



Office 365 for Business

Cloud hosted email, storage and collaboration tools, accessible from any device, anywhere.

The Solution

Office 365 is a cloud based email platform which delivers full email, calendar and contact synchronisation across all of your devices. The platform provides file sharing and document collaboration features which, when combined with email services and 50 GB of storage, ensures everyone has access to the latest information, wherever they are. Popular features include:

- full mobile sync of all data
- shared calendars
- online video conferencing
- secure file sharing
- online editing of Word, Excel and Powerpoint documents
- subscription to iPad version of Microsoft Office

Office 365 provides all the benefits and control of an in-house system, with the availability, scalability and no capital investment of a cloud service. With plans starting from **£3.30 per user per month**, businesses of all shapes and sizes are making the move to Office 365.

Our Approach

Having migrated over 1000 mailboxes, we are well versed in the process of migration. We start by reviewing your existing email system to devise a migration plan which ensures no downtime or data loss. Once this plan is signed off, we configure the Office 365 environment and start the data migration process.

Data migration is achievable in two ways. Our preferred approach is to copy all data, email addresses and groups from the existing system to Office 365 using our automated tools. Should this approach not be possible, we can manually copy your data. This is more time consuming but still results in all data being copied to the new system. Regardless of route, we ensure a seamless migration with no email downtime, allowing you to continue sending and receiving emails.

On the switch-over day, we reconfigure all computers and mobile devices to access the new email system. We also offer 7 days support from the migration date to resolve any niggles or teething issues that may arise. Once complete, we can offer ongoing assistance through our support and management services.

Key Benefits

- Access to email, shared calendars and contacts from any device, anywhere
- Mobile Word, Excel, and PowerPoint apps to enable productive working on the move
- On-line file storage for ease of access
- Secure file sharing for enhanced collaboration
- Online meetings with video conferencing, real-time note taking and screen sharing

