



10 Things That Many IT Professionals Don't Know About Office 365

Presented By: Richard Harbridge



RICHARD
HARBRIDGE

SPEAKER | AUTHOR | SUPER FRIENDLY

My twitter is @RHarbridge, my blog is at <http://RHarbridge.com>, and I work at  **2toLEAD**



THERE IS A LOT TO KNOW ABOUT OFFICE 365...

Français

Richard



33,800,000 RESULTS

Narrow by language ▾

Narrow by region ▾

[Microsoft Office 365 | microsoft.office.com](#)

Ad

[microsoft.office.com](#)Your Small Business Just Got Bigger with **Office 365**. Subscribe Today![Explore Office 365](#)[Compare Office 365 Plans](#)[Learn About Office 365](#)[Explore Office 365 for Business | Office 365](#)<https://products.office.com/en-us/business/explore-office-365-for...>Boost your productivity with reliable access anywhere with services like email, calendar, file sharing, online conferencing, instant messaging, and **Office** Online.[Compare Office 365 Business Plans](#)<https://products.office.com/en-us/business/compare-office-365-for...>**Office 365** has a plan to fit your business, no matter what your organization's size and needs. Compare the options here.

Office 365



Office when and where you need it. From home to business, from desktop to web and the devices i... +

[See More at office.com](#)**Product info:** Microsoft**Official site:** [products.office.com](#)

People also search for



But what about beyond the basics? What else should every IT Pro know?

IN FACT A TON OF NEW
INFORMATION JUST CAME
OUT AT IGNITE 2015...

Microsoft Ignite

May 4 – 8, 2015

Chicago, IL

So what are the biggest things you might not know but should?

1. Office 365 Tools

OFFICE 365 ADMIN TOOLS...

Office 365
Management APIs

Office 365 Management APIs

- Programmatic access
- Innovate on top

PowerShell

PowerShell for Office 365

- Automate and customize
- Advanced functions

Office 365
Admin Center

Office 365 Admin Center

- Out-of-the-box solution
- Simple but extensible

Office 365
Admin App

Office 365 Admin App

- On-the-go solution
- Contextual

There are four primary Office 365 admin tools (APIs include 3rd Party)

OFFICE 365 ADMIN APP..

Update in March:

Dashboard

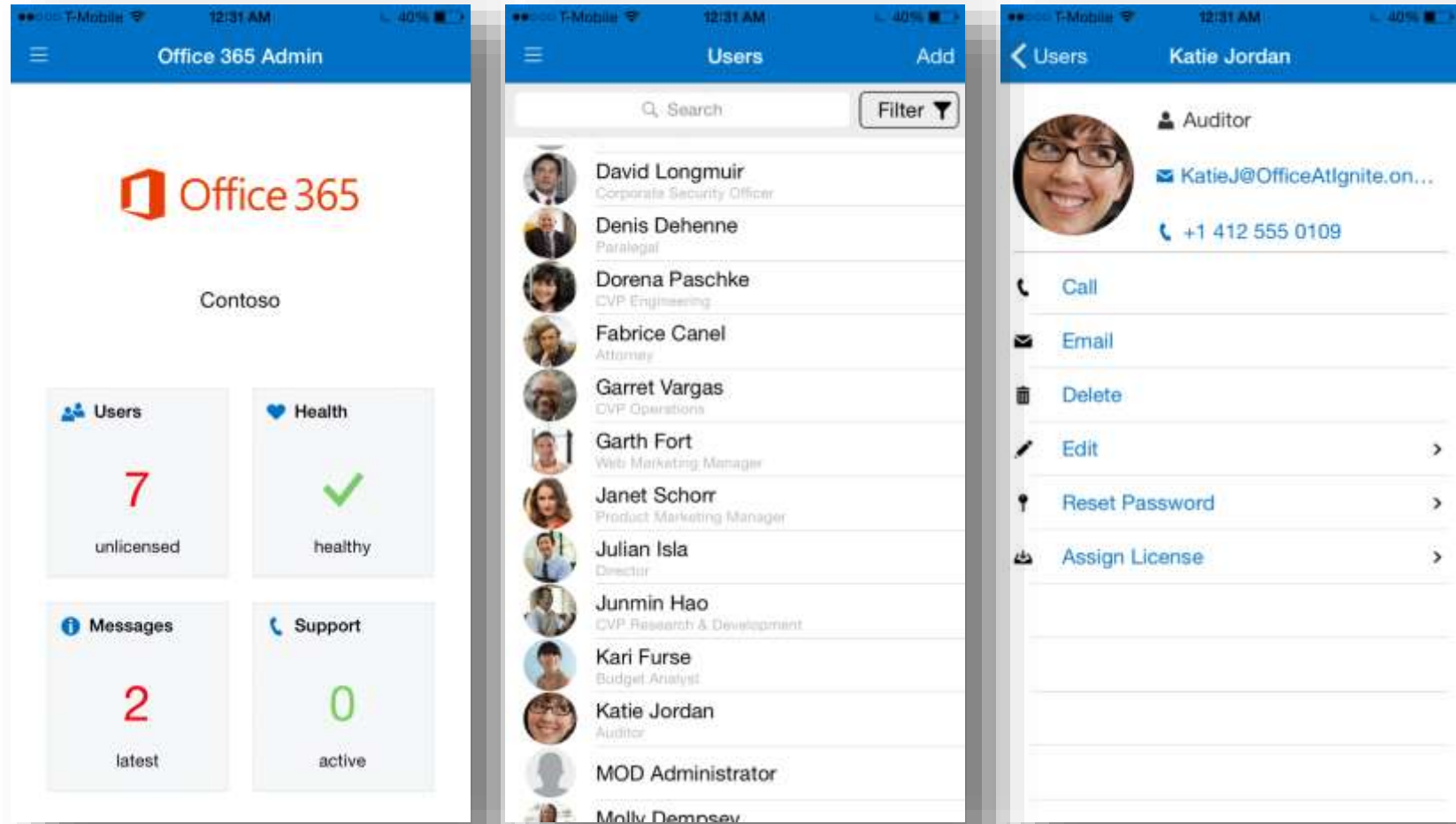
User management

Service management

Support status

Recent enhancements:

License management for identity managed on premises



Coming soon... Push notifications!

OFFICE 365 ADMIN CENTER...

Simplified setup

Management services include:

Users

Groups

Service settings

Licenses

Monitoring services include:

Service health

Reporting

Service communications

Support

The screenshot displays the Office 365 Admin Center interface for a tenant named 'Contoso'. The left-hand navigation pane includes sections for DASHBOARD, SETUP, USERS, COMPANY PROFILE, CONTACTS, SHARED MAILBOXES, MEETING ROOMS, GROUPS, DOMAINS, PUBLIC WEBSITE, BILLING, EXTERNAL SHARING, MOBILE DEVICES, SERVICE SETTINGS, REPORTS, SERVICE HEALTH, SUPPORT, PURCHASE SERVICES, and MESSAGE CENTER. The main content area is titled 'Service overview' and features a 'Service health' section with a green bar indicating 'No service issues'. Below this, it lists 'Service requests' (No open service requests), 'Inactive email users' (31 users have not signed in for 30 days or more), 'Mail protection' (0 messages received, 0 processed by filtering), and 'Message center' (2 new messages in the past 7 days). A 'Current health' table lists various services with their status:

Service	Status
Exchange	No issues
Identity Service	No issues
Office 365 Portal	No issues
Office Subscription	No issues
Rights Management Service	No issues
SharePoint	No issues
Skype for Business	No issues
Yammer Enterprise	No issues

Additional sections include 'Included services' and 'Planned maintenance' (No planned maintenance scheduled). On the right side, there are 'admin shortcuts' (Reset user passwords, Add new users, Assign user licenses, Download software) and a section for the 'Office 365 Admin app' with download links for the App Store, Google Play, and Windows Store. A 'Feedback' button is located at the bottom right.

Out of the box solution for the Office 365 admin lifecycle.

OFFICE 365 ADMIN CENTER REPORTS...

Reports include:

- Browser versions and operating system versions used

- OneDrive For Business storage

- Mailbox access by non-owners

- Role group changes

- Malware detections, spam catches and Advanced Threat Protection

- Auditing administrator actions

- Azure AD user activity

- DLP policy and rule matches

To provide you with lots of data on what's happening with your tenant.



NEW INSIGHTS...

New dashboard view to get cross workload usage insight

Trend and aggregate view

More Office 365 services

Top level metrics per workload to signify usage

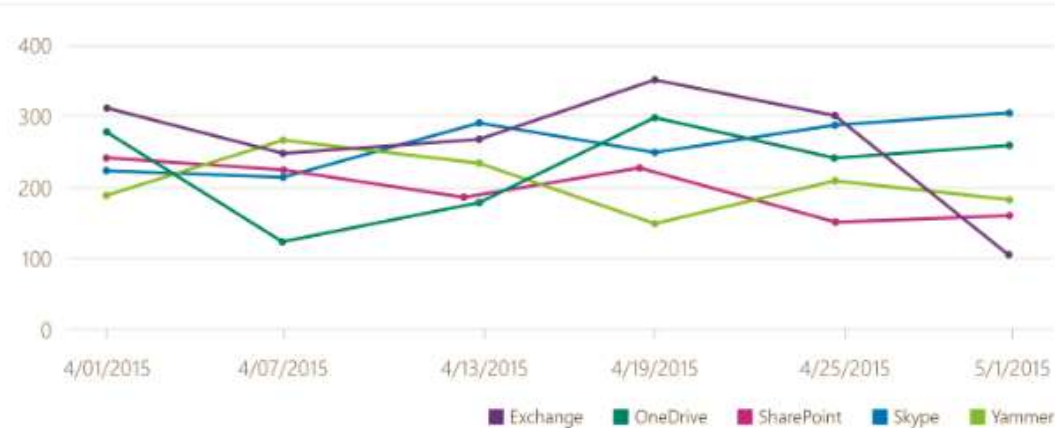
Drill Down to individual Workload activity reports

Office 365 usage Edit layout

[Visit Power BI dashboard](#)

Apr 1 2015 - May 1 2015

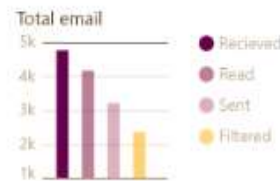
User login activity (last 30 days)



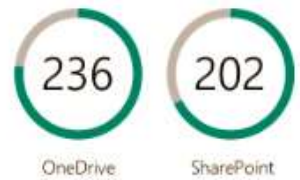
Office ProPlus activations
1,950 ↑ 18%



Email traffic
4,966 ↑ 17%

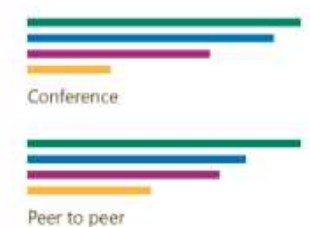


Total files
438 ↓ 5%



Total files in site

Skype calls
1,761 ↑ 3%



IM Video

Total messages
823 ↑ 12%



Public

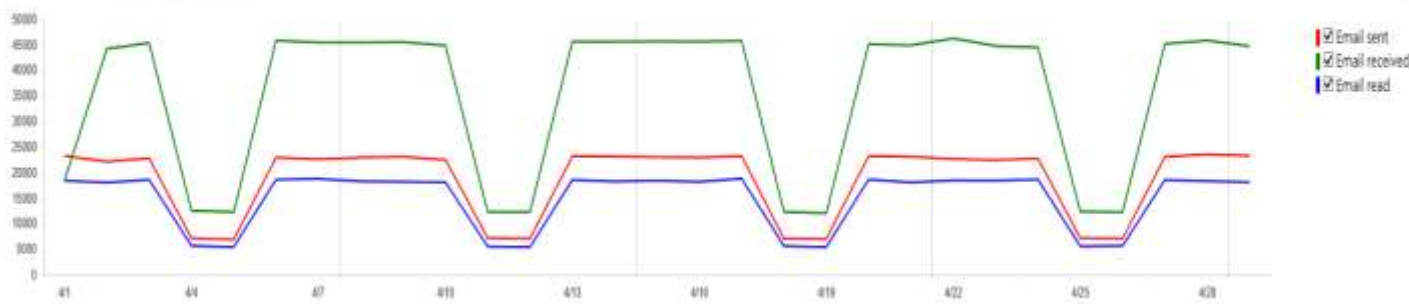
Email Activity

Number of email messages sent, received and read.

Select a view:
Email Activity

Data as of 2015-04-29 UTC

current month last 3 months last 6 months



Data for the current month

User	Last Logon (UTC)	Email sent	Email received	Email read
Nisha Inash	2015-04-28	259	568	234
Fuadun Garallah	2015-04-28	290	376	287
Michel Throssel	2015-04-28	323	361	240
Edgar Gane	2015-04-28	380	474	287
Dewitt Julio	2015-04-28	271	537	285
Charise Spawello	2015-04-28	388	544	235
Moe Lapinski	2015-04-28	288	537	248
Peter Gabenas	2015-04-28	280	528	274
Octavio Saladore	2015-04-28	315	307	209
Martha Tepica	2015-04-28	302	345	244
Tanesha Veiga	2015-04-28	380	533	238
Tess Siba	2015-04-28	226	475	199

500 Results per page | Displaying items 1-500 of 500

MORE DETAILS...

Workload specific usage reports

Multiple views per workload

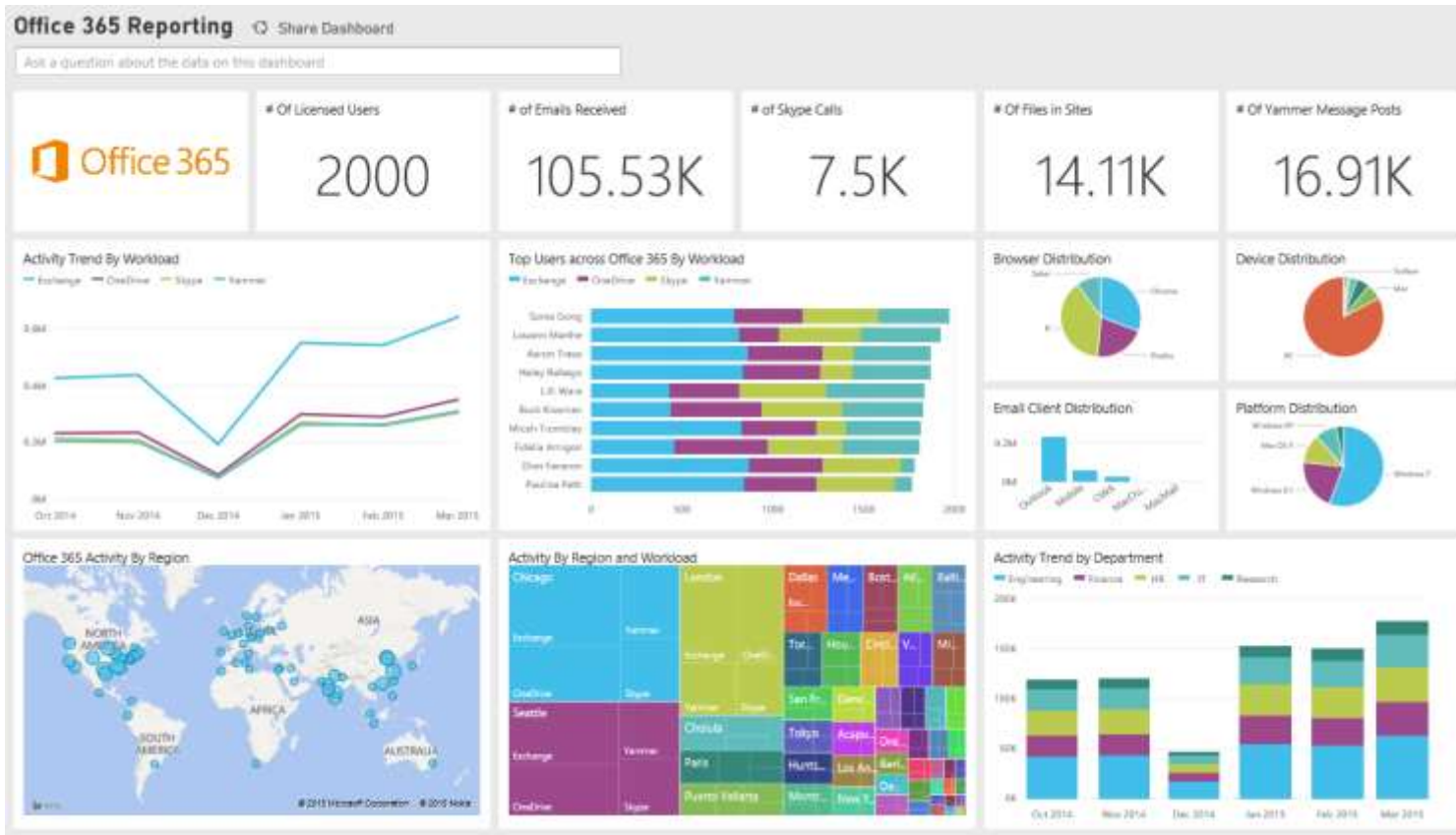
Trends for tenant level aggregates

Details for User level information

Customize to view relevant information at a glance

Export ALL user details

Feedback



Office 365 reporting content pack in Power BI

Enables multi dimensional analysis

Enables cross workload usage analysis

Easily share insights

Office 365 Reporting API surfacing rich usage data

NEED MORE ANALYTICS?

COMING SOON: POWERSHELL.OFFICE.COM...

Enables Office 365 admins new to PowerShell to get started quickly

Consolidates setup information

Simple but useful scenarios

Download sample scripts

Links to more resources such as TechNet and Office 365 Network

PowerShell for Office 365



[Home](#) [Get Started](#) [Scenarios](#) [Script Samples](#) [Community](#)

Search

Welcome!

Are you an Office 365 IT administrator new to PowerShell? Are you looking for another Office 365 admin tool that will simplify your administration experience through the automation of repetitive tasks? Or perhaps you are looking to access additional capability not available on the other tools?

Through this site, you will be able to browse through a selection of scenarios, script samples and access additional resources such as TechNet and Yammer to learn how PowerShell can help you get more out of your Office 365 administration experience.



What is PowerShell and why?



PowerShell (also known as Windows PowerShell) is a task-based command-line shell and scripting language designed specifically for system administration. Built on the .NET Framework, PowerShell helps IT professionals and power users control and automate the administration of the Windows operating system and applications, such as Office 365.

What's New

- 4/28/2015: Getting Started with Office 365
- 4/17/2015: Connect to Lync Online
- 4/23/2015: Add-DistributionGroupMember

When this comes out it will summarize the key things you need to know...



OFFICE 365 MANAGEMENT API...



Azure Active
Directory Graph
API



Service
Communications
API



Management
Activity API



API



Benefits to the enterprise

- Customize how you manage and monitor your Office 365 tenant
- Streamline your business and technology management solutions

Opportunities to the ISV

- Over 1.2 Million Office customers with very diverse needs
- Breadth of Office APIs enable you to create innovative solutions beyond what Office 365 offers out-of-the-box

Third party solutions like *exoprise* leverage these.

MORE TOOLS?!

Prepare for setup with health, readiness, and connectivity checks

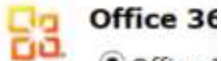
7 out of 7 rated this helpful - Rate this topic

Applies to: Office 365

Microsoft® Remote Connectivity Analyzer

Select the test you want to run

Exchange Server



Office 365

- Office 365
- Office 365
- Office 365



Microsoft Exchange

- Exchange
- Exchange



Microsoft Office

- Synchron
- Service



Microsoft Outlook

- Outlook



Microsoft Message Analyzer

Language: English

Message Analyzer enables you to capture and analyze network traffic; and to trace and assess system components.

[Details](#)

[System Requirements](#)



HttpWatch

[Pricing](#)



Download

Fiddler

The free web debugging proxy for any browser, system or platform



There are many targeted tools that you can also leverage with Office 365...



2. Office 365 Limits

THIS IS SOMETHING THAT IT SHOULD KNOW AND EXPOSE AS NEEDED TO THE ORGANIZATION...

Collapse All | Export (0)

Skype for Business Online Limits

Office 365 | 10 out of 14 rated this helpful - [Rate this topic](#)

Skype for Business Online Service Description

Lync Online is becoming Skype for Business

Skype for Business Online Limits

Clients for Skype for Business Online

Instant Messaging, Presence,

Applies to: Office 365

Topic Last Modified: 2015-04-13

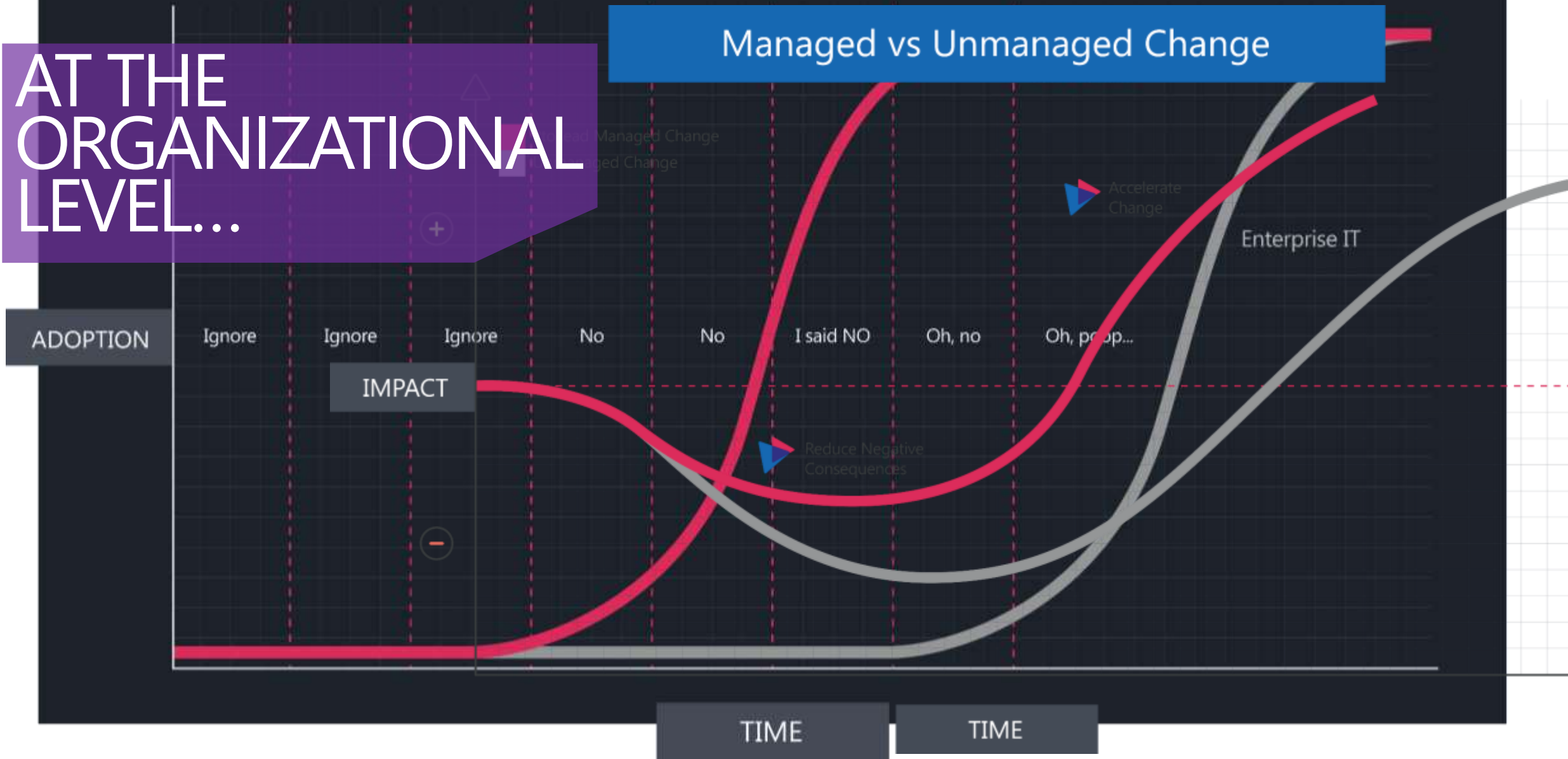
The limits in Skype for Business Online fall into the following categories:

- Peer-to-peer limits
- Meeting limits

3. How Office 365 Change Is Managed

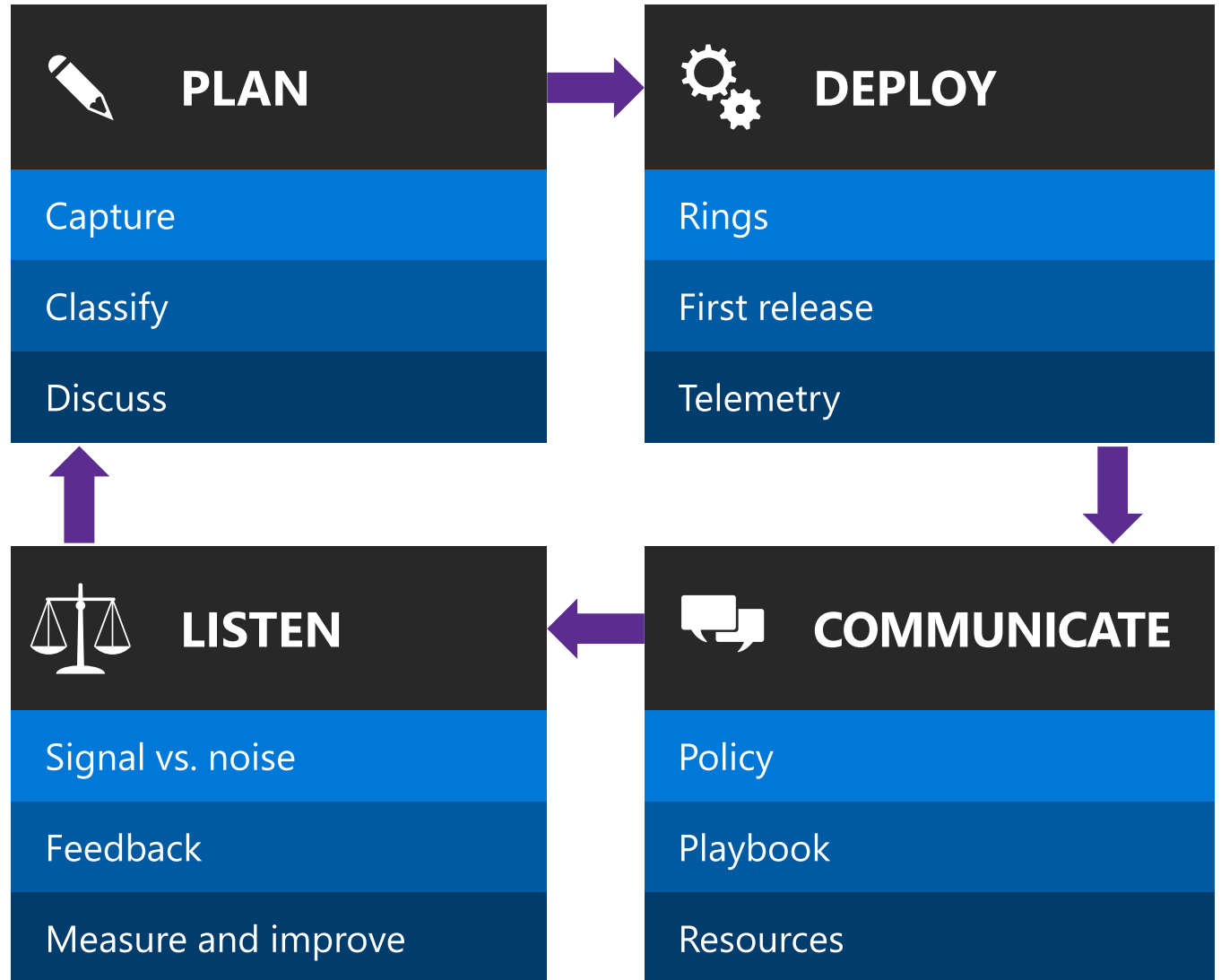
AT THE ORGANIZATIONAL LEVEL...

Managed vs Unmanaged Change



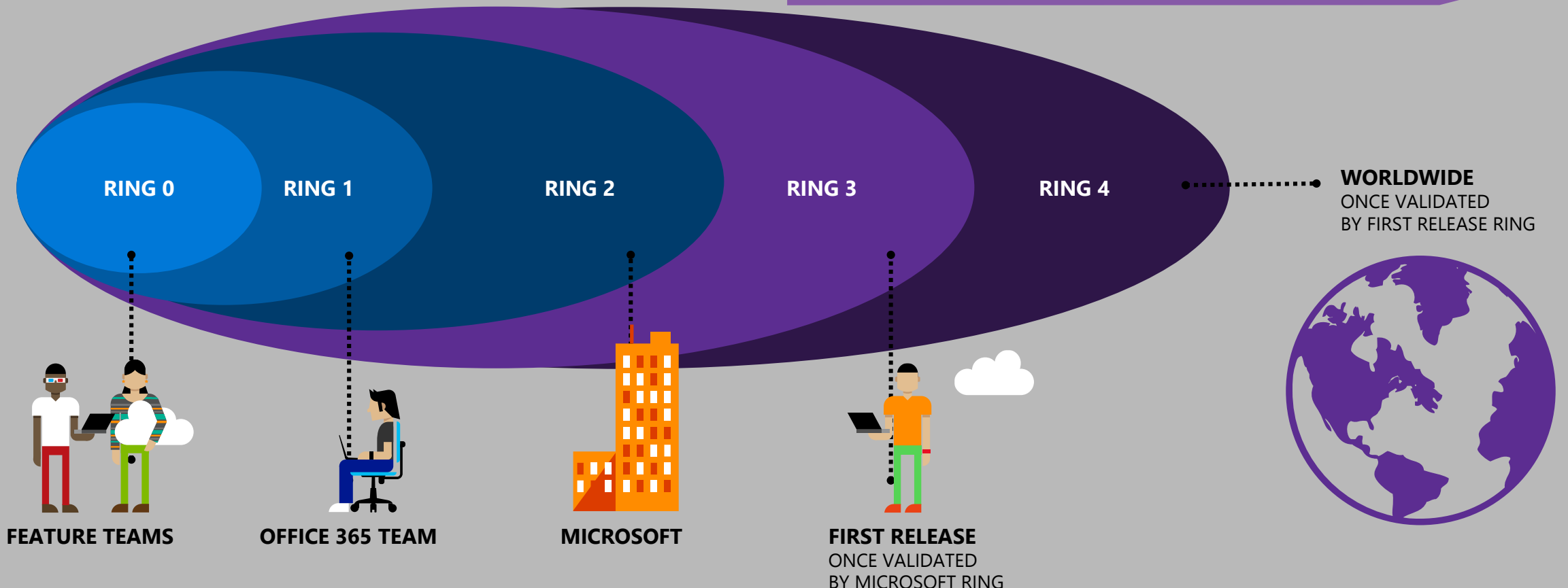
Always an impact to productivity. We can accelerate to get positive results sooner. 

SERVICE CHANGE MANAGEMENT PROCESS...



Microsoft does this for each and every service.

RINGS OF VALIDATION FOR CHANGES...



**MESSAGE
CENTER**
April 2014

**FIRST
RELEASE**
June 2014

**OFFICE
ROADMAP**
June 2014

**ROADMAP
IMPROVEMENTS**
January 2015

**ADMIN
APP 2.0**
March 2015

JOURNEY SO FAR...

There is more coming based on customer and IT Pro feedback.



FIRST RELEASE VNEXT....

How does this help you?



Select people to preview updates so that you can prepare your organization

A group of users gets early access to service updates about a week before they roll-out to the rest of the organization

Two release options— Standard & First Release (Entire organization or Select people)

Most changes and features:

- Select People applies only to Office 365 navigation bar, Office 365 Admin Center, & Exchange Online
- Office 365 ProPlus Preview available for First Release today
- Office Sway for Business

What stays the same?

Opt-in feature, available to most customers

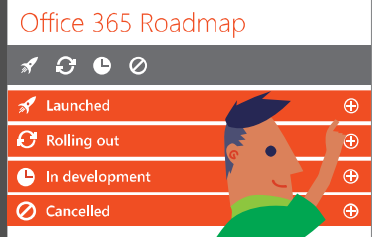
Existing tenant

Fully supported, SLA backed features

OFFICE 365 SERVICE MANAGEMENT TOOLKIT...

Visit the Office 365 Roadmap to see upcoming features and releases

roadmap.office.com

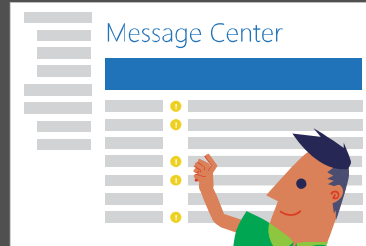


Visit the Office Blog to learn more about Office 365 announcements and news

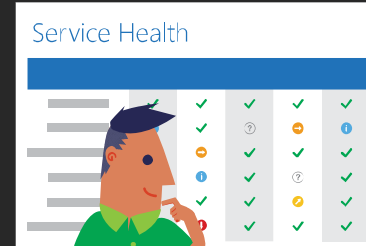
blogs.office.com



Stay ahead of change with the Office 365 Message Center



Monitor the Service Health Dashboard for information about service health



Keep current on the go with the Office 365 Admin app



Have more questions? Join the Yammer Office 365 Network

aka.ms/Office365Network

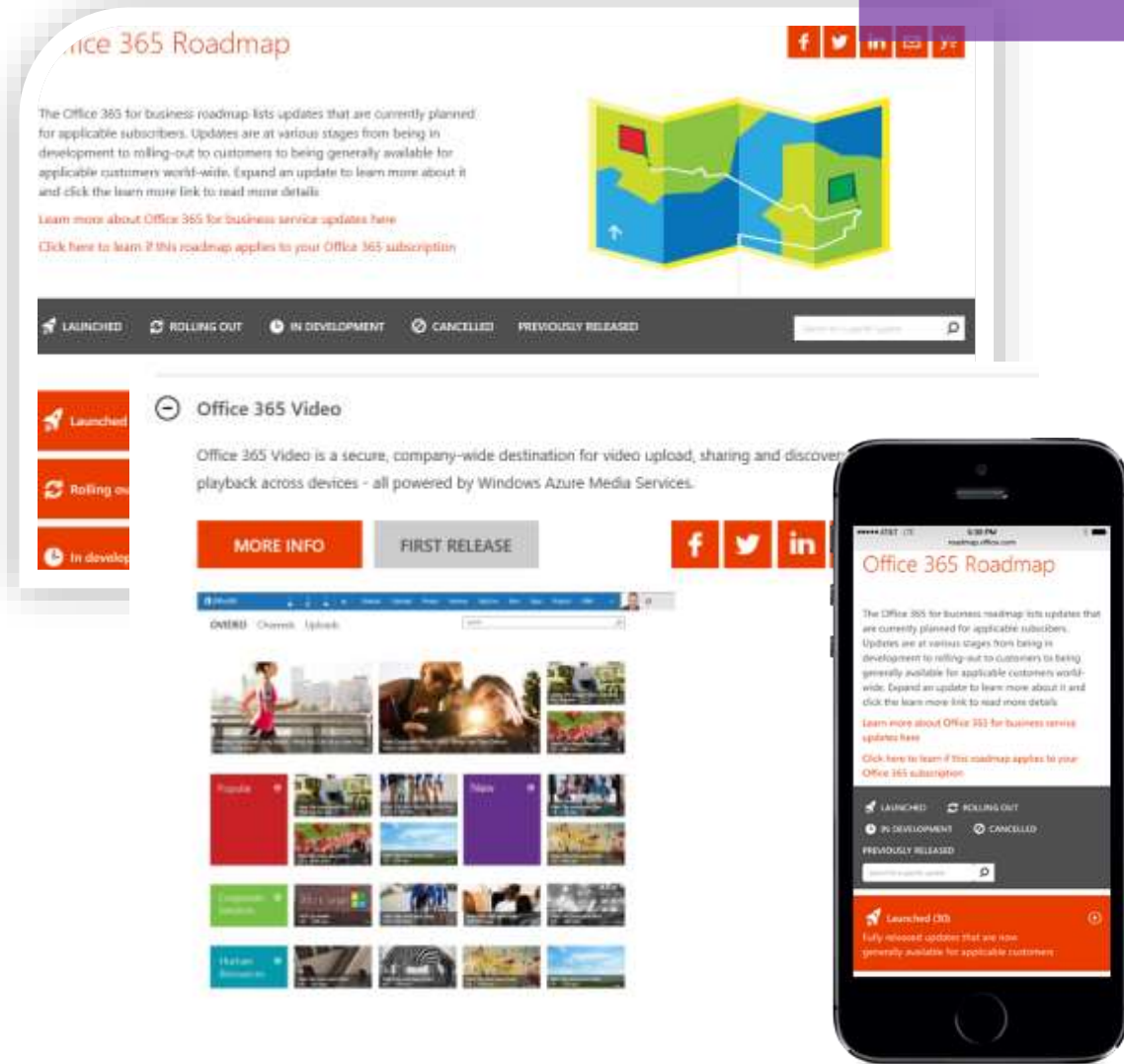


Let's dive a little deeper into some of the tools in your toolkit.

ROADMAP IMPROVEMENTS...

FEEDBACK-BASED IMPROVEMENTS

- Tagging items as “First Release”
- Page specific search
- Mobile optimized experience
- Simple social sharing options
- Individual item-level links
- Additional content links for specific content on deploy.office.com and success.office.com when applicable



Roadmap.office.com 2.0 improvements based on customer feedback.



OFFICE 365 BLOG...



Office Blogs

Products Templates Store Support Sign in

Featured Searches: [Stories from industry leaders](#)




+ What products do you use? + Where do you use Office? + What do you want to see?

Dev 4 Shares



Office 365 Developer Podcast: Episode 043 on Build 2015

Outlook.com 40 Shares



Add-ins for Outlook.com—build an experience that reaches 400 million users
by Outlook Team, on April 29, 2015 | 2 Comments

Uber, Boomerang and PayPal are among the first partners to bring add-ins to Outlook.com.

Office 365 74 Shares



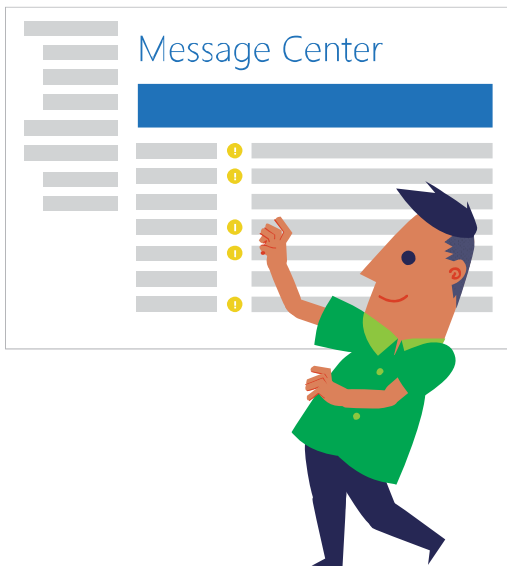
Today at Build—new possibilities with the Office platform
by Office Team, on April 29, 2015 | 0 Comments

Office is the world's most popular set of productivity tools for getting things done and is used by over 1.2 billion people around the world today. Developers play a

Personalize your office blog based on the products important to you.



MESSAGE CENTER...



Message Center provides:
Targeted communications
Relevant to your environment
3 types of communications
A single location



WHO'S THE TARGET AUDIENCE?

- Administrators
- IT Communication teams
- Help desk
- AOBO Partners

WHY SHOULD I USE MESSAGE CENTER

- In-product notification of important changes and new features coming to Office 365
- Provides details on changes and highlights required admin actions
- Authoritative information and what options or actions can be taken



Have you checked your Office 365 message center?

SERVICE CHANGE COMMUNICATIONS...



Stay informed!
 First release features
 (Groups, Clutter, Delve, Office 365 video)
 App launcher
 Skype for Business
 Trust Center: data map



Plan for change
 SPO Team site upgrades
 API change
 Deprecations: People View, My Tasks
 System requirement change



Prevent/Fix issue
 Messages backing up in transport queue
 Certificates expiring
 Federation impacting change (ADAL)



Service Incidents
 Service incidents
 Planned maintenance

PRIMARY CHANNEL

Message Center

Message Center

Message Center

Service Health
 Dashboard

TIMEFRAME

At availability

Minimum 30 days
 (when action is required)

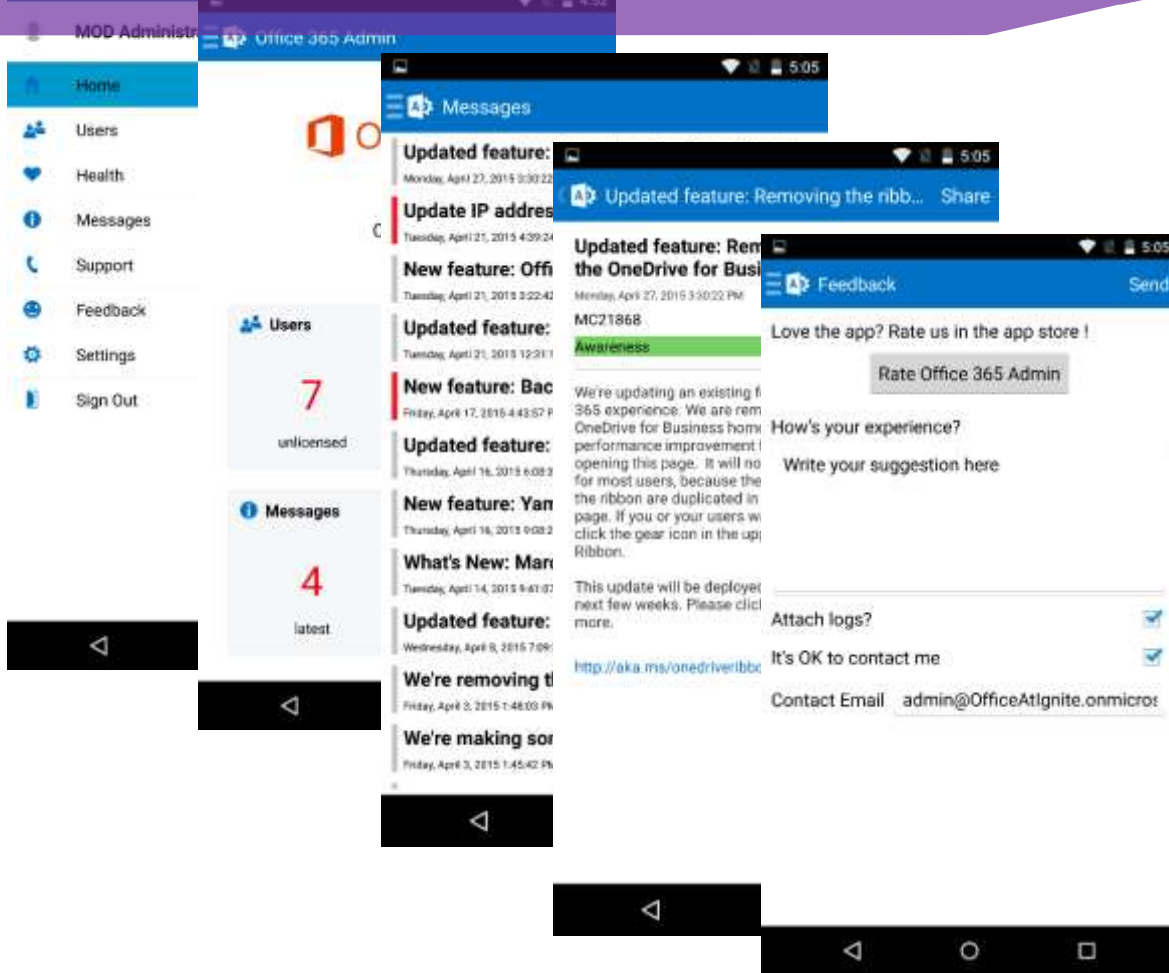
At detection

15 minutes

Be aware of how service changes are communicated.



STAY UP TO DATE WITH ADMIN APP 2.0...



WHAT'S NEW?

- Message center
- Support ticket status
- Management users capability
- Service health details
- Notifications for service health targeted for summer

Mentioned it in the beginning of this presentation - it can also help here.

COMMUNICATION API...

API Provides:

Health information for all Office 365 services

- Real time health status
- Historical health status
- Message Center communications

WHO'S THE TARGET AUDIENCE?

- ISVs and reseller partners
- In-house development teams
- AOBO Partners, IT pros, and CTOs

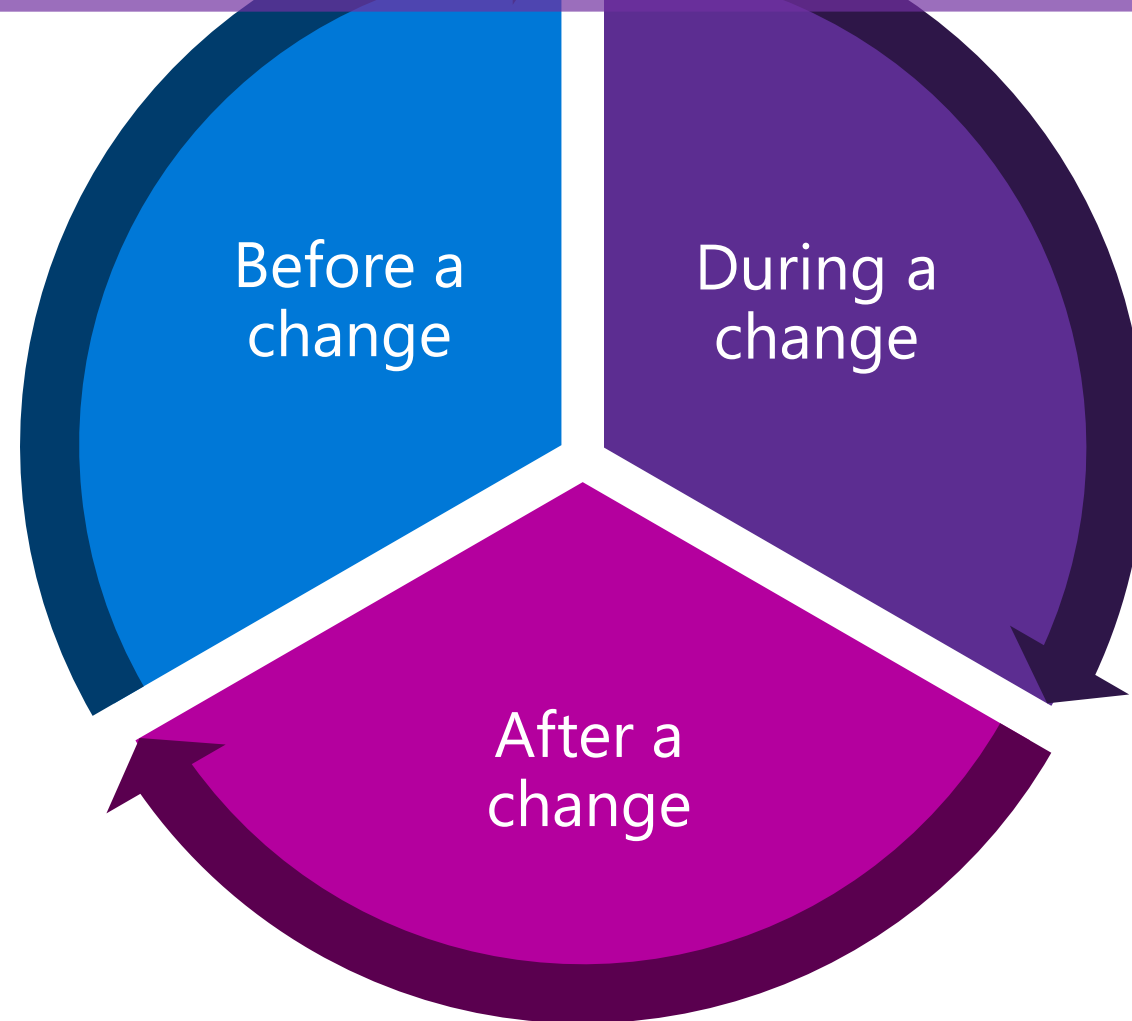
WHY SHOULD I USE THIS API?

- **Simplify Office 365 monitoring and improve visibility**
Real time and historical service status
Communications for service incidents, planned maintenance, and message center
- **Extend the ecosystem around service communication**
Create applications and integrate with service management panels
- **Part of the Office 365 Management APIs**



Part of those wonderful Office 365 Management APIs.

CHANGE ROLES & RESPONSIBILITIES....



What follows is some guidance around roles & responsibilities for change.

BEFORE A CHANGE...

Before a
change



MICROSOFT'S ROLE

- Set customer expectations for service changes
- Provide notice 30 days in advance for any change requiring administrator action
- Publish majority of new features and updates on roadmap.office.com



YOUR ROLE

- Understand what to expect for changes and communications
- Read Message Center, [Roadmap.office.com](https://roadmap.office.com), blogs.office.com frequently
- Sign up for First Release Select people in your production tenant and include your IT team and power users from your organization
- Review internal change management process and focus on agility and reducing duplicating work such as creating your own help content.
- Understand the Office 365 system requirements and check compliance

Note what you should do before a change.

DURING A CHANGE...



MICROSOFT'S ROLE

- Roll change out to First Release customers
- Monitor telemetry and support escalations for any unexpected issues



YOUR ROLE

- Check Message Center and review the additional information link
- Take action required (if applicable)
- Update any user and help desk content
- If a break/fix scenario is experienced, create a Support Request

During a
change

Note the things you should be doing during a change.

AFTER A CHANGE...



MICROSOFT'S ROLE

- Use our listening mechanisms to improve the change
- Listen to feedback from Yammer & admin feedback tool
- Update roadmap.office.com statuses and add new features



YOUR ROLE

- Work with the customer to adopt the change (Office 365 Success Center)
- Review change management processes and bottlenecks for opportunities to streamline, and use more MS resources
- Provide general feedback in Yammer and specific feedback in the admin feedback tool

After
cha

After a
change

Note what you should do after a change.

4. What If There Is A
Service Incident?

Proactive Detection and Notification for Outlook Version

Customer feedback

<http://blogs.perficient.com/microsoft/2015/02/office-365-microsofts-proactive-notification-of-user-issues/>

"Today was another one of those 'that just makes so much sense' moments where Microsoft was able to use the supporting infrastructure behind Office 365 to improve the user experience."

 Office 365

Update Outlook to stop connectivity issues

Organization Name: KaiCo Limited

Our automated checks indicate that some of your users are connecting to the Office 365 email service with out-of-date Outlook clients. The affected users may experience one or more of these symptoms:

- intermittent or repeated prompts for their password
- inability to set up a mail profile or connect to a mailbox
- other feature issues related to Mail, Calendar, or Contacts (for example: cannot access archive mailbox)

To help ensure all users have applied the latest Outlook client patches and updates, please review [this article](#) about updating Outlook clients.

The affected users are listed below:

- JohnSmith@kaicoltd.onmicrosoft.com
- JaneTolson@kaicoltd.onmicrosoft.com
- TomLee@kaicoltd.onmicrosoft.com

To learn more about Outlook updates, please review [this article](#).

When there are service incidents how do I get information?



5. Driving Adoption

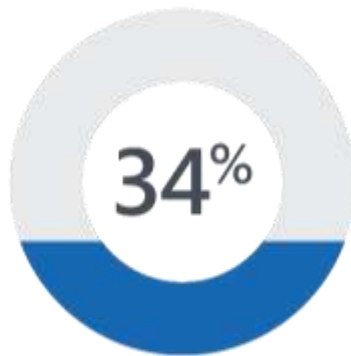
GETTING MORE PEOPLE TO USE THE TECHNOLOGY IS IMPORTANT...



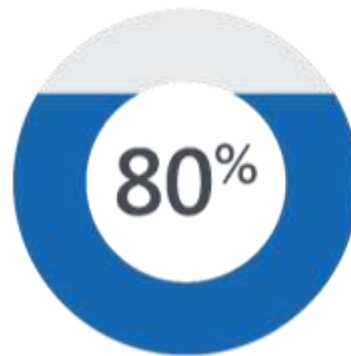
 Outlook



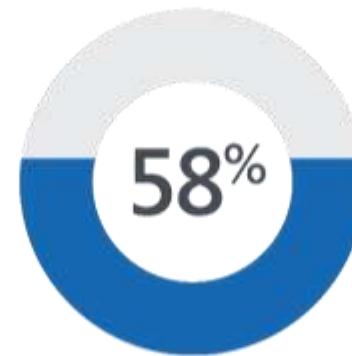
 Office Delve



 Share Point



 Skype for Business



 Yammer

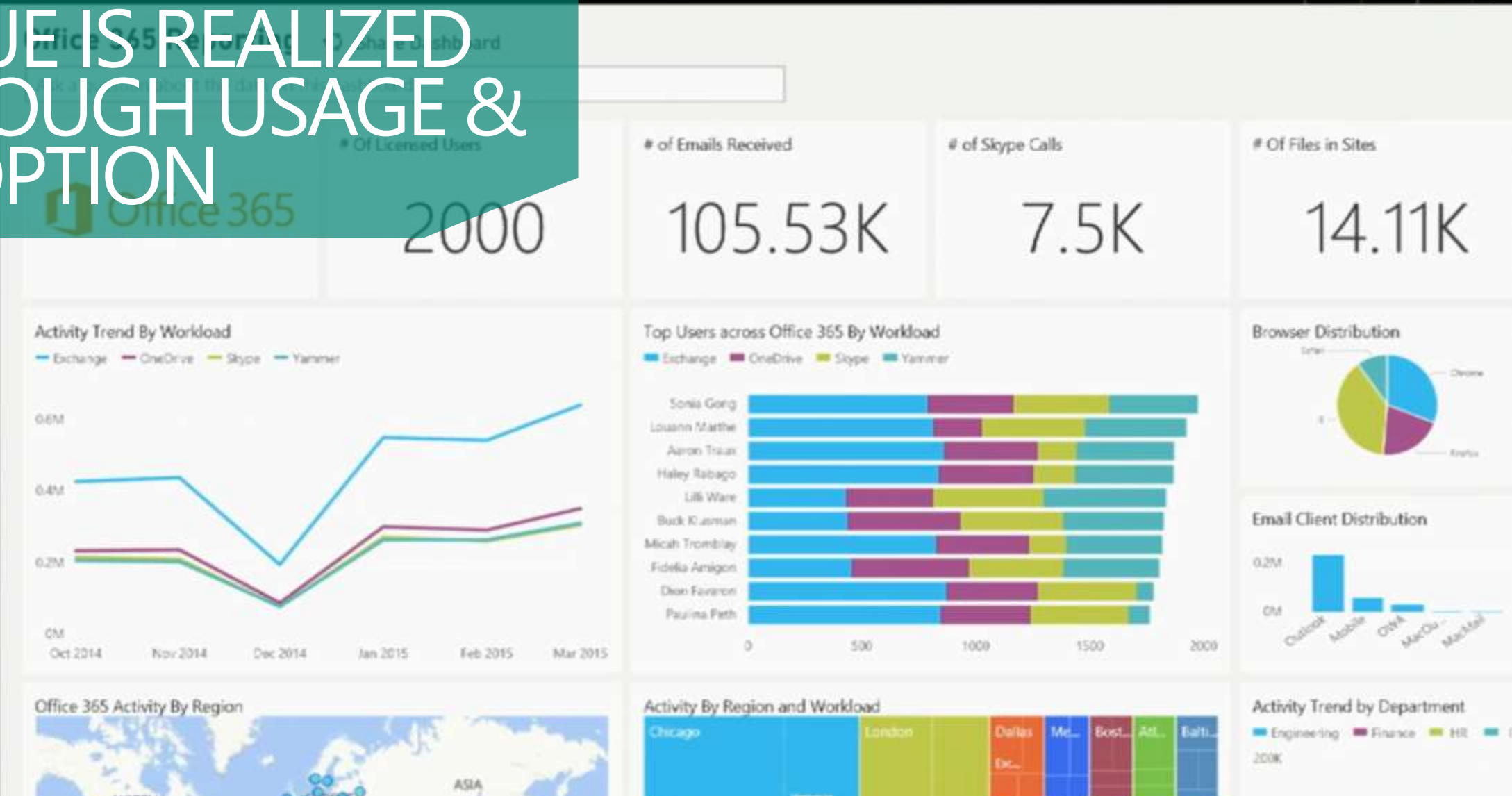


 One Drive

Often getting people to use **more** of the technology is just as important.

VALUE IS REALIZED THROUGH USAGE & ADOPTION

- Get Data
- Filter content
- Dashboards
 - Office 365 Reporting Dashboard
 - Retail Analytics Sample
- Reports
 - Office 365 IW1
 - Office 365 IW2
 - Office 365 IW3
 - Office 365 IW4
- Datasets
 - Office 365 IW 4
 - Office 365 IW1
 - Office 365 IW2
 - Office 365 IW3



Even when people have the tools, vision, and an understanding of the risks.





IT DOESN'T HAPPEN
ON IT'S OWN...

Even when people have the tools, vision, and an understanding of the risks.



search content and people...

- Home
- My work
- Shared with me
- Presented to me

TAGS

- Contoso Proposals
- Weekly Sync
- Employee Handbook
- Product Reviews

PEOPLE

- Chris Magnuson
- Ron Chitwood
- Sarah Talley
- Milton Dominquez

Word • Design Team

38 7 20+

+ ADD A TAG

Linda Holman Modified a minute ago

Journey to the cloud



PowerPoint • Ashley Frye's OneDrive

17 2 1

Trending around me +

Ron Chitwood

Excel • Design Team

9 7 9

Amanda Cunningham Shared yesterday

Contoso Information Security Policy



Word • Design Team

27 1 19 280 views

Contoso Weekly Sync +

Word • Ashley Frye's OneDrive

11 300 views

THIS IS IMPORTANT FOR ALL OF US...



Word • Design Team

34 0 9 238 views

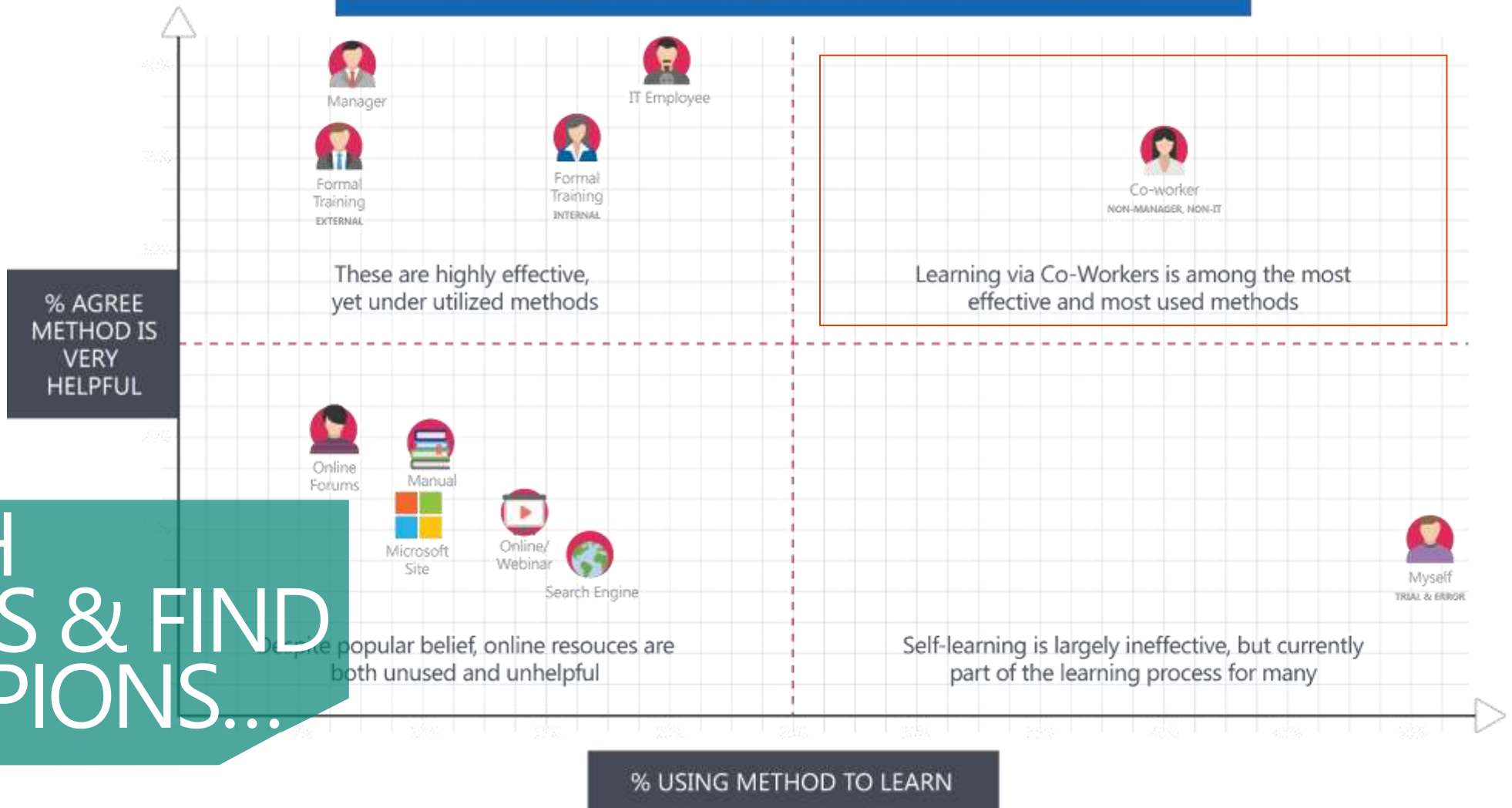
Deployment +

Milton Dominquez

The more people use the platform the more value the technology provides.



% Using Learning Method vs Helpful



COACH OTHERS & FIND CHAMPIONS...

Office 365 Customer Success Center

Learn how to get the most out of Office 365, quickly get your team onboard, and drive adoption.

success.office.com 



Scenarios

Scenarios inspire people to work in new ways using Office 365, along with related communication kits to support adoption.

BUILD AN ADOPTION PLAN...



Methodology

A four-step approach to drive adoption supported by downloadable templates and best practices.



Communities

Featured adoption communities where you can learn from your peers and adoption experts.



Resources

Helpful resources to learn about other customer stories and special offers to make it easier to get started.

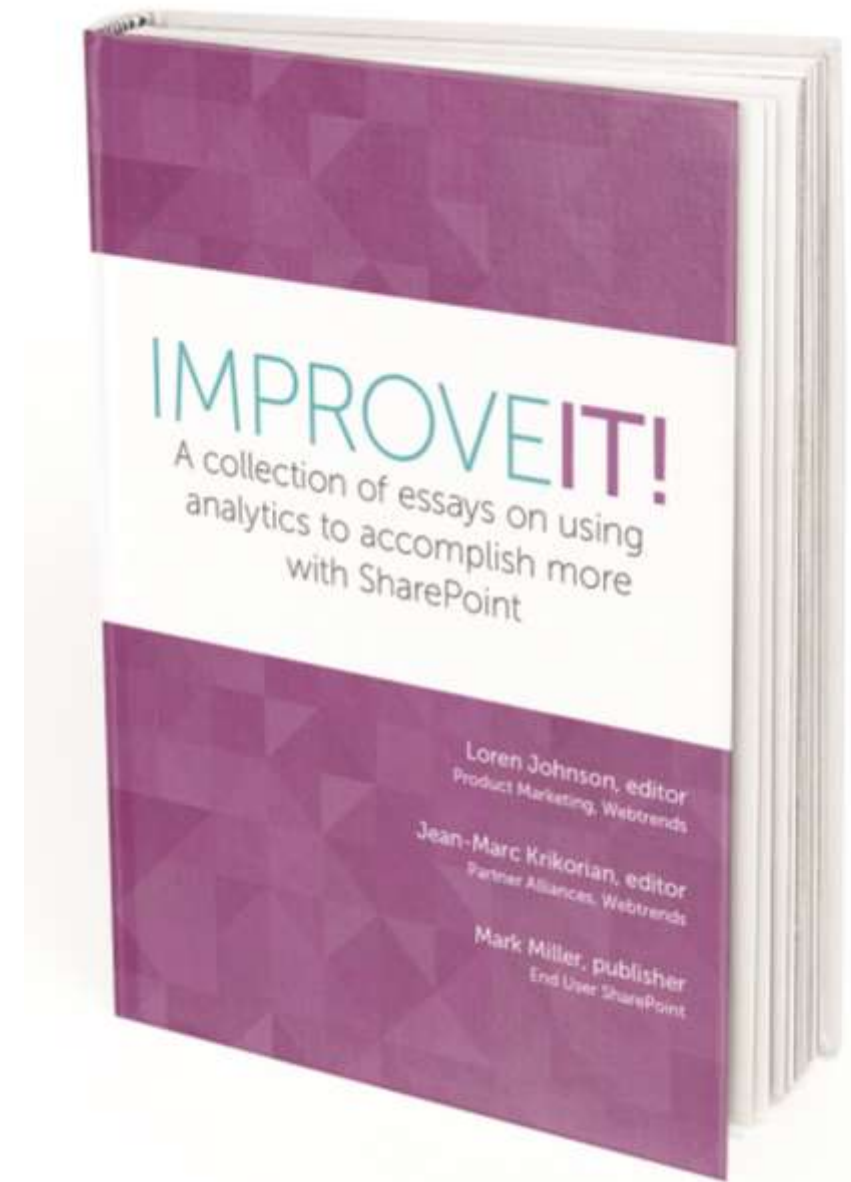
REAL WORLD ADOPTION ACTIVITIES & MORE...

Train Your Helpdesk	L-M
Stage an Awareness Event	L
Create Real Organizational Profiles	L
Run "For Charity" Reward Campaigns	L
Incorporate Feedback in Portal	L
Include an FAQ Listing & FAQ Finder	M

Launch

As you launch Office 365 or the latest on-premises server technologies, you should consider these activities.

Awareness	LOE
Send Announcement Emails	L
Host a Launch Event	L-H
Conduct a Baseline Survey & Follow-Up	M
Create a Feedback & Improvement Yammer Group	L
Hold Contests & Competitions	L



Find great ideas for driving adoption in our latest book <http://improveit.how/book> 

DOWNLOAD THE WHEN TO USE WHAT IN OFFICE 365 ENTERPRISE USER GUIDANCE WHITEPAPER!

When to use what
in Office 365
Enterprise User Guidance

Published: April 28, 2015

Authors: Richard Harbridge & Karwal Khipple

For the latest information, visit:
<http://www.2toLead.com>

It goes into much greater depth and can be found at WhenToUseWhat.com



6. Mobile Device Management

MDM FOR OFFICE 365...

User-centric approach

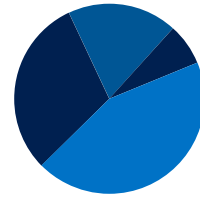
Conditional Access



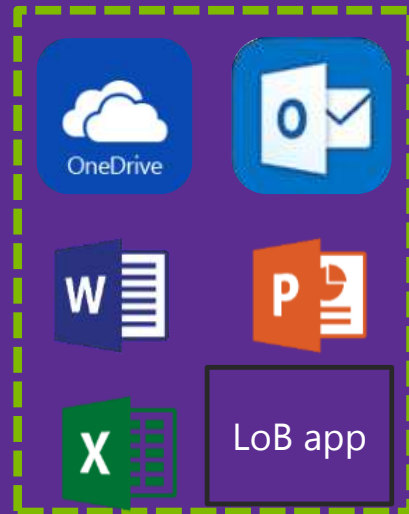
Device Management



Selective Wipe & Reporting



Application Management



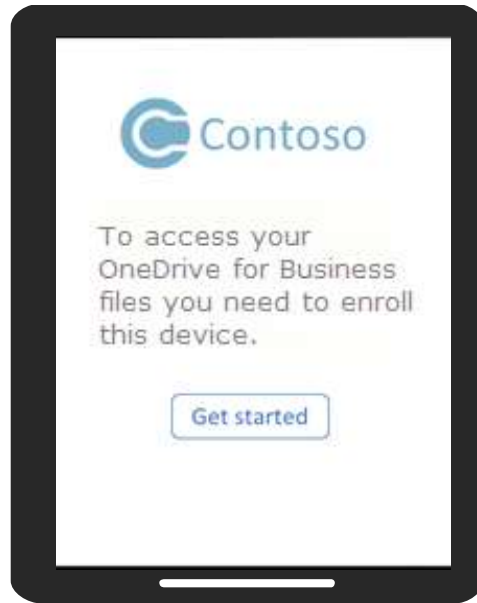
Built-in to Office 365

Powered by Microsoft Intune

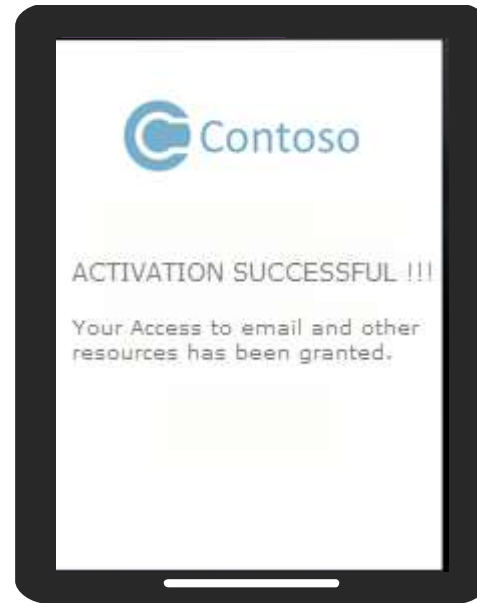
CONDITIONAL ACCESS WITH OFFICE 365...



1. A user downloads the public OneDrive app on a personal iPad



2. The user is shown a page that directs them to enroll the iPad



3. The user steps through the enrollment process



4. The OneDrive app is now MDM enabled



5. The user is able to access their OneDrive data

Before mobile devices can access 365 data they must be enrolled and healthy.



DEVICE SETTINGS WITH OFFICE 365...



Set PIN complexity

Require encrypted backup

Block Screen Capture

Block Bluetooth

+ Others

Control settings on the device which helps manage data leaving the device.

SELECTIVE WIPE WITH OFFICE 365...

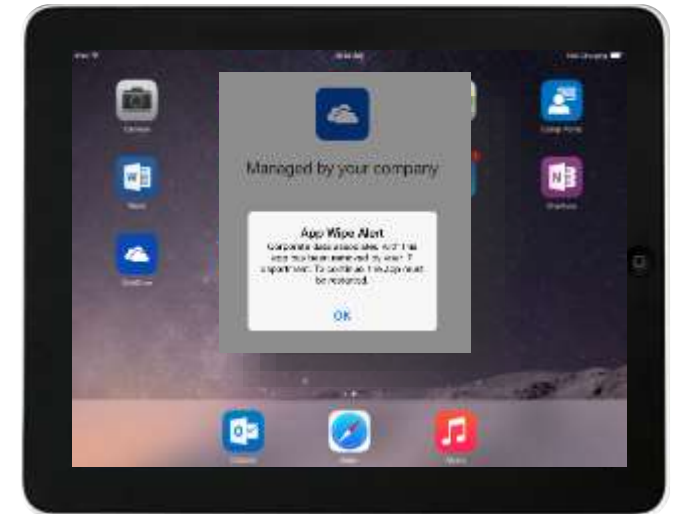
When they trigger the wipe, all of the data cached or stored by the apps will be deleted, while all of the user's personal content remains intact.



1. An employee uses Office 365 apps and data on a mobile device. The employee leaves the company.



2. The IT admin logs into Office 365 Admin Center to perform a selective wipe



3. The Office 365 data is removed from the Office applications leaving personal information intact

The IT admin can wipe Office 365 data from the user's device.

COMPARE...

Category	Feature	Exchange ActiveSync	MDM for Office 365	Microsoft Intune (cloud only)	Intune + ConfigMgr (hybrid)
Device configuration	Inventory mobile devices that access corporate applications	●	●	●	●
	Remote factory reset (full device wipe)	●	●	●	●
	Mobile device configuration settings (PIN length, PIN required, lock time, etc.)	●	●	●	●
	Self-service password reset (Office 365 cloud only users)	●	●	●	●
Office 365	Provides reporting on devices that do not meet IT policy		●	●	●
	Group-based policies and reporting (ability to use groups for targeted device configuration)		●	●	●
	Root and jailbreak detection		●	●	●
	Remove Office 365 app data from mobile devices while leaving personal data and apps intact (selective wipe)		●	●	Q2 CY2015
	Prevent access to corporate email and documents based upon device enrollment and compliance policies		●	●	Q2 CY2015
Premium mobile device & app management	Self-service Company Portal for users to enroll their own devices and install corporate apps			●	●
	App deployment (Windows Phone, iOS, Android)			●	●
	Deploy certificates, VPN profiles (including app-specific profiles), email profiles, and Wi-Fi profiles			●	● *
	Prevent cut/copy/paste/save as of data from corporate apps to personal apps (mobile application management)			●	Q2 CY2015
	Secure content viewing via Managed Browser, PDF Viewer, Imager Viewer, and AV Player apps for Intune			●	Q2 CY2015
	Remote device lock via self-service Company Portal and via admin console			●	●
PC management	Client PC management (e.g. Windows 8.1, inventory, antimalware, patch, policies, etc.)			●	●
	PC software management			●	●
	Comprehensive PC management (e.g. Windows Server/Linux/Mac OS X support, virtual desktop and power management, custom reporting, etc.)				●
	OS deployment				●

Be aware of MDM capabilities in Intune and SCCM that go even further...



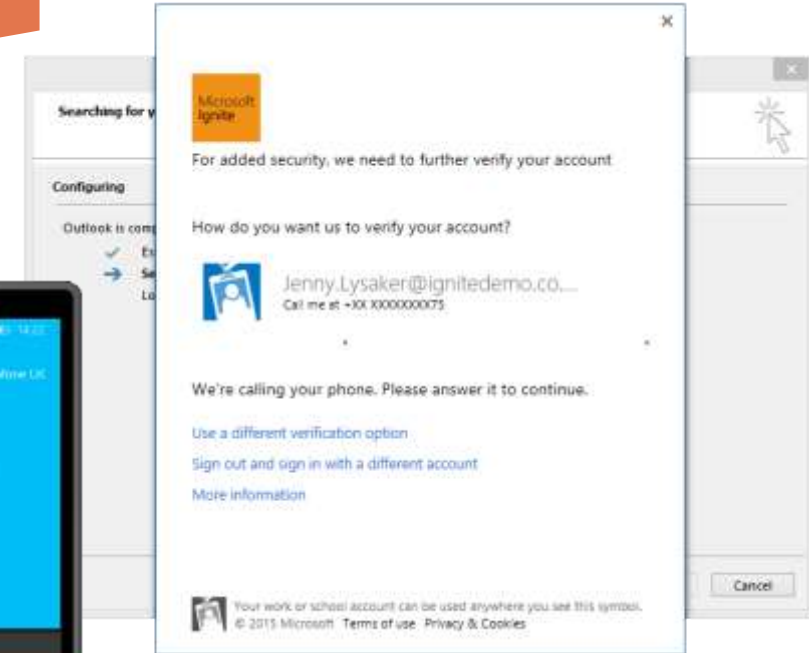
7. Multi-Factor Authentication & Azure AD Premium

MULTI-FACTOR AUTHENTICATION (MFA)

Needs something you “know”
(a password) and something
you have “a mobile phone”

Free for Office 365 subscribers

Can extend into on-premises
and other apps with Azure
MFA



Second factors include a telephone call, SMS text or validating via an app.

Add an application for my organization to use

FEATURED APPLICATIONS (13)

CUSTOM

ALL (2465)

BUSINESS MANAGEMENT (93)

COLLABORATION (282)

CONSTRUCTION (3)

CONTENT MANAGEMENT (86)

CRM (107)

DATA SERVICES (108)

DEVELOPER SERVICES (84)

E-COMMERCE (68)

EDUCATION (62)

ERP (38)

FINANCE (218)

HEALTH (46)

WITH AADP YOU CAN
CONNECT 2400+ SAAS
SOLUTIONS...



DocuSign



Dropbox for Business



Dynamics CRM



Google Apps



NAME	Office 365 Exchange Online
PUBLISHER	Microsoft Corporation
APPLICATION URL	http://office.microsoft.com/outlook/

By default, Office 365 Exchange Online works with Windows Azure AD. To get started, sign up for Office 365 Exchange Online using an account in your instance of Windows Azure AD.

Requires an existing Office 365 Exchange Online subscription.

Providing easy single sign on for your users as well as reporting.

IT ALSO PROVIDES A
DESIGNED LOGIN PAGE...

Our customers call us **Generous.**
That is the result of your **hard work.**

Thank You.



Sign in to Windows Azure Active Directory

Richard@2toLead.com

••••••••••

Keep me signed in

Sign in

[Can't access your account?](#)

Which can help communicate additional messages like instructions for help.

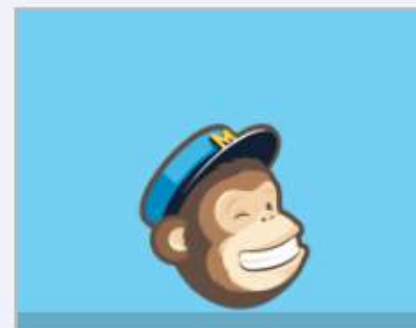
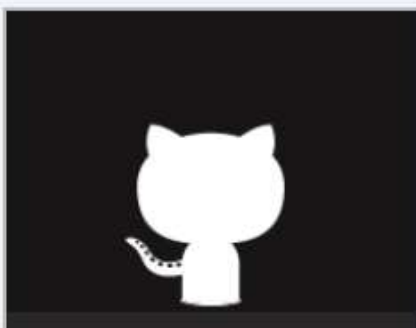
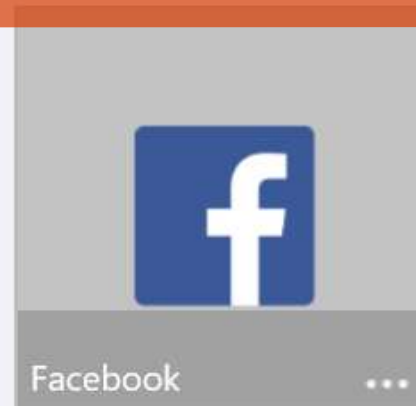


applications

groups

approvals

THERE IS AN
AZURE SSO
PORTAL...



Group management and approvals are important to note here.



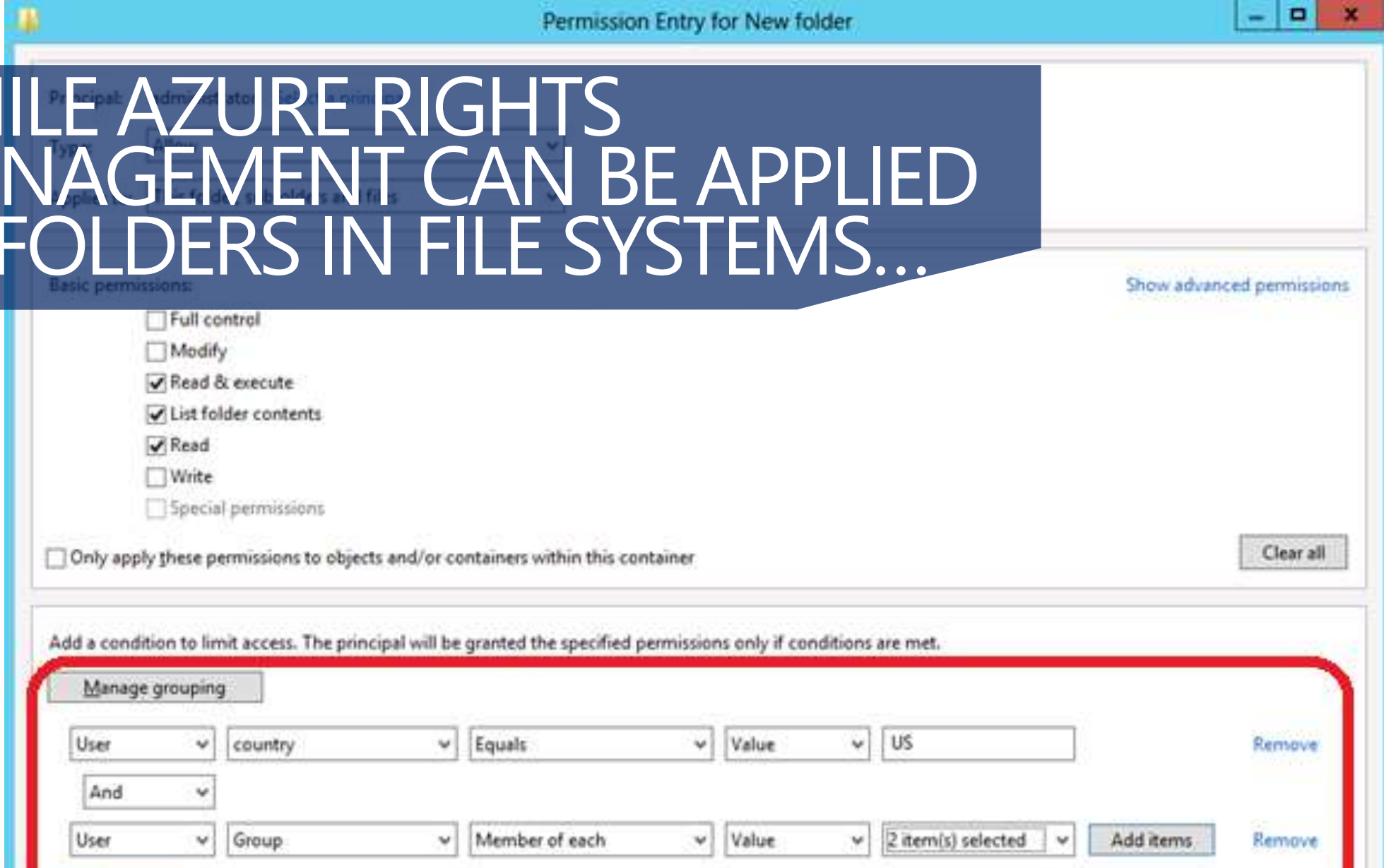
THE SSO APPS YOU CONFIGURE CAN SHOW IN THE APP LAUNCHER FOR USERS...



Bringing the power of Azure AD SSO right to users in a very meaningful way.

8. Azure Rights Management


WHILE AZURE RIGHTS MANAGEMENT CAN BE APPLIED TO FOLDERS IN FILE SYSTEMS...




Taking permissions and encryption further.

IT CAN ALSO SECURE INDIVIDUAL FILES ON A DESKTOP...

enter email addresses, separate multiple addresses with semicolons

Allow consumption on all devices 

PERMISSIONS




VIEWER REVIEWER CO-AUTHOR CO-OWNER

View Edit Copy All permissions

Print

Users must login every time they open this file

Content expires on 

Giving users an easy way to ensure their data remains visible to whom they want.



Info

Info

IN FACT OFFICE DOCUMENTS
HAVE IT BUILT INTO THEIR
INTERFACES...

Save

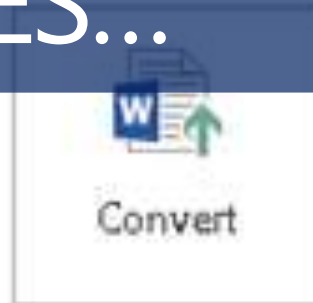
Save As

Print

Share

Export

Close



Compatibility Mode

Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.



Protect Document

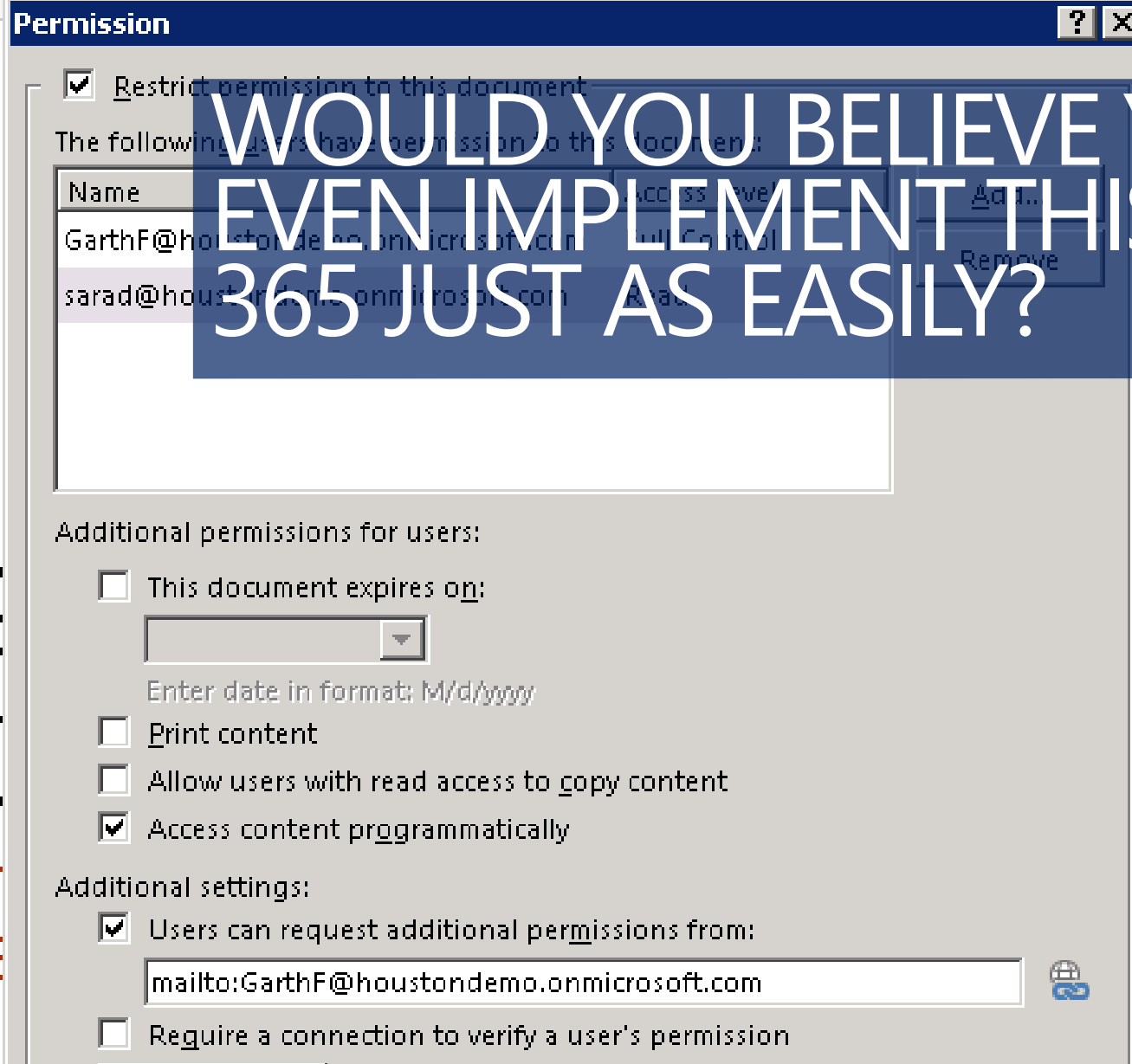
Control what types of changes people can make to this document.



Mark as Final

Let readers know the document is

Enabling a natural experience of securing and protecting a document.



WOULD YOU BELIEVE YOU CAN
EVEN IMPLEMENT THIS IN OFFICE
365 JUST AS EASILY?

Giving you all of the reporting and benefits Azure RMS provides in Office 365.



Information Rights Management (IRM)


IRM helps protect sensitive files from being misused or distributed without permission once they have been downloaded from this library.

WITH SHAREPOINT DLP AND IRM BEING A GREAT EXAMPLE...

Restrict permissions on this library on download
Create a permissions policy
Default
Add a permissions policy description
Default settings
HIDE OPTIONS

Set additional IRM library settings

This section provides additional settings that control the library behavior.

- Do not allow users to upload documents that do not support IRM
- Stop restricting access to the library at
 
- Prevent opening documents in the browser for this Document Library

Configure document access rights

This section control the document access rights (for viewers) after the document is downloaded from the library; read only viewing right is the default. Granting the rights below is reducing the bar for accessing the content by unauthorized users.

- Allow viewers to print
- Allow viewers to run script and screen reader to function on downloaded documents
- Allow viewers to write on a copy of the downloaded document
- After download, document access rights will expire after these number of days (1-365)

Set group protection and credentials interval

Use the settings in this section to control the caching policy of the license the application that opens the document will use and to allow sharing the downloaded document with users that belong to a specified group

Of how you can leverage Azure Rights Management Services to secure content.



DATA LOSS PREVENTION (DLP)...

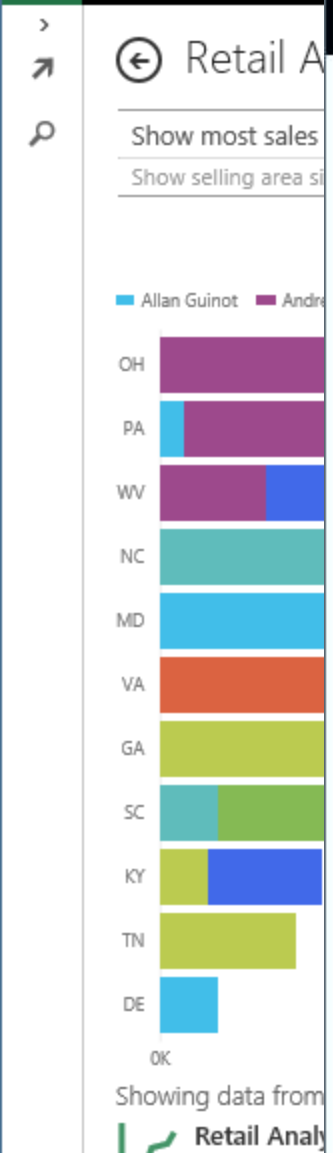
Available in SharePoint Online and Exchange Online

- Create policies to restrict content being saved to SharePoint Online or OneDrive for Business, or shared externally, or emailed. Enforced on create/edit and with during background search crawling
- Can create document fingerprints to ensure standard company forms are not distributed
- Can extend DLP templates to suit business requirements (Exchange only at present)

Reporting and incident management available

- Built into the Office 365 portal and can have emailed incident reports

9. Power BI for Office 365, Office 365 Video, Groups, & Delve



BI@Microsoft

HOME TOOLS DATA LEARN STORIES SERVICES HELP & COMMUNITY

Learn about Power BI



HOW WE MAKE DECISIONS TOGETHER HAS CHANGED...

What's new

New ways to share data in Public Preview

In Power BI Public Preview, options are now available for making data sharing simpler, faster, and more extensible than before.

[Find out more on the Data Sharing page](#)

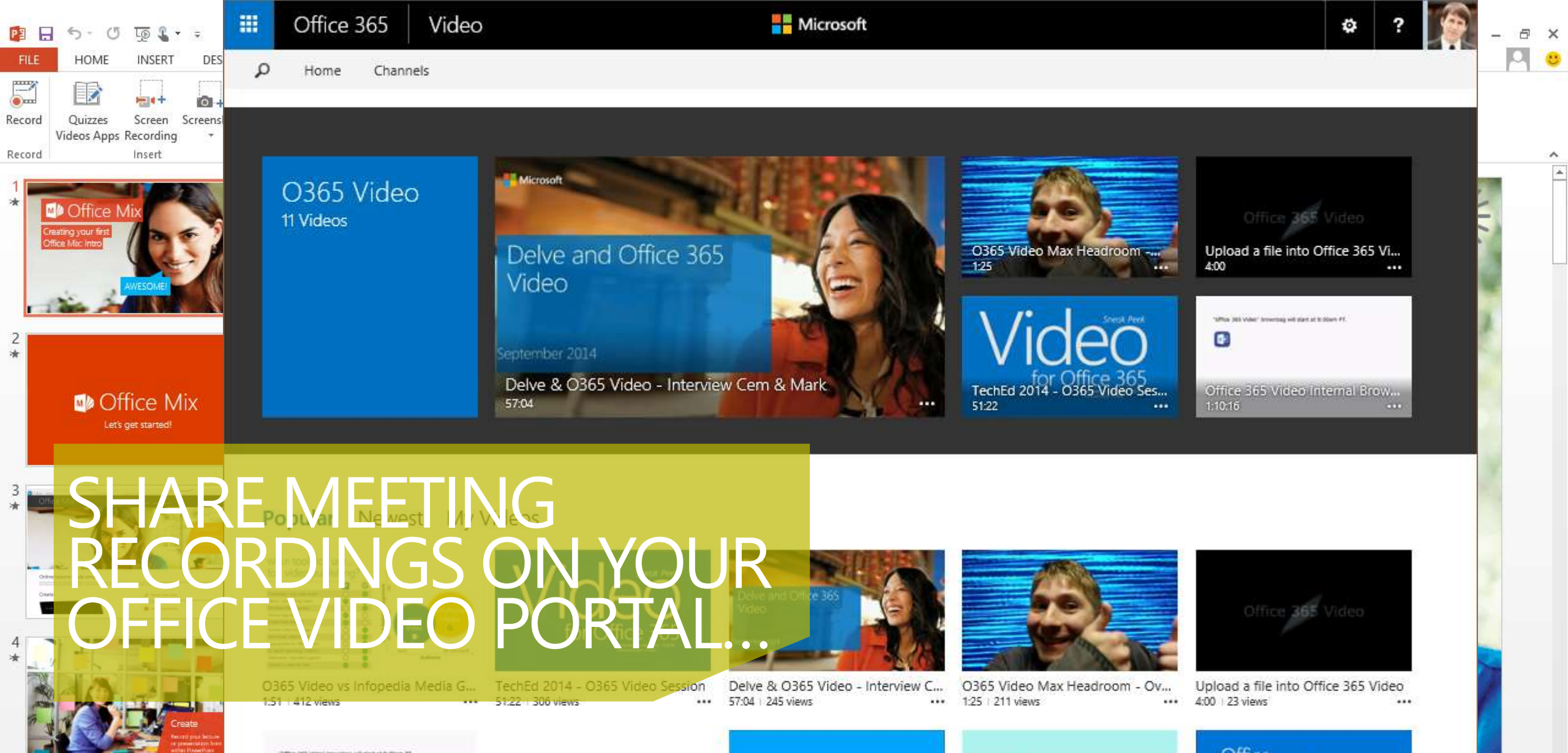
Highlights

- Find training by tool, experience level
- Learn how Power BI can help you in your job
- See leading examples of Power BI

Learn about dashboard visualizations, connect to data in real-time, and much more. [Learn more](#) | [Try it now](#)

Tell us how you use Power BI
Submit a short description to tell us how you use Power BI for your business.

Power BI feature requests
Find out how to share and vote for new ideas in Power BI, including Public



SHARE MEETING RECORDINGS ON YOUR OFFICE VIDEO PORTAL...

Go beyond the meeting recording with Office MIX <https://mix.office.com/>



Search everything

- My Documents
- Followed Documents
- Shared with Me
- Site Folders
- Recycle Bin

GROUPS +

- Marketing Campaigns
- Sales - LATAM
- Emerging Markets
- Product Launch
- Public Speaking



Marketing Campaigns Group

Conversations Calendar ...

Files Shared with us

+ new ↑ upload ↻ sync ✎ edit 🔧 manage ↻ share

All Files Highlights Shared with us ...

Find a file

✓	Name	Modified	Modified By
✓	BusinessValueBook_v3	... 5 days ago	Allie Bellew
	APAC Cost v Benefit	... 6 days ago	Molly Daniels
	Contoso 2015 Marketing Strategy	... June 22	Allie Bellew
	Emerging Markets Strategy 2015 Strategy	... June 23	Garth Fort
	Global Forecasts	... 5 minutes ago	Pavel Browne
	Marketing Campaign and Plan	... 5 days ago	Katie Jordan

CONNECT EXPERIENCES WITH OFFICE 365 GROUPS...



With messaging, calendaring, file sharing, and more.



MANAGE NEW OFFICE 365 GROUPS...

Naming conventions

- Set on display name during create/change
- Blocked word list, pre-/post-fix based on AAD attributes or fixed text
- Same policy for DL and groups
- IT admins can override

Create scopes

- Control groups create UI in OWA and OLK for certain or all users through OWA policy
- Does not prevent users from using groups
- IT can still create groups (managed scenarios)

The screenshot displays the Office 365 Groups management interface. At the top, there are navigation tabs for 'mailboxes', 'groups', 'resources', 'contacts', 'shared', and 'migration'. Below this, a message states: 'Instead of a distribution group, consider using a new Office 365 Group to collaborate by sharing conversations'. A table lists groups with columns for 'DISPLAY NAME' and 'TYPE'. The 'Accounting' group is selected, and a context menu is open over it, showing options: 'Add/Remove columns', 'Export data to a CSV file', 'Configure group naming policy', and 'Advanced search'. Below the table, the 'group naming policy' configuration is shown, with a 'blocked words' section containing a list with the word 'badword'. An error message box is overlaid on the bottom right, stating: 'The group name contains the word "badword", which isn't allowed in group names in your organization. Please rename your group.' with an 'OK' button.

Examples of management could include naming conventions or scopes.

CONNECT EXPERIENCES ACROSS OFFICE 365 WITH DELVE...



My work life balance

887 ↑ +2%
Emails

67 ↓ -3%
Meetings

250 ↑ +2%
Skype

90 ↑ +2%
Yammer



Emails sent outside of hours
6% more than compa



Skype sessions outside of hours
7% more than compa

Your business hours are 9AM to 6PM

MICROSITES...

Badging denotes authoritative content

Basic site hierarchy allows sections and organization

Absolutely the best way in the world to talk about a set of Office documents

The screenshot shows an Office 365 Point page titled 'Brand Update'. At the top, there is a navigation bar with 'Office 365 · Point' and a search bar. Below the navigation, there is a main header area with a large 'C' badge and a dropdown menu containing 'Quick reference documents', 'Repositioning our product', 'Partner insights', and 'Related documents'. The main content area is divided into several sections: 'What you need to know', 'Partner insights' (with a sub-section 'Guidelines for Working with Partners'), 'Quick reference documents' (with a sub-section 'Contoso Brand Update 2015'), and 'Related documents' (with a grid of document thumbnails). The thumbnails include 'Brand Examples', 'Contoso Team Stories', 'Competitive Case Study', 'Multi-platform Specific', and 'Geo-political Review'. The page is annotated with three callout boxes: one pointing to the 'C' badge, one pointing to the 'Guidelines for Working with Partners' section, and one pointing to the 'Quick reference documents' section.

Modern, on rails authoring canvas

Includes both explicit, curated content and dynamic related content

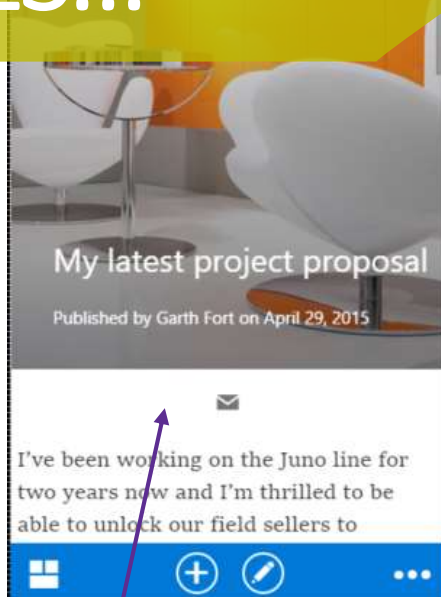
The screenshot shows a mobile view of the 'Contoso Brand Update' page. The page is titled 'Contoso Brand Update' and features a 'Quick reference documents' section with a sub-section 'Contoso Brand Update 2015'. Below this, there is a 'Contoso Brand Update 2015' section with a 'PowerPoint - Contoso Marketing' document and a 'Learn more' link. The page also features a 'Repositioning our product' section with a 'Learn more' link and a 'Partner insights' section. The mobile view is annotated with a callout box pointing to the 'Contoso Brand Update 2015' section.

Going beyond Delve Boards and providing great content experiences.

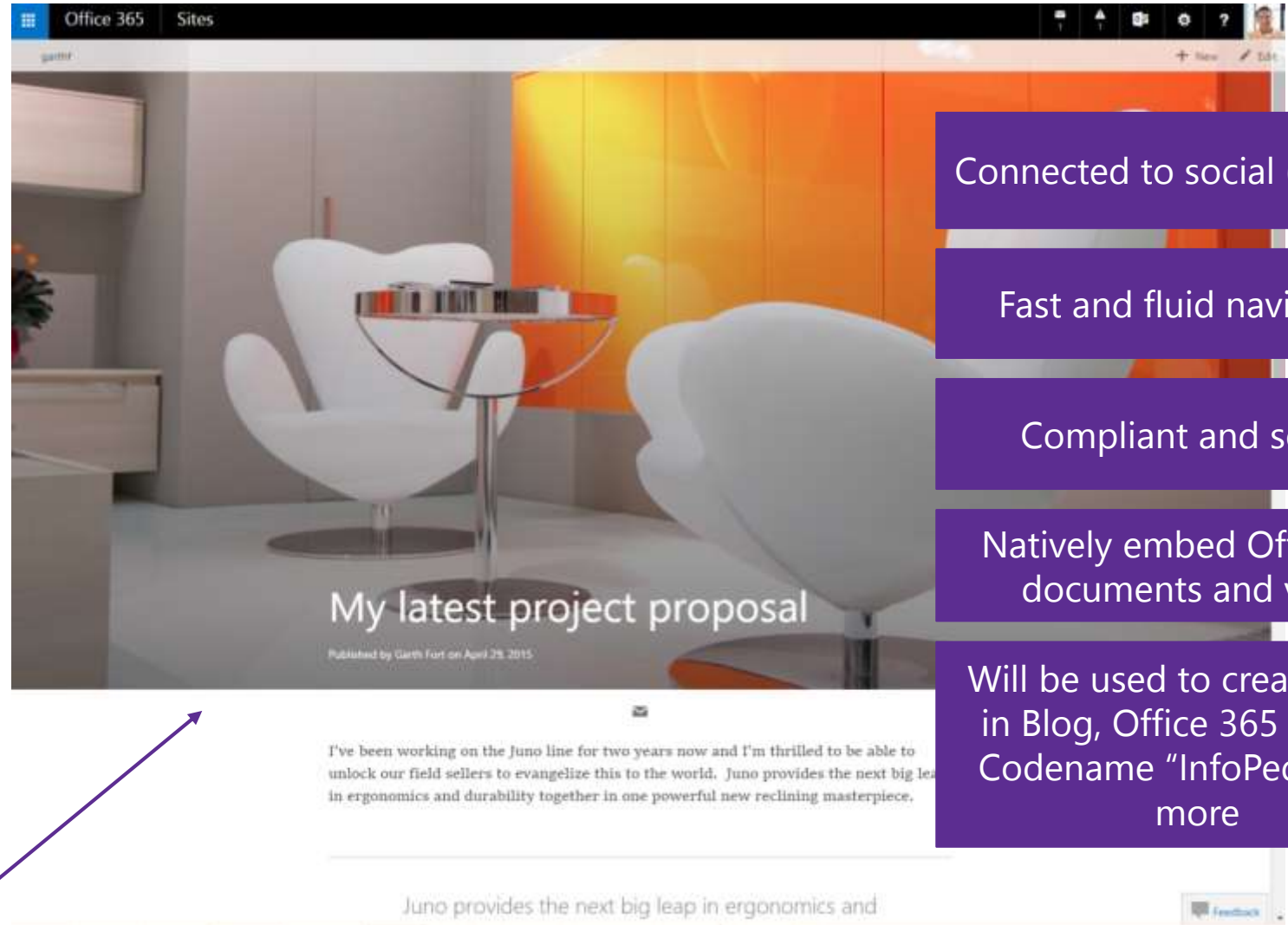


Auto-saved as you work
Friendly URLs

MICROSITES & ARTICLES...



Looks great across your
devices (phone, tablet and PC)



Connected to social (Yammer)

Fast and fluid navigation

Compliant and secure

Natively embed Office 365
documents and video

Will be used to create pages
in Blog, Office 365 Groups,
Codename "InfoPedia" and
more

It all starts with easy to author articles. Then Microsites and codename Infopedia.




+ Add to a Section

INFOPEdia...

The Olm Collection: Selling to Hotels and Resorts

The High-End Home Experience

Last Update on January 22, 2015 by  Mary Baker Sales Director

< Infopedia

♥ 118

+ 132

♻️ 45

🔍 189

Abstract

[Be an Expert on the Collection](#)

[Know your Hotel](#)

Abstract

The Olm Collection is built for style, comfort and luxury. This comprehensive portfolio offers a spectrum of different products across a range of prices. We aim sodales ligula in libero. Sed dignissim lacinia nunc. Curabitur tortor. Pellentesque

Sections, TOCs, & Entire "Infopedia" collections of articles/microsites.



10. You Can Give Feedback (And Should)

Feedback

Rate your experience with Office 365 admin.

★★★★★

Let us know what you liked or what we can do better.

To protect your privacy, please do not include personal information in your feedback. Review our [privacy policy](#).

First Release is great!

It's OK for Microsoft to contact me about this feedback.

katiej@contoso.com

Submit Cancel

Office 365 Yammer

Office 365 Network

Home Inbox 5 Search for people, groups

Andy O'Donald

Announcements


Introducing the Office 365 Network Bulletin!
Posted by Kady Dundas (Microsoft) Wednesday at 10:40am 57 3

The Weekly Roundup is Posted!
Posted by Lana O'Brien (Microsoft) March 27 at 11:18am 8 3


Update Poll Praise Announcement

Welcome! Please post your message in a specific group.

FEEDBACK
OPTIONS...

 **ADMIN FEEDBACK TOOL**

Key use scenarios:
specific changes & their impact
communication (Message Center
comments)

 **GENERAL CHANGE MANAGEMENT FEEDBACK**

Yammer network
aka.mvs/Office365Network

Customer Feedback for Microsoft Office 365

Welcome to Office 365 feedback and suggestions site! We love hearing from our customers. If you have suggestions for how we can improve any area in Office 365, please share them with us here. While we can't respond to every suggestion, we are committed to reading every post.

How it works

- Select one of the feedback forums from the list below
- Check out the ideas others have suggested and vote on your favorites
- If you have a suggestion that's not listed yet, submit your own -- 25 words or less, please
- One idea per post

Need Tech Support? Please visit the [O365 Community support forums](#).

Have ideas to improve Video? Please visit [O365 Video UserVoice](#).

Have ideas to improve OneDrive? Please visit [OneDrive UserVoice](#)

...and now, a word from the legal guys upstairs

Please note that this feedback area is moderated and is a voluntary participation-based project. If your submission is not a product feature suggestion it may be removed. Please do not send any novel or patentable ideas, copyrighted materials, samples or demos which you do not want to grant a license to Microsoft.

Thanks for joining our community and helping improve Office 365. We're happy you're here!

MICROSOFT IS LISTENING & IMPROVING...



Give feedback

- Delve 19
- General 32
- Groups 10
- Lync Online 2
- Office 365 Admin 20
- Office Apps: Excel Online 6
- Office Apps: OneNote Online 4
- Office Apps: PowerPoint Online 1
- Office Apps: Word Online 7
- Outlook and calendar 34
- Sites and Collaboration 38
- Yammer 22





THERE IS A LOT TO KNOW ABOUT OFFICE 365...



33,800,000 RESULTS

Narrow by language ▾

Narrow by region ▾

[Microsoft Office 365 | microsoft.office.com](#)

Ad

[microsoft.office.com](#)Your Small Business Just Got Bigger with **Office 365**. Subscribe Today![Explore Office 365](#)[Compare Office 365 Plans](#)[Learn About Office 365](#)[Explore Office 365 for Business | Office 365](#)<https://products.office.com/en-us/business/explore-office-365-for...>Boost your productivity with reliable access anywhere with services like email, calendar, file sharing, online conferencing, instant messaging, and **Office Online**.[Compare Office 365 Business Plans](#)<https://products.office.com/en-us/business/compare-office-365-for...>**Office 365** has a plan to fit your business, no matter what your organization's size and needs. Compare the options here.

Office 365



Office when and where you need it. From home to business, from desktop to web and the devices i... +

[See More at office.com](#)**Product info:** Microsoft**Official site:** [products.office.com](#)

People also search for



But what about beyond the basics? What else should every IT Pro know?

NOW YOU KNOW ABOUT 10 MORE THINGS ABOUT OFFICE 365...

1. The Great (And Many) **Admin Tools**
2. **Limits** You Should Be Aware Of
3. How Office 365 **Communicates And Makes Changes**
4. What To Do During & After A **Service Incident**
5. How Important It Is To **Drive Adoption** (And Commit To Doing What You Can)
6. **Mobile Device Management** (MDM) In Office 365 Is Awesome
7. **Azure Active Directory Premium** (AADP) Helps Provide More SaaS Control/Ease Of Use
8. **Azure Rights Management** (Azure RMS) Is A Critical Part Of Modern Enterprise Security
9. Office 365 Has Released Many **New Features & Capabilities** You May Want To Roll Out
10. There Are Many Ways To **Provide Feedback** & Microsoft (And The Community) Is Listening

There is still even more to learn and know!





Thank You!

Organizers, Sponsors and You for making this possible.

100+ Sharepoint Presentations At. [Slideshow.Net/RHarbridge](https://www.slideshare.net/RHarbridge)

When To Use What Whitepaper. [WhenToUseWhat.com](https://www.whentousewhat.com)

Improve It Book.. [ImproveIT.How/Book](https://www.improvetit.com/book)

Office 365 Success Center.. [Success.Office.Com](https://www.success.office.com)

Message Me On LinkedIn or Email Richard@2toLead.com

SPEAKER | AUTHOR | SUPER FRIENDLY

My twitter is [@RHarbridge](https://twitter.com/RHarbridge), my blog is at <http://RHarbridge.com>, and I work at  **2toLEAD**

RESOURCES & BONUS SLIDES...

- Office 2013 Resource Kit: [https://technet.microsoft.com/en-us/library/cc303401\(v=office.15\).aspx](https://technet.microsoft.com/en-us/library/cc303401(v=office.15).aspx)
- Downloads: [https://technet.microsoft.com/en-us/library/cc178979\(v=office.15\).aspx](https://technet.microsoft.com/en-us/library/cc178979(v=office.15).aspx)
- Group Policy for Office 2013: [https://technet.microsoft.com/en-us/library/cc178969\(v=office.15\).aspx](https://technet.microsoft.com/en-us/library/cc178969(v=office.15).aspx)
- Download Admin Template files: [https://technet.microsoft.com/en-us/library/cc178992\(v=office.15\).aspx](https://technet.microsoft.com/en-us/library/cc178992(v=office.15).aspx)
- Creating Query Rules [https://technet.microsoft.com/en-us/library/jj871014\(v=office.15\).aspx](https://technet.microsoft.com/en-us/library/jj871014(v=office.15).aspx)
- Understanding Query Rules <http://office.microsoft.com/en-us/sharepoint-server-help/understanding-query-rules-HA102848833.aspx?CTT=1>
- Send Document to another location: <https://www.youtube.com/watch?v=t3LLKnvcYdo>
- Power Hour, user adoption discussion: <https://www.youtube.com/watch?v=Jif80XF4qIs>
- Manage and Deploy Apps: http://blogs.msdn.com/b/richard_dizeregas_blog/archive/2013/03/04/sharepoint-2013-app-deployment-through-quot-app-stapling-quot.aspx

MICROSOFT CLOUD SECURITY FOR ENTERPRISE ARCHITECTS...

Systematic approach to securing your identities, data, and applications in the cloud

[Visio version](#)

[PDF version](#)

Microsoft Cloud Security for Enterprise Architects

What IT architects need to know about security in Microsoft cloud services and platforms.

This topic is 1 of 3 in a series 1 2 3 4 5

Introduction to Security in a Cloud Enabled World

Cloud Security is a Partnership

The security of your Microsoft cloud services is a partnership between you and Microsoft.

Microsoft	You
Microsoft cloud services are built on a foundation of trust and security. Microsoft provides you security controls and capabilities to help you protect your data and applications.	You own your data and identities and the responsibility for protecting them, the security of your enterprise resources, and the security of cloud components you control (such as service type).

The responsibilities and controls for the security of applications and networks vary by the service type.

SaaS Software as a Service	Azure PaaS Platform as a Service	Azure IaaS Infrastructure as a Service	Private cloud
Microsoft operates and secures the infrastructure, host operating system, and application layers. Data is secured at Microsoft and in transit between Microsoft and the customer. You control and secure your data and identities, including configuring the set of application controls available in the cloud service.	Microsoft operates and secures the infrastructure and host operating system layers. You control and secure your data, identities, and applications, including applying any infrastructure controls available from the cloud service. You control all application code and configuration, including source code provided by Microsoft or other sources.	Microsoft operates and secures the base infrastructure and host operating system layers. You control and secure your data, identities, application, virtualized operating systems, and any infrastructure controls available from the cloud service.	Private clouds are on-premise capabilities that are owned, operated, and managed by the customer. Private clouds offer from both local on-premise infrastructure that they follow cloud principles to provide cloud availability and flexibility.

Keys to success

Enterprise organizations benefit from taking a methodical approach to cloud security. This involves living by in-core capabilities within the organization that lead to secure environments.

- Governance & Security Policy**
Microsoft recommends developing guides for how to evaluate, adopt, and use cloud services to minimize creation of incompatible roles and vulnerabilities that extend out-cases. Drive governance and security policies are updated for cloud services and implemented across the organization.
 - Identify policies
 - Data policies
 - Compliance policies and documentation
- Administrative Privilege Management**
Your IT administrators have control over the cloud services and identity management services, making them a dependency for cloud security. The privileged accounts, credentials, and permissions where the accounts are used must be protected and monitored.
- Identity Systems and Identity Management**
Identity services provide the foundation of security systems. Most enterprise organizations use existing identity systems that are secured at or above the level of cloud services.
- Threat Awareness**
Organizations face a variety of security threats with varying motivations. Evaluate the threats that apply to your organization and put them into context by leveraging resources like Threat Intelligence and Information Sharing and Analysis Center (ISACs).
- Data Protection**
You own your data and how it should be used, stored, updated, and retrieved. You should identify your sensitive data and ensure it is protected and monitored whenever it is stored.

See pages 2-5 for more detail and resources.

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Responsibility for security is based on the type of cloud service. The following chart summarizes the baseline of responsibility for both Microsoft and the customer.

Responsibility	SaaS	PaaS	IaaS	On-prem
Data governance & rights management	Customer	Customer	Customer	Customer
Client endpoints	Customer	Customer	Customer	Customer
Account & access management	Customer	Customer	Customer	Customer
Identity & directory infrastructure	Customer	Customer	Customer	Customer
Application	Customer	Customer	Customer	Customer
Network controls	Customer	Customer	Customer	Customer
Operating system	Microsoft	Microsoft	Microsoft	Customer
Physical hosts	Microsoft	Microsoft	Microsoft	Customer
Physical network	Microsoft	Microsoft	Microsoft	Customer
Physical datacenter	Microsoft	Microsoft	Microsoft	Customer

What can you the admin do with Office 365? (Beyond the basics.)



MICROSOFT'S ENTERPRISE CLOUD ROADMAP...

Resources For IT Decision Makers - <http://aka.ms/CloudArchitecture>

- Map of Microsoft SaaS, PaaS, IaaS, and private cloud offerings
- Identity architecture
- Security architecture
- Deployment and integration options for Exchange, Lync, and SharePoint
- Azure architecture blueprints
- Cloud design patterns
- Design stencils