

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

Microsoft  
Partner



Gold Application Development  
Gold Collaboration and Content  
Gold Cloud Productivity  
Gold Messaging  
Gold Datacenter

***Collaborate with Confidence***

Accessible content is available upon request.

# Meet your host(s)



MVP

**Christian Buckley**

Microsoft GTM Director, AvePoint |  
Microsoft Regional Director + Office  
Apps & Services



**Kate Faaland**


Senior Vice President, ACS &  
Product Strategy



# We Are AvePoint

Leader in Microsoft 365 data management solutions



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



8M

Cloud Users



88

Countries



7

Continents

Microsoft  
Partner



5x

Partner of the Year  
Award Winner

AVPT

NASDAQ



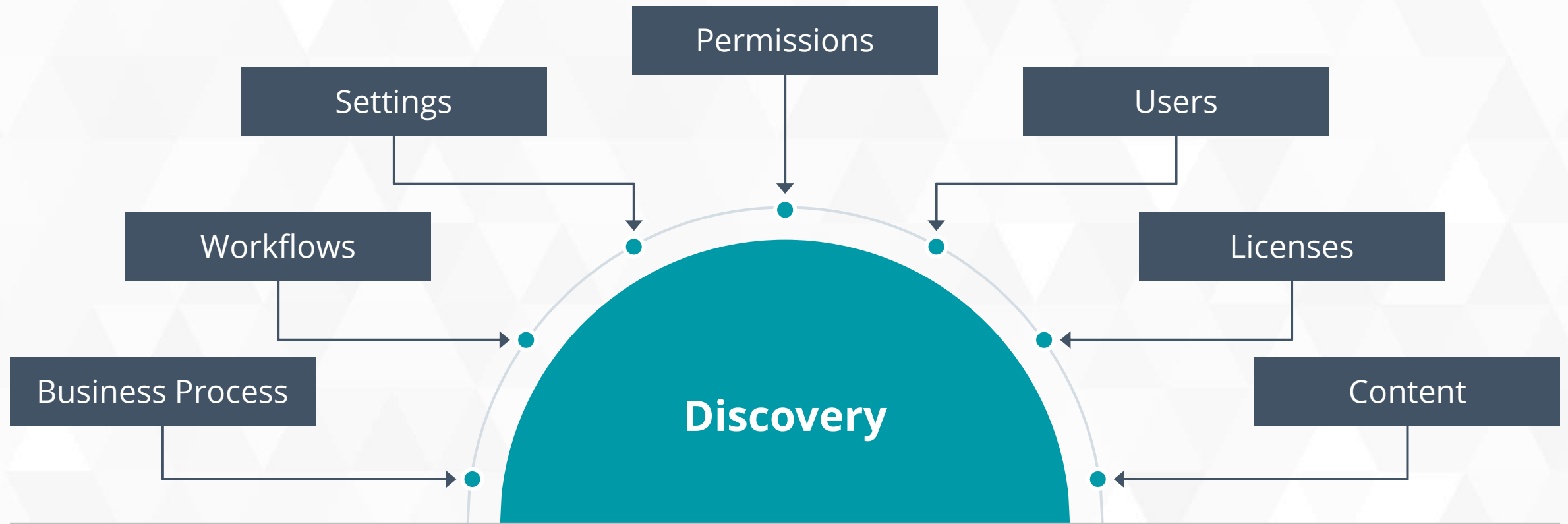
# Transformation is a Project



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**Discover what you  
have and Plan**

# Discovery – Beyond Content



# Discover configurations

elements  
Powered by AvePoint

Dashboard

Customer Directory

Reports

Settings

Gemini

Gemini

Settings Template  
Manage templates for Microsoft 365 settings.

Job Monitor  
Monitor jobs for exporting and applying templates.

Customer App Profile  
Manage app profiles for customer organizations.

1

1. Basic Information

\* Template Name:

Tenant Settings

Description:

\* Select a Customer Tenant to Export Settings:

Gemini Master Tenant

Email Address:

avetest001@126.com

\* Customer App Authentication:

Configured

\* Service Account Authentication:

2

2. Module Settings

\* Select Modules:

☒ Azure Active Directory (Azure AD)

Specify users you want to export settings for (for example, service account creat

You can enter usernames. \* can be used to match multiple users.

Which field is used to specify users?

☒ Microsoft Intune

☒ Exchange Online

☒ SharePoint Online, OneDrive for Business

Microsoft Teams

Data Loss Prevention (DLP)

3

Settings

Active Directory (A

User Creation

Group Creation

Company Branding

Self-service Password Reset (SSPR)

External Collaboration

Security Defaults

Microsoft Intune

Enrollment

Compliance Policy

Conditional Access

Configuration Profile



# Discover licenses

MOD Administrator

Dashboard

Tenants:All

User container groups:All

Synchronizing license and user information...

License summary

Purchased licenses

735

Assigned licenses

421

Available licenses

314

Free licenses

20060003

Licenses consumed by inactive users

63

62

61

INFORMATION\_

OFFICE 365 E5

ENTERPRISE M

View all

MOD Administrator

Dashboard

Tenants:All

User container groups:All

Synchronizing license and user information...

License summary

Purchased licenses

735

Assigned licenses

421

Available licenses

314

Free licenses

20060003

License consumption

Assigned license overview

0

20

40

60

80

INFORMATION\_PROTECTION\_COMPLIANCE

OFFICE 365 E5

ENTERPRISE MOBILITY + SECURITY E5

Windows 10 Enterprise E3

OFFICE 365 E3

Azure Active Directory Premium P1

OFFICE MARKETING LICED

Search by name

☒ All

☒ 12121

☒ 2323

☒ 5248\_M

☒ 5791\_2

☒ 5791\_A

☒ A

☒ adele&nina

☒ all

☒ colin51372

☒ delete1

Cancel

Apply

Licenses

61

View all

Cost ranking

(for the current month)

1

2

3

4

5

Microsoft 365 Domestic and International ...

INFORMATION\_PROTECTION\_COMPLIANCE

Microsoft 365 Audio Conferencing

ENTERPRISE MOBILITY + SECURITY E5

Windows 10 Enterprise E3

Time of 'admin@M365x905791.onmicr

OFFICE 365 E3:

Microsoft Teams

1 month 7 days ago

Yammer for the Starship Enterprise

No activities

Skype for Business Online Standalone Plan 2

No activities

SharePoint Online

1 month 21 days ago

Exchange Plan

No activities

OFFICE 365 E5:

Microsoft Teams

1 month 7 days ago

Yammer for the Starship Enterprise

No activities

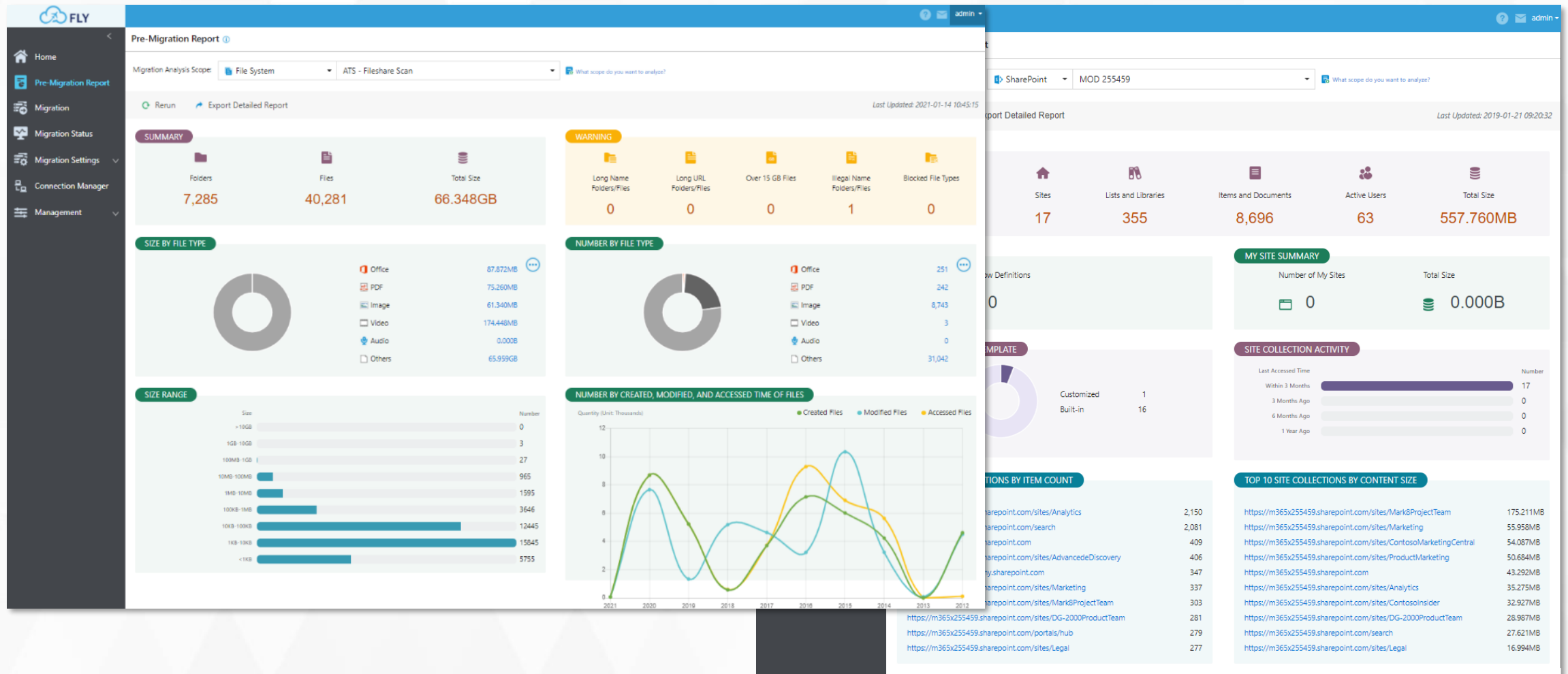
Skype for Business Online Standalone Plan 2

No activities

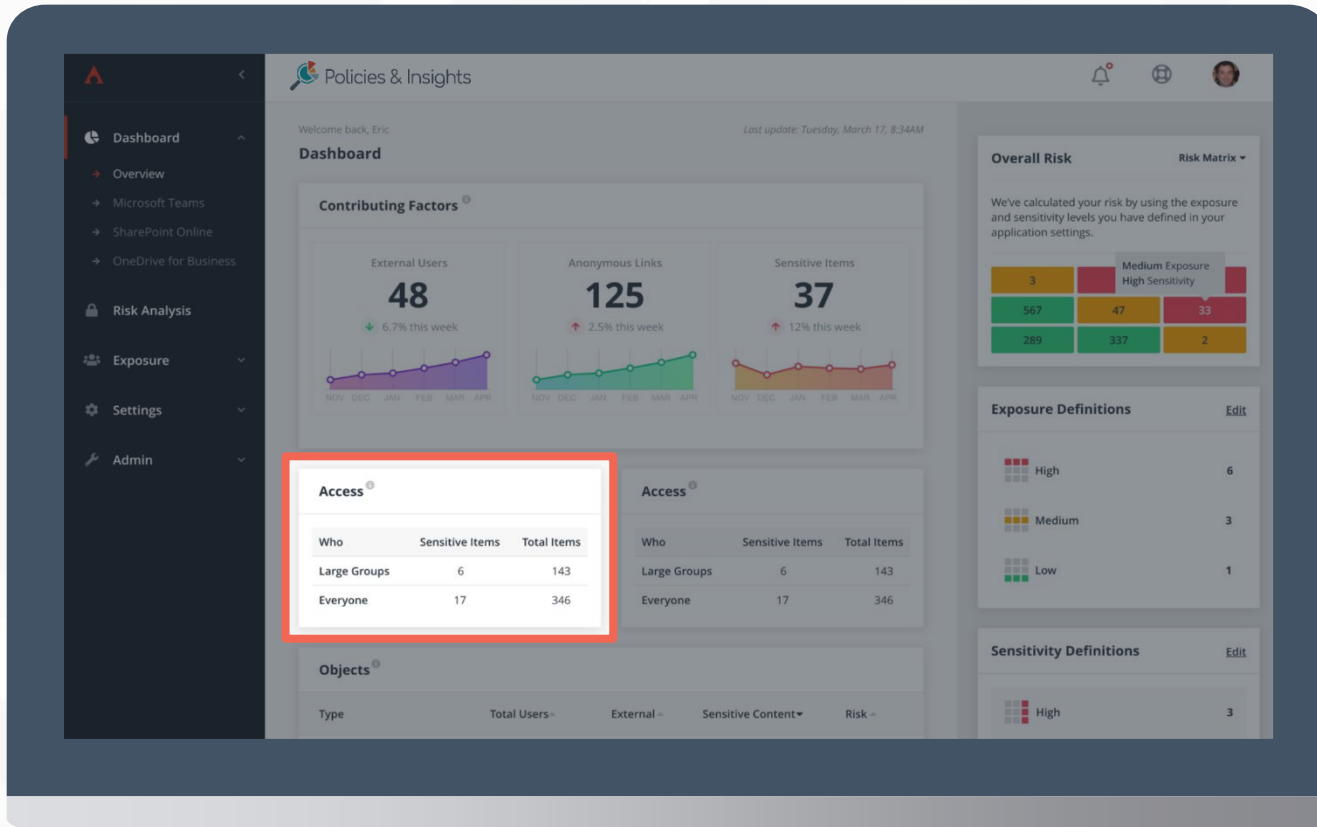
Manage licenses



# 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)



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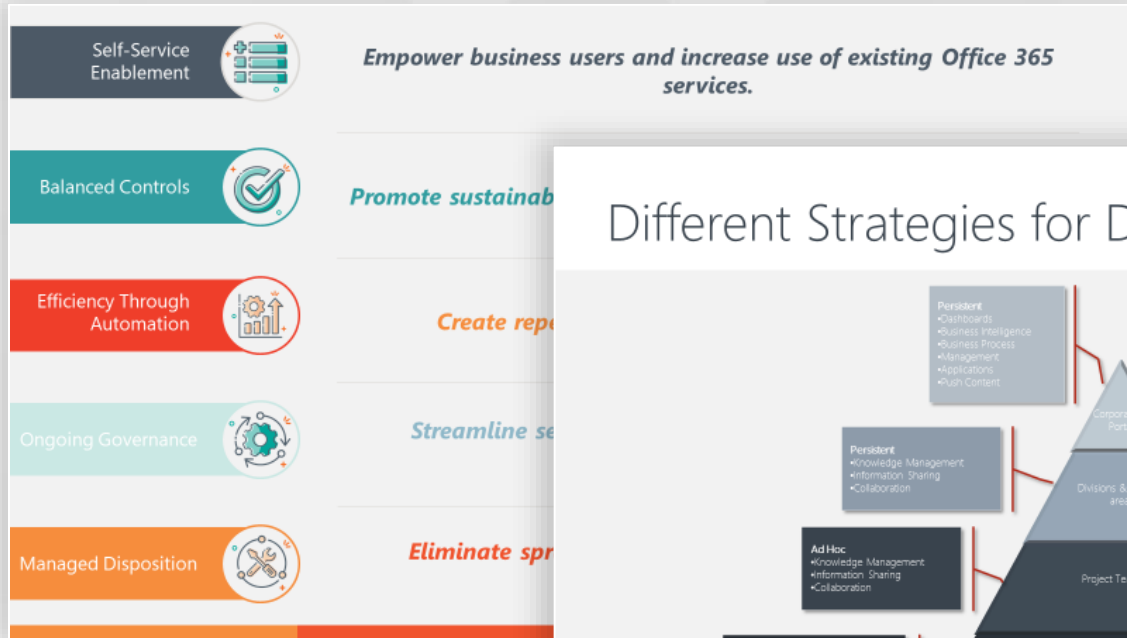
# Prepare your destination

# Holistic Approach

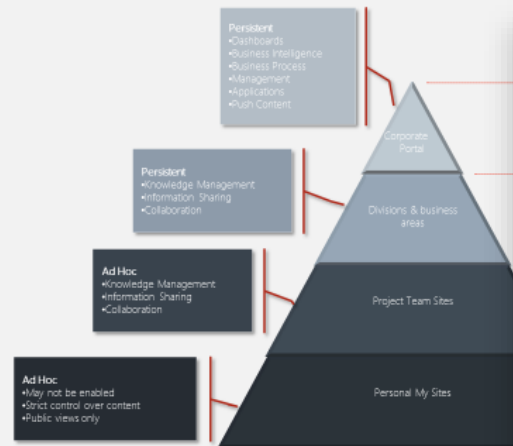
All before you move your first file



# Discussing Information Governance



## Different Strategies for Different Information

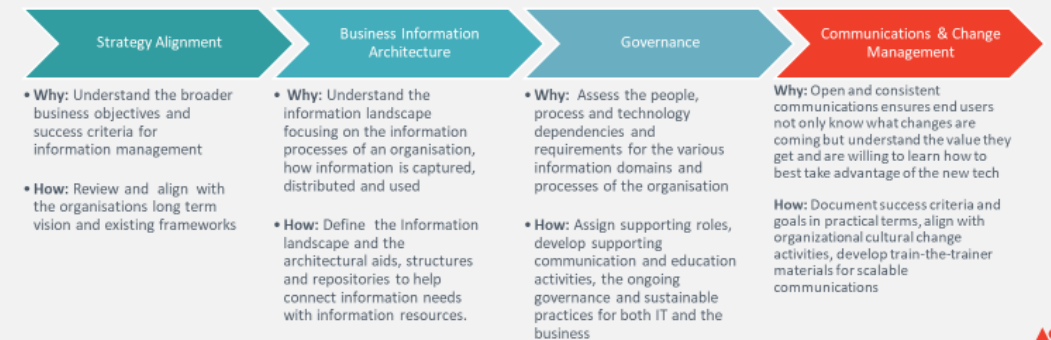


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## Why Governance is Critical to Adoption



Setting the right rules up-front makes it easy and reduces resistance



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# 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



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# 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



## Performance & Capacity

- Throughput required
- Impact on source / destination and network



## Timelines

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



## Object Conversion

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



## New Technology

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



## Validation of Content

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



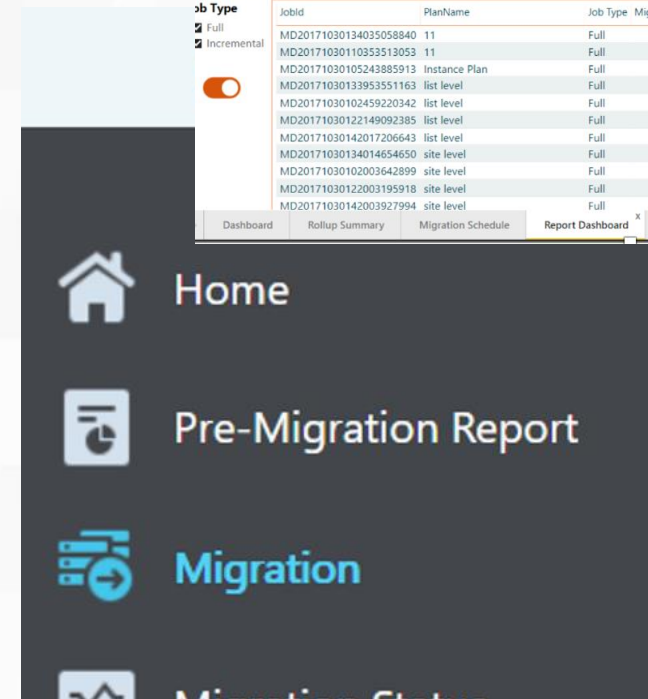
# Migration Execution

Waved Execution

"Best Practice" Tooling

Monitoring and reporting

Exception Handling



# AvePoint Migration Platform: FLY

Step 1: Select source

Agent (Desktop or Server)

Amazon S3

Amazon WorkDocs

Azure Blob Storage

Box (Administrator)

Box (User)

Dropbox (User)

Dropbox Business

Egnyte

Step 2: Select destination

Amazon S3

Amazon WorkDocs

Azure Blob Storage

Box (Administrator)

Box (User)

Select a Source and Destination to start

Please select a Source connector and then a Destination connector to begin migrating or backing up.

FLY

Home

Pre-Migration Report

Migration

- SharePoint/OneDrive
- Exchange Migration
- Groups/Teams Migration

Migration Status

Management

Migration Status

Migration(39) Scheduled(0) Pre-Migration(0)

Migration Status

Finished: 32

Finished with Exception: 7

Failed: 0

Running: 0

Waiting: 0

Stopped: 0

Migrated Size

SharePoint

153.826MB

File System

0.000B

Google Drive

0.000B

Exchange

0.000B

Gmail

0.000B

IMAP/POP3

0.000B

Office 365 Groups

0.000B

Microsoft Teams

0.000B

Slack

0.000B

SharePoint Migration Trend (GB)

By Day

Sat.

Sun.

Mon.

Tues.

Wed.

Thur.

Fri.

Download Details and Logs

Download Report

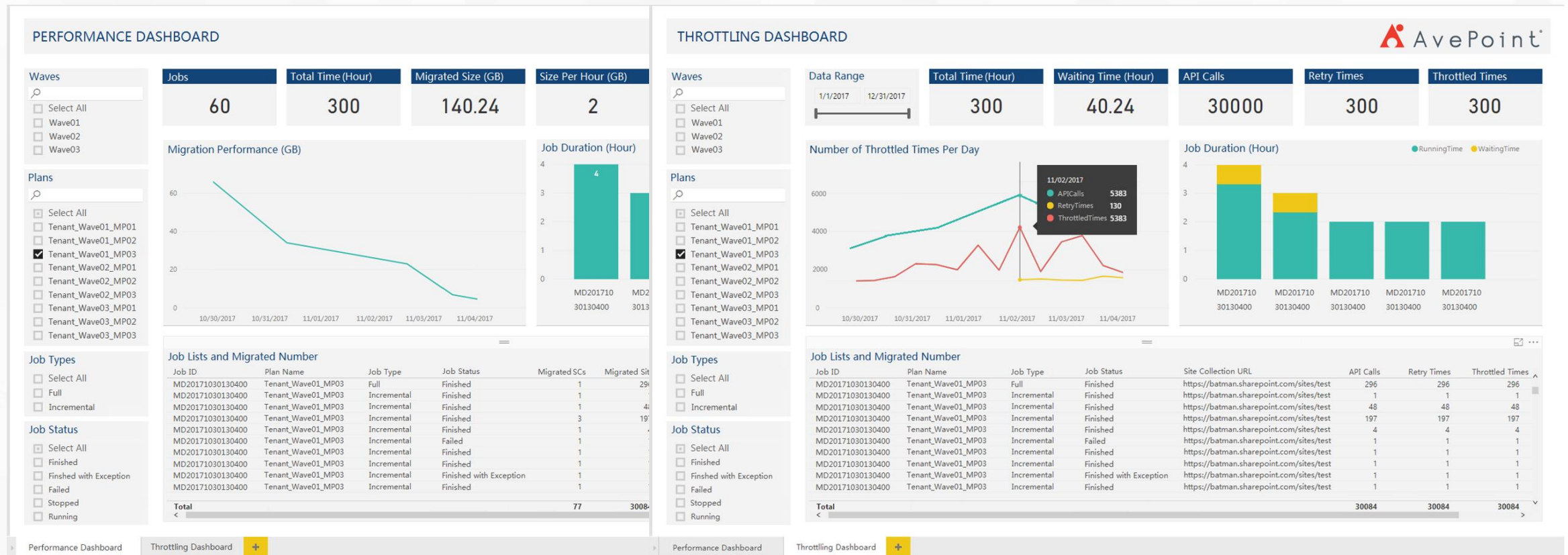
Delete

Search

Start Time	Finish Time	Plan Name	Migrate From	Mapping Count
2018-12-07 07:22:49	2018-12-07 07:25:52	PLAN20181207152224808...	http://spm13a-wfe1/sites/0001/Lists/list01	3 Mappings

# Migration Reporting

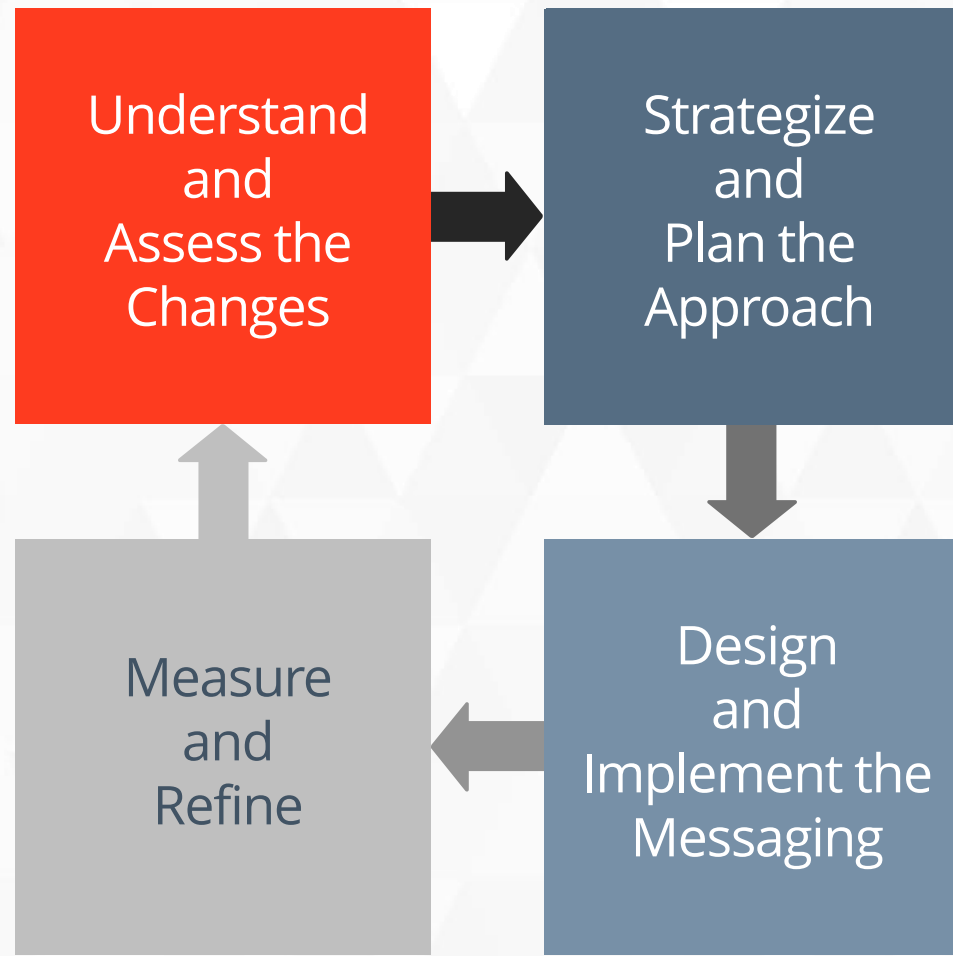
## Monitor Job Performance & Throttling



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**Prepare your  
employees**

# Engaging for Adoption: Training Methodology



# Training and Change Campaign Examples:

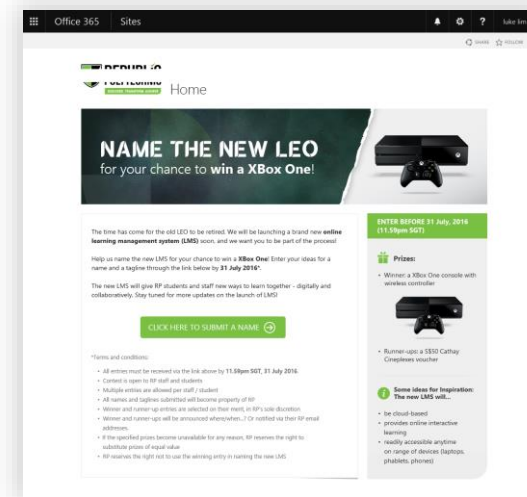
## Previous examples of Awareness Campaigns



Training Videos



Flyers



Microsite



Custom Emails

# Change Management Experience

## Training Week: Schedule Example

	MON	TUE	WED	THU	FRI
9:00					
10:00					
11:00				RVA311 General Updates	
12:00					
13:00			RVA311 General Updates		RVA311 Reporting Updates
14:00					
15:00		RVA311 General Updates		RVA311 Reporting	
16:00					
17:00					

### General Updates (Service Owners / Engineers)

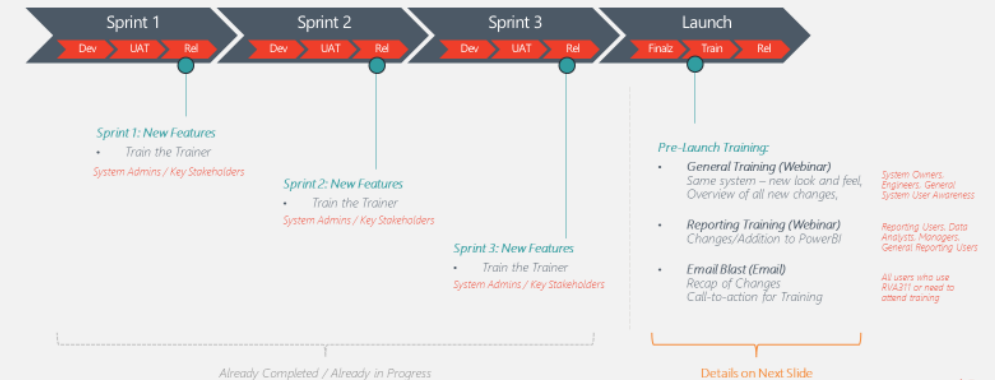
- Overview of RVA311 major updates:
  - Look-and-feel update
  - Mobile app update
  - Overview of recent sprint changes/features
  - Details on Launch Dates
- Approx. 30 mins
- Delivered Online (Teams)
- 1x Deck, run 3x times for availability of audience

### Reporting Updates (Reporting Users / Managers)

## High-Level Communication Plan

T-7 Weeks	T-6 Weeks	T-5 Weeks	T-3 Weeks	T-1 Week	Service Available	T+1 Week	T+ 2~12 Weeks
<ul style="list-style-type: none"><li>All company email (delivered by <b>Sponsor</b>). First touch event outlining the business reason for change and the approach that is being undertaken.</li><li>Introduce the Ambassadors and Change Champion program</li><li>Introduce the availability of the web site and outline how this will include answers to common questions.</li><li>Tell them who they need to contact with issues or questions.</li></ul>	<ul style="list-style-type: none"><li>Give users a similar communication to the T-4 week version, which is intended to remind them of the business reason for change (delivered by Sponsors – Personalized for each community).</li><li>Senior Managers communication to teams – continuing the theme – business reason for change (leverage Persona and Workforce analysis).</li></ul>	<ul style="list-style-type: none"><li>Sponsor delivers All hands briefing (face to face)</li><li>Managers begin communicating directly with employees using</li></ul>	<ul style="list-style-type: none"><li>Auditorium Training</li><li>Poster refreshed</li></ul>	<ul style="list-style-type: none"><li>2nd Auditorium Training</li><li>Poster refreshed</li><li>Brown Bag sessions delivered</li><li>Online / on demand training available</li></ul>	<ul style="list-style-type: none"><li>Early Adopter video</li><li>Lunch and Learn</li><li>Tips and Tricks</li><li>Podcast (per community) delivered by Sponsor</li></ul>	<ul style="list-style-type: none"><li>Lunch and learn</li><li>Posters refreshed</li><li>Rewards winners notified</li><li>Rewards announcements included in Newsletter</li></ul>	<ul style="list-style-type: none"><li>Posters refreshed</li><li>Reward winners notified</li><li>Reward announcements included in Newsletter</li></ul>

## Internal Training Approach



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# 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

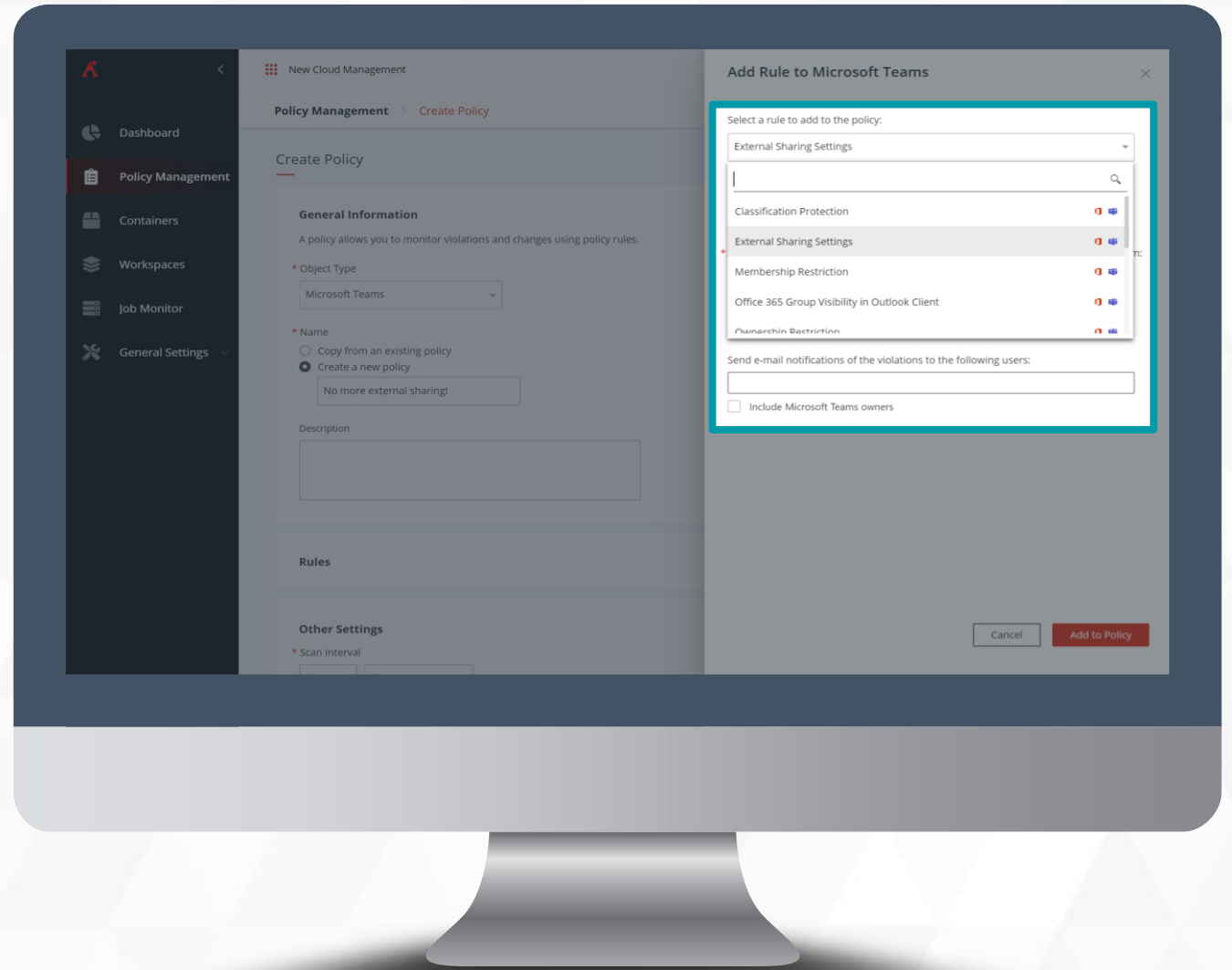


# Post-Migration



# 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*



Sales@AvePoint.com | +1 800.661.6588



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# Q&A

