

New Outlook Cutover: Are You Prepared?



Webinar Series

Strategies for Successful Email Migrations



Episode 1

Best Practices for Email Migration: Managing Inactive User Data

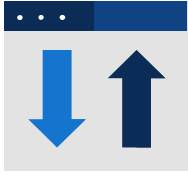


Episode 2

Email Archive Migrations: Technical Strategies for Success



About Archive360



2000+

Migrations

Unmatched legacy email archive
migration experience



4M

Emails/Day

Continuously captured by top 3
US health insurance company



150+

Petabytes

Of data securely retired and
compliantly managed by customers

About LAE Software



1 Million+

Users Migrated

Fastest PST migration combined
with the least user impact



By Admins

For Administrators

Designed to make administrator
jobs easier



20+

Industries

PST usage is a common problem
across every industry

Speakers



Matthew Pegley

Solutions Architect
Archive360



Chad Baker

Founder & President
LAE Software



Andy Sulak

VP Business Development
LAE Software

What you'll learn

- The latest information from Microsoft regarding the new Outlook
- What this means to for your organization
- Recommendations to help you prepare and how we can help you in that process



What's Happening?



What is happening with Microsoft Outlook?

Microsoft is moving to a progressive web application version of Microsoft Outlook.

Biggest Changes



Custom Forms

Not Supported



PSTs

Limited Support



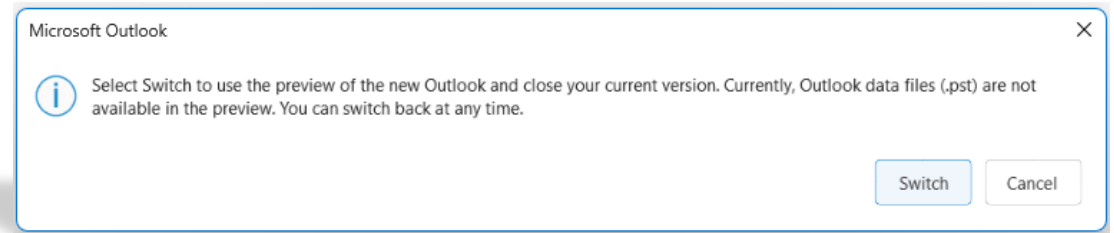
COM Add-Ins

Not Supported

PST Support

The initial version of PST support in new Outlook for Windows will enable users to open "*.pst" files (a.k.a. Outlook Data Files), read all e-mail messages within the "*.pst" file, and search e-mail messages within the ".pst" file. This initial support is limited to Mail items and is read-only. All Calendar, Contacts, and Tasks data saved in the "*.pst" files are still there, but they cannot be accessed in this initial version.

- **Feature ID:** 399467
- **Added to roadmap:** 6/6/2024
- **Last modified:** 6/6/2024
- **Product(s):** Outlook
- **Cloud instance(s):** Worldwide (Standard Multi-Tenant)
- **Platform(s):** Desktop
- **Release phase(s):** General Availability



COM Add-Ins

What's the difference between a Web and COM add-in and how does it apply to new Outlook?

Web Add-ins:

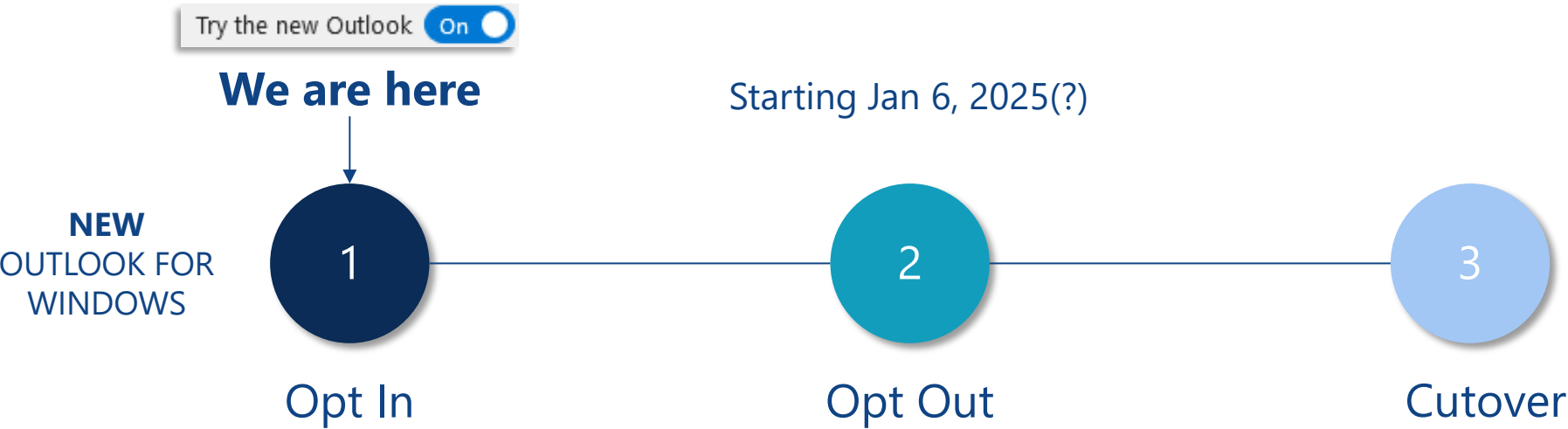
- Web add-ins are created using web technologies such as HTML, CSS, and JavaScript. They are hosted on a web server and accessed through a web browser
- They can be accessed from anywhere, on any device with an internet connection.
- Web add-ins can be updated and maintained more easily than COM add-ins

COM Add-ins:

- COM add-ins are installed locally on a user's machine, which means they can be used even when the user is offline or disconnected from the internet

Outlook Cutover Stages

What are the stages and estimated timeline?



Controlling Deployment

Are there ways to control when our users get the New Outlook?

- **Microsoft 365 Apps Admin Center:** You can hide the New Outlook using a cloud policy in the Microsoft 365 Apps admin center. To set up the policy, sign in to the Microsoft 365 Apps admin center, go to Customization, select Policy Management, and create a new cloud policy. Search for the "Hide the 'Try the new Outlook' toggle in Outlook" policy and enable it.
- **Microsoft Intune:** You can control the New Outlook using Microsoft Intune. Log into Intune, go to Devices > Windows > Configuration Profiles, and create a new policy. Choose the appropriate platform and profile type, and search for "New Outlook" to configure the settings.
- **Registry:**
HKEY_CURRENT_USER\Software\Policies\Microsoft\office\16.0\outlook\preferences
Add a 32-bit DWORD value *NewOutlookMigrationUserSetting*. If the value is set to 0, the migration to the new Outlook app does not take place. With the value 1, the migration can be triggered by Microsoft or carried out manually by the user.

Email Archives

What's the impact on email archive access?

For supported Email Archives

- ensure the web add-in versions are installed with the New Outlook.

For unsupported email archives (like SourceOne)

- stub messages in New Outlook will not allow you to access the messages directly
 - (1) instruct people to login directly and find messages OR
 - (2) migrate the data to a new archive

Compliance Impacts

Common Obligations



- Ability to preserve and protect sensitive data
- Respond to Personal Information Requests
 - GDPR, DSAR, CPRA, CCPA, etc
- Ability to enforce retention and disposition policies

Recommended Plan

1. Gain Control - Decide on whether or not, to allow Opt-In.
2. Assess what issues might arise when switching (PSTs, Custom Forms and/or COM Add-ins)
3. Migrate any found PSTs
4. Communicate to users, using custom forms, which forms will no longer be supported.
5. Setup web equivalent add-ins for currently used COM Add-ins and communicate on which COM Add-ins do not have corresponding web Add-ins.
6. Switch a small group to the New Outlook and ask for feedback on experience.



Assessment

To help you determine your readiness for the New Outlook, we've enhanced our free PST discovery tool with the ability to assess custom form usage and COM add-ins.

Assessment Demo

Key Takeaways...

- This is coming! Prepare now!
- Free assessment – the New Outlook's impact on your PST archive

[CLICK HERE](#)



Questions? Contact Us!



info@archive360.com

+1 (212) 731-2438

www.archive360.com



sales@laesoftware.com

+1 (833) 523-7638

www.laesoftware.com