

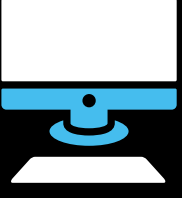



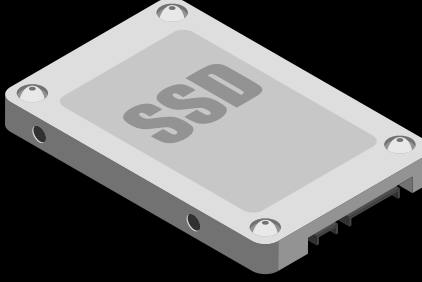




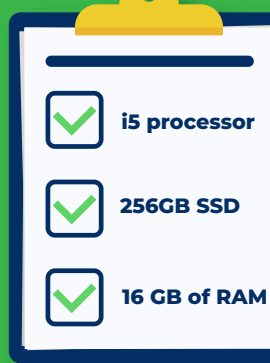



MOVING TO SHAREPOINT

On-premise servers had their advantages in the past, but for most businesses, everything and more can be done in a Microsoft 365 SharePoint environment. **Let's see if you are ready to take the leap.**

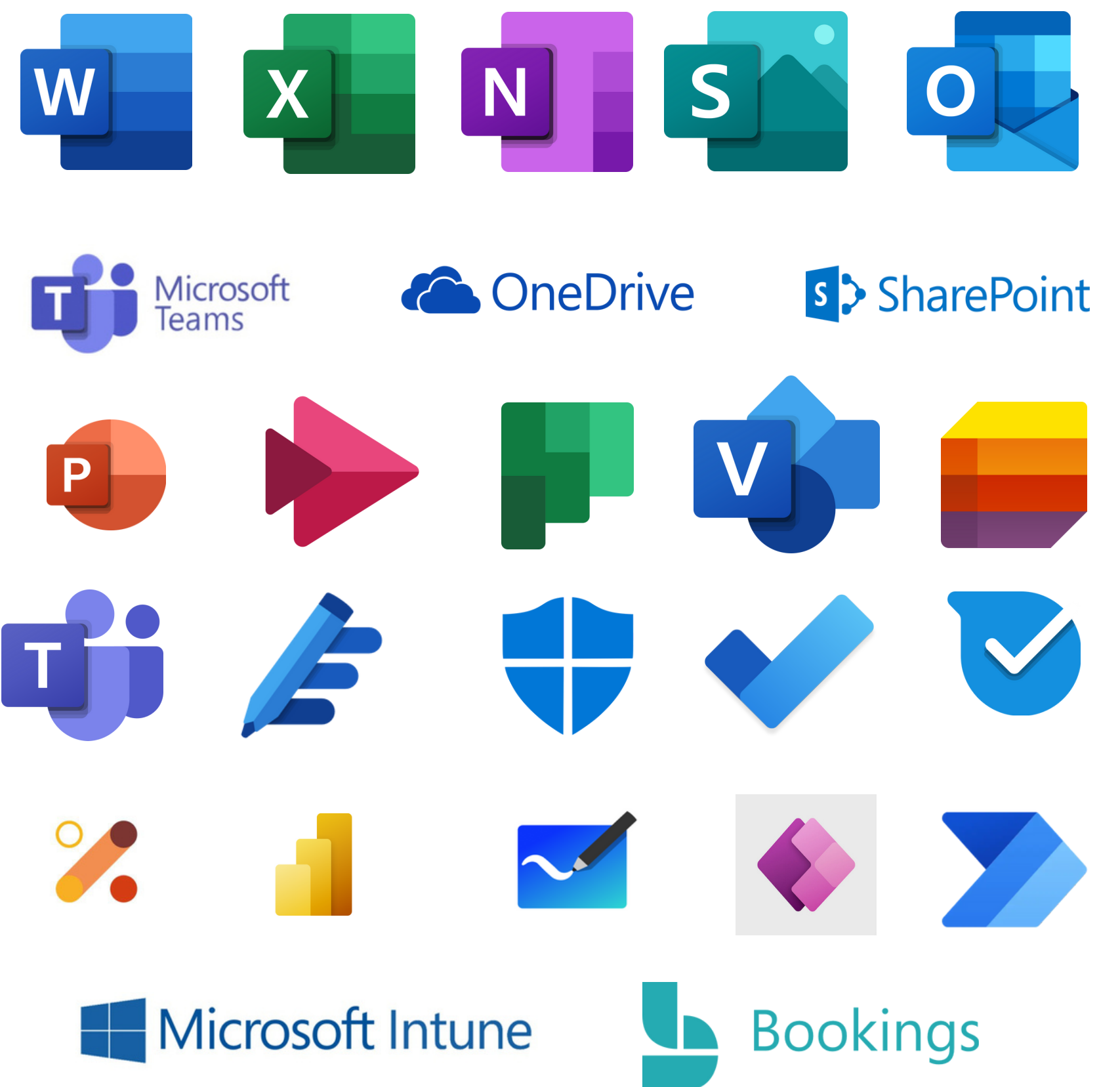
APPLICATIONS	COMPUTERS	INTERNET SERVICE	TECHNOLOGY PARTNER
<p>Review all your applications – Are these currently web-based or hosted on your server?</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>ADOBE</p>  </div> <div style="text-align: center;"> <p>QUICKBOOKS</p>  </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>BUSINESS SPECIFIC APPLICATIONS</p>  </div> <div style="text-align: center;"> <p>OFFICE PRODUCTS</p>  </div> </div> <p>If you are hosting applications on your server, is there a cloud-based option?</p> <hr/> <p>Review the cloud-based option to ensure the function is similar.</p>  <p>If not, would the adjustment be easy? In most use cases, the answer is yes.</p>	<p>What is the current lifespan of your computers?</p>  <p>Ensure your computers are less than 5 years old.</p> <hr/> <p>They must be equipped with an SSD; a hard disk drive can cause problems in a SharePoint environment.</p> 	<p>Check on what type of connection you have.</p> <p>Cable / Coax – if the first number (download speed) is larger, it is likely a coax connection. Example: 100/10</p>  <hr/> <p>Fiber – the download and upload speeds are identical. Example: 100/100</p> 	<p>Evaluate your current IT provider. Do they have the expertise needed to set this up correctly?</p>  <p>Microsoft 365 licenses are not cheap, so having a provider that can maximize your subscription is critical.</p> <hr/> <p>Ask your IT provider for references of similar projects they have completed.</p> 
<p>Ensure their specs meet a minimum of the following:</p>  <ul style="list-style-type: none"> <input checked="" type="checkbox"/> i5 processor <input checked="" type="checkbox"/> 256GB SSD <input checked="" type="checkbox"/> 16 GB of RAM 		<p>Fiber is ideal for a cloud-based environment due to the higher upload dependency nowadays.</p> <p>However, a high enough cable connection would suffice depending on a few factors.</p>	 <p>Need help moving to SharePoint? Contact us today!</p>

MICROSOFT 365 LICENSES

Check what licenses you have. Most come with SharePoint and OneDrive.

However, the Business Apps license does not.

Microsoft 365 Business Premium is highly recommended for a SharePoint environment for the additional cybersecurity benefits.



OTHER CONSIDERATIONS IN A SHAREPOINT ENVIRONMENT

Multi-Factor Authentication should always be used with your Microsoft 365 license.

You may be able to scan directly into a SharePoint folder or you may want to switch to scan to email.



Consider how you currently scan. Is it to a shared folder on a server?



Computers should be synced to OneDrive.

If your computer crashes, your files are still secure, as well as the ability to take your files with you wherever you go.

Cornerstone Technologies



CornerstoneisIT.com
(269) 321-9442