



SCORE NYC: Office 365

Presented by: ***The Data Pros***



Partnered with  Microsoft

Form Results

SCORE NYC Office365 Form

- *"exploring the use of MSW programs I don't already use"*
- *"utilize o365 to the max, lots more functionality than just the office suite "*
- *"how to use W365 as a efficient tool for paperless or paper light team and customer communications and collaborations"*



How Microsoft Interfaces With The World

Direct Sales

Microsoft Retail

Partners





Office 365 Licenses

Business

- Available Business Licenses: Office 365 Business, Business Premium, and Business Essentials.
- **Office 365 Business:** Best for businesses that need Office applications plus cloud file storage and sharing. Business email not included.
- **Business Essentials:** Best for businesses that need business email and other business services. Office applications not included.
- **Business Premium:** Best for businesses that need business email, Office applications, and other business services. Business apps such as Bookings, Connections, and Listings are incorporated within this license.

O365 Business	Business Essentials	Business Premium
<p>Office applications included</p>	<p>Office applications included (Not included)</p>	<p>Office applications included</p>
<p>Services included</p>	<p>Services included</p>	<p>Services included</p>

Enterprise

- Available Enterprise Licenses: E1, E3, and E5.
- **E1:** Business services—email, file storage and sharing, Office Online, meetings and IM, and more. Office applications not included.
- **E3:** All the features of Office 365 ProPlus and Office 365 Enterprise E1 plus security and compliance tools, such as legal hold, data loss prevention, and more.
- **E5:** All the features of Office 365 Enterprise E3 plus advanced security, analytics, and voice capabilities.

E1	E3	E5
<p>Office applications (Not included)</p>	<p>Office applications included</p>	<p>Office applications included</p>
<p>Services included</p>	<p>Services included</p>	<p>Services included</p>

Microsoft 365

- Microsoft 365 is a trusted, secure, and productive way to work that brings together Office 365, Windows 10 Enterprise, and Enterprise Mobility + Security.
- Microsoft 365 delivers the latest and most current advanced innovations in enterprise security, management, collaboration, and business analytics, delivered through enterprise cloud services.
- Microsoft 365 offers Business and Enterprise options.

Achieve more together

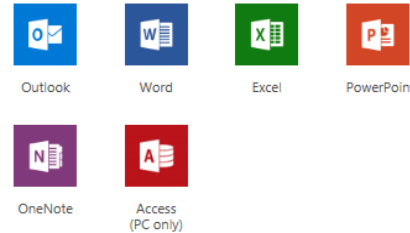
Create, connect and collaborate with people inside and outside your company.

Business

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Office 365 Business

Office applications included



Services included

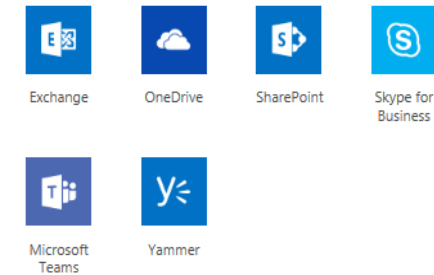


Business Essentials

Office applications included

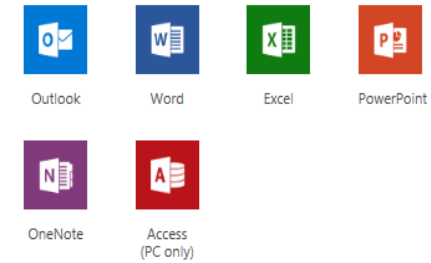
(Not included) ⓘ

Services included

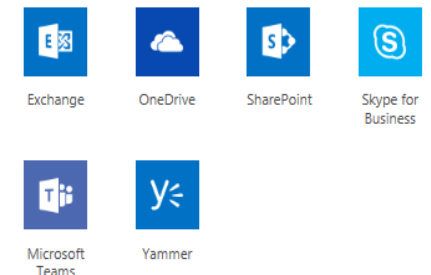


Business Premium

Office applications included



Services included



Enterprise

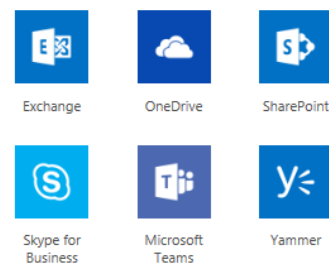
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E1

Office applications

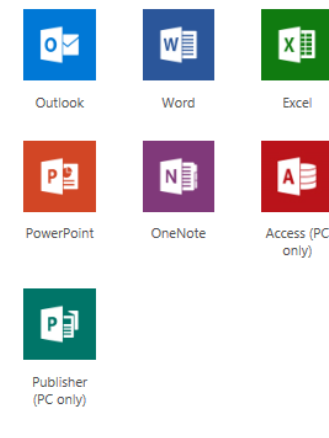
(Not included)

Services included

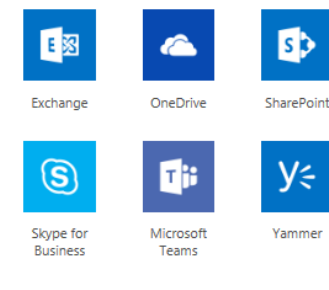


E3

Office applications included

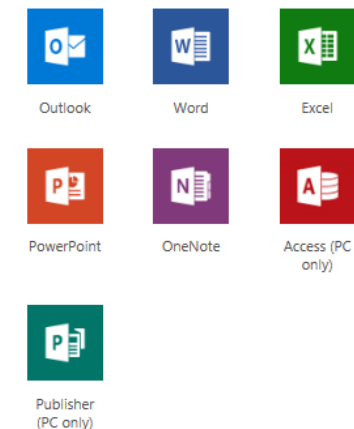


Services included

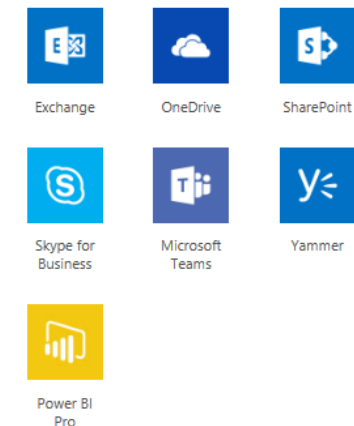


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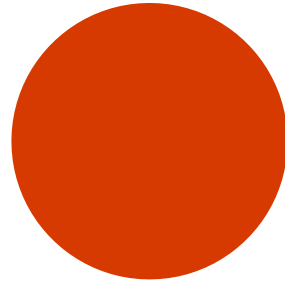
**Achieve more
together**

Create, connect and
collaborate with people
inside and outside your
company.



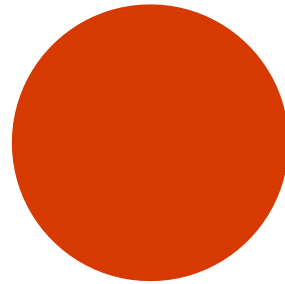
Everything You Need All in One Place!

Office 365 Business Premium



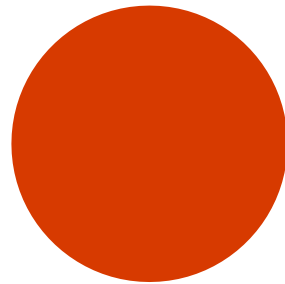
Office Suite

Word, Excel, PowerPoint,
Outlook, OneNote, & more



Online Services

OneDrive, SharePoint, Skype for Business
Microsoft Teams, Exchange, Yammer, & more



Business apps

Outlook Customer Manager, Bookings,
Connections¹, Listings¹, Invoicing¹, MileIQ^{1,2}, StaffHub, &
Business center¹





Office365 Business Premium Products

Microsoft Word



- ✓ Bring out your best writing.
- ✓ Co-author with anyone anywhere.
- ✓ Work the way you want.
- ✓ Perfect your resume to land a dream job.



Microsoft Excel



- ✓ Turn your data into insights.
- ✓ Get a better picture of your data.
- ✓ Share your Spreadsheets to add another set of eyes.
- ✓ Learn how to turn data into money.



Microsoft Outlook



- ✓ Get more done on the go
- ✓ All-in-one calendar management
- ✓ A smarter and more powerful inbox.
- ✓ Share files from the cloud.
- ✓ Available on your Mobile Phone and Mac too!



Microsoft PowerPoint



- ✓ Take your presentations to the next level
- ✓ Present with confidence
- ✓ Start and stay in sync
- ✓ Design with 3D models and animation!



Microsoft OneDrive



- ✓ Share your files from anywhere!
- ✓ Seamless collaboration
- ✓ Security controls and mobility
- ✓ Over 85% of Fortune 500 businesses have OneDrive for Business



Microsoft OneNote



- ✓ Your mobile, digital notebook
- ✓ Collaborate with anyone
- ✓ Create multiple notebooks and organize them to your liking!
- ✓ Organize business plans like never before



Microsoft SharePoint



- ✓ Your mobile, intelligent intranet!
- ✓ Simple sharing and seamless collaboration
- ✓ A new way to engage and inform your organization
- ✓ Transform your business processes



Microsoft Skype for Business



- ✓ Communicate across devices
- ✓ Security, Control and Compliance
- ✓ Voice, chat, and video meetings!
- ✓ Use Skype on the go via your mobile device!



Microsoft Publisher (PC Only)



- ✓ Personalize your publications using familiar tools
- ✓ Publish in the way that suits your audience best
- ✓ Simple tools make designing easy
- ✓ Perfect for mail merges and photo printing



Microsoft Access (PC Only)



- ✓ Elevate your data!
- ✓ Create and share apps without being a developer.
- ✓ Customize apps to grow with your business.
- ✓ Integrate with multiple data sources.



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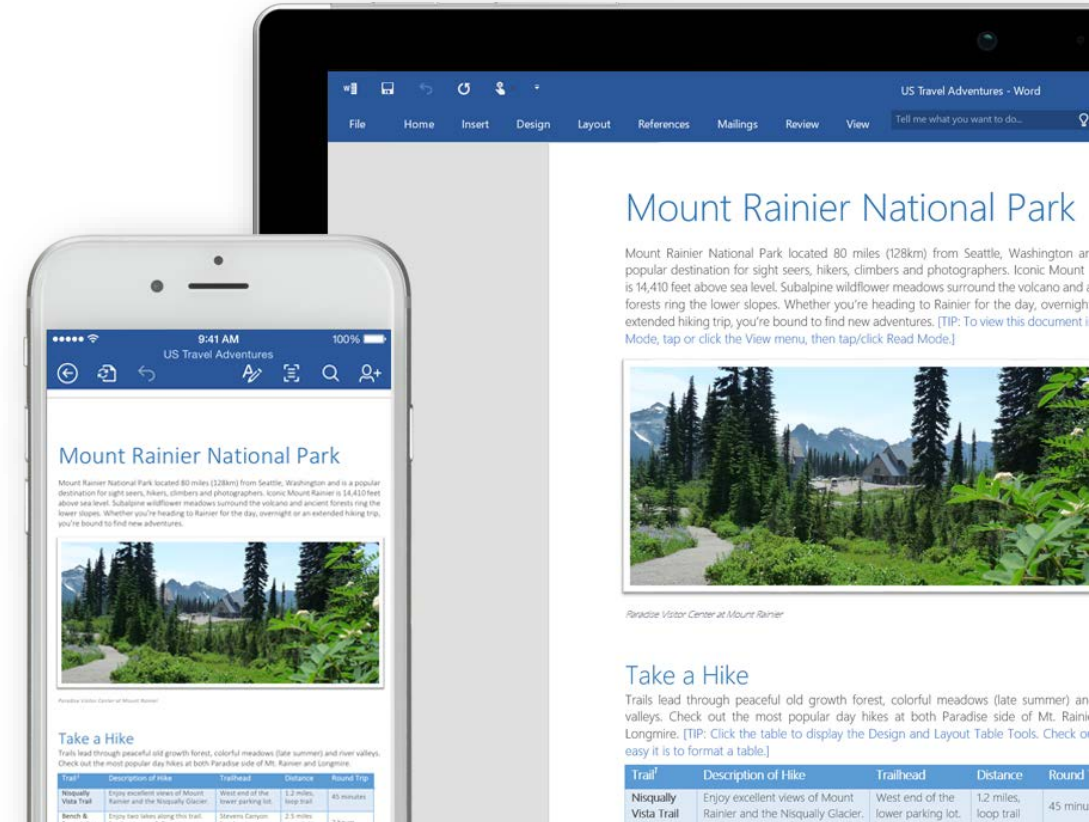
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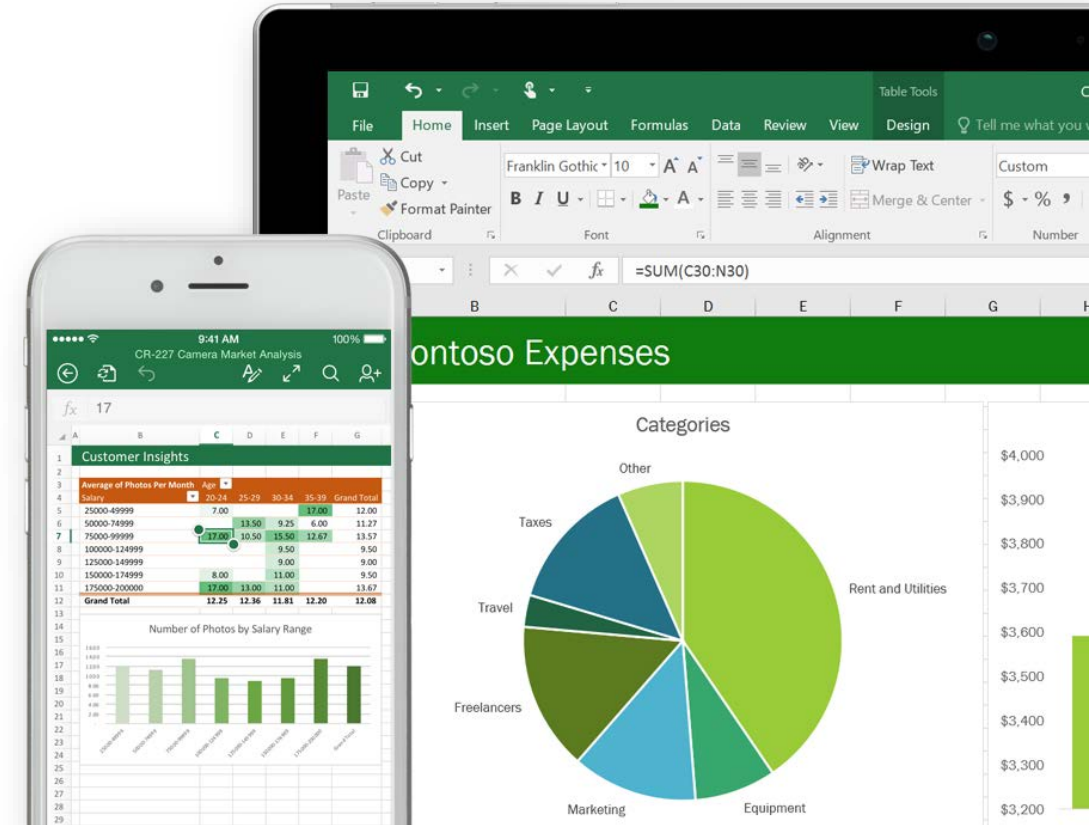
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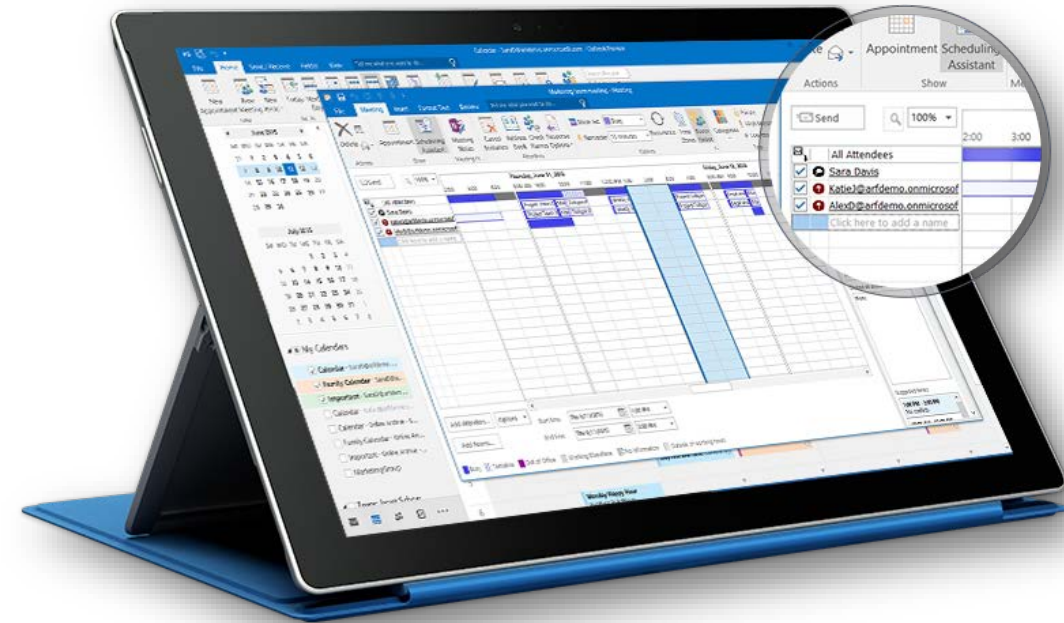
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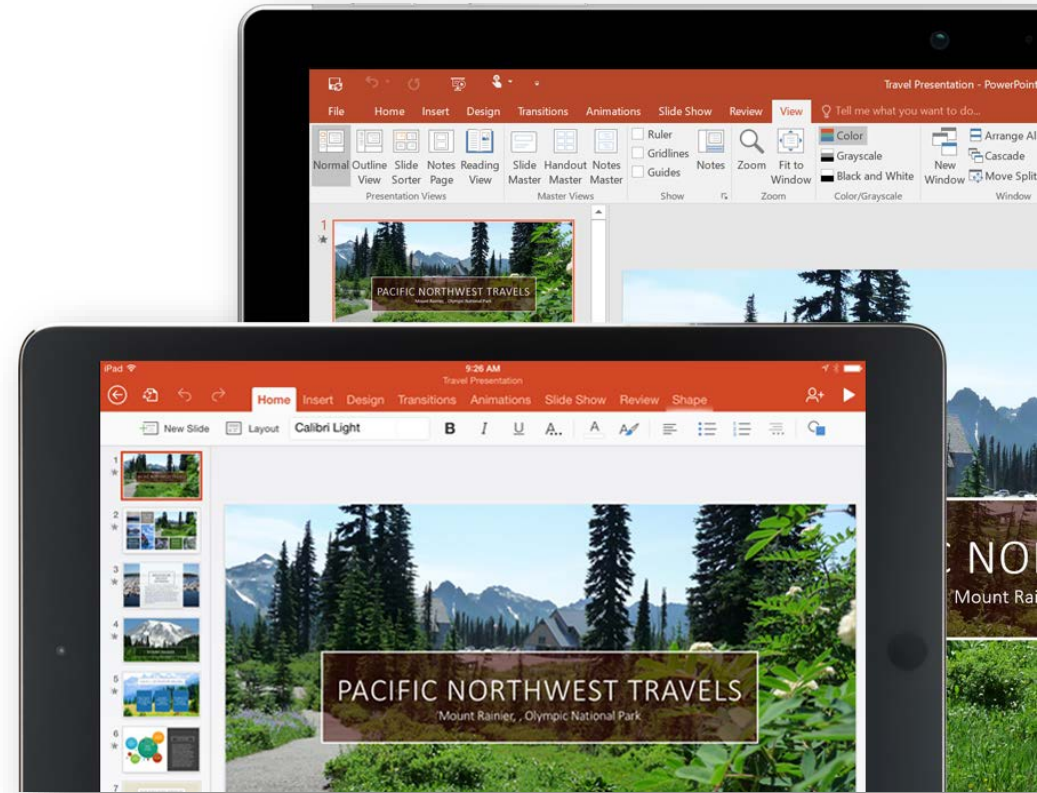
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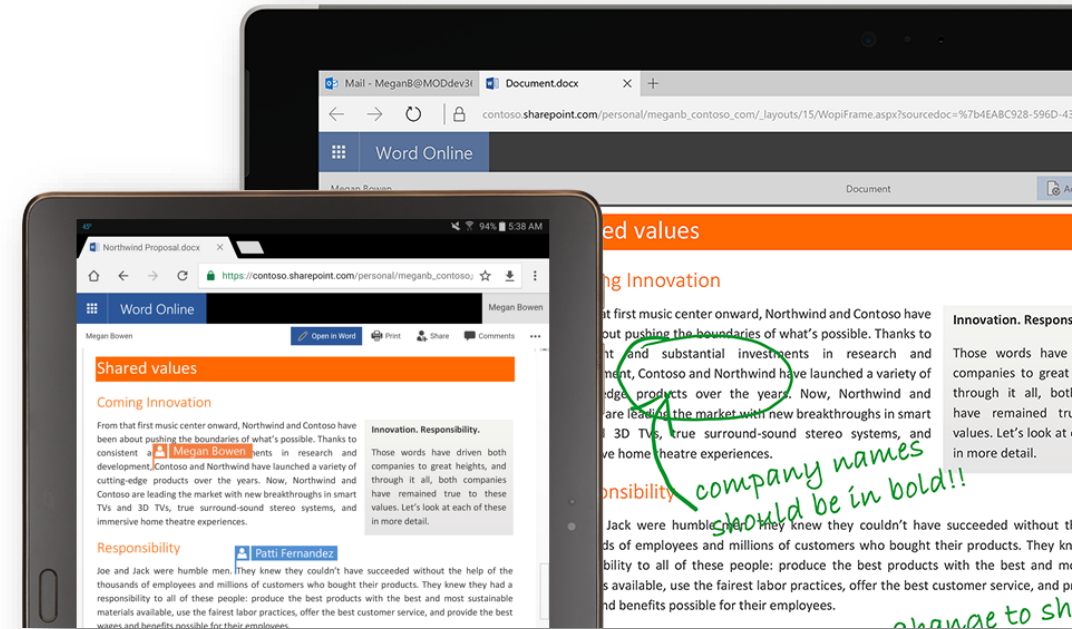
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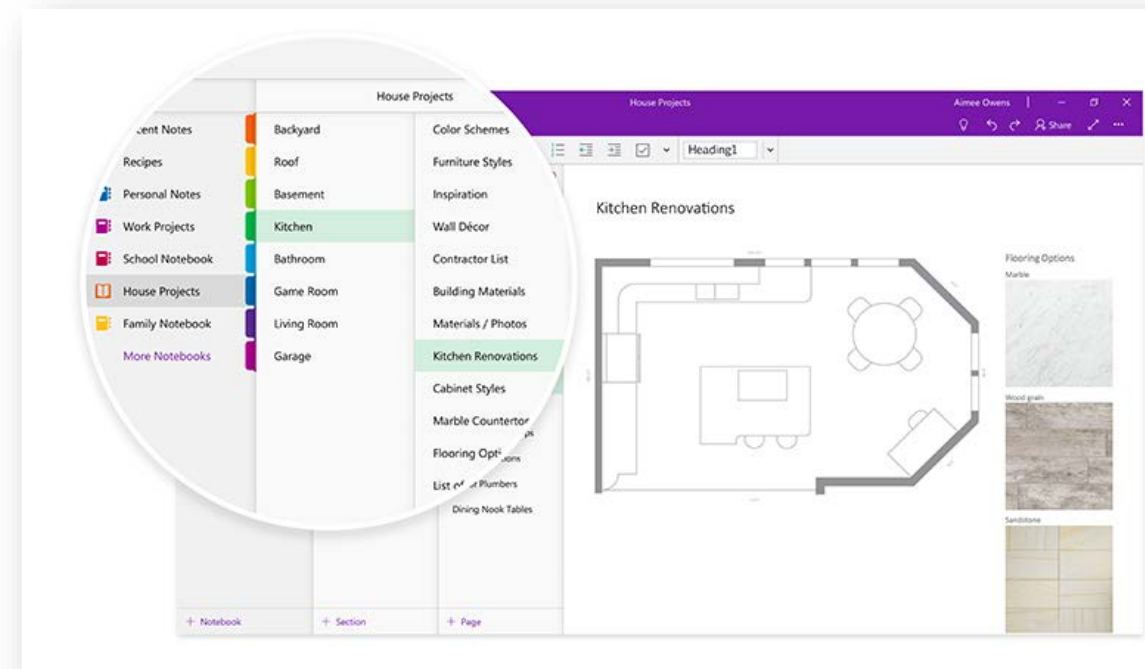
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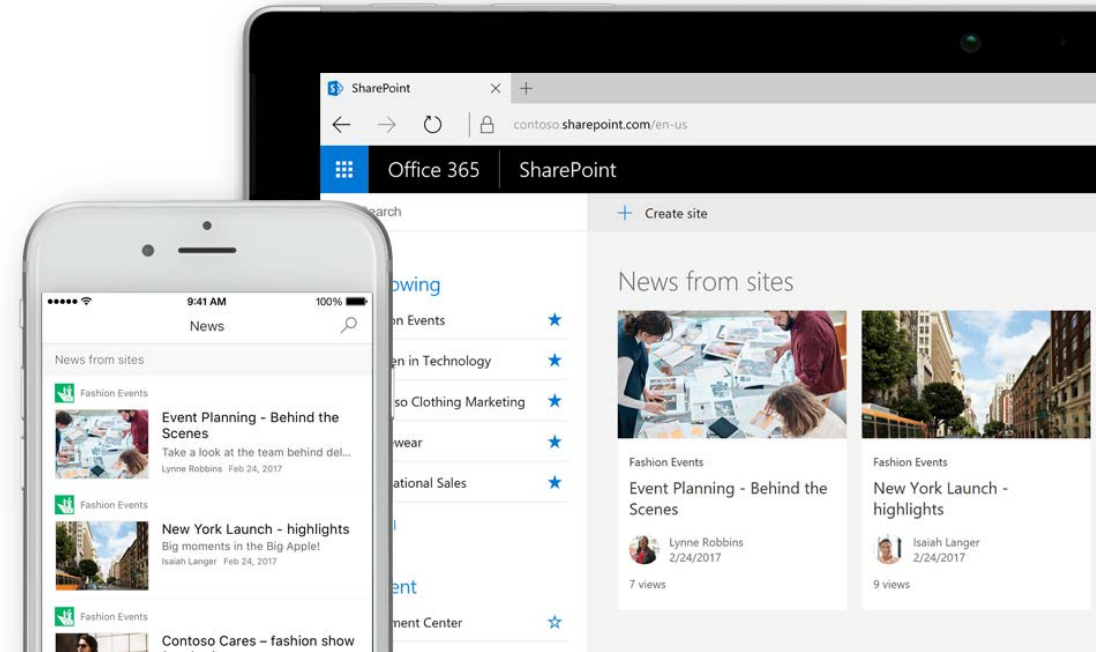
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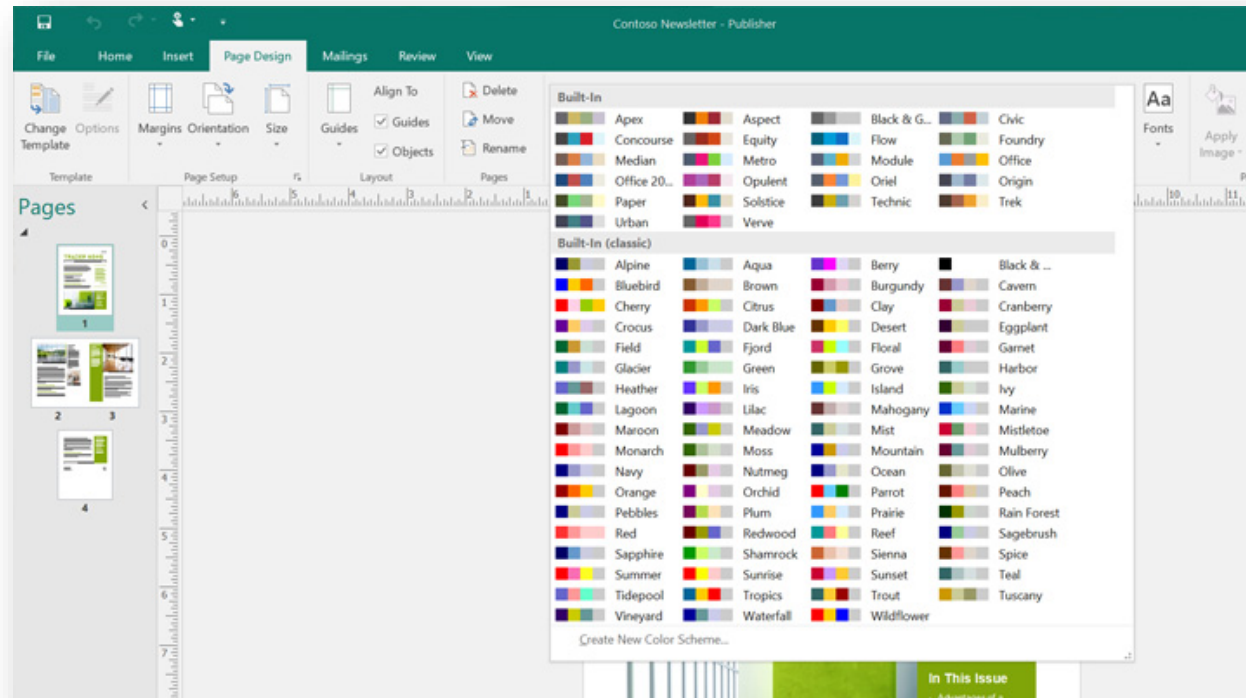
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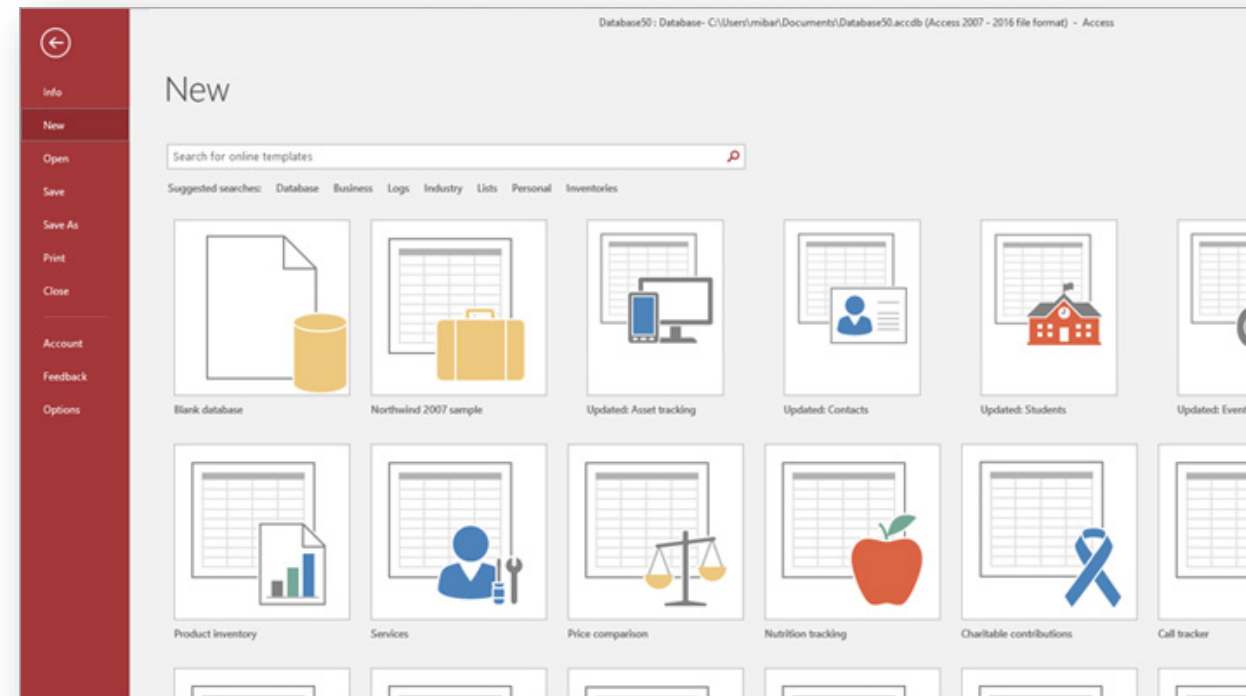
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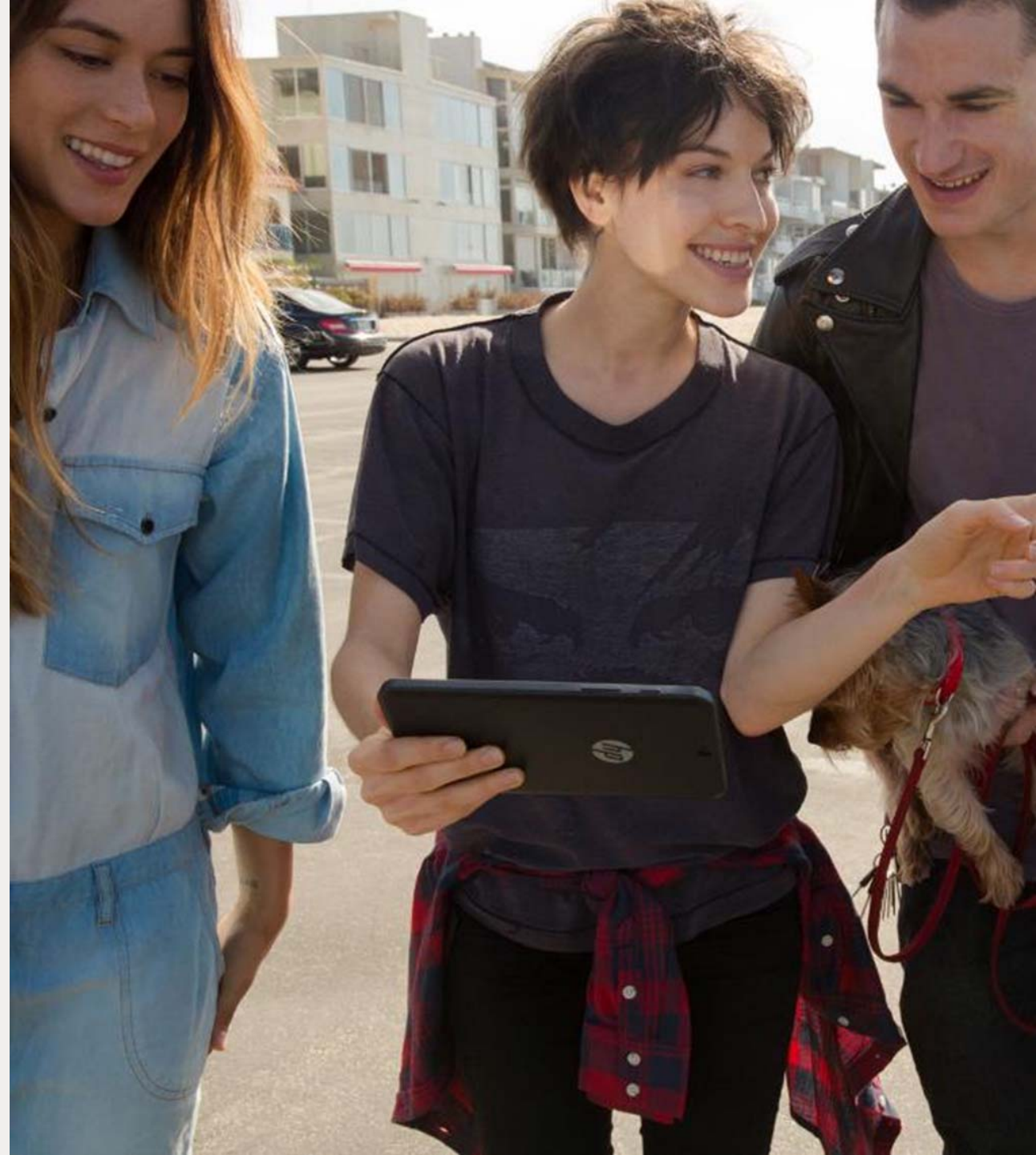
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How do these apps work together?




- Workflow automation and the use of Microsoft “Business Apps” help integrate all of your Office365 applications.






Office 365 Business Apps

Introducing new apps to help you boost your business and manage the mundane

Grow Your Business.

-  Be seen online with **Microsoft Listings**
-  Cultivate relationships with **Outlook Customer Manager**
-  Market to customers with **Microsoft Connections**

Run Your Business.

-  Streamline scheduling with **Microsoft Bookings**
-  Automatically track your mileage with **MileIQ**
-  Send professional-looking invoices with **Microsoft Invoicing**

Manage it all from one place
with the **Business center**

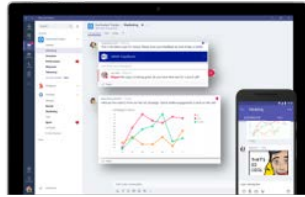


Office365 Business Premium – Business Apps

Your Hub for Teamwork – Microsoft Teams



- ✓ Enterprise security, compliance and manageability.
- ✓ Integrate all of Office365's applications in one place.
- ✓ Customizable and extensible for your companies needs.
- ✓ Create teams, channels, and much more all in one location!



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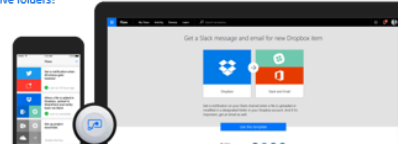
3/12/2018

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Let Your Apps Work For You – Microsoft Flow



- ✓ Work less, do more!
- ✓ Build automated workflows between apps with one click!
- ✓ No Coding Required.
- ✓ Turn repetitive tasks into multistep workflows. For example, forward all attachments received in Outlook to specific OneDrive folders!



The Data Pros

Organize Teamwork – Microsoft Planner



- ✓ Planner makes it easy for your team to create new plans and tasks!
- ✓ Each plan has its own board where you can chat, share files and work visually.
- ✓ Collaborate across devices.
- ✓ Never miss a task with the automation of Microsoft Flow and Planner!



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For the Firstline Workforce – Microsoft StaffHub



- ✓ Schedule and Task Management for Firstline Workers.
- ✓ Training and onboarding across all your devices!
- ✓ Work with co-workers to schedule days off and covered shifts.
- ✓ Identity and access management.



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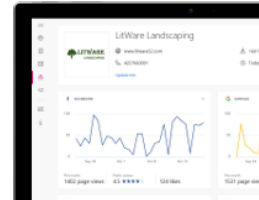
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Get Your Business Discovered – Microsoft Listings



- ✓ Help customers find you!
- ✓ Get your business listed on Facebook, Google, Bing, and Yelp from one simple place.
- ✓ Easily maintain and update your business profile from one location!
- ✓ Monitor online views and reviews – including star ratings and comments.



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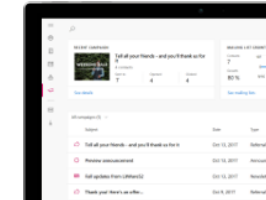
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Marketing Tool – Microsoft Connections



- ✓ Attract and retain customers with an easy-to-use email marketing tool.
- ✓ Easily send professional-looking marketing emails that showcase your brand and drive sales.
- ✓ Bring in new customers by building your email subscribers list and asking existing customers for referrals.
- ✓ Understand which email campaigns resonate best, and which customers you've contacted!



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Simplify Scheduling – Microsoft Bookings



- ✓ Delight customers with a brand new scheduling system!
- ✓ Bookings gives you a fast, easy alternative to time-consuming, frustrating phone-scheduling.
- ✓ Decrease your no-shows with automatic reminders for customers and staff.
- ✓ With the Bookings mobile app, you have full access to your customer, staff, and calendar info.



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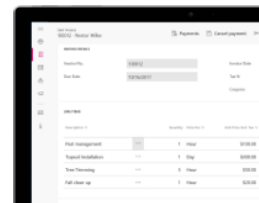
3/12/2018

30

Invoicing Made Easy – Microsoft Invoicing



- ✓ Create professional-looking invoices with ease!
- ✓ Get paid fast with online payments!
- ✓ Save your most valuable resource – time.
- ✓ Stay on top of your money.
- ✓ Access it on the go!



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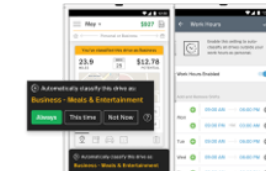
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Mileage Reporting – MileIQ



- ✓ Accurate mileage reporting in the palm of your hand.
- ✓ Your miles are automatically logged and recorded.
- ✓ Creates a complete record of all your tax deductible and reimbursable mileage.
- ✓ Detailed reports at your fingertips
- ✓ MileIQ saves time by automatically classifying frequent drives on your behalf



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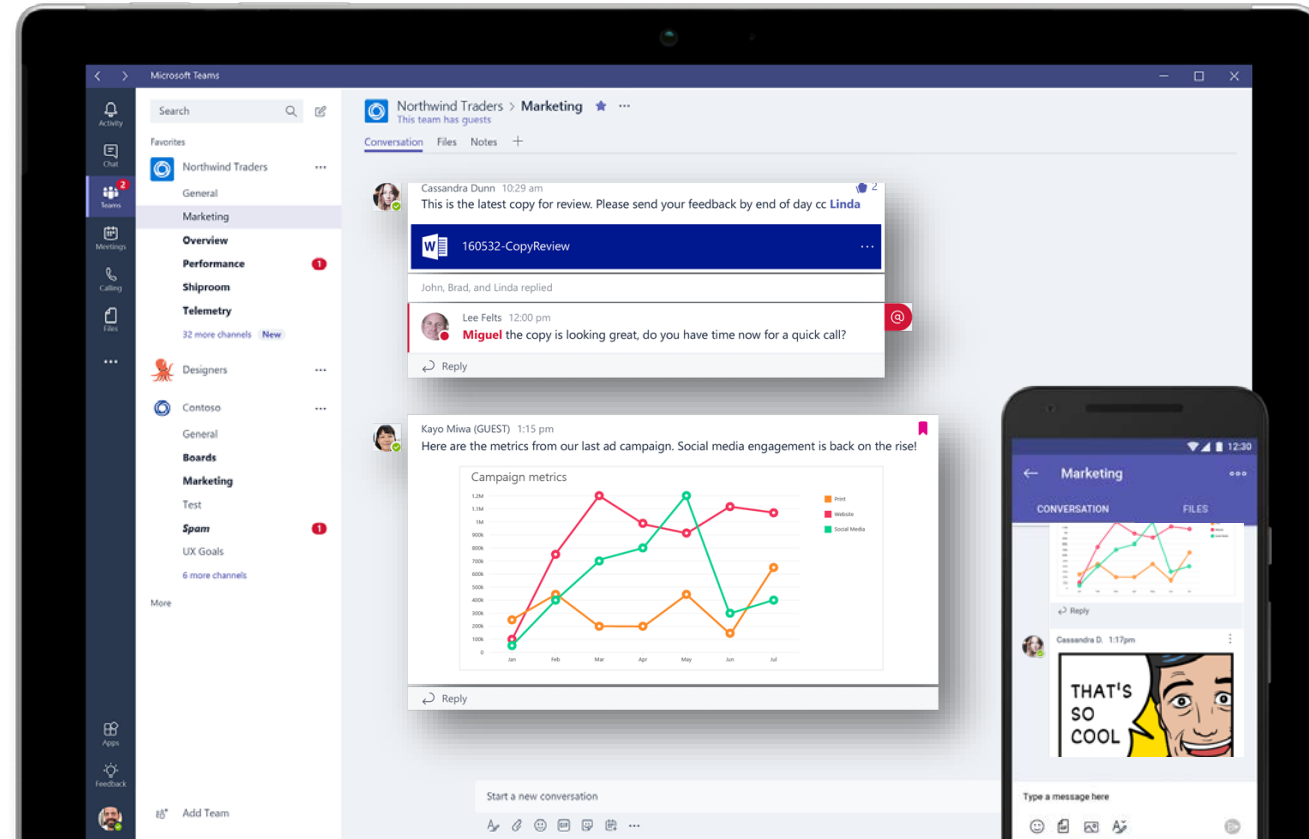
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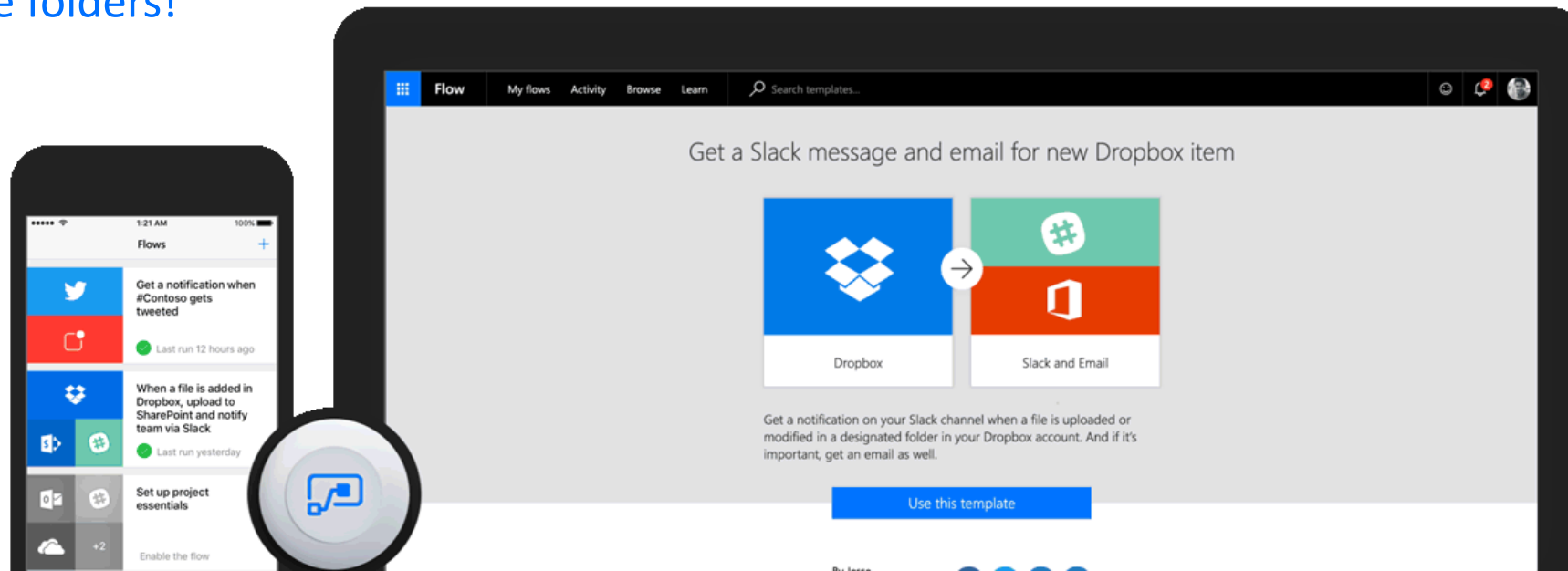
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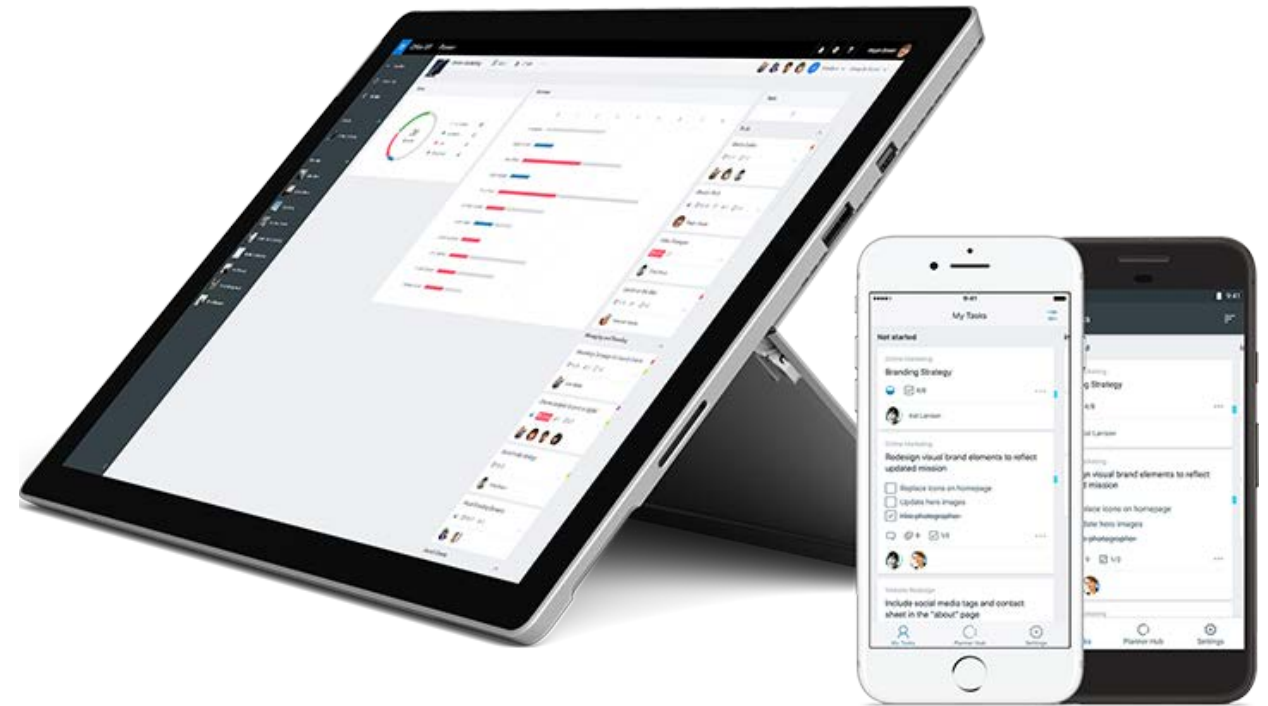
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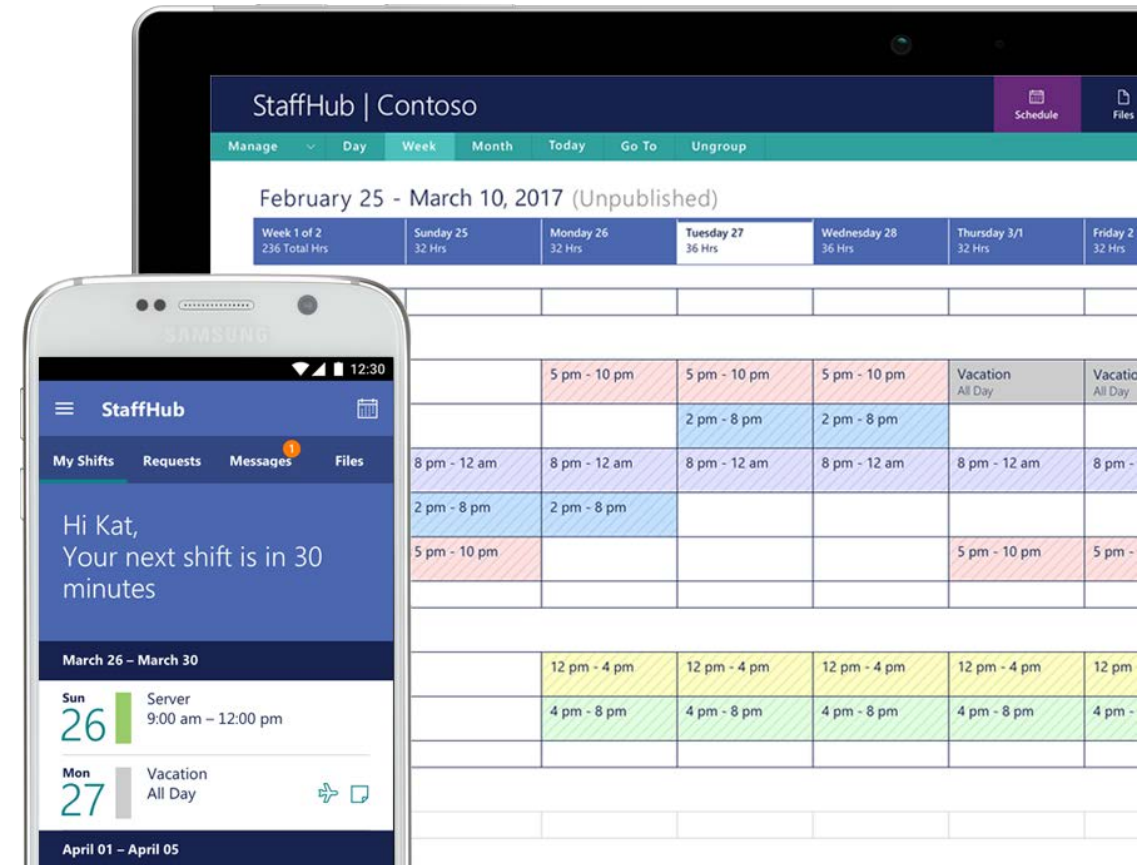
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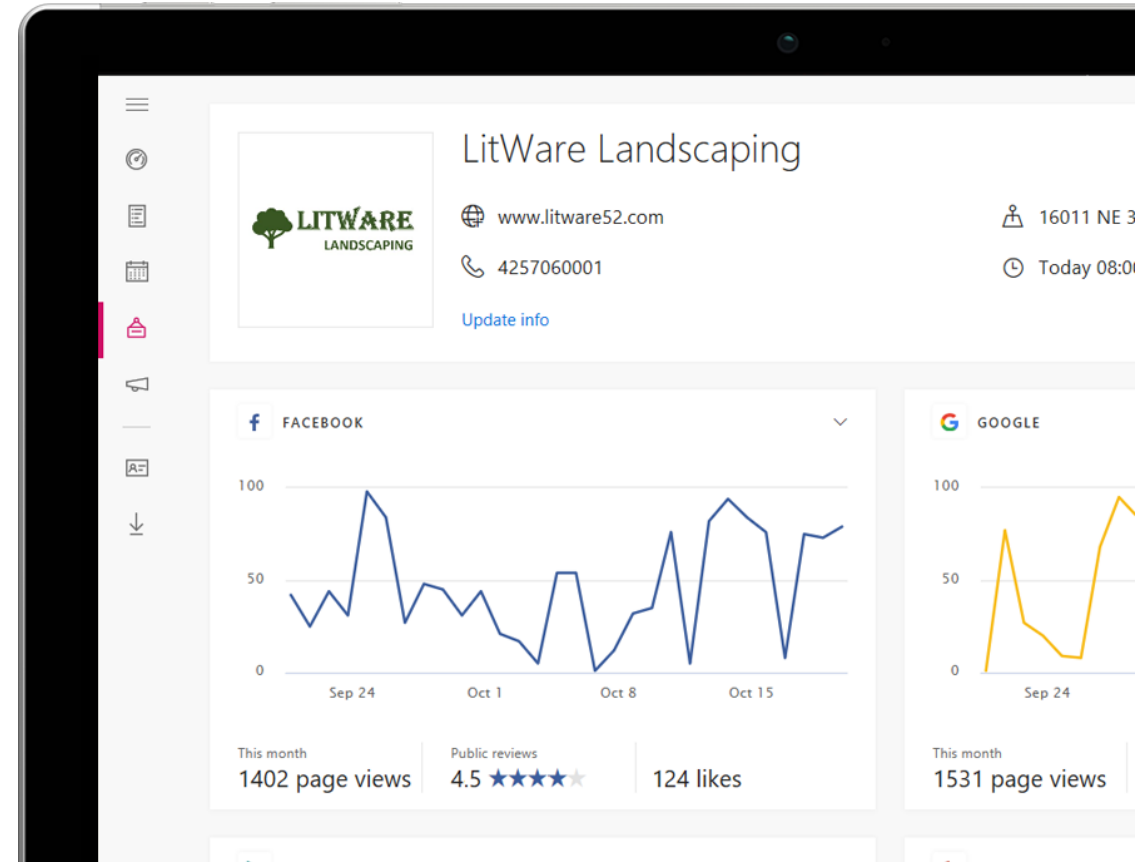
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- ✓ Understand which email campaigns resonate best, and which customers you've contacted!

The screenshot displays a dashboard for email marketing campaigns. On the left is a navigation sidebar with icons for home, dashboard, campaigns, contacts, and reports. The main content area is divided into several sections:

- RECENT CAMPAIGN:** Features a card for a "WEEKEND SALE" campaign with the subject "Tell all your friends - and you'll thank us for it". It shows 4 contacts, 7 sent, 4 opened, and 4 clicked. A "See details" link is provided.
- MAILING LIST GROWTH:** A summary box showing 107 contacts, 7 new contacts, and an 80% growth rate over 9/16 days. A "See mailing lists" link is included.
- All campaigns (5):** A table listing recent campaigns with columns for Subject, Date, and Type.

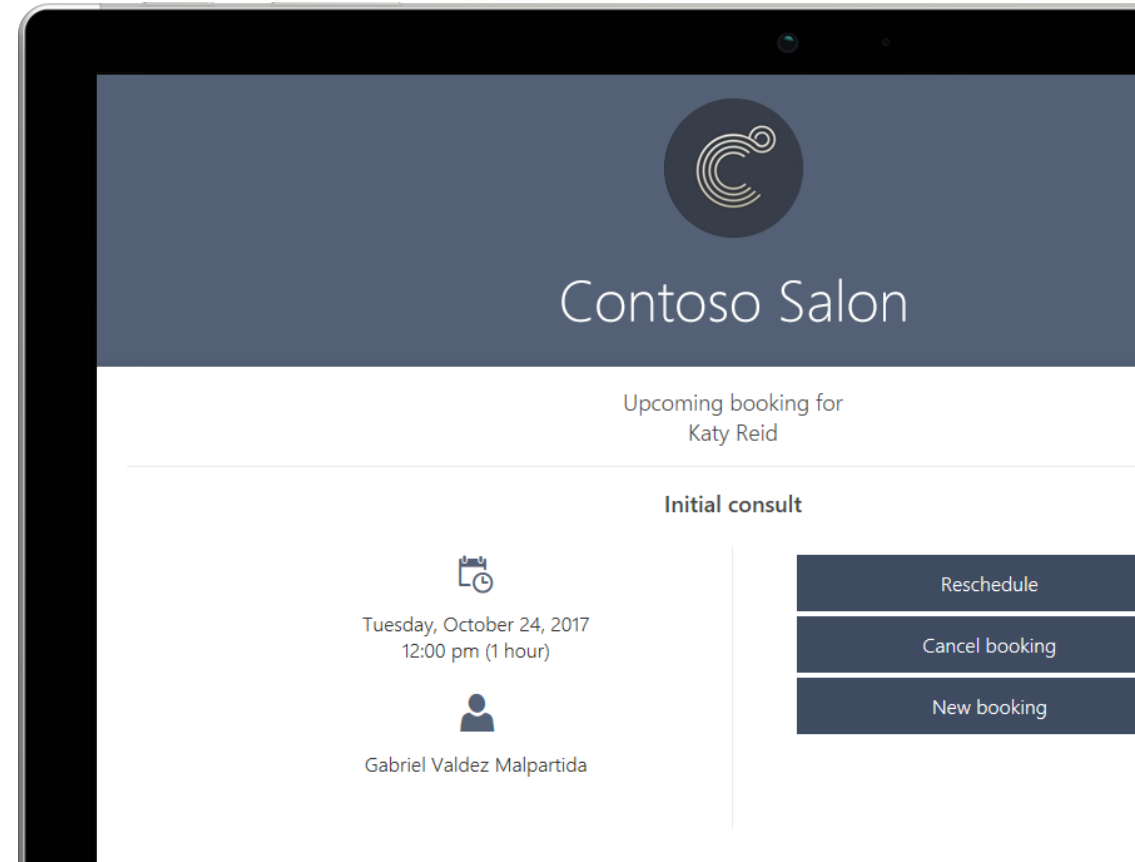
Subject	Date	Type
Tell all your friends - and you'll thank us for it	Oct 13, 2017	Referral
Preview announcement	Oct 13, 2017	Announcement
Fall updates from LitWare52	Oct 13, 2017	Newsletter
Thank you! Here's an offer...	Oct 9, 2017	Referral



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- ✓ Get paid fast with online payments!
- ✓ Save your most valuable resource – time.
- ✓ Stay on top of your money.
- ✓ Access it on the go!

Sent Invoice
100012 · Nestor Wilke

Payments Cancel payment Rese

INVOICE DETAILS

Invoice No.	100012	Invoice Date	
Due Date	10/16/2017	Tax %	
		Coupons	

LINE ITEMS

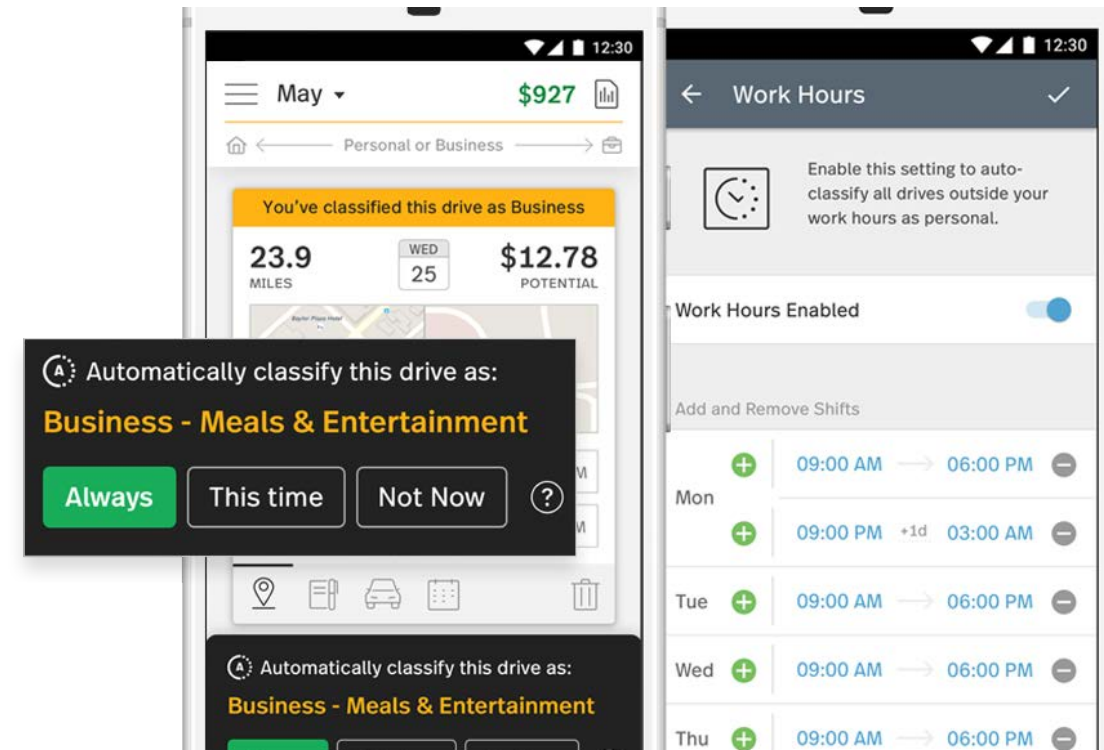
Description	Quantity	Price Per	Unit Price Excl. Tax	Add s tax
Pest management	1	Hour	\$100.00	✓
Topsoil Installation	1	Day	\$300.00	✓
Tree Trimming	3	Hour	\$50.00	✓
Fall clean-up	1	Hour	\$20.00	✓





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How Are These Services Implemented?

Office365 Email Migration

- Migrate e-mail, calendar, and contacts.
- Virtually no downtime. 2hr dark period scheduled off-hours.
- Predictable Cost
- Archiving and SPAM features

Included Features	
Detailed Project Meeting with Executives	✓
Environment Analysis (DNS, Registrar, Domain, Users)	✓
Provision Office 365 Tenant and Associate Domains	✓
Provision Users in Office 365	✓
Migrate E-Mail, Calendar, and Contacts	✓
Change DNS Records	✓
Verification of Incoming/Outgoing E-Mail from Office 365	✓
Capture, Cleanse, and Consolidate all Email Users Mailboxes	✓
30 Day Project Support	✓
Problem Acknowledgement	✓
Administrator Hand-Off	PREMIUM SERVICE ✓
Office 365 Back Up Considerations	PREMIUM SERVICE ✓
Email Communication Plan	PREMIUM SERVICE ✓
No Downtime *2HR dark window for DNS change done after hours	PREMIUM SERVICE ✓
One-Time	



How Are These Services Implemented?

Office365 Data Migration

- Migrate files, spreadsheets, and profiles.
- Configure SharePoint/OneDrive
- Virtually No Downtime.
- Predictable Cost
- Duplication Detection.
- File Consolidation and Clean.

Included Features	
Detailed Project Meeting with Executives	✓
Environment Analysis (Servers, NAS, Local)	✓
Review Data & Permissions On-Site	✓
Recreate Files & Folders to Match SharePoint Conventions	✓
Migrate Data Into SharePoint Document Libraries	✓
Create SharePoint Groups & Manage Permissions	✓
Communicate Access Instructions to End Users	✓
Customized SharePoint Solutions	✓
30 Day Project Support	✓
Problem Acknowledgement	✓
Customized SharePoint Development	PREMIUM SERVICE ✓
User Experience & User Interface Support	PREMIUM SERVICE ✓
SharePoint Administration Support	PREMIUM SERVICE ✓
Architecture & Roadmap Development	PREMIUM SERVICE ✓
One-Time	



How Are These Services Implemented?

Procurement of Office 2016

- Install latest version of Office.
- License dependent, download business apps.
- Configure profiles.
- Sync OneDrive and SharePoint.



Resources –

*All resources posted below are live links

Business Apps	Webpage	Video(s)	Support articles	Feedback forum	Tech community
Outlook Customer Manager	Resource	Resource	Resource	Resource	Resource
Bookings	Resource	Resource	Resource	Resource	Resource
Business center	Resource	Resource	Resource	Resource	Resource
Invoicing	Resource	Resource	Resource	Resource	Resource
Connections	Resource	Resource	Resource	Resource	Resource
Listings	Resource	Resource	Resource	Resource	Resource
MileIQ	Resource	Resource	Access Resource	n/a	n/a
StaffHub	Resource	Resource	Resource	n/a	n/a





Thank you For Attending!

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