



Thinking of Using
Microsoft Office 365
For Your Business?

If Not, You Should.





Why? Because Microsoft Office 365 is built for businesses of all sizes, and its tools help your employees work better together no matter where they are.

Office 365 Business Plans are great for small and medium-sized businesses, where Enterprise Plans are set up for organizations with more complex applications and processes. *



No matter the size of your organization, your employees can take advantage of the power of Office 365 and the cloud to increase productivity, enhance collaboration and accelerate responsiveness, while working in the secure environment you require. And, with Microsoft Office 365 your business can meet stringent requirements and regulations with:

- Classified and personal information that's protected 24/7.
- Data that stays safe from unauthorized/criminal access, or erroneous leaks by users.
- Missions that are more easily and quickly accomplished with the latest, most agile IT solutions.

With all Office 365 Plans you'll have access to Microsoft's basic cloud solutions like:

- **Word** with easy reading and writing on any device.
- **Excel** to create order, organize data and share insights.
- **PowerPoint** to make your point with clarity and style.
- **Outlook** so you can stay productive and connected.
- **OneNote** to access all your notes on all your devices.
- **Publisher** so you can create something that helps you stand out.



What makes Office 365 so great is that all these applications can be integrated.

For example, you can post an Excel spreadsheet in a PowerPoint slide, and by linking them together, and make changes on the slide that will be reflected in real time in your Excel document.

Plus, you'll have high-end features with functionality you'd expect in more expensive stand-alone programs that larger-sized businesses use. This allows you to create exceptional flyers, business documents, presentations and more.



Here are some of the other great applications Office 365 provides:

Flow: Create automated workflows between your favorite applications and services to get notifications, synchronize files, collect data, and more.

SharePoint: SharePoint is a content management system that works seamlessly with the other applications in Office 365. You can add permissions for your colleagues, employees, vendors, and suppliers to selectively share ideas and work.

Skype for Business: You may already be familiar with this video/web-conferencing program. Microsoft has incorporated Skype into Office 365 so you have access to messaging, audio/video calls, and online meetings — all from one application. With Skype for Business, you can simplify your infrastructure with a single platform for calling, conferencing, video, and sharing.

Sway: Quickly and easily create and share polished, interactive reports, presentations, personal stories, and more. Simply add your content, and Office 365 does the rest.

Teams: Your employees can stay connected with chat, calls and meetings within your team, and in private or small group conversations. Schedule and join online Skype meetings with HD video, VoIP, and dial-in audio conferencing options. Share files, apps or desktops in online meetings, and review transcriptions of recorded content.



Yammer: Your employees can discuss ideas, share updates, and crowdsource answers from coworkers around the globe. Yammer gives you a faster, smarter way to connect and collaborate across your organization. You can reach out to vendors before making any purchase decisions.

Exchange Online: This is Microsoft's backend email server. With Office 365 you'll have access to Exchange Online with 50GB of mailbox storage per user. You can manage your business communications across all your devices, and share easily and securely.

OneDrive for Business: Put all your documents and files in the cloud for enhanced efficiency and productivity. You'll have access to all your work from one secure, reliable place, with 1TB of cloud storage per user.

Groups: To enhance the work experience, Microsoft incorporated this team-share site into Office 365. It allows you to manage projects and collaborate effectively with your team members using a shared inbox, calendar, document library site and Yammer feeds. Unlike SharePoint, you don't have to individually assign permissions because the group will have pre-set permissions.

Office 365 Video: Now you can capture, share and discover videos from any device using Microsoft's cloud. No more sending large video files that take forever to download. You simply stream or edit them from the cloud.

Cross-Platform Experiences: Microsoft customized platforms across devices to enhance functionality. The result is a familiar, consistent experience across devices that make on-the-go document creation, review and collaboration easy.



Office for Mac: Some people just can't do without their Apple computers. So, Microsoft developed Office for Mac that has a similar look and feel as Office on Windows. Plus, it seamlessly integrates with Office 365.

Delve: Get to know your colleagues and help them get to know you. Create a profile and put documents, videos, blogs, anything you want to share about yourself with others. You can search across your organization for information and insights derived from individual user behavior, relationships to content, topics and one another.

BI for Everyone: BI (Business Intelligence) in Office 365 allows you to collect, filter and organize your company's data in a way that helps you get information, spot trends, and focus on what matters. You can share this data with your employees and colleagues to help you make better decisions for your organization.

Trust Center: This is a customer-focused area with a dashboard where you can access tools, online support, controls to help with archiving data, and more that allows you to access data that previously only tech people could. For example, you can archive emails for all your employees for 5 years by simply clicking a few boxes. It incorporates the highest level of security, privacy and compliance, required for businesses today.

Compliance Center: This tool is included the Trust Center. It allows you the control to store and archive data to meet your legal, regulatory and organizational requirements from one place. Plus, it integrates with all of Office 365's features, including Exchange and SharePoint.

A vertical banner on the left side of the page. It features a blurred background of an office setting with a laptop and hands. The text 'Office 365' is written vertically in a large, white, sans-serif font. The '365' is positioned at the top, and 'Office' is written below it, with the '3' and '6' being significantly larger than the '5'.

Office 365

Rights Management Services: This improves the security of your data with advanced encryption using RMS (Risk Management Solutions). Whether it's your spreadsheet, financial information or other documents, you can protect them with a password, or set permissions allowing access for selected individuals.

Data Loss Prevention: Block the transmission of your organization's sensitive information. When credit card numbers or sensitive account numbers, etc., are keyed into an email or document, a pop up warns the user that they are attempting to send sensitive information. It relays your security policy, or can even block the transmission of this information automatically.

Encryption: You can encrypt not only documents, but also emails so only select individuals can open them.



Here are some of the other great applications Office 365 provides:

Financial Services — BI power gives you greater insight into your business performance, provides enhanced layers of security and an enriched customer experience.

Healthcare has a lot to gain from Office 365 when it comes to collaboration and PHI security. Patient reports can be posted online in the cloud to provide a better experience for employees and patients. Plus, you'll have the peace of mind knowing they are stored and transmitted securely to help you meet HIPAA compliance regulations.

Retail — With everything in one place, employees can access inventory, documentation, HR, all from their tablet, laptop or smartphone. This reduces costs and increases efficiencies.

Manufacturing — Office 365 can be used across different devices so your foreman can send real-time information from a tablet or other mobile device to the home office or clients. This allows for better reporting and decision making.

Hospitality — You can collaborate and have a share point all in one place for your restaurants, hotels and other services, in a consistent real-time way.

Law Offices — Capture data when talking to a client and share it in real time with employees. Plus, you can save this data securely to the cloud so you can go home and finish working on a case, if needed. Documents, emails, etc., can all be archived as long as needed. And with enhanced security, Office 365 helps you meet your legal compliance requirements.



Contractors — Manage your resources, logistics, budgets, calendars, and invite people into your groups to organize and complete projects in a timely, cost-effective way.

Nonprofits — Accelerate your mission with secure, reliable solutions. Get the tools your nonprofit needs to succeed. Empower staff and volunteers to succeed with the dynamic set of tools included Office 365 Nonprofit plans.

Government Agencies — Microsoft Office 365 for Government Users combines the popular, user-friendly Microsoft Office Desktop Suite with cloud-based, cutting-edge features that boost collaboration and communication in a secure environment so your employees can be productive from anywhere at any time via the Internet.

Education — Teachers and educators are use Microsoft Office 365 today for learning, teaching and to streamline their administrative duties.



Not sure which plan to use? Here's some information that may help. And, of course, you can always contact Pegas Technology Solutions for assistance at 207-835-4053 or sales@pegas.io.

*Microsoft Office 365 Plan Comparison

Service	Office 365 Business Essentials	Office 365 Business	Office 365 Business Premium	Office 365 Enterprise E1	Office 365 Enterprise E3	Office 365 Enterprise E54	Office 365 Enterprise F1
Office 365 Platform	Yes	No	Yes	Yes	Yes	Yes	Yes
Exchange Online	Yes	No	Yes	Yes	Yes	Yes	Yes
SharePoint Online	Yes	No	Yes	Yes	Yes	Yes	Yes
OneDrive for Business	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Skype for Business Online	Yes	No	Yes	Yes	Yes	Yes	Yes
Office Online	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Office applications	No	Yes	Yes	No	Yes	Yes	No
Project Online	No	No	No	No	No	No	No
Power BI	No	No	No	No	No	Yes	No
Yammer Enterprise	Yes	No	Yes	Yes	Yes	Yes	Yes
Azure Information Protection	No	No	No	No	Yes	Yes	No



For more information about Microsoft Office 365 and which plan is right for you, contact our experts at Pegas Technology Solutions to schedule your **FREE DEMO**: 207-835-4053 or sales@pegas.io