



4 STEPS (NOT JUST TECHNICAL) FOR A SUCCESSFUL MIGRATION OF YOUR FILES TO MICROSOFT 365

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Why evolve your file server?

Many companies still rely on an on-premises file server to manage their files, while already holding Microsoft 365 licenses. This situation often creates invisible day-to-day constraints.

A physical server involves costs (maintenance, renewal), dependence on an internal network, and sometimes complex remote access (VPN, slow performance). On top of that, there are risks: hardware failures, incomplete backups, lack of data visibility...

At the same time, usage is evolving: your teams are increasingly working remotely, collaborating on documents, and expecting flexible, scalable tools.

Considering a migration to Microsoft 365 allows you to:

- Access files from anywhere, without relying on the local network
- Collaborate on documents in real time
- Structure and secure your data
- Reduce dependency on physical infrastructure
- Lower maintenance costs





A cloud migration: much more than just a technical project

Migrating a file server to the cloud is far more than simply moving data. In most cases, the challenges encountered are not technical, but organizational:

- Unstructured or obsolete data
- Poorly defined access rights
- Multiple versions of the same files
- Resistance to change from users

This means that for a successful migration, you need more than just technical expertise - you need a true partner who understands your business constraints.

Your migration therefore relies on preparing and structuring your data beforehand - a task you don't have to handle alone.

This is exactly the approach we outline in the rest of this guide. Through 4 key steps, we share a practical method to structure your migration, secure your data, and ensure real adoption by your teams.

1 STRUCTURE BEFORE YOU MIGRATE

Before considering any migration, it is essential to define a clear framework and restore visibility into your current environment. In most cases, data has been accumulated over the years, sometimes without an overall structure.

A migration is actually the perfect opportunity to rethink your internal organization and bring greater consistency to it

This involves:

- Defining a logical folder structure within your files (by department, project, or activity)
- Managing access rights (who has access to what, why, and with what level of permission)
- Identifying which data to keep, clean up, or archive
- Establishing governance rules (external sharing, workspace creation, naming conventions)

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This step, because it can seem time-consuming and requires stepping back from your day-to-day operations, is often where migration projects slow down or even get abandoned. To carry it out successfully, we recommend a combined approach:

- **Involve your teams in the decision-making process:**

they are the ones navigating your files and data.

They may have already identified improvements or suggestions that can enhance your organization.

- **Get an external perspective:**

being deeply involved in your own operations can sometimes make it difficult to distinguish between what is essential and what is not.

Working with a partner who understands your business realities can make all the difference in making the right practical decisions.

2

MIGRATE YOUR DATA SECURELY

Once your environment is structured, the migration (from a technical perspective) can begin. Contrary to what one might think, this step is not just about transferring your data from point A to point B.

A well-managed migration relies on thorough technical preparation and a phased execution. It must ensure data integrity and confidentiality, proper enforcement of access rights, and above all, business continuity. You simply cannot afford for your migration to disrupt your daily operations - and this needs to be anticipated in advance.

In practical terms, this involves:

- Analyzing technical constraints
(file names, excessively long paths, incompatible formats)
- Setting up an initial migration,
followed by incremental synchronizations
- Preserving existing access rights in the new environment
- A full validation phase to ensure
all data is accessible and usable

2

This step can quickly become critical if not properly anticipated. A migration that is too fast or poorly structured can lead to data loss, duplicates, or, in the worst-case scenario, slowdowns or service disruptions.

To secure this phase, we recommend:

- Planning the migration outside of critical business periods: choose a low-activity window to minimize the impact of any potential incident
- Running a test phase with a limited scope before a full rollout: your new environment should first be tested with your teams before a complete migration

3 MODERNIZE YOUR IT ENVIRONMENT

A migration is more than just adopting a new storage tool. It can also be an opportunity to evolve your infrastructure toward a more modern, flexible, and easier-to-manage model.

By moving away from a local server approach, you rethink how your users access resources, use their workstations, and collaborate on a daily basis.

This overall modernization may include:

- Moving from an on-premises Active Directory to identity management with Microsoft Entra ID
- Centralized device management with Microsoft Intune
- Automating the deployment of tools (Office, OneDrive, business applications)
- Improved management of access and devices, especially in a hybrid work environment

3

This transformation is often underestimated, even though it represents a major lever for simplifying and securing your IT infrastructure.

To fully benefit from it, ABAKUS recommends:

- Align your infrastructure with your actual usage (mobility, remote work, multi-site environments): don't be afraid to challenge "the way things have always been done"
- Take advantage of this transition to standardize your workstations and practices

4 ENSURE ADOPTION BY YOUR TEAMS

The success of a migration project is not measured solely by its technical deployment. Its true success depends on user adoption and their ability to embrace the new tools.

Without a clear vision, even a well-structured environment can be misused, bypassed, or become a source of frustration for your teams.

The challenge is therefore to evolve user practices in parallel with the technical implementation. This involves:

- Training users on Microsoft 365 tools (Teams, SharePoint, OneDrive)
- Explaining new ways of collaborating (sharing, co-authoring, versioning)
- Establishing simple best practices that can be applied daily
- Providing support during the transition to answer questions and remove barriers

4

This step is often decisive in the overall perception of the project. A well-supported migration is seen as an immediate benefit. Conversely, a lack of guidance can hinder long-term adoption.

To maximize impact, we recommend:

- Involve your teams throughout the entire process, starting before the migration: people are more likely to adopt ways of working they helped imagine and build
- Train your teams at the time of the migration to ensure immediate onboarding
- Identify internal key users to relay best practices: they can act as drivers and support colleagues who are more resistant to change

The most common mistakes to avoid

Based on our field experience, certain mistakes regularly occur in migration projects. They can pose a risk to the success of your cloud adoption:

- Migrating without structuring your data beforehand: you simply carry the problem over... to a new tool
- Reproducing your existing server as-is in the cloud: you miss the opportunity to streamline your processes
- Neglecting access rights management
- Underestimating the importance of training: you are not just training users on tools, but enabling the adoption of a shared vision
- Multiplying tools without consistency: Microsoft 365 has many benefits to offer when used coherently

As with any structuring IT project, a comprehensive and well-thought-out approach is essential to avoid these pitfalls. In this context, consistent support is your best ally.



What tangible results can you expect?

A well-executed migration can concretely transform your company's day-to-day operations and ways of working:

- Access to files from anywhere, without the need for a VPN
- Seamless collaboration between teams
- Reduced constraints related to physical servers
- Improved data security (identities, access, compliance)
- A clearer and easier-to-manage environment

Are you convinced by these benefits and methods?

All that remains is to choose a local and reliable partner to support you.



WHAT ABAKUS CAN BRING TO YOUR MIGRATION PROJECT

At ABAKUS, we approach cloud migration as a comprehensive project, not just a technical one.

- An approach tailored to SMEs, pragmatic and usage-driven
 - Comprehensive expertise (infrastructure, cloud, security, workstations)
 - Close support, from planning to adoption
- A strong focus on simplicity and consistency

>> We are able to support you at every stage of the 4 steps of a migration, with one simple goal: to help you fully benefit from Microsoft 365, without complexity.



4 AREAS TO MEET YOUR NEEDS



At ABAKUS, we believe that all businesses deserve IT comfort. We help you achieve it through a diversity of services.

IT Consulting

Expert support for your IT projects, including governance, talent selection, and development and cybersecurity consulting.

Infrastructure Management

Complete supervision of your infrastructure, from cloud to support, including network, backup, and maintenance.

Odoo Implementation

Design and deployment of custom Odoo solutions, including Python/API development and business optimization.

Cybersecurity

Governance, compliance, and protection of your systems through audits, risk management, and operational security.



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