



# Moving to and living with Office 365

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# Moving to Office 365

- **Discovery – What do I have at present?**
- **Housekeeping – What do I actually need?**
- **Forward Planning**
  - **How do I want to migrate my users email accounts?**
  - **How do I want to use SharePoint?**
  - **How should I structure my SharePoint sites?**
  - **How can I get my current raw data from my servers to SharePoint?**



# Living with Office 365

- **Staff Awareness – Education on use of Office 365**
  - Using OneDrive and ensuring synchronisation is actually running
  - Sharing files with staff rather than emailing them
  - Co-authoring files within the company
  - Targeted training program for staff on all key aspects of Office 365 suite
- **AD and SharePoint Administration – Control of security**
  - Strict control over password formats and reset timeframes
  - Structured security policies on SharePoint sites and subsites
  - Designation of site administrators / power users



# Backup Strategies

- Backup of Exchange
- Backup of staff OneDrive accounts
- Backup of SharePoint sites and subsites
- End users restore capabilities or admin only



# Adoption Tools

- **File Migration - Moving my on premise data from network shares to SharePoint online**
- **User Adoption – Making it easier for staff to use SharePoint online for project data**
  - **Use of Macroview product for prompted email filing**
  - **Use of drive mappings to SharePoint libraries for familiarity**



# Useful Websites

- File / Email Migration - <https://nucleustechnologies.com/sharepoint-migration/>
- Backup – <http://www.AvePoint.com>
- User Adoption – <http://macroview365.com>
- Email Retention / DR – <http://www.mimecast.com>