

# Are you getting the best from Office 365?



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Despite all the evolution in technology, Microsoft Office remains a main staple of our daily business diet. Sure, Word and Excel have improved and the design has changed a few times over the years and despite our initial disgust at each new iteration, before long, it's like it was always that way.

One thing that has changed, is the way we pay for Microsoft Office. It is now a monthly fee per user per month like many modern applications these days.

Therefore, is it not in your best interests to ensure you get the best out of this operational costs?

### **There is so much more now!**

You have probably seen many more apps appear in the suite over the years and probably never taken the time to get to know them and understand how they can best add value to your business.

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## Something Old

For example, you have probably seen OneNote sitting there for years and thought about opening it but never got around to it, right? OneNote is a handy tool for taking notes and collating snippets of information in one place simply and easily. You simply create a tab for all the various parts of your life like a virtual pin board and then attach notes and media from anywhere and keep them on the pin board for later reference. OneNote is fully searchable and even has a mobile app so you can access your pin boards from anywhere whenever you need them. Those that already use OneNote love it. Maybe you can give it a try?

## Something New

Want something with a little more functionality and structure that you can then use to share and present information? Try Microsoft Sway. This is relatively new app, released without much fanfare. It combines the ease of collecting information and the ability to search popular resources such as Twitter, YouTube and Flickr and present research and findings in stunning ways, with the ability to publish as a web page in a simple few clicks.

## Something Borrowed

How about a project management tool to keep everything and everybody on the same page?

Microsoft Planner works in a very similar way to very popular project management tool, Trello.

You create a project and then assign different columns as the various stages of the project. Within each column you create the tasks via a card which contains the description and the various steps in the form of a to-do list. Other team members can be tasked and even can comment on every card. You can even attach media to the cards, such as images and video.

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When you get the buy in from everybody in your team, these tools can be amazing and dramatically improve both productivity and communication, regardless of the location of your team.

If you are just looking to get the best out of the original Office applications such as Word, Excel and PowerPoint then you can always come along to our Learning Zone sessions which are open to all.

You can find out more about our [Learning Zone here](#) or if you want to discuss how you can get the best out of Office 365 in your business you can always give us a call on 01843 572600



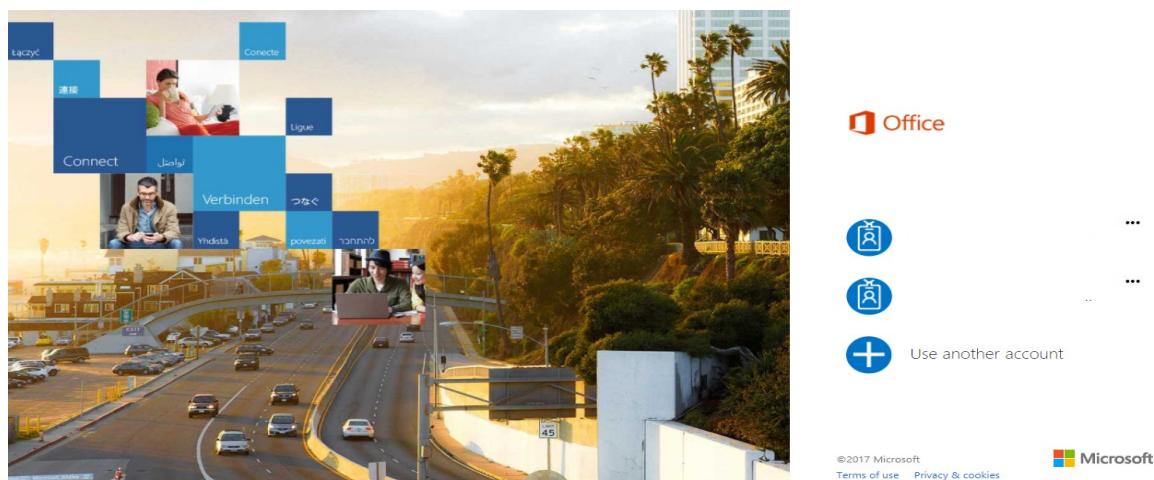
# How To Sign Into the Office 365 Portal

Do you ever struggle with logging into the Microsoft Office 365 portal? Tried too many times and given up? Don't despair...we are here to help and here is how to log into the Microsoft Office 365 portal:

Type

<https://login.microsoftonline.com/>

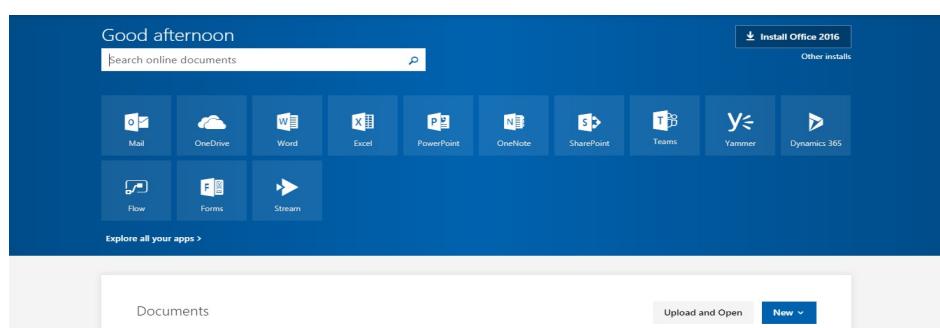
into your internet browser URL. The following page will appear –



On the right hand side, enter your email address and password.

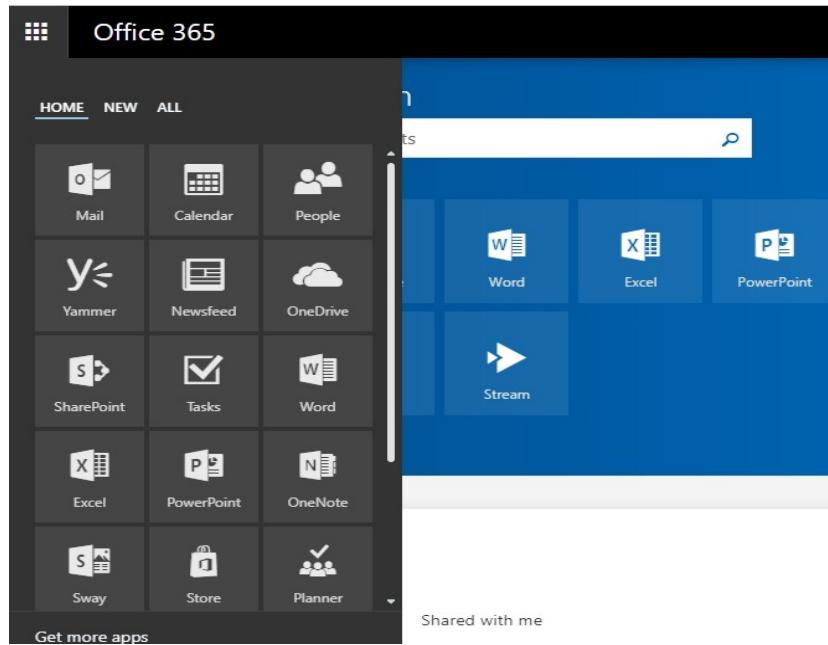
**Sign in**

and the following page will appear –



# How To Sign Into the Office 365 Portal

Now, you can access your emails, shared space on SharePoint, calendars and online versions of Microsoft Office 365 products – including Word, Excel, PowerPoint and OneNote. You can see all your available apps in the portal, by clicking on the little white box in the top left hand corner of the screen –



You can access the portal from numerous devices (laptop, desktop, tablet and mobile phone), as long as there is an internet connection.

# Using Office 365 on your iPad



The fantastic thing about the Office 365 suite is that you can log into it anytime and anywhere – if there is an available internet connection. So, not only can you access Office 365 from your desktop at work, you can also access it on your way home on the bus from your iPad or when you're relaxing on the sofa with your tablet. It's genius!

If you have a *Microsoft Office 365 for Business* subscription, fantastic! As Microsoft say, “Your go to office – anywhere!”

The ninjas at Business Computer Solutions use and love Office 365. With the ability to access it anywhere and features such as [Skype for Business](#), why wouldn't we? Office 365 is a great way to collaborate and work on the same document. No more emailing attachments, everyone can work and edit the same document. How great is that?

All you need to do is grab your iPad, log into the Office 365 portal and away you go! Not sure how to log into the Office 365 portal? Fear not...[you can find out how here!](#) You can also [visit Microsoft here](#) and find out how to install Office 365 onto your additional devices.

# What version of Office is right for my business?



What version of Office 365 is right for my business?

As more and more people are moving over to the latest and possibly final version of Microsoft Office you may find yourself looking at the various options available to you and become quite overwhelmed very quickly.

I say the final version as the beauty of Office 365 is that you always get the latest version going forward as a result of the monthly subscription instead of purchasing a single license for a particular version of Office. Often companies would end up with a real mixture of different versions of Office whereas now with Office 365 everybody is always on the latest version.

So a monthly subscription cost but with many subscriptions available which one is right for your business?

## Three versions

There are actually 3 main camps when it comes to the different versions of Office 365

- Personal
- Business (up to 300 users)
- Enterprise (unlimited users)

This ebook is not going to cover personal licences however you can find more information on personal licences [here](#).

# What Version Of Office 365 Is Right For My Business?

## Business

There are many different versions of Office 365 and to be honest it can get quite complicated to get your head round what includes what and which version is best for you.

We believe that there are three different versions of Office 365 that really are worth understanding and these are the three versions we supply and support.

The 3 versions of Office 365 we recommend, supply and support are:

- Office 365 Business Essentials
- Office 365 Business Premium
- Office 365 E3

### Office 365 Business Essentials

Business Essentials is ideal for those on the road or those that just need a company email account. It does give access to the web only version of Office but this version has limited functionality and is useful for quick edits only.

Email with 50 GB mailbox

- 1 TB file storage and sharing
- HD video conferencing
- Office Online

*Pricing: £3.80 billed per user per month on an annual commitment. This includes full support from BCS for our customers that are on our managed service support contracts.*

### Office 365 Premium

Office 365 Premium includes the full versions of the core Microsoft Office applications which includes:

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- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Publisher
- Microsoft OneNote

It also come with a 50 GB mailbox and Skype for Business as well as the 1TB storage and HD Video conferencing.

This is one of the most popular versions of Office 365 as it has everything included that most business users would require for companies with up to 300 subscribers.

*Pricing: £9.40 billed per user per month on an annual commitment. This includes full support from BCS for our customers that are on any of our managed services contracts.*

## Microsoft Office 365 E3

Enterprise E3 is another hugely popular choice and comes with a few very significant additions that may be right for some of your users.

On top of all of the offerings from Office 365 Premium It also includes the following:

- Includes Unlimited Email Storage
- Enterprise management of apps
- Microsoft Access
- Access to Office on remote servers

If you have members of staff that do have remote access to your servers that require access to Microsoft Office, then you will need the E3 version.

# What Version Of Office 365 Is Right For My Business?

*Pricing: £17.60 billed per user per month on an annual commitment. This includes full support from BCS for our customers that are on any of our managed services support contracts.*

## Summary

Office 365 has many options but in reality most businesses use the same applications in the same way.

One of the huge advantages of having an Office 365 subscription is that you can mix the licences up to provide the right license type to each member of your team.

The monthly billing also means you can add, remove or even change licenses very easily and with a direct effect on cost. This is ideal if your team fluctuates in size.

Our customers also have the advantage of being supported by our support desks that are run by local people. The support desk runs 24/7 365 days a year. This avoids having to contact the Microsoft support desk which could be based anywhere in the world.

Moving to Office 365 is a painless experience when you have completed as many transitions as we have. Making sure that your staff are comfortable with their new Office experience and can remain productive with as little disruption as possible is what we deliver every time.

Still have questions?

Our Kent based team are happy to help you determine which solution will fit you best and you can contact us on 01843 572600