



**audriga**  
DIGITAL MOVERS

# Quick Guide

audriga Groupware Migration –  
Access to  
Microsoft 365 / Exchange Online

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## audriga migration service for emails and groupware

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audriga's Migration Service migrates the **content of mailboxes** from your current hosting provider to a new hosting provider in an easy, fast, and secure way. A migration can be configured on our self-service website, which can be accessed with most common web browsers (e.g. IE, Firefox, Safari or Chrome). No software needs to be installed on your machine. The service connects to your mailbox similarly to the way as your e-mail client does. Emails, attachments, folders and depending on the involved systems also contacts, task, notes and calendar data are being copied to the destination account. The data in the source mailbox will not be deleted or altered in any way. To configure a migration, only three simple steps in our self-service portal have to be completed. After the migration has started, its status can be continuously monitored on the website.

It may not be possible to complete especially large or complex migrations with only this guide. If you identify issues related to I/O issues, bandwidth, timeline constraints, or anything else that makes the migration more complicated than you feel comfortable handling, you may need more than audriga's self-service level. If you find that you need a higher level of support, please contact audriga at [support@audriga.com](mailto:support@audriga.com).

## Microsoft 365 / Exchange Online

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The following instructions provide information on how to authenticate Microsoft 365 / Exchange Online accounts in the audriga migration service using "modern authentication" (in this case this means: authentication via a service account, without using "username + password").

### Access to Microsoft 365 / Exchange Online with Modern Authentication

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To be prepared:

You will have to select a user account that will be used as a service account for the migration project, you'll register the audriga application and create an e-mail group known only to you.

These steps are explained in detail below.

#### 1. Select one account to serve as a service account

Please note that the account that shall serve as the service account requires a Microsoft 365/Exchange online license (mailbox).

Hint: If you want to designate your Admin account as service account you have to provide the Admin with a license.

#### 2. Register the audriga app in your tenant

To register our audriga app in your tenant, log into your admin account and go to (Copy and paste the link in your browser – please remove line breaks):

[https://login.microsoftonline.com/organizations/v2.0/adminconsent?client\\_id=3cd27a72-a19e-4945-9715-fc24d940428f&redirect\\_uri=https://umzug.audriga.com/SMESwitchWebApp/oauth\\_complete.jsp&scope=https://outlook.office.com/.default](https://login.microsoftonline.com/organizations/v2.0/adminconsent?client_id=3cd27a72-a19e-4945-9715-fc24d940428f&redirect_uri=https://umzug.audriga.com/SMESwitchWebApp/oauth_complete.jsp&scope=https://outlook.office.com/.default)

- Accept the App audriga CloudMovr migration
  - You will be redirected to an audriga page which you can close
- Note: our application is created under the "Enterprise application" tab in AzureAD console

### 3. Create a "secret" group in the customer tenant

Create a "secret" group in the customer tenant.

- Go to <https://aad.portal.azure.com> => Azure Active Directory => Groups => *New group*
- Choose a group name and group email address that includes "audriga" or "birest" (e.g. [test-audriga@my-domain.com](mailto:test-audriga@my-domain.com)) (please note: case sensitive! Audriga won't work!)
- Choose group type *Microsoft 365*
- Appoint your service account (see 1.) as the owner of this group

## Adding accounts to a migration job

As mentioned at the beginning, this tutorial is exclusively about authenticating your Microsoft 365 / Exchange Online accounts in the audriga migration service using "modern authentication". You can NOT use the standard method with username and password per account below.

### Add user accounts individually

For this, in the Provider selection screen, choose the entry *Microsoft 365 / Exchange Online (Admin)* as appropriate (source provider or destination provider).



By default, you will enter the *Add Mailbox* tab. Here you can add individual accounts:

Username: enter the username of the service account  
Password: enter the special group email address  
(e.g. [test-audriga@my-domain.com](mailto:test-audriga@my-domain.com) from the example above)  
Details: enter the user's mailbox you want to migrate

her hinzufügen

**Zielkonto (Microsoft 365 )**  
 ?

**Details**  
 ?

Click on check to verify the credentials. If the data is correct, a green check will appear  .  
If the credentials are incorrect, a red cross will be displayed  .  
After having checked and confirmed, you can use the same procedure to add further mailboxes.

Alternatively, you can add multiple accounts via CSV-upload. Find information in the following.

## Add multiple user accounts via CSV file

Select the *Add multiple accounts* tab if you want to configure up to 50 user accounts by uploading a CSV file. Prepare a text file with all the accounts' credentials. A sample file is provided in the dialog.



For MS 365, use the credentials as described in the Add User Accounts Individually chapter:  
ServiceAccount,GroupEmailAddress,UserAccount

Examples for creating the CSV

- MS 365 account > other MS 365 account

Serviceaccount,GroupEmailAddress,Useraccount,Serviceaccount,GroupEmailAddress,User account

- Exchange account (authentication with username+password) > MS 365 account

UserExchange1,UserExchange1Passw,,Serviceaccount,GroupEmailAddress,Useraccount1

UserExchange2,UserExchange2Passw,,serviceaccount,groupEmailAddress,useraccount2

- Exchange account (authentication via admin) > MS 365 account

adminExchange,adminExchangePassw,userExchange1,serviceaccount,groupEmailAddress,useraccount1

adminExchange,adminExchangePassw,userExchange2,serviceaccount,groupEmailAddress,useraccount2



All entered accounts are listed in the account overview. The migration service will try to check if there is enough free space in the destination account.

Note: This check may take a while for larger mailboxes. If you do not want to wait, you can proceed with the migration configuration.



## Shared mailboxes

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Migrations to and from so-called shared mailboxes are possible in principle. Please refer to the chapter Adding accounts to a migration job.