

# Elevate Your Email and File Migration Approach to Ensure M365 Transformation Success

Microsoft  
Partner



Gold Application Development  
Gold Collaboration and Content  
Gold Cloud Productivity  
Gold Messaging  
Gold Datacenter

***Collaborate with Confidence***

Accessible content is available upon request.

# Meet your host(s)



MVP

**Christian Buckley**

Microsoft GTM Director, AvePoint |  
Microsoft Regional Director + Office  
Apps & Services



**Kate Faaland**

Senior Vice President, ACS &  
Product Strategy



# We Are AvePoint

Leader in Microsoft 365 data management solutions



 AvePoint<sup>®</sup> is headquartered in Jersey City, NJ, with approximately 1,500 employees across 29 offices, 14 countries, and five continents.



8M

Cloud Users



88

Countries



7

Continents

Microsoft  
Partner



5x

Partner of the Year  
Award Winner

AVPT

NASDAQ



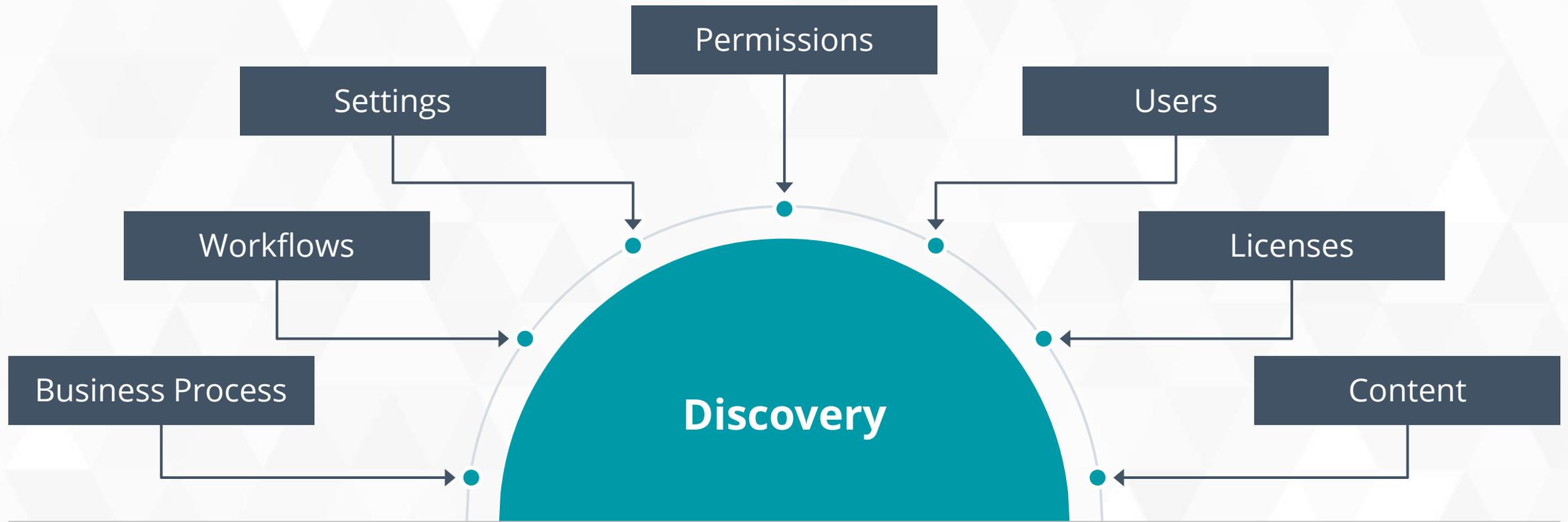
# Transformation is a Project



---

**Discover what you  
have and Plan**

# Discovery - Beyond Content



# Discover configurations

The screenshot displays the Elements console interface for the Gemini tenant. The left sidebar contains navigation options: Dashboard, Customer Directory, Reports, Settings, and Gemini. The main content area features three cards: Settings Template, Job Monitor, and Customer App Profile. A red line connects three callouts to specific parts of the Settings Template configuration process:

- 1. Basic Information:** Shows the 'Settings Template' configuration page. Fields include 'Template Name' (Tenant Settings), 'Description', 'Select a Customer Tenant to Export Settings' (Gemini Master Tenant), 'Email Address' (avetest001@126.com), 'Customer App Authentication' (Configured), and 'Service Account Authentication'.
- 2. Module Settings:** Shows the '2. Module Settings' page. Under 'Select Modules', the following are checked: Azure Active Directory (Azure AD), Microsoft Intune, Exchange Online, and SharePoint Online, OneDrive for Business. A text box is provided to specify users for export.
- 3. Settings:** Shows a list of settings categories: Active Directory (A), User Creation, Group Creation, Company Branding, Self-service Password Reset (SSPR), External Collaboration, Security Defaults, Microsoft Intune, Enrollment, Compliance Policy, Conditional Access, and Configuration Profile.

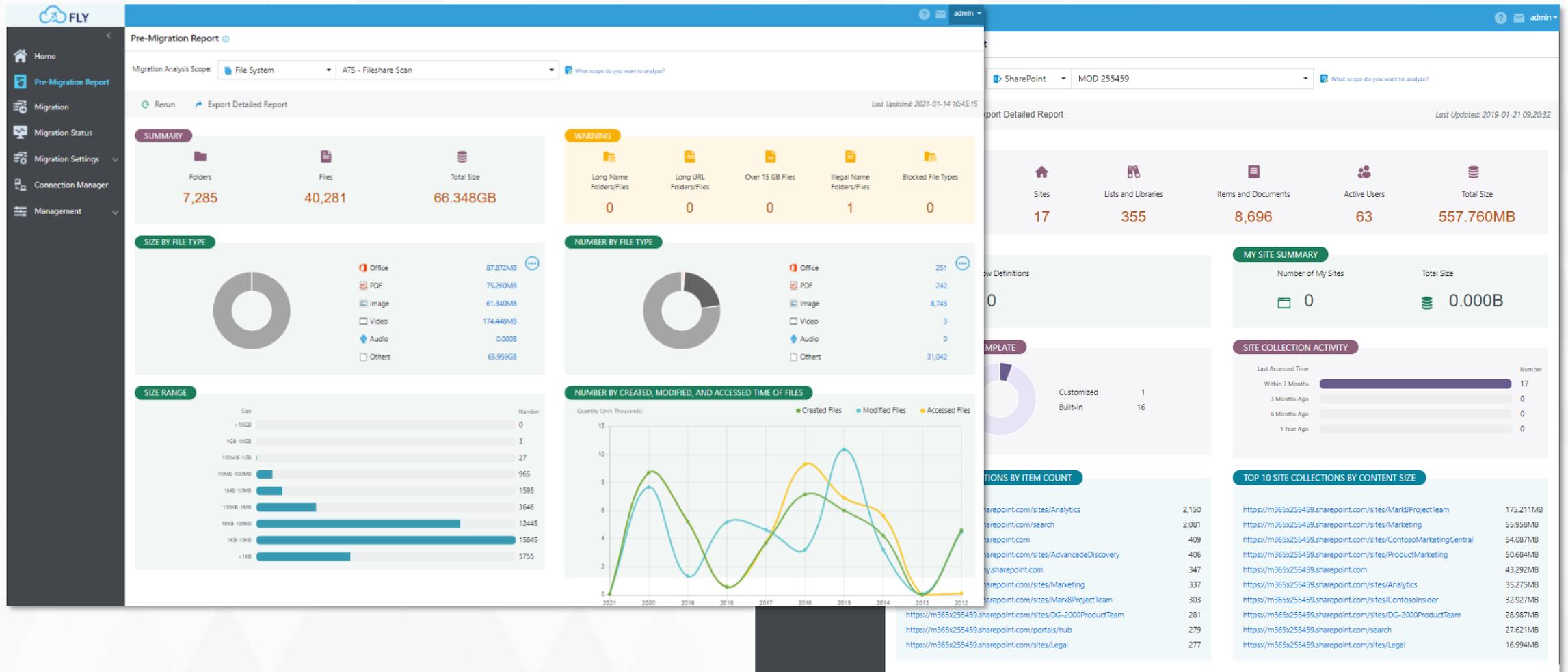


# Discover licenses

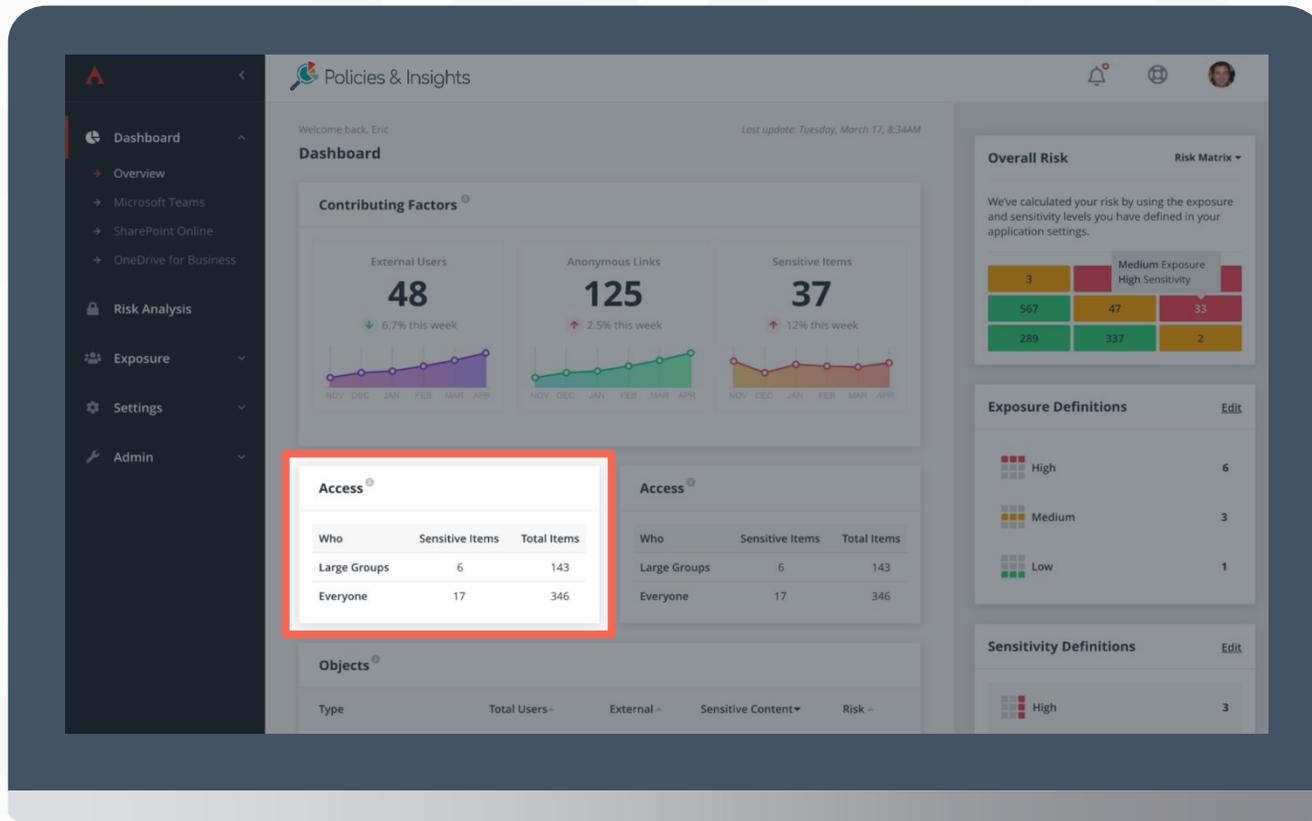
The screenshot displays the AvePoint license management interface. At the top, the user is identified as 'MOD Administrator'. The dashboard includes a 'License summary' section with a pie chart and data for 'Purchased licenses' (735) and 'Assigned licenses' (421). A 'License consumption' section features a bar chart titled 'Assigned license overview' showing usage for various products like 'INFORMATION\_PROTECTION\_COMPLIANCE' and 'OFFICE 365 E5'. A 'Licenses consumed by inactive users' section shows counts for 'INFORMATION\_', 'OFFICE 365 E5', and 'ENTERPRISE M'. A search filter overlay is active, listing various user identifiers with checkboxes. On the right, a detailed view of a license for 'admin@M365x905791.onmic...' is shown, listing products such as 'Microsoft Teams', 'Yammer for the Starship Enterprise', 'Skype for Business Online Standalone Plan 2', and 'SharePoint Online'.



# Discover IA and Content



# Discover sensitive business data



Highlighting high-risk data and users in your environment

Work with native Microsoft sensitive information types\*

\*(Microsoft 365 E3 feature)



---

**Prepare your  
destination**

# Holistic Approach

All before you move your first file



# Discussing Information Governance

- Self-Service Enablement**

Empower business users and increase use of existing Office 365 services.
- Balanced Controls**

Promote sustainable information management.
- Efficiency Through Automation**

Create repeatable processes.
- Ongoing Governance**

Streamline security and compliance.
- Managed Disposition**

Eliminate sprawl and reduce risk.



## Why Governance is Critical to Adoption

Setting the right rules up-front makes it easy and reduces resistance

Strategy Alignment	Business Information Architecture	Governance	Communications & Change Management
<ul style="list-style-type: none"> <li><b>Why:</b> Understand the broader business objectives and success criteria for information management</li> <li><b>How:</b> Review and align with the organisations long term vision and existing frameworks</li> </ul>	<ul style="list-style-type: none"> <li><b>Why:</b> Understand the information landscape focusing on the information processes of an organisation, how information is captured, distributed and used</li> <li><b>How:</b> Define the Information landscape and the architectural aids, structures and repositories to help connect information needs with information resources.</li> </ul>	<ul style="list-style-type: none"> <li><b>Why:</b> Assess the people, process and technology dependencies and requirements for the various information domains and processes of the organisation</li> <li><b>How:</b> Assign supporting roles, develop supporting communication and education activities, the ongoing governance and sustainable practices for both IT and the business</li> </ul>	<ul style="list-style-type: none"> <li><b>Why:</b> Open and consistent communications ensures end users not only know what changes are coming but understand the value they get and are willing to learn how to best take advantage of the new tech</li> <li><b>How:</b> Document success criteria and goals in practical terms, align with organizational cultural change activities, develop train-the-trainer materials for scalable communications</li> </ul>

©AvePoint, Inc. All rights reserved. Confidential and proprietary information of AvePoint, Inc.



# Strategy output: Strategic Roadmap



Based on outputs of inquiry



Governance approach for Migration Destination



Information Architecture Recommendations



Buildout Recommendations



Strategic Roadmap Document



Executive Summary of Strategic Roadmap



---

# Execute on the Plan

# Challenges in migrating



## Data Identification

- Identifying scope clearly
- Moving content per regulatory/compliance concerns?
- Migration performed by IT who are not owners of data



## Performance & Capacity

- Throughput required
- Impact on source / destination and network



## Timelines

- How long will your migration take?
- Do you have deadlines?
- Ensuring all required content was exported in time



## Object Conversion

- What restructuring or transformations will need to occur during the migration?



## New Technology

- Adoption resistance and process resistance
- Teaching users how to find migrated content



## Validation of Content

- Migration reports must be checked against extraction reports to ensure completeness of migration



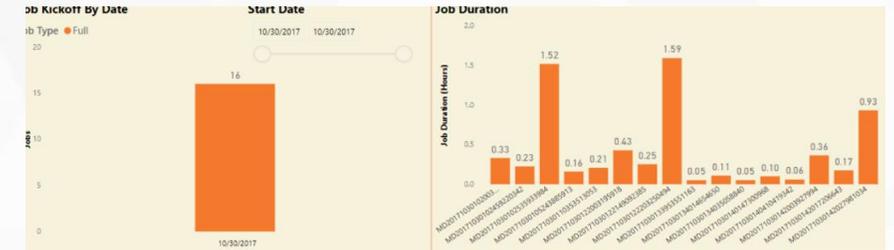
# Migration Execution

Waved Execution

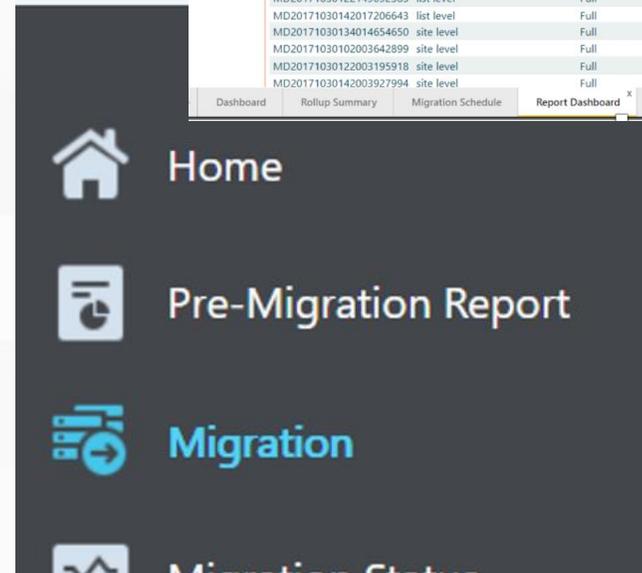
"Best Practice" Tooling

Monitoring and reporting

Exception Handling



Job Type	Jobid	PlanName	Job Type	Migrated Sites	Failed Sites	Migrated Objects	Failed Objects	Failed Lists	Filtered Objects
Full	MD20171030134035058840	11	Full	1	0	0	0	0	0
Full	MD20171030110353513053	11	Full	1	0	66	0	0	0
Full	MD20171030105243885913	Instance Plan	Full	1	0	26	0	0	0
Incremental	MD20171030133953551163	list level	Full	1	0	0	0	0	0
Incremental	MD20171030102459220342	list level	Full	1	0	20	0	0	0
Incremental	MD20171030122149092385	list level	Full	1	0	20	0	0	0
Incremental	MD20171030142017206643	list level	Full	1	0	20	0	0	0
Incremental	MD20171030134014654650	site level	Full	1	0	0	0	0	0
Incremental	MD20171030102003642899	site level	Full	1	0	156	0	0	0
Incremental	MD20171030122003195918	site level	Full	1	0	156	0	0	0
Incremental	MD20171030142003927994	site level	Full	1	0	156	0	0	0



# AvePoint Migration Platform: FLY

https://cloudfly.io/account/create/success

FLY Transfer Wizard Migration Manager Help maryleigh.mackie@avepoint.com

### Step 1: Select source

- Agent (Desktop or Server)
- Amazon S3
- Amazon WorkDocs
- Azure Blob Storage
- Box (Administrator)
- Box (User)
- Dropbox (User)
- Dropbox Business
- Egnyte

### Step 2: Select destination

- Amazon S3
- Amazon WorkDocs
- Azure Blob Storage
- Box (Administrator)

Select a Source and Destination to start

Please select a Source connector and then a Destination connector to begin migrating or backing up.

FLY admin

### Migration Status

Migration(39) Scheduled(0) Pre-Migration(0)

#### Migration Status



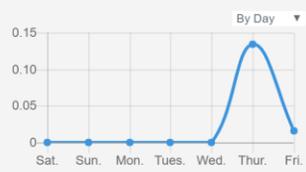
- Finished: 32
- Exception: 7
- Failed: 0
- Running: 0
- Waiting: 0
- Stopped: 0

#### Migrated Size

- SharePoint: 153.826MB
- File System: 0.000B
- Google Drive: 0.000B
- Exchange: 0.000B
- Gmail: 0.000B
- IMAP/POP3: 0.000B
- Office 365 Groups: 0.000B
- Microsoft Teams: 0.000B
- Slack: 0.000B

#### SharePoint Migration Trend (GB)

By Day

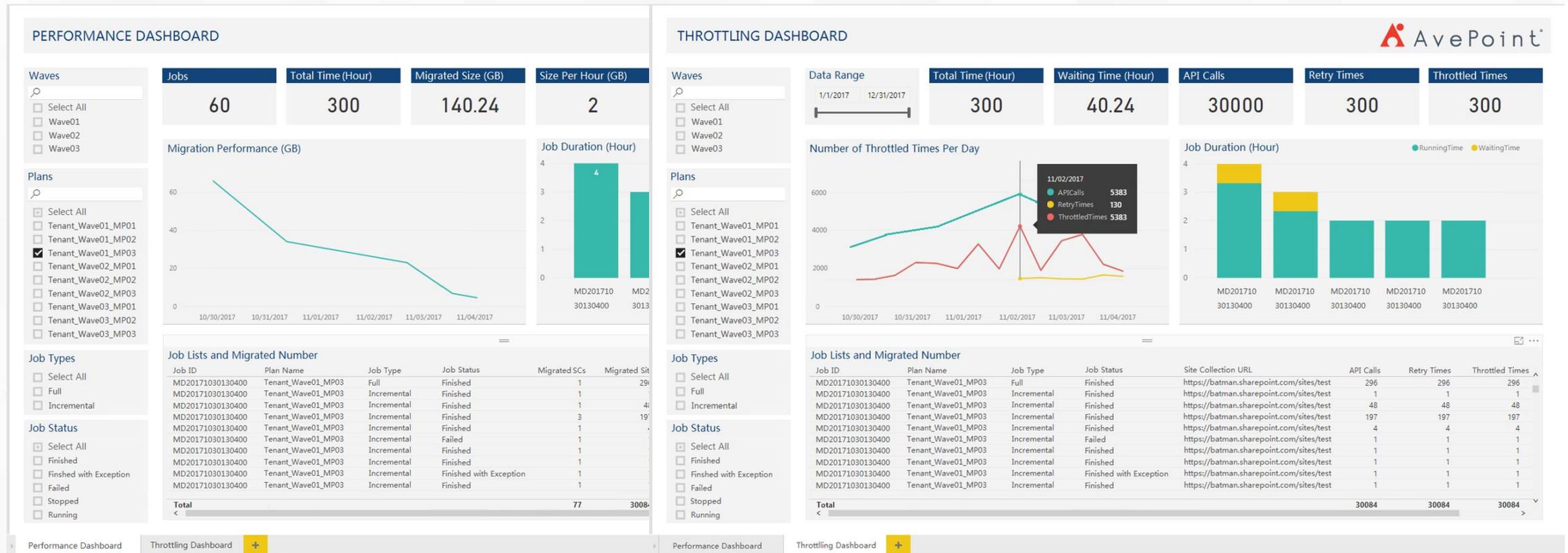


Download Details and Logs Download Report Delete Search

Start Time	Finish Time	Plan Name	Migrate From	Mapping Count
<input type="checkbox"/>	2018-12-07 07:22:49	2018-12-07 07:25:52	PLAN20181207152224808...	<a href="#">http://spm13a-wfe1/sites/0001/Lists/list01</a> 3 Mappings

# Migration Reporting

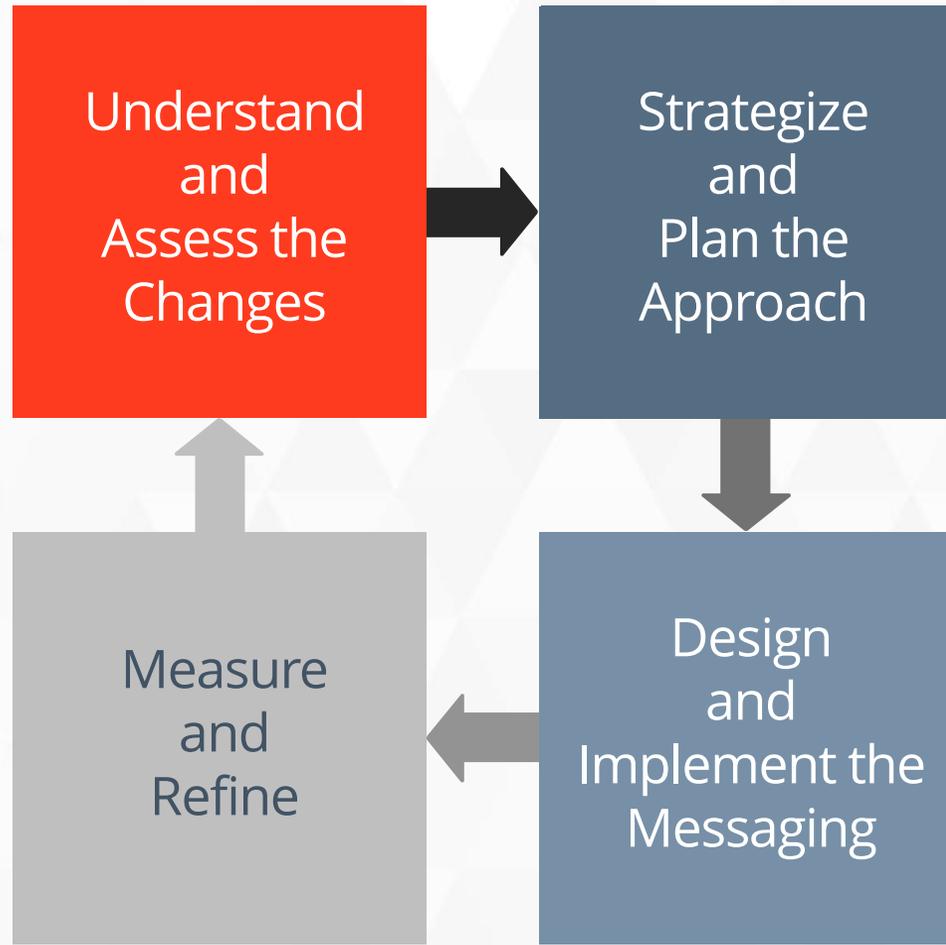
## Monitor Job Performance & Throttling



---

**Prepare your  
employees**

# Engaging for Adoption: Training Methodology



# Training and Change Campaign Examples:

## Previous examples of Awareness Campaigns

Benefits at a Glance

- At-a-glance filing and visibility
- Simplified Filing for Users for better quality content, better security
- Instant Knowledge Visibility for monitoring, intervening, enforcement
- Better Search and Insights time saving, o
- Future Re modern and f
- New features in Outlook, Office and Desktop – any working style
- One-stop-shop intelligent Search

A man in a suit is speaking in a video frame on the right side of the slide.

Training Videos

Celebrating 15th Anniversary 2002 - 2017

APRIL 2017

SOMETHING NEW IS ROCKETING YOUR WAY

The flyer features a rocket launching from the Earth's surface into space.

Flyers

Office 365 Sites

Home

### NAME THE NEW LEO

for your chance to win a Xbox One!

ENTER BEFORE 31 July 2016 (11:59pm SGT)

Prizes:

- Winner a Xbox One console with wireless controller
- Runner-ups a SSD Caddy
- Complete weather

Some ideas for inspiration:

- be cloud based
- provides online interactive learning
- highly accessible anytime or range of devices (laptops, tablets, phones)

Microsite

AvePoint

### A change to the way you work is coming!

Join us for a 30-minute session to get familiar with the new ways of Contributing, Tagging, Securing, and Retrieving knowledge.

Building on the success of the Digital Workplace instant, we are proud to launch the new Digital Workplace Repository on **July 19**. You play a role in building up our Knowledge Reservoir!

As I... plays an instrumental role in national building, we need to also capture and retain the 'what' and the 'how' we have shaped Singapore Future through I... policies and programmes in the MOC Digital Workplace Repository. Preserving our Corporate Memories and building up our Knowledge Reservoir are of significance as we journey together to shape Singapore Future.

Imagine if our MOC Knowledge Reservoir can be as huge as Singapore Reservoirs and we can all contribute to capturing and preserving MOC's institutional knowledge!

#### OUR KNOWLEDGE BUILDERS AT WORK

If Knowledge Builders have been working hard behind the scenes since 3 March 2016 to craft a system for MOC by M... This includes:

- Mapping the MOC behaviour of our staff
- Role-playing personas in Repository UI!

If only, all staff could see the building-up of MOC Knowledge Reservoir is also part of MOC's role in national building and shaping the future.

#### BENEFITS OF THE NEW REPOSITORY

New features in Outlook and Office will give easy access to filing tools.

At-a-glance filing and visibility with "Traffic Light" smart filing makes for easy retrieval.

One-stop-shop intelligent Search across multiple sources.

More than 80 suggestions and improvements have been incorporated already!

This Repository is the result of the many workshops and testing from your colleagues, come and see what it's all about!

Date: Fri Dec 07 Time: 10:00 AM Duration: 30 min Location: 101

Custom Emails

# Change Management Experience

## Training Week: Schedule Example

	MON	TUE	WED	THU	FRI
9:00					
10:00					
11:00				RVA311 General Updates	
12:00					
13:00			RVA311 General Updates		RVA311 Reporting Updates
14:00					
15:00		RVA311 General Updates		RVA311 Reporting	
16:00					
17:00					

### General Updates (Service Owners / Engineers)

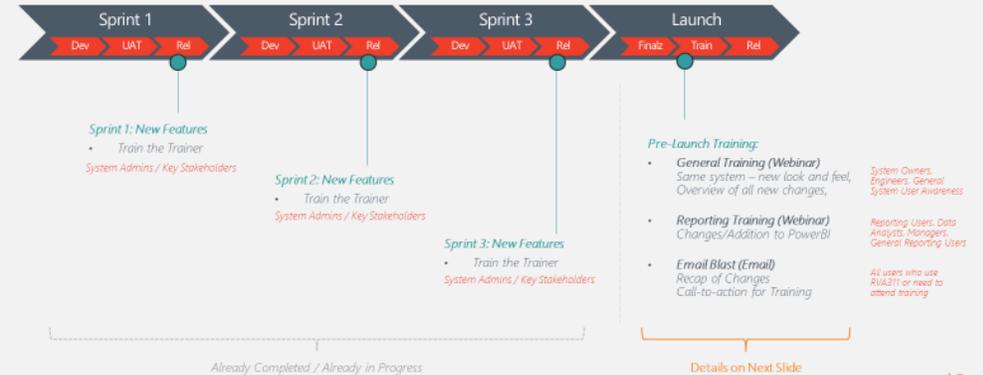
- Overview of RVA311 major updates:
  - Look-and-feel update
  - Mobile app update
  - Overview of recent sprint changes/features
  - Details on Launch Dates
- Approx. 30 mins  
Delivered Online (Teams)
- 1x Deck, run 3x times for availability of audience

### Reporting Updates (Reporting Users / Managers)

## High-Level Communication Plan

T-7 Weeks	T-6 Weeks	T-5 Weeks	T-3 Weeks	T-1 Week	Service Available	T+1 Week	T+ 2~12 Weeks
<ul style="list-style-type: none"> <li>All company email (delivered by Sponsor). First touch event outlining the business reason for change and the approach that is being undertaken.</li> <li>Introduce the Ambassadors and Change Champion program</li> <li>Introduce the availability of the web site and outline how this will include answers to common questions.</li> <li>Tell them who they need to contact with issues or questions.</li> </ul>	<ul style="list-style-type: none"> <li>Give users a similar communication to the T-4 week version, which is intended to remind them of the business reason for change (delivered by Sponsors – Personalized for each community).</li> <li>Senior Managers communication teams – continuing the theme –business reason for change outlining specific impacts (leverage Persona and Workforce analysis).</li> </ul>	<ul style="list-style-type: none"> <li>Sponsor delivers All hands briefing (face to face)</li> <li>Managers begin communicating directly with employees using</li> </ul>	<ul style="list-style-type: none"> <li>Auditorium Training</li> <li>Poster refreshed</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Auditorium Training</li> <li>Poster refreshed</li> <li>Brown Bag sessions delivered</li> <li>Online / on demand training available</li> </ul>	<ul style="list-style-type: none"> <li>Early Adopter video</li> <li>Lunch and Learn</li> <li>Tips and Tricks</li> <li>Podcast (per community) delivered by Sponsor</li> </ul>	<ul style="list-style-type: none"> <li>Lunch and learn</li> <li>Posters refreshed</li> <li>Reward winners notified</li> <li>Rewards announcements included in Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Lunch and learn</li> <li>Posters refreshed</li> <li>Reward winners notified</li> <li>Reward announcements included in Newsletter</li> </ul>

## Internal Training Approach



---

**Manage it all**

# Staying “in the the know”

**Weekly Project Status reports**

**Regular updates (daily if needed)**

**Schedule updates**

**Risk and Issues register**

**Regular meetings for all workstreams**

**Process flow**

- Escalation Process
- Issues and reporting process

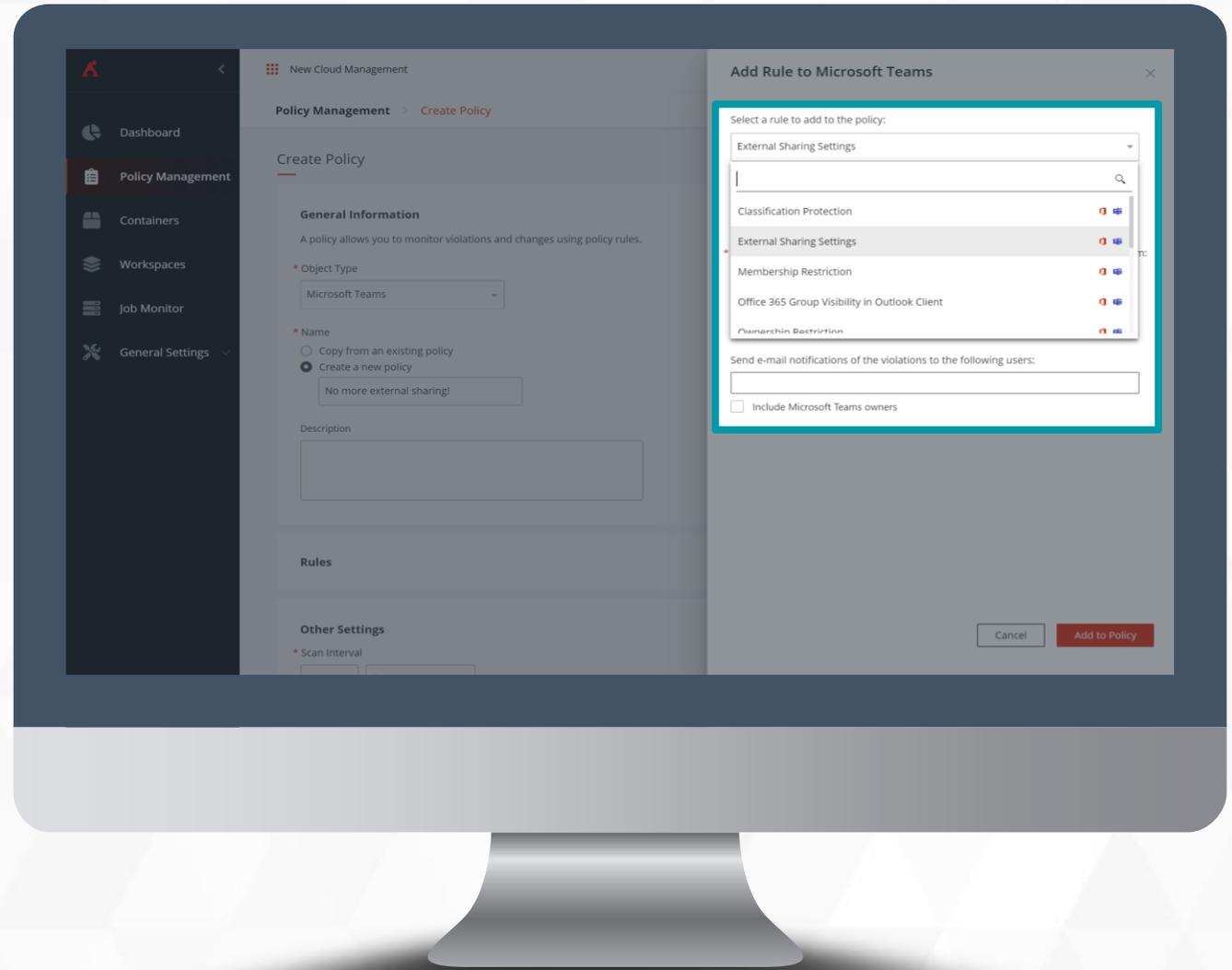


# Post-Migration



# Post-migration monitoring, policies, and automation

Craft policies that can adapt to the way your teams work and block the most common risks in your Microsoft 365 environment!



*thank  
you*



Sales@AvePoint.com | +1 800.661.6588



[www.AvePoint.com](http://www.AvePoint.com)



[in](#) [🐦](#) [▶](#) [f](#)

# Q&A

