

**OneDrive for Business and  
Skype for Business  
State of Ohio Rollout  
April 14, 2016**

# Agenda

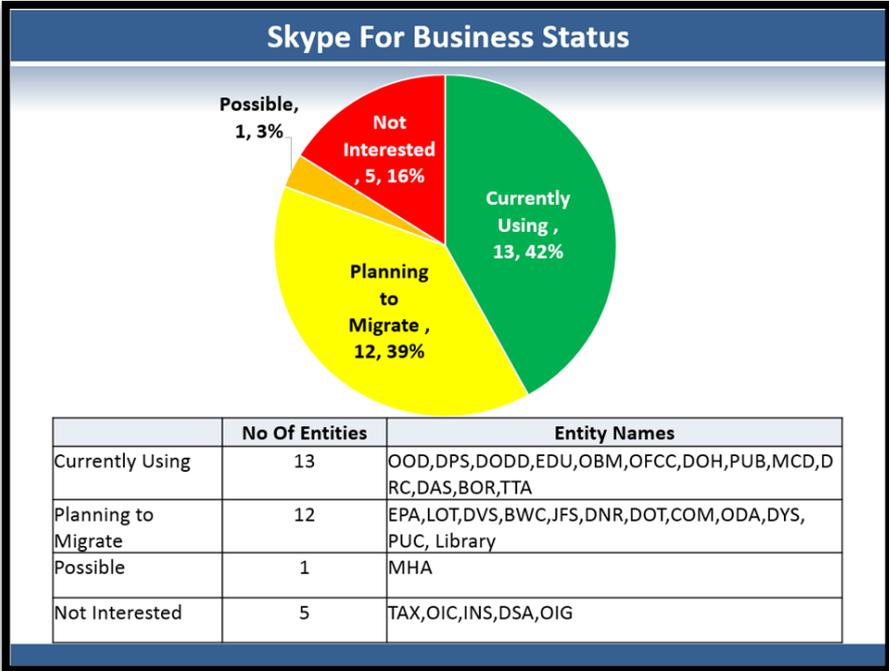
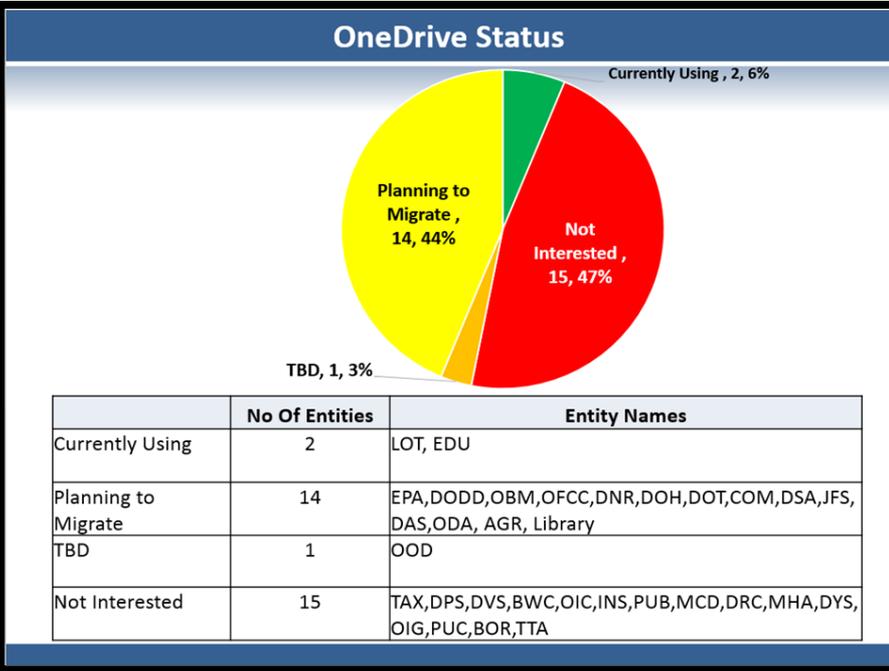
- Introductions
- Rollout Approach & Schedule
- Prerequisites
- Responsibilities (Customer, DAS)
- Onboarding & Offboarding
- Training & Support Resources
- What is Coming
- Next Steps
- Q & A

# Rollout Approach & Schedule

# Rollout Approach and Schedule

- From April 18<sup>th</sup> through end of June
- Customers grouped by Line of Business
- Rollout services based on October survey
- We realize that was a long time ago, and will confirm with each customer during engagement

## Rollout Approach and Schedule



## Rollout Approach and Schedule

Line of Business	Contact	Customer	OneDrive	Skype	11-Apr	18-Apr	25-Apr	2-May	9-May	16-May	23-May	30-May	6-Jun	13-Jun	20-Jun	27-Jun			
Infrastructure & Environment	Greg Buskirk	AGR	Yes	TBD	INTRODUCTION	Prep	Pilot	Rollout											
		EPA	Yes	Yes															
Business & Industry	Scott Brock	DHR	Yes	Yes															
		ODOT	Yes	Yes															
		OFCC	Using																
		BWC	No	Yes															
Public Safety & Criminal Justice	Vinko Kucinic	COM	Yes	Yes															
		DSA	Yes	No															
		PUC	No	Yes															
		DSA	Yes	TBD															
Health and Human Services	Tim Nguyen	PUB	Yes	Using															
		DYS	No	Yes															
		Library Bd	Yes	Yes															
		Tumpike Comm	Yes	Using															
Administration and Finance	Michael Carmack	AGE	Yes	Yes															
		DODD	Yes	Using															
		DOH	Yes	Using															
		JFS	Yes	Yes															
Other	Other	DVS	No	Yes															
		DAS	Yes	Using															
		OBM	Yes	Using															
Other	Other	LOT	Using	Yes															
		B's & C's	Yes	Yes															
		Remainder	TBD	TBD															
Other	Other	Pharmacy Bd	TBD	TBD															
		Library Bd	TBD	TBD															
		OHFA	TBD	TBD															

# Prerequisites OneDrive for Business Skype for Business (Brent Henry)

## Prerequisites – OneDrive for Business

- Install Office Online/Office ProPlus 2013 or 2016 first for best OneDrive user experience
- See Office ProPlus Guide under the IT Admin Support at OIT [Office 365](#) for assistance
- If Office will **not** be installed by rollout date, contact [Brent Henry](#) or [Kris Conners](#), to reschedule

# Prerequisites - Skype for Business

- ❑ Install Lync/Skype 2013 or 2016 Client (included with Office)
  - If still using Office 2010, users will be prompted to download [Sign-In Assistant](#)
- ❑ Remind current Lync users that after rollout they may need to recreate:
  - Favorites list in Contacts
  - Recurring meetings scheduled in Lync

# Customer and DAS Responsibilities (Kris Conners)

# Responsibilities - Preparation

Customer	DAS
Inform users and develop training as needed	Confirm service(s) and rollout timing
License and enable OneDrive pilot users via FIM portal	Request pilot user list(s)
Send OneDrive and Skype pilot user names and SOUIDS to the <a href="#">CSC</a>	Validate license setup

# Responsibilities - Pilot

Customer	DAS
Test functions as needed	Get the environment ready
Report any concerns to the <a href="#">CSC</a>	Resolve concerns and escalate as needed

# Responsibilities - Rollout

Customer	DAS
Complete communication and training as needed	Move security group to dynamic group
Once notified, begin using service(s) when ready	License and enable remaining users; migrate Lync accounts (if needed) and inform customer when complete

# Onboarding & Offboarding (Brent Henry)

# Onboarding

- New hires (after rollout)
  - OneDrive/Skype automatic for new users after rollout
  - New users added by default to dynamic security group for OneDrive access and licensed via agency policy for Skype

# Offboarding

- Transfers and Terminations
  - Access removed when account deactivated
  - OneDrive file retention
    - User's manager receives email to move files
    - Emails include link to site
      - Within 3 days of account deactivation
      - 27 days later

**Note:** All files remaining in the account after 30 days are deleted and **cannot be recovered.**

# Training & Support Resources (Kris Connors)

# Training & Support Resources

- To learn by example (source: Brainstorm)
- Available until June 30, 2016
  - To access, CTRL-click hyperlink OIT [Office 365](#) and follow steps ‘How To Access Brainstorm Training’ under End User References. Two types of training:

Name	Organized By	Video Length	Example
QuickHelp	Tasks	< 5 minutes	Uploading Documents
QuickCast	Applications	20-30 minutes	OneNote to rule them all

# Training & Support Resources

- To read about capabilities, create written training, view tutorials, and download Quick Start guides (source: Microsoft)
  - To access, right-click hyperlink (may be prompted to enter State of Ohio credentials)
    - [What is OneDrive for Business?](#)
    - [Skype for Business Quick Start Guides](#)

# Training & Support Resources

- Support Beyond Agency Help Desk
  - OneDrive Guide:
    - Onboarding/Offboarding
    - Security
    - Document Retention
  - Customer Service Center: 614.644.6860  
Email: [csc@ohio.gov](mailto:csc@ohio.gov)
  - Line of Business Contacts

# Training & Support Resources

References	Available Location
<b>OneDrive for Business Implementation Guide</b>	OIT <a href="#">Office 365 Site</a> – IT Admin Support
<b>Office 365 ProPlus Guide</b>	OIT <a href="#">Office 365 Site</a> – IT Admin Support
<b>Training – Brainstorm and Microsoft</b>	OIT <a href="#">Office 365 Site</a> – End-User References
<b>Office 365 Services Rollout Schedule and Status</b>	OIT <a href="#">Office 365 Site</a> – Migration References
<b><a href="#">Sign-In Assistant</a> software for Office 2010 users</b>	More information available at: <a href="#">Microsoft Online Services Sign-In Assistant for IT Professionals RTW</a>

# What is Coming? (Brent Henry & Nishma Sangha)

# What is Coming?

- Skype – Retain Conversation History (by agency)
- How it works
  - Visible in Outlook folder to all with access
  - Subject to eDiscovery and email retention policy
- Must request via [CSC](#)
- Will be available after June (maybe sooner)

# What is Coming?

- Skype Audio Capabilities
  - Use phone for audio/video in Skype meetings
  - VOIP integration for remote call control
  - In @ 10-12 weeks
  - [Eric Schmidt](#) leading effort

# What is Coming? (Nishma Sangha)

- Data Loss Prevention – SkyHigh
  - Additional security policies
  - Support individual agency needs when requested
  - Current policies for PI in OneDrive Guide

# Next Steps (Kris Connors)

# Next Steps

- ❑ We are asking you to:
  - Keep us informed as point of contact
    - Questions, concerns, suggestions from you or your group of agencies
    - Business use cases to help with adoption
  - Help keep agencies informed
    - Awareness of what is coming
    - Business use cases of value to them

# Next Steps

## □ We will:

- Confirm interest and timing
- Keep you informed
  - Schedule changes, reference updates (also at OIT [Office 365 Site](#))
  - Progress (and adoption - pending Microsoft reporting)
  - Services changes and enhancements

# Next Steps

## □ We will:

- Keep improving rollout process
- Kickoff first group week of April 18th
  - Department of Agriculture
  - Department of Natural Resources
  - Department of Transportation
  - Environmental Protection Agency
  - Ohio Facilities & Construction Commission



# Thank You For Coming!