Lab Instruction: Importing data to office 365 using network upload

1. From **Office 365 Security and Compliance** Center select

   🔒 Information governance

2. Select **Import**
3. Click on the **Import PST files** tile
4. Scroll down and select **+New Import job**
5. Type **demoimport** for job name
6. Click on **Next** to continue
7. On the **Do you want to upload or ship you data page** leave the Default **Upload your data** and click **Next** to continue
8. On the **Import Data** page select Show network upload SAS URL
9. Click on Copy to clipboard
10. Select Allow access
11. Select Download Azure AzCopy
12. Select **Run**
13. On the **Microsoft Azure Storge AZ Copy page** click on **Next**
14. Click in the **I Accept** checkbox, then click on **Next**
15. **Click** on Next again to install **Microsoft Azure Storge AZ Copy**
16. Click on **Install** to begin the Installation
17. Click on **Complete** to complete the installation
18. Select **I am done uploading my files**
19. Select **I have access to the mapping file**
20. Click on **Next** to continue
21. Select the mapping file and select **Validate**
22. Click on **Save**
23. Click on **Close**
24. Click on Refresh to update the screen
25. The data is now ready to be imported. Click on Ready to import to Office 365
26. Under pstupload select Import to Office 365

27. Select   ⦿ No. I want to import everything

28. Click on **Next** to continue

29. Click on   Import Data

30. Click on   Close

31. At the bottom of the page click on **Close**

32. Select **Refresh** to update the page

33. The import is now completed.