



# Fly SaaS Walkthrough for Exchange Online

**Configuration and performing a trial migration**

*An AvePoint partner-facing guide to an Exchange Online migration customer deployment*

# About this guide

This guide is written for **AvePoint partners** who are undertaking their first Fly SaaS engagement with their customer.

It encompasses key areas such as:

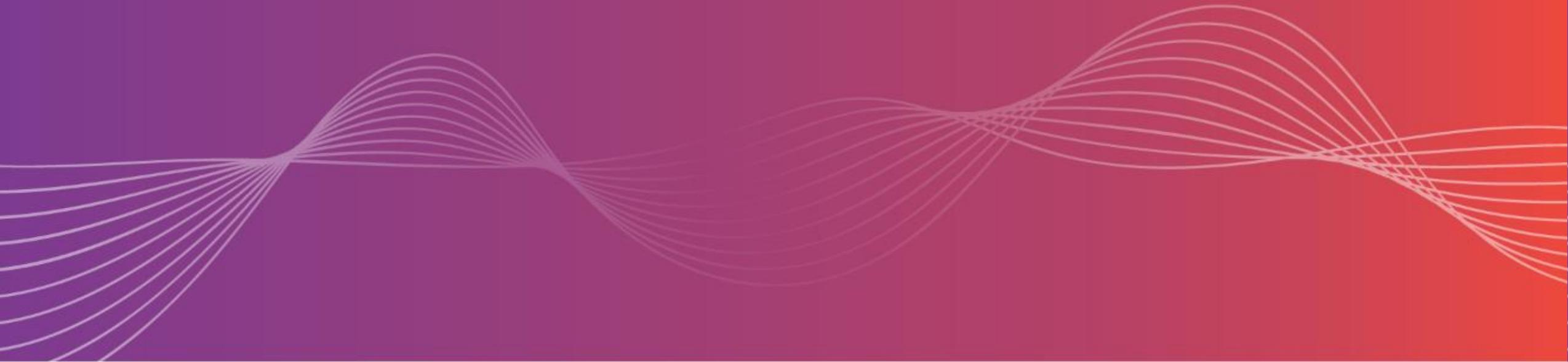


Created from the context of a real-world scenario of an Exchange Online Tenant to Tenant migration, this guide is practical in nature.



# Tenant Configuration

Fly SaaS



# Elements



Sign In with Microsoft

or

E-mail Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

**Login** to **Elements** portal using your registered account.

**NEXT** 

My MSP

- Command center
- Customers

Modules

- A
- Risk management
- Change management com...
- Device management
- Nitro
- Marketplace

Configurations

- Reporting
- Resources
- Integrations
- Workflows
- Tenant settings

System

- Settings
- Help

Welcome to Elements.

Command center

Administration Operation Security Optimization

Click on **Customers**

← BACK    NEXT →

6 Total tenants

95 MFA disabled users

### Subscription status

Customers by subscription status

- Due for renewal: 0
- Out of policy: 0
- Active: 5

Pooled subscriptions by status

- Expire soon: 0
- Usage over 90%: 0
- Active: 4

### App profile status

- Active: 21
- Invalid: 4
- Reauthorization needed: 7

### Agent status

0 Agents installed    0 Agents uninstalled

- Active: 0
- Inactive: 0

### Marketplace status

- 0 Tenants connected to marketplace
- 0 Connected tenant mismatch
- 0 Resellers need authorization
- 0 Resellers verification failed



Customers

Onboard new customer

Search for customer...

Inited date: Last 7 days

Reports

Click **Onboard new customer**

BACK NEXT

<input type="checkbox"/>	Customer	Tenant owner	Product subscriptions	Status	Country or region
No items to show in this view.					



Customers

Onboard new customer

Search for customer...

Invited date: Last 7 days x

Reports

Customer	Conditions	Status	Country or region
<input type="checkbox"/> Customer			

0 of 0 selected

Select the account type

- Microsoft 365 global admin
- Google super admin
- Salesforce system admin
- Local account
- Authorization link

Cancel Continue

Select **Microsoft 365 global admin** from the account type list then click **Continue** then sign in with the **source tenant** admin credentials.

BACK NEXT





marc.admin@25kf6x.onmicrosoft.com

## Permissions requested

Review for your organization



This app would like to:

- ✓ Sign in and read user profile
- ✓ Read domains
- ✓ Read all groups
- ✓ Read all license assignments.
- ✓ Read all users' full profiles

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel Accept

Click **Accept** to provide permissions

◀ BACK

NEXT ▶



HOME



Customers

Search for customer...

Reports

Customer
<input type="checkbox"/> Customer
<input type="checkbox"/> <b>BP</b> Brandon's Playground
<input type="checkbox"/> <b>CI</b> Clean Industries
<input type="checkbox"/> <b>CE</b> Contoso Electronics
<input type="checkbox"/> <b>FI</b> FreshStart Inc
<input type="checkbox"/> <b>MA</b> MarcAVPTLabs

### Invite new customer

Customer account \*

Organization name \*

Country or region \*

State or province \*

Data center \*

Job notification profile ⓘ

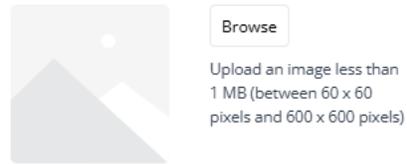
Service monitoring notification profile

Management mode ⓘ  
 Partner management of tenant  
 Customer management of tenant

Terms and Conditions and Privacy Policy  
 Your privacy is important to us and we want you to know how we use your information. You must agree to our [Terms and Conditions](#) and [Privacy Policy](#).

I agree on behalf of the customer

Communication preferences  
 We'd love to keep the customer in the loop with helpful tips, best practices, webinars, pricing promotions, and product updates. You can select a subscription preference for the customer:



First name \*

Last name \*

Telephone number

Tag

Onboard new customer

Filter Manage columns

0 of 5 selected

Status	Country or region
N/A	Australia
N/A	Australia
expired	Australia
N/A	Australia
N/A	Australia

Once all required customer details are entered, click **Invite and next** to proceed.

Customers

Search for customer...

Reports

<input type="checkbox"/>	Customer
<input type="checkbox"/>	BP Brandon's Playground
<input type="checkbox"/>	CI Clean Industries
<input type="checkbox"/>	CE Contoso Electronics
<input type="checkbox"/>	FI FreshStart Inc
<input type="checkbox"/>	MA MarcAVPTLabs

Services

Opus

tyGraph

Services for Google

Cloud Backup for Google Workspace

Services for Dynamics 365

Cloud Backup for Dynamics 365

Services for Salesforce

Cloud Backup for Salesforce®

Services for IaaS + PaaS

Cloud Backup for IaaS + PaaS

Services for EnPower

EnPower

Services for migration

Fly

Cancel Continue

Onboard new customer

Filter Manage columns

0 of 5 selected

Status	Country or region
N/A	Australia
N/A	Australia
expired	Australia
N/A	Australia
N/A	Australia

Select the service you would like to add for this customer. In this example, we'll enable a trial of **Fly**. Once enabled, click **Continue**.

BACK NEXT



Customers

Search for customer...

Reports

<input type="checkbox"/>	Customer
<input type="checkbox"/>	BP Brandon's Playground
<input type="checkbox"/>	CI Clean Industries
<input type="checkbox"/>	CE Contoso Electronics
<input type="checkbox"/>	FI FreshStart Inc
<input type="checkbox"/>	MA MarcAVPTLabs

### Licensing

Change management communication

This add-on service is free to use! There is no need to assign a license for it.

Note: The date and time fields on this page will be based on UTC time.

#### Fly

Subscription type: \*

Trial

Subscription expiration date: \*

11/02/2026

- If you want to know more about the subscription operating history, you can [View subscription modification history](#).
- If you want to extend your subscription, you can contact [sales@avepoint.com](mailto:sales@avepoint.com).

Next

Cancel Back Save and continue

In our licensing details, the subscription type is set to **Trial**. Once the licensing details are complete, click **Next** then Save and continue."

BACK

NEXT



Customers

Search for customer...

Reports

Customer
<input type="checkbox"/> Customer
<input type="checkbox"/> BP Brandon's Playground
<input type="checkbox"/> CI Clean Industries
<input type="checkbox"/> CE Contoso Electronics
<input type="checkbox"/> FI FreshStart Inc
<input type="checkbox"/> MA MarcAVPTLabs

### Permissions

Your consent is required.

Based on the services you are setting up, we need the following permissions to start your services.

- 25kf6x (Microsoft)
  - Premium management services
 

Authenticate the app with a Microsoft 365 Global Administrator account for premium management services to streamline the onboarding process. This requires no additional authentication later when adding new services!

APElements Security and Analysis
- Fly
  - Fly
 

Assign the Exchange Administrator role in Microsoft Entra ID. For more information, refer to the user guide.

Authenticate
  - Fly for Power Platform
 

Authenticate
  - Fly delegated app
 

Authenticate
  - Fly for Entra ID source
 

Authenticate
  - Fly for Entra ID source and destination
 

Authenticate

Custom app profile [Create](#)

[Add new tenant](#) Cancel Continue

**Authenticate** the necessary application permissions. Detailed information about the API permissions can be found [here](#).

**Note:** To register the enterprise application, the account used must have global administrator privileges on the Microsoft tenant.

BACK NEXT

Onboard new customer

Filter Manage columns

0 of 5 selected

Status	Country or region
	Australia
	Australia
	Australia
N/A	Australia
N/A	Australia

- Home
- Entra agents
- Favorites
- Entra ID
- Overview
- Users
- Groups
- Devices
- Agent ID (Preview)
- Enterprise apps
- App registrations
- Roles & admins
- Delegated admin partners
- Domain services
- Conditional Access
- Multifactor authentication
- Identity Secure Score
- Authentication methods
- Account recovery (Preview)
- Password reset
- Custom security attributes
- Certificate authorities
- External Identities
- Cross-tenant synchronization

# Exchange Administrator | Assignments

Privileged Identity Management | Microsoft Entra roles

- Manage
- Assignments
  - Description
  - Role settings

« + Add assignments Settings Refresh Export Got feedback?

Eligible assignments **Active assignments** Expired assignments

Search by member name or principal name

Name	Principal name	Type	Scope	Membership	State	Start time	End time	Action
<b>Exchange Administrator</b>								
AvePoint Fly Delegated App	83043760-a2ba-4185-8	Service principal	Directory	Direct	Assigned	1/12/2026, 2:59:55 AM	Permanent	Remove   Upd
AvePoint Fly	34be87c0-bd08-47ab-8	Service principal	Directory	Direct	Assigned	1/12/2026, 2:59:48 AM	Permanent	Remove   Upd

Showing 1 - 2 of 2 results

In addition, we also need to assign the **Exchange Administrator** role in **Microsoft Entra ID**. For more information, refer to the [user guide](#).

◀ BACK      NEXT ▶



Customers

Search for customer...

Reports

Customer
<input type="checkbox"/> Customer
<input type="checkbox"/> <b>BP</b> Brandon's Playground
<input type="checkbox"/> <b>CI</b> Clean Industries
<input type="checkbox"/> <b>CE</b> Contoso Electronics
<input type="checkbox"/> <b>FI</b> FreshStart Inc
<input type="checkbox"/> <b>MA</b> MarcAVPTLabs

**Permissions** [X]

**Your consent is required.**  
Based on the services you are setting up, we need the following permissions to start your services.

▼ **25kf6x (Microsoft)**

▼ **Premium management services**

Authenticate the app with a Microsoft 365 Global Administrator account for premium management services to streamline the onboarding process. This requires no additional authentication later when adding new services!

APElements Security and Analysis [Authenticate](#)

▼ **Fly**

Fly ✓

Assign the Exchange Administrator role in Microsoft Entra ID. For more information, refer to the user guide. [X]

Fly for Power Platform [Authenticate](#)

Fly delegated app ✓

Fly for Entra ID source [Authenticate](#)

Fly for Entra ID source and destination [Authenticate](#)

[Custom app profile](#) [Create](#)

[Add new tenant](#) [i] Cancel [Continue](#)

[Onboard new customer](#)

Filter Manage columns

0 of 5 selected

Status	Country or region
N/A	Australia
N/A	Australia
expired	Australia
N/A	Australia
N/A	Australia

Once authentication is complete and the Exchange Administrator role has been assigned, click **Continue** to proceed.

◀ BACK
NEXT ▶



Customers

- Search for customer...
- Reports
- Customer
  - BP** Brandon's Playground
  - CI** Clean Industries
  - CE** Contoso Electronics
  - FI** FreshStart Inc
  - MA** MarcAVPTLabs

Onboard new customer

**Overview**

**Account details**

**AD**

<p>Contact</p> <p>marc.admin@25kf6x.onmicros...</p> <p>Country or region: Australia (+61)</p> <p>State or province: Western Australia</p> <p>Organization name: AVPT Demo</p> <p>Telephone number: 9173087757</p>	<p>Tenant information</p> <p>marc.admin@25kf6x.onmicrosoft.com</p> <p>Data center: Australia Southeast (Victoria)</p> <p>Job notification profile: None</p> <p>Signup date: 12/01/2026</p>
---	--

**Billing details**

Billing report: Not enabled

**Tag management**

No tag

✓ The add-on service is ready to use.

Service	Subscription expiration...	Status
Fly	11/02/2026	

Back Finish

Filter Manage columns

0 of 5 selected

Status	Country or region
N/A	Australia
N/A	Australia
expired	Australia
N/A	Australia
N/A	Australia

The **Overview** provides a summary of the account details. Click **Finish**.

BACK NEXT



Customers

Onboard new customer

Search for customer...

Invited date: Last 7 days x

Reports

1 Filter x Manage columns

0 of 1 selected

<input type="checkbox"/>	Customer	Tenant owner	Product subscriptions	Status	Country or region
<input type="checkbox"/>	<b>AD</b> AVPT Demo	marc.admin@25kf6x.onmicrosoft.com	1 trial	N/A	Australia

Select the **Customer** by clicking their name in Elements.

BACK NEXT



← Back

AVPT Demo

Products & subscriptions All

Fly Trial

No items to show in this view.

Click on Fly

BACK NEXT

Backup status

Google Workspace	IaaS + PaaS
Dynamics 365	Salesforce®

Unusual activities analysis

OneDrive SharePoint Online

Your customer does not have the OneDrive module subscription or OneDrive module is disabled in Cloud Backup for Microsoft 365.

Risk & Policy monitor

Reduce risk, increase security, and keep them all in check!



Quick start

Step 1. Tenant connection

Connect your tenant to AvePoint Online Services.

Tenant ⓘ  
✓ Configured  
[Configure](#)

When you first log into Fly, the **Quick start** wizard appears with major migration steps displayed. You can also access the wizard from the left navigation.

Step 2. Migration credentials

Configure credentials in AvePoint Online Services to connect to your tenants.

App profile ⓘ  
✓ Configured  
[Configure](#)

Service account ⓘ  
⚠ Not configured  
[Configure](#)

Configure a delegated app profile for migrations and a Google app profile for Gmail/Google Drive migration.

Microsoft delegated app profile ⓘ  
✓ Configured  
[Configure](#)

Google app profile ⓘ  
⚠ Not configured  
[Configure](#)

Step 3. Auto discovery

After configuring credentials to connect to your tenants, you can configure a scan profile in AvePoint Online Services to scan the objects of your tenants. The scanned objects will be included in your tenant discovery, and can be automatically mapped in your migration projects.

Scan profile ⓘ  
⚠ Not configured  
[Configure](#)

Under **Scan profile** click **Configure**.

[← BACK](#) [NEXT →](#)

Auto discovery > **Scan profiles**

🔍 Search by profile name

+ Create

Click **Create** to start the **Scan profile** settings

⏪ BACK

NEXT ⏩

Profile name

Scan mode

Modified time



There is no scan profile.

- Create scan profile
- 1 Choose object types**
- 2 Profile settings
- 3 Configure containers and rules
- 4 Overview

### Choose object types

For each tenant, an object type can only be included in one scan profile.

Tenant \*  
25kf6x

**Microsoft 365**

Object type

- Exchange mailbox
- OneDrive
- SharePoint site ⓘ
- Microsoft 365 Group / Microsoft Team / Viva Engage community
- Microsoft 365 user
- Security and distribution group ⓘ

Specify which **Object types** should be included in the scan. In our example, we have selected all M365 workloads, afterwards click **Next**.

◀ BACK      NEXT ▶

Cancel    **Next**

Create scan profile

1 Choose object types

**2 Profile settings**

3 Configure containers and rules

4 Overview

### Profile settings

Name \*

Description

Scan in-place archiving

Scan archived site collections

Scan Team sites (no Microsoft 365 Groups) into SharePoint sites containers ⓘ

Enable daily scan

Notify recipients via email when objects are moved or removed

Enter the **name** of your scan profile. To include archived objects, enable the toggles below. For this example, we'll leave them disabled. Set the daily scan time, then click **Next**.

Create scan profile

---

Choose object types

---

Profile settings

---

**3** **Configure containers and rules**

Express mode will scan objects into default containers. This mode is the simplest way to get started.

Advanced mode will scan objects dynamically to containers defined by business rules you configure.

---

**4** Overview

### Configure containers and rules

Scan mode

Express mode

Advanced mode

Scan all objects and place them into corresponding default containers

Object type	Container
Exchange mailbox	Default Exchange mailbox container
OneDrive	Default OneDrive container
SharePoint site	Default SharePoint site container
Microsoft 365 Group / Microsoft Team / Viva Engage community	Default Group / Team / Engage community container
Microsoft 365 user	Default Microsoft 365 user container
Security and distribution group	Default security and distribution group container

Cancel Previous Next

Select **Express mode** as the scan mode then click **Next**.

← BACK
NEXT →

Create scan profile

---

Choose object types

---

Profile settings

---

Configure containers and rules

---

4 Overview

### AVPT Demo

25kf6x

#### Profile settings

Profile name	AVPT Demo
Description	
Scan in-place archived mailboxes	No
Scan archived site collections	No
Scan Team sites (no Microsoft 365 Groups) into SharePoint sites containers	No
Enable daily scan	12:00 AM
Notify recipients via email when objects are moved or removed	No

#### Express mode

Object type	Container
Exchange mailbox	Default Exchange mailbox container
OneDrive	Default OneDrive container
SharePoint site	Default SharePoint site container
Microsoft 365 Group / Microsoft Team / Viva Engage community	Default Group / Team / Engage community container
Microsoft 365 user	Default Microsoft 365 user container
Security and distribution group	Default security and distribution group container

The Scan profile summary will be shown in the **Overview** page. Once confirmed, click **Save and run** to proceed.

◀ BACK
NEXT ▶

Cancel
Previous
Save
Save and run

Auto discovery > Scan profiles

Search by profile name

+ Create

<input type="checkbox"/>	Profile name	Scan mode	Modified time
<input type="checkbox"/>	AVPT Demo	Express mode	1/12/2026 22:04:36

**Scan now**  
Successfully added the scan job to the waiting list. You can check it later in Job monitor.

**Create scan profile**  
Successfully created a profile.

The **Scan profile** for the source tenant is now configured. Let's go back to the **Quick start wizard**.

⏪ BACK
NEXT ⏩

### Step 1. Tenant connection

Connect your tenant to AvePoint Online Services.

**Tenant**  
 ✓ Configured

- Command centers
- Modernization
- Fly
- Configuration
- Management**
  - Tenant management
  - App management
  - Service account
  - User management

### Management > Tenant management

Search by tenant name

<input type="checkbox"/>	Name	Platform
<input type="checkbox"/>	56rw56	Microsoft
<input type="checkbox"/>	25kf6x	Microsoft

### Step 2. Migration credentials

Configure credentials in AvePoint Online Services to connect to your tenants.

**App profile**  
 ✓ Configured

- Command centers
- Modernization
- Fly
- Configuration
- Management**
  - Tenant management
  - App management**
  - Service account
  - User management
  - Encryption management
- Auto discovery
- System

### Management > App management

Search by profile name

<input type="checkbox"/>	Profile name	Status	App type
<input type="checkbox"/>	anz.admin@56rw56.onmicrosoft.com	✓ Active	Fly
<input type="checkbox"/>	anz.admin@56rw56.onmicrosoft.com	✓ Active	Fly delegated app
<input type="checkbox"/>	marc.admin@25kf6x.onmicrosoft.com	✓ Active	Fly
<input type="checkbox"/>	marc.admin@25kf6x.onmicrosoft.com	✓ Active	Fly delegated app

Configure a delegated app profile for migrations and a Google app profile.

**Microsoft delegated app profile**  
 ✓ Configured

### Step 3. Auto discovery

After configuring credentials to connect to your tenants, you can discover objects in your tenants. The scanned objects will be included in your tenant discovery, and can be automatically mapped in your migration projects.

**Scan profile**  
 ✓ Configured

- Command centers
- Modernization
- Fly
- Configuration
- Management
- Auto discovery**
  - Scan profiles
  - Containers
  - Job monitor

### Auto discovery > Scan profiles

Search by profile name

<input type="checkbox"/>	Profile name
<input type="checkbox"/>	AVPT Demo Destination
<input type="checkbox"/>	AVPT Demo

Next, configure the **Destination Tenant connection, App profile, the Microsoft Delegated App profile, and the Destination Tenant Scan Profile**. For more information, see the details provided [here](#).

Search

Configure credentials in AvePoint Online Services to connect to your tenants.

**App profile** ?

✓ Configured

[Configure](#)

**Service account** ?

⚠ Not configured

[Configure](#)

Configure a delegated app profile for migrations and a Google app profile for Gmail/Google Drive migration.

**Microsoft delegated app profile** ?

✓ Configured

[Configure](#)

**Google app profile** ?

⚠ Not configured

[Configure](#)

**Step 3. Auto discovery**

After configuring credentials to connect to your tenants, you can configure a scan profile in AvePoint Online Services to scan the objects of your tenants. The scanned objects will be included in your tenant discovery, and can be automatically mapped in your migration projects.

**Tenant Discovery** is optional for data migration, but it can be used to review details beforehand.

**Step 4. Tenant discovery**

Run a discovery for your source tenant to understand the object count, object type, object size, and other details before the migration. The tenant discovery needs to be run after the auto discovery finishes. To report the discovered data, contact your Microsoft 365 global administrator to deselect the "Display concealed user, group, and site names in all reports" option in Settings > Org Settings > Reports in [Microsoft 365 admin center](#). Refer to the [user guide](#) for more details.

[Run discovery](#)

**Step 5. Migration projects**

Create a project to begin your migration. If your tenant is...

[+ Create migration project](#)

Final step of the wizard is to create a **migration project.**

[← BACK](#)
[NEXT →](#)

... you can refer to the Fly Migration Process Guide for details about the involved migration processes.

Close

Create project

1 General information

2 Connection

3 Migration policy

**General information**

Project \*

Tag

 +

Enter the project name, then click **Next**.

BACK NEXT

Create project

General information

**2 Connection**

3 Migration policy

Connection

Source type

<input checked="" type="checkbox"/> Exchange Online	<input type="checkbox"/> Exchange On-Premises	<input type="checkbox"/> Microsoft Teams	<input type="checkbox"/> SharePoint Online
<input type="checkbox"/> Microsoft 365 Groups	<input type="checkbox"/> OneDrive	<input type="checkbox"/> Microsoft 365 Groups	<input type="checkbox"/> Microsoft 365 Groups
<input type="checkbox"/> Gmail	<input type="checkbox"/> Google Drive	<input type="checkbox"/> Microsoft 365 Groups	<input type="checkbox"/> Microsoft 365 Groups

Destination type

<input checked="" type="checkbox"/> Exchange Online	<input type="checkbox"/> Gmail
---	--------------------------------

Source \*

Select source connection  +

Destination \*

Select destination connection  +

Then Select the **Source** and **Destination** types. Once Exchange Online is selected for both, click the + sign for the **Source Connection**.

BACK NEXT

Search

Projects > Create project

Create project

General information

**2 Connection**

Migration policy

Connection

Source

Destination type

Source \*

Destination \*

Exchange Online

Gmail

Google Drive

Exchange Online

Gmail

Select source connection

Select destination connection

For comprehensive instructions on creating an **Exchange Online Connection**, refer to the guide provided [here](#).

Create connection

Connection name \*

Source Exchange

Connection type

Exchange Online

Not seeing your tenant? Connect to a tenant in [AvePoint Online Services Tenant management](#). Once connected, you can create an app profile or service account for the tenant, and then run an auto discovery to find the objects you want to migrate.

Tenant \*

25kf6x

Container for auto map

Default Exchange mailbox container(Exchange mailbox)

[Create new in AvePoint Online Services](#)

Credentials

App profile

marc.admin@25kf6x.onmicrosoft.com (Fly app)

[Create new in AvePoint Online Services](#)

Service account authentication

Modern authentication

Microsoft delegated app profile

marc.admin@25kf6x.onmicrosoft.com (Fly delegated app)

[Create new in AvePoint Online Services](#)

BACK NEXT

Cancel Save

Once Source tenant connection details are confirmed, click **Save** to proceed.

Create project

General information

**2 Connection**

3 Migration policy

Connection

Source type

- Exchange Online
- Exchange On-Premises
- Microsoft Teams
- SharePoint Online
- Microsoft 365 Groups
- OneDrive
- Microsoft Teams Chat
- Power Platform
- Gmail
- Google Drive
- Active Directory
- Microsoft Entra ID

Destination type

- Exchange Online
- Gmail

Source \*

Source Exchange X +

Destination \*

Select destination connection +

Click the + sign to create the Destination Connection.

BACK NEXT

Create project

- General information
- 2 Connection**
- 3 Migration policy

Connection

Source type

Exchange Online	Exchange On-Premises
Microsoft 365 Groups	OneDrive
Gmail	Google Drive

Destination type

Exchange Online	Gmail
-----------------	-------

Source \*

Source Exchange X

Destination \*

Select destination connection

Connection name \*

Destination Exchange

Connection type

Exchange Online

Not seeing your tenant? Connect to a tenant in [AvePoint Online Services Tenant management](#). Once connected, you can create an app profile or service account for the tenant, and then run an auto discovery to find the objects you want to migrate.

Tenant \*

56rw56

Container for auto map

Default Exchange mailbox container(Exchange mailbox)

[Create new in AvePoint Online Services](#)

Credentials

App profile

anz.admin@56rw56.onmicrosoft.com (Fly app)

[Create new in AvePoint Online Services](#)

Service account authentication

Modern authentication

Microsoft delegated app profile

anz.admin@56rw56.onmicrosoft.com (Fly delegated app)

[Create new in AvePoint Online Services](#)

Once Destination tenant connection details are confirmed, click **Save** to proceed.

BACK

NEXT

Create project

General information

**2 Connection**

3 Migration policy

Connection

Source type

Exchange Online <input checked="" type="checkbox"/>	Exchange On-Premises <input type="checkbox"/>	Microsoft Teams <input type="checkbox"/>	SharePoint Online <input type="checkbox"/>
Microsoft 365 Groups <input type="checkbox"/>	OneDrive <input type="checkbox"/>	Microsoft Teams Chat <input type="checkbox"/>	Power Platform <input type="checkbox"/>
Gmail <input type="checkbox"/>	Google Drive <input type="checkbox"/>	Active Directory <input type="checkbox"/>	Microsoft Entra ID <input type="checkbox"/>

Destination type

Exchange Online <input checked="" type="checkbox"/>	Gmail <input type="checkbox"/>
---	--------------------------------

Source \*

Source Exchange X +

Destination \*

Destination Exchange X +

Once connections are confirmed, click **Next** to proceed.

Create project

Progress bar: [ 25% ]

- General information
- Connection
- 3 Migration policy**

### Migration policy

Migration policy \*

Select a migration policy to proceed.  +

[View details](#)

Next step is to create a **Migration policy** by clicking the + sign.

[← BACK](#) [NEXT →](#)

Search

Projects > Create project

Create project

- General information
- Connection
- Migration policy**

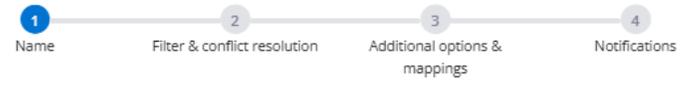
### Migration policy

#### Migration policy \*

Select a migration policy to proceed.

View details

### Create migration policy



Policy name \*

Exchange Migration Policy

Description

Enter a **Policy name** then click **Next**.

BACK NEXT

Cancel Next

Create project

- General information
- Connection
- 3 Migration policy**

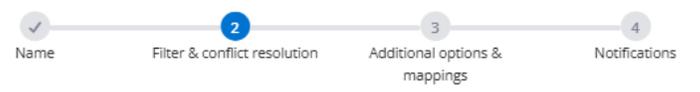
### Migration policy

#### Migration policy \*

Select a migration policy to proceed.

View details

The following **Objects** are included in the data migration by default. For comprehensive instructions on creating a **migration policy**, refer to the guide provided [here](#).



#### What do you want to migrate?

##### Objects

- Contacts
- Notes
- Calendars
- Tasks
- Automatic replies (out of office)
- Recoverable Items folders
- Mails
- Rules
- Journals
- Auto-Complete Lists
- Permissions

##### Archive mailbox

- Migrate archive mailbox
- Auto-provision in-place archive mailbox in the destination

##### Folders

- All
- Include
- Exclude

##### Email time range

- On or after
- On or before

#### Conflict resolution

##### Mailbox items

Overwrite

Once confirmed, click **Next**.

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Create project

- General information
- Connection
- 3 Migration policy**

### Migration policy

#### Migration policy \*

Select a migration policy to proceed.

View details

### Create migration policy



#### Options

- Synchronize deletion
- Replace email addresses of senders/recipients based on user mappings
- Migrate emails before the specified date to the archive mailbox
- Replace meeting links with the destination information
- Migrate source data to a specified destination folder

#### Select how to manage sensitivity labels of emails

- No label in source, or migrate emails with source label to destination (if email has label encryption, it will be inaccessible in the destination)
- If a label exists, remove it during the migration (source label remains, it is removed from the email in the destination)
- Apply same label in the destination (same label must exist in the destination)
- Apply labels in the destination based on label mappings (labels must exist in both source and destination)

#### Mappings

##### User mapping

None

View details

#### Customized features

0 item

To view how to configure the strings, refer to the User Guide.

This page provides additional options for the policy and migration mappings when including permissions in the migration. Once confirmed, click **Next**.

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NEXT ▶

Search

Projects > Create project

Create project

General information

Connection

**3 Migration policy**

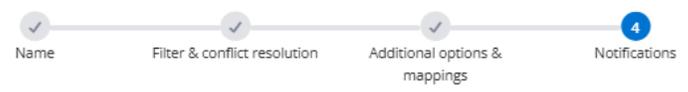
### Migration policy

#### Migration policy \*

Select a migration policy to proceed.

View details

### Create migration policy



- Send project level notifications (all mappings within a project)
- Send individual mapping level notifications

You can also configure **notifications** for each migration policy. In this example, we'll skip that step. Click **Save** to continue.

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Create project

Progress bar: 2/3 steps completed

- General information
- Connection
- 3 Migration policy**

Migration policy

Migration policy \*

Exchange Migration Policy X +

[View details](#)

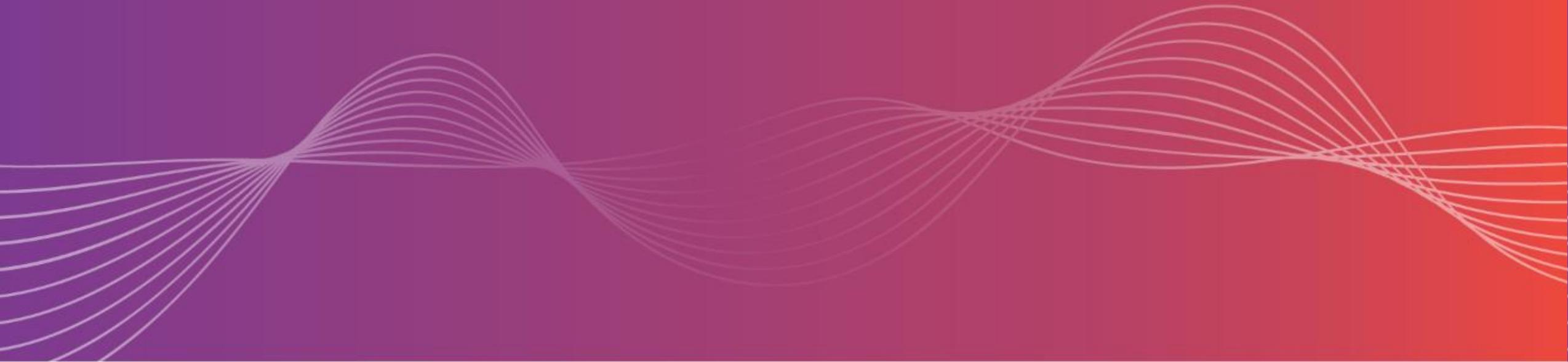
Click **Save** to complete the project creation.

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Cancel    Back    **Save**

# Performing a migration

Fly SaaS





## Project successfully created

Select a method to configure mappings:



Add mappings



Import mappings



Auto map

Go back to Projects

Once the project has been created, the next step is to configure **migration mappings**. Multiple user-mapping methods are available; however, this example demonstrates the manual approach. Click on **Add mappings**.

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NEXT

Exchange Migration

If the "Migrate archive mailbox" option is selected in the migration policy, archive mailboxes will be migrated with the user/shared/resource mailboxes. You do not need to configure mappings for archive mailboxes.

Search by source or destination

+ Add Import Export

0 selected

Source	Source type	Destination	Destination type
No data to show.			

Click **Add**

◀ BACK NEXT ▶

Cancel Save



### Exchange Migration

If the "Migrate archive mailbox" option is selected in the migration policy, archive mailboxes will be migrated with the user/shared/resource mailboxes. You do not need to configure mappings for archive mailboxes.

Search by source or destination

+ Add Import Export

0 selected

<input type="checkbox"/>	Source	Source type	Destination	Destination type	
<input type="checkbox"/>	AlexW@25kf6x.onmicrosoft.com	User mailbox	AlexW@56rw56.onmicrosoft.com	User mailbox	

Enter the source and destination user mailbox accounts, then click **Save**.

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NEXT

Cancel Save

Exchange Migration

Search by source or destination

Filter Column System view

+ Create mapping Refresh 0 selected

<input type="checkbox"/>	Source	Destination	Stage	Updated	Errors	Last migration status
<input type="checkbox"/>	AlexW@25kf6x.onmicrosoft.com	AlexW@56rw56.onmicrosoft.com	✓ New mapping	01/14/2026 00:05	<a href="#">0</a>	-

Click on the **checkbox**.

BACK NEXT

Exchange Migration

Search by source or destination

Filter Column System view

Click the **Pre-migration** dropdown and select **Verify mapping**.

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NEXT

+ Create mapping Refresh Pre-migration Post-migration

Verify mapping  
Scan source data

<input checked="" type="checkbox"/>	Source	Destination	Stage	Updated	Errors	Last migration status
<input checked="" type="checkbox"/>	AlexW@25kf6x.onmicrosoft.com	AlexW@56rw56.onmicrosoft.com	✓ New mapping	01/14/2026 00:05	0	-

### Exchange Migration

Search by source or destination

Filter Column System view

+ Create mapping Refresh Pre-migration Migration Post-migration ...

Source	Stage	Updated	Errors	Last migration status
<input checked="" type="checkbox"/> AlexW@25kf6x.onmicrosoft.com	Mapping verification	01/14/2026 00:10	<a href="#">0</a>	-

1 selected

Once the mapping is verified, click the **Migration** dropdown and select **Full migration**.

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Search

Projects > Project mappings

Exchange Migration

Search by source or destination

+ Create mapping Refresh Pre-migration Migration Post-migration

Source	Destination	Stage
✓ AlexW@25kf6x.onmicrosoft.com	AlexW@56rw56.onmicrosoft.com	✓ Mapping veri

### Full migration

Run a full migration to migrate all source data to the destination. You may run immediately or configure a schedule.

**Sufficient subscription**  
Your remaining subscription allows you to migrate 3 Exchange Online mailboxes. This migration will consume 1 Exchange Online mailboxes.

- Exchange Online mailboxes: 3
- Data size remaining (GB): 15

Schedule migration to start on a specific date and time

A subscription information will appear.  
Click **Run** to start the migration.

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Cancel Run

### Exchange Migration

Search by source or destination

Filter Column System view

+ Create mapping Refresh 0 selected

<input type="checkbox"/>	Source	Destination	Stage	Updated	Errors	Last migration status
<input type="checkbox"/>	AlexW@25kf6x.onmicrosoft.com	AlexW@56rw56.onmicrosoft.com	Migration	01/14/2026 00:16	<a href="#">0</a>	-

The **migration** will now initiate.

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Exchange Migration

Search by source or destination

Filter Column System view

+ Create mapping Refresh 0 selected

	Source	Destination	Stage	Updated	Errors	Last migration status
<input type="checkbox"/>	AlexW@25kf6x.onmicrosoft.com	AlexW@56rw56.onmicrosoft.com	Migration	01/14/2026 00:18	<a href="#">0</a>	Finished

You have successfully completed the Exchange Online migration project.

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For detailed post-migration steps, refer to the guide provided [here](#).

Thank you.

