

Office 365 ProPlus Deployment and Management

Computer Cell



Office 365 is your **complete** office in the cloud



Office Desktop Apps
Office Web Apps
Office Mobile

 SharePoint

 Exchange

 Lync

Office 365 At a Glance

Office

- Always the latest version of Office and Office Online
- Each user can install Office on 5 devices
- Familiar Office user experience
- Per-user licensing

Microsoft® Lync™ Online

- Online meetings with desktop sharing & HD video
- Quick access to people with digital contact card
- Connect with your Skype contacts
- IM & Presence across firewalls

Office 365

Microsoft® SharePoint® Online

- Access documents offline
- Document-level permissions
- Edit documents with others at the same time
- Team sites to manage and share documents securely
- Gain tools to build and maintain a public-facing website

Microsoft® Exchange Online

- Hosted business-class email @ your own domain
- 50Gb+ mailbox with voicemail & unified messaging
- Retention policies and legal hold
- Integrated personal archiving

Trends Impacting the Way We Work

Devices

Communications

Cloud



Office in a Services World



Office 365 ProPlus (Office 365 ProPlus)

- Familiar & full Office applications
- Installed on up to 5 PCs/Macs & 5 mobile devices per user
- Use Office Mobile for iPhone or Android*
- Access and co-author team documents from almost anywhere;
- Connect to cloud storage
- Connect to colleagues, external partners through social tools, sites
- View presence, connect via audio/web/video conferencing
- Access team mailboxes, calendars

Consolidate productivity files and settings, rather than organizations

** Office Mobile is an exclusive right to Office 365 and cannot be purchased without Office 365*

 Office
ProfessionalPlus 2013

 Office 365 ProPlus
Great productivity experience across all
your devices

 Office 365
Presence, email, collaboration, IM,
meetings, Yammer, etc.

Office 365 ProPlus

Deploy Office fast without giving up control



Word PowerPoint Excel
Lync OneNote Outlook

Familiar & full Office applications locally installed, available offline



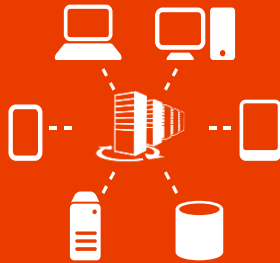
Deploy faster with Side-by-side installs with older versions



Save on licensing with installs on 5 PCs / Macs + 5 tablet + 5 mobile



Manage experiences across multiple devices with settings/docs roaming



Automated software distribution support



Manageable background updates



Manage configuration with Group Policy & Telemetry support

Activation enables Office on your devices



Save on licensing with
installs on 5 PCs / Macs
+ 5 tablet + 5 mobile

Enables use of Office Applications to multiple devices

Office subscription required to be validated once every 30 days for continuous usage

Users can see and manage activated devices through user portal

When a user leaves the organization Office admins can reassign subscription to another user

Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

Next

When you sign in, your documents and settings are online
[Learn more](#) | [Privacy statement](#)

Office 365 plans

Consumer

Office 365 Home
5 devices + 5 tablets

Office 365 Personal
1 device + 1 tablet

Small Business (1-25)

Simplified admin experience

Small Business Premium
Office apps + cloud services

Small Business
cloud services

Midsize Business (1-300)

Full Enterprise admin experience

Midsize Business
Office apps + cloud services

Enterprise (unlimited)

Enterprise E3
Office apps + cloud services

ProPlus
Office apps

Enterprise E1
cloud services

Standalone plans (e.g. Exchange Online)

Other (e.g. PowerBI, Project, Visio,)

Core Office 365 plan layout

Business

Core needs

Enterprise

Advanced needs

One single, scalable admin experience

Business Premium

Office apps + Cloud services

Business

Office apps + OneDrive

Business Essentials

Cloud services

Enterprise E3

Office apps + Cloud services

ProPlus

Office apps + OneDrive

Enterprise E1

Cloud services

Other services (e.g. Exchange Online, OneDrive for Business, Kiosk, Project, Visio, CRM, etc.)

Full plan lineup

		Business			Enterprise		
		Business	Business Essentials	Business Premium	ProPlus	E1	E3
Target customer	Price	\$8.25	\$5	\$12.5	\$12	\$8	\$20
	Seat Cap	300 (for each plan)			Unlimited		
	24/7 phone support from Microsoft ¹	Critical issues			All issues		
Office	Word, PowerPoint, Excel, Outlook, OneNote, Publisher	●		●	● ²		● ²
	iPad, Windows RT & smartphone apps	●		●	●		●
	Office Online	●	●	●	●	●	●
	Access				●		●
Standard services	1TB cloud storage (OneDrive for Business)	●	●	●	●	●	●
	Email, calendar (Exchange)		●	●		●	●
	Online meetings, IM (Lync)		●	●		●	●
	Team sites, internal portals (SharePoint)		●	●		●	●
	Enterprise social (Yammer)		●	●		●	●
Advanced services	Active Directory integration	●	●	●	●	●	●
	Supports hybrid deployment				●	●	●
	Office shared computer activation support (RDS)				●		●
	Upcoming services – Delve, Video content management		● ³	● ³		●	●
	Compliance – Archiving, eDiscovery, mailbox hold						●
	Information protection – message encryption, RMS, DLP						●

Office 365 Business v. ProPlus

	Office 365 Business	Office 365 ProPlus
Office Applications		
Word, Excel, PowerPoint, OneNote, Outlook, Publisher	•	•
Access, Lync		•
Core Value		
OneDrive for Business cloud storage	1TB	1TB
Office Online	•	•
Core Excel BI features: PowerMap, PowerQuery (public data)	•	•
Enterprise Value		
<i>Enterprise Excel BI features:</i> PowerPivot, PowerQuery (enterprise data), PowerView, spreadsheet controls (compare/inquire)		•
<i>Compliance:</i> create IRM mail, email retention, data loss, prevention, archiving		•
<i>IT controls:</i> group policy, app telemetry, update controls		•
Enterprise voice		•
Shared computer activation (RDS)		•
Licensing		
Price/user/month \$USD (with annual commitment)	\$8.25	\$12
Seat Cap	300	N/A
PC/Mac installs	5	5
Tablet installs	5	5
iOS/Android smartphone	5	5
iPad Apps	•	•
Office 2013 RT commercial use rights	•	•

addressing common deployment blockers

- will our files work in the new Office?
- will our customizations and add-ins work?
- how do I handle consumerization and people with multiple devices?
- wouldn't it be easier to do nothing?



What is included with Office 365 ProPlus subscription license?

Office 365 ProPlus for PC (Office 2013 ProPlus base applications)

Office 365 ProPlus for Mac (Office 2011 for Mac base applications)

Office Mobile for Windows Phone

PC requirements for Office 365 ProPlus

Windows Server 2008 R2

Windows 7

Windows Server 2012

Windows 8

32-bit Office can be installed on 32-bit or 64-bit operating systems and 64-bit Office can only be installed on 64-bit operating systems.

Computer and processor
1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.

Memory

1 GB RAM (32-bit)

Disk space
3 gigabytes (GB)

Monitor resolution
1024 x 768



The Many Ways of Getting Office 365 ProPlus



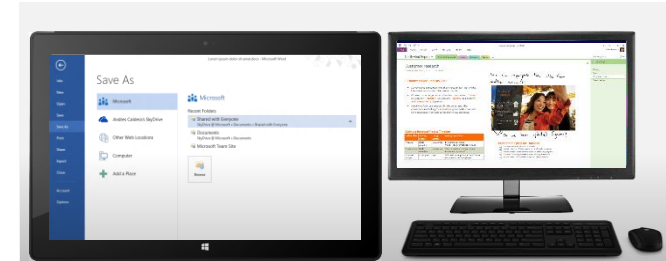
Self-Installation

Download & Install from
Office 365 User Portal



Managed Deployment

Office Deployment Tool
System Center Configuration
Manager
Microsoft Intune



Already on Device

Pre-installed with Windows
image
Microsoft Deployment
Toolkit

Self Installation

User has the ability to sign into the Office 365 user portal to:

Download Software

Manage existing installations of Office

Office 365

Outlook Calendar People Newsfeed OneDrive ... Admin Partner

Software

Office

Lync

OneDrive

Tools & add-ins

Desktop setup

Phone & tablet

Office

Manage installs

resources
[How do I locate my computer name?](#)

If you don't have any installs left, you can deactivate an install on one computer and install Office on another.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
BONUSROOM	Microsoft Windows 8 Pro	10/18/2013	Deactivate
AMESH-TABLET	Microsoft Windows 8.1	12/8/2013	Deactivate

Remaining installs available: 3

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word Excel PowerPoint OneNote Access Publisher Outlook Lync

InfoPath

Language: Version: 32-bit (Recommended) [Advanced](#)

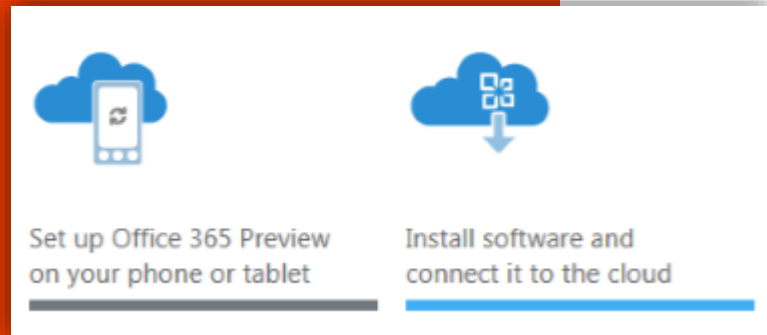
Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)
[Learn how to troubleshoot your Office installation](#)

[Install](#)

<http://portal.office.com>

Click-to-Run deployment considerations



Software Center

Installation Status | Installed Software | Options

SHOW: All | Show optional software | SEARCH

Find additional applications from t

NAME	TYPE	PUBLISHER	AVAILABLE...	STATUS
Notepad++ - Install	Application		30/05/2012	Installed
Office Professional Plus 2010	Application	Microsoft	13/06/2012	Installed
PowerPivot	Application	Microsoft	13/06/2012	Available
ProPlus 15	Application	Microsoft	22/06/2012	Installing

are my users local administrators?

what tools are being used now for software deployment?

what are the benefits of subscription vs. perpetual?

Paradigm Shift for Office Installation

MSI

- Installs can easily take 30 minutes or more
- Basis of Office deployments since Office 2000
- To be offered as VL media in new Office
- Device-based activation
- Allows local apps to interact with it

Click-to-Run

- First launch is up and running in about 2 minutes
- Is primary installation type in the new Office
- Is linked to Office 365 for managed customers
- User-based activation
- Also allows local apps to interact with it

Streaming Office apps

New simplified way to
install Office apps

Rich Office experience
quickly on any Windows 7
or newer PC

Can run side by side with
older versions of Office

Install in up to 5 computers
with Office 365 ProPlus

Office 365 Outlook Calendar People Newsfeed SkyDrive Sites ... John

software

Office desktop apps

Lync

tools and add-ins

desktop setup

Office desktop apps

Install the latest version of Office

This will install the latest version of the Office desktop apps (Word, Outlook, PowerPoint, Publisher, SharePoint Workspace)

Language:

English (United States)

Note: Installing additional languages on this PC may exceed your install limit (5).

[Review system requirements](#)

[install](#)

10% - Streaming application features...

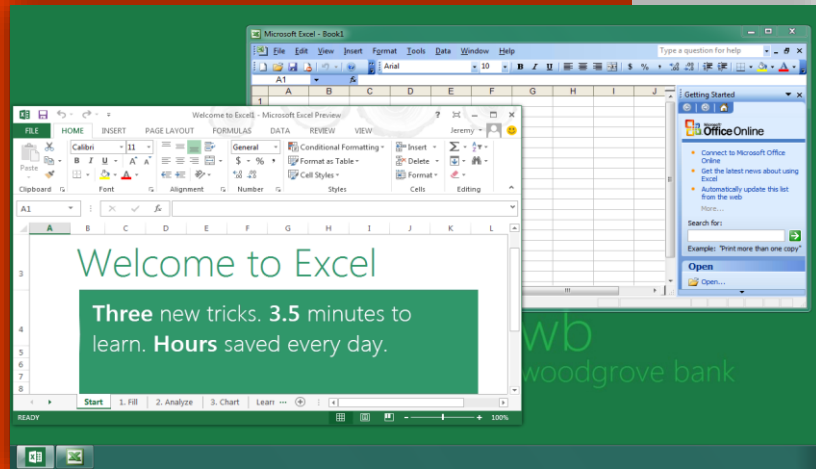
To view a list of updated computer installs, [refresh](#) the page. It may take a few minutes for your updated installs to appear.

Microsoft ©2012 Microsoft Corporation Legal | Privacy

The new Office apps are instantly
streamed to your PC



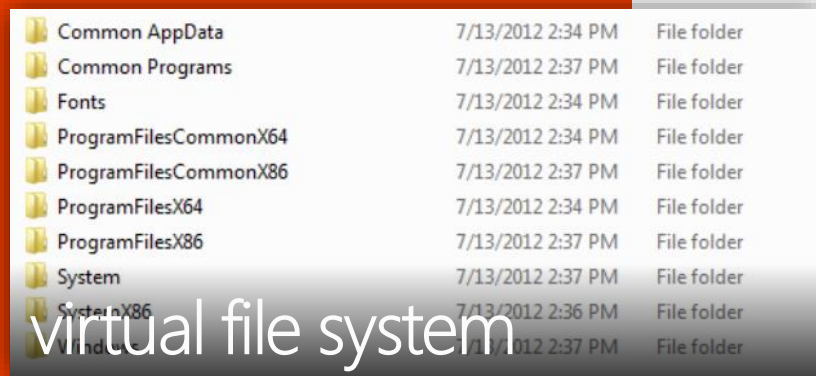
Side-by-Side helps transition



keep older versions of Office installed alongside new Office

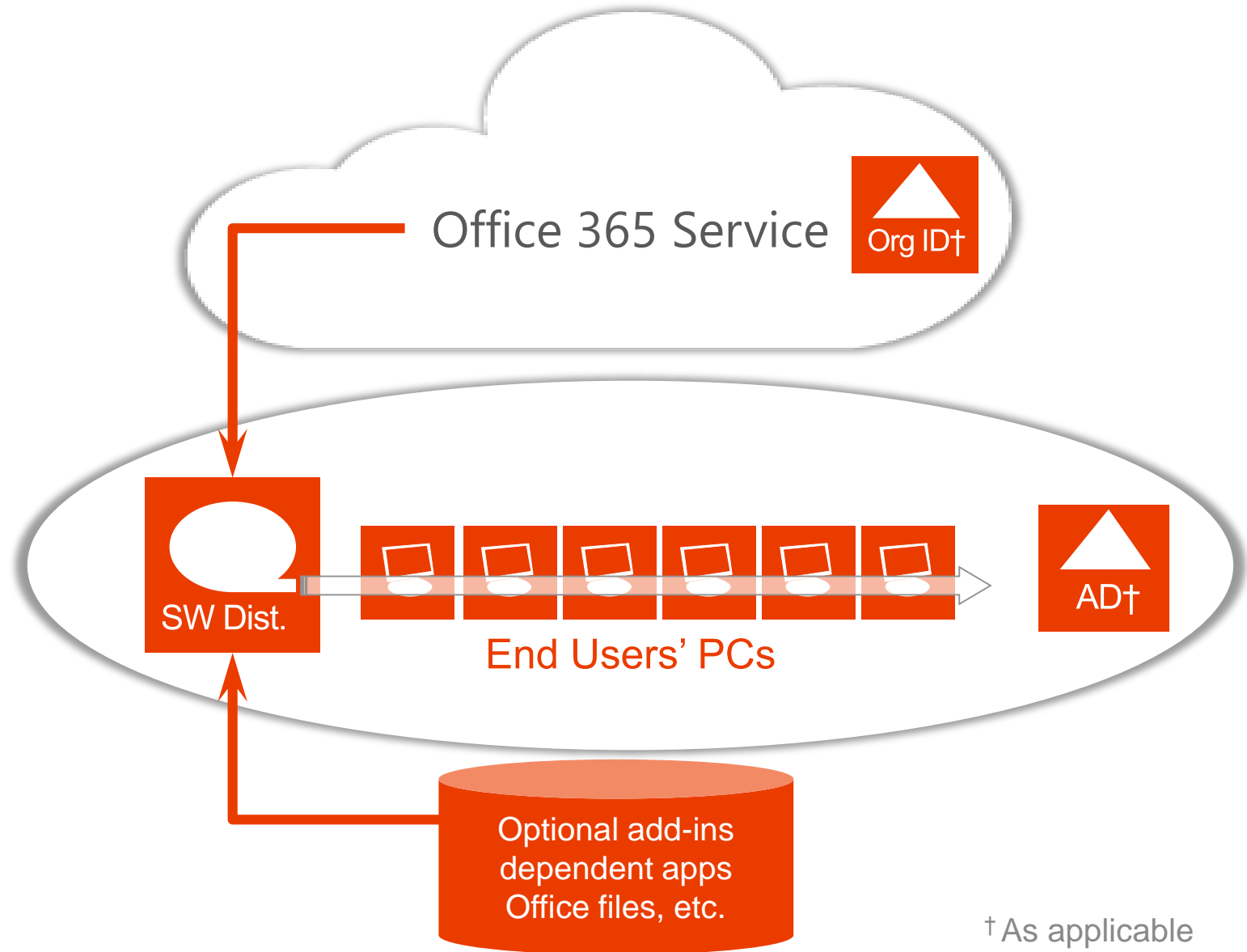
be proactive with compatibility risks – use as fall back

not recommended as a permanent configuration



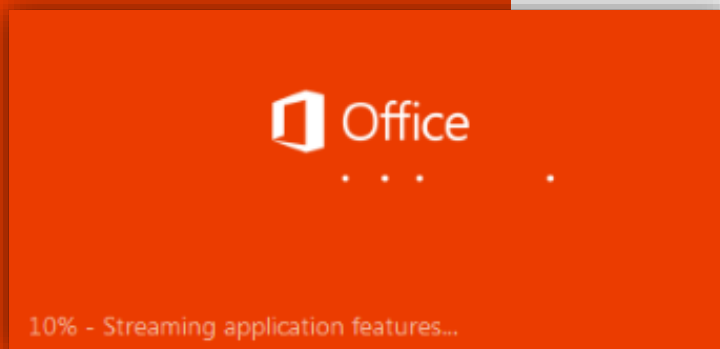
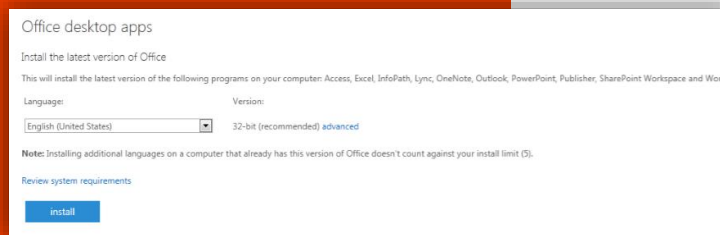
Click-to-Run managed deployment

1. add users to Office 365 tenant
2. download Office Deployment Tool (setup)
3. use setup to download C2R packages
4. customize configuration XML
5. add C2R packages to software distribution infrastructure
6. deploy C2R packages with setup and configuration XML



† As applicable

Click-to-Run self-installation



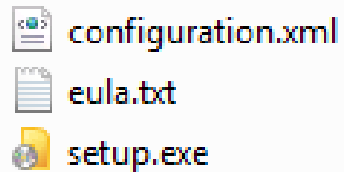
user has Office 365 account
and is provisioned for ProPlus

clicks on "Install software..." tile

views and manages previous
installs if available

installs Office 365 ProPlus
directly from the Internet

Office Deployment Tool



```
Usage:
SETUP mode [path to configuration file]

SETUP /DOWNLOAD [path to configuration file]
SETUP /CONFIGURE [path to configuration file]
SETUP /PACKAGER [path to configuration file]
/DOWNLOAD Downloads files to create an Office15 installation source
/CONFIGURE Adds, removes, or configures an Office15 installation
/PACKAGER - Prints this message
```

```
<Configuration>
<Add SourcePath="\\jchapmanx220\X220\office Deployment Tool\
OfficeClientEdition="32" >
  <Product ID="0365ProPlusRetail">
    <Language ID="en-us" />
  </Product>
  <Product ID="VisioProRetail">
    <Language ID="en-us" />
  </Product>
</Add>

<Updates Enabled="FALSE" />

<Display Level="None" AcceptEULA="TRUE" />

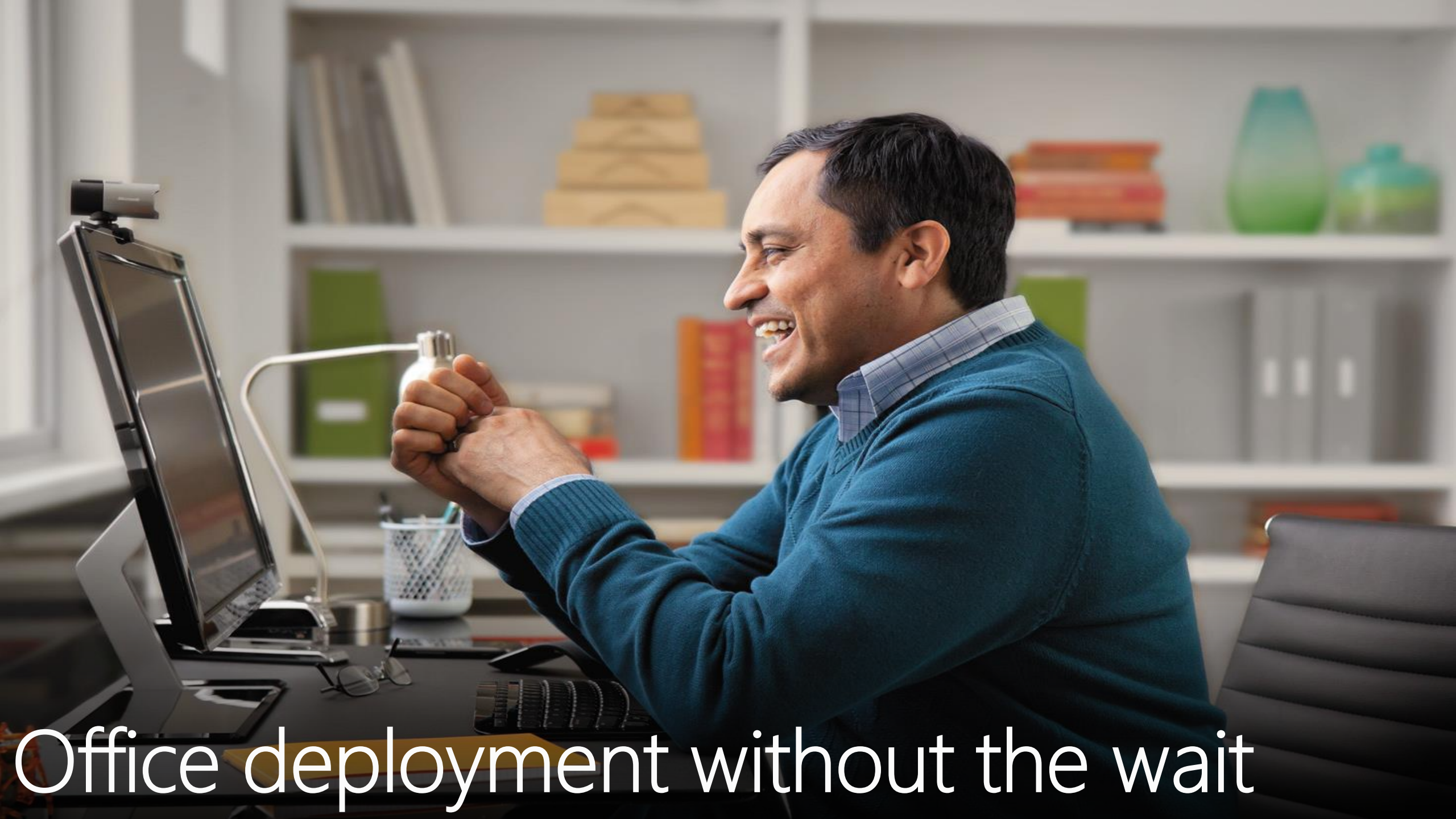
<Logging Name="OfficeSetup.txt" Path="%temp%" />
</Configuration>
```

free download on
Microsoft Download Center

enables downloading
Click-to-Run packages

customizes installation of
Click-to-Run Office products

applies software update
policies



Office deployment without the wait

Next steps

Sign up for an
Office 365
Preview account

1

Download the
Office
Deployment Tool
and use it

2

Read TechNet
Library and
Office 365
Preview Blog

3



Store, sync, and share
your work files

Training Deck
Microsoft Corporation

Store, sync, and share your work files

What is OneDrive?

Drag and drop files to OneDrive for Business

See your files from other devices

Save and open files

Sync your files with your computer

Manage your files in OneDrive for Business

Share files with others

Work together at the same time

What is OneDrive?

OneDrive is the place where you can store, share, and sync your files and then get to them from anywhere on virtually any device. In this module, you'll learn:

- What is the cloud?
- What is OneDrive?
- What's the difference between OneDrive and OneDrive for Business?

What's the cloud? Why store files there?

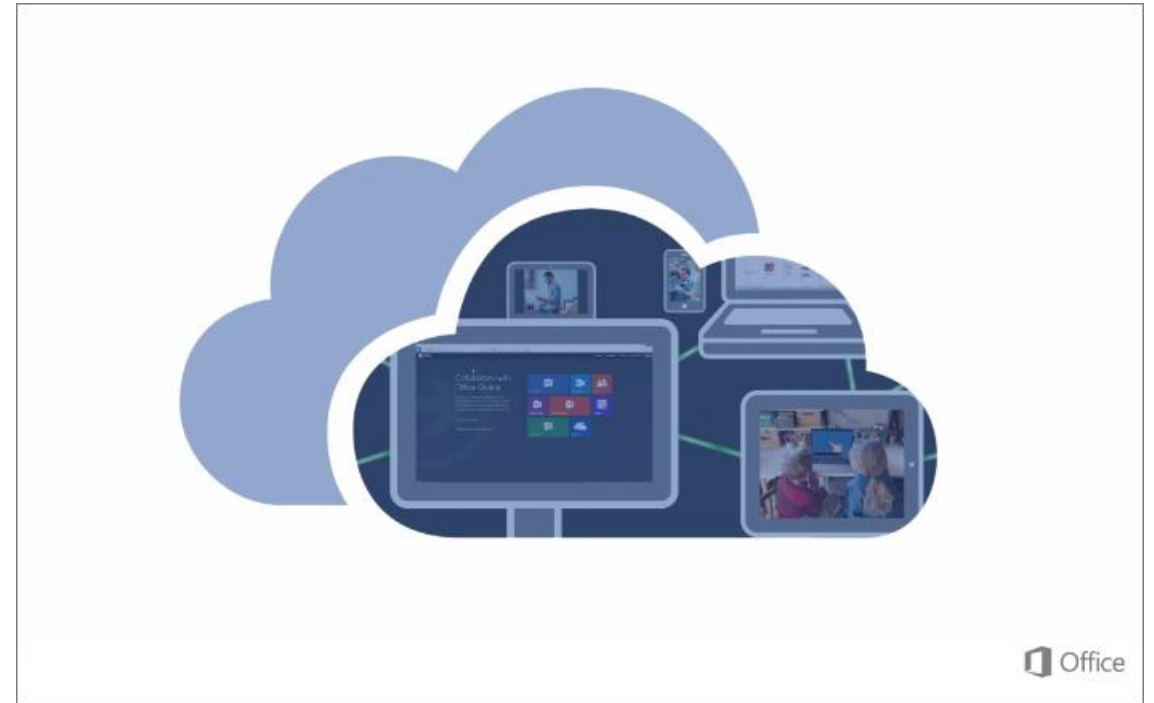
The cloud is the Internet—a global system of interconnected computers.

Connecting computers to the cloud lets you keep in touch with friends, manage your business, and store files in one place.

Why store files in the cloud?

Well, storing your files in the cloud lets you:

- Access and update files from anywhere on any device.
- Share photos and files with others.
- Work on documents with others at the same time (if you store them in OneDrive).



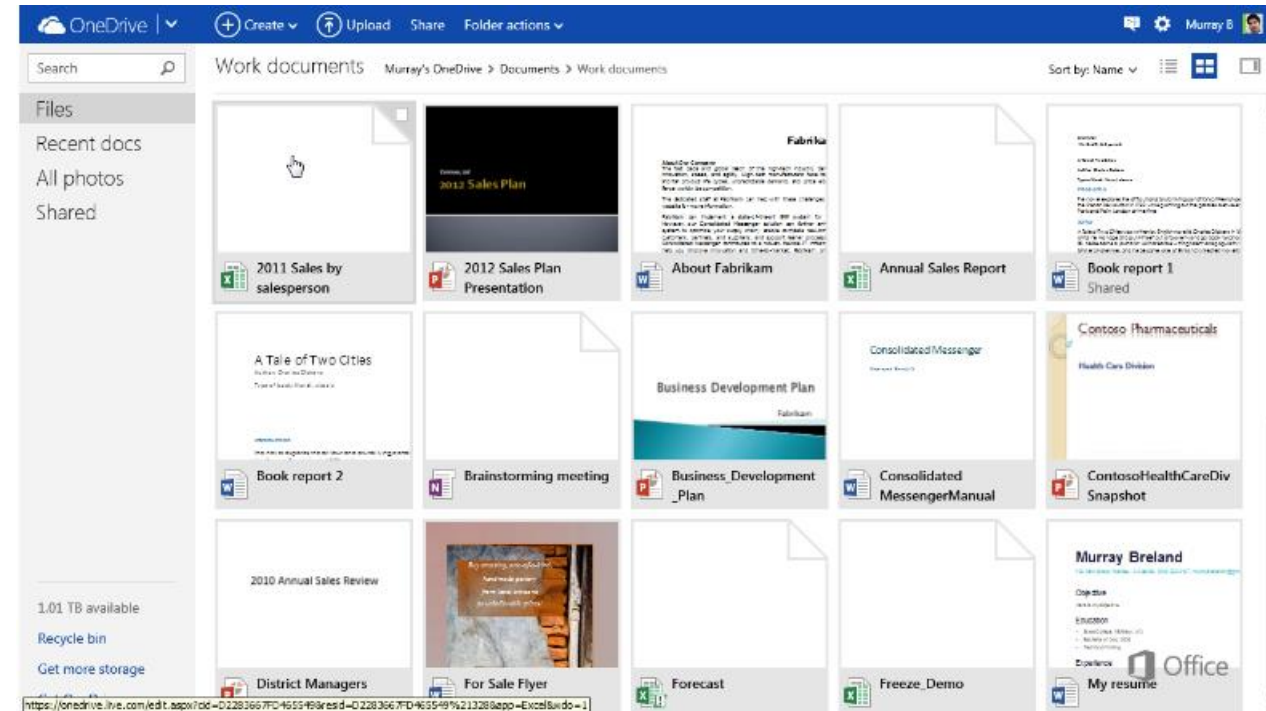
What's OneDrive?

OneDrive is Microsoft's cloud storage service.

You can store all your pictures, videos, documents, and other files in OneDrive.

With your files in OneDrive you can:

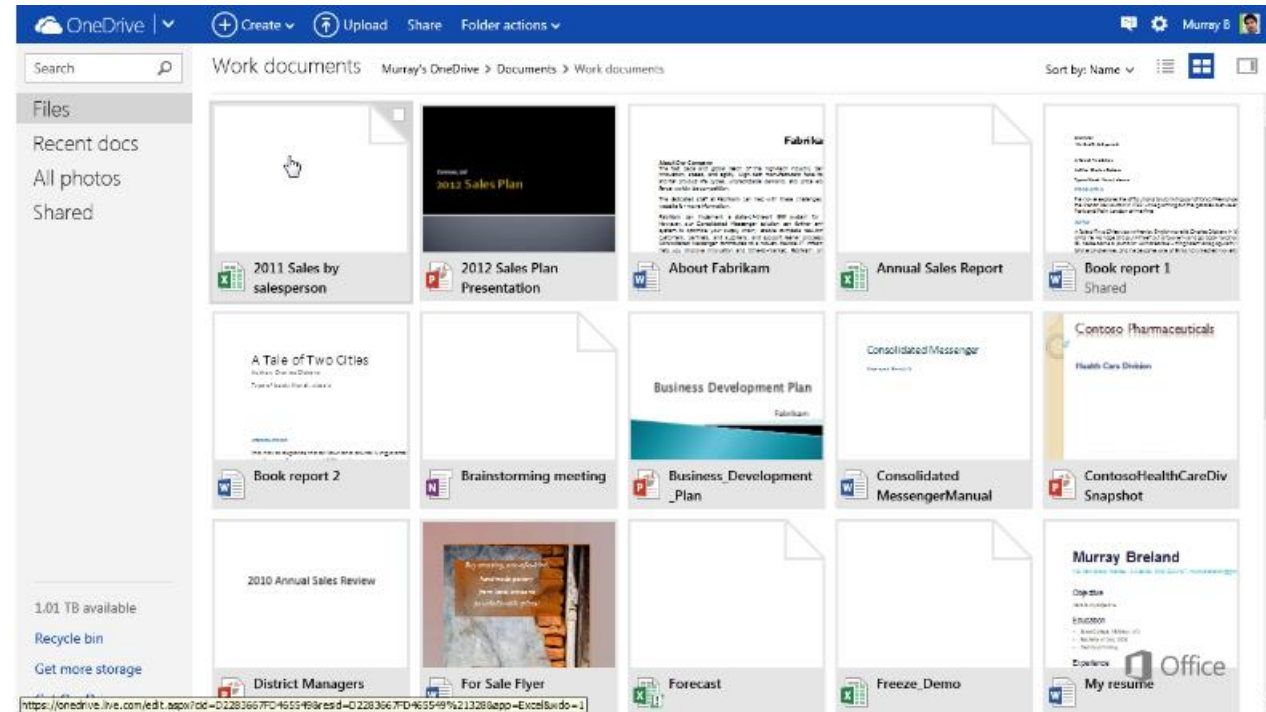
- Access and update files from any device connected to the Internet.
- Instantly view pictures you take with your mobile phone on your Windows PC, iOS, or Android device.
- Work on a document you create at home on a laptop at work.
- Share your photos and files with others.
- Work on documents with others at the same time.



What's OneDrive vs. OneDrive for Business?

OneDrive is one service, with two different places to put stuff:

- **OneDrive – Personal** is for personal stuff. Put your party photos, honey-do lists here.
- **OneDrive – CompanyName** is for work stuff. Put your company expense reports and confidential info about the next product launch here.





Drag and drop files to OneDrive for Business

OneDrive for Business is the place where you store, share, and sync your work files. As part of Office 365 or SharePoint Server 2013, OneDrive for Business lets you update and share your files from anywhere and work on Office documents with others at the same time. The first step is to drag some files to OneDrive for Business in a browser.

In this module, you'll learn how to:

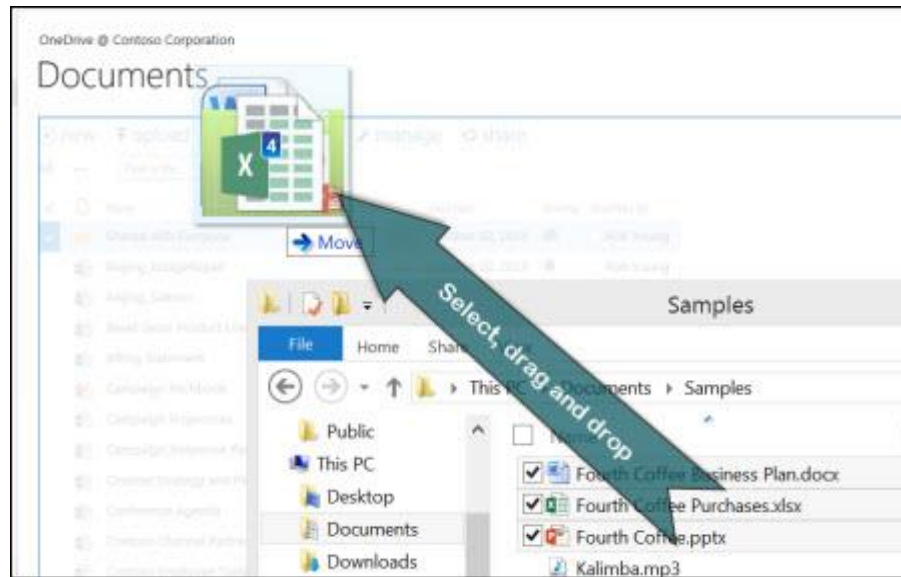
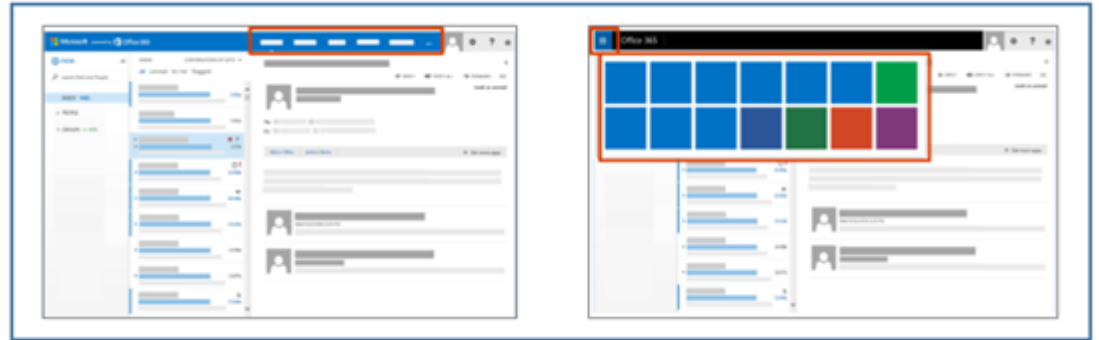
- Drag files to OneDrive for Business
- Upload files to OneDrive for Business

Drag and drop files to OneDrive for Business

1. At the top of any page in Office 365, select  **OneDrive**. Or select  , and then select **OneDrive**.
2. Find the documents that you want to upload on your computer and drag them to the space in the library where it says **drag files here**.

Note: The first time you click **OneDrive**, you see some setup screens and instructions while your personal site is being set up. You may have to wait and then click **OneDrive** again before continuing to step 2.

If you don't see the option to drag and drop files, update your copy of Office.

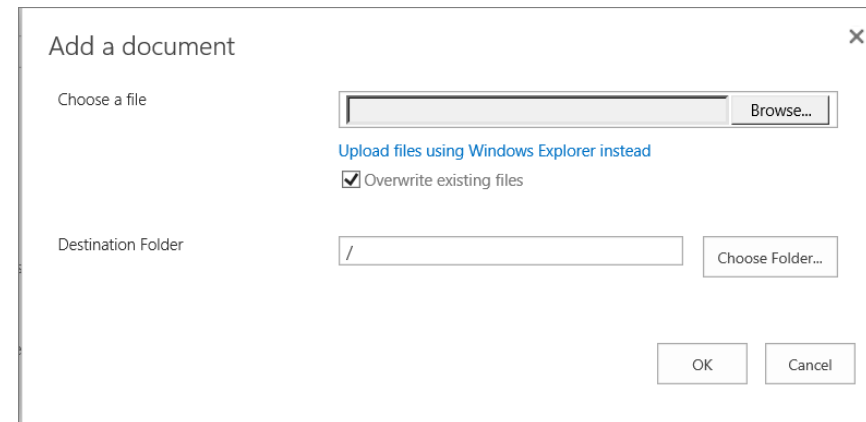
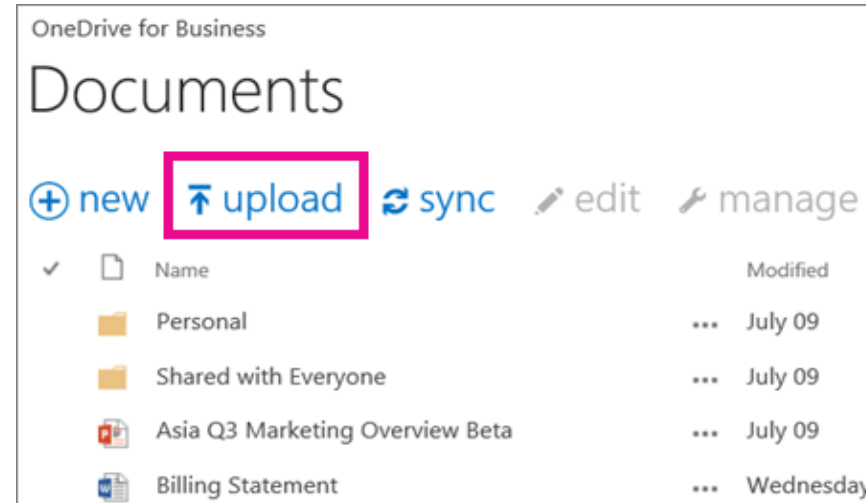


Upload files to OneDrive for Business

Here's another way to do it:

1. Instead of dragging files, select **Upload**.
2. In the **Choose File to Upload** dialog box, select the files you want to upload, and then click **Open**.

Tip: Your files are private unless you decide to share them. To share files easily with everyone in your organization, drag them into your **Shared with Everyone** folder. For more about sharing, see [Sharing files with others](#).



See your files from other devices

After you upload files to OneDrive for Business, you can see them from other devices by just signing into your Office 365 site in your browser, and then clicking **OneDrive**.

In this module, you'll learn how to:

- See your files from other devices

See your files from other devices

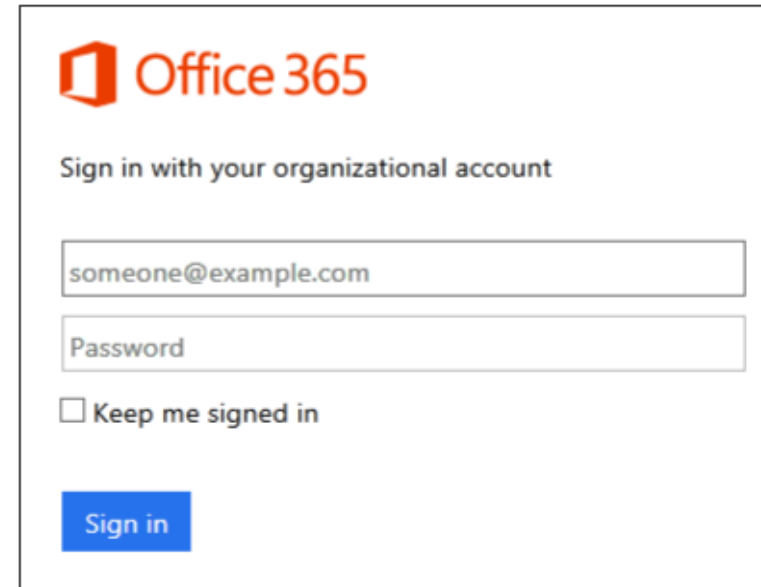
The files you upload from any device are right there for you to use.

1. On any device, sign in to [Office 365](#) with your organizational account.

For example, ellen@contoso.onmicrosoft.com, ellen@contoso.edu, or ellen@contoso.com.

If you're not sure what your organizational account is, check the welcome email that asked you to sign in the first time.

2. At the top of any page in Office 365, select **OneDrive**. Or select , and then select OneDrive.



Office 365

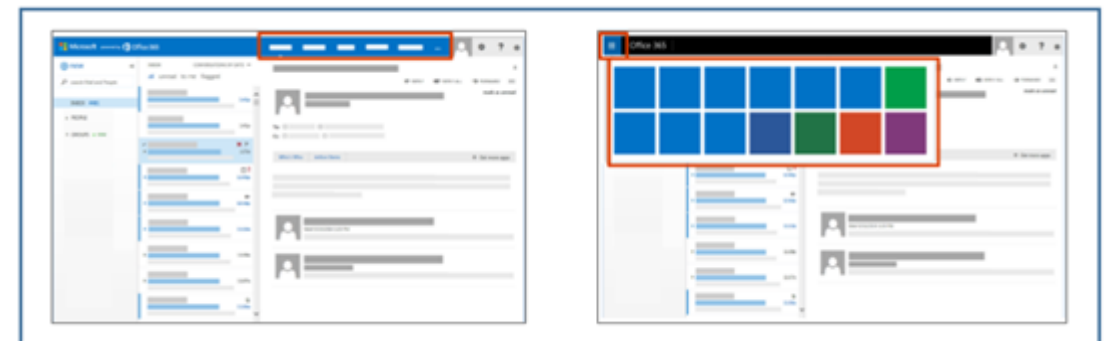
Sign in with your organizational account

someone@example.com

Password

Keep me signed in

Sign in



Get the OneDrive for Business app

For a better experience, get the OneDrive for Business app for your device at OneDrive.com:

<https://onedrive.live.com/about/en-us/download/>



Save and open files

You can work with the files you store in OneDrive for Business right from Word, Excel, PowerPoint, and other Office desktop apps. There's no need to go to your Office 365 site in a browser.

In this module, you'll learn how to:

- Save a file
- Open a file
- Add a place to save a file

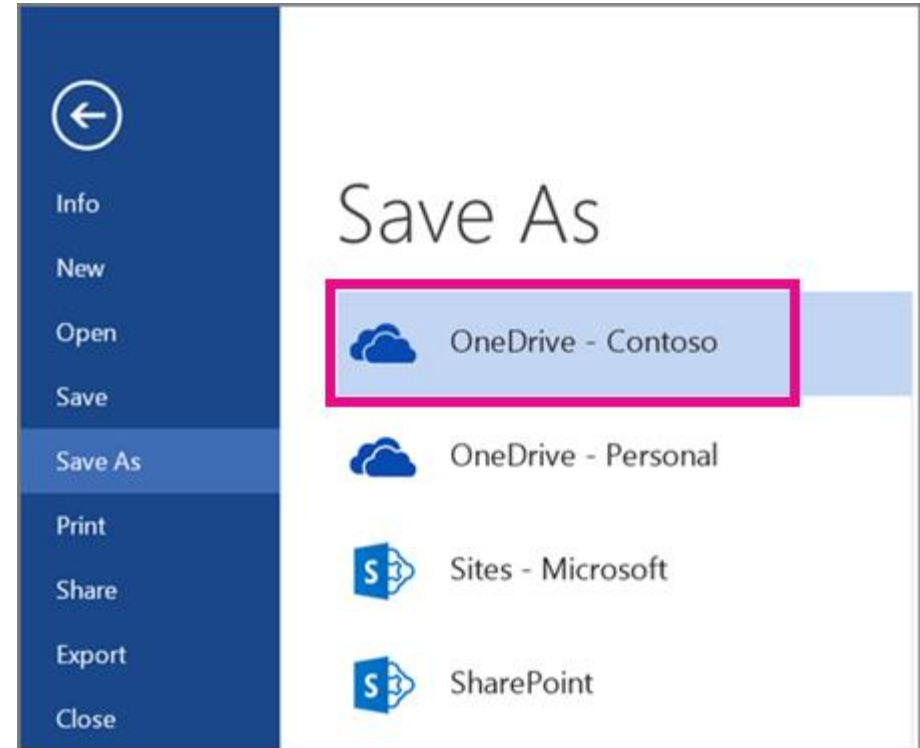
Save and open files: Save a file

Save a file to OneDrive for Business from an Office desktop app:

1. Open a document in an Office desktop app such as Word, Excel, or PowerPoint, and then click **File** > **Save As** > **OneDrive - YourCompanyName**.

For example, OneDrive - Contoso.

2. Browse to the file you want to open, and then click **Open**.



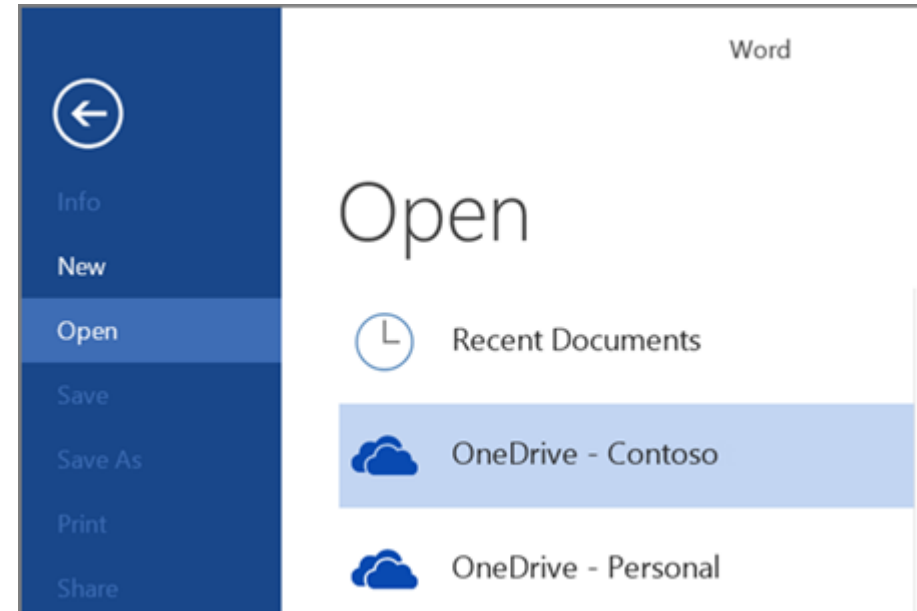
Save and open files: Open a file

Open a OneDrive for Business file from an Office desktop app:

1. In an Office desktop app such as Word, Excel, or PowerPoint, click **File** > **Open** > **OneDrive - YourCompanyName**.

For example, OneDrive – Contoso.

2. Browse to the file you want to open, and then click **Open**.

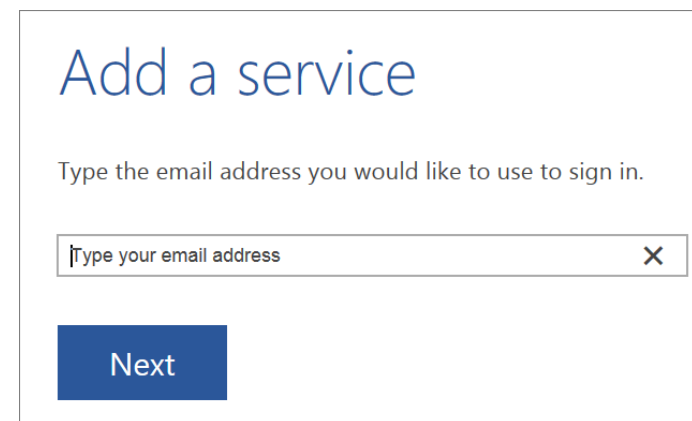
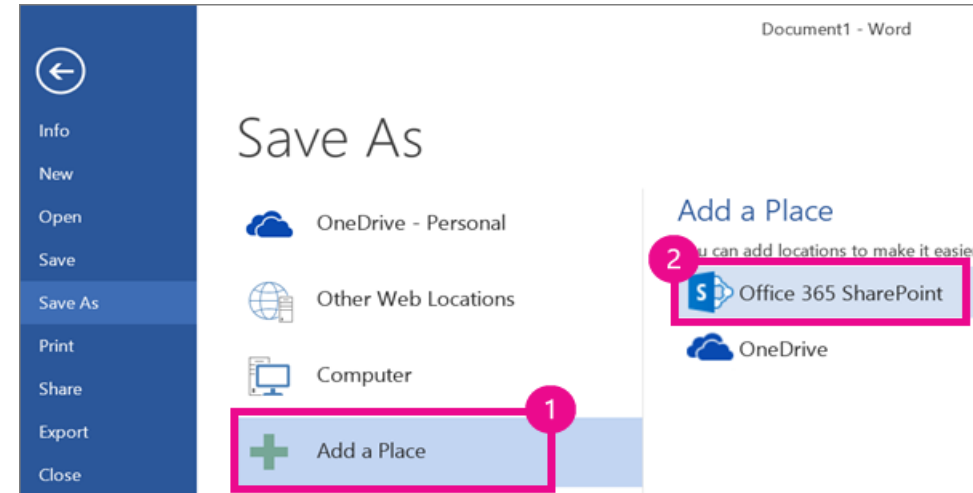


Save and open files: Add a place

If you don't see **OneDrive – YourCompanyName** on the **Save As** or **Open**:

1. Select **Add a Place** > **Office 365 SharePoint**.
2. Sign in to Office 365 with your organizational account.

Once you add OneDrive for Business as a place in one Office app, you can save files from all your Office apps.



Create and save from a site or mobile app

For information about creating and saving files directly on an Office 365 site or from a mobile app, see [Working with Office documents in a browser or mobile app](#).

Sync your files with your computer

Sync OneDrive for Business to your computer, and then get to your files in File Explorer instead of in a web browser. All your changes sync to OneDrive for Business whenever you're online.

In this module, you'll learn how to:

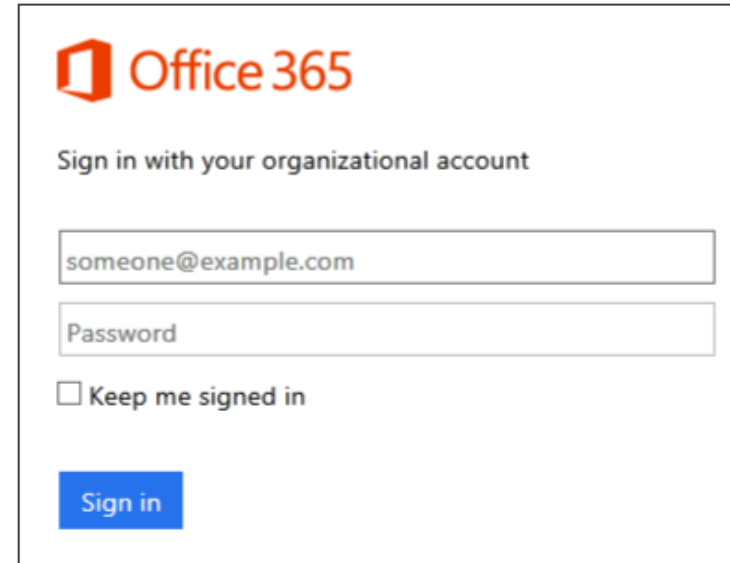
- Sign in to your site
- Sync your files

Sync your files: Sign in to your site


1. On any device, sign in to [Office 365](#) with your organizational account.

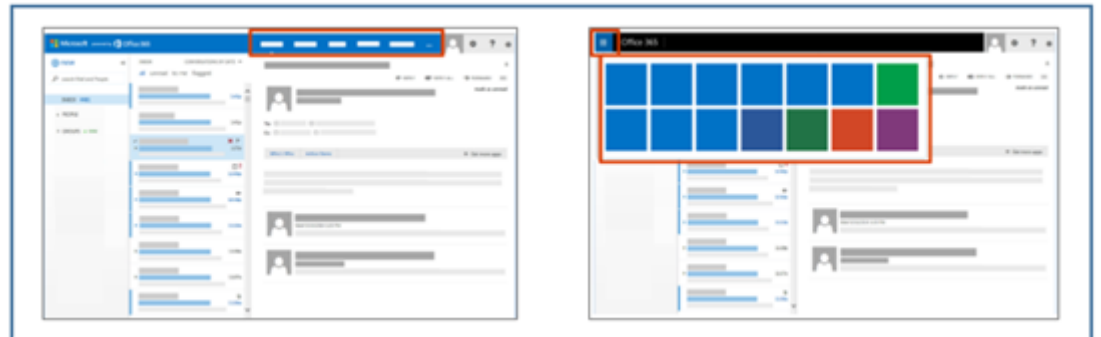
For example, ellen@contoso.onmicrosoft.com, ellen@contoso.edu, or ellen@contoso.com.

If you're not sure what your organizational account is, check the welcome email that asked you to sign in the first time.



The image shows the Office 365 sign-in interface. At the top left is the Office 365 logo. Below it, the text "Sign in with your organizational account" is displayed. There are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom left is a blue "Sign in" button.

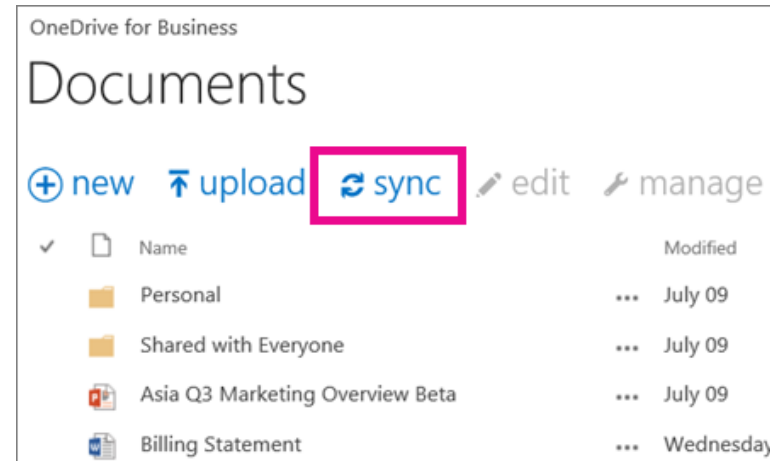
2. At the top of any page in Office 365, select **OneDrive**. Or select , and then select **OneDrive**.



Sync your files: Sync your files

1. On your OneDrive for Business page, click **Sync**.
2. At the prompt, click **Sync Now** to start the sync app.

The app automatically fills out the name and web address of your OneDrive for Business library.



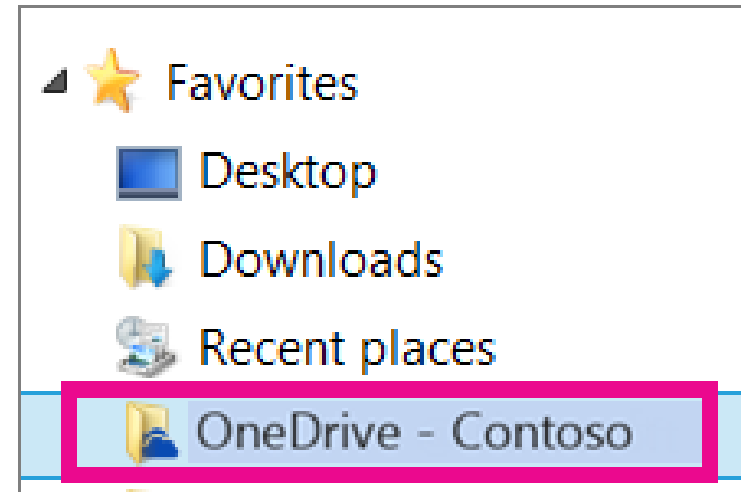
Sync your files: Sync your files, continued

3. Select **Sync Now** in the app to start syncing.

You can click **Show my files** in the app to open the synced OneDrive for Business folder in File Explorer. The folder appears in your Windows Favorites as **OneDrive for Business** or **OneDrive - YourCompanyName**.

Note: To sync files to your computer, you need the OneDrive for Business sync app, available with an Office 365 subscription that includes Office 2013 desktop applications. If you don't have Office 2013, you can [download the OneDrive for Business sync app](#).

For more information about syncing, including troubleshooting information, see [Sync OneDrive for Business or site libraries to your computer](#).



Manage your files in OneDrive for Business

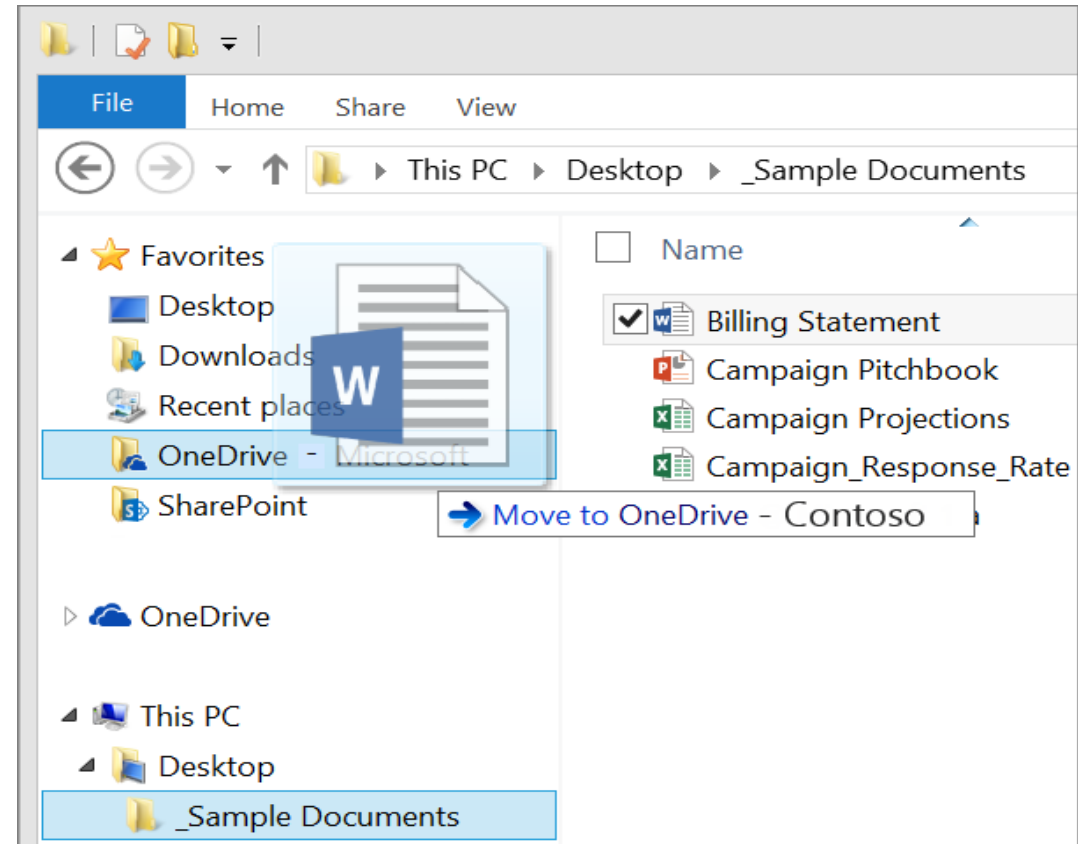
After you sync your OneDrive for Business files with your computer, you can manage your files like other files on your computer. You move, rename, and delete your files the same way you're used to, except the changes you make to OneDrive for Business files sync to all your other devices. So if you delete a file here, it's deleted everywhere.

In this module, you'll learn how to:

- Copy or move a file
- Rename a file
- Delete a file

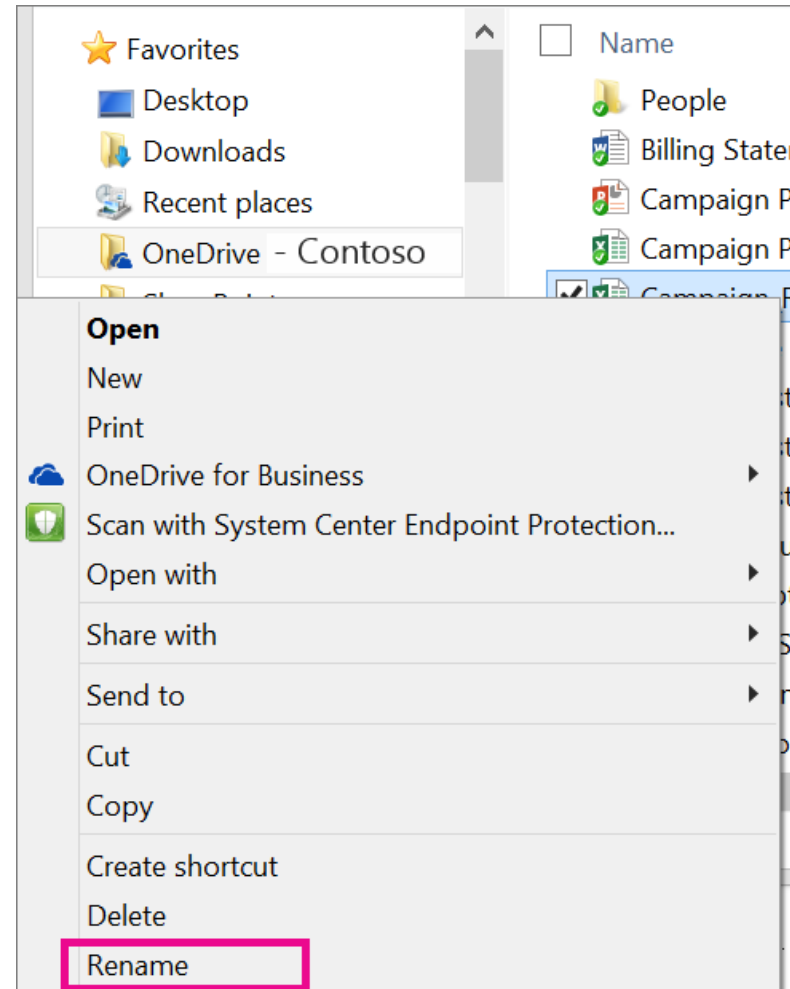
Manage your files: Copy or move files

1. In File Explorer, select the files you want to copy or move.
2. Right-click the files and drag them to your **OneDrive - YourCompanyName** folder or to another location.



Manage your files: Rename a file

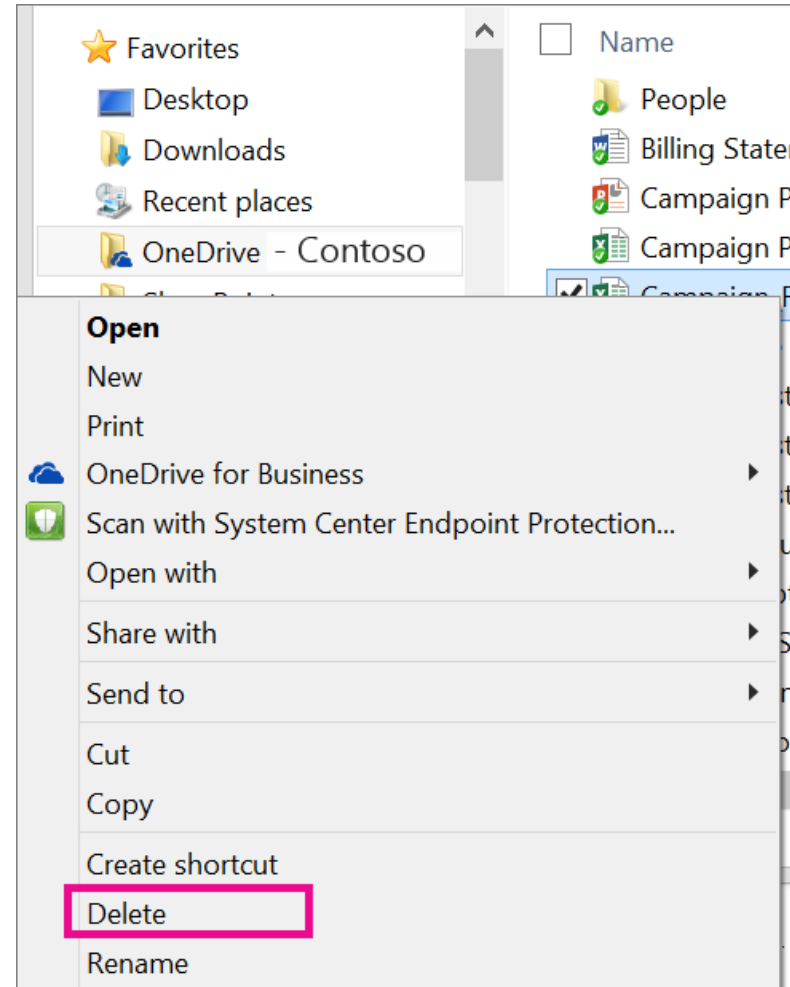
1. Right-click the file you want to rename in your **OneDrive - YourCompanyName** folder.
2. Select **Rename** on the shortcut menu.
3. Type the new name for your file.



Manage your files: Delete a file

1. Select the file you want to delete in your **OneDrive - YourCompanyName** folder.
2. Press **Delete** on your keyboard.

Tip: Remember, any changes you make to a file in your OneDrive for Business folder apply to all devices, not just to this computer. The changes will sync to all your other devices.




Share files with others

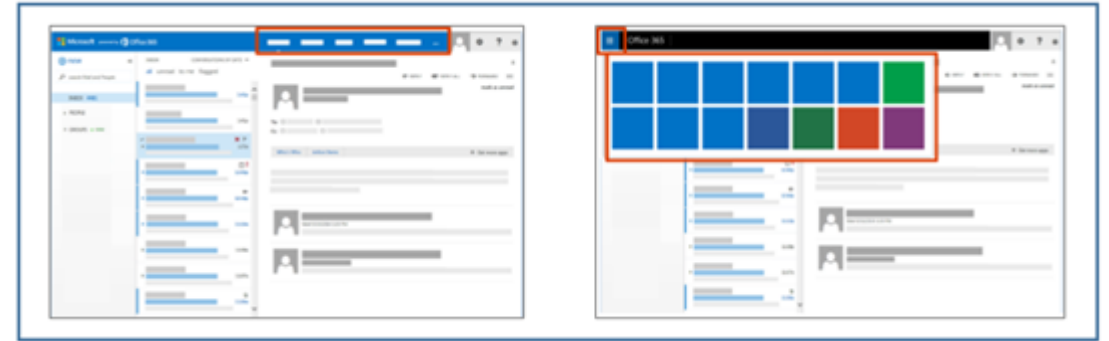
When you store your files in OneDrive for Business, you can share with others from any device by going to your Office 365 site. Or you can share right from Office without even going to Office 365 in a separate window. Whichever way you share Office files, you can work with others at the same time they work and see changes as people make them.

In this module, you'll learn how to:

- Share a file with everyone from a site
- Share a file with individuals from a site
- Share a file from an Office desktop

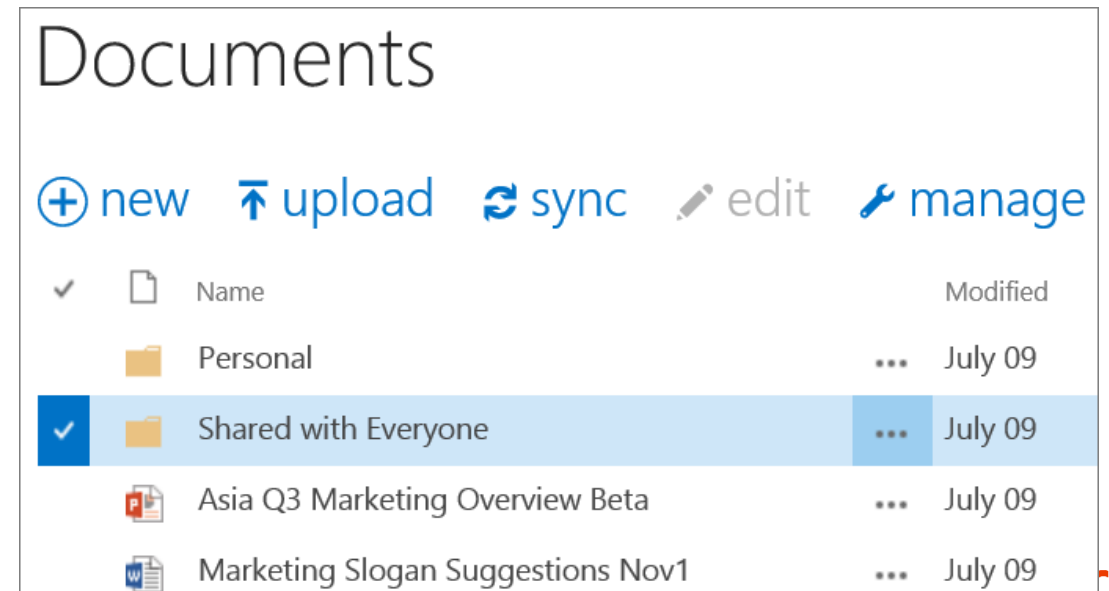
Share a file with everyone from a site

1. At the top of any page in Office 365, select **OneDrive**. Or select , and then select **OneDrive**.




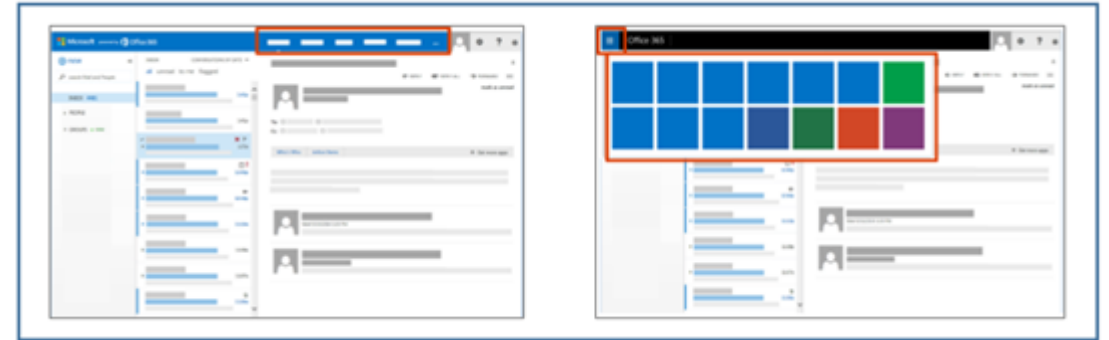
2. Drag the files into your **Shared with Everyone** folder.

Or if you already have the **Share** window open (as in step 2 above), type **Everyone** instead of the name of a person.

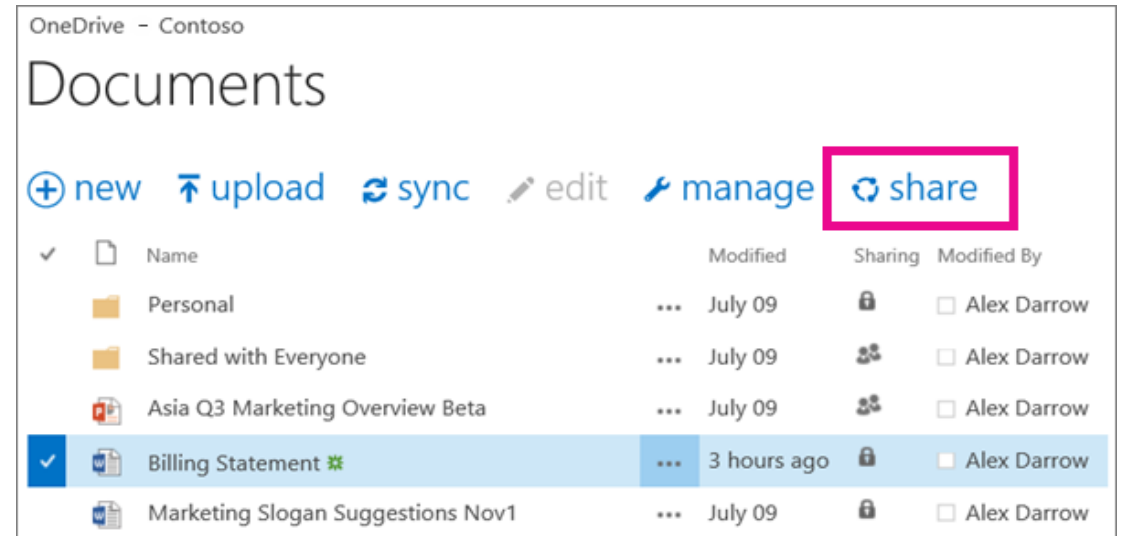


Share a file with individuals from a site

1. At the top of any page in Office 365, select **OneDrive**. Or select , and then select **OneDrive**.

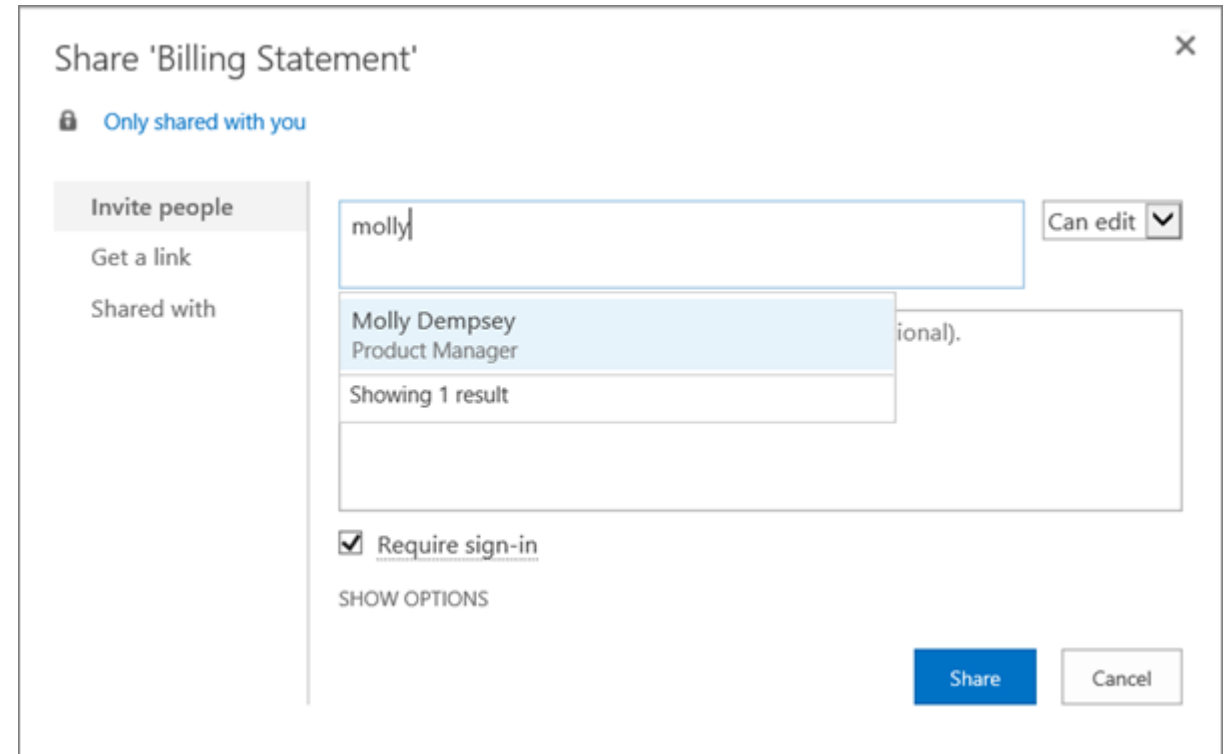


2. Select the file you want to share, and then select **Share**.



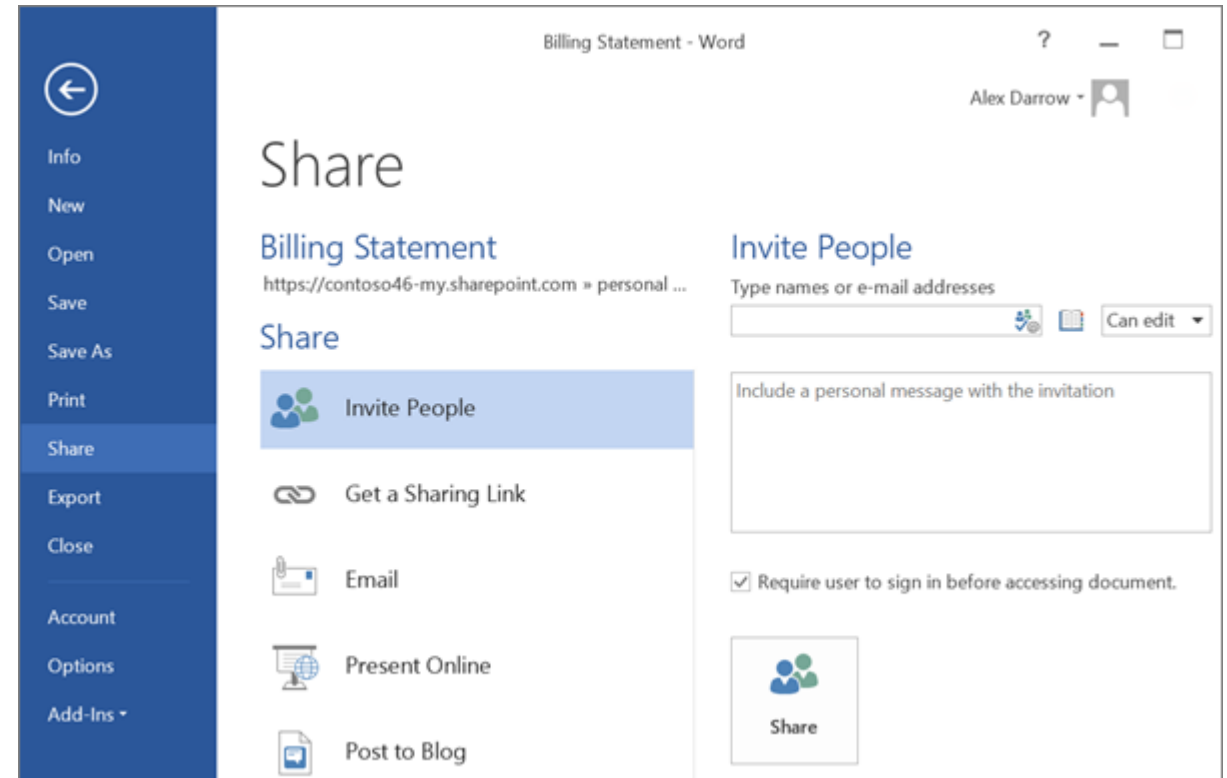
Share a file with individuals from a site

1. In the **Share** window, type the name of each person you want to share the file with. As you type each name, suggestions appear that match your contacts. When you see the name you want, select it to add it to the invitation list.
2. Select the permission in the list that you want to grant people. You can change the permission later for any person.
3. If you want, type a message to send to all the people you're inviting. The email message invitees receive will include a link to the shared document.
4. If you don't want to send an email to invitees, click **Show Options**, and then clear **Send an email invitation**.
5. Click **Share**.



Share a file from an Office desktop app

1. With the file open in Word, Excel, PowerPoint, or another Office app, click **File** > **Share** > **Invite People**.
2. Under **Invite People**, type the name of each person you want to share the file with. As you type each name, suggestions appear that match your contacts. When you see the name you want, select it to add it to the invitation list.
3. If you want, type a message to send to all the people you're inviting. The email message invitees receive will include a link to the shared document.
4. If you don't want to send an email to invitees, click **Show Options**, and then clear **Send an email invitation**.
5. Click **Share**.



Work together at the same time

When you store and share your files in OneDrive for Business, you can work with others at the same time and avoid reconciling multiple versions of your files. Work together from either the online or the desktop versions of Word, PowerPoint, or OneNote. For workbooks, use Excel Online. If someone opens the workbook in the Excel desktop application, the workbook can't be edited in Excel Online until it's closed again in desktop Excel.

In this module, you'll learn how to:

- Work with others at the same time

Work together at the same time

Here are a few details to keep in mind as you work with others:

- In the desktop programs, co-authoring works best in the most recent version of Office (Mac and Windows), but is also supported in Office 2010.
- There's no special co-authoring mode and no command to begin working together on a document. Just open the file for editing and start working.
- As you edit, the Office app tells you when other people are working too. In Word, you'll even see which paragraph they're working on.
- Updates are handled differently in some programs from others. For example, OneNote notebooks and Excel Online workbooks show updates immediately. In Word documents, save the document to share your updates and to see others' updates.



Additional resources

For more information about OneDrive for Business, see the following resources:

- [Store and Share Documents Quick Start Guide](#)
- [Sync OneDrive for Business or site libraries to your computer](#)
- [Get the OneDrive for Business mobile app for your device](#)

Find more Learning Paths at the [Office 365 Learning Center](#)

OUR HELPDESK

Timings: 9:00 to 5:00
Monday to Friday

Our technical Team will be available for your assistance. Please feel free to contact us for your queries.

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