Microsoft

CENTURY Dynamic
Technology Solutions

A crash course in Microsoft 365 Business

Achieve more in your business with an integrated security, management and productivity solution — all in one.

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 solution 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 — all from one simple administrative console.

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 Microsoft 365 Business can improve your business every day —and how to use it so your employees can be collaborative and productive, while your data and devices are protected.

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 Teams, 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.

How it works

Avoid versioning issues caused by passing files back and forth via email.

1. Save an edited file in OneDrive.
2. Open a new email in Outlook, and select "Insert" and "Attach file." Then, select the file you want to send from recent files saved in OneDrive.
3. A OneDrive link will be attached. Click on that link to "Change permissions" for added security to allow only the recipient or people in your organization to edit or view the file.

Because a OneDrive link is attached, files are kept out of your inbox and everyone works from the most recent version saved in the cloud.
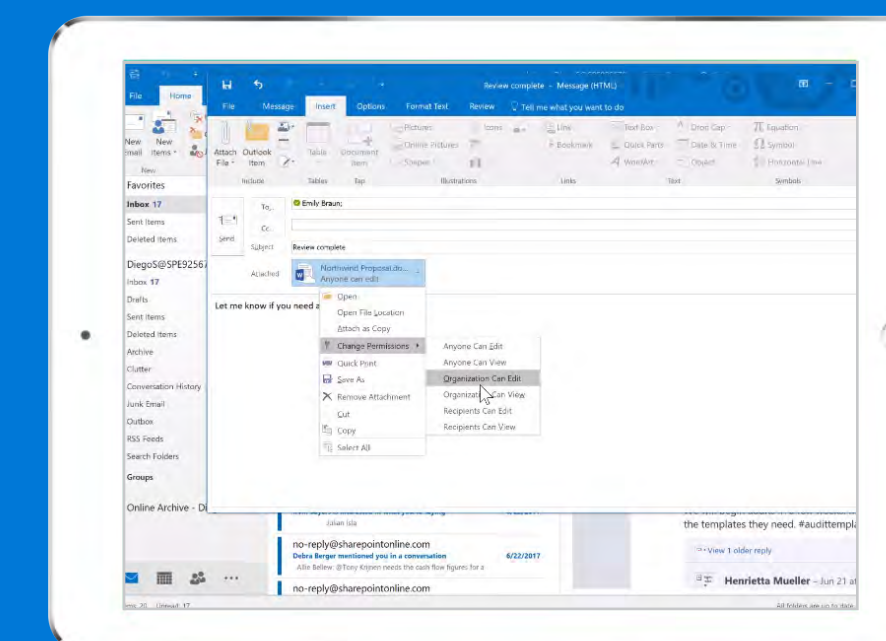
"We have associates across the world working different shifts, different times, even in different languages and Teams allows them to all connect and collaborate pretty effortlessly. Teams is a way to combine all of your communication channels you've had in the past into one modern experience."

Brian Gillespie, Director of Technology, Analysis, and Alignment at Cerner
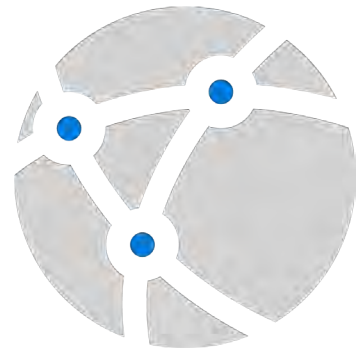
Anywhere it matters

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 creating a document on your desktop, making edits on a smartphone while waiting for an appointment and finishing it on your 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 Teams video call, and each of you opens the document saved to OneDrive on your devices. As you review the document, you can quickly make decisions and edits together, rather than laboriously swapping versions back and forth via email.

How it works

Need to talk in real-time about a document, spreadsheet or presentation?

1. From Word, Excel or PowerPoint, select "File" and then "Share."
2. Select "Present online" and then click the "Present" box to open a new Teams meeting. Your document will automatically open in the Teams meeting and your screen will be shared.
3. In Teams, select the "Invite more people" icon. As you type your colleagues' names, you can even see if they're already in another Teams meeting or when they were last online.
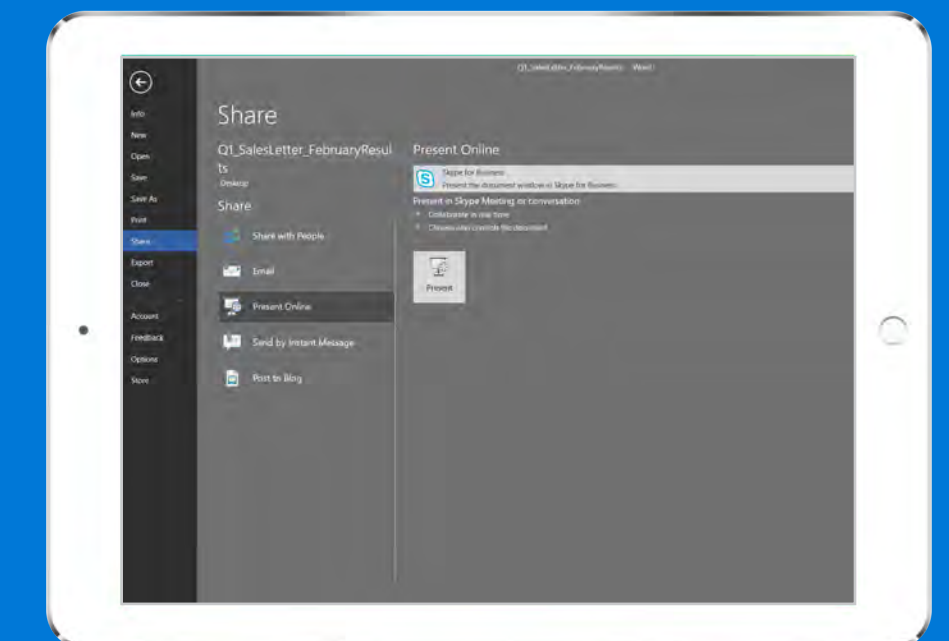
Always-on security

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:
Protect devices and data from security threats

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, from malware to phishing to ransomware — 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.

Scenario 3:
Control access to your data

Even when your business's data is out of your hands, you can still easily protect it. If an employee leaves your company, loses a phone while traveling, or has a laptop or Surface device stolen, devices and data are automatically protected with built-in encryption. You can easily perform a remote wipe of business data on devices — and even automatically wipe a device that's been dormant a certain amount of days — while leaving personal data untouched. This type of security and control provides the assurance employees need to use personal devices for work, and the protection your business needs.

How it works

Need to remotely wipe an employee's personal device because they left your company?

1. In the Admin Center, click on the Devices card.
2. Search for your user to view all their devices.
3. Select the device you wish to remotely wipe, click "Remove company data" and "confirm."

The next time the end user logs in to an Office app on that device, they will be notified your company data has been removed.
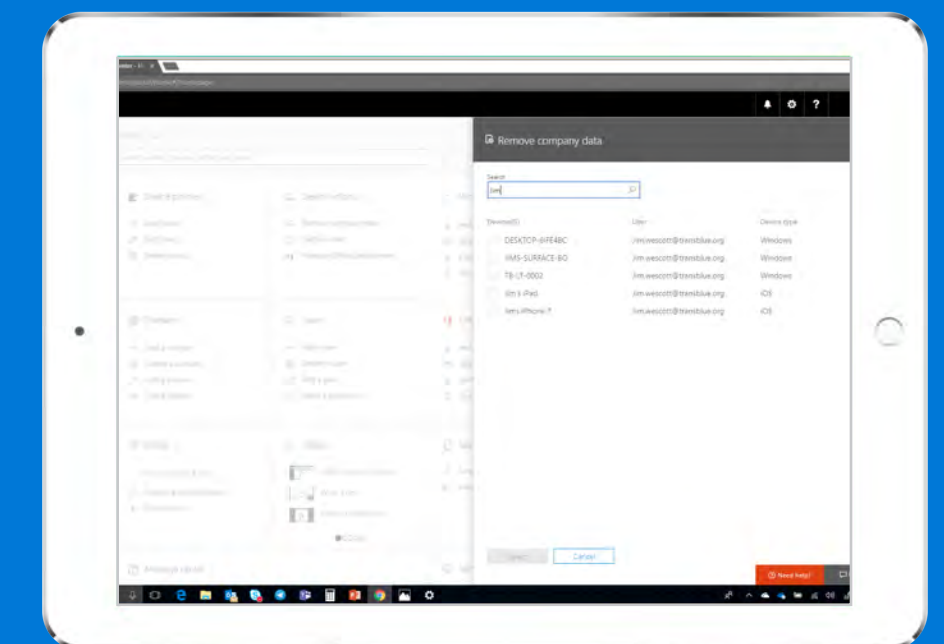
"The real advantage of Microsoft Teams is that you're more productive because you don't have to constantly switch between productivity apps. With Microsoft Teams, it's contextually evident when to use the different Office 365 services, like OneNote to organize meeting minutes and SharePoint Online or Microsoft OneDrive for Business to save your document."

Gary Walker, Head of People Digital Tools at Three
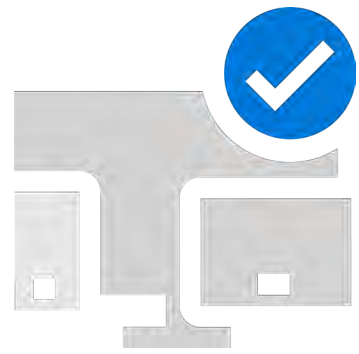
Simplified for business

Manage your IT services quickly and easily so you can focus on what matters.

Scenario 1:
Manage users and devices with a single console

The Microsoft Admin Console is your control center for Microsoft 365 Business, giving you a single place to configure your company's security policies, and manage devices and apps. The Setup Wizard condenses 45 enterprise-grade security settings into 15 easy-to-understand toggles or pull-down menus. Here, you can set company-wide or group-specific policies for mobile and Windows 10 devices. For example, you can manage access to Office files on mobile devices by requiring a pin or fingerprint, or prevent users from copying content from Office apps into personal apps. On the Windows 10 side, you can ensure Windows Defender antivirus is always active, and keep Windows 10 devices up-to-date automatically. You can even install Office on Windows 10 devices automatically.

Scenario 2:
Easy employee set-up and deployment

Microsoft 365 makes it simple to set up new staff on their devices, so they can start working quickly. To create a new user, just assign him or her to a security group; the policies that you have set up for that group will be applied automatically. Depending on these policies, when employees log on to their Windows 10 device, their Office 365 apps might be downloaded automatically, and their operating system will be kept up-to-date with no effort whatsoever on their part. They can even use their own mobile devices and your company data will be just as secure.

Scenario 3:
Single login for all services and devices

As easy as it is for you to administer your employees' devices and apps, it's even easier for your employees to use them. Microsoft 365 requires just one login for every app, Windows 10 device and service, so your employees can work anywhere from all of their devices, using their favorite Office 365 productivity apps to get things done, safe in the knowledge that security is taken care of.

How it works

Need different policies for different user types, such as your executive team?

1. In the Admin Center, select "Add policy" on the Policies card.
2. Name the policy, and select the policy type. For example, select "Windows 10 Device Configuration."
3. At this point, you can select different options for this particular team. For example, you may want this user group to be able to download apps from the Windows Store, whereas your warehouse and delivery staff may not have that option.

8
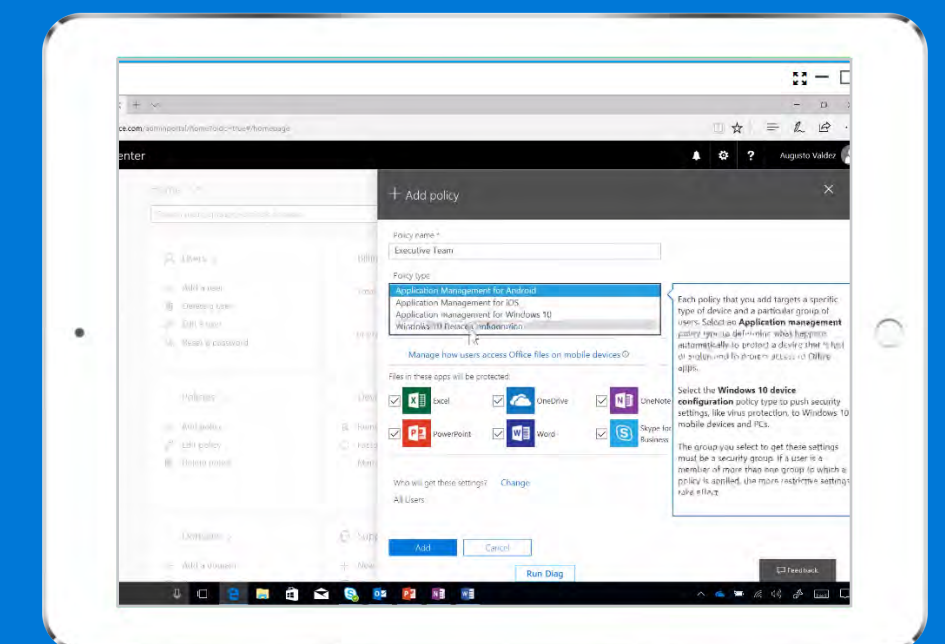
Microsoft 365 Business or Office 365:

Which solution is right for you and your business?

Microsoft 365 Business is an integrated solution built especially for small and midsized businesses. It's powered by the productivity apps of Office 365 and the best-in-class security features of Windows 10 to provide the technology you need to run and grow your business:

- The familiar and powerful productivity and communication tools of Office 365, including Word, Excel, PowerPoint, Outlook, Teams, SharePoint and more

- Centralized user, device and app management capabilities previously available only to large enterprises, but on an easy-to-use console for organizations with limited or no IT staff

- Best-in-class security and control

As a subscription service, Microsoft 365 Business has cost-effective pricing, while ensuring that you and your employees are always working with the latest and most secure version of Windows 10 and Office 365. It is designed to be run 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.

Microsoft 365 Business FAQs

How do I get Microsoft 365 Business for my business?
Microsoft 365 Business subscriptions may be purchased through a Microsoft Partner or directly from the Microsoft 365 Business website. In choosing whether to purchase direct or via a Microsoft Partner, 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 Partner, 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 Dynamics 365, Enterprise Mobile + Security 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.

What are the hardware and software requirements for a Microsoft 365 Business deployment?
Customers who wish to run Microsoft 365 Business in their organization must be running Windows 7, 8.1 or 10 Pro on their current desktops and upgrade to Windows 10 Pro. Customers who use on-premises Active Directory will be required to switch to cloud identity and management as part of

their deployment. Current Windows 10 Pro PCs should be running Creators Update if they have not already done so.

What is the best way to deploy Microsoft 365 Business in my organization? Partner-assisted deployment is the recommended way to deploy Microsoft 365 Business. Your partner is well-equipped to help you understand your options and make the best recommendations for deploying Microsoft 365 Business in your organization. Contact your Microsoft partner and ask for assistance in deploying Microsoft 365 Business.

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.

→ Contact Us for Plans and Pricing.

www.CenturyKS.com/managed-it-services

Topeka: (785) 354-7000
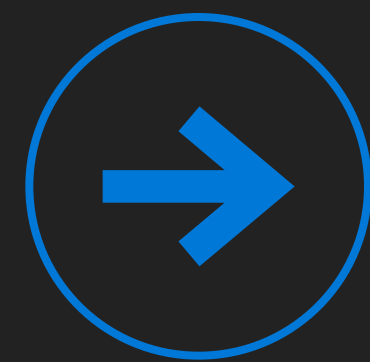Lawrence: (785) 832-0807
Garden City: (620) 277-7270
Dodge City: (620) 225-2434
Chanute: (620) 431-4811
Toll Free: (844) 731-4555

Microsoft