

Synium's Guide to Switching to Microsoft Office 365



Still using
Office like
it's 1990?

Microsoft Office today



Microsoft's Office suite of applications was launched back in 1990 - the start of a decade where the use of email, Word and Excel would greatly increase.

As time, technology and business requirements have progressed over recent decades, so have these key business tools.

However, many businesses are still using Office and email like it's 1990 and are missing out on all the benefits of Microsoft's Office product for the way we work today - the monthly subscription-based Microsoft Office 365.

This guide will take you through what's new in Office 365 and how using it to enhance productivity, collaboration, mobility and flexibility in your business is almost certainly better than being stuck in the 1990s!



What's new in Office 365?



Office 365 contains familiar applications like Word, Excel, Powerpoint and Outlook, but with three key developments:

1. It's For People Not PCs

Office 365 is licensed per user, not per computer - giving each person in your business the ability to use it on multiple devices, including desktop PCs and Macs, laptops, tablets and smartphones.

Plus, you can flexibly add or cancel subscriptions as staff join or leave your business, so you only pay for what you're actively using.

2. It Keeps You Connected

Office 365 is linked via the internet to Microsoft's ultra-secure 'cloud' servers, enabling you to access email and documents on any compatible internet-enabled device.

3. It's Low Maintenance

With connectivity to Microsoft's ultra-secure 'cloud' servers built in, you'll have seamless access to new updates and won't have to maintain your own computer servers for Office document file storage or email.

Let's see how these new Office features can better support the way you work today.



Productivity & Collaboration



Do you still:

- Struggle to access work emails when not in the office - or regularly carry copies of your files on easily misplaced memory sticks or print-outs, just so you can work on both desktop and laptop computers?
- Share files with colleagues by emailing them or using memory sticks - then spend countless hours managing revisions?
- Buy, operate and maintain your own computer servers simply to enable your staff to use email or store and share documents?

With Office 365 you could....

- Access your documents and emails from wherever you're connected to the internet - in the office, on the move, at client sites or when working from home.
- Share documents efficiently and securely - or work on the same document as colleagues in real time, wherever they're located - ideal for multi-site or client-site working.
- Reduce IT capital expenditure and eliminate email and file server maintenance costs.



Mobility & Flexibility



Do you still:

- Have to prepare in advance to ensure you have the right documents with you before working away from the office?
- Have to operate a rigid one person, one fixed desk policy just so staff can access their own key documents and emails?
- Have to purchase separate licenses for staff who require desktop and laptop machines?
- Face a tipping point where more staff requires a significant upgrade of your computer server infrastructure?

With Office 365 you could....

- Work from your other sites, client sites, conferences or your own home as seamlessly as if you're in the office.
- Flexibility utilise desktop and laptop PC assets with ease - and better facilitate remote and flexible working practices.
- Pay for your Microsoft Office and email facilities per user, per month - providing each user with access to multiple desktop and laptop PC devices, as well as tablets and smartphones.
- Have no investment to make in server infrastructure for Office and email applications, regardless of staff numbers.

Choose Office 365

Office 365 takes your familiar Office and email applications and utilises the internet so they better support the way you and your staff work today.

Office 365 also eliminates the expense of buying and maintaining your own servers to manage email and document storage.

Plus, it's available in three varieties via a monthly fee per user - so you'll only pay for the features you need, when you need them.

For help choosing the right Office 365 version for your needs, just contact the Synium team:

Tel: 0121 663 0203

Email: hello@synium.co.uk

Your Office 365 Options

Office 365 Business Essentials

Provides business-class email and the online versions of Word, Excel, Powerpoint and Outlook. These are accessed via a web browser.

Office 365 Business

Includes access to the full 'desktop' versions of Word, Excel, Powerpoint, Outlook and Access, as well as the online versions*. It doesn't include email functionality.

Office 365 Business Premium

Adds business-class email to the Office 365 Business package.

** Microsoft Access is not included with the online version of Office.*

Switch to Office 365



Office 365 has been designed to make the switch as seamless as possible.

However, as all existing email accounts, emails and documents may be mission critical, it's vital the change-over is planned and managed effectively.

Synium has helped both large and small organisations to manage the transition of files, emails - and their people - from old systems to Office 365. We can manage the entire process, or support your in-house IT staff.

For help switching to Office 365, just contact the Synium team:

Tel: **0121 663 0203**

Email: **hello@synium.co.uk**

Six Steps to Office 365

1. Choose your Office 365 version.
2. Create your Office 365 administrator account.
3. Add Office 365 settings to your "yourdomain.co.uk" domain name.
4. Create Office 365 user accounts for your staff - plus any group email addresses, e.g. "sales@yourdomain.co.uk".
5. Transfer emails and any required documents from your old systems to Office 365.
6. Configure your email software, e.g. Outlook, for your new email accounts.



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