

# File Share Migration to SharePoint

harmon.ie Solution

## The Challenge:

Many organizations have made the decision to migrate shared files to SharePoint but are grappling with the challenge of migrating massive amounts of files and emails. They are also facing the challenge of migrating business users from a well-known, easy interface of a shared folder to the unfamiliar browser-based SharePoint interface.

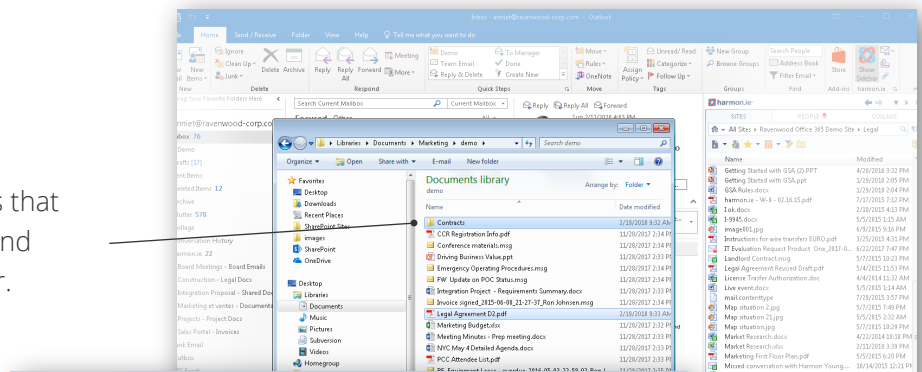


## harmon.ie's Solution: Selective Migration

harmon.ie drives the adoption of SharePoint by providing easy, fully featured access to SharePoint from the convenience of the Outlook email client.

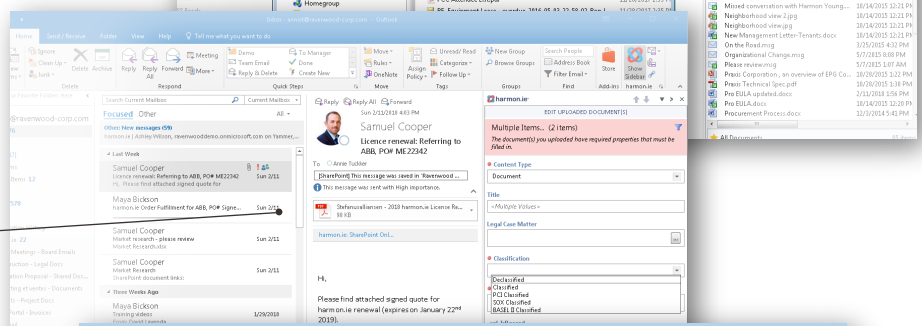
### Step 1

Select one or more folders and files that you want to upload to SharePoint and drag them to the harmon.ie sidebar.



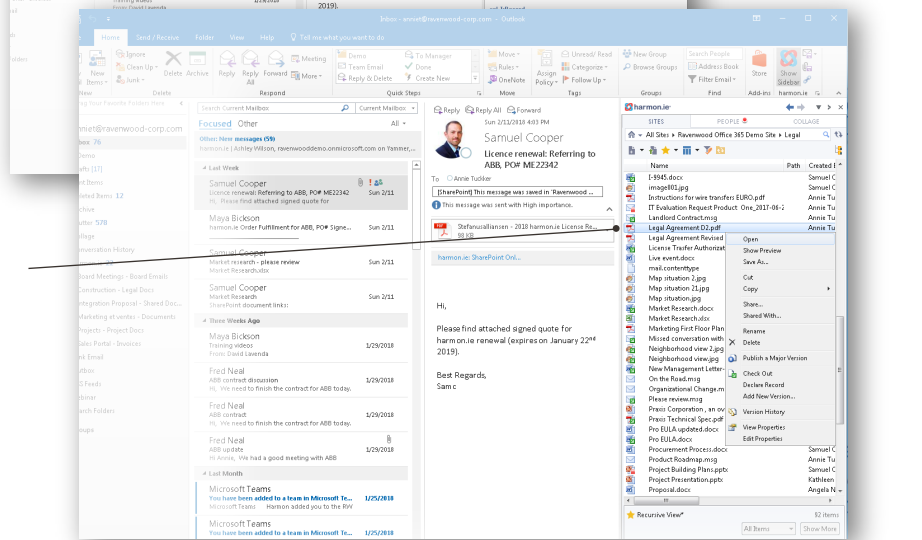
### Step 2

harmon.ie prompts you to fill in mandatory metadata fields, to help you classify the information properly.



### Step 3

Files are uploaded to the selected SharePoint location and you can view, edit and share them directly from harmon.ie.



## Familiar User Experience:

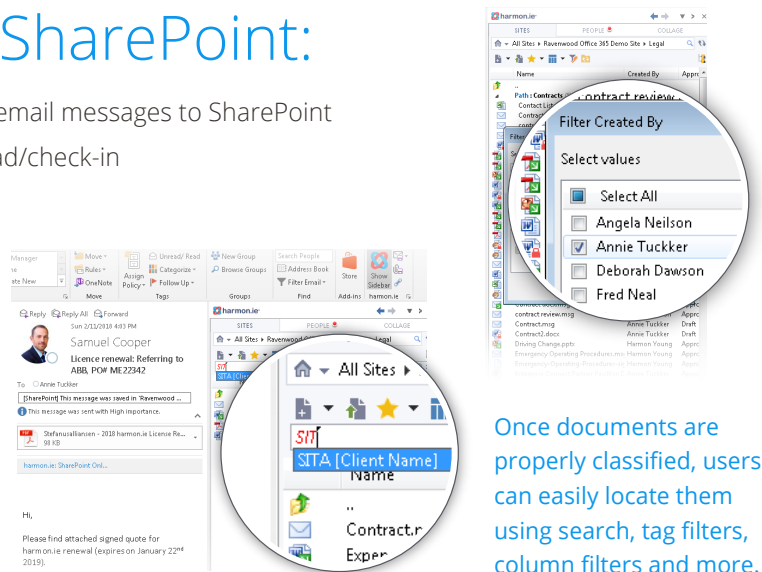
With harmon.ie, when business users migrate from shared files to SharePoint, they maintain the familiar **drag and drop** experience of moving files and emails from their Inbox to the shared document space (SharePoint). There is no need to learn how to manipulate SharePoint in the browser for uploading, assigning metadata, or searching for emails and documents. Everything is done from the convenience of the Outlook window; where business users already spend their worktime. As a result, SharePoint adoption is boosted.

## Smart Upload of Content into SharePoint:

harmon.ie enables easy upload of emails and documents to SharePoint and enables users to accurately classify them. Users select only the relevant emails and documents that they need going forward; the organization avoids the migration of reams of unneeded content. Plus, users know how to easily access that information once the shared folders are shut down.

## Selective Migration to SharePoint:

- **Effortless uploading of folders**, documents, and email messages to SharePoint
- **Enforcing classification** of documents upon upload/check-in
- **Step-by-step guidance** for entering required properties; typical business users can accurately classify documents and emails
- **Bulk uploading** with the ability to assign metadata to multiple documents in one operation
- **Easily find information** using favorites, search, filter by tags, SharePoint column filter, and more
- **Effortlessly share documents and emails** with colleagues, directly from Outlook



Once documents are properly classified, users can easily locate them using search, tag filters, column filters and more.

## About harmon.ie

harmon.ie (www.harmon.ie) makes user experience tools for the digital workspace, built to deliver information the way they think. harmon.ie empowers thousands of enterprise customers to realize the full business value of their existing Microsoft investments. The company is the recipient of a Microsoft Best App Award 2017, is a Microsoft Partner of the Year Finalist, and is an IBM global partner.

