

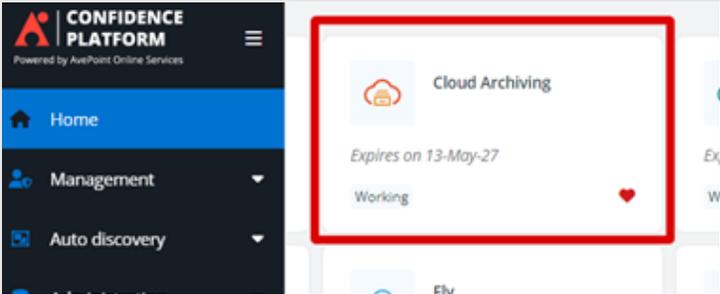
# Upgrade from Cloud Archiving to AvePoint Opus: Quick Migration Wizard

We are thrilled to introduce a fast and easy self-service migration path for Cloud Archiving customers to AvePoint Opus, via a click-through wizard. AvePoint Opus helps consolidate information management capabilities, providing a new and improved interface with more features to support your storage optimization and information management needs.

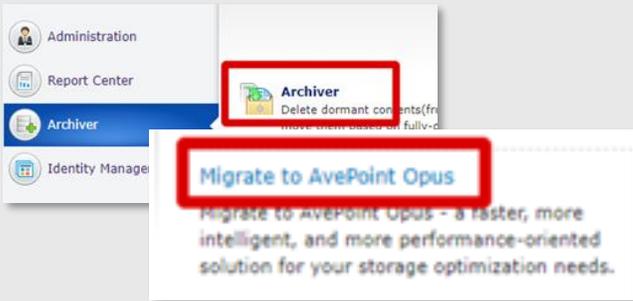
## OVERVIEW OF PROCESS:

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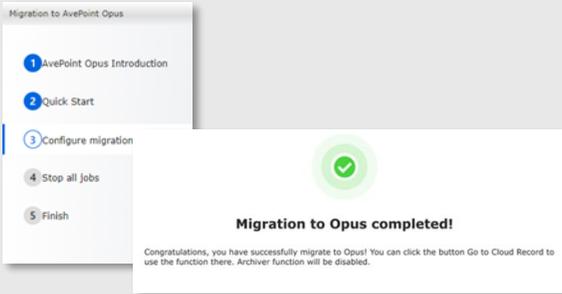
1 Log in to your **AvePoint Confidence Platform** and open **Cloud Archiving**.


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2 Navigate to **Archiver** and select the '**Migrate to AvePoint Opus**' wizard.


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3 Follow the **step-by-step** click through wizard to **confirm the settings and data** to be moved, and **you're done!**

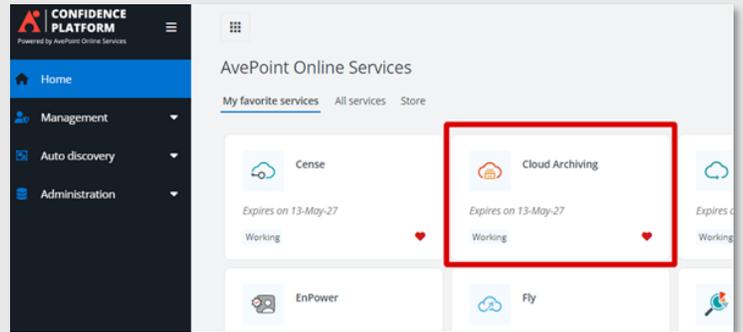


**Next Up: Detailed Click-by-Click Instructions!**

# Detailed Click-by-Click Migration Guide:

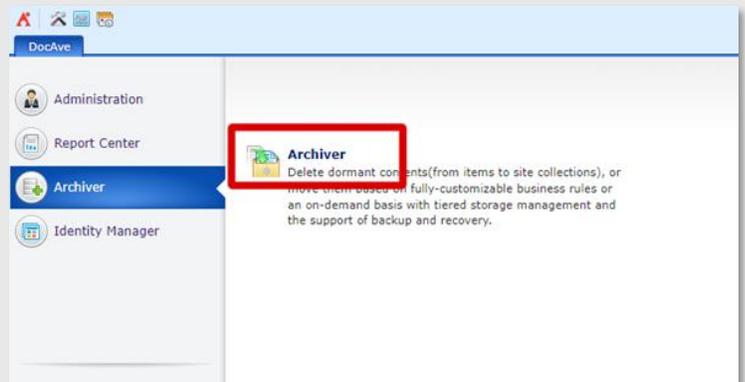
1.

Log in to your AvePoint Confidence Platform, and select the Cloud Archiving tile:



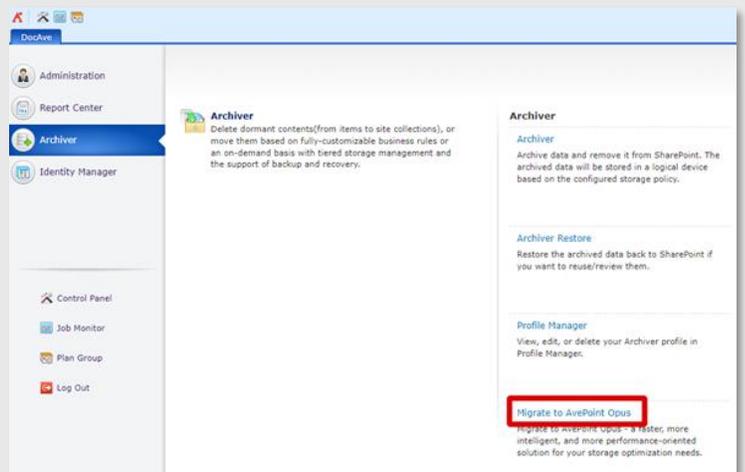
2.

Once in the DocAve Online window, hover your mouse cursor over "Archiver":



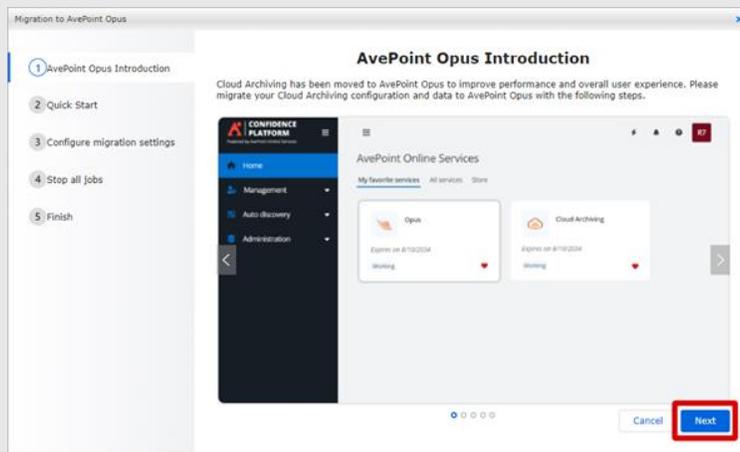
3.

A submenu will appear, select "Migrate to AvePoint Opus" to start the wizard:



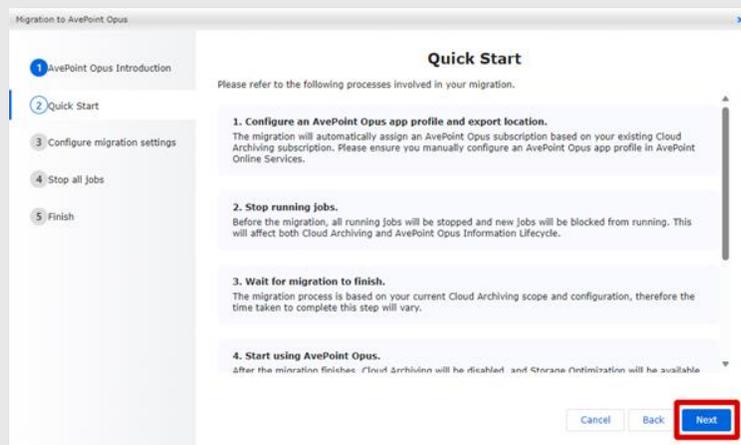
## 4.

The first step of the wizard gives a brief introduction of AvePoint Opus with some screenshots to review. Click "Next" when you are ready to move to the next step:



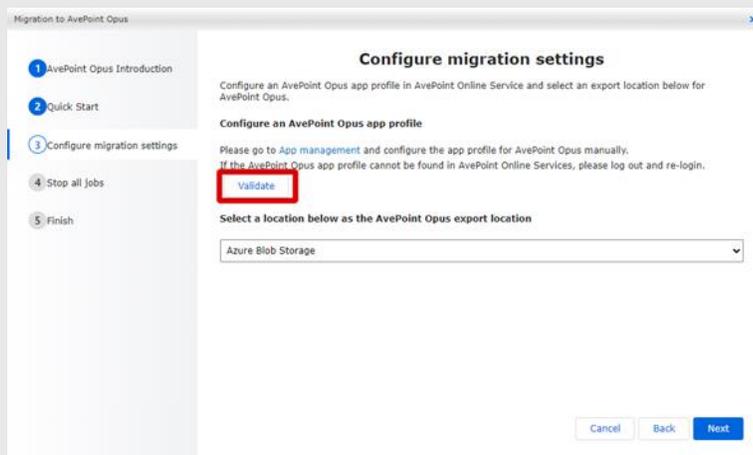
## 5.

The second step in the wizard details the process involved in migrating. Be sure to read and understand the process before clicking "Next" to proceed to the next step:



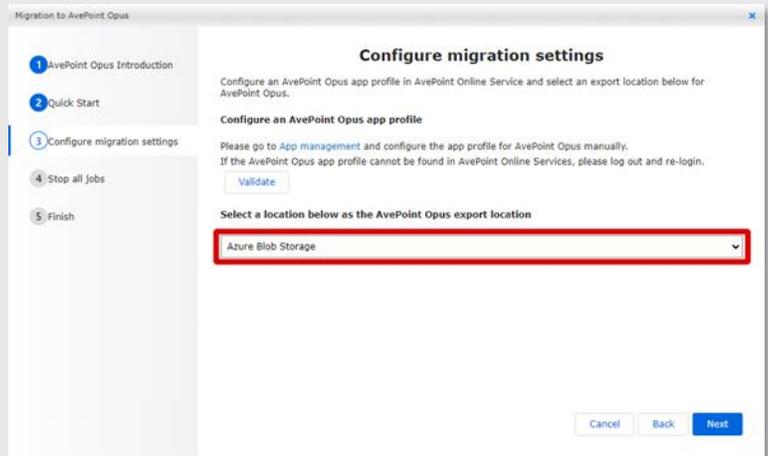
## 6.

The third step in the wizard ensures that all the settings to complete the migration are set. The first is to ensure that an Opus Application Profile is configured. To check if it is, please click the "Validate" button.



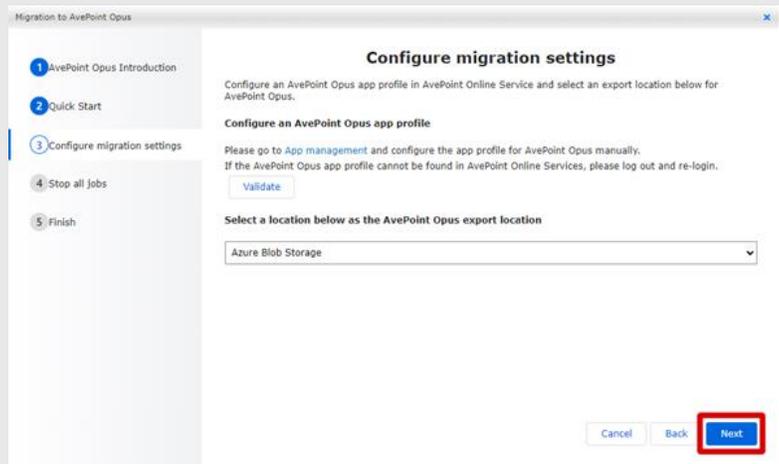
7.

Select the storage location you wish to use as an export location in AvePoint Opus (this would have most likely been created in Cloud Archiving):



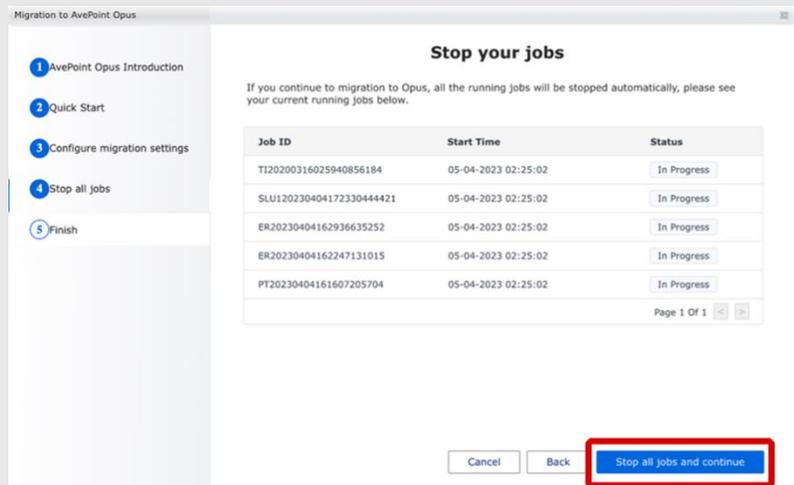
8.

Once you are happy with the configuration settings, click "Next" to continue to the next step in the wizard:



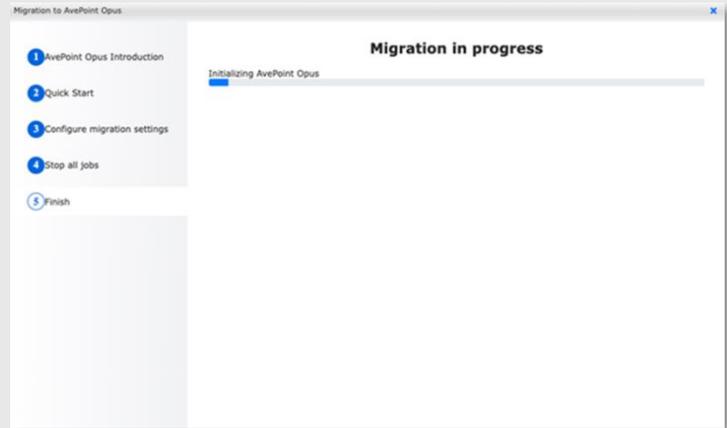
9.

The fourth wizard step allows for all current and scheduled Cloud Archiving jobs to be stopped. This is necessary for a successful migration. To stop all jobs and start the migration, select "Stop all jobs and continue":



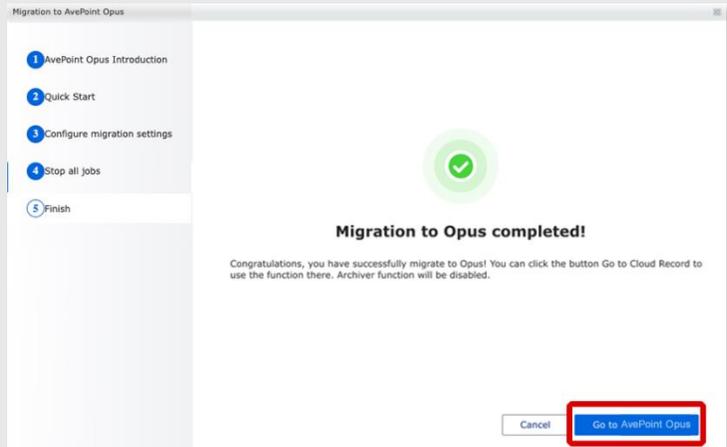
10.

The migration process will now run:



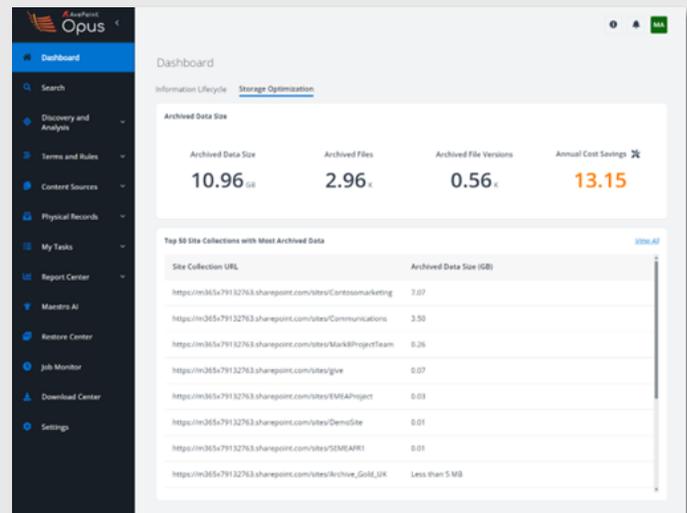
11.

When the migration has completed successfully, you will then be able to click on "Go to AvePoint Opus" to start using the new interface.



12.

The new AvePoint Opus interface:



**eBook: Copilot for Microsoft 365: A Step-by-Step Guide to Secure AI Adoption**



**Gartner Report: Go Beyond Baseline Microsoft 365 GenAI Controls to Secure Copilot**



For more Info: AvePoint | 525 Washington Blvd., Suite 1400 | Jersey City, NJ 07310 | 201.793.1111 | [sales@avepoint.com](mailto:sales@avepoint.com)