

What You Need to Know About Office 365

Answers to 6 of the most frequently asked questions about moving to the Microsoft Cloud



We're here to help.

When it comes to finding a productivity suite that meets your business needs, Office 365 has you covered. From tools for communication and collaboration to mobility and business intelligence, there's a lot to know about all that Office 365 can offer your company. We understand moving to the cloud isn't a simple decision, so we've answered the most common questions that business leaders ask about migration to Office 365 and how our tools can help grow their businesses.

Read on to learn answers to these 6 common questions about Office 365:

1. Is it secure?
2. Who else is using it?
3. Can it meet all my business' cloud needs?
4. What does it cost?
5. Will it pay me back?
6. Is migrating to the cloud difficult?

QUESTION 1

Is it secure?

Yes, Office 365 is the most secured Office ever.

You worked hard to get your business to where it is, and a single data breach could prevent future growth. That's why data security is our top priority. Office 365 offers unparalleled best-in-class security features that keep your critical business data safe, even when devices are lost or stolen. Mobile Device Management allows IT managers to remove company data from an employee's device, while leaving their personal data in place. With features like automatic email compliance, proactive email protection without data mining, and automatic security upgrades, we treat your private information as if it were our own.¹

Security:

- Data is encryption-enabled at rest and during data transmission.
- Data always remains private and is never used for advertising purposes.
- Data is automatically backed up and backed by a 99.9% uptime.
- We'll help transfer your data (not delete it), even if you end your service.
- You'll always know where your data is hosted, and it will always be in-region.
- Privacy settings and features can adjust to meet your needs.
- With Customer Lockbox, your IT team (not Microsoft engineers) have explicit control of your data.
- Exchange Online Advanced Threat Protection scans 100% of emails for viruses before they enter your inbox.
- Mobile Device Management enables your IT team to wipe company information from lost or stolen devices.

Compliance:

- Office 365 email automatically adheres to 10 privacy compliance standards in various industries, such as medical (HIPPA), government and homeland security (DPAS & FISMA), education (FERPA), and banking.
- If sensitive information is requested, you're able to safely deliver required electronic content.
- With Office 365, companies report a 45% reduction in the implementation effort required for compliance.²

¹ Office 365 Trust Center: Top 10 lists for privacy, security, and compliance, 2016

² Forrester TEI Report for Office 365, 2015

QUESTION 2

Who else is using it?

88% of the Fortune 500 have at least 1 Microsoft cloud enterprise service.

With countless ways to collaborate and innovate, it's no wonder that sophisticated businesses—from startups to enterprises—end their search here. We know that word of mouth is a powerful thing.

When it comes to technology, successful businesses share stories of how they transitioned to the Microsoft Cloud and adopted Office 365. For Francesco Tinto at The Kraft Heinz Company, the swift merge of The Kraft Foods Group and The H.J. Heinz Company in 2015 would not have been nearly as smooth without Office 365 and its extensive cloud capabilities.³

For businesses that do not operate at the scale of The Kraft Heinz company, the need for intuitive, user-friendly, and highly secure solutions exists. John Browning, president of The Browning Law Group, APC, expressed that Office 365's security, usability, and accessibility made it an "easy choice" for his business. Lawyers are able to sync Office 365 components between their mobile devices and PCs, allowing them to stay connected with the office and their clients anytime, anywhere, and on any device, while remaining fully compliant and highly secure.⁴

Whether you're a startup or an enterprise, Office 365 offers a variety of plans to meet the needs of all company sizes and industries.

"The ability to check calendar availability, send instant messages, open a video call, share documents, and collaborate on the fly was priceless. Without Office 365, it would have taken months to create a single operating environment, instead of just a few weeks."

Francesco Tinto

Global CIO
The Kraft Heinz Company

³ Customer Case Study: The Kraft Heinz Company, "Iconic food brands join forces, feeding innovation and teamwork with Office 365"

⁴ Customer Case Study: Fishs Eddy, "Fishs Eddy sets the table for growing business with Office products"

QUESTION 3

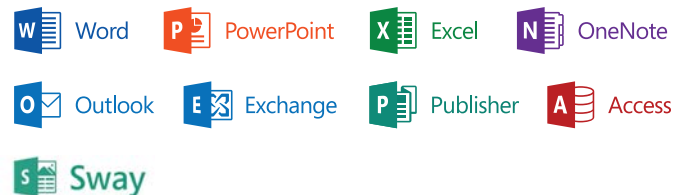
Can it meet all of my business' cloud needs?

Yes, with Office 365 you get a comprehensive suite of tools.

Many point solutions offer a variety of basic services, but switching between apps and their inability to communicate well between each other often leads to confusion, compromised security, and lost time. From file storage to content collaboration, Office 365 is an all-in-one solution that provides a comprehensive suite of productivity tools for your entire business.

Office 365 solutions

Business essentials on your desktop or online (word-processing, spreadsheets, presentations, note-taking, and email):



Communication:



File storage and sharing:



Business insights and intelligence:



QUESTION 4

What does it cost?

With 7 plans to choose from, only pay for what you need.

A solution for one business might not necessarily be the right solution for another. With Office 365, you can select a plan from several packages by comparing the value of each against your business needs, so you can select the best fit.

Plans and pricing to fit your needs:

Office 365 ProPlus \$12.00 user/month (annual commitment)	Office 365 Enterprise E1 \$8.00 user/month (annual commitment)	Office 365 Enterprise E3 \$20.00 user/month (annual commitment)	Office 365 Enterprise E5 \$35.00 user/month (annual commitment)
Office 365 Business Premium \$12.50 user/month (annual commitment)	Office 365 Business \$8.25 user/month (annual commitment)	Office 365 Business Essentials \$5.00 user/month (annual commitment)	

Recommended plans for businesses
with 1–499 employees:

\$5.00–\$12.50

Recommended plans for businesses
with 500+ employees:

\$8.00–\$35.00

* Per user/month, with an annual commitment

QUESTION 5

Will it pay me back?

On average, organizations can expect a 156% return on investment after 3 years.³

When considering new technologies for your entire organization, ROI is top of mind. With Office 365, your technology will continue to adapt with your business needs. Its rolling release model ensures your software is always up-to-date without requiring costly work, much maintenance, or many upgrades.

According to the [Forrester TEI study](#), surveyed organizations found that less IT support was needed to maintain technology and support users, equaling a total cost benefit of \$498,750 over 3 years. One company saw that increased employee satisfaction (not just cost savings) came with these technology benefits.⁵

“Trying to implement something like this on-premises would have taken at least twice as many months and involved a lot more people.”

Customer on the migration to Office 365

⁵ “The Total Economic Impact of Office 365,” Forrester Research, August 2015



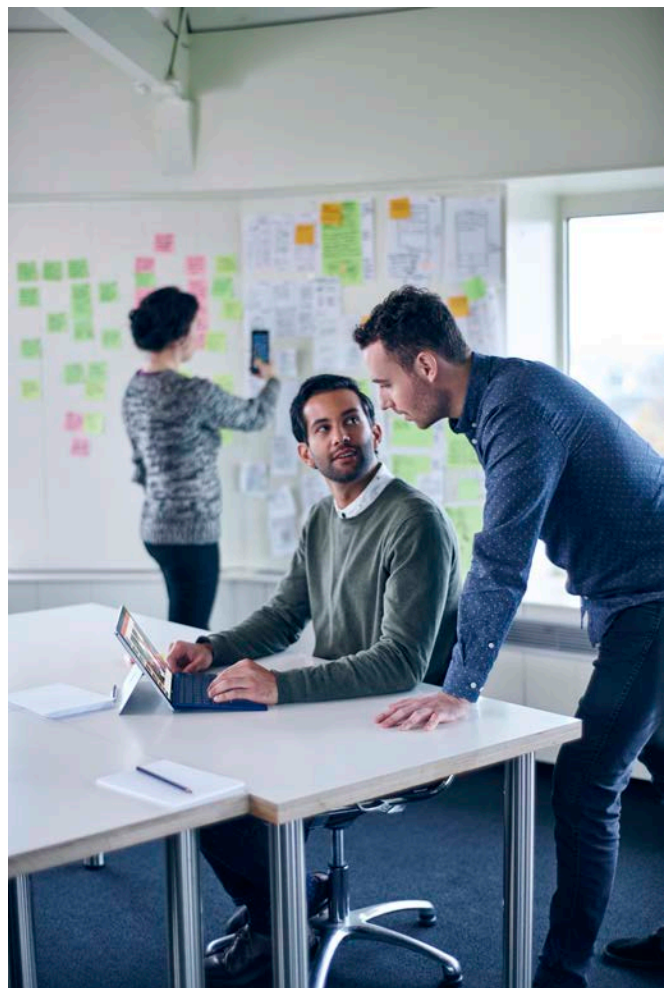
QUESTION 6

Is migrating to the cloud difficult?

Office 365 customers migrate at their own pace, with a team of experts behind them.

Implementing new systems might seem like a difficult feat, but guided support through FastTrack for Office 365 is available for qualifying customers. FastTrack is a service designed to make your transition to the cloud easier, with 450+ engineers ready to help you along the way. Develop your success plan, onboard new users, and learn how to drive value to your business through cloud integration.

FastTrack can reduce your onboarding time up to 33%.⁶



⁶FastTrack.Office.com

Now with answers to 6 of the most important questions about Office 365, it's time to get to work. How will you choose to grow your business?

Interested in learning more about the benefits of Office 365?

For more information, visit:

<https://products.office.com/business/compare-more-office-365-for-business-plans>

