Office 365
An Introduction to Features and Services
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Today’s Topics

• What is Office 365
• Office Applications
• Integration with existing infrastructure
• Plans offered for business
• Introduction to each of the Apps
What is Office 365?

• Office 365 is a suite of products and services providing a full collection of productivity tools for the home and business. The traditional desktop tools such as Word, PowerPoint, Excel, and Outlook are available for both local and offline use via the browser.
What is Office 365?

• There are a number of different versions for the Home, Small Business, and the Enterprise that work on different computer platforms as well as mobile devices.

• Office 365 will integrate with your existing Active Directory and other network services to provide a seamless single sign-on experience.
Office Applications

- Depending on the plan you are interested in, you are able to build the set of Office Applications that best suits your needs:
Office 365 Integration with on-premises environments

• You can integrate Office 365 with your existing directory services and with an on-premises installation of Exchange Server, Skype for Business Server, or SharePoint Server.
Office 365 Integration with on-premises environments

• When you integrate with directory services, you can synchronize and manage user accounts for both environments. You can also add password synchronization or single sign-on (SSO) so users can log on to both environments with their on-premises credentials.
Office 365 Integration with on-premises environments

• When you integrate with on-premises server products, you create a hybrid environment. A hybrid environment can help as you migrate users or information to Office 365, or you can continue to have some users or some information on-premises and some in the cloud.
Office 365 Integration with on-premises environments

**Directory synchronization**
- On-premises user account
- Information is synchronized between user accounts
- Online user account

**Single sign-on**
- On-premises environment
- User is authenticated in on-premises environment
- Office 365 environment
Office 365 Plans

• Home
  – Office 365 Home
  – Office 365 Personal
  – Office Home and Student 2016

• Small Business
  – Office 365 Business
  – Office 365 Business Premium
  – Office 365 Business Essentials
Office 365 Plans

• Enterprise
  – Office 365 ProPlus
  – Office 365 Enterprise E1
  – Office 365 Enterprise E3
  – Office 365 Enterprise E5
Office 365 Plans

• Home
  – Variations in the Office apps that are available. Office Home and Student 2016 only offer Word, Excel, PowerPoint and OneNote
  – 1 or 5 PC’s or mobile devices
  – Monthly or annual subscriptions or one-time purchase
  – Cloud Storage up to 1 TB
  – Applications are always up-to-date
  – Different options for Skype
Office 365 Plans
Small Business – Office 365 Business

- E-mail hosting not included
- Web versions of: O, W, E, P
- 5 PC/Mac and 5 mobile devices
- 1 TB of OneDrive storage
- 300 users max
Office 365 Plans
Small Business – Office 365 Business Premium

- Web versions of: O, W, E, P
- 5 PC/Mac and 5 mobile devices
- 1 TB of OneDrive storage
- 300 users max
- Tools for teams:
  - Planner, Teams online scheduling, Yammer, SharePoint
Office 365 Plans
Small Business – Office 365 Business Essentials

- Web versions of: O, W, E, P only
- 1 TB of OneDrive storage
- 300 users max
- Tools for teams:
  - Planner, Teams online scheduling, Yammer, SharePoint
# Office 365 Plans
(too many to elaborate here)


<table>
<thead>
<tr>
<th>Office 365 ProPlus</th>
<th>Office 365 Enterprise E1</th>
<th>Office 365 Enterprise E3</th>
<th>Office 365 Enterprise E5</th>
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<td>$12.00 user/month (annual commitment)</td>
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- **Office 365 ProPlus**
  - Fully installed Office on PC/Mac with apps for tablets and phones
  - Email with 50 GB mailbox
  - 1 TB file storage and sharing
  - HD video conferencing
  - Office Online
  - Team sites
  - Self-service BI in Excel

- **Office 365 Enterprise E1**
  - Online versions of Office with email and video conferencing
  - 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

- **Office 365 Enterprise E3**
  - All the features of ProPlus and E1 plus compliance tools, information protection, and voicemail integration
  - PSTN conferencing to dial into 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

- **Office 365 Enterprise E5**
  - All the features of E3 plus a new class of unified communications solutions with advanced Skype for Business meetings and voice capabilities

Learn more 🔄

Buy now
Office 365 Apps

• Access any applications you need directly from the App Launcher
• You can open Office documents in the browser or client
• Access from any device that has Office applications (mobile)
Office 365 Apps

• Mail
  – Your traditional email in the browser

• Calendar
  – Your traditional calendar in the browser

• People
  – Personal and company contact management

• SharePoint
  – Web-based collaboration and content management

• Skype for Business
  – IM and audio/video conferencing
Office 365 Apps

- **Office**
  - Latest productivity applications (web-based and client)
- **OneNote**
  - Note taking productivity application
- **Tasks**
  - Your traditional task management in the browser
- **Newsfeed**
  - Connect with colleagues and information and stay on top of activities of interest
- **Delve**
  - Personal search and discovery of relevant content
Office 365 Apps

- Yammer
  - Enterprise social network platform
- Video
  - Centralized storage and management of business video
- Sway
  - Create and share polished, interactive reports, presentations, personal stories very easily
- Planner
  - Simple team planning, organization and task management
- PowerBI
  - Suite of business analytics tools to analyze data and share insights
Office 365 Apps

- **PowerApps**
  - Quick app creation tool to share information
- **Project Online**
  - Project Portfolio management online
- **Dynamics 365**
  - CRM and ERP
- **Visio**
  - Advanced visual process creation
- **Flow**
  - automated workflows between your favorite apps and services to get notifications, synchronize files, collect data, and more
Office 365 Apps

• Stream
  – Stream share and manage business videos
• Teams
  – Chat-based team work-spaces
• OneDrive for Business
  – Cloud-based storage of files for ease of access on any device and for sharing with colleagues
Questions and Thank You!

- Follow me on Twitter: @mstrsharepoint
- Upcoming Webinars – Register at ASPETRAINING.COM
  - March: Understanding Share and Access Requests
  - April: Using Information Management Policies
  - May: Be more Effective with Office 365 and SharePoint Collaboration Tools
- Check our SharePoint Blog at ASPETRAINING.COM
- PDU Code: WS021017