

1. Record Nr.	UNINA9910293151203321
Autore	Katzer Matthew
Titolo	Office 365: Migrating and Managing Your Business in the Cloud [[electronic resource] /] / by Matthew Katzer, Don Crawford
Pubbl/distr/stampa	Springer Nature, 2013 Berkeley, CA : , : Apress : , : Imprint : Apress, , 2013
ISBN	1-4302-6527-2
Edizione	[1st ed. 2013.]
Descrizione fisica	1 online resource (XXIX, 680 p. 638 illus.)
Collana	The Expert's Voice in Office 365
Disciplina	004
Soggetti	Microsoft software Microsoft .NET Framework Computers Microsoft and .NET Information Systems and Communication Service
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Bibliographic Level Mode of Issuance: Monograph
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Intro -- Contents -- About the Authors -- About the Technical Reviewers -- Acknowledgments -- Introduction -- Chapter 1: Office 365: Moving to the Cloud -- Office 365: The New Cloud Challenge -- Customer Segments -- Ready Design Custom Cupcakes IT Requirements -- Strategic Overview -- On-Premises and Cloud Resource Requirements -- Core Business Software -- Information Exchange -- More Ready Design Cup Cakes (RDCC) IT Issues -- Line of Business Applications -- Requirements for On-Premises and Cloud Data -- E-Mail Utilization and Retention -- Network Infrastructure -- Desktop Support and Upgrade -- Information Security -- Monitoring -- Microsoft Systems Center -- Microsoft Windows Intune-Desktop Management -- Cloud Requirements -- Office 365 Business Savings for RDCC -- Summary of RDCC On-Premises Requirements -- RDCC Cloud Solution -- Migration Cost and Approaches -- Remote Monitoring with Windows Intune and Systems Center -- Optimizing Core Services with the Cloud -- Business Efficiency -- The Big Decision: On-Premises or Cloud Solutions? -- Next Steps for RDCC -- Summary -- Next Steps -- Chapter 2: Using Office 365 and Windows Intune -- A Day in the Life of

an Office 365 User -- Where to Start with Office365? A Hands-On Tutorial -- Logging into Office 365 -- Accessing Outlook-WebApp -- SkyDrive Pro-Overview -- Document Collaboration -- Office 365 Yammer Configuration -- Public Web Site -- Office 365 Team Site -- Office 365 and Windows Azure Active Directory Security -- Office 365 Desktop Tools -- Using Lync -- Data Loss Prevention -- Device Configuration -- Windows Intune -- MEC Summary -- User Setup and Configuration -- Workstation: Setup Guide -- Step 1: Install Office 2013 or Desktop Configuration -- Step 2: Configuration of Lync -- Step 3: Configuration of Outlook -- Workstation: Creating a New Outlook Profile.

Workstation: Desktop Setup Configuration -- SkyDrive Pro: Configuration -- SkyDrive Pro: Planning for Personal and Team Site Document Storage -- Step 1: Add SkyDrive Pro to Your Desktop -- Step 2: Office 365 SkyDrive Pro Configuration -- Step 3: Launch SkyDrive Pro on Your Local System -- Step 4: Office 365 SkyDrive Pro Configuration -- SkyDrive Pro: Team Site Caution -- SkyDrive: Configuration Changes -- SkyDrive Pro: Support for Office 2010 Users -- SkyDrive: Checking Storage Allocation -- Smartphone: Configuration -- iPhone -- Android Devices: Motorola Droid v2.2 (and Above) -- Windows Phone: Office 365 -- Windows Phone: Adding Another Exchange Account -- Lync: Skype Configuration -- Step 1: Enable Lync Client to Accept Skype User Calls -- Step 2: Verify Configuration of Office 365 with External Users -- Lync: Linking Microsoft Account to Skype -- Lync: Using Skype to Call Lync -- Lync: Troubleshooting -- Lync: Firewall Port Configuration -- Reference Links -- Next Steps -- Contents at a Glance -- Chapter 3: Office 365 Planning and Purchase -- Office 365 Subscription Plans -- Planning and Purchase Chapter Structure -- Pre-deployment -- Step 1: Purchase Your Subscription(s) -- Step 2: Choose Your Sign-On Method -- Office 365 Sign-On -- DirSync with Password Sync -- Active Directory Federation Services (AD FS)/Single Sign-On -- AD FS/Single Sign-On with Exchange Federation -- DirSync and SSO/AD FS Caution -- Step 3: Collect Your Information -- Domains and Domain Information -- Users and Resources -- Security Groups -- Special E-mail Addresses: Distribution Groups and Aliases -- Exchange Public Folders -- Internet, Hardware, and Software -- Perform Any Required Updates and Software or Hardware Upgrades -- Compliance Archive Requirements -- Step 4: Define Your Migration Plan and Schedule -- E-mail Flow.

Controlling Mail Flow for Office 365 Migration Options -- Cutover Mail Flow -- Simple coexistence mail flow -- Hybrid Coexistence Mail Flow -- Mail Flow Options Based on Organization Size -- Sample Migration Plan -- Step 5: Microsoft Account and Organizational Account -- Step 6: SkyDrive and SkyDrive Pro -- Step 7: Windows Intune -- Deployment -- Step 1: Verify Your Environment -- Step 2: Add Domain Name Service (DNS) Information -- Autodiscover -- SRV Records -- Step 3: Configure Lync -- Step 4: Initial User Load -- Step 5: Pilot/Test Group -- Step 6: Inform Your Users -- Step 7: Train Your Users -- Step 8: E-mail Migration-Moving Historical E-mail (Migration) Options -- Do Nothing -- Third-Party Tools -- Office 365 with DirSync -- PST Export/Import -- Step 9: Set Up Workstations -- Step 10: Configure External Devices -- Step 11: Cutover -- Post-deployment -- Step 1: Hosted SharePoint Domain Name -- Step 2: Hosted SharePoint Initial Configuration -- Step 3: Hosted SharePoint Planning -- What Is SharePoint? -- The Two Sides of Permissions: Sites and Groups -- Step 4: Hosted SharePoint Personal Sites -- Step 5: Office 365 Hosted Web Site -- Step 6: Exchange Online Protection -- Step 7: Data Loss Prevention -- Step 8: Compliance: eDiscovery, Search Center -- Step 9:

Cleanup -- Summary -- Reference Links -- Next Steps -- Chapter 4: Setup and Migration Guide -- Configuring Office 365 -- Step 1: Validate Your Domain(s) to Microsoft -- Step 2: Add Additional Domain Name Service (DNS) Information -- Step 3: Configure Lync -- Step 4: Install PowerShell -- Step 5: Load Users and Assign Licenses -- License Assignment -- Step 6: Migrate E-mail -- Test Group or Staged Migration -- Client Configuration Changes for Test Group -- Test Group Mail Flow -- E-mail Migration -- Exchange Server - Mailbox changes -- Step 7: Set Mail Flow -- Cutover Migration. Simple Coexistence -- Coexistence E-mail Flow -- Step 8: Configure Desktop and Mobile devices -- Configure desktop services -- Mobile Device Configuration -- Step 9: Configure External Devices -- Step 10: Cleanup -- Final Check List -- DNS Trouble Shooting -- Onboarding Users -- Bulk Loading Users through DirSync -- Manually Bulk-Loading Users -- Onboarding E-mail -- PST Mail Migration to Office 365 -- Export Outlook 2010 or 2013 Mailbox Information -- Import Outlook 2010 or 2013 Mailbox Information -- Third Party tool - Migration Wiz -- Office 365 Migration Tool -- Outlook Manual Configuration -- Step1: Run the PowerShell command to retrieve the ExchangeGuid -- Step 2: Configuration of Outlook -- Reference Links -- Next steps -- Chapter 5: SharePoint Administration Guide -- SharePoint Administration Chapter Structure -- Introduction to Office 365 SharePoint -- What is SharePoint? -- What is SharePoint Not? -- SharePoint Definitions -- SharePoint Planning, Governance, and Initial Setup -- Governance -- SharePoint Administrators -- Site Collection Administrator Permissions -- Building Your SharePoint Structure -- Design Your Site and Security Structure -- Initial Site Collection: Top-Level Site -- Gear Icon Options -- Site Settings -- Site Settings: The Subsite List -- Site Settings: The Full List -- Site Contents -- Create the Site Structure Defined Above -- Step 1: Create the Subsite Procedures -- Site Settings: Navigation -- Step 2: Edit Top Level Navigation -- Step 3: Edit Subsite Navigation for Procedures -- Step 4: Create the Subsite Operations -- Step 5: Edit Subsite Navigation for Operations -- Step 6: Add a Sub-Subsite Turnover -- Step 7: Edit Sub-Subsite Navigation for Operations/Turnover -- Step 8: Verify Your Structure -- SharePoint Permissions and Groups -- Permissions Basics and Groups -- Permissions Inheritance. The Two Sides of Permissions: Sites and Groups -- Permissions: Site Permissions -- Icon 2: Grant Permissions -- Icon 3: Create Group -- Icon 4: Edit User Permissions for Existing Group -- Icon 5: Remove User Permissions -- Icon 6: Check Permissions -- Link 7: Manage Permission Levels -- Link 8: Manage Access Request Settings -- Link 9: Manage Site Collection Administrators -- Permissions: People and Groups -- New: Add Users -- Actions: E-Mail Users -- Actions: Call/Message Selected Users -- Actions: Remove Users from Group -- Settings: Group Settings -- Settings: View Group Permissions -- Settings: Make Default Group -- Settings: List Settings -- Set Top Level Permissions to Read Only -- Set Document Library Permissions -- Set a Document's Permissions -- Setting Permissions for Your Company Example -- Stop Inheriting Permissions -- Check Company Permissions -- Site Editing -- Edit Your Site Page -- Add an App -- Edit Links: Edit the Top link Bar -- Edit Links: Edit the Quick Links Bar -- Create a Project Site -- Step 1: Sign On to Your SharePoint Site -- Step 2: Navigate to "Parent" of Where You Want to Create Your Project Site -- Step 3: Create a Project Subsite -- Step 4: Alter Your Site -- Step 5: Save Your Project Site Template -- Step 6: Clean Up Your Site and Add Apps as Appropriate -- Step 7: Set Permissions -- Step 8: Using Your Project Site -- Using Project E-mail -- Uploading and Creating

Documents -- Add Tasks and Task Management -- Add Calendar Entries -- One Note Notebook -- Start a Newsfeed Conversation -- Share Your Project Site -- Sync Your Site with SkyDrive Pro -- SharePoint Admin Center -- SharePoint Admin Center -- SharePoint Admin Center Site Collections Ribbon -- Icon 1: New -- Icon 2: Delete -- Icon 3: Properties -- Icon 4: Owners -- Icon 5: Sharing (External Sharing) -- Icon 6: Storage Quota -- Icon 7: Server Resource Quota. Icon 8: Upgrade.

Sommario/riassunto

Written for the IT professional and business owner, this book provides the business and technical insight necessary to migrate your business to the cloud using Microsoft Office 365. This is a practical look at cloud migration and the use of different technologies to support that migration. Numerous examples of cloud migration with technical migration details are included. Cloud technology is a tremendous opportunity for an organization to reduce IT costs, and to improve productivity with increased access, simpler administration and improved services. Those businesses that embrace the advantages of the cloud will receive huge rewards in productivity and lower total cost of ownership over those businesses that choose to ignore it. The challenge for those charged with implementing Microsoft Office 365 is to leverage these advantages with the minimal disruption of their organization. This book provides practical help in moving your business to the Cloud and covers the planning, migration and the follow on management of the Office 365 Cloud services.
