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Pre-Con: Office 365 and Third-Party Compliance (2-days)

Date

Saturday, May 30, 2020,
& Sunday, May 31, 2020
8:30 AM – 4:30 PM

Speakers

Michael Schweitzer, CEO and
Lead Consultant

Gravity Union

mschweitzer@gravityunion.com

For Part 3 of the workshop only

Tom Ng, Regional Sales Director

Collabware

tng@collabware.com

Location

Hotel Fairmont Winnipeg
2 Lombard Place.
Winnipeg, MB R3B 0Y3

Cost

Option	Cost in CAD
Includes lunch, snack and beverage	
ARMA Member	\$449
Non-member	\$549

Why attend

- Understand Office 365 licensing, applications as well as the Security and Compliance Suite.
- Learn RIM considerations when planning to implement Office 365.

Who should attend

Information professionals planning an Office 365 implementation

Description

Office 365 and Third-Party Compliance is a 2-day course uniquely designed for Information Professionals. After successful completion of this course, students will understand the O365 licensing, Core Office 365 applications such as SharePoint Online, Microsoft Teams, Power BI, Power Automate (Flow) and Power Apps along with the Microsoft Office Productivity Suite (Word, Excel, PowerPoint) and the Microsoft Office 365 Security and Compliance Suite.

Students will also be provided with an in-depth overview of Collabspace, Collabware's cloud offering. Collabspace's functionality will be compared with that of what is offered and available through Office 365.



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Learning outcomes

Students will learn:

- The fundamentals of Office 365, including how it works, where the content is located and the basics of licensing
- The core functionality of each product
- Key limitations of each product
- The purpose of each product, typical use cases and how each product may interface with other products in the Office 365 ecosystem
- Recommendations on best practices for deployment and configuration

Part 1: Introduction to Office 365 (Saturday, May 30)

Instructor: Michael Schweitzer | **Length:** 8 Hours | **Type:** Lecture

Students will be provided with an in-depth overview of Office 365 including the licensing, Microsoft Office Productivity Suite (Word, Excel, PowerPoint), Office 365 Security fundamentals, Office Groups, SharePoint Online, Microsoft Teams, One Drive, Yammer, Power BI, Power Automate (formerly Microsoft Flow), Power Apps and Microsoft Office 365 Security and Compliance.

Learning Outcomes

Students will learn:

- The fundamentals of Office 365, including how it works, where the content is located and the basics of licensing
- The purpose of each product, typical use cases and how each product may interface with other products in the Office 365 ecosystem
- The core functionality of each product
- Key limitations of each product
- Recommendations on best practices for deployment and configuration

Schedule

Time	Lesson
8:30am-8:45am	Introduction and course overview
8:45am-9:00am	Overview of Office 365
9:00am-10:30am	SharePoint Online
10:30am-10:45am	Break
10:45am-12:00pm	SharePoint Online (continued)
12:00pm-1:00pm	Lunch
1:00pm-1:30pm	One Drive
1:30pm-2:00pm	Microsoft Teams
2:00pm-2:30pm	Power Automate (Microsoft Flow)
2:30pm-2:45pm	Break
2:45pm-3:15pm	Power Apps
3:15pm-3:45pm	Power BI
3:45pm-4:00pm	Yammer
4:00pm-4:30pm	Microsoft Security and Compliance Overview



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Part 2: Office 365 – Security and Compliance Deep Dive (Sunday, May 31)

Instructor: Michael Schweitzer | **Length:** 4 Hours | **Type:** Lecture

Students will be provided with an in-depth overview of Office 365's Security and Compliance Suite including an overview of Office 365 security and compliance and its capabilities. Detailed overview of file plan management, sensitivity labels, retention policies, auto-classification, case files, Azure Information Protection (AIP), disposition, legal holds and audit reports.

Learning Outcomes

Students will learn:

- The fundamentals of Office 365 security and compliance including licensing, the target solutions within and outside of Office 365 and its current limitations
- How to configure each area of the Microsoft Office 365 Security and Compliance Suite

Schedule

Time	Lesson
8:30am-8:45am	Introduction and course overview
8:45am-9:00am	Overview of Office 365 Security and Compliance
9:00am-9:30am	Classification and Sensitivity Labels
9:30am-9:45am	File Plan Editor
9:45am-10:00am	Case Files
10:00am-10:15am	Break
10:15am-10:30am	Auto-classification
10:30am-11:00am	Disposition
11:00am -11:30am	Audit Trail and Reporting
11:30am-11:45am	Legal Holds
11:45am-12:00pm	Azure Information Protect



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Part 3: Office 365 – Third Party Records Management Tool (Sunday, May 31)

Instructors: Michael Schweitzer, Tom Ng

Length: 4 Hours

Type: Lecture

Course Description

Students will be provided with an in-depth overview of CollabSpace, Collabware’s cloud offering. CollabSpace’s functionality will be compared with that of what is offered and available through Office 365. Topics will include: File Plan management, CollabSpace eDiscovery, Enterprise Search, content exporting, auto-classification, workflow (retention policy development), case files, physical records, audit reporting, disposition processing, legal holds.

Learning Outcomes

Students will learn:

- The fundamentals of CollabSpace and how it differs from Office 365
- How to configure each area of CollabSpace
- How CollabSpace works with content.

Schedule

Time	Lesson
1:00pm - 1:15pm	Introduction and course overview
1:15pm- 1:30pm	Overview of CollabSpace
1:30pm - 1:45pm	Record Category Management
1:45pm - 2:15pm	Retention Workflows
2:15pm-2:30pm	Break
2:30pm - 3:00pm	Auto Classification
3:00pm - 3:15pm	Case Categories
3:15pm – 3:45pm	Search, eDiscovery
3:45pm – 4:00pm	Legal Holds
4:00pm– 4:15pm	Physical Records
4:15pm– 4:30pm	Disposition Processing

Speaker Biography

Michael Schweitzer, Gravity Union's CEO and lead consultant, will be a speaker at this event. In this talk, we will walk you through the ins-and-outs of “the HUB Project” – a Digital Transformation initiative at a provincial government organization. Learn how Gravity Union on-boarded government departments to SharePoint 2016 and Collabware CLM to enable more effective collaboration and compliance.