

# User Guide



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#### What is Express Migrator for Exchange Public Folder to SharePoint?

PCVITA Express Migrator for SharePoint (Exchange Public Folder) software enables a bulk migration of Microsoft Exchange Mails, Contacts, Calendars and Documents content into Microsoft SharePoint Server. The software is flexible and simple to accomplish in instant.

#### **Migration Supported**

- Microsoft Exchange Mails migration
- Microsoft Exchange Contacts migration ✓
- Microsoft Exchange Calendar migration  $\checkmark$
- Microsoft Exchange Documents migration  $\checkmark$

#### **The Prominent Features**

- Support SharePoint 2007/2010 server version
- $\checkmark$ Migrate both files and folder in batch to SharePoint Document Library
- ✓ Migrate items in Exchange Server Public Folder to SharePoint Document Library
- $\checkmark$ Maintain the folder/ directory in hierarchical order
- $\checkmark$ Maintain the Meta information of the associated files and folders as of Create-on, Modified-on, Subject, cc and Sender
- $\checkmark$ Maintain permissions associated files and folders
- Filter based migration on various attributes such content type, dates and year  $\checkmark$
- Allow to add additional Meta information with individual file ✓
- $\checkmark$ Handles restricted special characters in the most configurable manner
- Provide reports and appropriate error detection mechanism  $\checkmark$
- Support for Microsoft BPOS/Office 365/ SharePoint On Premise  $\checkmark$

Minimum Processor Speed	Intel 1.2 GHz Processor
Memory (RAM)	1GB
Disk Space	5MB free space for installation
Operating System support	One of the following: ✓ Windows XP, Windows Vista, Windows 7 ✓ Windows 2003 Server ✓ Windows 2008 Server
Microsoft SharePoint Server	One of the following: ✓ Microsoft SharePoint 2007 ✓ Microsoft SharePoint 2010
Additional Software	Microsoft INE1 Framework 2.0
Internet Connection (For BPOS/Office 365 services)	Persistent internet connectivity between the migration local machine and SharePoint Online Server for BPOS/Office 365 services.

### Prerequisite

#### **Start the Installation process**

The steps of installation are simple and short. Before install make sure that the software installer is not corrupted. To open, double click the installer of PCVITA Express Migrator for Exchange Public Folder to SharePoint installer. Click on next button to proceed.

👼 Setup - PCVITA Express Migrato	r For Sharepoint(Exchange Public Folder)
	Welcome to the PCVITA Express Migrator For Sharepoint(Exchange Public Folder) Setup Wizard This will install PCVITA Express Migrator For Sharepoint(Exchange Public Folder) v2.7.0.1 on your computer. It is recommended that you close all other applications before continuing. Click Next to continue, or Cancel to exit Setup.
	Next > Cancel

#### License agreements

You must read the software license agreement. Accept the license agreement? Check the button (I accept the agreements) and proceed next.

tense Agreement			
Please read the following important in	nformation before cor	itinuing.	Ċ
Please read the following License Age agreement before continuing with the	reement. You must ac e installation.	cept the terms of t	his
Software License Agreement			<u> </u>
NOTICE TO USERS:			
This End User License Agreement (t agreement between you (either an in PCVITA regarding the PCVITA softw b) all successor upgrades, revisions additions or maintenance releases o PCVITA (collectively, the "Updates")	ne "Agreement") is a ndividual or an entity, are (the "Software" o , patches, fixes, modi f the Software, if any , and c) related user	egally binding the "User"), and r the" Program"), a fications, copies, licensed to you by documentation and	nd ′
I accept the agreement			
I do not accept the agreement			

#### Location and setup types

The installer offers a default destination directory where PCVITA Express Migrator for Exchange Public Folder to SharePoint be installed. Accept it or define one. It is highly recommended to use the default path.

Where Folder	sstination Location should PCVITA Express Migrator For Sharepoint(Exchange Public be installed?
1	Setup will install PCVITA Express Migrator For Sharepoint(Exchange Public
To con	tinue, click Next. If you would like to select a different folder, click Browse.
EVECV	TA Express Migrator For Sharepoint(Exchange Public Folder)
1	
At leas	t 10.5 MB of free disk space is required.

Click on next. In this window, the wizard will offer a default location where to create a shortcuts folder in a start menu folder. Accept it or define a new one. To proceed, click on next.

Select Additional	Tasks	(			
Which additional	tasks should be per	rformed?			Ć
Select the addition	nal tasks you would For Sharepoint(Exc	d like Setup to	perform wh	ile installing click Next	PCVITA
Additional icons:	for endrepoint(exc	indinge i done i		Cher Hexti	
☑ Create a <u>d</u> es	ktop icon				
🕅 Create a <u>Q</u> ui	ck Launch icon				

#### **Finish the Installation and Launch**

The above snapshot has two options for shortcuts creation and quick launch icon. Here in this wizard, click on "Install" to finish the installation.

leady to Install				
Setup is now ready Sharepoint(Exchan	to begin installing PC ge Public Folder) on yo	VITA Express Migra our computer.	ator For	Ċ
Click Install to cont change any setting	inue with the installati s.	on, or click Back if	you want to revi	iew or
Destination locatio C:\Program Fi	n: iles\PCVITA Express M	ligrator For Sharep	oint(Exchange P	ublic
•	III			•
		C Rack	Install	Cancel

Here in the last step, click on Finish to starts lunch the application, PCVITA Express Migrator for SharePoint (Exchange Public Folder).



#### **Registration or Activation**

For demo users, the PCVITA Express Migrator for Exchange Public Folder to SharePoint has a constraint of 500MB file system and attributes migration to SharePoint server in bulk. To ask for the full version or activation, you must click *Activation* or *Buy now* option in the navigation pane.

Email Address	
Cillui Addi C33.	
Activation Code:	
Machine Name:	SIAM-PC
-	

Once you get the full version installed in your system, updating is simpler, just the need of click and go. Again, once you close the application, you will be invited to PCVITA Express Migrator for Exchange Public Folder to SharePoint website for new updates and new release information

#### **Setting and Configuration**

To set a default web service path, go to setting menu, select configuration. Enter your web service path, click on save.

		REVITA Express Migrator for SharePoint
Provide your valid SharePoint		
Server URL to set as a default		PCVITA Web Service Virtual Folder Url: http://PCVita70/
path.		eigi indpitteevervantetvityvioradi.
Click Save, continue the next	ľ	Save Cancel

Similarly, to replace a special characters click on configuration and replace the specific character by entering the permitted character. By default, the software set underscore (\_) for mapping. To finish, click on save button.

Character Mapping

X

$\overline{}$	Replace Double Quotes (") With:	-
	Replace Hash (#) With:	
PCVITA Express Migrator for SharePoint (Exchange Public Folder) utility can map multiple special characters	Replace Percent Sign (%) With: Replace Ampersand (&) With: Replace Asterisk (*) With: Replace Colon (:) With: Replace Less Than Sign (<) With:	
characters.	Replace Greater Than Sign (>) With:	<u> </u>
Significantly, by default the software will map the entire special	Replace Question Mark (?) With: Replace Opening Braces ({) With: Replace Pipe ( ) With:	
character by underscore	Replace Closing Braces (}) With: Replace Tilde (~) With: Replace Back Slash (\) With:	-
	Replace Forward Slash (/) With:	
	Replace Extra Periods (.) With:	
	Replace Control Characters With:	_
	Replace Blank File Name With:	Untitled
	Replace Control Characters With: Replace Blank File Name With: Save Car	– Untitled

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#### **Entering a Job Details**

You must enter the job name and description about the job to exempt for future complexity and restraints. Click next.

	PCVITA Express Migrator for SharePoint - (Exchange Public Folder) v2.7 - Full Version	
	File Settings Help	
	SOFTWARE	oint
Fill the detail Information	Job List Create Job Support Activate Buy Now Exit	
• Title of the Job and	Details	
• A brief description about the Job or task	Description : Migrating exchange public folder to sharepoint	•
		9
	Next >	Cancel

(Note: A job is a logical name along with description; represent a set of files and folder to be migrate into a particular destination Microsoft SharePoint Document Library)

#### **Select Public Folder**

You must provide your Exchange Server Name to start login with your Exchange Server.

Enter your Exchange Server	Software Dob List Create Job Support Activate Buy Now Step 2: Select Public Folders	Exchange Public An Instant Solution for Exchange Pu Exit	Folder to Sharepoint iblic Folder to Sharepoint Migration
Name in the given field or space provided to <b>login</b> .	Exchange Server Name : pcv/ta214	From Subject	Received Size
			< Previous Next > Cancel

Secondly, provide your User Name and Exchange Server Version (2003, 2007 & 2010) in the "Login to Exchange Server Login Box"

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To start authenticate your Exchange Public Folder permission, you must provide the valid User Name and Exchange Version (2003, 2007 and 2010)

Click on, **Connect** button to login

PEYITA Express Migrator for SharePoint - (Excha File Settings Help	nge Public Folder) v2.7 - Full Versior				_ <u>8</u> ×
SOFTWARE Exchange Public Folder	SharePoint An Instant Sc	nge Public	Folder to	o Share	point
Di List Create Job Support Activate	₩ <b>3</b> Buy <u>N</u> ow Exit				
ep 2: Select Public Folders					
change Server Name : pcvita214	Logi	n   Subject	Received	Size	
	🕅 Login to Exchange Server		X		
	Login Details :				
	User Name : Admi	nistrator			
		03 0 2007 0 2010			
	Connect	Cancel			
	1				

Once, the connection is done you can start **View** and **Check Mark** the specific Public Folders or Jobs to be migrated in Microsoft SharePoint Server.

	🗟 PCVITA Express Migrator for SharePoint - (Exchange Public Folder) v2.7 - Full Version					_ 8 ×	
	File Settings Help						
	SOFTWARE	Exchang An Instant Solution	e Public	Folder to	Share	point	
	Job List Create Job Support Activate Buy Now	Exit					
Once logged in, select your	Step 2: Select Public Folders						
desire folder on the left panel.	Exchange Server Name : pcvita214	Login					
As given in the snapshot.	Favorites     For a contest of the set	From	Subject	Received	Size		
				< Previous	Next >	Cancel	

The above figure, display the Public Folder and Sub Folder exist in the Exchange Server. To proceed the subsequent migration steps, click on **Next button**.

#### **How to Apply Filters**

There are two ways of filtration:

#### 1. Attributes Filters:

By default, the software already checked the options Overwrite existing file, Maintain Folder Hierarchy and Create a Root Folder in a SharePoint Server Document Library. Besides, check the option Maintain Dates to maintain the migration date. Though, Microsoft SharePoint has a limitation of 50MB size migrate able. Check the option Maximum File Size (MB) flexibly or your desire size.

	PCVITA Express Migrator for SharePoint - (Exchange Public Folder) v2.7 - Full Version File Settings Help
• Can filter file by	<b>DECVITA</b> SOFTWARE Exchange Public Folder to Sharepoint Migration
attributes,	Job List Create Job Support Activate Buy Now Exit Step 3: Apply Filters
• Filter by date specific	Attributes Filters
<ul><li>date (Created, Modified or edit)</li><li>Also filter by specific size (MB)</li></ul>	Verwrite existing file         Naintain Dates         (Apply System date (Created, Modified) to uploaded files.)         Maximum File Size (MB)
	File Type Filter
Seamlessly, single or multiple filter File by its extension.	Exclude these types     Add       .pdf j .xml j .ppt j .jpg     Remove       (Enter tut or .but)     Image: Content or .but)
	< <u>Previous</u> <u>N</u> ext > <u>C</u> ancel

#### 2. File Type Filter:

Start chuck out the unwanted file extension by adding them into the blank field. Since, by default Microsoft SharePoint server sustains certain file extension. Thus, could eventually result data replication and error.





#### **Current Status**

Here, the **Current Status** displays the following information functionality Target SharePoint Location, Job Name, Job Status, Total Number of Files, Total File Processed, Number of Errors

	🗟 PCVITA Express Migt	ator for SharePoint - (Exchange Public Folder) v2.7 - Fu	II Version		_				
	File Settings H	lelp							
	pcvita SOFTWARE	Exchange Public Folder SharePoint An Ins	tant Solution for Exchange Public Folde	er to Sh to Sharepoint Mig	arepoint				
		E H A							
	Step 5: Current Sta	ib   Support   Activate   Buy <u>N</u> ow   Exit							
		Thep on current status							
	Target Sha	arePoint Location : http://povita212/)_Teting/Sha	ared Documents/						
		Job Name : job1 Total N			mber of Files: 3				
		Job Status : Running	Total File	Processed: 0					
			Numbe	r of Errors : 0					
2									
tion: Constant the sector	Pending Current Un	Rad Completed							
significantly, the software	File Name	Source Path	Destination Path	Unload Status	Undating Metadata				
nables the current operations	dfdfdfddtxt	C:\Program Files\PCVITA Express Migrator For S	http://pcvita212/j_Teting/Shared Documents/	**	*				
nd its information in detail	► test.txt	C:\Program Files\PCVITA Express Migrator For S	http://pcvita212/j Teting/Shared Documents/	20	25				
nd its information in detail	error when trying t	C:\Program Files\PCVITA Express Migrator For S	http://pcvita212/j Teting/Shared Documents/	柴	2 <sup>1</sup> / <sub>1</sub> N				
	-								
	Overall Status								
	Overall Status								

Interestingly, you can view the migration processes in the table pane. Including three table tabs i.e. Pending, Current Upload further include(File Name, Source Path, Destination Path, Upload Status and Uploading Metadata) and Completed.

	PCV11A Express Migrator for SharePoint - ((achange Public Folder) v2.7 - Full Version File Settings Help  PCVita SOFTWARE  Exchange Public Folder  SharePoint  Job List Create Job Support Activate BUY Now Exit	der to Sharepoint
More importantly, you can start check the entire migration status, whether the jobs has been done successfully or not in the detailed pane	Target SharePoint Location :       http://pcvita212/j_Teting/Shared Documents/         Job Name :       job1         Job Status :       Finished         Total Ni       Job Status :         Pending Current Upload Completed       Migration Completed Successfully.         File Name       File Name         test.tot       C:\Program Files\P         dfdfdfdd_stot       C:\Program Files\P         error when trying t       C:\Program Files\P	Imber of Files: 3 ile Processed: 3 aber of Errors: 0 Upload Status Updating Metadat. Upload Status Updating Metadat.
Click <b>Finish</b> for the last wizard	Overall Status :	
		<u>E</u> inish <u>C</u> ancel

The **Migration Completed Successfully Message Box** will pops out. Once, the migration process is done. To Exit, click on Finish. Innovatively, you can save time by searching the Migrated Folder(s). Besides, you can check all the attributes of the specific migrated folder and status in the information pane.

	File Settings Help	CVITA Express Migrator for SharePoint - (Exchange Public Folder) v2.7 - Full Version 📃 🗗 🗙 ile Settings Help					
		Folder SharePoint A	Exchange P	Public Fol exchange Public Fold	der to Sharepoint Mig	arepoint ration	
	Job List Create Job Support Activ	vate Buy <u>N</u> ow Exit					
Here is the last wizard,	Search Within Results:	Go	Selected Option	Total File Count	First   Prev	ious 1 <b>Of</b> 1 Next Last	
where the entire list of jobs	1 job1	8/12/2011 11:49:14	4 AM Exchange Public Folder	r 2	http://pcvita212/j_Te	t Completed	
listed and its attributes.	-						
				_			

#### **Quit or Exit**

To quit the application, go to File Menu  $\rightarrow$  Exit  $\rightarrow$  Ok. Or, you can quit the application, go to  $\rightarrow$  system tray  $\rightarrow$  right click the icon  $\rightarrow$  and click Exit.

#### Chapter- 5

Conclusion

For the bottom line, you might have been cited to start Exchange Public Folder to SharePoint Server migration for several significant features, though Microsoft SharePoint Server Online Storage Services become the most innovative platform to starts elevate one's enterprise company. More than thousands of Enterprise Company has started deploying on SharePoint Server Services. So, of the contrary, moving the entire legacy from one platform to a higher version is crucial, though it is lively requires for the present enterprise solution. Yet, Microsoft SharePoint 2010 Server would be the most reliable and interoperability for live connectivity and work platform.

"Migrate to secure, be the best choice as of now" though, crucial is your enterprise communication system, file and documents. Besides, to start leveraging your enterprise productivity solution, a firm solution is essential? Less getting into several solutions, PCVITA Express Migrator for Exchange Public Folder to SharePoint is an integrated utility that flawlessly, migrate the entire Exchange Public Folder(s) securely in bulk. Besides, get an assistance over 24/7 online chat support by developers and technical expert as well.