

Microsoft Office 365

Configured by Analytix Solutions Leveraging Office 365

A handbook to acquaint small and mid-sized businesses with Microsoft Office 365, optimized by Analytix Solutions. A guide that provides useful pointers towards the installation, use, and maintenance of an entire system that allows the small business to operate independently and immediately upon transition.

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Introduction

Analytix is a leading provider of single source business solutions to startups and small to mid-size businesses. Solutions encompass end-to-end business services, including IT and IT-enabled Services. Analytix has provided IT services and solutions to innumerable businesses nationwide for more than five years. All our solutions are scalable and tailored to meet clients' requirements.

The solutions we offer typically involve our professionals researching client requirements and building solutions by leveraging best practices, keeping in mind budget constraints of the small and mid-sized business.

Cloud Computing

What is Cloud Computing?

The delivery of computing in the form of a service over the Internet is known as cloud computing. This is different from providing a product over the Internet; cloud computing shares software, information, and other resources over the network while users need not be concerned about location and other infrastructure details. The end-user experience is the same as that with a locally-installed system.

Benefits of Cloud-based Services

Cloud-based service

- ➔ Eliminates the need to invest in expensive infrastructure. It can be accessed irrespective of geographical location for meeting a wide range of computing requirements, including storage.
- ➔ Eliminates the need to invest in repairs, maintenance, and troubleshooting of infrastructure and equipment.
- ➔ Eliminates the need to hire, train, and retain skilled IT-trained resources.
- ➔ Provides increased reliability as servers and storage devices are shared and utilized better.
- ➔ Results in increased speeds of operation: a well-operated and managed cloud system can give you the flexibility of a plug-and-play service.
- ➔ Allows users to access data and information on the cloud through their web browsers connected to the Internet. There is no need for them to physically access systems for work purpose.

Microsoft Office 365

What is Office 365?

Microsoft Office 365 uses the Internet to provide users access to shared documents, data, and a host of communication applications such as email, instant messaging, shared conferencing, and other online collaboration apps.

It includes the entire Microsoft Office Suite as well as Microsoft Server products, including Exchange Server, SharePoint Server, and Lync Server.

What are the features it contains?

- ➔ **Exchange Online:** Delivers calendar, email, and contacts solutions hosted by Microsoft. Every user also gets 25 GB of email storage and 99.9% reliability in terms of secure online back-up.
- ➔ **SharePoint Online:** Helps to share, collaborate, and edit documents. Also helps create public interfaces.
- ➔ **Lync Online:** Responsible for providing communication features, such as instant messaging, audio-video calling, and web conferencing.
- ➔ **Office Web Apps:** Consists of browser-based versions of MS Office Suite applications, such as Word, Excel, and PowerPoint; allows for management of Office documents in browsers with original formatting.

Does Office 365 meet your requirements?

How can Office 365 meet your requirements?

Office 365 is an ideal tool for small and medium-sized businesses, offering convenience and high quality service on a single platform. In a nutshell, the Office 365 is:

- ➔ Ideal for businesses like proprietorships and privately-owned concerns and corporations, including mom and pop stores or a mid-size organization with a sizeable employee base
- ➔ Easy to deploy; does not need a dedicated staff to manage it
- ➔ High on affordability

Advantage Analytix

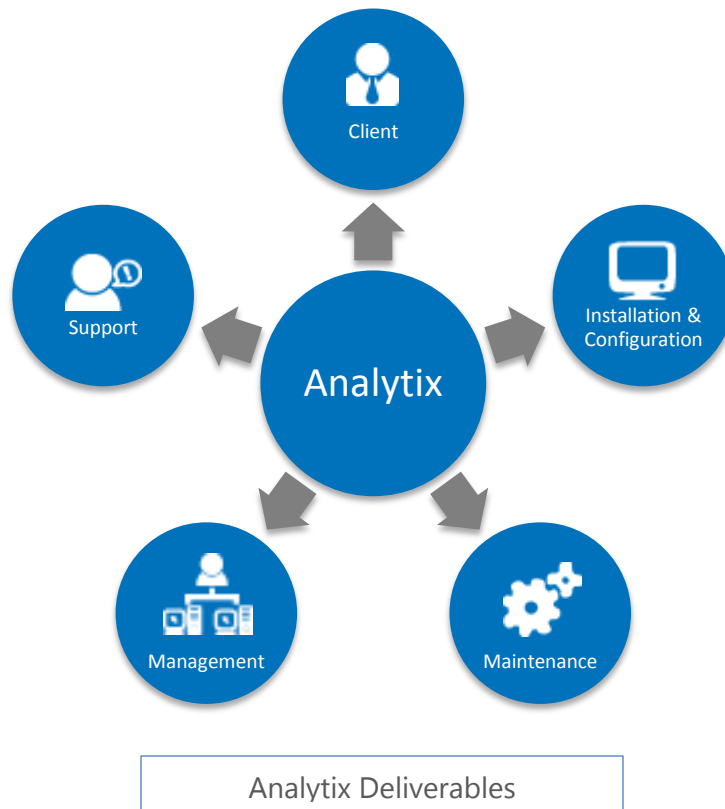
How can Analytix help you?

Analytix is one stop solution for Office 365 deployment. As an end-to-end provider of business solutions, reliability and commitment to quality are our watchwords. When you choose Analytix to migrate your current systems to Office 365, you can stop worrying about the technical work involved with leveraging Office 365 for your organization needs. It's like you own a Ferrari and we will help you drive it at 150 mph.

- ➔ Analytix is a Microsoft Certified Partner, Small Business Specialist and Cloud Partner; your Office 365 implementation will be handled by our professionals with expertise in cloud computing and virtualization.
- ➔ Analytix helps you decide the best plan which meets your current and future requirements.
- ➔ Analytix has a tradition of high quality and commitment to detail. Our IT professionals ensure that you do not face any post-implementation hassles or management issues.
- ➔ We provide our clients with all-round technical support, from inception to execution, to ongoing maintenance.
- ➔ Pick any service we offer: All of our solutions are custom-built to your requirements. We tailor our services around your requirements.
- ➔ Analytix is committed to working with small and medium-sized businesses as a partner; all our services are scalable.

The Analytix Process

All Analytix projects are executed after assessing client needs. A primary evaluation of your business requirements will be undertaken where our professionals will analyze your requirements in detail.



Analytix: Optimize and Reduce Costs

Office 365 comes in plans designed differently for mid-sized enterprises, for small business needs, and for kiosk workers, or those who use shared computers. Analytix will help you create a judicious combination of these plans that can hike your company's productivity while keeping costs in firm check.

Plan P: Designed for small businesses

Plan E: Designed for enterprises

Plan K: Designed for kiosk workers.

Even within a small business, there are people whose work demands only basic features, while the decision makers might need advanced features and administrative functions provided by Plan E. As a result, a single plan may not lead to effective optimization of resources and costs.

Analytix helps you make this distinction and create the right combination, based on your peoples' needs and core deliverables.

Thus, you save money by allocating the right need-based plan to each employee.

[Click Here to Compare all Plans](#)

Why Analytix?

Apart from the fact that Microsoft does not encourage non-partner business transactions, there are several reasons why you should choose Analytix for migration of your current systems to Office 365:

- ➔ Analytix is a Microsoft Certified Partner, Small Business Specialist and Cloud partner; you get technical expertise and best practices from a service provider with deep understanding of small business needs.
- ➔ Analytix will help you analyze employee needs and choose plans accordingly; translating into reduced costs and highly optimized resources.
- ➔ Our solutions help you decide the best plan that can meet your current and future needs.
- ➔ With our significant experience and understanding, we not only provide you with the best system installation, we also provide you with reliable security measures that include Single Sign-On and Active Directory Sync.

Leveraging Office 365

The [Single Sign-On](#) is a security feature that allows users to access multiple devices or systems with the aid of a single username and password. It is designed such that it stores relevant credentials required by different applications, eliminating the need for the user to enter different username and passwords.

[Active Directory](#) refers to the centralized location that verifies credentials of users within a single domain. The Active Directory is a security measure and works in synchronization with the Single Sign On feature.

Cost Savings

When Analytix conducts feasibility studies on your Office 365 migration, we help you install the best possible combinations, and those that will help you save on costs as well. As someone with in-depth understanding and significant experience in IT, software, and similar applications for the small and mid-size business, our

professionals will help you evaluate staff needs and direct you in plan combinations which will ensure the right distribution of basic and advanced plans; thus optimizing the resources, while helping you save up on costs.

Analytix for Support

➔ Technical Support

Microsoft provides technical support in the form of Community Support for Plan P where you cannot reach out to Microsoft tech-support directly by phone or email. You have to register yourself on online communities or forum, post your queries, and look for answers from community members. The final solution is something you will need to work out by yourself.

For Plan E holders, the option to report problems exists, but in the form of drop-down menus available on the website. This requires you to understand the problem you are facing, and to be able to identify your problem accurately enough to categorize it under one of the given categories.

When Analytix conducts your Office 365 installation, we will provide you with comprehensive and dedicated, end-to-end support; you do not need to concern yourself with technical matters at all.

➔ Modifications

Analytix will help you determine requirements; such as creating relevant mailing groups. Examples of this are, separate mailing groups for the human resources department, the finances department, etc.

Analytix will take care of modifications to the system. Whether it is new employees added, or existing ones leaving, you only have to inform Analytix, and we will take care of the related logistics such as deleting users or groups, or assigning new ones.

➔ Overall Support

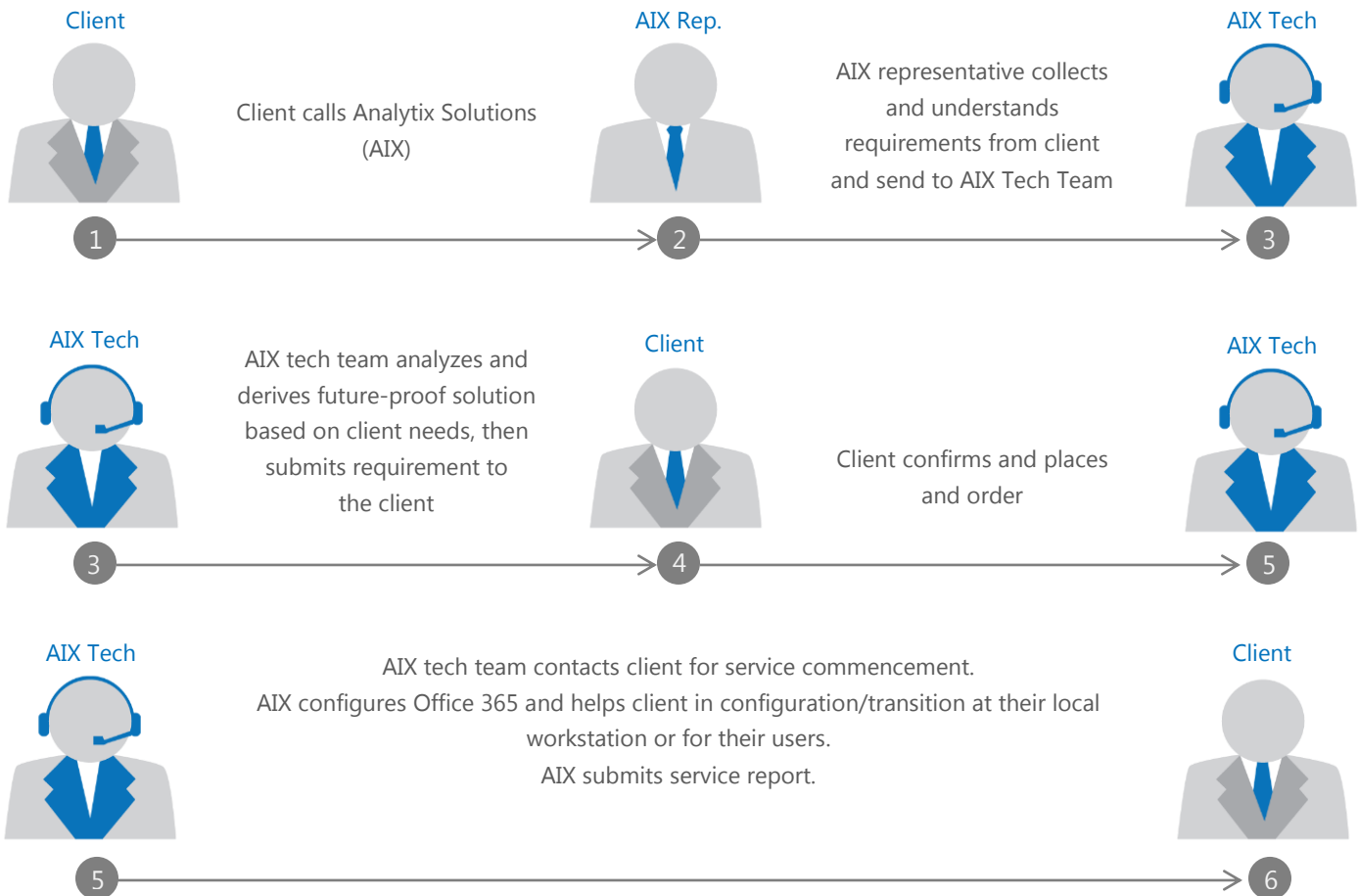
Analytix support extends from identification of the issue to complete resolution.

Further, if our experts are unable to resolve it without help from Microsoft, we will take the necessary steps, including raising relevant service tickets for the problem. Analytix will manage all the coordination between your system and Microsoft.

The Analytix Support System encourages you to focus on your business needs and client deliverables while we take care of your Office 365 requirements in a comprehensive and complete manner.

We will

- ➔ Install and configure Office 365 for you
- ➔ Provide you support and troubleshooting
- ➔ Maintain your Office 365 account



Analytix Process

System Requirements

Office 365 has some basic system requirements for it to run optimally.

[Click Here to View System Requirements](#)

Tariff

Office 365 Plans & Features

Office 365 comes in separate plans with their own, separate pricing options. There are different plans for the professional, the small business, and the medium-sized enterprise. The diversity ensures clients get to choose features according to their requirements and budgets, without overspending in any way. There is also the option of upgrading from a basic plan to a more advanced one, as and when needed.

Click on each plan to learn more about its features and pricing options.

- [Small Businesses](#)
- [Midsize Businesses and Enterprises](#)
- [Individual Plans](#)
 - [Office Professional Plus](#)
 - [Exchange Online](#)
 - [SharePoint Online](#)
 - [Lync Online](#)
 - [Office Web Apps](#)

FAQs

Q. Why do I need Analytix to implement Office 365 for my company?

There are two reasons for this:

1. Analytix is a Microsoft Certified and Cloud Partner. Your Office 365 implementation will be carried out by the experts.
2. Analytix has been aiding small and mid-sized businesses boost their productivity for more than six years now. Our extensive experience provides us with in-depth insights into their needs and requirements; our unique insights have helped us develop best practices across different industries.
3. Microsoft technical support for Office 365 varies according to plans provided. In contrast, when Analytix carries out the implementation, we will also provide comprehensive technical support. For more details, [click here](#).

Q. OK, considering I get Analytix to implement Office 365 for me, how does Analytix add value?

Analytix brings to the board

- ➔ Microsoft Certified and Cloud Partner
- ➔ Trained technical expertise in Office 365
- ➔ Extended technical support regardless what plan you choose
- ➔ Significant reduction in time investments needed from you; leaving you totally free to focus on your business deliverables
- ➔ Significant reduction in cost investments otherwise needed to maintain and keep systems constantly updated

Q. How does Analytix reduce costs associated with Office 365?

Office 365 comes in several different plans, each designed for a different worker. Analytix will help you decide the best plan combinations for your business requirements. [Click here](#) to learn more.

Q. Will Analytix make our existing IT systems redundant?

Analytix will not affect your existing IT system. The migration to Office 365 will help Analytix to work alongside your existing systems, thus adding value to the set-up.

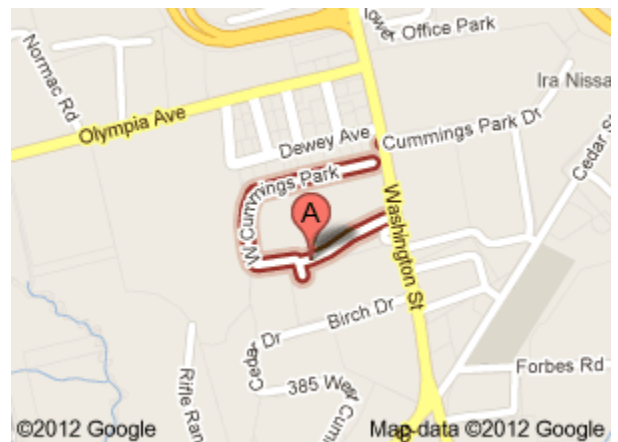
Call us now for a free evaluation of how we can enhance the email set-up for your organization.

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