

# What is Office 365?

## **What is Office 365?**

Office 365 is the "cloud" solution from Microsoft. The services are hosted outside your organization, in Microsoft data centers, and Microsoft cloud is fully maintained by Microsoft. Office 365 was available for the public on June 2011.

Office 365 provides services like Office (Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access) as well as other services like One Drive for business, Exchange Online, Skype for Business, SharePoint Online, Yammer, Microsoft Teams, etc.

Users can access all the services online without any headache of maintaining anything on-premise. So there will be no headache of on-premise server maintenance, patching or update activities, etc.

## **Advantages of Office 365**

Below are a few advantages of using Office 365 that an organization can get.

### **Pay for What You Use**

The cloud service Office 365 is available on a subscription-based on Microsoft. Users can opt for monthly or annual plans. It has plans for different types of use like Personal, Home, Business & Student.

Users can subscribe according to their requirements and then they can access the service from anywhere any device with an internet connection.

Also by using Microsoft Office 365 business plans users can install the latest office applications in multiple devices like PCs, Macs, Android tablets, Android phones, iPad, and iPhones.

Another advantage of the desktop version of Office plan like "Office 365 Business Premium" and "Office 365 Enterprise E3" is that you can work offline without having an internet connection, and next time when you connect with the internet all your changes will be sync and will up to date.

## **Available from One Person Company to Large companies**

Microsoft Office 365 is available from a very small organization (one person company) to a very large scale organization (50,000+ users). So you should not be worry about how many users Office 365 supports.

All the business users can do their day to day activities like Emailing, document & information management, Calendar, collaboration with the team, instant messaging services, etc.

## **Almost NO Downtime (Reliable)**

Microsoft guarantees that the services will be available with 99.9% uptime, you will have almost zero downtime. Microsoft has various data centers all over the world and if one data center is down other are there to respond to users request.

Apart from this also they provide 24/7 phone support for critical issues (on selected plans).

## **Access from Anywhere Any Device**

You can access Office 365 & all its services anywhere and any devices. You can access it from desktop, laptop, tablet, or phone. You just need an internet connection for it, because all the services are installed in a Microsoft data center. Microsoft is no more a windows company.

Microsoft Office 365 supported Android devices also. It provides Office for Android, users can easily work with a word document, excel documents or PowerPoint documents from the Android devices.

## **Active Directory Integration**

Active Directory is tightly integrated with Office 365, Organizations can manage user credentials and permissions. Also, Single sign-on and synchronization with Active Directory are easier in it.

## **Take Advantages of SharePoint Online**

Office 365 provides a SharePoint feature in terms of SharePoint online. SharePoint Online is a perfect tool for collaboration, document management, etc for your organization. You can create sites in less than a minute for your team to collaborate, to maintain documents, work with lists, announcements, blogs, etc.

Take advantage of check-in, check out features, see various versions of documents, etc. You can share your documents with external users also in SharePoint Online.

SharePoint online is tightly integrated with Office products, you can work with a word document and then publish to SharePoint online directly from a word. Apart from these, There is a number of advantages of SharePoint online.

## **Your Data is Secure in Office 365**

This question comes first when you think about moving your application or data to the cloud. Your data is safe in Microsoft cloud in Office 365, they use five layers of security to keep the organization's data safe.

According to Microsoft, "With Office 365, it's your data. You own it. You control it." Microsoft never uses any of the data for advertising and organizations can take their

data anytime they want. Microsoft continuously monitors the systems continuously for suspicious activity.

Microsoft provides:

Data Loss Prevention (DLP)-allows you to set granular data policies: Data Loss Prevention (DLP) in Office 365 allows you to set granular policies that govern your data and define specific actions taken when information is shared.

Advanced Threat Protection (ATP)-proactively protects against incoming threats: Advanced Threat Protection (ATP) protects from incoming threats from external sources.

Intelligent Protection-machine learning tracks vulnerabilities: Microsoft tracks vulnerabilities at scale through machine learning and mitigating them.

### **Office 365 is always up to date**

One of the best things to move to Office 365 is that you will always up to date, You will get all the features and functionality of the latest Microsoft Office products. Whenever newer versions will come everything will be available to Office 365.

Ref: <https://www.spguides.com/what-is-office-365/>