Office 365

AN In2IT'S SMART GUIDE FOR MIGRATION TO OFFICE 365

WHITE PAPER

Copyright © In2IT Technologies (2018)
CONTENTS

INTRODUCTION.......................................................................................................................... 03

MS OFFICE BENEFITS AT A GLANCE..................................................................................... 04

PRE-MIGRATION ASSESSMENT............................................................................................... 05

OPTIMIZING ACTIVE DIRECTORY HYBRID MIGRATION...................................................... 06

GET READY AND MOVE........................................................................................................ 07

SECURITY & COMPLIANCE...................................................................................................... 09

HOW IN2IT CAN HELP............................................................................................................ 11

CONCLUSION.......................................................................................................................... 12
INTRODUCTION

According to a report by Windows Central, adoption of Microsoft Office 365 components has witnessed exponential growth. According to the report below are some amazing facts.

HARD FACTS

- More than 60 million commercial customers run Office 365
- Each month over 50,000 small business customers are added to Office 365
- Till date more than 4 trillion emails have been sent using Office 365

POPULAR FEATURES

- Desktop applications
- Mobile apps
- Email
- File storage and sharing
- Video collaboration tools

Office 365 enables business users to create, edit and share data from Windows/ Mac, iOS and Android devices.

As of today multiple organizations have moved from a traditional on-premise Microsoft Office environment to that of Microsoft Azure Cloud, providing anywhere and anytime access to users to their data and business applications.

This whitepaper will guide to prepare for and execute migration.
MICROSOFT OFFICE 365 BENEFITS AT A GLANCE

- Popular Microsoft applications like SharePoint, Exchange and Skype for Business online.
- Allows anywhere access to storage and applications through mobile devices.
- 1 TB storage, sharing and business-class email with unlimited mailboxes for Enterprise SKUs.
- For user management easy integration with Azure Active Directory.
- Gain access to business enablement tools without upfront investment.
- Move capital expense to monthly operating expense.
- Ability to quickly add additional licenses and increase storage capability.
- Ease ongoing maintenance and eliminate massive version upgrades.
- Software updates, patches and other upgrades happen in the background.
- Guaranteed 99.9 percent uptime, financially backed SLAs from Microsoft, 24/7 phone support for critical issues.
Pre-Migration Assessment

Data in files in third-party archives or local, offline PST files.

Client versions and configurations.

Network settings (*DNS hosts, proxy and/or firewall configuration, internet connectivity*).

File storage locations (*file shares, intranet file storage*).

Online meeting and Instant Messaging systems that you plan to migrate.

Additional third-party applications that are integrated with existing systems and have integrated workflows, particularly common in a Lotus Notes environment.

The pre-migration assessment includes an inventory of:

User accounts (*login names, email addresses*).

Size of mailboxes.
OPTIMIZING ACTIVE DIRECTORY FOR HYBRID DEPLOYMENT

To gain a successful migration a thorough assessment is required that will act as an important information and guide. The assessment acts as the authoritative source for authentication and authorization requests to Office 365. AD remains an on-premise user account database that syncs with Azure Active Directory for Office 365 in most deployment scenarios. IT professionals will create a copy of AD for the cloud, which enables single-sign on for cloud resources. To facilitate a smooth synchronization, IT professionals should:

- Normalize AD as much as possible to resize the number of forests, domains and security boundaries
- To ensure audit changes create a clean delegation structure in both on-premise and on-cloud AD
- To make all of your objects are under a single OU or a nested OU structure consolidate and clean up organizational units,
- Implement a strategy for provisioning and deprovisioning users

To enable synchronization, Microsoft developed Azure AD Connect, a management tool to sync passwords, identities, users, groups and corresponding attributes from on-premise AD to Azure AD. Azure AD replaces other Active Directory management tools including DirSync and Azure AD Sync.

In2IT Tip

If you have users outside of the USA especially in the European Union which have strict regulations to ensure data is stored in a cloud that is physically located in the same country the data originated. A simple fix is to configure location objects in AD for users affected by the regulation.

VARIOUS POSSIBLE HYBRID DEPLOYMENTS USING OFFICE 365?

The most common hybrid deployment is about synching between on premise and cloud-based Azure AD. It might also make sense in some cases to have a hybrid Exchange environment with few users on Office 365 and others in a traditional deployment. However, most Office 365 applications are intended to be deployed in the cloud.
Migrations are disruptive and fraught with risk despite the fact that Office 365 and on-premise deployment of Microsoft provide the same experience and end user functionality. Considering that many IT professionals’ day is spent troubleshooting end user issues, it’s critical that a migration runs smoothly. After the assessment and optimization of current environment with a careful AD consolidation, it’s time to migrate keeping in mind the end users’ impact.

**VISUALIZING THE MIGRATION PROCESS**

Plan a migration for end users: Identify the end user who will be migrated with a timeline while communicating the same to the end users. It is important to establish the strategy although it is logical reason for a user migration strategy may vary. It may depend on objectives like the most or least complex requirement to be migrated first, location of users, groups of users such as teams, etc. These are the logical but much often forgotten steps.

Establish co-existence: Both the on-premise and Office 365 directory need to sync to enable communication and collaboration between the source and target users. This step takes time and is critical as all users typically won’t migrate at simultaneously.

Migrate: After timeline for user migration, synch user accounts move from the on-premise Active Directory to the Azure AD. Next, it’s the email and calendars that move to the targets. With the proper assessments and configuration work, the actual migration will run smoother, ideally eliminating any mid-migration errors.

Enable Access to Application: Having understood which additional applications each user may need simply configure application settings to enable access.

**In2IT Tip**

Don’t forget about the ever important Murphy’s Law – Anything that can go wrong, will go wrong. Expect at least a few glitches in data or account transfer. Configuring co-existence and setting retention policies for backup and recovery enables IT pros to simply roll back to a source directory while determining why the migration may not have happened.
As security remains one of the biggest challenge to disseminate cloud deployment, Office 365 is in focus of the executive teams. Unlike a dedicated security team, it is the responsibility of every desktop and server IT professional for most enterprises security of the Microsoft infrastructure. As a result, many IT professionals find themselves in the learn security best practices on the go

**Some basic security to be taken into account through Office 365 migration:**

**Pre-Migration:**
Identify and correct security loopholes during the assessment phase and work to consolidate the Active Directory environment. More secured the on-premise Active Directory deployment, better secured is the cloud-based Active Directory deployment.

**On-Migration:**
Ensuring the integrity of data in transit is a critical security concern during actual migration. Most migrations happen via Microsoft web services – a HTTPS encrypted connection. Companies can trust the physical data transfer since Microsoft has made

---

**Post Migration:**
Immediately after migration we need to ensure if all data transfer from source to target went without data being corrupt, change or a loss. To put your mind at peace it is best to run a data audit. In a post-migration phase ongoing security and compliance looks more like a security and compliance for an on premise Microsoft deployment. For IT Teams it critical to determine who has access to which resources, if policies are in line with end user requirements and whether Active Directory can be audited. You cannot put yourself in a vulnerable position by making resources available to unauthorized resources.

---

**In2IT Tip**

While Microsoft has very thorough SLAs related to security in place for Office 365, the platform has experienced some downtime in the past. It’s likely an outage, regardless of how brief, will happen again. There are processes in place to enable customers to restore data, but it could take some time. Consider a solution or configure Active Directory for rapid object restore.
For most end users the transition to Office 365 is seamless and the user experience is same for Office on-premise and in the cloud. However, the common misconception among IT professionals is that a cloud deployment might mean less management which is not true since daily end user management remains the same in both the situation.

Tasks associated with Active Directory auditing, enabling and disabling accounts and ongoing disaster recovery and restore of AD objects is paramount. Ongoing license management is also important as your company don’t want to pay for more Office 365 licenses than they need.

It’s not surprising that very few Office 365 migration projects at mid- to large enterprises are recommended by the IT department. General IT management and volume of end user troubleshooting likely won’t change. However, consider the ways Office 365 can make your job easier:

- With business growth elimination of server maintenance or new cumbersome infrastructure installs takes place
- Since Office 365 provides instance access to upgrades and patches as soon as they are available once can avoid the process of platforms upgrades
- If your security and compliance policies aren’t air tight gaining access to robust backup and data loss prevention from Microsoft becomes critical

Coupled with a host of end user collaboration tools that make the task of getting business done easier and the cost savings IT can deliver to the company’s bottom line, IT professionals are largely pleased with the outcome.
One of the best ways to ensure a successful migration to Office 365 is to find the right partner and select the most appropriate tools to help facilitate the transition. In2IT Technologies has a world-class network of consultants, experts and partners who have accomplished substantial number of migration and consolidation projects, as well an end-to-end portfolio of solutions that will simplify Active Directory consolidation and Office 365 migration. In2IT helps you efficiently secure and manage your new environment into the future.

With nearly a decade of Microsoft platform migration experience, In2IT has developed a proven methodology to ensure successful migrations. It is built on the following key pillars:

**Get Ready** — Minimize risk of migration with detailed pre-migration assessments that analyze the current state of environment. It helps in determining what should be moved and what not, ensuring a successful, worry-free migration. You can also consolidate or restructure your Active Directory environment before the migration to properly prepare for Office 365.

**Act** — With a zero impact migration reduce the risk of data loss and minimize the impact on both users and IT.

**Coexist** — Maintain business productivity with seamless coexistence between end users on legacy on premise environments and Office 365 or hybrid environments.

**In control** — Stay in control of your new messaging and collaboration environment with security, compliance auditing, reporting, backup and recovery of your Office 365 or hybrid environment.
A serious consideration of costs, security & privacy, and the need of a knowledgeable service provider is required while migration to the cloud. And Office 365 migration provides a cost effective solution for communications and file access, whether in a disaster situation or for daily use.

While there is resistance by most business decision makers to migrate to Office 365 based on the facts of loss of revenue by legacy providers and fear of low prestige by IT departments, however, there is no dispute that it provides significant cost savings and improved security and productivity.

The remarkable business benefits and enterprise-grade security strengthens your confidence to move to the cloud. However, the service provider needs to be selected keeping in mind who have extensive cloud business focus, as well as substantial years of on-premise support experience. There is no obligation and hardly any risk to start an Office 365 free trial for 30 days to learn more. You may convert your trial into a paid subscription if you wish after 30 days.