



Office 365 Overview Engagement

This session will provide a helicopter view of all the tools available as part of the Microsoft Office 365 platform.

Office 365 is a cloud-based subscription service that brings together the best tools for the way people work today. By combining best-in-class apps with powerful cloud services, Office 365 lets anyone create and collaborate anywhere on any device.

The purpose of the morning session is to provide a high level overview of all major elements of the Office 365 platform and an understanding of the use cases for each product.

In the afternoon, we will focus on a deep dive into three of the most appropriate products that are most relevant to your business and have been identified as potentially providing immediate business value.

1 day on-site with stakeholders

Morning Session

1. Introductions - Who is Circyl?
2. Know Your Customer
 - a. Business overview in terms of size, structure and operations
 - b. Current Microsoft environment
 - c. Current licencing model
 - d. Associated projects
 - e. Integrations into the current environment
 - f. Business compliance requirements
3. Office 365 Overview
 - g. A walkthrough of all of the products available including use cases for each of the products
 - h. Discussion around security options to address the Cloud vs On-Premises concerns
 - i. Considerations around the migration of documents, processes and data to the Cloud

Afternoon Session

4. Deep Dive and Demos of three of the products which provide immediate business value
 - a. Deep dive description of capabilities
 - b. Configuration options
 - c. Demo
5. Discuss potential use cases and possible pilot projects
6. Wrap-up and Next Steps

Following this session you will:

- Have a better understanding of the capabilities of Office 365
- Be able to identify business processes in your organisation that can be automated
- Articulate to your peers the 'art of the possible'
- Utilise the Office 365 products better to increase your productivity