



Microsoft Office 365 QuickStart

Spyglass can help you move to the cloud with confidence.

Office 365 is the subscription-based SaaS service from Microsoft that includes familiar and trusted Office applications and services for communication and collaboration. Now you can bring the latest and greatest communication and collaboration tools to your business while meeting IT needs for robust security, 24/7 reliability, and user productivity.

Key Office 365 Benefits:

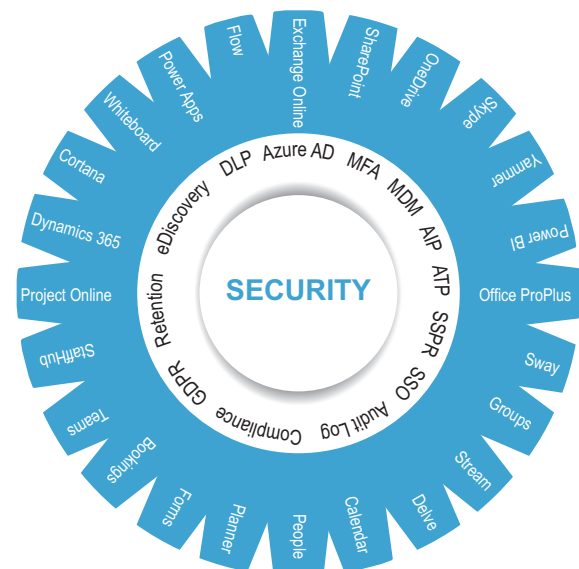
- **Anywhere**-access to email, documents, contacts, and calendars **from any device**
- Work seamlessly with **the latest versions of Microsoft Office** and other programs your users already count on every day
- Business-class features including, **guaranteed 99.9% uptime**, georedundancy, and disaster recovery
- Provides for Enterprise class security, compliance, and auditing while letting IT focus on more strategic tasks
- Secure collaboration with leading industry compliance
- Software and services that are automatically updated allowing IT to focus on more strategic tasks

This Spyglass engagement is designed to help customers understand the capabilities of Office 365, determine the customer readiness and establish the plan for adoption of Office 365 services and which services make sense for them. Spyglass can serve as your trusted advisor and guide you through the options and process of moving your business forward with Office 365.

Highlights of the Microsoft Office 365 QuickStart engagement include:

Business Value

- Help you to understand and experience the benefits and capabilities of Office 365
- Establish a trial Office 365 tenant environment to allow you to familiarize your team and key users with its capabilities
- Assess your current desktop, networking, authentication, email, and messaging infrastructure to determine the appropriate Office 365 migration path
- Determine what aspects of Office 365 make sense for your organization
- Discuss and recommend the licensing options and facilitate procuring and setting up the licenses
- Understand the security needs of your organization and recommend Authentication and Identity flow that meets and scales with the organization
- Determine a timeline for moving to Office 365 including stages of deployment/migration



Project Scope

- **Education** - Review the various components of Office365 to understand their benefits to your business. Learn about Azure Active Directory (AAD), identity synchronization, and single sign on scenarios
- **Assessment** – Assess both client devices (desktop, tablet and mobile) and services infrastructure to determine readiness for migration to Office 365
- **Demo Environment** – Provision an initial trial demo to introduce a few key users to the Office 365 experience in a pilot mode
- **Hands-On Experience** – Assist the key users of the trial to get started using the Office 365 pilot
- **Recommendations** – Next steps after the trial phase, remediation actions to be taken before a full deployment, a suggested migration path to full deployment
- **Roadmap** – More detail in regard to vision and scoping for planning out O365 rollout and adoption (Optional)

Deliverables

- Summary of Engagement
- Office 365 trial demo set up with new users provisioned
- Assessment Report of existing systems and readiness for migration to Office 365 along with next steps for remediation of any roadblocks
- High-level Implementation / Migration Strategy and Plan

Duration

- 1.5 - 3 weeks depending on the road mapping, which includes education, assessment, planning, determining next steps and 2-3 days to establish the initial tenant and users.



About Spyglass Solutions

Spyglass Microsoft Technology Group uses proven integration methodologies and expert consultants to build and deploy Microsoft solutions leveraging SharePoint, Azure, Custom Application Development, and Office 365. With regional relationships, knowledge, and local resources at the ready, we're here to help your business succeed.

The Next Conversation

Let's have an energized conversation about your options and the process of moving your business forward with Microsoft Office 365. Let's get started.



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