



START OUT IN MICROSOFT 365

ENABLING YOUR ORGANISATION WITH SEAMLESS COLLABORATION AND SECURITY

Start Out in M365 is a service offering from Node4 that provides a comprehensive approach to ensure you harness the full potential of Microsoft 365, setting a solid foundation for your company's future in the Microsoft cloud.

You can move existing email from any supported environment such as an on-premises Exchange server or Gmail to Exchange Online, Microsoft's class leading messaging platform.

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 new Microsoft 365 environment, ensuring that the solution is secure, and data is readily available for all of your team.

We will also provide training and support for your staff and IT team on how to use and manage the new Microsoft 365 environment.

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:

- ❖ Design and configuration of Exchange Teams, OneDrive and the associated security settings
- ❖ Secure and efficient migration of existing email data to Exchange Online
- ❖ Training and support for your staff and IT team on how to use and manage the new cloud environment
- ❖ 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 email environment, and to agree on how your data will be migrated.

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 Entra ID, MFA & Email Security

Node4 will build and configure your Microsoft 365 environment according to Microsoft best practices. Domains will be added, multi-factor authentication advanced threat protection configured.

Migration of Email Data

Node4 will migrate your email data from the source locations to Exchange Online, using the migration tools. We will migrate one domain and one mailbox per user.

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.

FURTHER BENEFITS OF MICROSOFT 365

Once the business is set up with email data in Microsoft 365, further features can be enabled in future projects.

Protect Business Data in Emails

Encrypt sensitive emails manually or via a policy. An example policy could look for the word *invoice* in the subject line and automatically encrypt the email when that's found. Control whether emails can be forwarded, printed, or viewed by non-employees.

Protect Business Data in Documents

Use Sensitivity Labels to classify the data within documents. For example, use a *Highly Confidential* label to automatically encrypt the document, apply a watermark, stop it being printed or being opened by a non-staff member. Or, use a *Confidential* label that

provides more flexibility, but if an employee left the business with copies of those documents, they would become useless the moment their Microsoft 365 account is disabled.

Next-Gen Anti-Virus

Use Threat and Vulnerability Management to provide real-time visibility and identify ways to improve your security posture. Attack Surface Reduction eliminates risky surface areas and restricts dangerous code from running. Endpoint Detection and Response monitors behaviours and attacker techniques to detect and respond to advanced attacks. Gain complete user protection across any device they're using – Windows, Mac, Linux, iOS and Android.

Defend Against Cyberthreats

Use Defender for Office 365 to filter all incoming email and analyse documents in use across the environment. Safe Links redirect traffic away from potentially harmful websites and Safe Attachments opens files in a sandbox environment prior to a user's machine. Machine learning models form contact graphs for high-profile users and decipher anomalous and good behaviour to detect impersonation attempts.

Secure Remote Access

Provide staff the flexibility to securely access business apps and data from any device at any time. Optionally, restrict the ability for Microsoft Office on a non-business machine to open company data. Allow web-access to company data from a personal device, but stop it being downloaded.

Increase Productivity and Collaboration

Standardise the version of Office being used by all staff and provide access to the latest features with Microsoft 365 Apps for Business. Install the app on up to five devices per employee and provide fully functional mobile applications.

Cloud App Discovery

Discover cloud apps in use across the business to understand the risk of Shadow IT. Understand the risk of those apps with a risk assessment automatically ran against a list of over 17,000 cloud apps. Prioritise applications to bring under the control of IT, deploy single sign-on and multi-factor authentication policies.

