

TECHNOLOGY REVIEW

Briefing Paper
Series 1, Vol.3

DWC
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MICROSOFT 365 FEATURES & BENEFITS

In this briefing paper, we look at Microsoft's productivity and collaboration suite MS 365 that brings together best-in-class applications, with secure cloud services and storage.

- ✓ Mobile & web-based versions of MS Office Application.
- ✓ Email & Calendaring.
- ✓ Storage & File Sharing.
- ✓ Teamwork & Collaboration.
- ✓ Security & Data Protection.

From April 2020, Microsoft (MS) 365 will replace O365, with new AI-driven features, rich content creation & management, and digital powered user experience.

Designed for organisations with remote and office workers, and, with limited in-house IT, MS 365 allows easy setup and management.

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Office 365 Applications

MS Office apps, including Outlook, Word, Excel, and PowerPoint, plus Publisher, Access, and Skype. With seamless synchronisation with desktop, web, & smartphone, and real-time co-authoring of documents; with software continually updated to the latest version.

Outlook Email & Calendaring

Business-class email, calendars, and contacts on mobile devices, tablets, desktops, web-browser and with Exchange synchronizing data across devices in real-time.

OneDrive Cloud Storage

Access content, share and collaborate from anywhere and securely back up data. OneDrive is wholly integrated with Microsoft services; documents are automatically updated to the cloud, synchronised across devices and secure with Microsoft BitLocker encryption security and access policies.

MS Teams

Invite team members to chat, meet, call, collaborate, and host online meetings, group chat session, and web conferences. With Microsoft Teams, collaborate and connect with team members, schedule meetings, share screens, record sessions and meeting notes. Access, share and edit Word documents, PowerPoint presentations, and Excel files in real-time.

MS SharePoint & MS Forms

Empowering user experience and collaboration with the combination of Microsoft SharePoint, MS Forms & PowerApps, rich digital apps to automate routine tasks and workflows can be integrated with SharePoint's rich content management, document libraries, and filesharing across devices.

Subscription Licence

Microsoft 365 is a subscription service with versions for home, business, and enterprise, and operates on PC or Mac, iPad, Windows, or Android tablets and smartphones.

- MS 365 Personal, Student or Family.
- MS 365 Business Basic.
- MS 365 Business Standard.
- MS 365 Business Premium.

