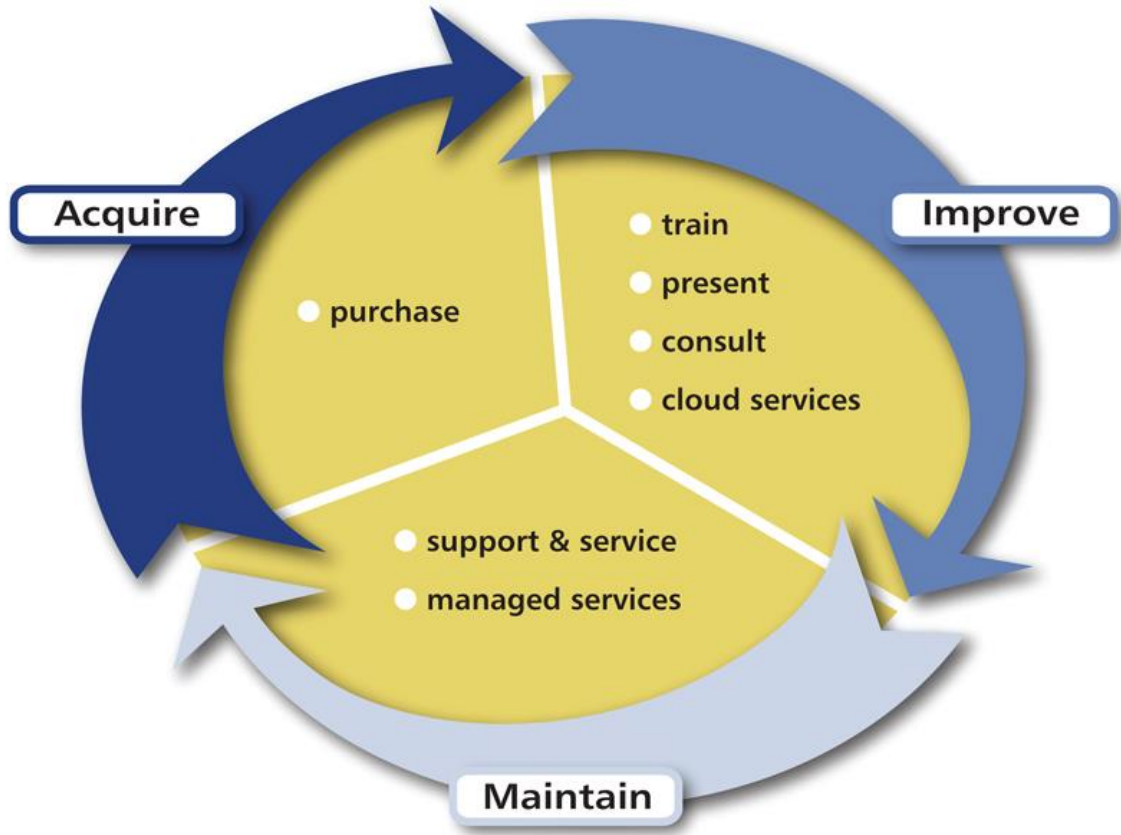


# Welcome

## Moving Email to the Microsoft Office 365 Cloud





# System Source & Microsoft:

- **Microsoft Certified Partner...since 1980's**
  - **Silver – Learning Solutions**
    - Train 6,000 students/year
    - Our Instructors rate 20% higher than Microsoft National Average Customer Satisfaction Scores.
  - **Silver – Infrastructure**
- **1,000's of Microsoft implementations**
  - **Small Business to Enterprise**
  - **Non-profit**
  - **Education**

# System Source & Microsoft:

- **Microsoft Competencies:**

- **Server Platform**

- Microsoft Server 2012

- **Management & Virtualization**

- Microsoft Cloud Solutions, Microsoft Private Cloud, System Center, Windows Server

- **Messaging**

- Exchange Server, Exchange Online, Forefront Online for Exchange, Forefront Protection 2010 for Exchange Server

- **Hosting**

- Exchange Server, SQL Server, Microsoft Server

- **Devices & Deployment**

- Windows 8, Office

- **Small Business**

- Office 365, Windows 8

- **Mid Market Solutions Provider**

- Microsoft Cloud Solutions, Office 365, Office, Windows Server 2012, Windows 8

# Agenda

- What is Office 365
- High Availability benefits of Office 365
- Identity and service management
- Email migration options
  
- Training
  
- Security and Compliance
- Multifactor Authentication
- Message Encryption
- Data Loss Protection
- Subscription packages
- Integration with Skype for Business, SharePoint and other Office 365 services
  
- Wrap up, Evals, Door Prizes & Lunch

## What is Office 365?

# What is Office 365?



# What is Office 365?

- Office 365 is a SaaS solution and is one of several cloud solutions offered by Microsoft.
- Your connectivity to, and your use of, Office 365 and other Microsoft cloud services are flexible.
  - Subscribe to one service only or a suite of services (organization wide or per user)
  - Subscription plans offer various levels of features
  - Separate or integrate on-premises and cloud identities
  - Integrate cloud services with on-premises services (Hybrid)



# Office 365 Suites

	Business			Enterprise		
	Office 365 Business Essentials	Office 365 Business	Office 365 Business Premium	Office 365 Enterprise E1	Office 365 ProPlus	Office 365 Enterprise E3
	\$5.00	\$8.25	\$12.50	\$8.00	\$12.00	\$20.00
	user/month	user/month	user/month	user/month	user/month	user/month
	annual commitment					
<b>User maximum:</b>	300	300	300	Unlimited	Unlimited	Unlimited
<b>Full, installed Office applications:</b> Word, Excel, PowerPoint, Outlook, Publisher <sup>1</sup> , and OneNote <sup>1</sup> on up to 5 PCs or Macs		●	●		● (plus Access <sup>1</sup> )	● (plus Access <sup>1</sup> )
<b>Office for tablets:</b> Office on Windows tablets and iPad®		●	●		●	●
<b>Office for smartphones:</b> view and edit Office docs on the go <sup>2</sup>		●	●		●	●
<b>Office Online:</b> Word, Excel, PowerPoint, and more	●	●	●	●	●	●
<b>File storage and sharing</b> with 1 TB storage/user	●	●	●	●	coming soon	●
<b>Business-class email<sup>3</sup></b> , calendar, and contacts with a 50 GB inbox	●		●	●		●
<b>Unlimited online meetings</b> and HD video conferencing. Includes Lync app <sup>4</sup>	●		●	●		●
<b>Intranet site for your teams</b> with customizable security settings	●		●	●		●



# Office 365 Suites

	Business			Enterprise		
	Office 365 Business Essentials	Office 365 Business	Office 365 Business Premium	Office 365 Enterprise E1	Office 365 ProPlus	Office 365 Enterprise E3
	\$5.00 user/month	\$8.25 user/month	\$12.50 user/month	\$8.00 user/month	\$12.00 user/month	\$20.00 user/month
	annual commitment					
<b>Social networking:</b> help employees collaborate across departments and locations	●		●	●		●
<b>Corporate Video Portal</b> for uploading and sharing your corporate videos across the company <sup>3</sup>				●		●
<b>Personalized Search and Discovery</b> across Office 365 using the Office Graph				●		●
<b>Enterprise Management of Apps:</b> Group Policy, Telemetry, Shared Computer Activation					●	●
<b>Self-service Business Intelligence:</b> discover, analyze, and visualize data in Excel					●	●
<b>Compliance and Information Protection:</b> Legal Hold, Rights Management and Data Loss Prevention for email and files						●
<b>eDiscovery Center:</b> tools to support compliance						●



**Note – Enterprise E5 is now available**

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# Exchange Online Plans

	Exchange Online Plan 1	Exchange Online Plan 2
	\$4.00 <small>user/month</small> annual commitment	\$8.00 <small>user/month</small> annual commitment
<b>Large mailboxes</b> Each user gets 50 GB of mailbox storage and can send messages up to 25 MB in size.	✓	✓
<b>Outlook support</b> Users can connect supported versions of Outlook to Exchange Online, so they can use the rich client application they already know.	✓	✓
<b>Web-based access</b> For web-client access, Outlook Web App provides a premium browser-based experience that matches the look and feel of the full Outlook client.	✓	✓
<b>Mobility</b> Mobile access is available from all phones that can receive email, including Windows Phone, iPhone®, Android, and Blackberry devices.	✓	✓
<b>Shared calendar and contacts</b> Users can compare calendars to schedule meetings and can access collaboration features, including shared calendars, groups, the global address list, external contacts, tasks, conference rooms, and delegation capabilities.	✓	✓
<b>Apps for Outlook</b> Users can spend less time switching between apps with an extension model that allows third-party web applications easy plug-in access for both Outlook and Outlook Web App.	✓	✓

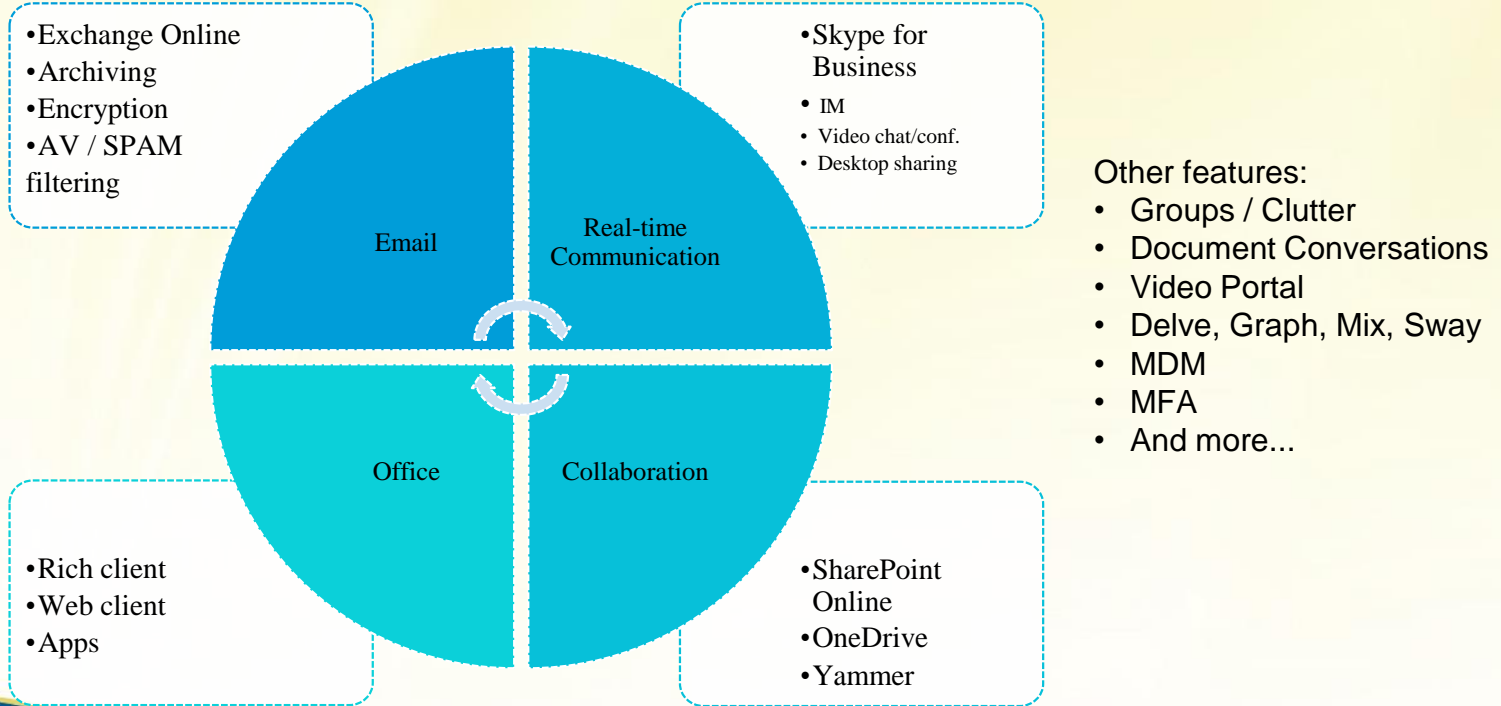


# Exchange Online Plans

	Exchange Online Plan 1	Exchange Online Plan 2
	\$4.00 <small>user/month</small> annual commitment	\$8.00 <small>user/month</small> annual commitment
<b>Security</b> Every mailbox is protected with premier anti-malware and anti-spam protection via Exchange Online Protection.	✓	✓
<b>In-Place Archive</b> Reduce inbox clutter by automatically moving old messages to an In-Place Archive.	✓	✓
<b>In-Place Hold</b> Use In-Place Hold to preserve deleted and edited mailbox items from users' primary mailboxes and In-Place Archives.		✓
<b>Unlimited storage</b> Take advantage of unlimited storage (50 GB of storage in the user's primary mailbox, plus unlimited storage in the user's In-Place Archive).		✓
<b>Hosted voicemail</b> Take advantage of hosted Unified Messaging services that provide call answering, a dial-in user interface, and company automated attendant capabilities.		✓
<b>Data loss prevention (DLP)</b> Control sensitive business data with built-in DLP policies based on regulatory standards such as PII and PCI, which help to identify, monitor, and protect sensitive data through deep content analysis.		✓



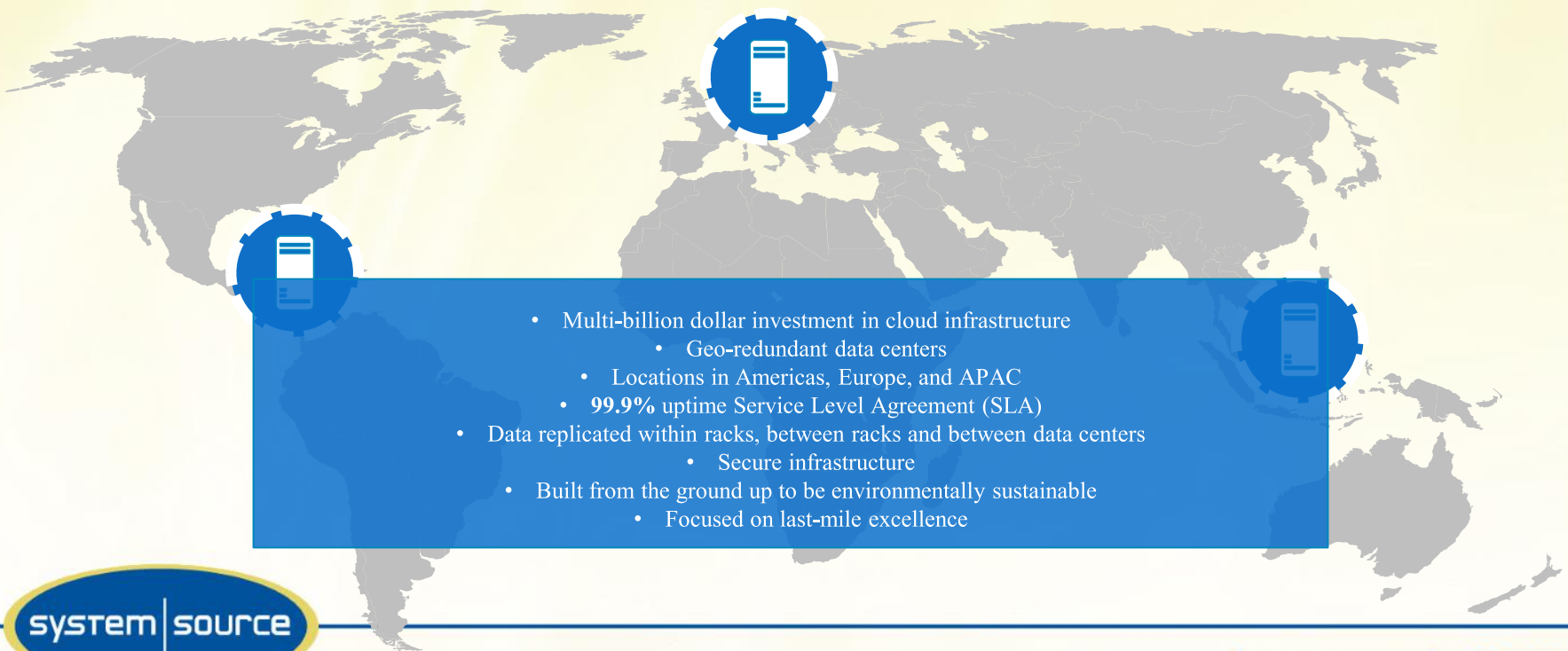
# What is Office 365?



## High Availability benefits of Office 365










# World-Class Data Centers

- 
- Multi-billion dollar investment in cloud infrastructure
    - Geo-redundant data centers
    - Locations in Americas, Europe, and APAC
    - **99.9%** uptime Service Level Agreement (SLA)
  - Data replicated within racks, between racks and between data centers
    - Secure infrastructure
  - Built from the ground up to be environmentally sustainable
    - Focused on last-mile excellence

# Service security– defense in depth

A risk-based, multi-dimensional approach to safeguarding services and data

SECURITY MANAGEMENT	
	DATA
	USER
	APPLICATION
	HOST
	INTERNAL NETWORK
	NETWORK PERIMETER
	FACILITY

Threat and vulnerability management, monitoring, and response

Access control and monitoring, file/data integrity

Account management, training and awareness, screening

Secure engineering (SDL), access control and monitoring, anti-malware

Access control and monitoring, anti-malware, patch and configuration management

Dual-factor authentication, intrusion detection, vulnerability scanning

Edge routers, intrusion detection, vulnerability scanning

Physical controls, video surveillance, access control

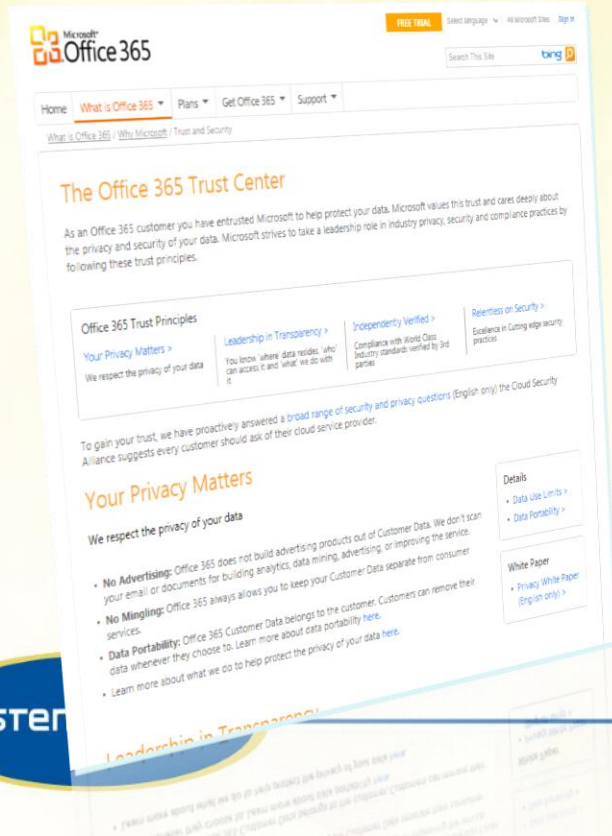


# Compliance

Certification	Audience	Office 365
ISO 27001	All customers	Available
EU Safe Harbor	EU customers	Available
SSAE 16 (Statement on standards for Attestation Engagement) SOC 1 (Type I & Type II) compliance	Primarily US customers	Available
FISMA	US Government	Available
HIPAA/BAA	All Customers	Available
EU Model Clauses	EU Customers	Available
Data Processing Agreement	All Customers	Available
FERPA	EDU Customers	Available



# Office 365 Trust Center



Clear messaging with plain English

Details for security experts

Links videos, whitepapers

<http://trust.office365.com>

# Cloud Considerations

- Long term data retention
  - Exchange deleted items are retained for 30 days but can be configured for a longer period (24,855 days).
  - Permanently deleted emails can only be recovered within 14 days.
  - Consider Journaling and/or backup solutions.
- Internet access becomes more critical. Recommend multiple vendors.

# Identity and Service Management

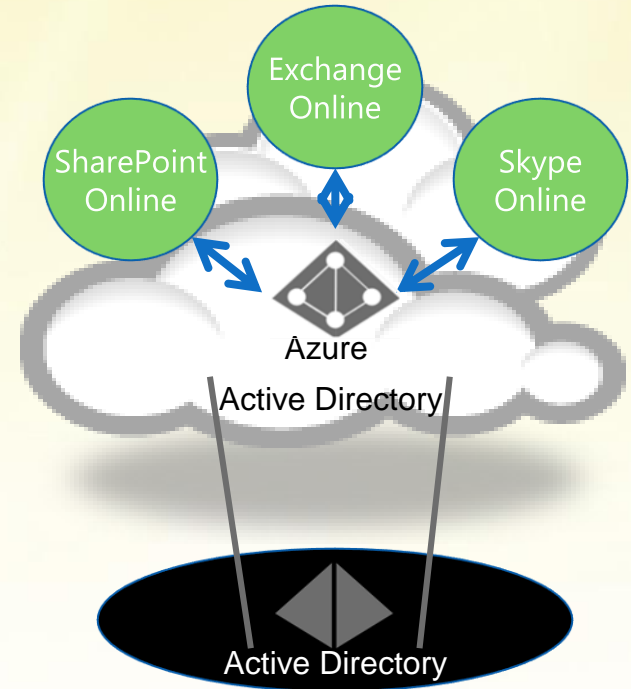


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# Where are your Office 365 Identities?

## Microsoft Azure Active Directory

- Azure Active Directory (Azure AD) is Microsoft's multi-tenant cloud based directory and identity management service.
- Azure AD also includes a full suite\* of identity management capabilities including:
  - Multi-factor authentication
  - Device registration
  - Self-service password management
  - Self-service group management
  - Privileged account management
  - Role based access control
  - Application usage monitoring
  - Rich auditing and security monitoring and alerting.



# Azure AD Features

- Every paid subscription to Office 365 comes with a free subscription to Azure Active Directory.
- To activate this subscription and access the Azure management portal directly, you have to complete a one-time registration process.
- You can use Azure AD to manage your apps and to create and manage user and group accounts independent of Office 365.

		FREE	BASIC	PREMIUM
Common Features	Directory Objects <sup>1</sup>	500,000 Object Limit	No Object Limit	No Object Limit
	User/Group Management (add/update/delete)/ User-based provisioning, Device registration	✓	✓	✓
	Single Sign-On (SSO)	10 apps per user <sup>6</sup> (pre-integrated SaaS and developer-integrated apps)	10 apps per user <sup>6</sup> (free tier + Application proxy apps)	No Limit (free, Basic tiers +Self-Service App Integration templates <sup>5</sup> )
	Self-Service Password Change for cloud users	✓	✓	✓
	Connect (Sync engine that extends on-premises directories to Azure Active Directory)	✓	✓	✓
	Security/Usage Reports	3 Basic Reports	3 Basic Reports	Advanced Reports
Premium + Basic Features	Group-based access management/provisioning		✓	✓
	Self-Service Password Reset for cloud users		✓	✓
	Company Branding (Logon Pages/Access Panel customization)		✓	✓
	Application Proxy		✓	✓
	SLA		✓	✓
Premium Features	Self-Service Group and app Management/Self-Service application additions/ Dynamic Groups			✓
	Self-Service Password Reset/Change/Unlock with on-premises writeback			✓
	Multi-Factor Authentication (Cloud and On-premises (MFA Server))	... <sup>3</sup>	... <sup>3</sup>	✓
	Microsoft Identity Manager user CAL <sup>4</sup>			✓
	Cloud App Discovery			✓
	Connect Health			✓
	Automatic password rollover for group accounts			✓
	Azure Active Directory Join – Windows 10 only features			
	Join a device to Azure AD, Desktop SSO, Microsoft Passport for Azure AD, Administrator Bitlocker recovery	✓	✓	✓
	MDM auto-enrolment, Self-Service Bitlocker recovery, Additional local administrators to Windows 10 devices via Azure AD Join			✓

# Identity Management with Office 365

Cloud identity



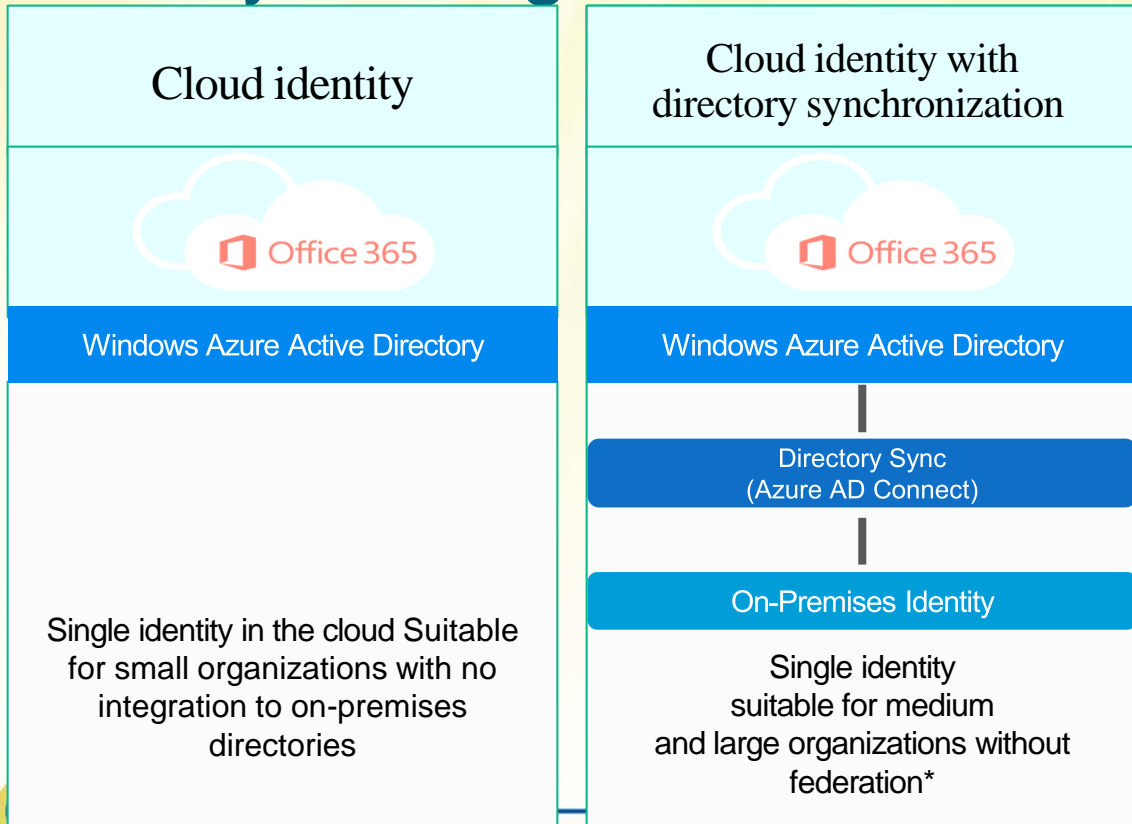
Windows Azure Active Directory

Single identity in the cloud Suitable for small organizations with no integration to on-premises directories

A screenshot of the Office 365 Admin center interface. The top navigation bar shows "Office 365" and "Admin center preview". The left sidebar contains navigation options: Home, Users (expanded), Active users, Contacts, Deleted users, Data migration, Groups, and Resources. The main content area displays "Home > Active users" with a table of active users. The table has columns for "Display name" and "User name". There are buttons for "+ Add a user" and "More" with a dropdown arrow. A "Filters" section shows "All users" selected. A search box is also present.

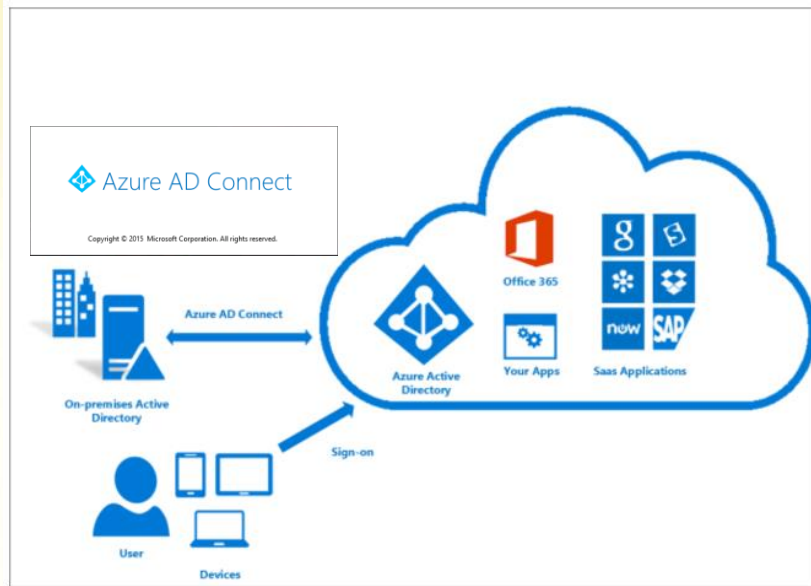
	Display name ^	User name
<input type="checkbox"/>	Alan Steiner	alans@CIECOM880791.onmicrosoft.com
<input type="checkbox"/>	Alicia Thomber	aliciat@CIECOM880791.onmicrosoft.com
<input type="checkbox"/>	Allie Bellew	allieb@CIECOM880791.onmicrosoft.com
<input type="checkbox"/>	Amy Alberts	amya@CIECOM880791.onmicrosoft.com
<input type="checkbox"/>	Anne Weiler	annew@CIECOM880791.onmicrosoft.com
<input type="checkbox"/>	Carlos Grilo	carlosg@CIECOM880791.onmicrosoft.com
<input type="checkbox"/>	Christa Geller	christag@CIECOM880791.onmicrosoft.com
<input type="checkbox"/>	CIE Administrator	admin@CIECOM880791.onmicrosoft.com

# Identity Management with Office 365

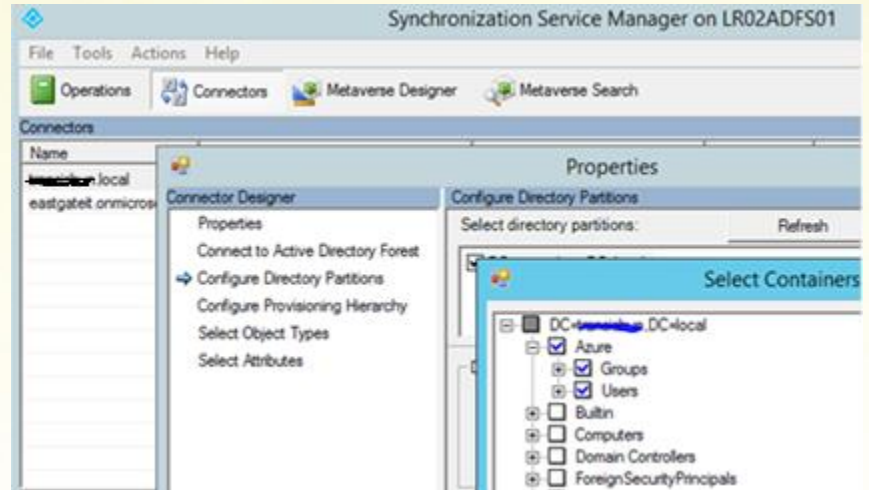




# Directory Synchronization



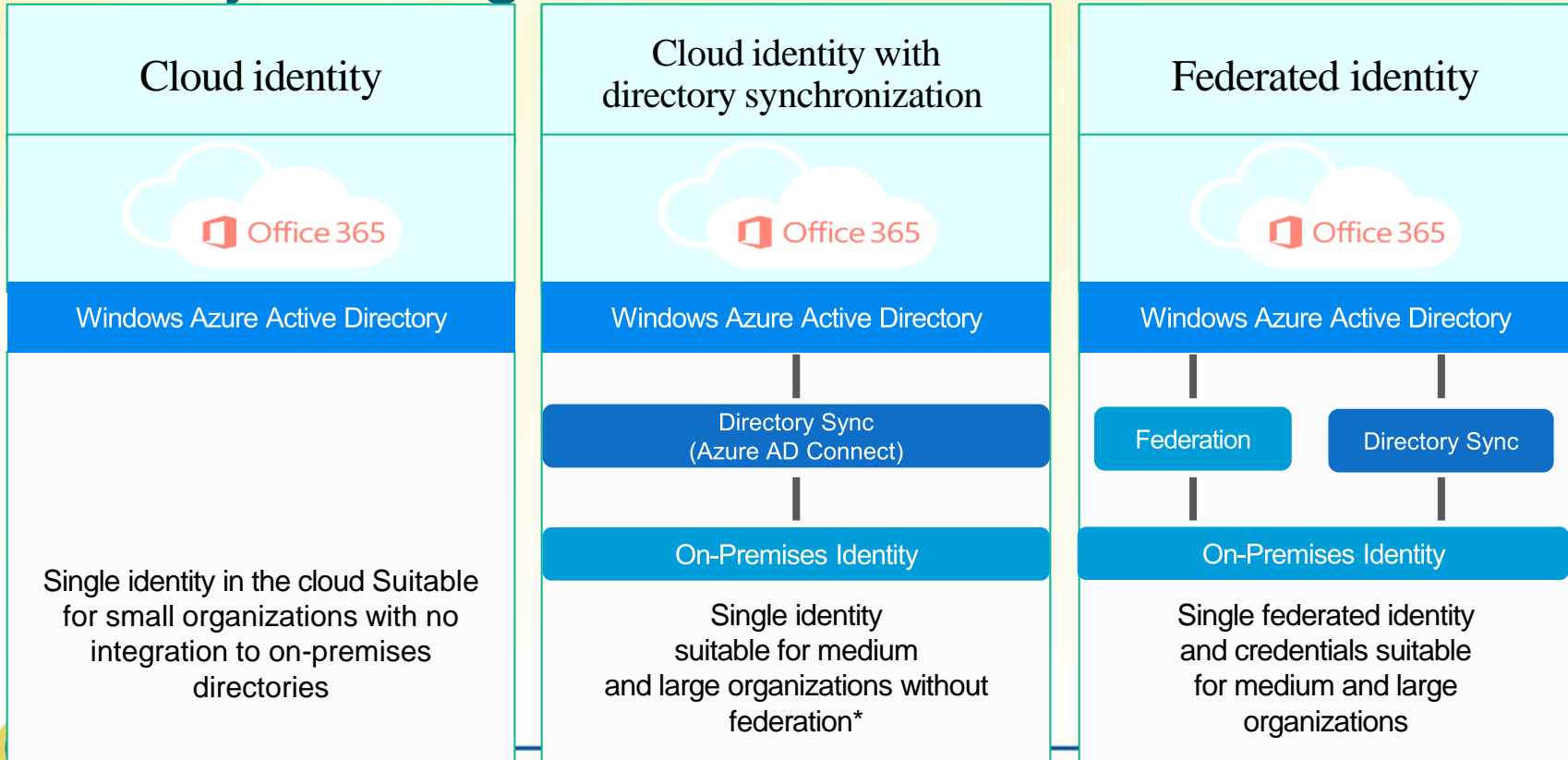
- Install on a Windows 2008 R2 / 2012 R2 server
- Configure OUs to synchronize
- Optional – Configure attribute filtering



# Directory Synchronization Considerations

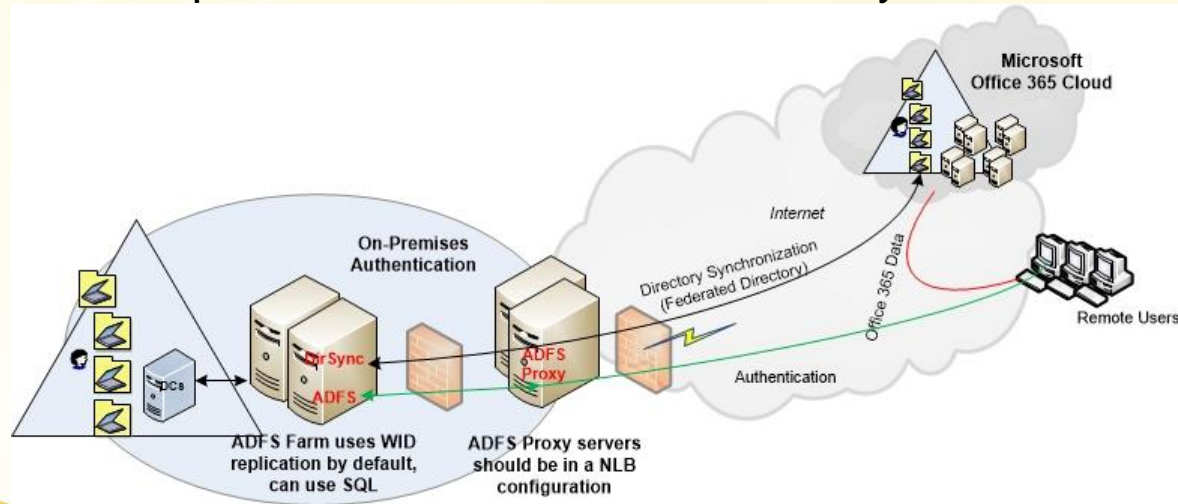
- Microsoft requires an Exchange server on-premises to manage Exchange attributes
- Password synchronization requires password changes to occur in Active Directory (unless a Premium Azure AD license is purchased)
- Account management is done on-premises for most settings

# Identity Management with Office 365



# ADFS Implementation

- Multiple ADFS Servers and Proxy (Web Application Proxy)
- WID Replication and NLB for redundancy



# ADFS Implementation

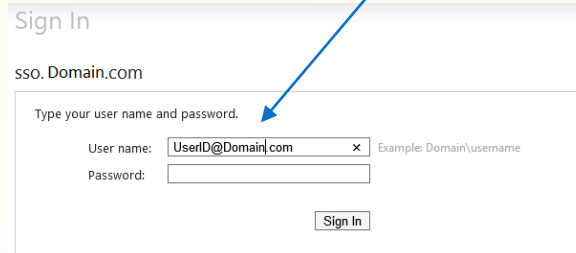
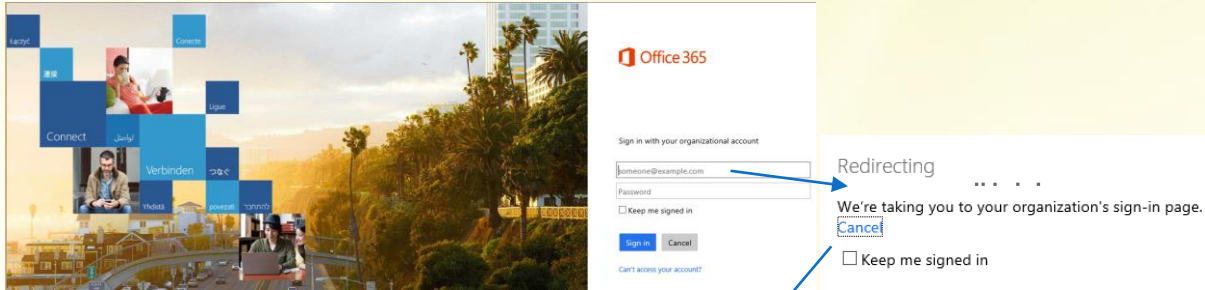
- Install the ADFS service (recommend creating a farm)
  - Requires an SSL certificate
  - Configuration sets up the trust

The image displays three overlapping screenshots from the Windows Server installation wizard:

- Top Left:** "Add Roles and Features Wizard" - "Select server roles" screen. The "Active Directory Federation Services" checkbox is selected under the "Roles" section.
- Top Right:** "Active Directory Federation Services Configuration Wizard" - "Welcome" screen. It lists prerequisites: "An Active Directory domain administrator account" and "A publicly trusted certificate for SSL server authentication".
- Bottom Right:** "SSL Certificate" configuration screen. It includes fields for "Federation Service Name" (with an example: *fs.contoso.com*) and "Federation Service Display Name" (with an example: *Contoso Corporation*).

# ADFS Implementation

- Users are redirected to the ADFS server for authentication  
Portal.microsoftonline.com



# Federated Identity Considerations

- Microsoft requires an Exchange server on-premises to manage Exchange attributes
- All authentication and password resets occur on-premises. If the on-premises AD is not available the Office 365 resources will not be available.
  - Consider a fault tolerant design for your ADFS servers

# Office 365 Admin Console

https://login.microsoftonline.com/your-tenant-id/oauth2-redirecturl

The screenshot displays the Office 365 Admin Console interface. On the left is a dark navigation menu with the following items: Home, Users, Groups, Resources, Billing, Support, Settings, Reports, Health, and Admin centers. The main content area features a search bar at the top with the text "Search users, groups, settings or tasks". Below the search bar is a prominent red warning box that reads: "Oh no! Your Office 365 setup is incomplete. Get someone to help you." This warning includes a "Go to setup" button and three progress indicators for "Select domain", "Add users", and "Setup DNS". The dashboard is organized into several sections: "Users" (with options to add, delete, edit, or reset passwords), "Billing" (showing a total balance of none), "Office software" (with options to install, share links, or troubleshoot), "Message center" (listing recent updates from April 2016), "Service health" (showing the status of Exchange Online), "Reports" (with a link to active users), and "Support" (with options for new service requests or viewing existing ones). A legend at the bottom right identifies the colors used for Exchange (blue), Skype (pink), and Yammer (yellow).





## Demo – Office 365 Management / Monitoring



# Email Migration Options

# Mailbox Migration Options

Migration option	Source messaging system	Comments	Can keep mailboxes on-premises?
Cutover migration	Exchange 2016, Exchange 2013 Exchange 2010, Exchange 2007 Exchange 2003	Supports up to 2000 mailboxes; best for 150 or fewer.	No
Staged migration	Exchange 2007 Exchange 2003	Requires directory synchronization. Recommended if more than 150 mailboxes.	Yes
Hybrid	Exchange 2016 Exchange 2013 Exchange 2010	Requires directory synchronization. Provides seamless functionality across environments.	Yes
IMAP	Exchange 2000 Server or previous versions; non-Exchange messaging systems	Does not move calendar items or tasks. 500,000 item maximum.	Yes
Office 365 Import Service	Available if mail is saved in PST format. You can ship the files or upload them over the network.	If you have more than 10TB of data, shipping the drives is faster than uploading it over the network.	Yes
Third-party	For example: Lotus Notes, Novell Groupwise.	Consult your Microsoft partner for migration options.	No

More information can be found here  
[http://technet.microsoft.com/en-us/library/jj863291\(v=exchg.150\).aspx](http://technet.microsoft.com/en-us/library/jj863291(v=exchg.150).aspx)

# Microsoft Migration Tools

## Exchange admin center

dashboard

recipients

permissions

compliance management

organization

protection

advanced threats

mail flow

mobile

public folders

unified messaging

hybrid

mailboxes groups resources contacts shared migration

Click to view the status for all current migration batches. [Status f](#)



Migrate to Exchange Online

Migrate from Exchange Online



STATU

new migration batch

Select a migration type

The migration type to use depends on your existing email system, how many mailboxes you want to migrate, and whether you plan to maintain some mailboxes in your on-premises organization or migrate them all to the cloud. You'll also want to consider how long the migration will take and whether user identity will be managed in your on-premises organization or in Office 365.

[Learn more](#)

- Remote move migration (supported by Exchange Server 2010 and later versions)
- Staged migration (supported by Exchange Server 2003 and Exchange Server 2007 only)
- Cutover migration (supported by Exchange Server 2003 and later versions)
- IMAP migration (supported by Exchange and other email systems)

Select this if you're planning an Exchange hybrid deployment with mailboxes both on-premises and in Exchange Online. If you plan to migrate all mailboxes to Exchange Online over a long period of time, this migration type lets you use hybrid deployment features during migration. After the migration, user identity will still be managed in your on-premises organization. You have to use this type of migration to migrate more than 2,000 Exchange 2010 or Exchange 2013 mailboxes.

[Learn more](#)

Next

Cancel

# Cutover

## ▪ Features and Benefits

- **Simple and quick** migration solution
- **High-fidelity** solution – all mailbox content is migrated
- Typically best suited to **small and medium** organizations
- Users are **provisioned automatically** during migration
- Works with **Exchange 2003 and newer**
- Works with **on-premises or hosted** Exchange systems
- Identity management in the cloud (at least initially)
- On-premises migration tool is **not** required

## ▪ Requirements and Limitations

- **Up to 2000 mailboxes** in source system (Recommended for <150 mailboxes)
- **Outlook Anywhere** service on source system (must have SSL cert issued by a public CA)
- Migration Account with **Full Access** or **Receive-As** permissions to all
- **Azure AD Connct** tool **disabled** in O365 tenant
- **SMTP domains** configured in O365 tenant

# Cutover

- **Accounts Provisioning**

- Migration creates users, mailboxes, DLs and contacts
- Migration enables replies to migrated messages (i.e. provision process brings over the Legacy DNs)

- **Passwords**

- No access to **passwords from source directory so New passwords** created for all users
- A link to download passwords is sent to **admin**
- Users must **change password** on their first login

- **User Experience**

- Admin needs to **distribute new passwords** to users
- **Users create their new Outlook profile** using O365 username and new passwords (Autodiscover)
- All mail is downloaded from the Office 365 mailbox (i.e. the **OST** file must be recreated)

# MigrationWiz by BitTitan

- A third party tool that can perform cutover migrations for mailboxes and Public Folders
- Allows Directory Synchronization to be configured
- Works with preexisting Office 365 accounts
- Enhanced data and folder filtering
- Bandwidth throttling
- Enhanced reporting
- Approximately \$12 per mailbox

# Staged

- Features and Benefits
  - **Simple and flexible** migration solution
  - **High-fidelity** solution – all mailbox content is migrated
  - Typically best suited to **medium and large** organizations
  - Users are provisioned with **Azure AD Connect** prior to migration
  - **No limit** on the **number of mailboxes**, users can be migrated in **batches**
  - Works with **Exchange 2003 and 2007 only**, **on-premises or hosted**
  - Identity management on-premises
- Requirements and Limitations
  - **Outlook Anywhere** service on source system (must have SSL cert issued by a public CA)
  - Migration Account with **Full Access** or **Receive-As** permissions to all mailboxes
  - **Azure AD Connect** tool **enabled** in O365 tenant
  - **SMTP domain(s)** configured in O365 tenant
  - An on-premises Exchange Server must remain post-migration for management



# Staged

- **Accounts Provisioning**

- For every on-premises mailbox to be migrated there needs to be a MEU or Mailbox in O365
- Migration tool relies on Azure AD Connect to do provisioning

- **Passwords**

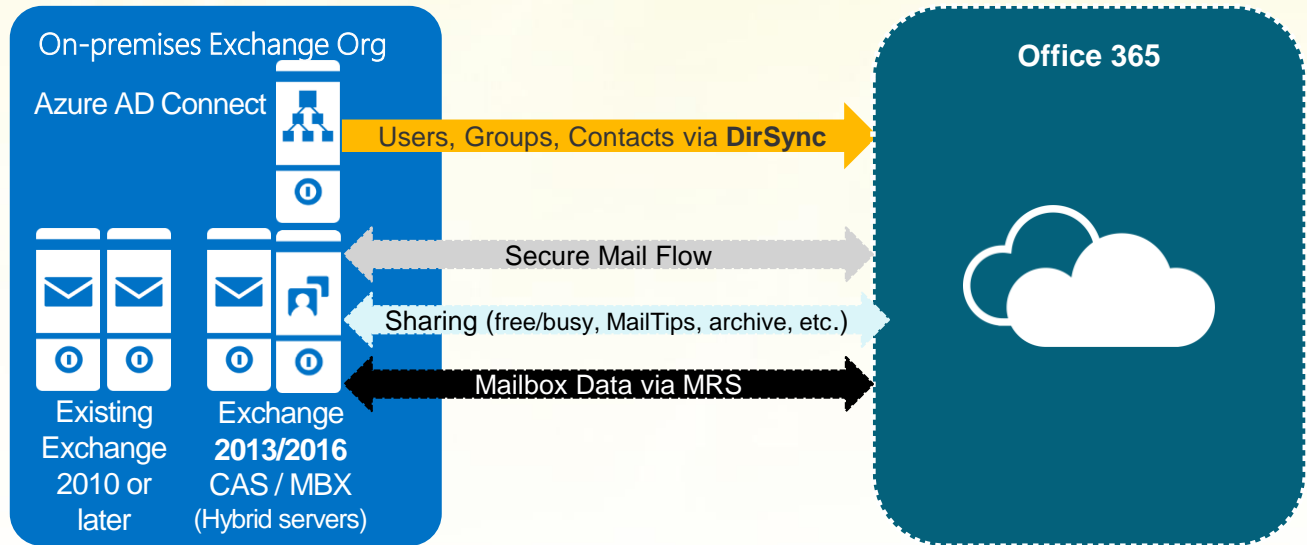
- Target mailbox **passwords must be specified** for all the users
- Administrators can force users to **change passwords** on first login

- **User Experience**

- Admin needs to **distribute new passwords** to users
- **Users create their new Outlook profile** using O365 username and new passwords (Autodiscover)
- All mail is downloaded from the Office 365 mailbox (i.e. the **OST** file must be recreated)

# Exchange 2013/2016 Hybrid – Architecture

- Hybrid servers to host connectors to O365
- Hybrid servers control mail flow to/from the two sites (OWA, SMTP, etc)
- Hybrid servers need to remain post-migration for management



# Hybrid Coexistence Feature Comparison

Feature	Simple	Hybrid
Mail routing between on-premises and cloud (recipients on either side)	●	●
Mail routing with shared namespace (if desired) on both sides	●	●
Unified GAL	●	●
Free/Busy and calendar sharing cross-premises		●
Out of Office understands that cross-premises is "internal" to the organization		●
Mailtips, messaging tracking, and mailbox search work cross-premises		●
OWA redirection cross-premise (single OWA URL for both on-premises and cloud)		●
Single tool to manage cross-premises Exchange functions (including migrations)		●
Mailbox moves support both onboarding and offboarding		●
No outlook reconfiguration or OST resync required after mailbox migration		●
Preserve <u>auth</u> header (ensure internal email is not spam, resolve against GAL, etc.)		●
Centralized mail flow , ensures that all email routes inbound/outbound via on-prem		●

# Hybrid Mailbox Moves

- Mailbox migrations can go to/from Exchange online
- User's current Outlook profile is updated with the Exchange Online server name via Autodiscover.
- Offline files (OST files) do not have to be recreated.

## User Experience

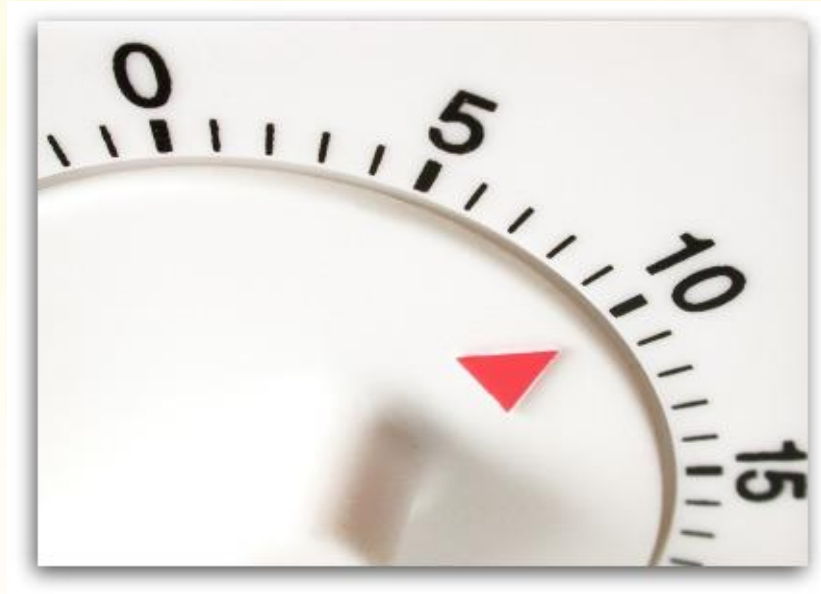
Depending on the Outlook version, users may be unaware of the migration. Outlook will update when the migration is completed. Best experience with Outlook 2013 or better.

The screenshot shows the Exchange Admin Center (EAC) interface. The top navigation bar includes "Enterprise Office 365" and "Henrik Walther". The "Exchange admin center" title is circled in red. The left sidebar contains various management categories, with "recipients" selected and "mailboxes" highlighted by a red arrow. The main content area displays a table of mailboxes with columns for "DISPLAY NAME", "MAILBOX TYPE", and "EMAIL ADDRESS". Three mailboxes are selected and highlighted with a red box: David Simpson, Deanna Meyer, and Denise Smith. On the right side, a context menu is open, showing options like "Address Book Policy", "Retention Policy", "Role Assignment Policy", "Sharing Policy", "Move Mailbox", "To Exchange Online", and "To another database". A red arrow points to the "To Exchange Online" option.

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
David Bradley	User	DBradley@clouduser.dk
David Campbell	User	DCampbell@clouduser.dk
David Hamilton	User	DHamilton@clouduser.dk
David Hodgson	User	DHodgson@clouduser.dk
David Jaffe	User	DJaffe@clouduser.dk
David Johnson	User	DJohnson@clouduser.dk
David Ostia	User	DOstia@clouduser.dk
David Simpson	User	DSimpson@clouduser.dk
Deanna Meyer	User	DMeyer@clouduser.dk
Denise Smith	User	DSmith@clouduser.dk
Derek Orahim	User	DOrahim@clouduser.dk
Derek Stenerson	User	DStenerson@clouduser.dk
Diane Tibbott	User	DTibbott@clouduser.dk
Don Funk	User	DFunk@clouduser.dk
Don Hall	User	DHall@clouduser.dk
Doris Hartwig	User	DHartwig@clouduser.dk

**Questions?**

# Break



# Manufacturer Authorized Training Insures Learning Content Matches Software

## Microsoft Partner

Silver Learning  
Silver Midmarket Solution Provider  
Silver Hosting  
Silver Datacenter  
Silver Cloud Productivity  
Silver Small and Midmarket Cloud Solutions

Offering the most Microsoft Official courses in Maryland –  
Accepting Software Assurance Training Vouchers!



100% of Baltimore area VMware training in our classrooms



100% of Baltimore area Oracle training in our classrooms



All courses offered locally and online



the one source for IT & AV

# eLearning



**6K+**  
CUSTOMERS

6,000 +  
Customers



Deep  
Content



Tailored  
Programs

**19+**  
MILLION

19 Million +  
Learners



Customer  
Support Teams



# Your Teams – Local and Remote

## Expert Instructors

Consistently **19 percentage points higher** than national average for Microsoft Certified Trainers

## Tailored Curriculum

Combine chapters from multiple courses  
Add company specific content  
Develop hands-on labs using your data

## Organizational Focus and Insight

Specific to your culture and objectives

## Convenient Training

Small or large groups, in one location or many

# Your Teams – Local and Remote

## **Offsite Locations**

Distraction-free learning

Instructor Led Training (ILT)

Live Virtual Training (LVT)

*Attend our ILT sessions from home or work.*

## **Flexible Scheduling and Delivery Formats**

Project Based Training (PBT)

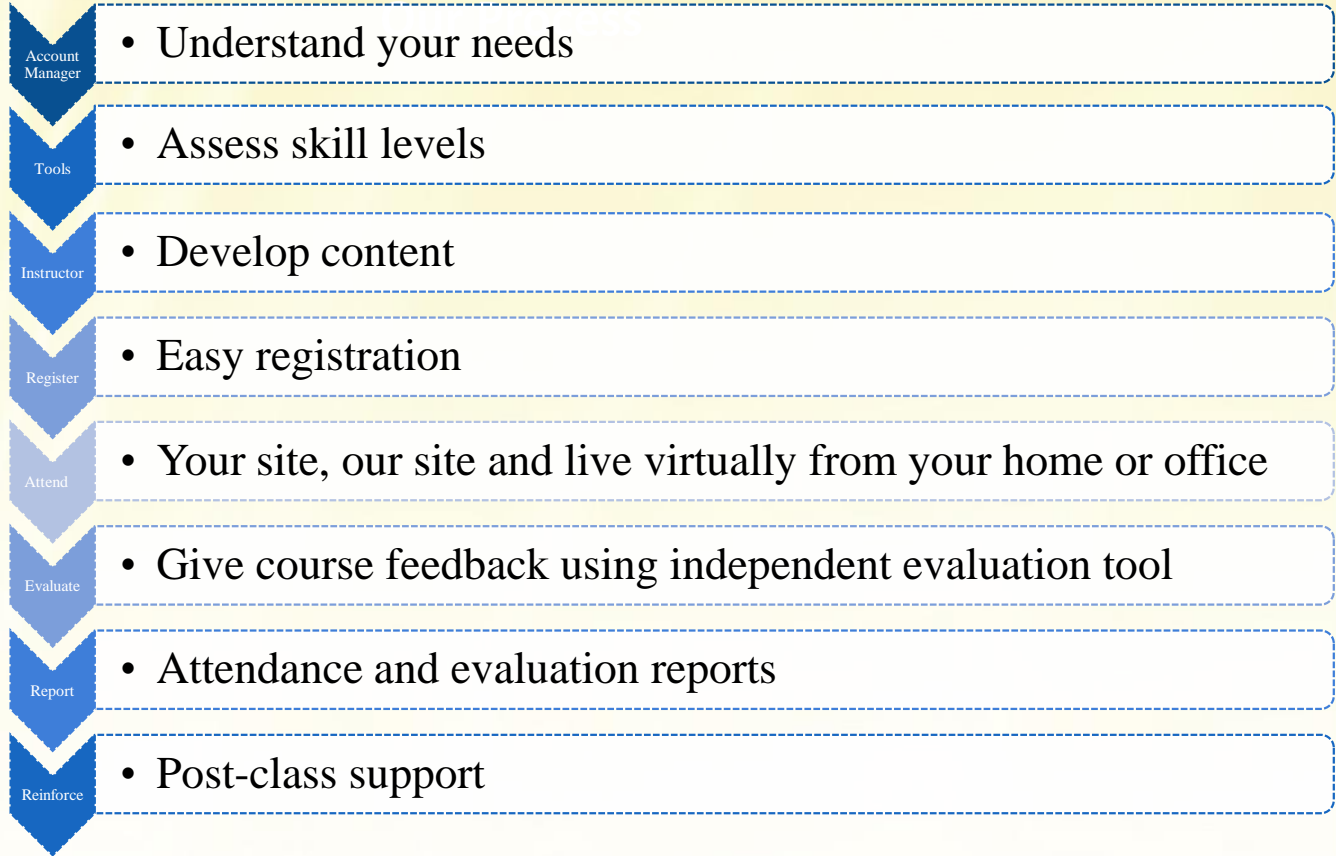
Informal Coaching

Dual monitors display digital curriculum and labs simultaneously

Mobile Curriculum and Classrooms

Integration of Video

# Our Process



# Customized Training Curriculum

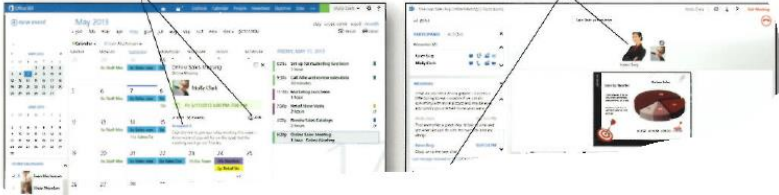
## Microsoft Office 365™

### Getting Started

The power of the cloud comes to life in Microsoft Office 365, the suite that lets you go, 365 days of the year. Use full versions of all your favorite Office programs even when you don't have the Office Suite installed by streaming them in your browser. Pair this with powerful collaboration tools like OneDrive, available through SharePoint team sites, valuable storage space with SkyDrive Pro, high-definition video conferencing with Microsoft Lync, and top-of-the-line management tools, and you have the power to customize specifically for your business needs.

**Track Your Agenda:** Your email, calendar, and contacts come together in one place with Outlook Web App. Click **Calendar** on the Navigation bar to access everything you need to plan your day, including links right in the browser to respond to meeting requests or join an online meeting.

**Meet Anywhere, Anytime:** Use Lync to conduct online meetings easily. You can share a desktop, preview and comment on PowerPoint presentations, share OneNote Notebooks, and more. Run meetings via instant messaging, high-definition video conferencing, quality audio, or all three.

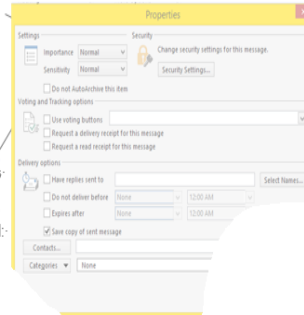


## Outlook 2016 - Advanced

## Quick-Reference-Card

### Message Settings, Properties, and Options

Importance Levels  
 Delivery Options  
 Control how a message is delivered



Delivery Options  
 Control how a message is delivered

Sensitivity Levels  
 Access to recipients sensitive information is that is communicated

### Signatures

#### Create a New Signature

1. On the Home tab, click New E-mail.
2. Click the Message tab, in the Include group, click Signature, and then click Signatures.
3. On the E-mail Signature tab, click New. Type a name for the signature, and then click OK.
4. In the Edit signature box, type the text that you want to include in the signature. To format the text, select the text, and then click the appropriate formatting options.
5. To save the signature, click Save.

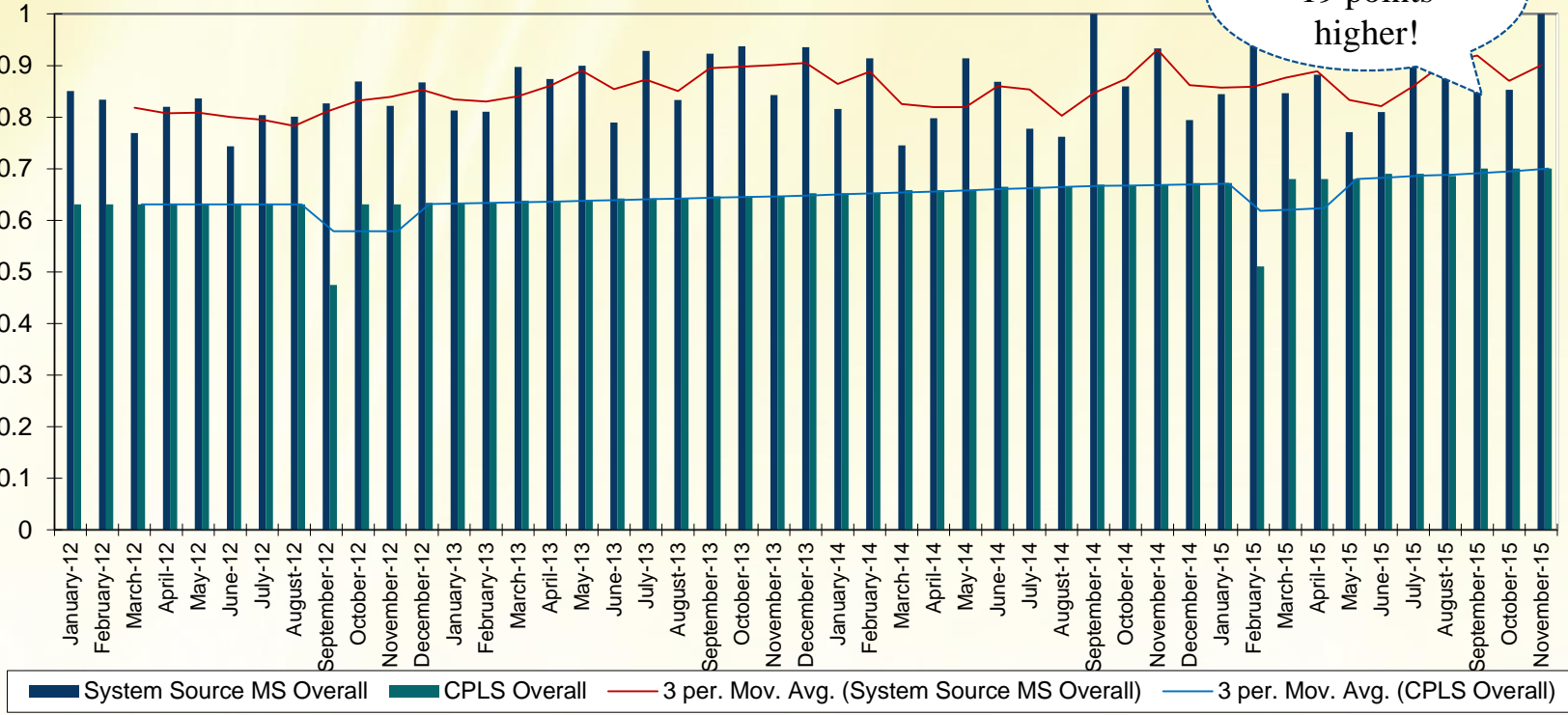
## Training plans customized for each audience in your organization

Management	Corporate/ Development	Accounting	Topics
3.5	6.17	5	Teaching Time in Hours
5	5	5	Introduction to SharePoint 2010
			Navigating a SharePoint Site
5	5	5	Navigating the Home Page and the SharePoint Site
			Navigating the Site Content Tree
			Navigating the Ribbon Interface
			Browsing Lists on a SharePoint Site
			Browsing Document Libraries
5	5	5	Using the Recycle Bin
			Working with Lists
30	40	40	Discovering Default Lists in a Site
			Adding and Editing List Items
			Deleting and Restoring a List Item
			Attaching Files to List Items
			Sorting and Filtering a List
X			Setting up Alerts
			Working with Libraries
35	45	35	Creating a New Document
			SCAN Documents
			\$: DRIVE
			Editing Documents
			Adding Documents
X		X	Co-authoring
5	5	5	Creating a Picture Library and Adding Pictures
10	15	15	Checking Documents In and Out
	10	10	Working with Version History - Major
10			Working with Version History - Major/Minor
X	10	10	Using Alerts
5	5	5	Deleting and Restoring Documents
			Working with List Settings
X	15	X	Configuring Content Approval and Versioning



# System Source Learning Center Instructor Top Box Graph

Consistently  
19 points  
higher!



# Microsoft Office 365 training

Gain the skills needed to set up and manage Microsoft Office 365 for your organization.



## Associate level: Office 365

### Title

Managing Office 365 Identities and Requirements

Enabling Office 365 Services

### Training

346

346

### Exam

346

347

Successfully complete these exams and you'll earn a Microsoft Certified Solutions Associate: Office 365 certification.

Course Name	Length
MS20346C Managing Office 365 Identities and Services	5 Days
MS20347 Enabling and Managing Office 365	5 Days
Microsoft Office 365: Web Apps (with Skype for Business)	1 Day

# Microsoft Office 2016 and 365 Private Courses

**Any one-day Access, Excel, Word, PowerPoint, Outlook or Office 365  
Web Apps course:**

**Only \$143 per student for a class of 10  
Save \$153-\$258 per student**

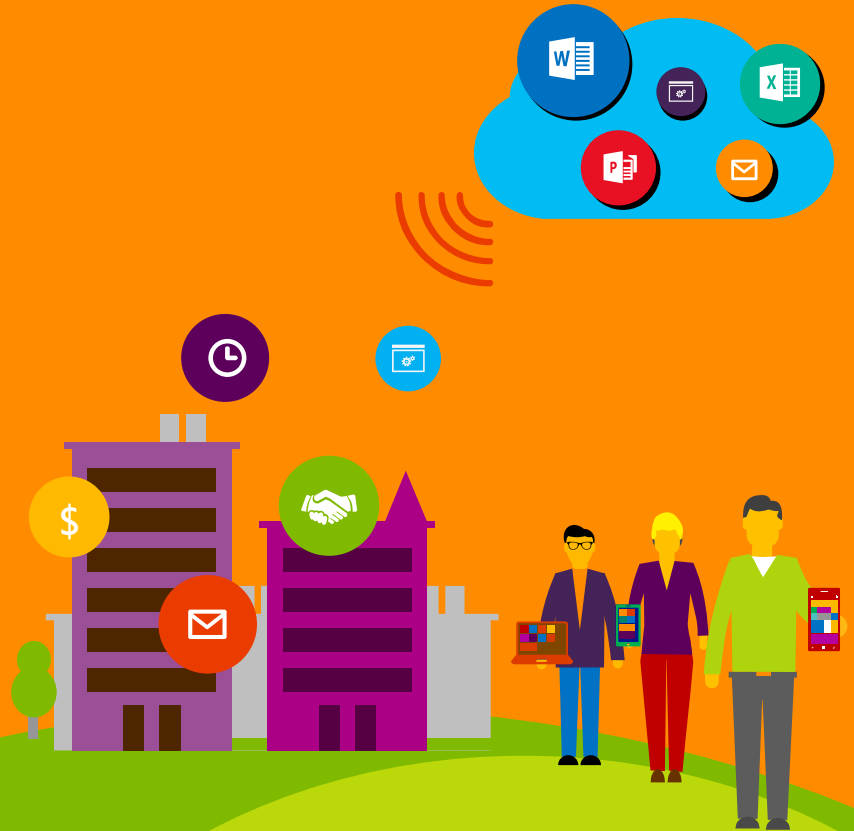
**Reserve your dates by 6/30 to secure discounted pricing!**





# What's New in Office 2016

**Steve Deming**  
**Microsoft**  
**Partner Technology Strategist**  
[sdeming@Microsoft.com](mailto:sdeming@Microsoft.com)



# Demo

## **Office 365**

- Data Loss Prevention
- Encryption
- Compliance
- Multifactor Authentication
- eDiscovery

# PLAN COMPARISON

		Business <sup>1</sup>			Enterprise <sup>2</sup>					
		Business	Business Essentials	Business Premium	ProPlus	K1	E1	E3	E4	E5
	Estimated retail price per user per month \$USD (with annual commitment)	\$8.25	\$5	\$12.5	\$12	\$4	\$8	\$20	\$22	\$35
Standard Services	Install Office on up to 5 PCs/Macs + 5 tablets + 5 smartphones per user	Business <sup>3</sup>		Business <sup>3</sup>	ProPlus <sup>4</sup>			ProPlus <sup>4</sup>	ProPlus <sup>4</sup>	ProPlus <sup>4</sup>
	Access to Office apps and documents from all major smartphones and iPad	●		●	●			●	●	●
	OneDrive for Business – 1 TB personal online document storage	●	●	●	●		●	●	●	●
	Office Online – Create/view/edit rights for online versions of core Office apps for collaborating on documents	●	●	●	●	●	●	●	●	●
	Sway for Office 365 <sup>5</sup>	●	●	●	●	●	●	●	●	●
	Sites - team collaboration & internal portals (SharePoint)		●	●		●	●	●	●	●
	Private social networking (Yammer)		●	●		●	●	●	●	●
	Email - 50 GB email, contacts, shared calendars (Exchange)		●	●		Kiosk (2GB)	●	●	●	●
	Meetings & communications - Web conferencing, IM, video, presence (Skype for Business)		●	●			●	●	●	●
Advanced Services	On-premises Active Directory synchronization for single sign on	●	●	●	●	●	●	●	●	●
	Mobile Device Management (MDM) for Office 365 <sup>6</sup>	●	●	●	●	●	●	●	●	●
	Access to equivalent on-premises server workloads (Exchange Server, SharePoint Server, Skype for Business Server)						●	●	●	●
	Upcoming services: Office 365 Video						●	●	●	●
	Legal compliance & archiving needs for email – archiving, eDiscovery, mailbox hold							●	●	●
	Information protection – message encryption, rights management, data loss prevention							●	●	●
	Enterprise Voice w/Skype for Business (on-prem only) <sup>7</sup>								●	●
	Equivio Analytics for eDiscovery, Secure Attachments and URLs, Access Control									●
	End User and Organizational Analytics									●
Cloud PBX									●	
PSTN Conferencing									●	

See speaker notes section for footnotes:



Microsoft

**Evaluations  
Door Prizes  
Lunch!**

**THANK YOU!**

