

# Microsoft Office 365

## license assignment guidelines

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## 2. Purpose/Objective

The purpose of this document is to define guidelines regarding Microsoft Office 365 license for Prodaptians.

## 3. Scope

This policy is applicable to all Prodaptians across the globe.

## 4. Effective date of document

Effective date: 01 - Feb- 2021

## 5. Users of document

All Prodaptians on the rolls of Prodapt Solutions Ltd, Contractors and Consultants.

## 6. Guiding Principles

- To support in getting better Office apps for business transactions
- To ensure Secure and reliable communication platform
- To ensure cost effective with bundled Office Apps.

## 7. Process - Licenses Allocation Model

- Office 365 license will be defined to employee grade set as per below model

Grade Set	F3	E1 /Bus Basic	E3/Bus Std
C1	✓		
P1	✓		
P2	✓		
P3		✓	
P4			✓
P5			✓
P6			✓
P7			✓

## 8. Office 365 feature guidelines

Features	Microsoft 365 F3	Microsoft 365 Business Basic	Microsoft 365 Business Standard	Office 365 E1	Office 365 E3
Office365 Apps for Web	Yes	Yes	Yes	Yes	Yes
Mailbox Size	2 GB	50 GB	50 GB	50 GB	100 GB
OneDrive For Business	1 TB	1 TB	1 TB	1 TB	1 TB
SharePoint Online	Yes (No personal site)	Yes	Yes	Yes	Yes
Microsoft Teams	Yes	Yes	Yes	Yes	Yes
Microsoft Stream	Yes	Yes	Yes	Yes	Yes
Work management	Yes	Yes	Yes	Yes	Yes
Power Apps	Yes	Yes	Yes	Yes	Yes
Power Automate	Yes	Yes	Yes	Yes	Yes
Power Virtual Agents for Teams	Yes	Yes	Yes	Yes	Yes
Microsoft Forms	Yes	Yes	Yes	Yes	Yes
Microsoft Planner	Yes	Yes	Yes	Yes	Yes
Office365 Apps - MS Office	No	No	Yes	No	Yes
Premium Office Apps	No	Yes	N/A	Yes	N/A
AIP		Yes	Yes	Yes	Yes

## 9. General guidelines

- Non Prodapt Laptop(asset) users will be assigned with Office 365 E1 / Office 365 F3 license.
- License assignment is based on the employee grade set.
- Offline MS office package is based on the office 365 assigned license.
- No Standard MS Office package will be installed separately.
- The company will not be responsible for any misuse of the Office apps provided to the Prodaptians for official usage.
- Sending communication to other individuals against their will that will be considered as a breach of privacy.
- Breach of the company's code of business conduct and ethics by the Prodaptians.
- Breach of the company's broadcasting & communication policy by the Prodaptians.

## 10. Exception

- a. Any exception to this policy needs to be approved by the DH , IT Head and any one CLT member.
- b. The associated cost will be parked with the respective cost code.

## 11. Amendment

The company reserves the right to amend, modify, withdraw, and revise any or all clauses of this policy depending upon the exigencies of business without assigning any reasons thereof.