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1a. Apps that supports general collaboration and most used in businesses is Microsoft SharePoint, also another app that is also used at Seneca is MS Teams both apps support features like chat and video meetings which could be very helpful in projects which require collaboration.

1b. As we are using the SharePoint app and multiple people have to work together on a single file the instructions to do so will be as follows: 1) The file which needs to be worked on is uploaded to a library inside the SharePoint.

2) Using the share option in the toolbar share the file to the email addresses of other group members.

3) Set the appropriate permissions edit or view for the members and click send.

4) Once the email is sent the group members, they can start collaborating on the file they can make edits or do anything according to the permissions given to them.

5) Once they have done their work they should save the changes to update all the data.

1c.SharePoint,One drive or MS teams can be used to manage the set of files while working as a group. Another popular file management Microsoft 365 app is MS lists it keeps track of information and helps in organizing data.

2. The advantages and disadvantages of storing files in the cloud instead of your company’s server are as follows:

Advantages a) Cloud storage is a virtual unlimited storage which allow to keep on adding storage virtually as the business grows without the need to buy additional storage hardware’s.

b) Also, in the cloud storage the software’s are updated automatically so the work of the company’s IT department would be lessened.

c) Cloud storages also provide collaboration as in business environments when a group work is to be done then features like general collaboration are needed and cloud storages provide that.

Disadvantages a) One major disadvantage with cloud storage is that ever file is to be uploaded and downloaded via internet and that results in lesser data transfer rates, especially if your internet connection is slower. This in turn impacts heavily on the productivity of employees as it would be more time wasting if they have to download and upload large files.

b) Security is also a major worry as all the cloud storages are generally 3rd party storage services and we have to trust them with our data, a respectable cloud service might have higher security measures but the risk of data breaches and unauthorized access is always there.

c) Some cloud services have restrictions on file name length, number of files or the size of a file to be uploaded this is a disadvantage if your business requires you to upload files with higher storage or the file name and number of files exceeds the allowed limit. So these things have to be kept in mind while choosing a storage service for your business.

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| 3. Computing Services | General Definition & Characteristics | Specific Microsoft 365 features and apps fitting the Definitions & Characteristics *and why* |
| On Premises Clients & Servers | This type of computer service is the one in which the applications are locally installed on the client’s PC and/or the company server. In this type of service user is in full control of the software and they can customize its configurations according to their requirements | Some Microsoft 365 features which fits this category are MS Word, Excel and Power point as these applications can be installed on the clients device and can be accessed locally. |
| IaaS Infrastructure as a Service | This type of computer service is an on-demand access to cloud computing infrastructure in which the cloud service hosts manages the hardware and the computing resources. It is an on-demand resource with pay as-you-go services in which the user pays based on their usage of the service. | Services such as Sharepoint, MS teams, Onedrive for Business are the features which fit this category as for these features user follow a pay-as-you-go model and the services such as collaboration are managed by the cloud service hosts. |
| PaaS Platform as a Service | In this type a cloud-based platform for developing, running and managing applications. PaaS refers to the services provided by the cloud platform in which they include the IaaS services and in addition they also provide the servers for development, testing and deployment, Operating systems software’s, and storage. This also follows the pay-as-you go model. | Microsoft Power Apps an app inside the Microsoft 365 which allows users to build custom applications without the need of extensive programming and coding knowledge. Power apps offers the users pre-built structure to various data sources and services. |
| SaaS Software  as a Service | SaaS is a ready-to-use application software in which user pays a subscription fee to use the application completely through a web-browser or mobile app. The software is hosted centrally and maintained by the provider, users can access it without the need of installation or management. It is a subscription-based service and users pay a fees monthly or annually (depending on the plan they choose) to access the software and its feature. The pricing is not based on the usage as it was in PaaS or IaaS as the factors for pricing are generally the number of users or storage requirements. | Microsoft online is the prime example of this type of service as it is a web-based application which provides access to features like excel, PowerPoint, word, etc. Users can use the services without the need of installation of the app locally. |

4. The topic is concerning as in this age everything is becoming exceedingly subscription based whether it is music, movies or even books everything requires a subscription now and this is also not fair as earlier if a music record was brought then the monetary benefits of it to the maker of it were much higher than now as now most of the benefits are going to the streaming services which pay very little to the artists. Netflix being the biggest streaming service once supported password sharing making it easier for the consumers to stream their favourite movies using only one subscription but the recent rudeness of Netflix to stop this feature is also concerning as now there is a geographical lock on how people could use the service. If everything does become a subscription then apart from a lot of subscriptions the only things, we would be left with will be empty pockets as frankly speaking these subscriptions aren’t cheap and they also have a monopoly in the market, building their companies on just blatant capitalism not thinking about affordability of their services. There should be a regulation on how these subscription services works and also all the subscription services should use the same pricing models to reduce the competition of pricing, the era of online streaming has already made the theatres suffer a lost and nowadays seeing physical cd’s of music or movies is nearly impossible. The expensiveness of subscription services has also encouraged people to indulge more and more into piracy. So, to round it all up if we are getting a lot of subscriptions then that means empty pockets and if we go the other way of piracy then that may be beneficial for the pocket but could mean that you could end up inside prison.