



Microsoft Office 365 Managed Services



Exchange
Administration



SharePoint
Online Administration



Teams
Administration



OneDrive
Management



Security Validation
and Alerts



Permission and
Delegation

Focus on Your Business and Free Up IT Resources with Managed Services

Microsoft Office 365 is essential for your business, but supporting the technology can be a drain on valuable IT resources. Spyglass MTG is the solution - we can provide support for all of your O365 needs through a combination of any or all of the following services:

Exchange Administration

- Creating region-specific new subscription
- Managing the invoice bills and payment of Subscription Plans
- Managing service request
- Configuring and Managing custom domains and DNS records
- Managing password lifecycle periods
- User Provisioning and Deprovisioning
- Reusable Scripts - custom reusable PowerShell scripts to generate reports as needed
- Automated provisioning of Office 365 Groups
- Managing Mail flow
- Creating/Deleting DL, Office 365 Security Groups
- Adding, removing and managing contacts

Teams Administration

- Team creation, archive and deletion
- User and device management
- Managing meeting policies
- Managing messaging policies
- Generating analytics & reports
- Organizational wide access management
- Monitoring call quality
- Meeting location configuration
- Managing windows desktop client

SharePoint Online Administration

- Automated provisioning of Sites
- Provisioning and Deprovisioning of users
- Managing Site Permissions
- Site Retention policy and Archival Policy
- Setting up governance policy for SharePoint Site
- Creating custom list, form and taxonomy meta- data
- Compliance Management and Notifications
- Data Migration
- Managing external sharing of site

OneDrive Management

- Setting up governance policy
- Manage sharing of documents and synchronization
- Storage Maintenance and Device Access Provisioning
- Compliance Management and Notifications
- Data Migration



Security Validation and Alerts

- Retaining log files and periodic monitoring of log files to identify errors and vulnerability
- Real-time automated alerts to identify security breaches to the Administrators
- Setting up compliance policies to reduce security breaches
- Audit reports based on the log information
- Mailbox Archive with Retention Policy
- Eliminate the primary mailbox quota
- Data Governance
- Monitoring and notifying service alert notifications
- Service health monitoring
- Configuring and Customizing Malware
- Connection and Spam filters & Notifications
- Threat and report management
- Managing eDiscovery and Content Search

Permission and Delegation

- Assigning/delegating the mailbox permissions
- Sharing mailboxes among the users in subscriptions
- Delegate Calendar Permission
- Delegate Office 365 Admin Permission through Admin Roles
- Managing RBAC and assigning permission to users and groups

Cloud Solution Provider (CSP)

As a Cloud Solution Provider for licensing of all your Microsoft cloud products, Spyglass can help you design and execute the cloud solution that works best for your organization.



Delivering Local Expertise Focused on Microsoft Technology

Spyglass MTG uses proven integration methodologies and expert consultants to build and deploy Microsoft solutions leveraging Microsoft 365 (Office 365, Windows 10, and EM&S), Azure, and Data/AI. No matter what part of your journey you are on, from initial design through implementation, upgrade and maintenance, we can help pave your way. Whether you are looking to leverage Office 365 applications like SharePoint, Teams, Exchange, Power BI, or PowerApps, Azure solutions for Data/AI or Modern Applications, or upgrade to Windows 10, Spyglass can help. With regional relationships, knowledge, and local resources at the ready, let us be your one-stop shop for all Microsoft services. We're here to help your business succeed.



Gold Application Development
Gold Cloud Platform
Gold Cloud Productivity
Gold Collaboration and Content