

Why Migrate To Office 365



 **USER ONE**



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There is an increasing trend of moving away from traditional working environments to Office 365. Microsoft has been at the forefront of desktop technology for well over 30 years and Office 365 is currently evolving the way businesses work in the nascent digital age. Here are five of the key benefits those who have migrated to Office 365 are experiencing.

Flexible working patterns

Completing a migration to Office 365 ensures that your employees are able to access company files whilst away from the office and without the need for a VPN. Migration to the cloud ensures that staff can work anywhere they can find an internet connection. As companies attempt to negotiate the perils of globalisation, this is an ideal solution. Progressive companies seeking productivity uninhibited by geography will immediately recognise the benefits here.

Your files are located in a centralised Microsoft centre and this ensures that there is always a single data source. This means that two employees on other sides of the world can make real-time changes to a document without the hassle of back-and-forth e-mail versions.



Why Migrate to Office 365?

Your business is secure

Your business is entirely secure in the cloud. Applications in Office 365 can only be accessed through SSL/TLS encryption. This means that even if files are intercepted by an unauthorised individual, they will still be unable to read it.

Microsoft is consistently monitoring their systems for any suspicious activities and conducts security audits on a regular basis. The security team working with Office 365 ensure that users get timely anti-virus and anti-spam filtering as part of the package.

You'll stay updated

Your business will be secure, but Office 365 has another hidden benefit: instant updates on all its products. You no longer have to manually update the software, which will bring extra peace of mind as one of the main vulnerabilities in a given system is a failure to update to the newest security patches in a timely manner. Auto-updates mean that your staff will also be accessing and utilising the latest tech as soon as it becomes available, which is an excellent way to stay at the cutting edge of business productivity.

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Great storage solutions

In-house servers often have a problem with storage. This is often due to the one (or many) e-mail hoarders within a given business. Some workers do not routinely delete their emails and will keep everything in their inbox which can cause issues for in-house servers. Office 365 stores everything in the cloud, eliminating the need for back-ups unless you delete your data. Microsoft remove deleted data after 30 days, so in the event that you need to recover permanently deleted data, User One can provide a third-party back-up option.

It is entirely compliant with GDPR

It is vital that your business becomes compliant with the latest data laws. Office 365 is certified as compliant with ISO 27001 standards, it has completed both type I and type II SAS70 audits and was given the EU Safe Harbour Seal. Office 365 is at the forefront of data legality in an ever-changing world.

Office 365 is flexible

An investment in new software is a lot to think about, rather than a big upfront payment, Office 365 allows you the option of monthly billing. You can also mix and match licenses - depending on the features that are needed per person, some users may need a different package which costs less.

How to migrate to Office 365

If you feel like you want to migrate to Office 365, there are a number of different ways of achieving this. There are two main types of e-mail migrations to be aware of:

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Cutover migration

If you're running a small business, it is possible to migrate all your email accounts in one go. Cutover (or express) migration allows you to transfer up to 2000 e-mail accounts.

1. An administrator from your organisation informs staff of the planned migration and ensures domain ownership with a registrar.
2. The servers are prepared for a cutover migration and the administrator sets up empty mail-enabled groups in Office 365.
3. The administrator creates a migration endpoint by connecting the existing e-mail system to Office 365.
4. The mailboxes are migrated, and the administrator verifies the process.
5. Office 365 licences are granted to users.
6. The domain is configured, and emails are routed directly to Office 365.
7. Once routing changes are secure, the administrator deletes the cutover migration batch.
8. The administrator creates a DNS record and, if they wish, can now decommission the previous exchange server.
9. Staff members are fully briefed on how to sign in and access their new mailboxes.

For most small to medium-sized businesses, a cutover migration will be sufficient for migrating to Office 365.

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Staged migration

For businesses with over 2000 mailboxes, the process is a little more complex. With a large number of e-mail accounts to migrate it may be speedier to undertake a staged migration.

1. The administrator matches a list of users between the existing exchange and Office 365.
2. A CSV file is created containing a row for each user migrating to Office 365.
3. A staged migration batch is run using the migration dashboard. Email addresses are migrated 20 at a time.
4. Updates and error reports are sent to an administrator about e-mail accounts that could not be successfully migrated.
5. Exchange Online will then migrate all additional information, emails, calendar items, and contacts.
6. Administrators will receive a final report when this is done.
7. Administrators can verify successful migration and run auto discover.
8. Further CSV batches can be migrated, and post-configuration tasks can be undertaken.



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Factors to consider when migrating

In the interests of balance, and so you can make an informed choice about whether a migration to Office 365 is for you, consider the following aspects before making your decision.

Control of infrastructure

Office 365 is a Microsoft product that's hosted in a Microsoft data centre, and this means that they alone have access to support and maintenance. If you come across a performance issue with workflow then you'll have to get in touch with Microsoft Support. "However, Microsoft are known for their fast responses and will usually give you a call back within 5 minutes of reporting your issue. Microsoft also decides when to launch new updates and features. However, although Microsoft owns the hardware, you are the owner of your own data which is protected under GDPR and which you have full rights over.

Potential downtime

If the Microsoft data centre is hit by an asteroid or another similar event occurs, your Office 365 system will go down. While, in the past there have been small incidents affecting individual services, nothing like this has happened. Microsoft does run an SLA which states that any dip below 99.9% uptime in any given month will be compensated. However, Microsoft also have an impressive Service Level Agreement, with 24/7 technical support and a commitment to up-time.

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Adoption can be difficult

Migration can cause confusion with members of staff who are used to using a different system. Whilst there is a range of apps that can be utilised, there can be some confusion about how to effectively use the entire package. There may be a need for ongoing training within your business to help track and customise Office 365 so that you get the best from it. This may be necessary with additional updates.



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Why Migrate to Office 365?

The benefits of working with a partner like User One

Migration may be relatively simple for your business, but it could become complex and costly if you embark on it without fully understanding the implications. Different companies with unique needs will hit different pitfalls and problems. Being forewarned about the challenges you may face means that you're armed and ready to make a decision and put together a bold migration plan that is right for you.

We would suggest working with a partner like User One who will be able to advise you on what is best for your particular situation. A partner will be able to talk you through the benefits of a hybrid-migration, address any additional security concerns you may have. Working with an experienced partner like User One can help you customise the Office 365 suite for your business. We'd always recommend seeking advice before embarking on any course of action. You don't have to do this alone.



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