



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 36 Business
	Estimated retail price per user per month \$USD (with annual commitment)	\$20	\$20
	Maximum number of users	unlimited	300
Office Apps	Install Office on up to 5 PCs/Macs + 5 tablets + 5 smartphones per user (Word, Excel, PowerPoint, OneNote, Access), Office Online	ProPlus	Business
Email & Calendar	Outlook, Exchange Online	100GB	50GB
Chat-based Workspace, Meetings	Microsoft Teams	•	•
File Storage	OneDrive for Business,	Unlimited	1 TB
Social, Video, Sites	Stream, Yammer, Planner, SharePoint Online ¹ , Power Apps ¹ , Flow ¹	•	
Business Apps	Scheduling Apps – Booking, StaffHub	•	
	Business Apps – Outlook Customer Manager, MilelQ1 Business center2, Listings2, Connections2, Invoicing2		•
Threat Protection	Office 365 Advanced Threat Protection		•
	Windows Exploit Guard Enforcement		•
Identity & Access Management	Azure Active Directory - SSPR Cloud Identities, MFA, SSO >10 Apps		•
Device & App Management	Office 365 MDM	•	•
	Microsoft Intune, Windows AutoPilot, Windows Pro Management		٠
	Upgrade rights to Windows 10 Pro for Win 7/8/8.1 Pro licenses		•
Information Protection	100 GB Exchange Archiving, Office 365 Data Loss Prevention4	•	•
	Azure Information Protection Plan 1, BitLocker Enforcement		
On-Prem CAL Rights	ECAL Suite (Exchange, SharePoint, Skype)	•	
Compliance	Litigation Hold, eDiscovery, Compliance Manager, Data Subject Requests	•	



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.

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

	Microsoft 365 admin cer	nter	
≡			wraj records!
ŵ	Home		Essentials
8	Users	^	
	Active users		User management ····
	Contacts		
	Guest users		User management
	Deleted users		
Ð	Devices	\sim	Add, edit, and remove user accounts, and reset passwords.
RR	Groups	\sim	
侵	Resources	\sim	Add user Edit user 🗸
	Billing	\sim	
			Atura Activa Directory



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

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	Display name ↑		Username	Licenses		Blake Closner
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	Administrator		administrator@wrajrecords.com	Unlicensed		
	Andy Green		agreen@wrajrecords.com	Unlicensed	Account	Devices Licenses and Apps Mail OneDrive
	Anthony Tonetti		atonetti@wrajrecords.com	Microsoft Flow Free, Power BI (free)	Salart locat	for t
	Anthony Tonetti		anthonytonetti@wrajrecords.com	Unlicensed	United S	itates 🗸
	Austin Lieber		alieber@wrajrecords.com	Unlicensed		
	Axel Morlotte		amorlotte@wrajrecords.com	Unlicensed	Licenses (17))
	Betty Joe		bettyjoe@wrajrecords.onmicrosoft.com	Unlicensed	You do your p	 Conferencing on't have any licenses available. To purchase additional licenses, please contac partner(s).
	Billy Prejean		bprejean@wrajrecords.com	Unlicensed	Azure 1 of 1	Information Protection Plan 1 licenses available
•	Blake Closner		bclosner@wrajrecords.com	Microsoft 365 Business	Dome 1 of 2	istic Calling Plan licenses available
	Brandon Smith		bsmith@wrajrecords.com	Unlicensed	Dynar 9999 c	mics 365 P1 Trial for Information Workers
	Bruce Wayne		bwayne@wrajrecords.com	Unlicensed	Enterp 1 of 2	prise Mobility + Security E3 licenses available
	Carla Diffee		cdiffee@wrajrecords.com	Unlicensed	You do	nge Online (Plan 1) on't have any licenses available. To purchase additional licenses, please contac artner(s).
	cdeacon		cdeacon_gflclan.com#EXT#@wrajrecords.onmicrosoft.c	Unlicensed	Micro 0 of 4	soft 365 Business

Create Groups

Create different groups if you want to separate out different people into different Intune Polices. 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

↔ Health	User management
Admin centers	Add, edit, and remove user accounts, and reset passw
◯ Security	
Compliance	
🛱 Device Management	Add user Edit user \vee
Azure Active Directory	Azure Active Directory
Exchange	



b. Click on Groups and click New Group

Microsoft 365 Device Mana	gement			
	« Dashboard > Groups - All groups	S		
료 Dashboard	Groups - All groups wraj records! - Azure Active Directory		4	
i∃ All services		«	+ New group 🕐 Refresh 🔳 Co	olumns
- 🛧 FAVORITES	🔐 All groups	^ -	New group	
🛃 Device compliance	Deleted groups		Search groups	
듉 Device enrollment	Settings		NAME	GROUP TYPE
Conditional Access	🔅 General		AD AAD DC Administrators	Security
Security baselines	Expiration		AU AD Users	Office
Device configuration	1.5.5			
🖵 Devices	Activity	- 1	AD Adam2TestAgain	Office
🥅 Software updates	E Access reviews		AD adamstest	Office
Client apps	Audit logs		AD AdminAgents	Security
🛓 Users 🏒	Troubleshooting + Support		AD ADSyncAdmins	Security
Groups	Troubleshoot		AD ADSyncAdmins	Security

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

Group	×	Select members
Group type Office 365 Group name Test Group description	< <	Select member or invite an external user rros Nick Ross Nick Ross Nick Ross Nick Ross
Membership type Assigned	· · · · · · · · · · · · · · · · · · ·	Selected members: Nick Ross nross@wrajrecords.com
Create		Select



d. Click Create when finished

Group * Group type	
* Group type	
* Group type	
Office 365	\sim
* Group name 🚯	
Test	~
Group description 🚯	
Intune Pilot Group	~
* Membership type 🛛	~
Members	>



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:

Add app	« ×	App Suite Information	\Box >
* App type		* Suite Name	
Windows 10	\sim	Proplus Uninstall	~
Use this type to assign Office 365 ProPlu	s	* Suite Description	
apps to Windows 10 devices with Intune. suite of applications will appear as one a vour apps list.	pp in	Uninstall Proplus	~
Learn more.		* Publisher	
* Settings format		Microsoft	
Configuration designer	\sim	Category	
 ★ App Suite Information Onfigure the app suite informati 	>	Productivity Display this as a featured app in th	e Company
* Configure App Suite ① Select Office apps to be assigned	>	Yes No	
 * App Suite Settings Configure installation options for 	>	Information URL Enter a valid url	~
Scope (Tags) 0 scope(s) selected	>	Privacy URL Enter a valid url	~
	- 1	Developer	
		Microsoft	



e. Configure app suite:

Add app	« ×	Configure App Suite
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Add		ОК



f. App Suite Settings:

 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 Configuration designer * App Suite Information • App suite Information • App suite Information • App Suite Information • App Suite Settings • Configure installation options for Scope (Tags) S scope(s) selected Wersion to install on end user agreement Version to install on end user agreement		App Suite Settings	« ×	Add app
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g. Click on Assignments>Add Group

l group' to add a group

h. For Assignment type, select Uninstall





When excluding groups, you cannot mix user and device groups across include and exclude. Click here to learn more.
ps where you want to assign this type
s selected Solution S
5

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

more.	Select the groups you want to uninstall this app.	
Select groups where you want to assign this app. Assignment type Uninstall	All users and devices Uninstall this app for all users Uninstall this app for all devices	Yes No Yes No
No groups selected > Included Groups > No groups selected > Excluded Groups >	Selected groups Select groups to include GROUP No groups selected	>



j. Click Save when complete:

Dashboard > Client apps - Apps > Uninstall Proplus - Assignments					
Uninstall Proplus - Assignmen Client Apps	nts				
	R Save X Discard				
0 Overview	Add group				
Manage					
Properties	GROUP				
Assignments					
AVAILABLE FOR ENROLLED DEVICES					
Device install status	No assignments, select 'Add group' to add a group				
🎝 User install status	REQUIRED				
	No assignments, select 'Add group' to add a group				
	UNINSTALL				
	Nicks Test				

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:

Add app	
* 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	
Configuration designer	
Configuration designer	
Enter XML data ha	
Configure the p suite information	
Configure the p suite information * Configure App Suite Select Office apps to be assigned	



d.	Under App Suite	Information,	configure the	following ar	nd click ok:

Add app	« ×	App Suite Information	[
* App type		* Suite Name	
Windows 10	\checkmark	Office Business Suite	~
Use this type to assign Office 365	ProPlus	* Suite Description	
apps to Windows 10 devices with This suite of applications will appe one app in your apps list.	Intune. ear as	Office Business Suite	~
Learn more.		* Publisher	
* Settings format		Microsoft	
Enter XML data	\checkmark	Category	
* App Suite Information ① Configure the app suite inform	>	Productivity Display thi s as a featured app in t	∽ the
* Enter XML data 🔀 Enter XML data	>	Yes No	
Scope (Tags) 0 scope(s) selected	>	Information URL Enter a valid url	~

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

$\leftarrow \rightarrow C$ (a http:	s://config.office.com/officeSettings/configure#	☆) 👼 🔇	
Hicrosoft	Office Client	\odot	Nick Ross Sign out	
ᢙ Home DEPLOYMENT	Office Customization Tool Import Export Learn more about the Office Customization Tool Import Import Export	F	leset	
Deployment config POLICY MANAGEMENT	Deployment settings			
四 Policy configuration	^ Products and releases	/	Сог)
	Architecture Which architecture do you want to deploy?		Gene Provid Comp	1



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

Deployment settings

Which architecture do you want to	o deploy?
🔘 32-bit	
● 64-bit	
Office Customization Too	ol Import Expo
earn more about the Office Customization 1	Tool 🗠
Which products and apps do you Office Suites	u want to deploy?
Which products and apps do you Office Suites Office 365 Business	u want to deploy?
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Which products and apps do you Office Suites Office 365 Business None Office 365 ProPlus Office 365 Business Office Professional Plus 2019 Office Standard 2019 - Volum Additional Products	u want to deploy?

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

Access	On On	Excel On	
OneDrive (Groove)(Off	Skype for Business 🛛 On	
OneDrive Desktop	On On	OneNote 2016 Off	
Outlook	On On	PowerPoint On	
Publisher	On On	Teams On	
Word	On 💽		



Update channel

Monthly Channel		\sim
Which version do you want to deploy? Learn more 🖃	\searrow	
Latest		\sim

h. Under Language select English or your primary language

Of Lear	ffice Customization Tool	Import Export
De	Products and releases	
-	← Language	
	Select primary language* English (United States)	~
	Select additional languages	
	Select additional languages	Update

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

/me	nt settings Licensing and activation
Pro	iduct key
(Product key settings only apply to volume licensed products and suites
0	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 waces.
	Autoactivate Off
Αι	utomatically accept the EULA O



j. Leave all other settings defaulted and click Export

Hicrosoft	Office Client		\odot
Home DEPLOYMENT	Office Customization Tool Learn more about the Office Customization Tool		Import Export R
Deployment config POLICY MANAGEMENT	Deployment settings		
Policy configuration	\checkmark Language		
	✓ Installation		~
	\checkmark Update and upgrade		\checkmark
	\checkmark Licensing and activation		~
	✓ General	- Cher	~
	✓ Application preferences		\checkmark

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

Export configuration to XML	×			
To export the file, you must accept the terms of the End User License Agreement (EULA).				
MICROSOFT SOFTWARE LICENSE TERMS				
MICROSOFT OFFICE CUSTOMIZATION TOOL FOR CLICK-TO-RUN (PRE-RELEASE VERSION)				
These license terms are an agreement between you and Microsoft Corporation (or one of its affiliates). They apply to the software named above and any Microsoft services or software updates (except to the extent such services or updates are accompanied by new or additional terms, in which case those different terms apply prospectively and do not alter your or Microsoft's rights relating to pre-updated software or services). IF YOU COMPLY WITH THESE LICENSE TERMS, YOU HAVE THE PIGHTS BELOW, BY USING THE SOFTWARE, YOU ACCEPT THESE TERMS.	•			
Eile Name *	ent			
Configuration				
Export Cancel				



I. 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



Add app	
Windows 10	~
Use this type to assign Office 365 ProPlus Windows 10 devices with Intune. This suit applications will appear as one app in you list. Learn more.	apps to te of ur apps
* Settings format	
Enter XML data	~
* App Suite Information 🚯	
App suite information is configured	/
* Enter XML data 🚯	``
XML Data Entered	/
Scope (Tags)	```
0 scope(s) selected	/

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:

b. Select Managed Apps





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C.	nere vou will see	VOUL STATUS HIESSARE	ahu vou will waht tu) see the following.
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Dashboard > Devices - All device	s > Ente	erpriseTest - Managed Apps				
EnterpriseTest - Managed Apps						
	*	U Refresh				
1 Overview			ne			
Manage		APPLICATION	↑↓ RESOLVED INTENT			
Properties		Uninstall Proplus	Required uninstall	Not installed		
Monitor		Teamview	Available	() Available for install		
🖡 Hardware		Office Business	Required install	📀 Installed		
Discovered apps						
Device compliance						
L Device configuration						
App configuration						
💼 Security baselines						
Managed Apps						
Recovery keys - Preview						

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

