



Rolling Out Office 365 Without Office 365 Rolling Over You

A guide to keeping up-to-date with Microsoft's cloud Office service



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 Fifth Edition (2019)



What We'll Discuss

- Cloud Truths and the Changing Nature of Office 365
- Mapping Business Requirements to the Office 365 ecosystem
- Plans, licenses, and add-ons
- Roadmaps, changes, and updates

Cloud Truths



- Everything changes at cloud speed
- Unlike on-premises, you don't get to vote about when things change

New features driven by:

- Competitive space
- Customers (but there's > 1 million of them)
- Engineering needs (reduce cost & support complexity)
- Technology initiatives (artificial intelligence and machine learning)

Office 365

2011



- Mildly “cloudified” versions of Exchange, SharePoint, and Lync
- Heavily influenced by on-premises attitudes and concepts
- Restricted scale

2019



- DevOps and the Graph
- Changed mission for basic workloads
- Software toolbox to build new apps like Teams and Planner
- Massive data availability as Microsoft ingests data
- Global multi-geo scale

Office 365: Current State



180 million monthly
active users



Distributed
multi-geography
infrastructure connected by
Microsoft's datacenter
network



Commercial, Home,
Government, and
Sovereign clouds

The Business of Office 365



- Licenses determine what functionality an account can use, and every account must be licensed to use Office 365
- Licenses are grouped into plans like Office 365 E3 or F1
- Microsoft 365 is another bundle (Office 365, EMS, & Windows 10)

Monthly cost per Office 365 tenant set by:

- Number of licensed accounts and the plans assigned to each account (for example, 1,000 accounts x \$20 for Office 365 E3)
- Any add-ons needed for specific accounts
- Any extra storage bought for SharePoint Online
- Third-party (ISV) products

General Rules

- Office 365 E3 is the mid-level basic plan for commercial enterprises

- E5 upgrades compliance, eDiscovery, and administration

- Add-ons available for specific functionality

- Enterprise Mobility and Security adds Azure Active Directory Premium (useful for Groups management), Intune, and other functionality

- Microsoft 365 might be the most cost-effective way to buy what you need

ISVs & Office 365

- ISVs must have innovative and feature products to survive in the Office 365 ecosystem

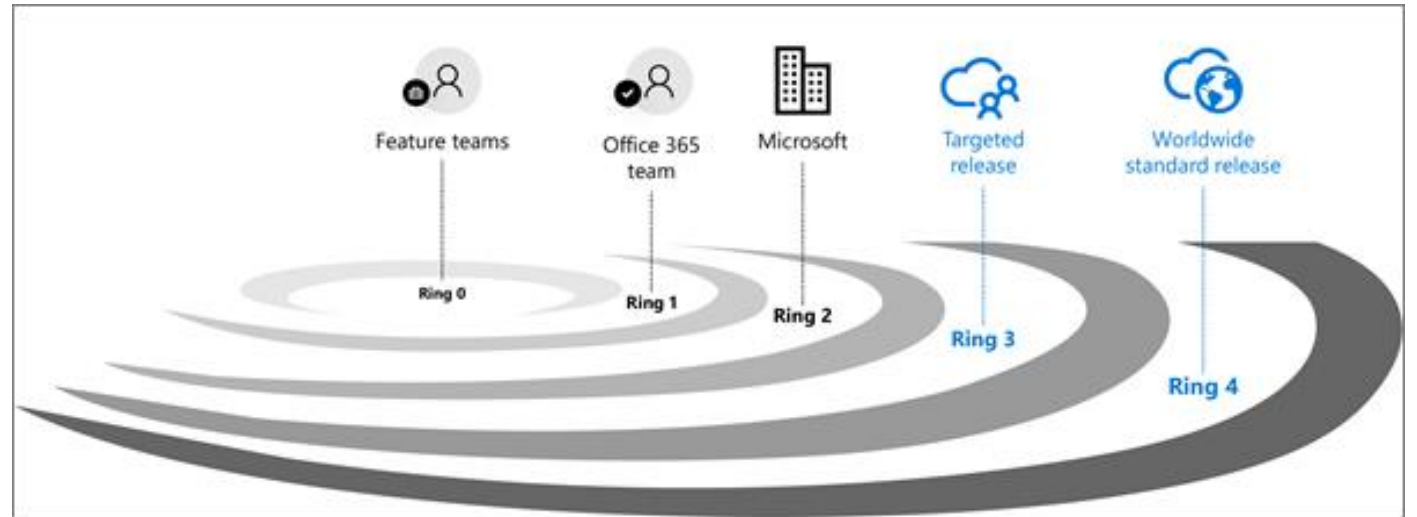
- Microsoft builds functionality for the masses – it's always "good enough out of the box"

- ISVs fill the gaps, expand and enhance what Microsoft delivers, and pays more attention to large enterprises

- Still important to align business requirements with any ISV purchase

Changing Horizons

- Office 365 is in a state of ongoing and constant evolution
- Some changes appear in the roadmap, some don't
- Many items appear in **Preview** and spend considerable time there before becoming **Generally Available**
- **Preview** functionality generally doesn't need licenses
- Users can be configured for **Standard** or **Targeted** Release of new features
- Understanding and coordinating the introduction of new features is a challenge for management, administration, and planning



Controls

- Tenant settings
- Per-user access controlled via licenses
- Per-user settings and access control
- PowerShell is your friend

The screenshot displays the Microsoft 365 Admin Center interface. The top navigation bar is red with the text 'Microsoft 365 admin center'. On the left, a grey sidebar contains a menu with icons and labels for various administrative areas: Home, Users, Groups, Resources, Billing, Support, Settings (expanded to show Microsoft Search, Services & add-ins, Security & privacy, Organization profile, and Partner relationships), Setup, Reports, and Health. Below these are 'Admin centers' including Security & Compliance, Device Management, Azure Active Directory, Exchange, SharePoint, Teams, and All admin centers. The main content area is titled 'Services & add-ins' and features a table with a '+ Deploy Add-In' button. The table has columns for 'Name' and 'Description'. The 'Microsoft Search in Bing' entry is highlighted in grey.

Name ↓	Description
Azure multi-factor authentication	Manage your settings for Azure multi-factor authentication
Bookings	Turn Bookings on or off for your organization and learn how to get licenses fo
Calendar	Let people share their calendars with external users
Cortana	Turn Cortana access on or off for your entire organization
Directory Synchronization	Sync users to the cloud using Active Directory
Dynamics CRM	Manage your organization's settings for Dynamics CRM
Integrated Apps	Manage your Integrated Apps settings
Mail	Set up auditing, track messages, and protect email from spam and malware
Microsoft Azure Information Protection	Update your settings for Microsoft Azure Information Protection
Microsoft Forms	Manage and update your Microsoft Forms settings
Microsoft Graph data connect	Manage and update your Microsoft Graph data connect settings
Microsoft Planner	Manage and update your Microsoft Planner settings
Microsoft Search in Bing	Turn Microsoft Search in Bing access on or off for your company employees
Microsoft Teams	Manage and update your Microsoft Teams settings
Modern Auth	Turn modern auth on or off for your entire organization.
Office 365 Groups	Control settings for Office 365 Groups
Office Online	Let people use third-party hosted storage services
Office software download settings	Control versions and which Office apps are available to download
Reports	Show anonymous IDs instead of names in all reports or enable the Power BI c

Sources of Information

Microsoft 365 Roadmap

Office 365 Admin Center (messages)

Conferences – Ignite is the big one

Twitter

Blogs (product group posts in Microsoft Technical Community & independent sources)

- Microsoft often posts months before functionality appears
- Old blogs can stink
- Beware repetition by multiple sources

IDEA

Use Test Tenant to Track Change



Create test tenant and populate it with accounts used for real-life work



Buy and assign difference licenses (E3, E5, add-ons) to accounts with a mixture of targeted and standard release



Allows you to see and test the effect of new features without affecting production tenant

IDEA

Use Planner to Track Developments



Set up Office 365 Group with Planner to track Office 365 changes



Log items under different categories:

- Roadmap
- Rumors
- Blogs (Microsoft)
- Blogs (Independent)
- Preview
- General Availability



Track items as they progress...



Key Take-Aways for Customers in Regulated Industries

John P puts everything into context



Wrapping Up

- Office 365 doesn't stay static – you shouldn't either
- Remember, you know your business best, so use acquired information as a guide and put it into context with your knowledge to drive towards a solution

thank you

Gracias

ευχαριστώ

Danke

Grazie

благодаря

Hvala

Obrigado

Kiitos

شكراً

Tak

Ahsante

Teşekkürler

متشكراً

Salamat Po

감사합니다

Cám ơn

شكريه

Terima Kasih

Dank u Wel

Děkuji

நன்றி

Köszönöm

ありがとう
ございます

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Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

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ευχαριστώ