Moving to Office 365 with Adept4

What is Office 365?

Office 365 is Microsoft's cloud version of MS Office and offers familiar desktop functionality along with the online convenience of allowing access to applications from multiple devices.

Why move to Office 365?

Support for Office 365 client applications dated 2013 ended in February 2017 and while critical security patches will be made available, there will be no feature updates or support for these services via Microsoft Customer Service and Support. Customers are being encouraged to migrate to the latest version of Office 365, which has been expanded to incorporate numerous new tools and features.

Office365 can be accessed on any device and allows users to work, collaborate and stay in touch wherever they are. It confers numerous benefits on the business making available a raft of business applications to help promote more versatile ways of working, while providing a more flexible subscription-based service to provide better cost control. System upgrades and patches are also carried out remotely, reducing IT maintenance and satisfying security and compliance requirements.

At Adept4, we can assist you with the transition to Office365 and maximise the potential of these applications to benefit your business by helping you to…

Stabilise: Moving to Office 365 allows the enterprise to move from a CAPEX to an OPEX model by utilising the Cloud. This eradicates the time and cost associated with maintaining software such as keeping on top of licensing, updating and retiring end of life systems. Larger organisations can also benefit from the Office365 Security and Compliance Center to carry out audits and maintain compliance with data protection standards.

Leverage: With Office365 applications are licensed, deployed and updated as a service so that while they are delivered and maintained via the Cloud they reside on local devices. This provides the user with maximum productivity allowing them to work on or offline, in the office or on the move with secure access to data. For many organisations, Office365 signals a step change, giving them the confidence to emancipate their workforce and allow mobile working.

Transform: Office365 comprises a suite of applications in addition to the tools we are all familiar with (Word, Excel, PowerPoint, Outlook, Access and Publisher), including collaborative work tools (Yammer, Office 365 Groups, Microsoft Teams, Skype for Business Online, Skype Meeting Broadcast) online data storage and synchronisation (Exchange Online, SharePoint Online, OneDrive for Business, Flow, Planner) planning programs (bookings, staff hub), and even business intelligence tools (Sway, Delve). These provide staff with far greater versatility,

allowing them to manipulate and share data in ways to suit them, ultimately helping your business transform to become leaner and more responsive.

Innovate: Office 365 is a highly flexible solution, which can scale to meet the changing needs of the business and with plans that can be tailored to individual departments or even individual users. It's also a continually evolving platform, futureproofing the business by providing updates and access to new applications as they come online, enabling you to adopt new working practices so that when disruptive market influences occur you are able to react and reap the benefits.

Which Office365 package is right for me?

Office 365 comes in a variety of packages to suit your business and are priced per user. SMB plans are limited to 300 users and scale from Business Essentials to Business to Business Premium. Enterprise plans (E1, E3 and E5) can be rolled out to an unlimited number of users.

SMB

Plan	Office 365 Business Essentials	Office 365 Business	Office 365 Business Premium
Price and Purchase options	£xx.xx user/month	£xx.xx user/month	£xx.xx user/month
Office apps that are included			
Core Benefits	**Online** versions of Office with email and video conferencing	**Full Office** on PC/Mac with apps for tablets and phones	**All the features of Business Essentials and Business in one integrated plan**
Apps and features included	• Email with 50 GB mailbox • 1 TB file storage and sharing • HD video conferencing • Office Online	• (Email not included) • 1 TB file storage and sharing • Fully installed Office on PC/Mac • Office apps on tablets and phones	• Email with 50 GB mailbox • 1 TB file storage and sharing • HD video conferencing • Fully installed Office on PC/Mac • Office apps on tablets and phones

Enterprise

Plan	Office 365 ProPlus	Office 365 Enterprise E1	Office 365 Enterprise E3	Office 365 Enterprise E5
Price and Purchase options	£xx.xx user/month	£xx.xx user/month	£xx.xx user/month	£xx.xx user/month
Office apps that are included				
Core Benefits	Fully installed Office on PC/Mac with apps for tablets and phones	**Online** versions of Office with email and video conferencing	All the features of ProPlus and E1 **plus compliance tools, information protection, and voicemail integration**	All the features of E3 plus a **new class of unified communications solutions with advanced Skype for Business meetings and voice capabilities**
Apps and features included	• **(Email not included)** • 1 TB file storage and sharing • Fully installed Office on PC/Mac • Office apps on tablets and phones • Self-service BI in Excel	• Email with 50 GB mailbox • 1 TB file storage and sharing • HD video conferencing • Office Online • Team sites	• Unlimited email storage for in-place archive • Advanced email with archiving and legal hold • Unified eDiscovery center • Rights management, data loss prevention, and encryption • Hosted voicemail support	• PSTN conferencing to dial in to Skype meetings from anywhere • Cloud-based call management with option to add PSTN calling • Advanced analytics with Power BI Pro and Microsoft MyAnalytics • In-place, Advanced eDiscovery • Advanced security with Advanced Threat Protection and Customer Lockbox • Enhanced visibility and control of your Office 365 environment

In addition, Office 365 E3 and E5 can also be taken with the Microsoft 365 (formerly Secure Productive Enterprise or SPE) add-on, a security focused offering that brings together Office 365 (E3 or E5), Enterprise Mobility + Security (E3 or E5) and Windows Enterprise (E3 or E5) to confer the ultimate in IT security and control. Microsoft 365 unifies access, providing seamless collaboration, and provides universal access rights with both online and on premise licenses awarded per user under the Windows Server Rights Management Service.

Adept4 also offers two complementary services. Managed Anti-Virus provides ransomware protection, alerts on infections and protection from dangerous websites 24x7, providing the business with the ability to detect, defend and respond to threats. A Web Content Filtering service is also available which can be taken in conjunction with the Anti-Virus offering. This provides malware and ransomware protection, content filtering, bandwidth protection, and scheduled filtering. Web Content Filtering helps to protect the business and allows policy enforcement to ensure regulatory compliance.

Office 365 as a managed service

Deploying Office 365 as a managed service enables the business to focus on its core business, day-to-day operations and meeting customer needs without the need to devote time and resource to deploying, managing and maintaining IT.

Onboarding made easy with Adept4

Our aim is to enable you to focus on your core business by assisting you with every stage of the onboarding process.

We determine the unique IT needs of every customer and will carry out an Office 365 Cloud Readiness assessment to determine which elements of the Office 365 platform are right for you. Our five-stage process involves:

Stage 1: Discovery – working with you to obtain a detailed understanding of your environment and IT requirements
Stage 2: Definition – we create a service design to determine all requirements are met
Stage 3: Testing – an initial testing phase will see the service rolled out to a limited testbed allowing for the services to be fine-tuned and refined
Stage 4: Deployment – a full-scale rollout is performed using a combination of automated and hands-on processes
Stage 5: Enhancement – we add continued value by overseeing the management of the platform, ensuring updates are performed and licensing renewed, and alerting you to any new additions that could benefit your business

Adept4 can ensure that the platform is tailored to the organisation and that the transition is well planned and coordinated while also leveraging our expertise in delivering ITaaS to deliver:

- **Ease of maintenance:** software installations and updates, licensing and upgrades are all taken care of freeing up time to dedicate to running your business
- **Consumption-based cost:** usage is based on consumption of services and billed monthly preventing the heavy up-front costs associated with installing new software and/or servers. This allows the business to budget for IT far more precisely and enjoy lower total cost of ownership (TCO). Plus we offer the option to scale the service up or down depending on your needs
- **Security and support:** our dedicated team are able to offer you round the clock security monitoring, alerts and reports from our services desk and Network Operations Center (NOC) to ensure your business is effectively protected and kept informed. We provide status updates regarding any issues. Plus we also flag imminent future changes so that the organisation is aware of any changes or improvements.
- **Advice on applications:** our consultancy-led approach enables us to advise you on which applications are suitable now and into the future, enabling you to leverage value and exploit some of the applications you may be less familiar with to boost business productivity.

Contact us today to find out how we can make your transition to Office365 easier, making your business more efficient and productive.