# Checklist for the Usage of M365 Extension

1. Explanation of the M365 Extension:

The usage of Microsoft M365 is possible to a limited extent and under certain conditions during a limited transition phase.

- Time limit until 30.04.25 (end of the term of the current framework agreement)

- Limited scope: Office Web Apps, OneDrive, SharePoint online

- Conditions for participation: Employees who have previously used the "old" RWTH-Tenant for business purposes and require an alternative solution.

To better understand the usage scenarios and gain a better assessment of the needs, participants must communicate their requirements in advance and obtain confirmation from the head of institution before a license activation can take place.

The process for approval for usage is as follows:

- The requirement (type of data stored, usage scenario) is recorded using this form

- The form must be (digitally) signed by the applicant and the head of institution and then forwarded by e-mail to the IT Center (servicedesk@itc.rwth-aachen.de)

- The IT Center verifies the alignment of the scenario with the applicable terms of use and agreed-upon restrictions; upon alignment, approval is granted.

- After approval, the IT Center issues the license to the applicant

## 2. Information about the user:

Surname,first name:

Identifier in M365 (form abcdefg@m365.rwth-aachen.de):

Institution at RWTH Aachen University:

I hereby confirm that I had an account in RWTH-Tenant.

Identifier in RWTH-Tenant (form abcdefg@rwth-aachen.de):

## 3. Description of the need for using M365(OneDrive, SharePoint online, Office WebApps):

3.1 Which applications will you primarily use for your needs?

SharePoint Online

OneDrive

Office WebApps

3.2 In which scenarios do you need additional M365 applications?

Collaboration with external parties, e.g.:

Institutional-internal workflows, e.g.:

Cross-institutional workflows, e.g.:

Personal storage of business documents, e.g.:

3.3 Please describe exactly what you need the other M365 applications for.

3.4 What data is processed or stored in the above-mentioned usage scenarios?

public, please provide examples:

internal, please provide examples:

confidential, please provide examples:

strictly confidential, please provide examples:

<span style="color:red">Note</span>: Please note that an analysis of personal data (such as organizational affiliation, IP addresses) is not permitted. If an analysis is desired, consultation with the staff councils of RWTH Aachen University is necessary.

3.5 Why is the M365 extension used here and not another service offered at RWTH Aachen University(e.g. sciebo, SharePoint as Shared Service, etc.)?

Digital signature of the applicant:                    Date:

Digital signature of the head of institution:          Date: