File Share Migration to SharePoint

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.
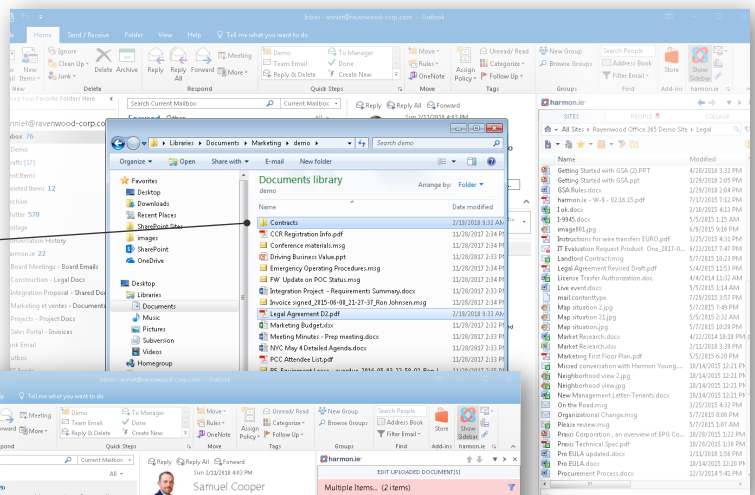
harmon.ie's Solution: Selective Migration

harmon.ie drives the adoption of SharePoint by providing easy, fully featured access to SharePoint from the convenience of the Outlook email client.
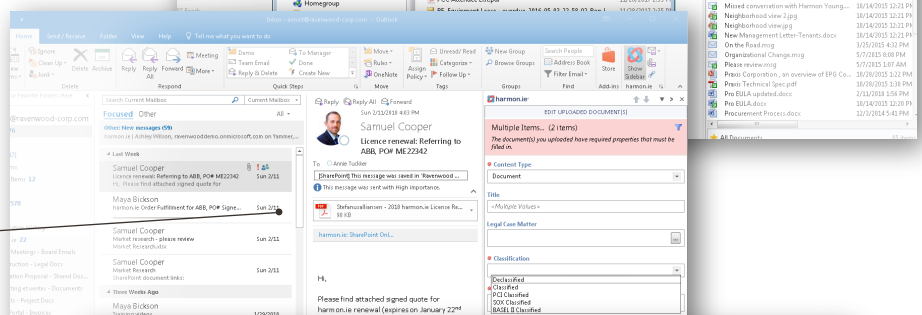
Step 1

Select one or more folders and files that you want to upload to SharePoint and drag them to the harmon.ie sidebar.
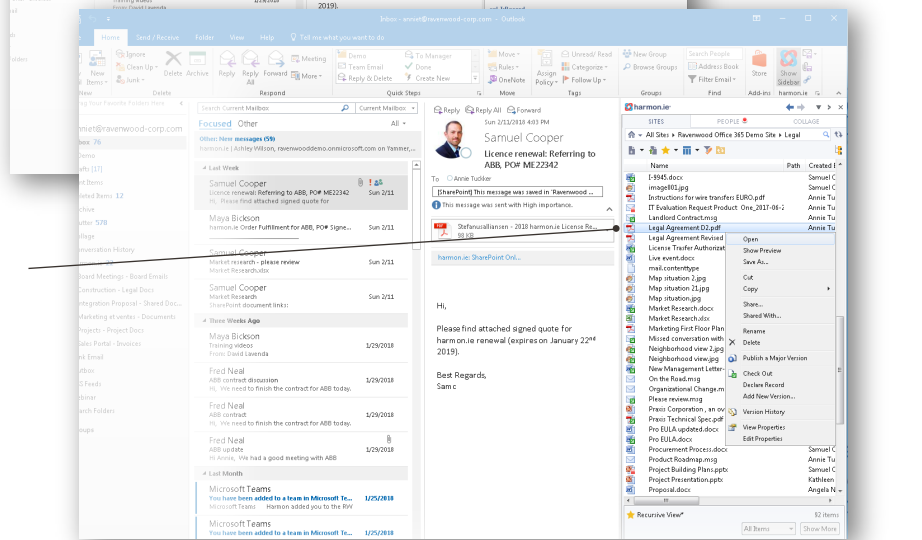
Step 2

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.

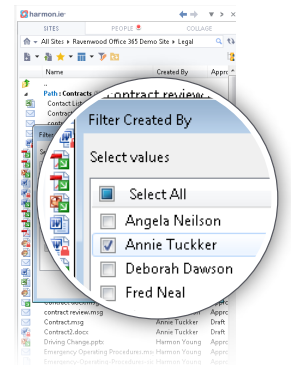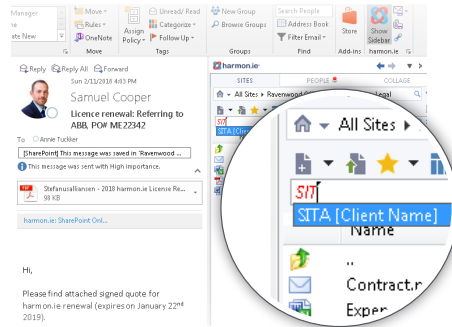**harmon.ie**

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 and classification of emails and documents to SharePoint. Users select only the relevant emails and documents they need going forward; as such, th organization eliminates the migration of reams of unneeded content. Plus, users know how to access information once the shared folders are shut off.

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 makes it easy for knowledge workers to capture and classify emails and documents to SharePoint and Teams directly from Outlook, the place they already spend their work time. By making it easy to do the right thing, harmon.ie increases SharePoint adoption, workplace productivity, as well as information governance and compliance. That is why thousands of enterprise customers count on harmon.ie's SharePoint and Office 365-based user experience products for email and records management, collaboration, knowledge retention, and SharePoint adoption. harmon.ie has won numerous Microsoft Best App awards and is a long time Microsoft Partner.

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