



The Mobile Cloud Book

Mobility takes business out of the office



Microsoft Cloud

On All Your Devices:
Apple - Android - Windows
PCs, Laptops, Smartphones, Tablets



*A Guide on Microsoft Cloud Computing
Small Business, Midsize Business, Non-Profits*



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Mobile Cloud Computing - Small Business, Midsize Business and Non-Profits.

Mobile cloud computing uses cloud computing to deliver applications to mobile devices. These mobile apps can be deployed remotely using Speed and flexibility and development tools. Cloud applications can be built or revised quickly using cloud services. They can be delivered to many different devices with different operating systems like **(Microsoft Cloud Services / Microsoft Azure)**.

Why cloud computing for small businesses?

Because it's the best thing for small business since the creation of the stapler. Cloud computing can give you access to your business data and applications from anywhere at any time from any mobile device, at a reasonable price. The cloud gives small businesses access to technologies that previously were out of their reach and lets them compete with both other small businesses and larger ones.

The mobile revolution has reached mom-and-pop shops. According to Intuit study, 64% of small businesses across the US, Canada, Australia, and the UK now run their operations in the cloud. They predict that 80 percent of small businesses will be on the cloud by 2020. The cloud is redefining the way small businesses do business. Here are four reasons small-business owners should consider migrating to the cloud:

1. Lower costs

One of the most obvious benefits of moving everyday business to the cloud is that it can provide small businesses with significant savings.

2. Better collaboration

This is made easy in the cloud. The ability to save and access various files through the cloud enables employees to easily work from the same master document. Cloud collaboration tools, such as Microsoft Office 365 / Microsoft 365, allow users to upload, edit and comment on documents, which makes for better workplace collaboration. Additionally, employers can opt to limit what employees can access.

3. Increased flexibility

One of the most alluring benefits of cloud computing is being able to access work-related files and information **from any device in any place at any time**. We live in a mobile world. Long gone are the days where files are stuck on a single server on a single computer.

4. Greater integration

Adopting a cloud-based business solution creates multiple opportunities for integration -- and simplified integration, at that. Cloud-adapted small businesses have the option of integrating with various cloud-based providers. Small businesses can take advantage of specialized services that integrate with back-office operations, from human resources to marketing to accounting. These opportunities for integration give small-business owners more time to focus on the more critical areas of business.

*Have you made the move to the cloud? We can help you. Contact us today! info@btpsonline.com
Tel: 1-269-501-7938- <https://btpsonline.com/cloud-services>*



The Mobile Cloud Book

Mobility takes business out of the office

A Small and Midsize Business Guide on Microsoft Cloud Computing

Featuring:

Microsoft Office 365

Microsoft 365

Microsoft Azure

Brought to you by Microsoft and BTPS.

Microsoft Office 365 Business Premium

You and your team are likely some of the 1.2 billion people worldwide who have used Office 365. You're familiar with standard apps like Word, Excel, Outlook, and PowerPoint. But when it comes to your business's ever-changing needs and challenges, there's more to Office 365 than meets the eye.

With premium versions of Word, Excel, and PowerPoint, along with a user interface optimized for Android or iOS phones or tablets, **Office 365** lets your team perform at their best, whether in or out of the office.

Mobility takes business out of the office

Microsoft Office Word

Add comments in Word via your phone

Need to give feedback to a colleague while commuting? Edit documents on your Android or iPhone with the Word mobile app.

To add comments.

Tap anywhere in a document, then click **Edit**.

Type your comments. If this is your first time adding a comment, you'll be asked to enter a username so other people know who edited the document.

Microsoft Office Excel

Four team-friendly Excel shortcuts

Think Excel is a desktop-only program? Think again. You can do just about everything in Excel on your smartphone or tablet.

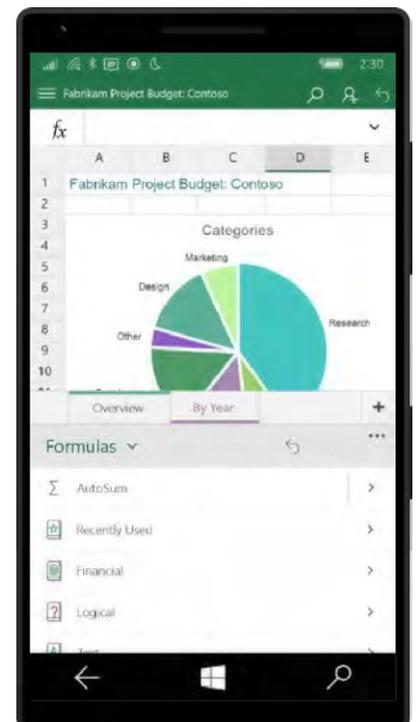
1. Formulas

Calculate formulas on the mobile app by tapping

the **Formulas** tab

2. Easy access to your files

Save Excel files to OneDrive and access them quickly on any device.



3. Built-in keyboard

Add formulas with ease with your tablet's onscreen keyboard.

4. Recommended charts

Quickly visualize data with a few taps of a finger with the Recommended Charts feature, perfect for smaller screens.

PowerPoint

Mobile PowerPoint has its perks

Prep and present on the go

Need to fix something on the way to a presentation? Use the PowerPoint app to make changes from your smartphone or tablet.

Keep notes at your fingertips

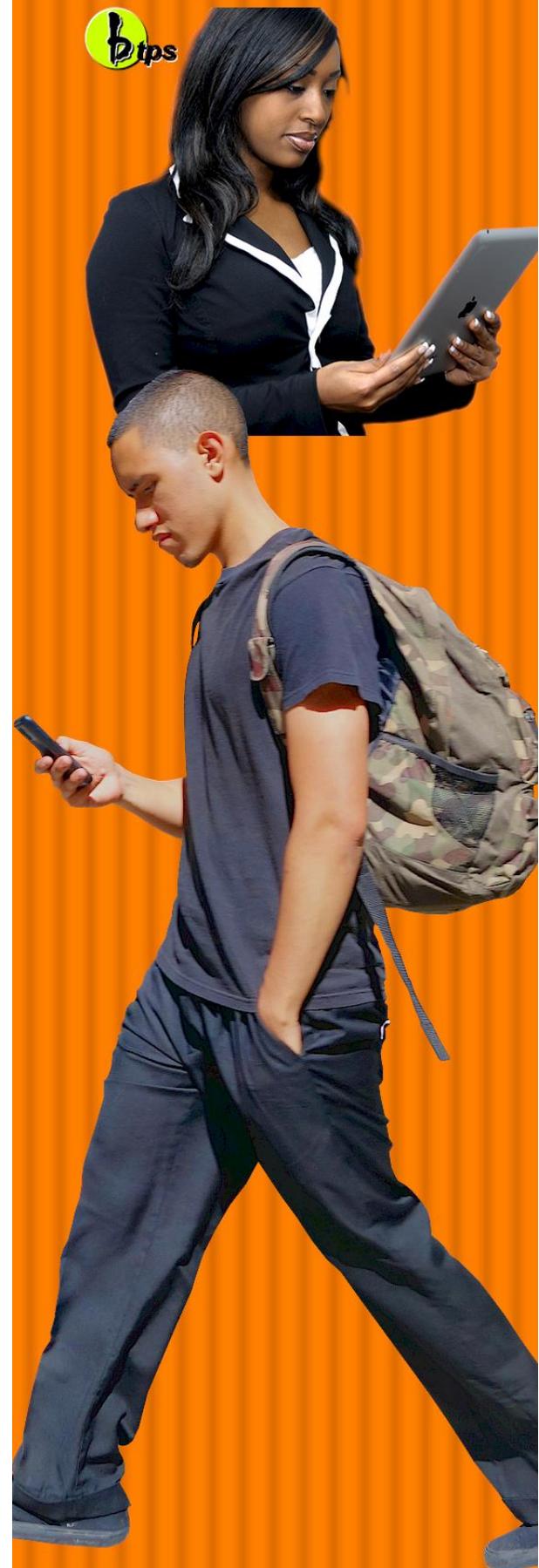
Read presentation notes directly from your phone.

Cut the cords

No need for bulky laptop cords and cables. Presenter View gives you full control over what your audience sees, showing speaker notes only on your tablet. New ink, laser pointer, and highlighting features help emphasize key concepts as you present.

Know your talking points

Ink your notes to help emphasize key points.



OneDrive

Sharing made easy

OneDrive enables effortless access to files, so you can work from anywhere and share your work with your team, wherever they are. Preview more than 270 common file types, including PDFs, Photoshop PSDs, Illustrator AIs, Visio files, DICOM medical images, and more. Even stream video on demand without waiting for it to download.

Confidently share your files knowing others will be able to access them seamlessly and securely. Share a file or folder with specific people or send a link that gives access to anyone who needs it, inside or outside your organization. In addition, you can control how long a link provides access, and you can easily view and modify permissions you have granted.

Microsoft Teams

Communicate in real time

For the increasing number of organizations that can't always get everyone in the same room, Teams provides a rich and immersive meeting experience where workers can add Office files—such as PowerPoint documents with animations—via desktop or mobile for calls or chat.



Sway

Create beautifully on the go

Sway makes it quick and easy to create and share polished, interactive reports, presentations, personal stories, and more, all from your mobile device. Add your content, and Sway does the rest.

Create quickly

- Start a Sway from photos on your mobile device.
- Start a Sway by choosing a template.



- Access your content anywhere and continue to edit your previous Sways while on the go.

Work on Sways with others with minimal effort

- Coauthor with others near you using your iPhone.
- Share an edit link with anyone to give them access to the Sway on their mobile or desktop device.

Easily add content

Use any photos or videos from your mobile device.

Share with ease

Every Sway is integrated with mobile share options. Just send a link to someone—they'll be able to view your creation without signing up or downloading additional software.

Yammer

Connect top to bottom

Yammer allows you to bring your whole workforce together—from the CEO to the firstline—to engage, share, and drive transparency, no matter where you are in the organization or the world.

Outlook

Tips for sharing attachments

Outlook 2016 makes sharing files easier with an improved attachment experience.

Upload attachments for easy sharing

You can send files as traditional attachments or upload them right from Outlook to OneDrive or a SharePoint team site, letting everyone access, view, and edit the same version.





SharePoint

Two things to get you excited about SharePoint

Whether you're teaming up on a new product strategy, a sales presentation, or a key company initiative, SharePoint keeps content at the center of teamwork. Files, sites, and content are easily shareable and accessible across teams and organizations.

1. Connect your workplace SharePoint delivers connected experiences that empower people to share their expertise and work together with the files, data, conversations, and notes they need.

2. Start your day on SharePoint's home page, where you can see, at a glance, the recent activity of your teams. Get to work quickly with easy navigation to your sites and get a view of what's important now.

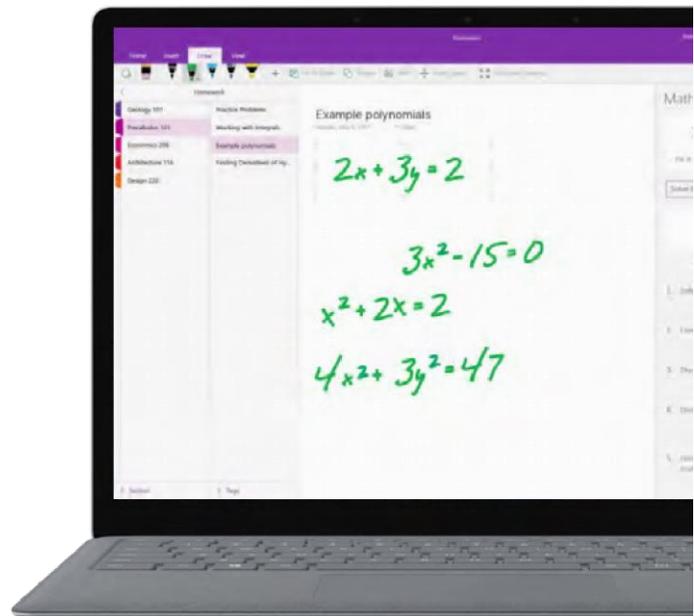
OneNote

Never miss a note

Taking notes on every important part of a meeting can be a little overwhelming. With OneNote 2016, you can invite others to a shared notebook by choosing **File > Share >**

Invite People. To share a notebook during a meeting, choose **File > Share > Share with Meeting**.

After others in your team open the notebook, anyone with permissions can add meeting notes simultaneously, which then sync automatically.





Office 365 Security

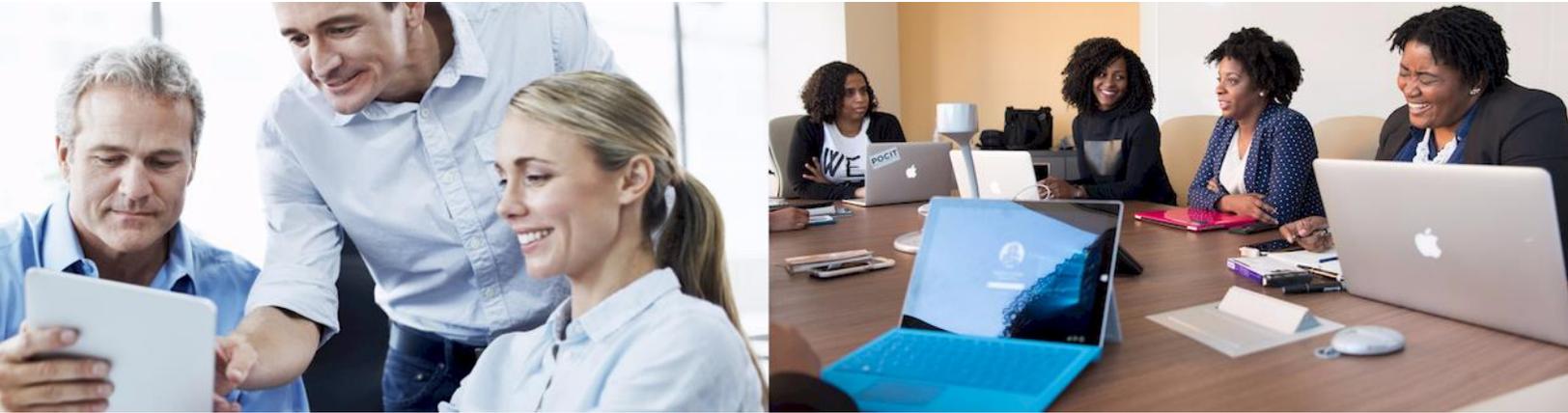
Use mobile device management for Office 365 to secure and manage the following types of devices:

- Android 4 or later versions
- iOS 7.1 or later versions
- Windows 8.1
- Windows Phone 8.1
- Windows 8.1 RT
- Windows 10
- Windows 10 Mobile

Mobile device management protects a range of Office 365 products, including:

- Exchange
- Excel
- OneDrive
- Outlook
- PowerPoint
- Sway (iOS only)
- Word





Microsoft Cloud Services – BTPS Solutions



Microsoft 365 & Office 365 - BTPS Solutions: BTPS Cloud Solutions for Small, Midsize Businesses and Enterprise

Connect with **BTPS** a Microsoft Partner and Cloud Services Advisor to find out how you can leverage your Public, Hybrid, or Private Cloud solutions into reality, in your organization today! Sign up Today! and get one year free advisory on all Microsoft Cloud Services, and up to 50% off on implementation.

BTPS Takeoff >>> BTPS Takeoff Cloud and Migration Services:

Office 365 Online - Complete implementation for SMB.

Migration of your on-premises data to cloud applications such as:

Exchange Online, SharePoint Online, Microsoft Dynamics, Microsoft Teams. SharePoint / SharePoint Online.

Let us help you with a free trial (No Service disruption with your current services).

[Office 365 Trial Offer](#)

Business Technology and Payment Solutions, LLC (BTPS)

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Microsoft 365 Business

Achieve more in your business with an integrated security, management and productivity solution — all in one.

Now, for the first time, Microsoft is offering an integrated solution that brings together the productivity of Office 365 with the security of Windows 10. This cost-effective, subscription-based cloud service is built especially for small and midsize businesses like yours. It empowers your team to be productive every day with Office 365, no matter their locations. Plus, you can use Windows 10 Pro to manage controls with automatic updates to securely protect your company's data across devices — all from one simple administrative console.

Achieve more together Create, connect and collaborate with people inside and outside of your company.

Anywhere it matters Enable your people to be productive anywhere, on their favorite devices.
Always-on security Help protect your data and devices through one simple dashboard that is always up-to-date.

Simplified for business Manage your IT services quickly and easily so you can focus on what matters

Always-on security Help protect your data and devices through one simple dashboard that is always up-to-date.

Microsoft 365 Business includes all the security features of Windows 10 Pro, including Windows Defender Management Controls, which allow you to manage your security controls within one product. This will help you gain peace of mind with a consistent set of security settings designed for your business. With automatic and universal enforcement of policies, your business's risk profile will be lowered, even across personal devices that employees use for work.

Microsoft 365 Business is an integrated solution built especially for small and midsized businesses. It's powered by the productivity apps of Office 365 and the best in-class security features of Windows 10 to provide the technology you need to run and grow your business:

- The familiar and powerful productivity and communication tools of Office 365, including Word, Excel, PowerPoint, Outlook, Teams, SharePoint and more
- Centralized user, device and app management capabilities previously available only to large enterprises, but on an easy-to-use console for organizations with limited or no IT staff
- Best-in-class security and control

As a subscription service, Microsoft 365 Business has cost-effective pricing, while ensuring that you and your employees are always working with the latest and most secure version of Windows 10 and Office 365. It is designed to be run by you or a trusted partner, so you can save on capital expenses, scale as you grow, and get the IT expertise you need to run your business better.

**Microsoft 365 Business or Office 365:
Which solution is right for you and your business?**

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