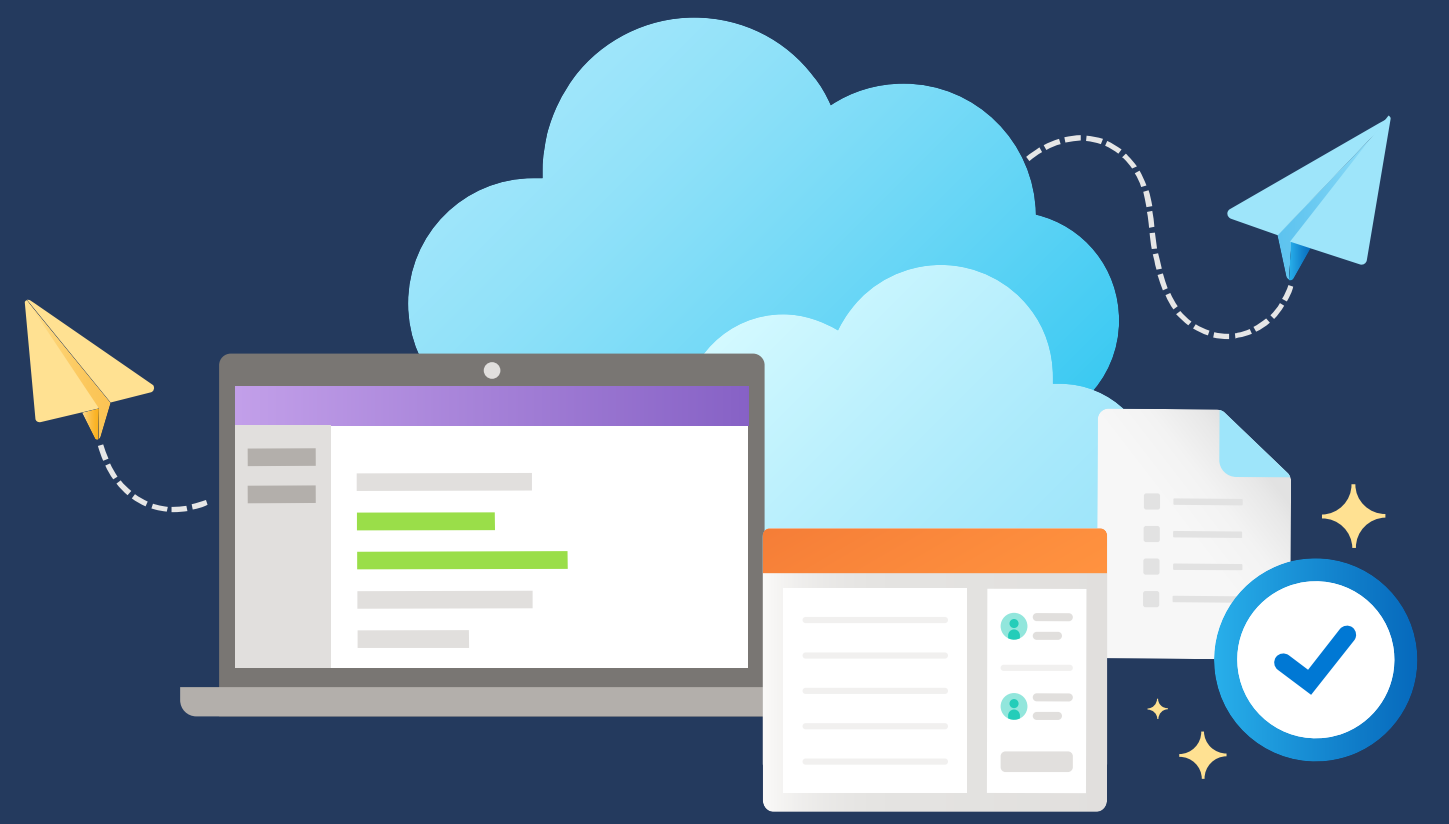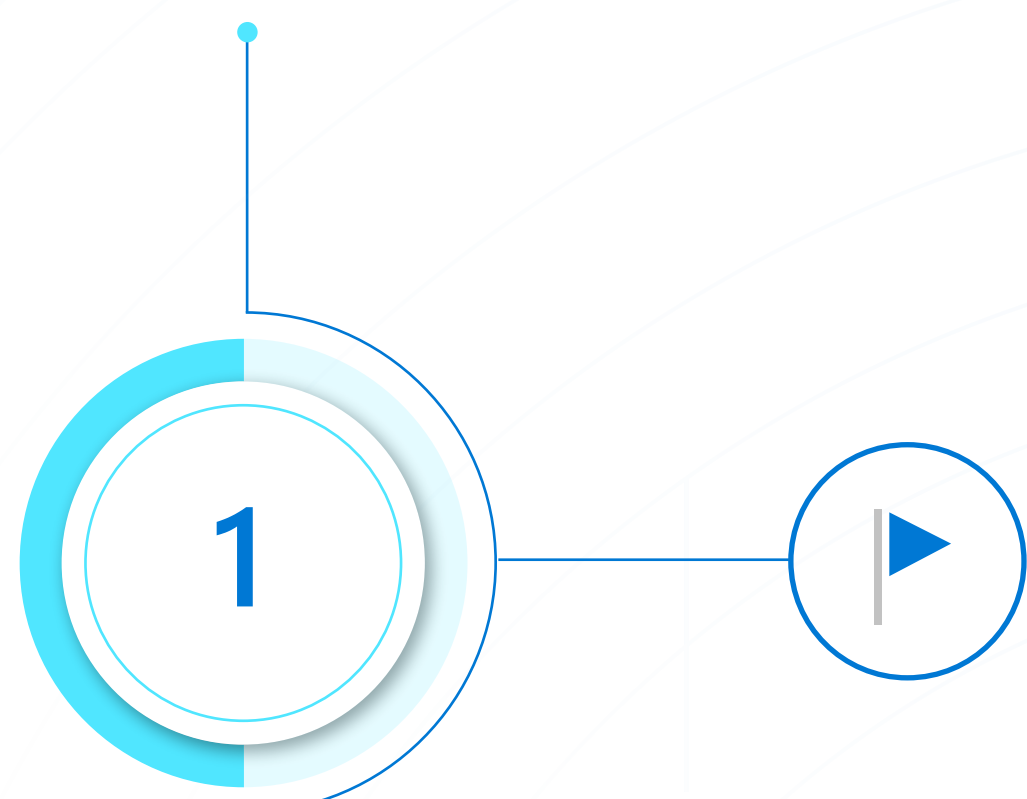**Microsoft 365**

Transition to Cloud
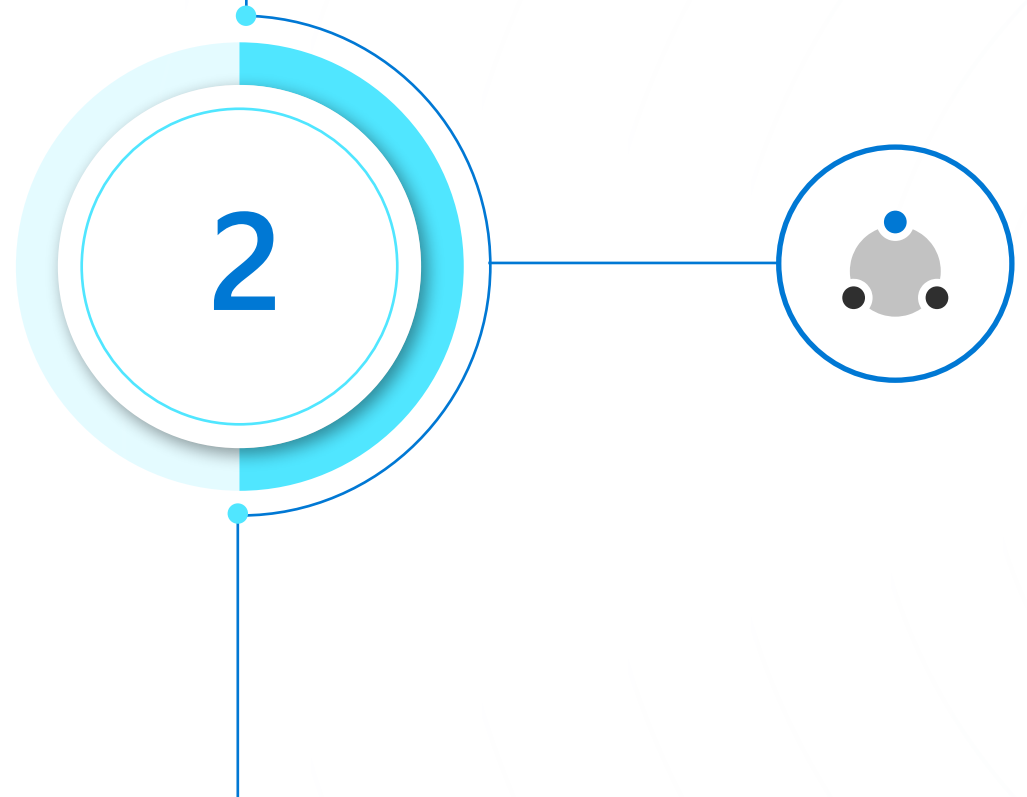# Deployment checklist

Deployment Checklist

1

Get Started

- Activate licenses for Microsoft 365 (if necessary)
- Enable Hybrid Identity (if necessary)
- Enable Multi-Factor Authentication for privileged accounts
- Enable Self-Service Password Reset

2

Rapid Deployment of Teams

- Enable Users for Microsoft Teams
- Have Users Download the Teams Client
- Include the Teams Mobile Download
- Configure your tenant for Teams workloads
- Ensure network connectivity best practices are followed

3
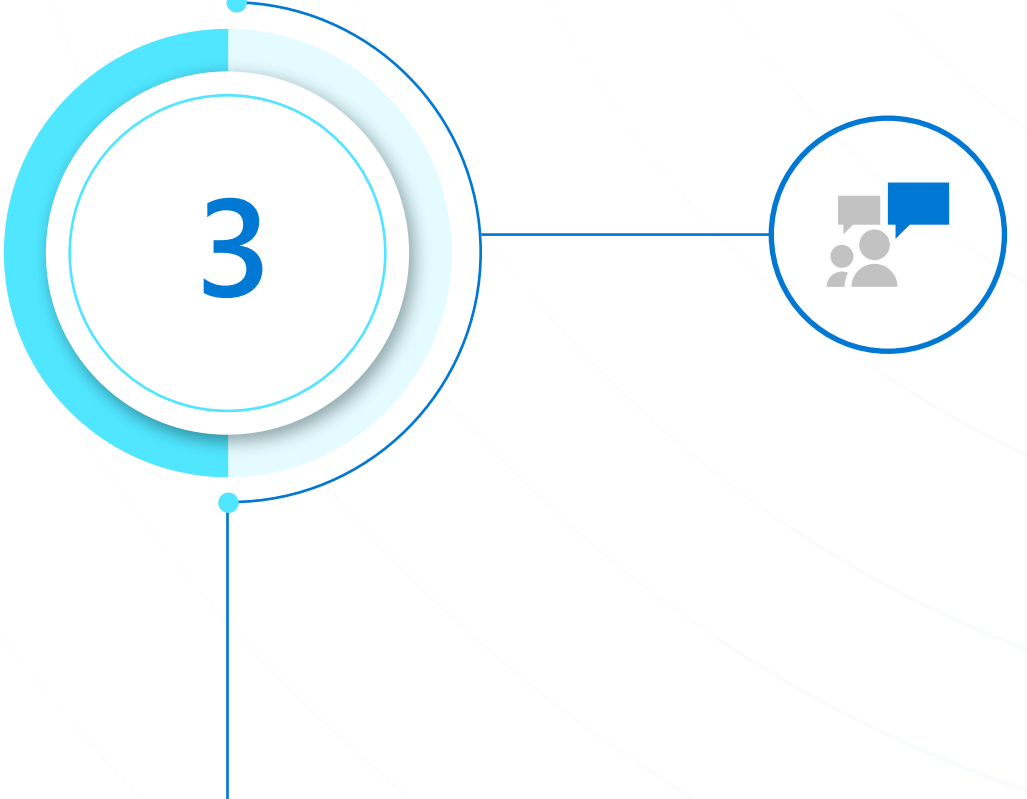
Provide Teams Training and Communications

- Broadcast Teams availability and resources
- Communicate connectivity best practices
- Provide training resources on Teams chat and collaboration
- Share training information on Teams meetings (*Include links and resources for functionality beyond the basics)
- If applicable, share training on Teams calling features

4
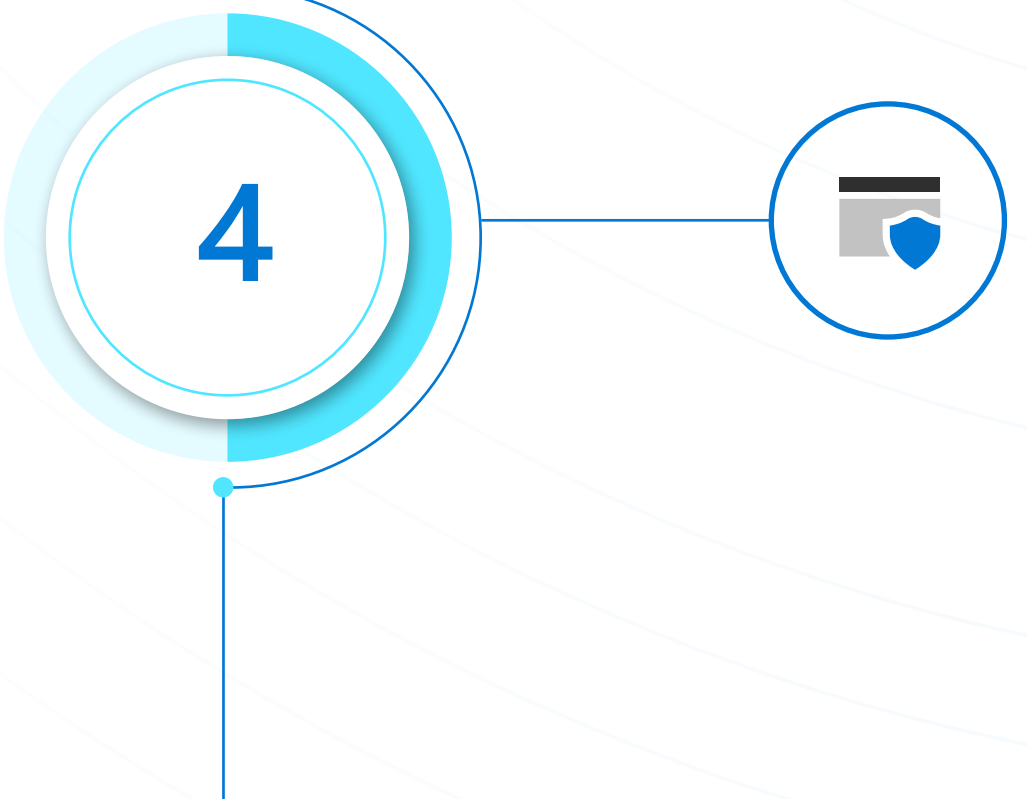
Secure access to Teams

- Enable Multi-Factor Authentication for end users
- Enable Endpoint Management
- Enable Conditional Access (not risk-based

5

Support

- Create help desk and support team
- Set Least Privilege Access (RBAC)
- Review M365 Secure score