

Moving to the Cloud – Intro to Office 365

22nd October 2020

Thank you for joining – we'll be
starting soon



the I.T. team[™]
Maintaining the health of your I.T. system



WHO IS THIS WEBINAR FOR?

One or all of the following:

- Organisations that are not yet using Office 365 (or Microsoft 365).
- Organisations that are using Email or Office software only within M365.
- Those that wish to know more about the various functions within M365?



WHAT YOU'LL GET OUT OF TODAY

- Why is the “Cloud” important and beneficial?
- What is Microsoft 365?
- Difference between Microsoft 365 and Office 365?
- Benefits of Microsoft 365
- How NFP's are taking advantage of 365
- Key functions of Microsoft 365 and a quick overview
- How to get started, migration discussion.
- Q&A





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

the I.T. teamTM

Maintaining the health of your I.T. system



WHAT IS THE "CLOUD"?



WHAT IS THE "CLOUD"?



Services held in Datacentres



Geographically redundant



Hardware Independent



Subscription based



Covers SAAS, PAAS, IAAS



Infrastructure (or backend) managed by Cloud provider



1 year subscription for one user
1 PC/Mac + 1 tablet

Microsoft

 Office 365

Personal

Latest applications. Premium services.

Plus:

OneDrive online storage
Skype world minutes

Word
Excel
PowerPoint
OneNote
Outlook



1 year subscription for one user
1 PC/Mac + 1 tablet

Office 365

Personal

 Office 365

Personal

Latest applications. Premium services.

Word
Excel
PowerPoint
OneNote
Outlook

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

Common Misunderstandings



Its expensive



Not as secure as in the Office



Our Internet is too slow



Have to use everything via the Website



Sharing our content with others



We have Office so we have Office 365



We do/do not need Backups



MICROSOFT 365

VS



OFFICE 365

Microsoft 365 for business

New name, same great value, same price.

Office 365 Business **Essentials**

Cloud services



Microsoft 365 Business **Basic**

Cloud services

Office 365 Business **Premium**

Cloud services and desktop apps



Microsoft 365 Business **Standard**

Cloud services and desktop apps

Microsoft 365 **Business**

Cloud services, desktop apps, and advanced security



Microsoft 365 Business **Premium**

Cloud services, desktop apps, and advanced security

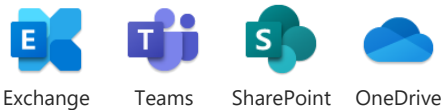
Effective on April 21st, 2020

Microsoft 365 for business

New name, same great value, same price.

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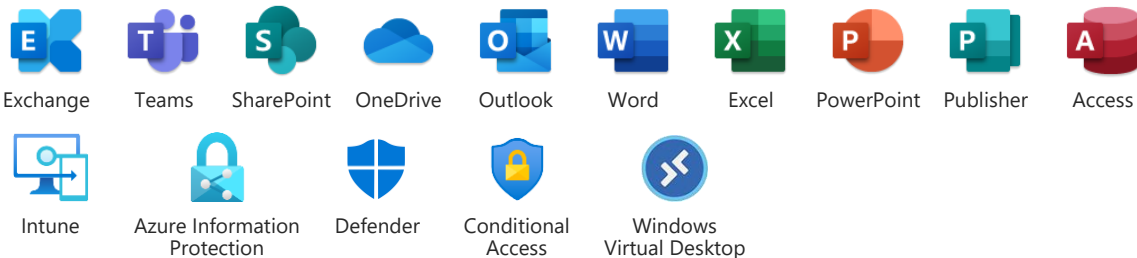
Microsoft 365 Business Standard

Cloud services and desktop apps



Microsoft 365 Business Premium

Cloud services, desktop apps, and advanced security



Note: Not all features/product logos shown.

KEY BENEFITS FOR NGOS



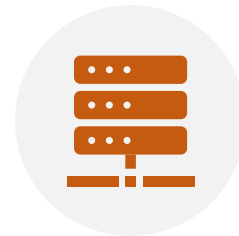
SECURITY



PRICE



FEATURES



BACKUP



MINIMAL
SUPPORT



FUTURE
UPDATES

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

SECURITY & PRIVACY



76% of organisations have been victim of a phishing attack in (2019)



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.

SCENARIOS & OFFICE 365



KEEPS THE PROS



ELIMINATES THE CONS

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)

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.



Cons: Requires Server, Hardware. High cost of Backup, Filtering and Support. Security can be mixed

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.



Cons: Not free. Inconsistent setup. Security inconsistent. A further service to manage.

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.

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



Elements of Office 365

EXCHANGE ONLINE



Identical to Exchange on an SBS or physical Server



Allows connectivity to email from anywhere



Filtering and Backups built in



Uses Office application software (Outlook), not web only.



Can store 50GB per mailbox, with Shared Mailboxes on top



Calendars, Contacts, Tasks, Notes built in.



Synchronises with all your devices

Email – Exchange Online

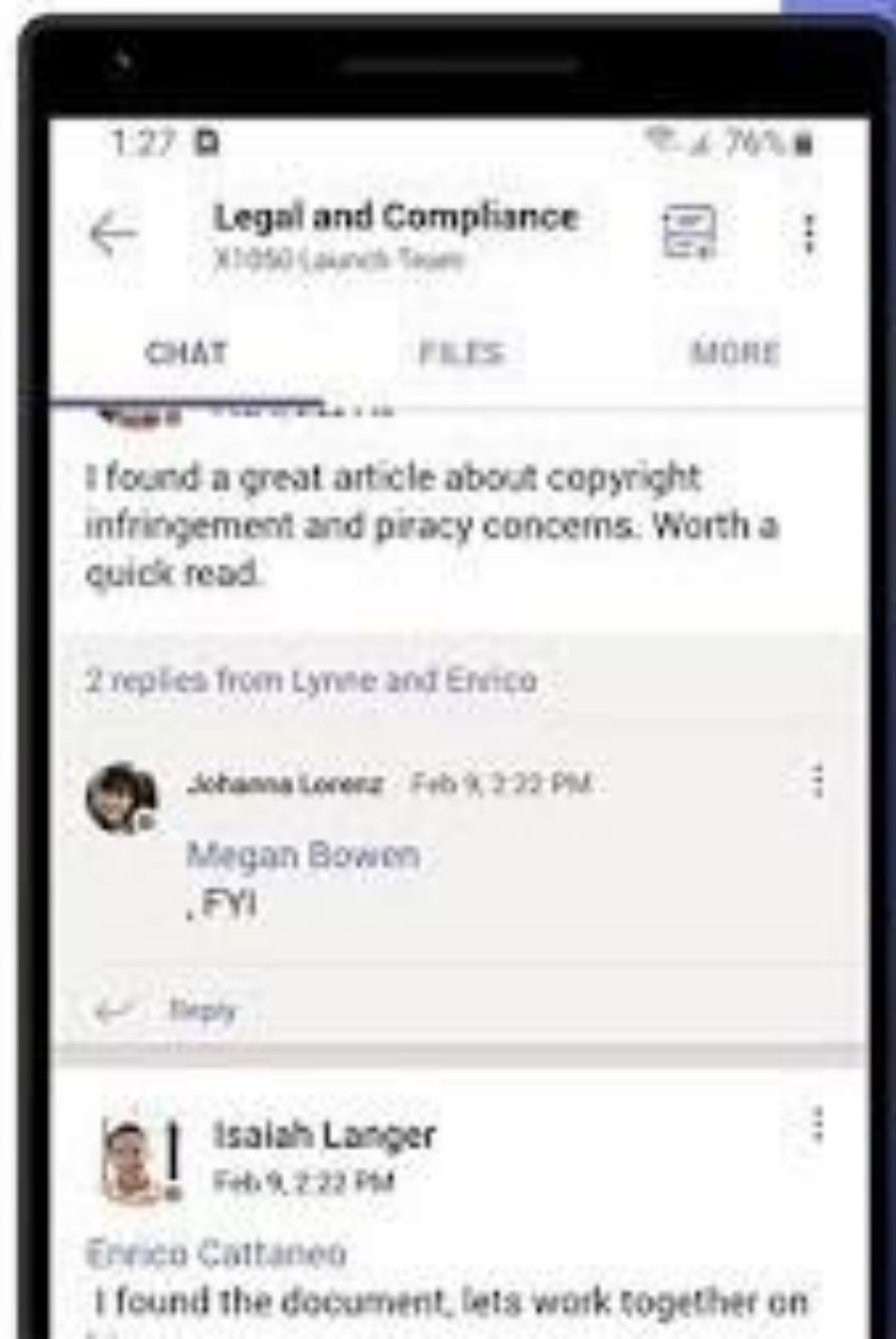
The image displays the Microsoft Exchange Online interface across multiple devices. The main window shows the Outlook web app with the 'Inbox - connon@theitteam.co.nz' view. The interface includes a top navigation bar with 'File', 'Home', 'Send / Receive', 'View', 'Help', 'Grammarly', and a search bar. 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', 'Projects Te', 'Project Hig', 'Webinar - rol Microsoft Tea', 'Budget chat Mark Taylor', 'Customer Rel Hagley Mark Taylor', 'Connon & Lu Victoria', 'Projects/BAU Microsoft Tea', 'Russ - Knox', 'Linke', 'RE: C Miller Conn', 'Post it catch up Hagley Brent Andrews', and 'Hagley Park T Hagly Park'.

On the right side of the image is a smartphone displaying 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', 'Mona Kane Oregon and weekend getaway', and 'Contoso Airlines It's Time To Check-In'. The app interface includes a top navigation bar with 'Inbox', 'Focused', and 'Other' views, and a search bar.

Microsoft Teams

Welcome to Teams



Communication - Teams

The screenshot displays the Microsoft Teams application interface. On the left is a sidebar with navigation options: Activity, Chat (selected), Recent, and Contacts. Below these are icons for Apps and Help. The main chat list on the left shows several conversations, including one with Nigel Benfell. The right pane shows the active chat with Nigel Benfell, displaying messages about licensing and server details. A mobile app preview is overlaid on the right side, showing a feed of posts from various users.

Chat List (Left Pane):

- Mark Taylor: yes (3:04 PM)
- Car booking: Gurpreet: sweet (12:44 PM)
- Katey Le Breton: You: Thanks! (2/26)
- Nigel Benfell**: You: i think we let them do that. i ... (2/26)
- Brent Andrews: all good ill get you to say somethi... (2/26)
- Project Highway - weekly ...: Egor: Current: Alex checked road... (2/25)
- Pankaj Kaul: *This message was deleted* (2/25)
- Mark and Sue: You: cool! (2/24)
- Gina Cardwell: includes, converts to 85k pa (2/24)
- Power BI Project Charter: Recording is ready (2/24)

Chat Conversation (Right Pane):

Nigel Benfell Chat 3 more

Messages:

- Sorry, yes. Umbrella and licensing can be done i price decrease, and the So i said i'd get you inv get the numbers done
- i'd suggest a starting p server details (especial confirm what licensing there) and sav. what wo
- 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 v required. MS licensing is a dark art I'm m versed in 😊

Type a new message

Mobile App Preview (Far Right):

Feed

2/28

- Larry W. + 3 others replied 9:19 AM: Juan Martinez- can you take a look at posting that for me? Relecloud Announcement
- Irvin S. + 2 others replied 1:59 AM: Nice! Debra Berger, meet us in the Relecloud Announcement channel. Breaking News
- Juan M. mentioned you 1:54 AM: Relecloud Announcement - Hey Rob Marvin, I'm downtown at the convention and... Breaking News
- Lee G. + 3 others replied 1:52 AM: Do we have enough info to get something up on the site? Juan Martinez, do we feel comfo... Breaking News
- Miriam G. replied 1:45 AM: I've been working on art for a story on AdventureWorks, happy to provide the visual... Breaking News

2/27

- Talon M. + 2 others liked your message 6:48 PM: Juan Martinez, I'm watching the live stream. That was a huge announcement given the int...

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', '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.

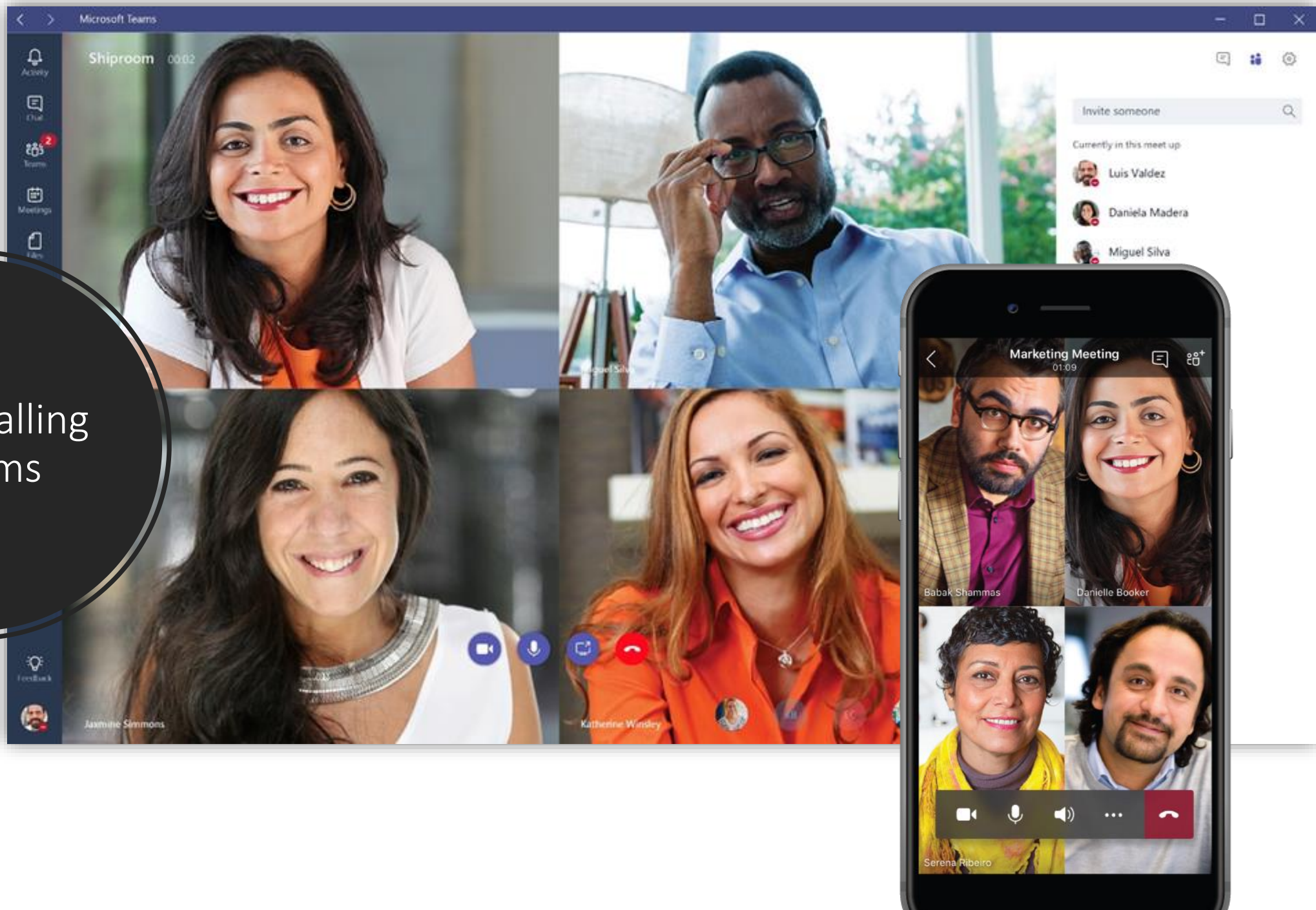
The main area shows the 'General' channel of 'The IT Team'. At the top, there's a search bar with the text 'Search or type a command'. Below it, the channel name 'General' is followed by tabs for 'Posts', 'Files', 'OneNote', and '7 more'. A message from an unnamed user says: 'one extra to the social 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 reply from 'Shey Shelton' at 8:50 AM saying 'Definitely' with a smiley face emoji.

Another 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'. This message also has a list icon.

At the bottom, there's 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. A send button is on the right.

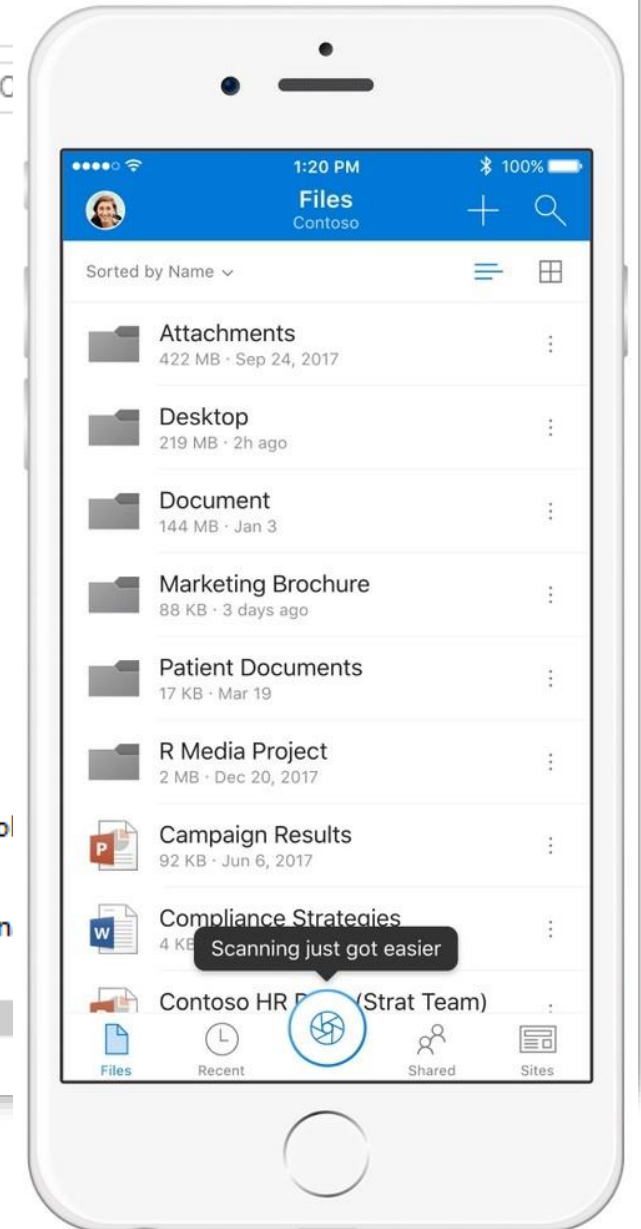
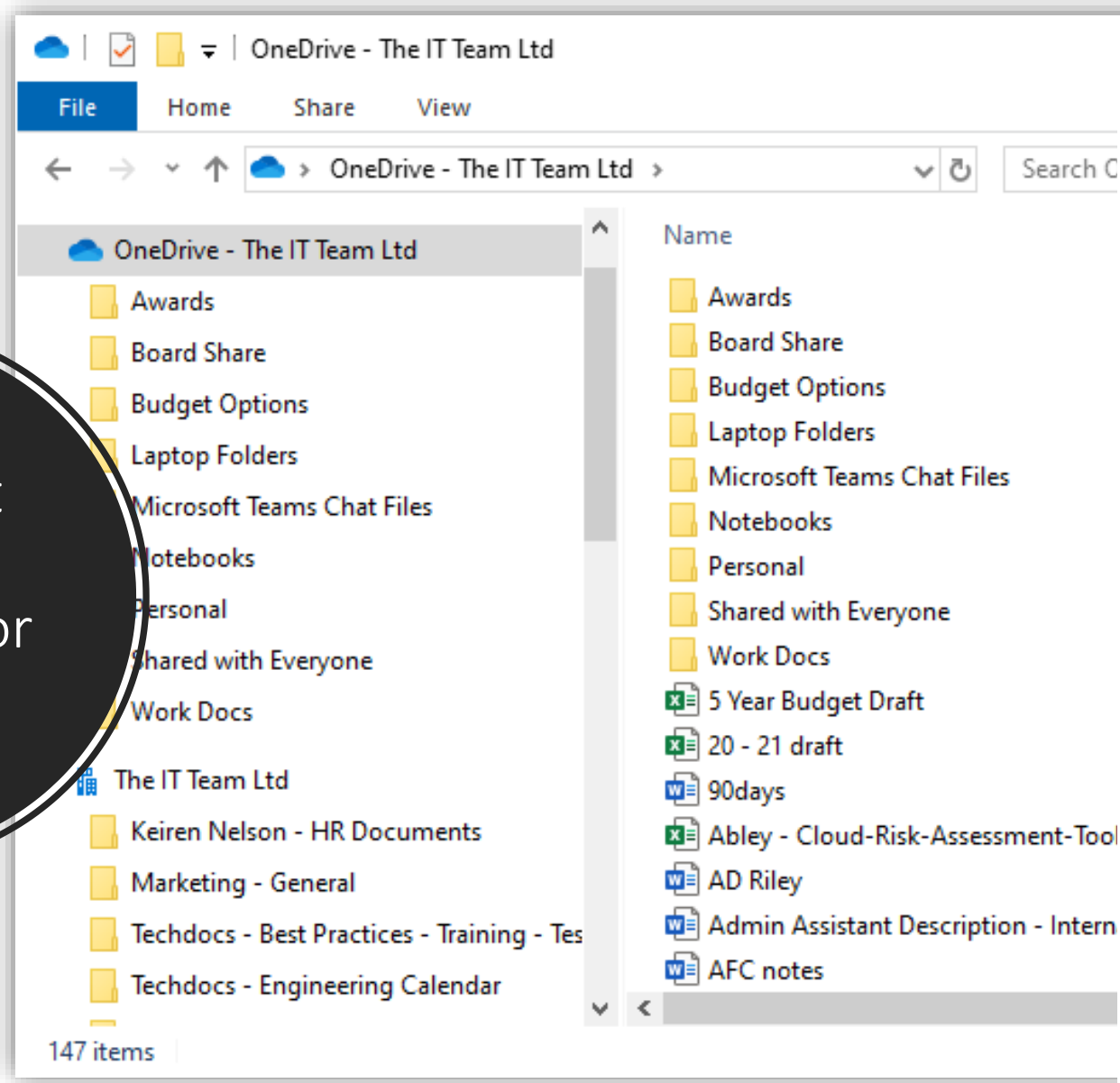
Video Calling - Teams



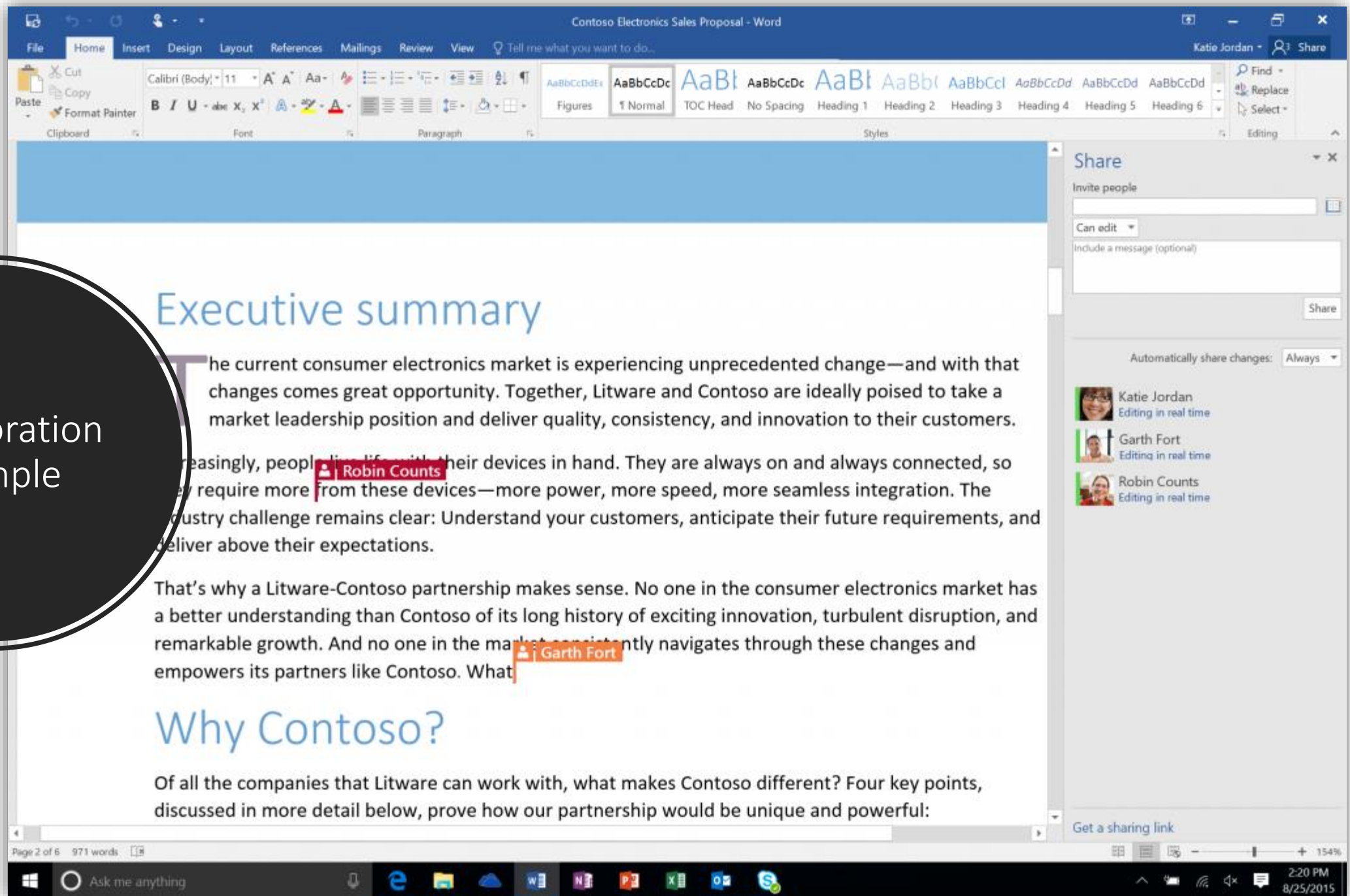
What is SharePoint Online?



Document Storage – OneDrive for Business



Collaboration
Example



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 action 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

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.



My Analytics – analysing behaviour (individual and company)



And the list goes on 😊

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

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



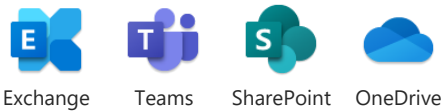
Understand Problems to overcome – security, mobility etc are good motivations

Microsoft 365 for business

New name, same great value, same price.

Microsoft 365 Business Basic

Cloud services



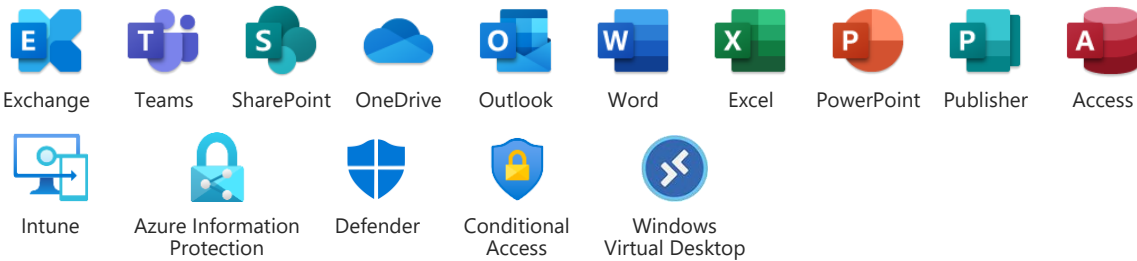
Microsoft 365 Business Standard

Cloud services and desktop apps



Microsoft 365 Business Premium

Cloud services, desktop apps, and advanced security



Note: Not all features/product logos shown.

WHERE TO FROM HERE

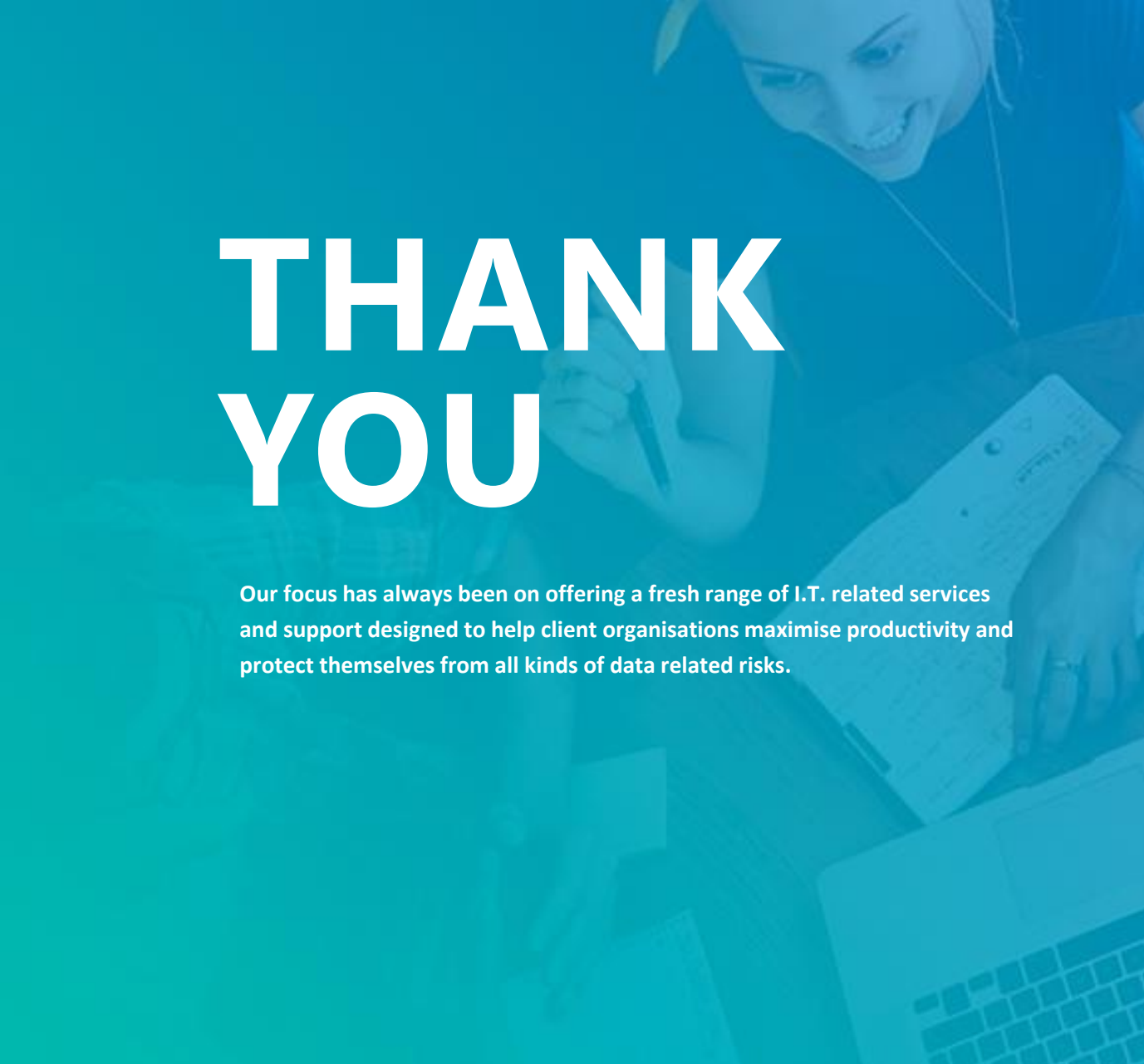
- QA – coming up
- Reach out to Connecting Up/Tech Soup for licensing guidance
- Contact us if you are interested in a Migration Assessment (or any queries).
- Sign up to our newsletter
- **If you want to start exploring or have further questions. Please let us know!**





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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