



Your Guide to Office 365





Increase efficiency and savings for the enterprise.

Office 365™ for business is a cloud-based Microsoft® solution designed to improve enterprise collaboration and provide a modernized system that is continually updated.

One of the world's largest providers of semiconductor assembly services had been satisfied with Lotus Notes® for a long time. But its aging infrastructure was struggling to adjust to its expanding workforce and customers around the world. The IBM® platform had compatibility issues when sharing information with clients, such as emails and calendars.





Things got even worse when an upcoming license renewal for Lotus Notes was estimated to cost about \$750,000. The multinational company turned to Insight consulting services with three major concerns, all of which Insight was able to address with Office 365:

1. Transitioning users to a new system

Microsoft is already a popular interface in the enterprise world, so users didn't require basic training for Office 365 applications. This gave the company a huge advantage going into the migration.

2. Minimizing disruption during a companywide change

Insight specialists worked with the company's IT staff to build processes, create scripts and document ways to automate repeatable tasks. Throughout the transition, Insight conducted training sessions to help IT personnel and end users adapt to the new Microsoft technology.

Hybrid servers were deployed on premises to provide IT staff with easy access to mail administration. Once migration was finished stateside, Insight sent a team of experts and resources overseas to facilitate local migrations.

3. Justifying value to the changeover

A six-year cost analysis from Insight reported that, in addition to Notes licensing renewal costs, an additional storage expansion would have been needed for individual mailboxes. With Office 365, individual mailbox capacity was increased by more than a hundredfold — at no added cost. And employees can now easily share information with clients and vendors.

A day in the classroom with Office 365



Students can learn to work with their peers and enhance their education inside and outside the classroom with Microsoft® Office 365™. Offering online versions of familiar applications, this cloud-based software suite allows students to work anytime, anywhere. Educators are using it in innovative ways.


Creating the right mix

Stephen McConnachie, an e-learning coordinator and math teacher at

Middleton Grange School in Christchurch, New Zealand, uses Office Mix to record videos for flipped lessons.

Removing the limitations of the physical classroom has a profound impact. “Students can learn the basics outside of class at their own pace, which frees us up for in-depth problem-solving and investigation in class,” he says.

McConnachie’s entire class is testing OneNote® Class Notebook as a



collaborative online workspace in and out of the classroom. Facilitating collaboration and productivity from anywhere is crucial.

- OneDrive lets students and teachers share and access work.
- Skype® allows pupils, teachers and others to connect face to face.
- Sway® facilitates Web-based presentations, reports and assignments.
- Yammer® offers private, safe social networking.

Office 365 streamlined McConnachie's workflow and workload and helped reduce the school's budget for photocopies.

Exploring without leaving the classroom

Globally recognized Teacher Michael Soskil made Skype part of the Office 365 Education package, an invaluable tool at Wallenpaupack South Elementary School in Newfoundland, Pennsylvania. Students

have used the technology to explore new information, cultures and worlds.

Soskil knows students retain information better and longer if they have an emotional connection. "It's hard to change the world when you don't know much about it," he says.

In working with fourth-graders with low test scores, Soskil implemented a program in which students used Skype to connect with experts twice a week. Each student was tasked with blogging about the experience.

The students' reading comprehension increased by a grade level and a half. "They were excited to share their experiences and newfound knowledge, motivating them to write creative, in-depth blog posts," he explains.

3 benefits for retail businesses

Retail associates need to keep abreast of new products, collaborate with colleagues, connect with teammates in other locations and exchange information with customers. But all of these tasks often happen in disparate systems.

When using Microsoft® Office 365™, that doesn't have to be the case. With the suite of cloud-based software, retail companies can align their processes, data and employees to gain a competitive advantage in three distinct ways.

A streamlined process

Having everything under one roof relieves retail business owners and employees from creating their own complex workflow in toggling between a variety of platforms. Brandon Baker of Loveletter Cakeshop, a boutique wedding cake bakery in New York City, knows this all too well.

"Before our company migrated all of our online documents and files to Office 365 Business Premium, we were uploading and retrieving files on six or seven different platforms," he explains.

He found it cumbersome to log into all of those different platforms and had difficulty remembering which files were stored where. "After switching to Office 365, we're now able to complete every stage of our wedding cake creation process from within the Office 365 framework," he says.

Tools that fit your mold

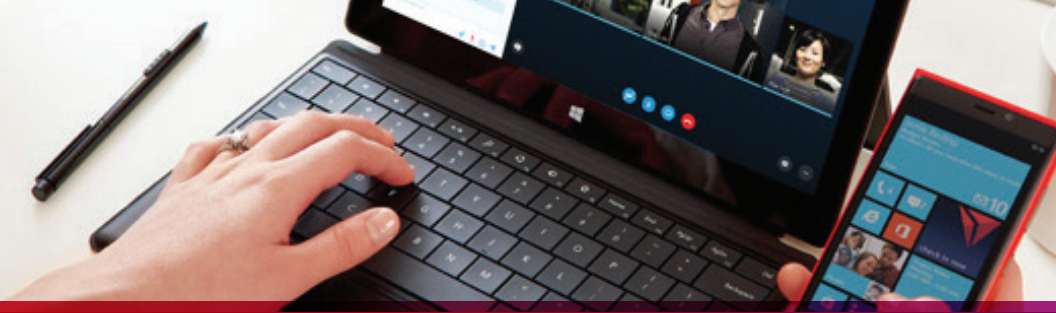
There's a product within the suite that is likely to fit your needs. Baker says his business uses Word® Online for drafting contracts, Excel® Online for logging expenses, OneNote® for consultation notes, OneDrive® to store sketches and Yammer® to collaborate. "It's a completely integrated system that just works," he says.

Cost and time savings

Instead of paying for a variety of tools, switching to one software suite can help cut costs. “We’ve eliminated the redundancy that comes with using seven different platforms,” Baker says.

By eradicating redundancy, you can find everything you need in one central location. Baker sums, “Migrating to Office 365 has saved us hours of time and frustration.”





3 government agencies' use cases

Government agencies around the nation are using Microsoft® Office 365™ to instantly collaborate, create efficiencies, seamlessly connect and reduce costs. Often faced with shrinking budgets and limited resources, these agencies are able to adhere to today's need to do more with less.

Discover three ways Fairfax County, Virginia, the U.S. Government Publishing Office (GPO) and the U.S. Food and Drug Administration (FDA) leverage these cloud-based tools.



Countywide chats and teamwork in Fairfax

Skype® for Business has clear benefits: sending a quick question via instant messaging, sharing files with ease or conducting a face-to-face check-in without leaving your desk. Going beyond the obvious, the government employees in Fairfax County use this same tool to conduct training sessions across the county's 407-square-mile spread.

"They love how presenters can upload and share their PowerPoint® presentations and still stay connected through their intranet," explains Aaron Udler, president of OfficePro Inc., which operates as a government contractor for Fairfax County.

Paperless tracking in government publishing

Like most agencies, the GPO uses both Skype for Business and SharePoint®, but it achieves efficiency and oversight with OneNote®. With this cloud-based tool, the agency is able to track what everyone is working on in one central location.

"With the proper training from our company, the agency's managers are now able to ensure employees stay productive and on track," says Udler.

Feeding the need to collaborate

Offering instant collaboration, the FDA uses SharePoint to edit documents, even if the team working on the file is dispersed around the country."

They may have somebody on the East Coast and another person on the West Coast, and yet another colleague in the same office editing the same document — with changes seen live," Udler explains.

With so many options, it's easy for government agencies to mold Office 365 and its offerings to fit their needs.

Improving the patient experience in healthcare




"I use Office 365™ daily — every hour, in fact," says Dr. Jonathan Kaplan, owner of Pacific Heights Plastic Surgery in San Francisco.

Many other doctors, hospitals, nonprofits and healthcare organizations are also benefiting from the daily use of the suite of cloud-based software for myriad reasons, many of which improve the patient experience.

Facilitating efficient evaluations

Core to Office 365 are the familiar tools of Excel®, PowerPoint®, Word® and Outlook®. Pacific Heights Plastic Surgery benefits from the understanding and affordability of these tools, as Kaplan and his team use Excel templates within Office 365 for each patient procedure.

This enables the team to create drop-down menus for various parts of their medical notes. They use this process



to quickly record medical conditions, allergies and other details. "This approach allows me to document information faster, leading to a more efficient patient evaluation," Kaplan says.

Improving productivity

At Moderna Therapeutics, a biotech company in Cambridge, Massachusetts, employees are "super users" of Excel, Word and PowerPoint, accessing company information all the time, from everywhere. They create documents on PCs, iPad® devices, laptops or smartphones and store those documents online.

"It's easy to share critical insights," notes John Reynders, chief information officer.

Focusing on what matters

Not only is Office 365 affordable and made up of well-known tools, but its implementation can solve internal problems that directly affect patient

outcomes and experiences. Kaplan's staff uses Outlook from the same Office 365 package, enabling quick and convenient communication.

When healthcare organizations can streamline communication, they're able to increase innovation and focus on the patient experience without needing to forgo stability and security.

"Since moving to Office 365, we're not worrying about the technology. Instead, we are focusing on enabling our vision to pioneer a new way to treat serious illness and make a difference in the world," says Reynders.

3 SMBs that saved time and money

In a midmarket or Small to Medium Business (SMB), any decision that can increase productivity and decrease capital expenses is a win-win.

Three companies have experienced those advantages by using Microsoft® Office 365™.

It cuts costs.

The implementation of Office 365 can create a ripple effect in a pool of commonplace expenditures. “Only Office 365 supports translation software compatibility. This is a huge deal. Translation software is essential in cutting down costs when translating content into other languages,” notes Martin Milanov, digital marketing specialist at Fair Point in Frankfurt, Germany.

Security is also a key advantage, and with Office 365, you won’t see exorbitant fees for it. “We can scale up with minimal IT support costs while keeping

security and data flow at maximum,” Milanov says.

It facilitates faster work.

Akaash Prasad, digital account manager at GMR Web Team in Orange County, California, says Skype® is by far the most important Office 365 product for his team, which has a second office in India.

“Skype gives us the flexibility to either communicate via chat, phone or video call with our team,” he explains. “It’s quicker than email, cheaper than traditional calling, and it’s the next best thing to meeting face to face.”

It improves company culture.

Flexibility and transparency can help SMBs attract top talent. In addressing the former, Courtney Casburn Brett, principal of Casburn Brett Architecture in Mobile, Alabama, used Office 365’s OneDrive® to give employees controlled access to the files they need to use or

share from anywhere in the world.

"My staff can work as quickly from home or an airport Starbucks as they can from their desks," she says.

Brett and her employees boost transparency — and accountability — by sharing calendars via Office 365. They're integrating Yammer® tools and use the software suite's screen sharing and remote conference capabilities to support companywide collaboration. "These tools have made flex time a realistic option for my firm," she says.



About Insight

From business and government organizations to healthcare and educational institutions, Insight empowers clients with Intelligent Technology™ solutions to realize their goals. We provide the guidance and expertise needed to select, implement and manage complex technology solutions to help businesses run smarter.



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