SharePoint QuickStart
Your next step into the Cloud

//eacs
MAKING IT WORK

Carbon
Neutral
Organisation

Background

Many of **eacs**' clients have adopted Office 365 licensing to initially migrate their email into Exchange Online, providing greater resilience, security and ease of access to email for their staff.

Typically the next step in this cloud journey is the adoption of SharePoint Online for file storage and collaboration, but due to the highly flexible configuration permutations and options, many IT teams are unsure how best to start this project to gain the most benefit to the business without jeopardising future capabilities.
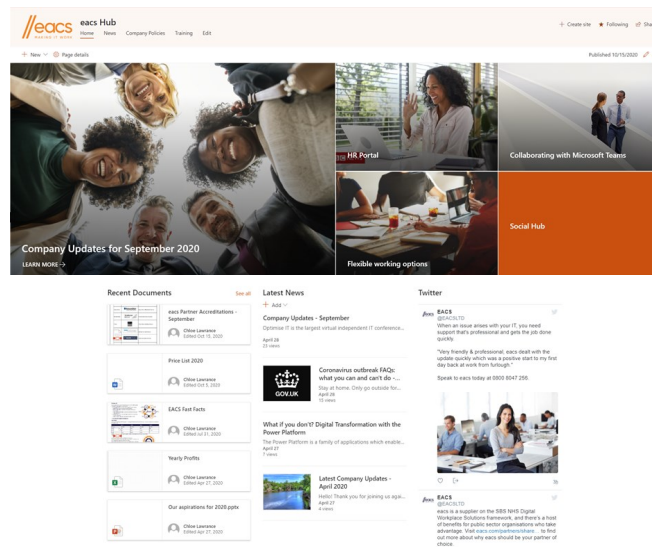
That is where the **eacs** SharePoint QuickStart service can help.

What are the benefits?

- Simple, modern access to IT resources from anywhere
- Scalable monthly costs based on staff numbers
- Maximise value of existing cloud licensing to reduce on-going infrastructure costs
- A modern Intranet Hub Site
- Content metadata for simple organisation of your data
- Recommended security configuration included
- A Company Policy & Training document library
- End user Training on using the SharePoint Hub site
- Cloud backup solution (optional)

What is SharePoint Online?

SharePoint Online is a mobile-friendly, user-friendly web-based application for Intranet (internal internet) and cloud document storage solutions, which make communication and collaboration simple and effective.
SharePoint Online includes many great security features to guarantee your data is safe and secure, as well as providing document versioning control to ensure compliance policies are adhered to.

There is plenty of flexibility when storing your documents in SharePoint Online, meaning your data can be easily searched, filtered, and viewed in multiple ways to ensure your staff's unique needs are met.
Additionally, SharePoint gives you a centralised location to create and communicate visually appealing information across the business.

What is SharePoint QuickStart?

Following a number of years working with our clients to understand their initial SharePoint requirements we have noticed a common theme with the majority of the projects we have worked on; the requirements generally are as follows:

- A branded central area for company news and information
- Access to company resources, such as HR forms and benefits information
- Access to external links such as payroll and expense applications.
- A clear document library structure which is easy to navigate
- Training to ensure administrators and staff can make the most out of SharePoint

eacs has developed SharePoint QuickStart to provide this initial configuration, to provide a foundation for the business to quickly start benefitting from SharePoint and associated technologies.

What's Included?

Intranet Hub Site

A corporate-branded Intranet Hub, the perfect centralised location to allow your staff to access corporate documents and news, personalised views such as recently accessed documents, as well as easy navigation to your favourite online resources such as your HR and expenses portal.

Two Document Libraries

To demonstrate what's possible; two document libraries to store and categorise your corporate documents, enabling your staff to easily search, filter, and sort to surface the information they need.

A Company Policy document library to store your documents such as processes, guides, and company information.

A Training document library, to store your help guides for new employee onboarding, health and safety, and induction files.

Security Configuration

A review of your current SharePoint security settings and adjusting these to follow industry best practice and your business requirements.

Training

End user training on how to make the most out of your new SharePoint Hub site.

Cloud Backup (optional)

A backup for Office 365 is highly recommended to protect data migrated into the cloud, by backing up a copy of your data to an alternate location.
Our SaaS2Cloud backup tool is cost-effectively priced on a per-user basis and includes the backup services and AWS storage of your backup data.

Prerequisites

- Existing O365 Tenant
- Identity management pre-configured (AADConnect/ADFS/Azure AD)
- Full Global Admin access to the tenant
- Company logo and branding colours
- Office 365 or Microsoft 365 subscription

eacs is the expert in the delivery of IT services to the mid market. It is an award winning and trusted provider of IT solutions and managed services to a wide range of UK organisations of all sizes.

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Gold Small and Midmarket Cloud Solutions
Gold Collaboration and Content
Gold Enterprise Mobility Management
Gold Datacenter

- **ISO 27001 -** Certified Information Security Management System
- **ISO 37001 -** Certified Anti-bribery Management System
- **ISO 45001 -** Certified Occupational Health & Safety System
- **ISO 9001 -** Certified Quality Management System
- **ISO 14001 -** Certified Environmental Management System
- **ISO 22301-** Certified Business Continuity
- **Cyber Essentials**