

## Positioning MSU for Microsoft 365

The Computer Services Enterprise Systems group worked with AOS in late July/early August to enable Microsoft Office 365's OneDrive for Business feature for university employees. Once the rollout is complete, OneDrive for Business will provide up to 1 TB of personal storage for each employee. As part of the OneDrive for Business project, synchronization of user account information between our local Microsoft Active Directory system and Office 365 (DirSync), as well as single sign-on capability using Active Directory Federation Services (ADFS), were set up. This positions the University to more easily move forward with the utilization of additional Office 365 services, such as employee email.

### OneDrive for Business Roll-Out Plan

This document details the initial roll-out of OneDrive for Business to University employees. The roll-out will be conducted in four phases. Phase 1 includes Computer Services Enterprise Systems and User Support personnel, along with some Distributed User Support Specialists. Phase 2 will add some key people in other departments. Phases 3 and 4 will involve broad implementation, along with the phase out of Bear1 personal user folders.

#### Phase 1 (Aug 1 – August 24)

##### Participants (44 users)

##### Goals

1. Provision OneDrive for Business for selected users through CAMS.
2. Increase familiarity with using OneDrive for Business.
3. Use OneDrive for Business as a supplement to (or replacement of) Bear1 user folders.
4. Test adding <https://ads.missouristate.edu/> to trusted sites in Internet Explorer through Group Policy. Determine if that is something that should be pushed out to all users' computers or left to the users to do (with instructions) if desired.
5. Begin putting together documentation and instructions for users.
6. Implement changes to CAMS to automate OneDrive provisioning.
7. Begin policy update process to standardize OneDrive as the University's Cloud storage solution.

#### Phase 2 (August 24 – September 8)

##### Participants (28 users)

##### Goals

1. Provision OneDrive for Business for selected users through CAMS.
2. Customize [ads.missouristate.edu](https://ads.missouristate.edu/) login screen.
3. Finish instructions and documentation for users.

## Phase 3 (September 8 – November 23)

Participants (departments as scheduled by User Support)

### Goals

1. Notify employees that OneDrive for Business will be rolled out by department.
2. Script a UPN change for all users. @SGF and WP change to @missouristate.edu for all users. (This will require notification to all users.)
3. Make OneDrive for Business available on a per-department basis as User Support works with them.
4. User Support will instruct and/or assist users with moving any files they may have in their Bear1 user folders to OneDrive for Business.

## Phase 4 (November 23 - )

Participants (all remaining employees)

### Goals

1. Configure CAMS to make OneDrive for Business available as a self-service option.
2. Stop provisioning new Bear1 personal user folders.
3. Delete unused Bear1 personal user folders.
4. Notify users with personal files on Bear1 the personal file space is going away.
5. Begin phased approach to remove all Bear1 personal user folders and reclaim space.
  - a. Make Bear1 personal folders read-only for a few weeks. (November 23)
  - b. Remove the \\bear1\user share so personal user folders are no longer accessible. (January 4, 2016)
  - c. Delete the personal user folders from Bear1. (February 1, 2016)