



Migration to Microsoft SharePoint Online

Moving from SharePoint 2010 to SharePoint
Online



WHY MIGRATE?

Microsoft have recently announced that extended support for SharePoint 2010 will be expiring on **October 13th 2020**. This makes it an ideal time to migrate from SharePoint 2010 to one of the latest available versions, **SharePoint Online**.

There has always been some debate around whether SharePoint should be deployed in the cloud or remain on-premises. This whitepaper will aim to explore the pros and cons of this, as well as the approaches that need to be considered whilst preparing for the migration to a newer version of SharePoint.

AN INTRODUCTION TO SHAREPOINT ONLINE

SharePoint Online is a cloud-based version of SharePoint that is included as part of the Microsoft Office 365 suite. With minimal investment in IT infrastructure, organisations can leverage the platform to build:

- Public facing websites
- Intranet sites
- Internal team/organisation based sites

BENEFITS OF SHAREPOINT ONLINE

- SharePoint Online is included as standard as a part of Office 365 Enterprise E3— meaning you don't pay a separate subscription for SharePoint.
- As SharePoint Online is cloud-based, you can easily access the system from any location and on any internet-connected device, without the need for VPN access.
- SharePoint Online is developed on much newer technology than SharePoint 2010 and has additional functionality that may remove the need for customisations.

FEATURES OF SHAREPOINT ONLINE

- Hybrid infrastructure
- Powerful and hybrid search services on web
- Media preview
- Large file management
- Intuitive mobile experience
- Complete privacy
- Social features
- App features and complete client-side coding feature support
- Hub sites and enhanced intranet sites

MIGRATION APPROACHES

If you are currently using SharePoint on-premises and want to migrate to SharePoint Online, the following approaches can be used:

- Manual
- Hybrid
- Code or third-party tools

There are many tools available which can be used to help when migrating SharePoint—the approach taken will vary based on the tool used.

Some of the third-party tools available do save time and effort during migration, but are costly to use and maintain.

At Mercurius, we recommend using manual migration only and ensure that we use only the best practices when migrating SharePoint data.





CONSIDERATIONS BEFORE MANUAL MIGRATION:

There are several factors to consider before migrating from SharePoint On-premises to SharePoint Online.

LICENSING PLANS

Unlike SharePoint On-premises where there are only standard and enterprise licensing options available; SharePoint Online has two stand-alone plans as well as being included with the Office 365 E3 pack:

- SharePoint Online Plan 1
- SharePoint Online Plan 2

You will have to consider the needs of your organisation when selecting which [licensing plan](#) is right for your business. Consider factors such as your organisations size and budget, as well as the unified compliance framework required. However, if you're already using the E3 plan for your other O365 applications then there's no need to worry!

WHAT TO MIGRATE

After you have identified what licensing plan is suitable for your business, you then need to assess what documents and data you want to be migrated from SharePoint On-premises to SharePoint Online. A few points to consider are:

What is the total size of the data that you want to migrate?—SharePoint Online has a per site collection limit of 100GB, unlike SharePoint On-premises which has a 200GB limit.

How many files are there in total?—

SharePoint Online has a fixed limit of 5000 items per view, folder or query which cannot be increased like you can with SharePoint On-premises

What are the largest file sizes?—

The maximum file size available is 2GB, but when considering bandwidth it is not recommended to use files over 250MB.

How deep are the folder structures nested?—

The recommended total length of URL in SharePoint is ~260 characters. Do not use blank spaces and use short names e.g. ST for sales team.

Is there any content that is not being used anymore?—

Before migration make sure you identify and archive the data that is of no use to migrate.

LIMITATIONS OF MANUAL DATA MIGRATION

In the case of manual migration, some factors that should be considered are:

- You are only able to copy and paste files, so you will lose the metadata.
- You will lose the file versioning information.
- Manual migration will replace the following fields with information on the user who is completing migration & the date that the migration is completed:
 - Created by
 - Modified by
 - Created date
 - Modified date
- You are unable to move list information as this can't be copy and pasted. However, if you're using SharePoint 2013 On-premises, you can migrate some information by saving the list as a 'list template.'





SECURITY AND DATA REVIEW

During the manual migration will be a good time for your organisation to evaluate the permission setup. This is because during the manual migration the security will not migrate alongside the data. This means you will have to assess how you want your permission and security to be handled within SharePoint Online. In order to have controlled security, we recommend creating and setting up as many Active Directory (AD) group permissions as possible.

You will also want to identify the list of data and files which are going to be migrated to the new SharePoint version. This will ensure you clean-up and remove all unwanted data before it goes onto the new solution.

CUSTOMISATION

If you have done any customisations in SharePoint On-premises, while migrating to SharePoint Online you will need to rebuild the customisation, ensuring it aligns with available SharePoint Online features.

We recommend deploying the customisation as a sand-box solution or developing using the client object model as development in SharePoint Online is scoped to the site collection level.

If your business is interested in upgrading to SharePoint Online, please get in touch today for more information and an estimate.

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SharePoint at Mercurius IT

At Mercurius we always provide a rich, advanced and good blend of SharePoint solutions to our customers, allowing them to easily automate and streamline processes within their business. We have a team of skilled SharePoint developers who are experienced in manual migration and have ample experience with migration tools such as ShareGate and Metalogix.

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