

# Exchange Online | Sharing Practice

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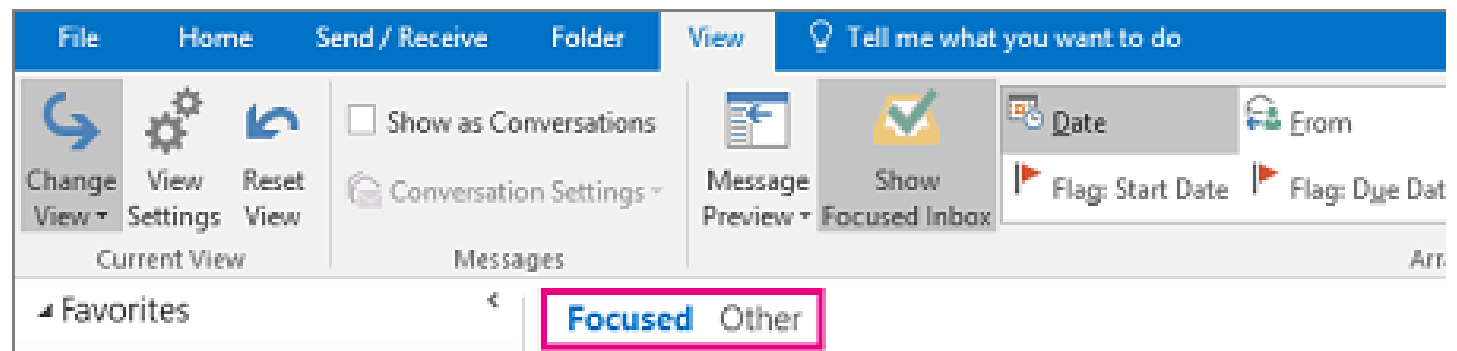
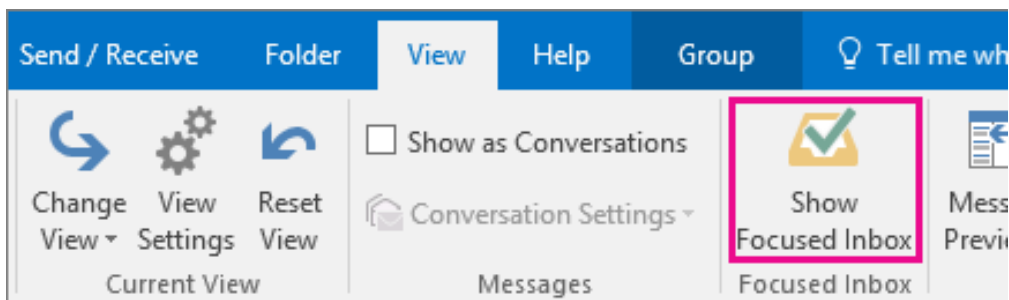
Office 365

# AGENDA

- Focused Inbox
- Outlook Web App Offline Access
- Online Archive
- Office 365 Deployment Tools (ODT)

# Focused Inbox

- A new feature that replaces the Clutter feature in the Microsoft Outlook client.
- The most important email messages for you are displayed on the **Focus** tab. Additional email messages remain easy to access on the **Other** tab.
- Makes it easier for you to keep up with incoming email messages without having to visit another folder.



# Required Clients for Focused Inbox

Platform	Required build
iOS	Already available.
Android	Already available.
Mac <sup>1</sup>	15.26+
Web	Available as it rolls out to our servers. When the Office 365 server receives the updates, the user will have access to the feature.
Outlook 2016 for Windows <sup>1, 2, 3</sup>	16.0.7967.2xxx+   Version 1703 of Current Channel

1.Requires the Office 365 subscription version of the clients. Focused Inbox will not be delivered to Outlook for Mac 2011 or the perpetual versions of Outlook 2013 for Windows and Outlook 2016 for Windows.

2.Requires Modern Authentication be enabled for Exchange Online.

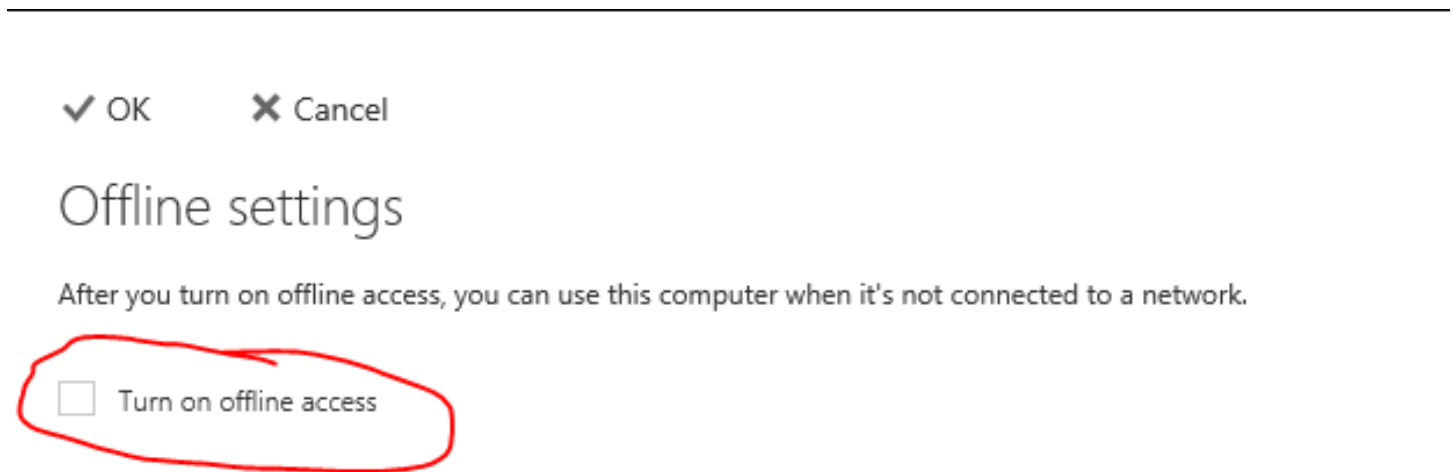
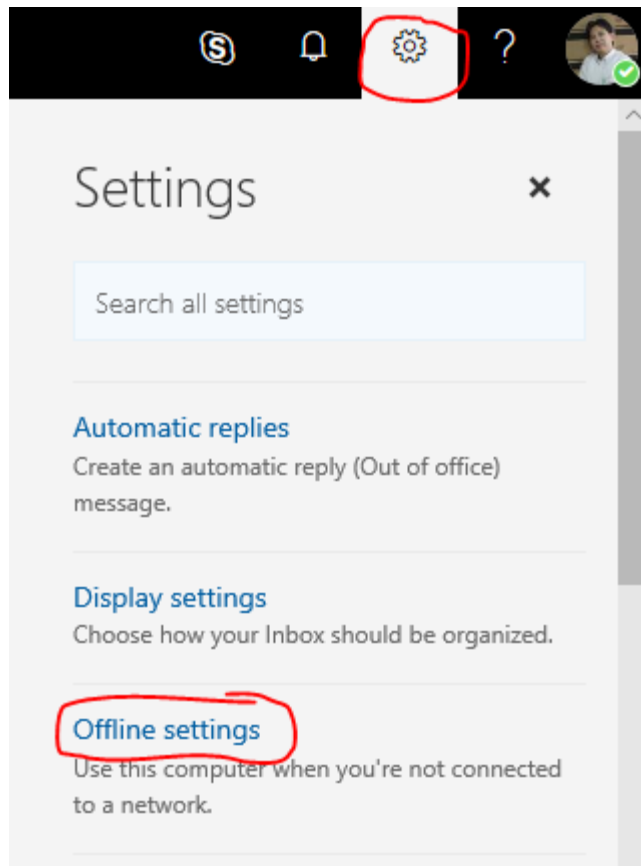
3.We are working on an additional update that will remove the requirement of Modern Authentication for the Focused Inbox to work. That will come in a future release.

# Demo

- ✓ Focused Inbox

# Outlook Web App Offline Access

- Offline access lets you use Outlook Web App on your laptop or desktop computer when you're not connected to the Internet



# Browser Requirements

- Minimum version for Browser
  - Internet Explorer 10,
  - Safari 5
  - Chrome 24

# What can I do when I Offline ?

- Tasks you can do while offline include but aren't limited to:
  - ✓ Reading and responding to messages.
  - ✓ Sending new messages.
  - ✓ Viewing and editing your calendar.
  - ✓ Responding to meeting requests.
  - ✓ Viewing and editing your contacts.



# Offline Access Limitation

## ■ Email

- Up to 20 folders (18 recent viewed folder + Inbox + Drafts)
- Each folder, you will see three days of content or 150 items, whichever is larger.
- Attachment is not available

## ■ Calendar

- Only primary calendar
- A limited set of upcoming calendar reminders
- The previous month and future year of your calendar.

**Source:** <https://support.office.com/en-us/article/using-outlook-web-app-offline-3214839c-0604-4162-8a97-6856b4c27b36?ocmsassetID=HA102828007&CorrelationId=b784efcf-6f9d-4bfb-bd5d-acf8090b43e9&ui=en-US&rs=en-US&ad=US>

# Offline Access Limitation

## ■ Contacts

- All the items in your Contacts folder, plus any people that you email often and any that you've emailed recently.

**Source:** <https://support.office.com/en-us/article/using-outlook-web-app-offline-3214839c-0604-4162-8a97-6856b4c27b36?ocmsassetID=HA102828007&CorrelationId=b784efcf-6f9d-4bfb-bd5d-acf8090b43e9&ui=en-US&rs=en-US&ad=US>

# Demo

- ✓ Outlook Web App  
Offline Access

# Online Archive

- Online Archive is now available for all Office 365 plan

<b>Feature</b>	<b>Office 365 Business Essentials</b>	<b>Office 365 Business Premium</b>	<b>Office 365 Enterprise E1</b>	<b>Office 365 Enterprise E3</b>	<b>Office 365 Enterprise E5</b>	<b>Office 365 Enterprise F1</b>
User mailboxes	50 GB	50 GB	50 GB	100 GB	100 GB	2 GB
Archive mailboxes	50 GB	50 GB	50 GB	Unlimited	Unlimited	Not available
Shared mailboxes	50 GB <sup>2</sup>	50 GB <sup>2</sup>	50 GB <sup>2</sup>	50 GB <sup>2</sup>	50 GB <sup>2</sup>	50 GB <sup>2</sup>

# Demo

- ✓ Enabling Online Archive for user

# Office Deployment Tools (ODT)

- Command-line tool that you can use to download and deploy Office 365 ProPlus to your client computers

## ODT Benefits

- More control over an Office installation:
  - ✓ Define products and languages to be installed.
  - ✓ Define updates method
- User experiences
  - ✓ Display/don't display the install experience to your users.

**Source:** <https://docs.microsoft.com/en-us/deployoffice/overview-of-the-office-2016-deployment-tool>

Architect a modern desktop  
for your organization



# Similarities with Classic and Modern Models

Administrative Activities	Classic	Modern
Local installation source	Yes	Yes
Network installation point	Yes	Yes
Group Policy computer startup script	Yes	Yes
System Center Configuration Manager	Yes	Yes
Microsoft Intune	Yes	Yes
Remote Desktop Services	Yes	Yes
Microsoft Deployment Toolkit (MDT)	Yes	Yes



# New administrative capabilities with Modern IT

Administrative Activities	Classic	Modern
Local installation source	Yes	Yes
Network installation point	Yes	Yes
Cloud managed licensing & reporting	No	Yes
Cloud based installation	No	Yes
Cloud managed servicing	No	Yes
Remote Desktop Services	Yes	Yes
Microsoft Deployment Toolkit (MDT)	Yes	Yes

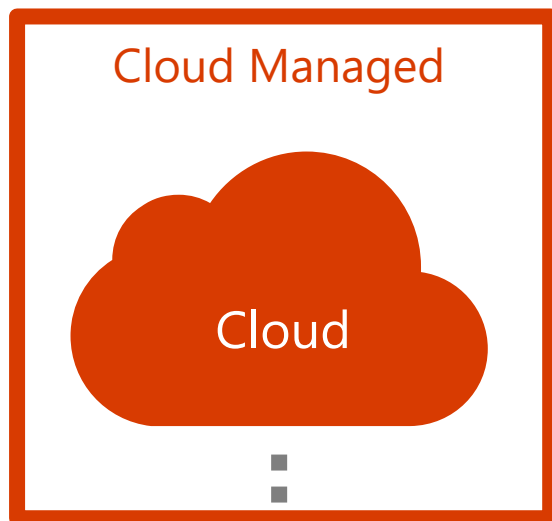
# Recommended Deployment Scenarios



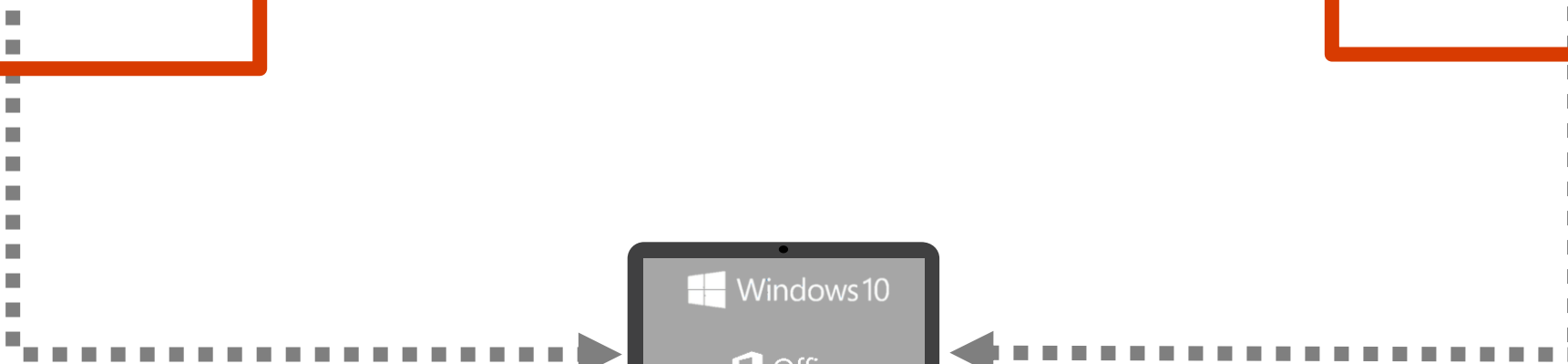
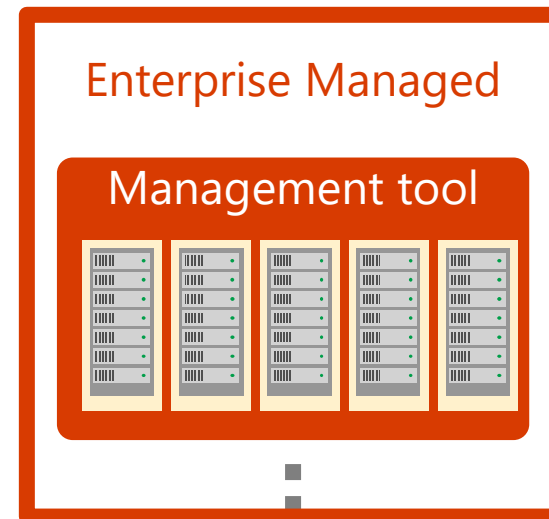
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# Recommended Deployment Scenarios

Scenario 1: Cloud Deployment



Scenario 2: Configuration Manager Deployment



# Recommended Deployment Scenarios

## Cloud Managed

The **Cloud Managed** scenario:

### Office:

- Leverages Office CDN for distribution, installation, and update of Office 365 ProPlus
- Utilize Internet connections and limit on-premises infrastructure needs by using Office CDN

### Windows:

- Leverages Windows AutoPilot to provision machines without IT intervention
- Provides Device Management capabilities from Microsoft Intune

## Enterprise Managed

The **Enterprise Managed** scenario:

### Office:

- Leverages existing software distribution tool and processes for distribution, installation, and update of Office 365 ProPlus
- Allow software distribution tool to manage source file replications and limit impacts on network

### Windows:

- Classic deployment or provisioning Windows AutoPilot with Co-Management
- Provides Device Management capabilities from Configuration Manager

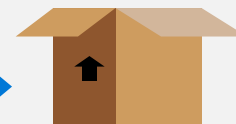
# Employee driven Self-Deployment

- Custom imaging – expensive, limits HW choice, impairs talent acquisition
- Windows EULA – employees not permitted to accept on org-owned devices
- Non-trivial decision making (Personal vs Org Owned disambig, Privacy Settings, OEM Registration) generates Helpdesk calls
- OOB account is always Admin – majority of enterprises want standard accounts on corp-owned devices

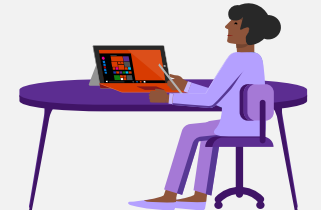


OEM/Reseller

Ship

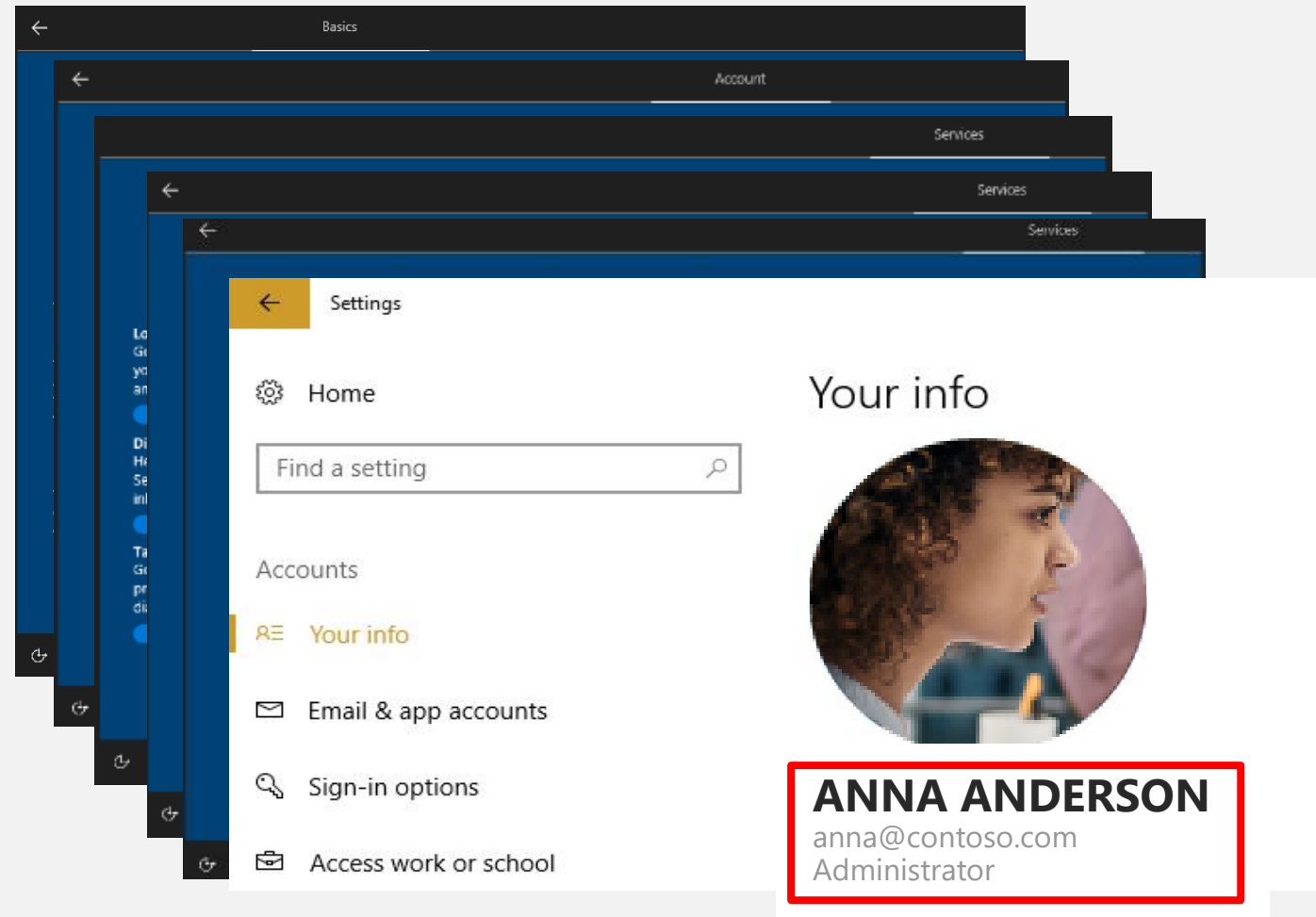


Deliver direct to Employee



Off-the-shelf and Shrink-wrapped Devices

Employee unboxes device, self-deploys



# Solution Scenario 1: Cloud Deployment & Update

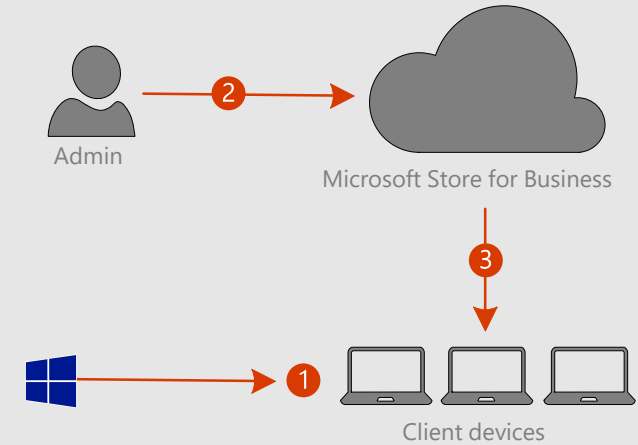


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# Cloud managed deployment

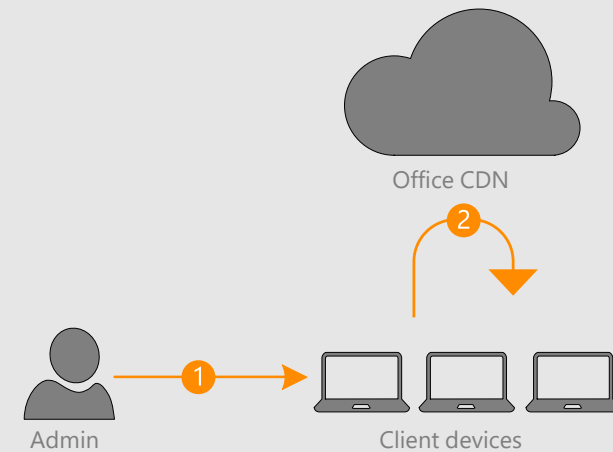
## Windows 10

- 1 The new client device is pre-installed with Windows 10, version 1703 or later.
- 2 Admin adds device information and an AutoPilot deployment profile that defines how to configure Windows 10 on the device.
- 3 The client device downloads and applies the AutoPilot profile.



## Office Pro Plus

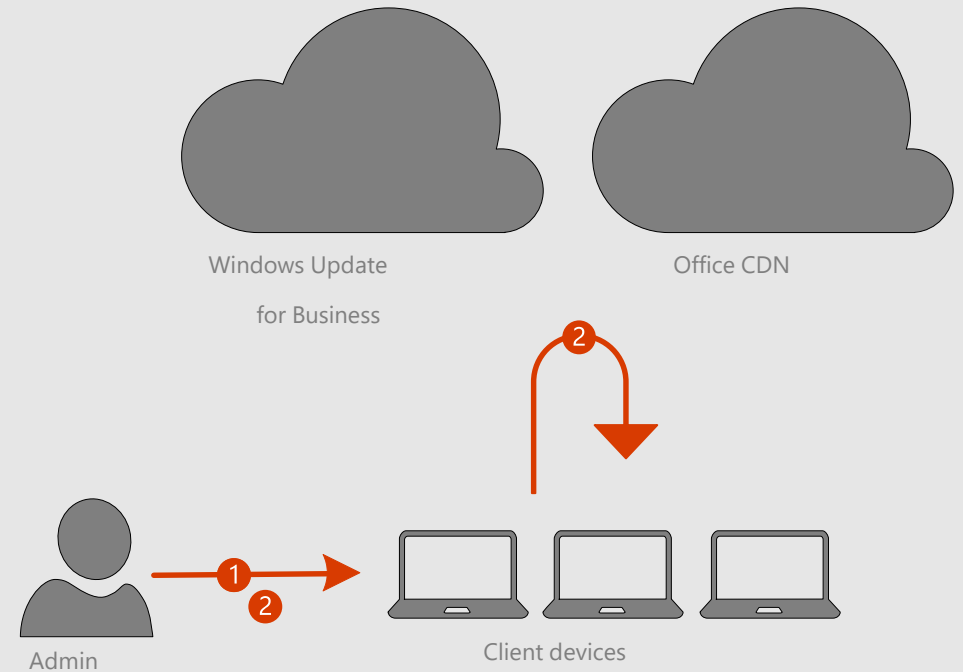
- 1 Admin sends configuration settings for Office to client devices using the Office 2016 Deployment Tool.
- 2 Based on configuration settings, client device downloads appropriate Office package from the Office cloud and applies settings.



# Cloud managed updates

## Windows 10 & Office 365 ProPlus

- 1 As part of deployment, admin configures client devices to receive updates directly from the cloud
- 2 Client devices automatically download and apply updates from Windows Update for Business and Office CDN





# Solution Scenario 2: Configuration Manager Deployment & Update

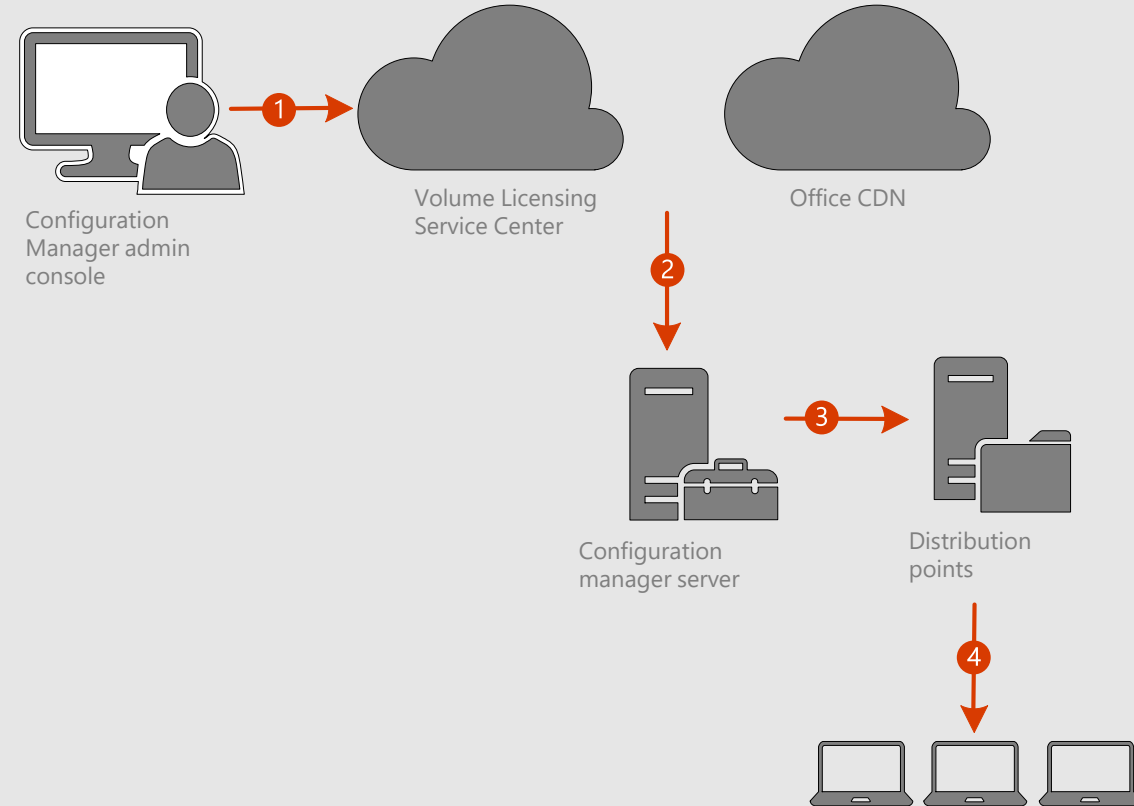


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# Enterprise managed deployment

## Windows 10 & Office Pro Plus

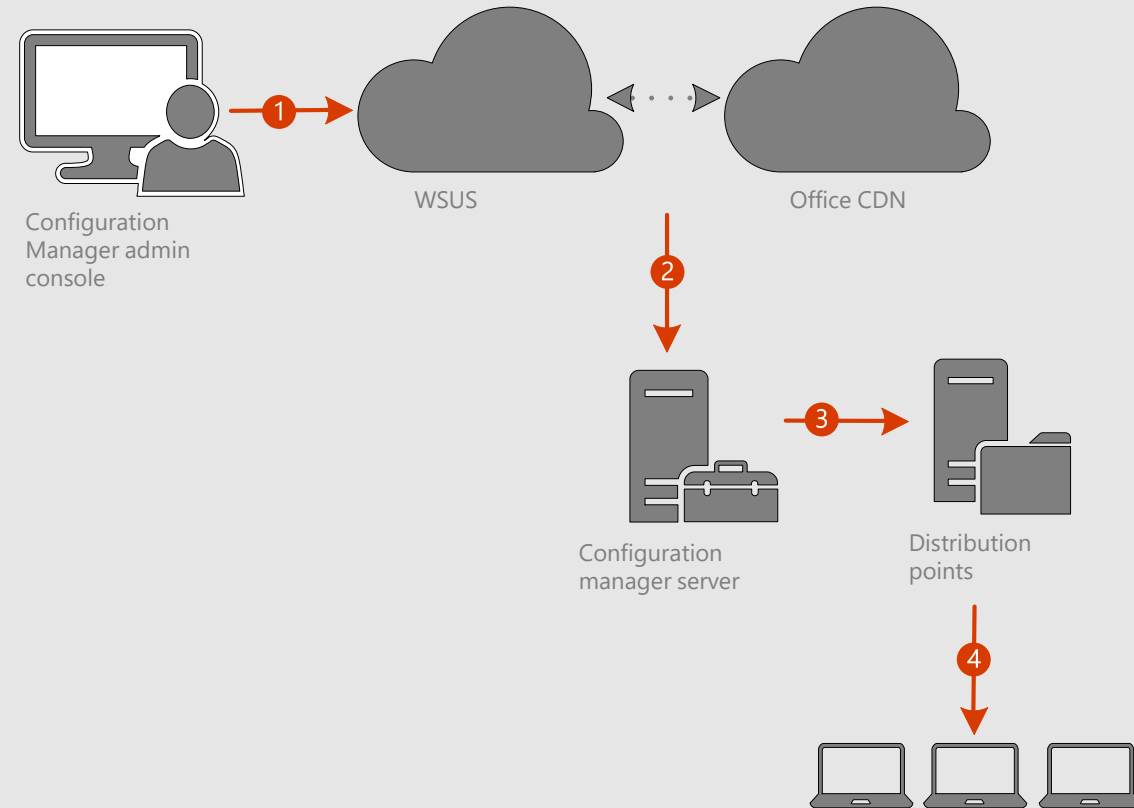
- 1 Admin configures Windows and Office deployment packages in Configuration Manager.
- 2 Windows 10 packages are downloaded from VLSC and Office packages are downloaded from the Office CDN.
- 3 Packages are sent to Configuration Manager distribution points.
- 4 Office and Windows are installed on client devices.



# Enterprise managed update

## Windows 10 & Office Pro Plus

- 1 Admin configures Windows and Office updates in Configuration Manager.
- 2 Windows updates are downloaded from WSUS. Although the Configuration Manager server communicates with WSUS, the Office updates are pulled directly from the Office CDN.
- 3 Updates are sent to Configuration Manager distribution points.
- 4 Updates are installed on client devices.



Leveraging multiple  
deployment scenarios for  
different user populations



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# When should you use...

Cloud Managed Scenario	Enterprise Managed Scenario
<ul style="list-style-type: none"><li>• To simplify management for mobile and remote users</li><li>• To simplify management of branch offices to limit infrastructure footprint requirements</li><li>• To simplify servicing of Windows and Office with minimal IT involvement</li><li>• To limit corporate bandwidth requirements for branch offices</li></ul>	<ul style="list-style-type: none"><li>• To allow IT Admins to manage client updates with existing software distribution solutions</li><li>• To allow IT Admins a higher level of control for client deployments and updates</li><li>• To allow clients to leverage their existing software distribution locations</li><li>• To allow IT Admins to easily control distribution of software based on groups</li></ul>

Note: It is recommended to leverage both Cloud and Enterprise Managed scenarios to meet different client needs within the organization.

# Steps for ODT

- **Step 1:** Download ODT from [Microsoft Download center](#)  
Setup ODT
- **Step 2:** Prepare Configuration file for download ([DownloadConfiguration.xml](#))

## <Configuration>

```
<Add SourcePath="\\server\share" OfficeClientEdition="32">
```

```
<Product ID="O365ProPlusRetail" >
```

```
<Language ID="en-us" />
```

```
</Product>
```

```
<Product ID="VisioProRetail" >
```

```
<Language ID="en-us" />
```

```
</Product>
```

```
</Add>
```

```
</Configuration>
```

# Steps for ODT

- **Step 3:** Download installation sources to shared folder

*setup.exe /download **downloadconfig.xml***

- **Step 4:** Prepare Configuration file for install (**InstallConfiguration.xml**)

**<Configuration>**

<Add SourcePath="**\\Server\share**" OfficeClientEdition="**32**">

<Product ID="**O365ProPlusRetail**" >

<Language ID="**en-us**" />

<ExcludeApp ID="**Publisher**" />

</Product>

</Add>

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

**</Configuration>**

# Steps for ODT

- **Step 5:** Start installation of Office 365 on clients

*setup.exe /configure **installconfig.xml***



# Demo

- ✓ Office Deployment Tool

Q & A