Microsoft

A Crash Course in Microsoft 365 Business

Create your best work with an integrated security, management, and productivity solution
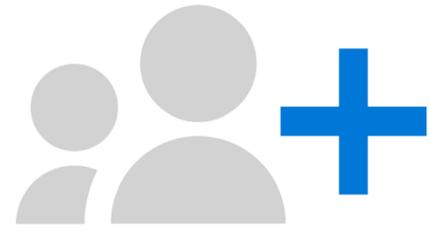
Introduction

You know that your business's growth depends on everyone delivering their best work, and that means enabling your staff with the collaboration tools they need. At the same time, you must protect your business's vital information, while ensuring your team can access the files and data they need as they work.

Now, for the first time, Microsoft is offering an integrated platform that brings together the productivity of Office 365 with the security of Windows 10. This cost-effective, subscription-based cloud service is built especially for small and midsize businesses like yours. It empowers your team to be productive every day with Office 365, no matter their locations. Plus, you can use Windows 10 Pro to manage controls with automatic updates to securely protect your company's data across devices.

Your technology needs are taken care of so you can focus on your core business, with the peace of mind that your data is protected, and employees can collaborate, communicate, and grow your business without technology roadblocks.

In this e-book, you'll learn how you can make use of Microsoft 365 Business every day in your business, plus help your employees be more efficient, collaborative, and productive, all while protecting your data and devices.

Achieve more together

Create, connect, and collaborate with people inside and outside of your company.

Scenario 1:
Drive decisions with visual collaboration

Getting the right information in front of the right people *right now* is crucial if you want to serve today's time-starved customers and still make a profit. Whether you're reviewing the latest sales numbers with managers or making a group pitch to a hot lead, presenting information visually in real time improves the experience and gets you to the next step faster. With Skype for Business, part of Office 365, it's easy to schedule an online meeting from Outlook or immediately jump into an online meeting directly from PowerPoint, Excel or Word. You can screen-share, brainstorm on a virtual whiteboard, edit documents in real time, and instant-message with other meeting members to make decisions quickly and keep work moving.

Scenario 2:
Stay productive on-the-go

Opening a new location? Launching a new product line? Gearing up for a holiday rush? When your workers need to collaborate, they can streamline their efforts and stay in sync, wherever they may be working. SharePoint team sites provide a set of tools integral for collaboration, including (via Outlook) a group calendar, a Planner for task management, and a group inbox. Teams can access a common set of files stored in SharePoint, and customize their team sites to highlight the most relevant files, resources, and content. Adding or removing members updates the team site's permissions automatically in both SharePoint and Outlook, so information is securely shared with the right team members — all without users having to call you or an IT resource for help. Put simply, with Microsoft 365 Business, teams are empowered to build collaboration spaces as needed.

Scenario 3:
Stay a step ahead

Information isn't much use when you can't find it — and looking for it wastes too much time. OneDrive for Business can help your employees find what they need. They can easily save email attachments from Outlook to OneDrive, and search files and folders across any of their devices. OneDrive even uses optical character recognition (OCR) to search images and PDFs. They can preview 270+ common file types, including images, PDF, Photoshop, Illustrator, and Visio, and stream videos directly from OneDrive — helping them find what they need quickly without filling their devices with unneeded files. Looking for an older version of a file? Right-click on a file for a history of up to 25 versions. Wherever your employees might be working, they will have access to these search and discovery features.

Anywhere it matters

Enable your people to be productive anywhere, on their favorite devices.

Scenario 1:
Stay connected even offline

Microsoft 365 Business keeps your team in touch and productive on-the-go on any Windows, Mac, iOS or Android device — and you can even auto-sync after working offline on a laptop. Let's say one of your employees is traveling to meet with a distributor. With Exchange Online and Outlook, she can communicate in real time while on the ground. But even in the air, she can still read and respond to emails sent before her flight, review and set calendar appointments, and access contacts stored on her device. Once her device reconnects, her emails are sent automatically, her calendar is updated, and she's back in "real time."

Scenario 2:
Sync files automatically

Mobile access also works for Office productivity apps, such as Word, Excel, and PowerPoint. Imagine one of your team members creating a document on his desktop, making edits on a smartphone while waiting for an appointment, and finishing it on his laptop at home. Each time, employees pick up right where they left off. Thanks to OneDrive, files stay synced so employees have access to the latest version of each document, no matter where they are, allowing every user to work remotely. And sharing files is easy: Employees can share files or folders with specific people, send links that enable access inside or outside your organization, and easily view and modify the permissions they've granted.

Scenario 3:
Create and collaborate anywhere

With Office 365, co-workers can collaborate on the same documents at the same time. Let's say you and a key manager are putting the finishing touches on a sales presentation that must be delivered in an hour. You're in Seattle, and he's in San Francisco. You jump on a Skype for Business video call, and each of you opens the document saved to OneDrive. As you review the document, you can quickly make decisions and edits together, rather than laboriously swapping versions back and forth via email.

Always-on security

Help protect your data and devices through one simple dashboard that is always up to date.

Scenario 1:
Reduce your security risk

Microsoft 365 Business includes all the security features of Windows 10 Pro, including Windows Defender Management Controls, which allow you to manage your security controls within one product. This will help you gain peace of mind with a consistent set of security settings designed for your business. With automatic and universal enforcement of policies, your business's risk profile will be lowered, even across personal devices that employees use for work.

Scenario 2:
Get up and running fast

Deploying and managing users, devices, and apps on Microsoft 365 Business is streamlined and straightforward — no IT expertise needed. A single admin console gives the administrator complete control over who can access what data and applications within your business; and the administrator can add or remove user accounts in minutes. You can save time by fully automating your Windows installation with Windows Autopilot, and enabling or disabling Windows Store or Cortana on business-owned devices.

Scenario 3:
Protect your data and devices

Microsoft 365 Business is built with enterprise-grade security in mind, but at a price your business can afford. Each user automatically receives all the latest security updates from Office 365 and Windows 10, ensuring that your business's data is protected across devices against every new threat — and business information is confined to Office apps. For example, if you outfit your employees with Surface devices and Microsoft 365 Business subscriptions, they'll be able to work and collaborate on-the-go, with no trade-off for security. What's more, if an employee loses a phone while traveling or has a laptop or Surface device stolen, devices are automatically protected with built-in encryption. Finally, once devices are no longer used for work, you can easily perform a remote wipe of business information, while leaving personal data untouched.

Microsoft 365 Business FAQs

What is Microsoft 365 Business?
Microsoft 365 Business offers small and midsize businesses a way to simplify and transform their business with best-in-class security and control (Windows 10), productivity across devices (Office apps), and device management capabilities in a single, integrated solution that works together. Microsoft 365 Business is delivered as a subscription-based service that is designed to be managed by you or a trusted partner — so you can save on capital expenses, scale as you grow, and get the IT expertise you need to run your business better.

How do I get Microsoft 365 Business for my business?
Microsoft 365 Business subscriptions may be purchased through a Microsoft Cloud Service Provider (CSP) or directly from the "Microsoft 365 Business" website. In choosing whether to purchase direct or via a CSP, consider your on-staff capability and if you want to maintain an IT infrastructure.

How much does Microsoft 365 Business cost?
Microsoft 365 Business is priced $20/month per seat, based on an annual commitment, if purchased directly from Microsoft. When purchased through a Microsoft Cloud Service Provider, pricing can vary depending on additional services provided.

Can I combine Microsoft 365 Business with other Microsoft subscription offerings?
Yes, customers can combine their Microsoft 365 Business subscriptions with plans and add-ons from Azure, Dynamics, and Office 365.

Do all of my employees need a Microsoft 365 Business subscription?
Not everyone needs Microsoft 365 Business, although the security and management benefits only apply to those with a Microsoft 365 Business subscription. Standardizing your IT environment will help reduce maintenance and security costs over time. However, it's understandable that you may wish to only update software when you are also upgrading hardware. If you choose a partial deployment of Microsoft 365 Business, determine which of your employees need access to sensitive business data and place them at the front of the line.

How should I prepare for a Microsoft 365 Business deployment?
Properly planning and preparing for a Microsoft 365 Business deployment is critical to the success of the rollout. Prepare by engaging the services of an authorized Microsoft Cloud Services reseller.

Microsoft 365 Business offers a single, integrated technology solution designed for growing businesses. It empowers your employees to communicate, collaborate, and do amazing work, and protects your data without bogging you down with complex IT management or expensive on-premises equipment.

→ See Plans and Pricing.

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