MIGRATION PLAYBOOK · FILES AND COLLABORATION

How to move Confluence spaces to SharePoint

Microsoft has no built-in tool that converts Confluence pages into SharePoint pages. Sort each space into content to rebuild, content to archive and content to drop, then rebuild the living pages in SharePoint and keep a searchable archive of the rest.

Updated 4 Nov 2026 5 phases 10 detailed steps 4 official sources

START HERE

How do you move Confluence spaces to SharePoint?

SHORT ANSWER

This replaces Confluence spaces with SharePoint. Because nothing from Microsoft converts Confluence pages automatically, the plan splits content three ways: pages people still use are rebuilt as SharePoint pages, older pages are exported to PDF or Word and stored in a SharePoint library as a read-only archive, and outdated pages are left behind.

- **Recommended route:** Rebuild active pages as SharePoint pages by hand, and archive the rest as PDF exports in a SharePoint document library
- **Order:** Decide what each space is worth before moving anything.
- **5 phases:** Inventory and decide, Build the SharePoint structure, Rebuild active pages, Archive the rest and Read-only, then retire.
- **You're done when:** Every active page has a published SharePoint page, checked by its owner.

Owners of each space make those calls, and Confluence goes read-only once the rebuild is done.

RECOMMENDED ROUTE

Rebuild active pages as SharePoint pages by hand, and archive the rest as PDF exports in a SharePoint document library

It uses only built-in features, it forces a clean-up of outdated content, and PDF archives open and are searchable in SharePoint, unlike HTML exports.

▼ **Other options and when to use them**

- **A third-party Confluence-to-SharePoint migration tool or service**
  : Hundreds of active pages that must keep their structure, where rebuilding by hand would take too long. Test macros and links on a sample space first.
- **Archive only, no rebuild**
  : The wiki is no longer edited and people only need to look things up.

TOOLS FOR THIS PLAN

Are you ready?
22-question readiness check

Plan your dates
Dated countdown you can add to your calendar

New to the jargon?
Plain-English migration glossary

ORDER TO MIGRATE IN, AND WHY

Decide what each space is worth before moving anything. Build the SharePoint structure, rebuild the active pages, archive the rest, then make Confluence read-only and finally switch it off.

1. **Inventory of spaces with owners, page counts and last-edited dates**
   Most wikis contain far more old content than live content, and the owners decide what is still needed.
2. **Rebuild, archive or drop decision per space or page tree**
   This decision drives the whole effort; rebuilding is slow, archiving is quick.
3. **SharePoint sites and navigation designed**
   Pages need a home: typically one communication site or a section of an existing site per space.
4. **Active pages rebuilt and checked by their owners**
   Owners know what each page should say and can update it as they rebuild.
5. **Archive exported and uploaded**
   PDF exports keep a readable, searchable record without rebuilding it.
6. **Confluence read-only, then retired**
   A read-only period catches anything missed before the system is switched off.

SETTINGS CHECKLIST: DECIDE THESE BEFORE YOU COPY

Built-in and third-party tools treat these differently. Tick each one off once you have decided.

Download this checklist (Excel)

- [ ] **What can be exported**

  Which export format to use for the archive.

  ▼ How each tool handles it

  Built-in method Confluence Data Center: whole spaces export to HTML, PDF or XML, and single pages to PDF or Word (.doc). Exporting a space needs the Export Space permission. The Word export includes only the first 50 attached images; multi-page PDF exports exclude comments.

  Tip: Use PDF for the archive: it keeps layout and images and opens in the browser in SharePoint.

  Atlassian: Export content to Word, PDF, HTML and XML

- [ ] **HTML exports**

  Whether to put HTML exports in SharePoint.

  ▼ How each tool handles it

  Built-in method SharePoint Online: .htm and .html files in document libraries do not open in the browser; users are prompted to download them, because strict browser file handling is enforced and cannot be changed.

  Tip: Do not use the HTML export as the archive; use PDF instead.

  Microsoft Learn: Migration assessment scan, browser file handling

- [ ] **Rebuilding pages**

  Who rebuilds which pages, and in which site.

  ▼ How each tool handles it

  Built-in method SharePoint: site members with edit permissions add pages with + New > Page, choose a template, add text, documents and other web parts, and select Publish when ready. Until published, only people with edit permissions can see a page.

  Tip: Create a page template matching your most common Confluence page type, so rebuilt pages look consistent.

  Microsoft Support: Create and use modern pages on a SharePoint site

Attachments

Where files attached to Confluence pages go.

▼ How each tool handles it

Built-in method Confluence: the HTML space export puts attachments in folders named by page ID. SharePoint: files belong in document libraries, which the SharePoint Migration Tool can upload from a local folder.

Tip: Upload attachments for rebuilt pages into the site's document library and link to them from the page.

Atlassian: Export content to Word, PDF, HTML and XML

Macros and page trees

How Confluence-specific features are replaced.

▼ How each tool handles it

Built-in method SharePoint pages use web parts rather than macros, and site navigation rather than page trees. Not stated in Microsoft documentation as a conversion: each macro needs a manual equivalent or is dropped.

Tip: List the macros your active pages use (for example tables of contents, Jira issue lists, status labels) and agree a SharePoint replacement for each before rebuilding.

Microsoft Support: Create and use modern pages on a SharePoint site

THE PLAN, PHASE BY PHASE

1 Inventory and decide Weeks 1 to 2

List every space with its owner, page count and last-edited date.

With each owner, mark page trees as rebuild, archive or drop.

List the macros used in pages marked rebuild.

> ⚠ **Watch out:** Microsoft has no tool that converts Confluence pages into SharePoint pages.
>
> **WAYS AROUND IT**
>
> - Rebuild only active pages, and archive the rest as PDF.

Show the detailed steps (2) →

2 Build the SharePoint structure Week 2

Create a communication site, or a section of an existing site,

per space.

Set up navigation to mirror the top levels of each page tree.

Create an Archive document library on each site.

> **Watch out:** Deep Confluence page trees do not map neatly to SharePoint navigation.
>
> **WAYS AROUND IT**
>
> - Flatten to two or three levels and use links between pages.

Show the detailed steps (2) →

3 Rebuild active pages Weeks 3 to 6

Owners rebuild each active page as a SharePoint page,

updating it as they go.

Upload attachments to the site library and link them from the pages.

Publish pages and ask a colleague to check each one.

> **Watch out:** Rebuilding is slow for spaces with hundreds of active pages.
>
> **WAYS AROUND IT**
>
> - Consider a third-party migration tool or service for those spaces, after a test on a sample.

Show the detailed steps (2) →

4 Archive the rest Weeks 4 to 6

Export archive page trees

or whole spaces to PDF.

Upload the PDFs to the Archive library with the SharePoint Migration Tool or by drag and drop.

Keep an XML space export as a full backup.

> ⓘ **Watch out:** HTML exports download instead of opening in SharePoint.
>
> **WAYS AROUND IT**
>
> - Use PDF for anything people will read.

Show the detailed steps (2) →

5 Read-only, then retire Weeks 6 to 10

Make Confluence read-only and add a banner pointing to SharePoint.

Fix anything people report missing for a month.

Take final XML backups, then retire Confluence.

> ⚠ **Watch out:** Links to Confluence pages in emails and documents stop working.
>
> **WAYS AROUND IT**
>
> - Keep Confluence read-only long enough for people to find the new pages, and publish a list of where each space went.

Show the detailed steps (2) →

✓ You are finished when

- Every active page has a published SharePoint page, checked by its owner.
- Archived content is in SharePoint as PDF, searchable and opening in the browser.

- Confluence has been read-only for a month with no missing-content reports outstanding.
- Final XML backups are stored and Confluence is retired.

CLICK BY CLICK

What does each step involve?

Open a part when you reach it in the plan. Each step says where to go, what to do and what you should see.

About this migration

What it covers, limits at a glance

Confluence stores knowledge as wiki pages with macros, page trees and comments. SharePoint uses its own pages and document libraries, and Microsoft's migration tools (the SharePoint Migration Tool and Migration Manager) move files, not Confluence pages. So a Confluence move is a content project as much as a technical one.
The practical route is to keep only what people still use, rebuild that as SharePoint pages, and archive the rest as PDF or Word files that SharePoint can search and preview. If Jira and Confluence are moving to Atlassian Cloud instead, see Atlassian Server to Cloud.

MICROSOFT MIGRATION TOOL FOR CONFLUENCE **None: SPMT and Migration Manager move files, not Confluence pages**	CONFLUENCE SPACE EXPORTS **HTML, PDF and XML (needs the Export Space permission)**
SINGLE PAGE EXPORTS **PDF, or Word (.doc) with only the first 50 images**	HTML IN SHAREPOINT **Downloaded instead of opened in the browser**
LIVING CONTENT **Rebuilt as SharePoint pages**	OLD CONTENT **Archived as PDF or Word in a document library**

1 What do you need before you move Confluence spaces to SharePoint?

Need	Details	Where to get it
Confluence admin, or Export Space permission	To export spaces to PDF, HTML or XML.	Confluence space permissions
SharePoint site creation rights	To create a site per space.	SharePoint admin center or your SharePoint admin
Space owners	People who decide what to rebuild, archive or drop, and rebuild their pages.	Each team
SharePoint Migration Tool (optional)	To upload exported PDFs and attachments in bulk.	Install SPMT
Content inventory	Spaces, owners, page counts and last-edited dates.	Confluence space directory

2 Inventory spaces and decide what moves

2 steps

1 List spaces and activity

Where: Confluence > Spaces > Space directory, and each space's page tree

Record each space's owner, number of pages and when it was last edited. Put it in the inventory template with a decision column.

✓ **You should see:** One row per space with an owner and activity dates.

2

Agree rebuild, archive or drop

Where: A short meeting with each space owner

Mark page trees still in use as rebuild, reference material as archive, and outdated pages as drop. Note the macros used on pages marked rebuild.

✓ **You should see:** Every page tree has a decision and an owner.

3 Build the SharePoint structure

2 steps

1

Create a site per space

Where: SharePoint start page > + Create site > Communication site

Name each site after the space, set owners, and add navigation links for the top levels of the page tree.

✓ **You should see:** A site per space, with its owners and navigation.

2

Create the archive library

Where: The new site > + New > Document library

Create a library called Archive for PDF exports, and give visitors read-only access.

✓ **You should see:** An empty Archive library on each site.

4 Rebuild active pages

2 steps

1

Create each page

Where: The site home page > + New > Page

Choose a template, copy the text from Confluence, update anything out of date, and add web parts for images, documents and links. Select **Publish** when ready.

✓ **You should see:** A published page that matches or improves on the Confluence page.

2

Move attachments

Where: The site's Documents library

Download attachments from the Confluence page, upload them to the library, and link to them from the SharePoint page.

✓ **You should see:** Every attachment the page needs opens from the new page.

5 Archive the rest as PDF

2 steps

1

Export to PDF

Where: Confluence > the space > Space tools (or Space settings) > Content Tools > Export > PDF

Export the whole space or choose a custom export of the page trees marked archive. Also take an XML export of each space as a full backup.

✓ **You should see:** A PDF per space or page tree, and an XML backup.

2

Upload to SharePoint

Where: The site's Archive library, or the SharePoint Migration Tool for many files

Upload the PDFs. For many files, put them in a local folder and move them with SPMT. Do not upload the HTML export: SharePoint downloads HTML files instead of opening them.

✓ **You should see:** PDFs open in the browser and appear in SharePoint search.

6 Make Confluence read-only and retire it

2 steps

1

Switch Confluence to read-only

Where: Confluence administration > space permissions for each space

Remove add and edit permissions for all users, and add a banner pointing to the new SharePoint site. Publish a list of where each space went.

✓ **You should see:** Users can read but not edit, and see where to go.

2

Retire Confluence

Where: Confluence administration, then your licence records

After a month with no missing-content reports, take final XML backups, store them with your records and switch Confluence off.

✓ **You should see:** Confluence is off and backups are kept for your retention period.

WORTH KNOWING

What can go wrong, and how do you avoid it?

The detail behind the plan: options compared, and what experienced engineers check first. Tap any item.

Compare all the ways to do this

3 options –

Rebuild active pages, archive the rest

MEDIUM EFFORT

Best for: Most organisations moving a team wiki to SharePoint

+ Built-in features only
+ Cleans out outdated content
+ PDF archive is searchable in SharePoint
– Owner time to rebuild pages
– Macros and page trees replaced by hand

Read more →

Archive only

LOW EFFORT

Best for: Wikis no longer edited, kept for reference

+ Quick
+ No rebuilding
– Content is read-only PDF
– No ongoing editing in SharePoint

Read more →

Third-party migration tool or service

MEDIUM EFFORT

Best for: Large active spaces that must keep their structure

+ Faster than rebuilding by hand for large spaces
– Not a Microsoft tool
– Macro and link handling varies; test on a sample space

OUR ADVICE

Rebuild only what people still use and archive the rest as PDF. Consider a third-party tool only for large, active spaces, and test it on a sample space first.

There is no Microsoft converter

SAVES TIME

Microsoft's SharePoint Migration Tool and Migration Manager move files from file shares and other cloud storage, not Confluence pages.

WHAT TO DO

Budget owner time to rebuild active pages, or test a third-party tool on a sample space before relying on it.

Microsoft Support: Create and use modern pages on a SharePoint site

HTML exports will not open in SharePoint

USER IMPACT

SharePoint Online enforces strict browser file handling, so .htm and .html files are downloaded rather than opened.

WHAT TO DO

Use PDF exports for the archive.

Microsoft Learn: Migration assessment scan, browser file handling

Exports leave things out

COMPLIANCE

Word exports keep only the first 50 images, and multi-page PDF exports exclude comments. Only the XML export holds everything, including comments and all attachments.

WHAT TO DO

Keep an XML export of each space as the complete backup, even if people read the PDFs.

Atlassian: Export content to Word, PDF, HTML and XML

Most wiki content is old

COST LEVER

Rebuilding takes time per page, so moving everything is rarely worth it. A clean-up is part of the value of the move.

WHAT TO DO

Use last-edited dates to propose archive or drop, and let owners override.

Atlassian: Export content to Word, PDF, HTML and XML

Permissions need rethinking

REDUCES RISK

Restricted Confluence content stays restricted in an XML export, but SharePoint permissions are set per site, library or page, not per Confluence restriction.

WHAT TO DO

Note restricted spaces and pages in the inventory and put them in sites or libraries with matching access.

Atlassian: Export content to Word, PDF, HTML and XML

FINISH SAFELY

How do you check it worked, or roll back?

Full validation checklist

5 checks

Run these before you declare the migration complete. Record the results in the data validation report.

Check	How to check	What good looks like
Every rebuild page is published	Compare the inventory's rebuild list with each site's Site Pages library.	Every page marked rebuild is published and signed off by its owner.
Archive opens and is searchable	Open sample PDFs in the Archive library and search for a phrase from them.	PDFs open in the browser and appear in search results.
Attachments work	Click every attachment link on a sample of rebuilt pages.	Every link opens the file.
Permissions match	Sign in as a user from outside a restricted team and try to open its site.	Restricted content is only visible to the right people.

Check	How to check	What good looks like
XML backups stored	Check each space has an XML export in your records store.	One XML backup per space.

Rollback plan

If it goes wrong

ROLL BACK IF

- Teams cannot find critical content in SharePoint
- Rebuilt pages are missing information people depend on
- Permissions expose restricted content

POINT OF NO RETURN

While Confluence is only read-only, rollback is restoring edit permissions. Once Confluence is switched off, you can only restore from the XML backups into a new Confluence instance, so keep it read-only until the month of checks is over.

1

Restore edit access in Confluence

Where: Confluence > the affected space > space permissions

Give the team back add and edit permissions and remove the banner for that space.

✓ **You should see:** The team can edit in Confluence again.

2

Fix the SharePoint gap

Where: The SharePoint site

Rebuild the missing pages or fix permissions, then repeat the read-only step.

✓ **You should see:** The content is in SharePoint and Confluence can go read-only again.

Agree the triggers and who decides before the go / no-go meeting. Use the rollback plan template.

Common problems and fixes

4 errors

`Export option missing for a space`

Cause: You do not have the Export Space permission.

Fix: Ask a space admin to grant it, or to run the export.

`HTML files download instead of opening`

Cause: SharePoint Online enforces strict browser file handling.

Fix: Export to PDF instead.

`Images missing from a Word export`

Cause: Word exports include only the first 50 attached images.

Fix: Export that page to PDF instead.

`Users cannot create pages`

Cause: They lack edit permissions, or page creation is turned off.

Fix: Add them as site members, or ask the SharePoint admin.

Search the full error library →

FAQ

Frequently asked questions

Can Microsoft's migration tools move Confluence?

No. The SharePoint Migration Tool and Migration Manager move files, not Confluence pages.

Can I upload the Confluence HTML export to SharePoint?

You can, but SharePoint Online downloads HTML files instead of opening them, so use PDF for anything people will read.

What is the most complete Confluence export?

The XML export, which includes pages, blogs, comments and all attachments.

Who can export a whole space?

Users with the Export Space permission.

Should we move every page?

Usually not. Rebuild what people still use, archive reference material as PDF, and drop outdated pages.

SOURCES

Official sources

4 official pages this guide is based on

Vendors change limits and features, so confirm details on the source before you rely on them. Last checked 4 Nov 2026.

- Atlassian: Export content to Word, PDF, HTML and XML
- Microsoft Learn: Migration assessment scan, browser file handling

- Microsoft Support: Create and use modern pages on a SharePoint site
- Microsoft Support: Page templates in SharePoint