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# Question 1

1a. The Microsoft (Office) 365 business tools, apps, and features that support general collaboration when working on a group project are Microsoft Teams (used for doing communicating, file sharing and messaging), OneDrive for Business (Cloud Storage for Enterprise), MS Word, MS PowerPoint, MS Excel, MS OneNote (best suit for editing and creating document), Microsoft Forms (used for creating online forms for surveys and questionaries)

(Microsoft, Microsoft 365)

1b. In order to work together while sharing a single file, I would first sign-in into my Outlook account and then share an editing and viewing enabled link by which other group members can work together and edit that file. While editing if any conflict occurs all the group member will discuss and solve the issue and afterwards the file will be saved and synced. The changes made will be reflected to the link containing file to all the group members.

(Microsoft, Microsoft 365)

1c. While working on set of many files on which people are working as a group OneDrive can be used in order to manage them. OneDrive is a cloud storage where collaboration between different people among a same group can be done.

(Microsoft, Microsoft 365)

# Question 2

2. Storing files in a cloud storage can have many advantages and disadvantages over storing them in the company’s server which are listed below:

a. Advantages:

\* Collaboration: using cloud storage has upper hand by helping the user to do collaboration with other people in the same group. By using cloud services by Microsoft, the consumer gets the ability to collaborate on the services provided by the company and sync the changes made by one person to the files/documents of all other collaborators.

\* File Recovery: using cloud storage if be accident or even if intentionally the user deletes the file/documents that wasn’t meant to be deleted then because that file was backed-up on the cloud storage, recovering that file is not impossible and can be done.

b. Disadvantages:

\* Internet Dependency and decreased data transfer speed: using cloud storage leads to a problem where, a stable, reliable and fast internet connection is mandatory in order to access the files stored in cloud. Also, because the files are stored in remote servers, the data transfer speed is much lower as compared to files stored on local storage.

\* Limitations on size/number/name of file: using cloud storage sometimes can lead to a problem where the size or number of files can be limited to a specific number and also sometimes there is a limitation on number of characters in name of that file.

# Question 3

|  |  |  |
| --- | --- | --- |
| 3. Computing Services | General Definition & Characteristics | Specific Microsoft 365 features and apps fitting the Definitions & Characteristics *and why* |
| On Premises Clients & Servers | Computing Services on premises client and servers means that the file/data used by the consumer is stored on a local storage device. Characteristics of this type of computing service include physical ownership, access to files while being offline, increased data transfer speed. | MS Word, MS Excel, MS PowerPoint, MS OneNote are the Microsoft 365 apps fitting this criterion because these are offline document editors. |
| IaaS Infrastructure as a Service | IaaS provides entire infrastructure which includes basic computation, storage, and networking resources on demand and on a pay-as-you-go basis. The characteristic of IaaS is that any corporation or institution using the same infrastructure can easily collaborate and work on the resources.  (Microsoft, What is IaaS) | Microsoft provides infrastructure to various institutions or corporations which can use their resources. Example, Seneca College uses the infrastructure of Microsoft for various things. |
| PaaS Platform as a Service | PaaS is a cloud computing method where entire platform is provided as a service in return of a cost. Using this platform various linked products can be used or accessed. The main characteristic of this service is that by paying for a single platform, access to all the services inter-related to that can be taken.  (Microsoft, What is PaaS) | Microsoft provides Azure database as a platform where developers can store the data and resources remote to a server. |
| SaaS Software  as a Service | SaaS is a cloud computing method in which a software is provided as a service in return of a cost, where the apps are stored in a cloud storage at a remote server. Using this platform various linked products can be used or accessed.  (Microsoft, What is SaaS) | Microsoft provides various software that can be used by paying a price, example, MS Windows, MS Word, MS Excel, MS PowerPoint, MS SharePoint, MS Calendar, MS Outlook. |

# Question 4

4. **If everything becomes a subscription, then what have we got?**

The subscription based model which plethora of corporations are shifting to nowadays has its own benefits and shortcomings. By using subscription based model companies make sure that the customer is not paying for the product only once but is making reoccurring payments in order to maximize their profits.

To begin with, not everything in the subscription based model is loss to the customer, this type of business policy can also help the users. For example, when the user only needs to use the product for a specific amount of time (1 month, 3 months or 6 months), then using this system and paying for only that time period instead of buying the product can be useful and cost saving. Also, by using the subscription based model the user is guaranteed to receive new and improved features which can benefit them a lot in the long run.

Moving further, seeing the other side of the coin reveals some problems that this type of ownership model has. For instance, by sticking to the subscription based model, there is a missing sense of ownership which can lead to disconnection with the product. This is very similar to the notion people have when they live on a rented house versus when they live in the house they own. Moreover, because of these reoccurring payments sometimes it can be hard for the user to keep track of all the subscriptions and the price paying for these subscriptions over time can exceed the payment that could be made just once while buying the product.

To Summarize, I would just like to advice the user to be clever and smart in making decisions while buying a subscription and also, I would like to request the companies that while they try to move onto subscription based models, they should also keep a basic version of the product for the buying option which can help the casual users to use and enjoy that product.

(Benj Edwards, 2022)

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