

Debian

INFORMATION TECHNOLOGY



WHAT YOU NEED TO KNOW BEFORE THE OFFICE 365 MIGRATION

***WHAT EVERY BUSINESS OWNER AND EXECUTIVE NEEDS
TO KNOW BEFORE BUYING OFFICE 365 (THAT MOST I.T.
FIRMS WON'T TELL YOU!)***

***The Ultimate Guide to Help You Make the Most
Informed Decisions around Deploying Office
365 in Your Business***

OFFICE 365 Process:

Step 1: Preparation & Planning

During this initial phase we will determine the scope and requirements of the migration project to best suit your needs. A list of all email addresses, contacts, calendars, public folders and distribution groups will be prepared to determine the number of licenses necessary and start forming the timeline required to complete the migration. This stage may require interviews of representative users to determine how they use the existing system to help determine the Office365 plan that best suits your needs and any post-migration configuration to be recreated. At this time, we will also watch for any excessively large mailboxes that should be archived to ensure a timely migration to Office365. At this point we would be in a position to develop a preliminary migration schedule and work with you to determine the best timing for your business.

Step 2: Office365 Account Setup

At this time, we will be in a position to setup the Office365 account and purchase any necessary licenses to begin preparing Office365 for the eventual migration. Outside of the actual purchasing of the licenses, there will be little required involvement on your part as we work behind the scenes to prepare your Office365 environment for a successful migration.

Step 3: Prepare Local Server for Migration

During this phase, we will tidy up and group the accounts on your local server that will be migrated to the Office365 environment. We will then configure the tools to synchronize your users' local accounts with the Office365 environment resulting in an environment that is seamless and intuitive by allowing users to maintain the same password, whether they are logging into their computer or their email. It will now be possible to synchronize and verify email accounts and distribution groups to the new Office365 environment prior to beginning the data migration.

Step 4: Install Office365 Suite on User Workstations (available with some plans)

During this phase, we will work with you to arrange a convenient time to replace any existing Office Suites on user workstations with the Office365 Suite. Each workstation will be visited during this stage of the migration but we will work with your users to minimize disruption.

Step 5: Migrate Emails & Data to Office365

During this step, we will migrate your users' email and data to Office365 in a way that it does not interrupt your local email server from continuing to send and receive email as usual. Any mailboxes that are not being migrated to Office365 will be archived for safekeeping. Also, any shared mailboxes and contacts will be reproduced in the new Office365 environment. This stage will not require any involvement or downtime as all necessary functions are carried out in the background as your local server continues to function as usual. During this stage through Go Live we ask your users to refrain from making drastic changes to their email accounts as it can prolong the synchronization process to Office365.



Step 6: Go Live

Well in advance of the Go Live date, a notification email will be sent to all of your users to inform them of the pending cutover. At the agreed-upon date and time, the configuration will be completed to redirect email flow to the new Office365 environment. Sending and receiving of email will be thoroughly tested to verify proper functioning of the Office365 system. At this time, any emails sent or received on the local server since the completion of Step 5 will be synchronized to Office365. Users can use Webmail to retrieve any necessary emails during the short period while the final synchronization takes place.

Step 7: Post-Migration Support

On the morning following Go Live, we will follow-up with your users and address any issues that they may have. By this point we will have already provided your users with instructions on how to configure their mobile devices to the new Office365 environment and we will take this opportunity to assist any users who are having difficulty with those reconfigurations.

How to Effectively Plan and Manage your Microsoft Office 365 Migration

The Office 365 migration needs to be planned out carefully and completely. It is important to “plan backwards” by establishing the preferred migration date and working backwards to make sure enough time is allowed to do the work properly.

Too many times, I’ve seen companies move haphazardly to the cloud, without being properly briefed on what the true workload and timeframe needed to move their data properly and completely, without error. This can happen when companies are rushed to complete a migration, or when an inexperienced I.T. vendor, without being properly Cloud Certified by Microsoft, attempts to transfer gigabytes of your data across an insecure internet tunnel.

Let’s review the key information you MUST review and tackle before your migration begins:

#1: How many Office 365 licenses do you need?

While this might be a fairly straight forward question for a smaller business or a brand new company, this issue can get more complicated when you have an existing on-premise Exchange server that you are migrating to the Office 365 Cloud. For example, you may have a substantial number of Exchange boxes that are no longer being used. Should these be deleted? Or migrated to Office 365? Also, you may have Exchange boxes that could be merged with others, saving you licensing fees. These are all important questions that could greatly affect your annual Office 365 investment. It’s important to audit these directories properly, to ensure the proper number of licenses are included in your purchase; no more and no less.

#2: Migrating your data to avoid data loss and employee down-time.

Part of the planning process involves CLEAR COMMUNICATIONS between I.T. and your team. Depending on the size of your Exchange data store, it can take days or weeks to migrate your data. My project manager uses specific technologies, built for this purpose alone. His team is able to migrate vast amounts of data, all in the background without any disruption to your employee’s workflow. Once the migration is complete, the switch-over date is confirmed. Again, clear communications is key as we confirm that all employees are aware of the timing, and are ready with their computers and devices to finalize any settings. Failure to operate in this fashion will ultimately result in chaos for your employees, and potential loss of data which will cost your business thousands of dollars.

#3: Training your staff.

Once your migration is complete, it’s important to get the most value from Office 365 as possible, correct? To do this, you will need to provide some basic training for your employees. They need to understand how to share files with OneDrive. They also need to know how to access their cloud apps in a pinch. Our best practice is to organize a training for your staff, provided in person or via a webinar. Both work your employees will appreciate the additional help. It’s a new system after all, and they will have questions.

Office 365 Plans: Which Is The Better, More Cost-Effective Service Plan?

You've probably heard the famous Benjamin Franklin quote, "An ounce of prevention is worth a pound of cure." I couldn't agree more — and that's why it's my sincere belief that Office 365 is, by far, the most cost-effective, smartest option for any small business.

Furthermore, there is an existing Office 365 plan that includes all of the recommended services I have listed above plus one that is so important that I am mentioning it twice: Each employee will receive the most up-to-date version of Microsoft Office. In fact, they can install Microsoft Office on 5 different computers. This special version of Office is ALWAYS up-to-date too. Imagine never having to update Office again! They also get Microsoft Office for their mobile devices. This plan is by far our most recommended option, and is our go-to plan when installing Office 365.

A Final Word And Free Assessment Offer To Show You How We Can Get Office 365 Up And Running For Your Business

I hope you have found this guide helpful in shedding some light on what to look for when hiring a company to oversee your Office 365 implementation. As I stated in the opening of this report, my purpose in providing this information was to help you make an informed decision and avoid getting burned by incompetent or unethical firms luring you in with cheap prices or poor project planning.

Below you will find information on how to request a FREE IT Office 365 Optimization Plan for your company as a next step in engaging with us. There is no cost or obligation, and I guarantee you will find this consult to be extremely valuable and eye-opening.

Contact us today and Let's Get Started!

Looking forward to your call!

Vincent Fung
CEO, Debian Information Technology Inc.
Phone: 403-269-8324
Web: www.debianIT.com





FREE OFFICE 365 MIGRATION AND SERVICE ASSESSMENT

Give Me 30 Minutes, And I Guarantee I Can Show You How To Choose the RIGHT Office 365 Plan For Your Business and Migrate Your Data Safely

Do you have a nagging suspicion that you may not be choosing the correct Office 365 plan for your business, or that your current IT provider isn't giving you the full story on what is involved in trying to migrate to Office 365.

It's very common for businesses to be unhappy with the results of their Office 365 migration, lack of key configuration of services, or loss of data during transfer.

Free Customized 57-Point Office 365 Migration and Service Assessment

If I just described your situation, I want to give you a customized Office 365 Optimization Plan for free that will reveal what's REALLY going to happen during your migration, helping you estimate the true time necessary to complete the project, while making sure everything is working the way they're supposed to, saving you a great deal of time, aggravation and money. Briefly, here's what I have in mind...

First, I want to perform our proprietary 57-Point Office 365 Migration and Service Assessment on your computer network, if you have an existing Exchange Server(one that's taken me over 5 years to perfect). If you are already working in the Cloud, or opening a new business, we will explore your company requirements in detail.

There's no charge for this, and it only requires a 30- to 60-minute meeting with me and one of my top IT consultants. After doing this type of thing for almost 16 years, we've truly perfected a process for helping companies like yours to get their IT systems, including Office 365 working the way they are supposed to.

Once we have a clear picture of the state, health and performance of your current IT systems, we'll then deliver a **customized Office 365 Optimization Plan** that will show you how we propose to migrate your data, how long it will take, and what the costs will be, enabling you and your team to work faster and easier wherever possible.

At The End Of This Assessment, One Of Two Things Will Happen:

You love the plan and decide to implement it on your own. If this is the case, we'll wish you the best of luck and ask that you keep in touch with us to let us know how you're doing.

You love the plan and ask to become our client so we can personally help you implement it ASAP. If that's the case, we'll knock it out of the park...and that's a promise.

Think about this...

The "worst" that can happen is you get a free Office 365 migration plan, helping your company work faster and easier, with more security than ever before.

The best that can happen is we work together to finally take all IT complaints off your plate.

Here's How This Will Work:

First, visit our website at www.debianIT.com/office365. Once you complete this, your new account manager from our office will call you and set up a convenient time for us to come to your office and perform our 57-Point Office 365 Migration and Service Assessment.

After that initial meeting, we'll prepare a customized Office 365 Optimization Plan and a "Report Of Findings" that will reveal any key issues to be aware of, a timeline, and the best ways to optimize Office 365 to increase everyone's productivity in the fastest, most efficient way possible.

And like I said, there's no charge for this.

So Why Would We Offer This For Free?

For one simple reason:

It's the fastest and easiest way for us to demonstrate the value we can deliver without any risk to you. Frankly, it's how we get the happy clients you've seen all over our web site and have probably heard about before. (See attached.)

After all, if you like what you see and we show you how to solve a number of IT-related problems in your company, why wouldn't you want to work with us? Of course, we will approach this with no expectations or heavy sales pressure of any kind. I don't like pushy salespeople any more than you do — and we stand on the belief that providing extreme value in advance is the best way to showcase our services and win new business.

Now, obviously this is an amazing offer that you'll probably never see from any other IT company or computer expert in the world. But I'm SO confident that we can deliver extreme value that I have no concerns with putting this type of guarantee on our time together.

The ONLY catch is that we can't help everyone, so we have a strict (but reasonable) set of criteria that need to be met in order for us to proceed. Here it is:

1. You have to at least 10 employees.

Our services and advice work best for companies that have at least 10 employees. If that's not you (or if you are a brand-new startup), we might be able to help you through a different process. Call the office and we'll direct you from there: 403-269-8324

2. You must be the owner or key decision maker of the business. Due to the nature of the advice we'll give you, it will be actionable only for the owner or key executive.

If You Meet The Criteria Above, Here's How We Get Started:

Step 1: Go to the web site below to sign up. Don't worry, it's simple and unobtrusive; if you don't know the answers to certain questions, just put "I don't know" as your answer:

www.debianIT.com/office365

Step 2: Once we've received your application and reviewed it, your new account manager from our office will call you and set up a time for us to meet in person, or virtually.

The initial meeting will be between 30 and 60 minutes. This is where we really begin working to figure out exactly what you want and how to make it happen. We'll also initiate our 57-Point Office 365 Migration And Service Assessment.

Step 3: After that initial meeting, we'll prepare a customized Office 365 Optimization Plan and a "Report Of Findings" that will reveal any vulnerabilities in your email system and processes, as well as show you how to optimize Office 365 to increase everyone's productivity in the fastest, most efficient way possible. This second meeting should be a real eye-opener for you.

If you see the value in engaging beyond that, great! We can talk about it at that time. And if you don't want to become a client — that's OK too. By the way, we've never had anyone feel like their time was wasted. EVER. That's why we can make this offer. WE DELIVER.

So, unless you are 100% happy with the IT support you are getting and absolutely confident that your network is secure, backed up properly and running at optimal levels, why wouldn't you give this a try? Do it now and you'll be glad you did:

Get Started Now: www.debianIT.com/office365

Dedicated to your success,



Vincent Fung

Founder & CEO

Debian Information Technology Inc.



We Can Show You How To Enjoy The Benefits Of Office 365, Just Like These Current Clients...



Randy Green
Managing Principal,
Niven Fischer Energy
Services Inc.

I don't have to worry about our system, sleep well at night and know in advance what that piece of mind costs.

Niven Fischer operates oil and gas assets and conducts due diligence for clients which necessitates a secure and reliable computer infrastructure environment. Everything we do requires timely turnaround and we have been using Debian IT's services since 2007. Their service and knowledge base is exceptional, they continually keep us up to speed on new developments, and look for ways to optimize our computing needs. They have proven invaluable on advising us on computer related purchases and taken care of all of our servicing needs in a very timely fashion.

Although the flat rate pricing model seemed like an expensive route at first, we have certainly come to appreciate and recognize the benefits. Firstly, anyone on the team never hesitates to call Debian with an issue as all requests are covered in our package. This ensures minimal downtime. **Debian IT's service is available 24/7 and they have always been there for us if we have any issues.** Debian assigns a tech to your project and that tech becomes part of your team (they have a vested interest in your success) and comes to understand how you conduct business and what your needs are. In the six years we have been with Debian, I would certainly say the services they have provided, without additional charge, go beyond what I anticipated would be included in the flat pricing model.

One of the biggest advantages of their engagement is the constant monitoring of our system. They do regular scheduled updates and maintenance checks, ensure we are current across the network with our security program and proactively respond to problems. In the six years, we have had only a couple of non-vital virus issues and those have been fixed within hours of detection. They also monitor to ensure our backups are running (critical for us, as this is our client's information). We have relied on backups on occasion to restore data and thank goodness they were there and current. Monitoring has also identified potential problems and fixes prior to catastrophic failure, such as power supply and memory issues with one of our servers, where early detection has saved the day.

In summary, I don't have to worry about our system, sleep well at night and know in advance what that piece of mind costs.



Dale Hildebrand
President,
Desiderata Energy
Consulting Inc.

Debian IT's proactive service addresses our concerns and their service is very valuable when we need it.

With Debian IT, you do get what you pay for and they are very good at only doing what is required without incurring unnecessary costs for the customer. As a small company, we can go for months without encountering any support issues that impact our productivity. **Good and timely service does not have to be expensive and Debian's proactive monitoring of our systems is like insurance.**

If we are down for a day, our lost revenue would be thousands of dollars. If we lost data, we may never be able to recover the confidence of our clients. With the risks of viruses and other threats, Debian IT's proactive service addresses our concerns and their service is very valuable when we need it.



Rob Dewar
General Manager,,
GBM Trailer Service
Ltd.

Debian IT is well worth the price and I have peace of mind that the systems will just work.

I have run three separate companies that all had other IT providers in place when I came onboard. Each company had serious issues with performance, equipment, data recovery and accessibility. These other IT companies could not overcome these issues or develop a maintenance/growth plan to assist in our business development. Internally we knew what we wanted to do and what equipment we might need. These other IT companies would charge ongoing repair fees, but nothing improved. In each case, we brought in Debian IT to manage the networks and our overall IT support costs decreased by switching to Debian IT's proactive maintenance program. Peace of mind and the knowledge that the IT system would work and issues fixed quickly was well worth the price. I do not lose sleep over IT, it is something that I do not worry about at all. Most other IT companies will try to win you over with low pricing at the beginning, but they will increase them at the first opportunity to do so.

Debian IT looks after our systems 24x7 with their vigilant monitoring of our critical infrastructure, handling any potential issues before they become big problems. **In the last 3 years I have had no down time, not a single day. Debian will look after 100% of any and all problems and I have never, ever, had an issue getting hold of someone. Anywhere, anytime, any day they have always been available.** Debian IT also provides our organization with secure managed offsite backup of our critical data.

I do not give recommendations lightly. My livelihood is customer service and sales, so my word and a handshake mean everything. Debian IT is good, very good. They are well worth the perceived extra money. Really, you are not saving money if you use another company that takes twice as long and does only half the job.