

# Microsoft 365 Services

Microsoft 365 is the productivity hub of many businesses, offering a multitude of applications to support flexible working and increased efficiencies. All Microsoft 365 subscriptions have at least the web versions the Office stack included in their package: Word, PowerPoint, Excel, plus the key tools needed for remote working such as Teams, OneDrive and SharePoint. These applications are available on individual devices as well as being cloud-based, so your team can work together from various locations to increase your business' productivity.

**We handle IT so you can handle it.**

## What are the benefits of Microsoft 365 with Novem IT for SMEs?



### Cost Reduction

Microsoft 365 offers a variety of subscription options that work to fit in with your business needs and budgets, so you only pay for what you need. Upgrades are included in the subscription so there are no unexpected or additional costs either.



### Better Communication

Microsoft 365 users have a range of communication platforms at their fingertips. Whether you use Skype, Outlook or Teams for your communication, you can do it all with Microsoft 365. This means instant messaging, video calls and a way to collaborate in real-time. This ensures your team is better connected, whatever location they are in.



### Robust Security & Reliability

Microsoft takes responsibility for your security and reliability. Microsoft 365 comes with a range of security features, such as multifactor authentication, threat management and exchange online protection. You can freely operate without having to worry about cyber threats.



### Increased Collaboration

The Microsoft 365 suite offers all the office tools you know and love as cloud-based applications, allowing your team to work on any project together from any device, no matter where they're based.



### Automatic File Sync

Accessing and collaborating on documents wouldn't be possible without suitable storage. Every Microsoft 365 subscription comes with OneDrive and SharePoint to securely host and share your important files and folders, which automatically sync across all your device, so you'll never be without them.



### Business Continuity

With your files and data stored in the cloud and regularly backed up, your business can ensure the continuity of operations, knowing that if a disaster were to occur and physical devices were harmed, your data is safe, no matter what.



### Automatic Updates

Your Microsoft 365 apps work online without the need for installing them on your machine. Updates are performed automatically so it's one less thing to worry about. If you do use the included offline apps, all updates are included in subscription too so buying new software is a thing of the past.



### Add-ins to Optimise your business

Microsoft add-ins help to foster company culture with their collaboration benefits. These add-ins will help organisations of all sizes boost productivity by optimising daily processes. Here are just a few of the many applications:

- Microsoft Planner
- Microsoft OneNote
- Microsoft Bookings
- Microsoft Forms
- Microsoft Lists
- Microsoft Yammer



The advantages of Microsoft 365 are limitless and can help your business grow and thrive. Leverage the myriad of applications Microsoft offers and give your team the tools they need to succeed.

## What's the right Microsoft 365 plan for your business?

There's a Microsoft 365 plan for every business from just a handful of users right up to enterprise-level solutions. Here are some of the most popular solutions for small and medium-sized businesses.

Microsoft 365 Basic	Microsoft 365 Standard	Microsoft 365 Premium
Basic is perfect for business with between 1 and 10 employees as it offers the basic productivity applications you need to create documents, spreadsheets and presentations.	Standard is best for businesses that need access to a selection of tools to work successfully both remotely and in the office. Standard offers all premium office applications across all devices.	Premium is ideal for any SMEs wanting to take cybersecurity seriously. Premium offers greater secure access to remote and office work, with the addition of advanced cybersecurity measurements.
<p><b>Key features:</b></p> <ul style="list-style-type: none"><li>● All the office apps you know and love on web and mobile.</li><li>● Outlook online for business professional email and calendars.</li><li>● OneDrive and SharePoint for secure data storage and file sharing.</li><li>● Microsoft Teams for seamless communication and collaboration</li></ul>	<p><b>Key features:</b></p> <ul style="list-style-type: none"><li>● Everything Microsoft 365 Basic offers plus Publisher and Access (PC only) and Word, Excel and PowerPoint desktop apps</li><li>● Tools to build and manage your entire business. Such as Microsoft Bookings to manage appointments and MileIQ to gain real-time, accurate tracking and reporting.</li></ul>	<p><b>Key features:</b></p> <ul style="list-style-type: none"><li>● Everything Microsoft 365 Standard offers plus Intune and Azure Information Protection.</li><li>● Advanced cyber-threat protection to keep your systems and employees safe from cyber-threats.</li><li>● PC and mobile device management.</li></ul>



# Why work with Novem IT?

- **When you call, we pick up**

A friendly, approachable person will always greet you. We support your technology needs so you can focus on your business.

- **Certified Microsoft Partner**

Novem IT are a certified Microsoft partner, so we know exactly what is required to manage and look after your Microsoft 365 environment.

- **Achieve your business goals**

Novem IT provide Microsoft 365 solutions that can help you to achieve your goals while remaining cost-efficient. We will give you the technology foundation you need to succeed.

- **We can help create a culture you're proud of**

By implementing collaborative Microsoft solutions, you can improve team morale and keep company culture intact..

- **We put you first**

Novem IT promise to make our customers our priority. We can ensure you get the most out of your Microsoft subscription.

## What our customers say about us



*'Novem IT implemented a remote access platform that is available to field-based staff 24/7, 365 days a year.'*

*ADT Workplace*



*'The team's responsiveness from top to bottom is always at a very high standard. Big thanks for all their support.'*

*Domu Brands*



*'A full, seamless migration from Google Mail to Microsoft 365, creating vastly improved business productivity without large CapEx expenditure.'*

*Quality Insolvency Services*

Microsoft 365 is the ultimate cloud platform to manage your core business applications from, with communication, storage and productivity tools. It has everything you could need. Chat to our experts to find out more.



**Book a Meeting Today**

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