



**E3 to M365  
Business  
Transition**

## Guide Description

The purpose of this guide is to lay out the steps for upgrading E3 to M365 Business. This guide is assuming you **have already configured Intune and enrolled devices**. If you have not performed these steps, then please refer to my Intune Implementation Guide.

### \*\*Disclaimer\*\*

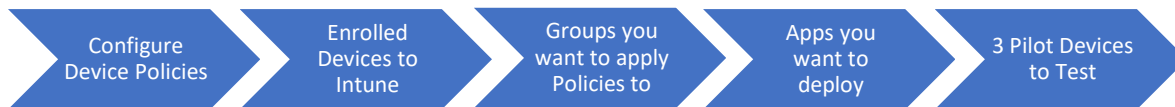
This guide is meant to provide an overview of how you can uninstall ProPlus (E3) and install office Business (M365 Business) using Intune. That is the main configuration hurdle when making this transition in licensing.

From a comparison standpoint:

## Comparison of Microsoft 365 Business and Office 365 E3

	Features (new in blue)	Office 365 E3	Microsoft 365 Business
	Estimated retail price per user per month \$USD (with annual commitment)	\$20	\$20
	Maximum number of users	unlimited	300
<b>Office Apps</b>	Install Office on up to 5 PCs/Macs + 5 tablets + 5 smartphones per user (Word, Excel, PowerPoint, OneNote, Access), Office Online	ProPlus	Business
<b>Email &amp; Calendar</b>	Outlook, Exchange Online	100GB	50GB
<b>Chat-based Workspace, Meetings</b>	Microsoft Teams	•	•
<b>File Storage</b>	OneDrive for Business,	Unlimited	1 TB
<b>Social, Video, Sites</b>	Stream, Yammer, Planner, SharePoint Online <sup>1</sup> , Power Apps <sup>1</sup> , Flow <sup>1</sup>	•	•
<b>Business Apps</b>	Scheduling Apps – Booking, StaffHub	•	•
	Business Apps – Outlook Customer Manager, MileIQ <sup>1</sup> Business center <sup>2</sup> , Listings <sup>2</sup> , Connections <sup>2</sup> , Invoicing <sup>2</sup>		•
<b>Threat Protection</b>	<a href="#">Office 365 Advanced Threat Protection</a>		•
	<a href="#">Windows Exploit Guard Enforcement</a>		•
<b>Identity &amp; Access Management</b>	Azure Active Directory - SSPR Cloud Identities, MFA, SSO >10 Apps		•
<b>Device &amp; App Management</b>	Office 365 MDM	•	•
	<a href="#">Microsoft Intune</a> , <a href="#">Windows AutoPilot</a> , Windows Pro Management		•
	Upgrade rights to Windows 10 Pro for Win 7/8/8.1 Pro licenses		•
<b>Information Protection</b>	<a href="#">100 GB Exchange Archiving</a> , <a href="#">Office 365 Data Loss Prevention</a> <sup>4</sup>	•	•
	<a href="#">Azure Information Protection Plan 1</a> , <a href="#">BitLocker Enforcement</a>		•
<b>On-Prem CAL Rights</b>	ECAL Suite (Exchange, SharePoint, Skype)	•	
<b>Compliance</b>	<a href="#">Litigation Hold</a> , <a href="#">eDiscovery</a> , <a href="#">Compliance Manager</a> , <a href="#">Data Subject Requests</a>	•	•

## Pre-Flight Checklist



- a. Make Sure Intune has been configured and devices have been enrolled.
  - i. If you have not performed these steps, then please ask for the Intune Setup Guide from your CSA
- b. Have a Pilot groups of users you want to test with before broad deployment
  - i. Create one group for the pilot

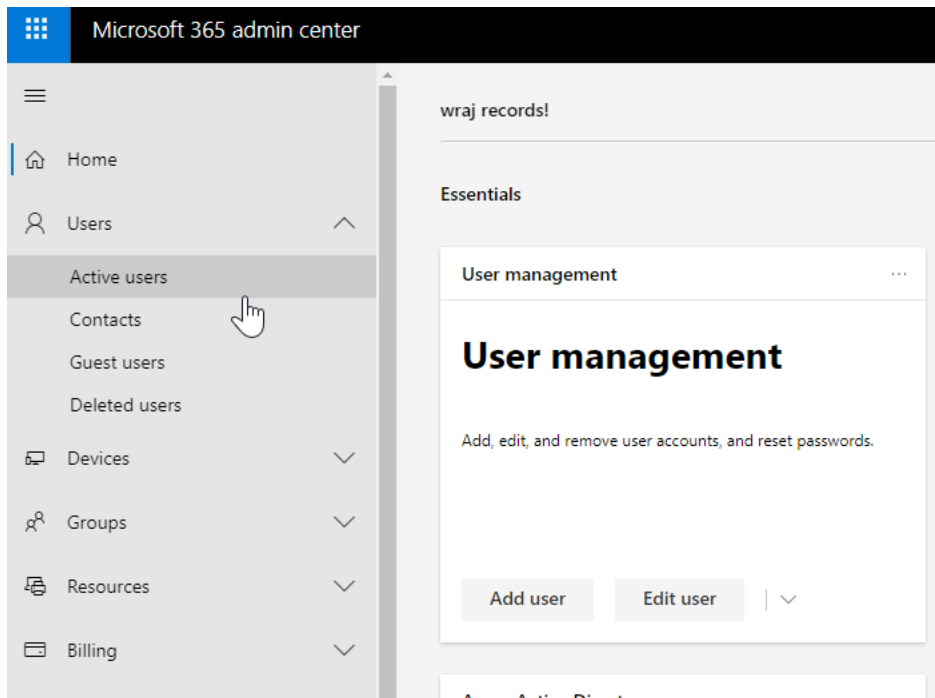


## Licensing Users

You will need to manually unassign the e3 licenses and assign the M365 Business sku to all applicable users.

1.

a. Login to 365 Admin Center> Go to Active User



- b. Select a User>Click **Licenses and Apps**>Ensure an M365 License is Assigned and E3 is unchecked.

Display name	Username	Licenses
Adams Aliasing Test	alongmire1@wrajrecords.com	Unlicensed
admin	admin_marcusforthewinandsuff.onmicrosoft.com#EXT...	Unlicensed
Administrator	administrator@wrajrecords.com	Unlicensed
Andy Green	agreen@wrajrecords.com	Unlicensed
Anthony Tonetti	atonetti@wrajrecords.com	Microsoft Flow Free, Power BI (free)
Anthony Tonetti	anthonytonetti@wrajrecords.com	Unlicensed
Austin Lieber	alieber@wrajrecords.com	Unlicensed
Axel Morlotte	amorlotte@wrajrecords.com	Unlicensed
Betty Joe	bettyjoe@wrajrecords.onmicrosoft.com	Unlicensed
Billy Prejean	bprejean@wrajrecords.com	Unlicensed
<b>Blake Closner</b>	<b>bclosner@wrajrecords.com</b>	<b>Microsoft 365 Business</b>
Brandon Smith	bsmith@wrajrecords.com	Unlicensed
Bruce Wayne	bwayne@wrajrecords.com	Unlicensed
Carla Diffee	cdiffee@wrajrecords.com	Unlicensed
cdeacon	cdeacon_gfican.com#EXT#@wrajrecords.onmicrosoft.c...	Unlicensed
Chad Day	cday@wrajrecords.com	Unlicensed

### Create Groups

Create different groups if you want to separate out different people into different Intune Policies. You will be creating one group in which you will be unassigned Proplus and Adding 365 Business suite. **I recommend creating a pilot user group first and then move to broad deployment**

- a. Scroll Down in the 365 Admin Portal and Go to the **Device Management Portal**

**Admin centers**

- Health
- Security
- Compliance
- Device Management**
- Azure Active Directory
- Exchange

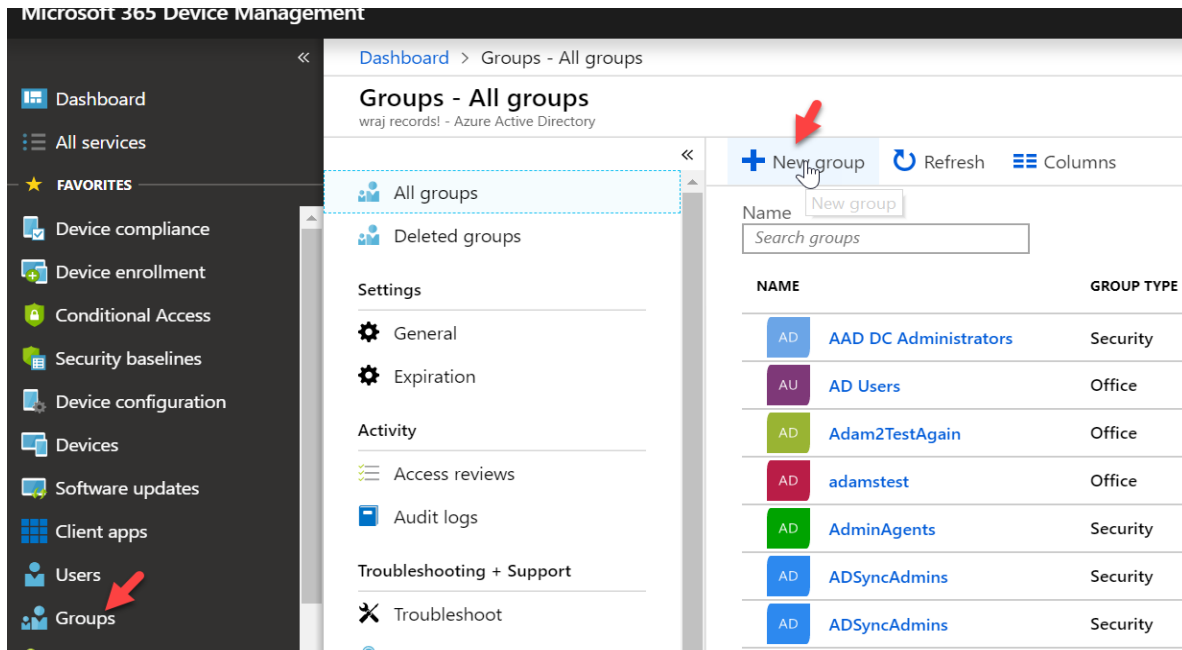
**User management**

Add, edit, and remove user accounts, and reset passw

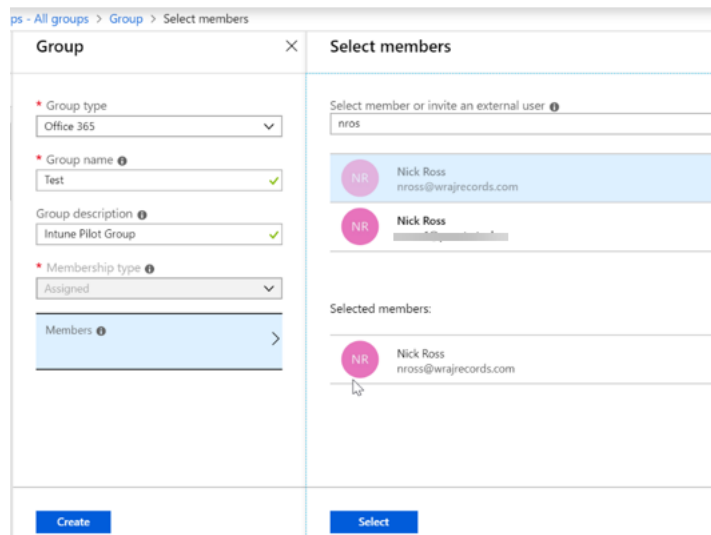
Add user Edit user

**Azure Active Directory**

b. Click on **Groups** and click **New Group**



c. Group Type can be 365 or security. You can add whatever users you would like for this group. This is my test group, so I am going to add my pilot user



d. Click **Create** when finished

ps - All groups > Group > Select members

### Group

\* Group type  
Office 365


\* Group name ⓘ  
Test ✓

Group description ⓘ  
Intune Pilot Group ✓

\* Membership type ⓘ  
Assigned

Members ⓘ >

**Create**

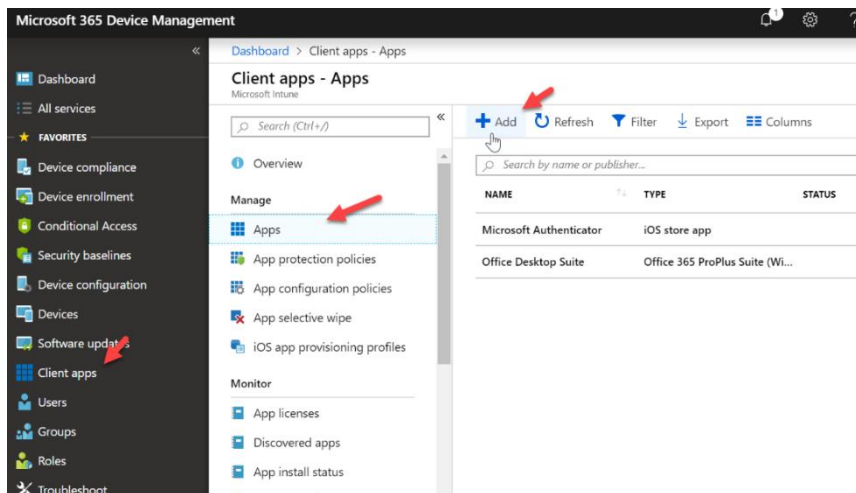


## Add an Application

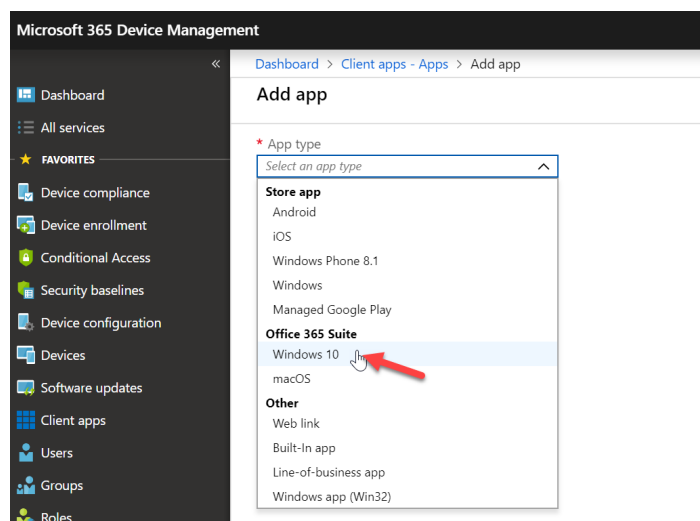
Intune allows you to add application so that when users enroll they immediately have access to those applications via the Microsoft Store for Business, Company Portal App, or this apps can be required and automatically installed without end user interaction. We will be configuring 2 apps. One to install office Business and another to uninstall Proplus.

### Add Proplus App:

- a. In the Device Management Admin center go to **Client Apps>Apps>Add**

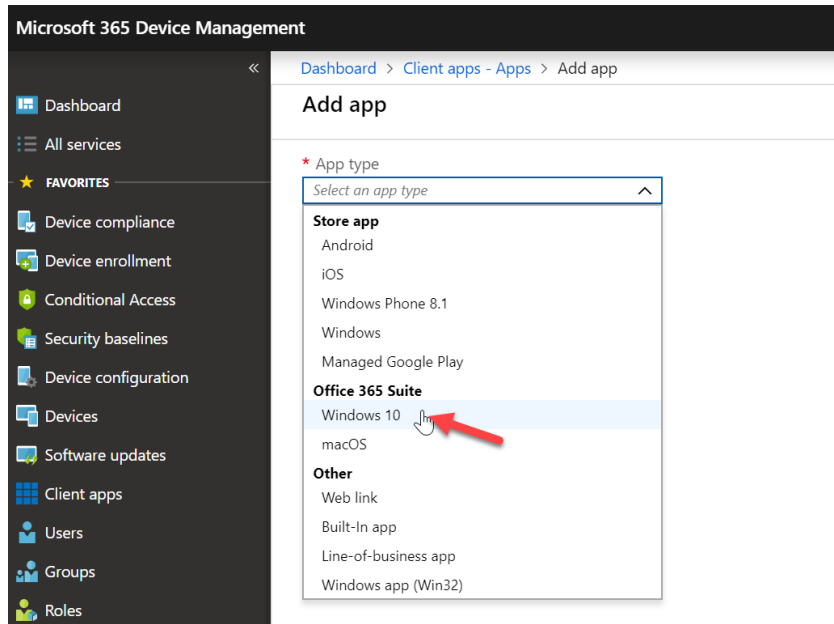


- b. Select Windows 10 under Office 365 Suite from the dropdown list:

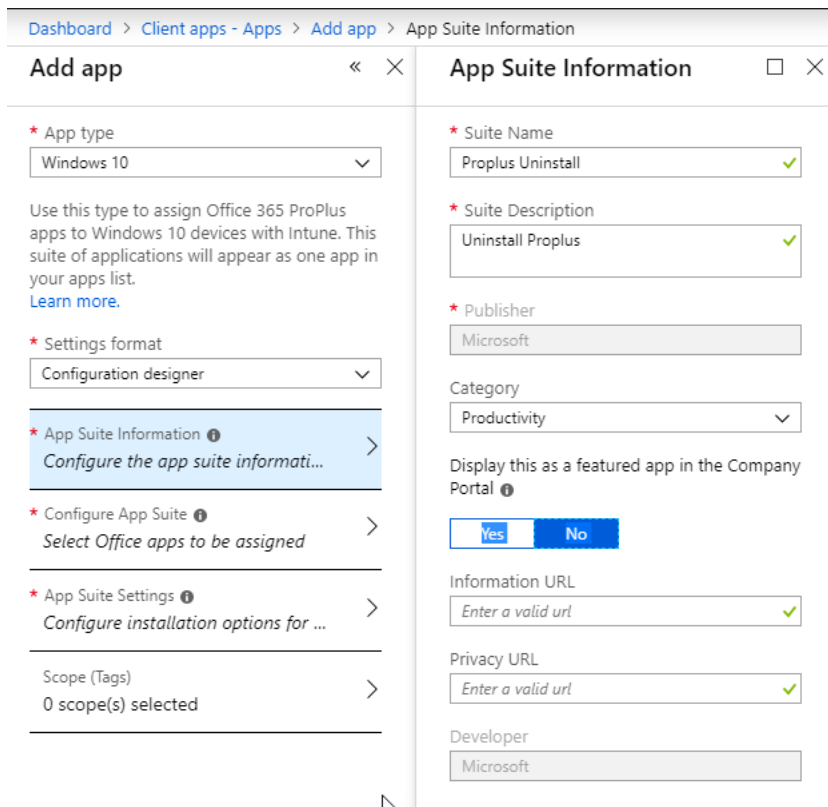




c. Select Windows 10 under Office 365 Suite from the dropdown list:



d. Configure the following:



e. Configure app suite:

**Add app** « ×

\* App type

Use this type to assign Office 365 ProPlus apps to Windows 10 devices with Intune. This suite of applications will appear as one app in your apps list.  
[Learn more.](#)

\* Settings format

---

\* App Suite Information ⓘ  
 App suite information is configur... >

\* **Configure App Suite ⓘ**  
 9 apps selected >

\* App Suite Settings ⓘ  
 Configure installation options for ... >

---

Scope (Tags) >  
 0 scope(s) selected

---

Add

**Configure App Suite** □

\* Select the Office 365 apps that you want to install as part of the suite. ⓘ


- Access
- Excel
- OneDrive (Groove)
- OneDrive Desktop
- OneNote 2016
- Outlook
- PowerPoint
- Publisher
- Skype for Business
- Word
- Teams

---

Additional Office apps

If you own licenses for these additional Office apps you can also assign them with Intune. ⓘ  
[Learn more](#)

- Project Online Desktop Client
- Visio Pro for Office 365



---

OK

f. App Suite Settings:

**Add app** « ×

---

\* App type  
 ▼

Use this type to assign Office 365 ProPlus apps to Windows 10 devices with Intune. This suite of applications will appear as one app in your apps list. [Learn more.](#)

---

\* Settings format  
 ▼

---

\* App Suite Information ⓘ  
 App suite information is configur... >

---

\* Configure App Suite ⓘ  
 9 apps selected >

---

\* App Suite Settings ⓘ  
 Configure installation options for ... >

---

Scope (Tags)  
 0 scope(s) selected >

---

**App Suite Settings** □ >

---

These settings apply to all apps you have selected in the suite. [Learn more](#)

---

\* Architecture

---

\* Update channel  
 ▼

Version to install on end user devices. [Learn more](#)

---

Specific version  
 ▼

Remove other versions of Office (MSI) from end user devices. [Learn more](#)

---

Automatically accept the app end user license agreement

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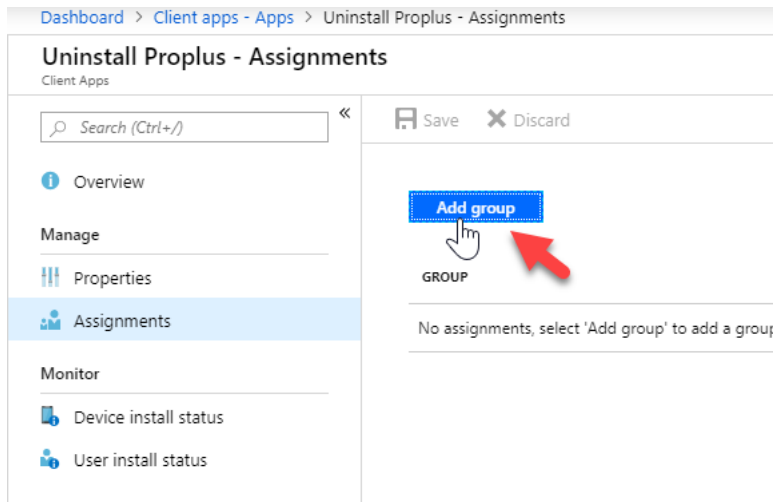
Use shared computer activation

---

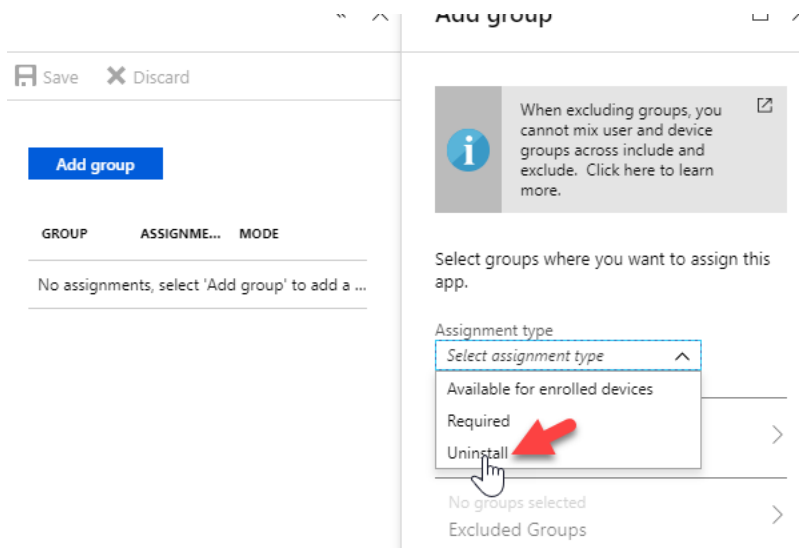
Languages ⓘ  
 OS Languages >

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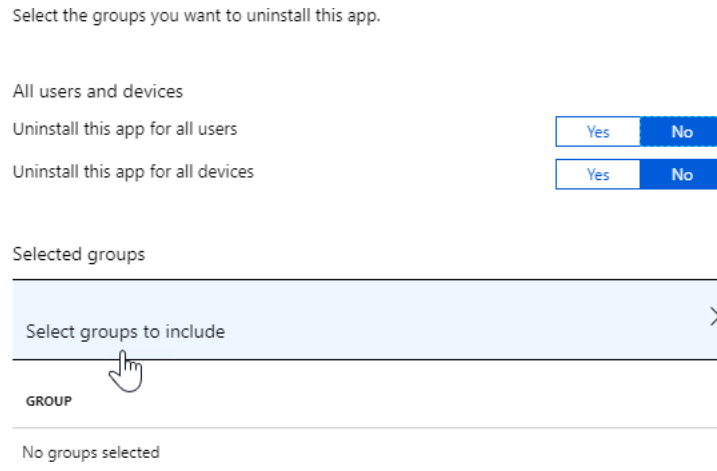
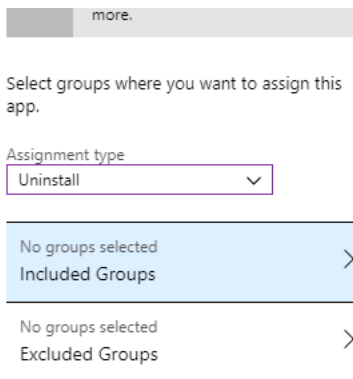
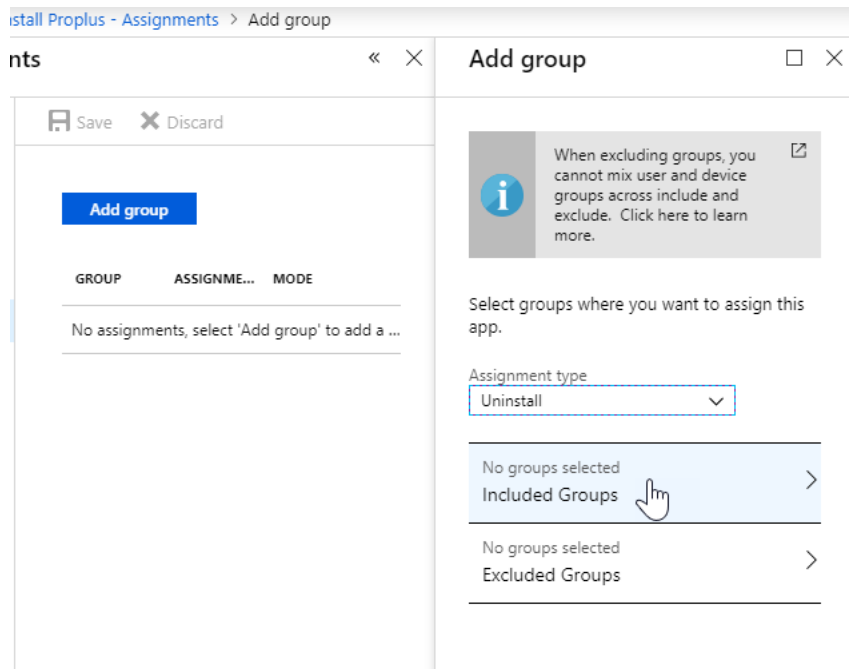
g. Click on Assignments>Add Group



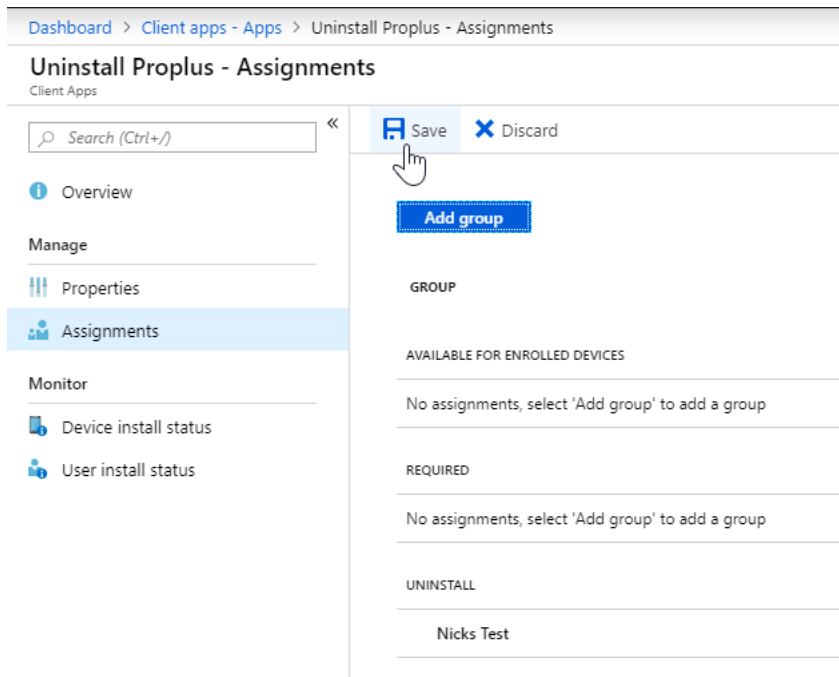
h. For Assignment type, select Uninstall



i. Select included groups and select your pilot group you created:

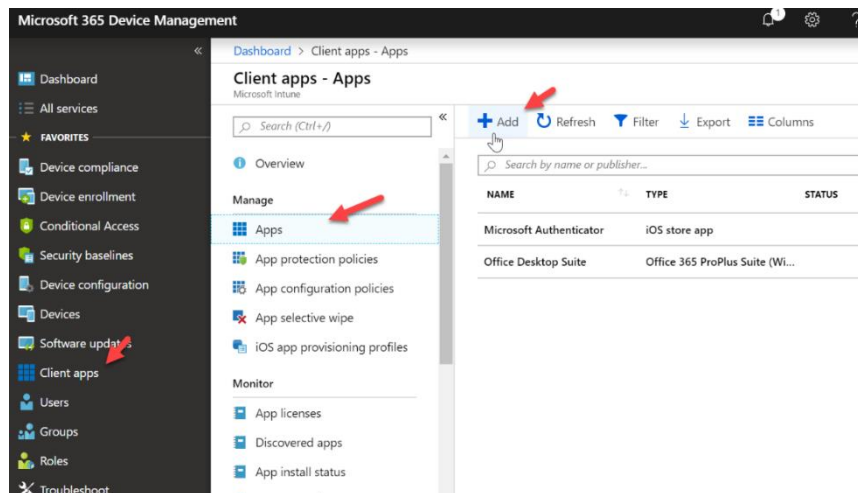


j. Click Save when complete:

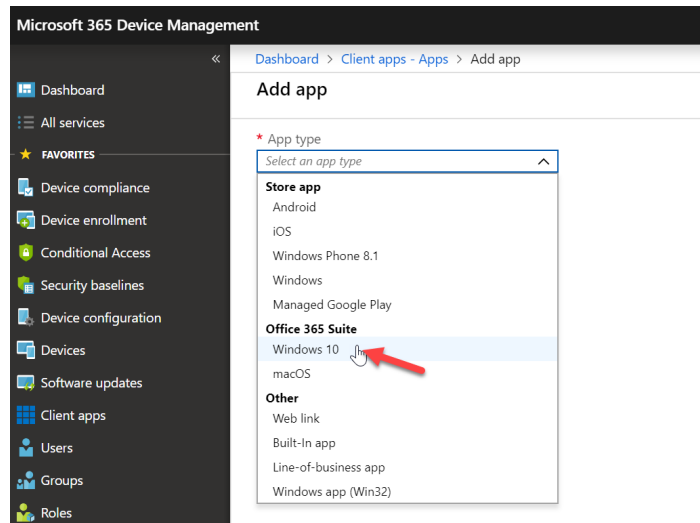


### Add Business Suite App:

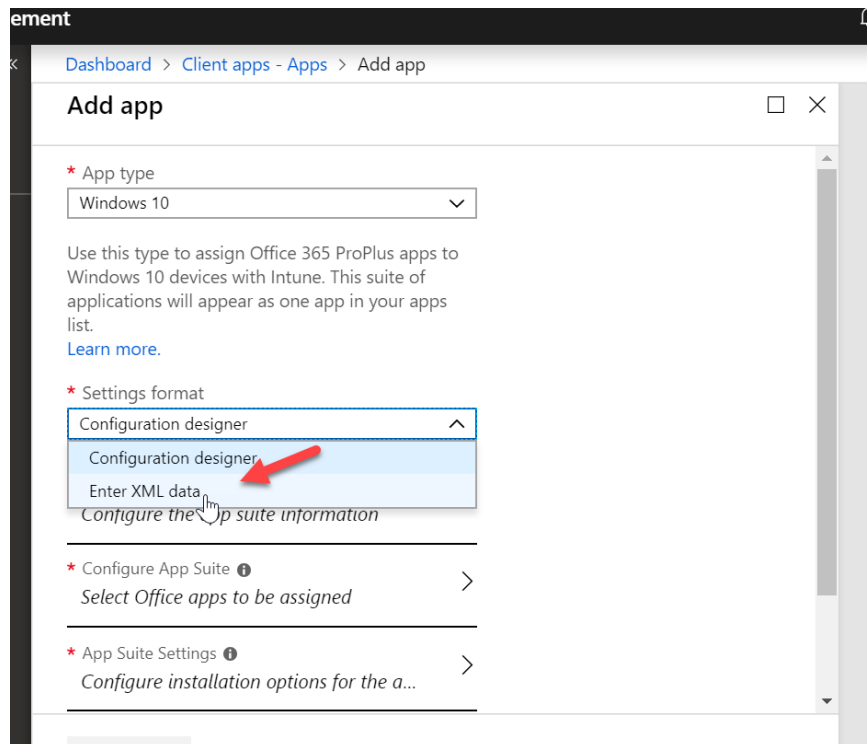
a. In the Device Management Admin center go to **Client Apps>Apps>Add**



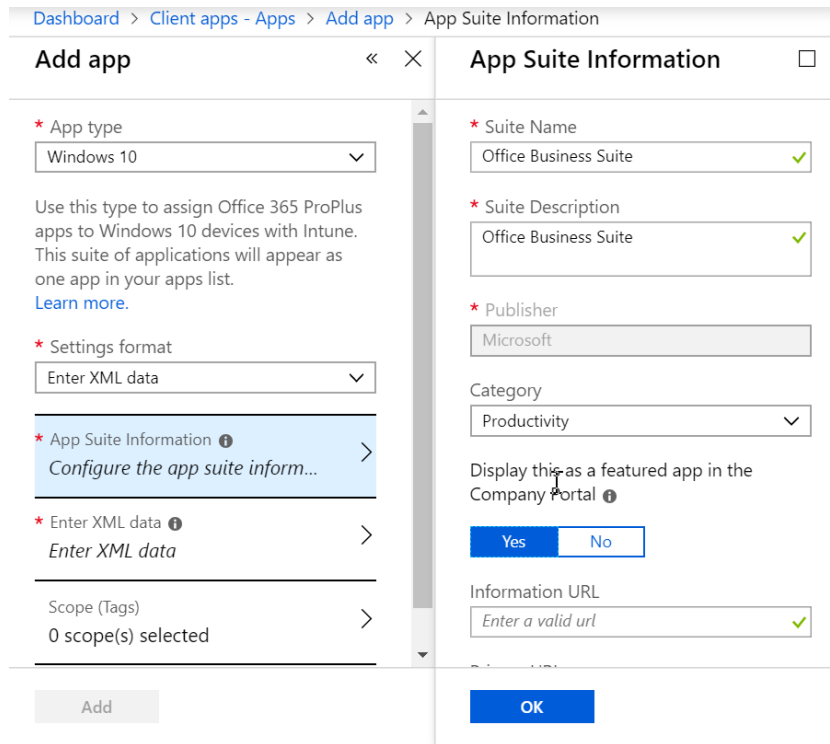
b. Select Windows 10 under Office 365 Suite from the dropdown list:



c. Configure the following:



d. Under **App Suite Information**, configure the following and click ok:



Dashboard > Client apps - Apps > Add app > App Suite Information

**Add app** << X

\* App type  
Windows 10

Use this type to assign Office 365 ProPlus apps to Windows 10 devices with Intune. This suite of applications will appear as one app in your apps list.  
[Learn more.](#)

\* Settings format  
Enter XML data

\* App Suite Information ⓘ  
Configure the app suite inform...

\* Enter XML data ⓘ  
Enter XML data

Scope (Tags)  
0 scope(s) selected

Add

**App Suite Information** □

\* Suite Name  
Office Business Suite ✓

\* Suite Description  
Office Business Suite ✓

\* Publisher  
Microsoft

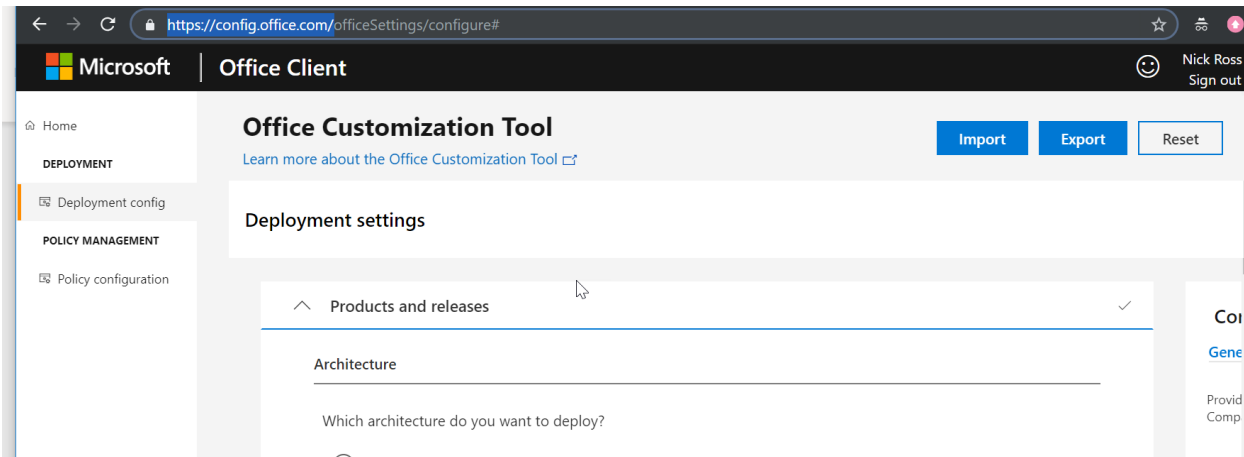
Category  
Productivity

Display this as a featured app in the Company Portal ⓘ  
Yes No

Information URL  
Enter a valid url ✓

OK

e. Go to <https://config.office.com/> and sign in with your admin credentials



← → ↻ <https://config.office.com/officeSettings/configure#> ☆

Microsoft | Office Client Nick Ross Sign out

Home

**DEPLOYMENT**

Deployment config

**POLICY MANAGEMENT**

Policy configuration

**Office Customization Tool** Import Export Reset

Learn more about the Office Customization Tool

**Deployment settings**

Products and releases ✓

Architecture

Which architecture do you want to deploy?



f. Select your appropriate architecture and select **Office 365 Business** from the dropdown:

### Deployment settings

#### Architecture

Which architecture do you want to deploy?

- 32-bit
- 64-bit

### Office Customization Tool

[Learn more about the Office Customization Tool](#)

Import

Export

### Deployment settings

Which products and apps do you want to deploy?

#### Office Suites

Office 365 Business

None

Office 365 ProPlus

**Office 365 Business**

Office Professional Plus 2019 - Volume License

Office Standard 2019 - Volume License

#### Additional Products

Select Additional product

g. De-select any apps you do not want to deploy and choose **Monthly** for the update channel and **Latest** for the version

### Deployment settings

Turn apps on or off to include or exclude them from being deployed

- |   |   |
|---|---|
| Access <input checked="" type="checkbox"/> On           | Excel <input checked="" type="checkbox"/> On              |
| OneDrive (Groove) <input type="checkbox"/> Off          | Skype for Business <input checked="" type="checkbox"/> On |
| OneDrive Desktop <input checked="" type="checkbox"/> On | OneNote 2016 <input type="checkbox"/> Off                 |
| Outlook <input checked="" type="checkbox"/> On          | PowerPoint <input checked="" type="checkbox"/> On         |
| Publisher <input checked="" type="checkbox"/> On        | Teams <input checked="" type="checkbox"/> On              |
| Word <input checked="" type="checkbox"/> On             |   |

#### Update channel

Select the update channel, which controls the timing of feature updates [Learn more](#)

Monthly Channel

### Update channel

Select the update channel, which controls the timing of feature updates [Learn more](#)

Monthly Channel

Which version do you want to deploy? [Learn more](#)

Latest

Next

h. Under **Language** select **English** or your primary language

### Office Customization Tool

[Learn more about the Office Customization Tool](#) Import Export

**Deployment settings**

- Products and releases
- Language

Languages

Select primary language\*

English (United States)

Select additional languages

Select additional languages Update

Next

i. Under the **Licensing and Activation** section turn the **Automatically Accept the EULA** to **On**

### Deployment settings

- Licensing and activation

**Product key**

Product key settings only apply to volume licensed products and suites

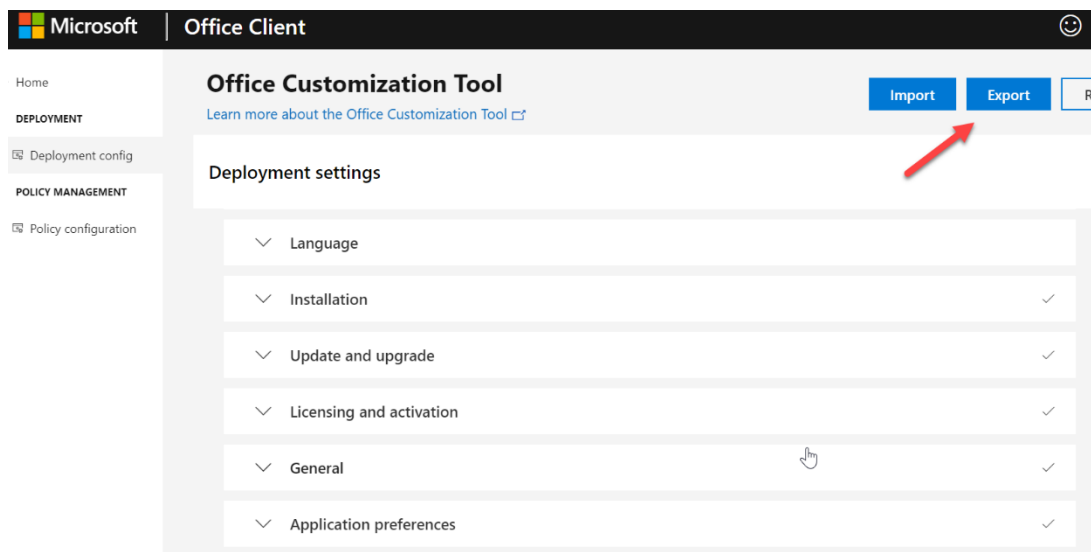
KMS Client Key  
Product key entry is not required for Key Management Service (KMS) activation.

Multiple Activation Key (MAK)  
Multiple activation key (MAK). Type a valid 25 character volume license key with no spaces.

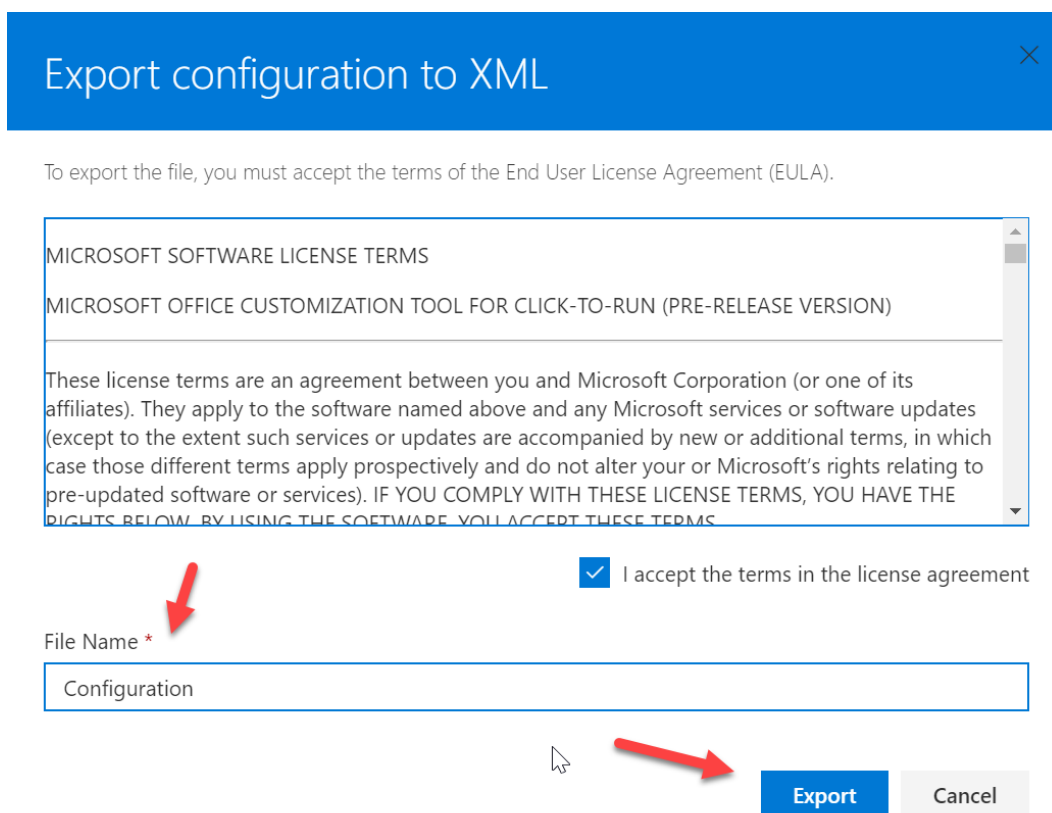
Autoactivate  Off

Automatically accept the EULA  On

j. Leave all other settings defaulted and click **Export**



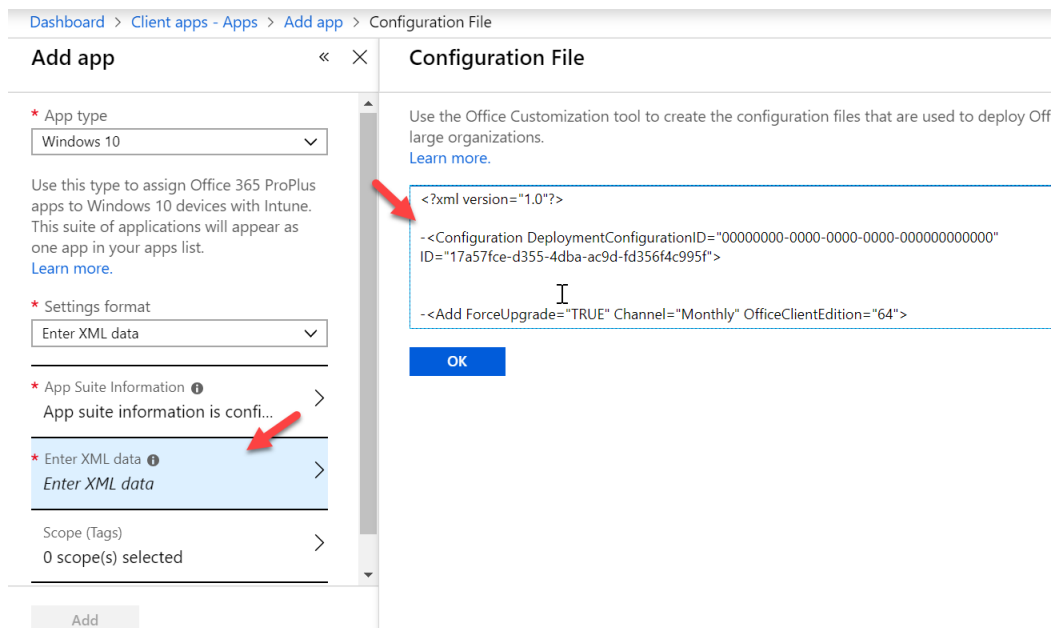
k. Agree to the terms, name your file, and click export



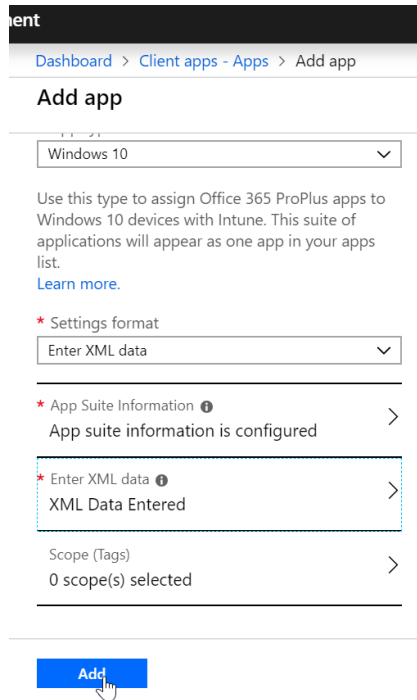
l. Open the XML file and copy the text:



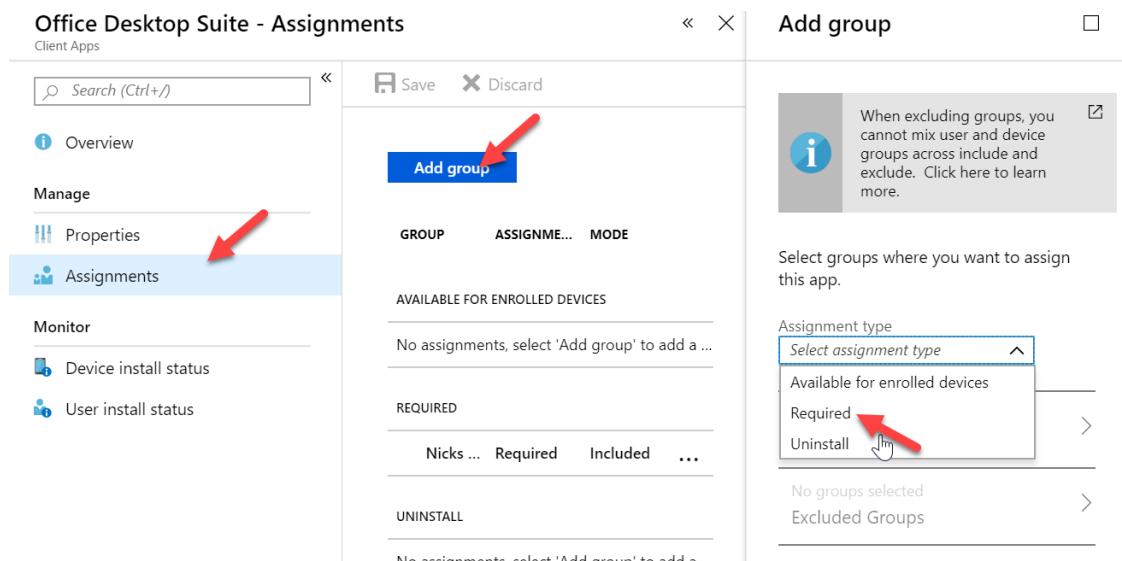
m. Back in the Microsoft portal, click **Enter XML Data**, paste the text, and click ok



n. Click **Add**



- o. Click on **Assignments>Add Group**, select your group and under Assignment type, select **Required**



## View Results

Now we need to view the results of our test. **\*\*Note this can take up to 15min to apply\*\***

- a. Go to Devices>All Devices>Select your Pilot device:

**Microsoft 365 Device Management**

Dashboard > Devices - All devices

### Devices - All devices

Microsoft Intune

Search (Ctrl+/)

Refresh Filter Columns

Search by IMEI, Serial number, Email, UPN,

**0 Devices selected (100 max)**

DEVICE NAME	MANAGED BY
DESKTOP-MEO0NQ6	MDM
DESKTOP-TB3LR9S	MDM
DESKTOP-TRBCT6F	MDM
DM-WIN10-TEST	MDM
<input type="checkbox"/> EnterpriseTest	MDM
M365	MDM
WR-60974	MDM
WR-66854	MDM

- b. Select **Managed Apps**

Dashboard > Devices - All devices > EnterpriseTest

### EnterpriseTest

Search (Ctrl+/)

Retire

Overview

Manage

Properties

Monitor

Hardware

Discovered apps

Device compliance

Device configuration

App configuration

Security baselines

**Managed Apps**

Recovery - Preview

Device name: EnterpriseTest

Management name: nross\_Windows\_

Ownership: Personal

Serial number: 0000-0018-3702

Phone number: ---

See more

Device actions

ACTION

No results

c. Here you will see your status message and you will want to see the following:

Dashboard > Devices - All devices > EnterpriseTest - Managed Apps

### EnterpriseTest - Managed Apps

Search (Ctrl+/)

Overview

Manage

- Properties

Monitor

- Hardware
- Discovered apps
- Device compliance
- Device configuration
- App configuration
- Security baselines
- Managed Apps
- Recovery keys - Preview

Refresh

Search by Application name

APPLICATION	RESOLVED INTENT	INSTALLATION STATUS
Uninstall Proplus	Required uninstall	Not installed
Teamview	Available	Available for install
Office Business	Required install	Installed

You could also see “Waiting” which means that it is still processing

d. Once you have a successful deployment to your pilot user, you can now mass deploy to the broad audience.

## Conclusion

I hope this article provided you some targeted guidance on transitioning from e3 to M365 Business using Intune. Any feedback to improve your experience would be greatly appreciated. I would also like to hear if there is more content that you would like to see in this guide. Any feedback can be sent to my email below:

[Msp4msps@tminus365.com](mailto:Msp4msps@tminus365.com)

