MIGRATION PLAYBOOK · MICROSOFT 365

How to migrate Microsoft 365 Groups and Planner plans to another tenant

Microsoft has no native tool that moves a Microsoft 365 group or its Planner plans between tenants. This guide shows how to inventory them, recreate each group with its owners, members and settings, and rebuild plans with the Microsoft Graph Planner API.

Updated 4 Nov 2026 7 phases 31 detailed steps 13 official sources

START HERE

How do you migrate Microsoft 365 Groups and Planner plans to another tenant?

SHORT ANSWER

Microsoft has no built-in tool that moves a Microsoft 365 group (a shared inbox, calendar, site and plans for a team) or its Planner plans to another Microsoft 365 tenant (your organisation's own Microsoft 365 setup). In a Microsoft 365 tenant-to-tenant move you recreate each group in the new tenant with its owners, members and settings, move its SharePoint site separately, and rebuild plans with a script, by hand or with a third-party tool.

- **Recommended route:** Recreate groups and rebuild plans with Microsoft Graph PowerShell
- **Order:** People first, then the group itself, then everything that hangs off it: site, conversations and plans.
- **7 phases:** Take stock, Prepare the new tenant, Recreate the groups, Move connected content, Rebuild the plans, Cut over and Retire the old groups.
- **You're done when:** Every kept group is in the new tenant with matching owners, members, settings and its original address.

Group conversations and the group calendar need a tool or stay behind. The time depends on how many groups and plans you keep, so retire what nobody uses

first.

RECOMMENDED ROUTE

Recreate groups and rebuild plans with Microsoft Graph PowerShell

No third-party licence, repeatable from your inventory, and you can test it on a pilot group and run it again.

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

- **Export to Excel and rebuild by hand**
  : A few groups, or small and finished plans. The export is a record only: it cannot be imported back into Planner.
- **Third-party migration tool such as BitTitan MigrationWiz, ShareGate Migrate or AvePoint Fly**
  : You need group conversations, task comments or attachments moved, or you have a large estate.

TOOLS FOR THIS PLAN

Are you ready?
22-question readiness check

Plan your dates
Dated countdown you can add to your calendar

Compare options
Compare Microsoft 365 migration tools

New to the jargon?
Plain-English migration glossary

ORDER TO MIGRATE IN, AND WHY

People first, then the group itself, then everything that hangs off it: site, conversations and plans. Each later step points at a person or a group that must already exist in the new tenant.

1. **Inventory, with owners marking each group and plan Keep, Archive or Retire**
   Every kept group costs the same effort, so retiring first shrinks the whole project.
2. **Owners, members and task assignees in the new tenant**
   Memberships and Planner assignments point at the new accounts' IDs, so the accounts must exist first.
3. **Groups recreated on a temporary address, with welcome emails off**
   Your real domain is still in the old tenant, and members should not get surprise welcome emails.
4. **Each group's SharePoint site**

Plans link to files on the site, so the site moves before the plans are rebuilt.

5 **Conversations and calendar, where a group needs them**

Only a tool can copy them, and it needs the new group to exist.

6 **Planner plans, after every plan is exported to Excel**

Plans live inside groups and need the migration account as a group member. The export is your record of what a rebuild loses.

7 **Cutover: source frozen, real addresses set, owners sign off**

Groups can only take their real addresses once the domain is verified in the new tenant.

8 **Source groups retired**

Deleting a group deletes all its plans, so it goes last.

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)

☐ **Owners and members**

Who owns and belongs to each kept group in the new tenant, from your mapping sheet.

▼ How each tool handles it

Built-in method	No built-in move. Microsoft Graph creates a group with at most 20 owners and members combined in one call, so you add the rest afterwards. Cross-tenant sync copies Microsoft 365 groups only as security groups, which are not the same thing.
BitTitan MigrationWiz	In a Teams migration, copies static memberships in the final pass. Dynamic memberships arrive as static and must be recreated.

Tip: Create each group with a few owners, then add everyone else by script from the mapping sheet.

Microsoft Learn: Create group (Microsoft Graph)

☐ **Welcome emails**

Whether members get a welcome email when you add them, and whether to turn it back on later.

▼ How each tool handles it

Built-in method	Adding members to a new group can send each one a welcome email, unless UnifiedGroupWelcomeMessageEnabled is set to false first.
BitTitan MigrationWiz	In a Teams migration, adds memberships in the final pass to limit notifications.

Tip: Run Set-UnifiedGroup -UnifiedGroupWelcomeMessageEnabled:$false on every new group before adding members.

Microsoft Learn: Set-UnifiedGroup

- [ ] **Email addresses and aliases**

Which temporary address each group uses until your domain moves.

▼ How each tool handles it

Built-in method	No built-in move. A group cannot use an address on a domain still verified in the old tenant, so it starts on the new tenant's onmicrosoft.com or another verified domain and gets its real address after the domain moves.

Tip: Keep each group's original addresses in the inventory and set them in one Set-UnifiedGroup pass straight after the domain is verified.

Microsoft Learn: Set-UnifiedGroup

- [ ] **Group settings**

Which privacy, external sender and subscription settings each group keeps.

▼ How each tool handles it

Built-in method	No built-in move. Read settings with Get-UnifiedGroup in the old tenant and set them with Set-UnifiedGroup in the new one.

Tip: Export settings and aliases together, so one CSV drives both.

Microsoft Learn: Set-UnifiedGroup

- [ ] **Group-connected SharePoint site**

How each group's site moves: Microsoft's built-in site move or a copy tool.

▼ How each tool handles it

Built-in method	Microsoft's built-in tenant-to-tenant site move (cross-tenant SharePoint migration) can move it once the new group exists, but that group must be created with the special ProvisionSiteOnDemand method. A group created

	the generic way gets its own new site, and the site move then fails. The built-in site move also needs the Cross-Tenant Shared Data Migration licence, sold only under an Enterprise Agreement (a volume licensing contract Microsoft signs directly with large organisations).
ShareGate Migrate	Copy teams creates the new group and its connected site itself. Destination users must already exist.

Tip: Flag every group whose site is moving and create those as the SharePoint guide describes, not with the generic script.

Microsoft Learn: Cross-tenant migration (FastTrack)

- [ ] **Group conversations and calendar**

For each group: copy history with a tool, keep the old group read-only for reference, or start fresh.

▼ **How each tool handles it**

Built-in method	Microsoft documents no way to move group conversations or the group calendar between tenants.
BitTitan MigrationWiz	Copies the group Inbox and Primary Calendar once, with no sync, and some conversations may not stay nested. It uses EWS (an older Exchange connection), which Exchange Online turns off by default since 1 October 2026, so allow the app's ID first.
AvePoint Fly	Lists Microsoft 365 group mailboxes among the mailbox types it migrates across tenants.

Tip: Only license a tool if enough groups need history. Record the decision per group.

Microsoft Learn: Cross-tenant migration (FastTrack)

- [ ] **Planner tasks, assignees and checklists**

Which plans you rebuild, and with which method.

▼ **How each tool handles it**

Built-in method	No built-in move. A Graph script can recreate the buckets, tasks, assignees, dates, labels and checklists it reads from the source. Export to Excel gives a record only; it cannot be imported back.

BitTitan MigrationWiz	Copies plans, buckets and tasks with assignees, labels, dates, checklists, notes and comments.
ShareGate Migrate	Copies Planner plans with the team when you migrate it.

Tip: Export every plan to Excel first, whatever method you choose.

Microsoft Learn: Use the Planner REST API

- [ ] **Planner history: creators, dates and comments**

What history owners accept losing, and where the Excel exports are kept.

▼ **How each tool handles it**

Built-in method	With a script, the new tenant records your migration account and the run date as the creator and created date. Completion history stays only in the Excel export, and the script steps here do not copy comments.
BitTitan MigrationWiz	Created-by, created, last-modified and completed dates are not migrated.

Tip: Store each plan's export with the group's records in the new tenant, and tell owners in advance.

Microsoft Support: Export a plan to Excel

- [ ] **Task attachments and links**

Whether task links must point at the new site, and when you swap them.

▼ **How each tool handles it**

Built-in method	With a script, task references keep the old site addresses unless you replace them. They break once the old site is locked or deleted.
BitTitan MigrationWiz	Remaps files uploaded to a task and links to files in the team's site. External links are not remapped.

Tip: Rebuild plans after the group site has moved, and swap old site addresses for new ones as you write task details.

- [ ] **Premium plans**

Which plans use premium features, and how each one is rebuilt.

▼ **How each tool handles it**

Built-in method	Microsoft says premium plans and tasks are not available in the Planner API, so inventory and rebuild scripts cannot

	see or copy them.
BitTitan MigrationWiz	Not stated in BitTitan's documentation: test it in your pilot.

Tip: Ask owners directly, because premium plans are missing from your script inventory.

Microsoft Learn: Use the Planner REST API

- [ ] **Teams on the group**

For each group with a team: how its channels, conversations and tabs are rebuilt or copied.

▼ How each tool handles it

Built-in method	Recreating the group does not create its team. Channels, channel conversations and tabs are planned with the Teams work.
ShareGate Migrate	Copies a team with its channels, files, Planner plans and connected group. Shared channels are skipped.
BitTitan MigrationWiz	Copies public and private channels, 60 conversations per team by default (up to 1,000), and Planner. Shared channels are not migrated.

Tip: Decide Teams and Planner together for each group, so the same tool or method covers both.

- [ ] **Distribution lists and mail contacts**

Which lists and contacts to recreate, and when.

▼ How each tool handles it

Built-in method	Not part of mailbox data migration. Microsoft says to pre-create them in the new tenant.

Tip: Handle them in the same batch as your groups, with the same temporary address rule.

Microsoft Learn: Cross-tenant migration (FastTrack)

- [ ] **Naming policy and group creation rights**

Which account creates the groups, so names come out unchanged.

▼ How each tool handles it

Built-in method	The new tenant's group naming policy can add prefixes or suffixes and block words, but Microsoft says it does not

apply to Global Administrator or User Administrator. Group creation may be restricted to some people.

Tip: Run the scripts as one of those roles, and check the migration account is allowed to create groups.

- [ ] **Deleting old groups**

How long old groups are kept, and who signs off before deletion.

▼ **How each tool handles it**

Built-in method	Deleting a group deletes all the plans it contains. Restoring the group restores its plans.

Tip: Make "Excel export filed" and "owner sign-off" required columns in your decommission checklist.

Microsoft Learn: Use the Planner REST API

THE PLAN, PHASE BY PHASE

1 Take stock — Before you build anything

Export every Microsoft 365 group, its owners, members, settings and email addresses into C:\migration.

List every Planner plan per group with its

bucket and task counts.

Ask owners to mark each group and plan Keep, Archive or Retire.

Ask owners which plans use premium features.

> ⚠ **Watch out:** With a script: premium plans are not available to the Planner API, so the inventory and rebuild scripts cannot see them.
>
> **WAYS AROUND IT**
>
> - Rebuild premium plans by hand from the Excel export, or budget a vendor tool that supports them.

Show the detailed steps (5) →

2 Prepare the new tenant

Create and license every owner, member and

task assignee in the new tenant.

Add new user names and IDs to your mapping sheet.

Choose a temporary verified domain for group addresses until your domain moves.

Check the naming policy and that the migration account may create groups.

> **Watch out:** A domain can be in only one tenant, so groups cannot take their real addresses until cutover.
>
> **WAYS AROUND IT**
>
> - Create groups on a temporary address and set the original one straight after the domain moves.

Show the detailed steps (3) →

3 Recreate the groups

Create each kept group with its owners, using the SharePoint guide's method for groups whose site is moving.

Turn off welcome emails on each group before adding members.

Add members

from the mapping sheet, plus the migration account.

Reapply privacy, delivery settings and secondary addresses from your export.

Recreate distribution lists and mail contacts at the same time.

> **Watch out:** With Microsoft Graph: one create call takes at most 20 owners and members combined.
>
> **WAYS AROUND IT**
>
> - Create the group with a few owners, then add everyone else afterwards.

> **Watch out:** Microsoft's built-in site move: a site-connected group created the generic way gets a new site of its own, and the site move then fails.
>
> **WAYS AROUND IT**
>
> - Flag every group whose site is moving and create those as the SharePoint guide describes.

Show the detailed steps (5) →

4 Move connected content

Move each group's SharePoint site: with Microsoft's built-in site move if you have an Enterprise Agreement, otherwise with a copy tool.

Decide per group whether conversations and the calendar go by tool, stay read-only in

the old tenant, or start fresh.

Plan any team on the group together with the Teams work.

Watch out: Microsoft documents no way to move group conversations or the group calendar.

WAYS AROUND IT

- Keep the old group read-only for reference, and only buy a tool if enough groups need history.

TOOLS THAT CAN DO IT

BitTitan MigrationWiz
Copies the group Inbox and Primary Calendar once, with no sync. It uses EWS, which Exchange Online turns off by default since 1 October 2026, so allow the app's ID first.

AvePoint Fly
Lists Microsoft 365 Group mailboxes among the mailbox types it migrates across tenants.

Show the detailed steps (4) →

5 Rebuild the plans

After the group site has moved

Export every plan to Excel

as a record, whatever method you use.

Read each kept plan's buckets and tasks from the old tenant into JSON files.

Create the plan, buckets and tasks in the new group, mapping assignees to new users.

Add descriptions and checklists,

swapping old site links for new ones.

Compare bucket and task counts with your inventory.

> **Watch out:** With a script: original creators, created dates, completion history and comments do not carry over.
>
> **WAYS AROUND IT**
>
> - Store the Excel exports with the group's records and tell owners in advance.
>
> **TOOLS THAT CAN DO IT**
>
> **BitTitan MigrationWiz**
> Copies plans with assignees, dates, checklists and comments. Created-by and created dates still do not move.
>
> **ShareGate Migrate**
> Copies Planner plans with the team when you migrate it.

> **Watch out:** Excel exports cannot be imported back into Planner.
>
> **WAYS AROUND IT**
>
> - Use the export as a record and rebuild small plans by hand.

Show the detailed steps (6) →

6 Cut over

Tell owners at least a

week ahead when old plans become read-only.

Set each group's original email address once the domain is verified in the new tenant.

Remove the migration account from every new group.

Ask each owner to check members, site, team and

plans,
and
sign
off.

> **Watch out:** With a script or by hand, changes made in the old tenant after your export do not reach the new tenant.
>
> **WAYS AROUND IT**
>
> - Freeze the old groups on a set date, and remind owners again on the day.

Turn this phase into dated tasks with the cutover planner

Show the detailed steps (4) →

7 Retire the old groups

After the agreed retention period

Agree
how
long
to
keep
the
old
groups
with
owners
and
compliance.

Delete
old
groups
only
once
each
plan's
Excel
export
is
filed
and
the
owner

has
signed
off.

> **Watch out:** Deleting a group also deletes all its plans.
>
> **WAYS AROUND IT**
>
> - Restore it from Deleted groups if needed: restoring the group restores its plans.

Show the detailed steps (2) →

You are finished when

- Every kept group is in the new tenant with matching owners, members, settings and its original address.
- Every rebuilt plan has the same bucket and task counts as the inventory.
- Mail to each group arrives in the new tenant, and members got no surprise welcome emails.
- Every owner has signed off, and the migration account is removed.

Tools named in this plan are independent third-party products, not endorsed by the platform vendor and not paid placements. Check the tool's own documentation and run a pilot first.

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

A Microsoft 365 group is more than a membership list. It owns a shared mailbox and calendar, a SharePoint site, Planner plans and often a team. Microsoft's FastTrack cross-tenant migration documentation lists Microsoft 365 Groups and Microsoft Planner among the products it does not support, and asks customers to pre-create groups in the target tenant. You therefore rebuild the group object yourself, then move each connected workload with the right tool.

Run this work as part of the wider Microsoft 365 tenant-to-tenant migration. Target users must exist before you start, because owners, members and Planner assignments all point at target user IDs.

NATIVE GROUP MOVE
None. Pre-create groups in the target tenant

OWNERS AND MEMBERS AT CREATION
Up to 20 relationships per create call; add the rest afterwards

PLANNER EXPORT
Export to Excel gives a snapshot; there is no import back

PLANNER API SCOPE
Basic plans only; premium plans are not available in the API

GROUP-CONNECTED SITE
Moves with SharePoint cross-tenant tools once the group exists in the target

1 What you need before step one

Need	Details	Where to get it
Admin roles	Groups Administrator (or User Administrator) in both tenants to read and create groups; Exchange Administrator for Set-UnifiedGroup. The account that rebuilds plans must be a member of each target group.	Microsoft Entra admin center, https://entra.microsoft.com
Target users	Every owner, member and task assignee already created (and licensed) in the target.	Entra ID cross-tenant guide
Microsoft Graph PowerShell	For inventory, group creation and the Planner rebuild. Scopes used: Group.Read.All, Group.ReadWrite.All, User.Read.All, Tasks.Read, Tasks.ReadWrite.	Install Microsoft Graph PowerShell and connect with scopes
Exchange Online PowerShell	For group addresses, privacy and delivery settings.	Connect to Exchange Online PowerShell

Need	Details	Where to get it
A working folder	The scripts write to `C:\migration`. Create it first.	Your admin PC
A mapping spreadsheet	Source UPN, target UPN, source object ID and target object ID for every person.	Identity and licence mapping sheet template

2 Understand what moves and what you rebuild

Decide the route for each part of a group before you touch the target tenant.

Group component	Native cross-tenant move?	Route
Group object, owners, members	No	Recreate with Microsoft Graph PowerShell
Email addresses and aliases	No	Add with Set-UnifiedGroup after the domain is verified in the target
Group settings (privacy, external senders, subscriptions)	No	Read with Get-UnifiedGroup, set with Set-UnifiedGroup
Group-connected SharePoint site	Yes, with SharePoint cross-tenant migration	Pre-create the group in the target first
Group mailbox conversations and calendar	Not documented by Microsoft	Third-party migration tool, or archive and start fresh
Planner plans, buckets and tasks	No	Export to Excel, script with the Graph Planner API, or use a third-party tool

Group component	Native cross-tenant move?	Route
Teams chats and channels	Partly	See the Teams chat migration guide

Cross-tenant user data tools skip shared data. Microsoft says its Cross-Tenant User Data Migration does not migrate shared data such as Teams, channels or SharePoint sites. Group content is shared data.

3 Inventory groups, owners, settings and plans

5 steps

1

List every Microsoft 365 group

Where: PowerShell 7 on your admin PC, connected to the source tenant with Connect-MgGraph

Install the module if needed (how-to), sign in to the source tenant in the browser window that opens and accept the scopes, then export each group with its mail nickname and visibility.

```
Install-Module Microsoft.Graph -Scope CurrentUser
Connect-MgGraph -Scopes "Group.Read.All","Tasks.Read"
Get-MgGroup -Filter "groupTypes/any(c:c eq 'Unified')" -All |
  Select-Object Id,DisplayName,MailNickname,Mail,Visibility |
  Export-Csv C:\migration\groups.csv -NoTypeInformation
```

You should see: C:\migration\groups.csv has one row per Microsoft 365 group with Id, DisplayName, MailNickname, Mail and Visibility.

2

Export owners and members

Where: Same PowerShell session (source tenant)

Record owners and members by user principal name so you can map them to target accounts.

```
$groups = Import-Csv C:\migration\groups.csv
foreach ($g in $groups) {
  Get-MgGroupOwner -GroupId $g.Id -All |
    ForEach-Object { [pscustomobject]@{Group=$g.MailNickname; Role="Owner";
UPN=$_.AdditionalProperties.userPrincipalName} }
  Get-MgGroupMember -GroupId $g.Id -All |
    ForEach-Object { [pscustomobject]@{Group=$g.MailNickname; Role="Member";
UPN=$_.AdditionalProperties.userPrincipalName} }
} | Export-Csv C:\migration\group-membership.csv -NoTypeInformation
```

✓ **You should see:** C:\migration\group-membership.csv has columns Group, Role and UPN, with at least one Owner row per group.

3

Export Exchange settings and aliases

Where: Exchange Online PowerShell on your admin PC, connected to the source with Connect-ExchangeOnline

Graph does not show every mail setting. Use Exchange Online PowerShell for addresses, privacy and delivery settings. To install and connect, see Connect to Exchange Online PowerShell.

```
Connect-ExchangeOnline
Get-UnifiedGroup -ResultSize Unlimited -IncludeAllProperties |
  Select-Object DisplayName,PrimarySmtpAddress,@{n="EmailAddresses";e={$_.EmailAddresses -join
";"}},AccessType,HiddenFromAddressListsEnabled,HiddenFromExchangeClientsEnabled,RequireSenderAuthe
nticationEnabled,AutoSubscribeNewMembers |
  Export-Csv C:\migration\group-settings.csv -NoTypeInformation
```

✓ **You should see:** C:\migration\group-settings.csv lists each group's addresses and settings.

4

List Planner plans per group

Where: Microsoft Graph PowerShell session from the first step (source tenant)

Plans live inside groups. Record each plan with its bucket and task count so you can check the rebuild later.

```
foreach ($g in $groups) {
  Get-MgGroupPlannerPlan -GroupId $g.Id | ForEach-Object {
    [pscustomobject]@{
      Group   = $g.MailNickname
      Plan    = $_.Title
      PlanId  = $_.Id
      Buckets = (Get-MgPlannerPlanBucket -PlannerPlanId $_.Id).Count
      Tasks   = (Get-MgPlannerPlanTask -PlannerPlanId $_.Id -All).Count
    }
  }
} | Export-Csv C:\migration\plans.csv -NoTypeInformation
```

✓ **You should see:** C:\migration\plans.csv lists every basic plan with its PlanId, bucket count and task count.

5

Agree what to retire

Where: Your inventory spreadsheet (Mailbox and data inventory template), with a "Keep / Archive / Retire" column

Send each owner their rows from `groups.csv` and `plans.csv` and ask which groups and plans are still used. Archive completed plans as Excel exports (Step 6) instead of rebuilding them.

✓ **You should see:** Every group and plan row has an owner decision of Keep, Archive or Retire.

4 Prepare the target tenant

3 steps

1

Create and license target users

Where: Microsoft 365 admin center (target) > Users > Active users, or the Entra ID cross-tenant guide

Owners, members and task assignees must exist in the target. Create them with Bulk create users in Microsoft 365 or the Entra ID cross-tenant guide. Then add target UPN and target object ID columns to your mapping sheet and save it as `C:\migration\group-membership-mapped.csv` with columns Group, Role and TargetUPN.

```
# Target tenant: object IDs for the mapping sheet
Connect-MgGraph -Scopes "User.Read.All"
Get-MgUser -All | Select-Object Id,UserPrincipalName | Export-Csv C:\migration\target-users.csv -
NoTypeInformation
```

✓ **You should see:** Every UPN in group-membership.csv has a matching TargetUPN and target object ID.

2

Plan the domain move

Where: Microsoft 365 admin center (target) > Settings > Domains

A group cannot use an address on a domain that is still verified in the source tenant. Until the domain moves, create groups with an address on the target's initial or another verified domain, then add the final address at cutover. See moving a domain between tenants.

✓ **You should see:** You know which verified target domain the groups will use until cutover.

3

Check group creation policy and naming

Where: Microsoft Entra admin center (target) > Microsoft Entra ID > All groups > Groups > Naming policy, and Microsoft Graph PowerShell (beta) for creation settings

Open **Naming policy** and note any prefix, suffix or blocked words. Microsoft says the naming policy does not apply to Global Administrator or User Administrator, so run the scripts as one of those if you want names unchanged. Check whether group creation is restricted with the `Group.Unified` directory setting (`EnableGroupCreation` and `GroupCreationAllowedGroupId`) and make sure the migration account is allowed.

```
Connect-MgGraph -Scopes "Directory.Read.All"
(Get-MgBetaDirectorySetting | Where-Object { $_.DisplayName -eq "Group.Unified" }).Values
```

✓ **You should see:** Either no Group.Unified setting is returned (defaults apply) or EnableGroupCreation is True, or the migration account is in the allowed group.

5 Recreate groups, owners and members

5 steps

1

Create each group with Microsoft Graph

Where: PowerShell 7 on your admin PC, connected to the target tenant with Connect-MgGraph

Set `groupTypes` to `Unified` with `mailEnabled` true and `securityEnabled` false. Microsoft allows up to 20 relationships, such as owners and members combined, in the create call. Add owners at creation and members afterwards. If the group's SharePoint site will move with Microsoft's cross-tenant SharePoint migration, create it the way the SharePoint guide describes instead.

```
Connect-MgGraph -Scopes "Group.ReadWrite.All","User.Read.All"
$params = @{
  displayName     = "Marketing"
  description     = "Marketing team"
  groupTypes      = @("Unified")
  mailEnabled     = $true
  mailNickname    = "marketing"
  securityEnabled = $false
  visibility      = "Private"
  "owners@odata.bind" = @(
    "https://graph.microsoft.com/v1.0/users/<targetOwnerObjectId>"
  )
}
$group = New-MgGroup -BodyParameter $params
```

✓ **You should see:** $group.Id holds the new group ID, and the group appears in the Microsoft Entra admin center under Groups > All groups.

2

Turn off welcome messages

Where: Exchange Online PowerShell connected to the target with Connect-ExchangeOnline

Bulk-adding members to a new group can send each one a welcome email. Switch it off before adding members.

```
Connect-ExchangeOnline
Set-UnifiedGroup -Identity "Marketing" -UnifiedGroupWelcomeMessageEnabled:$false
```

✓ **You should see:** The command returns with no error.

3

Add owners and members in bulk

Where: Microsoft Graph PowerShell session connected to the target

Use the mapping sheet to resolve each target user, then add them by reference.

```
$map = Import-Csv C:\migration\group-membership-mapped.csv   # Group,Role,TargetUPN
foreach ($row in $map | Where-Object Group -eq "marketing") {
  $user = Get-MgUser -UserId $row.TargetUPN
  $ref  = @{ "@odata.id" = "https://graph.microsoft.com/v1.0/directoryObjects/$($user.Id)" }
  if ($row.Role -eq "Owner") {
    New-MgGroupOwnerByRef -GroupId $group.Id -BodyParameter $ref
  } else {
    New-MgGroupMemberByRef -GroupId $group.Id -BodyParameter $ref
  }
}
```

✓ **You should see:** (Get-MgGroupMember -GroupId $group.Id -All).Count matches the member count in your mapping sheet.

4

Add the migration account as a member

Where: Same Microsoft Graph PowerShell session (target)

Creating a group with Graph does not add you as a member, and Microsoft requires the account creating a Planner plan to be a member of the group. Add the migration account now and remove it after the Planner rebuild.

```
$me = Get-MgUser -UserId "migration@fabrikam.onmicrosoft.com"
New-MgGroupMemberByRef -GroupId $group.Id -BodyParameter @{ "@odata.id" =
"https://graph.microsoft.com/v1.0/directoryObjects/$($me.Id)" }
```

✓ **You should see:** The migration account is listed by Get-MgGroupMember for the group.

5

Apply settings and aliases

Where: Exchange Online PowerShell connected to the target

Reapply the settings you exported to `group-settings.csv`. Lower-case `smtp:` adds a secondary address; upper-case `SMTP:` sets the primary. You cannot use `-EmailAddresses` and `-PrimarySmtpAddress` in the same command.

```
Set-UnifiedGroup -Identity "Marketing" -AccessType Private
Set-UnifiedGroup -Identity "Marketing" -RequireSenderAuthenticationEnabled $false
Set-UnifiedGroup -Identity "Marketing" -HiddenFromAddressListsEnabled $true
Set-UnifiedGroup -Identity "Marketing" -EmailAddresses @{Add="smtp:mktg@fabrikam.com"}
```

✓ **You should see:** Get-UnifiedGroup -Identity "Marketing" | Format-List AccessType,EmailAddresses shows the values from the source export.

✓ **Turn off welcome messages before adding members.** Bulk-adding members to a new group can send each one a welcome email. Set UnifiedGroupWelcomeMessageEnabled to false first if you do not want that.

6 Move group-connected resources

4 steps

1

SharePoint site

Where: SharePoint Online Management Shell in both tenants (see the SharePoint guide)

Microsoft's FastTrack cross-tenant documentation lists Microsoft 365 group-connected sites among the SharePoint content that migrates, and asks you to pre-create the Microsoft 365 groups connected to those sites in the target. Follow the SharePoint cross-tenant migration guide after Step 4. To install the shell, see Install SharePoint Online Management Shell.

✓ **You should see:** The group's site content appears in the target group's site after the SharePoint migration completes.

2

Group mailbox and calendar

Where: Your migration design document, and the chosen vendor tool's console if you buy one

Microsoft does not document a native way to move group conversations or the group calendar between tenants. Choose a third-party tool that lists Microsoft 365 group mailboxes as a supported source, or keep the source group read-only for reference and start fresh in the target. Record the decision per group.

✓ **You should see:** Each group row in your inventory says "tool", "archive" or "start fresh" for conversations and calendar.

3

Teams

Where: Your migration design document (see the Teams chat migration guide)

If the group has a team, plan the team, channels and chat history together. See Teams chat migration.

✓ **You should see:** Teams-enabled groups are flagged in the inventory and scheduled with the Teams work.

4

Distribution lists and contacts

Where: Exchange Online PowerShell connected to the target

Microsoft says distribution lists and mail contacts are not part of mailbox data migration and must be pre-created in the target. Handle them in the same batch as your groups.

```
New-DistributionGroup -Name "All Sales" -Alias allsales -PrimarySmtpAddress
allsales@fabrikam.onmicrosoft.com
New-MailContact -Name "Supplier Accounts" -ExternalEmailAddress accounts@supplier.example
```

✓ **You should see:** Get-DistributionGroup and Get-MailContact list the recreated objects.

7 Choose a Planner migration method

2 steps

Method	Keeps	Loses	Best for
Export to Excel, rebuild by hand	A full snapshot for records	Everything in the live plan; manual effort	Small or finished plans

Method	Keeps	Loses	Best for
Microsoft Graph Planner API script	Buckets, titles, assignments, dates, labels, checklists you script	Original creator and created dates; premium plans	Many basic plans with in-house scripting skills
Third-party migration tool	Depends on the vendor	Check the vendor's documented limits	Large estates or when you also migrate mailboxes and sites

1

Export every plan to Excel first

Where: Planner (source tenant), open the plan > ... menu in the plan header

Whatever method you choose, open each plan, select the **...** menu in the plan header and choose **Export as Excel**. Microsoft lists plan name and ID, task ID, title, description, bucket, status, start and due dates, assignments, priority and labels. Microsoft notes these steps are being updated for the new Planner experience. Store each file with your migration records.

✓ **You should see:** An Excel file named after the plan arrives in your Downloads folder.

2

Check for premium plans

Where: Your plans.csv and the Planner app (source tenant)

Microsoft says premium plans and tasks are not available in the Planner API, so they are missing from `plans.csv`. Ask owners for any plans they use that are not in the list, and mark them for a vendor tool or a manual rebuild.

✓ **You should see:** Every plan an owner names is either in plans.csv or flagged as premium.

8 Rebuild plans, buckets and tasks with Graph PowerShell

6 steps

Read each source plan, then write it into the target group. Run the read in the source tenant and the write in the target tenant, mapping user IDs with your mapping sheet.

1 Read the source plan

Where: PowerShell 7 on your admin PC, connected to the source tenant with Connect-MgGraph

Save buckets and tasks to JSON so the write step can run in a separate session. Take the PlanId from `plans.csv`.

```
Connect-MgGraph -Scopes "Tasks.Read","Group.Read.All"   # source tenant
$planId = "<sourcePlanId>"
Get-MgPlannerPlanBucket -PlannerPlanId $planId | ConvertTo-Json -Depth 5 | Out-File
C:\migration\buckets.json
Get-MgPlannerPlanTask -PlannerPlanId $planId -All | ConvertTo-Json -Depth 10 | Out-File
C:\migration\tasks.json
```

✓ **You should see:** buckets.json and tasks.json exist in C:\migration and contain the expected number of items.

2

Create the plan in the target group

Where: Same PowerShell window, now signed in to the target tenant

Disconnect, sign in to the target as the migration account (a member of the group), and create the plan. The plan's container is the target group and cannot be changed after it is set.

```
Disconnect-MgGraph
Connect-MgGraph -Scopes "Tasks.ReadWrite","Group.ReadWrite.All"   # target tenant
$params = @{
  container = @{ url = "https://graph.microsoft.com/v1.0/groups/<targetGroupId>" }
  title     = "Marketing campaigns"
}
$plan = New-MgPlannerPlan -BodyParameter $params
```

✓ **You should see:** $plan.Id holds the new plan ID, and the plan appears in Planner under the target group.

3

Create buckets

Where: Same PowerShell session (target)

Use `" !"` as the order hint for new items. Microsoft warns that an order hint copied directly from a response causes a 400 error.

```
$bucketMap = @{}
foreach ($b in (Get-Content C:\migration\buckets.json | ConvertFrom-Json)) {
  $new = New-MgPlannerBucket -BodyParameter @{ name = $b.Name; planId = $plan.Id; orderHint = " !"
}
  $bucketMap[$b.Id] = $new.Id
}
```

✓ **You should see:** $bucketMap.Count equals the number of source buckets.

4

Create tasks with mapped assignees

Where: Same PowerShell session (target)

Assignments are keyed by the target user's object ID. Each entry needs `@odata.type` and an `orderHint`. Fill `$userMap` from your mapping sheet (source object ID to target object ID).

```
$userMap = @{}   # sourceUserId → targetUserId, loaded from your mapping sheet
foreach ($t in (Get-Content C:\migration\tasks.json | ConvertFrom-Json)) {
  $assign = @{}
  foreach ($uid in $t.Assignments.PSObject.Properties.Name) {
    if ($userMap[$uid]) {
      $assign[$userMap[$uid]] = @{ "@odata.type" = "#microsoft.graph.plannerAssignment"; orderHint
= " !" }
    }
  }
  $params = @{
    planId      = $plan.Id
    bucketId    = $bucketMap[$t.BucketId]
    title       = $t.Title
    assignments = $assign
  }
  if ($t.DueDateTime)   { $params.dueDateTime   = $t.DueDateTime }
  if ($t.StartDateTime) { $params.startDateTime = $t.StartDateTime }
  New-MgPlannerTask -BodyParameter $params | Out-Null
}
```

✓ **You should see:** No errors, and (Get-MgPlannerPlanTask -PlannerPlanId $plan.Id -All).Count matches the source task count.

5

Add descriptions, checklists and progress

Where: Same PowerShell session (target), using Get-MgPlannerTaskDetail and Update-MgPlannerTaskDetail

Descriptions, checklists and references live on the task details object. Planner versions every object with an etag: updates must send the last known etag in an `If-Match` header (the `-IfMatch` parameter), or Planner returns 412. Read the details first, then update with the etag you received.

✓ **You should see:** Spot-checked tasks in the target show the description and checklist from the source.

6

Compare counts

Where: Your data validation report, plans.csv and the Excel export

Compare bucket and task counts in the target with `plans.csv`, and spot-check assignments and dates against the Excel export. Record the result per plan.

✓ **You should see:** Every rebuilt plan has matching bucket and task counts in the validation report.

⚠ **Some history cannot be kept.** The service records who created a task and when it was created at the moment your script creates it. Original creators, creation dates and completion history stay only in the Excel export.

9 **Cut over and validate with owners** 4 steps —

1

Freeze the source

Where: Your user communications (User communication pack) and the source groups

Tell owners when source plans become read-only. Changes made after your export will not reach the target. Send the date at least a week ahead and again on the day.

✓ **You should see:** Owners have acknowledged the freeze date.

2

Add final addresses after the domain moves

Where: Exchange Online PowerShell connected to the target

Once the domain is verified in the target, set the primary address on each group and add any remaining aliases.

```
Set-UnifiedGroup -Identity "Marketing" -PrimarySmtpAddress marketing@contoso.com
```

✓ **You should see:** Get-UnifiedGroup -Identity "Marketing" | Format-List PrimarySmtpAddress shows the original address.

3

Remove the migration account

Where: Microsoft Graph PowerShell connected to the target

Remove the account you added as a member in Step 4 from every target group.

```
Remove-MgGroupMemberDirectoryObjectByRef -GroupId $group.Id -DirectoryObjectId $me.Id
```

✓ **You should see:** The migration account no longer appears in Get-MgGroupMember for the group.

4

Owner sign-off

Where: Your hypercare issue log and data validation report

Each group owner confirms membership, site access, plans and task assignments. Log gaps in the hypercare issue log.

✓ **You should see:** Every kept group has an owner sign-off date.

10 Decommission source groups

2 steps

1

Keep the source for a defined period

Where: Your decommission checklist

Agree a retention period with owners and your compliance team before deleting anything, and record it in the checklist.

✓ **You should see:** The checklist shows an agreed delete date for the source groups.

2

Delete source groups last

Where: Microsoft Entra admin center (source) > Entra ID > Groups > All groups, or Microsoft Graph PowerShell connected to the source

Microsoft says deleting a group automatically deletes all plans it contains, and restoring the group restores them. Delete source groups only after the Excel exports are filed and owners have signed off.

```
Remove-MgGroup -GroupId <sourceGroupId>
```

✓ **You should see:** The group moves to Deleted groups in the source.

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

Script with Microsoft Graph PowerShell

MEDIUM EFFORT

Best for: Many groups and basic plans, with in-house scripting skills

+ Recreates groups, owners, members, settings, buckets and tasks from your inventory
+ Repeatable, so you can test in a pilot and rerun
+ No third-party licence
– Loses original creators and created dates
– Premium plans are not available in the Planner API
– Group conversations and calendar items are not moved

Read more →

Export to Excel and rebuild by hand

LOW EFFORT

Best for: A few groups, or small and finished plans

+ No scripting
+ Gives a full snapshot of every plan for your records
– Manual effort for every bucket and task
– There is no import back into Planner

Third-party migration tool

MEDIUM EFFORT

Best for: Large estates, or when you also migrate mailboxes and sites with the same tool

+ Can move more group content than the APIs you script yourself, depending on the vendor
+ One mapping for groups, mail and sites
– Vendor licence; check current pricing
– Check the vendor's documented limits for premium plans and conversations

OUR ADVICE

Whichever route you pick, export every plan to Excel first and pre-create each group in the target before its SharePoint site moves. Script with Graph when you have many basic plans, rebuild by hand when you have a few, and use a tool when you need group conversations or premium plans moved as well.

Retire before you rebuild

SAVES TIME

Every group you recreate needs owners, members, settings, a site move and often a plan rebuild. Old project groups and finished plans are common and cost the same effort as live ones.

WHAT TO DO

Send owners their rows from groups.csv and plans.csv with a Keep, Archive or Retire choice and a deadline. Export finished plans to Excel and do not rebuild them.

Create site-connected groups the way SharePoint migration expects

REDUCES RISK

Microsoft asks you to pre-create the Microsoft 365 groups connected to sites before a cross-tenant SharePoint move. A group created the wrong way gets its own new site and the site move fails.

WHAT TO DO

Flag every group whose site is moving and create those with the method in the SharePoint guide, not with the generic script in Step 4.

Microsoft Learn: Cross-tenant migration (FastTrack)

Stop welcome emails before bulk adds

USER IMPACT

Adding hundreds of members to new groups can send each person a welcome email per group, which confuses users and floods help desks before cutover.

WHAT TO DO

Run `Set-UnifiedGroup -UnifiedGroupWelcomeMessageEnabled:$false` on every target group before adding members, and decide whether to turn it back on afterwards.

Microsoft Learn: Set-UnifiedGroup

Use temporary addresses until the domain moves

SAVES TIME

A domain can be verified in only one tenant, so groups cannot take their real addresses until cutover. Scripts that assume the final address fail.

WHAT TO DO

Create groups on the target's initial or another verified domain, keep the original address in your inventory, and run a Set-UnifiedGroup -PrimarySmtpAddress pass straight after the domain is verified in the target.

Microsoft Learn: Set-UnifiedGroup

Find premium plans early

REDUCES RISK

Microsoft says premium plans and tasks are not available in the Planner API, so your inventory script does not list them and your rebuild script cannot copy them.

WHAT TO DO

Ask owners directly which plans use premium features, and budget a vendor tool or a manual rebuild for those before you set the timeline.

Microsoft Learn: Use the Planner REST API

Accept what Planner history you lose

COMPLIANCE

Created-by, created dates and completion history are recorded when your script creates each task, and comments are not covered by the steps here.

WHAT TO DO

Export every plan to Excel before the rebuild, store the files with the group's records in the target, and tell owners in advance which history only lives in the export.

TOOLS THAT CAN GET AROUND THIS

Planner migration tools copy task comments, checklists and attachments that a script rebuild leaves behind. Created-by, created dates and completion history still do not carry over.

BitTitan MigrationWiz

Migrates plans, buckets and tasks with assignees, labels, dates, notes, checklists and comments. Created-by, created and completed dates are not migrated, and Planner needs delegated authentication on both sides.

ShareGate Migrate

Copies Planner plans with the team when you migrate it to another tenant.

Third-party tools, not endorsed by the platform vendor. Confirm in the tool's documentation and run a pilot first.

Microsoft Support: Export a plan to Excel

Decide about group conversations and calendars per group

COST LEVER

Microsoft does not document a native way to move group mailbox conversations or the group calendar between tenants. A tool for a few groups may be worth it; for most groups it is not.

WHAT TO DO

Mark each group: tool, read-only archive in the source, or start fresh. Only license a third-party tool if enough groups need history.

TOOLS THAT CAN GET AROUND THIS

Mailbox migration tools can copy a group's Inbox (where conversations live) and its calendar into the matching group in the target, which Microsoft's native tools do not.

BitTitan MigrationWiz

Migrates the group Inbox and Primary Calendar only. Some conversations may not stay nested, and it is a one-time copy with no sync. For Exchange Online, add your MigrationWiz app ID to the tenant's EWS allow list first: since 1 October 2026 Microsoft blocks EWS for apps not on it.

AvePoint Fly

Lists Microsoft 365 Group mailboxes among the mailbox types it migrates across tenants.

Third-party tools, not endorsed by the platform vendor. Confirm in the tool's documentation and run a pilot first.

Microsoft Learn: Cross-tenant migration (FastTrack)

Fix task links after the site moves

USER IMPACT

Task references and attachments point at source SharePoint URLs. Once the source is locked or deleted, those links break even if the files moved.

WHAT TO DO

Rebuild plans after the group site has moved, and replace the source site URL with the target URL when you write task details.

Never delete a source group before its plans are archived

COMPLIANCE

Microsoft says deleting a group automatically deletes all plans it contains.

WHAT TO DO

Make "Excel export filed" and "owner sign-off" required columns in your decommission checklist, and delete source groups only when both are filled.

Microsoft Learn: Use the Planner REST API

FINISH SAFELY

How do you check it worked, or roll back?

Full validation checklist

8 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 kept group exists in the target	Connected to the target with Connect-MgGraph, run `Get-MgGroup -Filter "groupTypes/any(c:c eq 'Unified')" -All | Select-Object DisplayName,MailNickname,Mail,Visibility` and compare with the Keep rows in `C:\migration\groups.csv`.	Every group marked Keep is in the target with the same mail nickname and visibility.

Check	How to check	What good looks like
Owner and member counts match	For each target group run `(Get-MgGroupOwner -GroupId <id> -All).Count` and `(Get-MgGroupMember -GroupId <id> -All).Count` and compare with `C:\migration\group-membership.csv`, allowing for the migration account until you remove it.	Counts match the mapping sheet, every group has at least one owner, and the migration account has been removed.
Settings and addresses are reapplied	In target Exchange Online PowerShell run `Get-UnifiedGroup -Identity "Marketing" | Format-List PrimarySmtpAddress,EmailAddresses,AccessType,HiddenFromAddressListsEnabled,RequireSenderAuthenticationEnabled` and compare with `C:\migration\group-settings.csv`.	Privacy, delivery settings and aliases match the source, and the primary address is the original one after the domain moves.
Plans have the same buckets and tasks	For each rebuilt plan run `(Get-MgPlannerPlanBucket -PlannerPlanId <id>).Count` and `(Get-MgPlannerPlanTask -PlannerPlanId <id> -All).Count` in the target and record them beside plans.csv in your data validation report.	Bucket and task counts match plans.csv for every plan, and premium plans are handled by the method you chose.
Assignments, dates and details are right	Open a sample of tasks in Planner in the target and compare with the Excel export of the source plan: assignee, due date, progress, description and checklist.	Spot-checked tasks match the export, and every assignee is a target user.
Mail to the group reaches the target	From an external mailbox, send to the group address, then check the target Exchange admin center > Mail flow > Message trace and the group's inbox in Outlook on the web.	The message shows Delivered and appears in the target group's conversations; no welcome emails went to members during the bulk add.

Check	How to check	What good looks like
Owners can work in the site, team and plan	Ask each owner to open the group's SharePoint site, Teams team (if any) and plan in the target, then sign off in your hypercare issue log.	Every kept group has an owner sign-off date and no open access issues.
The source groups are frozen	Ask owners to confirm they no longer change source plans, and check a sample of source plans in Planner for tasks modified after the freeze date.	No source plan has changes after the freeze date that are missing from the target.

Rollback plan

If it goes wrong

ROLL BACK IF

- Task counts or assignments in rebuilt plans do not match the source export and cannot be fixed before the freeze
- Group-connected SharePoint sites failed to move or landed in the wrong group
- Owners report missing members or broken access after cutover and cannot work
- The domain move is delayed so groups cannot take their original addresses

POINT OF NO RETURN

This migration copies groups and plans, so the source keeps working until you delete it. The point of no return is **deleting the source groups**: Microsoft says deleting a group deletes all of its plans. Until then, rolling back means sending owners back to the source. Work done in the target after cutover (new tasks, comments, completed items) does not flow back to the source and has to be re-entered by hand. Original task creators and creation dates are not kept in the target, so they cannot be recovered there.

1

Lift the freeze on the source

Where: Your user communications (User communication pack) and the source groups

Tell owners of the affected groups to go back to the source plans and sites, and give them the date of the export so they know which target changes to copy back.

✓ **You should see:** Owners confirm they are working in the source again.

2

Capture work done in the target

Where: Planner (target tenant), open the plan > ... menu in the plan header

Choose **Export as Excel** for each target plan that people used after cutover, and send it to the owner so they can re-enter new or changed tasks in the source.

✓ **You should see:** An Excel file per used target plan is with its owner.

3

Put the address back on the source group

Where: Exchange Online PowerShell connected to the tenant that holds the domain

If the original address already moved, set it back on the group in the tenant that holds the domain with `Set-UnifiedGroup -Identity "Marketing" -PrimarySmtpAddress marketing@contoso.com`. If the domain has moved to the target, roll back the domain first using move a domain between tenants.

✓ **You should see:** Mail to the group address arrives in the group you are rolling back to.

4

Remove the target copies

Where: Microsoft Graph PowerShell connected to the target with Connect-MgGraph

Once owners have what they need, delete the target groups you are backing out with `Remove-MgGroup -GroupId <targetGroupId>`, which also deletes their plans. Keep them instead if you plan to retry soon.

✓ **You should see:** The groups move to Deleted groups in the target.

5

Restore a source group deleted by mistake

Where: Microsoft Entra admin center (source) > Entra ID > Groups > Deleted groups

Select the group and choose Restore group while it is still in Deleted groups. Microsoft says restoring the group restores its plans.

✓ **You should see:** The group and its plans are back in the source.

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

Common problems and fixes

7 errors

`403 Forbidden when creating a plan in the new group`

Cause: The account creating the plan is not a member of the group. Creating a group does not add the creator as a member.

Fix: Add the migration account as a member with New-MgGroupMemberByRef, then create the plan again.

`400 Bad Request when creating a bucket or task`

Cause: The orderHint is not in the correct format, often because it was copied directly from a source response, or the start date is later than the due date.

Fix: Use " !" as the order hint for new items and check date fields before sending.

`412 Precondition Failed when updating task details`

Cause: The If-Match header is missing or the etag is stale.

Fix: Read the object again, take its current @odata.etag and send it in If-Match on the update.

`403 with code MaximumTasksInProject or MaximumBucketsInProject`

Cause: A Planner service limit was exceeded in the target plan.

Fix: Split the plan into several plans or archive completed tasks to Excel instead of migrating them.

`New-MgGroup fails when many owners and members are included`

Cause: Microsoft allows a maximum of 20 relationships, such as owners and members, in the create call.

Fix: Create the group with a few owners, then add the remaining members with New-MgGroupMemberByRef.

`Premium plan is missing from Get-MgGroupPlannerPlan results`

Cause: Premium plans and tasks are not available in the Planner API.

Fix: Use a vendor tool that supports premium plans or rebuild them by hand from the Excel export.

`Set-UnifiedGroup rejects the old email address`

Cause: The domain is still verified in the source tenant, so the target cannot use it yet.

Fix: Use a target domain now and add the original address after the domain move.

Search the full error library →

FAQ

Frequently asked questions

Can I move a Microsoft 365 group to another tenant?

Not natively. Recreate the group in the target with Microsoft Graph or the admin centre, then move its site, mailbox content and plans separately.

Can I import a Planner Excel export into another tenant?

Microsoft does not document an import from Excel back into Planner. Use the export as a record, then rebuild with the Graph Planner API, a third-party tool or by hand.

Do Planner comments and attachments move?

Not with the steps in this guide. Attachments in the group site move with the SharePoint migration, but links in task references point to source URLs and need updating.

Does the group SharePoint site move automatically when I recreate the group?

No. Recreating the group gives you a new empty site. Use SharePoint cross-tenant migration to move content into it.

Can I keep the same group email address?

Yes, after the domain is removed from the source tenant and verified in the target. Until then, use a temporary address.

Will members get welcome emails when I add them?

They can. Set UnifiedGroupWelcomeMessageEnabled to false on the target group before you bulk-add members.

SOURCES

Official sources

13 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.

- Microsoft Learn: Cross-tenant migration (FastTrack)
- Microsoft Learn: Cross-Tenant User Data Migration overview
- Microsoft Learn: Create group (Microsoft Graph)
- Microsoft Learn: New-MgGroupOwnerByRef
- Microsoft Learn: New-MgGroupMemberByRef
- Microsoft Learn: Set-UnifiedGroup
- Microsoft Learn: Use the Planner REST API
- Microsoft Learn: Create plannerPlan
- Microsoft Learn: New-MgPlannerBucket
- Microsoft Learn: New-MgPlannerTask
- Microsoft Support: Export a plan to Excel
- Microsoft Learn: Enforce a group naming policy in Microsoft Entra ID
- Microsoft Learn: Microsoft Entra cmdlets for configuring group settings