1. **What is Microsoft 365?**
   - ✓ Microsoft 365 is an integrated experience of apps and services with the latest features and security updates.
   - ✓ This is the web-based version of Microsoft office suite which provides a bundle of features and apps to make smooth daily office work.
   - ✓ Products & Services available –
     - o Office Pro Plus
     - o Windows 10
     - o Enterprise Mobility + Security

2. **How to sign up for Microsoft 365 trial tenant?**

Here I select Microsoft 365 Enterprise E3 trial tenant.

   1. First, we need to go - https://signup.microsoft.com/create-account/signup?OfferId=B07A1127-DE83-4a6d-9F85-2C104BDAE8B4&dl=ENTERPRISEPACK&ali=1&products=cfq7ttc0k59j:0009
   2. Then fill up all information, verify the phone number, choose suitable domain and username and login to admin panel.

3. **Is there any other way to register a trial tenant?**

   - ✓ Please go to – www.microsoft.365
   - ✓ Choose any option –
     - o **For Home**
     - o **For Business**
     - o **For Enterprise**
   - ✓ Click **See Plan & Pricing**
   - ✓ Choose your desired License according to your needs
   - ✓ Click **Try for 1 month**

4. **How many types of services are offered in Microsoft 365?**

There are basically 3-types of products/services offered in Microsoft 365. These are –

   a. Windows 10
   b. Enterprise Mobility + Security (EMS)
   c. Office Pro Plus
      I. Office (Word, Excel, PowerPoint, Access, OneNote)
      II. Files & Content (**OneDrive**, Stream, Sway)
      III. Task Management (Power Apps, Power Automate, Planner, To Do)
      IV. Workflows (Forms, Flow. Powerapps)
      V. Social (**SharePoint**, Yammer)

VI.   Email (**Exchange Online**, Outlook)
VII.   Advanced Analytics (MyAnalytics, Power BI Pro)
VIII.   Meeting & Voice (Teams, **Skype Business**)

5. What is the difference between Microsoft 365 and Traditional Microsoft Office?

Traditional Microsoft Office	Microsoft 365
Less Benefits	More Benefits
One-time purchase	Subscription Based (Monthly/Annually)
Costly	Cost-effective solution
Need to buy products/services individually	Huge range of products/services under a single subscription
Not cloud-based but possible to share	Fully cloud-based
Not to contact always	Call to support center directly
Can meet individual purpose/goal	Can meet organizational purpose/goal from a single tenant

6. For how long account/data is kept after the license gets expired?

Stages of Subscription	Description
1. Active	✓ Data is safe and accessible (both admin & user) ✓ Have to pay regular subscription fee
2. Expired	✓ Have normal access for both admin & user ✓ Data is accessible ✓ Maximum timeline 30 days
3. Disabled	✓ Data is accessible only for admin ✓ Admin can't assign license ✓ Maximum timeline 90 days
4. Deprovisioned	✓ Ultimate stage ✓ Data is deleted ✓ Azure AD is removed ✓ Can't be accessible again even if buyer would like to pay again

7. What is the difference between Tenant, Subscription and Licenses?

Tenant	Subscription	License
✓ House/container for items or features of any organization like users, domain,.	✓ whereas subscription is like a package	✓ where every subscription has some licenses. License is a monthly per-user subscription.

When a user buys a subscription he specifies the number of licenses that he needs based on how many people he has in his organization. After buying the subscription he can create the accounts for people of his organization, and then assign a license for each person. As per the change of organizational need a user can buy more licenses to accommodate new people or reassign the license to others when someone leaves the organization.

8. Name the types of Licenses in Microsoft 365

Business	Basic	$ 5.00 / Monthly	
	Standard	$ 12.5.00 / Monthly	
	Premium	$ 20.00 / Monthly	
Enterprise	E3	$ 32.00 / Monthly	
	E5	$ 57.00 / Monthly	Extra Security Features
	F3	$ 10.00 / Monthly	Only for mobile apps

9. How many channels are there to purchase Microsoft 365? Explain the differences?

Channels	Description
✓ www.microsoft365.com ✓ www.office365.com	✓ From Microsoft webpage ✓ Need global credit card
✓ Partner/Reseller	✓ purchase from the people who are directly working with Microsoft