

Pave Your Way to a Successful Office 365 Migration

This ebook outlines a proven approach that enables organisations of all sizes to successfully move from their traditional office productivity suites to the Office 365 cloud platform. With careful planning, execution, and expert advice, businesses can overcome the complexities of migrating their data and applications to Office 365.

Insight 

 Microsoft



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What's the Current Cloud Landscape?

New digital services are having a dramatic impact on traditional businesses. As well as disrupting industries, digital transformation is creating opportunities for new business models, products and services.

It's not just technology that is transforming workplaces; people are too. Digital savvy workforces need access to the kind of applications that they use in their daily lives, even if that means 'bringing their own'. Today's workforces are diverse and dispersed like never before, which is why increasingly organisations are enabling people to choose how and where they work.

These workforce trends define the evolution of the workplace. Organisations are embracing technology to ensure that they remain agile, innovative and relevant. The foundations for the modern workplace are collaboration, mobility and productivity solutions that allow employees to do their best work.

Modernising IT infrastructure goes far beyond the usual technology refresh. Typically, IT refreshes are motivated by the desire to update IT estate before its performance degrades, or warranties expire. Modernising IT, on the other hand, is an opportunity to enhance team productivity, deliver products faster to market, and ultimately use new applications and infrastructure to transform business processes.



Office 365: The Big Deal

Microsoft has reinvented its productivity suite with Office 365. According to Microsoft, it provides the broadest set of apps and services with a universal toolkit for teamwork, giving people flexibility and choice in how they connect, share and communicate.

Microsoft Teams is a chat-based workspace that gives people one place to connect to share ideas and information naturally. It's the hub for teamwork in Office 365.

Build workflows that automate time-consuming business tasks using Microsoft Flow. For example, you can use Flow to copy files or swap data between apps, capture tweets and add them as leads in Dynamics 365 and even send approval requests to a team of approvers.

The Planner enables you to organise teamwork by assigning tasks, sharing files, setting due dates – all through a visual interface.

With Office 365, businesses all over the world are:

- Modernising their IT infrastructure to improve team productivity and collaboration
- Enhancing the security of their data
- And importantly, reducing IT management costs

As well as a rich set of apps, Office 365 is available as a **monthly subscription** model, which enables businesses to avoid large up-front costs for new software and always have the most up-to-date tools from Microsoft. Users can access Office 365 on multiple devices: their laptops, desktops, smartphones or tablets, with no extra outlay. Office 365 helps organisations to embrace mobile working.

Office 365's ability to transform workplaces is mostly down to its cloud-based features. Real-time collaboration and co-authoring; video conferencing; 1TB of OneDrive cloud storage per user; translator access directly from Word; these are just a few of the innovative features now enjoyed by more than 100 million users worldwide.



Reasons to Migrate

Migrating to Microsoft Office 365 will help teams across your entire organisation address some of their key challenges:

IT Manager

- Maximise storage per user as new applications demand more resources.
- Ensure 'always available' services.
- Support everyday apps with third-party products services.



IT Director

- Reduce on-premise footprint, maintenance and support for existing platforms, applications and services.



Finance Executives

- Achieve pay-as-you-go flexibility and manage operational costs.
- Stay connected and relevant to employees' needs.
- Improve everyday productivity.



End Users

- Access information and content from multiple devices anywhere, anytime.
- Discover new ways to collaborate with customers and colleagues.
- Enjoy a seamless experience using applications in the office and on the go.



Migrating to Office 365 in 7 Steps

If you're ready to migrate your existing IT environment to Office 365 or Microsoft 365, these seven steps will set you on the path to transforming your business.



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1. Determine your needs

Including end-user priorities and whether to move all users at once or in groups over time.



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2. In-house or outsource?

Does your IT team have the skills and capacity to migrate to Office 365?



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3. Choose your Office 365 plans

Mix and match plans to give users the tools and features they need.



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4. Plan, plan, plan

Based on your current set up, map out workflows, process changes and compliance settings.



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5. Communicate the changes

Tell your end users what's happening – and when.



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6. Execute the plan

Reduce disruption by migrating users outside of business hours, if possible.

7. Onboarding and training

Ensure that your users know how to get the full value from Office 365.

Office 365 Checklist: Prepare to Migrate

Key migration data

Number of users to migrate:	
Will you have a pilot user group?	
If yes, how many?	
Completion deadline:	

Key phases

Planning phase:	
Pilot phase:	
Execution phase:	
Training phase:	

10 essential questions to help you plan your move to Office 365

How have business and technology stakeholder concerns been addressed?

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Which IT skill sets are available in-house for a successful Office 365 migration?

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What methodology and tools do your IT team use to plan and execute migrations?

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Which Office 365 services have your IT team migrated to in the past?

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What have you identified as your key migration risks and issues?

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How do you plan to mitigate any risks or even roll-back the migration if problems arise?

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Which third party services are you planning to use with Office 365?

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How do you intend to perform the migration – in batches, by users, after hours, on weekends and holidays?

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What aspects of the Office 365 migration does your end-user communications plan include?

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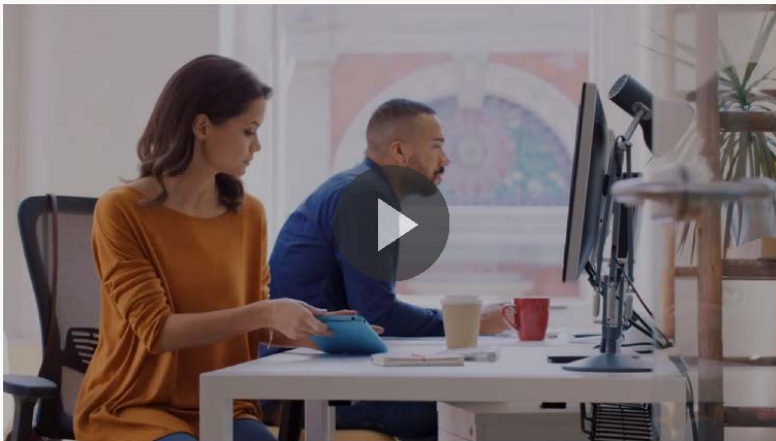
What is the scope of your end-user onboarding and training plan?

How Insight Can Help

For a successful Office 365 migration, you need to think about your current and future environments. Access to email, stored information, devices, communication and collaboration tools must work together in new ways to provide a Connected Workforce experience for your users.

Insight offers:

- A modular and flexible Office 365 migration.
- Help with all steps in the migration process – plan, build, manage, training and user adoption.
- Support for Office 365 technical and functional issues.
- Readiness assessment to identify and mitigate migration risks.



Watch how Insight's Connected Workforce services and solutions help you fuel productivity and retention.



Get in Touch

For guidance on how to plan your O365 migration, speak to your Insight Account Manager or visit: au.insight.com