

Moving your Data to Microsoft 365

Take your business to the next level with Microsoft 365; innovative Office apps, intelligent cloud services, and world-class security in one place.

Length: 8 days

Workshop Agenda

Day 1: Setting the Scene

Understanding your current environment including services and applications, and defining what success looks like in your organisation from a Cloud services perspective.

Day 2: Knowing What's Possible

Exploring Microsoft 365 applications & services, and how this functionality can support organisational security, productivity & scalability.

Day 3: Getting Started with SharePoint

Discussing core functionality and defining required Microsoft 365 structure & permission(s).

Day 4 - 6: Creating an Initial Structure

Utilising Microsoft Teams, SharePoint and OneDrive, (Example SharePoint: Home Site with up to 4 department sites with lists and document libraries).

Day 7: Training your Microsoft 365 Power-users

Up to 4 hours of training to ensure your assigned power-user(s) understand key functionality and system operation.

Day 8: Creating your Microsoft 365 Cloud Roadmap

Utilising the above to create your actionable roadmap for moving to the cloud with Microsoft 365, including all required mail and data migration activity.

Gold
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