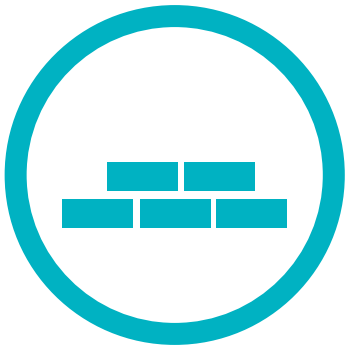


What is Microsoft 365?

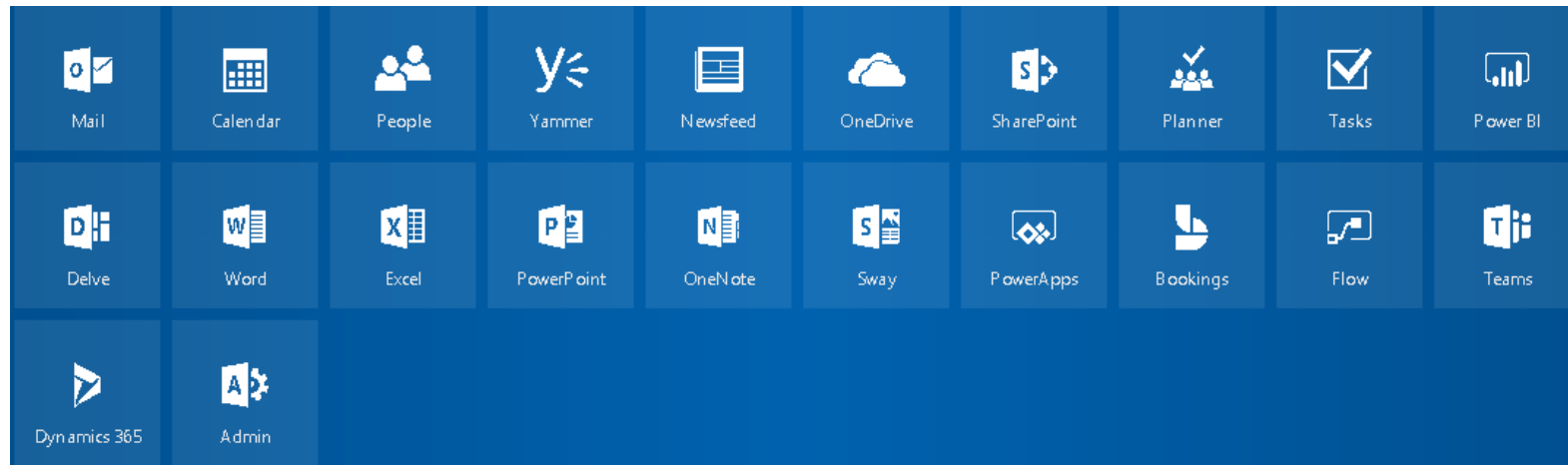


systemSuite



# What is Office 365?

- It is Microsoft's cloud based whole business services platform
- It is designed to work across web, mobile and PC / Mac
- What's included?
  - Latest Office products constantly updated with new features and security
  - Download apps for 5 computers and 5 mobile devices per user
  - 1TB of storage per user
  - Voice and Communications system
  - Enterprise level security and reliability for your important files



# Why Office 365?

- The biggest waste of time in Biz is finding information or moving it between different systems
  - Having everything under 1 umbrella makes it much quicker to find and share
  - Yes, there are often slightly better products available but the simplicity of everything in one place in our view outweighs this greatly
  - Share individual docs straight from your main storage area, keeping everything easy to find
- Security and redundancy
  - This may not seem important especially when starting out, but most free systems do not store customer data safely. Products like DropBox, iCloud don't guarantee the safety or availability of your data (and much worse - they own it)
  - Office 365 makes redundant backups and applies latest safety protocols across everything
- Grows with you
  - To add a team member you simply add them to your subscription and they get all of the tools and access to all relevant company systems and data



# Why systemSuite?

- MS 365 is designed for very large organisations
  - Governments, Banks, Manufacturers, Global enterprises
  - This makes it great!
- This makes it really tricky to setup well
  - There are hundreds of options to choose from
  - Most organisations have IT experts for this!
- systemSuite walks you through the recommended settings for small business. We spent days working out what they are so you can setup in less than an hour!
- You can't change some after they are set so don't get it wrong!



# So how is this different from traditional Office?

- Check out this 2 minute video...
  - <https://support.office.com/en-us/article/What-s-the-difference-between-Office-365-and-Office-2016-ed447ebf-6060-46f9-9e90-a239bd27eb96>



# What do you get for your monthly subscription?

- Business-class email hosting with 50 GB mailbox
- Custom email domain addresses (name@yourcompany.com)
- Desktop versions of Office 2016 applications: Outlook, Word, Excel, PowerPoint, OneNote, plus Access and Publisher for only
- Web versions of Outlook, Word, Excel, and PowerPoint
- One license covers 5 PCs or Macs, 5 phones, and 5 tablets per user
- 1 TB of OneDrive storage
- Use SharePoint to inform and engage with a company-wide intranet, and connect teams to content, expertise, and processes with team sites.
- Host unlimited HD video conferencing meetings for up to 250 people with Skype for Business
- Chat-based workspace to connect your teams with Microsoft Teams
- Let customers schedule appointments online with Microsoft Bookings
- Manage tasks and teamwork with Microsoft Planner
- Collaborate across departments and locations with Yammer
- Maximum number of users: 300
- FastTrack deployment support with purchase of 50+ seats at no extra cost
- 24/7 phone and web support
- Licensed for commercial use

## Office applications



Outlook



Word



Excel



PowerPoint



OneNote



Access  
(PC only)



Publisher  
(PC only)

## Services



Exchange



SharePoint



OneDrive  
for  
Business



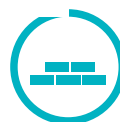
Skype  
for  
Business















Microsoft  
Teams



Yammer












# What do you get (in detail)

Logo	System	Supported Platforms	Equivalents	
	Outlook / Exchange		Gmail, Hotmail, zoho	Enterprise standard Enterprise Mail system with 100GB limit per user
	OneDrive for Business		DropBox, Google Drive	1TB storage and sharing for your files with higher security and redundancy
	Word		Google Docs, openoffice	Enterprise documents for business
	Excel		Google Sheets, Calc	Enterprise Spreadsheets for business
	PowerPoint		Prezi, Keynote, slides	Online Professional Presentations
	OneNote		Evernote	Capture notes about anything, draw / save webpages / share / sync across devices















# What do you get (in detail)

Logo	System	Supported Platforms	Equivalents	
	Skype for Business		Zoom, Goto Meeting	Host online video meetings for up to 250 people, including screen and doc sharing and whiteboard
	Outlook Customer Manager		Insightly, salesforce	Business CRM fully integrated with outlook to easily prioritise clients and see everything about them in 1 place
	SharePoint			Internal Website, hosting your biz info in an easily accessible place
	Forms		SurveyMonkey, google forms	Surveys and Online forms – all stored in your biz ecosystem
	Planner		Trello	Visual task board system for managing tasks and projects
	Sway		None	Online Presentation toolset





# What do you get (in detail)

Logo	System	Supported Platforms	Equivalents	
	PowerApps			Custom Mobile apps to integrate with your biz tools
	Microsoft Flow		Zapier	Integration system to automate your business tasks
	People		N/A	The simple ability to add extra people to all of your systems as your business grows
	Bookings		Acuity, Calendly	Still very basic Bookings system, no payments, not linked to personal calendar, but improving
	PowerBI			Visualisation for all of your business information
	Microsoft Publisher		Scribus, Canva	Publisher for creating newsletters, banners etc.

