# ARMA NOVA Chapter Meeting

*Wednesday, Sept 18th, 6:00pm to 8:30pm*

Northern Virginia Chapter ARMA NOVA
Building Success Through Relationships

## Getting Your Office 365 Set Up Right:
## A CIO's Perspective on Information Governance
## Speaker: Kevin Parker, CIP



*Kevin Parker, CIP is the CEO and principal architect for Kwestix, a digital agency based in Northern Virginia. He has worked with government agencies and private sector companies to make their information environments work better for their business needs and missions. Kevin is a former corporate CIO and a well-known speaker on topics that are important to Information Professionals. He will also be speaking at the ARMA InfoCon 2019 this October in Nashville.*

*LinkedIn: https://www.linkedin.com/in/jkevinparker/*

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Are you working in Office 365, or planning to be soon? It is easier than ever to set up corporate email and content management services using Office 365, but if not established well from the beginning, it quickly becomes unmanageable. In this session, we will discuss the necessary steps and best practices for getting Office 365 set up right, whether you are starting fresh or needing to revamp an existing environment. While we will focus on Office 365 specifically, the main principles apply to all cloud-based SaaS enterprise information platforms.

Topics to include identifying relevant business goals, designing your information architecture, planning for governance and records management, selecting the right collaboration tools to use, and leveraging Microsoft Teams, SharePoint, OneDrive and more. Attendees will receive practical tips to help get the most out of Office 365, whether you control it or it is managed by a separate IT group.

*Meeting Agenda:*

*6:00 – 6:30 pm – Registration, networking*

*6:30 – 7:30 pm – Dinner, announcements*

*7:30 – 8:30 pm – Presentation*

*Date: Wednesday, September 18, 2019*

*Meeting Location: ServiceSource, 10467 White Granite Drive, Oakton, VA*

*Parking: Free Parking available*

*Metro Access: 3 miles from the Vienna / Fairfax GMU Metrorail Station (Orange Line)*

*Registration: Go to* http://arma-nova.org *to register and see our calendar of events*

***Early Registration (until midnight, Sept 13)***

*$25 ARMA or AIIM Member, Government Employee or Full-Time Student*

*$30 Non-Member*

***Late Registration (after midnight, Sept 13)***

*$30 ARMA or AIIM Member, Government Employee or Full-Time Student*

*$35 Non-Member*

***SPECIAL OFFER:*** *Join ARMA International AND the ARMA NOVA Chapter and get 1 free chapter meeting within 12 months of joining!*