

Proof of Concept

Microsoft Office 365 for 25 Users

Provide the latest version of Office plus business-class email, a public website, web conferencing, and document sharing to your workforce. With Office 365, users can create compelling documents, gain better insights into their data, and deliver persuasive presentations with confidence – even when they are on the go. Office applications are now on more devices than ever before, including PCs, Macs and all mobile devices.

An Office 365 trial gives you a full-featured version of Office. You can access documents and data on any internet-connected PC running Windows 7 or Windows 8, tablet (including iPads) or mobile devices, share 1TB of data via OneDrive and be available via instant messaging and conference calls with Lync.

What Office 365 offers

- Get email and be productive on your desktop, phone, or tablet
- Share documents and collaborate online
- Run online meetings and communicate with others
- Create documents by using the latest Office applications
- 99.9% guaranteed uptime
- World class data security

Why trial Office 365?

A trial enables you to conduct your own in-house testing of Office 365 for enterprise features and functionality.

It is secure, quick to setup and works with your current environment without causing any disruptions to users.

A trial will test migration processes against various types of mailboxes such as Lotus Domino, IMAP or Exchange.

It will give you invaluable feedback from users and their views on this new way of working.



Your 30-day trial

Typically, an Office 365 trial is based on a sample of 25 users reflecting the diversity of user roles and usage habits within the organisation, including office-based and mobile staff, frequently using different devices to access and share information. We make sure that all trial users have the system requirements and internet connectivity to get the most out of the experience.

23Technology host a workshop to prepare your 30-day Office 365 trial, discuss deployment options and define objectives. During the transfer, a temporary domain is created, which can easily be replaced by a registered domain name at a later date. We then connect existing email accounts, allowing users to send and receive email from their standard email address, avoiding the hassle of disrupting mail routing.

We provide on-going support and training during the trial. Users are able to use Office 365 from their phone, tablet or PC with the same look and feel across the board. Furthermore, they can share files with OneDrive and collaborate using SharePoint and Lync effortlessly.

At the end of the trial, end-user surveys, in conjunction with readiness planning, will create a mandate for the advancement of the project. On full deployment, users can be transferred to an Office 365 Midsize Business licence which will cover up to 300 users.

Statement of Works

Phase 1 Workshop	Phase 2 Implementation and integration	Phase 3 Acceptance test and sign off
<ul style="list-style-type: none">• Site topology familiarisation• Site prerequisites• Deployment planning options• Discuss business suitability• Single sign on requirements• Discuss ROI• Discuss licencing	<ul style="list-style-type: none">• Deployment of Exchange, Lync and SharePoint online to 25 trial users• Local Exchange upgrades/ Patching to support hybrid delivery model• Office 365 account setup and delegated administration access• DNS data collection and administration access/ Suitability of current provider for Office 365 and transition if necessary• Active Directory works to support transition to Office 365• Directory Synchronisation• SSO	<ul style="list-style-type: none">• Define acceptance criteria• Training• Exchange server migration to Office 365 in a hybrid configuration to provide a staged transition to Office 365• Testing of hybrid integration – Calendar, Free/Busy• Testing of Remote Mailbox moves• Outlook Web Access rollout• Lync Client rollout• SharePoint Online integration with SharePoint Server including OneDrive for Business

Talk to us

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