

Demystifying OneDrive for Business

SharePoint Friday, May 27, 2016

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Agenda

- Introduction to Dell Services
- On-premises vs. Office 365
- Planning, Execution, Governance
- Q&A



Dell and Microsoft Collaboration Solutions

1000+

Collaboration projects since 2001.



Award Nominee

2016 Microsoft Partner of the Year for Collaboration and Content.

100s of Terabytes

of data migrated to SharePoint and OneDrive for Business.

Dell.com

and Dell's intranet built using SharePoint.

Gold

Microsoft competency in Collaboration and Content.

50+

SharePoint experts worldwide.

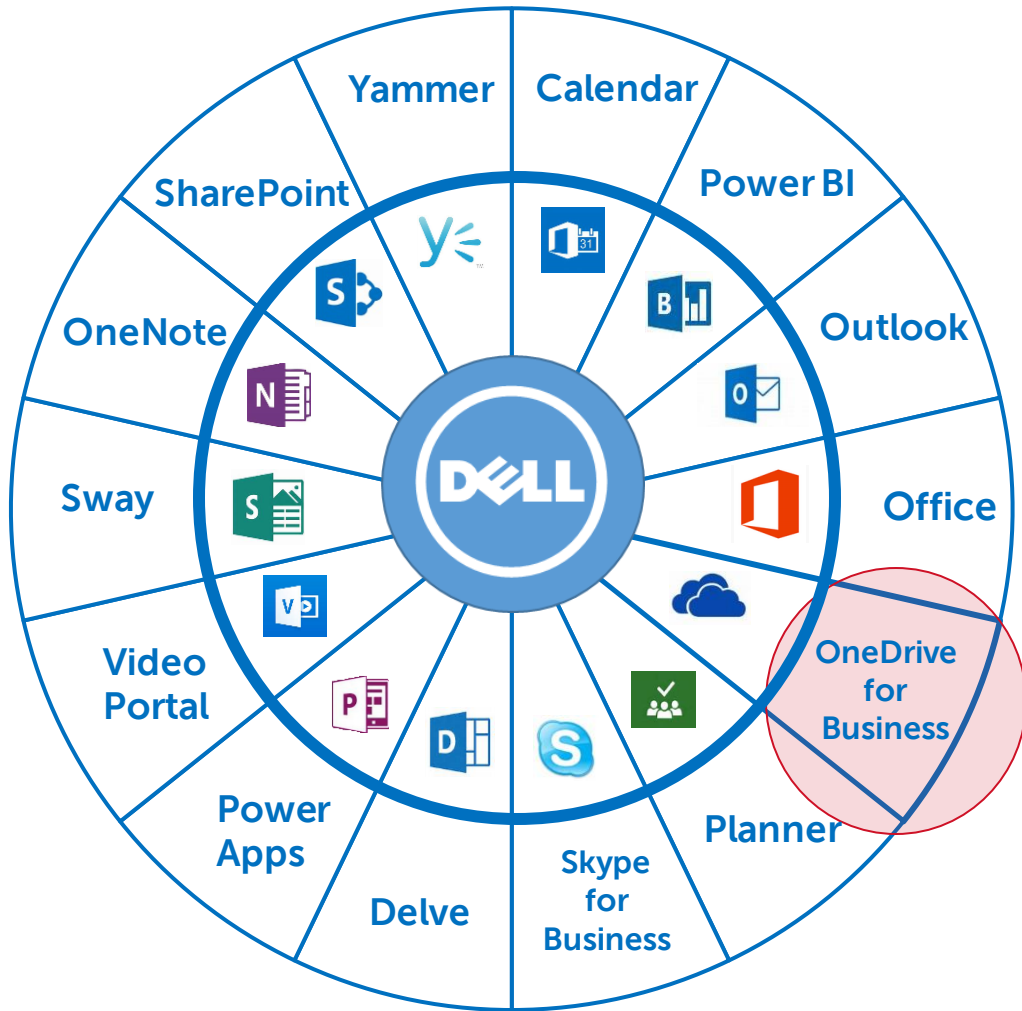
15+

Years of SharePoint implementation experience.

Nine

Years on the O365 and SharePoint Partner Advisory Board (since 2007).

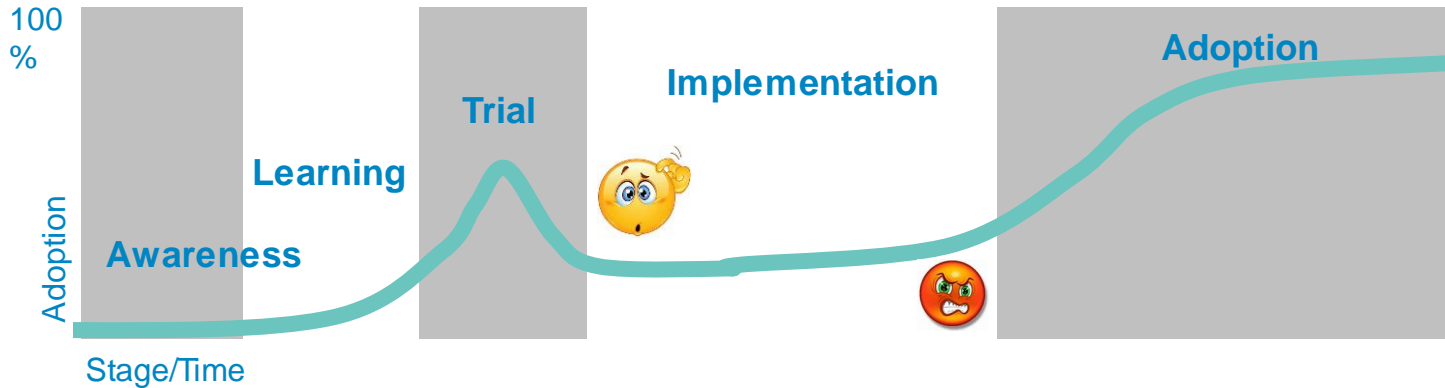




Adoption and Conversion

The strategy must focus on most effectively getting employees to adopt the solution

Users typically pass through five stages, each involving a progression of behaviors and needs:



Lou-ism #1

“The early bird gets the worm,
But the second mouse gets the cheese”



Lou-ism #2

There are two types of IT groups:

- (1) Those worrying about rogue Box, Dropbox, Google drive users
- (2) Those not aware they should be worrying about rogue Box, Dropbox, Google drive users

“Never underestimate the creativity
of a constrained user”



The goal is to create a feature set that wins back these users

Lou-ism #3

Q: What is the first rule when researching a OneDrive for Business project?

A: Be suspect of any OneDrive web article over 60-days old.
The content is probably obsolete



What do we mean by OneDrive?

SkyDrive



OneDrive

Consumer-based file storage service available through your Microsoft account



SharePoint Library

Personal file storage and synchronization service for document library located in OneDrive for Business or SharePoint on-prem or in cloud



OneDrive for Business

Personal file storage and synchronization service for document library located in OneDrive for Business or SharePoint on-prem or in cloud



OneDrive app

Personal file viewing for document library located in OneDrive for Business or SharePoint on-prem or in cloud (now supports Win10, Mac)

Groove.exe

OneDrive.exe

NGSC Rel4 12/2015, Rel5 4/2016

OneDrive.exe

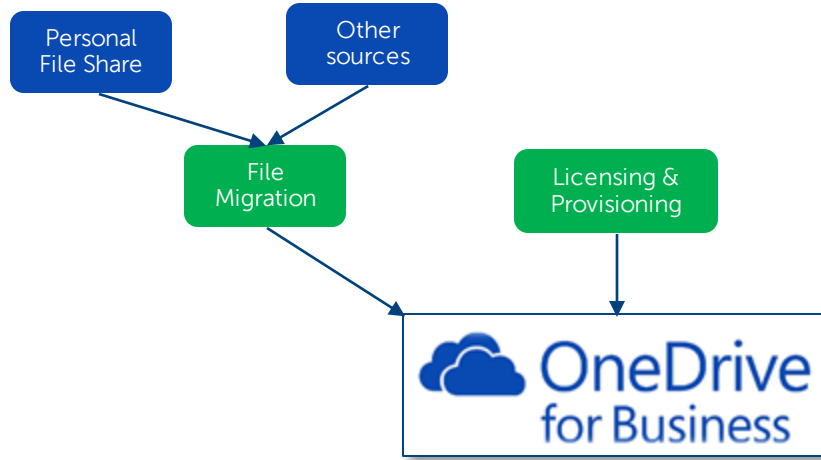
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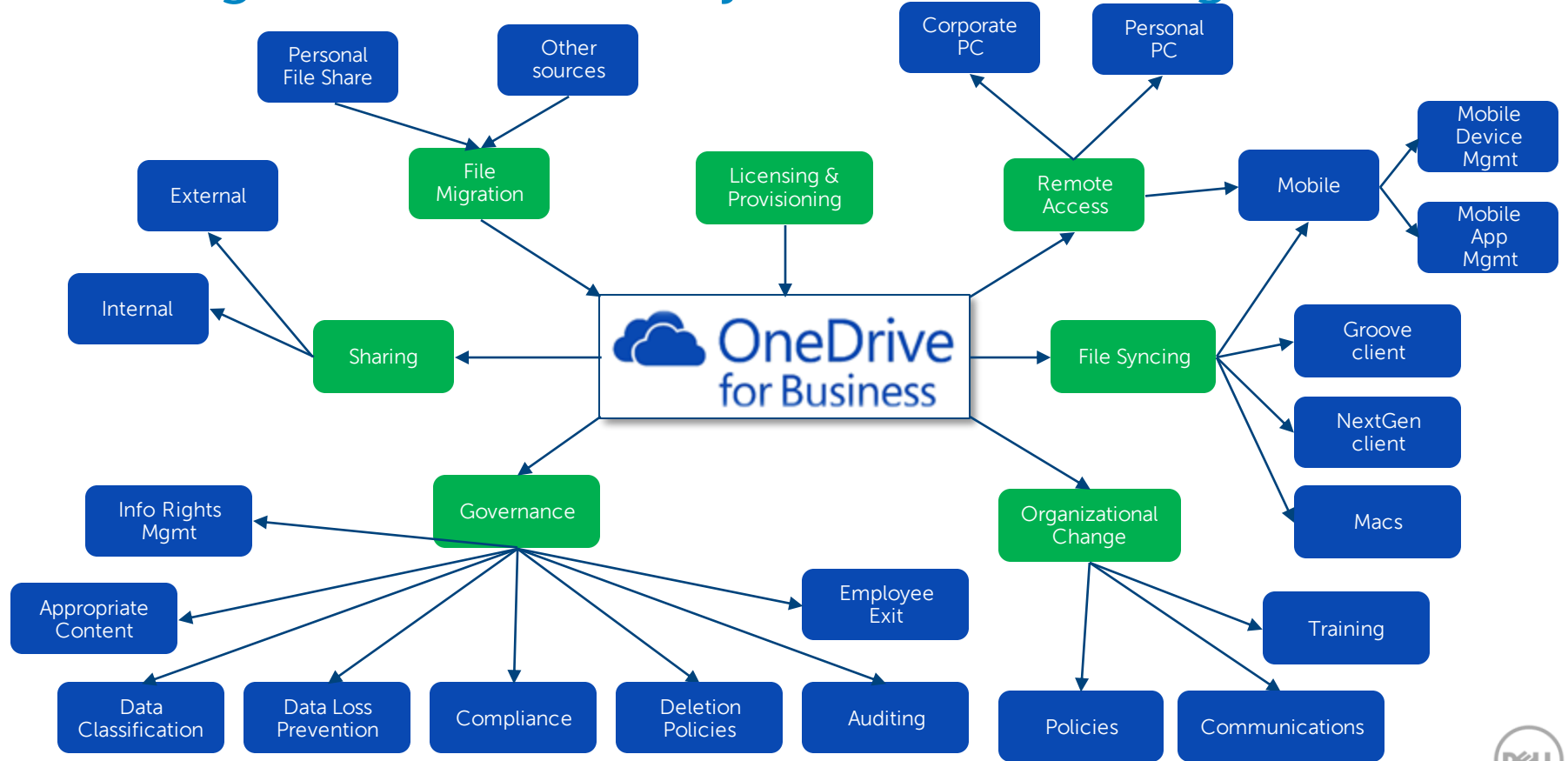
OneDrive for Business On-premises vs cloud

Feature	On-Premises	Office 365
Typical file space per user	500 MB	1-5 TB+
Network traffic	LAN	LAN, Internet
Files stored on-prem	✓	✗
Auditing / Security / DLP	Future, SP2016 Insights	Security & Compliance Center
Anywhere access to files	✗	✓
Versioning	Default 0	Default 500
Sync and take files offline	✓	✓

Planning a OneDrive Project - simplified



Planning a OneDrive Project – well thought out



Syncing

- Decide who can sync – PCs, Macs, kiosk users, and/or mobile devices (both corp and personal) – many non-MSFT apps need sync in order to save to the cloud
- Get the latest OneDrive sync client
- If replacing Groove client – new client will take over OneDrive sync, can run side-by-side
 - OneDrive.exe syncing OneDrive library, Groove.exe syncing to SharePoint libraries
- 3 options for Functionality of the Sync button (SharePoint settings)
 - Hide it (recommended), Use new client, Use old client
- Leverage the audit data to see sync activity in SharePoint Online and OneDrive for Business
- OneDrive sync client cannot sync IRM libraries, or if “checkout required” turned on
- Don’t sync Outlook .PSTs and OneNote .ONE files
- Can pause sync when on weak internet connection (coming shortly)
- Cannot sync “Shared with me” files (yet).



Sharing

- Internal – not a problem – should be a few people for temp durations.
- External – not recommended – focus external sharing through a SharePoint Online extranet site.
- Sharing with “Everyone” or an AD security group does not send an email, and does not add file/folder to “Shared with me” list – but is searchable in OneDrive



File Migration

- How much content do we need to migrate?
- Should we use a FastTrack, or a tool or user-based migration?
- How are we going to group the users to move them in waves? Depts, locations, store #, etc.



User-based self migration

Drag and Drop files/folders into Sync client

- Know your users capabilities
- Some metadata updated (Modified By)
- Some files will not sync
 - **Invalid characters** (\\wfm.customer.com\home\username\store #25\dailyinfo.xls)
 - **Invalid paths** (\\wfm.customer.com\home\username\testing_files)
 - **File too large** > 10 GB (generally PSTs)



Path/URL too long (\\wfm.customer.com\home\username\Lou 3\Pest Control Companies\Orkin\ORKIN Pest Control Company\Orkin Commercial Pest Control Servicing the Hospitality, Foodservice, Property Management, Food and Beverage Processing, Governments, and Schools industries_files)

https://customer-my.sharepoint.com/personal/username_contoso_com/Documents/filename.docx

- › >151 character filename - Excel 2013 client won't open file
- › >260 red URL + filename – Excel Online client won't open the file

- Initial user experience may be an issue if failure messages pop up

In development to support # and % and allow user to fix char issues

In development to support 256 char filenames



Example Tool-based Migration stats

- Dell customer example: 5,000 users migrating from file shares to OneDrive in cloud
- **Number of files** – ~4,300,000
- **Terabytes to be Migrated** - ~2.5 TB
- **Invalid characters** – 159,909 files (fixed by tool)
- **Invalid paths** – 15,908 paths (fixed by tool)
- **File too large** - 2 files
- **Path/URL too long** – 9,617 URLs
- **Connected .PST files** – 665
- **Old content (not modified in 3+ years)** – 435,345 files



1956 IBM RAMAC disk drive
2650 lbs, cost \$63,450
Stored 4.4 Megabytes

Governance & Controls

- Define appropriate use and OneDrive file ownership
- Define access & sharing clearly
- Get the latest OneDrive sync client
- Leverage the audit data to see sync activity, sharing requests, file access, IPs, and much more
- Leverage the Security & Compliance center to leverage pre-defined and custom policies
- OneDrive sync client cannot sync IRM libraries, or if “checkout required” turned on



What controls are available? (1 of 2)

Limit File Sync

Limit file sync to occur only on approved domain-joined devices

Manage Mobile Devices

Ensure that managed mobile devices meet proper security standards and can be wiped of business data, if needed.

Set Storage Quotas

Reduce the amount of business data stored on users' devices (for security purposes) or to ensure that the content will fit on users' hard drives

Prevent Unintentional Sharing

Remove share with "everyone", "everyone except external users" and "all users" options to ensure users are targeting specific users when sharing their documents.

Prevent External Sharing

Prevent external sharing from OneDrive for Business libraries

What controls are available? (2 of 2)

Access Delegation / Secondary Administrator

Provide backup administration to OneDrive for Business libraries
Define MySite cleanup contact in SharePoint Online

Audit OneDrive for Business Actions

Generate reports to monitor events over certain periods and for certain users

Data Loss Prevention

Setup policies to ensure certain types of sensitive business data is handled appropriately (PCI, HIPAA, etc.)

Allow/Deny sharing with External Domains

Provide the ability to allow/deny users to share with external users in specified domains

Blocked File Extensions

Provide the ability to block users from uploading potentially dangerous files to OneDrive for Business

IT Pro tips

- Build a pilot group and migrate them first
- OneDrive for Business Cloud space allocation 1 TB (if premium Gov, Educ, Ent plans, can grow → 5 TB+)
- Space on PC needed is not same as OneDrive size. Cloud has versioning, recycle bin. OneDrive will not run the PC out of space.
- If using the new sync client, remember to change your default desktop image to remove the OneDrive (groove-based) component from Office 2013/2016 installs going forward.
- Remove existing users' mapped drive to file shares (ex: F-drive)
- OneDrive notable default values:
 - All OneDrive sites provisioned in the Pacific time zone (UTC-8 Pacific Time) – users can change it manually
 - Open Office files in browser is default – user can change manually
 - Versioning is turned on and with 500 versions
- Enabling the OneDrive icon in App Launcher also enables OneDrive use within Outlook Online (SharePoint Admin > Settings > Show or Hide Options > OneDrive > Show) and modern attachments
- Leverage the audit log & reports
- The newest release of the [OneDrive App](#) now also supports Win10 PC, Mac file access regardless if synced
- Be careful if testing with OneDrive personal – it is slightly different than OneDrive for Business

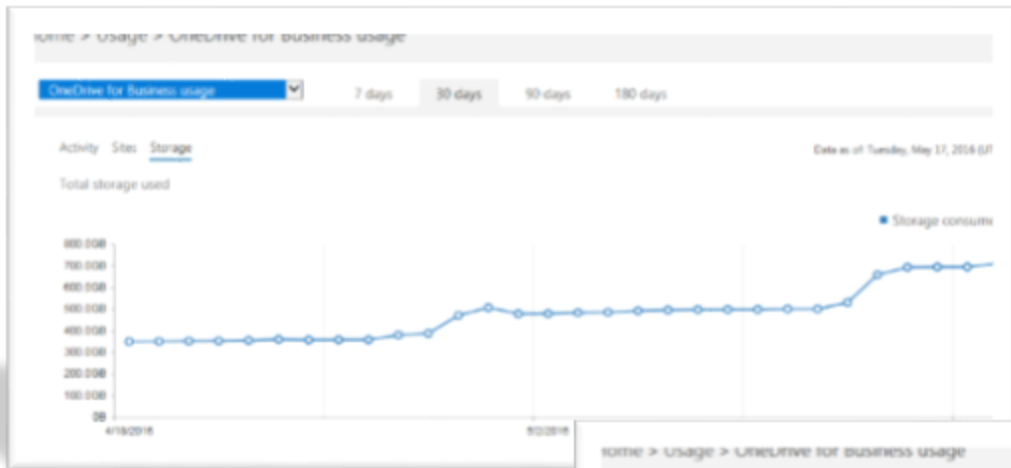


Driving Organizational & Culture Change

- Training
 - OneDrive use (good precursor for SharePoint Online changes rolling out)
 - What data belongs where within OneDrive, Groups, SharePoint sites
 - Define who “owns” personal files (the company or the user)
- Communication plan
- Think cloud first, mobile first – Move at the speed of business, not IT
- Help users understand “what’s in it for me?”
 - Understanding “sync” vs “backup” to cloud
 - Versioning
 - Co-authoring
 - Recycle bin
 - Access from anywhere
 - Shared OneNote
 - Easier movement of files between SharePoint and OneDrive for Business
- You must open the cloud version of a file to do co-authoring (for now)
- Old habits die hard:
 - Do not map OneDrive as a drive or network share – WebDAV based access is fraught with “brittleness” issues
 - The ribbon and “Open with Explorer” going away too



Report examples <https://portal.office.com/AdminPortal/Home#/reportsUsage/OneDriveSiteUsage>



Additional Resources

- OneDrive new sync client limits
<https://support.microsoft.com/en-us/kb/3125202>
- Overview of Office 365 Security & Compliance Center
<https://support.office.com/en-us/article/Overview-of-the-Office-365-Security-Compliance-Center-a5f2fd18-b029-4257-b5a8-ae83e7768c85?ui=en-US&rs=en-US&ad=US>
- OneDrive overview video & description
<https://blogs.office.com/2016/05/04/announcing-simple-and-powerful-file-sharing-and-collaboration-for-office-365/>
- OneDrive New IT Controls
<https://blogs.office.com/2015/07/16/new-it-management-controls-added-to-onedrive-for-business/>
- Office 365 roadmap
<http://fasttrack.microsoft.com/roadmap>



Q&A

