

## Introduction

Child Autism had a centralised office where data was stored and shared on a Windows SBS Server. This Server also housed their mailboxes. The majority of users were not based in the office and only physically came to the office. Files were being stored locally, on devices and in other cloud based systems. This caused issues with document version control and access.

## Situation

The client was looking to transition into the cloud, hosting their files and email in Microsoft 365. Once this was completed. Once this was completed, they were looking to close the office so all users, data and email were in the cloud. With the outbreak of COVID, the urgency of this process was exacerbated as the Server and internet connection struggled to meet the increased demand for remote access.

## Solution

The Several stages

- 1. Migrate all email to the cloud.
- 2. Migrate all data to the cloud.
- 3. Transition user devices to access the mail and data in the new location. During this time the Server was left active with only a skeleton staff on-site when permitted
- 4. Once the testing was completed, the Server and all office IT equipment was decommissioned.

## Summary

The client is now fully in the cloud enabling them better, easier and more secure access to their email and data. This also allowed the users to take advantage of other features included in Microsoft 365 including Teams for meetings and document collaboration.