

harmon.ie for SharePoint® Deployment Guide

Congratulations!

You've purchased harmon.ie for SharePoint and are now ready to deploy it within your organization. This brief guide walks you through the steps needed to install the product.

TO INSTALL HARMON.IE, PROCEED ACCORDING TO THE FOLLOWING STEPS:

1. Define collaboration objectives :

- A. Define the desired end-user experience (ease of access to SharePoint sites, user permissions, etc.)
- B. Define enterprise side goals (reduce e-mail storage, reduce share drives use, etc.)
- C. Identify key workflows and how to optimize them using harmon.ie

2. Following the definitions that were gathered in step 1, install and provision harmon.ie :

OUTLOOK CLIENTS

have the option to install harmon.ie using MSI packages in a single occurrence or in a remote central occurrence for multiple users.

NOTES CLIENTS

have the option to use Domino Server Widget Catalog, MSI packages or EXE install file.

INSTALLATION AND PROVISIONING OPTIONS

The table below details the different install options and it provides links to appropriate documentation

	Outlook Enterprise	Notes Standard Edition	Notes Standalone Edition
Single license install	MSI: Follow install wizard instructions	MSI : Follow install wizard instructions	EXE : Follow install wizard instructions
Central installation	Remote Install >	Administration Guide >	Administration Guide >
Provisioning Preferences	Provision SharePoint Sites >	Administration Guide >	Administration Guide >

3. Identify and optimize business workflows :

Based on the business needs of your organization, identify typical business workflows and define how harmon.ie improves and fits within these workflows.

For example: identify the workflow 'share an e-mail on SharePoint with your team' and how to simplify this workflow by using harmon.ie.

4. Workflow-specific end- user training :

A.

Prepare training materials based on the workflows that you have identified in Step 3. Training materials should incorporate real-life scenarios to illustrate how to perform the optimized business workflows using harmon.ie and SharePoint.

B.

Conduct training sessions (e.g. webinars). Record these training webinars for those unable to attend the live session.

5. Collaboration analytics :

Collect relevant analytics data that will allow you to measure the objectives you defined in step 1.

According to the analysis and whether initial objectives were met, you may choose to repeat steps 3 through 5 until achieving ideal results.

Simple. Done.

These 5 milestones will assure a successful deployment of harmon.ie within your organization.

Remember, both your harmon.ie sales account manager and your technical account manager are available to assist you in your deployment.

Phone	Email	Online Resources
<p>US: 1-800-624-6946</p> <p>UK: +44-0-203-355-0075</p> <p>Germany: +49-211-2409-2204</p> <p>France: +33-6-19-57-7 -67</p> <p>Other locations in Europe and Asia: +44-203-355-3811</p> <p>All other locations: +1-408-907-1339</p>	<p>support@harmon.ie</p> <p>sales@harmon.ie</p>	<p>Support Page ></p> <p>FAQ ></p> <p>Support Forum ></p> <p>Outlook Knowledge base ></p> <p>Outlook: Online documentation ></p> <p>Notes: Knowledge base ></p> <p>Notes: Online documentation ></p>