

Moving your file shares to a modern collaborative platform

Analyze and migrate your file shares with Metalogix Essentials for Office 365



INTRODUCTION

In the early days of networking, organizations created large file share systems. Employees stored their files on the network file shares, defined folder structures and common file naming conventions. For the most part, employees knew where their files were located and how their files were used. The knowledge of employees and teams was stored in these file shares.

Over time, organizations started using online collaboration platforms like SharePoint and Microsoft Teams. Employees were encouraged to move their shared files to the new collaboration platforms. However, as they did this, they mostly left their files behind on the network file shares and continued to add more files.

And now, facing a sudden increase in employees working remotely, the need to access shared files has begun to place an unprecedented load on networks. Organizations and their employees need a more effective way to access to their file shares.

CHANGES TO YOUR INFRASTRUCTURE

Overloaded VPN connections

The sudden surge in remote workers has also resulted in an unplanned for surge in active connections to your Virtual Private Network (VPN) with employees needing to securely access their file shares. Your VPN is straining under the heavy load and dropping connections. Your employees are frustrated with the unreliable access. However, if they are able to access files stored in online collaboration platforms, they do not have to go through your organization's VPN.

Files stored in multiple platforms

Organizations have files in file shares and on collaboration platforms. Often files are duplicated across multiple platforms. Employees who are managing files in their file share systems as well as in their collaboration platforms have to maintain a complex folder structure in the file share system, teams/sites and channels/lists in collaboration platforms. The two structures may be very different and multiple copies of the same files are often stored in multiple locations.

Multiple security and versions across platforms

Permissions on the file share systems may not be synchronized with those on the collaboration platforms. Thus, assigning file access in one platform may not be matched in another platform. Furthermore, files are often shared in emails with no permissions assigned at all. In fact, employees can email copies of their files to use at home when working remotely. This creates still another copy of the file without permissions. Unfortunately, the new copies of files that are created are not versions of the original. Duplication of files becomes the normal, accepted practice.

Costs

There are several costs for storing files on-premises including hardware, licensing, cooling, backup storage, leasing of physical space, and maintenance time. When an organization does not have control over the files across their multiple platforms files proliferate and storage costs increase unnecessarily.

WHERE TO START?

Where to start becomes the problem. First, you need to figure out which files to move and where to move them. Then, you have to figure out how to move the files.

Reduce dependency on VPN

Migrating files to a single online collaboration platform such as Office 365 reduces an organization's dependency on accessing file shares by removing the requirement for direct access to the internal network. Multi-factor authentication and setting platform permissions ensure that remote employees accessing model content are authorized and your content remains secure.

Work on one file in one place

Moving the file management onto the Office 365 collaboration platform can resolve the problem of maintaining security. With a single collaboration platform, you can manage permissions and share links to files rather than to the actual physical file. The Office 365 collaboration platform can also be configured to track and version files, maintain compliance, and audit file access.

Employees can collaborate on files within the collaboration platform. They can send links to files and assign permissions at the same time. Duplication of files is avoided and employees know that there is one source for their working files.

Scan and analyze first

What if you could scan and analyze your file shares? You could filter and/or sort the result columns for analysis. For example, you could find:

- duplicate files
- files that are too old or stale
- files that exceed the file size limit
- files that exceed the file path length and/or the component name length
- files that contain invalid characters in the file name
- blocked file extensions

Reduce costs

By moving file shares to an online platform like Office 365, your organization can reduce the costs for hardware, licensing, cooling, backup storage, physical space, maintenance time and administration overhead.

Plan the file migration

You can make recommendations and plans for:

- which files and folders to move
- where to move the files and folders
- what to do with old or stagnant files and folders

Migrate

You can migrate your business-valuable file shares to the Office 365 platform.

- SharePoint Online
- OneDrive for Business
- Teams

ONLY WITH QUEST

Metalogix Essentials for Office 365 offers a simple, complete solution for Office 365 pre-migration analysis, migration and management. Organizations can use a single console to easily move and reorganize content from multiple cloud platforms and on-premises SharePoint and file shares, manage permissions and licenses and gather key intelligence about user adoption.

With a larger remote workforce, it's important to be able to easily add or remove users, assign licenses and customize your licensing provisions. Metalogix Essentials for Office 365 offers this ability and helps you maintain control over your Office 365 taxonomy. You can see who has access to what and feel confident that your content is secure. Control user permissions and secure multiple site collections to set the right access for each user so they see only the content they need.

An intuitive user interface and advanced logging capabilities make it easy to track, monitor and report on migrations at the source – in the cloud or on-premises. You can also pause and resume your migration as needed to incorporate ongoing business demands so you can ensure your move is completed smoothly and on time.

Our award-winning cloud, hybrid and on-premises solutions provide you with the freedom and control to migrate, manage and secure content within enterprise collaboration platforms. Over 20,000 organizations trust Quest to optimize the availability, performance and security of their content across the collaboration lifecycle.

ABOUT QUEST

Quest provides software solutions for the rapidly changing world of enterprise IT. We help simplify the challenges caused by data explosion, cloud expansion, hybrid data centers, security threats and regulatory requirements. Our portfolio includes solutions for database management, data protection, unified endpoint management, identity and access management and Microsoft platform management.