



# Enhancing your Business with Microsoft 365

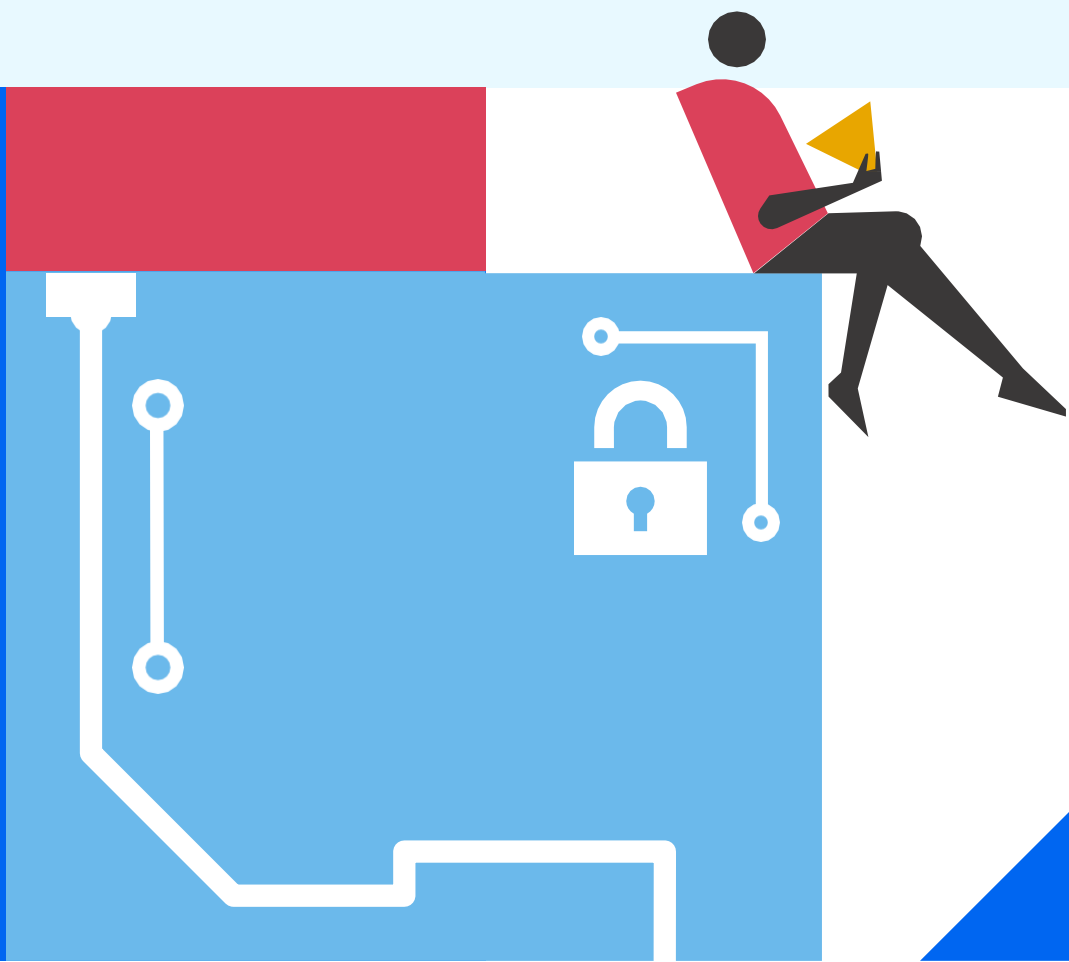
Episode 1: Enhancing your business with  
Microsoft 365



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Modern Workplace Director  
yoko:10



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Central Technology







# Central Technology – IT services for businesses across the UK

- Founded in 2002, with over 20 years' experience in IT Managed Services
- Trusted by over 37 legal and 50 professional services firms across the UK
- Supporting organisations across the UK from our Head Office in Derbyshire, with additional branches in Leicester and Dorset
- Strategic, partnership approach to IT



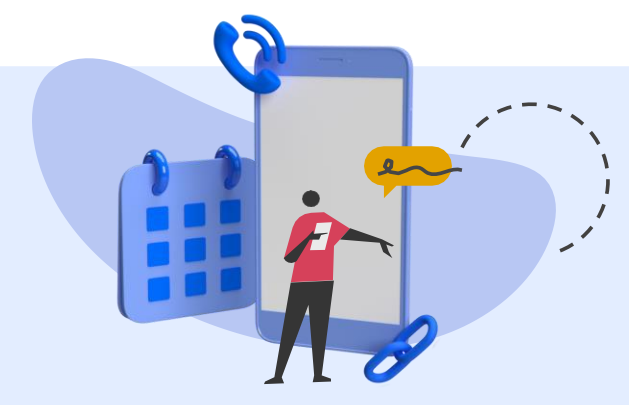
**IT Support**



**Cyber Security**

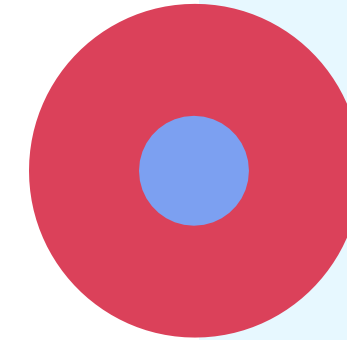
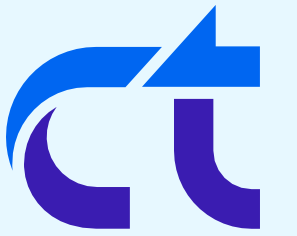


**Cloud Solutions**



**Communications**





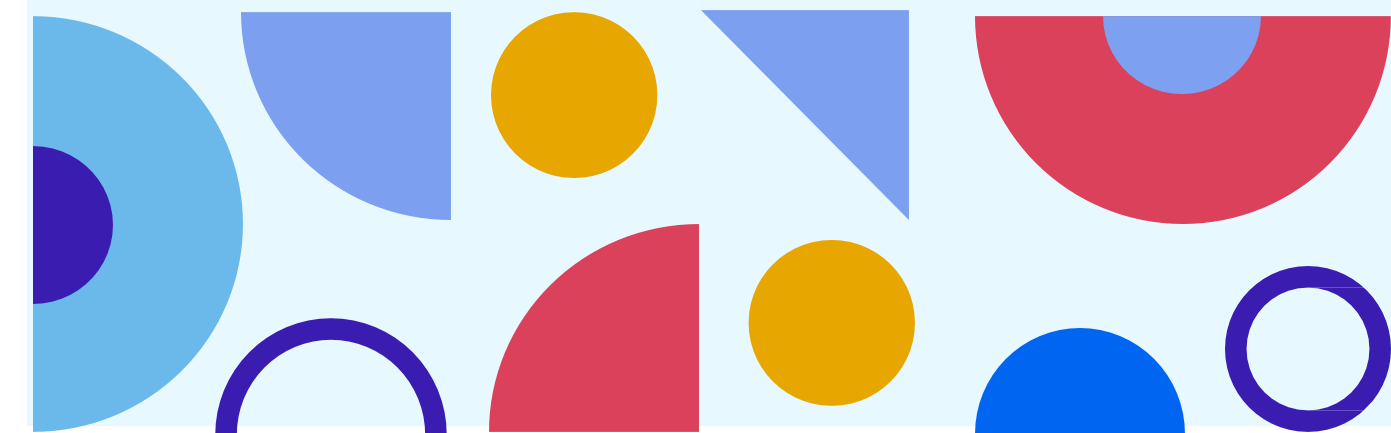
# Agenda

Introduction to Microsoft 365 for Professional Services

License comparison between E3 and Small Business Premium

Using Microsoft Teams for Collaboration

Live Q&A



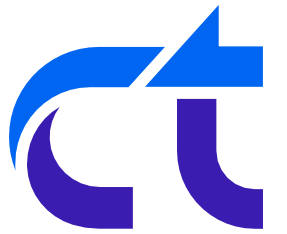


# Introduction to Microsoft 365 for Professional Services





# Microsoft 365 Overview



## Microsoft Office

(Online/Installable Apps)



## Exchange Online

(Email)



## SharePoint & OneDrive

(Web Sites & File Storage)



## Microsoft Teams

(Collaboration)



## Power Platform Suite

(Custom workflows & Apps)



## Microsoft Intune

(Device & Application Protection)



## Microsoft Purview

(Data Security & Compliance)



## Viva Suite

(Employee Engagement)



## Bookings

(Client bookings app)



## Microsoft Stream

(Video Presentation/playback)



## Microsoft Forms

(Electronic Forms for Data Capture)



## + Others!

(Project, Planner, Clipchamp, Sway, ..)





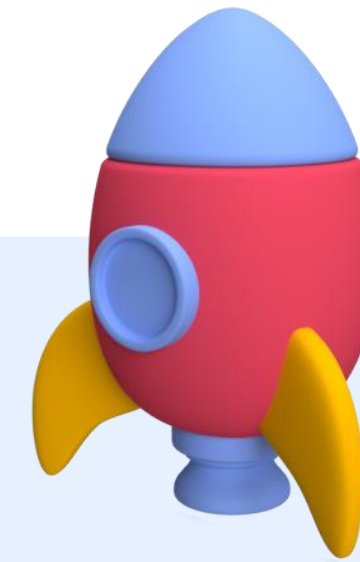
# Managing Microsoft 365 is Challenging!



**Unmanaged  
Sprawl**

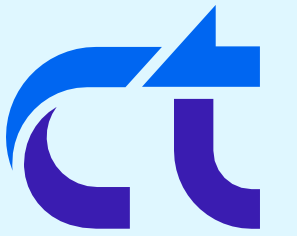


**Secure & Safe  
Collaboration**



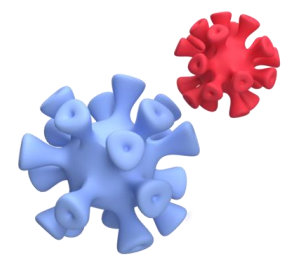
**User Adoption**



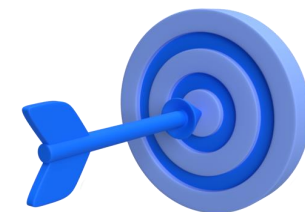


# The Importance of Governance

Microsoft 365 governance is a set of clear rules and guidelines for how people should use Microsoft 365.



**Reduces risks**



**Enhances productivity**

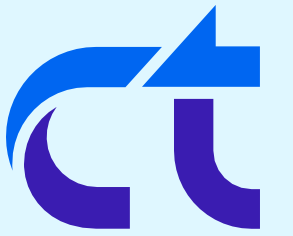


**Improves security**



**Improves content & data management**





# Policies & processes for governing Microsoft 365

01

What tools to use, when?

02

Roles & responsibilities

03

Naming & tagging conventions

04

Data Lifecycle – Files & Sites/Teams

05

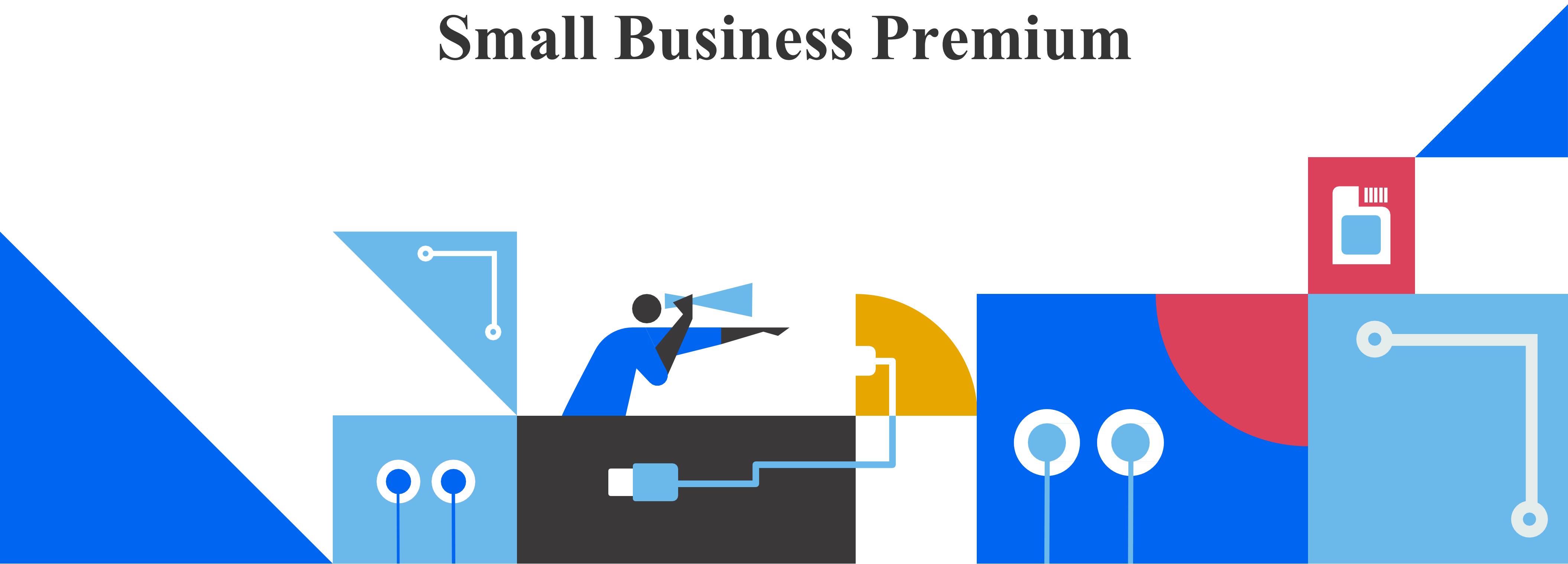
Application policies

06

Compliance & Security policies



# License comparison between E3 and Small Business Premium







# The Main Differences

Feature	Office 365 E3	MS365 Business Premium
User capacity	Unlimited Users	Up to 300 users
Email & storage	100GB mailbox, 5TB OneDrive	50GB mailbox, 1TB OneDrive
Data loss prevention (DLP)	Advanced DLP with granular controls	Basic DLP with limited customisation
Compliance	Advanced eDiscovery tools for regulatory needs	Baselines compliance features for SMBs
Microsoft Intune	Not included/Add-on required	Included



# Data Security & Compliance Demo



**01** Sensitivity labels to protect individual files

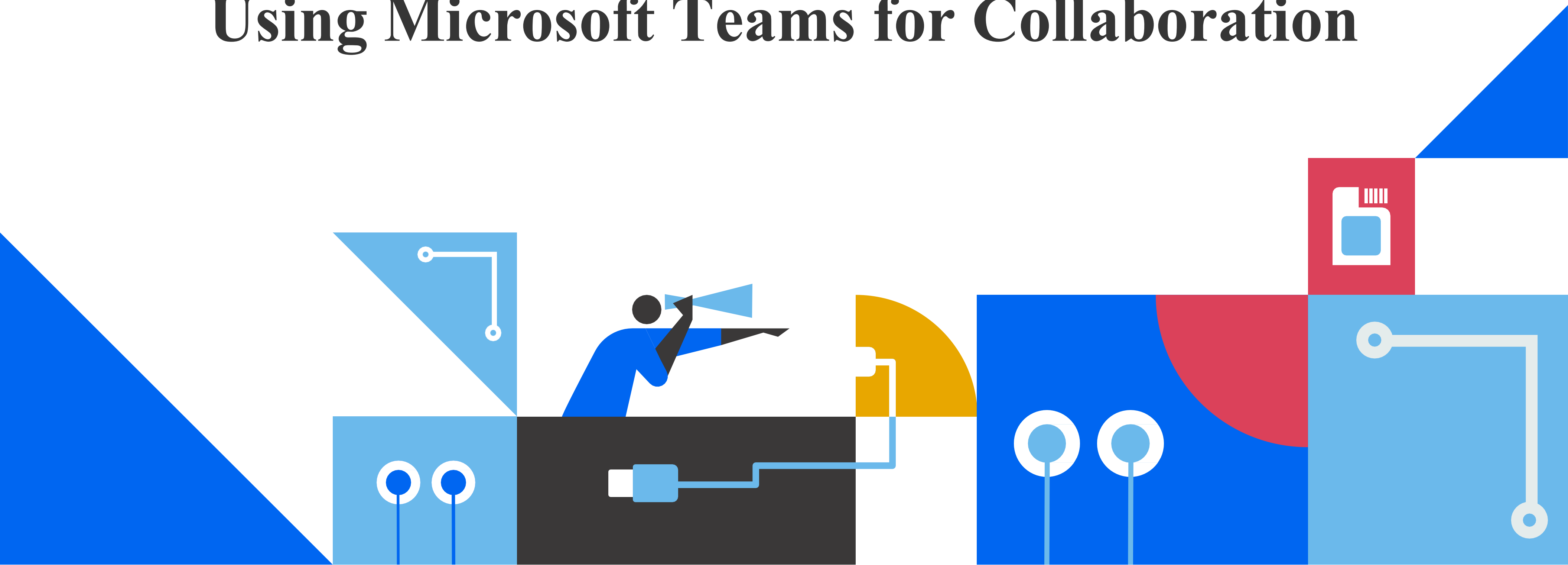
**02** Prevent unintentional data loss

**03** Data compliance with retention labels





# Using Microsoft Teams for Collaboration





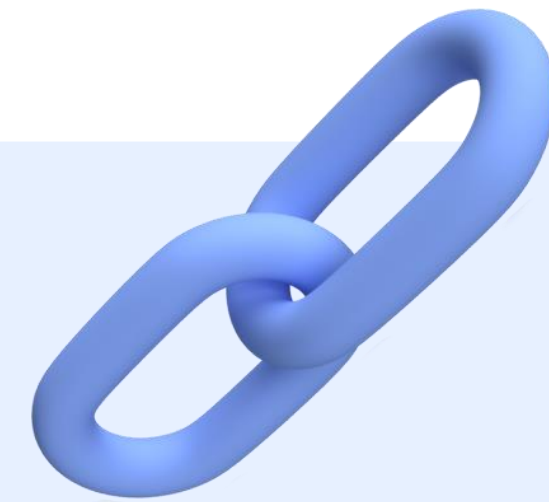
# Microsoft Teams



**Meetings &  
messaging**



**Collaboration**



**Connected apps  
& experiences**



# Teams Collaboration Demo



01

Sharing information and files

02

Collaborating on a document

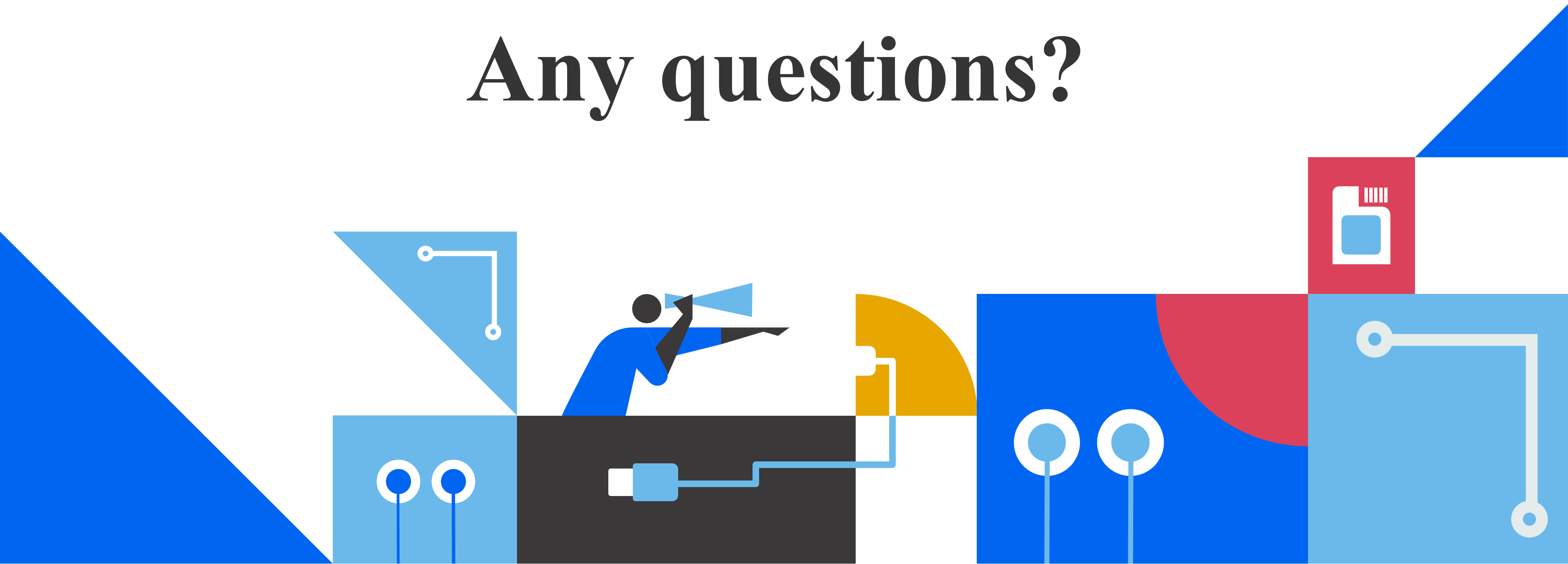
03

eSignatures for documents / FindTime for meetings





# Any questions?







# Thank you for attending!

Webinar recording will be sent out to everyone, including those who missed it!

Any feedback is welcome! Please contact **[gavin.turnbull@ct.uk](mailto:gavin.turnbull@ct.uk)** with any additional questions you might have.

*Next week...*

## **Episode 2: Modern data compliance in Professional Services**

A deep dive into the security of Microsoft applications and what policies you need to implement to meet compliance and data governance requirements.

