

A background image showing a group of business professionals in a meeting. They are gathered around a table, looking at a tablet and a laptop. The scene is brightly lit, suggesting an office environment. A blue semi-transparent banner is overlaid on the image, containing the main title and subtitle.

MAXIMISING MICROSOFT 365:

**Gaining Value From
Business Licensing**

INTRODUCTION

Microsoft 365 is a fully integrated suite of cloud-based apps and services.

Offered as a software as a service (SaaS) subscription, users can access apps and services whenever they have an internet connection, regardless of type of device and whether the user owns it or not.

Most organisations will be familiar with the core suite of Office apps (Word, Excel and Power Point). But the typical business licence may give them access to 15 (or more) separate apps.

This means there's a great deal of potential for organisations that they may not be aware of - all at no extra charge.

And as the apps and features are designed to work together, utilising the full width of Microsoft 365 can increase the effectiveness, flexibility and security of working.

Our guide is designed to help organisations maximise the potential of their Microsoft 365 accounts. For an overview of apps and their potential, please read on...



BEST PRACTICE BUSINESS EMAIL: OUTLOOK

Outlook offers businesses a premium enterprise email solution. It allows users to view emails, calendar appointments and meetings in an organised environment across a range of devices, ensuring access anywhere.

Contacts can be managed easily, and keyboard commands allow users to complete tasks quicker and work more efficiently. Calendars can be accessed from within Outlook and meeting requests sent.

Larger mailbox storage is provided with Microsoft 365 so staff can retain access to all their communications regardless of volume.

Multi-factor authentication secures access to email accounts while end-to-end encryption ensures communications remain private.



BUSINESS BASICS: OFFICE 365

Often imitated but never bettered, Microsoft's Office suite is the market-leader in business applications.

Delivering all of the functionality that a business needs, Office 365 adds value over traditional fixed Office licensing by providing users access to applications such as Word, Excel and PowerPoint anywhere when online, allowing work from anywhere.

And with personal OneDrive storage, users effectively have access to all the files whenever they need them – plus can share files for collaboration on proposals, presentations or accounting reports.

Office 365 is also always up to date - eliminating the issues of incompatible file types that plagued fixed Office licensing.

COMMON OFFICE 365 APPLICATIONS EXPLAINED

Excel: A powerful spreadsheet application organisations can use to perform calculations, produce charts and graphs, and process data.

OneNote: A feature-rich note-taking app that centralises plans and notes and allows them to be attached to other files or shared.

Planner: A task management solution. Can be used by individuals or Teams to manage tasks, projects, deadlines and calendars. Can also be added to Teams.

PowerPoint: A creative slide and presentation application. PowerPoint helps professionals to visualise ideas and communication, supporting presentations or online meetings. Can also be used as a lightweight design tool.

Word: The leading word processing tool, supporting the creation of hundreds of document and image types including letters, business cards, CVs, product manuals, reports, flyers, menus, labels and more.

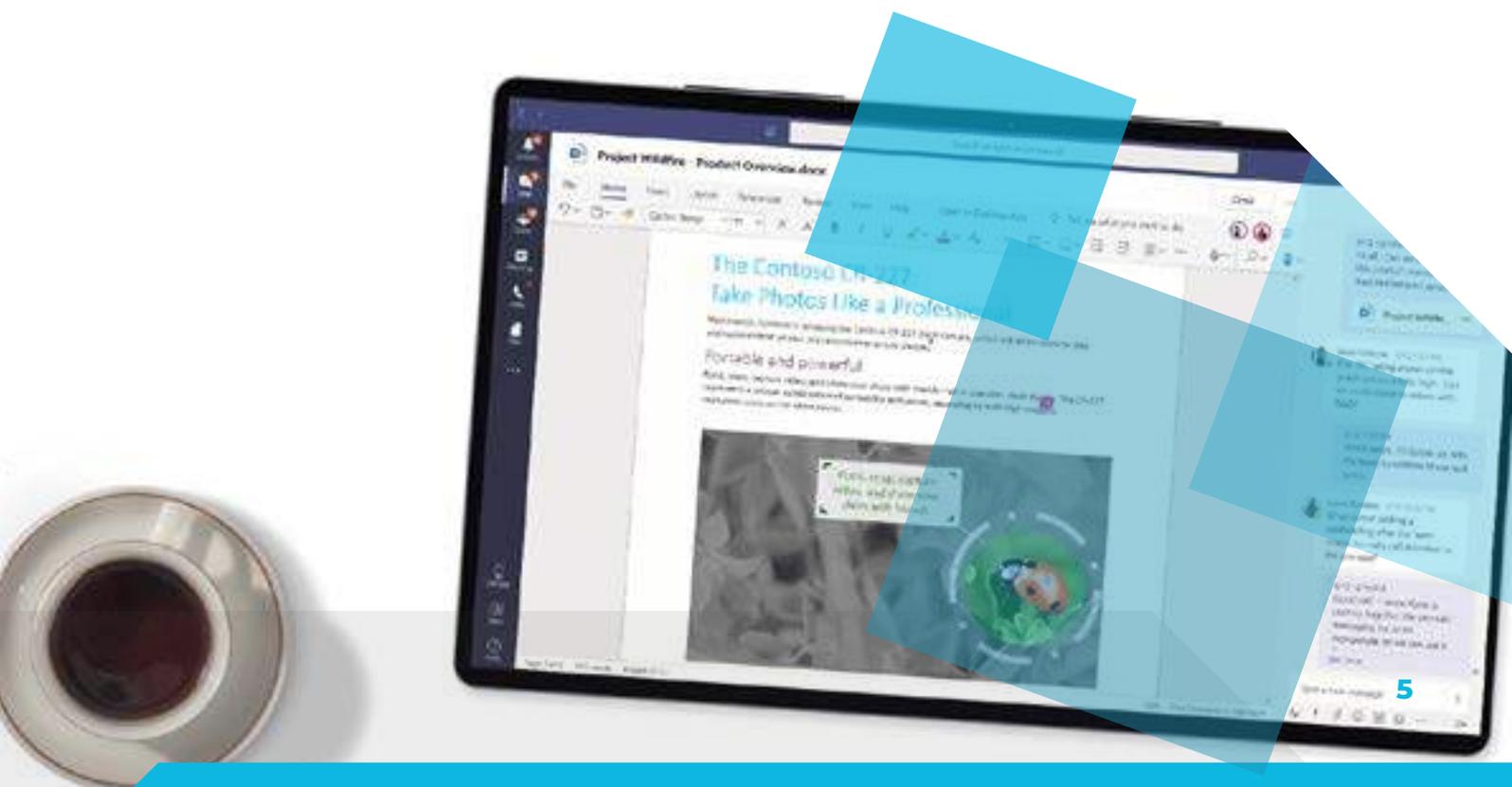
UNIFIED COMMUNICATION: TEAMS

Microsoft 365's invaluable communication platform, Teams, is enhanced by the power of other apps in the suite.

Staff can message, video conference or call one-to-one or in groups while sharing documents and files created in Office applications like Word or Excel. Any document that is shared in Teams is instantly stored in SharePoint for ease of access and increased security.

Personnel can also manage schedules tasks, and calendars for themselves or other team members. Highly scalable, Teams is easy to expand as a company develops. Cloud-based, Teams can be accessed from a desktop or a mobile app on the move and all communications and file sharing are protected by Microsoft's security features.

An option called Microsoft Teams Calling also allows companies to use Teams as their business telephony system. With calls made via the internet, users can enjoy greater security and work flexibly, using a company number whether they are working from home or in the office. This ensures that a professional is presented to clients and customers.



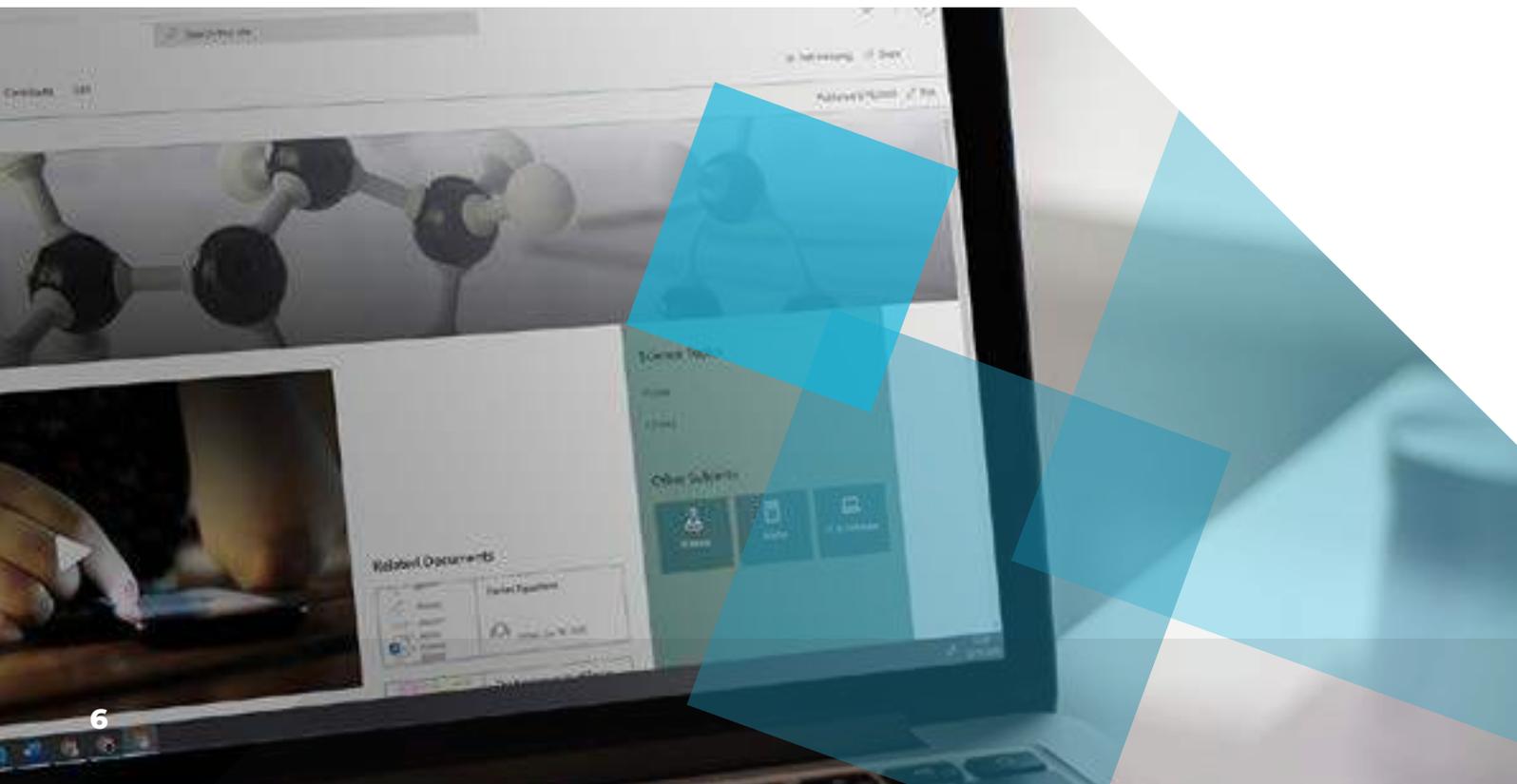
SECURE & FLEXIBLE COLLABORATION: SHAREPOINT ONLINE

A dedicated collaboration app, SharePoint was developed by Microsoft for effective teamworking.

A leading tool for constructing business portals, intranets and content platforms SharePoint is exceptionally flexible and easy to configure. As a result, it can be modified to suit the different needs of a business. It can streamline work processes for more efficient ways of working and improving productivity.

Perfect for project working it allows easy co-authoring of documents with multiple users contributing a single piece of content simultaneously. All changes can be tracked with versioning and unedited documents can be preserved to avoid data loss. With files stored in the cloud, users can ensure they always have access to the most up to date version of any document.

As a cloud-hosted solution, SharePoint also offers organisations 1TB of cloud storage – enough to replace many SME business servers. And it allows users to collaborate flexibly from any location, fully protected by Microsoft's advanced security.



PROTECTING YOUR PEOPLE AND DATA: MICROSOFT SECURITY

Microsoft has always been a leader in IT security applications. But until recently, these solutions have been offered separately to Microsoft 365.

Now, Microsoft 365 Defender offers multiple security features to protect both user and wider cloud systems and data. And elements are included with Business Premium, E3 and E5 licensing

All Microsoft Office 365 apps are accessed via SSL/TSL encryption and Outlook emails are also encrypted. So if files or communications are intercepted by an unauthorised individual, they won't be able to access their data.

Microsoft 365 licensing can go a long way to securing users and businesses

Microsoft Defender for Office 365 helps to guard users against viruses, spam, unsafe attachments, suspicious links and phishing attacks. Meanwhile, Defender for Endpoint offers advance protection for IT infrastructure such as server and virtual machines, addressing the unique threats that these face.

For controlling access to systems, Azure Active Directory can be used to determine who can access to a company's systems and what content they can see. Multi-factor Authentication can then be used to add an additional layer of security over and above a users' password.

Organisations can also use Intune to control the devices that access their Microsoft accounts and wider systems. This can ensure they have appropriate security measures (passwords, antivirus) before being able to link to company systems. Intune can also be used to place all company-related files in a 'bubble' within a device, that can then be deleted remotely if that device is lost or stolen.

Plus, with applications automatically updated with the latest version and security patching, your Microsoft 365 licensing can go a long way to securing users and businesses from a wide range of threats and vulnerabilities.

BEYOND THE BASICS: DYNAMICS 365, AZURE & MORE...

When organisations fully embrace Microsoft 365, the efficiencies and benefits can leave them wanting more.

And once within the Microsoft 365 ecosystem, adopting more advanced solutions is both simple and can further enhance your operations.

Microsoft Dynamics 365 for example is a series of applications that are tailored to business operations: Sales, Marketing, Customer Service and Field Service. Each one introduces automation and workflows that maximise the efficiency of that role, generating tangible benefits in the process.

MOVING TO MICROSOFT 365

To sum up, Microsoft 365 empowers enterprise personnel with the ability to access up-to-date files while working flexibly and ensures all communication and data are always secure.

Updates and backups are installed and completed automatically, and storage is no longer an issue. Using Microsoft 365, companies will always know exactly where their data is located and who is accessing it allowing them to collaborate effectively and safely.

For more information on migrating to Microsoft 365 please get in touch:

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MICROSOFT 365 LICENSING GUIDE

	Under 300 users				Over 300 users	
	Exchange Online P1	Microsoft 365 Apps	Business Standard	Business Premium	Microsoft 365 E3	Microsoft 365 E5
Exchange Mailbox Size	50GB		50GB	50GB	100GB	100GB
Microsoft Outlook	◆		◆	◆	◆	◆
Mailbox anti-malware and anti-spam	◆		◆	◆	◆	◆
Office 365 - Web & mobile apps <i>Can be installed on up to 5 mobiles and 5 tablets</i>		◆	◆	◆	◆	◆
Office 365 - Desktop apps <i>Can be installed on up to 5 PCs or Macs</i>		◆	◆	◆	◆	◆
OneDrive storage - Per User		1TB	1TB	1TB	1-5TB+	1-5TB+
Microsoft Teams <i>Chat, group messaging, calling, video conferencing</i>			◆	◆	◆	+ ADVANCED CONFERENCING
Microsoft SharePoint <i>Document storage, intranet, internal communications</i>			◆	◆	◆	◆
Microsoft Defender for Office 365 <i>Advanced threat protection</i>				P1		P2
Microsoft Defender Antivirus <i>Device malware protection</i>				◆	◆	◆
Microsoft Defender For Endpoint <i>Advanced threat protection for infrastructure</i>				◆	◆	◆
Microsoft Intune <i>Mobile device management, install updates and patches</i>				◆	◆	◆
Azure Active Directory <i>Identity & infrastructure management, user governance</i>				◆	P1	P1/P2
Microsoft Power Apps & Power Automate <i>Create and automate business processesPower Automate</i>					◆	◆
Microsoft Power BI Pro <i>Advanced analytics and data visualisation</i>						◆

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