



# BitTitan Migration Playbook: File Share to SharePoint Online

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## *Introduction*

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This is a complete step-by-step guide for migrating a file share from a local server to SharePoint Online in Office 365 using BitTitan.

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### *Planning Phase 1: Gather All the Necessary Credentials*

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1. Credentials Checklist
  - a. Office 365 Global Admin Credentials
  - b. Credentials to access local share
  
2. Special Considerations
  - a. If permissions are to be included in the migration, users must exist on Office 365 and have Office 365 licenses assigned to them.
  - b. To perform the migration, you will need an Azure subscription and you will incur cost for the time you have your file share in a storage account there. This cost will be minimal. You can get a trial and perform this for free or you can get a paid subscription direct with Microsoft (pay-as-you go) or through a CSP
  - c. You will need to create separate MigrationWiz projects for each file share. You will create a baseline project first with all the Advanced Options set, and then use the MigrationWiz Clone feature to create one MigrationWiz project per file share, based on this first baseline project (tutorial in this guide)

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### *Planning Phase 2: Create a structure for SharePoint*

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There are many different ways you could configure your file share to be imported into SharePoint. The most basic method is to:

1. Create a new site
2. Add a new Document library
3. Migrate your file share to that document library

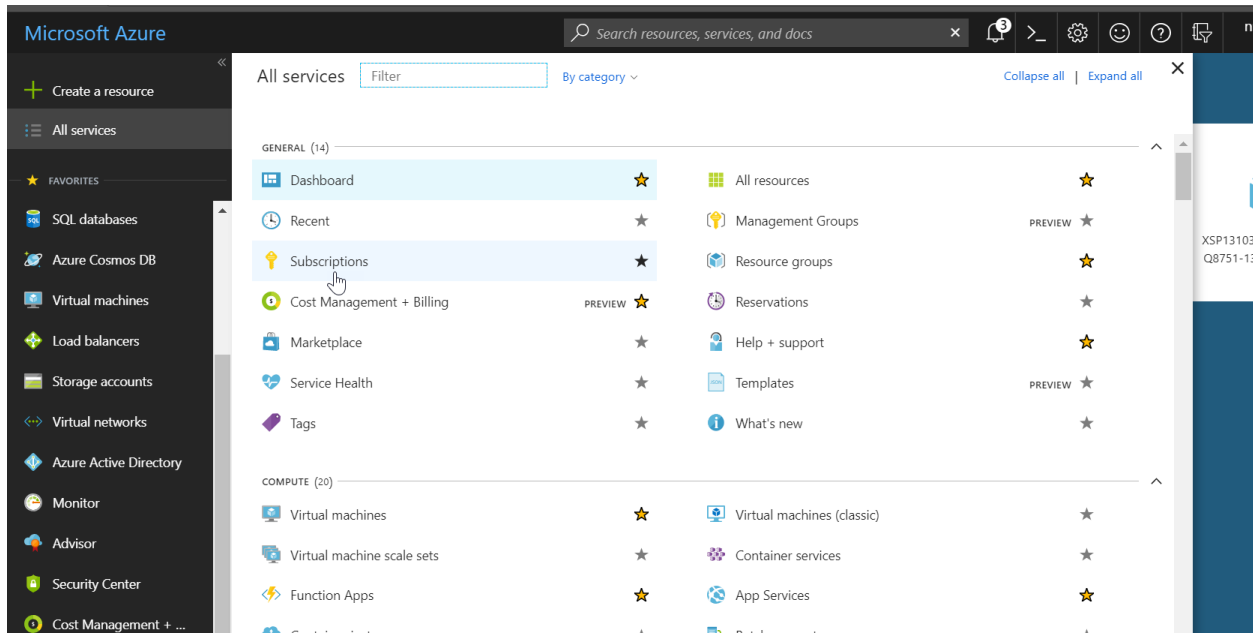
While this is sufficient, it may not meet your organizational needs or goals for the new SharePoint environment you are creating. You may want to create multiple sites/document libraries depending on the company's workflow. Have an idea of how you want things structured before you proceed with the migration. Reading this guide all the way through will give you a good idea of what everything will look like once it is migrated to SharePoint.

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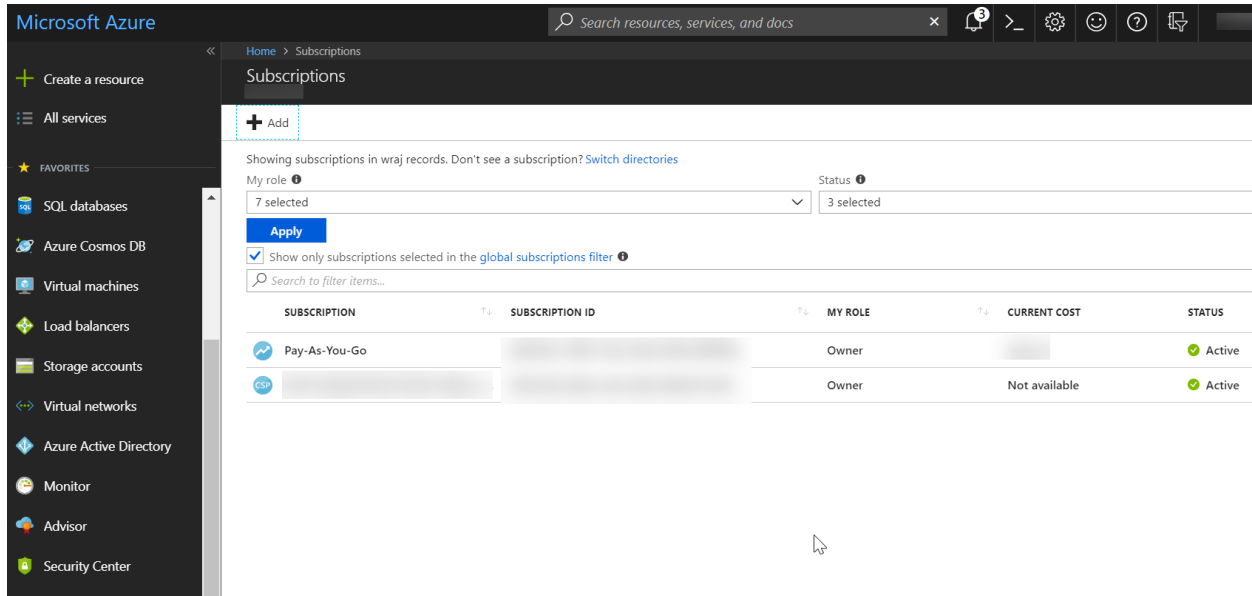
### *Prep Work Phase 1: Prepare Azure*

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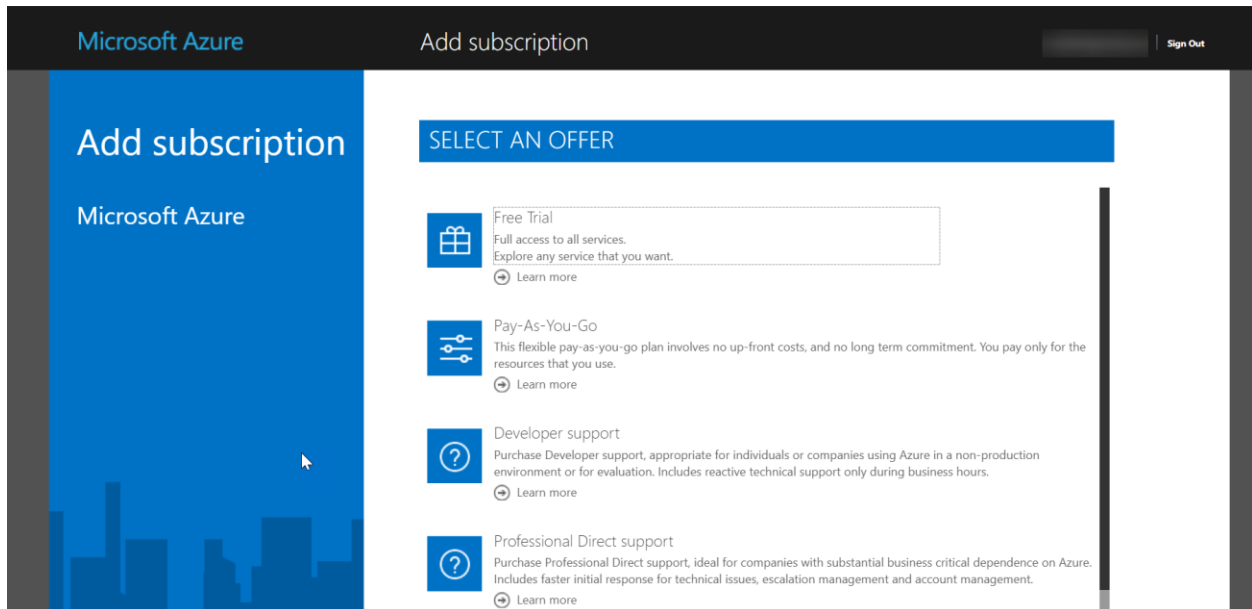
1. Create a net new Office 365 tenant. The tenant will be spun up with the defaulted **.onmicrosoft.com** domain. This can be spun up direct with Microsoft or purchased through a CSP provider
2. Go to [Portal.azure.com](https://portal.azure.com) and sign in with the 365 global admin credentials
3. In the left-hand corner, go to **All Services>Subscriptions**



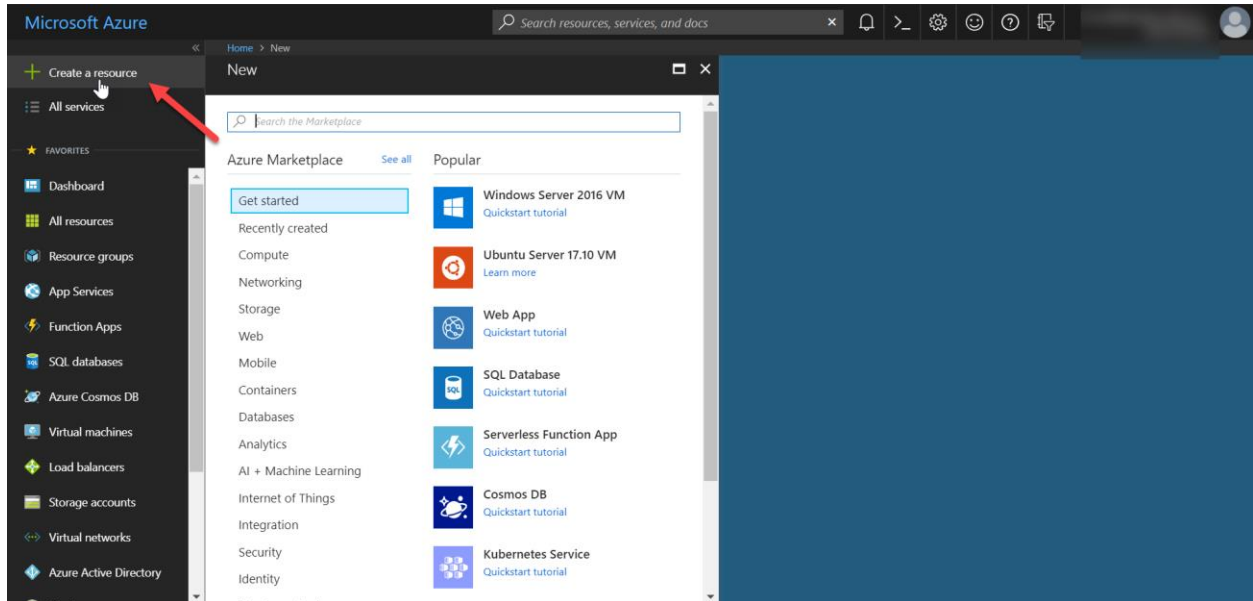
4. If you already had an Azure sub, they would be listed here. If not click +ADD



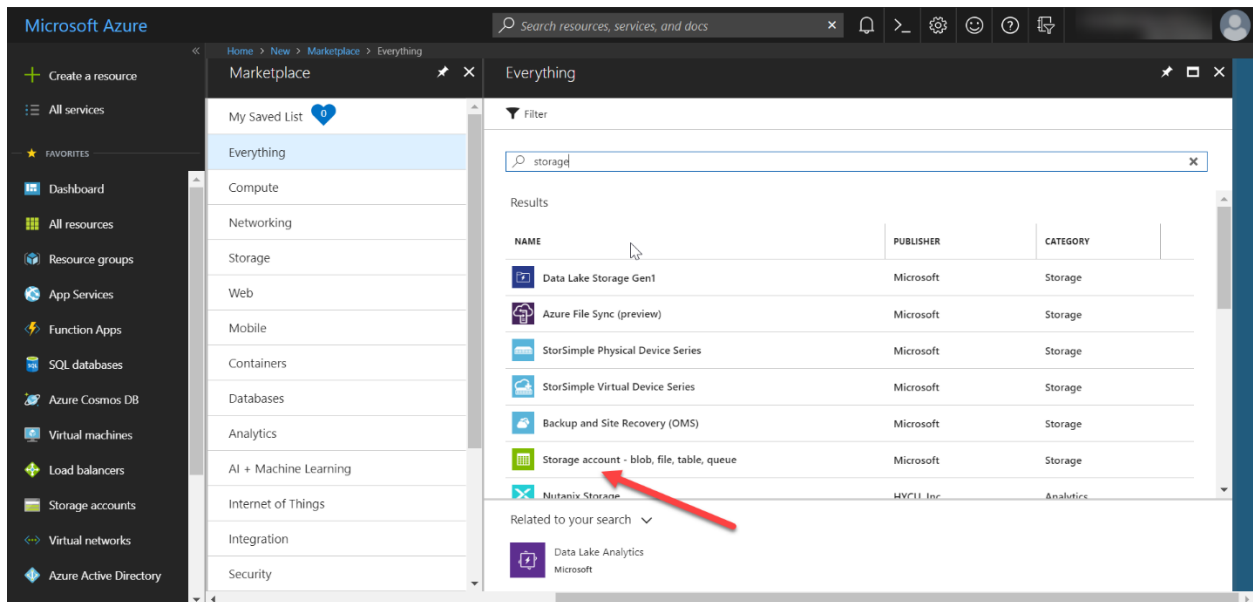
5. Here you can get a trial or Pay-as-you-go. CSP subscriptions come from the CSP provider directly:



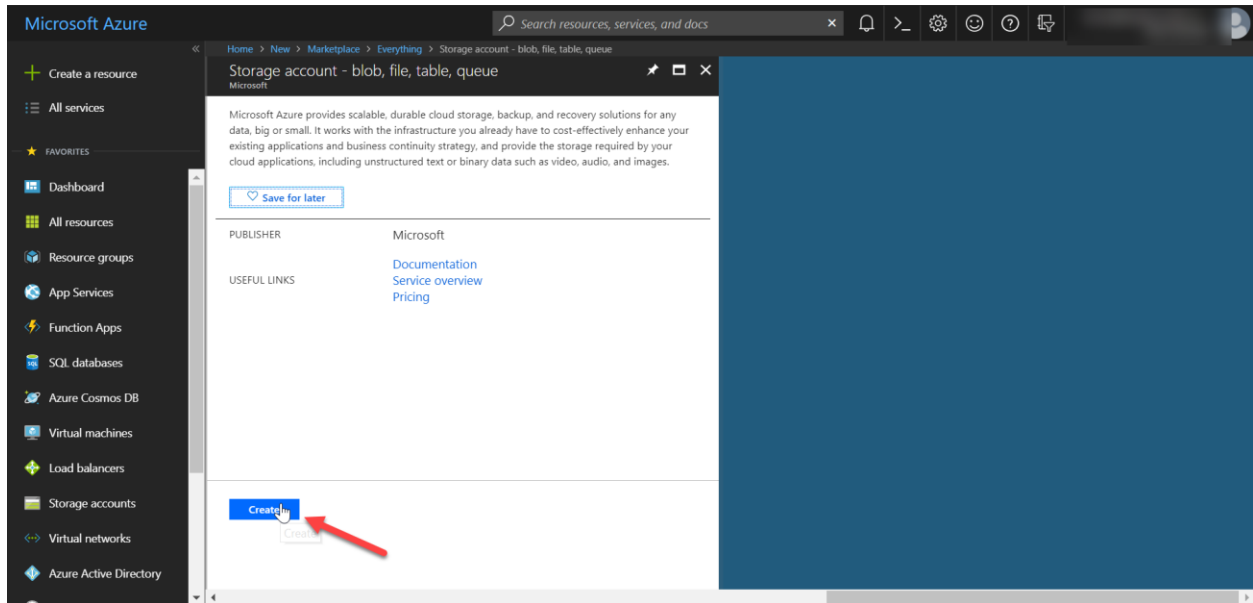
- Once you have an active subscription, you can go back to the dashboard>Click Create a Resource



- Search for “storage” and Click on “Storage Account- blob, file, table, queue”



## 8. Click Create



### 9. Name the storage account

Home > New > Marketplace > Everything > Storage > Create storage account

## Create storage account

The cost of your storage account depends on the usage and the options you choose below. [Learn more](#)

\* Name ⓘ  
migrationwizzz ✓  
.core.windows.net

Deployment model ⓘ  
Resource manager | Classic

Account kind ⓘ  
Storage (general purpose v1) ▾

\* Location  
South Central US ▾

Replication ⓘ  
Read-access geo-redundant storage (R... ▾

Performance ⓘ  
Standard | Premium

\* Secure transfer required ⓘ  
Disabled | Enabled

Pin to dashboard

**Create**

[Automation options](#)



10. Create a new Resource Group or use an existing one if you created one in the past and then click Create

Home > New > Marketplace > Everything > Storage

### Create storage account

Performance ⓘ  
**Standard** Premium

\* Secure transfer required ⓘ  
**Disabled** Enabled

\* Subscription  
XSP13103|MICROSOFT|XSP13106|O\_A... ▾

\* Resource group  
 Create new  Use existing  
MigrationWiz ✓

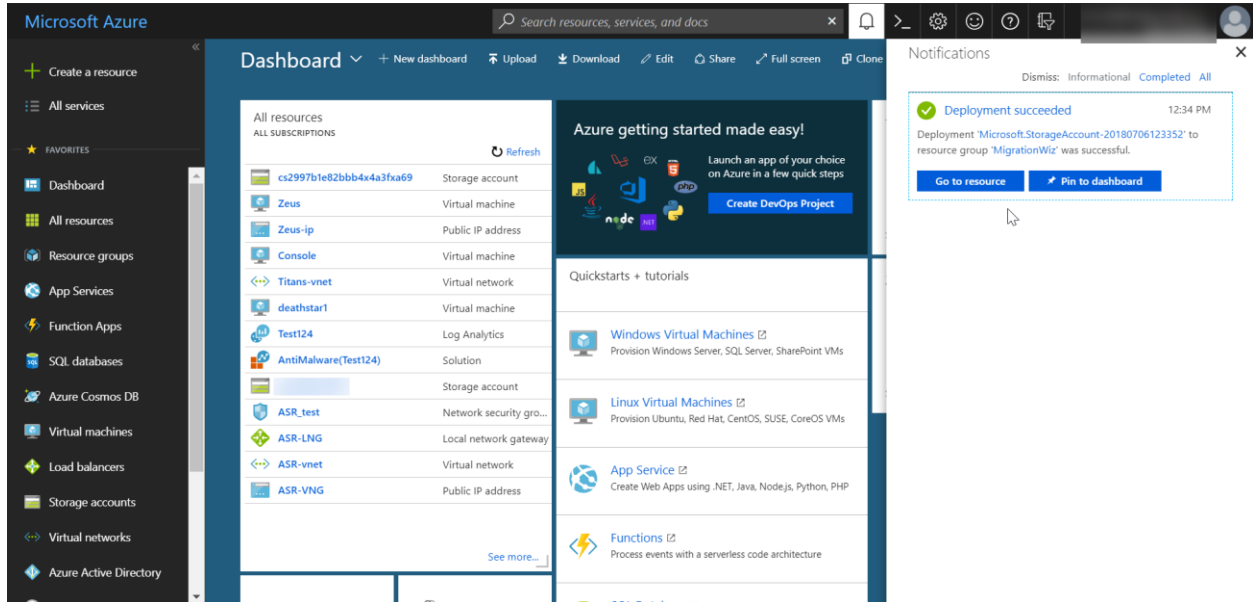
Virtual networks  
Configure virtual networks ⓘ  
**Disabled** Enabled

Data Lake Storage Gen2 (preview)  
Hierarchical namespace ⓘ  
Disabled Enabled

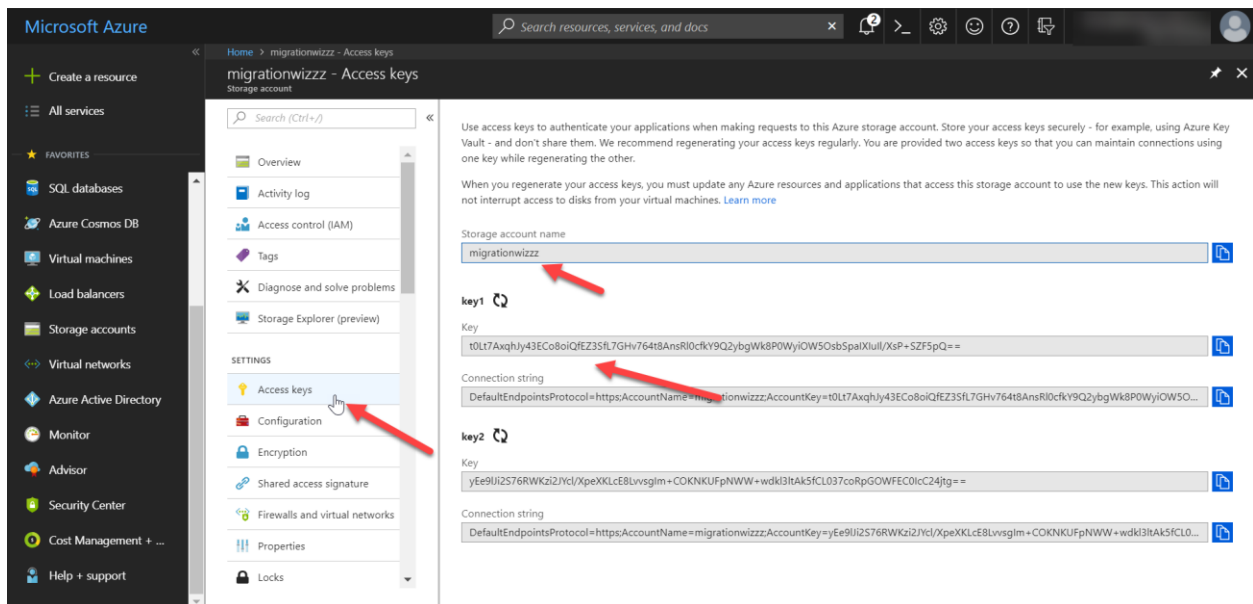
Pin to dashboard

**Create** Automation options

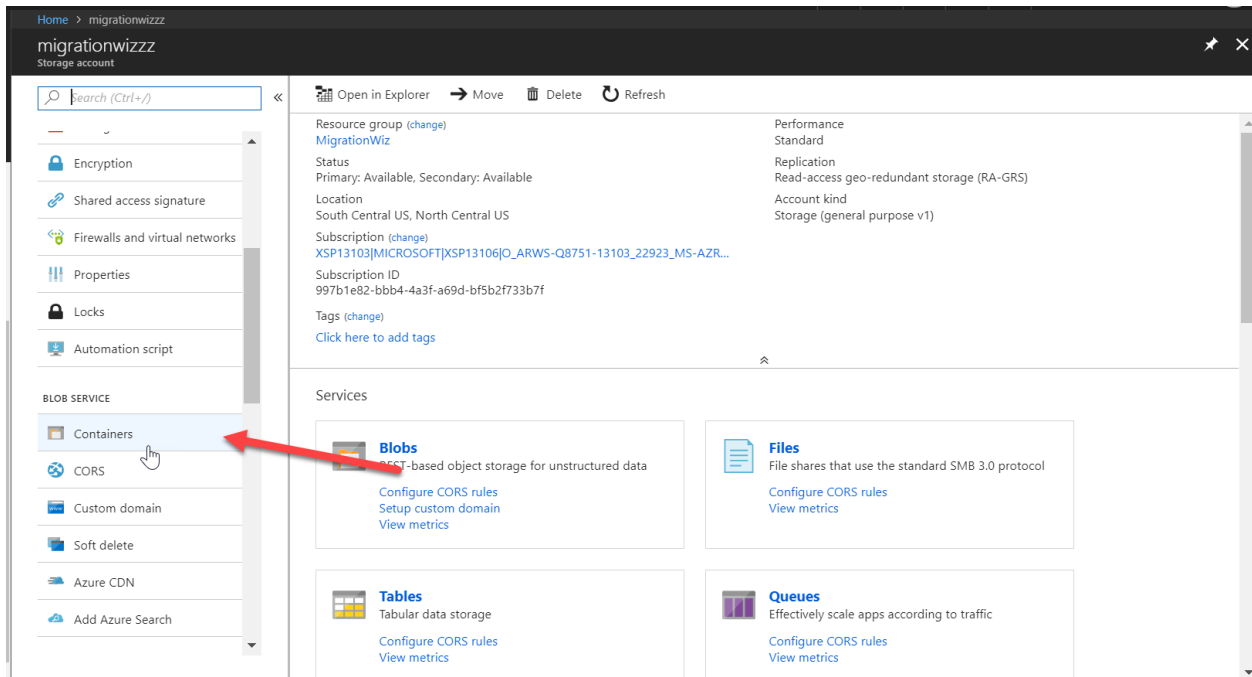
11. This will take just a few minutes to spin up but once it's done, you will get an alert and you can click to go directly to the resource



12. Once you have the blade open for the storage account you just created, under Settings, Click **Access Keys**. Take note of the storage account name and the key1 value. You will need these for the migrationwiz part of the project:

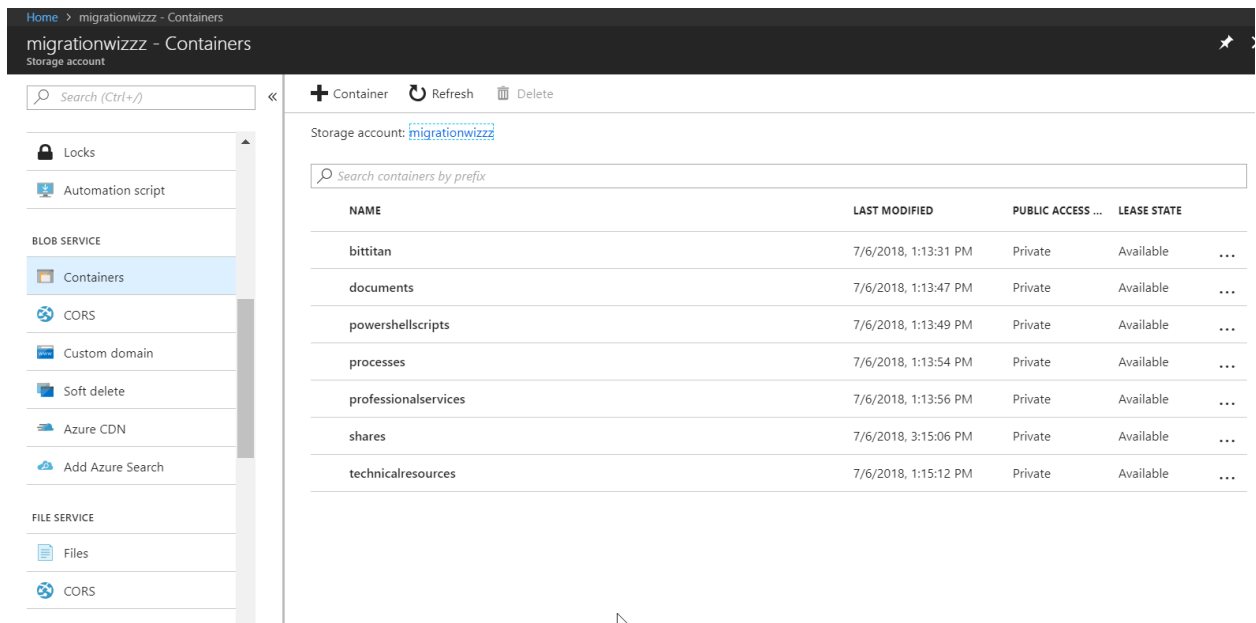


13. Next, scroll down to the **Blob Service** section and click on **Containers**.



14. There are a couple of different scripts you can run to put the File Share data in Azure.

Option A: You upload the file share and each folder is a different container. This requires you to clone the project in MigrationWiz for each container you have. I do not recommend this option if you have many folders:



Option B: You create a new container and upload the File Share to that container. Your folder structure remains the same and this only requires one migration project in BitTitan. If you want to go with this option, just click on the **+Container** button at the top of the toolbar

Home > migrationwizz - Containers

migrationwizz - Containers  
Storage account

Search (Ctrl+/)

Locks

Automation script

BLOB SERVICE

- Containers
- CORS
- Custom domain
- Soft delete
- Azure CDN
- Add Azure Search

FILE SERVICE

- Files

Storage account: migrationwizz

Search containers by prefix

NAME	LAST MODIFIED	PUBLIC ACCESS ...	LEASE STATE
bittitan	7/6/2018, 1:13:31 PM	Private	Available ...
documents	7/6/2018, 1:13:47 PM	Private	Available ...
powershellscripts	7/6/2018, 1:13:49 PM	Private	Available ...
processes	7/6/2018, 1:13:54 PM	Private	Available ...
professionalservices	7/6/2018, 1:13:56 PM	Private	Available ...
<input type="checkbox"/> shares	7/6/2018, 3:15:06 PM	Private	Available ...
technicalresources	7/6/2018, 1:15:12 PM	Private	Available ...

Home > migrationwizz - Containers > shares

shares  
Container

Upload Refresh Delete Acquire lease Break lease View snapshots Create snapshot

Location: shares

Search blobs by prefix (case-sensitive)  Show deleted blobs

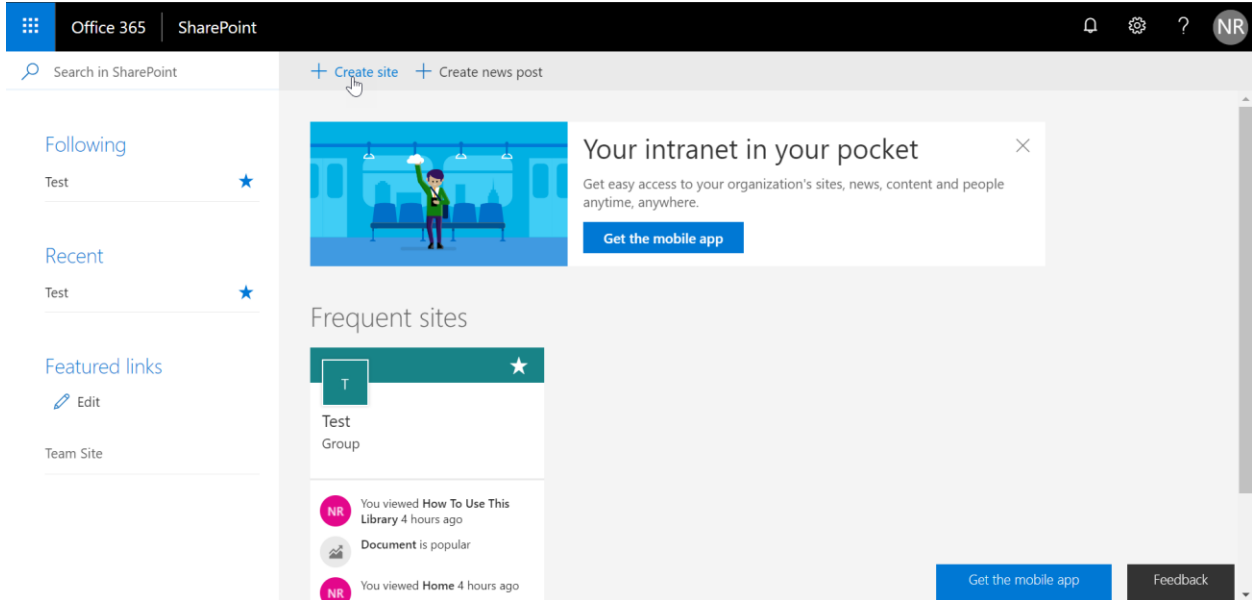
NAME	MODIFIED	BLOB TYPE	SIZE	LEASE STATE
BitTitan				...
Powershell Scripts				...
Processes				...
Professional Services				...
Technical Resources				...
bittitan-AD1-directory.metadata	7/6/2018, 3:21:47 PM	Block blob	258.75 KiB	Available ...
bittitan-AD1-error.metadata	7/6/2018, 3:16:38 PM	Block blob	66 B	Available ...
bittitan-AD1-file.metadata	7/6/2018, 3:21:46 PM	Block blob	243.97 KiB	Available ...

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*Prep Work Phase 2: Prepare SharePoint*

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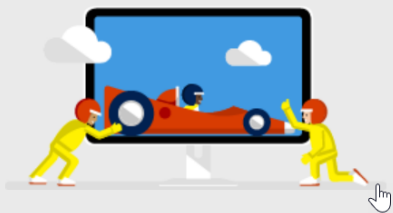
1. Login to SharePoint as administrator and create a new Sharepoint Site




## 2. Choose Team Site

### Create a site

Choose the type of site you'd like to create



**Team site**  
Share documents, have conversations with your team, keep track of events, manage tasks, and more with a site connected to an Office 365 group.



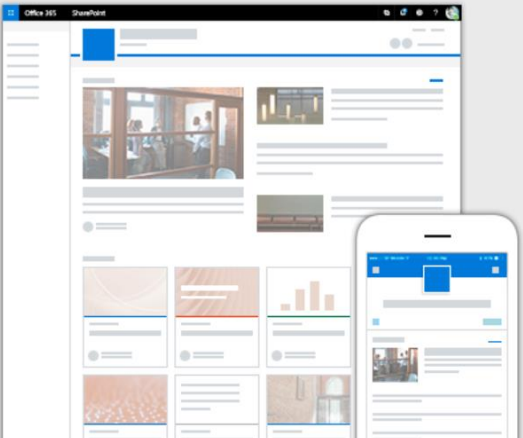
**Communication site**  
Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects.

## 3. Give the site a name

←

### Get a team site connected to Office 365 Groups

Use this design to collaborate with your team. Share documents, track events in a shared calendar, and manage project tasks.



Site name

Site description  
Tell people the purpose of this site

Next Cancel

4. Add Additional Owners/Members and click **Finish**

**Add group members**  
Group members will receive an email welcoming them to the new site and Office 365 group

**M Migration**  
Private group

Who do you want to add?  
You can also add more people later

**Add additional owners**  
Enter a name or email address

**Add members**  
Enter a name or email address

Finish

Creating site

5. Once the site is created, take note of the URL of the root level of the site. We will need this for the BitTitan project

Secure | https://...sharepoint.com/sites/Migration

Office 365 | SharePoint

**M Migration**  
Private group

Following  
2 members

+ New  
Published Edit

News  
+ Add

Quick links

Learn about a team site

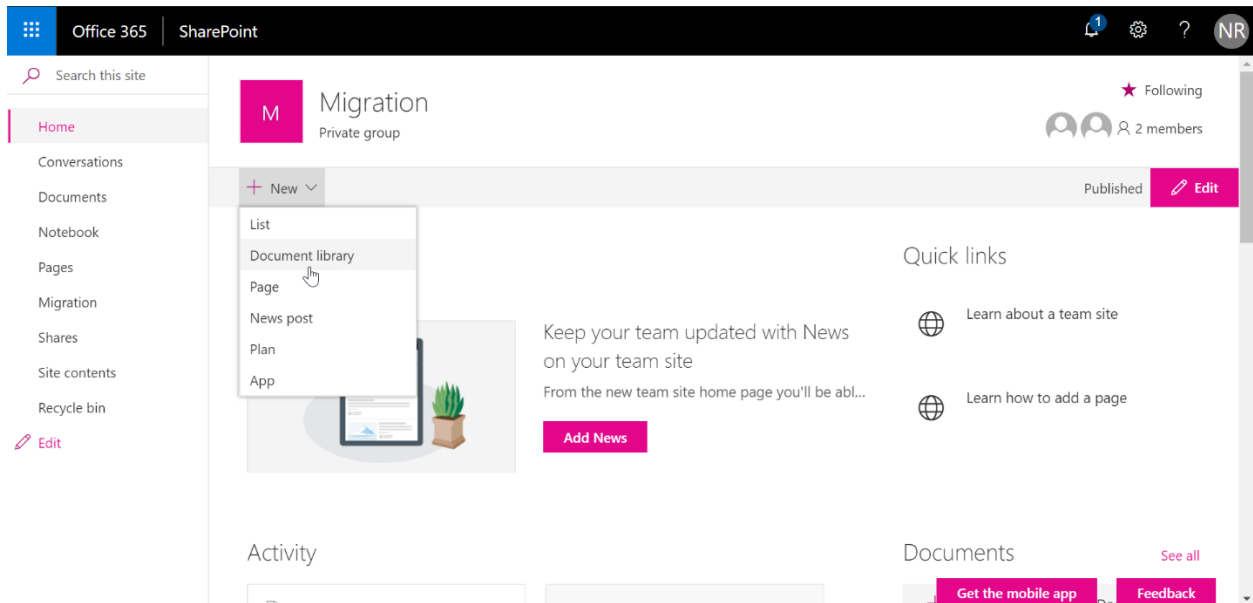
Learn how to add a page

Activity

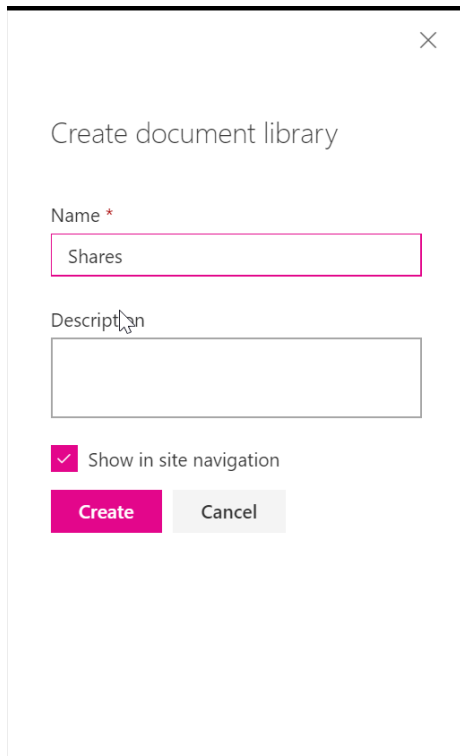
Documents  
See all

Get the mobile app Feedback

6. Next click **+New** and then select **Document Library**



7. Add a name for the document library and take note of this name. You will need it for the BitTitan project



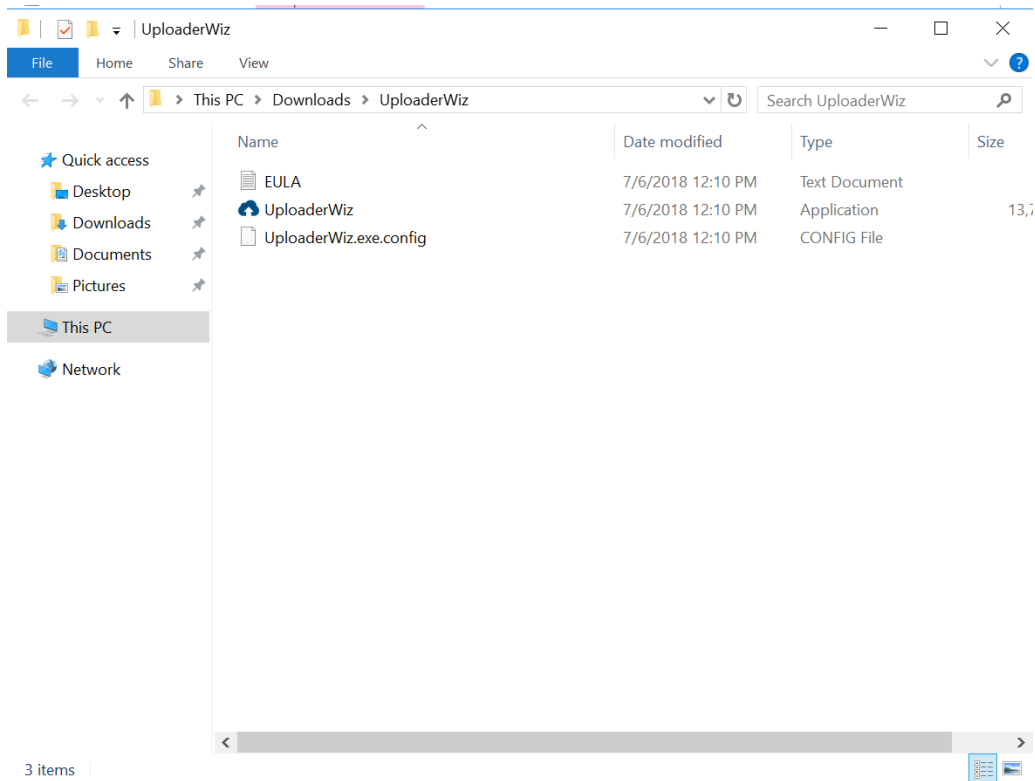


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### Migration Phase 1: Upload File Share to Azure

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1. Login to local DC or wherever the File Share is located.
2. Take note of root path in which the files are stored. Example: "C:\\"
3. Download and extract all files for the UploaderWiz utility using [this link](#)



4. Open a CommandPrompt and cd to this location on the computer:

```
Administrator: Command Prompt
Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>cd \

C:\>cd \users

C:\Users>cd [redacted]

C:\Users\[redacted]>Downloads
'Downloads' is not recognized as an internal or external command,
operable program or batch file.

C:\Users\[redacted]>cd Downloads

C:\Users\[redacted]\Downloads>cd UploaderWiz

C:\Users\[redacted]\Downloads\UploaderWiz>_
```

5. Here is where we have the option to run 1 of 2 scripts, depending on which option you want to go with as detailed in step 14 of the “Prep Work Phase 1” section.

Option A:

```
#Creating Different Containers for each folder#

UploaderWiz -accesskey "xxxxxxxx" -secretkey "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx" -type
azureblobs -rootpath "xxxxxxxx" -homedrive true
```

```
UploaderWiz -accesskey migrationwizzz -secretkey t0Lt7AxqhJy43EC08oiQfEZ3SfL7GHv764t8AnsR10cfkY9Q2ybgWk8P0Wyi0W50sbSpaIXIuI1/XsP+SZF5pQ== -type azureblobs
-rootpath C:\shares -homedrive true
```

This would be my script based on what I have showed you so far.

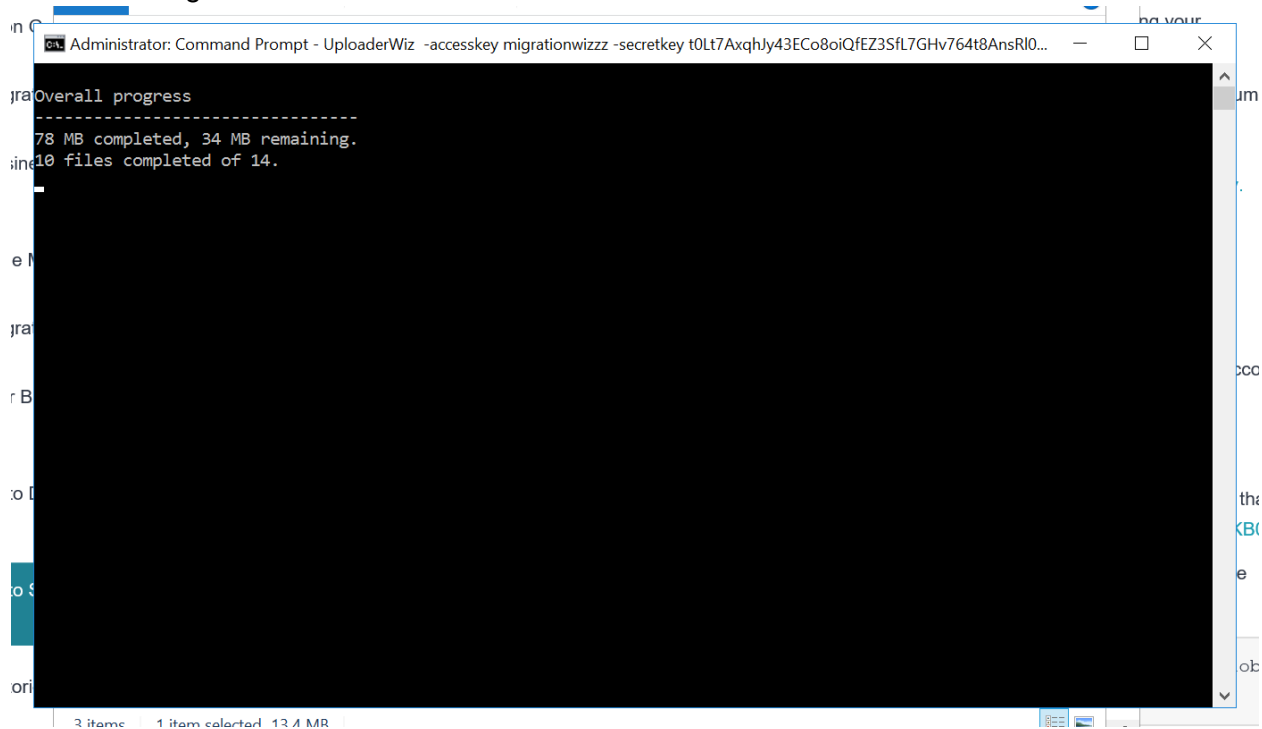
Option B:

**#One Container for my File Share#**

```
UploaderWiz -accesskey "xxxxxxx" -secretkey "xxxxxxxxxxxxxxxxxxxxxxxx" -type  
azureblobs -rootpath "xxxxxxx" -container "containername"
```

```
UploaderWiz -accesskey migrationwizzz -secretkey t0Lt7AxqhJy43ECo8oiQfEZ3SfL7GHv764t8AnsR10cfkY9Q2ybgWk8P0Wy10W50sbSpaIXIuI1/XsP+SZF5pQ== -type azureblobs  
-rootpath C:\shares -container shares
```

6. One you click enter the script will begin running and give you a status of how much is moving:

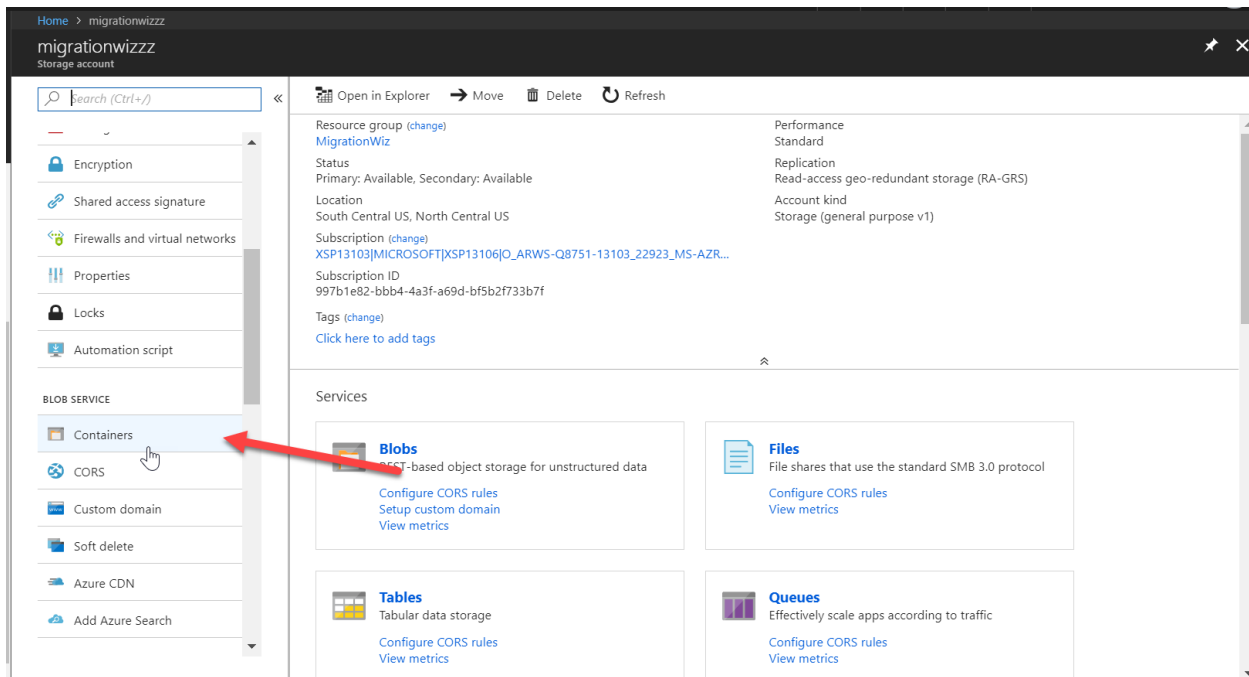


```

Administrator: Command Prompt - UploaderWiz -accesskey migrationwizzz -secretkey t0Lt7AxqhJy43ECo8oiQfEZ3SfL7GHv764t8AnsRl0...
Source: C:\shares\Professional Services\PS_SKUs.xlsx
-----
Source: C:\shares\Professional Services\BitTitan Migration Playbook Exchange 2007+ to Office 365.csv
-----
Source: C:\shares\Professional Services\Documentation\ASR.docx
-----
Source: C:\shares\Professional Services\Documentation\Intune.docx
-----
Source: C:\shares\Professional Services\Professional Services Quick Reference _Sales Engineering (2) (1).pdf
-----
Source: C:\shares\Professional Services\Documentation\VPN.docx
-----
Source: C:\shares\Professional Services\Updated_SOW.report.xlsx
-----
Source: C:\shares\Professional Services\SOWs\Pro Services Proposal Template.docx
-----
Source: C:\shares\Professional Services\Documentation\ADConnect.docx
-----
Source: C:\shares\Professional Services\Professional Services Offerings.docx
-----
Source: C:\shares\Professional Services\PS.for.CSA.pptx
-----
Failed transfers:
None.
Original container input name:Technical Resources. New container name:technicalresources.
Traversing sub-directory C:\shares\Technical Resources under root container: technicalresources
Exploring the system for items to transfer. This may take a few minutes depending on the number of files
  
```

\*Note\* It will tell you if there are any failed transfers

7. Once this is done, you can go back to the Azure Portal>Storage Account>Blob Services>Containers to verify that the share uploaded correctly



Home > migrationwizz - Containers > shares

**shares**  
Container

Search (Ctrl+/)

Upload Refresh Delete Acquire lease Break lease View snapshots Create snapshot

Location: shares

Search blobs by prefix (case-sensitive)  Show deleted blobs

NAME	MODIFIED	BLOB TYPE	SIZE	LEASE STATE
BitTitan				...
Powershell Scripts				...
Processes				...
Professional Services				...
Technical Resources				...
bittitan-AD1-directory.metadata	7/6/2018, 3:21:47 PM	Block blob	258.75 KiB	Available ...
bittitan-AD1-error.metadata	7/6/2018, 3:16:38 PM	Block blob	66 B	Available ...
bittitan-AD1-file.metadata	7/6/2018, 3:21:46 PM	Block blob	243.97 KiB	Available ...

Hide the menu for shares

Home > migrationwizz - Containers > bittitan

**bittitan**  
Container

Search (Ctrl+/)

Upload Refresh Delete Acquire lease Break lease View snapshots Create snapshot

Location: bittitan

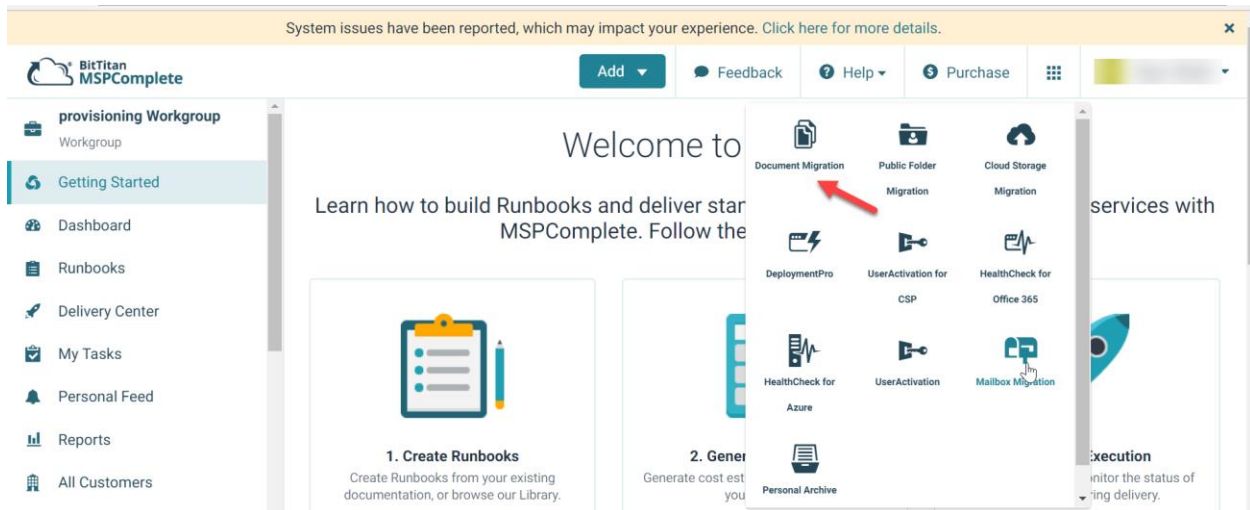
Search blobs by prefix (case-sensitive)  Show deleted blobs

NAME	MODIFIED	BLOB TYPE	SIZE	LEASE STATE
BAE to 365 Part 1.mp4	7/6/2018, 1:13:45 PM	Block blob	95 MiB	Available ...
BitTitan Migration Playbook BAE Silversky to Office 365.xls	7/6/2018, 1:13:42 PM	Block blob	275.5 KiB	Available ...
BitTitan Migration Playbook Exchange 2007+ to Office 365.xls	7/6/2018, 1:13:36 PM	Block blob	282 KiB	Available ...
BitTitan Migration Playbook-BAE Silversky to Office 365.pdf	7/6/2018, 1:13:36 PM	Block blob	1.76 MiB	Available ...
BitTitan Migration Playbook-Exchange to Office 365-Pax8.pdf	7/6/2018, 1:13:39 PM	Block blob	1.72 MiB	Available ...
BitTitan Migration Playbook-G Suite to 365- PAX8.pdf	7/6/2018, 1:13:39 PM	Block blob	2.75 MiB	Available ...
BitTitan Migration Playbook-GoDaddy to Office 365.pdf	7/6/2018, 1:13:37 PM	Block blob	1.62 MiB	Available ...
BitTitan Migration Playbook-GoDaddy to Office 365.xls	7/6/2018, 1:13:36 PM	Block blob	271 KiB	Available ...
BitTitan Migration Playbook-Office to Office 365.pdf	7/6/2018, 1:13:36 PM	Block blob	1.62 MiB	Available ...
bittitan-AD1-directory.metadata	7/6/2018, 1:13:47 PM	Block blob	12.79 KiB	Available ...
bittitan-AD1-error.metadata	7/6/2018, 1:13:33 PM	Block blob	66 B	Available ...

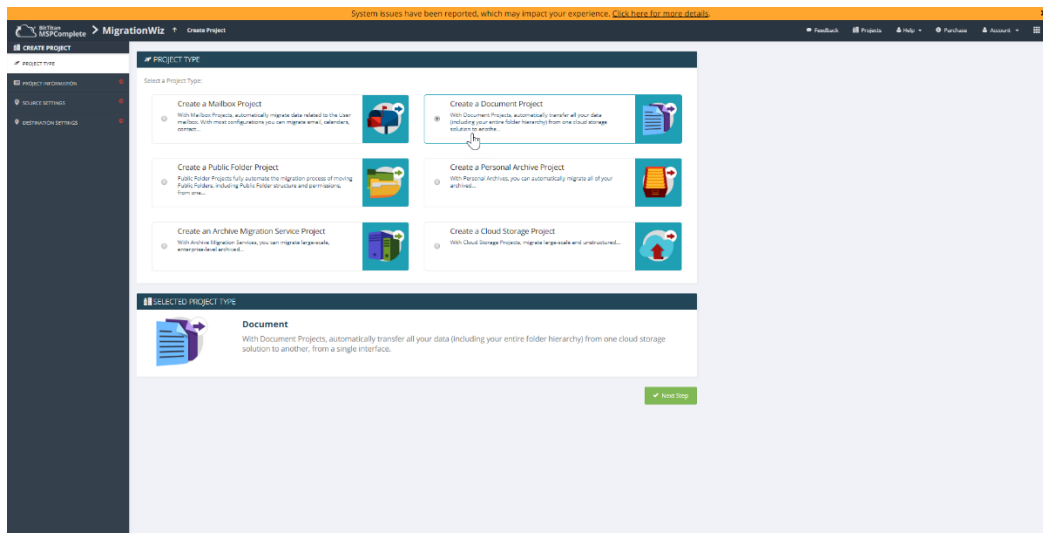
## Migration Phase 2: Prepare BitTitan

Now we are ready to create a BitTitan Project

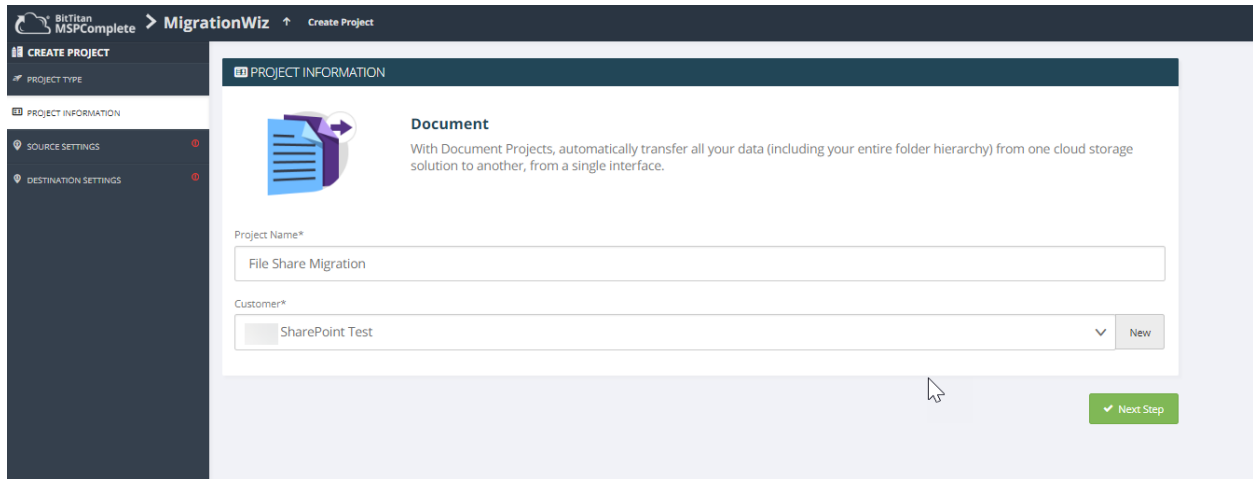
1. Sign in to [BitTitan.com](https://www.bittitan.com) or register for an account here if you don't already have one
2. Click on the waffle icon in the top left corner and select **Document Migration**



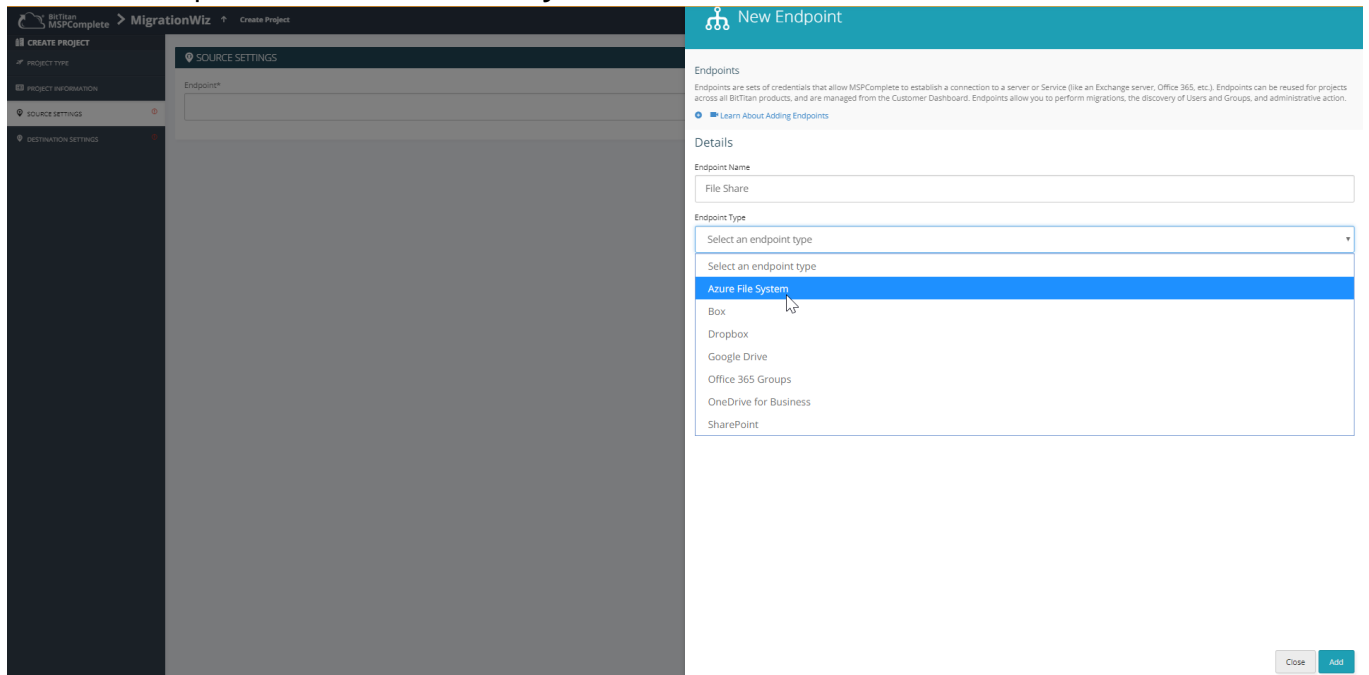
3. Click **Create Project** then select **Create a Document Project** and click Next Step



4. Name the Project and click new to create a new customer, then click Next Step



5. On the Source Settings, click new to add a new endpoint. Name the endpoint and from the dropdown select **Azure File System**



- Grab your Storage Account Name and Access key we noted in step 12 of Prep Work Phase 1. After you have filled out the fields, click Add

### New Endpoint

**Endpoints**

Endpoints are sets of credentials that allow MSPComplete to establish a connection to a server or Service (like an Exchange server, Office 365, etc.). Endpoints can be reused for projects across all BitTitan products, and are managed from the Customer Dashboard. Endpoints allow you to perform migrations, the discovery of Users and Groups, and administrative action.

[Learn About Adding Endpoints](#)

**Details**

Endpoint Name

Endpoint Type

Storage Account Name

Access Key



7. This will give you a summary, click Next Step

📍 SOURCE SETTINGS

Endpoint\*

File Share ✕ New

Azure File System [Edit endpoint](#)

**Using Administrator Login:** True  
**Use Windows Authentication:** False  
**Storage Account Name:** migrationwizz  
**Access Key:** \*\*\*\*\*

✓ Next Step

8. Click new for the destination settings, give the endpoint a name and select **SharePoint** from the dropdown

## New Endpoint

### Endpoints

Endpoints are sets of credentials that allow MSPComplete to establish a connection to a server or Service (like an Exchange server, Office 365, etc.). Endpoints can be reused for projects across all BitTitan products, and are managed from the Customer Dashboard. Endpoints allow you to perform migrations, the discovery of Users and Groups, and administrative action.

[Learn About Adding Endpoints](#)

### Details

Endpoint Name

Endpoint Type

Select an endpoint type ▼

- Select an endpoint type
- Box
- Dropbox
- Google Drive
- Office 365 Groups
- OneDrive for Business
- SharePoint**

9. Add the root level URL of the SharePoint site we created and took note of in step 5 of Prep Work Phase 2. Then add the 365 administrator creds you used to set up the SharePoint site

The screenshot shows a 'New Endpoint' configuration window. At the top, there is a teal header with a network icon and the text 'New Endpoint'. Below the header, there is a breadcrumb trail: '+ Learn About Adding Endpoints'. The main content area is titled 'Details' and contains the following fields:

- Endpoint Name:** A text input field containing '365 Sharepoint'.
- Endpoint Type:** A dropdown menu with 'SharePoint' selected.
- URL:** A text input field containing 'https://[redacted].sharepoint.com/sites/Migration'.
- Administrator Username:** A text input field containing '[redacted];@w[redacted].com'. A red arrow points to this field.
- Administrator Password:** A password input field with a masked password '.....' and a toggle icon on the right.

At the bottom right of the form, there are two buttons: 'Close' and 'Add'.

10. This will give you a summary of the endpoint, click Save Project

DESTINATION SETTINGS

Endpoint\*

365 SharePoint

SharePoint

URL: https://[redacted].sharepoint.com/sites/Migration

Using Administrator Login: True

Use Windows Authentication: False

Administrator Username: [redacted]@[redacted].com

Administrator Password: \*\*\*\*\*

Save Project

11. Next you will see a summary of the entire project Click Save Project

PROJECT SUMMARY

SOURCE

File System

DESTINATION

SharePoint Online v1

Items Available for Migration

Documents Permissions

Migration Guides

Here are relevant Migration Guides:

- File Server File Shares to SharePoint Online Migration Guide

Need Help?

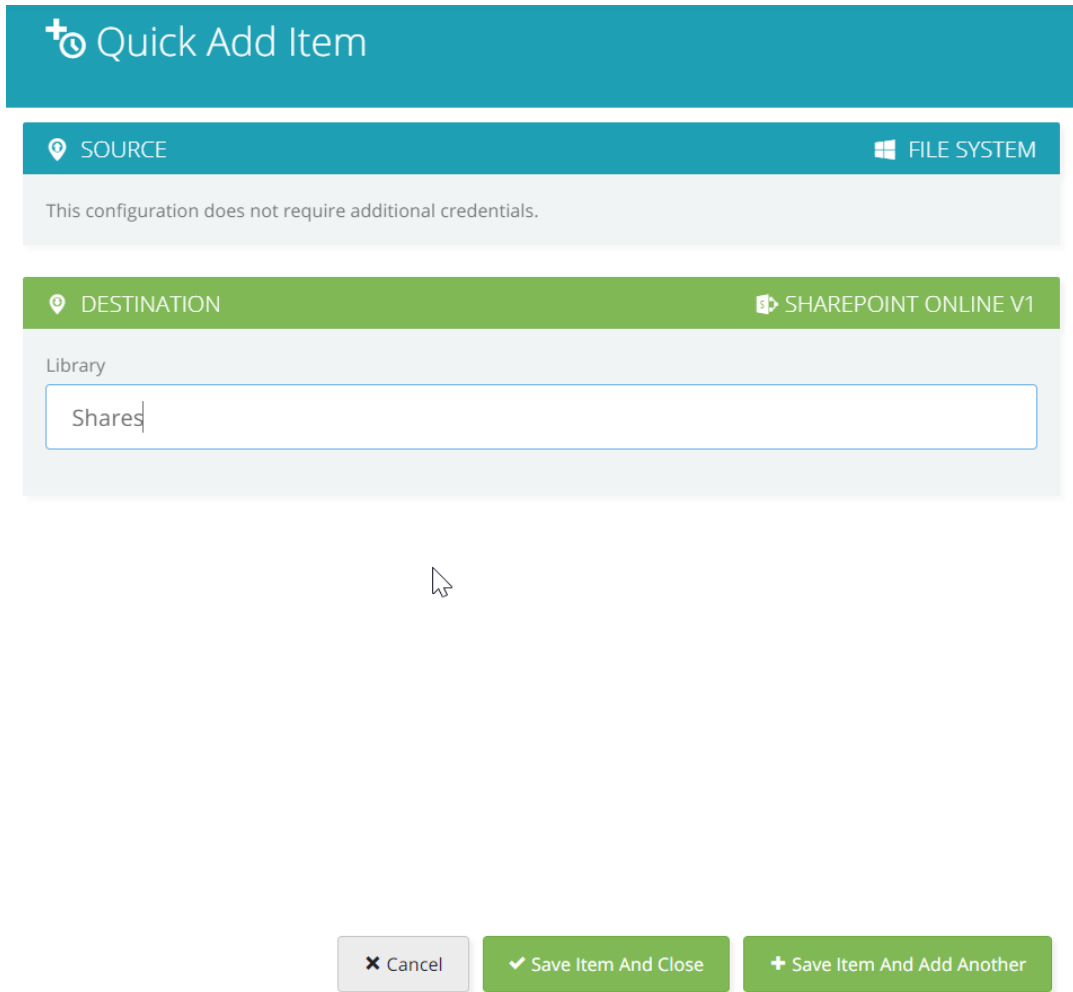
Here are some Knowledge Base articles related to your current configuration:

- Document Migration Best Practices

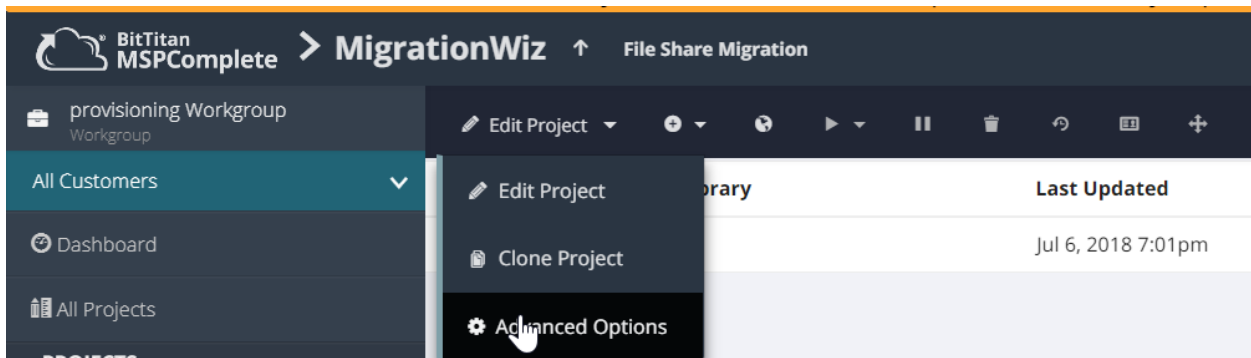
More Articles: Knowledge Base

Save Project

- Here we can click Quick Add to add our Document library. \*Note\* this is the actual name I gave my document library when I created it in Sharepoint. If you are only adding one library. Click Save Item and Close



- Next we will want to go to **Edit>Advanced Options**

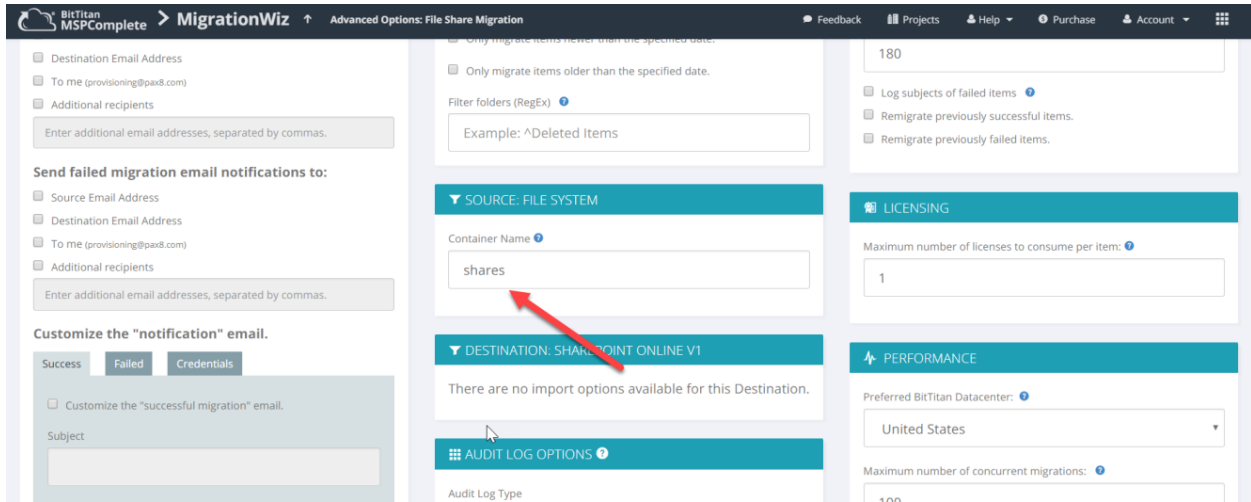


14. In the “Support Section” Copy and paste the following:

- ShrinkFoldersMaxLength=200
- FolderLimit=20000
- RenameConflictingFiles=1
- InitializationTimeout=28800000

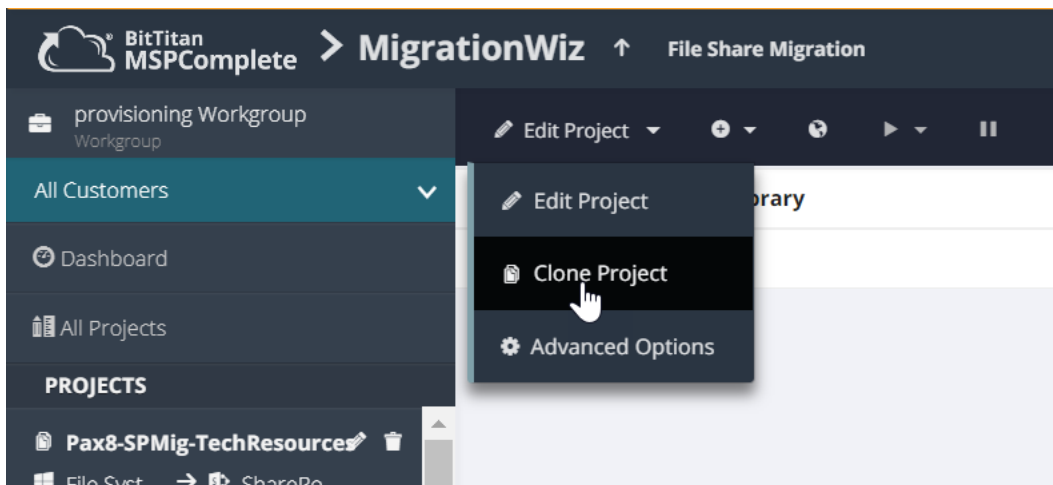
The screenshot displays the BitTitan migration tool interface. On the left, the 'SOURCE: FILE SYSTEM' section shows 'Container Name' set to 'migrationwiz'. Below it, the 'DESTINATION: SHAREPOINT ONLINE V1' section indicates no import options are available. The 'AUDIT LOG OPTIONS' section has 'Audit Log Type' set to '-- Select One --'. On the right, the 'LICENSING' section shows 'Maximum number of licenses to consume per item' set to 1. The 'PERFORMANCE' section shows 'Preferred BitTitan Datacenter' set to 'United States', 'Maximum number of concurrent migrations' set to 100, and 'Maximum number of errors per migration' set to 100. The 'SUPPORT' section contains a list of 'Support Options' with a red arrow pointing to the 'InitializationTimeout=28800000' entry. The options listed are: 'ShrinkFoldersMaxLength=200', 'FolderLimit=20000', 'RenameConflictingFiles=1', and 'InitializationTimeout=28800000'. A red banner at the bottom of the Support section reads: 'Before editing these options, contact Support.' At the bottom of the interface, there are 'Cancel' and 'Save' buttons.

15. In the “Source File System” section, type in the name of your container in Azure, then click save



**\*\*NOTE\*\*** if you are migrating multiple file shares this is now the time to start cloning your project.

- If you have different document libraries for each file share then you will need to add them
- You will need to change the Source file system value in the Advanced Option section for each cloned project/document library



## Clone This Project

**New Project Name**

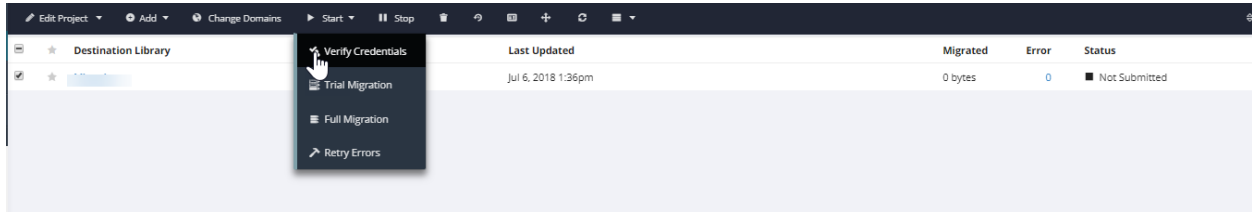
Cloned projects retain the original project's configuration, including Source and Destination settings. Otherwise, your new project will be empty.

The screenshot displays the BitTitan MigrationWiz interface for File Share Migration. On the left is a navigation sidebar with sections for 'All Customers', 'Dashboard', 'All Projects', and 'PROJECTS' (listing 'Pax8-SPMig-TechResources' and 'File Syst...'). The main area shows a table with columns for 'Destination', 'Shares', and 'Last Updated'. A 'Quick Add' dropdown menu is open over the 'Destination' column, showing options for 'Quick Add' and 'Bulk Add'. Below the table, the 'Advanced Options: File Share Migration' section is visible, containing several configuration panels:
 

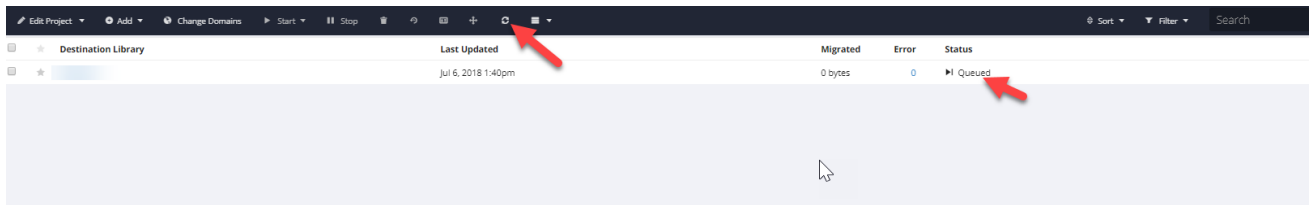
- Destination Email Address:** Includes checkboxes for 'To me (provisioning@pax8.com)' and 'Additional recipients', with a text input for email addresses.
- Send failed migration email notifications to:** Includes checkboxes for 'Source Email Address', 'Destination Email Address', 'To me (provisioning@pax8.com)', and 'Additional recipients', with a text input for email addresses.
- Customize the "notification" email:** Features tabs for 'Success', 'Failed', and 'Credentials', and a checkbox for 'Customize the "successful migration" email.' with a 'Subject' input field.
- Filter folders (RegEx):** Includes a checkbox 'Only migrate items older than the specified date.' and a text input with the example '^Deleted Items'.
- SOURCE: FILE SYSTEM:** Contains a 'Container Name' input field with the value 'shares', highlighted by a red arrow.
- DESTINATION: SHAREPOINT ONLINE V1:** Displays the message 'There are no import options available for this Destination.'
- AUDIT LOG OPTIONS:** Includes an 'Audit Log Type' input field.
- LICENSING:** Includes a 'Maximum number of licenses to consume per item:' input field with the value '1'.
- PERFORMANCE:** Includes a 'Preferred BitTitan Datacenter:' dropdown menu with 'United States' selected, and a 'Maximum number of concurrent migrations:' input field.



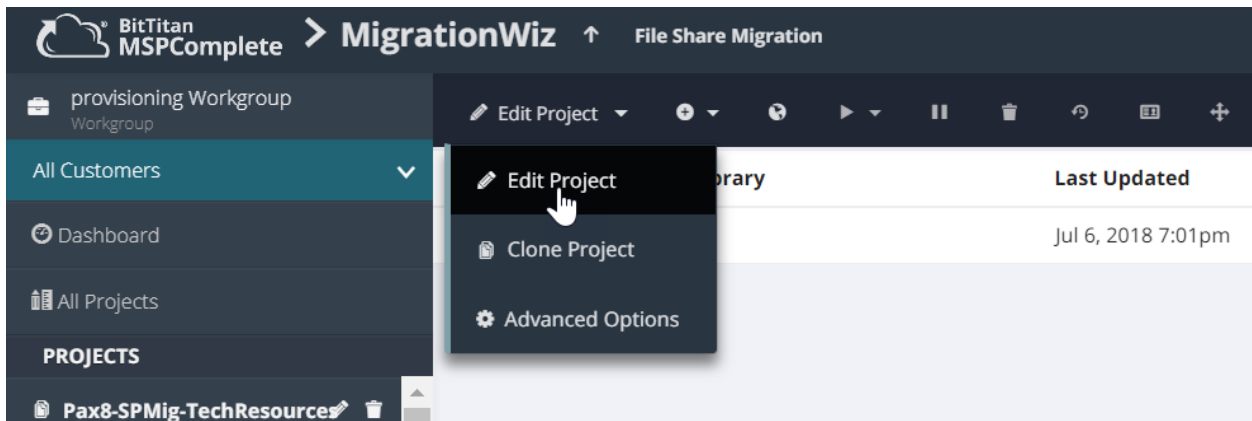
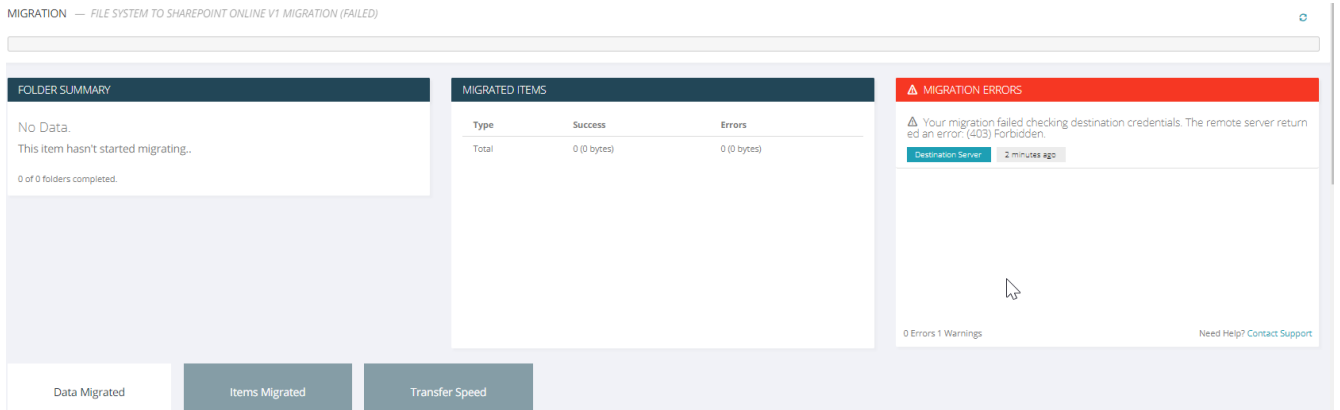
### 16. Select the Document Library and click Verify Credentials



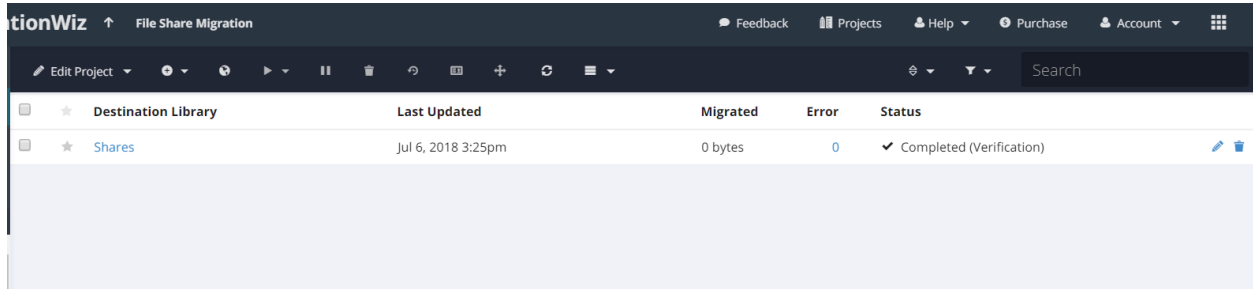
17. The "Status" column will go into Submitted, then Queued, the failed/Completed. You can click on the refresh button on the tool bar to refresh the status



18. If your status goes into Failed then you can click on the message to see why the error occurred. Typically, you either have the wrong URL at the destination or the wrong credentials for the admin user. You can go to Edit Project to modify your project settings

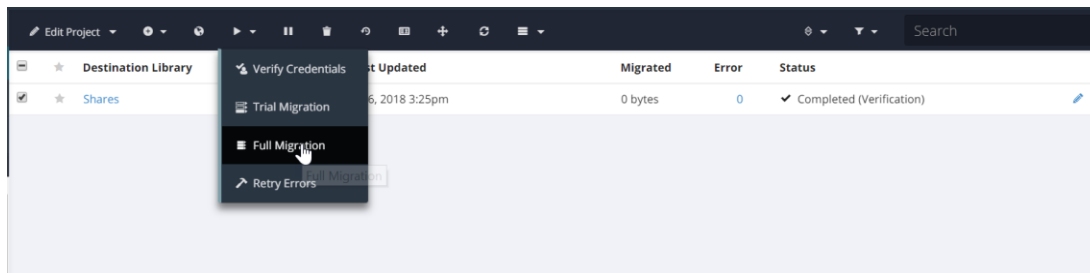


19. You will get a completed verification message once this is successful

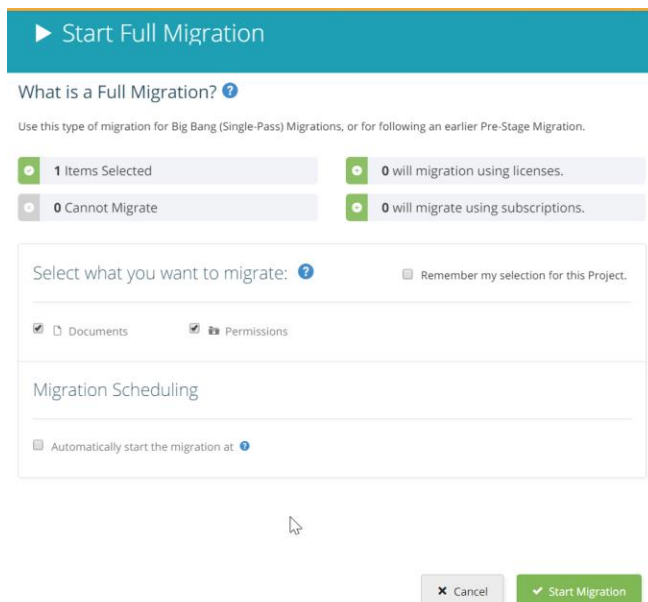


### Migration Phase 3: Data Move

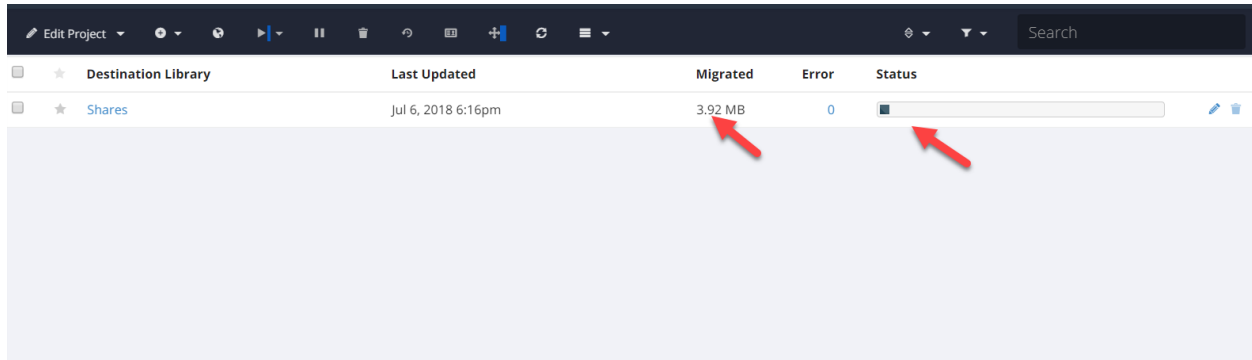
1. We can now select our document library and select Full Migration



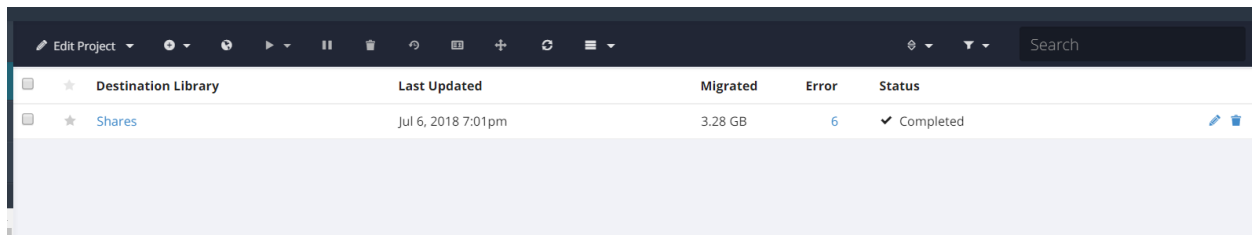
2. Click Start Migration



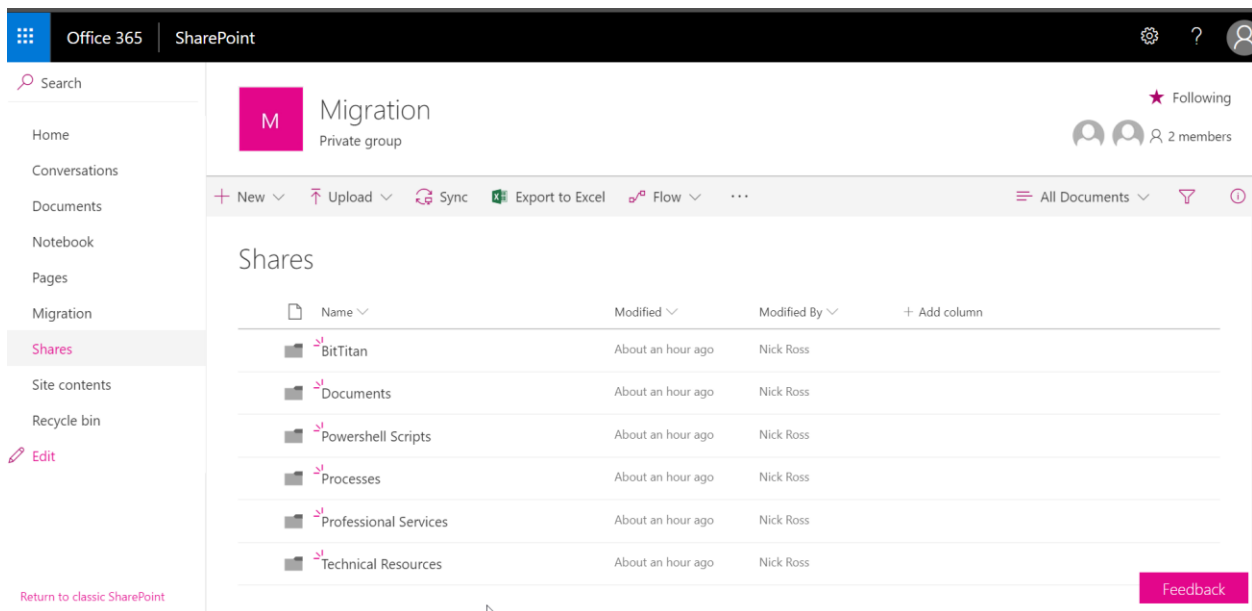
3. We will see a status bar and how much data has moved over as the migration is going



4. Once the data move is complete, we will get a completed status



5. We can then go into our SharePoint document library and verify that the data has been moved



## 6. Perform these steps for each cloned project

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### *Post Migration Clean Up*

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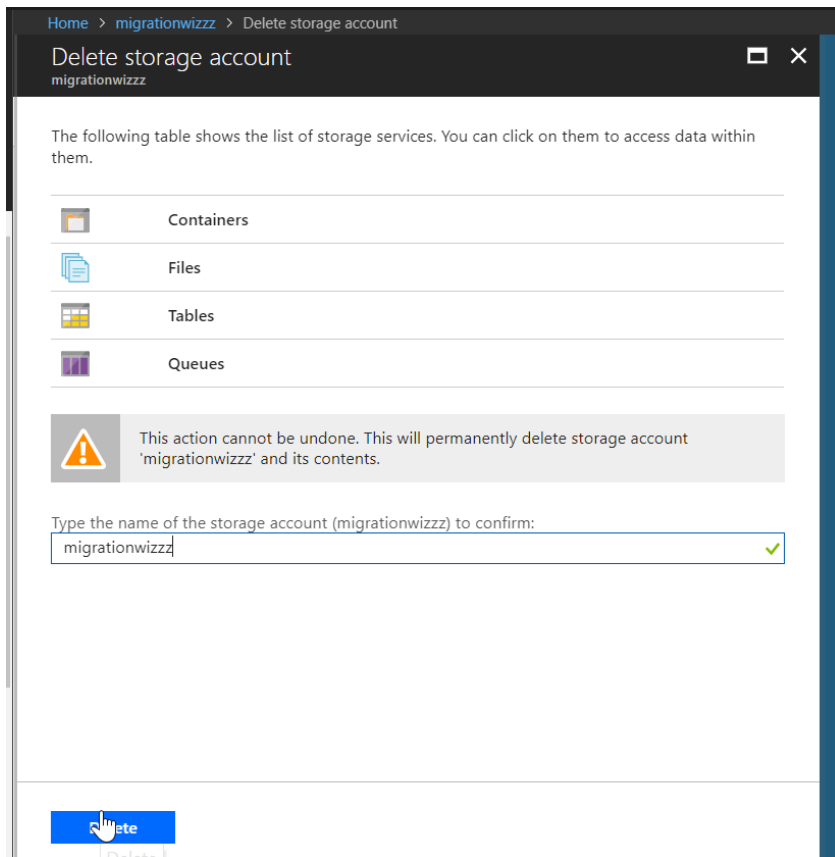
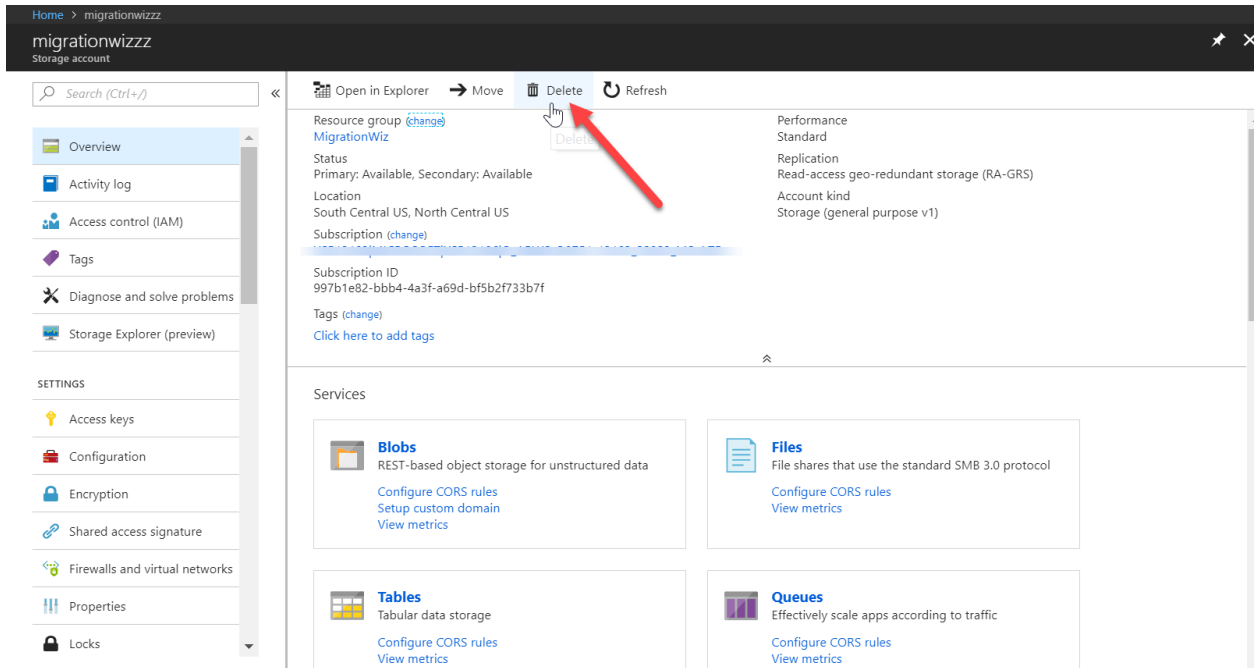
1. Verify that all data has been moved over and is in the correct structure in SharePoint

**\*NOTE\*** After this has been verified we want to Delete all the Azure blob containers that were created during the upload to Azure.

2. Log Back into the Azure Portal and go back to your Storage Account. We can delete containers individually or just delete then entire Storage account itself

The screenshot shows the Azure Portal interface for a storage account named 'migrationwizzz'. The left sidebar contains navigation options like Overview, Activity log, Access control (IAM), Tags, Diagnose and solve problems, Storage Explorer (preview), and various settings. The main area displays a table of containers. The 'bittitan' container is selected, and its context menu is open, showing options such as Container properties, Access policy, Acquire lease, Break lease, Edit metadata, and Delete. The 'Delete' option is highlighted with a mouse cursor.

NAME	LAST MODIFIED	PUBLIC ACCESS ...	LEASE STATE
<input checked="" type="checkbox"/> bittitan	7/6/2018, 1:13:31 PM		
documents	7/6/2018, 1:13:47 PM		
powershellscripts	7/6/2018, 1:13:49 PM		
processes	7/6/2018, 1:13:54 PM		
professionalservices	7/6/2018, 1:13:56 PM		
shares	7/6/2018, 3:15:06 PM		
technicalresources	7/6/2018, 1:15:12 PM	Private	Available



### 3. Decommission the local File Server if applicable