

Quick Reference:

8 TIPS FOR A SMOOTH OFFICE 365 TRANSITION



For organizations contemplating a switch to the more powerful, cloud-based productivity suite, you need to conduct a proper Office 365 transition, or migration, to fully realize the benefits of its impressive capabilities.

Understanding the basics of how to shift your current system to the Office 365 environment may not be enough. To increase your chances for a successful move, you and your team will need an in-depth understanding of all related aspects of your existing environment, along with how those aspects may impact your transition.

Through careful research, review, assessments, and planning, a move to Office 365 can be fairly straightforward. With complexities and pain points known up front, the stress of resolving issues in real time is minimized - allowing for more focus on objective achievement, increasing productivity, and helping the transition stay on time and on budget.

Here are eight essential points to help you ensure a smooth and orderly transition to your Office 365 business solution:

- 1. Examine and Prepare your current IT infrastructure**
It's of vital importance to analyze your current systems at the outset to determine if they are capable of supporting Office 365. Gathering essential information about your servers, directory design, security program, mail software, network architecture, client software, DNS, and more, can help you confirm compatibility with Office 365's requirements and identify any potential gaps you need to fill.
- 2. Customization Support**
System customizations that aren't appropriately supported could result in slow network responsiveness and poor performance. Ensuring your unique system modifications adhere to applicable Office 365 guidelines can help you maintain proper network speeds, as well as helping you avoid a lag in productivity.
- 3. The Importance of Planning**
Putting together an internal team of users from across the organization in different roles can help ensure your Office 365 solution will support critical business requirements, and include departmental must-haves. By utilizing a proper migration method and putting a full strategy in place based on business value and goals, you stand a much better chance of achieving a successful transition. Poor Communication
- 4. Prepare Your Teams**
To encourage more user buy-in on the switch to Office 365, communication with users is essential. With an understanding and knowledge of the reasons for the change, users tend to approach it more positively. The move to the cloud can include shifts from set processes and norms, but offering training, cheat sheets, FAQs, tutorials, and more, to users can go a long way in minimizing any apprehensions they may feel.

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Take Ownership of Security

Office 365 does an expert job of protecting your data from mishaps within their control. But mishaps such as sync errors, hacking, accidental deletions, and more, can still happen. Because protection of your data is ultimately your responsibility, understanding and accounting for your backup and restore needs is an essential step.

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Understand the Scope of Your Migration

Consider how much data you need to move and store. Emails, calendars, documents, internal files, web page content, and more, all could require different methods to optimize their migration. Depending on the nature of your business, there may also be timing or availability issues to consider.

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Bend an Experienced Ear

Mistakes are easy to make when attempting a migration to Office 365. It can be risky to try to do so on your own, especially if you have little experience performing them. But there are those that have already executed successful migrations, and their help can save you from damaging or erasing your data. Hiring a migration partner can help ease this burden. Migration partners working alongside your team can help you streamline the process with experience and expertise.

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Prepare for Errors

Problems with human and network errors can cause a variety of different issues that can either delay or stop your migration in its tracks. By hiring a migration partner, you stand a better chance of avoiding these issues, or resolving them quickly and effectively. With their experience and expertise, they can help identify the best settings for your unique migration, and help lead you through the minefield that is a migration.

A migration to Office 365 is a big decision for any organization. While the cloud-based Office 365 productivity suite offers innumerable benefits, the transition can be damaging to your business if not done appropriately. Professional migration partners can take the stress out of your Office 365 migration, and help you get up and running right out of the gate.