AVENTIS® SYSTEMS

THE AVENTIS GUIDE TO
OFFICE 365

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PART I:
WHAT IS OFFICE 365, AND WHY ARE WE HEARING SO MUCH ABOUT IT?

Office 365 is one of the most talked-about new additions to the business environment, and for good reason. Microsoft's cloud-based version of Office has helped reinvent the company by offering businesses a subscription model that allows them to rent their software with an annual or monthly subscription rather than buying it.

With its ability to streamline office collaboration, reduce the costs of hardware storage and maintenance and improve productivity overall, Office 365 is proving to be an investment that can actually save companies money. And since upgrades are automatically included, users benefit by not having to shell out money for the latest version, while at the same time being able to enjoy the most up-to-date features.

The pivot to a cloud-based version of Office has proven incredibly successful for Microsoft, and today more than half of all business users who use Office products are using Office 365. Microsoft predicts that number will rise to two-thirds by fiscal year 2019, and their gamble on the cloud platform is paying off for both the software giant and its customers.

With greater tools for collaboration, Office 365 is designed to keep all team members working on the same page, in real time, regardless of whether they're across the room or across the country. And, thanks to Microsoft's two-sided approach to data security, Office 365's built-in measures keep your data private and secure.

What makes Office 365 so great? The answer probably depends on who you ask. Let's take a deeper dive into what Office 365 offers and how it can help your business.

PART II:
OFFICE 365 FEATURES

There's a lot to love about Office 365, and it only takes a quick online search to see just how much interest it has generated among users. Your favorite feature will depend upon your business needs, and there certainly are plenty to choose from.

One of the distinguishing features about Office 365 is that while it's a cloud-based program, it can be installed on company PCs as well. (There's also a free online-only version called Office Online.) But that's certainly not the only thing that makes it such an exciting new entry into the software space.

Office 365 is simple enough that even people who aren't well-versed in Office can quickly learn a few tasks that will allow them to collaborate with others and take their work to the next level. The apps featured in the software program include staples that you'd expect, such as Word and Excel, but it also includes premium features that you can't find anywhere else.

With a subscription to Office 365, you'll have the latest version of Office, additional OneDrive storage and Office Mobile apps at your fingertips — and each time these are updated, you'll automatically have access to whatever new features have been added.

Five Things Workers Love About Office 365

Office 365 offers several new features to explore in addition to improved versions of Office programs you're already familiar with. While it's easy to fall into the habit of using just a few familiar tools, exploring some of Office 365's new apps can improve productivity and streamline your workflow. Here are five cool things that you might not have known that Office 365 can do:

1. **Make a plan.** With Microsoft Planner, you can create a plan for your work project, add team members, assign tasks and update the status of the project. It's easy to access by all team members and helps keep the entire project (and everyone working on it) more organized.

2. **Build better presentations.** Even hardcore PowerPoint junkies are going to love Sway, which has designer-quality templates that let you dress up presentations like a pro. Great for newsletters, press releases and email communications, it has a multimedia component that integrates with virtually any device and allows users to drop in photos and videos. Sway also dynamically adapts so it looks good on whatever screen it's viewed on.

3. **Stay connected.** The Yammer app is a collaborative tool that lets workers communicate within an organization. Like a social sharing site, it allows people to engage from wherever they are — they can follow business activities and join video or conference calls from any location. It's integrated with the full suite of Office 365 features, such as Outlook, Skype for Business and OneDrive for Business, so you can work on documents and schedule appointments regardless of what device you're using.

4. **Write better.** Some people are born to write; others... not so much. But the new Editor feature can help level the playing field. This cloud-powered intelligent service will find typos, address style and grammar errors and even suggest ways to improve your writing.

5. **Write emails faster.** Forbes reports that we write about 40 emails a day, so being able to cut down on the amount of time spent writing them is a huge productivity boost. Office 365's email templates let you save email formats that you'll use again so you don't have to reinvent the wheel every time.

PART III:
## HOW OFFICE 365 CAN BENEFIT YOUR BUSINESS

Improved communication, greater productivity and enhanced security: it sounds like the Dream Team of the modern office. And that's exactly what Office 365 delivers. Here's how Office 365 is revolutionizing each of those areas to create a better business world overall.

Taking Communication to the Next Level

Communication happens on many levels in the business environment, and it is a crucial component of collaboration. Having the right communication tools can make a significant difference, and Office 365 has everything required to keep workers connected, collaborating and communicating.

Office 365's Top 4 Communication Tools

1. Outlook Groups – Users can connect through Outlook to schedule meetings, take notes and share files or calendars with specific teams or groups.

2. Skype for Business – From one-on-one conversations to virtual meetings that can accommodate up to 250 users, Skype for Business can be used to connect from anywhere in the world. Features include being able to make changes to a file or flip through content in real time.

3. Sway – This storytelling application allows for the creation of presentations, complete with high-quality photos and animation, that can be shared on virtually any device.

4. Yammer – Whatever communications shared with your team — whether a private message, a file for everyone to share or a post to update the status of a task — can be handled here.
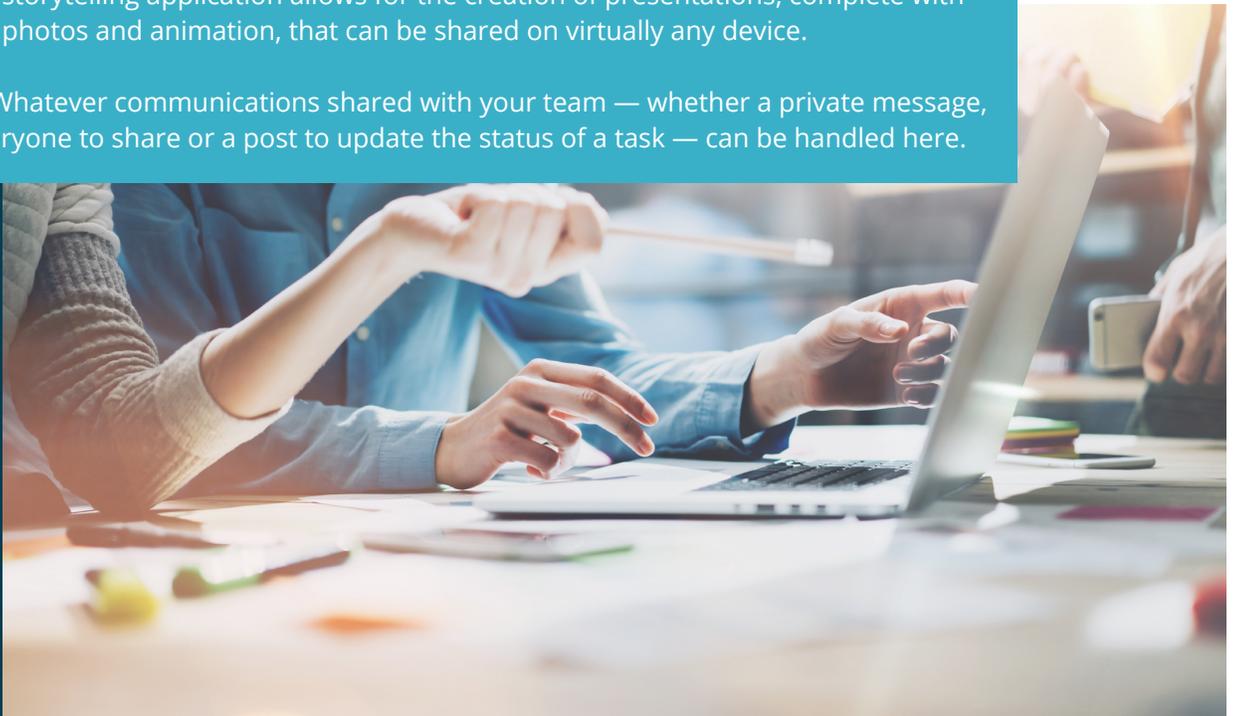
Harnessing the Power of Productivity

Collaboration and communication are natural allies of productivity. The ability to share files in the cloud and work on documents in real-time makes the process more efficient and seamless.

Let's look at three features of Office 365 that can turbocharge office productivity.

1. **Ignore.** The Ignore tool allows you to opt out of those "reply all" email threads and route the messages directly to your trash.

2. **Tell Me.** As part of Word Online, Excel Online and PowerPoint Online, Tell Me is an efficient way to find the features you want to use or actions you want to perform. It allows you to enter words and phrases about what you want to do next, saving you the time of searching the internet for that information.

3. **OneNote.** Take your to-do list — and a whole lot more — to the next level with OneNote. This app is designed to be integrated with your workflow to help you stay focused and on track. But it also allows for note-taking that can be shared with the whole team in a designated location or to a shared notebook. With features like handwriting recognition, multimedia embedding and more, OneNote is one app you'll find essential.

PART III: HOW OFFICE 365 CAN BENEFIT YOUR BUSINESS

Utilizing Security as a Business Strategy

Security is a primary concern for every business, from a small operation to a large enterprise. Because security threats are increasing, Office 365 is fully equipped with robust security measures. With protection from hackers, viruses and outside devices, Office 365 heads off threats on every front.

Office 365's double-headed approach to data security sees Microsoft managing service-level capabilities, such as technologies, operational procedures and any policies that are enabled by default. On the other side of that approach, the customer can manage the Office 365 environment in a way that lets you customize it to the needs of your organization.

3 Ways Office 365 Ensures Security

1. Exchange – Office 365's business email service not only supports greater collaboration and productivity, but it offers advanced threat protection to keep mailboxes secure from attacks. Best of all, it operates in real time, scanning every email attachment or link as it passes through your Exchange server.

2. Mobile Device Management – All devices can be protected to prevent unauthorized users from accessing information if the device is lost or stolen. It can be remotely wiped clean and, in the case of employee devices, you can remove company information without removing personal information.

3. SharePoint – SharePoint lets you share, access and store files either on SharePoint Server or SharePoint Online. Either way, administrators can set policy-based access controls to select the proper level of security based on the sensitivity of the information. And, with more than 80 built-in definitions of sensitive content, you can customize policies for your SharePoint.

Office 365 has a variety of options that are suitable for small and medium-size businesses, as well as enterprises. While the licenses fall into one of two areas —Office 365 Business or Office 365 Enterprise — there are multiple choices within each category to further focus on the specific needs of a business or enterprise user. The variety of options allow businesses to pay for exactly what they need, so you're not getting more than you can use, nor are you lacking in features and applications.

Once you learn just how much Office 365 can do for your business, you might decide it's time for your company to make the switch. Before you do, there are a few things that should be addressed to make sure you're prepared. Let's take a look at how to plan your migration from your current system to Office 365.

PART IV:
PLANNING FOR YOUR MIGRATION

When it comes to preparing for your migration to Office 365, a little pre-planning will go a long way. As you prepare for this change, identify how you would like to change the end-user experience and then determine what kind of training programs or communication plans you'll need to develop to accompany those changes. Knowing the desired end result will help you map out your strategy along the way.

Before you migrate to the cloud, take a close look at the content and data you've accumulated and determine what is essential to keep and what you no longer need. In many ways, it's not unlike moving to a new home — you can use this process to decide what to do with some of those things that have been sitting around, unused, for a couple of years (or more). There's no reason to pay someone to move that box of VHS workout videos that have been collecting dust in your basement, and there's no need to move content or data that is just as outdated and irrelevant as your Billy Blanks Tae Bo® tape.

Regardless of whether you're handling the move in-house or have an outside vendor doing the heavy lifting for you, identifying what's being migrated to the cloud and what will remain on-premise is an essential part of preparation. You'll want to identify any content or data that won't necessarily migrate well and determine where (or if) it should be stored instead.

Five Steps to Easier Migration

If you're preparing for a migration, follow these five steps to make the transition go more smoothly:

Step 1: Develop a plan.

It sounds obvious, but this can get overlooked — and when that happens, it shows. Map out what's going to be migrated and where the other data and content will live; then determine what type of migration is best for you.

When you make a plan, you'll see where you may have gaps and need outside help. As you realize the scope of the process, you may even recognize areas where your in-house operations needs assistance and utilize a third party to complete the migration.

What Kind of Migration is Right for You?

As you make your move to the cloud, it's important to note that there are different types of migrations—and knowing the difference will help you choose one that is best for you. When you migrate from an existing exchange server, you can move all email, calendar items, tasks and contacts from user mailboxes. There are three types of migration methods to choose from:

1. **Cutover**
   Good for: Exchange 2003, Exchange 2007, Exchange 2010 and Exchange 2013
   What it does: Migrates all mailboxes at the same time

2. **Staged**
   Good for: Exchange 2003, Exchange 2007
   What it does: Migrates mailboxes in batches; has some of the co-existence options of a cloud migration with on-premise solutions

3. **Hybrid**
   Good for: Companies that want to maintain both on-site and online mailboxes
   What it does: Gradually migrates users and email to Office 365

Step 2: Do a review.

This is a good time to look at how workflows and processes will be affected once you migrate online, and make changes that you may have been wanting to implement. You should also review the compliance settings that will be used with Office 365. And, of course, do another audit of your data and content to make sure you aren't moving outdated information or accounts that don't need to be moved.

Step 3: Analyze your Information.
Once you know what data and content is migrating, prioritize it according to these four categories:

1. **Ready to migrate:** Content that will require few to no changes can be prioritized to migrate as is.

2. **Needs reviewed:** Content that will have to be customized to improve its functional quality and/or make it easier to adopt after migration should be reviewed and evaluated by stakeholders who understand what needs to be done.

3. **Needs rewritten:** Content that has higher technical complexity and will have to be rewritten to meet end-user requirements and satisfy Office 365 guidelines.

4. **Needs retired:** Content that is no longer used or is irrelevant.

Step 4: Develop a communication strategy.
Communicating with users about what to expect before, during and after your migration can help the process run more efficiently. This strategy should include the scheduled date of the migration, as well as details on who to contact if they have additional questions (or if problems and concerns arise).

Step 5: Begin migration.
Migration requires numerous steps. These steps allow multiple opportunities to validate the security and integrity of your data. Be sure to employ data mapping from the source to the target to ensure that the access is configured properly and that you'll be able to locate it post-migration.

A trial migration can ensure tool compatibility and test migration speed. The tools will provide security and access validation that make sure existing and requested access levels are migrated.

PART V:
THE POST-MIGRATION CHECKLIST

After you've migrated to Office 365, there are a few more steps to take before individual accounts are set up. Before employees can get back to business as usual, they'll need to set up individual account preferences.

These are steps that employees can take without help from the IT department. To make sure accounts are set up properly and ready for use, here are 12 steps that employees should do for their individual accounts:

☐ **Check your folders.** Look to make sure that all of your folders have been migrated. Open each folder and double check to make sure it says it is up to date. The folder status will appear in the bottom right Outlook screen.

☐ **Re-install plug-ins and email accounts.** Any Outlook plug-ins and personal emails will have to be reconnected. This requires the username and password for every account.

☐ **Set up personal rules in Outlook.** Create rules to manage your inbox and make sure the rules are consistent across all devices used to access your email.

☐ **Check archiving and data retention.**

☐ **Check calendar color schemes.** This is to make sure custom calendar colors have migrated properly.

☐ **Add your email signature.** In many cases, these don't migrate so you may need to create a new one.

☐ **Share your calendar and folders.**

☐ **Add contacts to Skype for Business.**

☐ **Change your password.**

☐ **Add your contacts to your address book.**

☐ **Import your local archives.**

☐ **Set up and share calendar permissions.**

Whether for a small or medium-size business or a large enterprise, Office 365 licenses have enough flexibility to allow you to buy exactly what's needed rather than paying for features and applications you won't use. Both Office 365 Business and Office 365 Enterprise offer multiple features and selections to let you tailor whichever license you choose to suit your specific environment.

From its streamlined approach and collaboration to its enterprise-class security and data loss prevention, Office 365 is taking businesses of all sizes into a faster, more efficient workspace. The ability to receive updates as Microsoft makes them — rather than waiting for the next product release — gives users an immediate benefit and provides a compelling reason for switching to the cloud-based program.

Regardless of the size of your business or the type of industry you're in, Office 365 has applications that can make your operations run more smoothly and efficiently. At Aventis Systems, we offer complete migration services to make the transition simpler and faster for your business. Contact Aventis Systems at 1-855-AVENTIS to learn more about how we can manage your migration to Office 365.

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About Aventis Systems

Aventis Systems understands the unique IT requirements of small and mid-sized businesses and how unexpected downtimes can negatively impact your bottom line.

We can help with the administration, configuration, management and design of your company's IT environment to fit your business needs today and in the future. With Aventis Systems, there is no need for you to source parts from multiple vendors, solve compatibility issues or balance numerous warranties. We handle it all.

We offer comprehensive IT solutions with tailored configurations that are built to address all your technology needs including servers, desktops, laptops, software, networking, storage solutions, technical support and much more. Our cloud services and virtualization expertise also make it easy to deploy and seamlessly migrate from a virtual server to a cloud server, ensuring as little downtime as possible.

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