

# WHY SHOULD YOU MIGRATE TO MICROSOFT 365

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# WELCOME TO THE FUTURE OF WORK

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Migrating to Microsoft is not just a technical shift it's a strategic decision that brings myriad of benefits to the forefront.



## EMBRACING A NEW ERA OF PRODUCTIVITY AND INNOVATION

In today's rapidly evolving work environment, the ability to adapt and thrive is more crucial than ever. As we stand at the brink of a new era in business technology, the advent of Microsoft 365 represents a paradigm shift towards a more agile, efficient, and interconnected workplace. This brochure is your gateway to understanding how Microsoft 365 is not merely a tool, but a transformative platform that propels businesses and their employees into a future where productivity and innovation are not just goals, but the standard.

Microsoft 365 brings together the best-in-class productivity apps with powerful cloud services, device management, and advanced security in one, connected experience. By embracing this integrated solution, businesses are not only equipped to meet the demands of modern workspaces but are also empowered to redefine them. The aim of this brochure is to guide you through the transformative benefits of Microsoft 365, showcasing how it serves as the backbone for creating environments where collaborative teamwork, advanced security, and seamless communication are ingrained in the very fabric of work life.

As we delve deeper into the pages that follow, we invite you to envision a workspace where boundaries are dissolved, and potential is limitless. A world where the traditional confines of office walls and geographic locations no longer dictate how or when work happens. Instead, imagine a realm of endless possibilities, where productivity flourishes, security is uncompromised, and innovation is a daily occurrence.

Join us on this journey as we explore how Microsoft 365's comprehensive, integrated solution for modern workspaces is not just changing the game—it's setting a new standard for what's possible in the workplace. Together, let's step into the future of work, a future where Microsoft 365 is your partner in transforming challenges into opportunities, and where your business is poised to achieve unprecedented heights of success.

# UNLEASH PRODUCTIVITY WITH MICROSOFT

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Microsoft 365 is not a mere software suite, it's a comprehensive solution impeccably tailored to meet the unique demands of businesses, whether small or large.



## PRODUCTIVITY TOOLS

At the very core of Microsoft 365 lies a quintessential suite of productivity tools that have redefined the paradigms of professional work environments across the globe. Word, Excel, PowerPoint, and Outlook, once seen as mere applications for document creation, data analysis, presentation design, and email communication, have transcended their initial utility to emerge as dynamic, intelligent platforms. This transformative evolution is emblematic of a forward leap into an era where technology extends far beyond a mere facilitative role, actively enhancing human capabilities, fostering creativity,

and facilitating seamless collaboration on a global scale.

In the dynamic landscape of modern business, the ability to remain productive amidst ever-evolving challenges is paramount.

Microsoft 365 stands at the forefront of this revolution, transforming how work is done with its suite of core applications: Word, Excel, PowerPoint, and Outlook. These tools, cherished by professionals worldwide, have undergone significant evolution to meet the intricate demands of today's workforce, thereby enhancing productivity and efficiency at every level of operation.



### WORD

No longer just a text processor, Word has integrated advanced features such as real-time co-authoring, Researcher, and Editor. These features empower users to collaborate effortlessly across continents, access credible sources directly within the app, and receive intelligent suggestions to improve their writing, making document creation more intuitive and efficient.



### EXCEL

Excel has evolved into a powerhouse for data analysis with the addition of advanced analytics tools, PivotTables, Power Query, and the introduction of AI-driven insights.

These enhancements enable users to decipher complex data patterns, automate tasks, and make data-driven decisions with precision, thereby revolutionising the way businesses interpret and leverage their data.



### OUTLOOK

Outlook has reimagined email and calendar management through the integration of smarter organization features, focused inbox options, and seamless integration with other Microsoft 365 apps. This evolution transforms how professionals manage their time and communications, prioritising efficiency and connectivity.



### POWERPOINT

PowerPoint now stands as a beacon of creativity and persuasion, incorporating features like Designer, Morph transitions, and live captions and subtitles. These tools not only simplify the design process but also enhance the delivery of presentations, making them more engaging and accessible to diverse audiences worldwide.

# COLLABORATION WITHOUT BOUNDARIES

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Microsoft 365, with its suite of collaboration tools including Teams, SharePoint, and OneDrive, stands at the forefront of this revolution, offering unparalleled solutions that enable seamless communication and teamwork across any distance. This section delves into how these tools are redefining collaboration, supported by user testimonials that attest to their transformative impact.



## SHAREPOINT: EMPOWERING TEAM SITES

SharePoint revolutionises how documents and information are shared and managed across an organisation, creating a centralised space for team sites. It enables teams to store, retrieve, and collaborate on documents effortlessly, with robust security and compliance features ensuring data integrity and protection. SharePoint's powerful search capabilities and customisable team sites make it an essential tool for knowledge management and information dissemination, fostering an environment where collaboration thrives on accessibility and organisation.

## ONEDRIVE: SEAMLESS FILE ACCESS AND SHARING

OneDrive offers a secure and reliable cloud storage solution, making it simple for users to access, share, and collaborate on files from anywhere. Its deep integration with Office apps allows for real-time co-authoring and version control, streamlining the collaborative process and ensuring that team members are always working on the latest version of a document. OneDrive's flexibility and mobility support a dynamic work environment where collaboration is not limited by location.

## TEAMS: THE HUB FOR TEAMWORK

Microsoft Teams has emerged as a comprehensive hub for teamwork, integrating chat, video meetings, file storage, and application integration within a single platform. Its intuitive design and powerful features foster a collaborative culture that transcends geographical barriers, allowing for real-time communication and collaboration. Teams channels facilitate focused discussions, project management becomes more efficient with integrated planning tools, and the seamless integration of Office 365 apps ensures that productivity never skips a beat, regardless of where team members are located.

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### A GLOBAL CONSULTANCY FIRM:

"Adopting Microsoft Teams and SharePoint transformed our project delivery approach. We've seen a 40% improvement in project collaboration efficiency, enabling us to exceed client expectations consistently."



### AN INTERNATIONAL NON-PROFIT ORGANISATION:

"With OneDrive, our teams across different continents can now work together as if they were in the same room, sharing resources and ideas in real-time, which has significantly enhanced our operational effectiveness."



### A UK-BASED DESIGN STUDIO:

"Microsoft 365's collaboration tools have been a game-changer for us. The seamless integration between Teams, SharePoint, and OneDrive has not only improved our workflow but also fostered a culture of open communication and innovation."

# ANYWHERE ACCESS AND MOBILITY

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**Mobility and flexibility are not just advantages; they are essential.**

In the modern business world, mobility and flexibility are not just advantages; they are essential. Microsoft 365 stands at the vanguard of this shift, offering cloud-based apps and services that empower a truly mobile workforce. This commitment to anywhere access ensures that businesses can maintain continuity and adaptability, irrespective of the physical locations of their employees. Below, we explore how Microsoft 365's dedication to mobility reshapes the landscape of work, offering unparalleled benefits that ensure productivity never

## EMBRACING THE MOBILE WORKFORCE

Microsoft 365's suite of applications, including Outlook, Word, Excel, PowerPoint, and more, is designed for the cloud from the ground up.

This design philosophy means that all your work, from emails to complex spreadsheets and dynamic presentations, is accessible from anywhere, on any device. Whether you're working from a laptop at a café, a tablet in the field, or a smartphone on the move, Microsoft 365 ensures your work goes where you go. This seamless integration across devices supports a diverse and dynamic workforce, catering to the needs of every user, regardless of their preferred platform or location.

## CLOUD-BASED COLLABORATION AND SECURITY

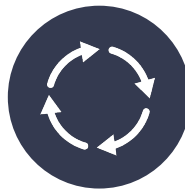
The backbone of Microsoft 365's mobility feature is its robust cloud infrastructure, which not only facilitates file storage and access but also ensures secure collaboration. With OneDrive and SharePoint, users can store files in the cloud, share them with teammates, and work together in real time, with changes saved and synchronized across all devices. This capability is bolstered by advanced security measures that protect data wherever it is accessed, ensuring that your work is safe, secure, and private, even when accessed from public or shared devices.





### **BUSINESS CONTINUITY**

Microsoft 365's cloud-based nature ensures that business operations can continue uninterrupted, regardless of external circumstances. This resilience is crucial for maintaining productivity during unforeseen events, such as natural disasters or global emergencies.



### **INCREASED PRODUCTIVITY**

With the ability to access work from any device, employees can make the most of their time, fitting work around their schedules and making productive use of what might otherwise be downtime.



### **WORK-LIFE BALANCE**

The flexibility to work from anywhere supports a healthier work-life balance, enabling employees to manage their work commitments alongside personal responsibilities more effectively.



### **ENVIRONMENTAL IMPACT**

The mobility afforded by Microsoft 365 can contribute to reducing the carbon footprint of businesses, as less commuting means fewer emissions and a step towards more sustainable business practices.



## **REALISING THE POTENTIAL OF MOBILITY**

The move towards a mobile, flexible workforce is more than just a trend; it's a fundamental shift in how we conceive of work and productivity. Microsoft 365 is at the forefront of this transition, offering tools and services that not only enable but enhance the mobile work experience. By harnessing the power of cloud-based apps and services, Microsoft 365 ensures that businesses and their employees are equipped to meet the challenges of today and tomorrow, turning the concept of work from a place one goes to a thing one does—anytime, anywhere.

# ADVANCED SECURITY FOR TODAY'S THREATS

## UNPARALLELED SECURITY WITH MICROSOFT 365:



### ENTERPRISE MOBILITY + SECURITY (EMS)

EMS is a critical component of Microsoft 365 that provides an identity-driven security solution. It helps secure access to applications and resources across the corporate network and the cloud, enabling a secure and productive experience for users from any location and on any device. Features such as multi-factor authentication (MFA), conditional access policies, and risk-based access controls play pivotal roles in safeguarding identities and ensuring that only authorised users can access sensitive information.



### ADVANCED THREAT PROTECTION (ATP)

Microsoft 365's ATP offers comprehensive protection against sophisticated cyber threats. It includes safe links, safe attachments, and anti-phishing technologies that help protect your emails, documents, and online storage from malware, viruses, and phishing attacks. ATP's advanced analytics and machine learning capabilities continuously monitor and respond to emerging threats, ensuring your organisation stays ahead of potential security risks.



### DATA LOSS PREVENTION (DLP) AND INFORMATION PROTECTION

To prevent accidental or intentional data breaches, Microsoft 365 implements robust DLP policies that identify, monitor, and protect sensitive information across Microsoft 365 applications and services. Additionally, information protection features like sensitivity labels and encryption help control and secure access to critical data, ensuring that information remains protected, both at rest and in transit.



### COMPLIANCE MANAGER

Recognising the complexity of compliance in today's regulatory environment, Microsoft 365 includes a Compliance Manager that simplifies compliance processes. It offers a comprehensive view of your compliance posture with a risk assessment dashboard, compliance score, and actionable insights to improve data protection and compliance with global standards and regulations such as GDPR, HIPAA, and more.



## **SAFEGUARDING AGAINST TODAY'S CYBER THREATS**

The advanced security features of Microsoft 365 represent a holistic approach to cybersecurity, acknowledging that effective protection requires more than just defensive measures. It requires a proactive, intelligent system capable of anticipating and neutralising threats before they can cause harm.

By integrating identity and access management, threat protection, information protection, and compliance solutions, Microsoft 365 provides a secure foundation for businesses to operate confidently and securely in a digital landscape fraught with risks.

Through real-time threat intelligence, innovative data protection measures, and comprehensive compliance solutions, Microsoft 365 ensures that your organisation is not only equipped to defend against today's sophisticated cyber threats but also prepared to meet the evolving security and compliance challenges of tomorrow.

## STREAMLINE IT MANAGEMENT:

# STREAMLINE IT MANAGEMENT

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The complexity of IT management can be a significant hurdle for organisations, draining resources and diverting attention from strategic initiatives.

Microsoft 365 addresses these challenges head-on, offering a suite of tools and services designed to simplify IT operations, streamline deployment and management, and ensure that updates are seamless and non-disruptive.

This streamlined approach not only reduces IT complexity and overhead but also results in significant cost savings and efficiency gains for businesses. Let's delve into how Microsoft 365 achieves this and the benefits it brings to IT management.

### COST SAVINGS AND EFFICIENCY GAINS.

By reducing IT complexity and streamlining operations, Microsoft 365 not only alleviates the administrative burden on IT staff but also translates into direct cost savings and efficiency gains for organisations. *monterst consequat.*

### Simplifying IT Operations

Microsoft 365 provides a unified management console that offers IT administrators a comprehensive and intuitive platform for managing users, devices, and applications across the entire Microsoft 365 ecosystem.

This centralised approach simplifies the complexity traditionally associated with managing multiple systems and services, enabling IT teams to efficiently administer their IT environment from a single point of access.

### Easy Deployment and Management

Deploying Microsoft 365 is streamlined with tools like Windows Autopilot, which automates the setup and pre-configuration of new devices, getting them ready

### REDUCED IT OVERHEAD

With cloud-based management and automated tools, the need for on-premises infrastructure and the associated maintenance is significantly reduced. This shift not only lowers hardware and operational costs but also allows IT staff to focus on more strategic tasks that add value to the business rather than spending time on routine maintenance and updates.

for productive use much more quickly than traditional methods. For application management, Microsoft 365 includes the Office Deployment Tool and Microsoft Endpoint Configuration Manager, simplifying the deployment of Office apps and enabling IT administrators to manage policies and updates with ease.

### Seamless Updates

Keeping software up-to-date is crucial for security and performance, but it can be a logistical challenge. Microsoft 365 tackles this with its "evergreen" model, delivering updates continuously and seamlessly through the cloud.

This approach ensures that all users are on the latest version of software without the need for manual intervention, reducing the workload on IT teams and minimising the risk of security vulnerabilities.

### EFFICIENCY GAINS

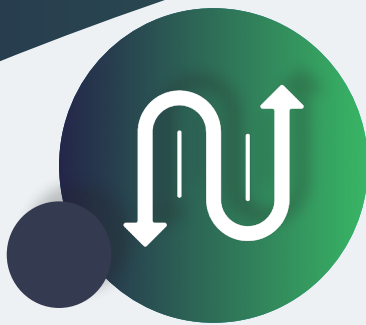
The automation of deployment, management, and updates frees up IT resources, allowing teams to be more productive and responsive to the needs of the business. Additionally, the integrated security and compliance tools within Microsoft 365 reduce the time and effort required to ensure the organisation meets regulatory standards, further enhancing operational efficiency.

## **EMBRACING A STREAMLINED IT FUTURE**

Microsoft 365's approach to simplifying IT operations embodies a forward-thinking model for business technology management, where efficiency, security, and compliance are inherently built into the platform. By embracing Microsoft 365, organisations can not only streamline their IT management practices but also position themselves for greater agility, innovation, and competitiveness in the digital age.

# SCALABILITY AND FLEXIBILITY FOR YOUR BUSINESS

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01

**CUSTOMISATION:** Organisations can select from a variety of plans that best suit their specific needs, paying only for the services they require. This a la carte approach ensures that businesses are not overspending on unnecessary features, thereby optimising their IT expenditure.

02

**ADAPTABILITY:** As organisations evolve, their needs change. Microsoft 365's pricing plans are built to accommodate this reality, offering the ability to scale up or down as necessary. Whether it's adding new apps, increasing storage, or enhancing security features, Microsoft 365 allows for adjustments without significant cost implications or lengthy contract renegotiations.

03

**PREDICTABILITY:** With subscription-based pricing, Microsoft 365 provides businesses with predictable IT costs, which is invaluable for budgeting and financial planning. This predictability, coupled with the absence of upfront capital expenditure for infrastructure, makes Microsoft 365 an economically sound choice for businesses looking to manage their finances effectively while investing in their growth.



Microsoft 365 stands out as a beacon of scalability and flexibility. Its suite of services is meticulously designed to cater to the needs of businesses, ranging from fledgeling startups to sprawling multinationals. This section explores the inherent scalability of Microsoft 365 services and the flexible pricing plans that ensure any organisation can tailor the solution to their evolving needs and growth trajectories. All of this is articulated with the nuances of British English, to offer clarity and precision in communication.

## FOR SMALL AND MEDIUM-SIZED ENTERPRISES (SMES):

Microsoft 365 provides a solid foundation that supports the dynamic needs of SMEs. With easy-to-use tools and services that do not require extensive IT infrastructure or in-house expertise, small businesses can enjoy the benefits of enterprise-level technology. As the business grows, Microsoft 365 grows with it, enabling the addition of more users, services, and capabilities with minimal effort.

## FOR LARGE ENTERPRISES:

For larger organisations with more complex needs, Microsoft 365 offers advanced capabilities and customisation options. These include enhanced security features, comprehensive compliance solutions, and powerful analytics tools. Large enterprises can also benefit from hybrid configurations that allow them to maintain some on-premises infrastructure while leveraging the cloud, providing the perfect balance between flexibility and control.



## EMPOWERING GROWTH WITH MICROSOFT 365

Microsoft 365's scalability and flexibility are not merely features; they are foundational principles that underpin the platform's design. By providing businesses with the tools to grow at their own pace and the flexibility to adapt their technology stack as they expand, Microsoft 365 is a pivotal ally in the journey towards achieving and surpassing business objectives. In essence, Microsoft 365 ensures that technology is a facilitator of growth, not a barrier, embodying a future where businesses of all sizes can realise their potential in the digital age.

# GETTING STARTED WITH **MICROSOFT** **365**



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## **READY TO TRANSFORM YOUR BUSINESS WITH MICROSOFT 365?**

CONTACT CHANGING SOCIAL TODAY FOR A COMPREHENSIVE CONSULTATION.

OUR TEAM OF EXPERTS IS ON HAND TO GUIDE YOU THROUGH EVERY STEP OF THE TRANSITION, FROM INITIAL ASSESSMENT TO FULL IMPLEMENTATION AND BEYOND.

WHETHER YOU NEED ADVICE ON THE BEST MICROSOFT 365 PLAN FOR YOUR BUSINESS, ASSISTANCE WITH MIGRATION, OR ONGOING SUPPORT, WE'RE HERE TO ENSURE YOUR JOURNEY TO DIGITAL TRANSFORMATION IS A SUCCESS.

REACH OUT TO US!



## TRANSITIONING TO MICROSOFT 365: A STEP-BY-STEP GUIDE



### ASSESSMENT AND PLANNING

The first step in migrating to Microsoft 365 is conducting a thorough assessment of your current IT infrastructure, software applications, and business requirements. This phase involves identifying the specific needs of your organisation and how Microsoft 365's suite of applications can meet those needs. Planning should also encompass the training requirements for your staff to ensure a seamless adaptation to the new system.



### MIGRATION STRATEGY

With a clear understanding of your needs, the next step is developing a migration strategy. This includes deciding which data and processes to move to Microsoft 365 and in what order. For larger organisations, a phased approach may be beneficial, starting with non-critical systems to minimise disruption. During this phase, it's crucial to ensure that data integrity is maintained and that there are robust security measures in place.

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### IMPLEMENTATION AND DEPLOYMENT

Leveraging tools provided by Microsoft, along with support from your chosen service provider, you can begin the process of implementation and deployment. This step involves setting up your Microsoft 365 environment, migrating data, and configuring settings to align with your business operations and security policies.



### TRAINING AND SUPPORT

To maximise the benefits of Microsoft 365, it's essential to provide training for your team. Training should cover the range of applications and services within Microsoft 365 and best practices for collaboration, security, and productivity. Post-deployment support is also crucial to address any issues promptly and to assist users in adapting to the new platform.



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