

Feinberg Q&A on Box Migration with IT Leadership



Box Migration Details

- Why are we migrating?
 - Opportunity to integrate with existing Microsoft tools and clinical affiliates
 - Changes to Box's business model
- Migration plan
 - Personal Box accounts will be migrated to OneDrive
 - Organizational Box accounts will be migrated to SharePoint Sites
- Schedule
 - Migrations occur now through June 2022
 - Migration to occur in batches based on the most efficient sequence
 - Nearly half of accounts will be migrated on 2/11/22 (accounts under 20GB)

Migration Steps



Before Migration

- Delete unneeded Box files
- Register for OneDrive SharePoint training



During Migration

- Box files will be read-only during and after migration for four weeks
- Files still viewable and downloadable during migration



After Migration

- Verify your data has all been migrated
- Reshare with external collaborators

Storage Comparison

Box



- Depreciated at NU during FY22
- 5TB storage per account
- Not approved for legally or contractually restricted data
- Internal and external sharing

OneDrive



- Primarily for internal use
- 5TB storage per account
- Files deleted 70 days after account holder leaves
- Approved for legally or contractually restricted data
- Seamless integration with Microsoft 365
- Internal and external sharing

SharePoint



- Best tool for collaborative cloud storage
- 25TB storage per site
- Files retained even after owner leaves
- Approved for legally or contractually restricted data
- Seamless integration with Microsoft 365
- Internal and external sharing

Top Questions

On what date will I lose access to my migrated files in Box?

- Northwestern University will remove Box by August 2022
- Northwestern accounts will be converted to personal accounts
- Your migrated files will be read-only and downloadable for 4 weeks after your migration
- Files shared with you from another institution will remain available in Box

How long does migration take?

(And can I still use Box while you are working on the transition?)

- Account size and number of documents determine migration duration
- Users can continue to use Box during the transition
- When your migration begins (noon on a Friday), you will be unable to edit existing documents or create new documents in your own Box account

Who is responsible for migrating all the content?

- Northwestern University IT will migrate all the content
- FSM users should not attempt to manually migrate their content

Will all our data be transferred within the same folders as they are now?

- Folder structure and permissions are retained
- All files migrate in under one top-level folder (From-NUBOX.)
- All existing folder structures are preserved within the top-level folder

Are there plans to make links that previously pointed to a Box location map to the new location of the link in SharePoint or OneDrive?

- No: automatic redirects of Box links will not be created
- New links must be created in SharePoint or OneDrive and then manually updated in a website or document
- Feinberg departmental web site owners will receive information from Communications about their existing Box URLs

How will items shared with us from other institutions through Box be accessed?

Will we need to create a separate Box account to still see that data?

- Northwestern Box accounts will be migrated to personal Box accounts by August 2022
- More information available June 2022

If files or folders in Box were created
by a former NU employee
who is no longer working at NU,
will these files transfer to OneDrive?

Or will the files need to be recreated in OneDrive by a current employee
to ensure those needing to access and use those files can do so?

- Active content from a former student, faculty, or staff member should be transferred to another individual, if possible
- Contact IT to transfer files to active users
- We will save and restore all content as needed

Is there an equivalent of BoxSync that would allow us to edit documents locally that would sync with the cloud?

Is there a SharePoint/OneDrive solution equivalent to the Box Sync desktop application, which backs up cloud files offline on one's machine?

- Sync through the OneDrive app

For those outside of Northwestern, will there be an easy way to share access to documents?

Are there plans in the future to add the shareable link via
“anyone with a link” option for OneDrive?

- Decision made by Northwestern’s IT Security Office
- Post-migration, Northwestern will investigate if there is a way to do this without negatively impacting security

Can I be signed into Office/OneDrive/SharePoint with both my nm.org and northwestern.edu accounts simultaneously?

- Use web versions and two different browsers (ie. Chrome and Firefox)

Training and Education Resources

- Live one hour webinar trainings for OneDrive and SharePoint
 - [100 and 200 level courses available for registration](#)
- Self directed resources
 - [Online guides and video tutorials](#)
 - [Northwestern FAQ](#)
 - [Feinberg FAQ](#)
 - [Knowledge Base](#)
- General Information
 - [Project Website](#)
- Data Storage Finder
 - [Where is the best place to store my data?](#)
- Questions or concerns?
 - Contact us at fsmhelp@northwestern.edu or 1-HELP, Option 5

Thank you!

Session and resources to be posted on
www.feinberg.northwestern.edu/it/projects

More Questions