



# How To Cut Costs By Leveraging Office 365

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   @meetdux

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Unleash the Power of You



# Agenda

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Why Office 365?

Services you can maximize

How to best migrate

Facilitate sustainable adoption



Why Office 365?

# How we work today



Share Files



Plan meetings  
and events



Track tasks



Alex Wilber  
Marketing Assistant



Ben Walters  
VP Sales



Lidia Holloway  
Product Manager



Henrietta Mueller  
Marketing Assistant



Irvin Sayers  
Director



Miriam Graham  
VP Marketing

*WHO you're collaborating  
with...*



Send and  
receive emails



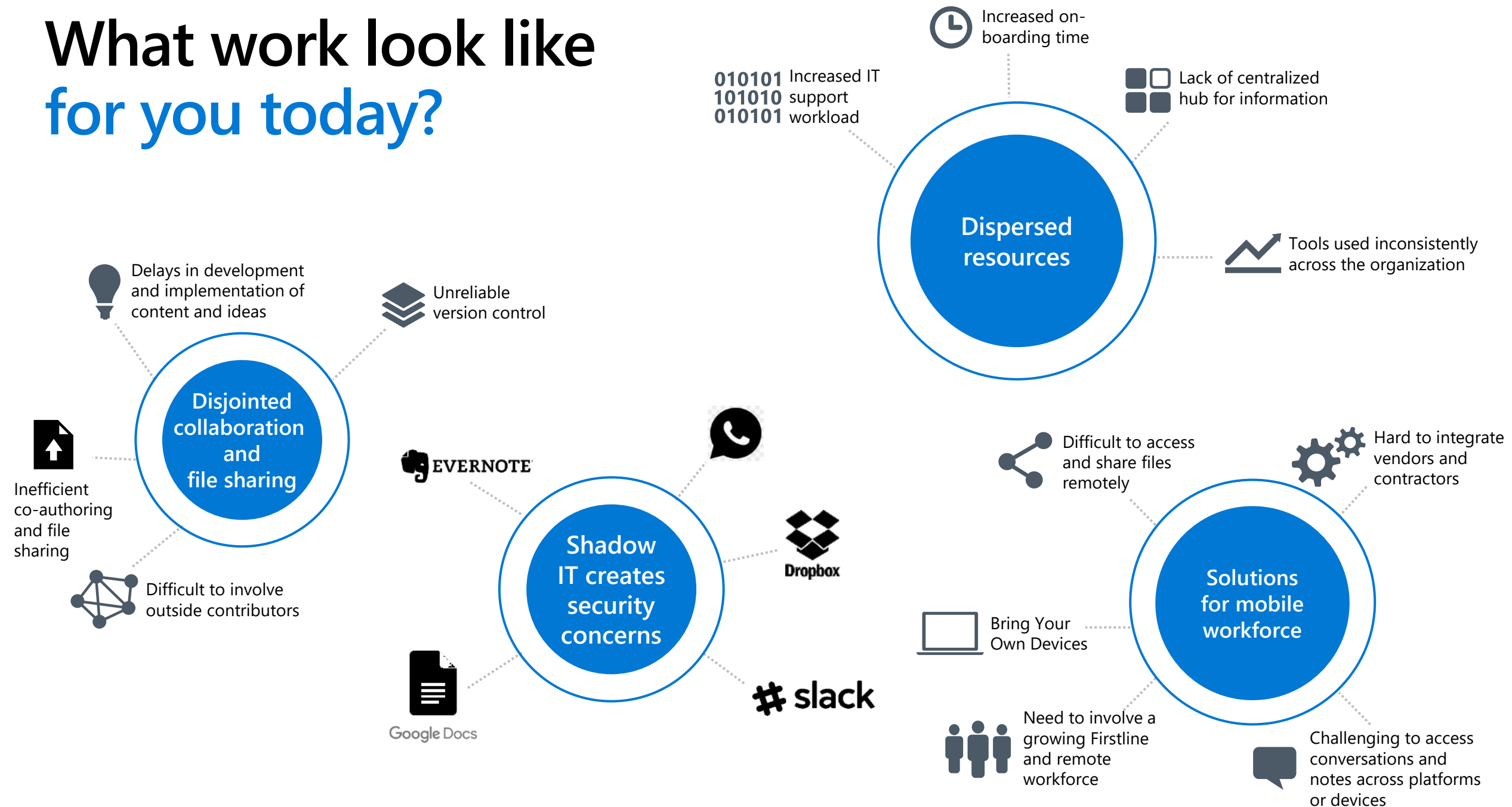
Chats and  
conversations



Serendipitous  
collision



# What work look like for you today?



# Why now?

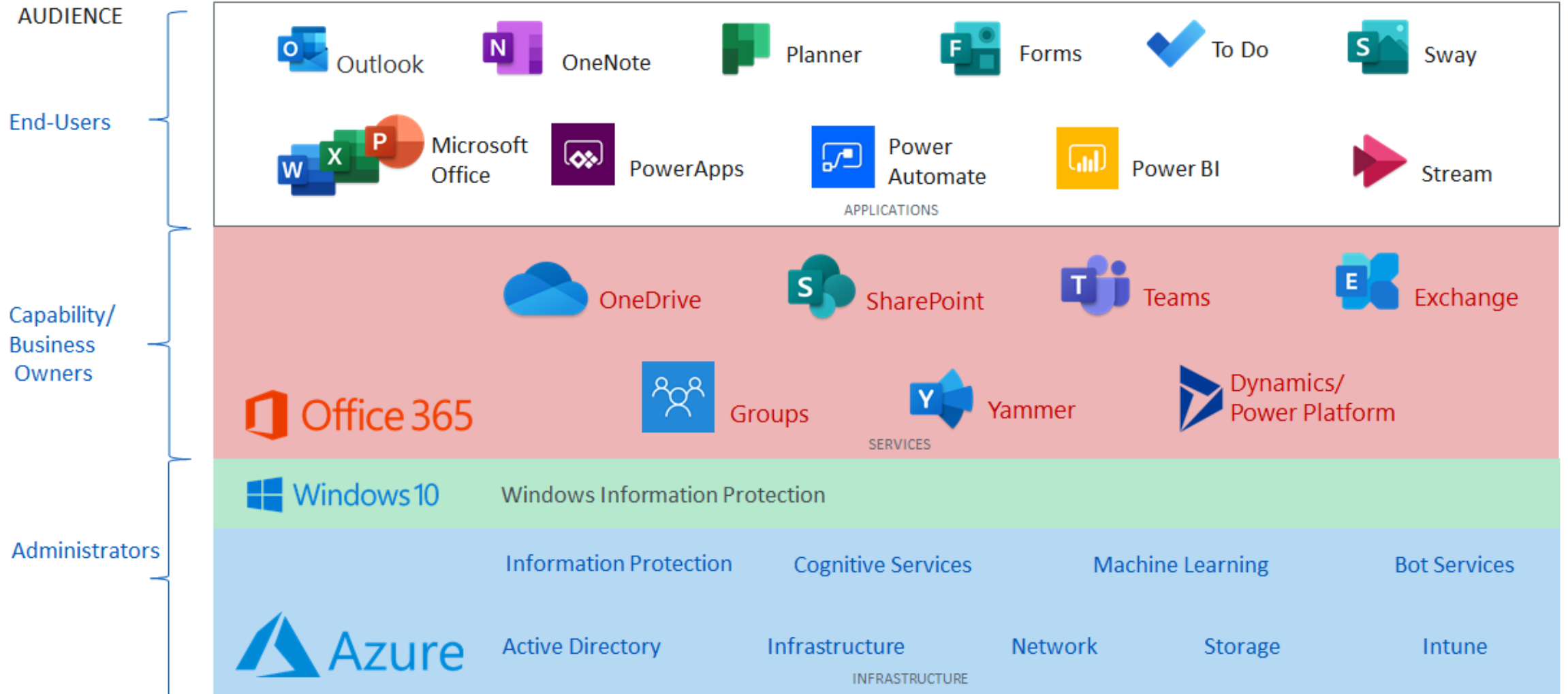
Cost-cutting measures

Remote work is the new norm

Security is top of mind



# What's in Microsoft 365



Services you can maximize

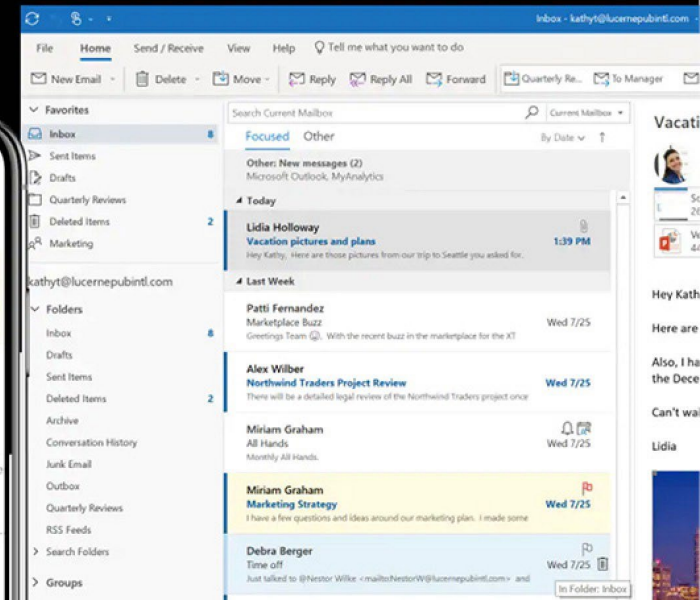
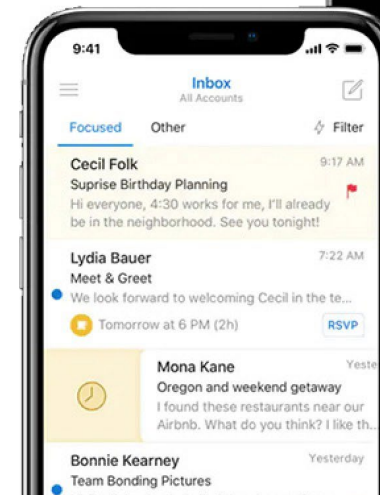
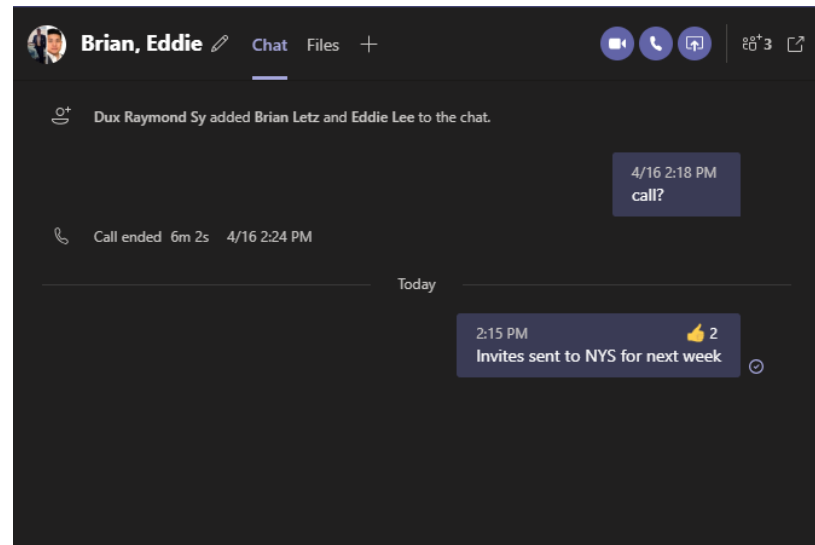


# Communications

Email

Calls

Instant messaging



# File Storage

Personal files

Team files



Microsoft Office Home | SharePoint | Inbound Marketing - Blk X +

businessproductivityonline.sharepoint.com/sites/im/Shared%20Documents/Forms/By%20category...

Office 365 | SharePoint

Search

Home

Notebook

Blog articles

Pages

Site contents

Recycle bin

Edit

Return to classic SharePoint

Home

Inbound Marketing

Following Share

+ New Upload Quick edit Sync Flow ...

All Documents

Blog articles

Name	Modified	Modified By	Category	Status	Publish date
How to run effective meetings.docx	2 minutes ago	Ulrika Hedlund	Work smarter	Published	6/14/2017
How to take control of your inbox.docx	2 minutes ago	Ulrika Hedlund	Work smarter	For review	
Instant messaging best practices.docx	2 minutes ago	Ulrika Hedlund	Work smarter	For review	
Make your Skype for Business launch a success.docx	2 minutes ago	Ulrika Hedlund	Training & Adoption	Approved	
Marketing collateral ideas for your Office 365 launch.docx	May 28	Ulrika Hedlund	Training & Adoption	Draft	
Microsoft Bookings Review.docx	A few seconds ago	Ulrika Hedlund	Product reviews	Published	5/29/2017
Microsoft Flow Review.docx	2 minutes ago	Ulrika Hedlund	Product reviews	Approved	
Microsoft GigJam Review.docx	6 days ago	Carrie P RandSocial	Product reviews	For review	
Microsoft Planner Review.docx	May 28	Ulrika Hedlund	Product reviews	Draft	
Microsoft To Do Review.docx	May 28	Ulrika Hedlund	Product reviews	Draft	
The most important elements of successfully driving end user adoption...	2 minutes ago	Ulrika Hedlund	Training & Adoption	Approved	

Feedback

# Team Collaboration

The hub for teamwork in Microsoft 365



Persistent 1:1 & Group Chat



Enhanced Collaboration



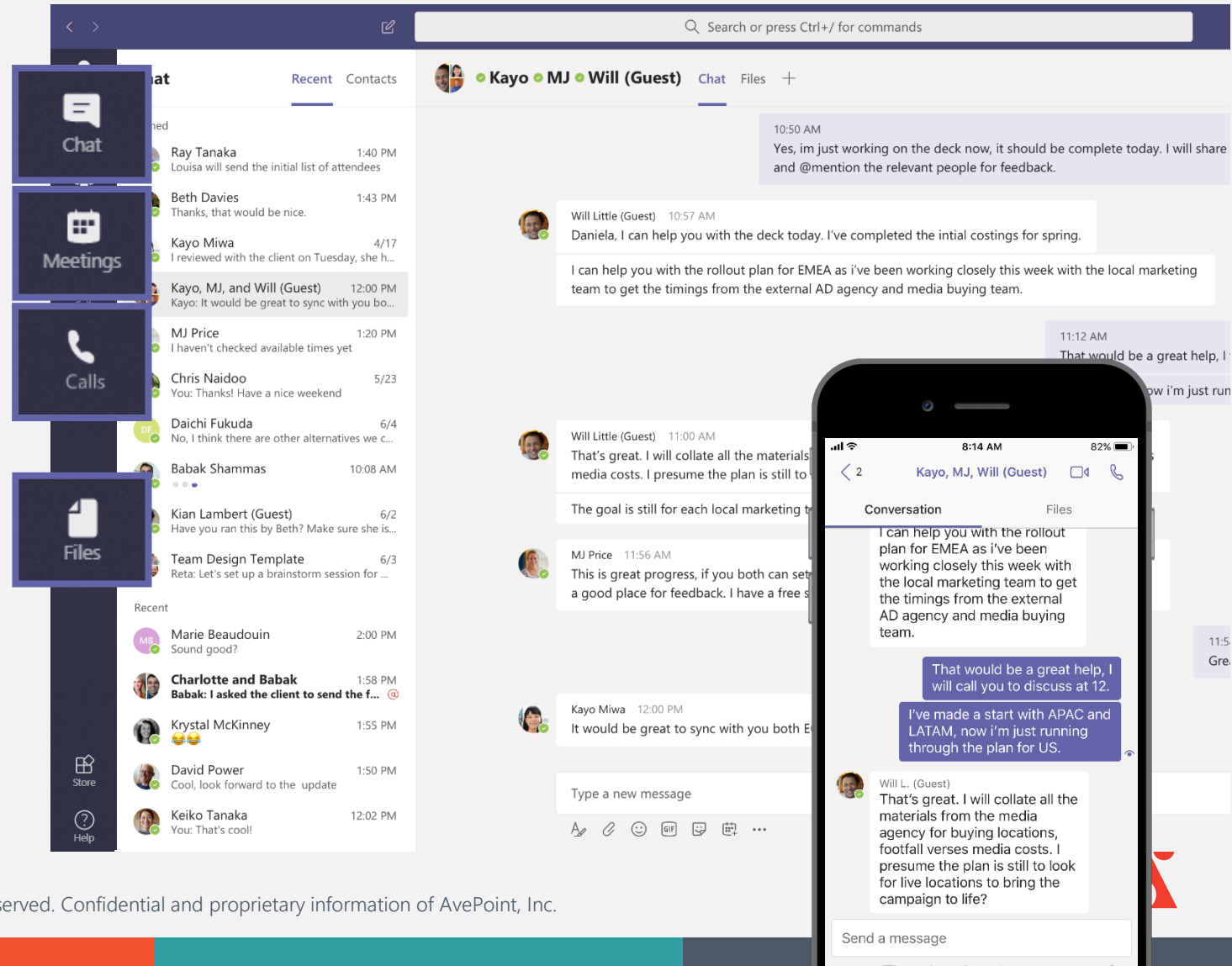
Enterprise Communications



Customize & Extend


Built with the enterprise-grade security and compliance our customers rely on

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# Organizational Engagement

 **Town Hall**  
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

Here's the PPT:  
<https://www.yammer.com/avepoint.com/#/files/118834492>

Here's the recording:  
<https://web.microsoftstream.com/video/f592ffb2-1706-4369-b32e-caa6e9e02f75?list=studio>



2018 Q1 Town Hall

66 0


LIKE REPLY SHARE EDIT

Pengbin Zhang, Ricky Yin, Xiao Ma, and 17 others like this

Seen by 216




1 share #Cg #Greathappens #Goodtogreat #Gtmcentral #Avepointrebrand #Yourock

Show 2 previous replies

 **CEO Connection**  
Share what's on your mind and see what others are saying about Satya's recent employee...  
CONVERSATIONS FILES SEARCH [Join Group](#)

Update Poll Praise

Share something with this group...

   — May 10 at 9:38 AM

Greetings Satya,  
I was told I had too much of a fixed mindset, so set off to figure out what that meant. I now understand the difference between a "fixed mindset" and an "open growth mindset". Truly I am thankful I now have a knowledge of these thought processes and the incredible differences between them. I fully 100% support the new Microsoft culture and work every day to improve myself and anyone else I am able to help. My thought is this.. there is no training or workshops available outside of Redmond that I am aware of. There are a couple online presentations that have software issues, but outside of that, people must rely on their own resources to become exposed to this new and dynamic culture. When will any scope of training, or workshops, or classes, or any helpful resources pertinent to open growth, become available to those who don't reside in Redmond?



LIKE REPLY SHARE ...

and like this

Seen by 912


2 shares

Add Topics

  — May 10 at 8:10 PM from Desktop

If you haven't already, take a look at [link] It has huge number of very useful courses accessible to Microsoft employees worldwide. The course titled "Explore Growth mindset through Sway" was extremely useful for me and it covers whole Microsoft ideology of growth mindset.

LIKE REPLY SHARE ...

**MEMBERS**  


**INFO**  
Stay tuned for details on the next Employee Q&A with Satya, and visit <http://aka.ms/ceoconnection> to watch past events.  
**How to ask a question:** 1. Read through this group to see if your question has already been asked. If so, vote it up by liking or commenting. 2. Don't see it? Post a new question. 3. Satya will answer questions based on what's on most employees' minds.

**GROUP ACTIONS**  
[View Group Insights](#)

**OFFICE 365 RESOURCES**  
[SharePoint Document Library](#)  
[SharePoint Site](#)  
[OneNote](#)  
[Planner](#)



# When to Use What



Cafeteria  
Yammer



Conference Room  
Microsoft Teams



Library  
SharePoint





# But Wait, There's More!

Process automation

Business analysis

Surveys

Task management





How to best migrate



**Look Familiar?**

# 1: Know where your stuff is



Where is it?



File Share



SharePoint



Office 365



Database



What is it?

File Level Analysis



- Redundant, outdated and trivial (ROT) data
- File types (Music, log files, etc.)

Content Level Analysis



- Sensitive data
- Date Created
- Owner



Who can access it?



Who owns it?



Who can read it?



Who can edit it?





# Example: AvePoint Fly

The screenshot displays the AvePoint Fly dashboard. On the left is a dark sidebar with navigation links: Home, Pre-Migration Report, Migration (with a dropdown arrow), Migration Status, and Management (with an up arrow). The main content area has a blue header with the AvePoint logo, a help icon, an email icon, and the user 'admin'. The dashboard features four migration cards: 1. 'Office 365 Tenant to Tenant Migration' with a description and links to Exchange Online, SharePoint Online, OneDrive for Business, Office 365 Groups, and Microsoft Teams. 2. 'SharePoint and File Migration' with a description and links to SharePoint, OneDrive for Business, File System, and Google Drive. 3. 'Mailbox Migration' with a description and links to Exchange Server, Gmail, and IMAP/POP3. 4. 'Slack Migration' with a description and a link to Slack (Beta).

AvePoint

admin ▾

Home

Pre-Migration Report

Migration ▾  
SharePoint/OneDrive  
Exchange Migration  
Groups/Teams Migration

Migration Status

Management ^

**Office 365 Tenant to Tenant Migration**  
Merge one Office 365 tenant with another, or move content between tenants. Synchronize mailbox data between Exchange Online services across tenants, and migrate content, security, and metadata between SharePoint Online sites.  
 Exchange Online SharePoint Online  
 OneDrive for Business Office 365 Groups  
 Microsoft Teams

**SharePoint and File Migration**  
Migrate entire site collections down to individual lists and libraries, across SharePoint on-premises farms, or to Office 365. Also migrate from File System/Google Drive to Office 365.  
 SharePoint OneDrive for Business  
 File System Google Drive

**Mailbox Migration**  
Migrate users, groups, resources, shared and archived mailboxes from Exchange on-premises/Exchange Online to Exchange Online. Also migrate mails, contacts, tasks, and more from Gmail to Exchange Online.  
 Exchange Server Gmail  
 IMAP/POP3

**Slack Migration**  
Migrate Slack channels, users, files, and conversations to Microsoft Teams.  
 Slack (Beta)



## 2: What do you need to govern?



For collaborative workspaces, need to govern:

How they are  
requested, approved  
and created

*Provisioning*

How availability,  
compliance and  
changes over time are  
managed

*Management*

Retention, expiration  
and disposal

*Lifecycle*



# Tailoring Services & Policies Across Divisions

## Tenant Wide General Services

- Available to all/most users
- Address general productivity, security, compliance needs

**Core Services**  
(provisioning, lifecycle, policy, protection)

## Address Unique Needs of Specific Departments or Divisions

- LOB specific configurations
- More/less control and restrictions
- Example – External sharing allowed

Division



Division



Division



## Specialized Services Smaller Groups

- Unique needs can be addressed
- Pilots of future services

**Team C-1**  
specialized Services





# 4: Conduct Migration

- Pilot migration
- Migration execution following iterative release plan
- Customization remediation (optional)
- Compliance scanning (optional)
- Data validation and User Acceptance
- Post migration remediation



# Pilot Activities



Create & execute a series of pilot migrations for each of the source systems

Validate the migration design profiles

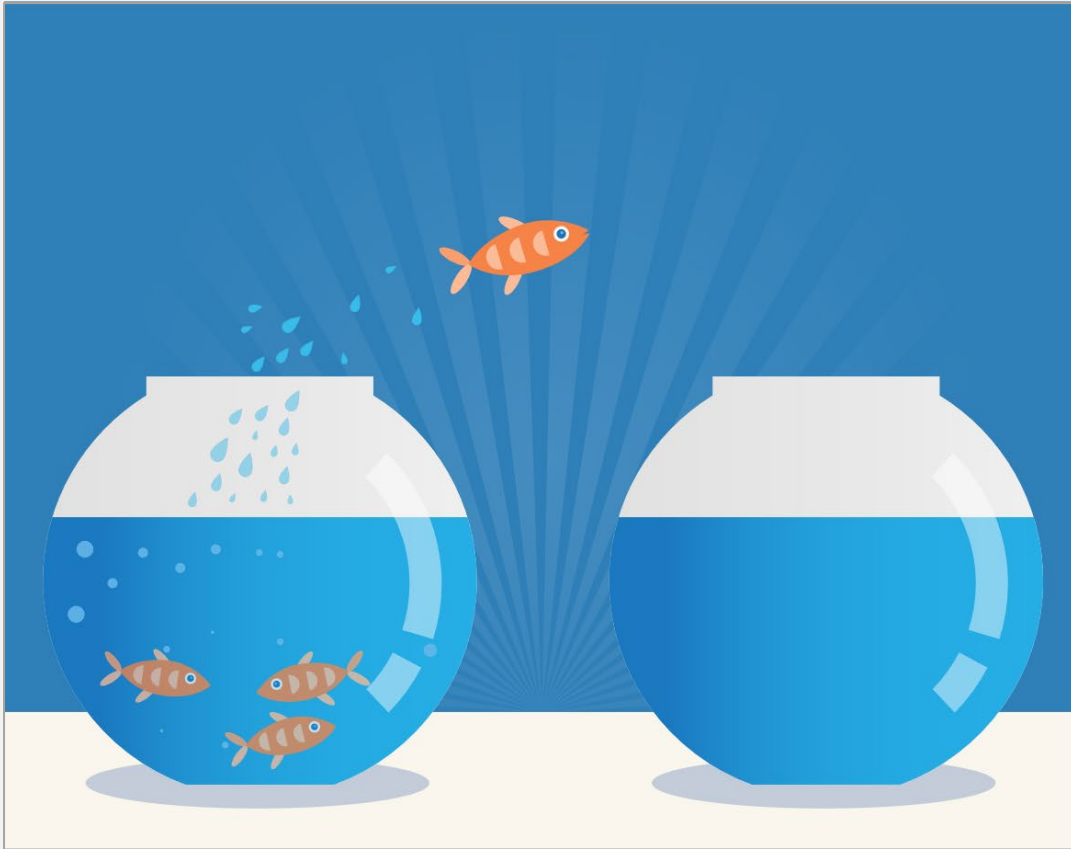
Review results with a small group of users (UAT)

Confirm & adjust migration architecture based on performance analysis

Validate any tools, scripts or dependencies simulate user acceptance process with a before & after snapshot of a sample



# Incremental Migration



- Address migration variance
- Set source to *ready only* once incremental migration is completed





Customer Wants to Migrate...	Other Cloud File Stores (Amazon, Azure, Egnyte)	Dropbox	box	Google Drive	Office 365 Tenant to Tenant	Email (G-Mail, IMAP, POP 3, Exchange)	File Shares (On Premises)	SharePoint	slack	Microsoft Teams & Groups	eRoom	documentum	Livelink®	Lotus Notes	Quikr	HP TRIM®	IBM Connections	Microsoft Office SharePoint 2007	
Let Us Do the Heavy Lifting		●		●	●														
Optimized Migration Project		AvePoint Fly																	
Legacy Source Migration Project											●	●	●	●	●	●	●	●	
												AvePoint DocAve Migrator							



Facilitate sustainable adoption



# Identify Business Needs

**EXAMPLE**

DEPARTMENT



DEPARTMENT



DEPARTMENT



**EXTERNAL  
SHARING**

No external sharing



External sharing allowed in:



External sharing only allowed in:



**EXPIRATION/  
RETENTION**

**6 Months**  
after last accessed

**12 Months**  
after last accessed

**9 Months**  
after last accessed

**ALLOW THESE USERS  
TO CREATE A TEAM**

All requests through  
Central IT

All requests through  
Department IT

Only Joe, Sally, and  
Harold can create

**RECERTIFY  
MEMBERS**

after  
**3 Months**

after  
**6 Months**

after  
**12 Months**



# Make it easy to do the right thing

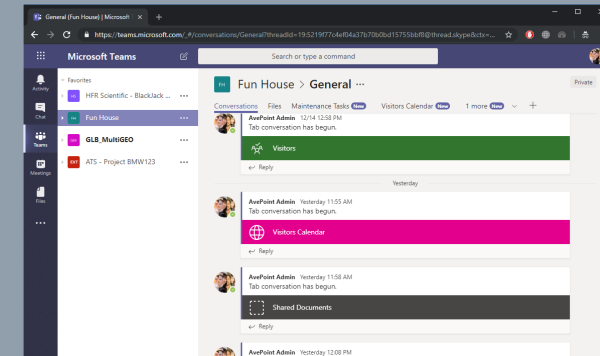
- Pre-set Channels and Tab recommendations are great for helping contextualize Teams for business users, but these only get you so far as a “template”.
- Ensure that operational governance and lifecycle to ensure “templates” are not ONLY provisioned correctly (and compliant with IT policy) but also managed

*A template framework that includes the site components, and the lifecycle components.*

## Project (INTERNAL)



TEMPLATE DEFINITION: Recommended for internal-department or ad-hoc Projects with a small-to-medium audience who require pre-configured default Project channels with real-time chat and meetings.



### EXTERNAL SHARING



No external sharing

### EXPIRATION/RETENTION

**6 Months**

after last accessed

### WHO CAN CREATE

All requests through Central IT

### RECERTIFY MEMBERS

after

**3 Months**





# What we covered

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Why Office 365?

Services you can maximize



How to best migrate

Facilitate sustainable adoption



# Let's Connect

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   @meetdux  
<http://avepoint.com/presentations>

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  @collabadam  
<https://www.withum.com/service/technology-and-digital-transformation/>

# thank you

Gracias

ευχαριστώ

Danke

Grazie

благодаря

Hvala

Obrigado

Kiitos

شكراً

Tak

Ahsante

Teşekkürler

متشكراً

Salamat Po

감사합니다

Cám ơn

شكريه

Terima Kasih

Dank u Wel

Děkuji

நன்றி

Köszönöm

ありがとう  
ございます

ໂພນຊຸມນຸມ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

תודה

多謝晒

дядкую

Ďakujem