

Introduction to Microsoft 365

7th March 2023

Thank you for joining – we'll be starting soon

the I.T. teamTM
Maintaining the health of your I.T. system



What you'll get out of today

- Why is the “Cloud” important and beneficial?
- What is Microsoft 365?
- Office 365 v Microsoft 365
- Benefits of Microsoft 365
- Key Functions
- Common Migration paths
- License Options
- How to get started, migration discussion, QA.





A little about us

- Formed in 2011, born out of a natural disaster.
- Worked with 365 since its inception
- A wide range of IT services including 365 deployments and IT Support
- Large Not for Profit base
- Work with Customers in NZ & Australia
- Perform most migrations remotely



the I.T. teamTM

Maintaining the health of your I.T. system

WHAT IS “CLOUD”?



Services held in Datacentres



Geographically redundant



Hardware Independent



Subscription based



Covers SAAS, PAAS, IAAS



Infrastructure (or backend) managed by Cloud provider

Office 365 vs Microsoft 365?





Having 365 without really
having 365?

What is Microsoft 365?





Elements of Office 365

Key Benefits of 365 for NFP's

- Deep potential
- Low or no cost
- Does the basics very well
- Services such as Teams/Sharepoint allow improved collaboration and productivity as an organisation
- Basic Security Features are strong
- Deep Security Options
- Mobility options (work from anywhere, securely) exceeds traditional models.
- Reputable Standards
- Less dependence on IT providers

HOW ARE NFPS USING 365?



Most NGO's start small and grow from there



Email (Exchange Online) is a great place to start



Migrate to Microsoft/ 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

Email – Exchange Online

The image displays the Microsoft Exchange Online interface across multiple devices and views. The main window shows the Outlook web app with the 'Inbox - connon@theitteam.co.nz' view. The interface includes a top navigation bar with 'File', 'Home', 'Send / Receive', 'View', 'Help', 'Grammarly', and a search bar. The left sidebar shows the 'Inbox' with 3789 items. The main content area displays a list of emails, including a 'Fwd: Massive 2.2 billion pass...' email from Sue Wilk to Connon Daly, dated Sat 2:20 PM. Below the email list, there are sections for 'Microsoft Partner Center' and 'Samantha Borg'.

Overlaid on the main window is a smaller window showing the 'Calendar - connon@theitteam.co.nz' view. This window displays a calendar for February 2020 and March 2020. The February calendar shows a grid of dates from 26 to 29. The March calendar shows a grid of dates from 1 to 11. The calendar view includes a sidebar with 'New Appointment', 'New Meeting', and 'New Teams Meeting' options. The main content area shows a detailed calendar view for the week of 23 - 29 Feb, with events such as 'Projects Ca', 'Power BI P', 'Webinar - Ful Microsoft Tea', and 'Budget chat Mark Taylor'.

On the right side of the image, a smartphone displays the Outlook mobile app. The app shows the 'Inbox' with a list of emails, including 'Daisy Phillips' (Surprise Birthday Planning), 'Lydia Bauer' (Meet & Greet), 'Celeste Burton' (Team Bonding Pictures), and 'Mona Kane' (Oregon and weekend getaway). The app interface includes a top navigation bar with 'Inbox', 'Focused', and 'Other' views, and a search bar.

At the bottom of the image, a status bar shows the following information: 'Updating Deleted Items. This folder is up to date. Connected to: Microsoft Exchange Display Settings 100%'.

Exchange Online

Functional Mail Platform

Sync to all devices (no send/receive needed)

Automatically “backed up”

Strong Calendar function (including Shared Calendars)

Build in anti-spam – Forefront

Similar to Google Mail but more powerful – works better with Outlook

Communication - Teams

The image displays the Microsoft Teams application interface. On the left, a sidebar contains navigation icons for Activity, Chat, and a group of people. The main area is divided into two panes. The left pane shows a list of chat conversations with contact names and timestamps. The right pane shows a detailed chat conversation with Nigel Benfell, including text messages and a 'Type a new message' input field. On the far right, a smaller window shows the mobile app interface with a 'Feed' view and a list of posts from various users.

Chat List (Left Pane):

- Mark Taylor 3:04 PM
- Car booking 12:44 PM
- Katey Le Breton 2/26
- Nigel Benfell 2/26
- Brent Andrews 2/26
- Project Highway - weekly ... 2/25
- Pankaj Kaul 2/25
- Mark and Sue 2/24
- Gina Cardwell 2/24
- Power BI Project Charter 2/24

Chat Conversation (Right Pane):

Nigel Benfell Chat 3 more

Sorry, yes. Umbrella and licensing can be done in a price decrease, and then So i said i'd get you involved get the numbers done

i'd suggest a starting point server details (especially confirm what licensing there) and save what we

Nigel Benfell 2/26 10:53 AM

server specs is easy enough, but I don't licensing they'd need, beyond the OS and licenses, I'm not sure what, if any, CALs are required. MS licensing is a dark art I'm versed in

Type a new message

Mobile App View (Far Right):

10:42 AM

Feed

- Larry W. + 3 others replied 9:19 AM
- Irvin S. + 2 others replied 1:59 AM
- Juan M. mentioned you 1:54 AM
- Lee G. + 3 others replied 1:52 AM
- Miriam G. replied 1:45 AM
- Talon M. + 2 others liked your message 6:48 PM

Communication - Teams

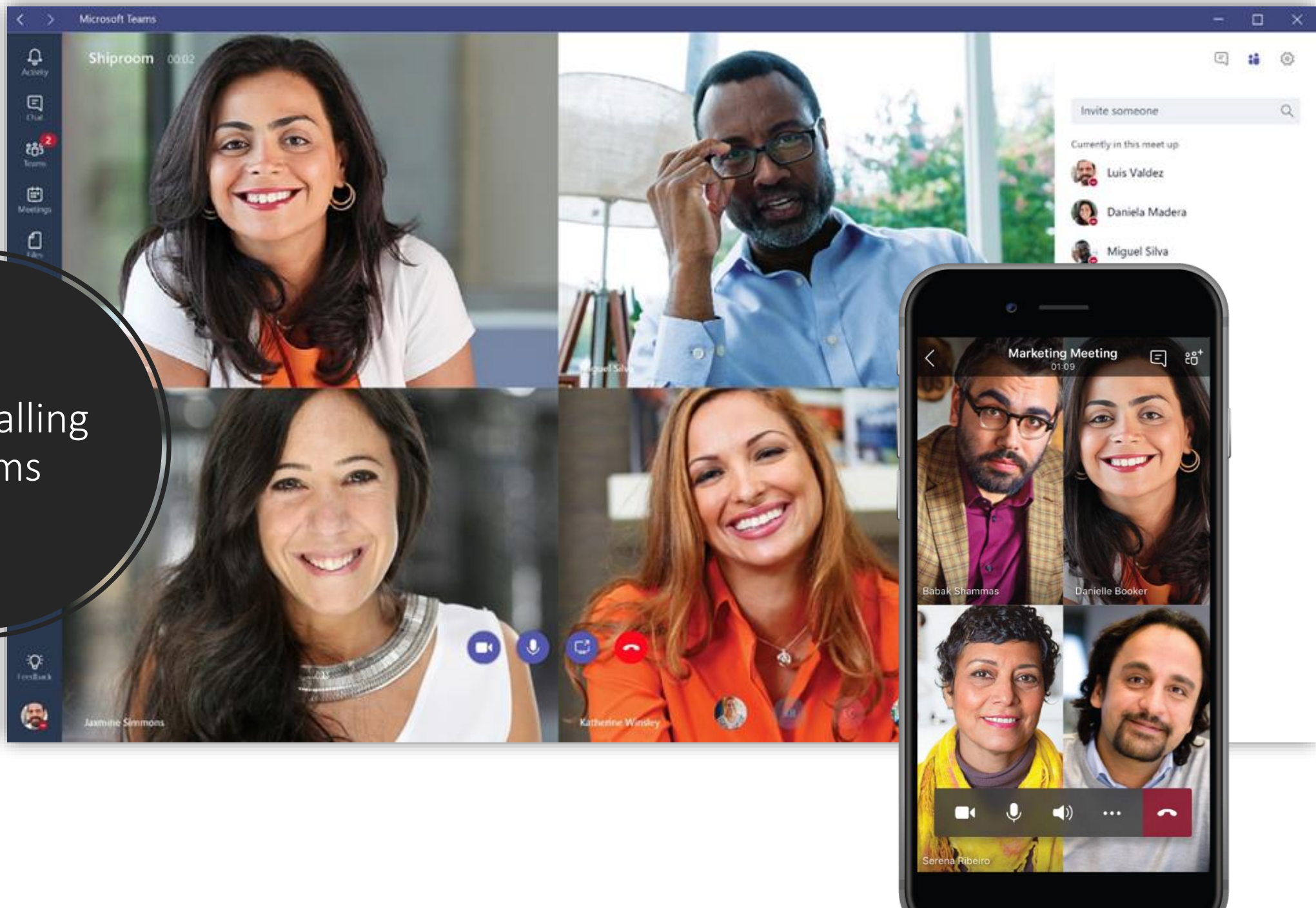
The screenshot displays the Microsoft Teams application interface. On the left, a dark sidebar contains navigation icons for Activity (with a red badge showing '2'), Chat (with a red badge showing '2'), and a list of teams: 'Your teams' (The IT Team), 'General' (selected), 'Emergency Communications', 'Health, Safety and Wellness', 'Level up', 'Music related', 'N-Able', 'New Customers', 'Random', 'Service Desk', 'Service Desk Standup', 'Tech-notify', and '13 hidden channels'. At the bottom of the sidebar are icons for Apps, Help, and a 'Join or create a team' button.

The main area shows the 'General' channel of 'The IT Team'. At the top, there's a search bar with the text 'Search or type a command'. Below it, the channel name 'General' is displayed with tabs for 'Posts', 'Files', 'OneNote', and '7 more'. A message from an unnamed user says: 'one extra to the social club is keen to attend this event ... please let me know this morning if you did want to join in this afternoon'. Below this is a 'Reply' button.

A message from 'Gina Cardwell' at 8:36 AM says: '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'. This message has 7 thumbs up and a list icon. Below it is a message from 'Shey Shelton' at 8:50 AM saying 'Definitely' with a smiley face emoji and a 'Reply' button.

At the bottom, a message from 'Shey Shelton' at 8:14 AM says: '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'. Below this is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a rich text toolbar with icons for text, link, emoji, GIF, video, screen, and more.

Video Calling - Teams



Teams

Provides something often unique to an organisation

Replaces Zoom/Skype etc for Video Conferencing

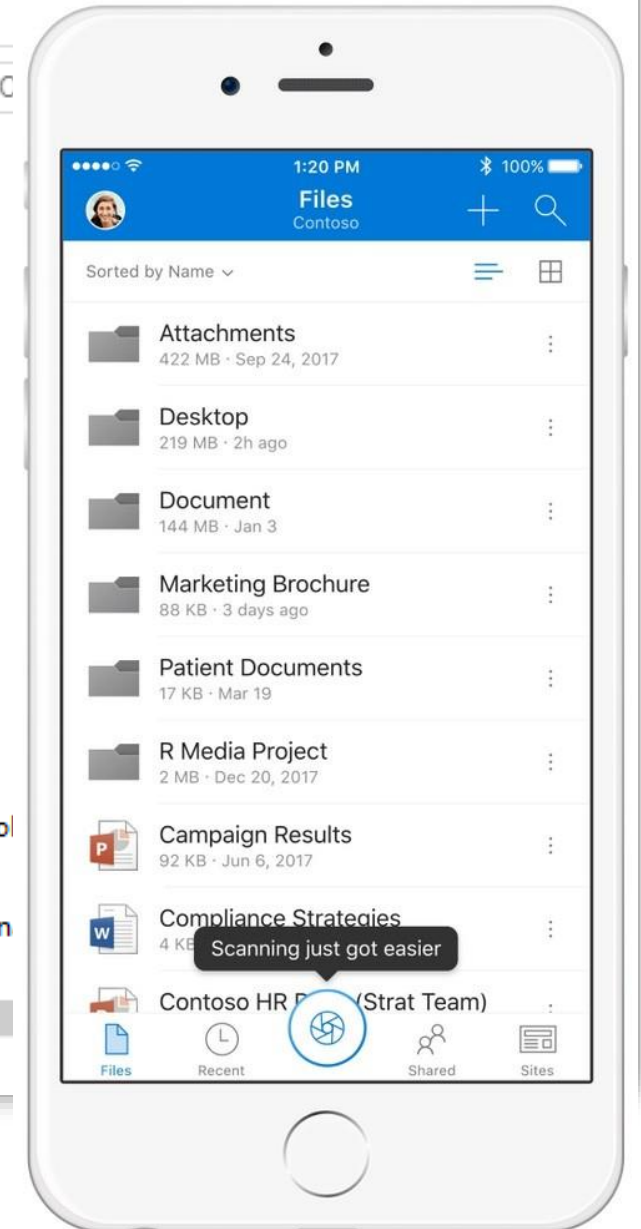
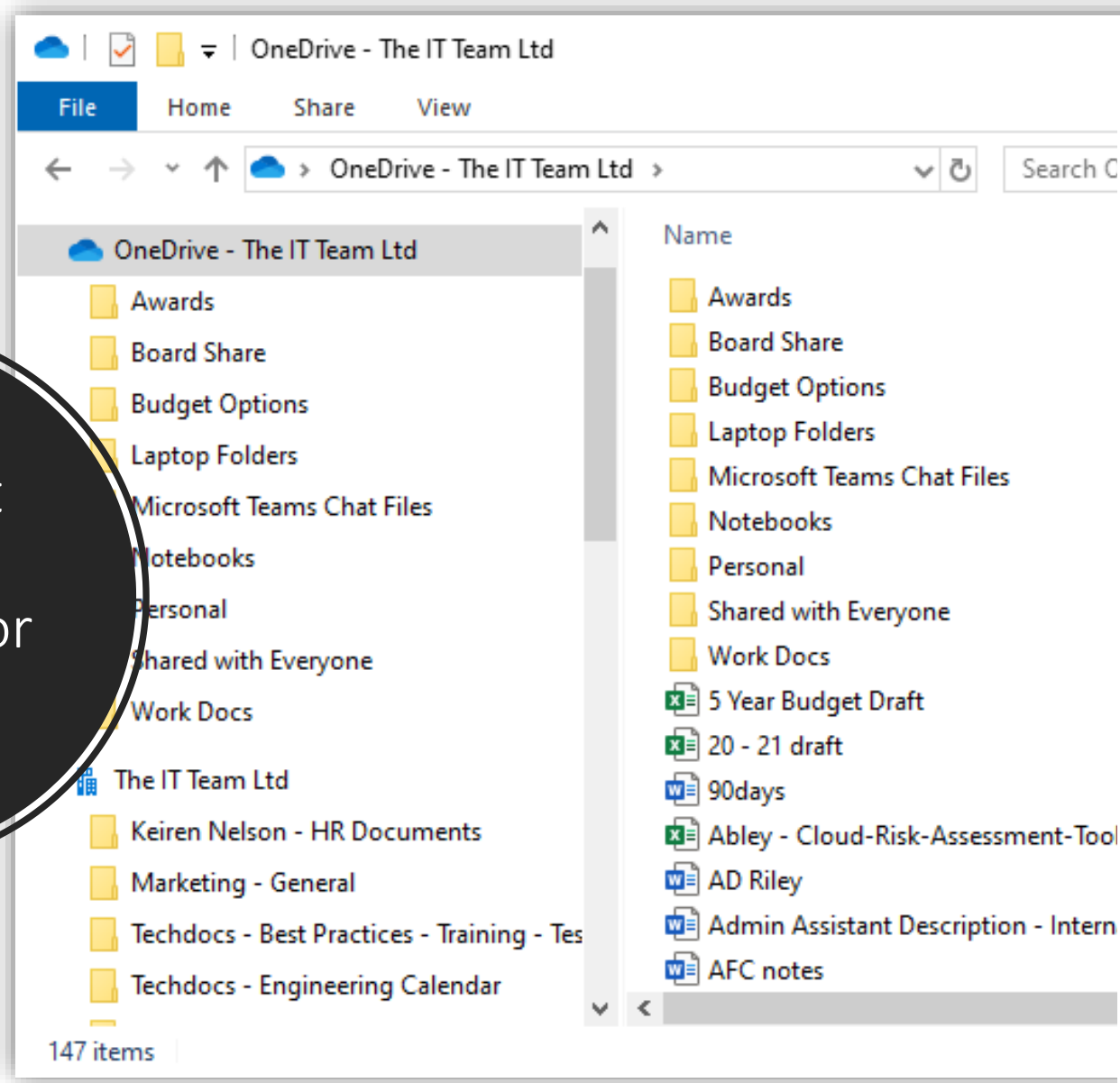
Often use is limited to Video Calling/Conf

Replaces tools such as Slack for Instant Messaging

Reduces Email usage, increases speed of communication internally

Often used as a Noticeboard and Discussion platform internally

Document Storage – OneDrive for Business



Intranet - Sharepoint

The screenshot shows a web browser window displaying a SharePoint intranet page. The browser's address bar shows the URL `theitteamnz.sharepoint.com/sites/HealthSafetyandWellness`. The page header includes the 'the I.T. team' logo, the 'SharePoint' label, and a search bar. A navigation bar lists various site sections: People Hub, Health, Safety, and Wellness, Level Up, Staff Profiles, What We Do, Feedback, Social Club, and Gatekeepers (limited). The main content area is titled 'HS Health, Safety, and Wellness' and identifies it as a 'Public group' with 32 members. A left-hand navigation pane lists standard SharePoint options: Home, Conversations, Documents, Notebook, Pages, Site contents, Recycle bin, and Edit. The main content area features a welcome message and several interactive buttons: 'I'd like to report an Inci...', 'I've noticed a Hazard', 'Monthly Office Checklist', 'Vehicle Accident Insuran...', and 'I'm working onsite, and want to check our guidelines!'. A 'Get the mobile app' button is located at the bottom right. The page also shows a 'Published 2/25/2020' timestamp and an 'Edit' button.

the I.T. team SharePoint Search this site

People Hub Health, Safety, and Wellness Level Up Staff Profiles What We Do Feedback Social Club Gatekeepers (limited)

HS Health, Safety, and Wellness Public group Not following 32 members

Home Conversations Documents Notebook Pages Site contents Recycle bin Edit

+ New Page details Published 2/25/2020 Edit

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.

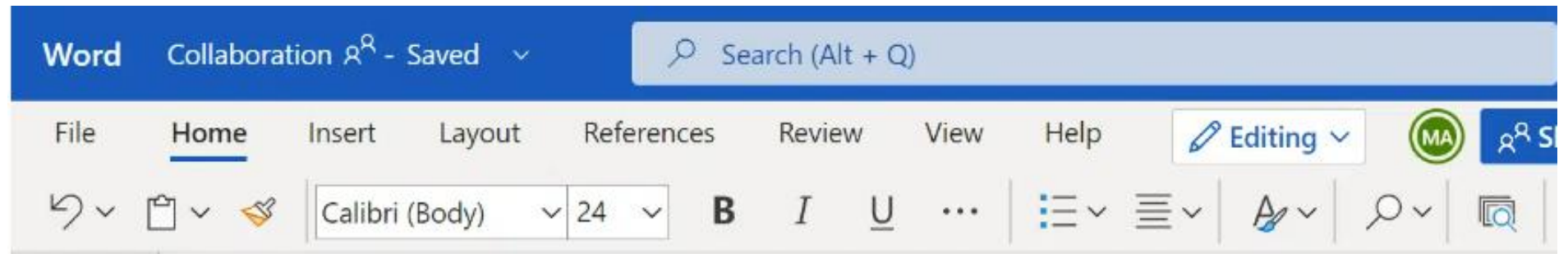
I'd like to report an Inci... I've noticed a Hazard Monthly Office Checklist

Vehicle Accident Insuran...

I'm working onsite, and want to check our guidelines!

Get the mobile app

Collaboration Example



See the other users currently in the document

This is what collaboration looks like.

The app will give you updates on what the other user is doing.

MA
See what the other user is doing in real-time

OneDrive for Business

OneDrive – Stores Documents for the Individual

Backs up files on your workstation

Accessible anywhere

Smart Sync allows low use of disk space on your device

Share-able with outside parties

Sharepoint

- A different method of storing data for your organisation.
- Replaces other systems such as a File Server or DropBox/Google Drive
- Can be used similar to DropBox/Google Drive
- Or used fully online via a Web Browser
- Also allows for an Intranet
- Can work very closely with Teams



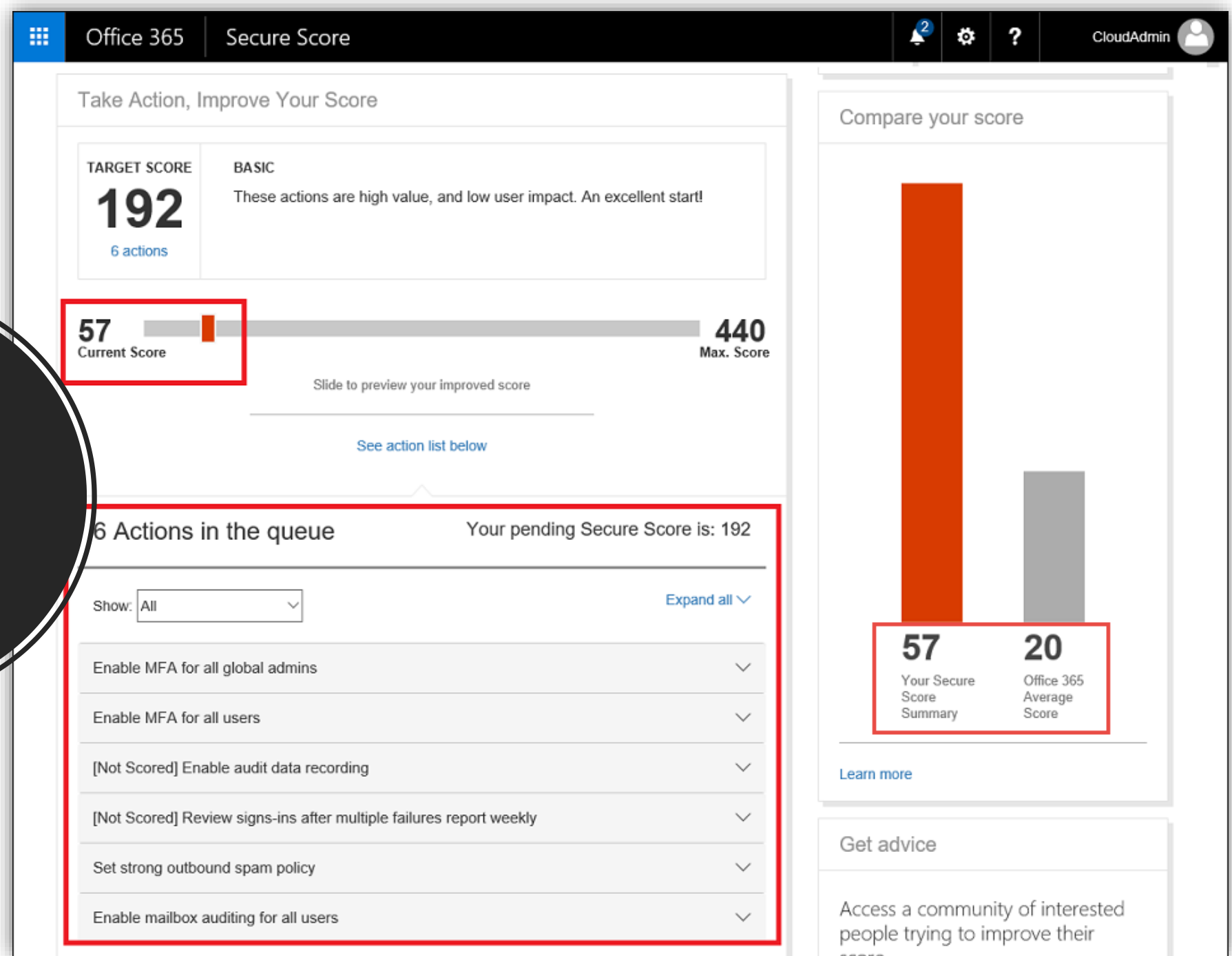
AzureAD/Intune

- Authenticate your Workstations (Laptops/Desktops) to Azure AD Workplace Join
- Replaces what a Domain Controller would generally perform
- Allow improved Security and Control over your organisations devices.
- Set tight security policies (only Org Devices can access key data)
- Create Compliance Policies to ensure devices are always secure before accessing data

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.
- SecureScore – next page
- And the list goes on 😊

Office 365 Security Score



Common Migration Paths to Office 365



Email to Exchange Online



Documents to Sharepoint/OneDrive for Business



Other Comms Functions to Microsoft Teams



Deploy Key Security Functions



Transfer Identities from DC (if applicable) and use Azure AD for Authentication



Teams usage for internal communications



Deploy Intune to replace key Server functions



Decommission Servers and other Services



Start evaluating the lesser known 365 services

NFP Licensing Options

- M365 Business Premium – 10 licenses for free (\$9 per license thereafter)
- Business Basic, E1 - free



Microsoft 365 Business Premium



Exchange



Teams



OneDrive



SharePoint



Outlook



Word



Excel



PowerPoint



Publisher



Access



Intune



Azure Information Protection



Defender



Conditional Access



Windows Virtual Desktop

Microsoft 365 for business

(and old names for reference)

Microsoft 365 Business **Basic**

(Office 365 Business Essentials)



Microsoft 365 Business **Standard**

(Office 365 Business Premium)



Microsoft 365 Business **Premium**

(Microsoft 365 Business)



Microsoft 365 **Apps**

(Office 365 Business)



Note: Not all features/product logos shown.

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 Security Audit.
- 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.

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