Microsoft Office 365 ProPlus
Introduction

11/29/2017  Wednesday
Discussion Items

• Updates from Microsoft
• Background on the traditional version of Office
• The new version of Office (Office 365 ProPlus)
• Office 365 ProPlus Update Process
• High Level Project Plan
• High Level Communication Plan
• Get Involved & Questions
Updates from Microsoft

• Microsoft has announced that the Windows Office products are shifting away from traditional updates to a more frequent and agile model called Office 365 ProPlus.

• By October 2020, legacy versions of the Office traditional model (Office 2010, 2013, and 2016) will no longer be supported.

• In order to provide customers with the most secure and best way to experience Microsoft Office and the O365 services, it is important to align with Microsoft’s new update model by installing Office 365 ProPlus.
Traditional Installation - Background

• Microsoft Office 2010, 2013, and 2016 for Windows use the traditional installation method.

• HUIT manages when new features and updates are released to the environment.
  
  – Our practice is to release security updates each month
  
  – Quality and feature updates are released when they have been tested (normally, once or twice a year)
Traditional Installation - Challenges and Opportunities for Improvement

• The traditional Windows installer is burdensome and time consuming for customers.

• The user experience is limited.
  – New features are delayed (e.g., collaboration and accessibility features are released to O365 ProPlus first)

• New versions of the traditional installer require a significant work effort to ensure integrated applications are identified and tested.

• Microsoft Office 2010, 2013, and 2016 will not be compatible with Office 365 email and calendaring, OneDrive, SharePoint, and additional O365 online services by October 2020.
The New Office 365 ProPlus

- O365 ProPlus is Microsoft’s streaming and virtualization technology that is used during the installation and update process. Microsoft recommends O365 ProPlus for the best overall user experience with O365 services.

- The benefits of O365 ProPlus include:
  - More convenient customer experience during the update and installation process.
  - Access to new features and more seamless integration with collaboration tools (OneDrive & SharePoint)
    - Example: Co-authoring lets you work in the same document with others and see real time updates on files stored in OneDrive or SharePoint.
  - Enhanced and more consistent endpoint security by streaming updates from Microsoft
  - Improved and more efficient testing process that requires less overhead when new versions or major updates to Microsoft Office are released
How do the Updates Work?

• Office 365 ProPlus users are placed into one of three update channels (listed below).
  – Microsoft general consumers reside in the **Monthly Channel**.
  – Harvard early adopters with HUIT managed computers reside in the **Semi-annual Targeted Channel**.
    • Identify key people who use applications integrated with Office
    • Participants will be enrolled in the Endpoint Management Systems early adopter program. Early adopters will receive Microsoft office, operating system, and other supported application updates prior to the release to production.
  – Harvard users with HUIT managed computers reside in the **Semi-annual Channel**.
Microsoft Office 365 ProPlus Update Channels

**Update Channel** | **Security Updates** | **Non-security Updates** | **Feature Updates**
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Monthly Channel | Monthly | Monthly | Monthly
Semi-annual Targeted Channel | Monthly | Monthly | Every six months: March and September
Semi-annual Channel | Monthly | Every six months: January and July | Every six months: January and July
High Level Project Plan

• Attain Leadership approval from CA, Div., Rad., HCL, FAS, and SEAS.
• Work with department contacts and application owners to identify early adopters for the “targeted” channel.
• Provide and distribute product information and training materials.
• Update Windows new computer builds to include Office 365 ProPlus.
• Enable customers to upgrade their computers to Office 365 ProPlus through the self-service software portal at their own convenience.
• Deploy Microsoft Office 365 ProPlus to managed Windows computers that have not completed the update.
Communications Plan

• Department Contacts
  – Conduct outreach to identify early adopters and potential impacts
  – Outline self-service option, upcoming deployments, and training resources (prior to user communication)

• Early Adopters
  – Provide reminder to complete testing and send any bug/defect notifications before the end of the early adopters testing cycle

• End Users
  – Outline self-service option, upcoming deployments, and training resources
  – Provide reminder before scheduled deployment
Get Involved

• We need your help identifying early adopters!

• If you or your department uses proprietary software that integrates with a Microsoft Office application (e.g., DocRecord or Accellion) please let us know.

• You can start using Office 365 ProPlus and become an early adopter by sending an email to Matthew_Reader@Harvard.edu.

• Early adopters will receive the Microsoft Office 365 ProPlus feature updates as well as other application and system patches prior to the release to production.

• Questions? Feel free to send an email to the address above.

Thank you!