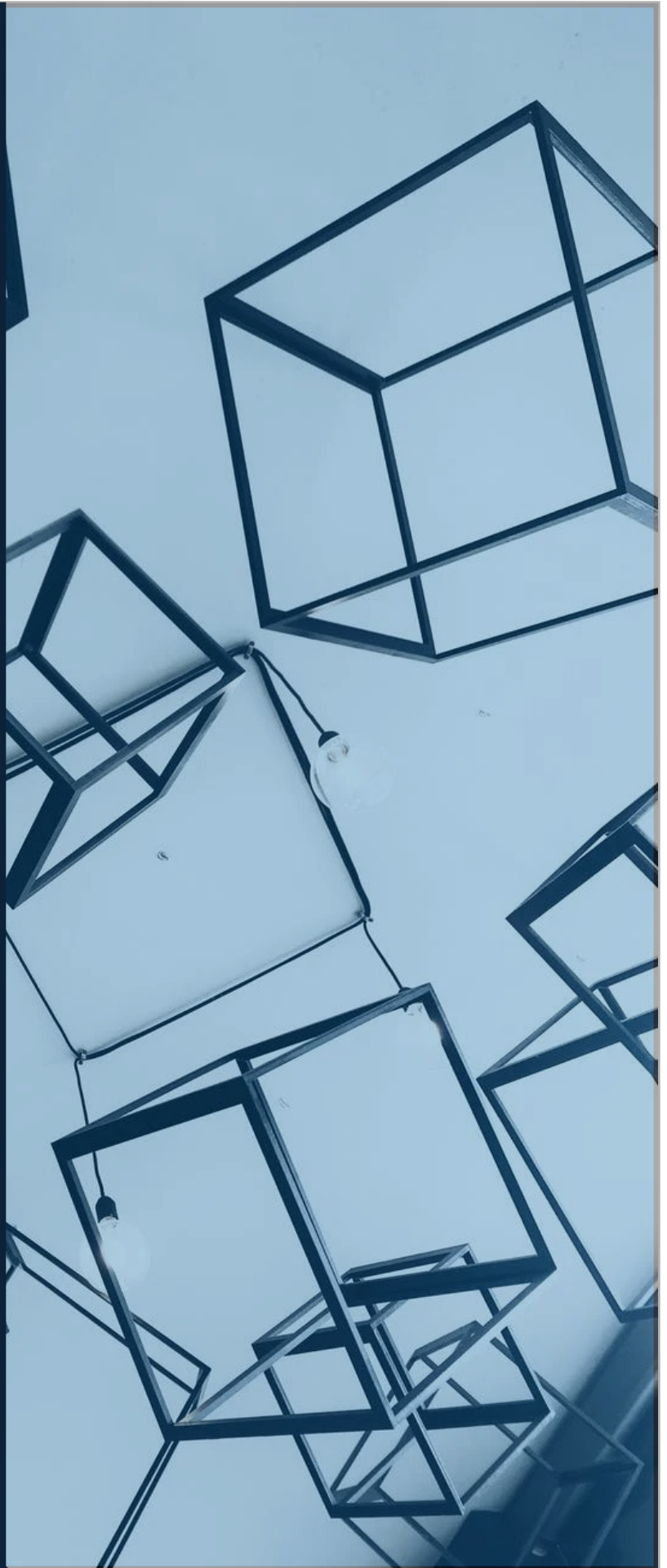




**MetrixData**

**Common  
Questions of  
Office 365**



Microsoft Office 365 has become an essential tool for many businesses. However, there's no point in buying a software license if you cannot harness its full potential, or else it will do nothing but be an expensive decoration to your desktop. A Metrixdata 360, our customers have often come to us with many questions surrounding Office 365 in an attempt to make the best use out of the licenses. So, in this article we will touch on some of the most common issues that people have in regard to Microsoft's Office 365 and how to license it effectively.

## What is Microsoft 0365?

**Office 365 is a suite of subscription products offered by Microsoft to their customers in the business world.**

**Microsoft 365 is quite similar to Office 365 in that it offers a suite of products meant to increase productivity and business communication in the Cloud.** Apps include Word, Excel, PowerPoint, with added features including cloud services, device management and advanced security, just to name a few.

## What is Microsoft 0365 Groups?

In order to keep up with the ever-changing demands of the workplace, Microsoft must constantly deliver the ideal collaboration experience. While SharePoint often serves as a necessary evil for many information workers, due to the growing popularity and necessity of cross departmental collaboration, Microsoft has [created Office 365 Groups](#). Office 365 Groups offers a clear improvement that allows for better collaboration within the workforce.

Office 365 Groups allows you to select a set of people you wish to collaborate with, and then allows you to select a collection of resources for those people to share. Adding members automatically gives them permission to access the tools they need. This freedom in selecting the users, services, and how both of those features interact with other Microsoft technologies represents the main appeal of Office 365 Groups.

Groups eliminates much of the complexities that users are confronted with in SharePoint, while simultaneously offering more than just the basics. Thanks to automatic provisioning, Groups allows you to easily customize the unique solutions your team will need, making itself the glue between your distribution list in your Active Directory and the tools your team uses daily.

## What is Microsoft O365 Tenant?

If you have ever rented an apartment, you may find that Microsoft Office 365's tenant works in much the same way. When you think of an apartment, you receive the benefits of the entire apartment complex, the hot water tank is not in your apartment, but you still get hot water, same goes with the plumbing, the electrical box etc. In the same way that you receive the benefits of the apartment complex within your single apartment so to do others. Taking this analogy, a tenant in Office 365 is a sandboxed environment for you and your assets. It functions within the overall Office 365 data centre which, going off of our analogy, is the apartment complex.

## Types of Specialized Packages

### 0365 for Government

If you are a federal, state, local, tribal, or territorial government entity who handles data subject to government regulation and requirements, then you might very well be eligible for Microsoft Office 365 government plans. You must establish your own eligibility since Microsoft will be willing to suspend ineligible customers. Plans that are offered to governments include Office 365 E 1, Office 365 E3, and Office 365 E5.

Microsoft Office 365 plans ensure top level services that meet federal requirements and Department of Defence security requirement guidelines.

### 0365 For Schools

Microsoft 365 for schools offers the unique opportunity for academia to provide students with a variety of collaboration, creative, and safe production tools with the ability to add students at no extra cost. [Microsoft 365 also offers an education centre](#) that allows you to learn more about Microsoft products. Currently there are three programs available for schools: the A1, which is free with no commitment and offers basic Microsoft programs; A3, which features a more robust toolset; and the A5, which offers the most advanced suite of tools and services.

### 0365 for Non-Profit

Due to the nature of non-profit work, it is often essential to cut expenses wherever possible. Which is why [Office 365 offers](#) a solution specifically tailored to make the essentials available at an affordable price. Microsoft 365 Basic Business plan offers collaborative tools and is available on a donation basis. There is also the Standard Business plan, which offers basic applications and services for the low price of \$3 USD per user per month.

### 0365 for Hospitals

Hospitals have the need for [collaboration, effective notetaking, and the ability to receive immediate updates](#) on news in their industry. In particular with the COVID 19 pandemic, it is more important than ever that frontline workers have the best technology at their fingertips as they struggle to control the worst of this outbreak. To compensate for these needs, Office 365 for hospitals offers the full package of essential productivities services. The F1 and the F3 serve as Microsoft's custom-tailored solution for hospitals and staff working on the frontlines to battle the virus.

**Worried about your business during the pandemic?**  
**MetrixData 360 is here to help! Here are a few tips on**  
**how you can cut back spending on your software!**

MetrixData 360°



**FIND HIDDEN  
SOFTWARE SAVINGS  
DURING A PANDEMIC**

## Recommendations for Better Licensed Office 365

Not only are there many different products to buy when it comes to Office 365, there are also many ways to buy that can greatly reduce the overall cost to your company. We have often seen companies fall prey to two faulty buying practices:

- **Buying based on pressure from sales reps or external sources:** Perhaps you are in a software audit or contract renewal, chances are you will receive pressure to purchase more licenses than you need just to please Microsoft. The sales reps do not have your best interest at heart. Their goal is to ensure your increased spending, it is not in their agenda to make sure that you are getting the best value out of those licenses.
- **Buying based on what you had in the past:** If you do not know how much your company is using the licenses that you have, it may be tempting to simply assume that you need all of them. Many companies, without a deep understanding of their software environment, will purchase licenses based on what they already have, or based on a rough estimate.

To address these issues, at MetrixData 360 we recommend the following best practices to ensure optimal software purchasing for you and your company:

- Have a strong understanding of your software environment, understand what you need and what you don't need. This is often only achieved through an effective software asset management solution.
- Employ proper SaaS management to better handle the intricate purchasing platform of the cloud.

## Need Help Picking your next Office 365 Plan for Your Company?

Microsoft's plans can be confusing due to their many options, each with its own features and pricing metrics. At MetrixData 360, we specialize in all things Microsoft and it is our goal to make software licensing models easier to understand. This will allow you to make effective buying decisions that are best suited for your business's specific needs. Whether you are a non-profit looking to change the world or a school ready to mold the young minds of the future, there is a software licensing solution for everyone. If you would like help purchasing at your next Office 365 solution you can contact us using the information below.



**Ready to Get Started in Your New Software Asset Management Solution?**

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