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Cigati Google Workspace Backup Tool - Google Drive Migration

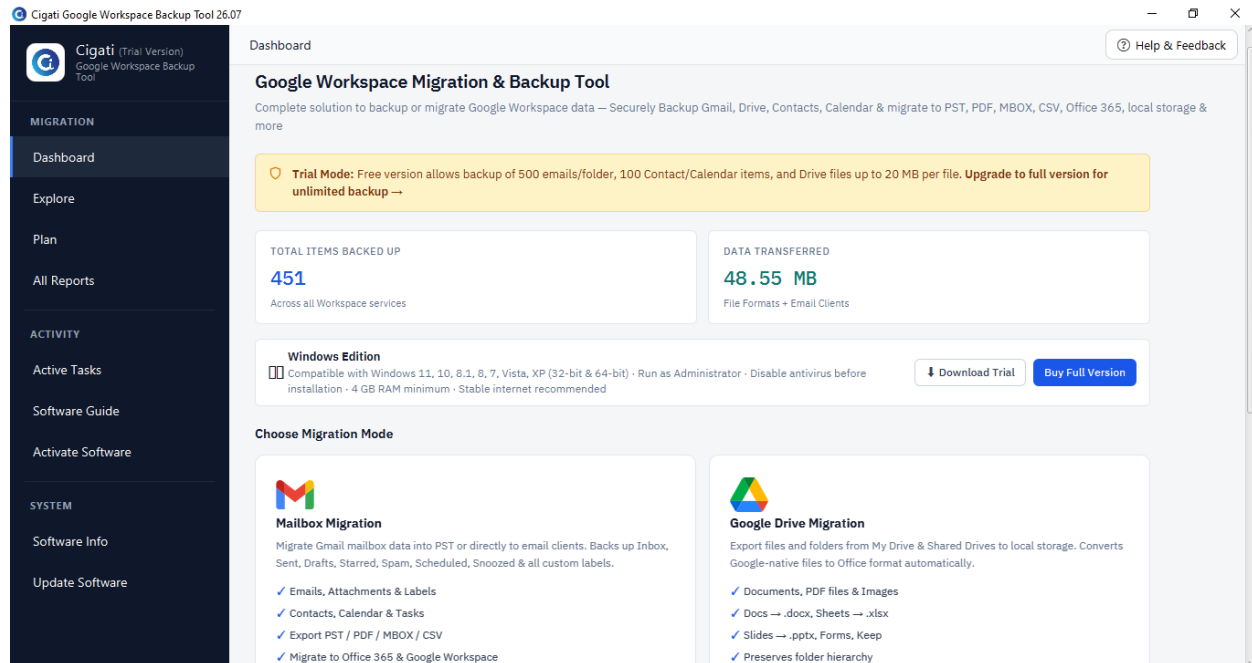
User Manual or Software Guide

Introduction

The **Cigati Google Workspace Backup Tool** is a comprehensive solution designed to simplify Google Workspace backup and migration. Built with the latest Google and Microsoft APIs, it ensures secure authentication, reliable data transfer, and consistent performance. The software maintains data integrity throughout the process, making it suitable for both individual users and organizations managing cloud data.

For Google Drive migration, the tool allows you to export files and folders from **My Drive** as well as **Shared Drives** to a local destination. It supports a wide range of file types, including documents, PDFs, images, and other common formats. Google-native files such as **Google Docs, Sheets, and Slides** are automatically converted into their Microsoft Office equivalents (**DOCX, XLSX, and PPTX**) during export. The software also preserves the original folder structure and offers advanced filtering options, helping you migrate only the required data while keeping everything organized and secure.

- **CSV-Based Bulk Migration** – Migrate multiple Google Workspace (formerly G Suite) accounts at once by importing user details through CSV files.
- **Preserve Mailbox Structure** – Maintains the original folders, labels, and sub-folder hierarchy throughout the migration process.
- **Selective Migration Filters** – Apply filters based on date, sender, recipient, subject, CC, BCC, email body, folders, and size for targeted data transfer.
- **Detailed Migration Tracking** – Generates reports and logs to monitor migration progress, completed tasks, skipped items, and errors.
- **Secure Local Data Processing** – Processes migration tasks on the local system without storing user credentials or data on external servers.
- **Complete Email Content Protection** – Keeps attachments, embedded images, and inline email content intact during backup and migration.



Understand Google APIs and Microsoft Graph API

Google APIs are a collection of services that allow applications to securely connect with Google Workspace platforms such as Gmail, Google Drive, Contacts, Calendars, and other Google services. The Cigati Google Workspace Backup Tool uses these APIs to access and process Google Workspace data securely. These APIs support OAuth 2.0 authentication, enabling safe account authorization and reliable backup and migration operations with improved performance.

Microsoft Graph API is a unified API framework provided by Microsoft that enables applications to interact with Microsoft 365 services, including Outlook, Exchange Online, OneDrive, Teams, Contacts, and Calendars. The Cigati tool uses the Microsoft Graph API to securely migrate Google Workspace data to Microsoft 365 while preserving data accuracy, maintaining security standards, and ensuring compatibility between cloud platforms.

Things to Prepare Before You Begin

Before starting the migration process, ensure that the following requirements are fulfilled for a smooth and successful operation:

- A **valid Google Workspace (formerly G Suite) account** or administrator account with the required access permissions.
- A reliable **internet connection** for account authentication, data backup, and migration activities.

- **Administrator rights** on the system to install and operate the application properly.
- Required **OAuth authentication** access or necessary Google Workspace permissions based on the selected connection method.
- Temporarily disable antivirus or security software during installation if it prevents the setup process from completing.
- Install the **latest version** of the Cigati Google Workspace Backup Tool to access updated features and improved performance.

System Requirements

- **Hard Disk Space:** 1 GB Free Space Required for Installation
- **RAM:** Minimum 8 GB (Recommended 16 GB)
- **Supported Platforms:** Windows 11, 10, 8.1, 8, 7, Vista, and XP (32-bit & 64-bit)

Installation Process

Step-by-Step Installation

Download the Software: Visit the official **Cigati website** and download the **Google Workspace Backup Tool** on your system.

Official URL: <https://www.cigatisolutions.com/g-suite-backup/>

Run the Installer: Locate the downloaded setup file, run it as **Administrator**, and follow the on-screen instructions to complete the installation.

Complete Setup: Select your preferred installation location, accept the license agreement, and finish the setup. Desktop and Start Menu shortcuts will be created automatically.

Launch Application: Open the application from the desktop icon or Start menu. The software will initialise and display the main interface, ready for use.

Trial Version Limits

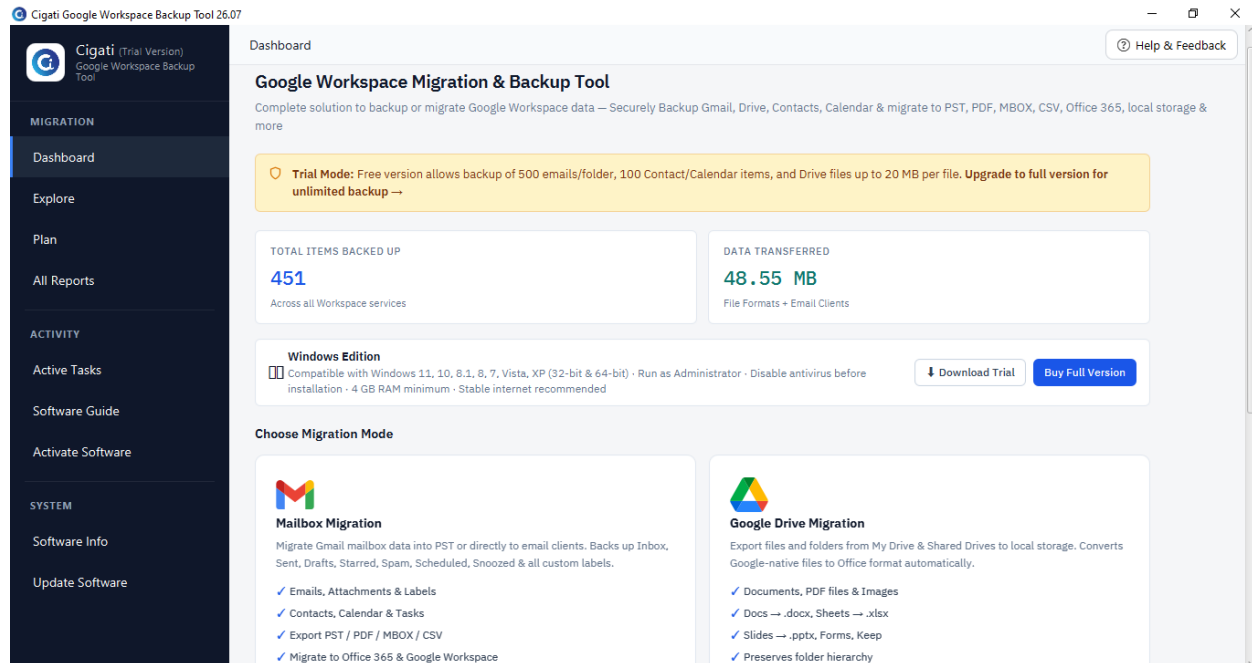
- Exports up to **500 emails per folder**.
- Migrates up to **100 items** per category (**Contacts, Calendars, Tasks, and Notes**).
- Supports Google Drive files up to **20 MB per file**.

Start the Working Process

The **Cigati Google Workspace Backup Tool** is a reliable solution for backing up and migrating Google Workspace data, including **Gmail emails, Drive files, Contacts, Calendars**, and Keep data. It securely authenticates accounts and exports data to formats such as **PST, PDF, MBOX**, and **CSV**. The software supports direct migration to Microsoft 365 or another Google Workspace account while preserving folder structure and attachments. Its secure local processing and advanced migration engine ensure accurate, fast, and efficient data transfers.

Step 01 – Install and Open the Software

- **Download the Setup Package:** Download the latest version of the Cigati Google Workspace Backup Tool setup file from the official Cigati Technologies website.
- **Launch the Installer:** Open the downloaded .exe file and run the installation wizard to begin the setup process.
- **Review License Terms:** Read the End User License Agreement (EULA), select the option to accept the terms, and click Next to continue.
- **Select Installation Folder:** Choose the preferred location where you want to install the software. You can use the default path or click Browse to select a different location.
- **Create Application Shortcuts:** Select the option to create shortcuts on the Desktop and Start Menu for quick access, then click Next.
- **Complete Installation:** Verify the selected installation settings and click Install. The setup wizard will copy all required files to your system.
- **Finish Setup:** After the installation is completed, click Finish. You can launch the Cigati Google Workspace Backup Tool immediately by selecting the launch option.



Step 02: Launching the Panel Interface

After opening the software, the first screen displays a detailed Dashboard that provides a complete view of Google Workspace (formerly G Suite) migration and backup operations. This dashboard helps users manage migration tasks, review activity status, access different features, and configure software settings from one centralized interface.

Left Navigation Panel

The left-side menu includes all important sections and options available within the software.

Migration Section

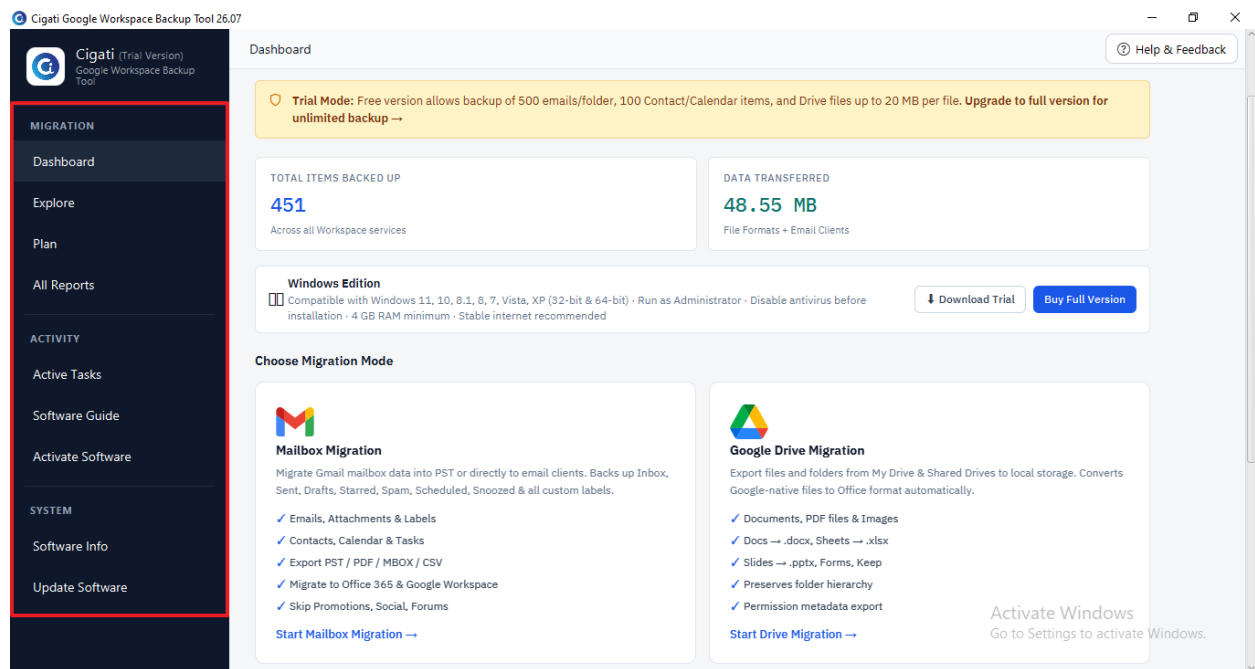
- **Dashboard:** Provides a quick summary of migration activities, backup information, data transfer status, and shortcuts to available migration options.
- **Explore:** Allows users to view and access various migration and backup features supported by the software.
- **Plan:** Opens the license section where users can check license details, review available plans, and understand feature availability before starting the migration process.
- **All Reports:** Displays detailed migration reports, including completed tasks, progress information, successful transfers, skipped items, and errors.

Activity Section

- **Active Tasks:** Shows ongoing, scheduled, or pending migration tasks along with their current status.
- **Software Guide:** Provides helpful information about the software features, functions, and available options to help users understand the tool better.
- **Activate Software:** Allows users to enter and apply their license key to activate the software and access full migration features.

System Section

- **Software Info:** Displays product information, including software version details and other related information.
- **Update Software:** Checks for the latest available updates and allows users to install the updated version for improved performance and features.



Center Panel Overview

The Dashboard is the main workspace of the Cigati Google Workspace (formerly G Suite) Migration & Backup Tool. It provides a centralized view of migration tasks, software details, backup statistics, and available migration features. Users can easily monitor activities and access different migration options directly from the dashboard.

Main Dashboard Sections

1. Migration Summary

- Displays the overall count of items processed or backed up from Google Workspace services.
- Shows the total data volume transferred during migration or backup operations.
- Provides a quick overview of the current migration progress and activity status.

2. Trial Version Details

- A trial version notification indicates the restrictions available in the demo edition.
- Users can check the trial limitations and view the option to upgrade to the full version.
- The licensed version provides complete access to migration and backup features without usage restrictions.

3. Software Information

- Provides details about supported Windows versions and system requirements.
- Allows users to download the latest trial setup or purchase the complete software license.
- Helps users verify compatibility before starting migration tasks.

4. Available Migration Options

The dashboard provides two major migration modules for transferring Google Workspace data:

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Dashboard

Google Workspace Migration & Backup Tool
Complete solution to backup or migrate Google Workspace data – Securely Backup Gmail, Drive, Contacts, Calendar & migrate to PST, PDF, MBOX, CSV, Office 365, local storage & more

Trial Mode: Free version allows backup of 500 emails/folder, 100 Contact/Calendar items, and Drive files up to 20 MB per file. [Upgrade to full version for unlimited backup →](#)

TOTAL ITEMS BACKED UP
451
Across all Workspace services

DATA TRANSFERRED
48.55 MB
File Formats + Email Clients

Windows Edition
Compatible with Windows 11, 10, 8.1, 8, 7, Vista, XP (32-bit & 64-bit) · Run as Administrator · Disable antivirus before installation · 4 GB RAM minimum · Stable internet recommended

[Download Trial](#) [Buy Full Version](#)

Choose Migration Mode

Mailbox Migration

Migrate Gmail mailbox data into PST or directly to email clients. Backs up Inbox, Sent, Drafts, Starred, Spam, Scheduled, Snoozed & all custom labels.

- ✓ Emails, Attachments & Labels
- ✓ Contacts, Calendar & Tasks
- ✓ Export PST / PDF / MBOX / CSV
- ✓ Migrate to Office 365 & Google Workspace

Google Drive Migration

Export files and folders from My Drive & Shared Drives to local storage. Converts Google-native files to Office format automatically.

- ✓ Documents, PDF files & Images
- ✓ Docs → .docx, Sheets → .xlsx
- ✓ Slides → .pptx, Forms, Keep
- ✓ Preserves folder hierarchy

Mailbox Migration

Allows users to migrate Gmail mailbox data, including:

- Emails, attachments, and labels.

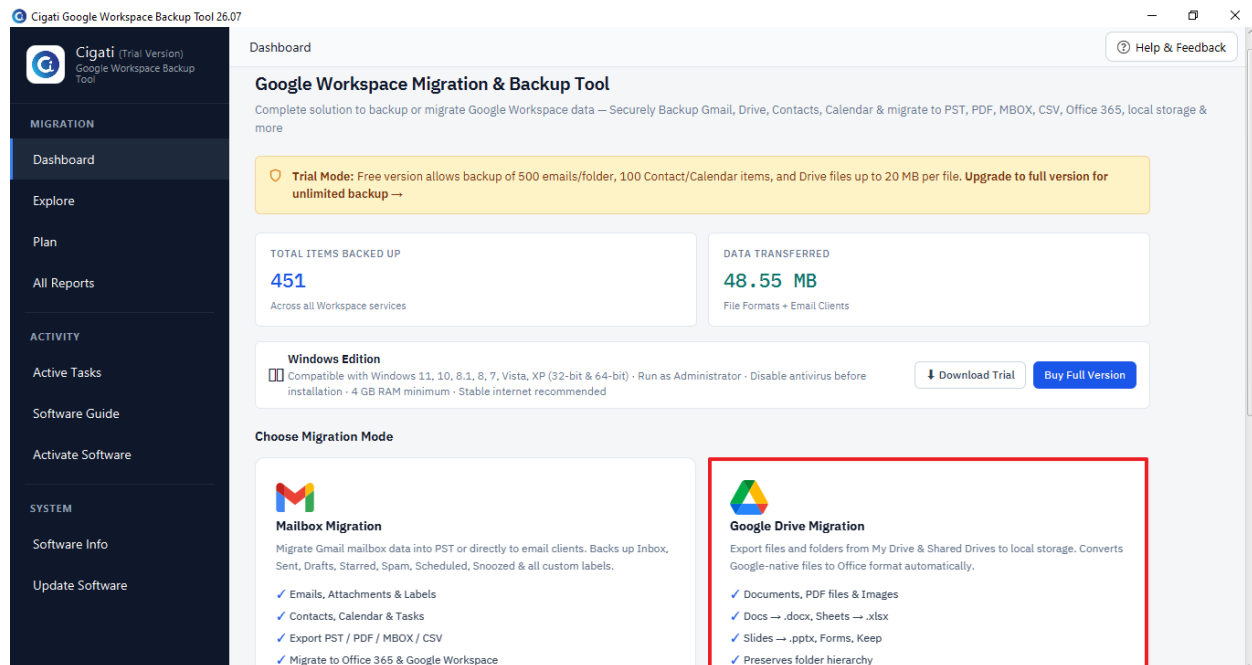
Google Drive Migration

Enables users to migrate Google Drive data, including:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Contacts, calendars, and Google Keep data. • Export options such as PST, PDF, MBOX, and CSV. • Migration to Microsoft 365 (Office 365) and Google Workspace accounts. • Options to include or exclude Gmail categories such as Promotions, Social, and Forums. | <ul style="list-style-type: none"> • Documents, PDFs, images, shared drives, shared-with-me files, and trash items. • Conversion of Google Docs, Sheets, and Slides into Microsoft Office-compatible formats. • Retention of the original folder structure during migration. • Shared Drive to Shared Drive migration with ownership details, timestamps, and file information preserved. |
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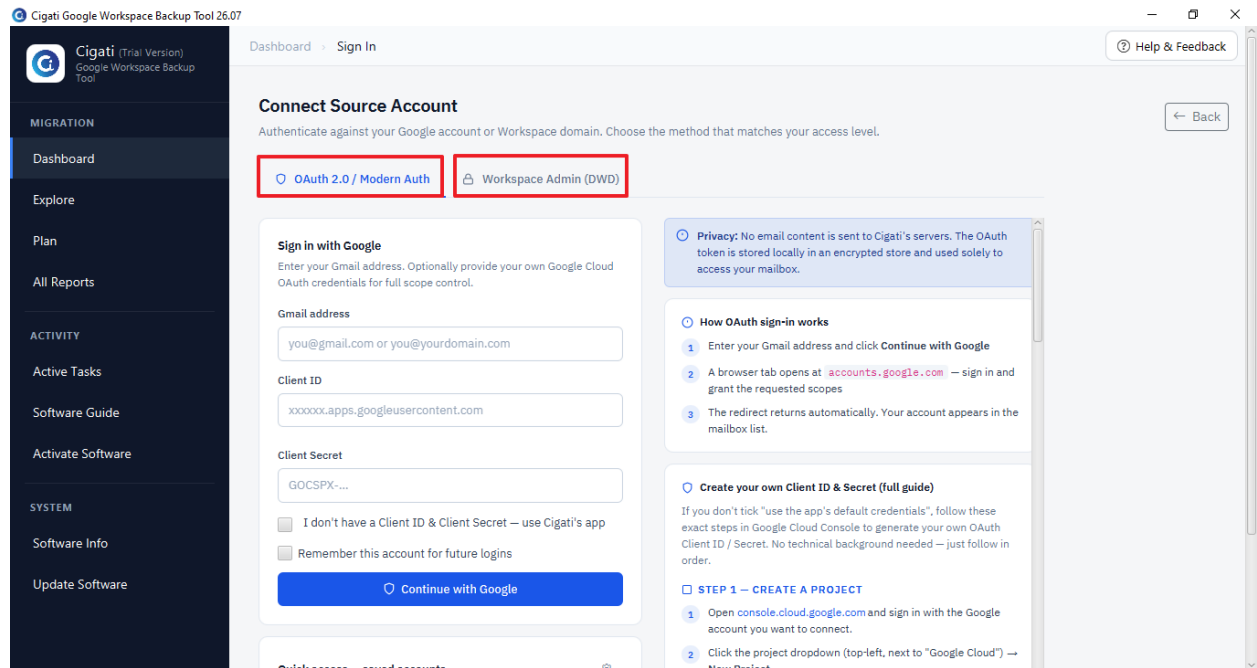
Continue With Google Drive Migration

Click on Google Drive Migration to continue the process.

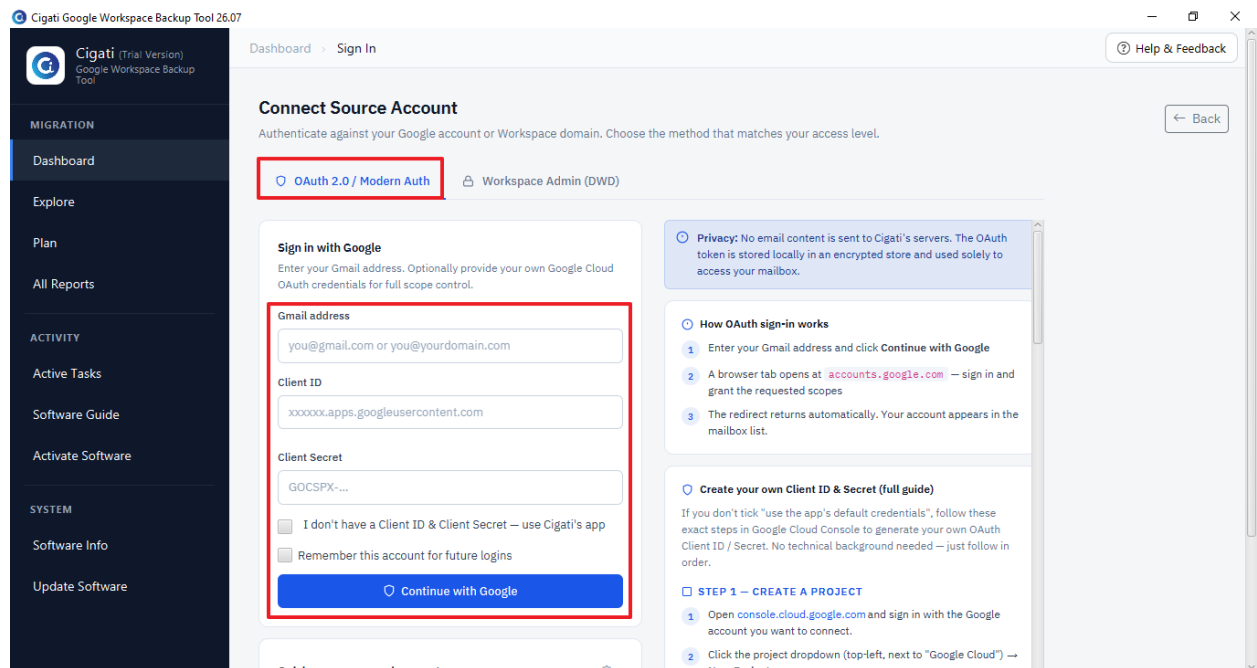


Step 03: Connect Source Account

Use the appropriate authentication method to connect your source account securely. Enter the required credentials, such as **OAuth2.0 / Modern Authentication** details, **IMAP with App Password**, or **Google Workspace (formerly G Suite) Admin** credentials based on your selected source platform.



Step 03.1: Connect the Source Account Using OAuth2.0 / Modern Authentication



1. Open the **Connect Source Account** window and select the **OAuth2.0 / Modern Authentication** method.

2. Enter the **Gmail address** of the source account that you want to connect.
3. Provide the **Client ID** and **Client Secret** generated from your Google Cloud OAuth application.
4. Click **Continue with Google** and complete the Google authentication process to authorise the account.

How to Create Client ID and Client Secret: [Generate Google Client ID and Client Secret](#)

Step 03.1.1: Configure Authentication Options

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Dashboard › Sign In

Help & Feedback

← Back

Connect Source Account

Authenticate against your Google account or Workspace domain. Choose the method that matches your access level.

☒ OAuth 2.0 / Modern Auth ☐ Workspace Admin (DWD)

Sign in with Google

Enter your Gmail address. Optionally provide your own Google Cloud OAuth credentials for full scope control.

Gmail address

☒ I don't have a Client ID & Client Secret — use Cigati's app

☐ Remember this account for future logins

[Continue with Google](#)

Quick access — saved accounts

Choose a saved Google account...

[Continue with selected account](#)

Privacy: No email content is sent to Cigati's servers. The OAuth token is stored locally in an encrypted store and used solely to access your mailbox.

How OAuth sign-in works

- 1 Enter your Gmail address and click **Continue with Google**
- 2 A browser tab opens at [accounts.google.com](#) — sign in and grant the requested scopes
- 3 The redirect returns automatically. Your account appears in the mailbox list.

Create your own Client ID & Secret (full guide)

If you don't tick "use the app's default credentials", follow these exact steps in Google Cloud Console to generate your own OAuth Client ID / Secret. No technical background needed — just follow in order.

STEP 1 — CREATE A PROJECT

- 1 Open [console.cloud.google.com](#) and sign in with the Google account you want to connect.
- 2 Click the project dropdown (top-left, next to "Google Cloud") → [New Project](#)

- Enter the **Gmail address** of the source account that you want to connect.
- If you do not have your own **Client ID** and **Client Secret**, select "**I don't have a Client ID & Client Secret — use Cigati's app**" to use the default OAuth application.
- (Optional) Select "**Remember this account for future logins**" to save the account details for future use.
- Click **Continue with Google** and complete the Google authentication process to authorise the account.

Step 03.1.2: Use Quick Access - Saved Accounts

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Dashboard > Sign In

Help & Feedback

Connect Source Account

Authenticate against your Google account or Workspace domain. Choose the method that matches your access level.

[OAuth 2.0 / Modern Auth](#) [Workspace Admin \(DWD\)](#)

Sign in with Google

Enter your Gmail address. Optionally provide your own Google Cloud OAuth credentials for full scope control.

Gmail address

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STEP 1 — CREATE A PROJECT

- 1 Open [console.cloud.google.com](#) and sign in with the Google account you want to connect.
- 2 Click the project dropdown (top-left, next to "Google Cloud") → [New Project](#)

- Click on '**Choose a Saved Account**' to view the list of previously saved accounts.
- **Browse** the available accounts and select the account you want to use.
- **Review** the selected account details to ensure you have chosen the correct account.
- Click **Continue with Selected Account** to proceed with the authentication process.

Step 03.2: Connect the Source Account Using Workspace Admin (DWD)

Cigati Google Workspace Backup Tool 26.07

Dashboard Sign In

Help & Feedback

← Back

Connect Source Account

Authenticate against your Google account or Workspace domain. Choose the method that matches your access level.

☐ OAuth 2.0 / Modern Auth ☒ **Workspace Admin (DWD)**

Google Workspace Admin

Domain-Wide Delegation lets Cigati impersonate any user in your domain without individual sign-ins. Requires a Google Cloud service account.

Admin Email

admin@yourdomain.com

Credential Type

☒ JSON key file ☐ P12 key file

Service Account Key File

No file selected **Browse**

Select the JSON or P12 key file downloaded from Google Cloud Console.

☐ Remember this account for future logins

Connect Workspace

Quick access — saved Workspace accounts

Requires Google Workspace Super Admin access. Changes affect your entire domain's API delegation.

Part A — Google Cloud Console (create service account)

STEP 1 — CREATE / SELECT A PROJECT

- 1 Open console.cloud.google.com signed in as the domain admin.
- 2 Top-left project dropdown → **New Project** → name it (e.g. "Workspace Backup") → **Create** → select it from the dropdown.

STEP 2 — ENABLE THE REQUIRED APIS

Go to **APIs & Services** → **Library** and enable each one:

[Gmail API](#) [People API](#) [Google Calendar API](#) [Tasks API](#)

[Google Keep API](#) [Google Drive API](#) [Admin SDK API](#)

STEP 3 — CREATE THE SERVICE ACCOUNT

- 1 Go to **IAM & Admin** → **Service Accounts** → **Create Service Account**.
- 2 Give it a name (e.g. "workspace-backup-sa") → **Create** and **Continue** → skip role assignment → **Done**.

Click the new service account's email folder file.

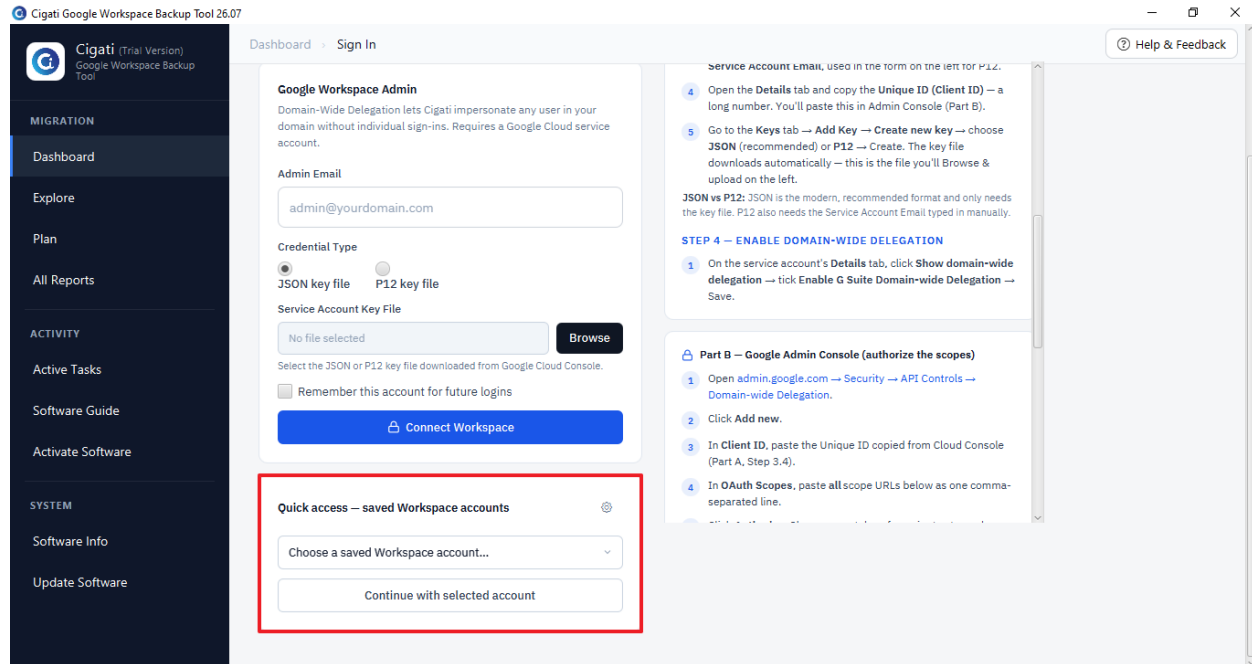
1. Open the **Connect Source Account** window and select the **Workspace Admin (DWD)** authentication method.
2. Enter your **Google Workspace (formerly G Suite) Admin** email address in the Admin Email field.
3. Select the appropriate **Credential Type** by choosing either a **JSON key file** or a **P12 key file**.
4. Click **Browse** and upload the downloaded **JSON/P12 service account key file**.
5. **(Optional)** Enable **Remember** this account for future logins to save the account details.
6. Click **Connect Workspace** to authenticate the Google Workspace (formerly G Suite) account and proceed with the migration process.

How to Create JSON and P12 File

P12 File: [Project Creation, Add Scopes at Domain Level, Enable API Access in Google Cloud Console & Create p12 File](#)

JSON File: [Project Creation, Add Scopes at Domain Level, Enable API Access in Google Cloud Console & Create JSON File](#)

Step 03.2.1: Use Quick Access – Saved Workspace Accounts

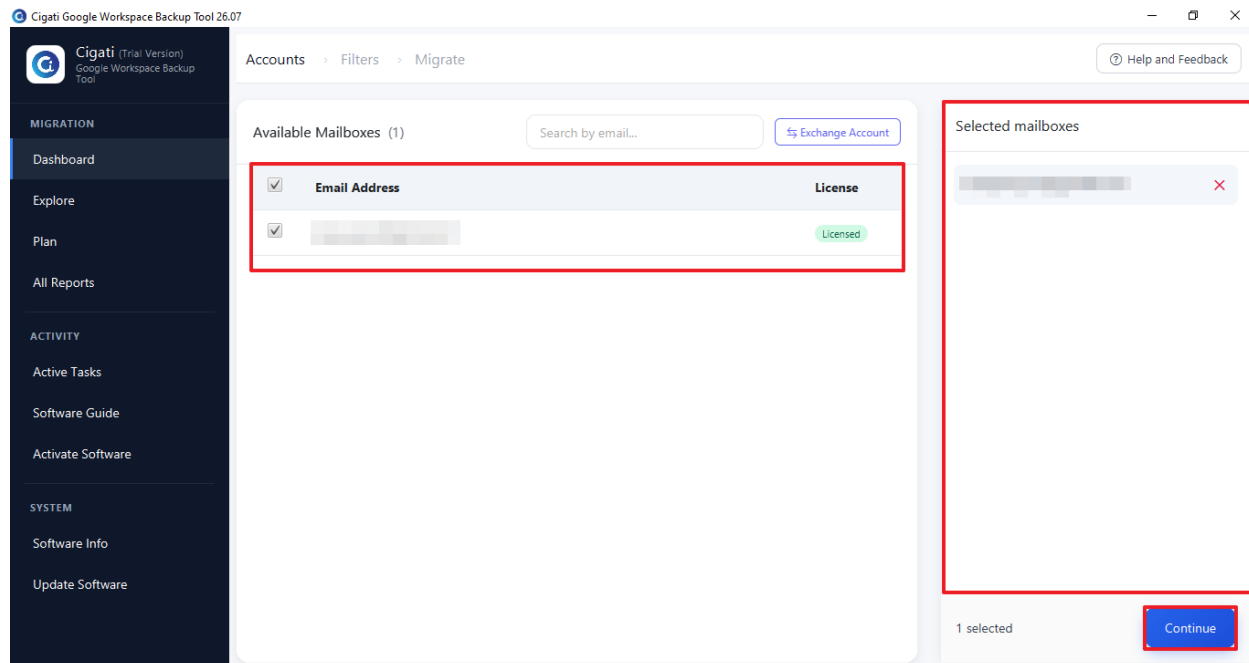


- Click on '**Choose a saved Workspace account**' to view the list of previously saved accounts.
- **Browse** the available accounts and select the account you want to use.
- **Review** the selected account details to ensure you have chosen the correct account.
- Click **Continue with Selected Account** to proceed with authentication.

Step 04: Choose Available Users

After successfully connecting the source Google Workspace (formerly G Suite) account, the software displays all available users in the '**Available users**' panel. Review the listed users and select the account(s) you want to migrate.

The interface offers several options and features to help you efficiently manage and customise the users' selection process.



- **Available users:** Displays all users fetched from the connected Google Workspace (formerly G Suite) account.
- **User Selection Checkbox:** Enables you to select or deselect users for migration.
- **Select All Checkbox:** Selects or deselects all available users in a single click for bulk migration.
- **Search Box:** Helps you quickly find a specific user by entering an email address.
- **Licence Status:** Shows whether the user is licensed and eligible for migration.
- **Selected Users Panel:** Lists all users chosen for migration.
- **Remove Users Option (X):** Removes a user from the selected users list.
- **Exchange Account Button:** Allows you to switch or add another source account for migration.
- **Selection Counter** – Displays the total number of selected users.
- **Continue Button:** Moves you to the next step of the migration process.

Step 05: Select Local Export or Email Clients

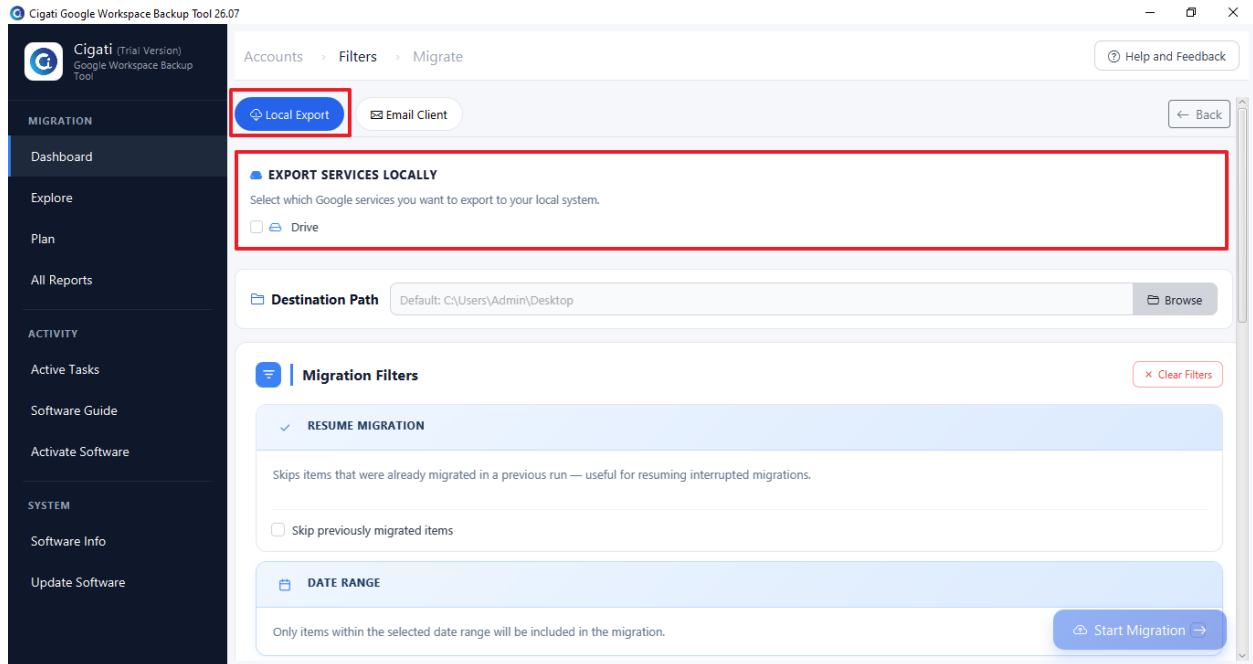
The **Filters** section provides flexible options to customise the export and migration process. Users can choose between **Local Export** and **Email Client** modes based on their requirements.

In **Local Export** mode, selected Google services data can be **saved to the local system** in the desired format and location.

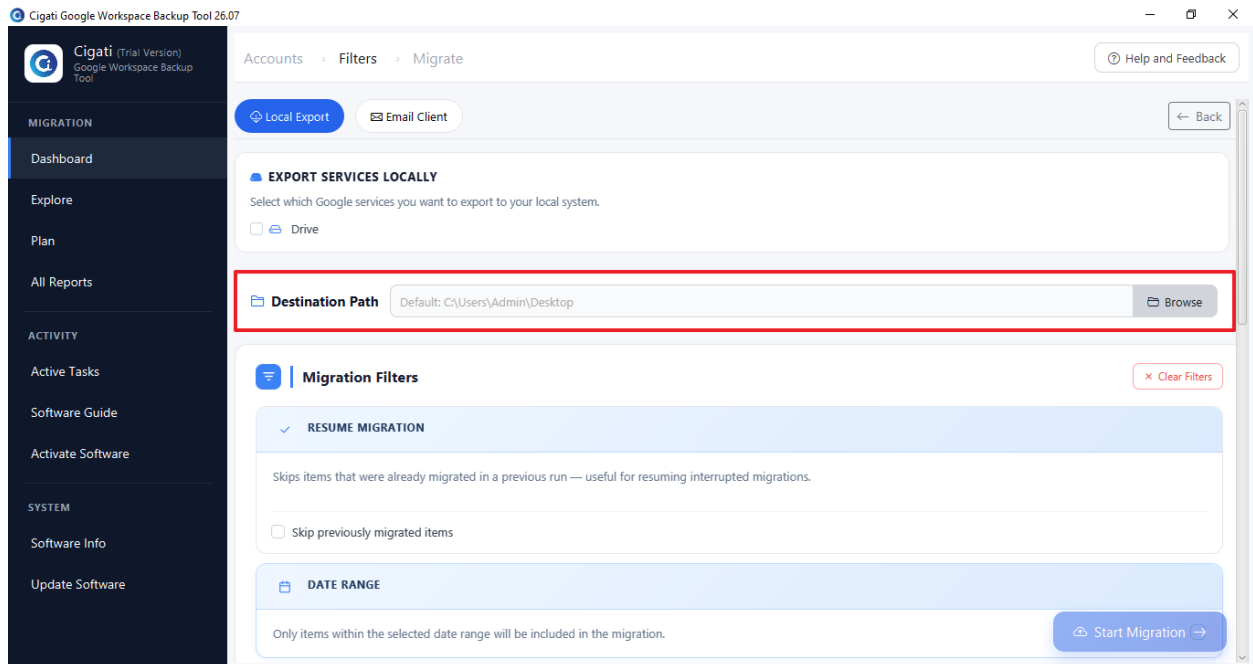
For direct **cloud migration**, users can transfer data to platforms such as **Microsoft 365 [OneDrive]**, **SharePoint Online**, and **Google Workspace Admin**.

Step 03.1: Select Local Export to Save Google Services Data Locally

Step 1: Select the **Drive** option to export Google Drive data under **Export Services Locally**.

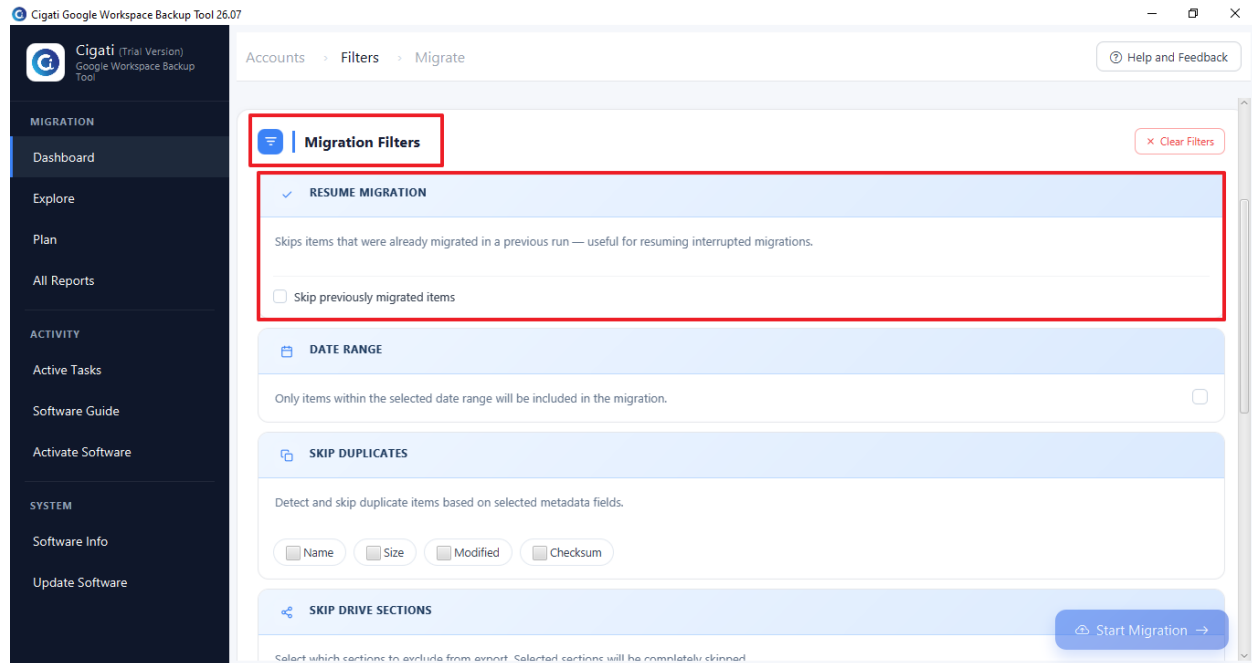


Step 2: Click **Browse** and select the **Destination Path** where you want to save the exported Drive data.

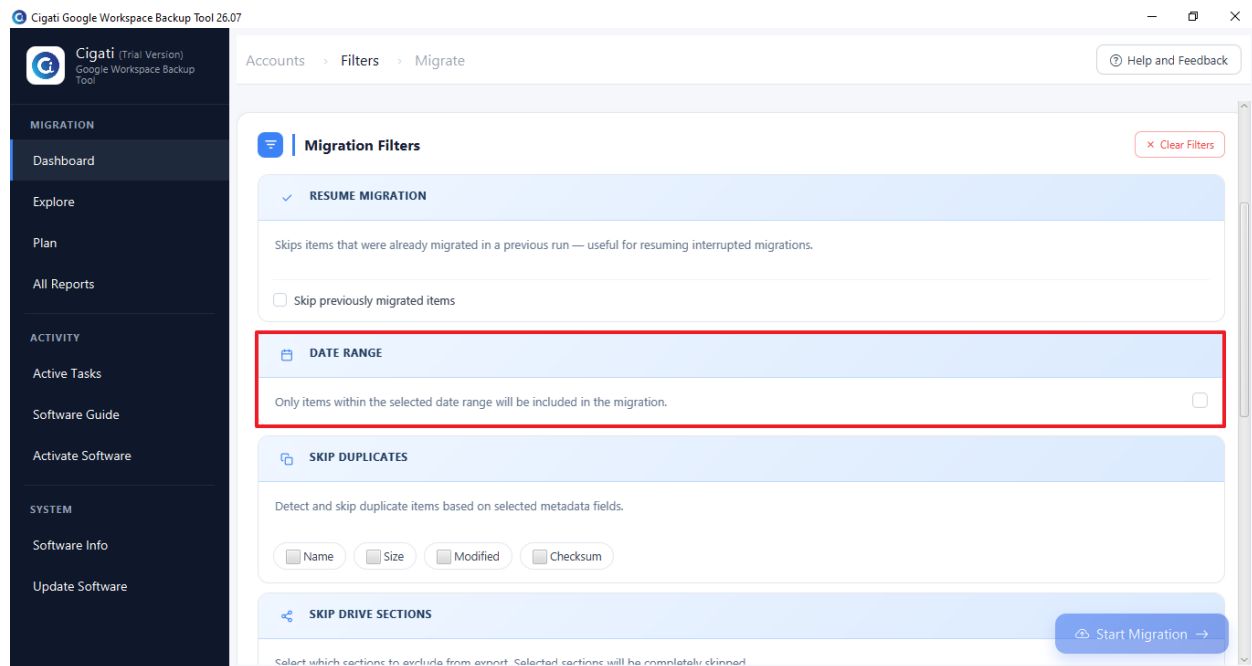


Migration Filters - Overview

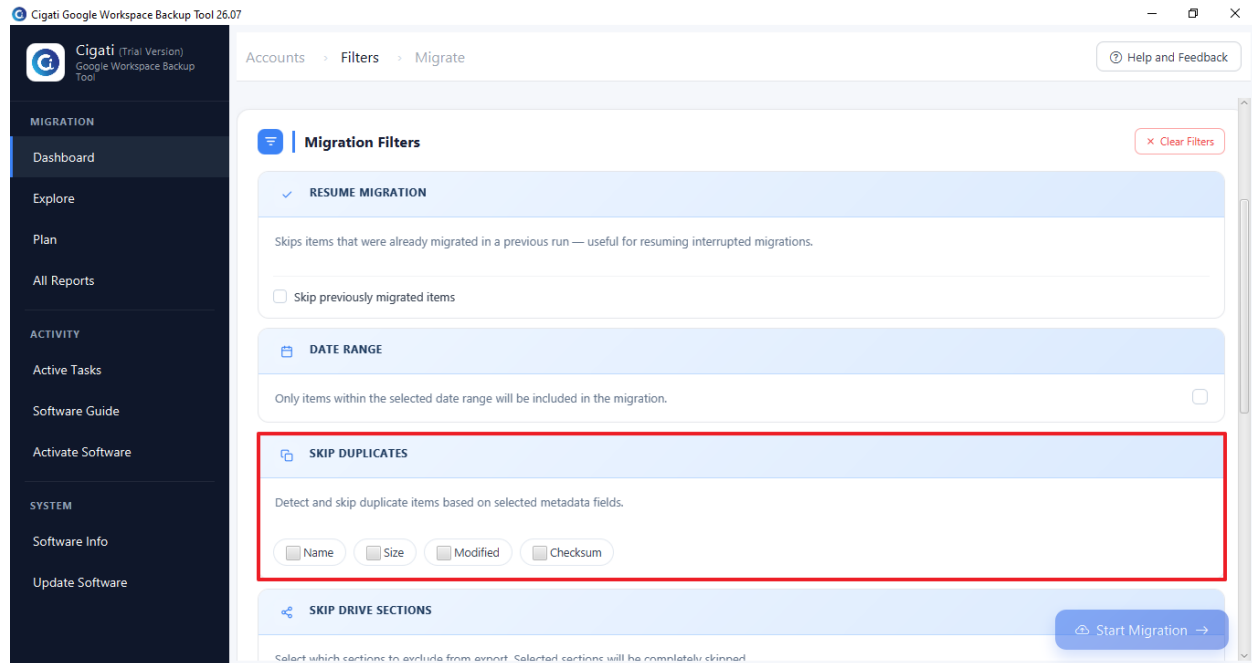
Step 3: Apply the required **Migration Filters** according to your needs.



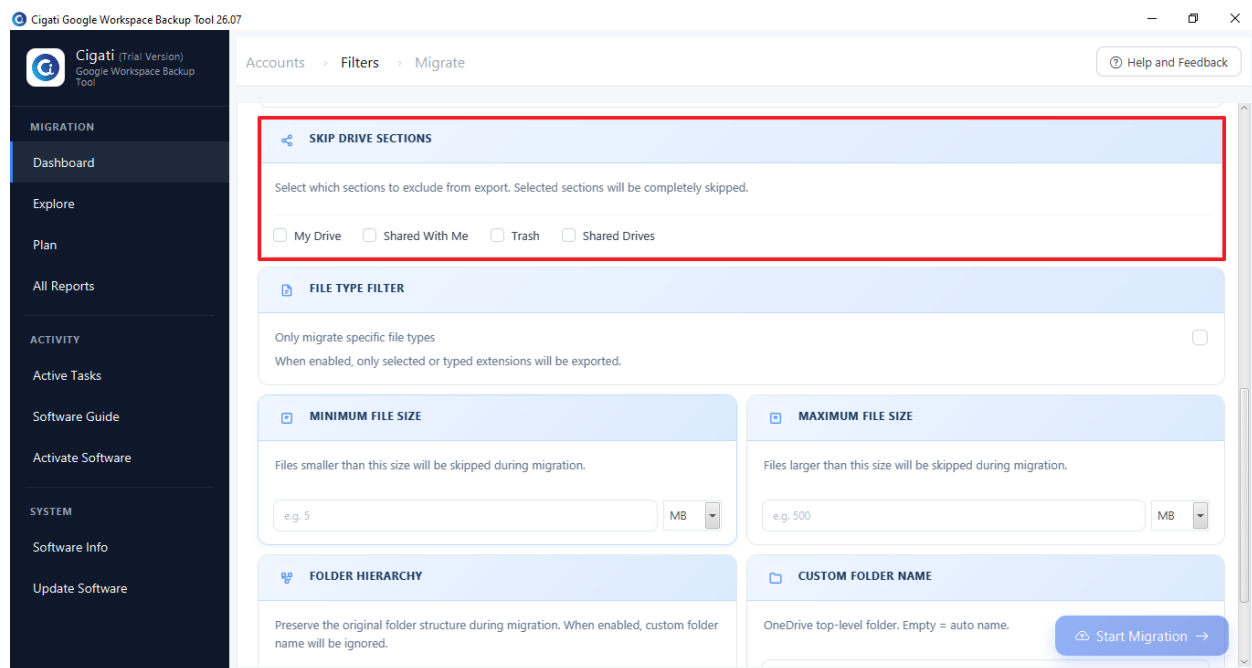
- **Resume Migration:** Skips previously migrated items and continues an interrupted migration.



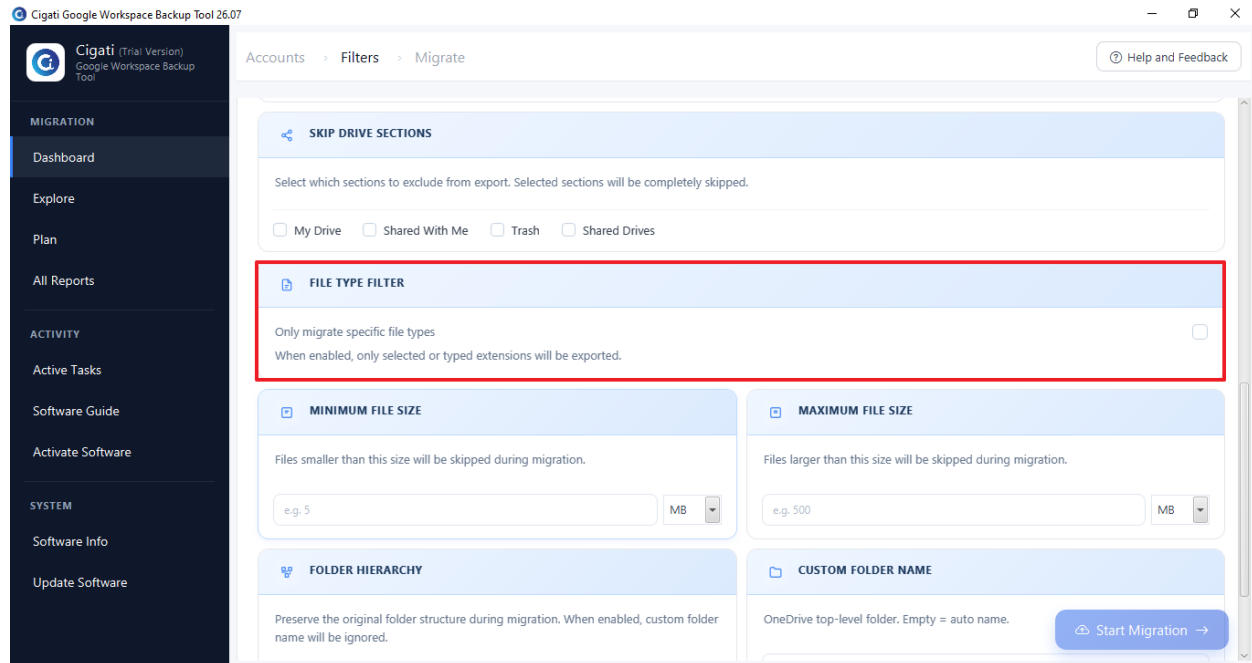
- **Date Range:** Migrates only the items that fall within the selected date range.



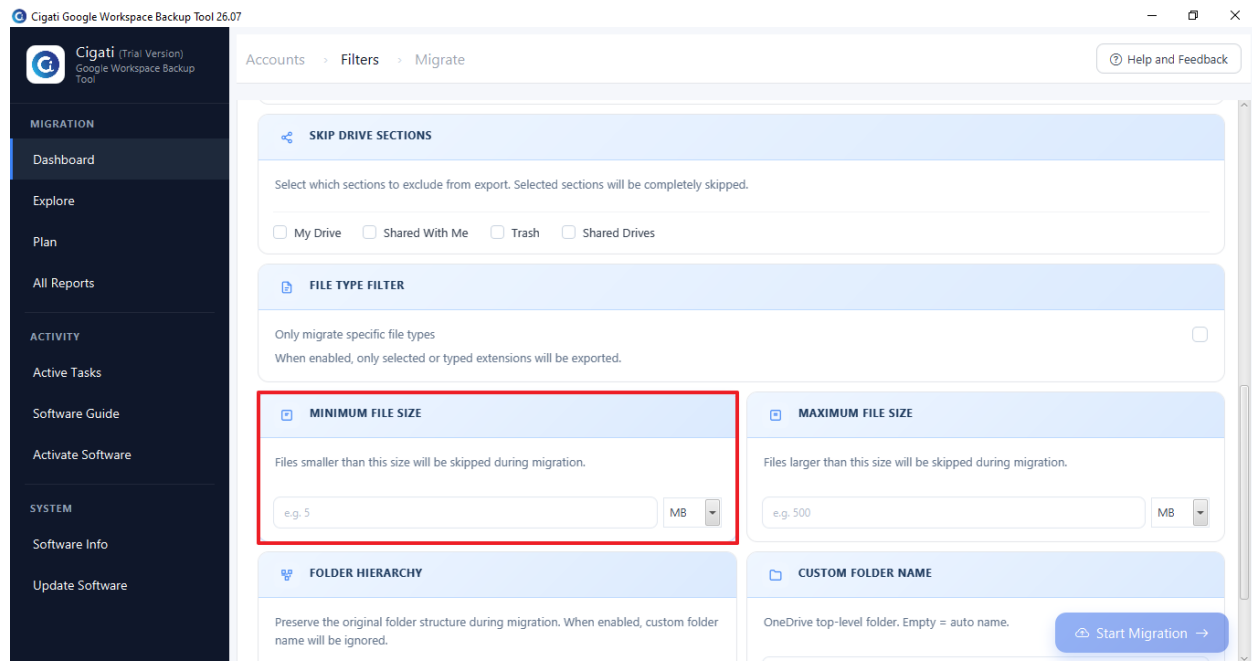
- **Skip Duplicates:** Select the required duplicate-check criteria, such as **Name**, **Size**, **Modified**, or **Checksum**, to detect and skip duplicate files during export.



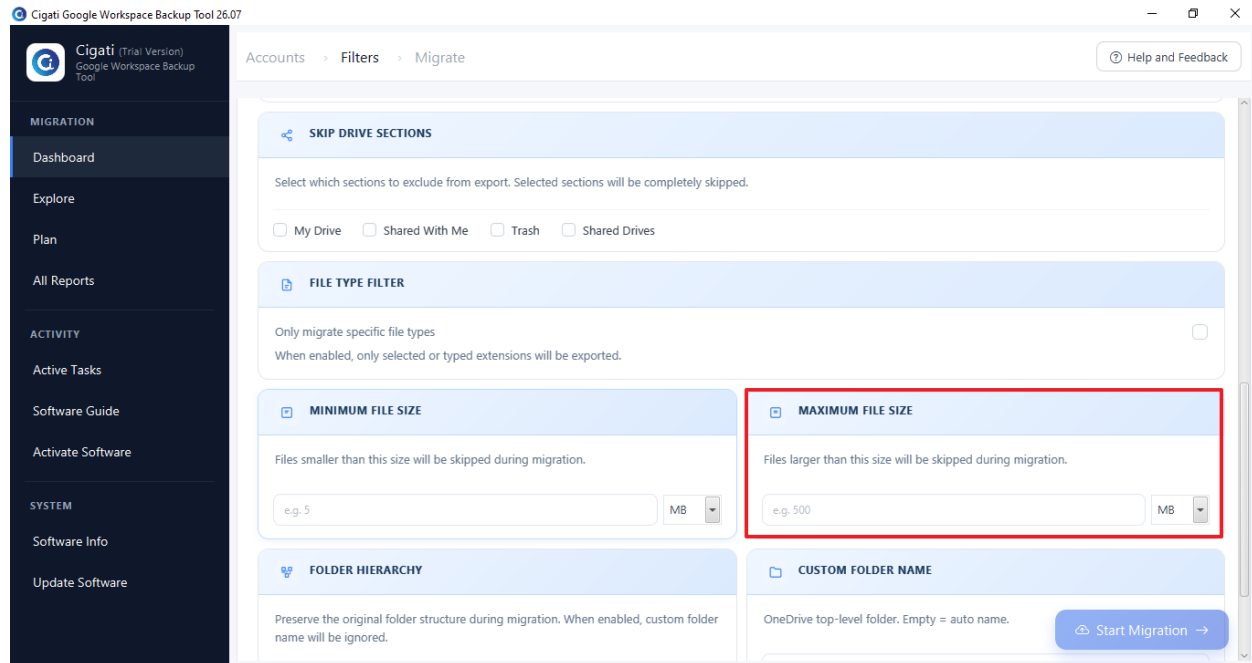
- **Skip Drive Sections:** Choose the **Google Drive sections** you want to exclude from the export, such as **My Drive**, **Shared With Me**, **Trash**, or **Shared Drives**.



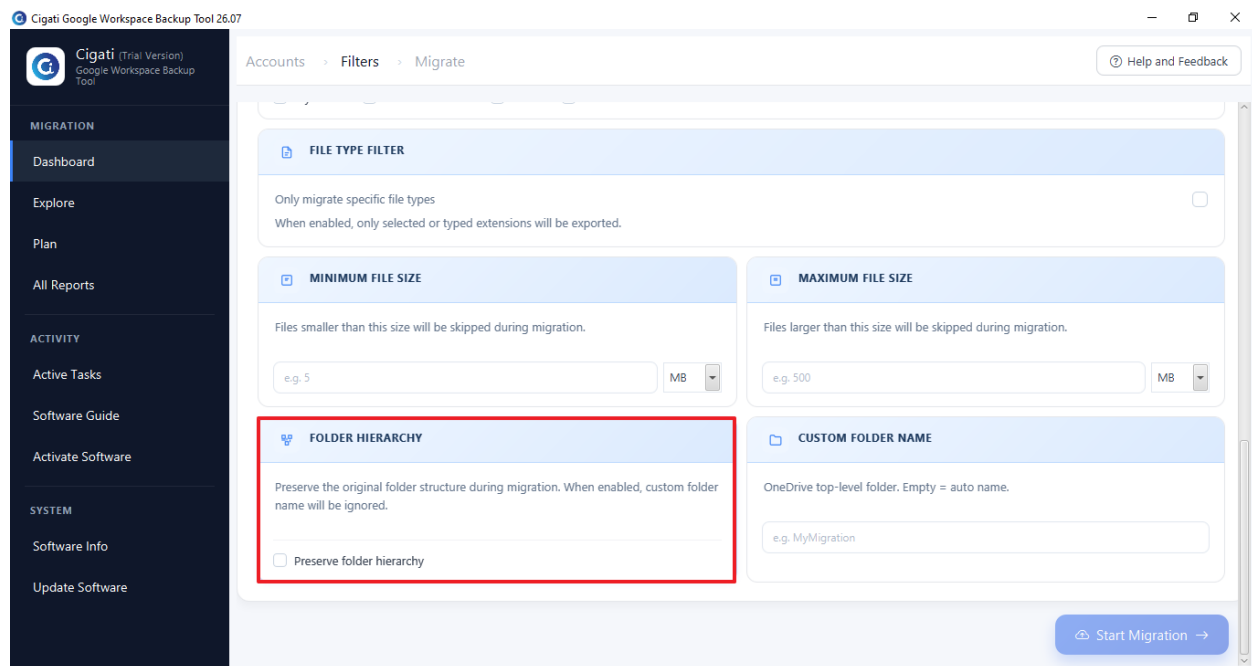
- **File Type Filter:** Enable the **File Type Filter** option, then select specific Google Workspace file types such as **Docs**, **Sheets**, **Slides**, and **Forms**, or enter custom file extensions in the provided field and click **Add** to export only the selected file types.



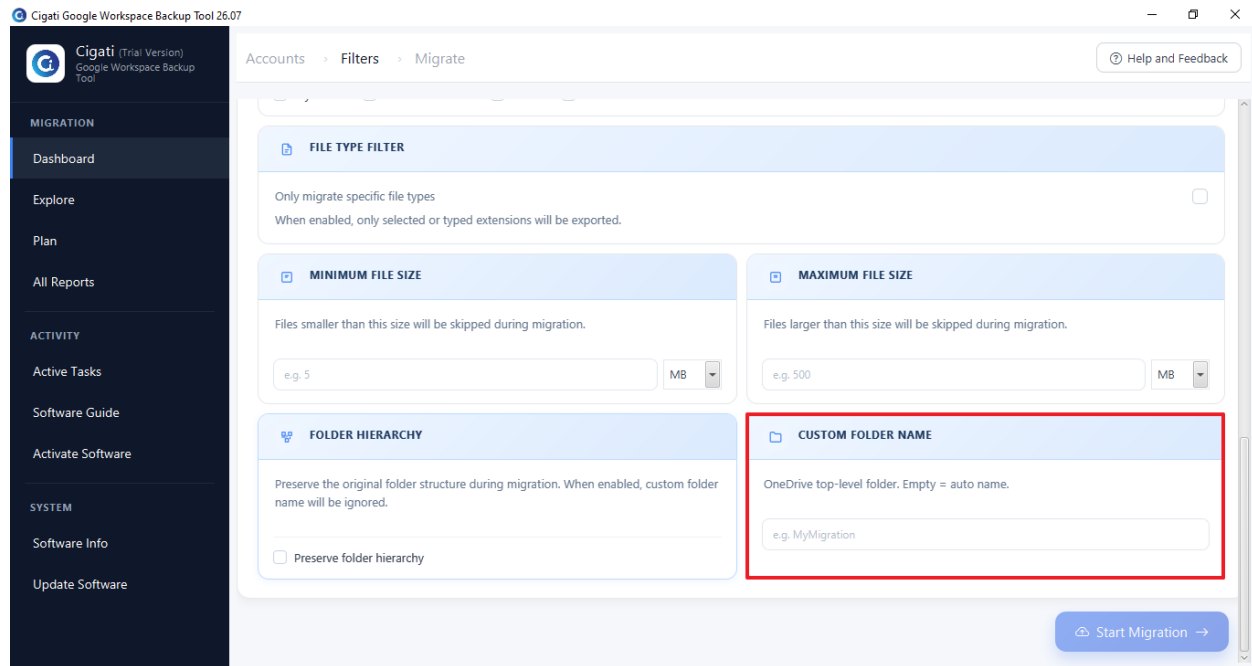
- **Set Minimum File Size:** Specify a **minimum file size** value (in **MB** or **GB**) to skip files smaller than the defined size during the export process.



- **Set Maximum File Size:** Specify the **maximum file size** value and choose the desired unit (**MB** or **GB**) to exclude files larger than the defined size from the export process.

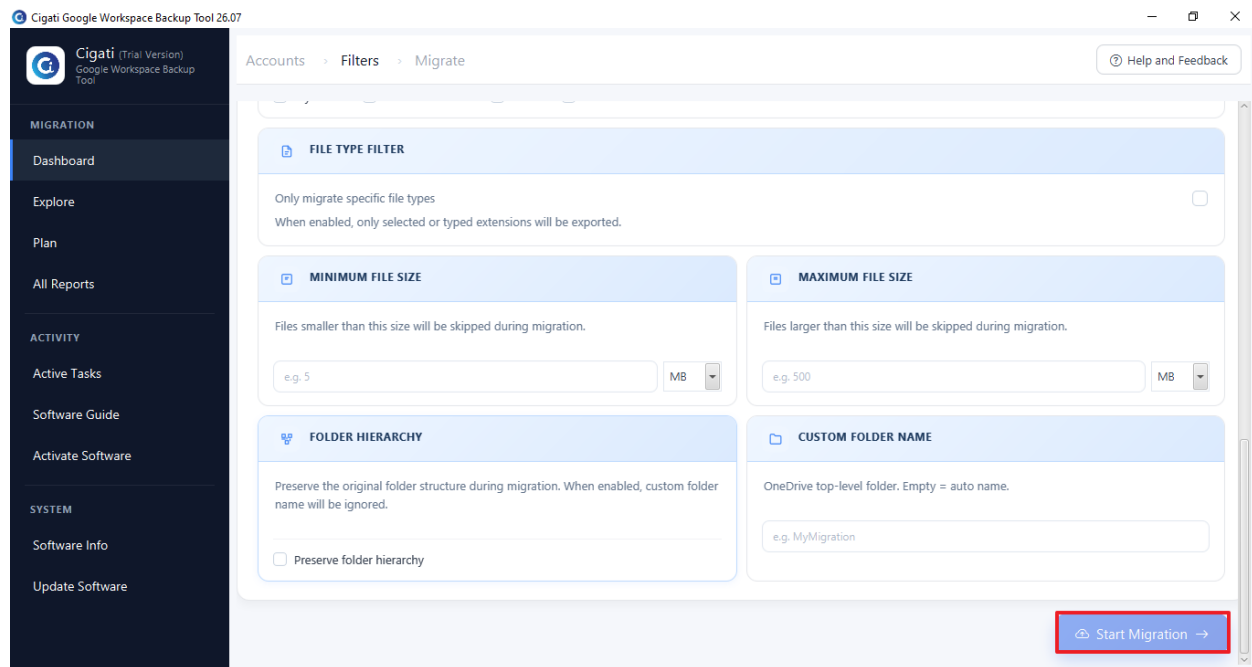


- **Preserve Folder Hierarchy:** Enable the **Folder Hierarchy** option to maintain the original Google Drive folder structure in the exported data.



- **Custom Folder Name:** Specify a **custom name** for the folder where migrated data will be saved.

Step 04: Start Migration

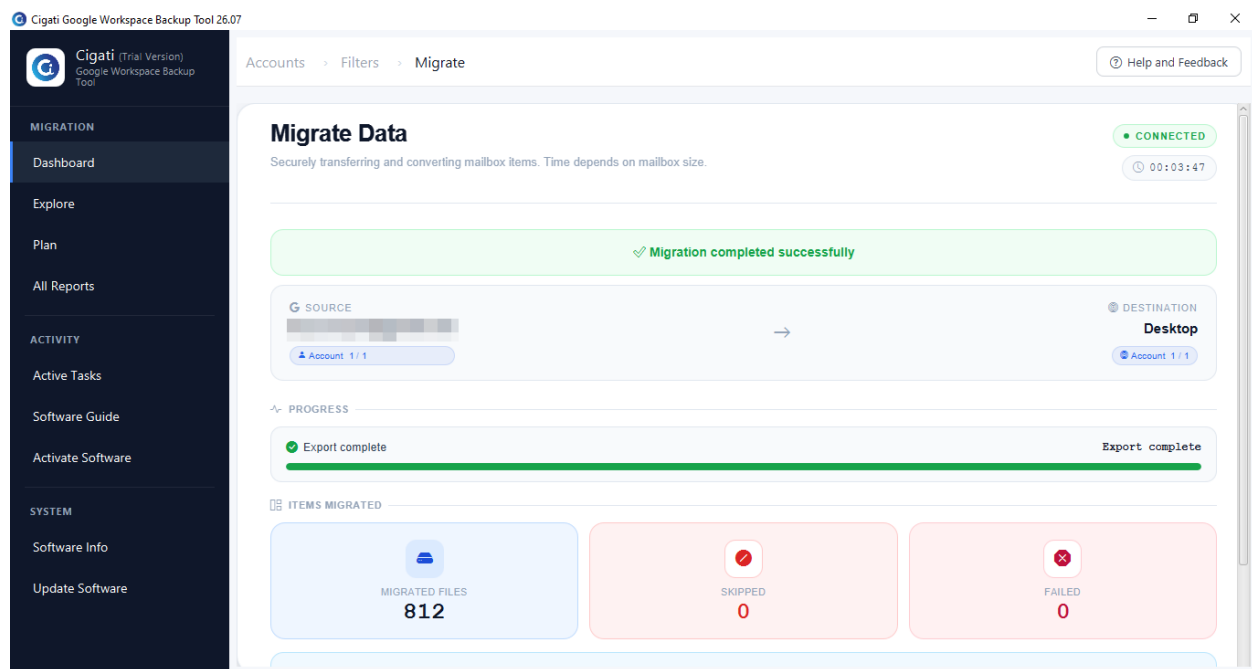


- After you finish selecting all filters and settings, click **Start Migration** to begin the migration process.

- This option begins transferring the **selected data** from the source account to the chosen destination.
- Before starting, make sure your **source**, **destination**, and **filters** are set correctly.
- You can monitor the migration status and **review progress** through the **Active Tasks** or **All Reports**.
- This helps ensure a **smooth and controlled migration** without missing any selected data.

Step 05: Migrate Data - Overview

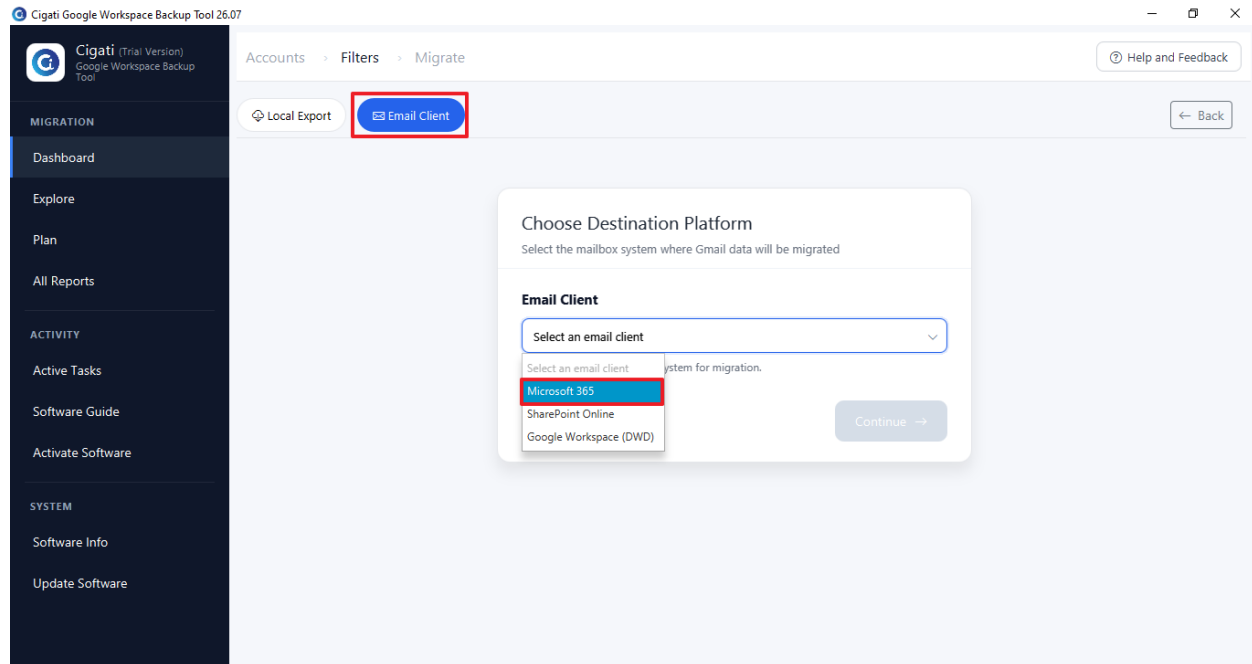
The **Migrate Data** screen displays the final migration status, progress details, and migration statistics after data is transferred from the source account to the destination location.



- **Migration Status** – Once the export process is finished, the tool displays a '**Migration Completed Successfully**' message confirming the successful completion of the export.
- **Verify Source and Destination Details** – Review the **source** account and the selected **destination** location to ensure the data has been exported to the correct destination.
- **Check Export Progress** – Confirm that the progress status shows **Export Complete**, indicating that all selected data has been processed successfully.
- **View Export Summary** – Review the migration statistics, including:
 - **Migrated Files:** Total number of files successfully exported.
 - **Skipped Items:** Number of files skipped based on applied filters or settings.

- **Failed Items:** Number of files that could not be exported.
- **Verify Total Data Transferred** - Check the **Total Data Transferred** section to see the overall size of the exported data.
- **Finish the Process** - Click **Completed – Go to Accounts** to return to the Accounts section and proceed with another export task if required.

Step 03.2: Select the Microsoft 365 (OneDrive) Email Client as Destination Platform

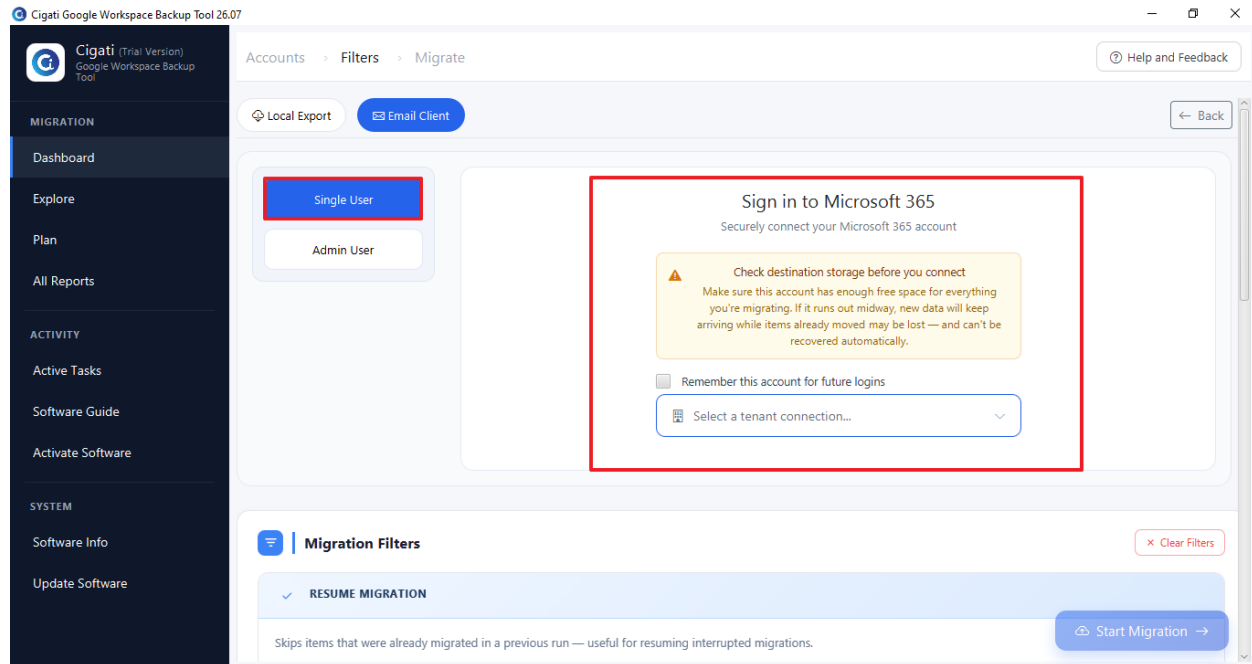


- After selecting **Microsoft 365 (OneDrive)** as the destination platform, set up the target Microsoft 365 account where the Google Workspace (formerly G Suite) data will be migrated.
- Click the **Continue** button to proceed.
- The software offers two connection options: **Single-User** and **Admin-User** modes.

Important Note: When data is migrated to **Microsoft 365 (OneDrive)**, the data from **My Drive** is migrated directly to **MyDrive** while **preserving the original folder hierarchy**.

However, data from **Shared Drive**, **Shared with Me**, and **Trash** are migrated into **separate folders** created under **My Drive**. In this case, the **original folder hierarchy** is **also preserved**.

Step 03.2.1: Connect Using Single User Mode

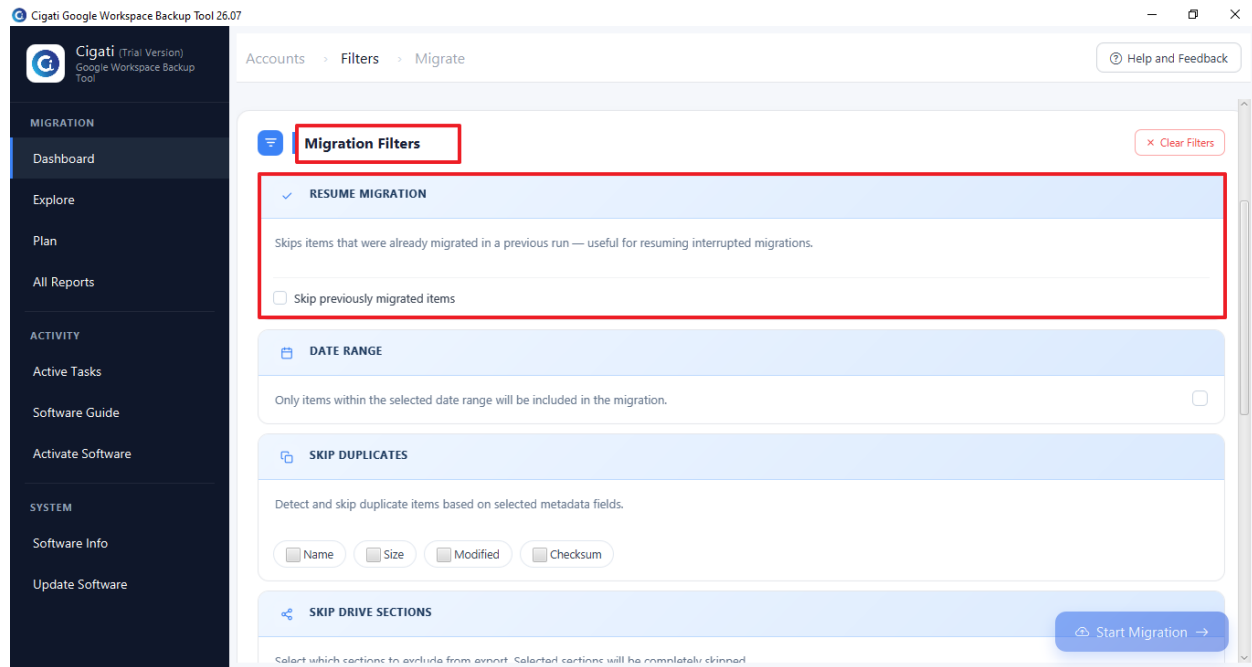


1. Select the **Single User** option from the left-side panel to migrate data to an individual Microsoft 365 user.
2. (Optional) Check **Remember this account for future logins** if you want the software to save the connection details for future use.
3. Click the **Select a tenant connection** drop-down menu to view available Microsoft 365 connections.
4. If no connection is available, click **Add Connection** to create a new Microsoft 365 tenant connection.
5. Once the connection is established successfully, continue with the migration configuration and proceed.

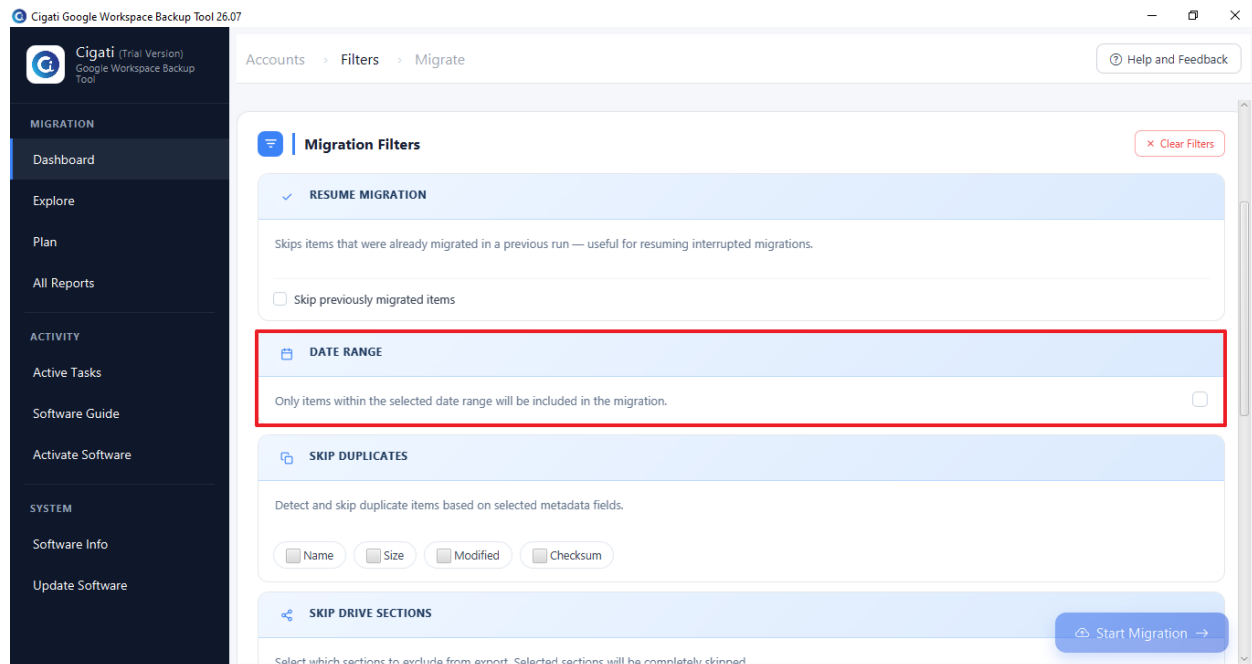
Verify that the **Microsoft 365 Connected** status message appears, confirming a successful connection.

Migration Filters - Overview

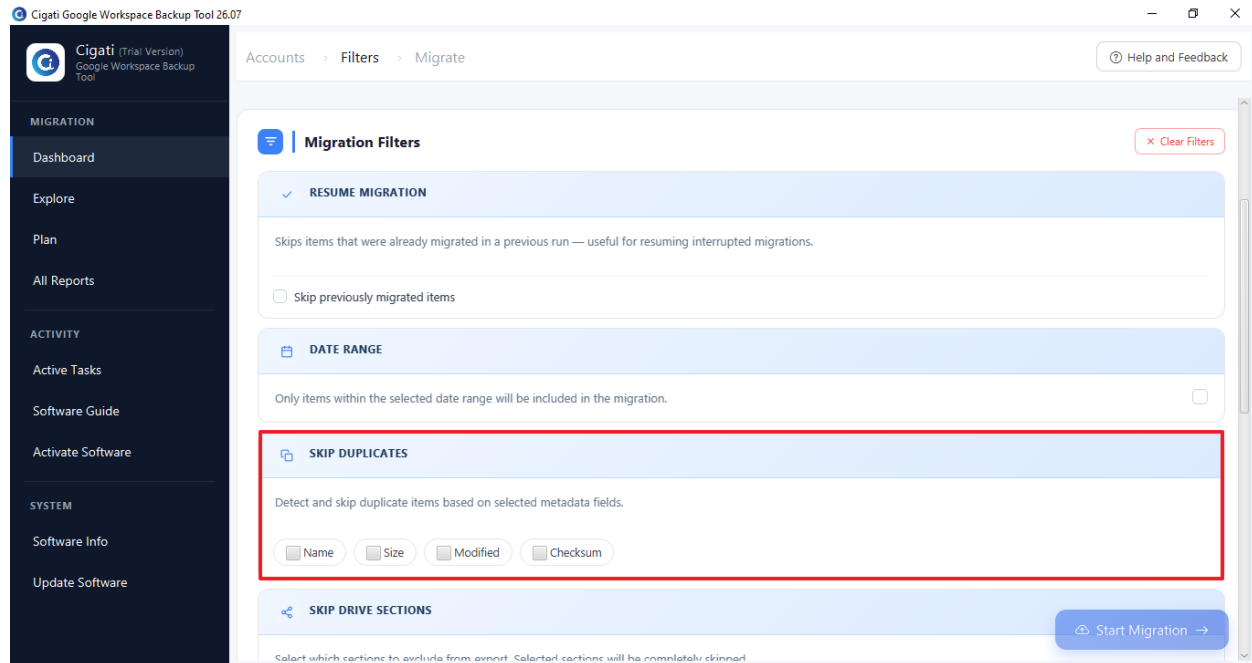
Apply the required **Migration Filters** according to your needs.



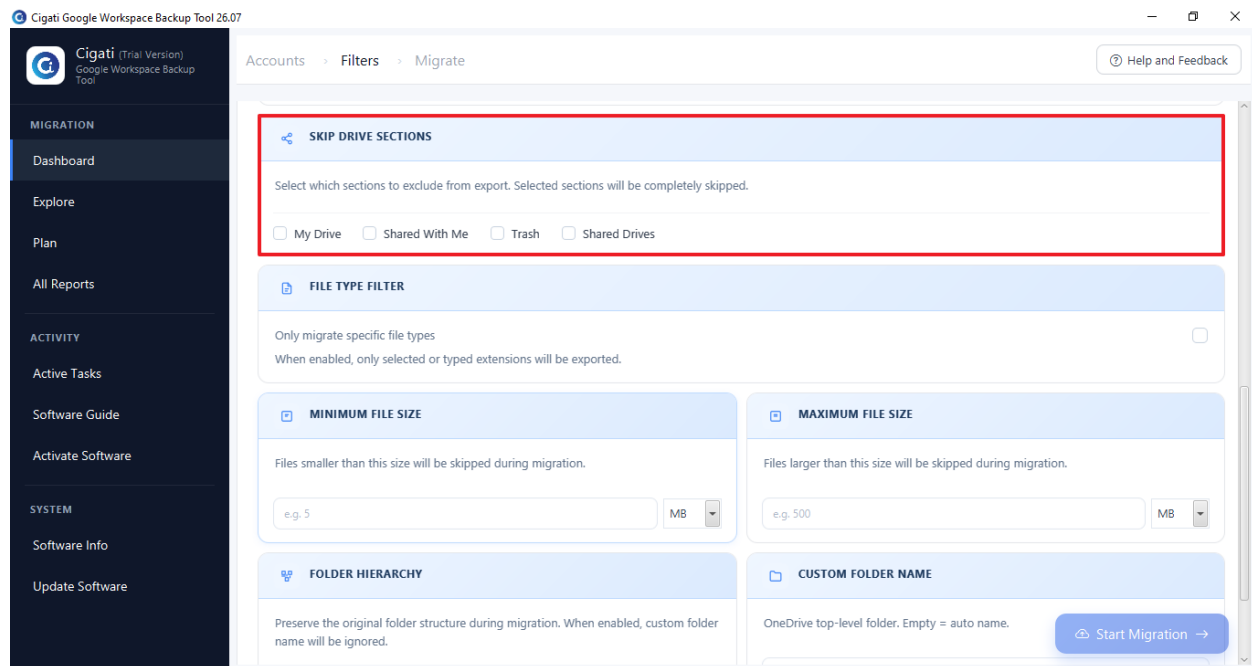
- **Resume Migration:** Skips previously migrated items and continues an interrupted migration.



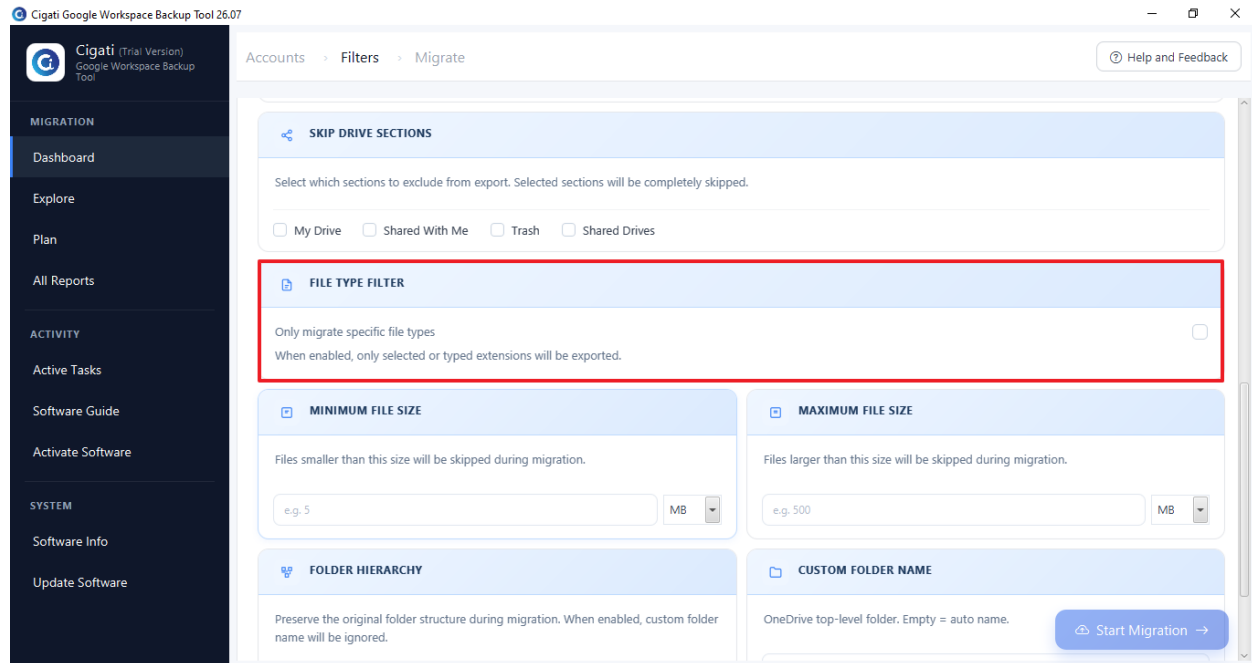
- **Date Range:** Migrates only the items that fall within the selected date range.



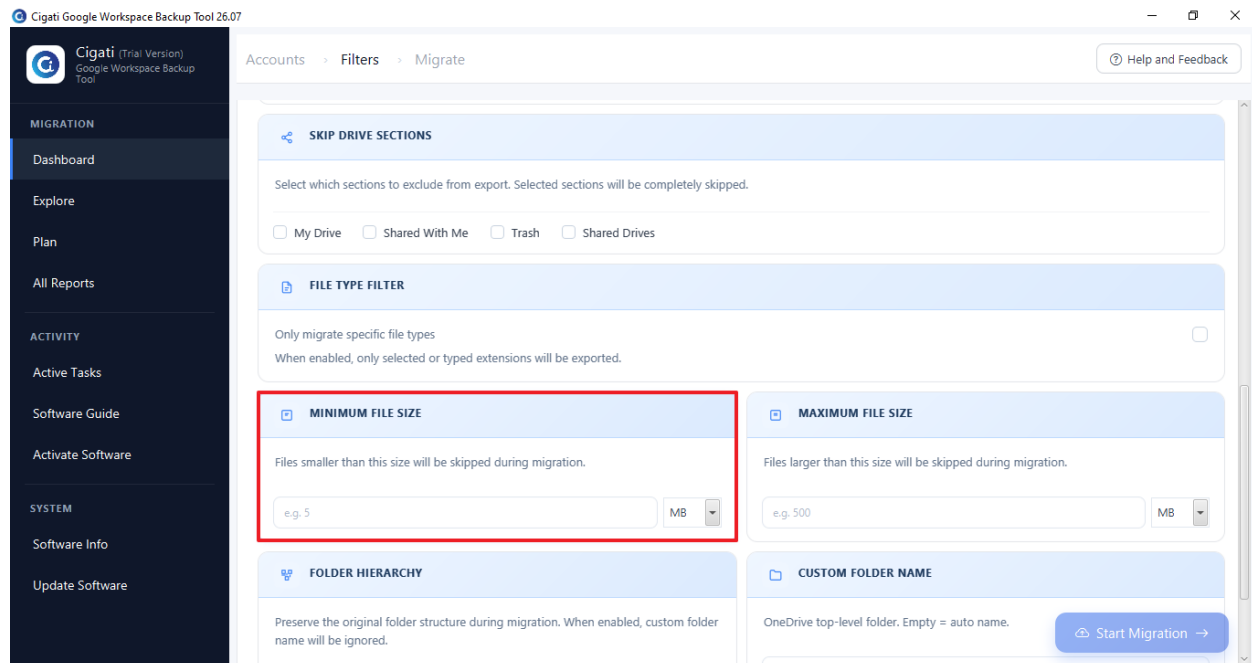
- **Skip Duplicates:** Select the required duplicate-check criteria, such as **Name**, **Size**, **Modified**, or **Checksum**, to detect and skip duplicate files during export.



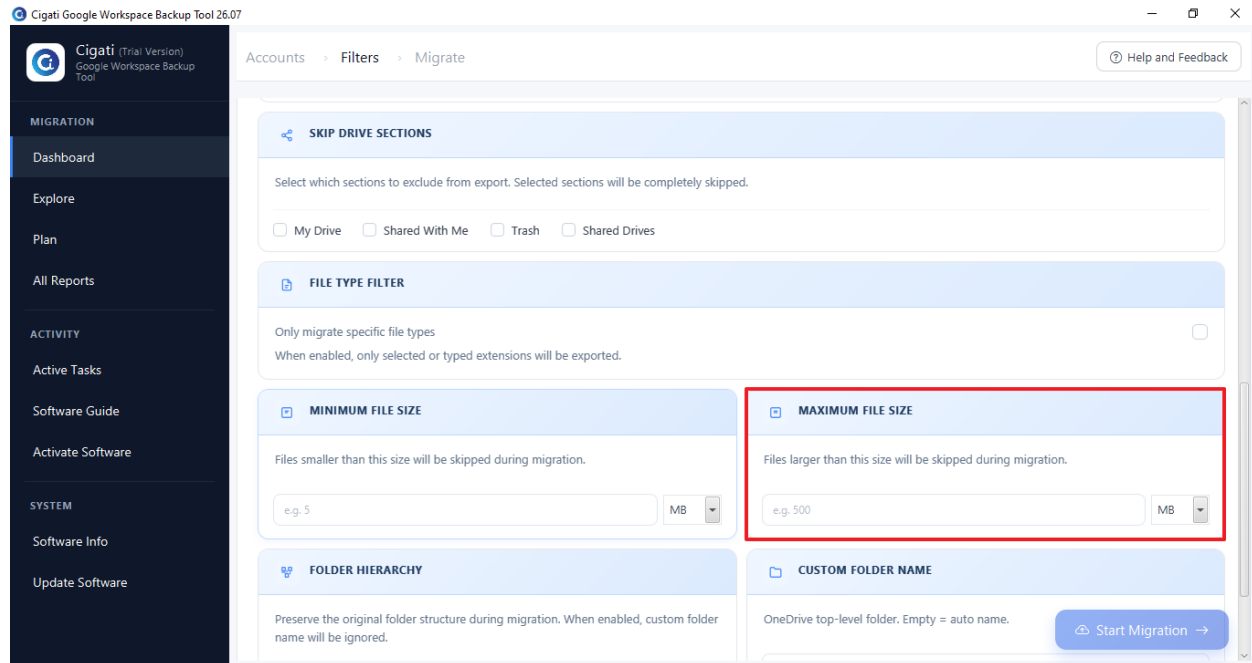
- **Skip Drive Sections:** Choose the **Google Drive sections** you want to exclude from the export, such as **My Drive**, **Shared With Me**, **Trash**, or **Shared Drives**.



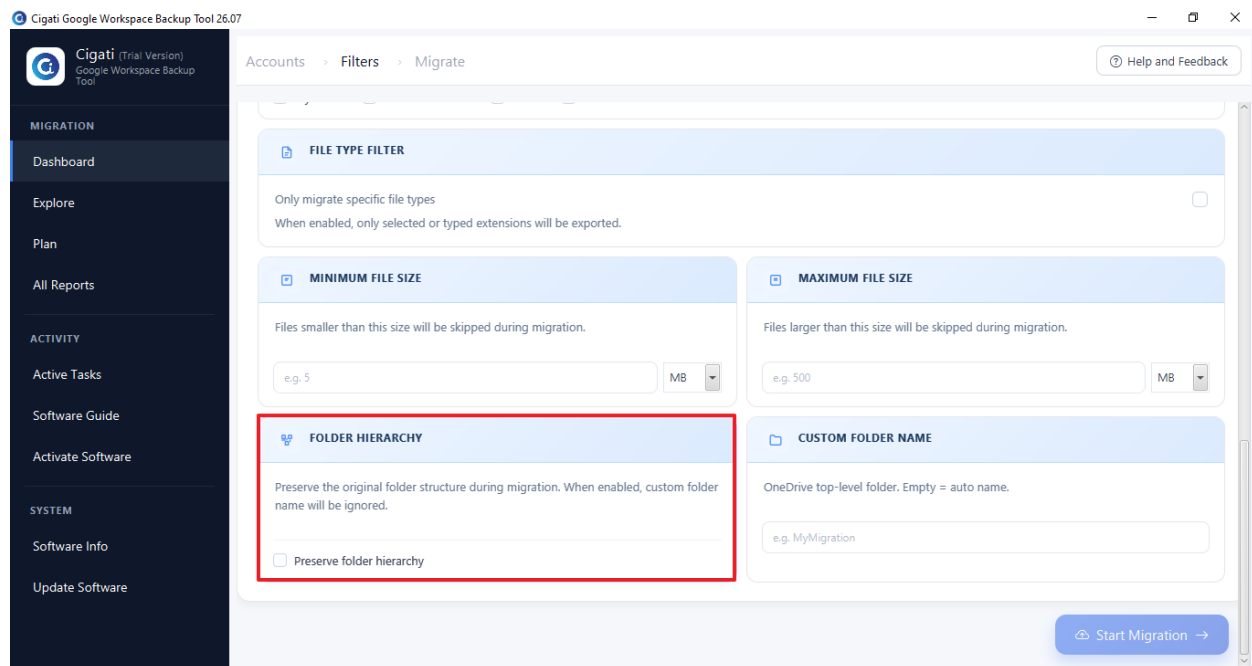
- **File Type Filter:** Enable the **File Type Filter** option, then select specific Google Workspace file types such as **Docs**, **Sheets**, **Slides**, and **Forms**, or enter custom file extensions in the provided field and click **Add** to export only the selected file types.



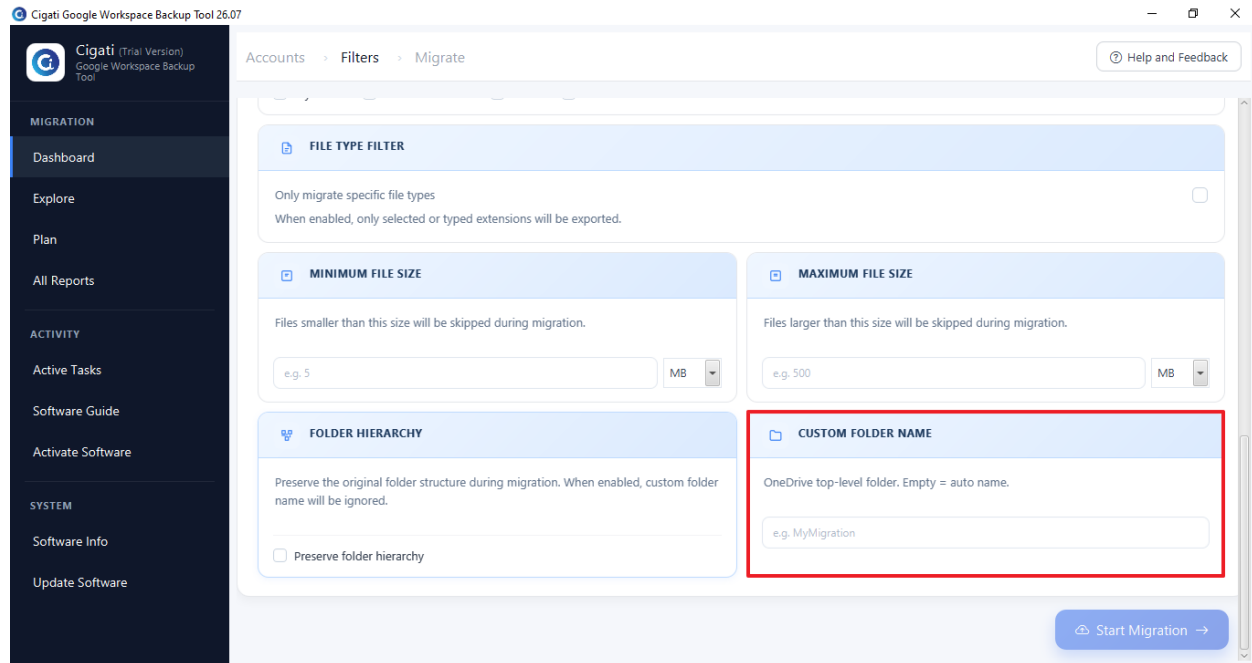
- **Set Minimum File Size:** Specify a **minimum file size** value (in **MB** or **GB**) to skip files smaller than the defined size during the export process.



- **Set Maximum File Size:** Specify the **maximum file size** value and choose the desired unit (**MB** or **GB**) to exclude files larger than the defined size from the export process.

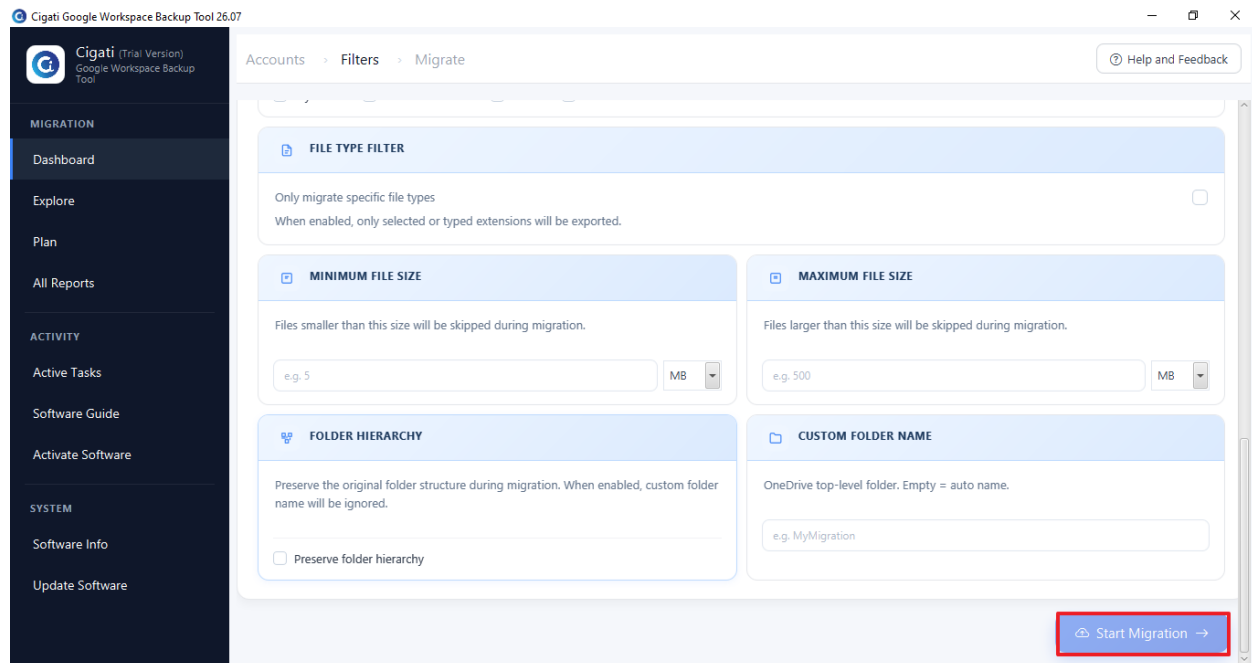


- **Preserve Folder Hierarchy:** Enable the **Folder Hierarchy** option to maintain the original Google Drive folder structure in the exported data.



- **Custom Folder Name:** Specify a **custom name** for the folder where migrated data will be saved.

Step 04: Start Migration

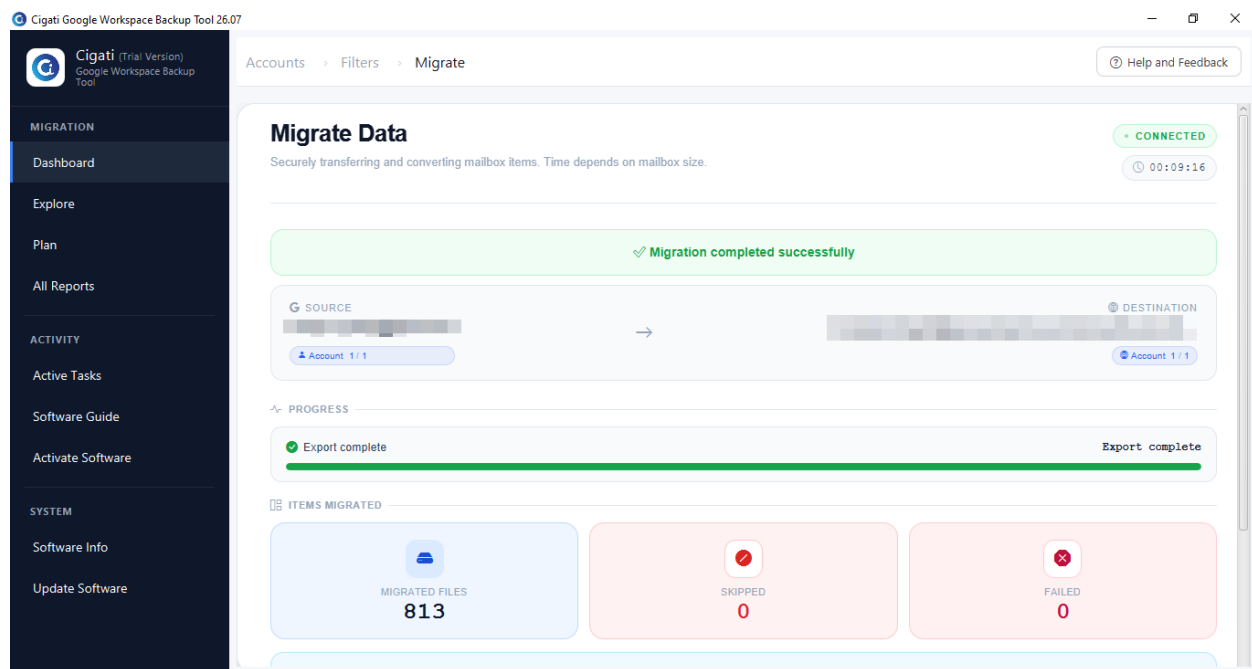


- After you finish selecting all filters and settings, click **Start Migration** to begin the migration process.

- This option begins transferring the **selected data** from the source account to the chosen destination.
- Before starting, make sure your **source**, **destination**, and **filters** are set correctly.
- You can monitor the migration status and **review progress** through the **Active Tasks** or **All Reports**.
- This helps ensure a **smooth and controlled migration** without missing any selected data.

Step 05: Migrate Data - Overview

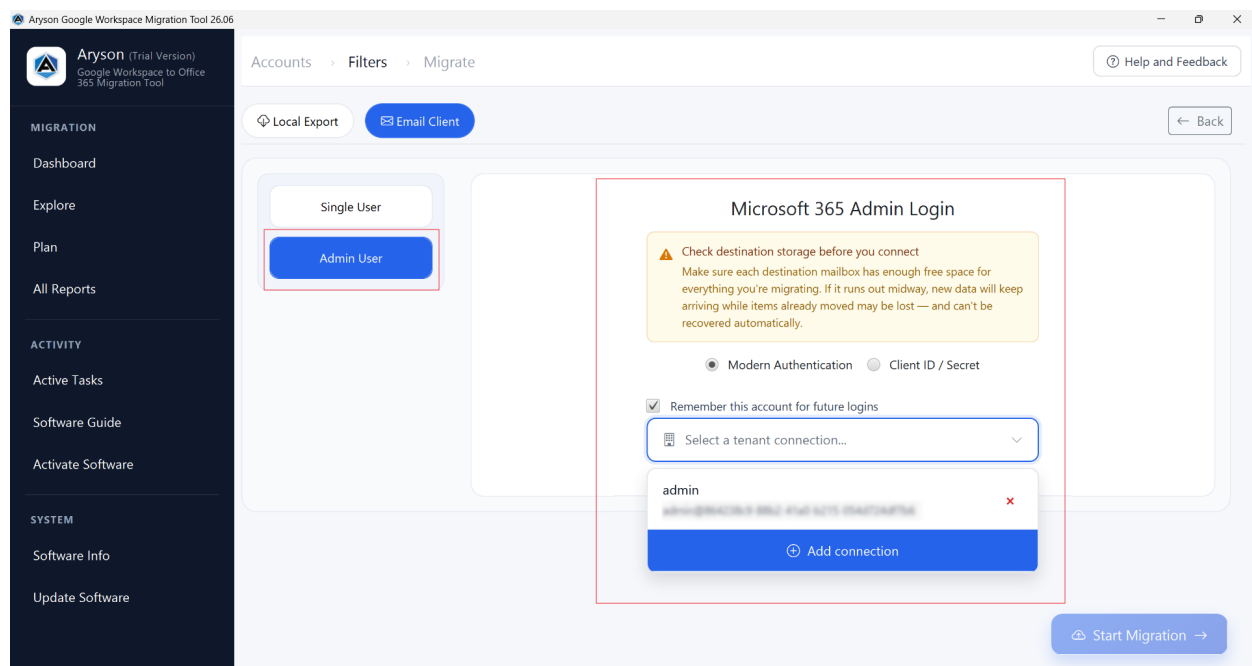
The **Migrate Data** screen displays the final migration status, progress details, and migration statistics after transferring data from the source account to the destination location.



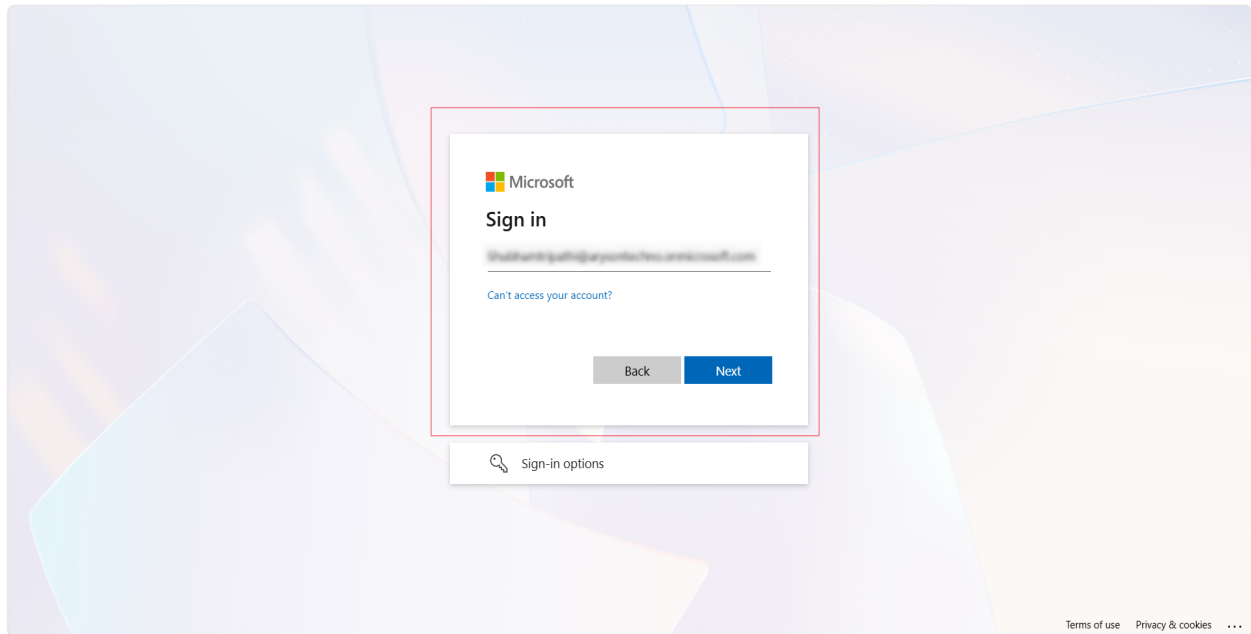
- **Migration Status** – Once the export process is finished, the tool displays a '**Migration Completed Successfully**' message confirming the successful completion of the export.
- **Verify Source and Destination Details** – Review the **source** account and the selected **destination** location to ensure the data has been exported to the correct destination.
- **Check Export Progress** – Confirm that the progress status shows **Export Complete**, indicating that all selected data has been processed successfully.
- **View Export Summary** – Review the migration statistics, including:
 - a. **Migrated Files**: Total number of files successfully exported.

- b. **Skipped Items:** Number of files skipped based on applied filters or settings.
 - c. **Failed Items:** Number of files that could not be exported.
- **Verify Total Data Transferred** – Check the **Total Data Transferred** section to see the overall size of the exported data.
- **Finish the Process** – Click **Completed – Go to Accounts** to return to the Accounts section and proceed with another export task if required.

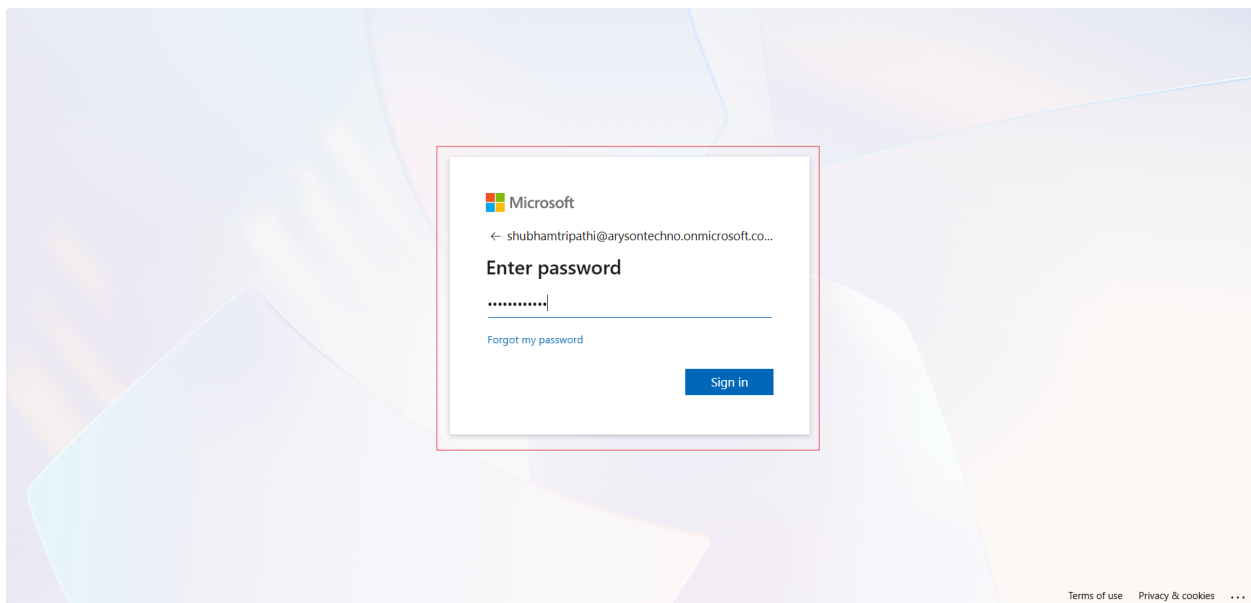
Step 03.2.2: Connect Using Admin User Mode With Modern Authentication



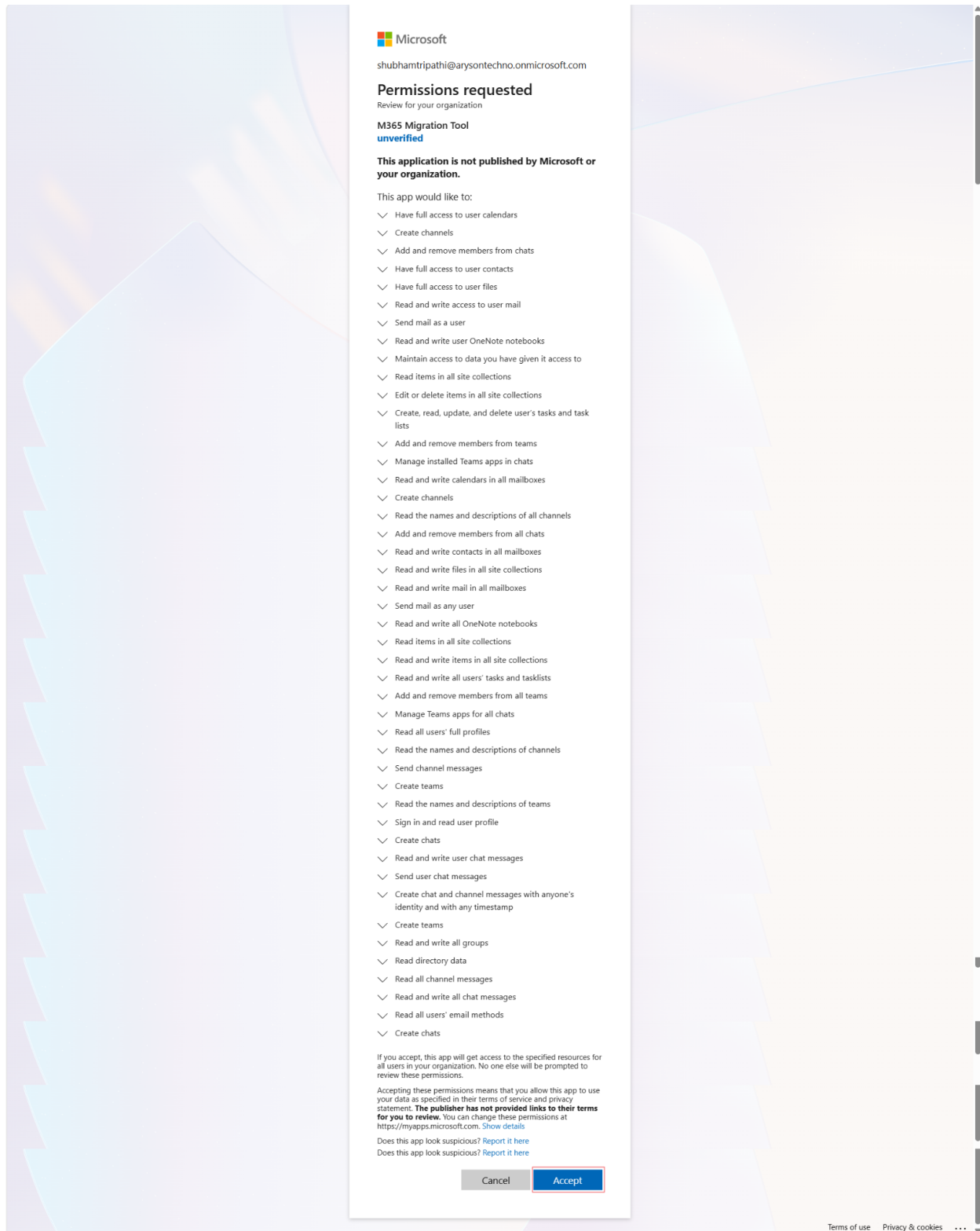
1. Select the **Admin User** option from the left panel to perform user migration using a Microsoft 365 administrator account.
2. Choose the **Modern Authentication** method.
3. (Optional) Enable **Remember this account for future logins** to save the connection details.
4. Click the **Select a tenant connection** drop-down menu to view available Microsoft 365 tenant connections.
5. If no connection is available, click **Add Connection** to create a new Microsoft 365 admin connection.



- **Sign in:** Enter the **Admin email ID** for login.



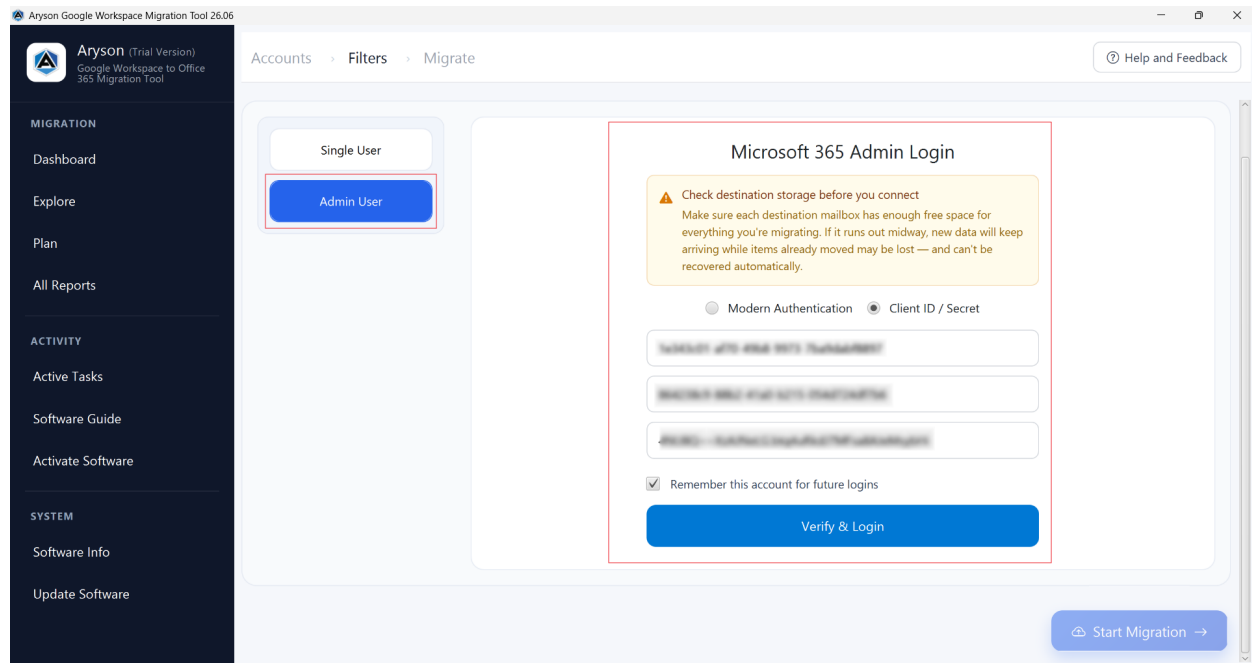
- Enter the **Microsoft Office 365**-associated **Password** for the authentication.



- This screen displays the **Microsoft permissions consent page** for the Office 365 Migration Tool.

- It lists all the **permissions required** by the application to perform users and data migration tasks.
- Accepting these permissions applies access **organization-wide**, without prompting each user individually
- Click **Accept** to grant permissions and continue the migration, or Cancel to stop.

Step 03.2.3: Connect Using Admin User Mode With Client ID/ Secret



1. From the left navigation panel, select **Admin User** to migrate users using a Microsoft 365 administrator account.
2. Choose the **Client ID / Secret Authentication** option.
3. Enter the required Microsoft Entra ID (Azure AD) application credentials:
 - **Client Id**
 - **Client Secret**
 - **Tenant Id**
4. (Optional) Enable **Remember this account for future logins** to save the authentication details for later use.
5. Click **Verify & Login** to authenticate the application and establish a secure connection with Microsoft 365.

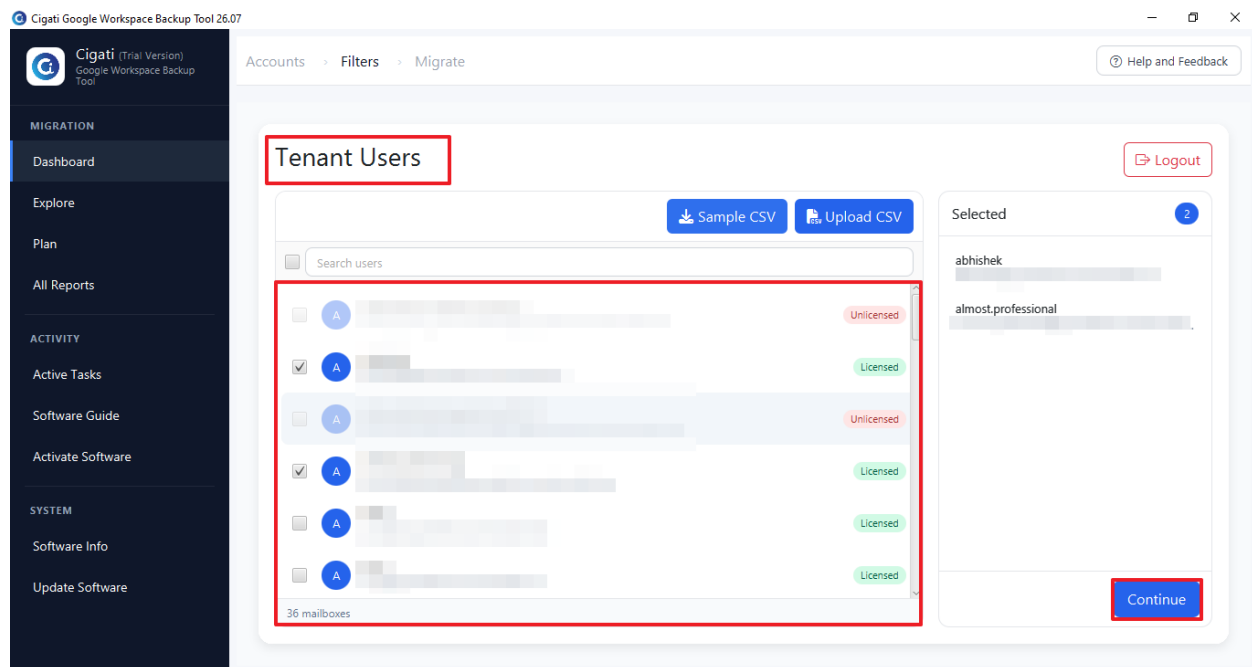
How to Create Client ID and Client Secret: How to Create an Azure Active Directory Application & Enable API Permissions?

Note: Minimal Permission for users: These are the permissions of the **Application Types**:

- **Sites.FullControl.All**
- **Files.ReadWrite.All**
- **User.Read.All**
- **Directory.Read.All**
- **Group.Read.All**

Step 03.2.4: Select Microsoft 365 Tenant Users

Once permission is **granted**, the software loads users from the selected Microsoft 365 tenant and displays the list of available users.



- **Tenant Users Panel - Displays** all available Microsoft 365 user accounts retrieved from the connected tenant.
- **User Selection Checkbox** - Allows you to **select** or **deselect** individual licensed users that you want to include in the migration.
- **Search for Specific Users** - Use the **Search Users** option to locate specific user accounts, if required.
- **Licence Status Indicator** - Identifies whether a user account is **licensed** or **unlicensed**. **Only licensed** users are eligible for migration and can be selected for processing, except shared users.
- **Download Sample CSV** - Click **Sample CSV** to download the sample CSV template for bulk user selection.
- **Upload CSV Button - Imports** a CSV file containing user details or mappings, allowing you to select multiple users for migration in a single operation.

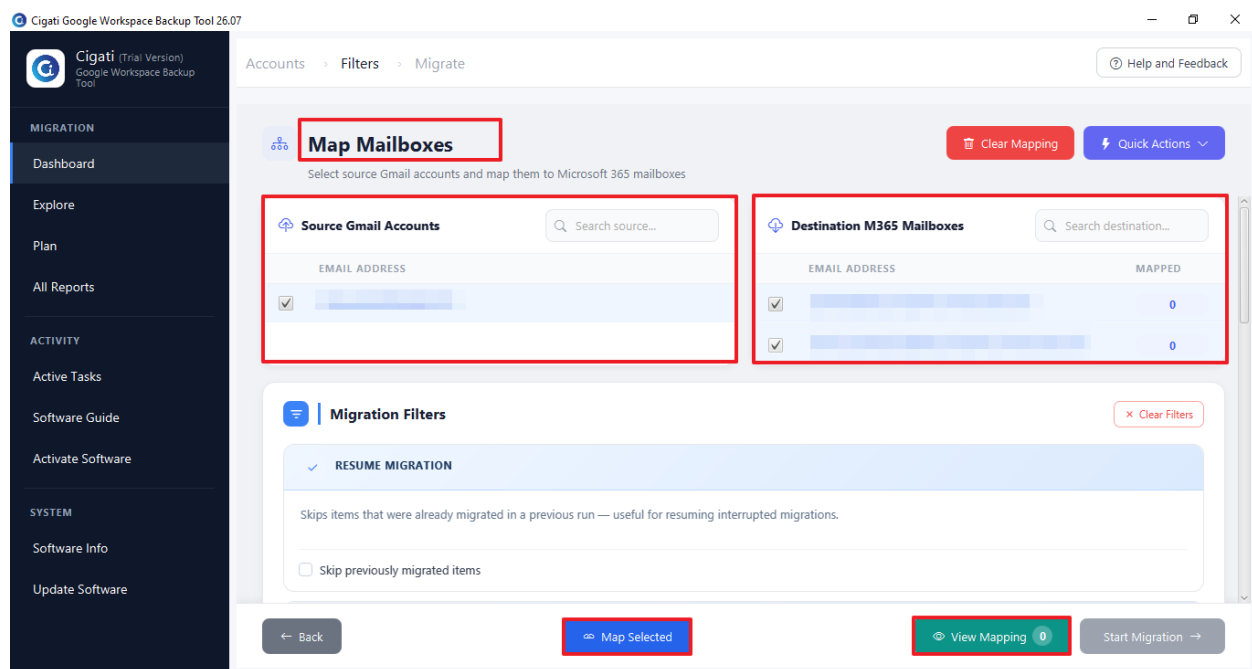
- **Selected Users Panel** – **Displays** all licensed users that have been selected for migration.
- **Selected User Counter** – **Shows** the total number of users currently selected for migration.
- **Continue Button** – Proceeds to the next step of the migration process after the required users have been selected.
- **Logout Option** – Disconnects the currently connected Microsoft 365 tenant, allowing you to sign in with a different tenant account if needed.

Note: If you are migrating multiple accounts, use the **CSV import option** to map users in **bulk** efficiently. After verifying all selections, click **Continue** to move forward to the filter configuration stage.

Step 03.2.5: Map Source Google Workspace users to Destination Microsoft 365 users

In the **Map users** section, map the selected Google Workspace (formerly G Suite) source users to their corresponding Microsoft 365 destination users. This step ensures that users' data is migrated to the correct Microsoft 365 user account during the migration process.

The following features are available to help configure source-to-destination user mappings:



Select Source users

- The left panel displays all selected Google Workspace (formerly G Suite) users available for migration.
- Review the listed email addresses and **choose** the source users you want to migrate.
- Use the **Search Source** option to quickly locate a specific Google Workspace (formerly G Suite) account.
- Provides the option to **select** individual or multiple source Gmail accounts for users mapping.

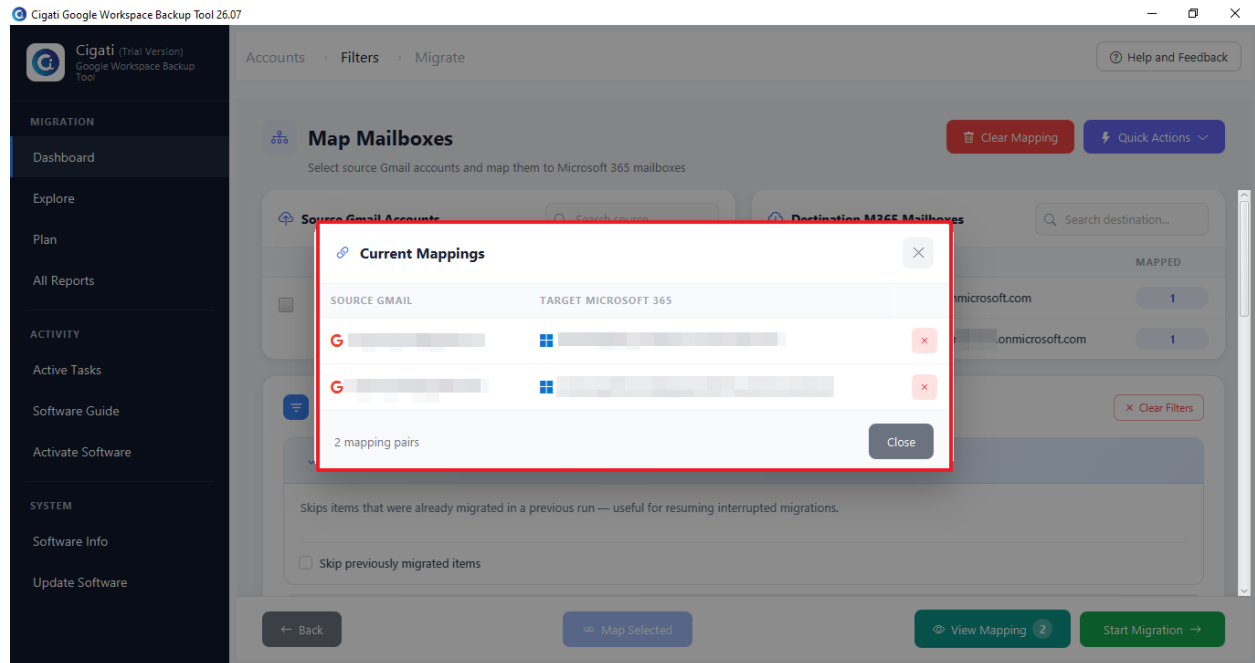
Select Destination users

- The **Destination M365 users** panel displays all available Microsoft 365 users.
- Select the corresponding destination users where the data will be migrated.
- Use the **Search Destination** option to find a specific destination account.
- The **Mapped** column indicates how many source users are currently assigned to each destination user.

Map Selected Button

- Select the required source users and corresponding destination users.
- Click **Map Selected** to establish the user's relationship.
- The tool will associate the selected Google Workspace (formerly G Suite) users with the selected Microsoft 365 users.
- Repeat the process until all required users are mapped.

View Mapping Button



- Click **View Mapping** to review all configured user mappings.
- Displays a summary of source and destination users' relationships.
- Helps verify that every Google Workspace (formerly G Suite) user is mapped to the correct Microsoft 365 users before migration.

Supported Mapping Types

The software supports multiple users mapping configurations to accommodate different migration requirements:

- **One-to-One Mapping** – One source user is mapped to one destination user.
- **One-to-Many Mapping** – A single source user is mapped to multiple destination users.
- **Many-to-One Mapping** – Multiple source users are consolidated into a single destination user.
- **Many-to-Many Mapping** – Multiple source users are mapped to multiple destination users according to the defined mapping configuration.

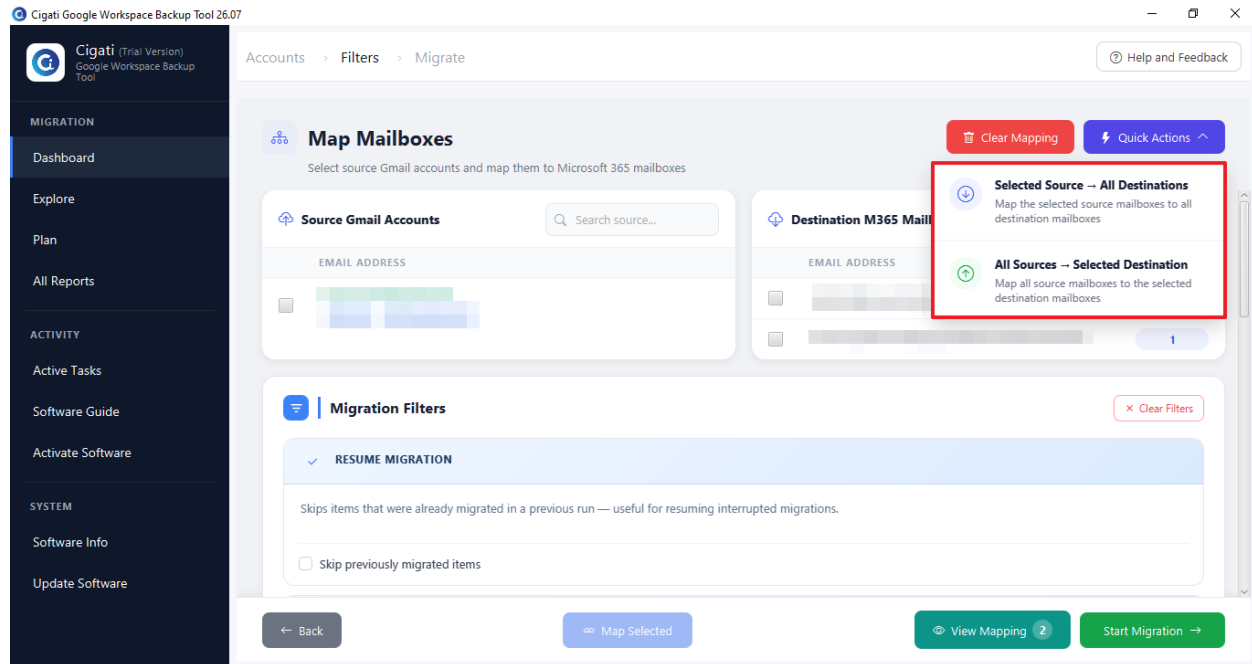
Clear Mapping Button

- Click **Clear Mapping** to remove all existing user mappings.
- Use this option when you need to recreate or modify the mapping configuration.
- After clearing, you can create new mappings as required.

Quick Actions Feature

The **Quick Actions** menu provides automated users mapping options to simplify the mapping process during migration.

It offers the following mapping options:



Selected Source → All Destinations

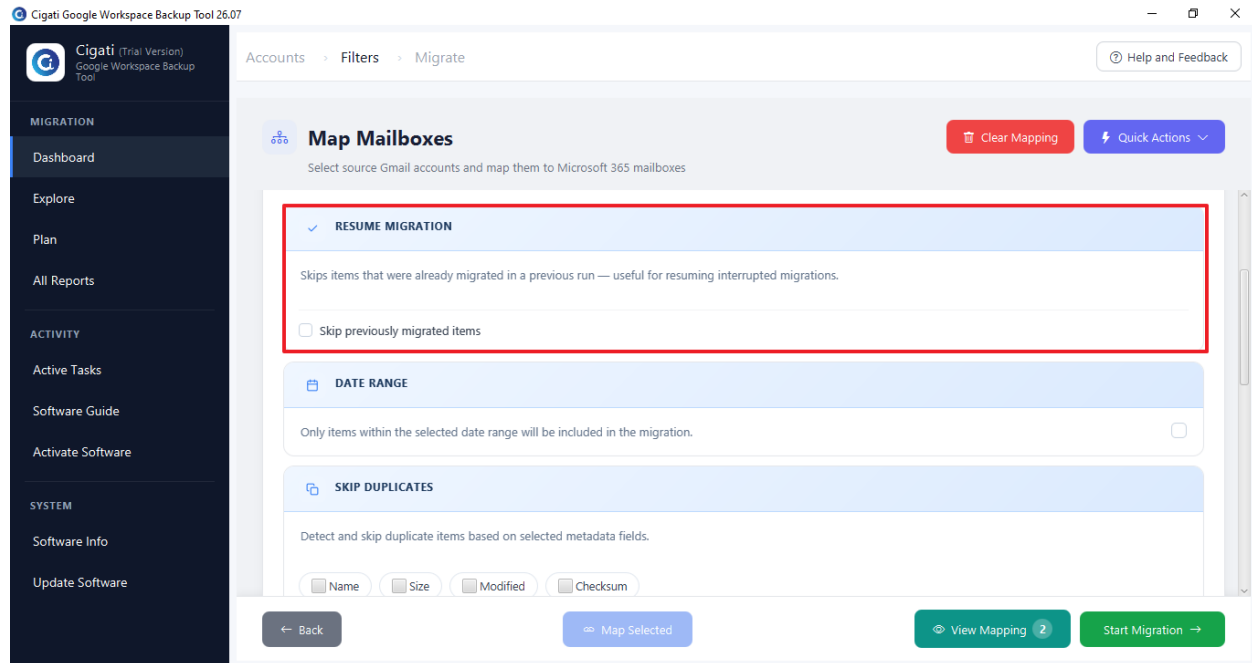
- Maps the selected source users to all selected destination users.
- This option is useful when a source user needs to be associated with multiple destination users.
- Select the required source users before using this option.

All Sources → Selected Destination

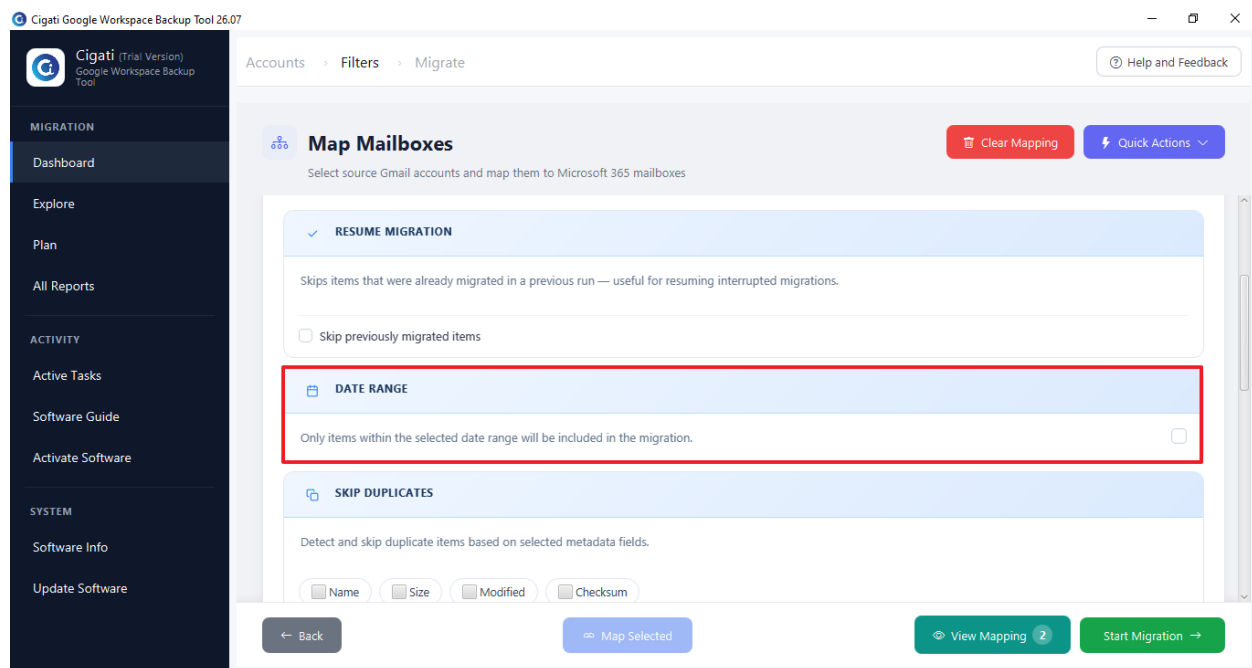
- Maps all selected source users to the selected destination users.
- This option is useful for user consolidation scenarios where multiple source users need to be migrated to a single Microsoft 365 user.
- Select the required destination users before applying this option.

Migration Filters - Overview

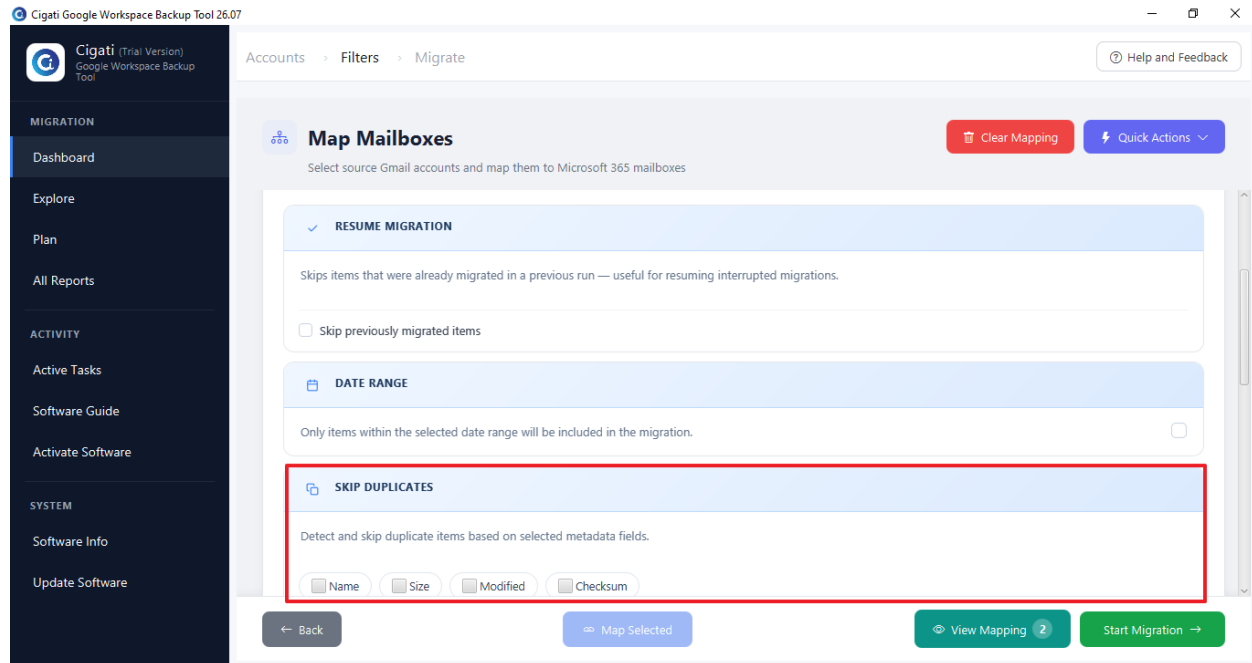
Apply the required **Migration Filters** according to your needs.



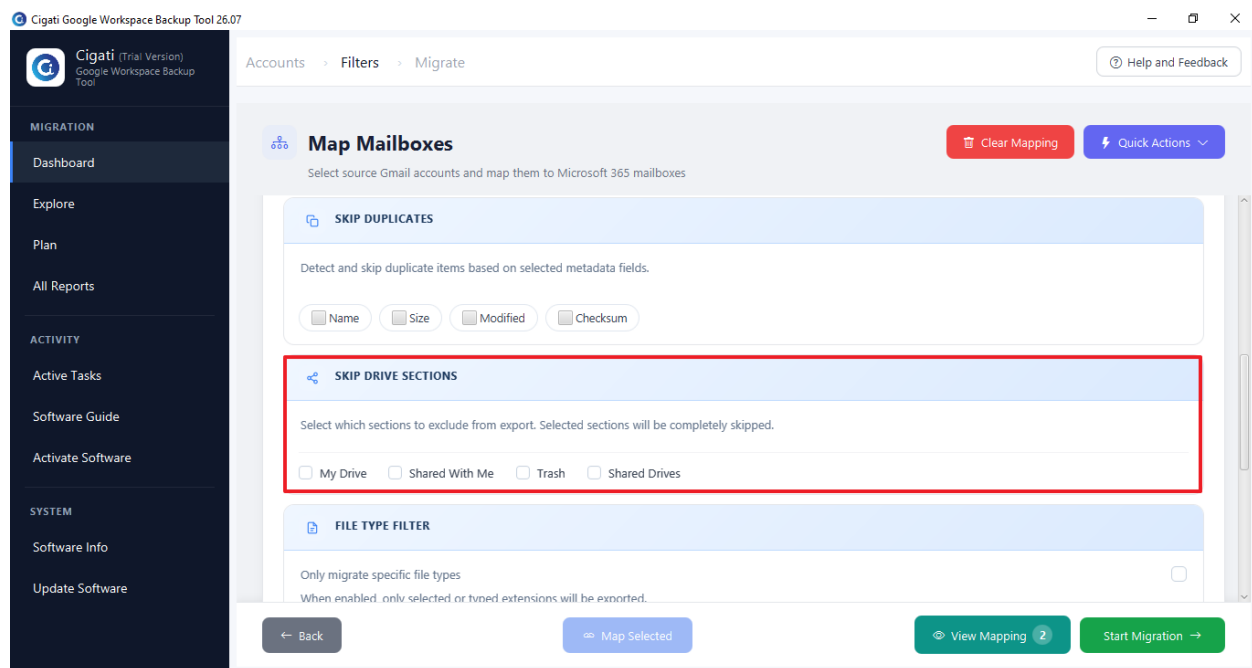
- **Resume Migration:** Skips previously migrated items and continues an interrupted migration.



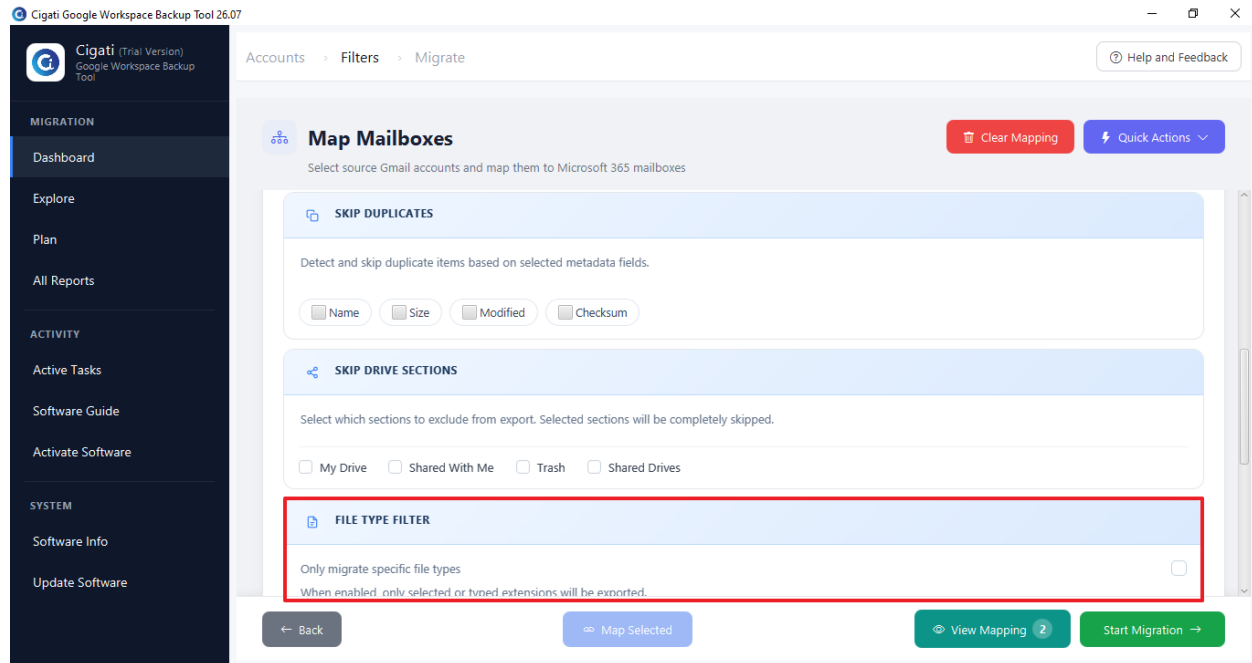
- **Date Range:** Migrates only the items that fall within the selected date range.



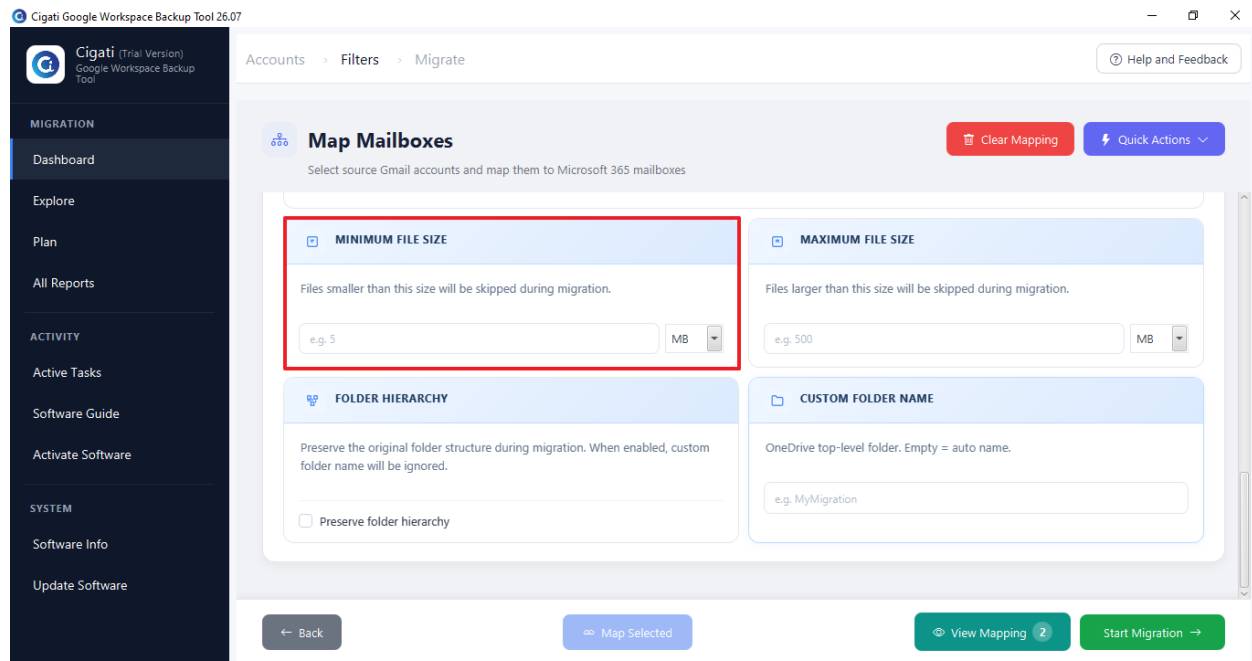
- **Skip Duplicates:** Select the required duplicate-check criteria, such as **Name**, **Size**, **Modified**, or **Checksum**, to detect and skip duplicate files during export.



- **Skip Drive Sections:** Choose the **Google Drive sections** you want to exclude from the export, such as **My Drive**, **Shared With Me**, **Trash**, or **Shared Drives**.



- **File Type Filter:** Enable the **File Type Filter** option, then select specific Google Workspace file types such as **Docs**, **Sheets**, **Slides**, and **Forms**, or enter custom file extensions in the provided field and click **Add** to export only the selected file types.



- **Set Minimum File Size:** Specify a **minimum file size** value (in **MB** or **GB**) to skip files smaller than the defined size during the export process.

Map Mailboxes

Select source Gmail accounts and map them to Microsoft 365 mailboxes

MINIMUM FILE SIZE

Files smaller than this size will be skipped during migration.

e.g. 5 MB

MAXIMUM FILE SIZE

Files larger than this size will be skipped during migration.

e.g. 500 MB

FOLDER HIERARCHY

Preserve the original folder structure during migration. When enabled, custom folder name will be ignored.

☐ Preserve folder hierarchy

CUSTOM FOLDER NAME

OneDrive top-level folder. Empty = auto name.

e.g. MyMigration

← Back Map Selected View Mapping 2 Start Migration →

- **Set Maximum File Size:** Specify the **maximum file size** value and choose the desired unit (**MB** or **GB**) to exclude files larger than the defined size from the export process.

Map Mailboxes

Select source Gmail accounts and map them to Microsoft 365 mailboxes

MINIMUM FILE SIZE

Files smaller than this size will be skipped during migration.

e.g. 5 MB

MAXIMUM FILE SIZE

Files larger than this size will be skipped during migration.

e.g. 500 MB

FOLDER HIERARCHY

Preserve the original folder structure during migration. When enabled, custom folder name will be ignored.

☐ Preserve folder hierarchy

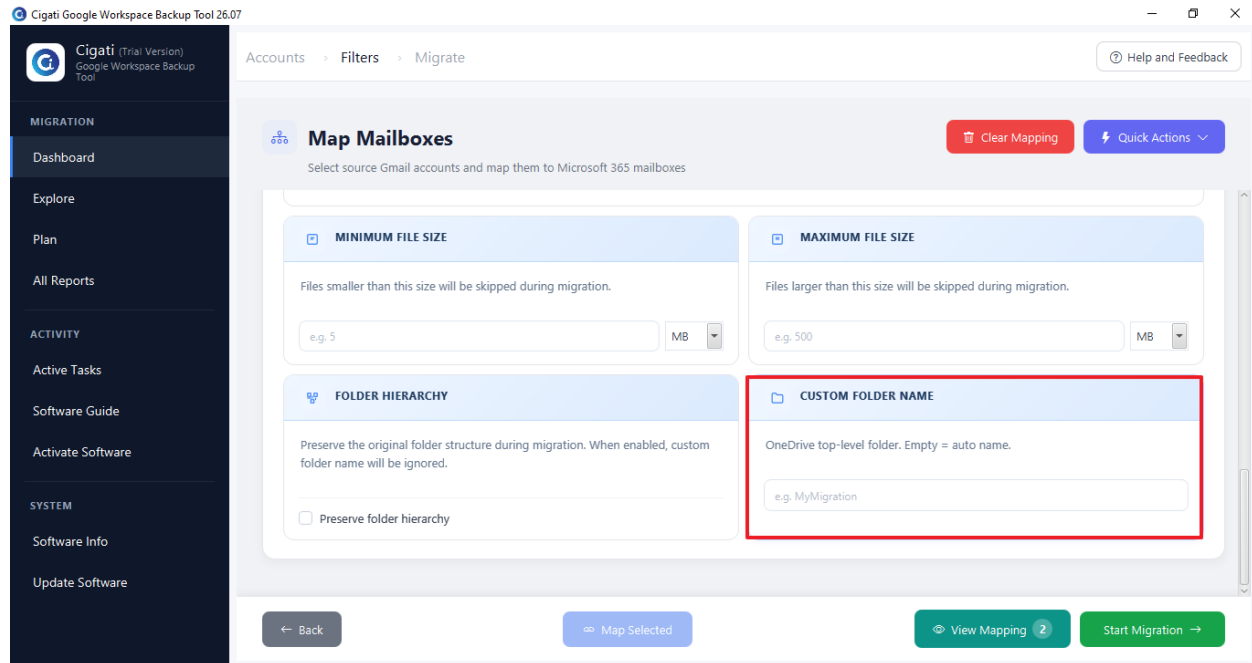
CUSTOM FOLDER NAME

OneDrive top-level folder. Empty = auto name.

e.g. MyMigration

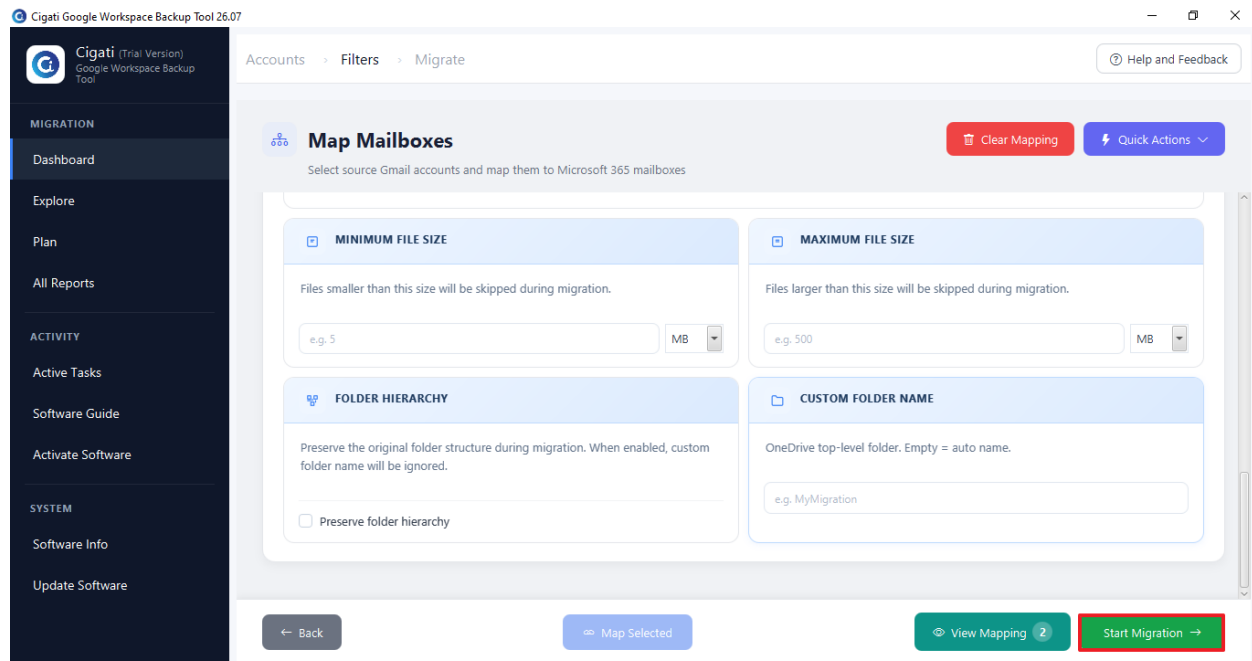
← Back Map Selected View Mapping 2 Start Migration →

- **Preserve Folder Hierarchy:** Enable the **Folder Hierarchy** option to maintain the original Google Drive folder structure in the exported data.



- **Custom Folder Name:** Specify a **custom name** for the folder where migrated data will be saved.

Step 04: Start Migration

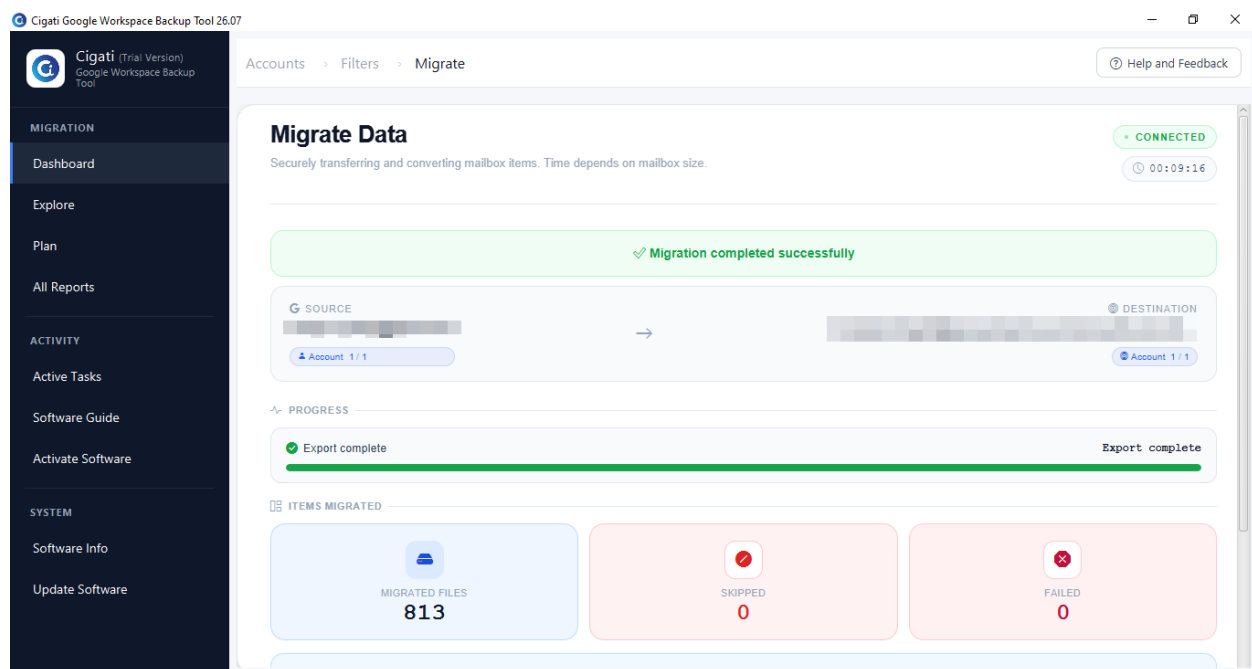


- After you finish selecting all filters and settings, click **Start Migration** to begin the migration process.
- This option begins transferring the **selected data** from the source account to the chosen destination.

- Before starting, make sure your **source**, **destination**, and **filters** are set correctly.
- You can monitor the migration status and **review progress** through the **Active Tasks** or **All Reports**.
- This helps ensure a **smooth and controlled migration** without missing any selected data.

Step 05: Migrate Data - Overview

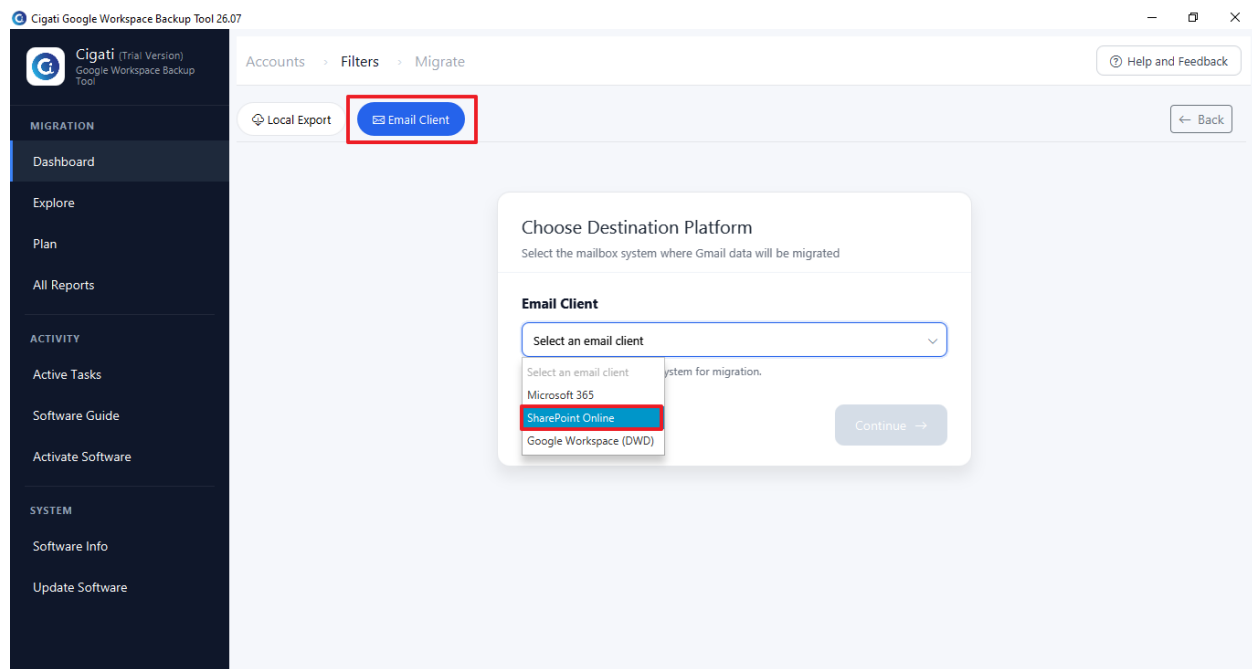
The **Migrate Data** screen provides the final migration status, progress information, and migration statistics after the data has been transferred from the source account to the destination location.



- **Migration Status** – After the export process is completed, the tool displays a '**Migration Completed Successfully**' message, confirming that the export has finished successfully.
- **Verify Source and Destination Details** – Review the **source** account and the selected **destination** location to ensure that the data has been exported to the correct destination.
- **Check Export Progress** – Verify that the progress status displays **Export Complete**, indicating that all selected data has been processed successfully.
- **View Export Summary** – Review the migration statistics, including:
 - **Migrated Files:** Total number of files successfully exported.
 - **Skipped Items:** Number of files skipped based on applied filters or settings.

- **Failed Items:** Number of files that could not be exported.
- **Verify Total Data Transferred** - Review the **Total Data Transferred** section to check the overall size of the exported data.
- **Finish the Process** - Click **Completed – Go to Accounts** to return to the **Accounts** section and proceed with another export task if required.

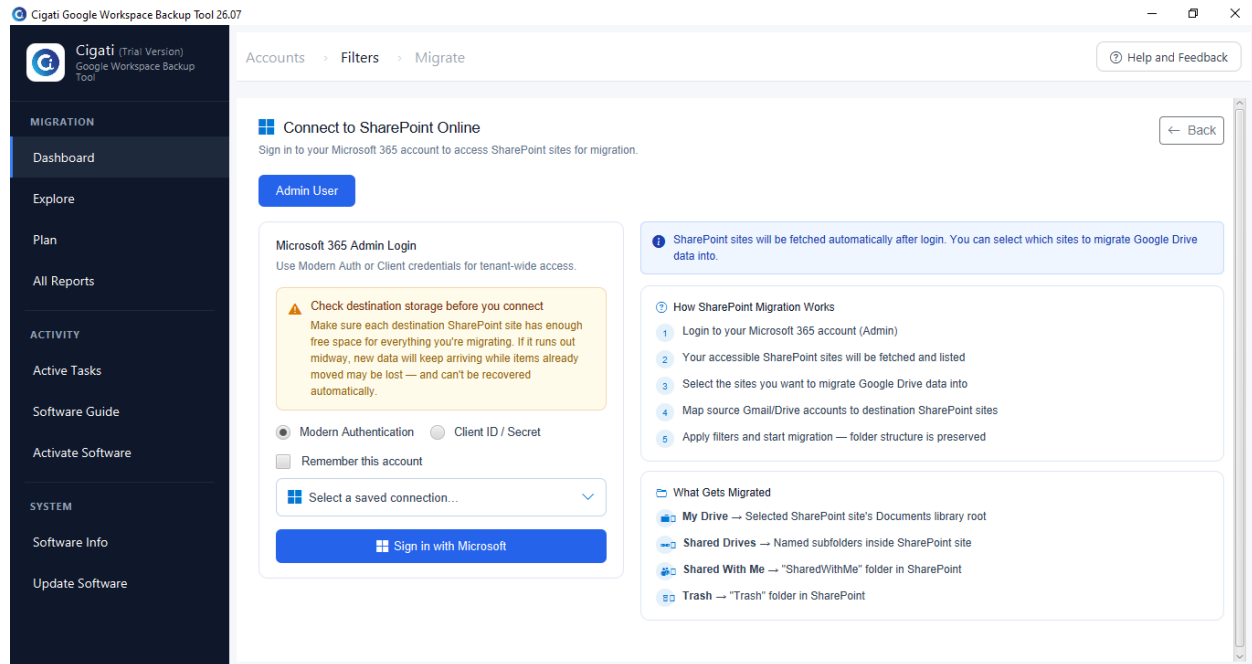
Step 03.3: Select the SharePoint Online Email Client as Destination Platform



SharePoint Online: SharePoint Online is a cloud-based collaboration and document management platform included in Microsoft 365. It enables organisations to create team sites, securely store, organise, share, and manage documents and other business content. With centralised access, permission management, version control, and real-time collaboration, SharePoint Online helps teams work together efficiently from anywhere through a web browser.

- After selecting **SharePoint Online** as the destination platform, set up the target SharePoint Online account where the Google Workspace (formerly G Suite) data will be migrated.
- Click the **Continue** button to proceed.
- The software offers only **Admin-User** mode.

Step 03.3.1: Connect to SharePoint Online

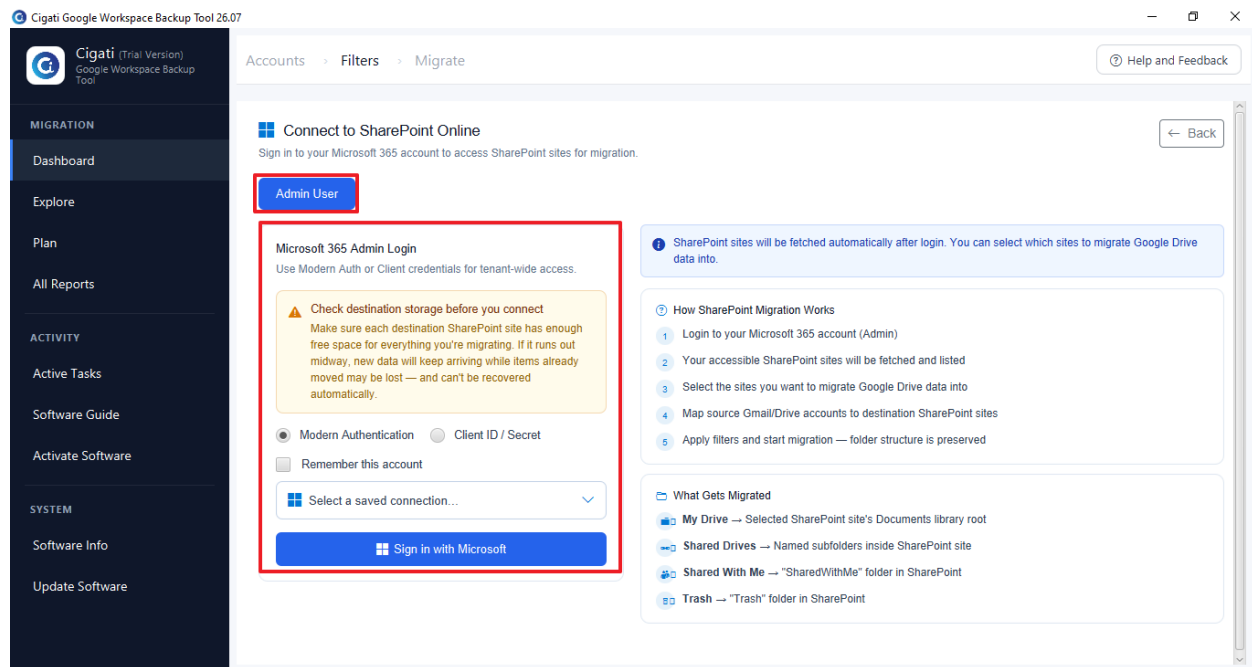


The **Connect to SharePoint Online** screen allows you to authenticate your Microsoft 365 administrator account so the migration tool can access SharePoint Online sites.

You can sign in using **Modern Authentication** (recommended) or **Client ID/Secret** authentication.

After **successful authentication**, the tool automatically retrieves all accessible SharePoint sites, which can then be selected as migration destinations.

Step 03.3.1: Connect Using Admin User Mode with Modern Authentication



1. Navigate to the **Connect to SharePoint Online** screen in the migration wizard.
2. Click the **Admin User** button to authenticate using a Microsoft 365 administrator account.
3. Choose the **Modern Authentication** method.
4. **(Optional)** Select **Remember this account** if you want the tool to save the authentication details for future sessions.
5. **(Optional)** If you have previously saved a SharePoint connection, select it from the **Select a saved connection** drop-down list.
6. If no connection is available, click **Add Connection** to create a new Microsoft 365 admin connection.
7. Click on the **Sign in with Microsoft** button.
8. After successful authentication, the tool automatically retrieves all SharePoint Online sites accessible to the signed-in administrator.
9. Once the SharePoint sites are loaded, proceed to the next screen to select destination sites and map Google Workspace accounts for migration.

Step 03.3.2: Connect Using Admin User Mode with Client ID/Secret

The screenshot shows the 'Microsoft 365 Admin Login' section of the Cigati Google Workspace Backup Tool. The 'Client ID / Secret' option is selected under 'Modern Authentication'. The form contains three input fields: 'Client ID', 'Client Secret', and 'Tenant ID'. A 'Remember this account' checkbox is present, and a 'Verify & Login' button is at the bottom. A yellow warning box states: 'Check destination storage before you connect. Make sure each destination SharePoint site has enough free space for everything you're migrating. If it runs out midway, new data will keep arriving while items already moved may be lost — and can't be recovered automatically.' On the right, a list of migration steps is provided: 1. Login to your Microsoft 365 account (Admin), 2. Your accessible SharePoint sites will be fetched and listed, 3. Select the sites you want to migrate Google Drive data into, 4. Map source Gmail/Drive accounts to destination SharePoint sites, 5. Apply filters and start migration — folder structure is preserved. Below this, a section titled 'What Gets Migrated' lists: My Drive → Selected SharePoint site's Documents library root, Shared Drives → Named subfolders inside SharePoint site, Shared With Me → "SharedWithMe" folder in SharePoint, and Trash → "Trash" folder in SharePoint.

1. Choose the **Client ID / Secret Authentication** option.
2. Enter the required Microsoft Entra ID (Azure AD) application credentials:
 - **Client Id**
 - **Client Secret**
 - **Tenant Id**
3. (Optional) Enable **Remember this account for future logins** to save the authentication details for later use.
4. Click **Verify & Login** to authenticate the application and establish a secure connection with Microsoft 365.

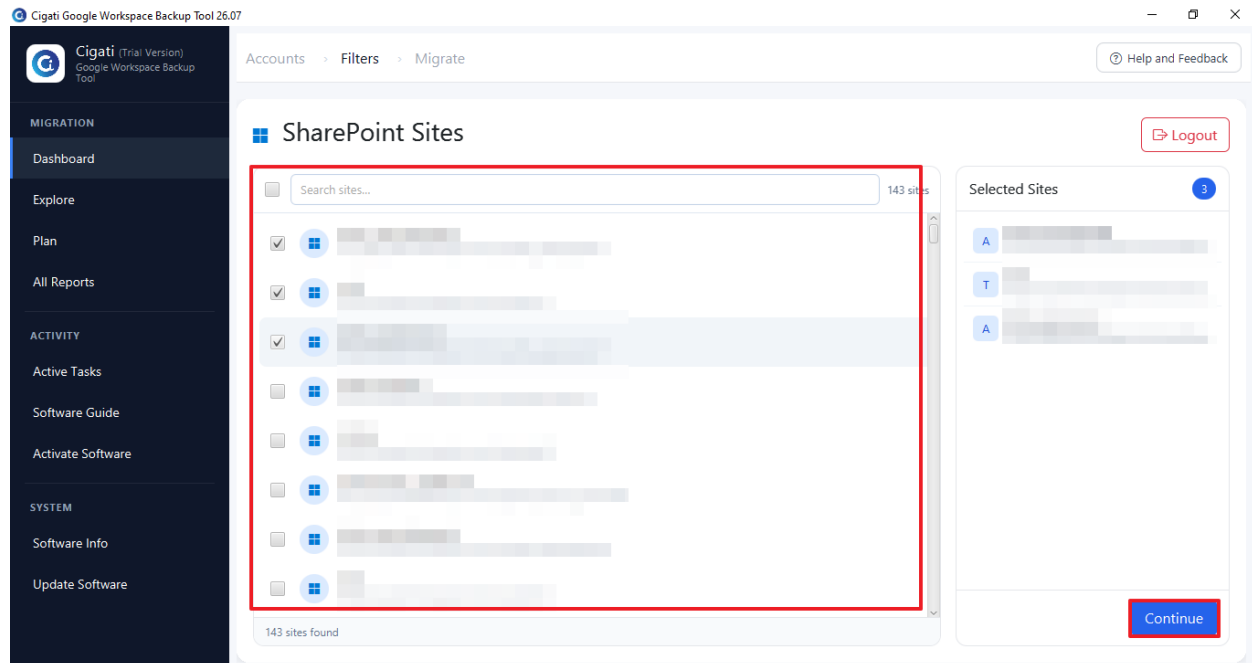
How to Create Client ID and Client Secret: [How to Create an Azure Active Directory Application & Enable API Permissions?](#)

Note: Minimal Permission For users: These are the permissions of the **Application Types**:

- **Sites.FullControl.All**
- **Files.ReadWrite.All**
- **User.Read.All**
- **Directory.Read.All**
- **Group.Read.All**

Step 03.3.4: Select SharePoint Sites

After successfully signing in to your Microsoft 365 account, the migration tool automatically retrieves all SharePoint Online sites that the authenticated admin account can access. This screen allows you to select the destination SharePoint sites where Google Drive data will be migrated.

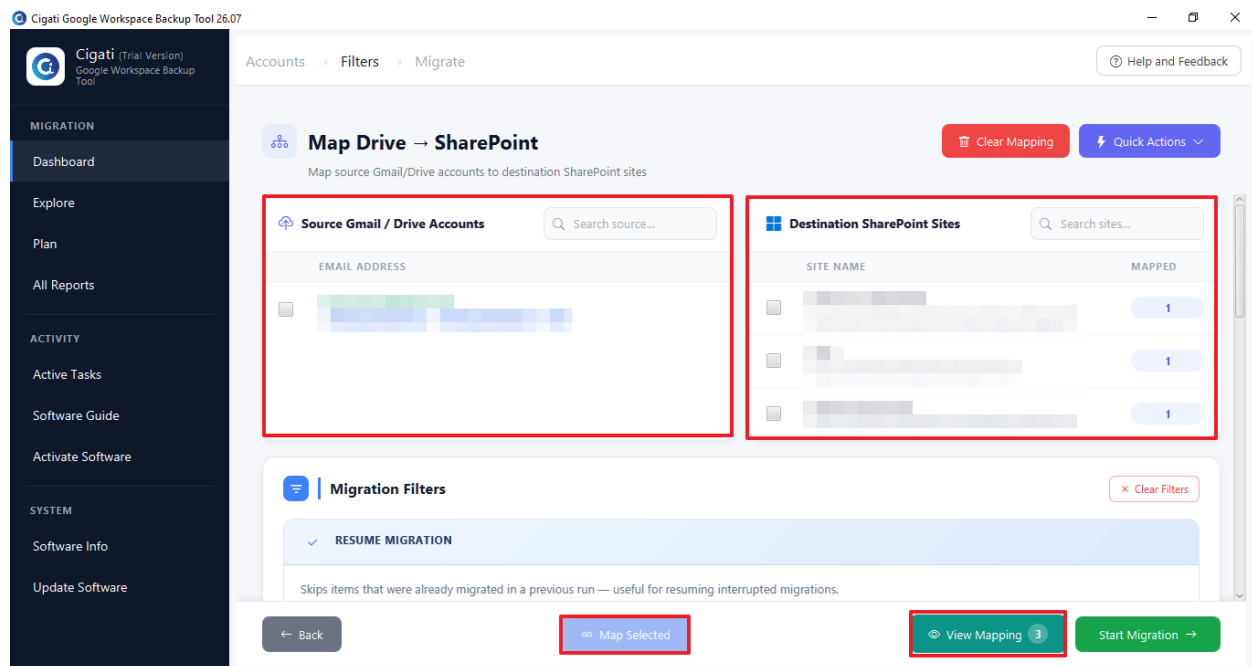


- **View Available SharePoint Sites:** The left panel displays **all SharePoint sites** fetched from your Microsoft 365 tenant. Each site includes its name and URL for easy identification.
- **Search for a Site (Optional):** Use the '**Search sites**' box at the top to quickly locate a specific SharePoint site by entering its name or URL.
- **Select SharePoint Sites:** **Check** the box next to **each SharePoint site** you want to use as a migration destination.
- **Select All SharePoint Sites:** To **select all available sites**, click the checkbox at the top of the list.
- **Review Selected Sites:** All selected SharePoint sites appear in the **Selected Sites** panel on the right. The badge at the top of the panel displays the total number of selected sites.
- **Modify Your Selection (Optional):** If you want to remove a site from the selection, simply uncheck it in the left panel. The site will automatically disappear from the **Selected Sites** list.

- **Proceed to the Next Step:** After verifying your selected SharePoint sites, click **Continue** to move to the account mapping and migration configuration stage.
- **Log Out (Optional):** If you need to sign in with a different Microsoft 365 administrator account, click **Logout** in the top-right corner and authenticate again.

Step 03.3.5: Steps to Map Google Drive Accounts to SharePoint Sites

After configuring the source Google Workspace accounts and destination SharePoint connection, navigate to the **Map Drive → SharePoint** page. This screen allows you to create mappings between source Google Drive accounts and destination SharePoint sites.



Select Source Google Drive Accounts

- The **Source Gmail / Drive Accounts** panel displays all available Google Workspace (formerly G Suite) accounts selected for migration.
- **Review** the listed email addresses and choose the source Google Drive accounts you want to migrate.
- Use the **Search Source option** to quickly locate a specific Google Workspace account.
- The tool allows you to **select** individual or multiple source Google Drive accounts for mapping.

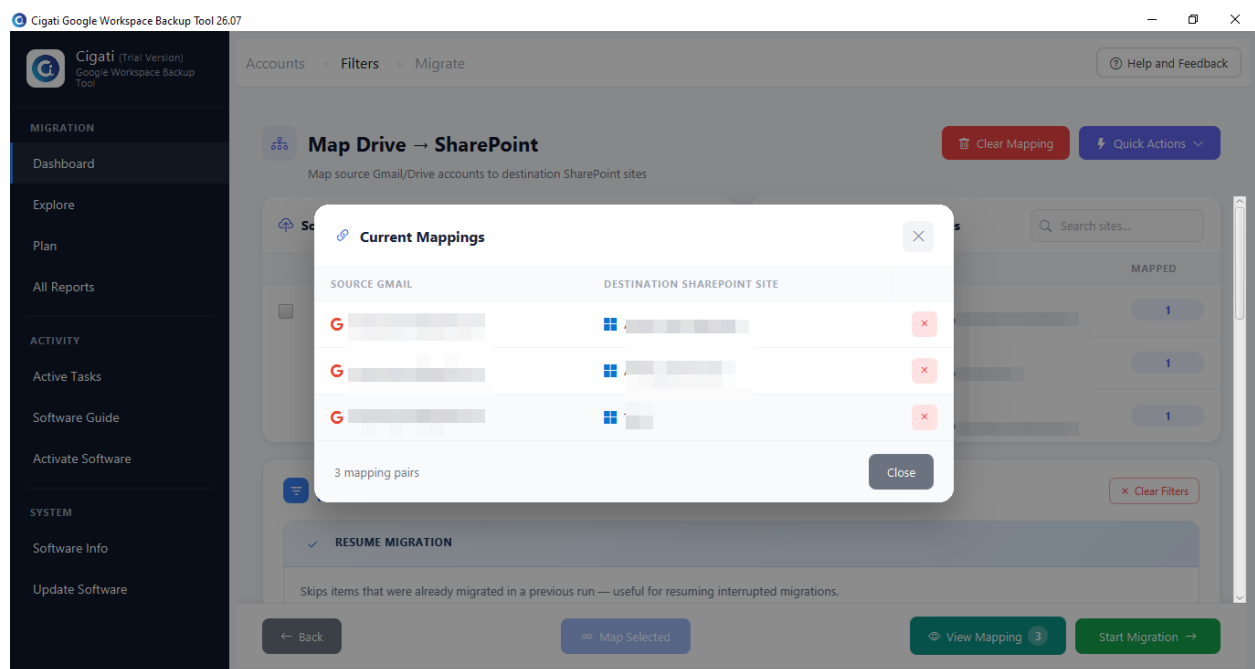
Select Destination SharePoint Sites

- The **Destination SharePoint Sites** panel displays all available SharePoint Online sites.
- Select the corresponding SharePoint site(s) where the Google Drive data will be migrated.
- Use the Search Sites option to find a specific SharePoint site by name or URL.
- You can select one or multiple destination SharePoint sites for mapping.

Map Selected Accounts and Sites

- Select the required source Google Drive account(s) and the corresponding destination SharePoint site(s).
- Click **Map Selected** to establish the migration mapping.
- The tool will associate the selected Google Drive accounts with the selected SharePoint Online sites.
- Repeat the process until all required accounts and sites are mapped.

View Mapping Button

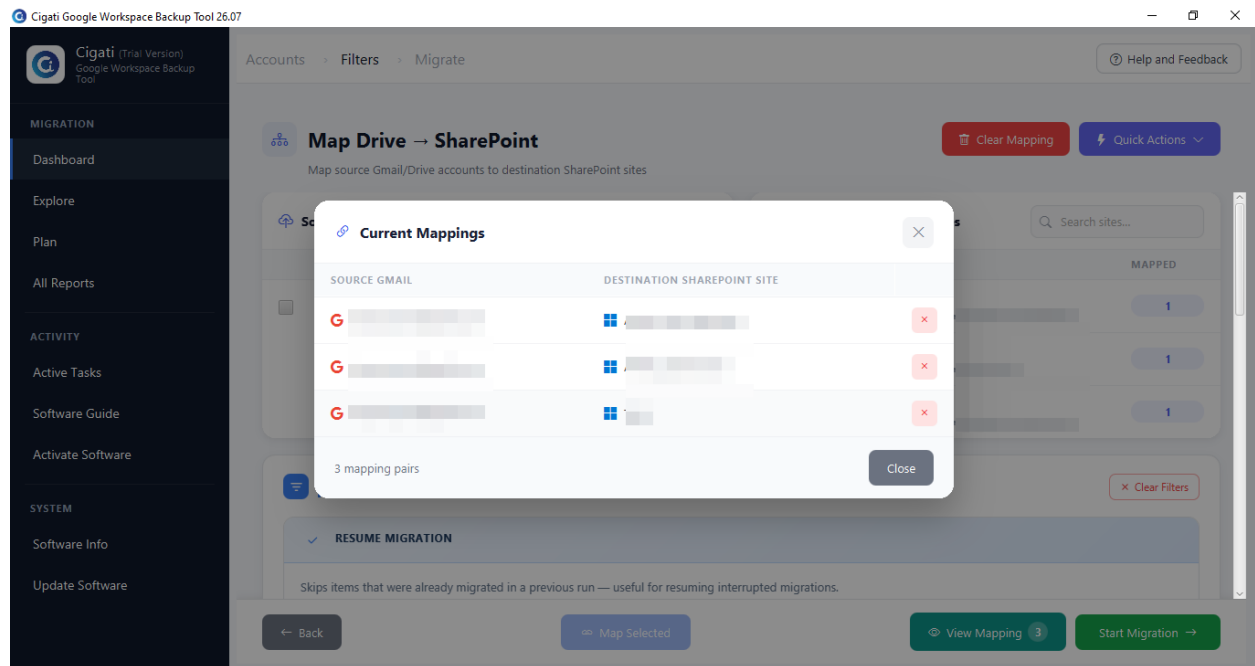


- Click **View Mapping** to review all configured source-to-destination account mappings.
- Displays a summary of the mapped Google Drive accounts and their corresponding SharePoint Online sites.
- Helps verify that each Google Drive account is mapped to the correct SharePoint site before starting the migration.

Supported Mapping Types

The software supports multiple mailbox mapping configurations to accommodate different migration requirements:

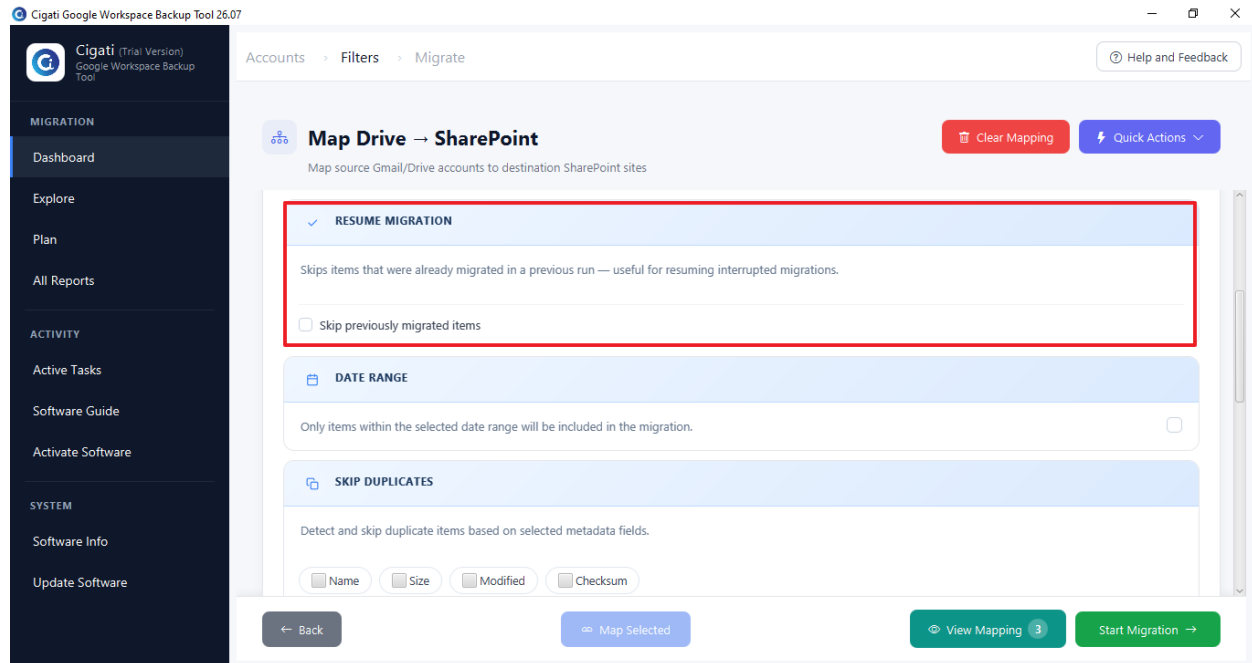
- **One-to-One Mapping** – One source mailbox is mapped to one destination mailbox.
- **One-to-Many Mapping** – A single source mailbox is mapped to multiple destination mailboxes.
- **Many-to-One Mapping** – Multiple source mailboxes are consolidated into a single destination mailbox.
- **Many-to-Many Mapping** – Multiple source mailboxes are mapped to multiple destination mailboxes according to the defined mapping configuration.



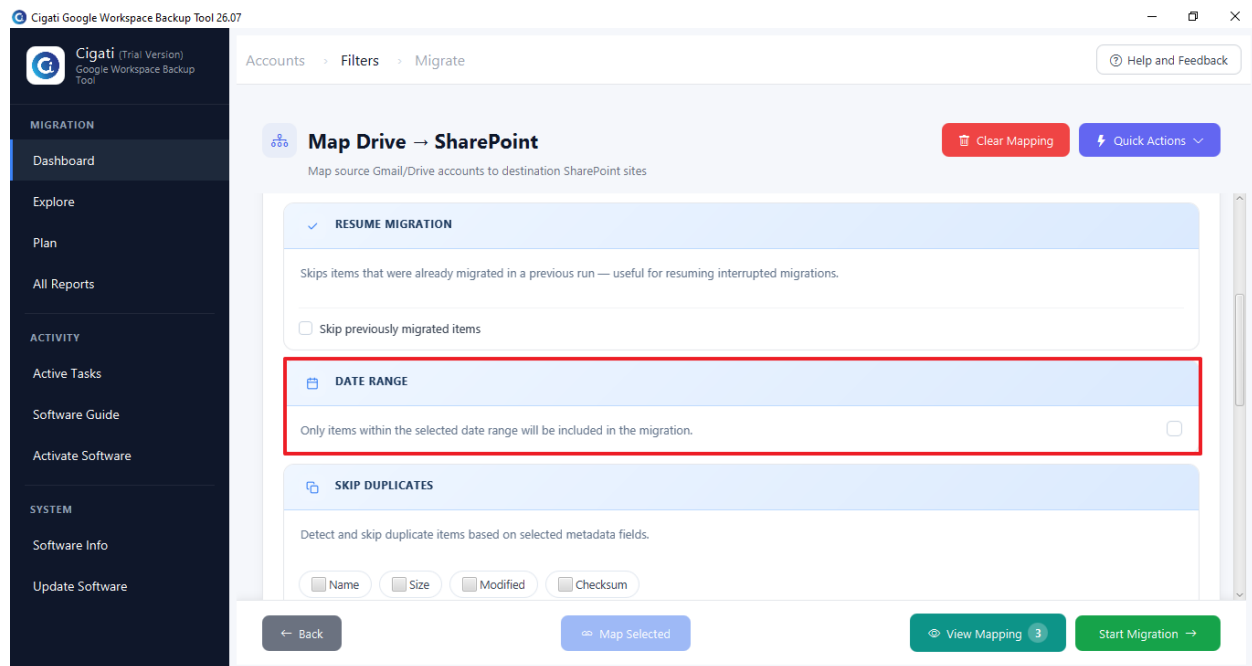
- **Clear Mapping (Optional):** If you need to remove existing mappings, click **Clear Mapping** to reset the configuration.
- **Use Quick Actions (Optional):** Use the **Quick Actions** menu to perform bulk mapping operations and speed up the configuration process.
- **Go Back (Optional):** Click **Back** if you need to return to the previous step and modify the selected SharePoint sites.

Migration Filters - Overview

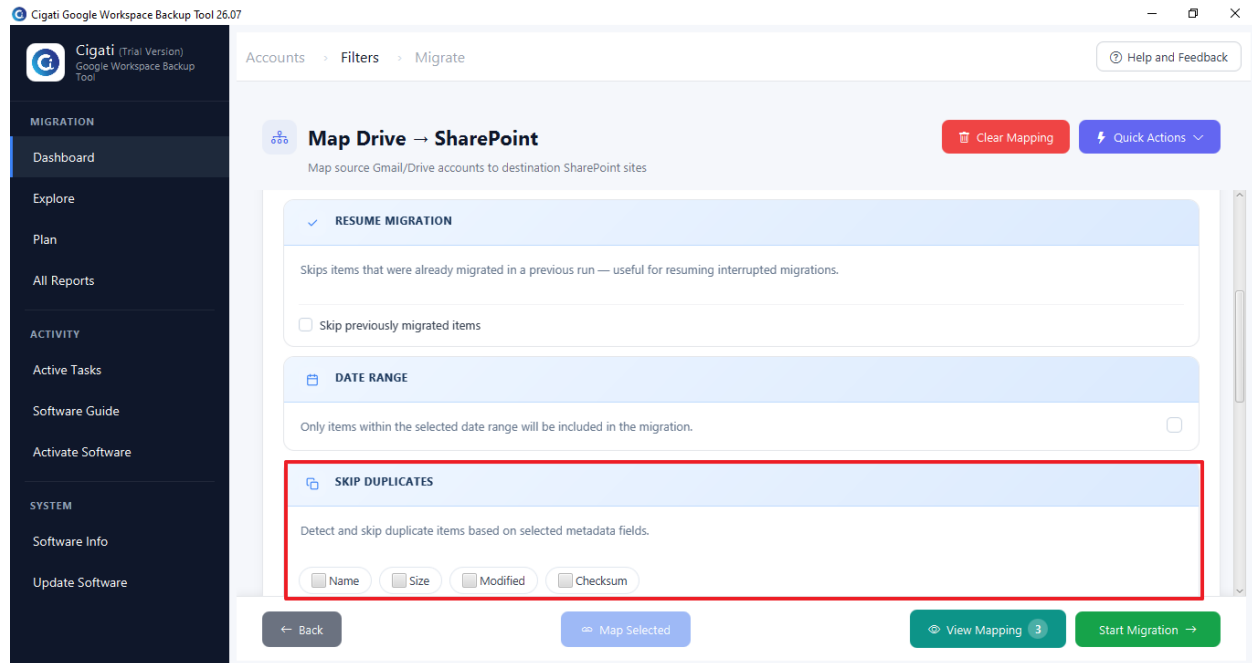
Apply the required **Migration Filters** according to your needs.



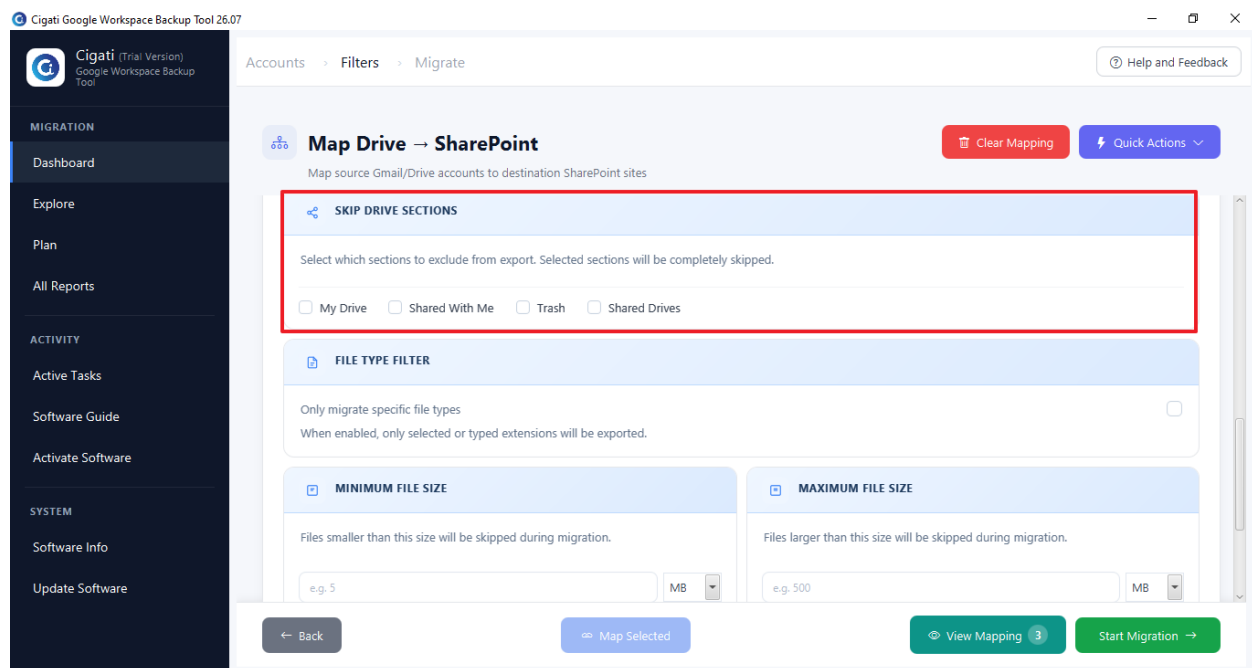
- **Resume Migration:** Skips previously migrated items and continues an interrupted migration.



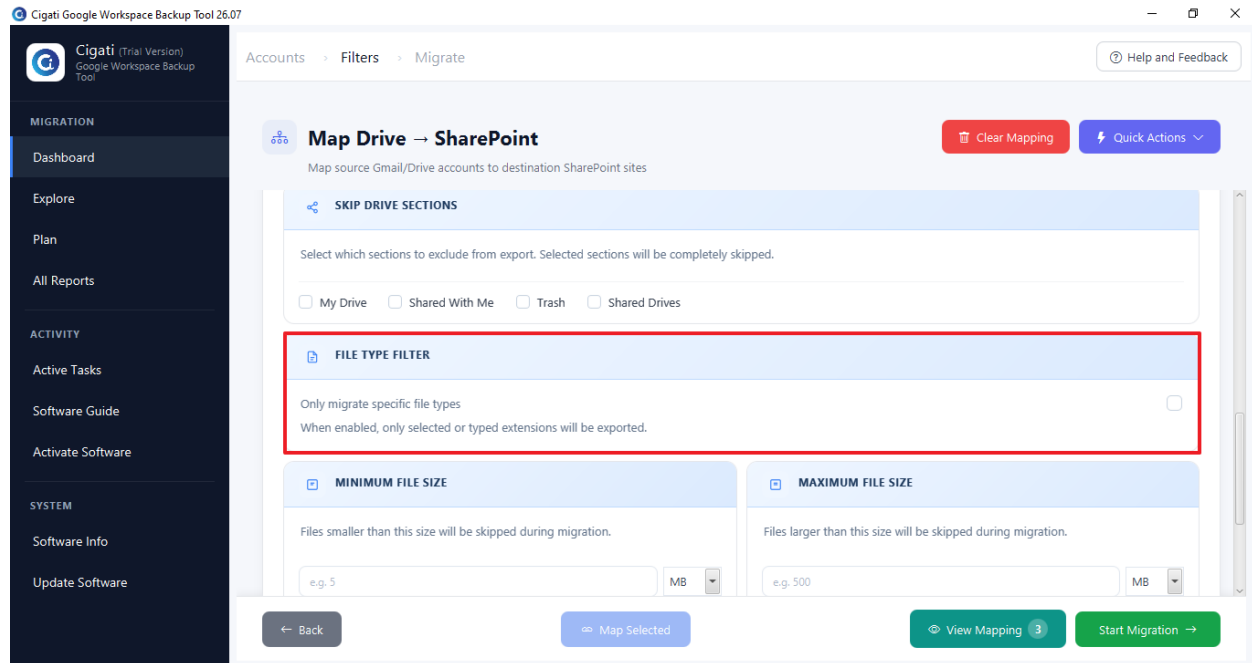
- **Date Range:** Migrates only the items that fall within the selected date range.



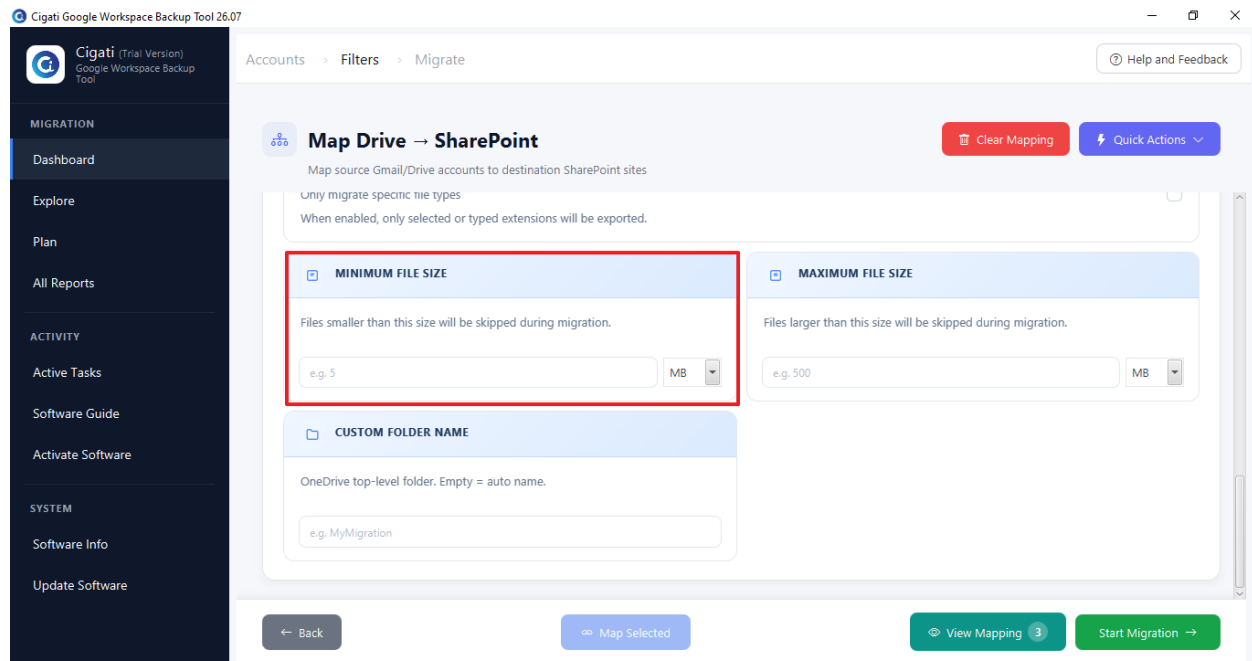
- **Skip Duplicates:** Select the required duplicate-check criteria, such as **Name**, **Size**, **Modified**, or **Checksum**, to detect and skip duplicate files during export.



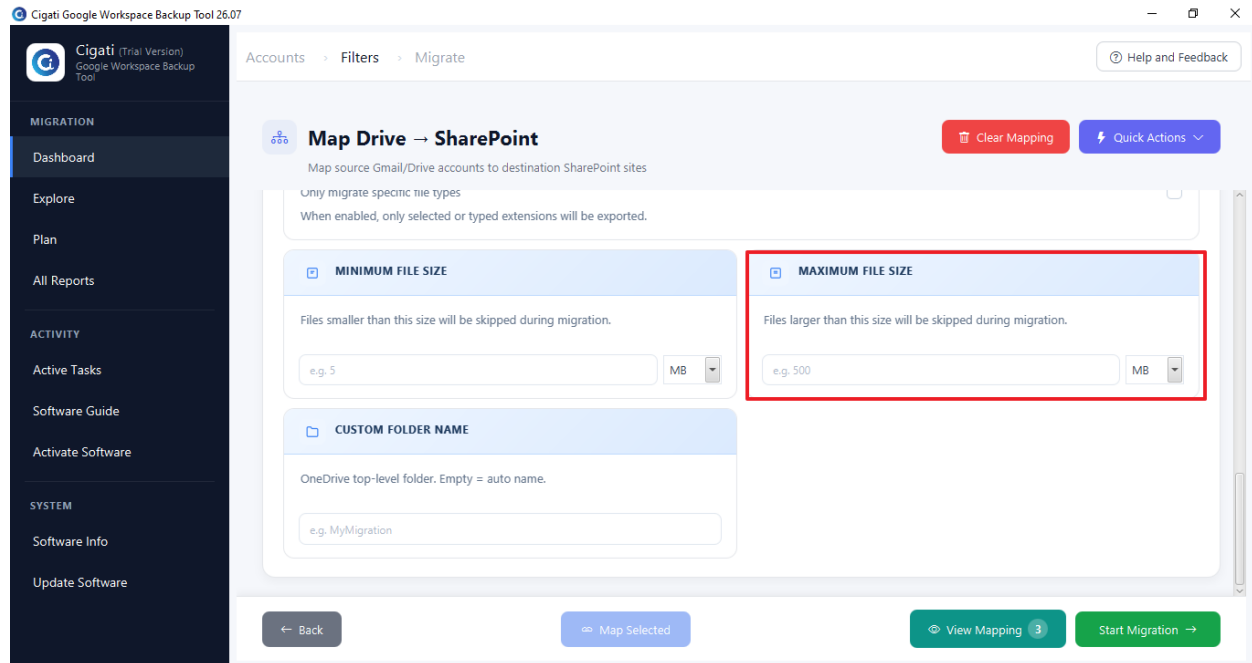
- **Skip Drive Sections:** Choose the **Google Drive sections** you want to exclude from the export, such as **My Drive**, **Shared With Me**, **Trash**, or **Shared Drives**.



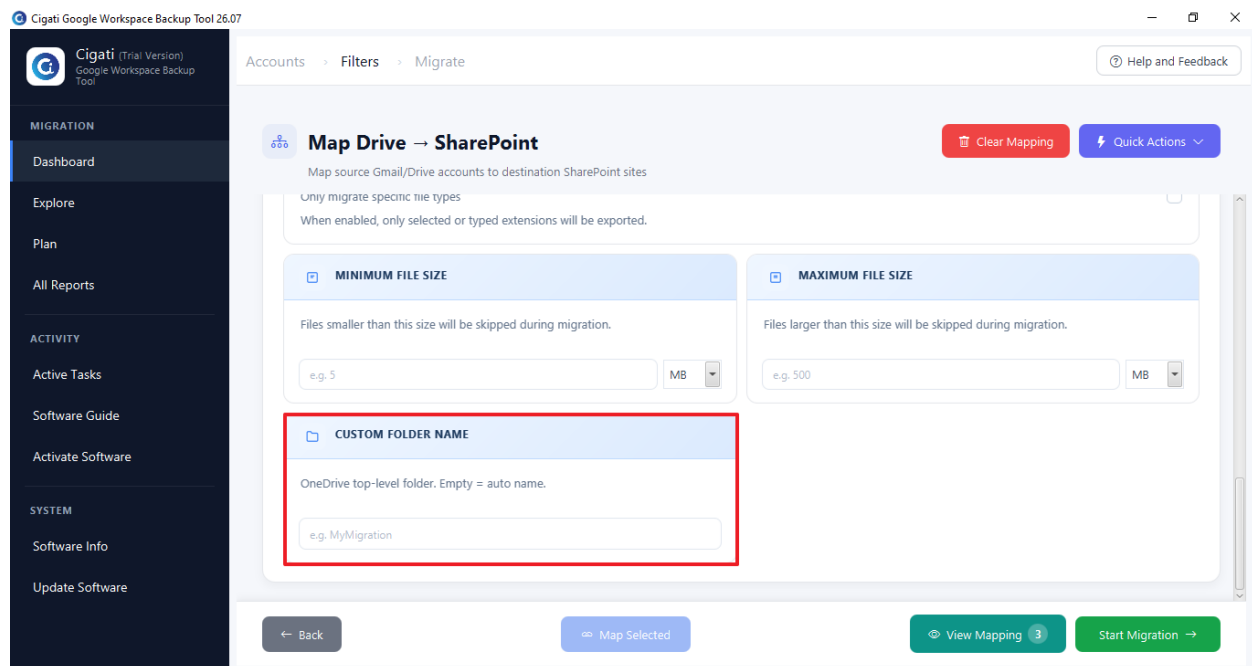
- **File Type Filter:** Enable the **File Type Filter** option, then select specific Google Workspace file types such as **Docs**, **Sheets**, **Slides**, and **Forms**, or enter custom file extensions in the provided field and click **Add** to export only the selected file types.



- **Set Minimum File Size:** Specify a **minimum file size** value (in **MB** or **GB**) to skip files smaller than the defined size during the export process.

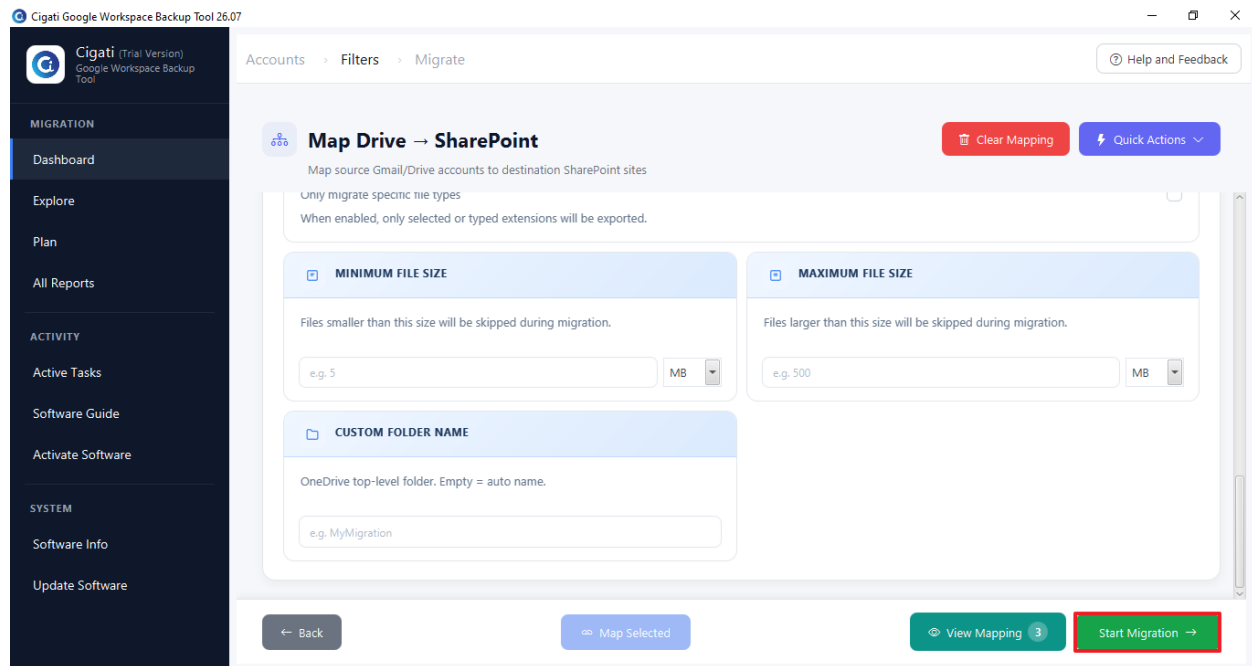


- **Set Maximum File Size:** Specify the **maximum file size** value and choose the desired unit (**MB** or **GB**) to exclude files larger than the defined size from the export process.



- **Custom Folder Name:** Specify a **custom name** for the folder where migrated data will be saved.

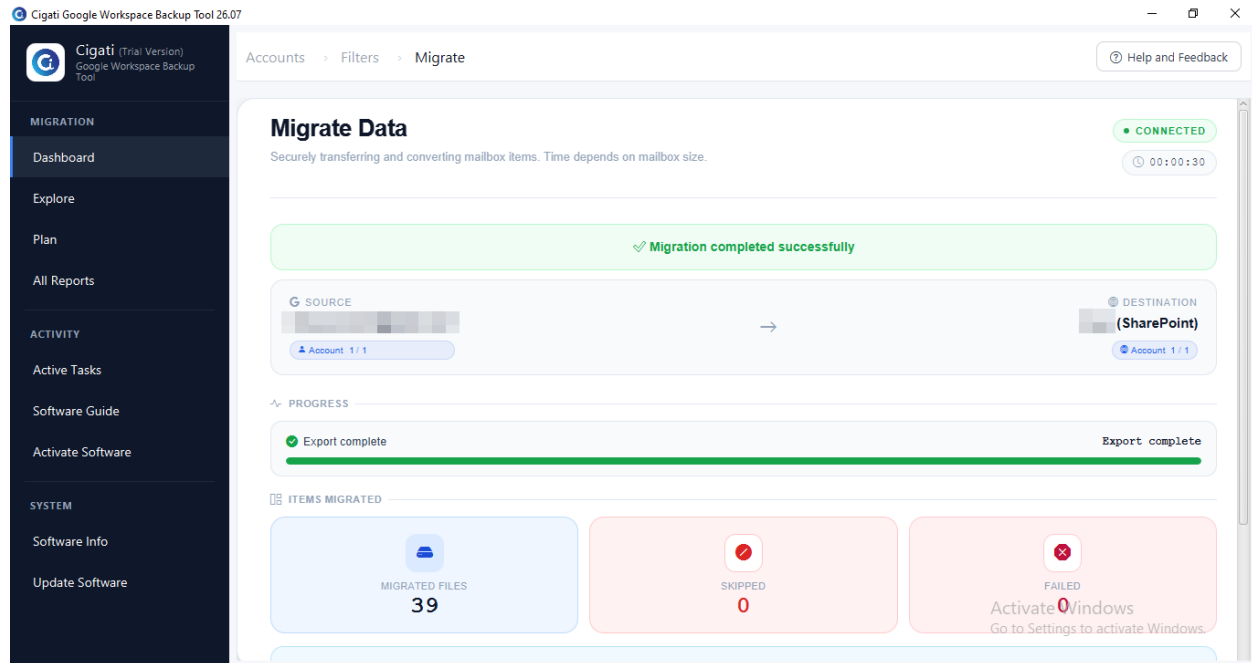
Step 04: Start Migration



- After you finish selecting all filters and settings, click **Start Migration** to begin the migration process.
- This option begins transferring the **selected data** from the source account to the chosen destination.
- Before starting, make sure your **source**, **destination**, and **filters** are set correctly.
- You can monitor the migration status and **review progress** through the **Active Tasks** or **All Reports**.
- This helps ensure a **smooth and controlled migration** without missing any selected data.

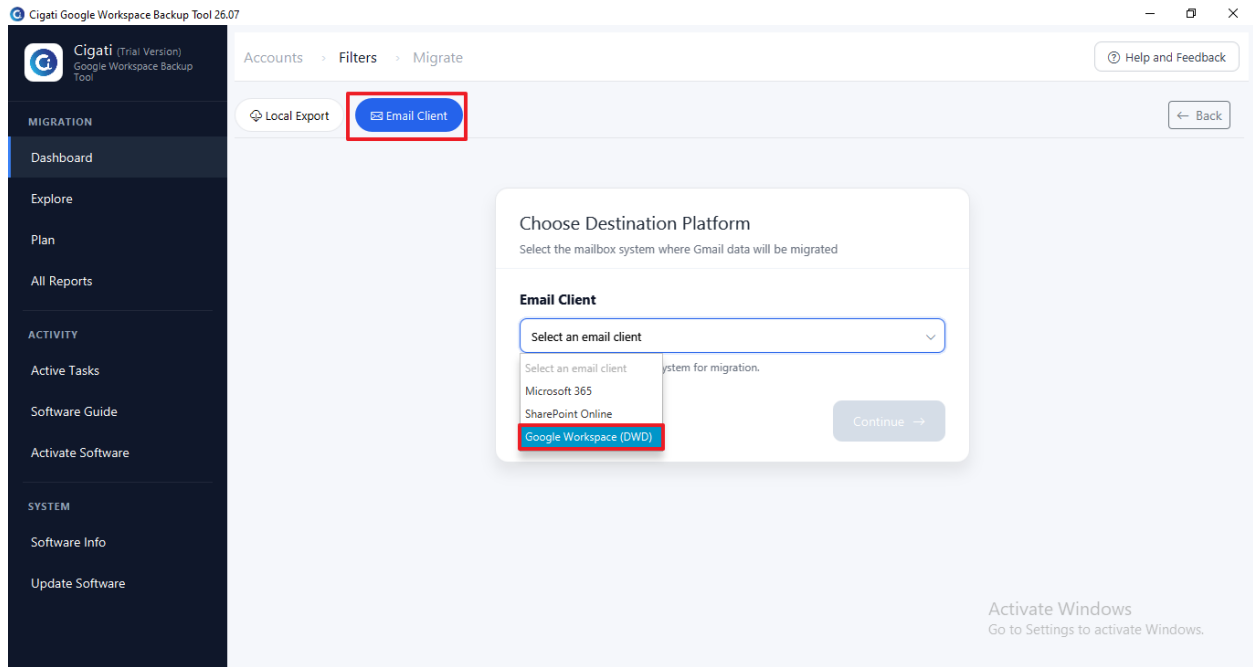
Step 05: Migrate Data - Overview

The **Migrate Data** screen displays the final migration status, progress details, and migration statistics after transferring data from the source account to the destination location.



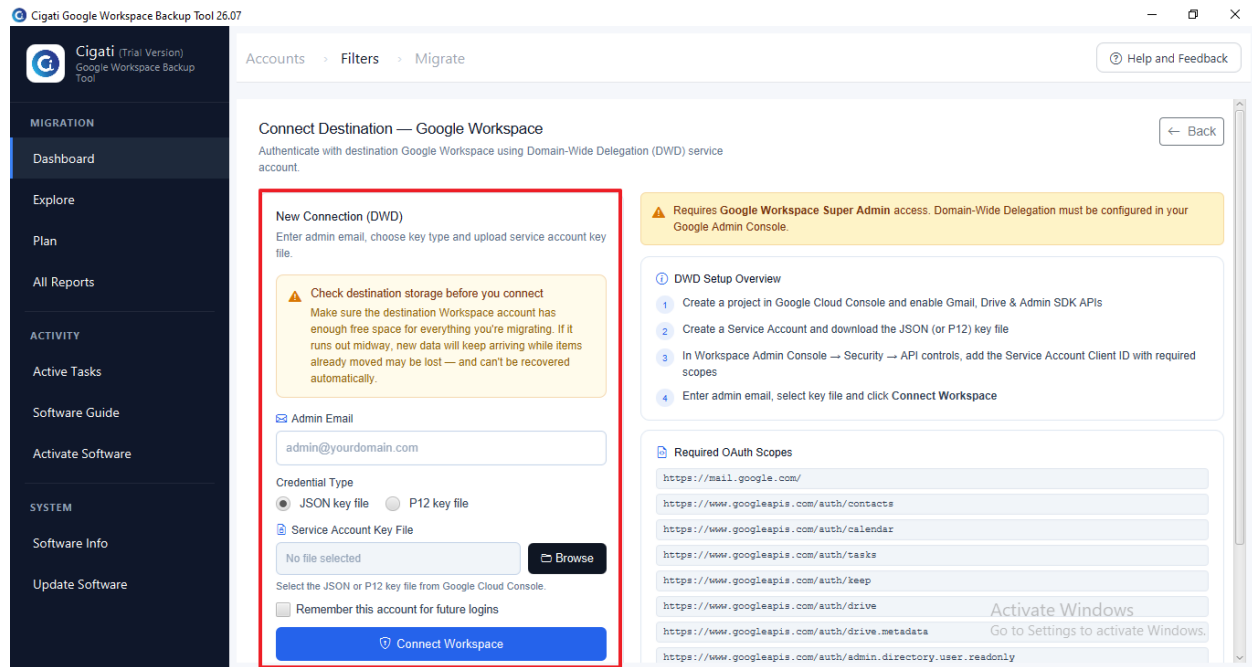
- **Migration Status** – Once the export process is finished, the tool displays a **'Migration Completed Successfully'** message confirming the successful completion of the export.
- **Verify Source and Destination Details** – Review the **source** account and the selected **destination** location to ensure the data has been exported to the correct destination.
- **Check Export Progress** – Confirm that the progress status shows **Export Complete**, indicating that all selected data has been processed successfully.
- **View Export Summary** – Review the migration statistics, including:
 - a. **Migrated Files:** Total number of files successfully exported.
 - b. **Skipped Items:** Number of files skipped based on applied filters or settings.
 - c. **Failed Items:** Number of files that could not be exported.
- **Verify Total Data Transferred** – Review the **Total Data Transferred** section to check the overall size of the exported data.
- **Finish the Process** – Click **Completed – Go to Accounts** to return to the **Accounts** section and proceed with another export task if required.

Step 03.4: Select the Google Workspace (DWD) Email Client as Destination Platform



- After selecting **Google Workspace (DWD)** as the destination platform, set up the target Google Workspace (formerly G Suite) account where the Google Workspace (formerly G Suite) data will be migrated.
- Click the **Continue** button to proceed.

Step 03.4.1: Connect the Destination - Google Workspace Admin (DWD)



1. Open the **Connect Destination - Google Workspace (formerly G Suite)** window and choose the **New Connection (DWD)** option.
2. Enter the **Google Workspace (formerly G Suite) Admin email address** in the **Admin Email** field.
3. Under **Credential Type**, select either **JSON key file** or **P12 key file**, depending on the service account key file available.
4. Click **Browse** and upload the downloaded **JSON/P12** service account key file.
5. (Optional) Enable **Remember this account for future logins** to save the account details.
6. Click **Connect Workspace** to authenticate the Google Workspace (formerly G Suite) account and proceed with the migration process.
7. After successful authentication, continue with the migration configuration and proceed to the next step.

How to Create JSON and P12 File

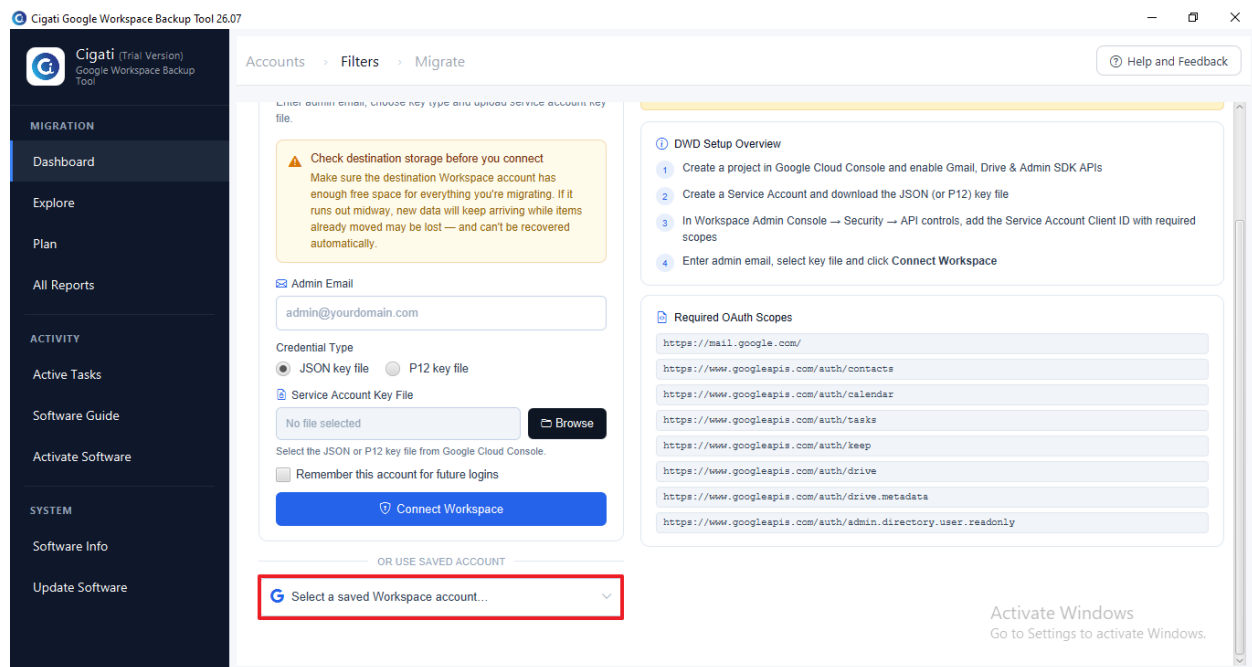
P12 File: [Project Creation, Add Scopes at Domain Level, Enable API Access in Google Cloud Console & Create p12 File](#)

JSON File: [Project Creation, Add Scopes at Domain Level, Enable API Access in Google Cloud Console & Create JSON File](#)

Note: Minimal Permission for users: These are the permissions of the **Application Types**:

- **Sites.FullControl.All**
- **Files.ReadWrite.All**
- **User.Read.All**
- **Directory.Read.All**
- **Group.Read.All**

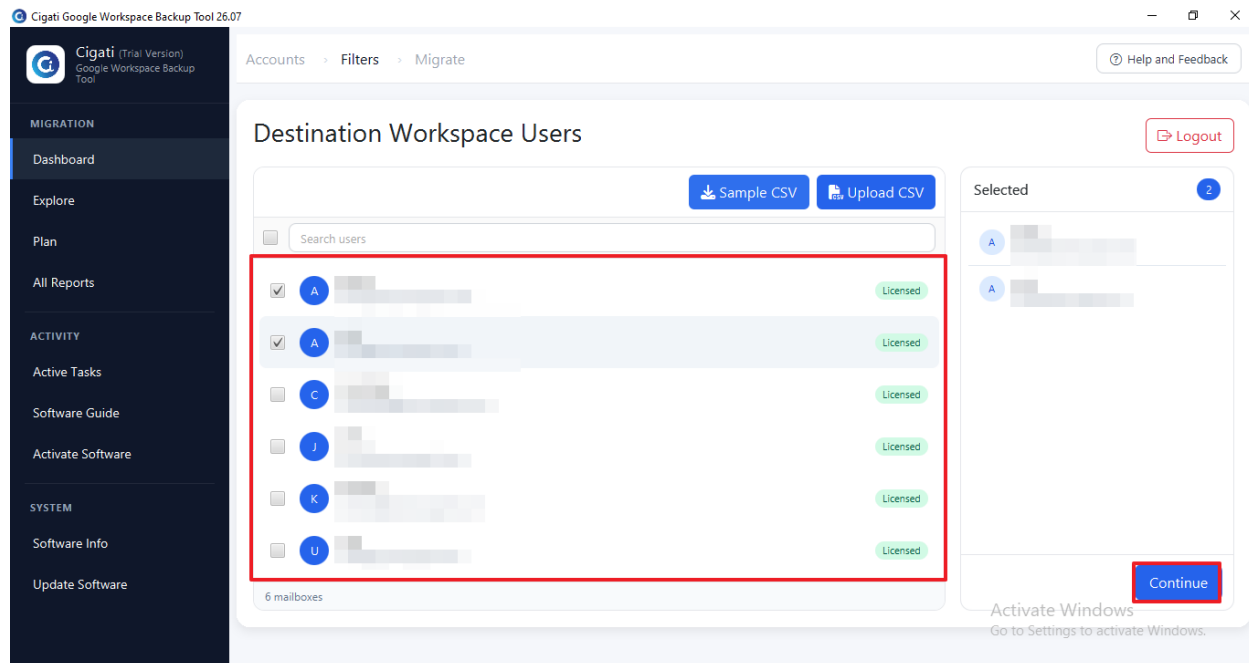
Step 03.4.2: Use Quick Access – Saved Workspace Accounts



- Click on '**Choose a saved Workspace account**' to view the list of previously saved accounts.
- **Browse** the available accounts and select the account you want to use.
- **Review** the selected account details to ensure you have chosen the correct account.
- Click **Continue with Selected Account** to proceed with the authentication process.

Step 03.4.3: Select Workspace Users

After configuring the destination account, the software displays all available users from the destination Google Workspace. Each user account is listed along with its license status, making it easy to verify eligible mailboxes before migration.



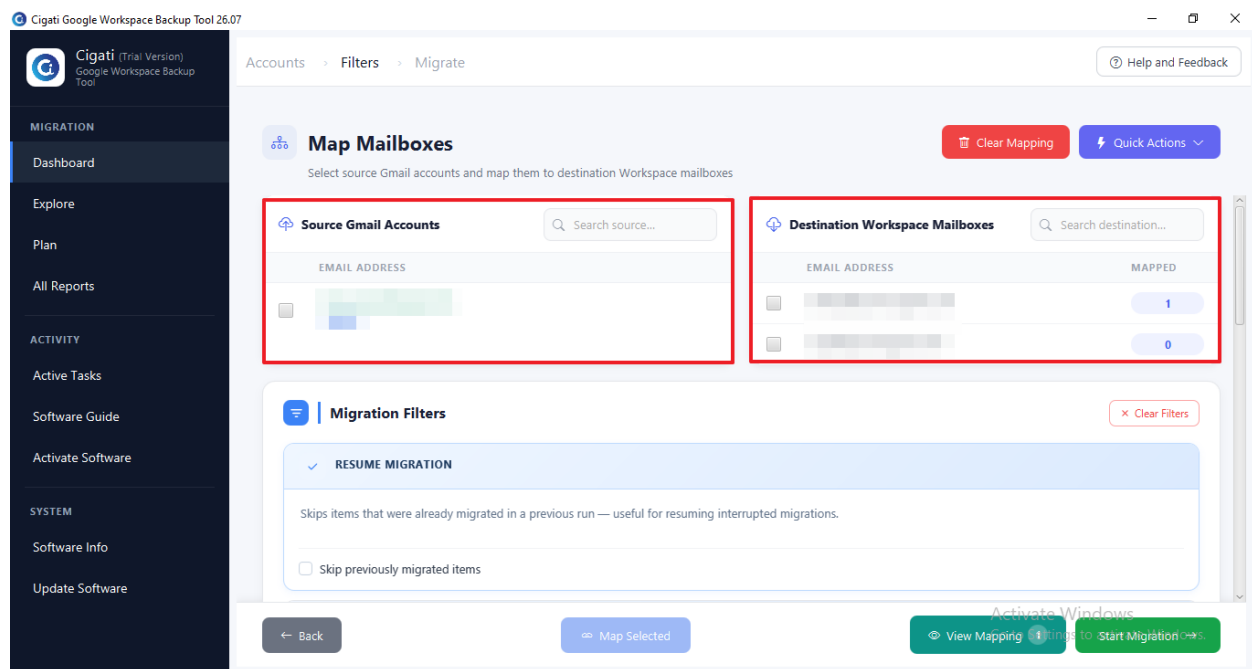
- **Workspace Users Panel - Displays** all available Workspace user accounts retrieved from the connected tenant.
- **User Selection Checkbox** - Allows you to **select** or **deselect** individual licensed users that you want to include in the migration.
- **Search for Specific Users** - Use the **Search Users** option to locate specific user accounts, if required.
- **Licence Status Indicator** - Identifies whether a user account is **licensed** or **unlicensed**. Only **licensed** users are eligible for migration and can be selected for processing, except shared users.
- **Download Sample CSV** - Click **Sample CSV** to download the sample CSV template for bulk user selection.
- **Upload CSV Button** - **Imports** a CSV file containing user details or mappings, allowing you to select multiple users for migration in a single operation.
- **Selected Users Panel - Displays** all licensed users that have been selected for migration.
- **Selected User Counter** - **Shows** the total number of users currently selected for migration.
- **Continue Button** - Proceeds to the next step of the migration process after the required users have been selected.
- **Logout Option** - Disconnects the currently connected Microsoft 365 tenant, allowing you to sign in with a different tenant account if needed.

Note: If you are migrating multiple accounts, use the **CSV import option** to map users in **bulk** efficiently. After verifying all selections, click **Continue** to move forward to the filter configuration stage.

Step 03.4.4: Map Source Gmail users to Destination Google Workspace Users

In the **Map users** section, map the selected Gmail source users to their corresponding Google Workspace (formerly G Suite) destination users. This step ensures that users' data is migrated to the correct Google Workspace (formerly G Suite) user account during the migration process.

The following features are available to help configure source-to-destination user mappings:



Select Source users

- The left panel displays all selected Gmail users available for migration.
- Review the listed email addresses and **choose** the source users you want to migrate.
- Use the **Search Source** option to quickly locate a specific Gmail account.
- Provides the option to **select** individual or multiple source Gmail accounts for users mapping.

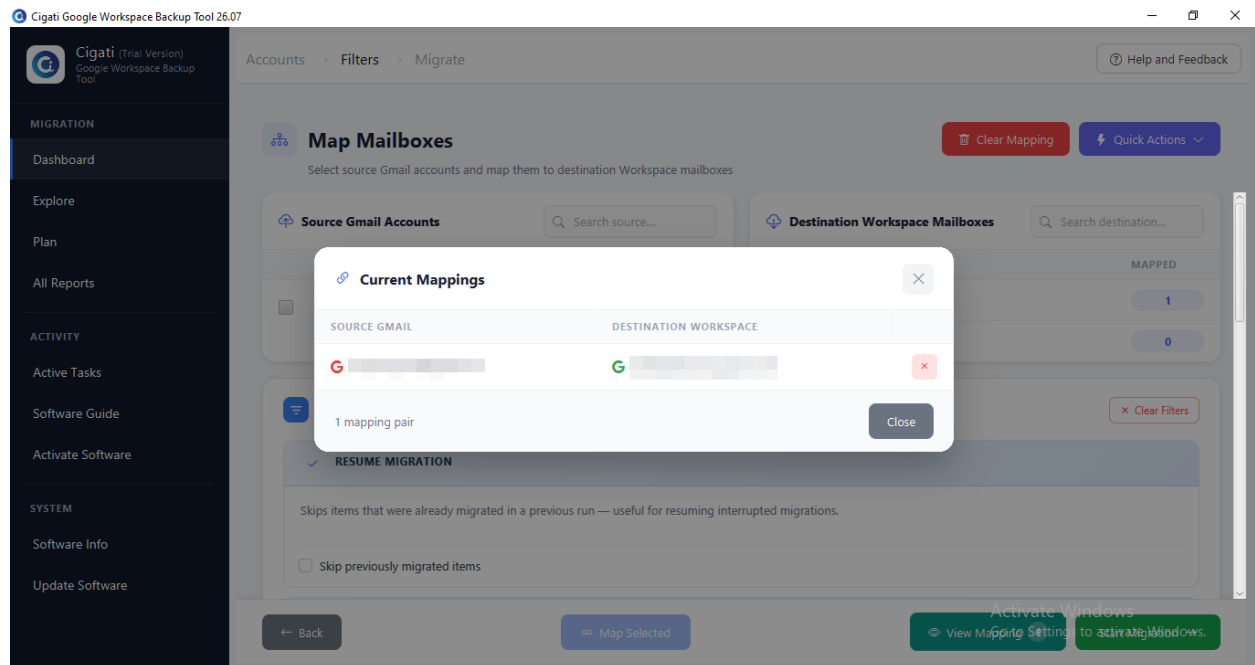
Select Destination users

- The **Destination Google Workspace (formerly G Suite) users** panel displays all available Workspace users.
- Select the corresponding destination users where the data will be migrated.
- Use the **Search Destination** option to find a specific destination account.
- The **Mapped** column indicates how many source users are currently assigned to each destination user.

Map Selected Button

- Select the required source users and corresponding destination users.
- Click **Map Selected** to establish the user's relationship.
- The tool will associate the selected Gmail users with the selected Google Workspace (formerly G Suite) users.
- Repeat the process until all required users are mapped.

View Mapping Button



- Click **View Mapping** to review all configured user mappings.
- Displays a summary of source and destination users' relationships.
- Helps verify that every Gmail user is mapped to the correct Google Workspace (formerly G Suite) users before migration.

Supported Mapping Types

The software supports multiple users mapping configurations to accommodate different migration requirements:

- **One-to-One Mapping** – One source user is mapped to one destination user.
- **One-to-Many Mapping** – A single source user is mapped to multiple destination users.
- **Many-to-One Mapping** – Multiple source users are consolidated into a single destination user.
- **Many-to-Many Mapping** – Multiple source users are mapped to multiple destination users according to the defined mapping configuration.

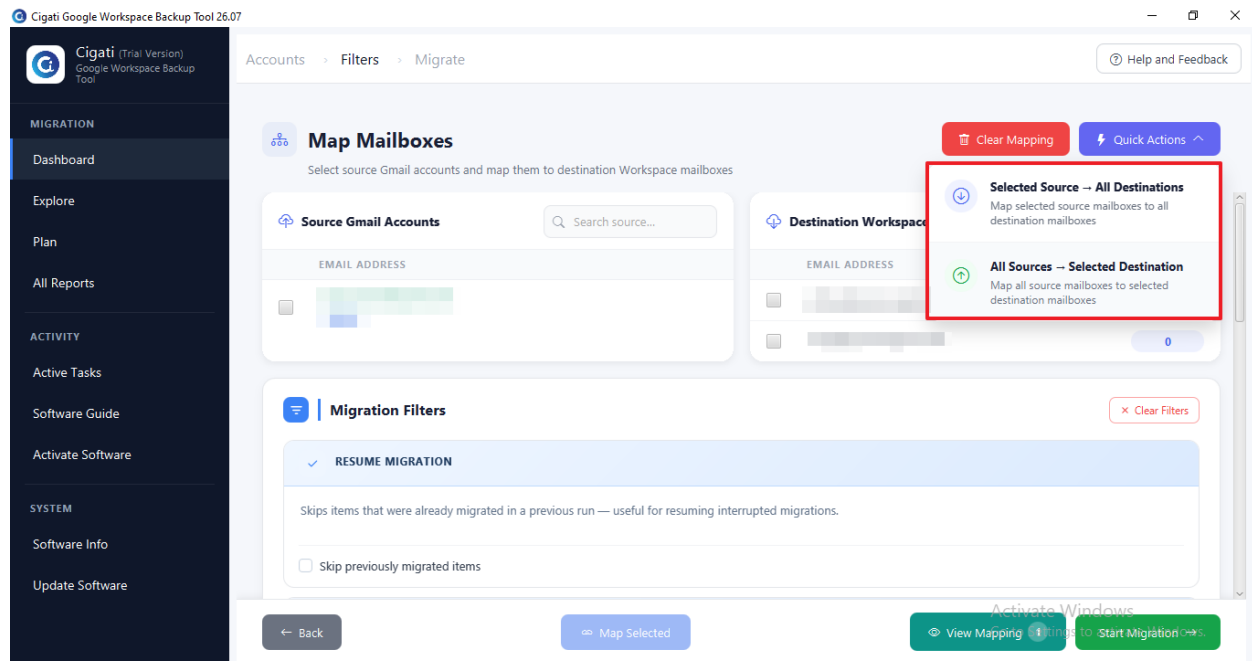
Clear Mapping Button

- Click **Clear Mapping** to remove all existing user mappings.
- Use this option when you need to recreate or modify the mapping configuration.
- After clearing, you can create new mappings as required.

Quick Actions Feature

The **Quick Actions** menu provides automated users mapping options to simplify the mapping process during migration.

It offers the following mapping options:



Selected Source → All Destinations

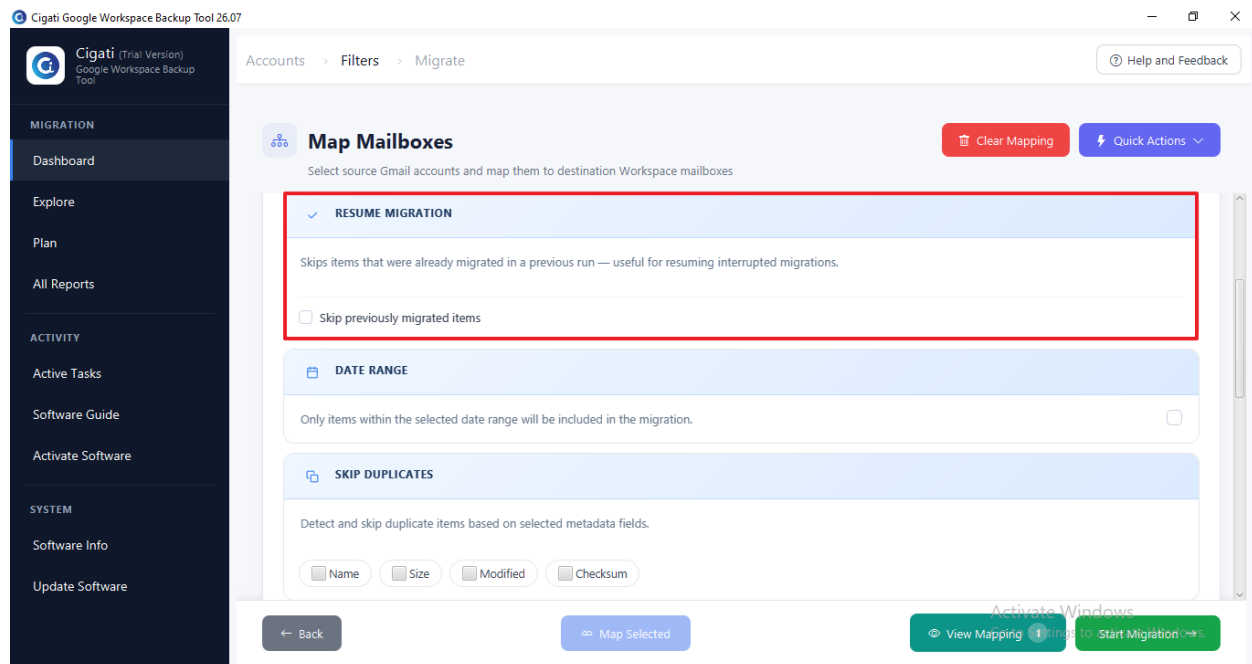
- Maps the selected source users to all selected destination users.
- This option is useful when a source user needs to be associated with multiple destination users.
- Select the required source users before using this option.

All Sources → Selected Destination

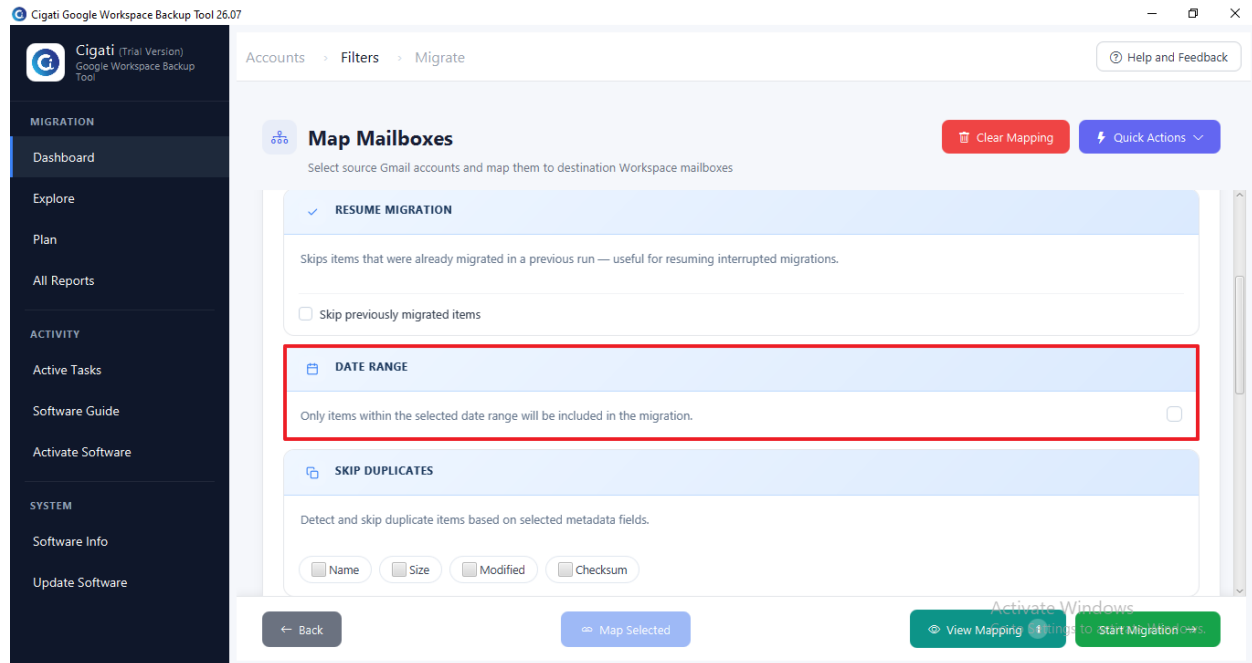
- Maps all selected source users to the selected destination users.
- This option is useful for user consolidation scenarios where multiple source users need to be migrated to a single Google Workspace (formerly G Suite) user.
- Select the required destination users before applying this option.

Migration Filters - Overview

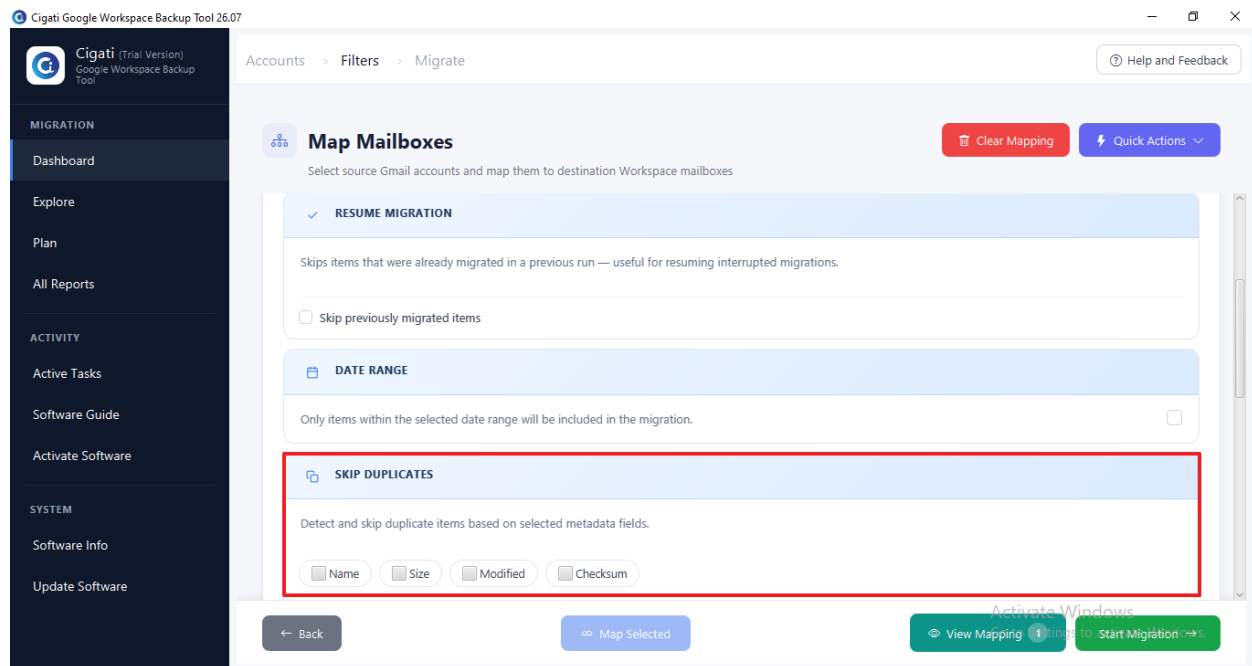
Apply the required **Migration Filters** according to your needs.



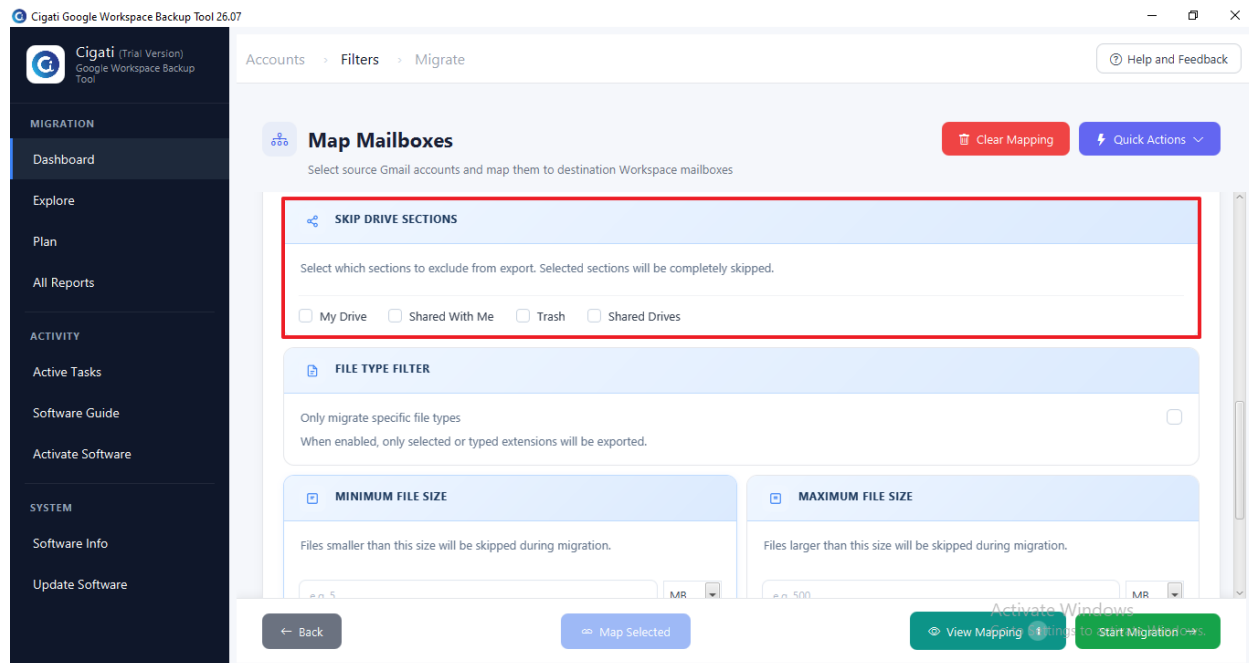
- **Resume Migration:** Skips previously migrated items and continues an interrupted migration.



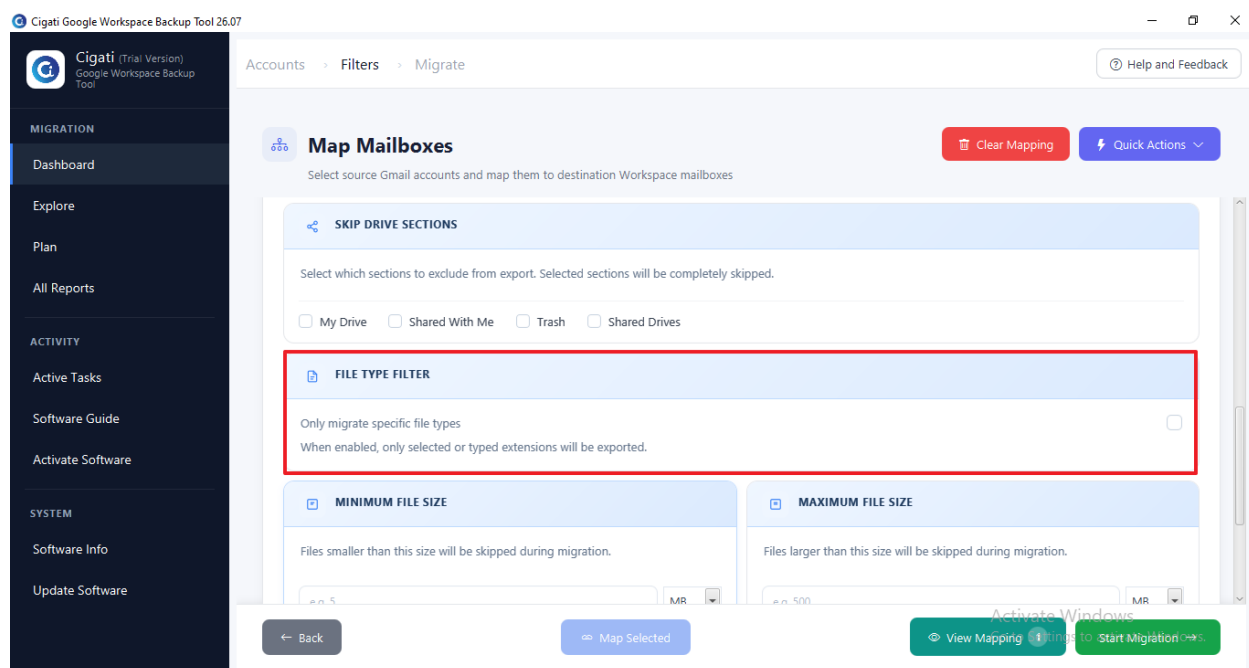
- **Date Range:** Migrates only the items that fall within the selected date range.



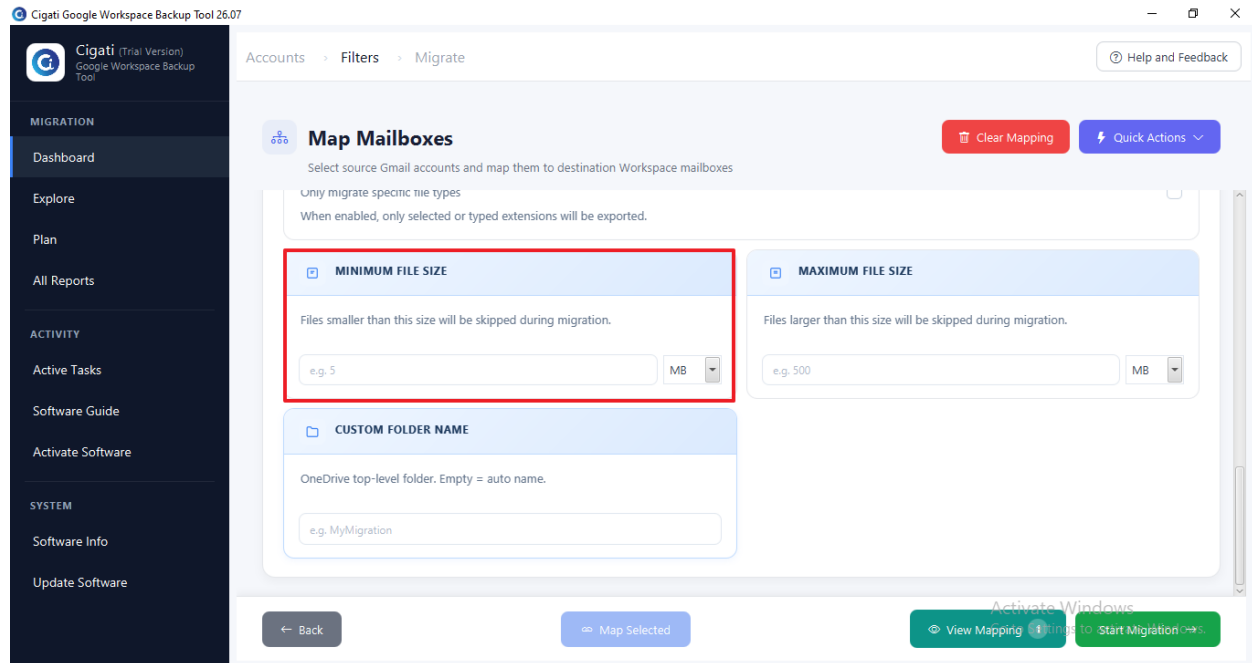
- **Skip Duplicates:** Select the required duplicate-check criteria, such as **Name**, **Size**, **Modified**, or **Checksum**, to detect and skip duplicate files during export.



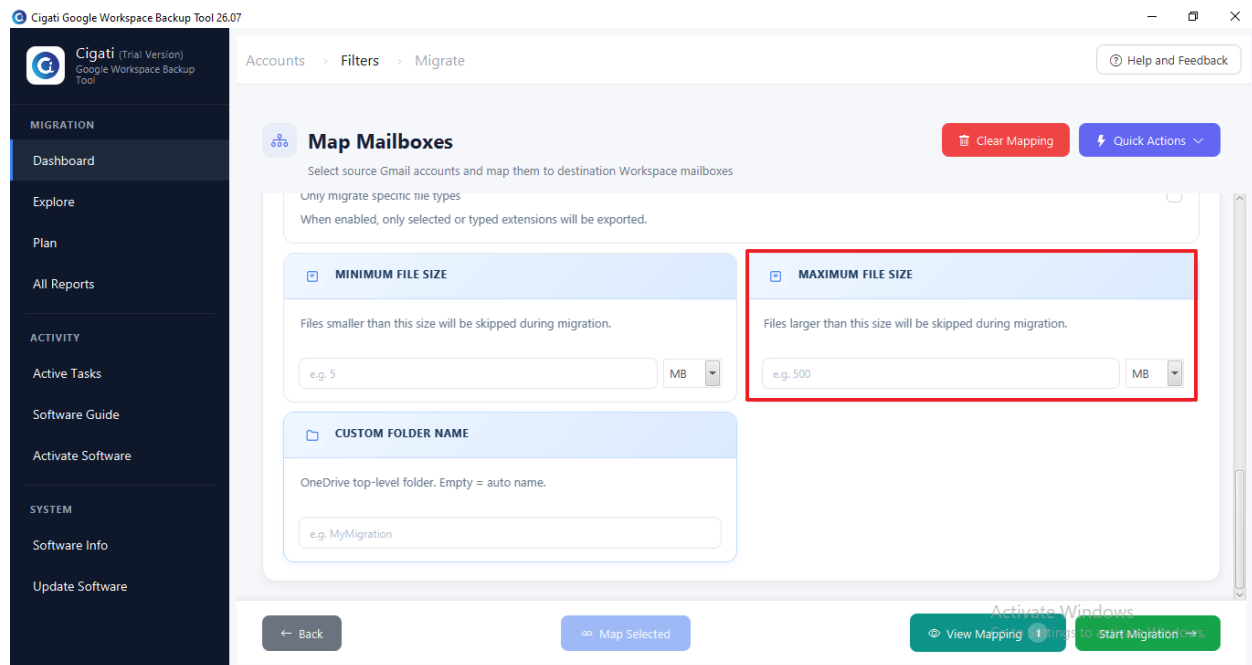
- **Skip Drive Sections:** Choose the **Google Drive sections** you want to exclude from the export, such as **My Drive**, **Shared With Me**, **Trash**, or **Shared Drives**.



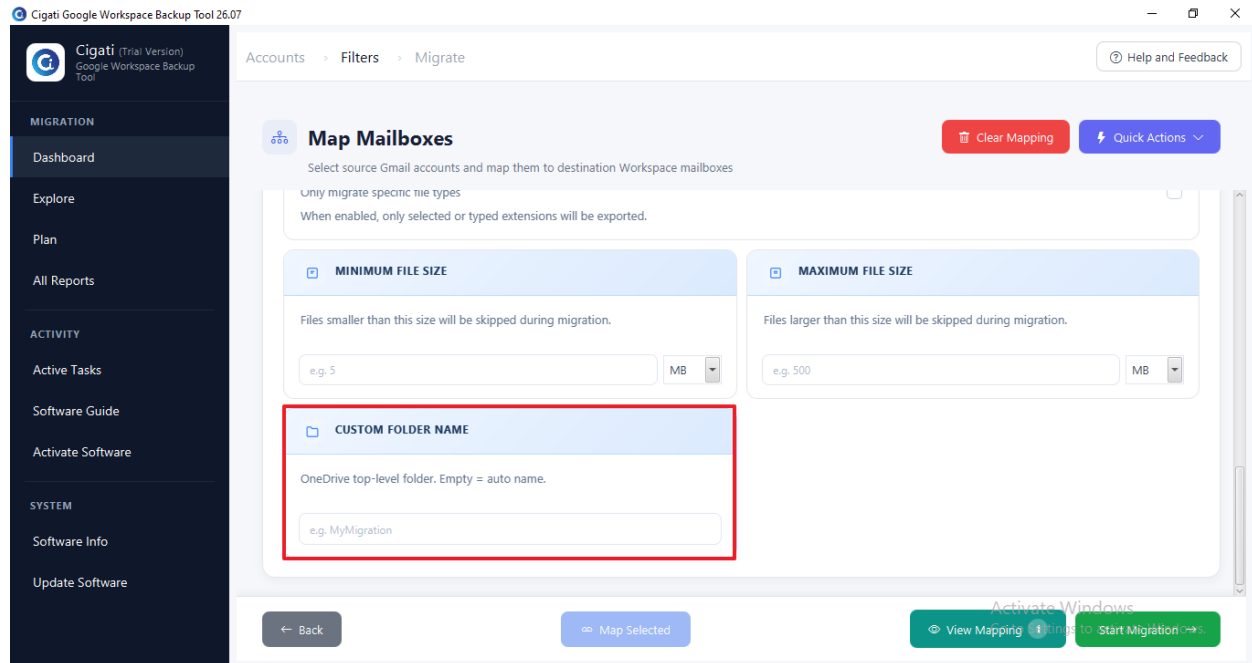
- **File Type Filter:** Enable the **File Type Filter** option, then select specific Google Workspace file types such as **Docs**, **Sheets**, **Slides**, and **Forms**, or enter custom file extensions in the provided field and click **Add** to export only the selected file types.



- **Set Minimum File Size:** Specify a **minimum file size** value (in **MB** or **GB**) to skip files smaller than the defined size during the export process.

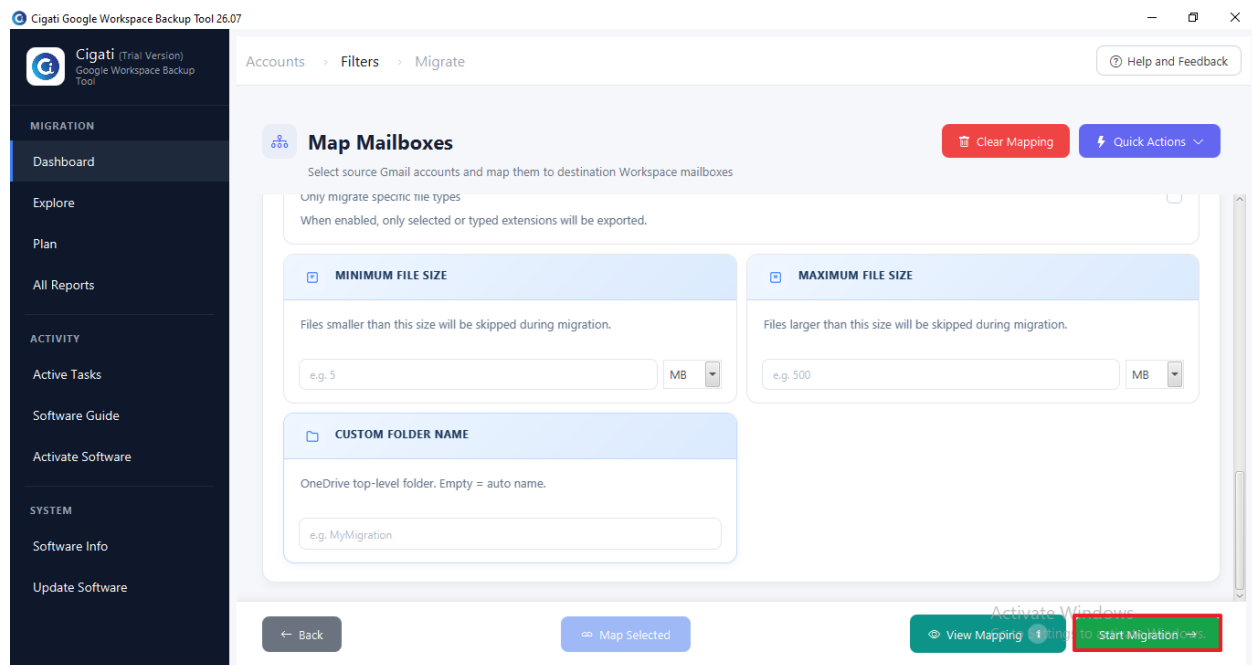


- **Set Maximum File Size:** Specify the **maximum file size** value and choose the desired unit (**MB** or **GB**) to exclude files larger than the defined size from the export process.



- **Custom Folder Name:** Specify a **custom name** for the folder where migrated data will be saved.

Step 04: Start Migration

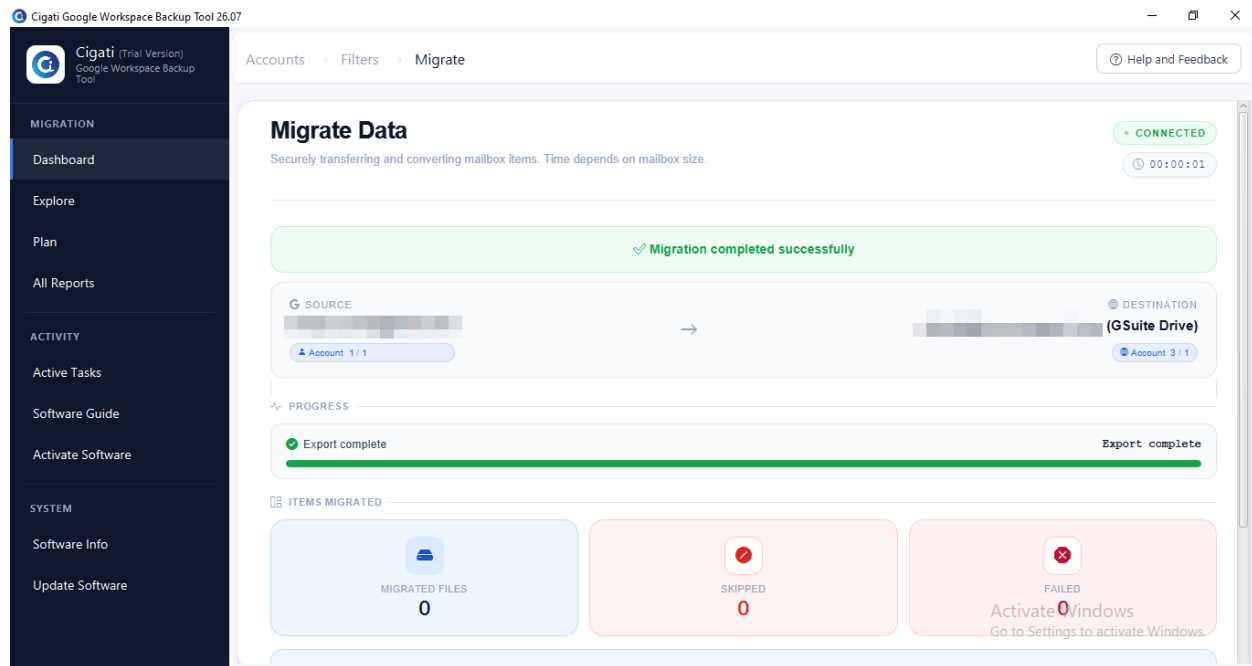


- After you finish selecting all filters and settings, click **Start Migration** to begin the migration process.

- This option begins transferring the **selected data** from the source account to the chosen destination.
- Before starting, make sure your **source**, **destination**, and **filters** are set correctly.
- You can monitor the migration status and **review progress** through the **Active Tasks** or **All Reports**.
- This helps ensure a **smooth and controlled migration** without missing any selected data.

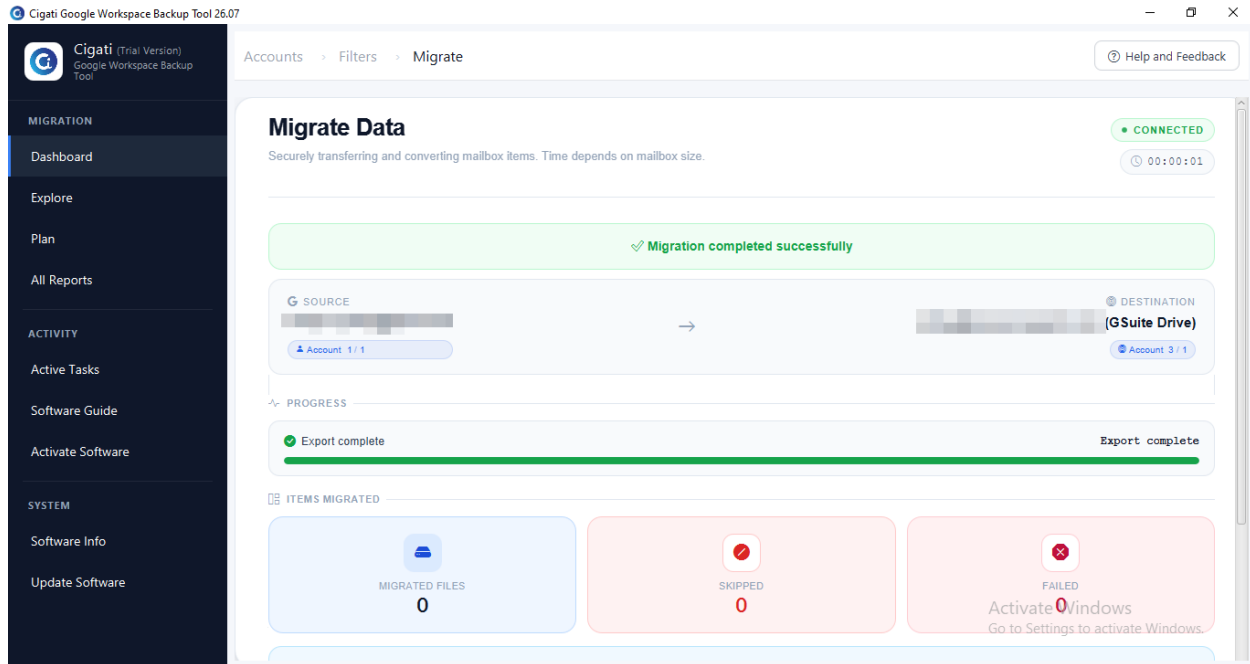
Step 05: Migrate Data - Overview

The **Migrate Data** screen provides the final migration status, progress information, and migration statistics after the data has been transferred from the source account to the destination location.



- **Migration Status** – After the export process is completed, the tool displays a '**Migration Completed Successfully**' message, confirming that the export has finished successfully.
- **Verify Source and Destination Details** – Review the **source** account and the selected **destination** location to ensure that the data has been exported to the correct destination.
- **Check Export Progress** – Verify that the progress status displays **Export Complete**, indicating that all selected data has been processed successfully.
- **View Export Summary** – Review the migration statistics, including:

- **Migrated Files:** Total number of files successfully exported.
- **Skipped Items:** Number of files skipped based on applied filters or settings.
- **Failed Items:** Number of files that could not be exported.



- **Verify Total Data Transferred** - Review the **Total Data Transferred** section to check the overall size of the exported data.
- **Finish the Process** - Click **Completed – Go to Accounts** to return to the **Accounts** section and proceed with another export task if required.

Frequently Asked Questions

Q1. What authentication method does the tool use to access Google Workspace data?

Ans. Cigati Google Workspace Migration and Backup Tool supports **OAuth 2.0 (Modern Authentication)** and **Google Workspace Admin** authentication using **JSON** or **P12** service account files with Domain-Wide Delegation. These methods provide secure access for individual users and administrators to migrate Google Drive

Q2. Which APIs does the tool use for Google Drive backup and migration?

Ans. Cigati Google Workspace Migration and Backup Tool uses the **Google Drive API** to securely access and migrate files and folders from Google Drive. When migrating data to Microsoft 365 services such as OneDrive or SharePoint Online, it uses the **Microsoft Graph API** for secure authentication and reliable data transfer.

data without requiring users to sign in individually.	
Q3. How does the tool handle Google Workspace API rate limits and quota errors? Ans. Cigati Google Workspace Migration and Backup Tool automatically retries requests with appropriate delays when API rate limits or temporary quota errors occur. It also logs these events to help ensure a smooth and uninterrupted migration process.	Q4. How are native Google Docs, Sheets, and Slides backed up, since they have no native file format? Ans. Cigati Google Workspace Migration and Backup Tool automatically converts Google Docs, Google Sheets, and Google Slides into their corresponding Microsoft Office formats during migration. Google Docs are exported as DOCX, Google Sheets as XLSX, and Google Slides as PPTX, ensuring the files remain accessible and compatible after migration while preserving the original folder hierarchy.
Q5. Does the tool preserve the original Google Drive folder structure during migration? Ans. Yes. Cigati Google Workspace Migration and Backup Tool preserves the original folder hierarchy during Google Drive migration. Folders and subfolders are migrated in the same structure, making it easy to locate and organize files in the destination.	Q6. How are Shared Drives (formerly Team Drives) handled differently from My Drive? Ans. The tool supports migration of both My Drive and Shared Drives. When migrating to Microsoft 365 OneDrive, data from My Drive is migrated directly to My Drive, while content from Shared Drives, Shared with Me, and Trash is placed into separate folders under My Drive. The original folder hierarchy is preserved throughout the migration process.
Q7. Why does OAuth authentication fail while connecting my Google Workspace account? Ans. OAuth authentication may fail if the Client ID, Client Secret, or redirect URI is incorrect, or if the required Google APIs are disabled. Ensure the Google Drive API is enabled, the OAuth consent screen is configured correctly, and the required permissions have been granted before	Q9. Why is administrator authorization (Domain-Wide Delegation) required for Google Workspace migration? Ans. Administrator authorization through Domain-Wide Delegation allows the service account to securely access user data across the Google Workspace domain without requiring each user to authenticate individually. This enables administrators to perform bulk backup and migration

connecting through Cigati Google Workspace Migration and Backup Tool.	operations while maintaining security and complying with Google Workspace access controls.
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