

# Microsoft 365

# So much more than just Office.

Microsoft 365 is the productivity cloud designed to help business achieve what matters, with best-in-class Office apps, cloud services, and security. Microsoft changed the name to be more reflective of the range of features in each subscription.

## Support

Prices include 365 Support with HardSoft and support requests can be made by telephone on 0207 1111 643 or a support ticket can be raised on our website. You will have access to a Web Portal should you wish to make changes but due to the increasing complexity of 365 then we recommend that you place a Support call.

## Mix and Match

Not all of your Users may need the same features so we can mix any 365 licences within your companies Subscription.

## Add, Remove and Change Users

Licences can be reassigned to other users as employees change. (You should archive and back up previous users Outlook, data as Microsoft are not responsible for this). Similarly, you can add new User Licences by contacting us as well as removing licences. There is no cost penalty to remove users and your direct debit is adjusted on a month-by-month basis. Requests for removing or changing users should go via our Support team.

## Payment

Payment is monthly direct debit and the subscription has a minimum term of 12 months. Direct debit gives you the ability to easily add or cancel Users in return for us amending your Direct Debit payment.

## Recommended 365 Protection from Barracuda

365 already has security and archiving features but it's not enough and we strongly recommend this solution. Barracuda adds important email retention, archiving and e-discovery capabilities to 365. Many companies find email preservation in Office 365 is basic and doesn't meet the needs of organizations facing any type of regulation or legal challenges.

Often Companies realise too late that data can be lost due to user errors, corrupted file attachments and other problems outside the Microsoft Cloud. Barracuda for 365 adds an additional level of protection from data loss while making your Office 365 implementation easier to manage.

- **Enhanced Email Security.** Provides enhanced spam blocking and protection from email-borne threats such as malware, viruses and phishing emails. It also adds a powerful, rules-based outbound email filter to prevent important data from leaving your organization. Email encryption adds yet another layer of security.
- **Cloud Archiving Service.** Barracuda Essentials can use Office 365's journaling feature to ensure that all emails are archived and can be easily searched.
- **Streamlined Backup and Recovery.** The cloud-to-cloud backup service provides an unlimited backup of all of your emails and files, and the recovery process is much simpler

More often than not, data is deleted only to later realise that it is still needed. While it is possible to recover deleted items from within a standard 365 subscription the retention policy is often inadequate. By using Barracuda's Cloud-to-Cloud Backup, you can eliminate the risk of items lost due to accidental deletion, as well as archive emails and files if users were to leave your company; all without having to purchase additional 365 licenses.

	Most Popular		
	Microsoft 365 Apps	Microsoft 365 Business Standard	Microsoft 365 Business Premium
<b>CLICK HERE TO ORDER!</b>			
<b>Price per week per user.</b> Price excludes VAT	<b>£2.35</b>	<b>£3.10</b>	<b>£4.15</b>
<b>Full Office applications for max. 15 devices</b> (5 PC/Mac, 5 tablets, 5 smartphones) for 1 user			
<b>Services included</b>			
<b>Web and mobile versions of Office apps</b>	✓	✓	✓
<b>Email and calendaring</b>	—	✓	✓
<b>File storage and sharing</b>	✓	✓	✓
<b>Security and compliance</b>	✓	✓	✓
<b>Tools to build and manage your business</b>	—	✓	✓
<b>Desktop versions of Office apps for PC</b>	✓	✓	✓
<b>Advanced threat protection</b>	—	—	✓
<b>PC and mobile device management</b>	—	—	✓
<b>HARDSOFT Technical Support</b>	✓	✓	✓

## Add Barracuda 365 Complete Protection **£1.95** per week



Security	Advanced Threat Protection	Cloud to Cloud Backup	Cloud Archiving Service
<ul style="list-style-type: none"> <li>Spam filtering</li> <li>Automatically encrypts emails</li> <li>Anti-phishing protection</li> <li>Email-borne malware protection</li> </ul>	<ul style="list-style-type: none"> <li>Protection against ransomware</li> <li>Protect against zero-hour, targeted attacks</li> <li>Real-time email attachments scans</li> <li>malware protection</li> </ul>	<ul style="list-style-type: none"> <li>Find and recover files, folders, and mailboxes</li> <li>Protects against accidental data deletion</li> <li>Ability to restore emails</li> </ul>	<ul style="list-style-type: none"> <li>Automatic archiving of emails, messages, calendars,</li> <li>Apply legal holds to emails</li> </ul>