*Microsoft*

**Storage**

Microsoft 365 Business Basic includes 1 TB of OneDrive for Business storage per user and access to SharePoint for team collaboration and shared files.

A screenshot of a computer

AI-generated content may be incorrect.https://www.microsoft.com/en-au/microsoft-365/onedrive/online-cloud-storage#home-business-plans\_tab1

**User & Role Scheme**

Microsoft uses Microsoft Entra ID (formerly Azure AD) for identity and role management. You can assign administrative roles (Global Admin, etc.) with granular access control.

A screenshot of a computer

AI-generated content may be incorrect.https://learn.microsoft.com/en-au/dynamics365/business-central/admin-users-profiles-roles

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AI-generated content may be incorrect.

https://learn.microsoft.com/en-us/entra/identity/role-based-access-control/permissions-reference

<https://learn.microsoft.com/en-au/dynamics365/business-central/admin-users-profiles-roles>

**Cloud Backup Service**

Microsoft 365 Backup allows backup of OneDrive, SharePoint, and Exchange Online data.

<https://learn.microsoft.com/en-us/microsoft-365/backup/backup-overview?view=o365-worldwide&utm_source=chatgpt.com>

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AI-generated content may be incorrect.

**Cloud Office Suite Licenses**

[https://learn.microsoft.com/en-us/answers/questions/5406142/microsoft-365-business-basic-plan](https://learn.microsoft.com/en-us/answers/questions/5406142/microsoft-365-business-basic-plan?utm_source=chatgpt.com)

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**User Activity and Access Logs**

Microsoft keeps a unified audit log of user and admin activities. Reports can be viewed for the last 7, 30, 90, or 180 days in the admin center.

[https://learn.microsoft.com/en-us/purview/audit-log-activities](https://learn.microsoft.com/en-us/purview/audit-log-activities?utm_source=chatgpt.com)

**Account Recovery**

Account recovery is handled through Microsoft Entra ID, including MFA, password reset, and admin roles.

[https://learn.microsoft.com/en-us/purview/audit-log-activities](https://learn.microsoft.com/en-us/purview/audit-log-activities?utm_source=chatgpt.com)

**Secure Connection Methods**

Microsoft uses secure protocols like TLS and SSL for encrypted data transfer between clients and servers.

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AI-generated content may be incorrect.

<https://learn.microsoft.com/en-us/purview/encryption>

**Data Encryption Methods**

All data is encrypted in transit and at rest. Optional customer-managed encryption keys can be used with Azure Key Vault.

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AI-generated content may be incorrect.

<https://learn.microsoft.com/en-us/purview/encryption>

[https://learn.microsoft.com/en-us/azure/backup/backup-encryption](https://learn.microsoft.com/en-us/azure/backup/backup-encryption?utm_source=chatgpt.com)

**Automatic Backups**

Microsoft 365 Backup enables automated backups with restore points for OneDrive, SharePoint, and Exchange Online.

<https://learn.microsoft.com/en-us/microsoft-365/backup/backup-overview?view=o365-worldwide>

**Document Versioning**

OneDrive and SharePoint support document version history, allowing users to view and restore previous versions.

[https://learn.microsoft.com/en-us/sharepoint/dev/general-development/how-versioning-works-in-lists-and-libraries](https://learn.microsoft.com/en-us/sharepoint/dev/general-development/how-versioning-works-in-lists-and-libraries?utm_source=chatgpt.com)

**Recovery of Previous Versions**

You can restore previous file versions or entire sites/mailboxes using Microsoft 365 Backup or OneDrive version history.

<https://learn.microsoft.com/en-us/microsoft-365/backup/backup-overview?view=o365-worldwide>

**Collaborative Work**

Real-time collaboration through Office Online and integration with Microsoft Teams and SharePoint. Multiple users can work on the same file simultaneously.

<https://www.microsoft.com/en-us/microsoft-365/business/microsoft-365-business-basic>

**Offline Work**

Business Basic does not include desktop Office apps, so offline work is limited. Users need an internet connection for most tasks.

<https://learn.microsoft.com/en-us/answers/questions/5406142/microsoft-365-business-basic-plan>

**Format Compatibility**

Microsoft 365 uses standard Microsoft file formats (.docx, .xlsx, .pptx), with strong compatibility for other common formats.

<https://support.microsoft.com/>

**Admin Panel**

Microsoft 365 Admin Center allows administrators to manage users, licenses, policies, security settings, and backups.

<https://learn.microsoft.com/en-us/microsoft-365/backup/backup-setup?view=o365-worldwide>

**AI Applications**

Microsoft Teams includes AI features like suggested replies and Copilot integration. Full Copilot features require an additional license.

Microsoft Learn – Copilot in Teams

<https://learn.microsoft.com/en-us/microsoftteams/copilot-ai-agents-overview>

**Communication Apps**

Microsoft Teams is included as the main communication and collaboration app (chat, calls, meetings).

https://www.microsoft.com/en-us/microsoft-365/business/microsoft-365-business-basic

ISP’PROVIDERS

<https://chatgpt.com/share/68ef9000-16a4-8012-8022-552931bccdef>