



1 Review licensing deployment.

Check to make sure your licensing is fully deployed so your employees can take advantage of your investment and all the features Microsoft 365 has to offer. Look in the Microsoft 365 Admin Center if you are using direct license assignment, or in Azure Active Directory (AAD) if you are using dynamic license assignment.

2

Evaluate your infrastructure.

Is your infrastructure set up for a digital future? Consider moving to the cloud by rearchitecting your infrastructure with Azure.



Watch this video to learn more from Extra Space Storage about what it takes to undergo a successful cloud migration.



3

Eliminate costs of redundant applications.

Understanding your investment in the Microsoft cloud is key to knowing where you can eliminate unnecessary redundant costs in IT services. For example, does your company use Survey Monkey, Mentimeter, or other survey services?

If you've invested in Microsoft 365, you can likely switch to using Microsoft Forms which carries much of the same functionality. Many organizations also find value in using Microsoft's security stack, which provides a single pane of glass view into the full security of your business and helps to reduce redundant security services.

4

Boost employee productivity.

Disparate systems are a significant factor in employee productivity. Bringing the data and systems that employees need to access together in one workspace built for collaboration helps to boost productivity.

Microsoft 365 services like Microsoft Teams, SharePoint Online, and Exchange Online can be used to host the data and services your employees need to access securely, whether they work from home or the office.



5

Boost employee engagement.

Employees perform best when they are fully engaged with what is happening inside your organization. Microsoft 365 services like Yammer, SharePoint Online, and Microsoft Viva make it possible to easily keep employees engaged in both work and non-work communities, a modern corporate intranet, and knowledge sharing across your organization.

6

Increase user adoption of services.

Use the data and features in the Microsoft 365 Adoption Score to prioritize areas where you can improve how your employees use Microsoft 365. Increasing user adoption of cloud solutions improves employee productivity and engagement.



7

Improve your security posture.

Use the data in the Microsoft Secure Score and Azure AD Secure Score for Identity to prioritize how you can improve your security posture across the Microsoft cloud. Using the features in products like Defender for Business or Microsoft Endpoint Manager is critical in ensuring your business data is secure and protected no matter where it is consumed or stored.

8

Collaborate with external users.

Many organizations choose to delay opening Microsoft 365 services to external parties for security reasons. But as your organization matures in its use of the cloud, not collaborating effectively with your business partners could be holding you back. Using services like SharePoint Online and Microsoft Teams securely with external users can increase productivity exponentially.



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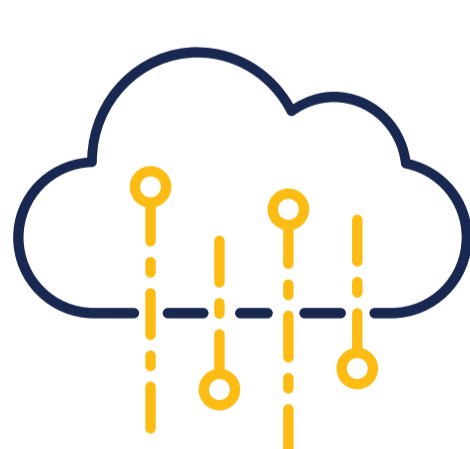
Automate your business processes.

Have your business processes scaled with organizational growth? It may be time to automate your key business processes by using automation tools like Microsoft SharePoint or the Power Platform services (Power BI, Power Automate, and Power Apps) to transform how you do business.

10

Integrate your line of business applications.

Having the right information in the right place for employees to make key business decisions is crucial. Is there data in your ERP or CRM application that is being held hostage? Free your data by integrating it with applications that your employees use every day, like Microsoft Teams.



Situation:

Our team worked with a client running two on-premise servers and Microsoft 365 Business Standard to assess their goals and requirements around productivity, collaboration, data access, and security.

Results:

- Additional licensing to provide collaboration and productivity for all employees.
- Core Microsoft 365 services, such as SharePoint Online, OneDrive, and Teams were securely configured and deployed.
- On-premises servers were removed or reduced in scope resulting in the removal of a manual backup process.
- Sales reps had anywhere, anytime, secure access to Microsoft 365 services and company data, without the use of personal email accounts.
- Advanced security features were configured and deployed to increase the company's overall Microsoft 365 security posture.

This optimization immediately increased collaboration, efficiency, and security, and reduced waste.

