

2021

# SHARED DRIVES TO SHAREPOINT

Taking the first step to cloud-based services



**microbyte**  
BUILD SOMETHING BETTER

MICROBYTE.COM

# CLOUD FILES

## Shared File Foundation

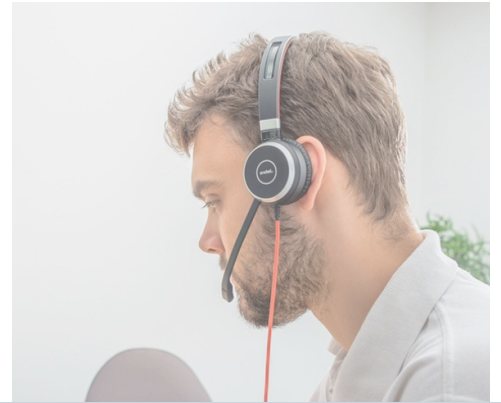
Most organisations need to collaborate on files and have typically been doing this for years using Shared Files or Mapped Drives accessed through File Explorer. This is simple and familiar for staff but can have its limitations too.

Remote access, offline capabilities and seamless collaboration have never been an option but are needed now more than ever with a growing remote workforce.

It's not as simple as just picking up your files and dragging them to the cloud though and Microbyte's structured assessment will help you make the move safely and securely.



Moving to the cloud is easy but doing it properly requires much more consideration.



**"Microbyte helped restructure our data and promote new ways of working and sharing data whilst working remotely"**

Alison Lyons, Living Sport

## Trusted Partner

As a Gold Microsoft Partner, Microbyte work to the best practices of Microsoft whilst implementing efficiencies in the process and working with SMEs to bridge the corporate gap.

Drawing on the experience of 10 years worth of cloud-migrations, Microbyte build a deep understanding of your organisation's data and then use a proven approach to transition over.

## Productivity

SharePoint Online combined with Microsoft Teams and OneDrive can offer a formidable combination of productivity tools.

Microbyte work with your organisation to design the structure and then build the back-end systems with scale, flexibility and security in mind.

There are certain limits within SharePoint Online that most people are unaware of and they can really hamstring you later down the line. We take these into consideration when building out our design with you.

## Three-steps to migrating your files

Our three-step migration plan covers:

1. Assessment of existing data structure.
2. Design of destination data structure and layout.
3. Preparation and information for migrating your files.

# PROCESS

### Our quality checks include:

- Integral file security permissions
- Scalable site structure
- Team and Site integrations
- Teams and SharePoint training
- Cloud-first mentality
- SharePoint 5000 Item Limit Consideration
- Automation recommendations where possible

Following the assessment, you can either implement our recommendations, or of course we can carry them out for you.

### Our one-off assessment package gives you great insight into your existing structure.

For a one-day assessment you get:

- Site Structure Layout Document
- Existing Data Analysis Document
- Design for Migration Process
- Quotation to carry out migration