



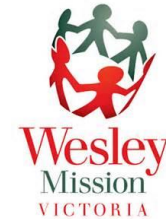
**Increasing the capacity
of our communities to
engage with technology**

Office 365 implementation considerations

Matt Walton – Senior IT Consultant

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Infoxchange is a not for profit organization that has supported more than 100 non-profits to move to the Office 365 cloud including:



Post
Placement
Support
Service



Agenda

1. What is Office 365
2. Office 365 benefits
3. Privacy and security
4. Exchange Online
5. SharePoint Online
6. Yammer, Skype for Business, One Drive
7. Mobility
8. Building the business case
9. Other resources
10. Questions

What is Office 365?



Office apps and
Office Web apps



Always up to date



Optimized experiences
for common devices



Reliable service
with a 99.9% SLA

Exchange
SharePoint
Lync

Advanced IT controls
and configuration



Industry trusted
certifications



Microsoft

The full suite of Office 365



 My apps

What is Office 365 (E1 plan)?

- » Professional email & shared calendaring, contacts (50 Gb / user)
- » Instant messaging (IM), high definition video / audio conferencing and screen sharing
- » Online storage (>1Tb), document management
- » Collaboration tools, discussion



Note: We recommend that almost all non-profits also purchase Desktop Microsoft Office products from [Connecting Up](#) or [Tech Soup](#) (NZ)

Reasons to choose the E3 plan?

For \$6.38 per user per month, some organisations purchase E3 licenses to access:

- » Office Pro Plus - Desktop licenses installed locally by each user on up to five devices using 'click to run'
- » mobile apps – for advanced editing on Word, Excel & PowerPoint documents on your tablet
- » advanced email – legal hold, archiving and unlimited storage
- » eDiscovery centre – tools to support compliance. Search across SharePoint sites & Exchange
- » Business Intelligence – create and manage interactive dashboards with multiple data sources.

What about privacy & security?

- » Office 365 has recently moved to data centres in Melbourne and Sydney (currently in progress).
- » Many large organisations and governments (including Qld government) use Office 365
- » Its suitability depends on what information you intend to store and your funding agreements

- » Strong security controls

<http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx>

- » Strong privacy controls: ISO 27001, EU model clauses, HIPAA BAA & FISMA accredited

<http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx#complianceStandards>

- » You own and retain all rights to your data

<http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx#securityAndPrivacy>

Exchange Online

The image displays three overlapping screenshots of the Microsoft Office 365 Outlook interface, illustrating various features of Exchange Online.

Top Left Screenshot: Shows the 'Office 365' and 'Outlook' tabs. The 'Inbox' is visible, and a message from Jane Rawson is highlighted. The message subject is 'Office 365 Implementation Considerations for Nonprofits 040315.pptx'. The message content includes a link to a video conference.

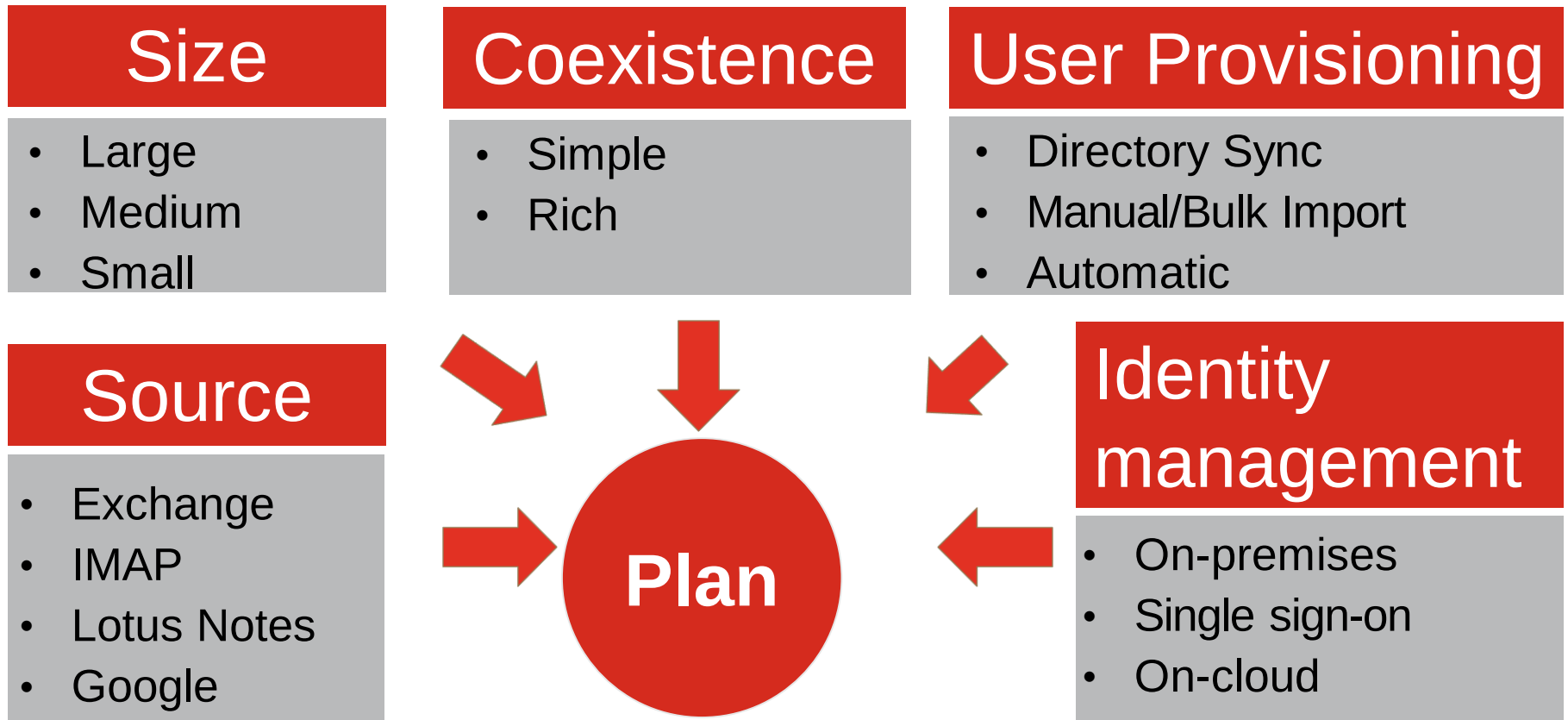
Top Right Screenshot: Shows the 'People' view. A contact card for Luke Newing is displayed, showing his name, title (Customer Relationship Officer, IT Services & Com), and contact information. The card also includes links for 'Contact', 'Notes', 'Organization', and 'Groups'.

Bottom Screenshot: Shows the 'Calendar' view for March 2-8, 2015. The calendar displays a weekly view with tasks and events. A task list on the left includes 'Room - Knowledge Node' and 'Cars - Volkswagen Jetta'. The calendar also shows a 'Send Email' button and a 'New Appointment' button.

Thinking of implementing Exchange Online?

1. Audit your current infrastructure – do you need to upgrade internet, hardware or software?
2. Review your current users – what mailboxes, resources, distribution lists, public folders etc do you need?
3. Resource the technical and non technical components of a migration – does your current IT contractor have the expertise?
4. Consider change management, communication and engagement of key stakeholders.

Factors to plan your email migration



Summary of migration options

Migration types	Suitability
Outlook/client-based Manual but can be performed by users Migration performance maximum 0.5 GB/h	Small organisation (less than 30 PCs) Non technical staff or users can perform migration Organisations using POP mail stored on each PC
IMAP migration Supports wide range of email platforms Email only (no calendar, contacts, or tasks)	Organisations who don't require calendars and contacts transferred. Gmail or other non-Microsoft mail system
Cutover Exchange migration Good for fast, cutover migrations (1 weekend) Migration performance maximum 5-10 GB/h	Automated migration from Exchange servers Organisations with technical server expertise to configure synchronisation No staging required (between 30 and 100 users)
Staged Exchange migration Onboarding in groups (multiple weeks) Requires Directory Synchronisation with AD	For Exchange 2003 or Exchange 2007 only For staged over several weeks (over 100 users) Have a spare server for Directory Synchronisation
Hybrid deployment Long-term coexistence Enables cross-premises calendaring, smooth migration, and easy off-boarding	Large organisations (over 100 users) Requiring a staged migration over several months Have ongoing server capacity Have strong security requirements for onsite mail

SharePoint Online

ID	Title	Status	Due Date	Priority	Requester	Request Type
10	Onboarding - Charles Smith	Unassigned	3/29/2013	(2) Normal	Linda Hatch	Onboarding
9	Performance review request	Unassigned		(2) Normal	Darrell Trimble	Request

File storage – OneDrive & SharePoint

Previously SkyDrive Pro / OneDrive Pro



- 1 TB Per User (free)
- Not Expandable
- Every file is “owned” by a user, not intended for shared files

Also known as “Team Sites”



- 10GB + .5gb per license (free), expandable (\$)
- Store files, calendars, contacts, and more
- Data is centrally managed, intended for shared files

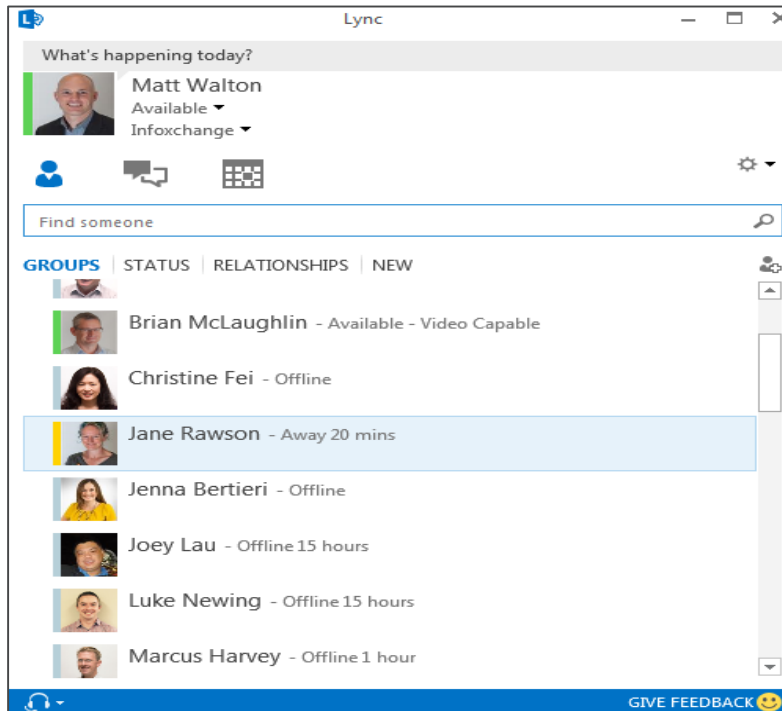


Files can be taken **Offline** with OneDrive Desktop Client

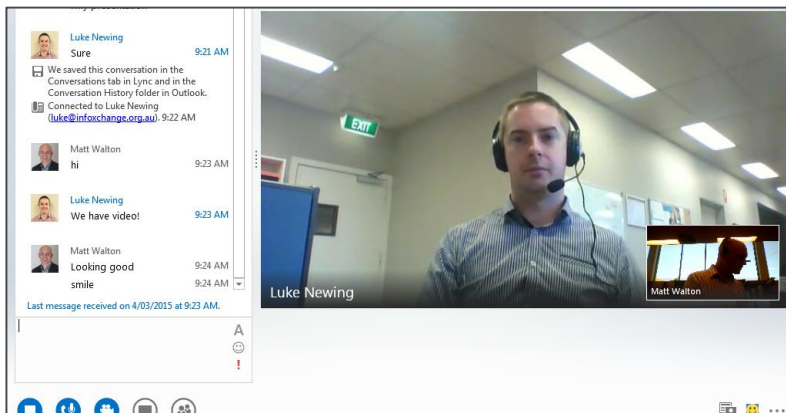
Thinking of implementing SharePoint?

1. What will you use it for – document management, projects, forms, team sites, collaboration?
2. Audit your current systems and information architecture
3. Assign people to lead and own the project – both IT and communications/admin staff
4. Consider the cultural implications of a more shared approach to information

Skype for Business Tips (previously Lync)



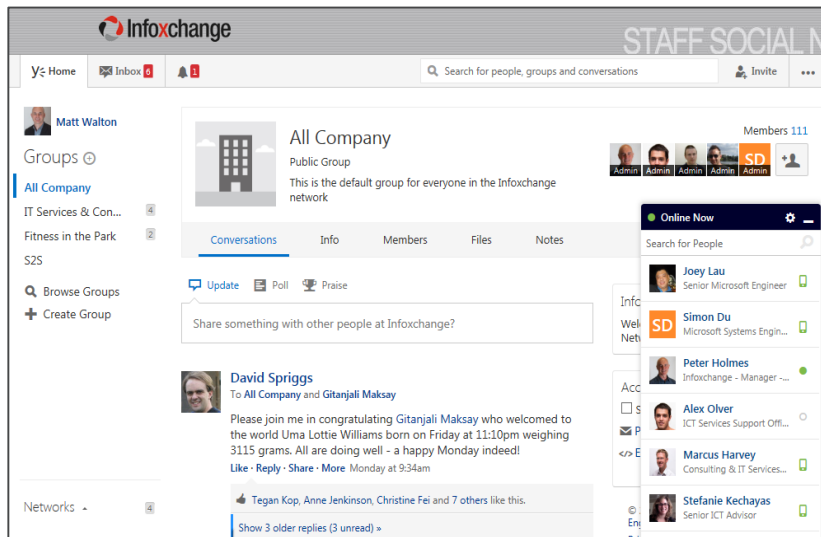
1. Review internet connections
2. Use Skype for Business 2013 (part of Office 2013 Pro Plus)
3. Use headsets for audio
4. Consider enabling external contact sharing



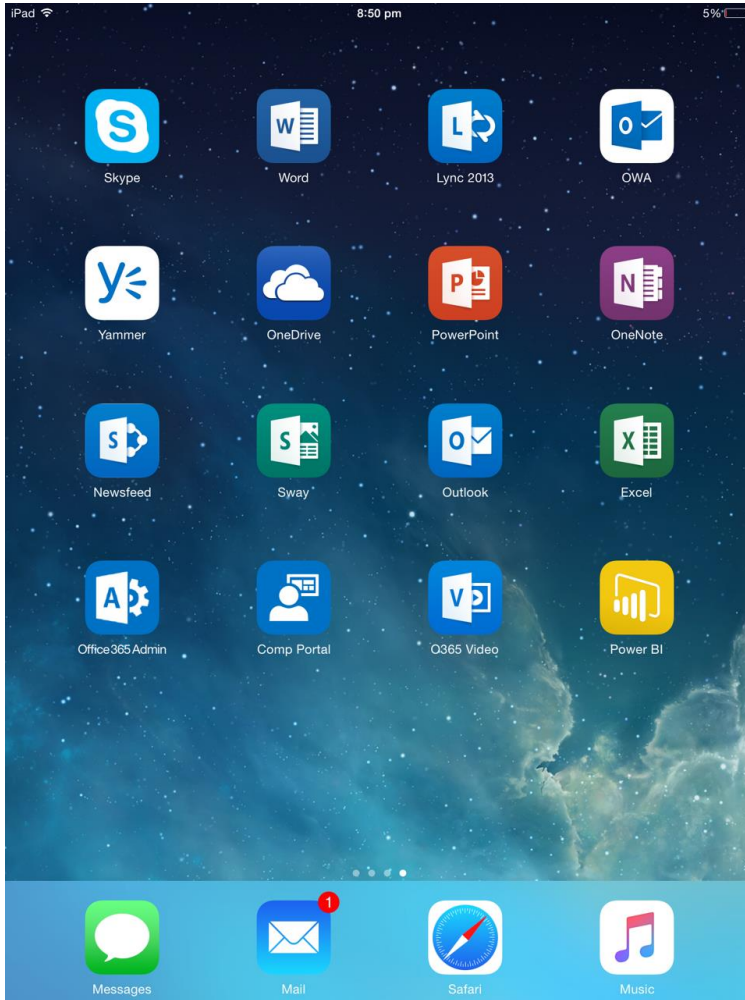
Yammer



1. Create groups for each team/topic
2. Use the desktop client
3. You can transfer from the free platform
4. Add a feed in your SharePoint site
5. Encourage CEO to post content



Mobility



1. Mobile apps for all devices
2. Office installed on up to 5 devices per user with e3 license
3. Mobile Device Management (MDM) recently released
4. Intune for full device management (\$7.70)

Building the business case for Office 365



Reduce or eliminate server upgrades and refreshes
saving IT support and server costs



Use videoconferencing applications & teleworking structures
which provide flexibility and reduce travel costs



Defend against hardware failure
with cloud solutions so there's no need to worry about your server failing and your data is protected in the cloud



Collaborate effectively
across all locations leading to increased efficiency



Create a single source of truth
for information which saves time looking for files in different locations

Top ten tips for successful implementation

1. Implement the *most valuable* areas of Office 365 *first* (often Exchange email & Skype for Business). Other areas such as SharePoint can come later.
2. Explain the *benefits* to staff & support them to make the change; local 'champions' can help staff to make the most of the new features.
3. Ensure your *internet bandwidth & reliability* is suitable, especially for video or syncing large files.
4. Consider *upgrading to Office 2013* on your PCs.
5. Use an *Office 365 expert* to make the transition a success, and to help with ongoing support if required.

....continued

Top ten tips for successful implementation

6. Review your *security controls and policies*.
7. Consider *local storage* if you share *large videos* or large quantities of photos.
8. Active Directory *is good value* for organisations with more computers.
9. Online *collaboration* spaces in SharePoint can be valuable for your Board or volunteers.
10. Yammer can be great for *collaboration*, particularly for larger organisations or external networks.

Additional Office 365 support available

- » Office 365 readiness assessments
offered in partnership with Connecting Up & TechSoup
 - AU - <http://www.connectingup.org/office365>
 - NZ - <https://www.techsoup.net.nz/office365>
- » Office 365 DIY workshops -
<http://www.connectingup.org/sphinxsearch/DIY%20workshop>. Basic email, Basic SharePoint, Advanced email
- » Additional ConnectingUp webinars including a practical demonstration
- » Implementation services and migration advice
- » Volunteer migrations for small organisations
- » SharePoint configuration and development

Contact: mwalton@Infoxchange.org or (03) 9418 7432

Questions and discussion.....

Infoxchange is a **not-for-profit social enterprise** dedicated to

Technology **for** **Social** justice

Our objectives:

1. Increase **Digital Inclusion** by assisting all those in our communities to access and efficiently use ICT
2. Raise the level of **Digital Proficiency** and improve the efficiency and effectiveness of the community focused sector through Information and Communication Technology
3. Advocate for and showcase the benefits of **Digital Empowerment** in our communities

Our services for the sector include.....

1. IT plans, assessments & IT strategy development
2. Office 365, website & intranet services
3. Cloud, infrastructure & desktop services
4. Client & case management and service co-ordination solutions
5. CRM for non-profits

Contact: mwalton@Infoxchange.org

Appendices

Office 365 resources– for more information

- » Office 365 for nonprofits: www.microsoft.com/office365nonprofits
- » E1 vs. E3 plan: <http://office.microsoft.com/en-au/business/compare-office-365-for-business-plans-FX102918419.aspx>
(Click on the 'Enterprise' tab)
- » Microsoft Office online training: <https://support.office.com/en-us/article/Office-365-for-business-training-e990f8ff-56d7-450e-ad9f-74ae8718ef09>
- » Australian Privacy Principles
<http://www.oaic.gov.au/privacy/privacy-resources/privacy-guides/app-quick-reference-tool>
- » New Zealand privacy guidance on cloud computing
<http://privacy.org.nz/assets/Files/Brochures-and-pamphlets-and-pubs/OPC-Cloud-Computing-guidance-February-2013.pdf> &
Microsoft's answers:
http://blogs.msdn.com/cfs-filesystemfile.ashx/_key/communityserver-components-postattachments/00-10-41-34-76/Standard-Response-to-OPC-Cloud-Computing-Checklist-for-Office-365-2D00-24-April-2013.pdf
- » The Microsoft Trust Centre – Privacy, Security & actual availability information
<http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx>
- »  - ImproveIT.org
Resources to help your organisation get the most from your technology investment

Prepare your Office

Desktops and Laptops Operating Systems

- » Windows 7
- » Windows 8
- » Or wait for Windows 10?
- » Mac OS X 10.6

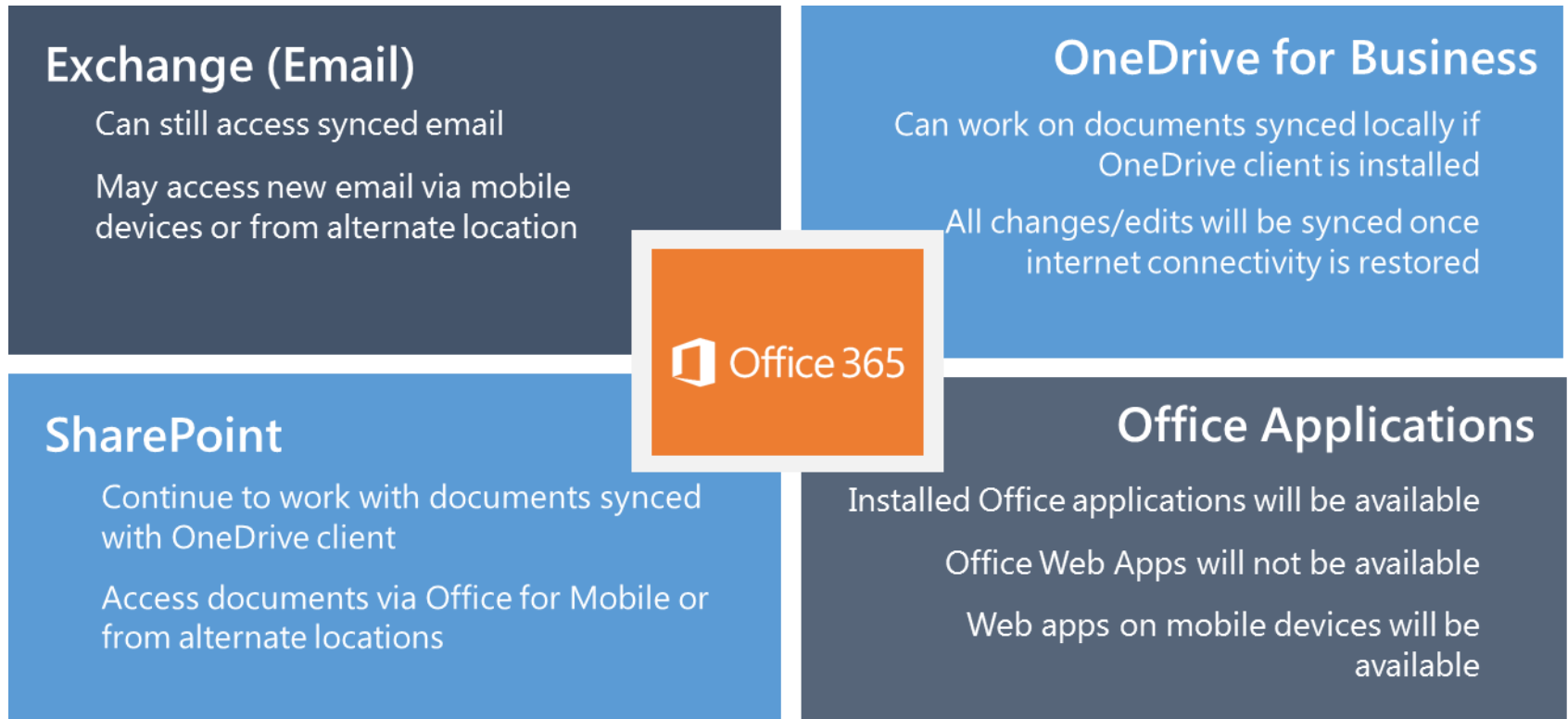
Browsers

- » Internet Explorer 11 or greater
- » Latest versions of Firefox or Chrome
- » Safari 5 or greater

Office Versions

- » Office 2010
- » Office 2011 for Mac
- » Office 2013 (recommended)
- » Or wait for Office 2016?

What happens when the internet goes down?



Internet Bandwidth

An appropriate internet connection is important for Office 365. Internet speed can vary significantly depending on your distance from the exchange, connection type, contention ratio, whether other staff are watching training videos, etc. The information below is based on our experience and of a general nature - appropriate in most situations. **Advice from an expert is recommended.**

Situation	Performance & Comments
Single user at home on consumer ADSL2 or 3G (OK signal) using e-mail, Lync (IM/audio/video), SharePoint & OneDrive for file sync	 Generally good. Lync call reliability affected if downloading /uploading large files/emails
Office of 10 people , on business grade ADSL2 using Email, Lync (instant messaging only)	 Should perform appropriately
Office of 10 people , on business grade ADSL2 with - Email, Lync (IM & intermittent audio calls) - Case/client management system in the Cloud - One offsite office where people remote in to a local terminal server to use the finance/accounting package	 Audio likely to drop out & Lync call reliability affected if downloading / uploading large files/emails or significant use of the Internet.
Organisation of 30 staff , 20 in central office, other 10 across 3 remote offices. Central has symmetric 10Mb link , others have business grade ADSL2 with Annex M for improved upload. VPNs. QoS prioritisation - e-mail, Lync (IM/audio/video), SharePoint & OneDrive for file sync - Server for AD. Case/client management & Finance s/w in the cloud	 Should perform appropriately Without QoS (Quality of Service) network traffic prioritisation, risk of audio & video dropouts exist during periods of high internet traffic

The different versions of Office.....

Desktop software



Cloud based (can also be used on desktop)



Minimum hardware specifications

Area	Minimum suggested	Recommended
Processor (CPU)	Dual Core 32bit (intel i3)	Quad Core 64bit (intel i5 7xx or above)
Memory (RAM)	4Gb	8Gb
Storage (HDD)	160Gb	160Gb
Display (screen)	1366 x 768	1680 x 1020
Browser	IE 10, Chrome	IE 11, Chrome
Network	LAN	
Internet	ADSL 2, Cable or Fibre	
Indicative costs (not including installation)	Desktop: \$400-\$800 Laptop: \$500-\$1000	Desktop: \$750-\$1000 Laptop: \$750-\$2000



Office 365

Benefit Pillars



Technology Includes hardware and software savings as well as reduced IT effort. It also covers improved uptime, disaster recovery capabilities, and IT security.



Mobility Considers how workers having anywhere anytime access to information and applications improves worker efficiency resulting in faster time to market,



Control & Compliance Looks at lowering compliance cost and effort by using built-in industry standards and best practices.



Business Intelligence Looks at opportunities to make better decisions through more timely access to data across multiple repositories. Reduction in decision times can lead to increased worker productivity.



Enterprise Social Considers how collaboration has improved and business processes have been shortened by using social features built into Office 365 to improve communication.

Source: Forrester Research, Inc.

Project Staging

Stage 1 : Business Case and approval

Stage 2 : Review and scoping

Stage 3 : Prepare your environment

Stage 4 : Pilot and testing

Stage 6 : Authentication implementation

Stage 5 : Email migration and Skype for Business

Stage 6 : SharePoint design and IA

Stage 7 : SharePoint build and launch

Stage 8 : OneDrive, Yammer and Video

Stage 9 : Business Intelligence / Power BI

Change Management

1. Engaging management
2. Finding champions
3. Pilot group
4. Training / Demo sessions
5. User documentation
6. Staged approach by team/department
7. Communication through staff meetings, Intranet, internal communications
8. Help area on Intranet