



MetrixData

360°

**Things to Consider
Before Buying
Office 365**

So, you want to buy an Office 365 Subscriptions? If you've done any research into the task so far, you may notice that there are enough plans with their own drawbacks and benefits to make your head spin. At MetrixData 360, we know all about how confusing licensing can be, which is why we aim to make it as easy as possible. So, before you get ready to sign off on your deal with Microsoft, here are a few things to consider before you buy your Office 365 Subscriptions.

How much will you and your employees be working from Home?

Working from home offers a lot of benefits, like having your home-made coffee, with the pet of your choice on your lap as your favourite co-worker. If a large section of your company's staff has the option of working from home, then you'll need to take that into consideration when choosing your Office 365 plan.

- If you're working from home on a dedicated company laptop, then working remotely will have very little impact on your licenses.
- If you're working from home using a personal PC or tablet, then you will need to install your Office on that particular home device and if so, here are the plans that you will need to adjust to account for such a transition:
 - **On-prem Office:** You'll need to get the Software Assurance (SA), which allows for roaming rights. If you don't want the SA, then you will need a Work from Home License, or at the very least an Office 365 Pro or E plan.
 - **Office 365 Plan:** These 5 Office license plans should work fine remotely unless you are licensed through a reseller such as Citrix Server, in which case you will need to use the Click to Run in Share Activation.

Which plan Do you Qualify For?

Don't sign onto the first plan you see, since there may be a more valuable plan that you qualify for. Consider the following resources:

Government:

- **Office 365 Enterprise G1**-although it lacks the applications, all the Services are included and the bonus of cloud file storage and sharing, online meetings and instant messaging, HD conferencing, intranet, and team sites are available.
- **Office 365 Enterprise G3**- everything in the G1 plus Office desktop applications, personalized search and discovery, self-service business intelligence, enterprise management, eDiscovery tools.

- **Office 365 G5-** everything in G3, plus the communication features of Skype, eDiscovery and text analytics, online advanced threat protection and personal organization tools, to name a few.

Non-Profit:

- **Office 365 Non-profit E1, E3, and E5-** these plans are basically the same as their regular Enterprise equivalents with the exception that they come at a cheaper price and they lack a few of the fancier elements of their respective licenses such as Yammer, Stream, and Power BI.

Education:

- **Office 365 A1-** free with no commitments, provides basic Office applications and many services for students and teachers.
- **Office 365 A3-** cost is annual commitment per user/month, offering all the features of A1 with additional management and security.
- **Office 365 A5-** the cost is annual commitment per user/month, with everything that the A3 offerings with the addition of intelligent security management, advanced compliance, and analytics systems.

Are you Ready for the Cloud?

For the longest time, Office came in a box that you bought in a store, downloaded onto your computer and it was for forever, which meant that you could have that Office version indefinitely. Now, however there's only one plan that Microsoft offers that still allows for a single one-time purchase model, and that's the [Office Home and Business 2019](#). While this plan is licensed for commercial use, it only covers one PC or Mac and only comes with Word, Excel and PowerPoint, priced at \$149.99 USD.

The other plans are [subscription-based licenses](#), offering either a yearly or monthly payment amounts. These plans include automatic updates to their respective software at no additional charge, as opposed to conventional licenses for these programs—where new versions require purchase of a new license.

Which begs the question, are you ready to go to the Cloud? It seems like moving to the Cloud is all the rage in the business world and it comes with many benefits. For one thing, you can access your work from anywhere, there's no chance on you forgetting to save your work, since it will always be available on the internet (just make sure that autosave button is on).

You'll also always have the latest updates, where before you probably would have needed Software Assurance for that. However, there are a few draw-backs that also come with moving to the Cloud and they should be taken into consideration before you and your company completely dedicate to the move.

Security- The biggest web platforms out there like to place a lot of weight in the quality of their security, claiming that it is on par with banks and government buildings. While this may be true, it's important to recognize that breaches in [security do happen](#) on these platforms, although it is quite rare given the sheer volume of their platform and the data they are constantly monitoring. Keep in mind these security systems are good, but they aren't perfect.

Lack of Control- In the Cloud, you have no control over when your software is updated, its maintenance or its support. You don't have to worry about it but that may just mean that instead of constantly calling your IT department when your application isn't installing, it will be the other guy's IT department that you'll have on the phone.

Small Costs can quickly Grow- From our experience at MetrixData 360, companies tend to see an unexpected spike in costs coming from unmonitored use or large wasted sections of their newly purchased Cloud space. Which is why we often recommend that businesses move to the Cloud carefully with [a tool](#) in place which can monitor usage.

Office 365 or Microsoft 365?

Many businesses often purchase three different plans from Microsoft, one for Office 365, one for Windows 10, and Mobility +Security, which is why Microsoft created Microsoft 365, offering all three of those applications on one platform. If you find yourself purchasing these three products, then it may be a smart idea to investigate whether [Microsoft 365](#) might be a better platform for your company. In general Microsoft is a bit more expensive but it offers far more features and a more streamlined experience for users. You can buy everything you need one expensive piece at a time or buy the whole kit in one shot.

What do you need and who will need it?

At the very basic level, every Office edition includes [a combination of the following elements](#):

- The traditional Office desktop apps for both Windows and Macs, which are constantly updated so you can expect the latest version.

- At least 1TB of OneDrive Cloud file storage.
- Mobile apps, which allow for you to install it on at least five phones and five tablets, running iOS, Androids or Windows

Collaboration and communication tools for you and your coworkers.

Of those sets its important to establish what is important and what you plan on primarily using your Office 365 account for. For example, which one is more important to you, the applications (in which case, consider the Office 365 ProPlus Plan), or the services (you'll need at least an E1 to get even the basics). Will you need Power BI, which provides you with visual reports of your data and allows you to share it across your company? Then an E5 will probably be the way to go.

In addition to this you will need to consider the long-term growth of your company. [Switching plans is completely doable but a pain](#), so if you are a small business that grows to the point where you need a new E license, you will have to do a full migration, along with effectively retiring the old licenses off of all your employee's devices.

How will you Monitor Usage?

One thing that you need to consider before deploying software is to make sure you have a way to monitor its usage. At MetrixData 360, we often notice that many companies suffer from not being able to properly detect what they are using or what they are actually paying for. Which is why we offer our exclusive Office 365 Consumption Reporting Tool, which you can install and use to detect things like multiple subscriptions, blocked users and allows you to track its usage overtime.

Our clients have found that it is an excellent tool to use both when confronted with an audit and to track their daily consumption to allow for maximum efficiency so that you are getting the most out of your money.

For more Information

It's an exciting time, getting new software but before you buy, it's important you consider your options or else you'll be stuck with uselessly expensive software. At MetrixData 360, our goal is to save you money and to make it so that you have control over your software instead of letting it control you. Not only do we have a monitoring tool, but we also offer SAM services which can help cut your software spend by an estimated 20-30%. If you'd like more information you can contact us using the information below.