

OFFICE 365 MIGRATION



USER
PRODUCTIVITY
IN A COST
EFFECTIVE
MANNER

WHY OFFICE 365?

Office 365 is a subscription based office productivity suite containing pre-defined service bundles, targeting a range of business requirements. Office 365 enables businesses to address end user productivity in a timely cost effective manner while removing a significant burden from the IT administrator, when compared to a traditional MS Office deployment model. The services are based on the software as a service model, and in some instances allow download of user productivity software to personal Windows, OSX and IOS devices.

SUBSCRIPTION MODELS

There are a number of 'per user' subscription models, carrying minimum terms of either one month or per annum. Microsoft updates its service every three months, and the subscription models at the time of writing can be found at the foot of this document.

As part of our service, we can advise you on the optimum and most cost effective deployment and subscription model to meet your business needs.

HOW DOES IT BENEFIT MY BUSINESS?

Migrating to Office 365 carries a number of benefits, some of which may not be immediately obvious:

- No server-based hardware is required in the local Data Centre, unless there are business or legislative requirements driving the need to store information locally.

- All Cloud servers are fully patched, removing the need for maintenance
- Microsoft updates versions every three months, so you can be sure you are running on the latest version
- Office 365 enables user mobility and flexibility. For example, a Word document may be updated on a local machine, and saved to One Drive. The document could then be edited online, on a mobile device, or through any supporting web browser. In addition, local versions are available on IOS devices.

Some less noticeable benefits of Office 365 are the numerous communication and collaboration features in each of the service bundles. For example, almost all bundles offer the capability to communicate, collaborate and share information both in real time, and through team sites. The most advanced package can be considered to be a complete office in a box, with comprehensive features addressing the majority of productivity requirements of the user. In the absence of sufficient training, many users often overlook these useful features.

THE CHALLENGES OF SUCCESSFUL MIGRATIONS

There are a various challenges to be addressed when moving to an Office 365 strategy, with some challenges not being immediately apparent. However, in the majority of cases, the Office 365 packages, sometimes in combination with third party services or local IT, offer the flexibility for these challenges to be overcome.

USERS

Users have a habit of storing files locally, in shared locations for collaborating, or even carrying data on portable devices such as USB pens or mobile phones. In the first instance, it is users' habits and data locality that are evaluated.

THIRD PARTY SOFTWARE AND EXISTING OFFICE SOFTWARE DEPLOYMENT

A full evaluation is required for any existing server-based software and its interactions with the user applications. For example, where do Active Directory, exchange, site mailboxes, VoIP applications currently reside, and are any migrations required. In addition, where integration is required with elements such as SharePoint services, other Microsoft user applications or CRM and ERP software such as Microsoft Dynamics. Finally, where single sign is required, or already used, how does this integrate into the overall user productivity suite.

LEGISLATIVE DRIVERS

Data locality for Office 365 needs to be addressed to meet the business and legislative needs. While users are able to store data anywhere they choose, including the allocated One Drive storage, the same needs to be addressed for the Office 365 Service elements such as active directory, email, log files, and search data.

In summary, a migration strategy needs to be seamlessly executed to ensure productivity is maintained throughout the migration without affecting the business.

SERVICES OFFERED BY GATEWAY TECHNO LABS

The following services are offered by Gateway Technolabs:

- Evaluation of the existing user environment, including existing office software, active directory, user and group data volume and locality, instant messaging, VoIP, and mail usage.
- Configuring an Office 365 environment to meet the requirements of the business
- Migration of applications, data, mailboxes and associated elements
- Configuration of user devices to access Office365 through the web, locally, or through mobile devices.
- Classroom and eLearning portals tailored to specific Office 365 deployments

Subscription	Business	Business Essentials	Enterprise E1	Business Premium	Enterprise E3	Enterprise E4
One Drive storage per user	1 TB	1 TB	1 TB	1 TB	1 TB	1 TB
Software						
Word	Yes	No	Yes	No	Yes	Yes
Excel	Yes	No	Yes	No	Yes	Yes
PowerPoint	Yes	No	Yes	No	Yes	Yes
OneNote Desktop	Yes	No	Yes	No	Yes	Yes
Outlook	Yes	No	Yes	No	Yes	Yes
Publisher	Yes	No	Yes	No	Yes	Yes
Access	No	No	No	No	Yes	Yes
Skype for business	No	No	No	No	Yes	Yes
InfoPath	No	No	No	No	Yes	Yes
Mobile Apps	Yes	No	Yes	No	Yes	Yes
Office Online apps	Yes	Yes	No	Yes	Yes	Yes
Services						
Email and Calendars	No	Yes	Yes	Yes	Yes	Yes
Advanced Email	No	No	No	No	Yes	Yes
Document and Email access control	No	No	No	No	Yes	Yes
Online Conferencing	No	Yes	Yes	Yes	Yes	Yes
IM and Skype connectivity	No	No	Yes	No	Yes	Yes
Corporate Social Network	No	Yes	Yes	Yes	Yes	Yes
Simple file storage and sharing	No	Yes	Yes	Yes	Yes	Yes
File Storage and sharing	No	No	No	Yes	Yes	Yes
Team Sites	No	Yes	Yes	Yes	Yes	Yes
Mobility	No	No	No	No	Yes	Yes
Enterprise management of apps	No	No	No	No	Yes	Yes
Search and Discovery	No	Yes	Yes	Yes	Yes	Yes
Active Directory Integration	Yes	Yes	Yes	Yes	Yes	Yes
Corporate video portal	No	No	No	Yes	Yes	Yes
Apps for office and SharePoint	No	No	No	Yes	Yes	Yes
Voicemail integration	No	No	No	No	Yes	Yes
Skype Enterprise Voice	No	No	No	No	No	Yes
Advanced compliance tools	No	No	No	No	Yes	Yes
Self service business intelligence in Excel	No	No	No	No	Yes	Yes

WE KEEP YOUR MOST EXPENSIVE BUSINESS DECISIONS PROFITABLE SINCE 1997.

Gateway Group, established in 1997, is a global information technology service, solutions and product engineering company with more than 1400 brilliant professionals serving our customers across 30 countries in 5 Continents. Our customers rely on us to deliver 'Measurable Business Value'. From the most demanding to the most distant customers, we help global leaders grow and transform their business and bring greater flexibility with faster time to market through technical excellence, all at lower costs, right at their doorsteps.



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