

# Why Microsoft 365 Business?

Features, costs and  
benefits of Microsoft 365  
Business explored.



# About us

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After working separately for several years in Information Technology, the two founding members Kristine and Paul formed Red Manta Ltd in 2006 to help smaller businesses release the untapped potential of the services they already had access too.

With the explosion of the cloud and the ability to work anywhere in the world, the focus shifted to providing advice and consultancy on using these new technologies for all clients.

Over the years they have helped clients from small family run businesses to large legal and financial corporations all with the same goal, to help them collaborate and work smarter.

Today, they're still a small team, albeit a little older and while some clients have grown they still have the same focus from almost 15 years ago.



# Why Microsoft 365 Business?

Businesses with between 1 to 300 users can take advantage of Microsoft's 365 Business products which include some of the best productivity and security features of the enterprise suites without the hefty price tags.

Microsoft 365 Business comes in three plans; Basic, Standard and Premium. These can be mixed depending on your needs.



**Mobile**



**Mail**



**Collaboration**



**Storage**



**Security**



**Support**

Microsoft 365 Business packages contain a lot of features and services so let's start by taking a look at what's included in all three with some common features found in Microsoft 365 Business Basic.

Note: all details correct as at 08/06/2020



## Microsoft 365 Business Basic



### Mobile

Mobile apps such as Outlook, Word, Excel, PowerPoint and OneNote are available for Android and iOS devices and can be installed on up to 5 devices per user.



### Mail

Each licence includes a 50GB inbox for receiving and storing emails with a personal calendar for appointment scheduling and reminders. Shared inboxes can be created for teams to work together at no additional cost and all emails to Microsoft 365 inboxes benefit from Exchange Online protection against spam, malware and other known threats as standard. Thanks to the mobile version of Outlook, all this information is available wherever you are.



### Collaboration

Using Microsoft Teams, your users can communicate with customers and each other using chat, calls and video conferencing. You can schedule meetings with up to 300 people and make use of in-meeting tools such as screen sharing and chat.

Documents can be edited in real time by multiple users via supported browsers such as Google Chrome and Microsoft Edge. Web based versions of Word, Excel and PowerPoint provide access to documents stored in Microsoft 365 and you no longer need to remember to save. Content can be shared with clients and external parties with ease reducing the need to send information via email.





## Storage

Each licence comes with 1TB of document storage in OneDrive for Business, this is roughly the equivalent of 60 million pages of documents per user. In addition, documents can be stored in SharePoint sites providing even more functionality with document libraries to replace your normal file and folder structure and with intelligent search capabilities, you can find the content you need quickly and with ease.



## Support

As with all Microsoft 365 products support is available via the phone or web 24 hours a day and all services are under Microsoft's financially backed 99.9% guaranteed up-time giving you peace of mind that your data is in safe hands.

These features are common to all Microsoft 365 Business packages but are available in the Basic plan.



## Security

Passwords alone are no longer enough to protect your precious data. Using the Microsoft Authenticator app for iOS and Android devices, users can either respond to a notification or enter a 6-digit code as well as a username and password when access Microsoft 365 services.

Force password changes periodically and allow users to reset forgotten passwords themselves.

**£3.80  
per  
month\***



## Microsoft 365 Business Standard

### Microsoft 365 Apps for enterprise

With the next plan you get additional software, formally known as Office Pro Plus. Each licence comes with full copies of Outlook, Word, Excel, PowerPoint, OneNote for both macOS and Windows devices. For Windows, Access and Publisher are also provided. Microsoft 365 Apps for enterprise can be installed on up to 5 devices.

#### Bookings

Microsoft Bookings gives your business the ability to publish calendars and services with available appointment times. This allows clients to make and manage their own bookings.

#### MileIQ

MileIQ removes the need for complicated expense submissions by automatically tracking mileage and fuel consumption for staff on the road.

Standard provides all the common features found in Basic plus Microsoft Bookings and MileIQ

**£9.40  
per  
month\***

## Microsoft 365 Business Premium

So why bother with the top plan? Along with benefits already mentioned, Microsoft 365 Business Premium also includes Azure AD Premium P1 licences which bring even more features.

### Application Protection

Protect data on devices with App Protection Policies. This allows users to access business data on personal devices, encrypted and stored separately from their personal files. Administrators can prevent data being copied and pasted from specific applications and even remote wipe business data should the device be lost or stolen.



## Conditional Access

Rules can be used to block access to Microsoft 365 services if certain conditions aren't met. Access can be blocked by operating system type, compliance status (e.g. does the machine have anti-virus and a firewall enabled) even by being in the wrong location.

## Cloud App Discovery

Keep track of shadow IT and see what cloud-based applications users are accessing with Microsoft Cloud App Discovery. Information can be classified and protected to reduce the possibility of your important data ending up in the wrong hands.

## Group Management

Dynamic groups take away the administrative overhead on user permissions by automatically adding users into groups based on attributes such as location or department.

The premium plan contains a range of advanced features to help take your business to the next level.

**£15.10  
per  
month\***

**Contact us for help and further information on these or any Microsoft 365 services.**

\*Annual commitment required

