

# Office 365 Cloud Offer Scope



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# Office 365 Cloud Club Offer

## 1. What do you get

- A professional business-class email with your company own domain name that you can get to from virtually anywhere and hosted by Microsoft (Office 365)
- Professional services to assist you to move to the new system including migration of your existing emails
- Guarantee of no email loss with a minimum disruption to your business
- Enterprise grade intranet initial setup and document collaboration system
- Enterprise grade web conferencing and communication system

## 2. Services Scope delivered remotely

- Planning session to capture your organization requirements
- Setting up your Office 365 environment with Microsoft Office 365
- Moving your existing emails to Office 365 if required (up to 20 mailboxes)
- Configuration of up to 5 laptops or desktops to connect to Office 365 using Microsoft Outlook
- Configuration of up to 5 laptops or desktops to connect to Office 365 using Microsoft Lync ( If Applicable)
- Configuration of up to 5 laptops or desktops to connect to Office 365 using OneDrive
- Configuration of up to 5 laptops or desktops to download and configure Office Pro Plus (If Applicable)
- Submission of a "how to" document with steps to configure additional devices and for Office 365 Administration

## 3. Deliverables

- Working system with the previous emails migrated if required (up to 20 mailboxes)
- Up to 5 laptops or desktops configured to access emails, Lync, OneDrive & Office ProPlus with Office 365
- Documentation on how to configure additional devices and for Office 365 Administration
- Training to Administration on the features existing on office 365 and the various options available on Exchange Online, Lync Online, SharePoint Online, Office ProPlus, & OneDrive For Business

## 4. Pre-requisites

- For migrations of existing emails to Office 365, the supported platforms are IMAP, POP3 and Microsoft Exchange 2003, 2007, 2010, 2013 (provided Outlook Anywhere is enabled with a trusted certificate). Other existing email systems such as Google Apps, Lotus Notes and Zimbra are also supported at an additional charge.
- Full access to your existing system with administrative rights
- Internet and Remote access to all devices to be configured

- All devices to be configured should be available during the migration period
- Laptops or desktops should have the following Operating systems and Office versions
  - Microsoft Windows 7 & 8
  - Microsoft Office Pro-plus, Office 2010 SP1, Office 2007 SP3 or Office for Mac 2011, SP3
  - Microsoft Windows should be up to date on all devices
  - Internet Explorer 10, 9, 8, Mozilla Firefox, Google Chrome or Safari
- If security firewalls are in place, specific ports must be open
- Full access to DNS setting and MX records control

## 5. Terms and Conditions

- This engagement is delivered remotely.