

Office 365

Answers to the five most frequently asked questions about Office 365



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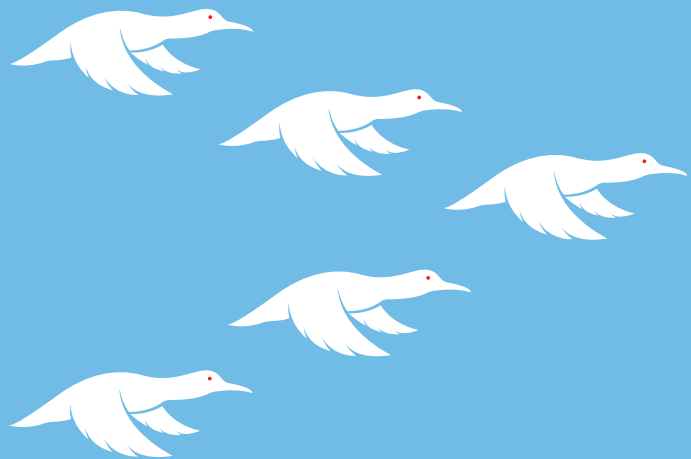
Moving your business to the cloud is a big decision, and if you've started evaluating your choices, chances are you have as many questions as you do options (and there are a lot).

One product we get asked about most frequently is Microsoft Office 365. "Is it secure?" "Is it right for my business?" "What is Office 365, exactly?" We know how important the answers to these questions are in the decision-making process, so we've compiled them in this guide of the five things you need to know about Office 365, to help get you started.

Where did we find the answers?

We specialize in Cloud technology and are experts in Office 365. We've successfully migrated dozens of organizations to Office 365 and fine-tuned our process to the point where we can migrate a 1,000 seat organization over a weekend, without missing a beat.

Let's dive into some of the most frequently asked questions about Office 365.



1

First things first, what is Office 365?

ANSWER: Office 365 is Microsoft's premier business* offering that can include a variety of different products. The most common products & services are:

- Cloud based email (Exchange Online)
- The latest version of Microsoft Office for Windows & Mac PCs, as well as mobile devices
- Office WebApps for browser-based viewing and creation of Office documents (Word, Excel, PowerPoint, OneNote, and Outlook)
- Cloud based collaboration, file storage, and team software (SharePoint Online)
- Personal Cloud Storage, synced across multiple devices (OneDrive for Business)
- Instant messaging, voice & video conferencing, desktop sharing, and option PSTN calling (Skype for Business Online)
- Other cloud apps that are only available as part of Office 365 (Teams, Planner, Forms, StaffHub and many more!)

The tightly integrated system includes lots of file storage (100GB per email account, 1TB per OneDrive user, 1TB+ for SharePoint) and enables collaborative cloud functionality across the platform.

*Office 365 Home is a limited feature version that includes Office software and OneDrive only, and can be used with the free Outlook.com email service.



2

Is Office 365 right for my company?

ANSWER: The answer is almost always, “YES.” Office 365 is proving to be a great platform for organizations of all sizes, given its ability to be easily and cost-effectively scaled, should your organization change in size or your needs shift. It also allows teams from as little as two to upwards of 2,000, collaborate with its many tools and ability to be accessed from anywhere (with internet) on any device, at any time.

However, there are a few things you should be aware of that can hinder your company from making a fully-successful cloud migration, or even render it unable to at all.

- **Poor Internet Connection.** Given that office 365 is a cloud-based platform, if you don't have strong internet connection, you won't be able to access your files and programs.
- **Unique retention policies.** While Office 365 can handle unique, or long, retention policies, making sure you have the right plan before you migrate is key.
- **Compliance constraints.** Office 365 offers HIPAA and PCI compliance and can be customized for unique compliance requirements with third party add-ons. However, some companies have extreme compliance or regulatory constraints has kept them from moving to the cloud. Many of these issues can be addressed, but it is important to discuss your requirements with an Office 365 expert before planning your migration.



3

What are the benefits of moving my business to Office 365?

ANSWER: The cloud is changing the way companies collaborate and do business. Office 365 offers tools and cost savings that benefit companies of all sizes. Here are some of our favorite reasons why companies should consider Office 365:

- **Predictable costs.** Office 365 offers predictable user costs, no variable power or staffing issues, or spikes of hardware that you need to purchase every few years. You'll always know what to expect, which can ultimately save you time, money and frustration.
- **Anywhere access.** You can access Office 365 from any device—phone, tablet, laptop or desktop. This gives you and your team the flexibility to work from anywhere, anytime.
- **Increased Productivity.** From editing documents in real-time using SharePoint to using the familiar products in Office Suite, Office 365 offers tools that make team collaboration easier.
- **Security and reliability.** Microsoft has taken unprecedented security measures to keep information in the cloud secure and the company takes on all the security measures for you, ultimately freeing up your IT team to focus on issues specific to your company.
- **It's always current.** Office 365 is a 24/7 web service, in the sense that it's always on, always accessible and always up-to-date with the latest updates from Microsoft.



4

How much does Office 365 Cost?

ANSWER: Since Office 365 can include any number of services in a variety of combinations, there is no simple answer. Email only starts at \$2/mo per user, and the comprehensive enterprise bundles with Cloud PBX and PSTN calling plans come in at nearly \$50/mo per user. However, most clients fall into one of a few basic categories:

- **Cloud services only (E1).** These clients purchase the basic suite of cloud services (Exchange, SharePoint, OneDrive for Business, Skype for Business, etc.) without Office software. This level ranges from \$5/mo per user to \$8/mo per user.
- **Cloud services plus MS Office Licensing (E3).** This client wants all the Cloud Services (E1) including; email, OneDrive, Skype for Business, etc., as well as downloaded Microsoft Office Licensing. The price is \$20 for businesses under 300.
- **Full bundle (E5)** This client wants the full bundle that includes both of the above products including; advanced security features, Skype, PBX, and other Enterprise applications.

Office 365 is billed monthly. Number of users and levels of service can be moved up or down each month. Bundle levels can be mixed and matched.



5

What license is right for my needs?

ANSWER: Microsoft typically sells Office 365 in bundles, each offering different services. Most often, just one type of bundle will meet a company's needs, but sometimes—in cases where employees have differing needs of functionality, or tools—it's best to mix and match. This can help you save costs and gives you more options for how you structure and manage your cloud environment.

License options can vary by organization. If you're a nonprofit, run - don't walk - to Office 365, as the product is significantly discounted, if not free. There is also great pricing for education and government entities.



Conclusion

While there are many advantages to Office 365, we encourage you to seek out answers to your other questions to determine if it's ultimately the right choice for you. (We think it will be.)

If you're ready to move forward with migrating to Office 365, here's what your next steps look like.

Step 1: Figure out which licenses are right for you. Let us help you figure out which products you need. We'll build a custom deployment that will best fit your needs—from workflow to compliance requirements. We'll help you avoid redundancies in your service and help you keep an eye on your bottom line.

Step 2: Make the Migration. We believe that migrations to the cloud should be quick and create zero down-time for our customers. We'll work with your schedule and minimize disruption to your business operations.

Step 3: Get your team on the same page. As we said above, Microsoft offers great tools that can increase your team's productivity. But, in order to harness the benefits of these tools, you have to know how to use them. We'll connect you with resources to share with your staff so everyone is on the same page and taking full advantage of your Office 365 subscription.

Questions? We're here to help — [contact us today](#) and we'll set up a time to discuss your needs.

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