Introduction to Microsoft 365

7ᵗʰ March 2023

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 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

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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

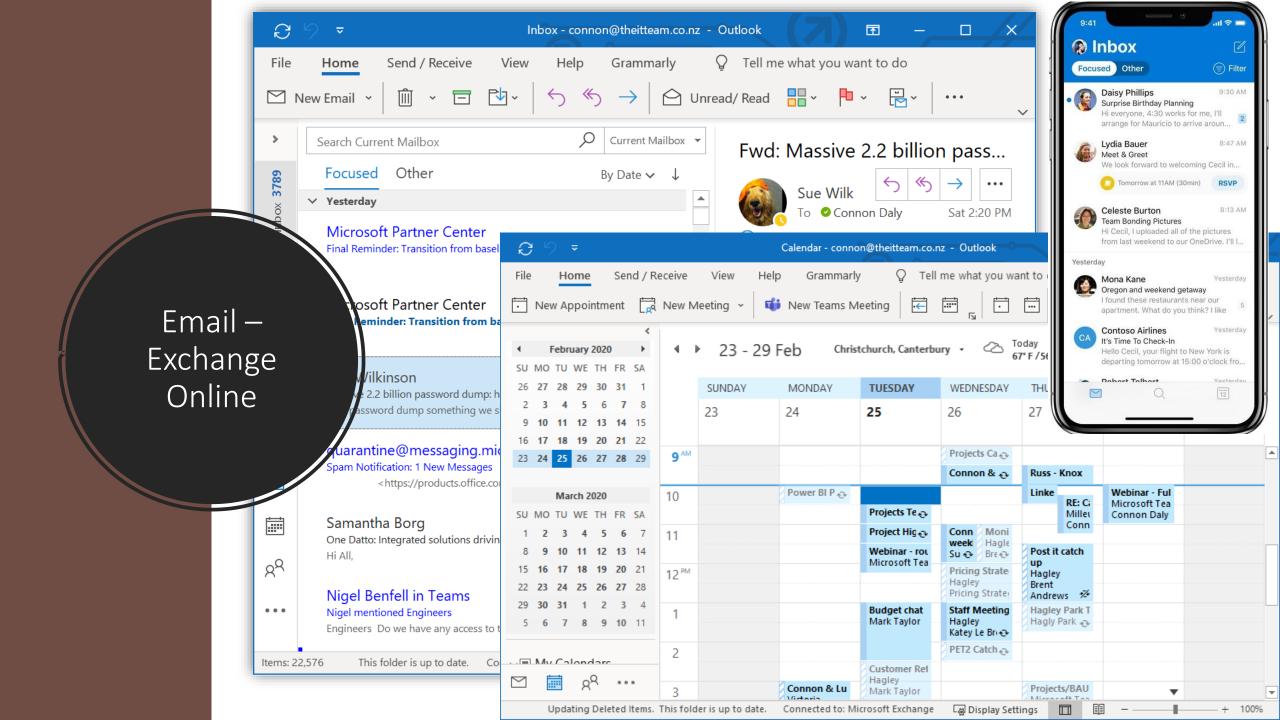- Migrate to Microsoft/ Office 365 = Improve Security

- 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

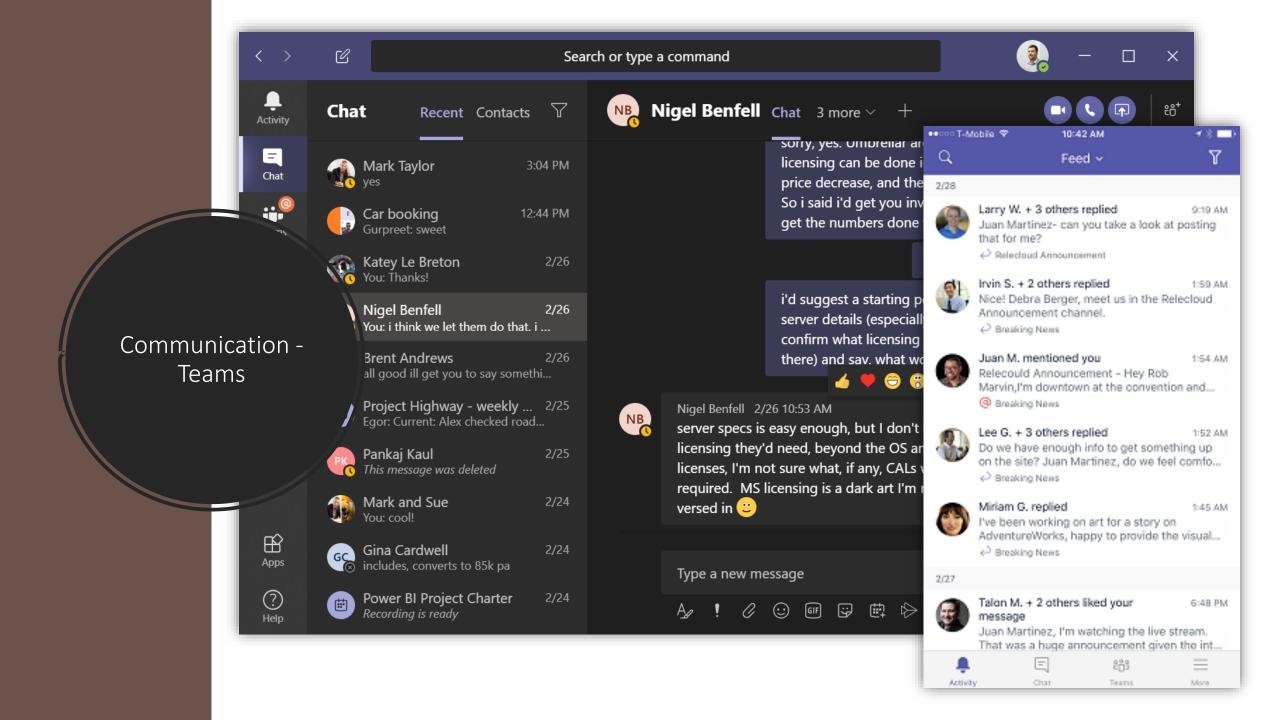# Exchange Online

Functional Mail Platform

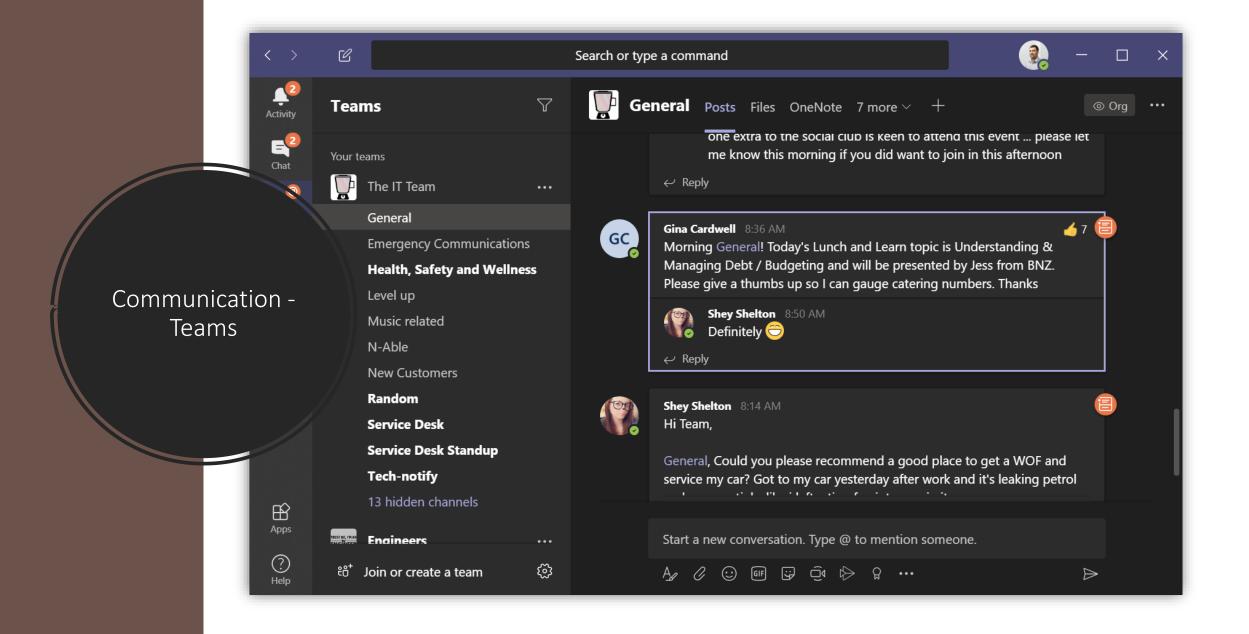Sync to all devices (no send/receive needed)
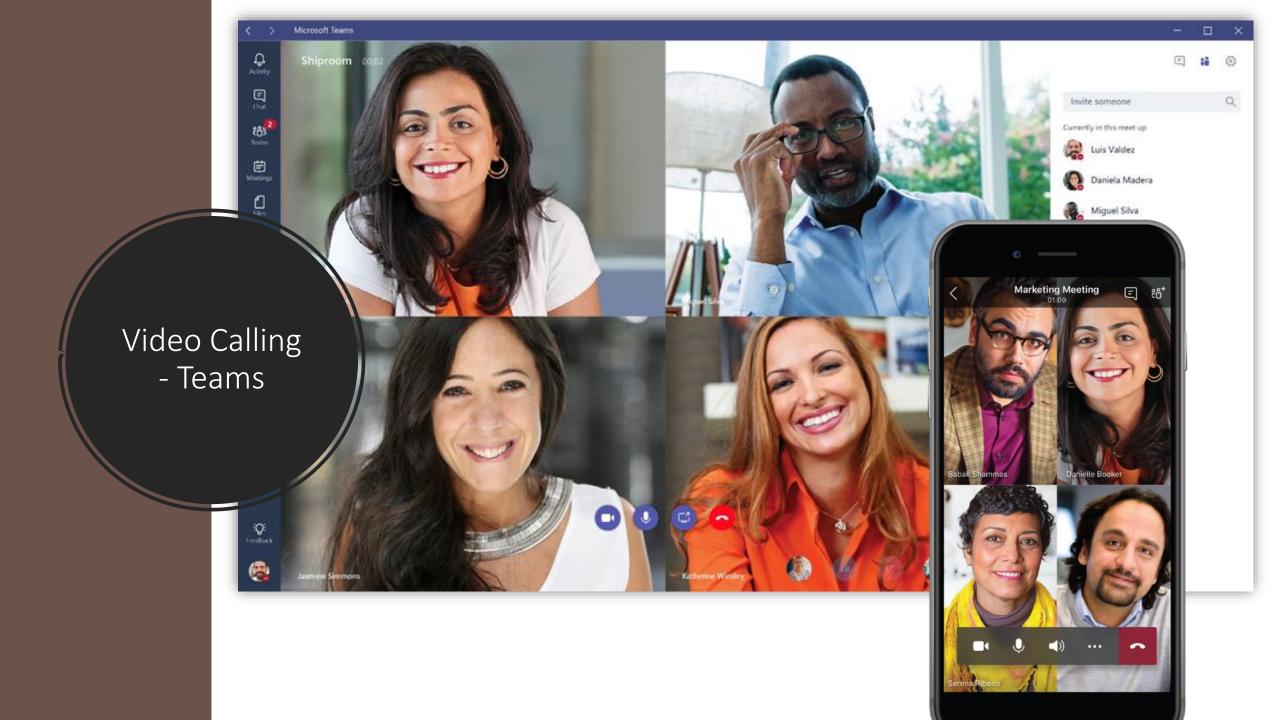
Automatically "backed up"

Strong Calendar function (including Shared Calendars)

Build in anti-spam – Forefront

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

Communication - Teams

Communication - Teams

Video Calling
- Teams

Teams

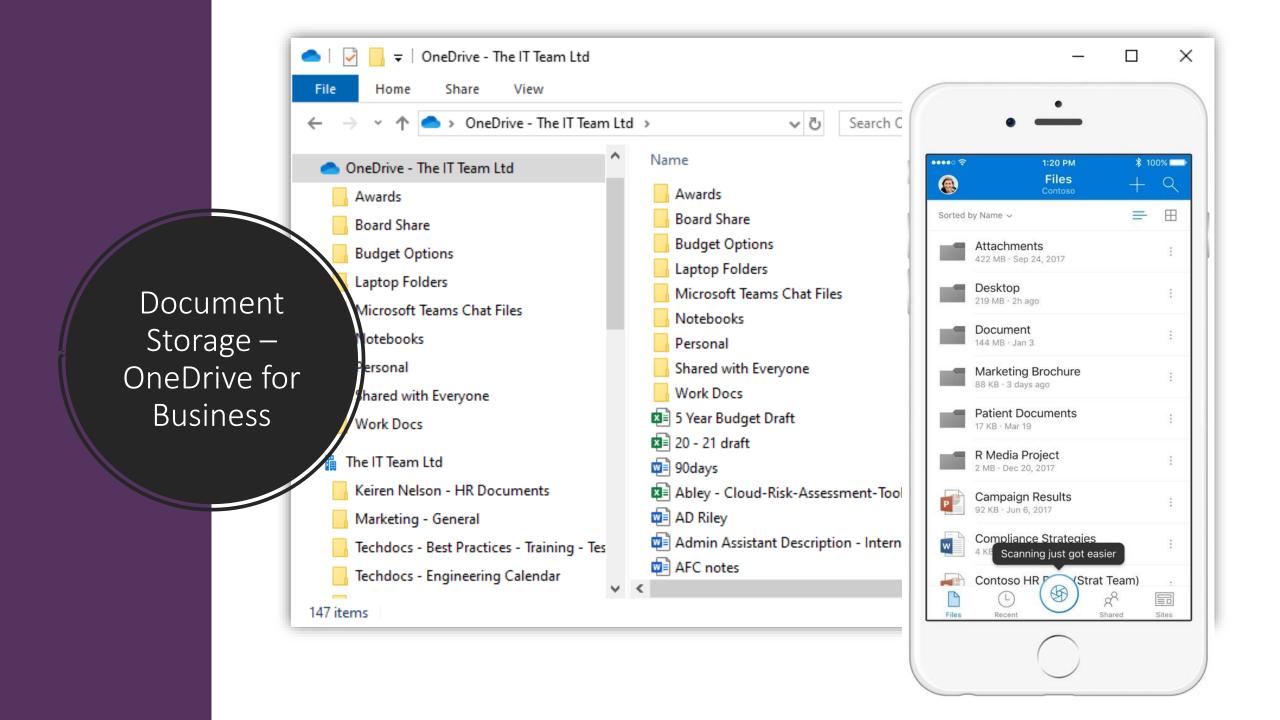Provides something often unique to an organisation

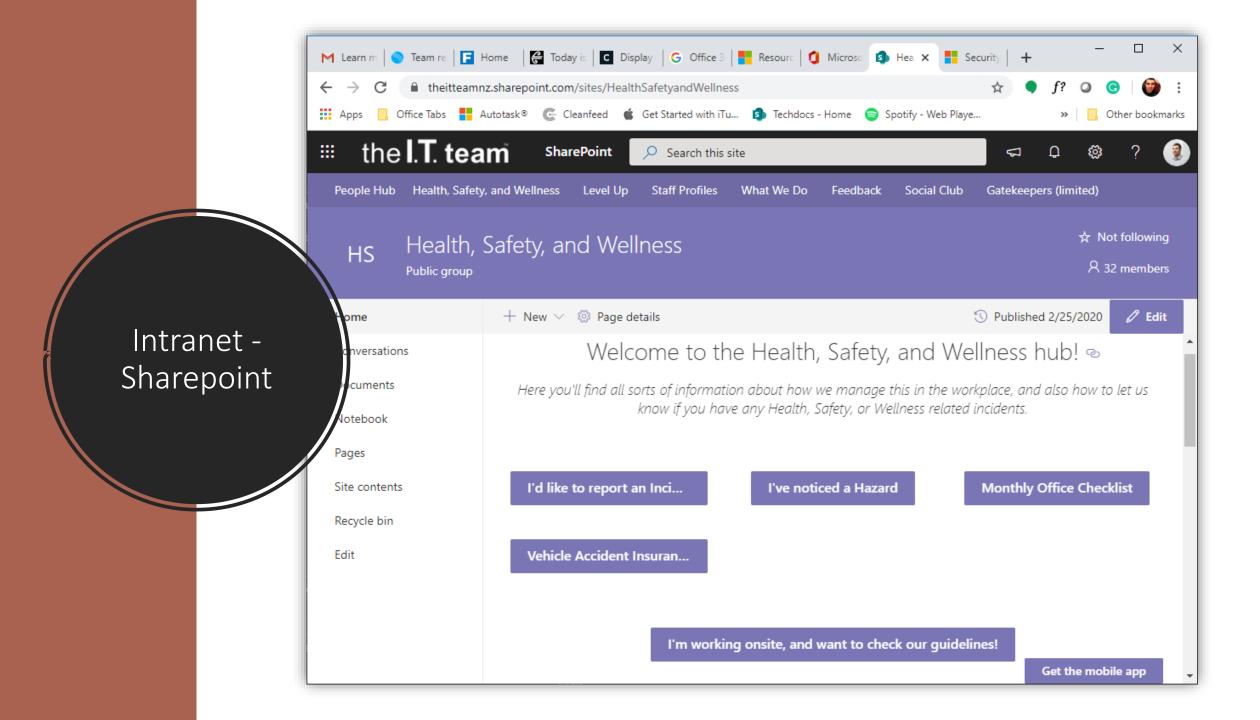Replaces Zoom/Skype etc for Video Conferencing

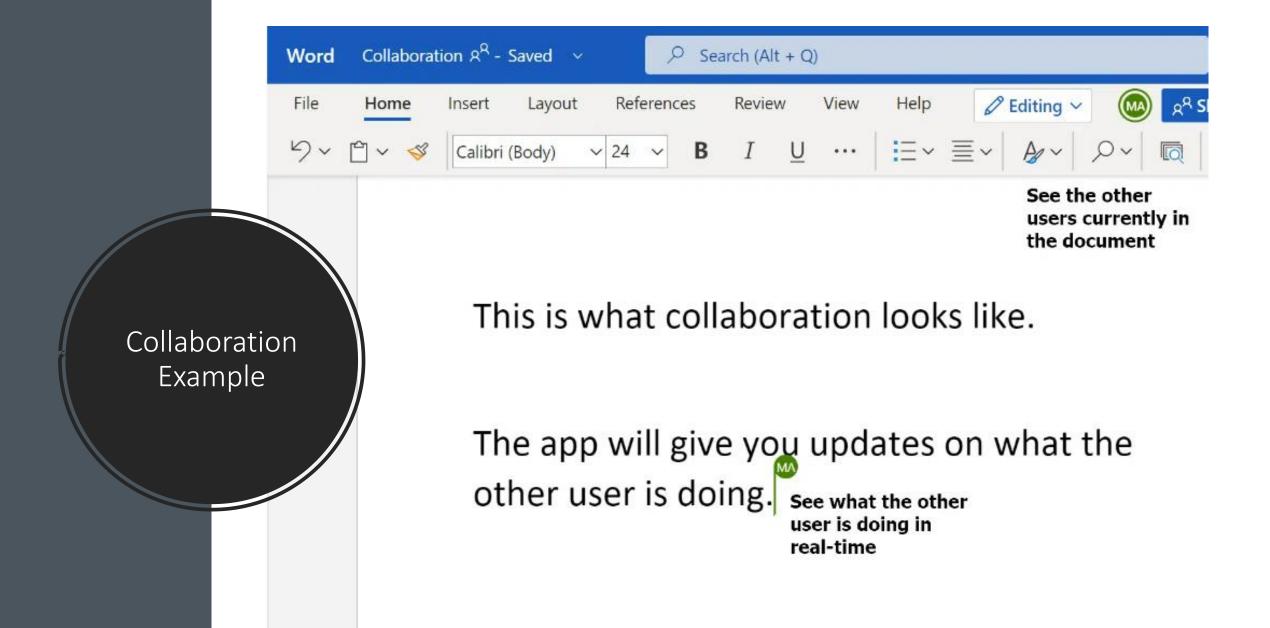Often use is limited to Video Calling/Conf

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

Collaboration Example

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
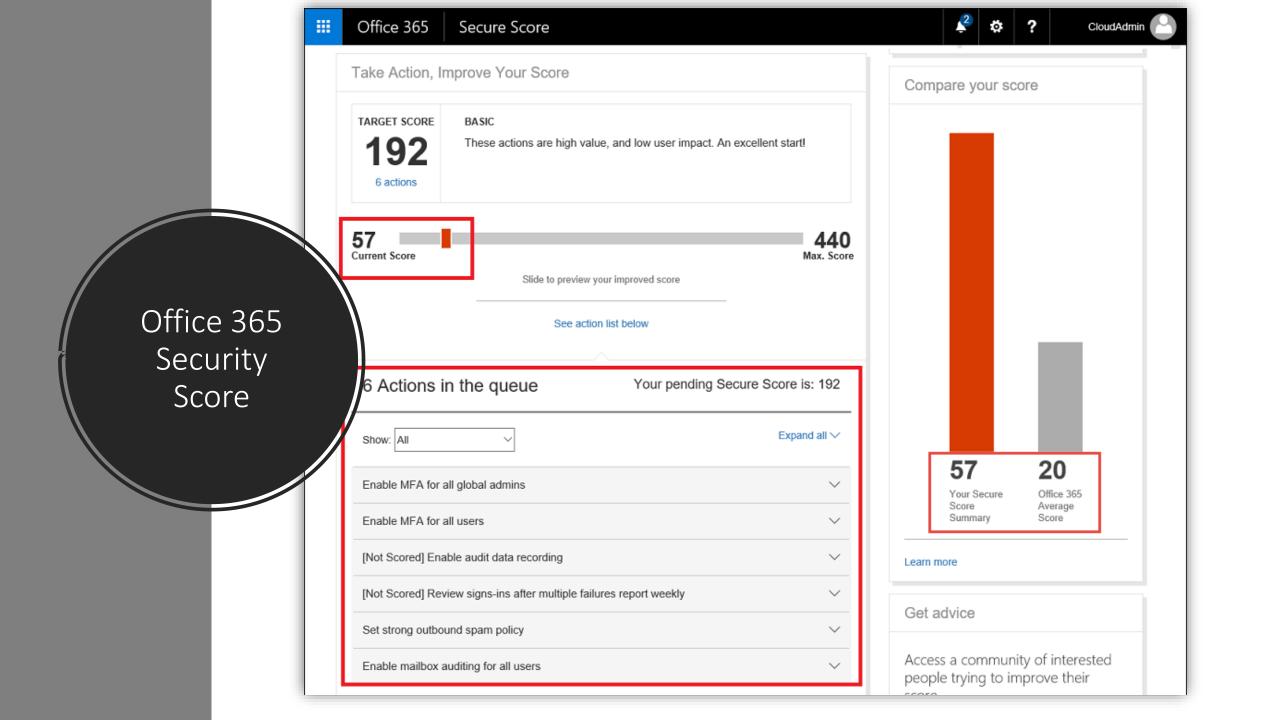
- Can work very closely with Teams

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 for business

(and old names for reference)

Microsoft 365 Business **Basic**
(Office 365 Business Essentials)

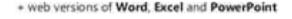Exchange · Teams · Sharepoint · OneDrive · + web versions of **Word**, **Excel** and **PowerPoint**

Microsoft 365 Business **Standard**
(Office 365 Business Premium)

Exchange · Teams · Sharepoint · OneDrive · Outlook · Word · Excel · PowerPoint · Publisher · Access

Microsoft 365 Business **Premium**
(Microsoft 365 Business)

Exchange · Teams · Sharepoint · OneDrive · Outlook · Word · Excel · PowerPoint · Publisher · Access

Adv. Threat Protection · Intune · Information Protection · Defender · Conditional Access · Windows Virtual Dsktp

Microsoft 365 **Apps**
(Office 365 Business)

OneDrive · Outlook · Word · Excel · PowerPoint · Publisher · Access

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

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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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