



How to plan for successful Office 365 deployment

a ramsac guide

Before the beginning of the Office 365 migration process..

it's essential that you have a full understanding of the impact it will have on your business. You need to plan to ensure your organisation gets the most out of Office 365. Here are six questions you need to address before migrating to Office 365.

1 What do you plan to achieve?

The first question to ask yourself is: what do you want to achieve by moving to office 365? Whether you plan to deliver greater workforce mobility, improved application reliability, lower IT costs or access to first-rate productivity tools, it's important to understand why you are migrating to Office 365, so having clear deliverables in sight is key to this.



2 How will you alleviate security concerns?

Suspicion of the public cloud is still prevalent today. In our experience, it's common that business owners are concerned about the privacy of their data in the cloud and this creates a barrier to making the move. You need to erase these concerns by helping those above you understand Office 365's security features, and that, even though your data is housed in Microsoft's facilities, your organisation retains ownership of it. Management distrust of Office 365 will only prevent your company from getting the most out of it.



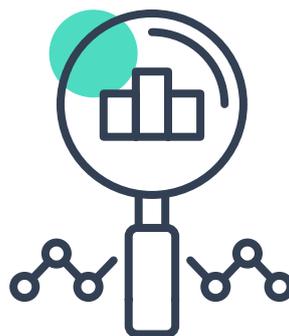
3 How will you introduce new processes?

Moving to Office 365 should be technologically seamless, however, staff should be informed of the move in case of teething problems. Furthermore, migrating to Office 365 usually equates to a change in how people will work. For example, you may go from storing files on an internal server to using SharePoint. It's vital that you define new processes that systematically exploit the benefits of Office 365 and train staff to adhere to these processes. Whether through workshops, training days, an internal knowledge base system or setting up a team of support experts, training staff is essential to getting all users on board with Office 365.



4 How will you ensure compliance?

For most organisations, Office 365 meets compliance requirements with ease. It provides enterprise-grade security and high levels of encryption for any business. However, every organisation should carry out an assessment to understand its compliance responsibilities. If you have data that is highly sensitive, for example, it may be appropriate for it to stay in an on-premise Exchange environment (i.e. a hybrid Office 365 deployment), where you have complete control.



5 How will you migrate mailboxes?

Businesses rely on email. You need to ensure that staff have mailbox access at all times, including throughout the duration of an Office 365 migration. There are a number of ways to move your mailboxes to Office 365, depending on your current email architecture (Exchange Server or another system), the number of mailboxes to be moved and their respective sizes. Microsoft provide clear documentation of mailbox migration methods, whether you opt to manually perform this task, or use automation



6 Will you need to extend the functionality of Office 365?

Office 365 is a comprehensive offering, but it's not uncommon that third-party products or cloud services are needed to plug gaps for specific Office 365 deployments. For instance, some businesses require improvements to the offline accessibility and user experience of SharePoint Online. Assess the out-of-the-box functionalities of Office 365 and the add-ons that are available and look for gaps in the offering that may impede staff from using it productively.



Managing your migration

A successful Office 365 deployment is highly dependent on thorough planning. It's vital that you understand how it will fit into your organisation from all angles. For every business, it's wise to seek impartial, expert advice before beginning a migration, to help you achieve business continuity during the deployment process and realising the value of Office 365 into the future.

Once in use, the system is relatively simple for end users to navigate but getting data migrated properly and ensuring that data security is properly set up requires experienced planning.

In our experience, it is also important to factor in a programme of end user training to ensure that you really maximise on your IT investment.

Finally as with all things IT, regular proactive management and monitoring is always the key to long term, smooth running, secure technology.

● Find out more

ramsac is a Microsoft Gold Cloud Specialist, we have migrated many firms to the Office 365 platform.

We can help with all aspects of planning, migrating and working within Office 365 to ensure a positive experience for your organisation.

To find out more or book an initial consultation:

Call: **01483 412 040**

Email: **info@ramsac.com**

Visit: **www.ramsac.com**

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