



Office 365 Framework

When you are moving your business to the cloud, there is more to consider than just purchasing licences from Microsoft. Firstly, there are significant cyber-security features that most businesses do not know where to start with. If you are an existing business, you probably have emails to migrate to Exchange Online too. There are many applications within Office 365 that are underused simply because business owners don't know they exist, or how to use them. 365 Solutions Group have developed this initial bundle of services to get your business up and running in Office 365 securely and quickly with the peace of mind of a fixed price.



365 Solutions Group have developed custom applications within Office 365 for years and have packaged up a few of our favourites for quick bundle applications added to your existing ICT systems for a fraction of the cost of scoping and developing them as new projects. This bundle is the first of potentially many to streamline your business and get you into the Office 365 cloud.



Office 365 Benefits

- Access anywhere, anytime from virtually any devices
- Microsoft's 99.99% uptime guarantee
- Always up to date
- 50GB of email storage
- Reduced Spam
- Enterprise-grade Security
- Single platform for most business tools
- Reduce cost of servers or multiple providers
- Simple low monthly subscription user cost
- Real-Time Collaboration across multiple Apps
- Enhanced Communication
- Office Online lets you access and edit all your files with the Office applications online even if they're not installed on that machine
- Scalable platform to grow your business
- Intranets and Portals
- Intuitive advanced Business Intelligence
- Specialty Applications and more...

Office 365 for Business

Office 365 is all the Office applications you have been using for years, i.e. Word, Excel, PowerPoint, Outlook, OneNote etc. as an automatically updated monthly subscription. You will never need to purchase Office applications again, and will always have the latest version and features.

Office 365 for Business includes enterprise-grade emails (Exchange Online), meetings and instant messaging (Microsoft Teams), cloud document management system (OneDrive) and intranet (SharePoint). It also includes many other cloud applications to make business easier. Microsoft is constantly expanding and adapting their Office 365 for Business inclusions.

Why should you get Office 365?

- Because it is the best business productivity suite of applications
- Because it's more secure than Gmail and has a lot more applications included for a similar price
- Because it's familiar to your users and easy to use
- Because it will save your staff time and provides a huge array of business tools that can protect your data and drive efficiency
- Because it's scalable and provides enterprise-level applications to small and medium businesses
- Because you owe it to your staff, customers and yourself to have the best tools supporting your business

What is The Cloud?

The Cloud refers to server locations that live somewhere other than your office. Microsoft, Google and Amazon are some of the biggest cloud hosting services available. They provide huge data centers of servers that they maintain, then sell sections of them (called tenants) to businesses like yours which access their data via the internet. This provides 'anytime anywhere' access to storage and applications on enterprise-level, secure infrastructure most small businesses couldn't afford to maintain themselves.

Where to start?

Office 365 for Business opens near-endless possibilities for business efficiency and process automation. The first steps are to get your Office 365 for Business licences, configure the security of your new tenant and migrate any existing emails to Exchange Online. This bundle does exactly that.

Where you go from here depends on your business needs. 365 Solutions Group can then help you set up an intranet with SharePoint Online, implement automation with Flow, manage your customer interactions with Dynamics CRM, and streamline your finances and resource management with Wiise ERP (Enterprise Resource Planning), and much more.



Apps



 Office 365

 SharePoint

 Exchange

 MyAnalytics

 Skype for business

 Teams

*  Azure

 Sway

 Yammer

 Delve

 Flow

 Microsoft Forms

 Planner

 Stream

*  Power BI

 PowerApps

*  Microsoft Dynamics 365

*  Microsoft Dynamics 365 Business Central

* Additional/certain licences may apply



Creating an Office 365 for Business tenant and assigning licenses is the simple part. The great benefit of this bundle is that we configure the recommended security features, create your users and migrate your existing emails.

Security

Within this bundle, we configure several security features all cloud businesses should adopt. We enable Auditing, implement Data Loss Prevention (DLP) policies which identifies and flag sensitive information in emails, and configure and assist in rolling out Multi-Factor Authentication, which reduces risk of compromised passwords. We will also recommend other security measures that are most relevant to your business.

Office 365 Email

Despite the range of additional communication methods available with the Office 365 suite, businesses today still rely heavily on email. If you are an existing business moving to the cloud, you will have existing mailboxes and email addresses you would like to keep. If you are a new entity, you will likely still have or need a business domain and user email addresses set up.

365 Solutions Group will assist to migrate your domain to Office 365, or if you prefer, assist in updating the existing DNS host (where you bought your domain, e.g. Netregistry or Godaddy) with the right information to support your emails in Office 365. The pros and cons of this option can be discussed with you prior to migration, so that you get the most appropriate solution.

We can work with you to ensure your naming conventions and users are set up the right way with any aliases or shared mailboxes required. The next step is to move any existing emails into the new Office 365 mailboxes, and 365 Solutions Group can migrate your emails from Exchange Servers, Gmail or a variety of IMAP email hosting. N.B. Some email host locations are excluded from this fixed price bundle due to a wide variance of effort.

Exchange Online

- 50GB-100GB inbox (Depending on licence level)
- 150GB archive
- 150MB emails
- 100MB attachments
- Contacts, Calendars and Tasks
- Automatic In-place archive
- Superior malware, spam and threat detection
- Focused inbox

A simple and effective solution making it easy to migrate your business to the cloud.

Office 365 Framework

This **complete bundle** includes everything listed on the right, flexible project scheduling and custom project management. The **optional additions** as listed (below right) can be included for an additional fee. Restrictions and limitations apply. Further changes and associated costs can be discussed upon expression of interest.

About 365 Solutions Group

365 Solutions Group specialize in helping small business use the same tools large enterprise have been exploiting for years, making them more competitive and enabling growth. We bring together a range of experts to deliver technology solutions that help businesses streamline processes and work more effectively.

One of the biggest barriers to moving to the cloud is lack of certainty about how it will improve your business, which is why we invest a lot of time in identifying the challenges and thoroughly scoping a solution. 365 Solutions Group manage the delivery of solutions every step of the way, with regular checks to ensure that expectations are being met, on budget and on time, every time.

Another major barrier is that small businesses often struggle to find the budget to implement technology they know they need, so 365 Solutions Group have developed these fixed cost bundles to provide peace of mind as you realize the cost savings the tools produce.

Keeping your data secure and automating
your processes with Office 365

Questions?










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Bundle Inclusions

This Office 365 Framework bundle includes the following:

-  2-hour intro/discovery workshop to discuss
 - Tenant name
 - Licensing recommendations
 - Security preferences
 - Existing setups
 - Domain host
 - Email addresses
 - Aliases vs shared mailboxes
-  Creation of a new tenant
-  Migration of domain
-  Creation of user accounts
-  Provision of chosen licenses
-  Configuration of security settings
-  Multi-Factor Authentication
-  Email migration *
-  General introductory training session on available apps

Optional Additions

The following will incur additional costs if desired:

-  SharePoint configuration
-  Advanced security configuration
-  Email migration from existing non-standard email host
-  Email migration for > 20 users
-  Active Directory configuration
-  Hybrid connection to on-premises Active Directory (AD)

* Email Migration limitations:

- Up to 20 mailboxes
- Up to 2 domains
- Source environment is a known standard source (Exchange Server, GSuite, or IMAP server)

