



## Recommended 365 Parish Deployment (Checklist)

*(Based on the **Business Premium** edition)*

1. Get non-Profit Microsoft 365 Business Premium Licensing\* and setup the tenant with all of the user accounts / shared mailboxes
2. Get Backup from Kaseya – Backupify to cover all mailboxes – setup / connect to 365 tenant
3. If Parish does not have local Antivirus in place purchase Defender
  - a. If Defender is used enable it on all of the workstations / laptops
4. Configure the following:
  - a. Configure Spam Filter
  - b. Configure Defender – if applicable
  - c. Setup Teams for the Parish – Move shared data to teams
  - d. Setup OneDrive for each user – move personal / work files to OneDrive
  - e. Create shortcuts to teams shared folders to have access to from under OneDrive on each desktop
  - f. Enable Intune for PC management – optional
    - Join desktops / laptops to azure for ease of maintenance/management
5. Enable MFA for secure access

\* You will need to furnish the parish's EIN and proof of your 501c3 status. Recommended method of procuring 365 licensing would be through TechSoup: <https://www.techsoup.org/>

***NOTE:*** Latest updates to this article can be found here:

<https://help.archatl.com/hc/en-us/articles/27525221422740-Recommended-365-Parish-Deployment-Checklist>