



MOVE FILES TO MICROSOFT 365

MODERNISE YOUR FILE STORAGE AND COLLABORATION WITH MICROSOFT 365

Move Files to M365 is a service offering from Node4 that helps you modernise your file storage and collaboration with Microsoft 365.

You can move your files from different sources, such as file servers, network drives, or cloud storage, to SharePoint, Teams, and OneDrive, where you can access them from any device, anywhere, anytime.

You can also benefit from the advanced security and compliance features of Microsoft 365, such as encryption, multi-factor authentication, data loss prevention, and retention policies.

Node4 will work with you to design and configure your SharePoint, Teams, and OneDrive environment to match your business requirements and preferences.

We will also provide training and support for your staff and IT team on how to use and manage the new file storage and collaboration tools.

Node4 will use the best migration tools and practices to ensure a smooth and successful migration of your files, with minimal disruption and downtime. We will also provide a comprehensive solution configuration document and test plan to ensure quality and accuracy.

Key Features:

Secure and efficient migration of files from various sources to SharePoint, Teams, and OneDrive

Design and configuration of SharePoint, Teams, and OneDrive to suit your business needs and preferences

Training and support for your staff and IT team on how to use and manage the new file storage and collaboration tools

Secure Remote Access

Provide secure remote access to business data from any device

Fully managed project from a Microsoft certified, UK based team delivering class leading technical excellence

Requirements Gathering Workshop

Node4 will conduct a workshop with you to review your current file storage and collaboration environment, and to agree on how your data will be split across SharePoint, Teams, and OneDrive. We will also agree on the design and configuration of your SharePoint, Teams, and OneDrive environment, and the migration windows.

Configuration Document and Test Plan

Node4 will document the solution configuration and the test plan, detailing what is being delivered and how. The document will include the source and target locations, the migration tools, the migration schedule, and the testing criteria.

Configuration of SharePoint, Teams, and OneDrive

Node4 will build and configure your SharePoint, Teams, and OneDrive environment to receive the incoming data, according to the agreed design and configuration. We will also pre-provision OneDrive accounts for all users and configure the migration tools to migrate the data.

Migration of Shared Data

Node4 will migrate your shared data from the source locations to the target SharePoint and Teams sites, using the migration tools. We will migrate data to 10 SharePoint document libraries from up to 20 source locations, and up to 5TB of source data.

Migration of Personal Data

Node4 will migrate your personal data from the source locations to the target OneDrive accounts, using the agreed migration tools.

Training and Handover

Node4 will train your admin and IT staff on how to administer the permissions and settings of your SharePoint, Teams, and OneDrive environment. We will also hand over the environment to your operations team, with detailed documentation and guidelines for maintenance.

THE BENEFITS OF SHAREPOINT ONLINE

1. **Easy Access Anywhere:** Imagine being able to reach into your office drawer and pull out a file, no matter where you are. That's what SharePoint Online offers. You can access your documents from any device, at any time, whether you're at home, in the office, or on a tropical island.
2. **Collaboration Made Simple:** Working together on documents doesn't have to be a headache. With SharePoint Online, multiple people can work on the same document at the same time. It's like having a meeting room where everyone can share ideas simultaneously, without overwriting each other's work.
3. **No More 'Version Confusion':** Forget about having ten different versions of the same document floating around. SharePoint Online keeps everything in one place, with a clear history of changes. It's like having a personal librarian who keeps track of every edit and update.
4. **Security You Can Trust:** Keeping your documents safe is a top priority. SharePoint Online has robust security measures in place, ensuring that only the right eyes see your sensitive information. Think of it as having a bank vault for your files.
5. **Reduced IT Burden:** Say goodbye to the days of calling IT to retrieve a lost document. SharePoint Online is user-friendly and reduces the need for IT intervention, which means less waiting and more doing.
6. **Scalability for Growth:** As your business grows, so does your document library. SharePoint Online can handle it all, growing effortlessly with your company. It's like having an expandable file cabinet that never runs out of space.

By moving to SharePoint Online, you're not just transferring files; you're upgrading to a smarter, more connected, and secure way of managing your business's valuable information. It's a step into the future of workplace productivity.

