

Office 365 Services

The Office 365 offering is a set of cloud based capabilities which replace many locally hosted alternatives. The offering is divided into three major parts and can be provided as Online only or Online/Desktop

- **Applications**
 - Outlook
 - Word
 - Excel
 - PowerPoint
- **Storage**
 - OneDrive cloud
 - OneDrive for Business
 - Team Sites
- **Collaboration Capabilities**
 - Collaboration Portals (SharePoint)
 - Intranets
 - Team Sites
 - Skype for Business
 - OneNote

The Office 365 service offering is licensed in two levels:

1. Online only license which provides Outlook Web Access (OWA) 2013 and the suite of applications in Online only versions.
2. The Online and Desktop license provides all the online functions plus desktop versions of all Office 2016 applications for up to 5 desktops and offers additional data related capabilities **You now have or will have this Online/Desktop license**

Office 365 'G3' Capabilities	Desktop	Online	Notes
(all 2013 versions)			
Outlook	X	(OWA)	Outlook Web Access (OWA) provides access to OneDrive
Excel	X	X	Online version sets Print Area differently
Word	X	X	Online version does not track changes like the desktop version
PowerPoint	X	X	
Skype for Business	X	X	Instant Messaging (IM), Video Conferencing, Scheduled online meetings / Webinars
OneDrive	OneDrive for Business	OneDrive online	1 TB of storage. Use to replace 'C', 'U' and other letter drives
MS Access	X		Databases need upgrading before using MS Access 2016
>> Special Data Features <<			
Archive	X	X	Unlimited file retention
Encryption	X		If G3 can encrypt emails
Data Loss Protection	X	X	Ability to manage document distribution rules

Because the Office 365 service is cloud based you need to be connected for certain capabilities. These are different between Online and Desktop levels of service.

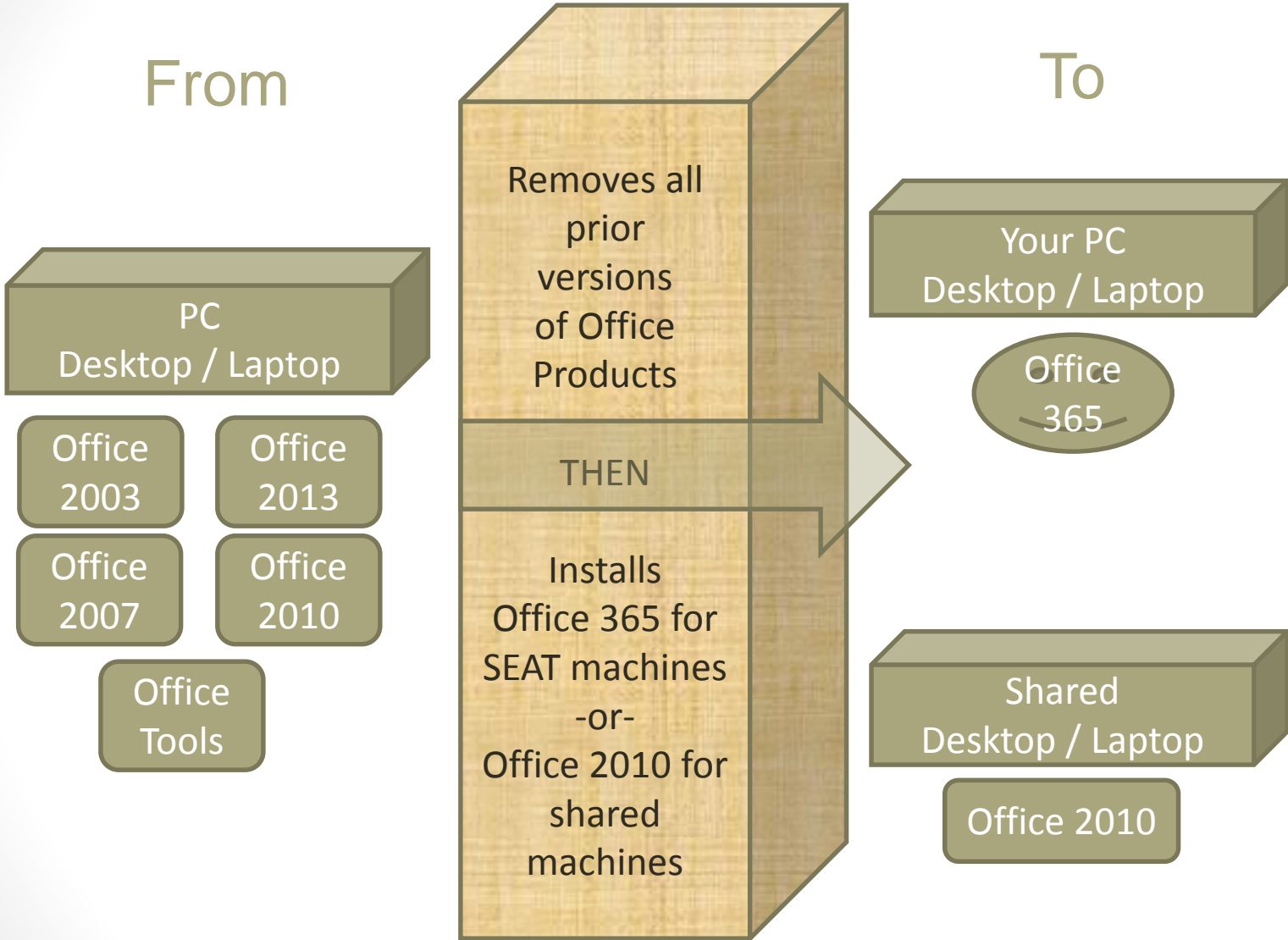
You have or will have this set of capabilities including both Desktop and Online

Elements needing connectivity

Office 365 application type		Desktop	Online
Application Access		Available on computer	Requires Internet Connectivity
Access to data located on computer		Available on computer	Not accessible
Access to OneDrive based data		Uses OneDrive for Business desktop agent	Requires Internet Connectivity

What is the transition?

(and why do we need to do this)



The Office 365 transition process removes all prior versions of Office software before installing the target version of Office.

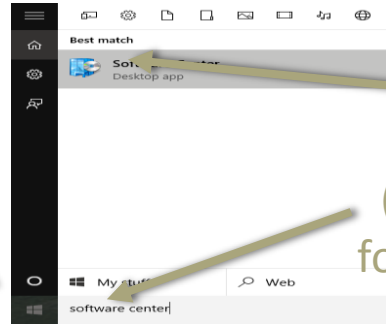
The processing takes 60-90 minutes (during which time the staff member must not interact with the machine). It will power off the machine when complete.

- **Nightly Batches**
 - Sunday & Wed Evening
 - All types of transitions
 - Office 365 licenses assigned
 - Self Service for staff not transitioned in prior batch
- **Self Service**
 - Can be triggered any time
 - Staff can trigger this themselves
 - Runs same scripts as overnight batches

Office 365 Services

Self Service Processing

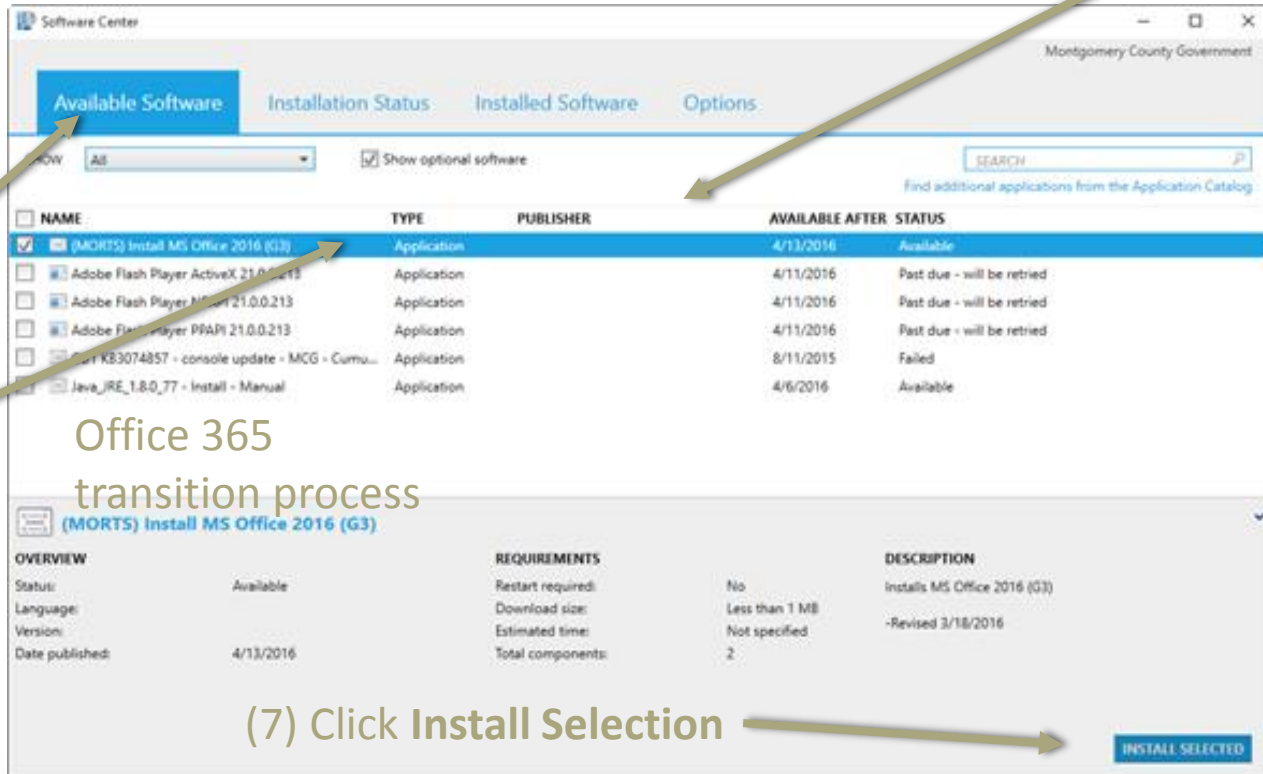
(1) Click the Windows start tab



(3) Once found click it

(2) Search for Software Center.

(4) It opens software center



(5) Select Available Software

(6) Select MOTRS install

Office 365 transition process

(7) Click Install Selection

(8) WALK AWAY