

# Microsoft 365 Overview Engagement

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Microsoft 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, Microsoft 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 Microsoft 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. Microsoft 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 Microsoft 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 Microsoft 365 products better to increase your productivity