Moving to the Cloud – Intro to Office 365

4th March 2020

Thank you for joining – we’ll be starting soon

the I.T. team
Maintaining the health of your I.T. system
WHAT YOU’LL GET OUT OF TODAY

• Why is the “Cloud” important and beneficial?

• What is Office 365?

• Benefits of Office 365

• Ways NFP’s are taking advantage of 365

• Key functions of Office 365 and a quick overview

• How to get started, migration discussion.

• Q&A

Maintaining the health of your I.T. system
A little about The I.T. Team

- Formed in 2011, born out of a natural disaster.
- Worked with Office 365 since inception
- A wide range of IT services including Office 365 deployments and IT Support
- Large Not for Profit base
- Work with Customers in NZ & Australia
- Offices in multiple locations
- Perform most migrations remotely
WHAT IS “CLOUD”? 

- Services held in Datacentres
- Geographically redundant
- Hardware Independent
- Subscription based
- Covers SAAS, PAAS, IAAS
- Infrastructure (or backend) managed by Cloud provider

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WHAT IS OFFICE 365?
WHAT IS OFFICE 365

- Broad suite of applications
- Changes frequently new tools coming out all the time
- Different types of licenses – give you different applications – we will talk about NFP licensing later.
- You can use some or all of them, we encourage you to pick the ones that best work for you and your organisations.
- Some of these apps can replace ‘tools that you use now’ some will be brand new.
- Word/Excel/OneNote are part of it – so it includes the common applications that you use.
- Cloud based, but not solely web based
KEY BENEFITS FOR NGOs

- SECURITY
- PRICE
- FEATURES
- BACKUP
- MINIMAL SUPPORT
- FUTURE UPDATES

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MOBILITY

- Work anywhere!
- Usable at home, in multiple locations, different countries.
- Almost all work is possible on a mobile device
- You can work on docs offline – i.e. on a plane
- Millennials will account for over 50% of workers. They will seek positions that allow flexible working.
- Topical with Coronavirus and Business Continuity

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SECURITY & PRIVACY

76% of organisations have been victim of a phishing attack in (2018)

Managed by Microsoft (hanging out with the big boys!)

Inbuilt Spam & Malware filtering

Baseline Recommended Security Standards - set by default (password policies etc)

2FA/MFA – available and recommended

Data Sovereignty – Based in Aus or asia (possible to set)

Azure AD – Advanced functions to heavily improve your security.

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Office 365 Security Score

- Target Score: 192
  - 6 actions
  - BASIC
    - These actions are high value, and low user impact. An excellent start!

- Current Score: 57

- 6 Actions in the queue
  - Enable MFA for all global admins
  - Enable MFA for all users
  - [Not Scored] Enable audit data recording
  - [Not Scored] Review signs-ins after multiple failures report weekly
  - Set strong outbound spam policy
  - Enable mailbox auditing for all users

- Compare your score
  - Your Secure Score Summary: 57
  - Office 365 Average Score: 20

- Get advice
  - Access a community of interested people trying to improve their score.
How are NFPS using Office 365?

- Most NGO's start small and grow from there
- Email (Exchange Online) is a great place to start
- Migrate to Office 365 = Improve Security
- Video conferencing (internally and externally) a big benefit
- E1 Licenses are free for Not for Profits. These include Exchange Online, OneDrive/Sharepoint, Teams and many other tools
- Office software can be purchased from TechSoup for an overall lower price
SCENARIOS & OFFICE 365

KEEPS THE PROS

ELIMINATES THE CONS

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### Scenario 1 – Email (POP/IMAP)

- **You are using IMAP/POP Mail**
- **A small or large organisation**
- **Bundled with Web hosting, a low cost package.**
- **Pros:** Generally works, and low cost
- **Cons:** No Backup or Sync, Spam Filtering, Poor Security. Limited to Email (no contacts, calendars etc synced)

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**Maintaining the health of your I.T. system**
Scenario 2 – Email (Exchange Server)

- Exchange Email
- Likely a larger organisation
- Provided by an IT Provider with a Server onsite or in a Hosted location

Pros: Excellent Product, works well and fast. Allows customisation.


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Scenario 3 – File Server

Windows File Server (or Workstation storing files for the organization).

- Likely a mid-sized to larger organisation
- Provided by an IT Provider with a Server onsite
- Pros: Fast, customizable, powerful permissions options.
- Cons: Requires Server, Hardware. High cost of Backup, Mobility is likely poor, IT Support requirement high.
Scenario 4 - Cloud Stored Documents (alt.)

Using DropBox or other Cloud Storage system

Paying a monthly fee on a credit card.

Pros: Dropbox can be great. Simple to use. Good Backup. Easy to use with Third Parties.

Scenario 5 – Video/Audio Conferencing

Using one of the following:

- Skype (traditional)
- Zoom
- Cell phone (or desk phone) on a table

The current situation may resemble:

- Use it as rarely as possible
- With a distributed workforce, meetings are very poor for those outside the office.
- If using Zoom - quality is good. But another system to pay for.
- Contacting people outside your organisation is usually done as low tech as possible.
- Sound and Video quality is poor, particularly in a group.

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Elements of Office 365
Common Migration Paths to Office 365

- Email to Exchange Online
- Documents to Sharepoint/OneDrive for Business
- Skype to Microsoft Teams
- Transfer Identities from DC (if applicable) and use Azure AD for Authentication
- Teams usage for internal communications
- Decommission Servers and other Services
- Start evaluating the lesser known 365 services

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Communication - Teams

Gina Cardwell 8:36 AM
Morning General! Today’s Lunch and Learn topic is Understanding & Managing Debt / Budgeting and will be presented by Jess from BNZ. Please give a thumbs up so I can gauge catering numbers. Thanks.

Shey Shelton 8:50 AM
Definitely 😊

Shey Shelton 8:14 AM
Hi Team,

General, Could you please recommend a good place to get a WOF and service my car? Got to my car yesterday after work and it’s leaking petrol.
Video Calling
- Teams
Executive summary

The current consumer electronics market is experiencing unprecedented change—and with that change comes great opportunity. Together, Litware and Contoso are ideally poised to take a market leadership position and deliver quality, consistency, and innovation to their customers.

Increasingly, people are using their devices in hand. They are always on and always connected, so they require more from these devices—more power, more speed, more seamless integration. The industry challenge remains clear: Understand your customers, anticipate their future requirements, and deliver above their expectations.

That’s why a Litware-Contoso partnership makes sense. No one in the consumer electronics market has a better understanding than Contoso of its long history of exciting innovation, turbulent disruption, and remarkable growth. And no one in the market consistently navigates through these changes and empowers its partners like Contoso. What makes Contoso different?

Why Contoso?

Of all the companies that Litware can work with, what makes Contoso different? Four key points, discussed in more detail below, prove how our partnership would be unique and powerful:
Document Storage – OneDrive for Business
Intranet - Sharepoint

Welcome to the Health, Safety, and Wellness hub!

Here, you'll find all sorts of information about how we manage this in the workplace, and also how to let us know if you have any Health, Safety, or Wellness-related incidents.

- I'd like to report an incident
- I've noticed a hazard
- Monthly Office Checklist
- Vehicle Accident Insurance
- I'm working onsite, and want to check our guidelines!
- Get the mobile app
Other Cool Services!

- Planner – project management tool that integrates with Teams
- Power BI - help you build dashboards which can help you get insights into your organisation.
- Forms and Flow (Power Automate) allow you to digitise paper based processes like approval forms or leave approval for example.
- And the list goes on 😊
How do we adopt it?

• Best to start somewhere
• You may already have an Office 365 account
• E1 license will get you started.
• Consider starting with Email
• Setup is easy, migration is the challenge
• Engage with your IT provider about how to transition
• Set goals – Email, Documents and Collaboration in Office 365 is very achievable
• Understand Problems to overcome – security, mobility etc are good motivations
WHERE TO FROM HERE

• QA – coming up

• Contact us if you are interested in a Migration Assessment (or any queries).

• Check out our Ebook on Teams www.theitteam.co.nz/msteamsebook

• Sign up to our newsletter

• If you want to start exploring or have further questions. Please let us know!
QUESTION TIME

webinar@theitteam.co.nz
THANK YOU

Our focus has always been on offering a fresh range of I.T. related services and support designed to help client organisations maximise productivity and protect themselves from all kinds of data related risks.

theitteam.co.nz