Elevate Your Email and File Migration Approach to Ensure M365 Transformation Success

Meet your host(s)

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We Are AvePoint

8M
Cloud Users

88
Countries

7
Continents

AvePoint is headquartered in Jersey City, NJ, with approximately 1,500 employees across 29 offices, 14 countries, and five continents.

Microsoft Partner

Microsoft

5x
Partner of the Year
Award Winner

AVPT
NASDAQ

Transformation is a Project

Discovery & Planning

Strategic Advisory

Execution

Cutover

Change Management

Project Management

Discover what you have and Plan

Discovery – Beyond Content

Permissions

Settings

Users

Workflows

Licenses

Business Process

Discovery

Content
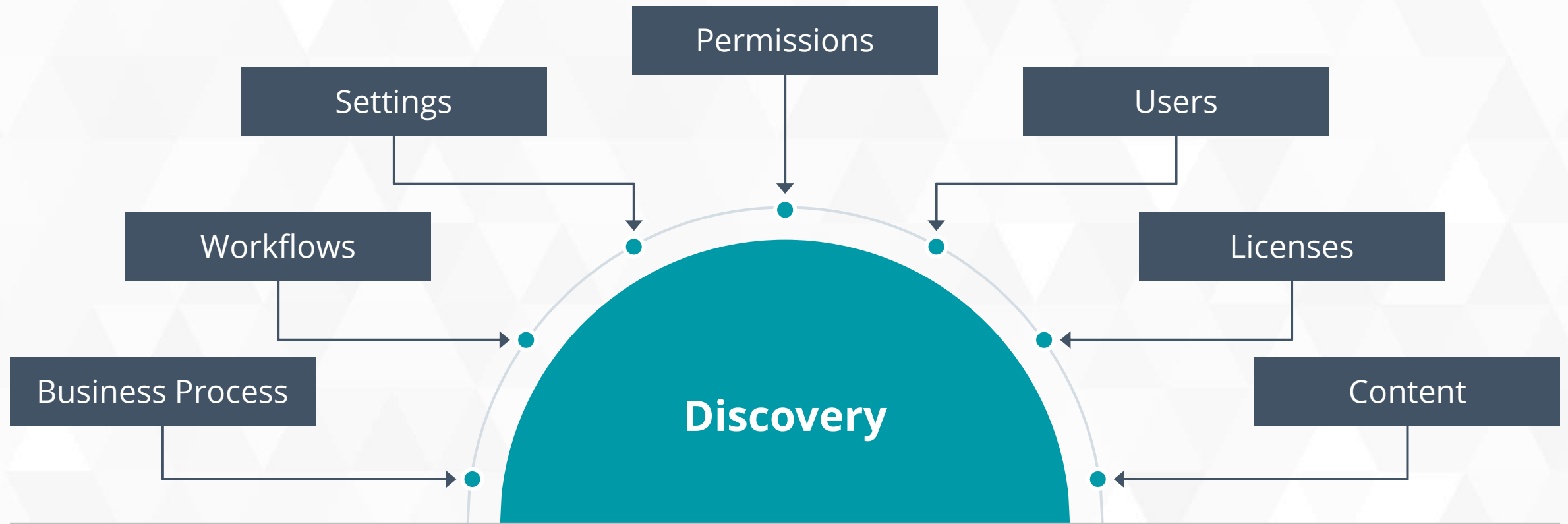
Discover configurations
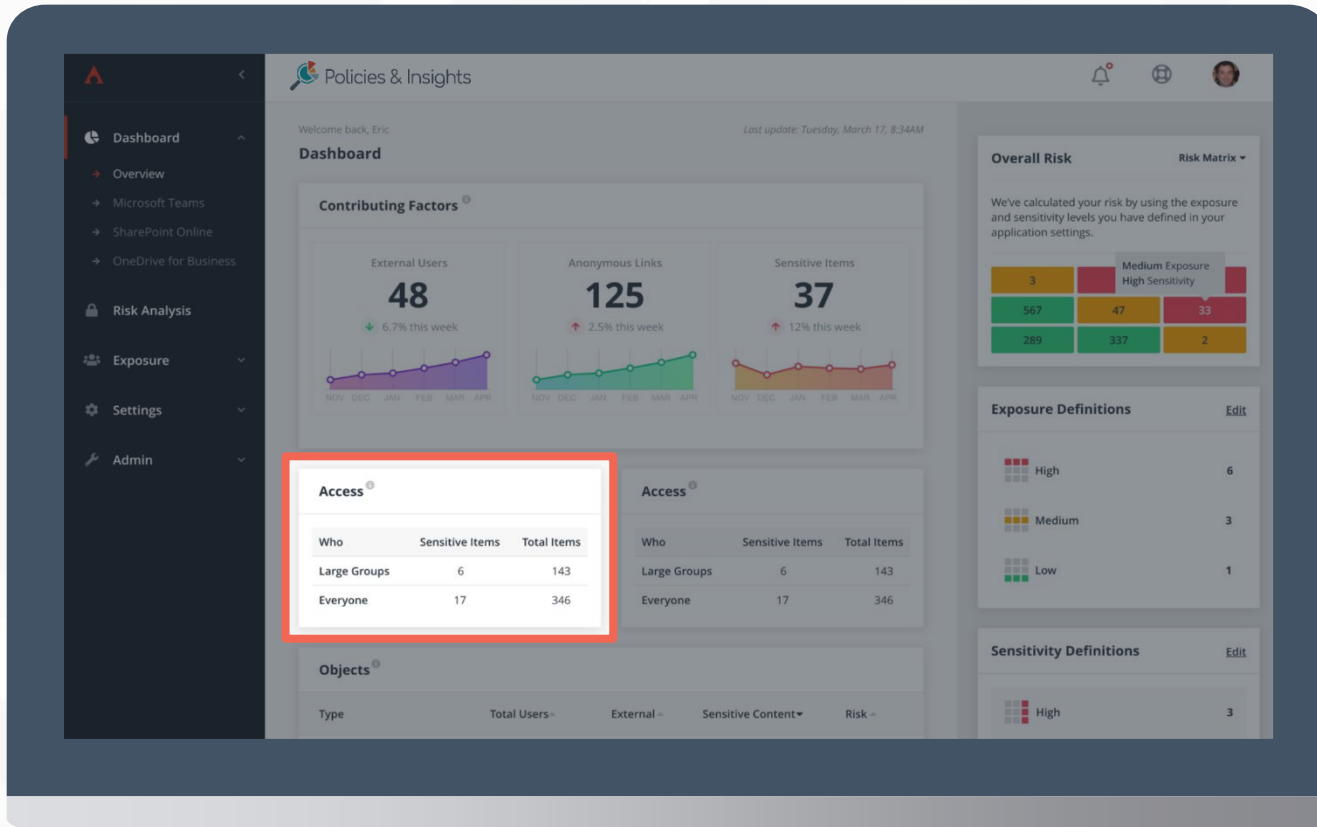
Discover licenses

Discover IA and Content
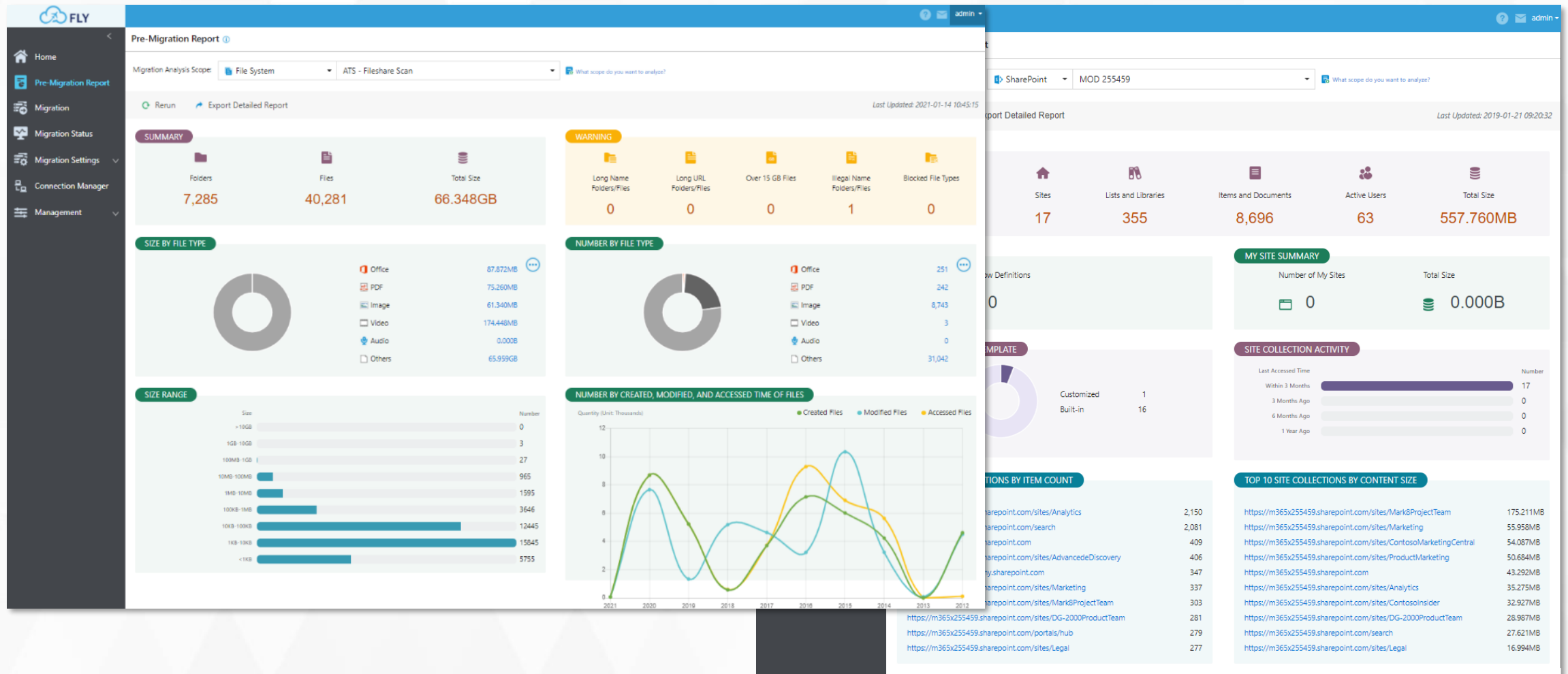
Discover sensitive business data

Highlighting high-risk data and users in your environment

Work with native Microsoft sensitive information types*
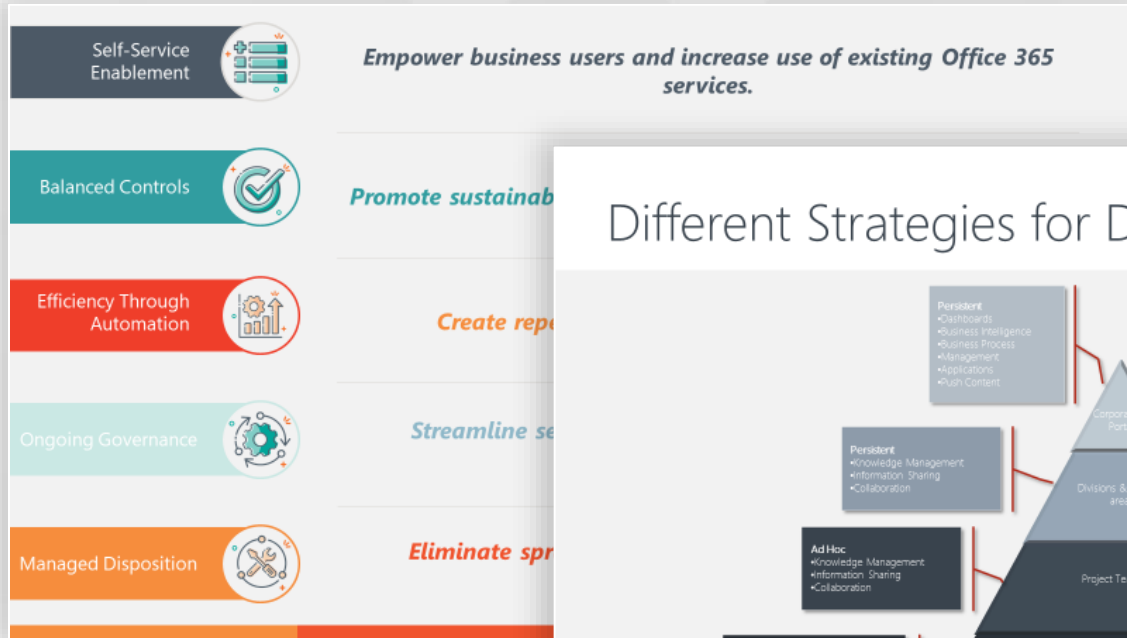
*(Microsoft 365 E3 feature)

Prepare your destination

Holistic Approach

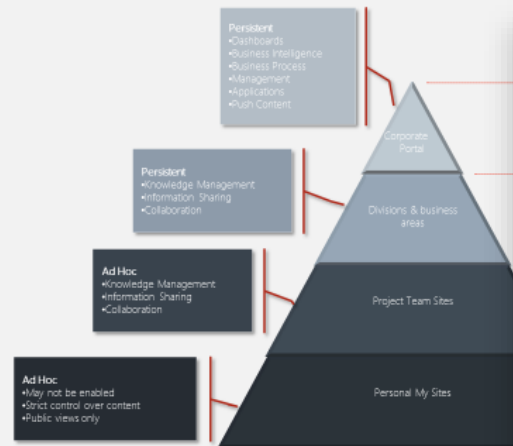## All before you move your first file

| Determine Initial Principles and Goals | Align Goals with M365 Best Practices | Augment Existing IA Data Taxonomy | Define Information Management Requirements | Develop a Governance Framework & Migration Approach |

Discussing Information Governance
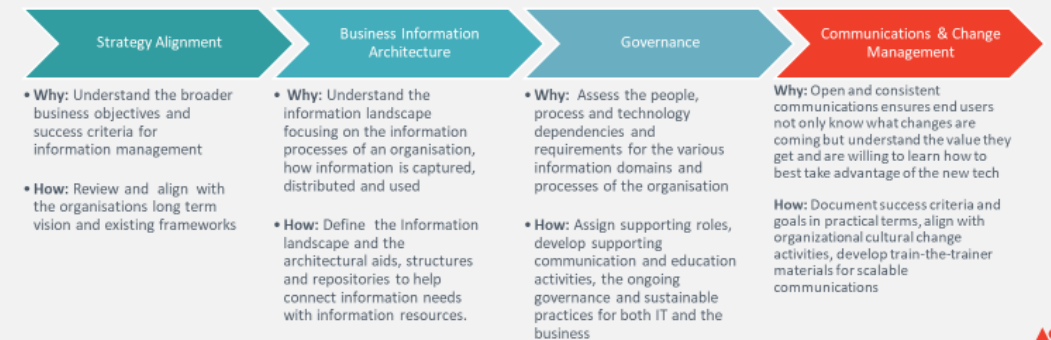
Strategy output: Strategic Roadmap

- Based on outputs of inquiry
- Governance approach for Migration Destination
- Information Architecture Recommendations
- Buildout Recommendations
- Strategic Roadmap Document
- Executive Summary of Strategic Roadmap

Execute on the Plan

Challenges in migrating

Data Identification

- Identifying scope clearly
- Moving content per regulatory/compliance concerns?
- Migration performed by IT who are not owners of data

Timelines

- How long will your migration take?
- Do you have deadlines?
- Ensuring all required content was exported in time

New Technology

- Adoption resistance and process resistance
- Teaching users how to find migrated content

Performance & Capacity

- Throughput required
- Impact on source / destination and network

Object Conversion

- What restructuring or transformations will need to occur during the migration?

Validation of Content

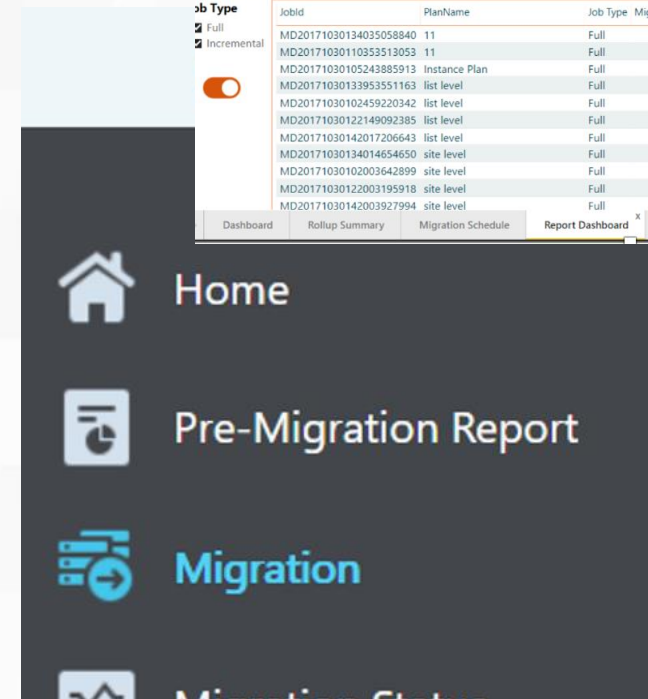- Migration reports must be checked against extraction reports to ensure completeness of migration

Migration Execution

Waved Execution

"Best Practice" Tooling

Monitoring and reporting

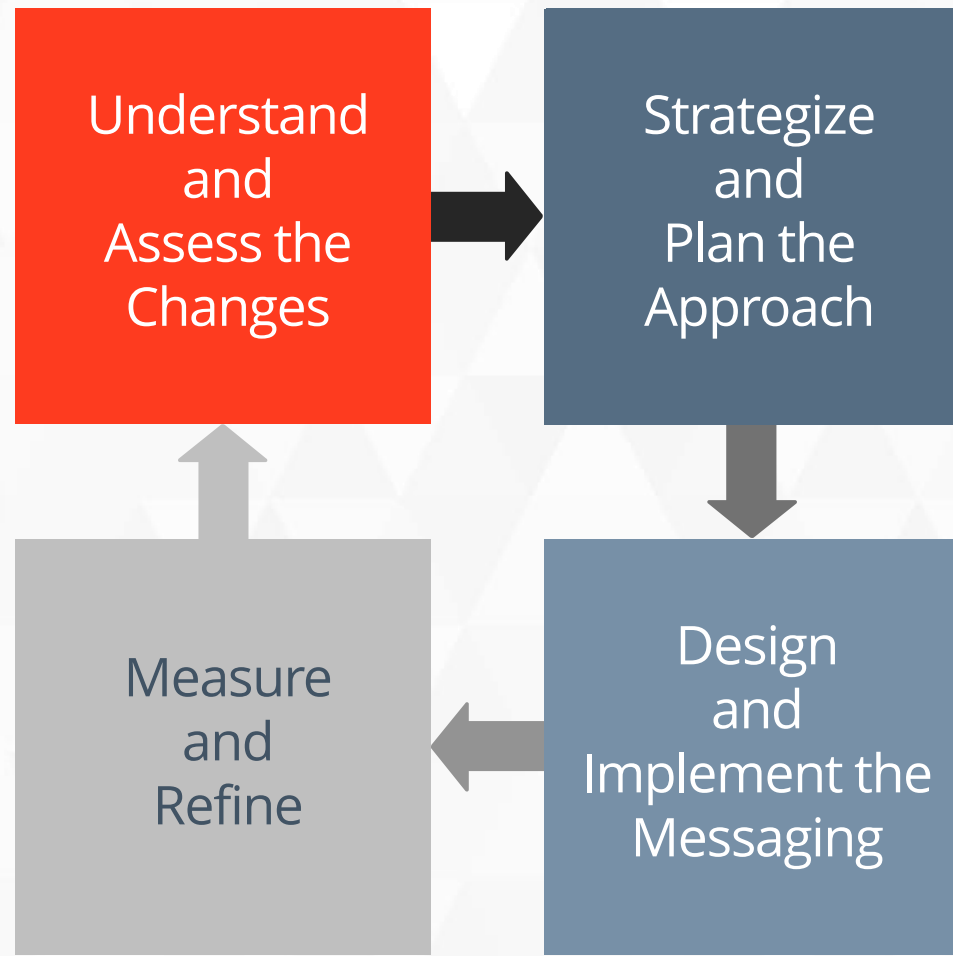Exception Handling

AvePoint Migration Platform: FLY

Migration Reporting

Monitor Job Performance & Throttling
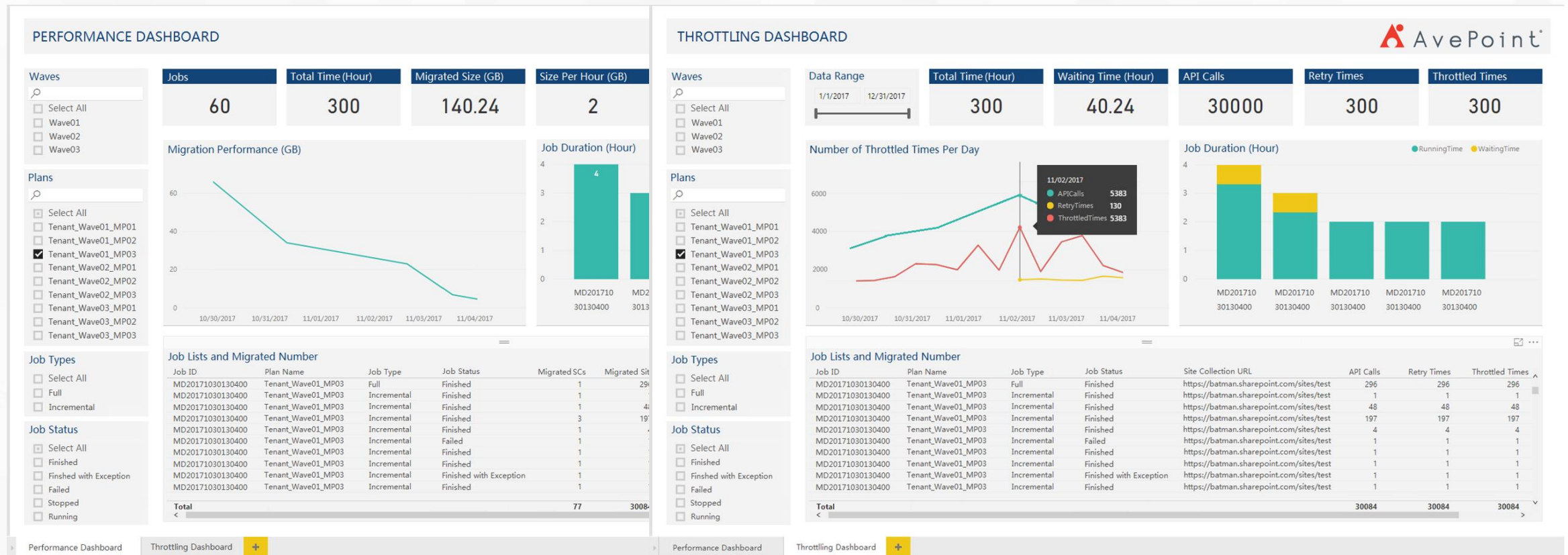
Prepare your employees

Engaging for Adoption: Training Methodology

Understand and Assess the Changes

Strategize and Plan the Approach

Measure and Refine

Design and Implement the Messaging

Training and Change Campaign Examples:

Previous examples of Awareness Campaigns

Training Videos

Flyers
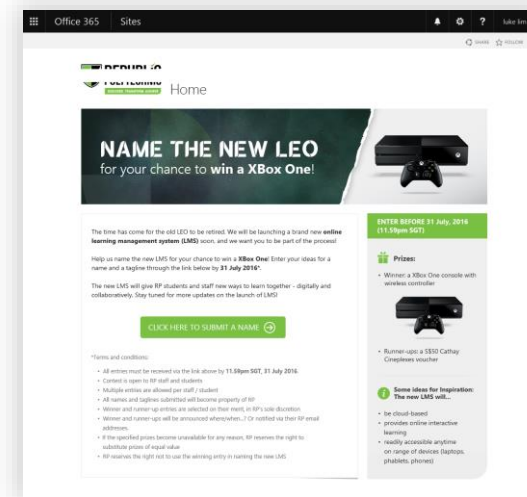
Microsite

Custom Emails

Change Management Experience

Manage it all

Staying "in the the know"

Weekly Project Status reports

Regular updates (daily if needed)

Schedule updates

Risk and Issues register

Regular meetings for all workstreams

Process flow
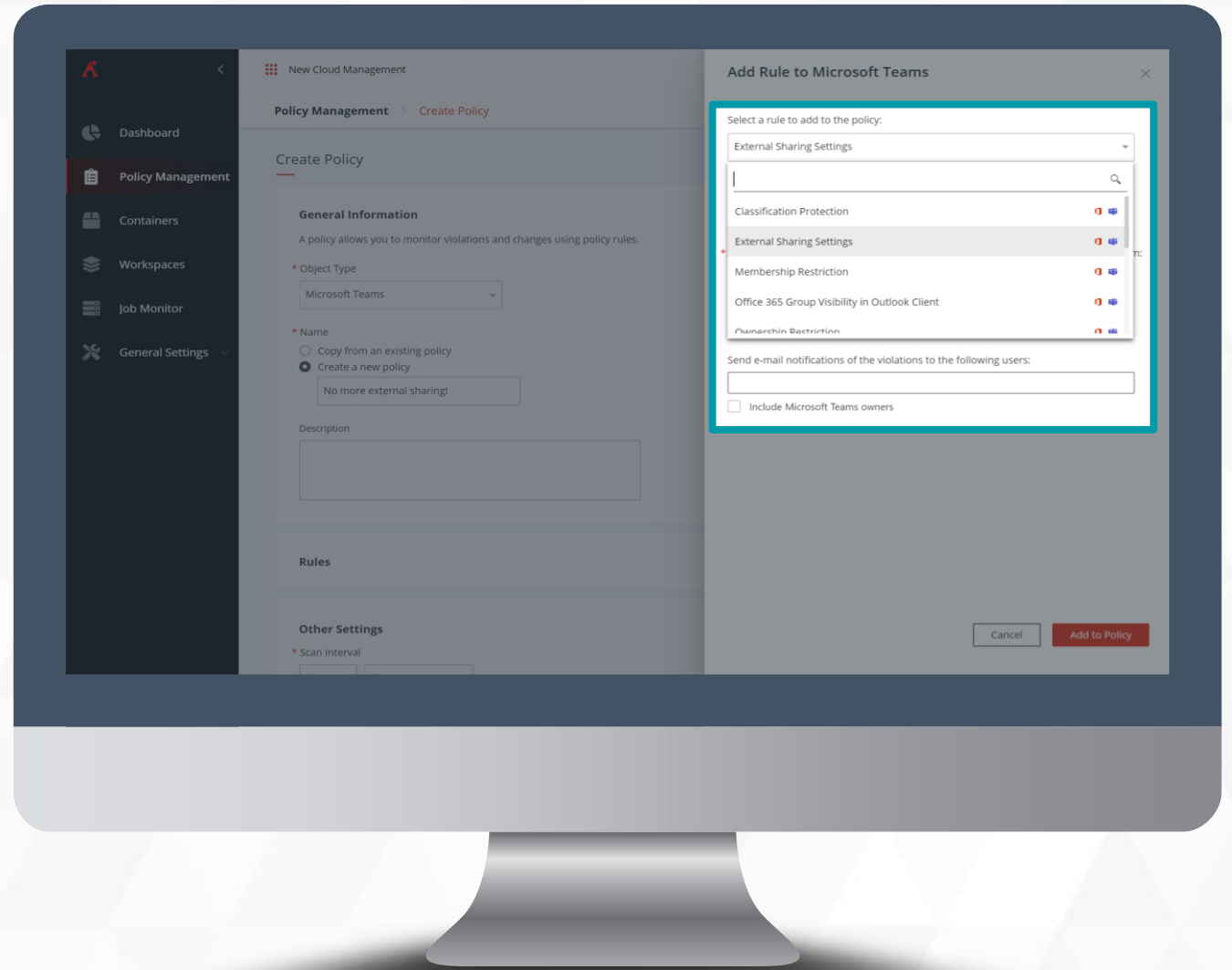- Escalation Process
- Issues and reporting process

Post-Migration

Post-migration monitoring, policies, and automation

Craft policies that can adapt to the way your teams work and block the most common risks in your Microsoft 365 environment!

thank you

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Q&A