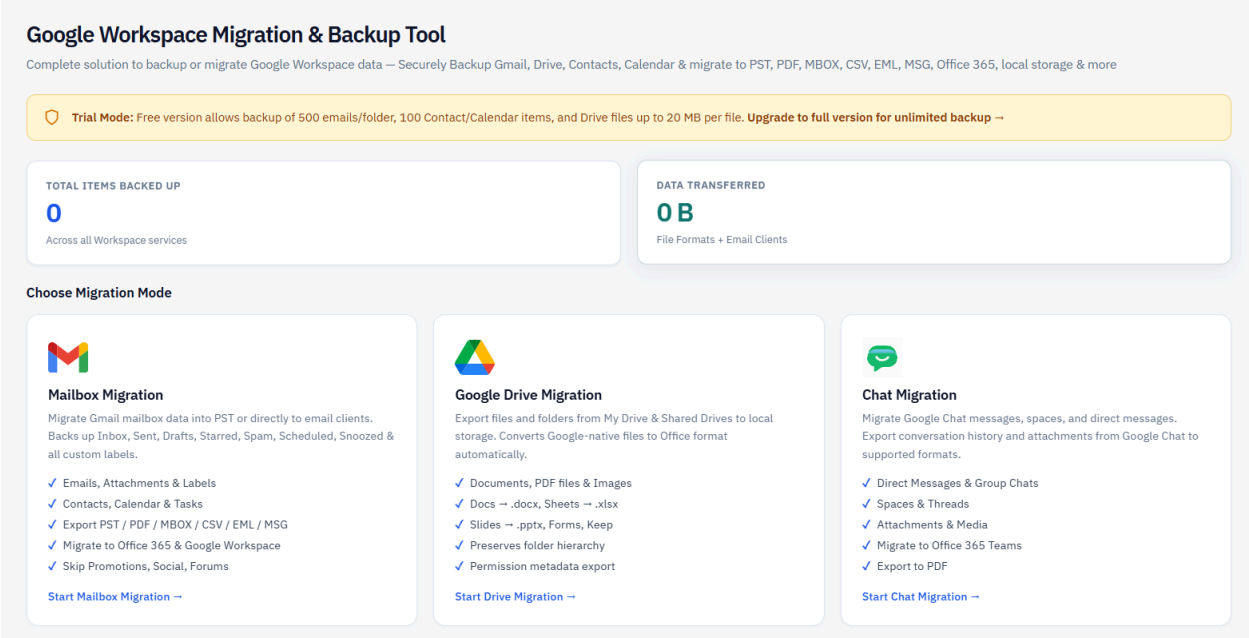


Google Chat Migration

Step 01: Download Google Workspace Backup Tool

Download and install the **Google Workspace Backup Tool** on your system. Open the software and select **Google Chat Migration** from the available options:

- Mailbox Migration
- Google Drive Migration
- Chat Migration



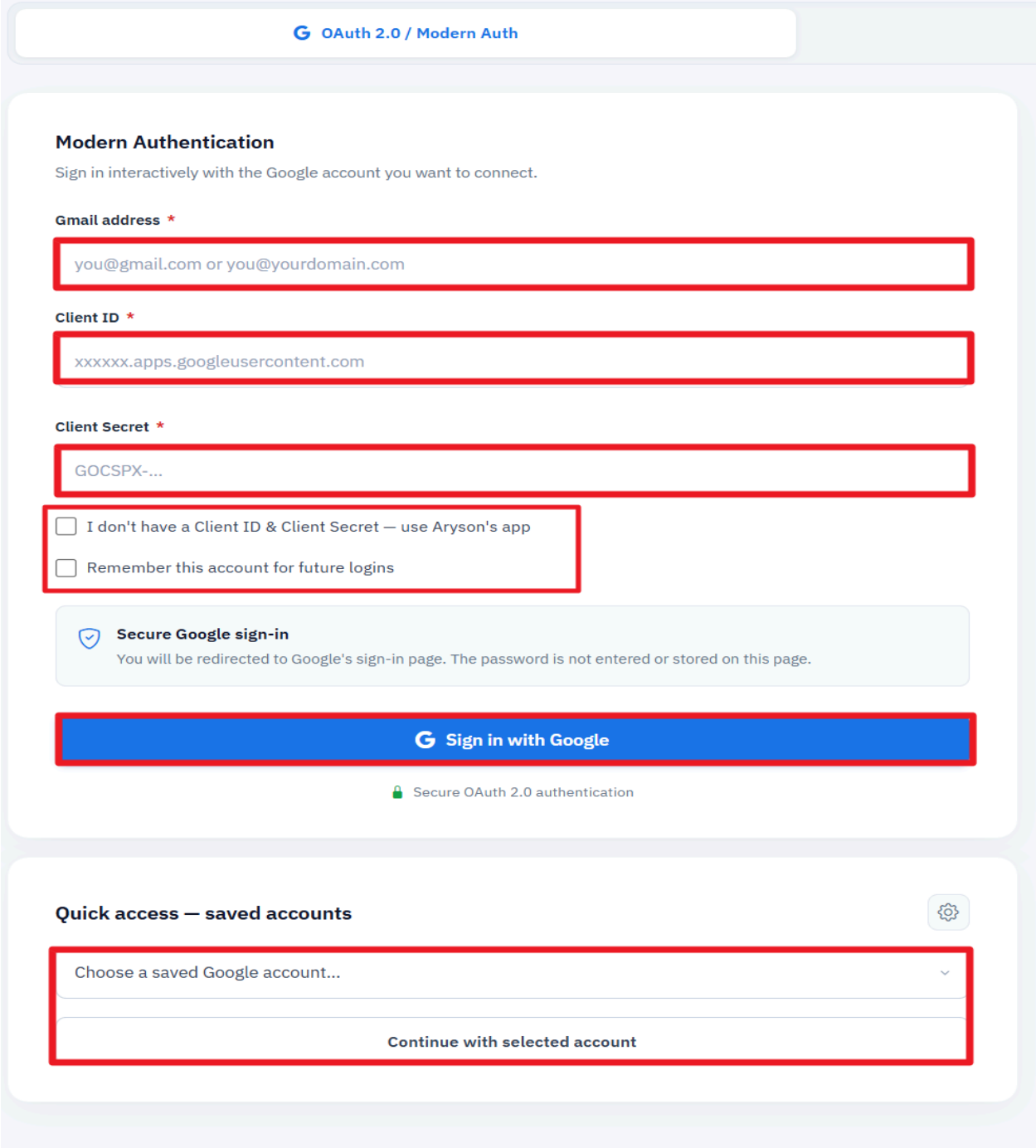
Step 02: Connect Your Google Workspace Account

The software provides two authentication methods: **OAuth 2.0/Modern Authentication** or **Workspace Admin (DWD).**



Step 03: Log In Using OAuth 2.0/Modern Authentication

- Select **OAuth 2.0/Modern Auth.** Enter your **Gmail address**.
- Enter the **Client ID** and **Client Secret** from the Google Cloud Console, if available.
- If you do not have OAuth credentials, select **I don't have a Client ID & Client Secret**.
- Enable R**emember this account for future logins** if required. Click **Continue** with Google.
- **Sign in** to your Google account and allow the required permissions. Once authenticated, the account is added to the software.

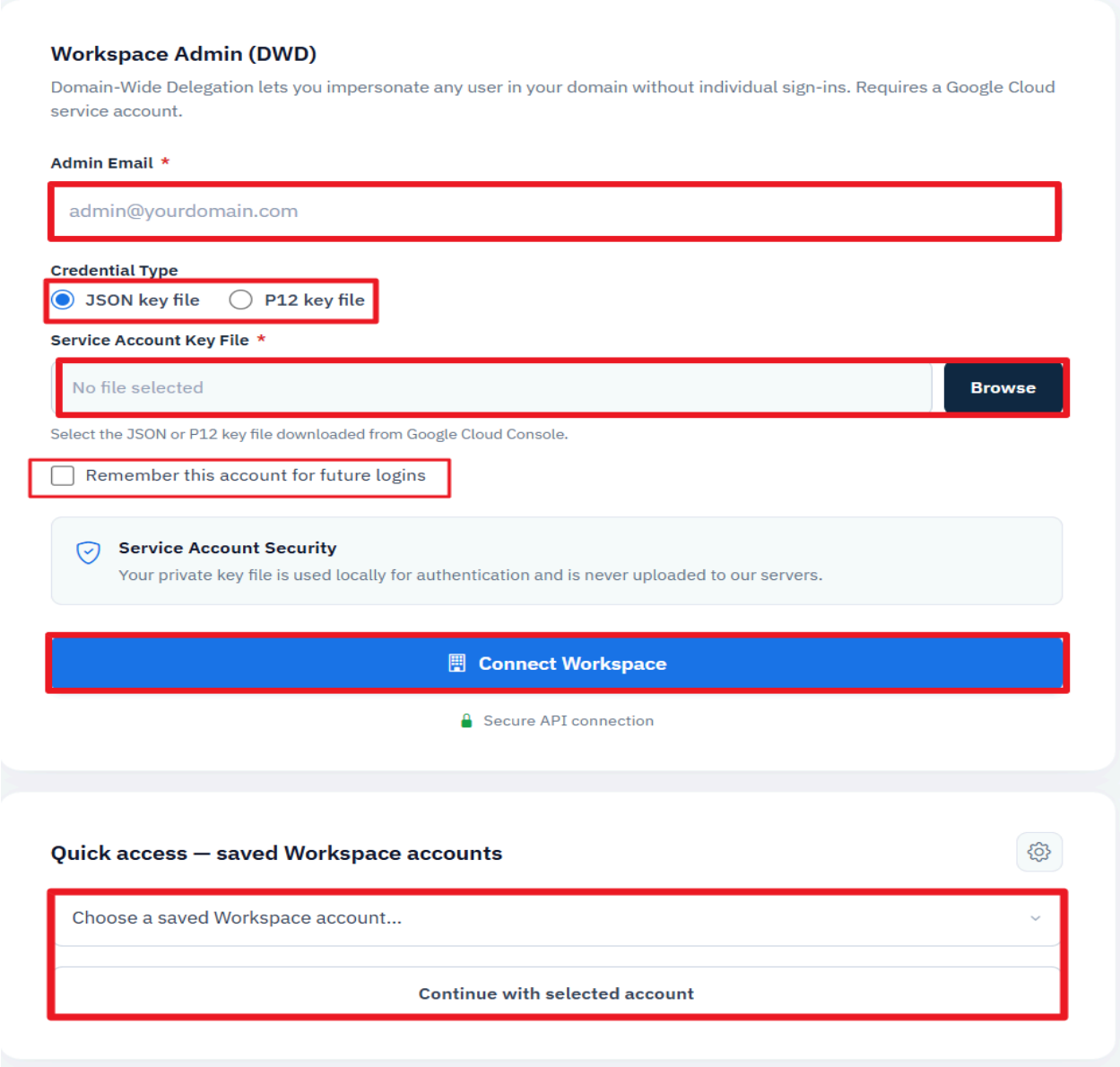


Step 04: Log In Using Google Workspace Admin (DWD)

Workspace Admin (DWD) is useful for bulk **Google Chat backup** and **migration**.

- Select **Workspace Admin (DWD)**. Enter the **Google Workspace Admin Email**.
- Select **JSON Key File** or **P12 Key File**. Click **Browse** and upload the corresponding key file.

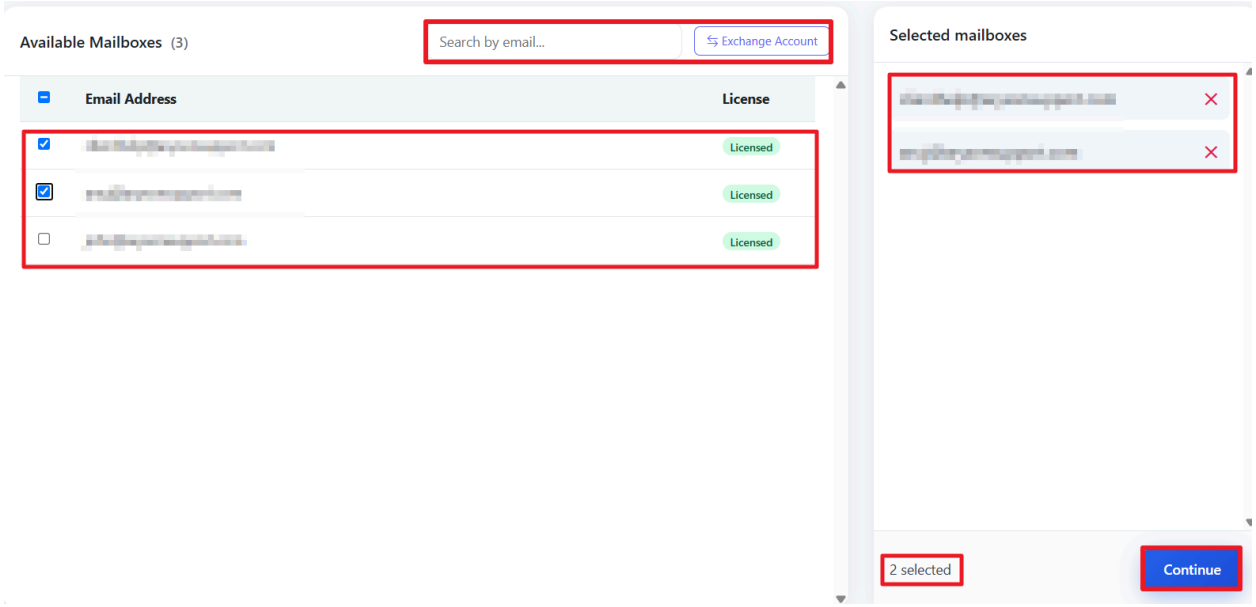
- Enable **Remember this account for future logins** if required. Click **Connect Workspace**.
- The software authenticates the domain and loads the available user accounts.



Step 05: Select Users for Google Chat Migration

- Select the required users using the checkboxes.
- Use **Search by Email** to find a specific user.
- Review the selected users in the **Selected Users panel.**
- Use the **Remove (X)** icon to remove a user if needed.
- Check the **License Status** of the selected users.

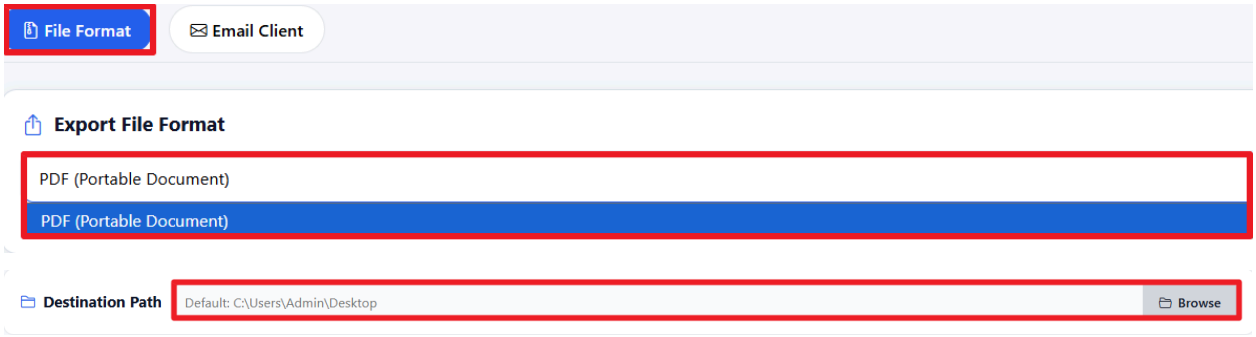
- View the **total number of selected users** at the bottom-right. Click **Continue** to proceed.



Export Google Chats to File Format

Step 06: Select the Output File Format & Destination Path

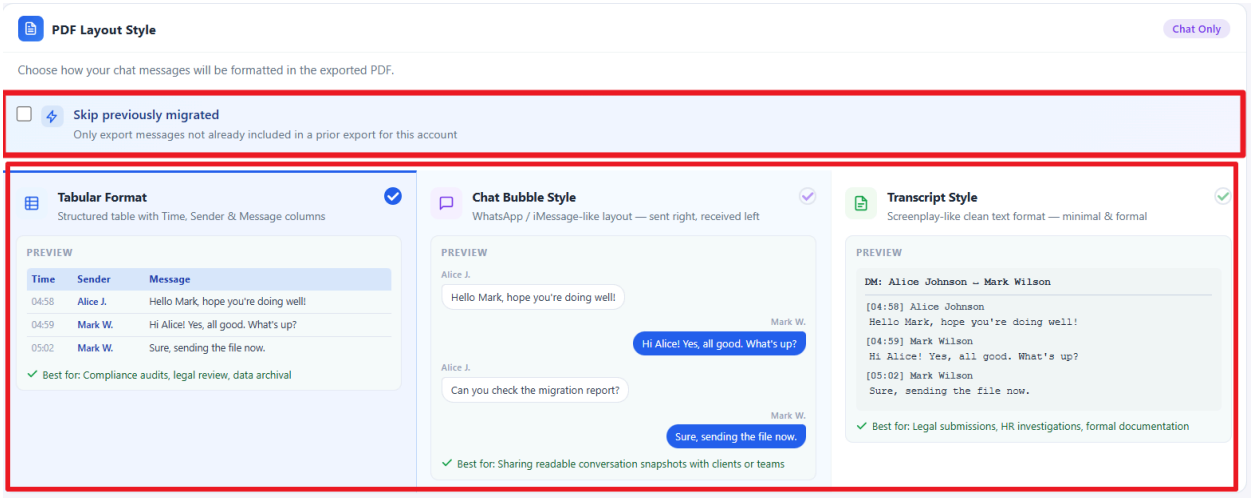
Open the **File Format** tab and select **PDF** from the **Export File Format** drop-down menu. Click **Browse** and select the folder where you want to save the exported Google Chat data.



Step 07: Choose the PDF Layout

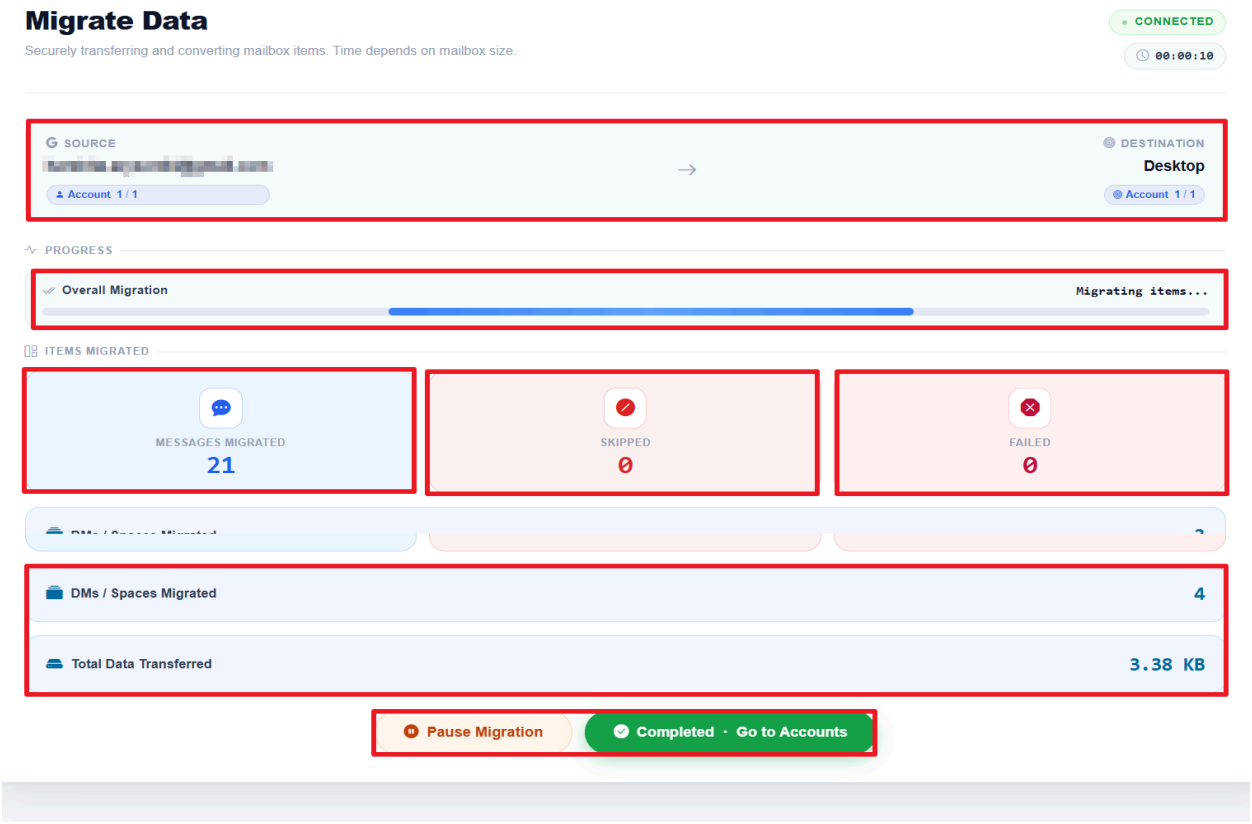
- **Skip Previously Migrated**: Export only messages that were not exported previously.
- **Tabular Format**: Display messages in a table with Time, Sender, and Message columns.

- **Chat Bubble Style**: Display messages in a chat-style layout.
- **Transcript Style**: Display messages in a simple transcript format.



Step 08: Start & Monitor the Export Progress

Review the settings and click **Start Migration** to export the selected Google Chat data to PDF. Track the export progress in real time, including **source accounts, destination path, messages, skipped items,** and **failed items**. You can also view the transferred data volume and use **Pause Migration** to pause the process.

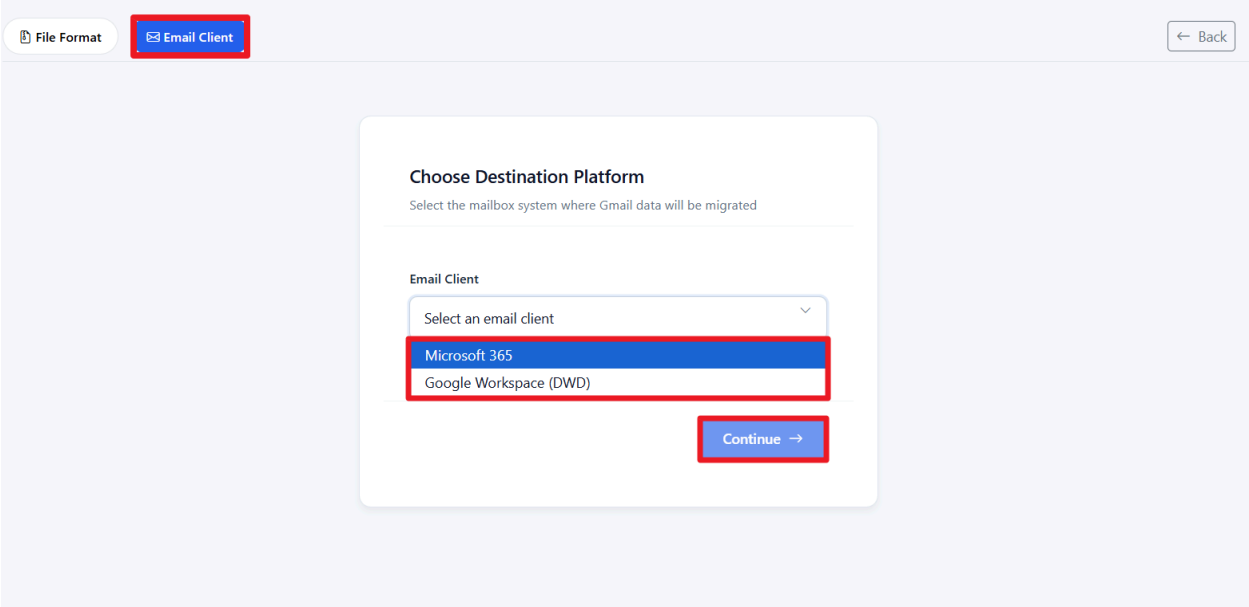


Migrate Google Chat to Microsoft 365/Google Workspace

Follow Steps 1–5 above to connect the source Google Workspace account. Then follow the steps below to migrate Google Chat to Microsoft 365 or Google Workspace (DWD).

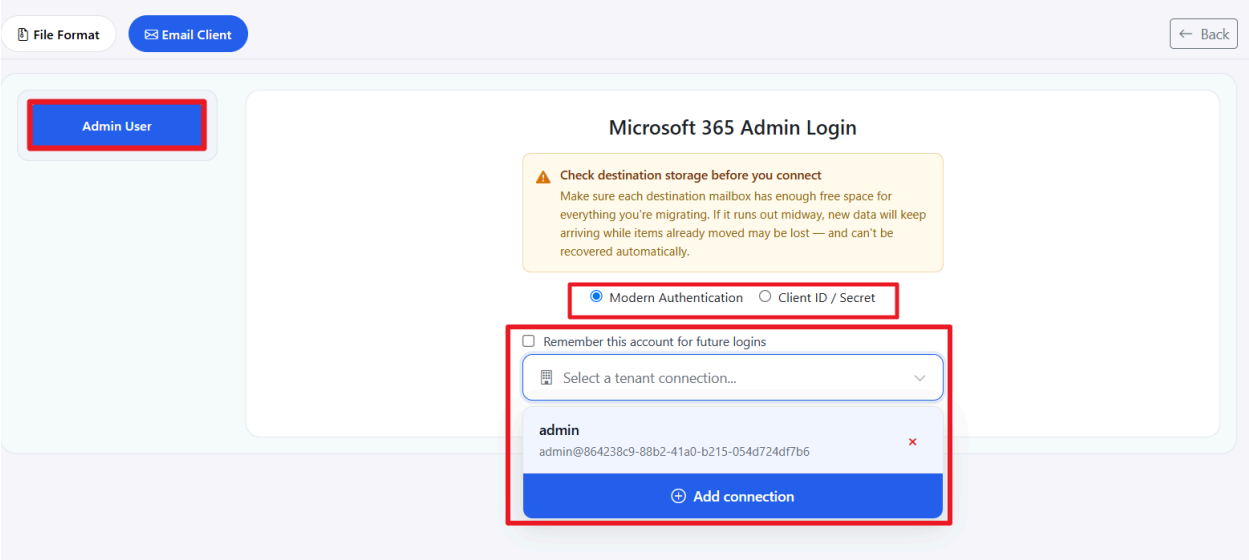
Step 06: Connect Microsoft 365 (Teams) Account as the Destination

Go to the **Email Client** section and select **Microsoft 365** as the destination platform. Select **Admin User** to connect the Microsoft 365 tenant. You can choose from two authentication methods: **Modern Authentication** or **Client ID/Secret ID.**



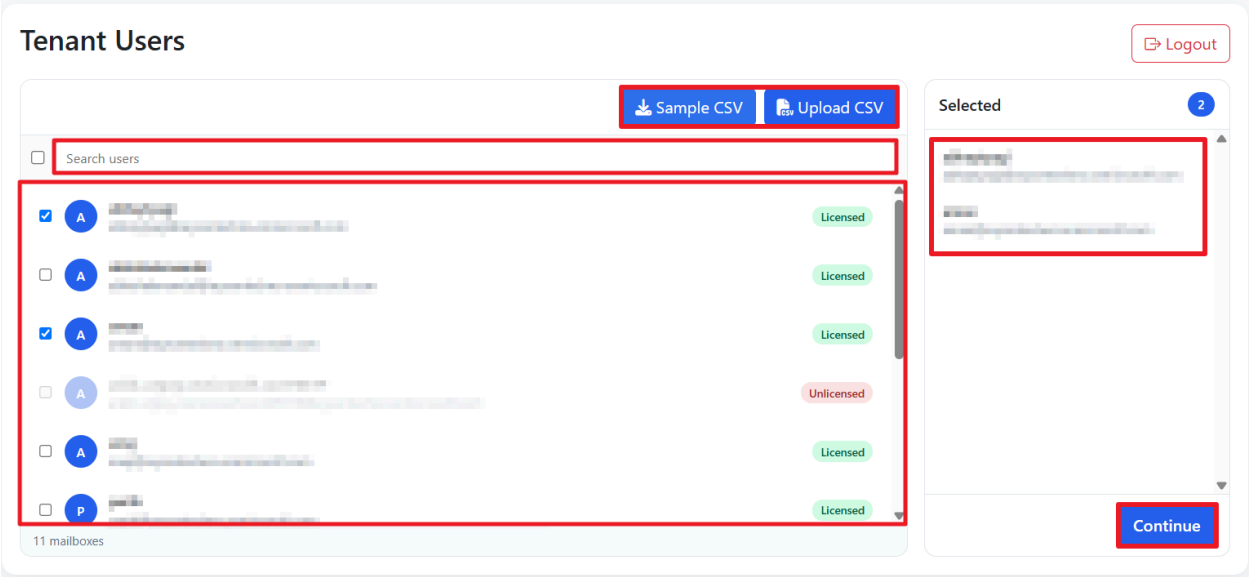
Step 07: Log In Using Modern Authentication

- Select **Modern Authentication.** Enable **Remember this account for future logins** if required.
- Click **Select a tenant connection**... and choose an **existing Microsoft 365 tenant**.
- Sign in through the **Microsoft portal** using your admin credentials.



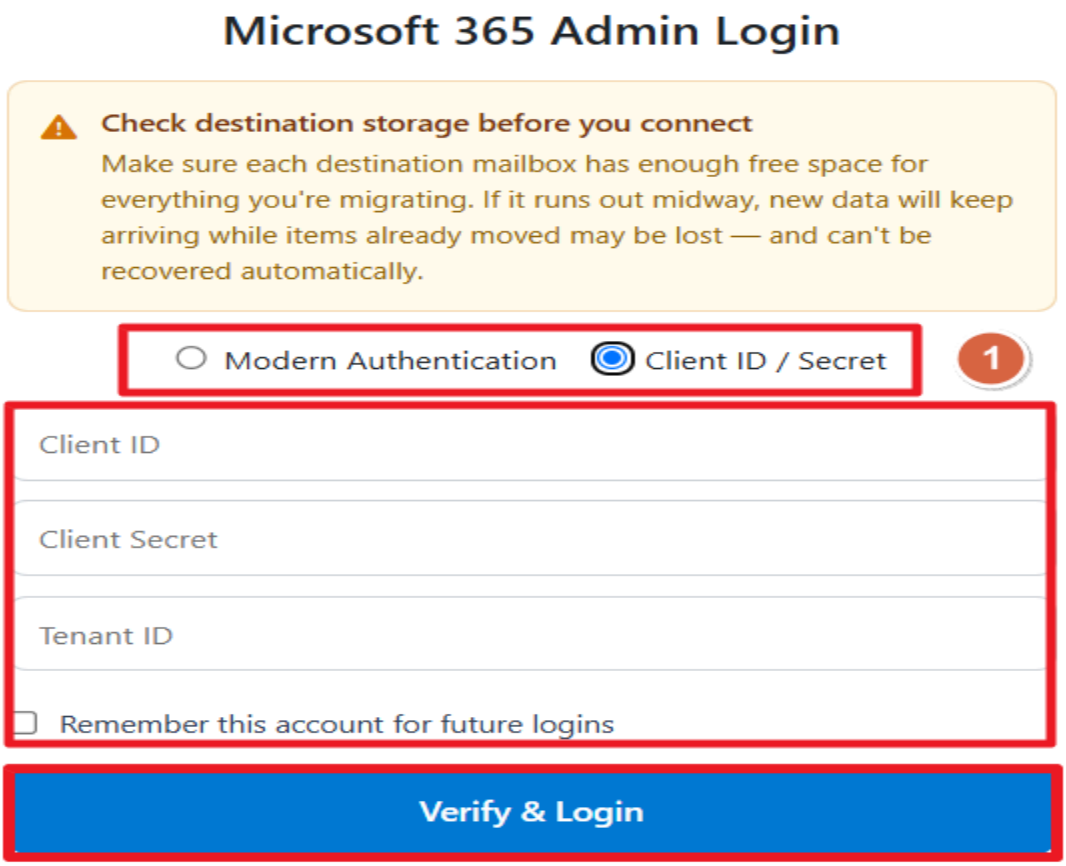
- Use **Search Users** to find specific destination accounts.
- Click **Sample CSV** to download the user selection template. Click **Upload CSV** to import users in bulk.
- Select the required user checkboxes. Click **Continue**.

Note: Unlicensed users cannot proceed with the migration.



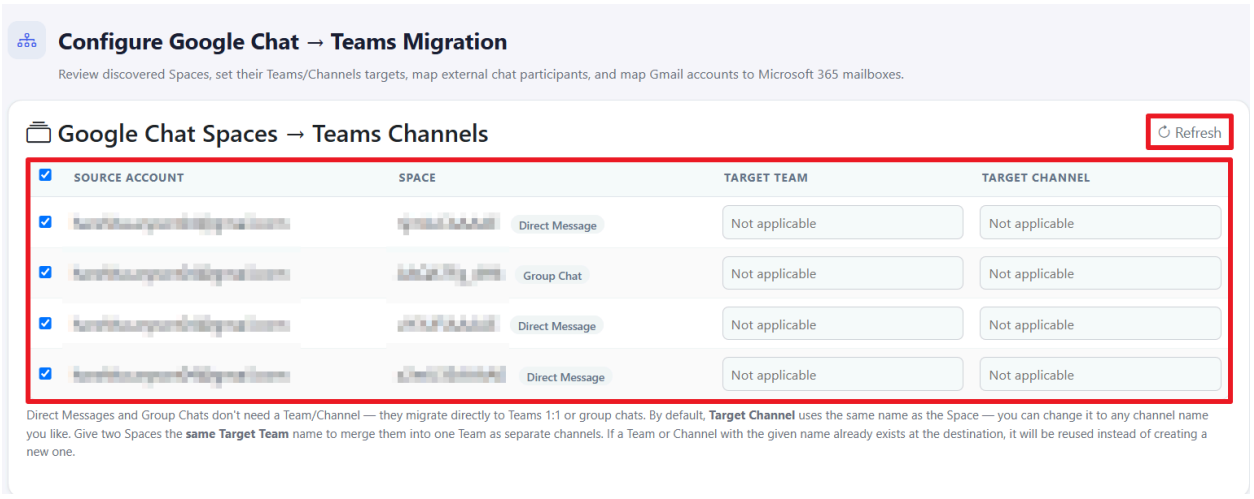
Step 08: Sign In Using Client ID/Secret ID

- Select Client ID/Secret. Enter the Client ID, Client Secret, and Tenant ID.
- Enable **Remember this account for future logins** if required.
- Click **Verify & Login** to validate the credentials and connect to Microsoft 365.



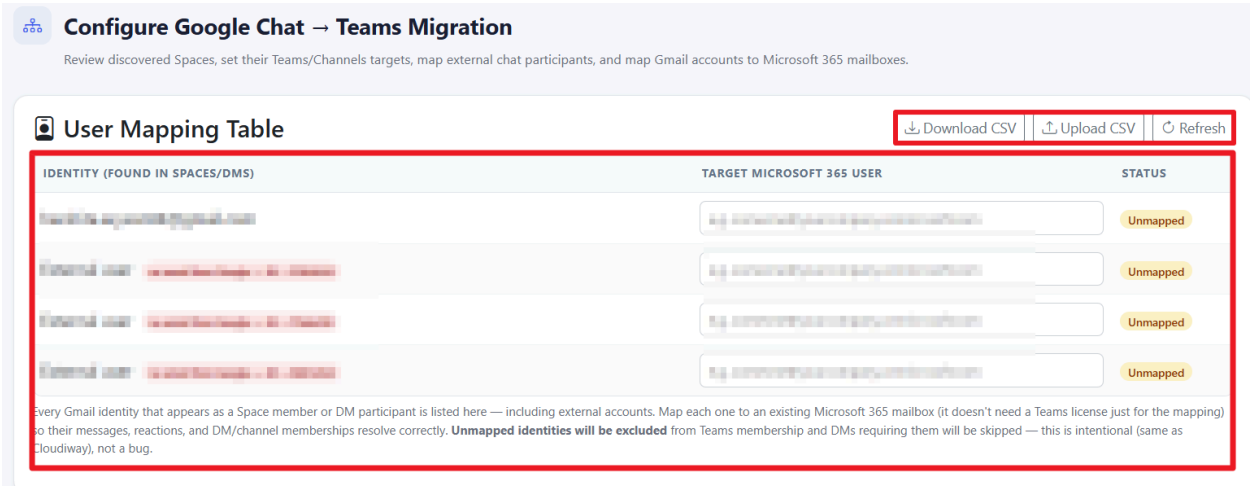
Step 09: Configure Google Chat to Teams Migration

- Select the checkbox next to a source account to **include** or **exclude** its chats from migration.
- **View the source account** and its associated spaces, direct messages, or group chats.
- Enter the **destination Team Name** in the Target Team field.
- Enter the **destination Channel Name** in the Target Channel field.
- Click **Refresh** to reload and fetch the latest spaces and channels.



Step 10: User Mapping Table

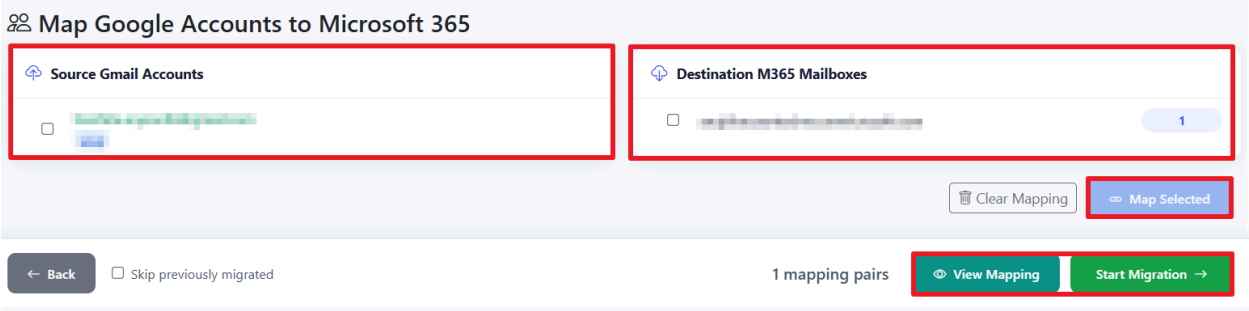
- Review the **discovered Google Chat identities** and **external participants** listed under Identity.
- Enter the corresponding destination email in the **Target Microsoft 365 User field**.
- Check the **Status column** to see whether each identity is mapped or unmapped.
- Click **Download CSV** to export the mapping template or Upload CSV to import mappings in bulk.
- Click **Refresh** to update the user mapping status.



Step 11: Map Source to Target Accounts

- Select the **source** and **destination** checkboxes to manually pair Google and Microsoft 365 accounts.

- Click **Map Selected** to create the selected mappings.
- Click **Clear Mapping** to remove all existing mappings.
- **View Mapping** to review the current source-to-target mappings.
- Click **Close** to exit the Current Mappings window.
- Check the **Mapped count** to view the number of completed mappings.
- Click **Back** to return to the previous configuration screen.



Step 12: Configure Migration Settings

Select **Skip Previously Migrated** to avoid migrating chats that have already been transferred.



Step 13: Start & Monitor the Migration Progress

After reviewing the migration settings, click **Start Migration** to begin transferring the selected Google Chats to Microsoft 365. Track the migration in real time, including **migrated messages, skipped items,** and **failed items.** The progress bar shows the current migration status.

Migrate Data

Securely transferring and converting mailbox items. Time depends on mailbox size.

CONNECTED

00:00:08

SOURCE

—

Account 1 / 1

DESTINATION

[redacted]

Account 1 / 2

PROGRESS

Overall Migration

Migrating items...

ITEMS MIGRATED

MESSAGES MIGRATED

0

SKIPPED

0

FAILED

0

DMs / Spaces Migrated

0

Total Data Transferred

0 Bytes

Pause Migration

Stop Migration