

### Microsoft 365 Gov Cloud:

How to Get There +
6 Tips to Secure Your Org Once You're There!
(including CoPilot!)

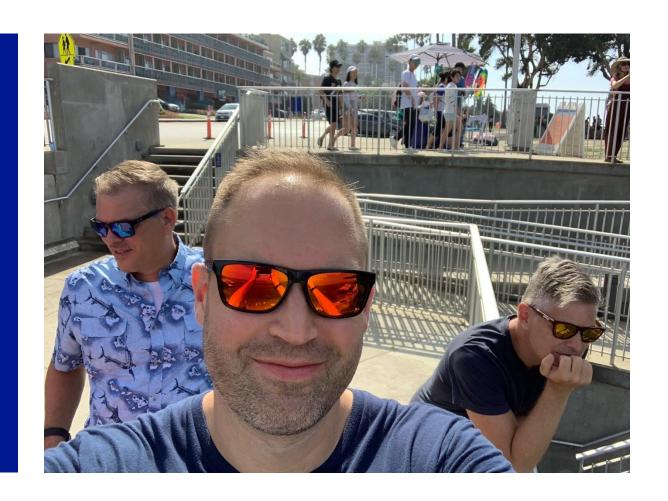
The information provided here is for informational and educational purposes and current as of the date of publication. The information is not a substitute for legal advice and does not necessarily reflect the opinion or policy position of the Municipal Association of South Carolina.

Consult your attorney for advice concerning specific situations.



### LiftOff – Who are these guys?

- **Tom Erdely and Brian Reilly** are Microsoft 365 Engineers with decades of technical experience.
- Founded by Ron Braatz over 14 years ago, LiftOff focuses 100% on **Microsoft 365** licensing, migration, and technology training projects.
- Over 1,000 Microsoft 365 projects including 500+ for State and Local Governments.
- We work exclusively in the Government Community Cloud and GCC High.
- We provide robust ongoing education for our clients centered around best practices for compliance and security.



### LiftOff in South Carolina

- Appalachian Council of Gov
- City of Cayce
- City of Fort Mill
- City of Summerville
- Horry County
- Sumter County
- SC State Ports Authority

- Anderson County Sheriff
- City of Anderson
- City of Lexington
- Taylors District
- City of Bluffton
- City of Goose Creek

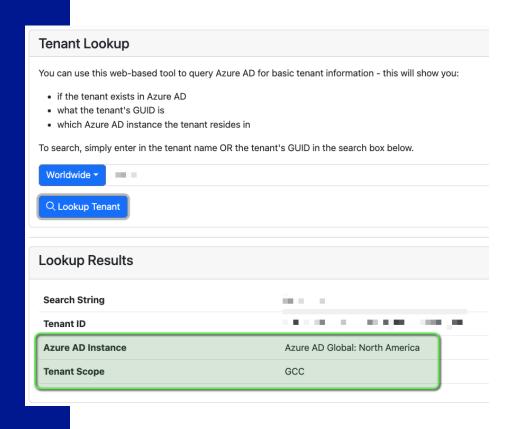




Thank You!

### Government Community Cloud (GCC)

- Created to meet the unique and evolving requirements of State and Local Governments.
- Several ways to buy including AOSG through LiftOff and other vendors.
- Confirm that you are in the right place.
   liftoffonline.com/365check
- Only screened personnel have access.
- Features that can support customers' CJIS requirements, HIPAA and FedRAMP.
- This link explains 365 vs. Azure Gov https://aka.ms/AA632wo





### The BIG Deployment Questions

Proper planning leads to a successful project

- Do I need the Gov Community Cloud (GCC)?
- What products should I buy?
- Do I need an Office/Microsoft apps upgrade?
- How do I purchase Microsoft 365 licenses?
- Do I need a "compliance archive" or retention for public records requests? (probably.)
- How do I secure my environment?
- Do I want to synchronize my Active Directory?
- Hybrid, Big Bang, or Staged Migration Strategy?
- How much will this cost?
- How the heck do we deploy all of this and how long will this take?



"I'm confident we could have done this ourselves in a year or so.

Instead, under the guidance of LiftOff, we did it in a month."

-Joseph Mulvey, IT Town of Newton, MA

### Typical Project Timeline (100-200 users)

Project Assessment/Planning (week 1)

Pre-Staging (week 2)

Mail Migration (weeks 3-6)

IT Administrators Training (week 7)

Directory Sync/SMTP Relay (week 7)

Office 365 GO LIVE! (week 8)

### Project Profiles

Phased

Current System
POP/IMAP

Approach
Short-term hybrid
where users are
moved to the cloud
one at a time, in
functional groups.

Tools
Usually old-school
PSTs.

Comments
Takes a long time but
necessary when
coming from
POP/IMAP.

Big Bang

Current System
Exchange 2007 and

Exchange 2007 and older, Google, Lotus, Novell.

Approach
Cloud tenant built
while old system still
functional. All users
GO LIVE at same time.

Tools
Paid, third-party
migration tools.

Comments
Cleanest, fastest and easiest migration path for Exchange 2007 and prior.

Hybrid

**Current System** 

Healthy Exchange 2010+ system.

Approach d system and Of

Old system and Office 365 work in tandem. Users migrated and cutover in batches or all at once.

Tools
Free Microsoft
migration tools.

Comments
Great option – no paid tools and no Outlook

configuration.

Tenant to Tenant

**Current System** 

Office 365 E Cloud moving to GCC.

Approach
Build GCC tenant with
.onmicrosoft accounts.
Bulk of work comes at

GO LIVE.

Tools d, third-party

Paid, third-party migration tools.

Comments

Can be very
complicated. Timing
of milestones critically
important.

"To the Rescue!"

Current System

Office 365 migration in process but there are problems.

Approach

Discuss/diagnose issues with project. Decide to fix it or start over from scratch.

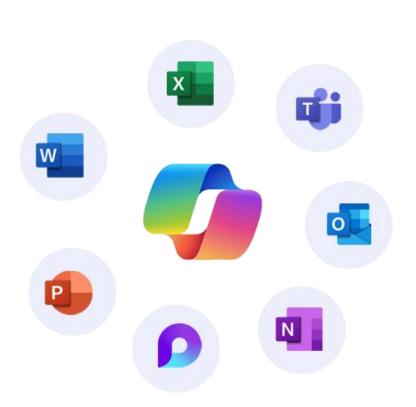
Tools Depends.

Comments

Good for health checkups and security settings, etc.



### Copilot for Microsoft 365



- Your Al assistant at work!
- Helps you and your organization work more efficiently in Microsoft 365.
- Integrated with Teams, Outlook, Word, Excel, PowerPoint and other apps at the office. Each app has its own CoPilot!
- CoPilot for Microsoft 365 GCC is built on the secure foundation of Microsoft 365 GCC, adhering to all existing privacy, security, and compliance commitments.

#### Top 10 to "Try First"

#### with Microsoft 365 Copilot

Foundational skills for new users



#### Recap a meeting

- let Copilot keep track of key topics and action items so you can stay focused during the meeting and avoid listening to the recording after.
- Draft an email with notes and action items from meeting



#### Summarize an email thread

- get quickly caught up to a long, complex email thread.
- Click on the Summarize icon



#### **Draft email**

- personalize the tone and length.
- Draft an email to [name] that informs them that Project X is delayed two weeks. Make it short and casual in tone.



#### Summarize a

document

- get right down to business by summarizing long documents and focusing on the relevant sections.
- Give me a bulleted list of key points from file



#### Tell me about a topic/project

- provide insights and analysis from across multiple sources to get up to speed quickly.
- Tell me what's new about topic organized by emails, chats, and files?



#### Give me some ideas for ...

- boost your creativity with ideas for your work such as agendas, product names, social media posts, etc.
- Suggest 10 compelling taglines based on file



#### Help me write ...

- jumpstart creativity and write and edit like a pro by getting a first draft in seconds.

Generate three ways to say [x]



#### What did they say ...

- when you vaguely remember someone mentioning a topic, have Copilot do the research.

What did person say about topic



#### Revise this content.

- when you've got a rough draft of an idea, turn it into usable text and then vary the length and tone.

Rewrite with Copilot



#### Translate a message

- with business becoming increasingly international, it's important to be able to read or write messages in other languages.
- Translate the following text into French:

For more prompts, visit Copilot Lab at: <a href="mailto:aka.ms/CopilotLab">aka.ms/CopilotLab</a>

# Copilot for Teams (central Al hub)

- Chatbot that works across all Microsoft 365 apps and experiences.
- Search and summarize Teams chats.
- Prepare for upcoming Teams meetings, and then transcribe, recap, and summarize meeting notes.

#### September 17, 2024 at 11:53 AM

Help me prepare for Village of Barrington, IL M365 IT Training and Security Config 5 (Google to GCC)

Sure, I can help you prepare for the Village of Barrington, IL M365 IT Training and Security Config 5 (Google to GCC) meeting.

Here are the key points and agenda items for the meeting:

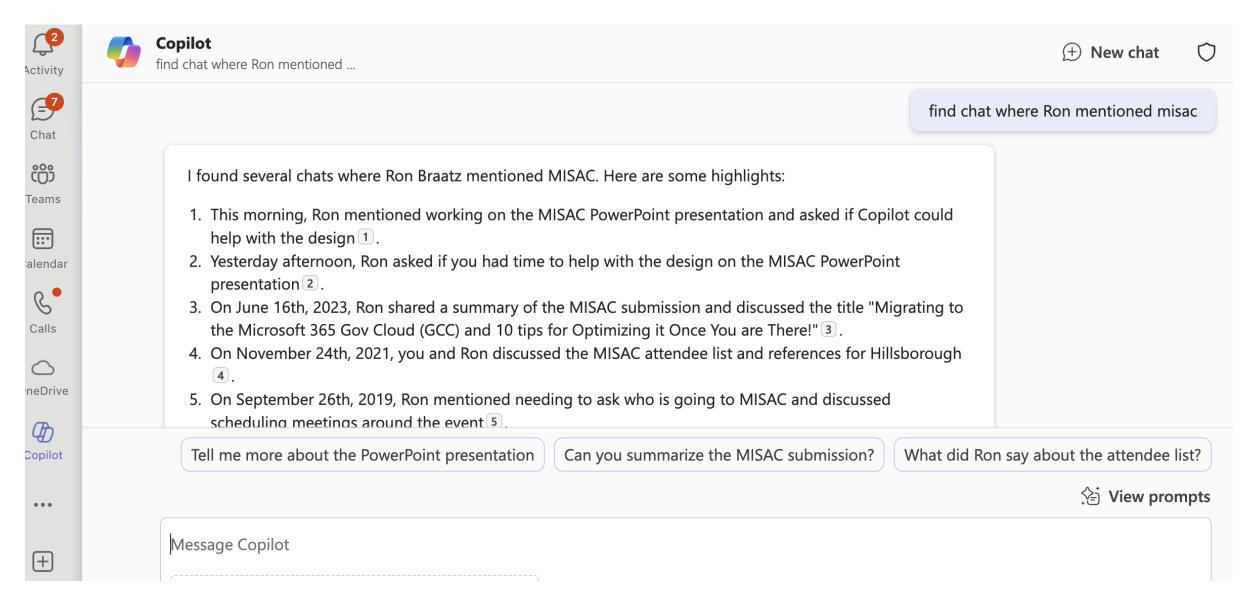
#### 1. Google to 365 Migration:

- Migration Wiz for email and drive, with 7TBs of drive data to migrate.
- · AD Sync desired in Microsoft 365.
- The domain is locked in another 365 tenant for a few PD enterprise apps.
- Currently using Barracuda for spam and archiving, contracted through Dec 2024. Might move to MS
  after that.
- · Webmail for all but the G3 people.

#### 2. Project Timeline:

- 7/23/24: Project Assessment.
- 7/25: Discovery/Pre-Staging 1.
  - Tour Google Tenant.
  - · Access new GCC tenant and verify domain.
  - DOMAIN IS LOCKED IN ANOTHER TENANT. CAN'T REMOVE IT RIGHT NOW SO WILL USE ONMICROSOFT.
  - Import 365 Users.
  - MIKE'S HOMEWORK WAS TO POPULATE THE CSV.
  - · Start to build Migration Wiz project.
  - . Built Gmail project and tried to test with Mike. Was failing so look at this on next call.

### Search in Teams chats





### Copilot for Outlook

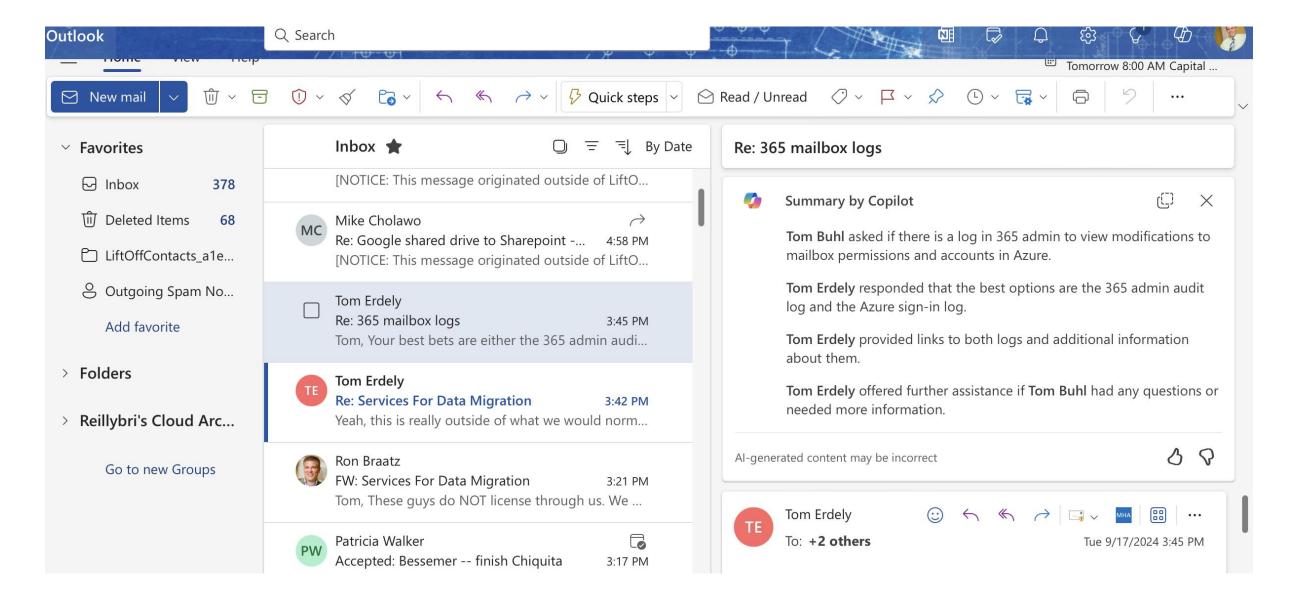
- Save time by preparing initial draft emails based on your prompts.
- Transform long email conversations into short key point summaries.
- Have an AI "coach" provide feedback on your email's tone, sentiment, and clarity.
- Quickly find old emails or calendar items based on your search terms.
- Find calendar schedule openings to easily book meetings with your colleagues.

### Draft emails

Tom Erdely imesTo Всс Cc Draft saved at 12:10 PM TPS Reports Deadline Hi Tom,\n\nI've noticed that you'v... Al-generated... I hope this message finds you well. I have noticed that you have been spending a considerable amount of time on vacation in California. While I understand the need for time off, we do have pressing deadlines to meet. I need to have the TPS reports on my desk by this Friday. Please be aware that if we cannot meet this deadline, you may have to work this weekend to ensure we stay on track. Anything you'd like to change?

IIICUITUUTIOI SUCSSICIICI: Chat history Create an email draft to Tom Erdely telling him that he's spending too much time on vacation in California and that he needs to have the TPS reports to me by Friday. Add a paragraph that he may have to work this weekend. Done. I created a draft to Tom Erdely reminding him of the TPS reports deadline and the possibility of working this weekend. Al-generated content may be incorrect

### Summarize long threads



# Copilot for Microsoft Word

- Jump-start the creative process so you never start with a blank slate again.
- Helps you write more efficiently, creatively, and better.
- Easily improve content you already have.
- Automatically corrects grammar and spelling mistakes.



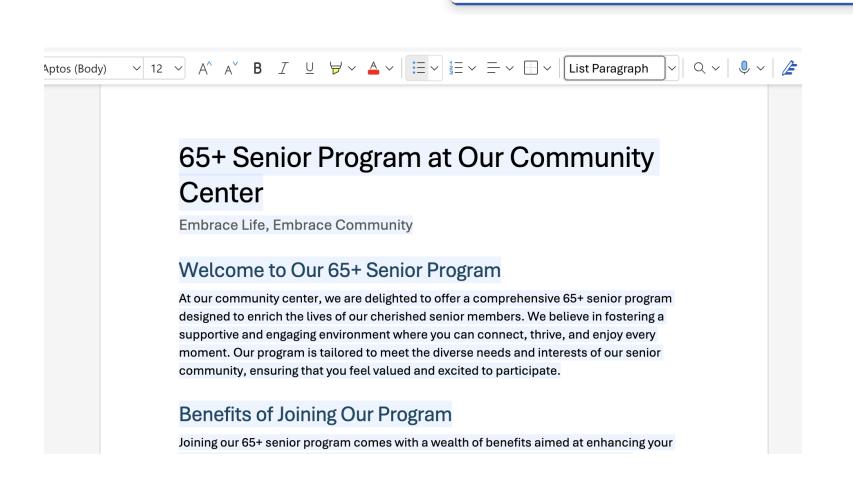
### Document Creation

create a document on a 65+ senior program. Include benefits, activities, and testimonials for a community center. Highlight the social and health advantages, and use a warm and welcoming tone. Include a section on pickleball. Ensure the language is engaging and empathetic, making seniors feel valued and excited to participate. Tab









#### Job Opening: Accountant at EZ Finance

Company: EZ Finance

**Location:** [Insert Location] Office on the web Frame

**Position:** Accountant

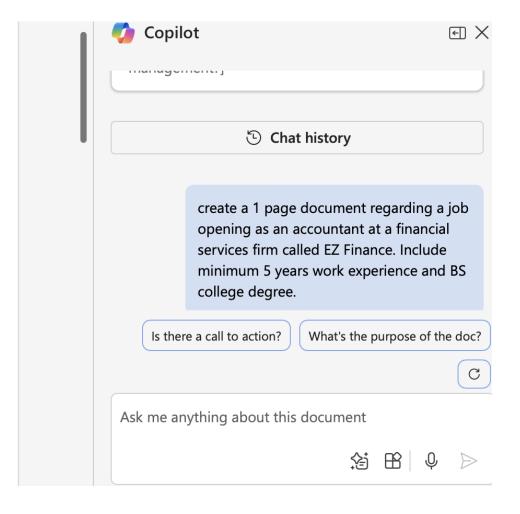
**Job Description:** EZ Finance, a leading financial services firm, is seeking a highly skilled and experienced Accountant to join our dynamic team. The ideal candidate will have a strong background in accounting and finance, with a proven track record of success in managing financial records, preparing financial reports, and ensuring compliance with financial regulations.

#### **Key Responsibilities:**

- · Maintain and update financial records and ledgers.
- Prepare and analyze financial statements and reports.
- Ensure compliance with accounting standards and regulations.
- Assist in budgeting and forecasting processes.
- Conduct financial audits and provide recommendations for improvements.
- Collaborate with other departments to support financial decision-making.

#### **Qualifications:**

- Minimum of 5 years of work experience in accounting or a related field.
- Bachelor's degree in Accounting, Finance, or a related discipline.

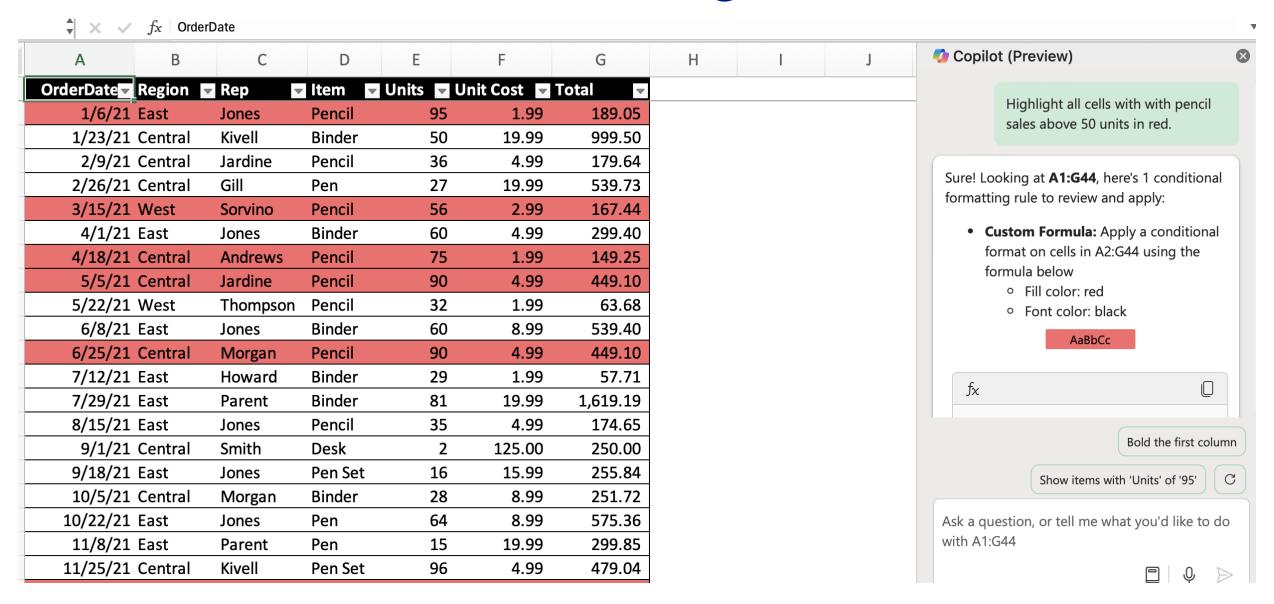


## Copilot for Microsoft Excel

- Analyze, understand, and visualize your data with ease.
- Get formula suggestions for complex calculations.
- Easily highlight, filter, and sort your data.
- Uncover hidden insights within your data.



### Excel conditional formatting



### Data Insights

А	В	С	D	E	F	G
<b>OrderDate</b>	Region 🔻	Rep ▼	Item	<b>Units ■</b>	Unit Cost	Total <b>▼</b>
1/6/21	East	Jones	Pencil	95	1.99	189.05
1/23/21	Central	Kivell	Binder	50	19.99	999.50
2/9/21	Central	Jardine	Pencil	36	4.99	179.64
2/26/21	Central	Gill	Pen	27	19.99	539.73
3/15/21	West	Sorvino	Pencil	56	2.99	167.44
4/1/21	East	Jones	Binder	60	4.99	299.40
4/18/21	Central	Andrews	Pencil	75	1.99	149.25
5/5/21	Central	Jardine	Pencil	90	4.99	449.10
5/22/21	West	Thompson	Pencil	32	1.99	63.68
6/8/21	East	Jones	Binder	60	8.99	539.40
6/25/21	Central	Morgan	Pencil	90	4.99	449.10
7/12/21	East	Howard	Binder	29	1.99	57.71
7/29/21	East	Parent	Binder	81	19.99	1,619.19
8/15/21	East	Jones	Pencil	35	4.99	174.65
9/1/21	Central	Smith	Desk	2	125.00	250.00



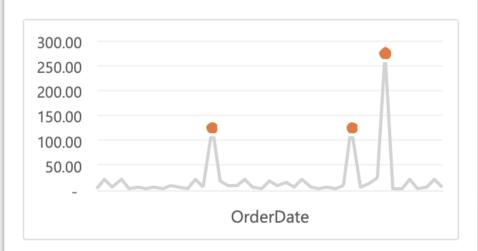
Can I see another insight?

I analyzed data in A1:G44, and here's what I found:

'Unit Cost' has outliers at 'OrderDate':

9/1/21, 6/17/22 and 8/24/22.

Sum of Unit Cost



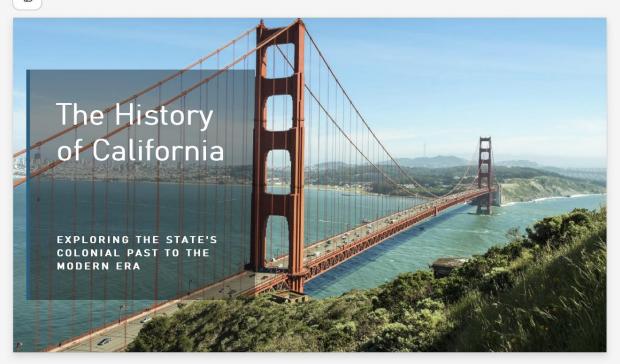
Al-generated content may be incorrect

# Copilot for Microsoft PowerPoint

- Easily turn your inspiration into stunning and professional presentations.
- Summarize key points from longer presentations saving time.
- Allow Copilot to organize your slideshow creating better presentations.
- Generate slides or images with consistent messaging and branding.









create a 5 slide presentation on the history of the state of california. include beautiful imagery.

Okay, here you go. A 5-slide presentation on the history of the state of California has been created with beautiful imagery included.

If you'd like, **Designer** also has other layout options to consider.

Al-generated content may be incorrect





X

Ask me anything about this presentation









# Security and Compliance

- Built on the secure foundation of Microsoft 365 GCC, adhering to all existing privacy, security, and compliance commitments.
- Data Handling and Privacy: Copilot operates within your Microsoft 365 GCC tenant compliance boundary, ensuring that sensitive information remains protected and that all Al-driven processes are conducted securely. The system is designed to maintain the highest standards of data protection, ensuring compliance with FedRAMP, CJIS, IRS 1075 and other key regulatory frameworks.
- Copilot for Microsoft 365 GCC will be delivered with web grounding OFF by default. This is required to help protect US government sensitive information which should not leave the GCC compliance boundary.
- Copilot 'Work Tab' chats will reason over a GCC user's <u>Graph data</u> (SharePoint, OneDrive, Outlook, Teams, etc.) an individual has access to. With web grounding OFF, Copilot will not query the web to get live real-time web content. Documentation on admin controls will be provided by GA.

### CoPilot Rollout Schedule – Wave 1 (10/24)

- CoPilot 'Work Tab': Quickly access relevant department data, policies, or citizen inquiries without extensive searching.
- Microsoft 365 App CoPilots (Word, Excel, PowerPoint): Embedded within your favorite productivity apps, these intelligent assistants help you craft documents, analyze data, and create presentations faster.
- Outlook (Mail and Calendar): Manage citizen communications and interagency meetings efficiently. Copilot in Outlook streamlines email and calendar management by drafting responses, summarizing email threads, and suggesting optimal meeting times.
- Teams Chats/Channel: Enhance collaboration across departments. Integrate AI into your daily team interactions, summarizing threads, and helping manage conversations with contextual awareness.
- Intelligent Meeting Recap: Automatically capture key points from important policy discussions or public hearings, capturing crucial details facilitating transparent governance. The Intelligent Meeting Recap feature generates a comprehensive summary of your meetings.



### CoPilot Rollout Schedule – Wave 2 (3/25)

- Teams Meeting Copilot uses AI to enrich your meetings by generating real-time summaries, identifying action items, and tracking follow-ups.
- OneNote enhances your notetaking by using AI to generate summaries, organize information, and suggest relevant content, helping you efficiently capture and recall key insights without sifting through extensive notes.
- **Stream** automates video content management by generating Al-driven transcripts, summaries, and highlight reels, making it easier to find and share critical information from recorded meetings or training sessions.
- **Planner** simplifies task management by using AI to optimize timelines, suggest task prioritization, and automatically adjust plans based on real-time changes.
- OneDrive for Business enhances file management by using AI to help you quickly locate, organize, and share documents.
- Loop accelerates collaborative work by using AI to help you co-create and organize dynamic content across teams, streamlining project updates, brainstorming sessions, and real-time feedback into actionable plans.



### Entra ID Premium



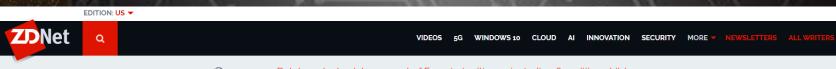
#### You cannot access this right now

Your sign-in was successful but does not meet the criteria to access this resource. For example, you might be signing in from a browser, app, or location that is restricted by your admin.

Sign out and sign in with a different account

More details

- Monitor risky sign-ins and risk events
  - Proactive Risk Alerts
  - Conditional Access Policies
    - Block non-US Logins
    - Block less secure authentication
    - Roll out MFA to admins and users



MUST READ: Database leaks data on most of Ecuador's citizens, including 6.7 million children

#### Microsoft: Using multi-factor authentication blocks 99.9% of account hacks

Microsoft cloud services are seeing 300 million fraudulent sign-in attempts every day. MFA can help protect accounts against many types of account takeover attacks.



By Catalin Cimpanu for Zero Day | August 27, 2019 -- 04;30 GMT (21:30 PDT) | Topic: Security

## Security Action Items!

- 1. Consider purchasing Entra ID Premium Licenses
- Turn OFF User Consent to Apps!!
- 3. Migrate to the new Authentication Methods admin center for MFA and SSPR. More info here:

  LiftOffOnline.com/EntraRevisited
- Consider Rolling Out MFA to All Staff (at least Admins). More info in our webinar:
   LiftOffOnline.com/MFA
- 5. Setup Conditional Access Policies including blocking non-US logins and blocking legacy authentication.
- 6. Setup Identity Protection Policies including Risky Users, Risky Sign-Ins and Risk Alerts. More info in our webinar here:
  - LiftOffOnline.com/EntraPremium



- Turn on the Admin Audit Log!!
   LiftOffOnline.com/Audit
- 2. Setup **Purview** retention policies! **LiftOffOnline.com/Retention**
- 3. Off-board Properly!

  LiftOffOnline.com/Offboarding
- 4. Make the most of eDiscovery content searching!

LiftOffOnline.com/ContentSearch



- More in our Compliance Admin Center webinar:
   LiftOffOnline.com/Compliance
- 6. Get **Defender for 365** to supercharge mail filtering: **LiftOffOnline.com/ATP**
- 7. Take action if an account is compromised!
  LiftOffOnline.com/Phished
- 8. Configure SPF, DKIM and DMARC: LiftOffOnline.com/DMARC



### LiftOff – reach out anytime!

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