

Office 365 - How does it work and what do you get?

Enhancing your organisation's productivity and collaboration

Office 365 is a cloud based, software as a service (SaaS) solution. Office 365 gives you access to the Microsoft Office applications you are familiar with from any location, on any device with an internet connection.



What are the benefits of migrating to Office 365?

- ✓ Reduced costs
- ✓ Increased productivity
- ✓ Improving remote working, communication and collaboration
- ✓ Less maintenance of IT equipment and software
- ✓ Reduced risk

DID YOU KNOW?

- ✓ Microsoft's Office 365 availability is 99.9%
- ✓ Many of the world's largest global brands run on Microsoft's cloud productivity services, but they are also scalable and perfect for small businesses too
- ✓ 50% of SMEs reported savings when using Office 365

Work from anywhere, don't let your location hamper you

With Office 365, you can work from anywhere, on any device with an internet connection – as all of your documents will be saved to 'One Drive', your company's storage drive in Microsoft's cloud.



You get several software installs per user, so you can install the full Office suite on several PCs – your office desktop, your home PC, and a couple of laptops and notebooks for example. All of your files are saved in the cloud, so you can access and edit them on any of these devices when you have an internet connection.

You're not just restricted to devices on which you have installed Office programs either. Office 365 does not limit you to any particular device in order to access your files.

If you find yourself without access to one of your devices, you can still access and edit your files via Microsoft's Online Web App versions of the Office Suite. You can even access all of these on your tablet or smart phone, be it Apple, Android or Windows. No need to mess around with a remote desktop client to access your files.



You don't need to have Outlook installed and configured in order to access your emails. You can access these via a Web App too, or on your smart phone or tablet. All of your mailboxes, contacts, tasks, calendars and read/unread statuses are synced across all devices, so no getting your wires crossed!

Reduced IT Costs and Easier Management

With Office 365, you pay a fixed monthly fee per user, which is small, predictable and manageable. To set up a comparable solution yourself would involve large upfront costs for equipment and labour, plus ongoing costs for maintenance.

- ✓ Pay a monthly fee per user for all the familiar Office products.
- ✓ Rent the software instead of buying it.
- ✓ Receive all future updates and new versions.
- ✓ Save money and improve productivity.



Improving Collaboration and Communication

Office 365 comes with Microsoft Lync, which you can also access from multiple devices. Lync gives you:

- ✓ Instant messaging between members of your organisation.
- ✓ Voice calls and video conferencing.
- ✓ Screen sharing and collaborative working
- ✓ Smart availability status of contacts - pulled from their calendars



In addition you also get:

- ✓ Enterprise Social networking with Yammer
- ✓ Easy file sharing amongst members of your organisation and collaborative working with SharePoint

