Making the Leap to Office 365

CETPA 2013
Overview

Introductions
The Decision Process
Office 365 Overview
Project Initiation
Cost
Planning and Advance Work
Technical Setup and Migration
Transition
Reflections and Next Steps
IUSD’s Decision Process

Current Environment –

• Aging on-premise Exchange environment
• Inadequate storage
• Limited space, capacity to expand
• District-Wide use of Outlook (including delegated permissions, shared calendars, rules, etc.)
• Active Directory
• Growing District
• Impending Risks
SELECTION OF OFFICE 365

- Urgent need for a stability and expanded storage.
- Longer term interest in Sharepoint, Lync to meet other business needs.
- Transparent transition process for Outlook users.
- Long-term cost-savings
SECURITY AND PRIVACY CONCERNS

- Ownership of Data
- Location Where Data Are Stored
- Access to and Use of Data
- Defined Subcontractors
- Security and Independent Audits
- Family Education Rights Privacy Act (FERPA)
- Stability
- Contingency Planning
Trends
Changing the way we work, learn, and live

Society and the economy

Advances in technology

21st Century learning
MICROSOFT OFFICE 365 - CLOUD PRINCIPLES

Provide a platform built on security, privacy, and trust

Maintain an evergreen service

Offer highly configurable and scalable services
Office 365 ProPlus
Familiar and full Office user experience
Fast deployment and broad management controls
Works with your on premises email and storage
New Student Advantage Program*

SharePoint Online
Collaboration with team sites (up to 10,000
SkyDrive Pro (25GB) to manage and share documents
Office Web Apps Included*
Access documents offline, Doc-level permissions
Share documents securely with Extranet Sites

Lync Online
Online meeting with desktop/content sharing
IM & Presence across firewalls
VOIP audio and video
GAL search with contact card, calendar integration
Skype Federation

Exchange Online
50Gb mailbox, Outlook/OWA/ActiveSync/BES
Shared Calendars, Free/busy sharing
Public Folders
Email Hygiene Included (EOP)
Optional compliance-based Archiving and Retention
PROJECT INITIATION

• Building Buy-In and Awareness
  – Cabinet
  – Leadership Team
  – Site Tech Contacts

• Communications
  – Union Leadership
  – All Staff
  – Website – iusd.org/email
## Costs

<table>
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<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td><strong>Hardware</strong></td>
<td>$40,000</td>
</tr>
<tr>
<td>- Servers: Exchange 2010, ADFS, Proxy</td>
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<tr>
<td>- SQL, OS Licensing</td>
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<tr>
<td><strong>Staff Overtime</strong></td>
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<tr>
<td><strong>Microsoft Consulting Services</strong></td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$95,000</strong></td>
</tr>
<tr>
<td></td>
<td>($12,000/yr ongoing)</td>
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FINDING THE FUNDS

- $12,000/year – Eliminating SPAM Filter
- $40,000/year – Transition to CAMSA License
- $40,000/year – Transition to Forefront Antivirus
PLANNING AND ADVANCE WORK

- Meetings with MCS and Sales Engineers
- Clean Up of Human Resources and Active Directory
- Inventory of Related Systems
- Business Decisions
  - Impact of mail size and recipient limitations
  - Retention
  - Resignations/Retirements/Terminations
  - Dependent Equipment (Copiers)
  - Hybrid vs. Cutover Migration
  - Scheduling
  - Calendar/Mailbox Delegations- Groupings
  - SSL Certificates
TECHNICAL SETUP
Office 365 Setup

Irvine Unified School District
Information Technology Department
1. Make Sure Your Team has the Right Knowledge, Skills, and Support

- LAN & WAN Networking
- Secure Certificates & DNS
- Exchange
- Desktop Support
- Active Directory (DirSync, ADFS, SSO)
- Project Management
2. Document Your Environment

- Lists of e-mail related servers and network components
- List any applications or devices using MAPI or SMTP to relay e-mail through Exchange
- LAN and WAN network diagrams
- List and gather your public secure web (SSL) certificates
- List your e-mail DNS MX and A records—both internal and external
3. Use the Available Tools

- **Deployment Readiness Tool**: Performs pre-migration checks on your Active Directory and environment.
- **Get-ExchangeEnvironmentReport**: Creates HTML report of your legacy Exchange system.
- **Office 365 Speed Test**: Tells you how good your connection to Office 365 is and whether you should upgrade your internet bandwidth before your migration.
- **Exchange Connectivity Test**: Useful for testing external access portions for both Exchange and Office 365.
- Third-Party Migration Tools like Quest
4. Revisit/Review the Limitations

- Mailboxes are limited to 25\50 GB of storage unless you upgrade your plan.
- You can e-mail a maximum of 1,500 recipients (total, not unique) per day.
- E-mails can be a maximum of 25 MB in size, including all content and attachments.
- Not all browsers are supported equally with OWA.
What we Planned –

• Test Migration (2 weeks)
• Phased Migration All Mailboxes (2 months)

What Actually Happened

• 3,000+ Mailboxes in One Week!
TRANSITION EXPERIENCE

- MCS vs. IUSD Roles
- Common Issues and Resolution
- Other Observations?
- Communication During Transition:
  - Constant Emails – Presenting information from the Users’ Perspective
  - Web Site with FAQs
  - Detailed How-Tos for all Common Issues
  - Summary of Changes
REFLECTIONS AND NEXT STEPS

• Office 365 an EXCELLENT fit for IUSD

• Biggest Wins:
  – Lower long-term cost
  – Mailbox storage
  – Mitigated Risks

• Next Up:
  – Further AD Integration
  – Sharepoint for Data Dashboarding, Intranet, Project Management
  – Lync
Microsoft
• Office 365 for Education
• Office 365 Security and Privacy
• Booth 324 – Exhibitor Show
• CAMSA Agreement

IUSD
• Presentation: tinyurl.com/iusd365
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