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YOUR COMPLETE GUIDE TO MICROSOFT 365

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Introduction

The modern workplace is rapidly evolving, and it has never been more important to have the right digital tools to empower your workforce. Plus, with cybercrime and security issues on the rise, ensuring you have the right suite of solutions to keep your business protected is key.

This is where Microsoft 365 comes in. A bundle of products designed for the everchanging modern intelligent workplace, M365 brings together Office 365, Windows 10, and Enterprise Mobility + Security [EM+S]. Plus, it introduces industry-leading cloud productivity and security solutions to address your core business needs.

Microsoft 365 offers a unified solution that can transform how people work within an organisation. This guide explains more about M365 and how it can revolutionise your business.

THIS GUIDE COVERS:

- › Office 365
- › What is Microsoft 365?
- › The difference between O365 and M365
- › Security & threat protection in M365
- › Licensing options in M365

Office 365

Before we explain more about Microsoft 365, let's talk about the familiar Office 365. A growing collection of over 20 services and applications, it is designed to enhance productivity and collaboration among your users.

Far more than just Word, Outlook, and Excel, Office 365 gives you and your employees the ability to work anywhere from any device, securely and efficiently. Whether online or offline, you can access Office apps, work on your documents, initiate a quick chat, or comment on a company social post. You can even work together with files stored in the cloud to ensure you're always working on the latest version.

Office 365 is one of the very few software platforms that can claim to be timeless. However, with the everchanging workplace even timeless technology calls for an upgrade, which is exactly what Microsoft has done with the solution. Office 365 is included within the M365 bundle along with other notable benefits, which we will explain.

What is Microsoft 365?

Microsoft 365 is the combination of Office 365, Enterprise Mobility and Security, and Windows 10. It's designed to meet all the requirements of a modern workplace.

Think of it as a complete productivity suite that includes the productivity applications required to get work done, and the security applications required to secure your applications, passwords and devices. Here is what to expect from M365:
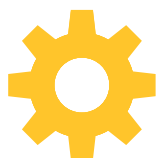
PRODUCTIVITY WITH OFFICE 365

When it comes to boosting productivity, you can't get much better than the Office 365 suite. With M365 you get a growing collection of over 20 services and applications that aim to offer seamless collaboration across your organisation.

Office 365 gives you and your employees the ability to work anywhere from any device, securely and efficiently. Whether online or offline, you can access Office apps, and work together with files stored in the cloud to ensure you're always working on the latest version.

ADVANCED SECURITY

When it comes to M365, one of the main benefits is the amount of security you receive with the bundle. Enterprise Mobility + Security does more than expand upon the security features inherent in Office 365. It provides an identity-based, defense-in-depth approach to security for thousands of cloud and on-premises apps to protect your data against cyberthreats.

Creating this unified identity helps increase security and employee productivity across all your applications.

DEVICE MANAGEMENT AND WINDOWS 10

Adding to the excellent security features you receive we have Windows 10. Windows 10 gives you access to the latest security and productivity tools. Enhance your defense-in-depth capability with Windows Defender Advanced Threat Protection and implement SSO for seamless single identity access to cloud and onpremises resources with Azure Active Directory.

Featuring unique capabilities specific to SMBs with up to 300 users, M365 is designed to solve one of the most common problems in the modern workplace: balancing security against employee productivity and mobility. With all of the above, you can feel comfortable knowing that your team will have the most up-to-date tools to help move your business forward.

The difference between Office 365 and Microsoft 365

We've touched on what each solution offers and how they are linked, but we understand it can be a bit complicated when differentiating between M365 and O365, especially when the names are so similar.

M365 is built on the foundations of the well-known Office 365 bundle and gives users additional security features. Here is a breakdown of what you get with M365:

As shown, an M365 license gives you everything you get with O365 and includes Windows 10 Enterprise, Enterprise Mobility + Security [EMS], and machine learning. There are also differences when it comes to cost which we will touch on later in this guide.

Security is at the heart of Microsoft 365

One of the main draws of M365 is the amount of security and protection you get from the package. As digital estates are growing more complex, they include devices, data, networks, apps, and identities, some of which your organisation may own, some not. With this growth, the attack surface has expanded to the point where no single service can comprehensively:

› Protect an organisation from attack

› Rapidly detect malicious activity

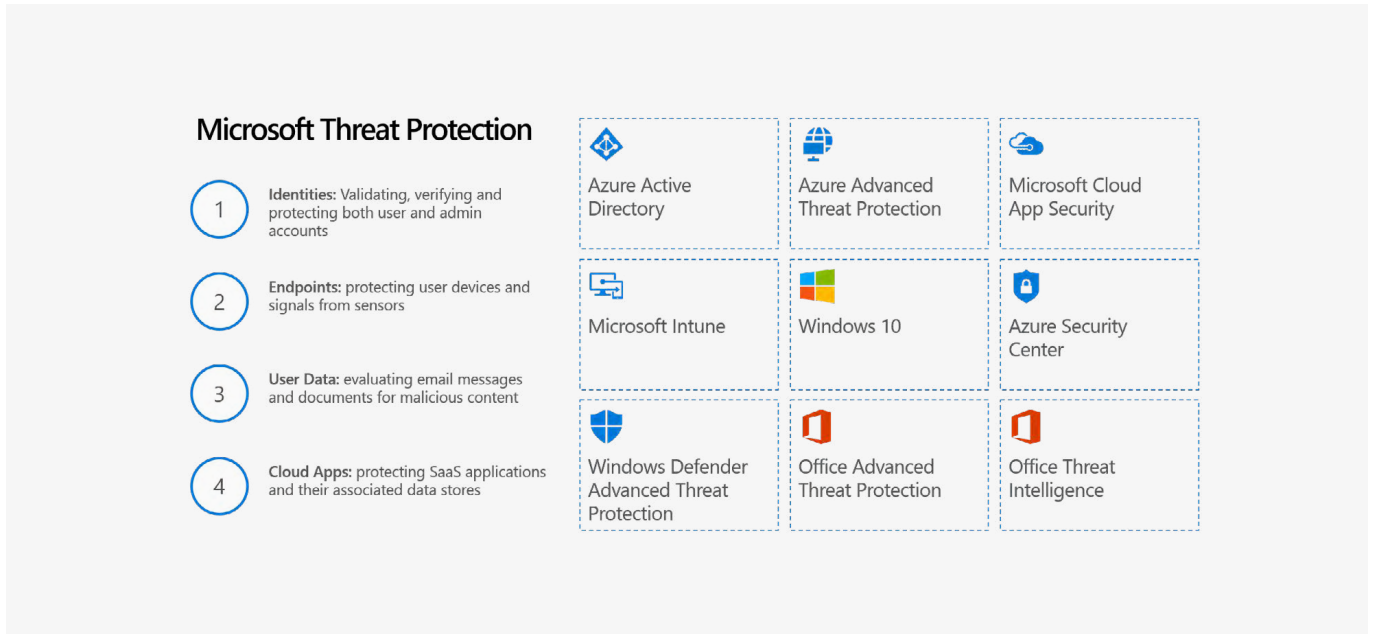› Effectively respond to and remediate threats across the digital estate

That's why Microsoft has developed different services that specialise in protecting against various threat vectors such as endpoints, networks, email, and business critical data. From consumer data to financial records, every crucial bit of information remains safe with:

› Multi-factor authentication

› Enterprise-grade encryption for vital files and documents

› Information protection to automatically classify files

› Information rights access

Microsoft 365 is constantly updated to deliver a highly secure cloud productivity service that meets the toughest compliance standards. Office 365 has been certified as compliant with ISO 27001 standards, has undergone SAS70 Type I and II audits, and has achieved the EUU.S. Safe Harbor seal – ensuring Microsoft 365 users are compliant with the latest international data protection regulations.

Microsoft Threat Protection

As highlighted, security is paramount with Microsoft. With M365 you receive a comprehensive security suite comprising the tools below, and we go into how some of these features bring value to your business.

Microsoft Threat Protection

1 **Identities:** Validating, verifying and protecting both user and admin accounts

2 **Endpoints:** protecting user devices and signals from sensors

3 **User Data:** evaluating email messages and documents for malicious content

4 **Cloud Apps:** protecting SaaS applications and their associated data stores

Azure Active Directory	Azure Advanced Threat Protection	Microsoft Cloud App Security
Microsoft Intune	Windows 10	Azure Security Center
Windows Defender Advanced Threat Protection	Office Advanced Threat Protection	Office Threat Intelligence

Azure Active Directory

The backbone of the Office 365 system, Azure Active Directory [Azure AD] is Microsoft's enterprise cloudbased identity and access management [IAM] solution. Azure Active Directory uses adaptive machine learning algorithms to detect anomalies and suspicious incidents that indicate potentially compromised identities. Using this data, Identity Protection generates reports and alerts so you can evaluate issues and act fast.

Azure Active Directory Identity Protection is more than a monitoring and reporting tool - you can configure risk-based policies that automatically respond to issues. These policies, along with other conditional access controls provided by Azure Active Directory and EMS, can either automatically block or start remediation actions like resetting passwords and enforcing multifactor authentication. This is especially useful for user issues such as compromised credentials or weak passwords.

Microsoft 365 Security Center

The Microsoft 365 security center is full of capability to improve your security and compliance. The idea behind the Microsoft 365 security center is to create a central place where you can manage your security combining capability from Microsoft Defender and Office 365 security & compliance center.
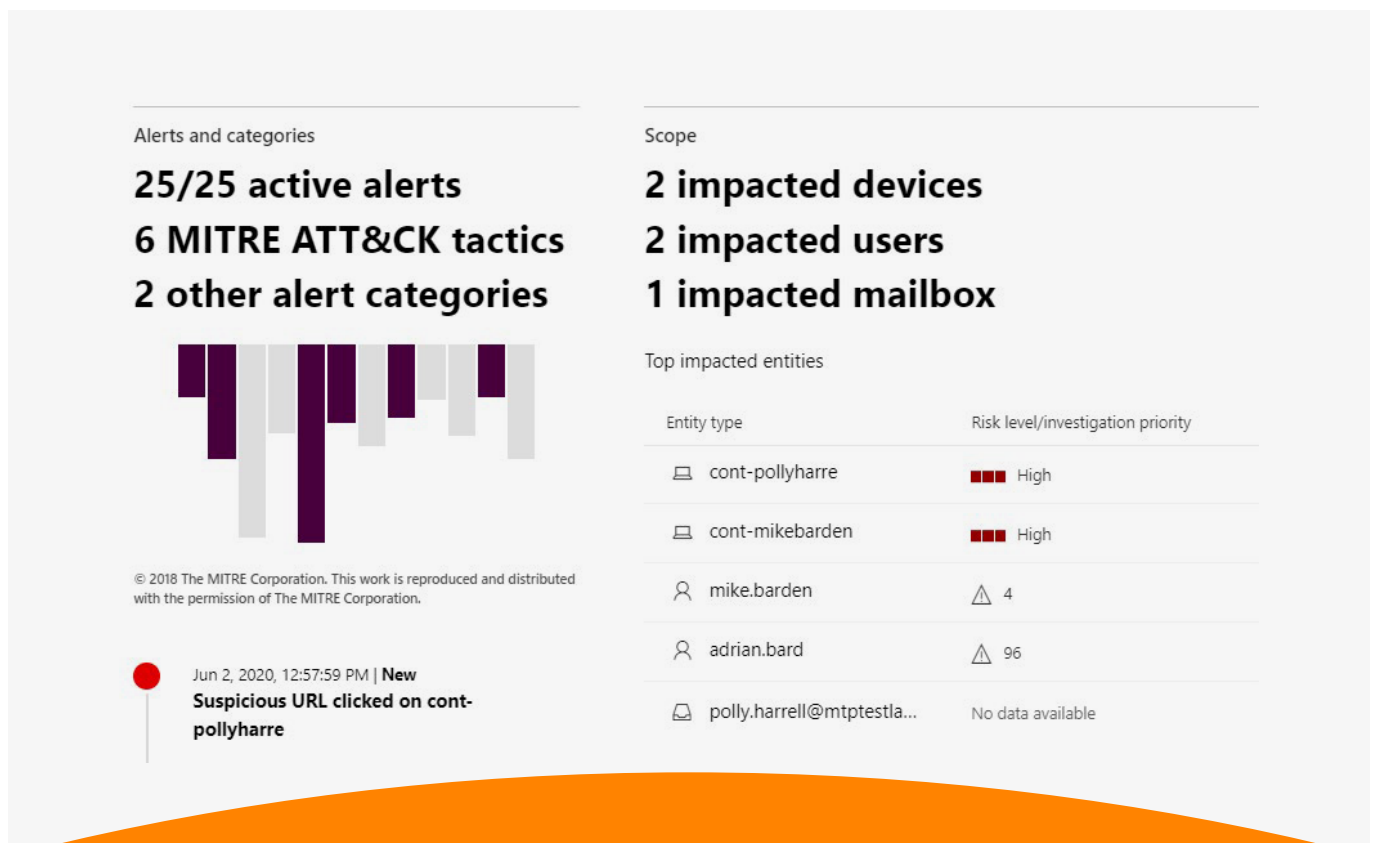
The improved Microsoft 365 security center combines protection, detection, investigation, and response to email, collaboration, identity, and device threats, in a central portal.

The main benefit of the Microsoft 365 security center is that it brings all the above capability together in one portal.

Microsoft Defender

Microsoft 365 Defender is part of Microsoft's Extended Detection and Response [XDR] solution that leverages the Microsoft 365 security portfolio to automatically analyse threat data across domains and build a picture of an attack on a single dashboard. Microsoft Defender for Office 365 helps organisations secure their enterprise with a set of features to protect email, and Office 365 resources.

Microsoft Defender for Endpoint on the other hand delivers preventative protection, post-breach detection, automated investigation, and response for devices in your organisation.

Alerts and categories

25/25 active alerts
6 MITRE ATT&CK tactics
2 other alert categories

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🔴 Jun 2, 2020, 12:57:59 PM | **New**
Suspicious URL clicked on cont-pollyharre

Scope

2 impacted devices
2 impacted users
1 impacted mailbox

Top impacted entities

Entity type	Risk level/investigation priority
🖥 cont-pollyharre	■■■ High
🖥 cont-mikebarden	■■■ High
👤 mike.barden	⚠ 4
👤 adrian.bard	⚠ 96
📨 polly.harrell@mtptestla...	No data available

Device management

Endpoint Manager & Microsoft Intune

Microsoft Endpoint Manager is a management and security service that is made up of several existing products brought together to provide a new solution. Microsoft Endpoint Manager allows organisations to manage their data and devices securely in the cloud and on-premises.

It includes the services and tools you use to manage and monitor mobile devices, desktop computers, virtual machines, embedded devices, and servers.

Endpoint Manager combines services you may know and already be using, including Microsoft Intune, Configuration Manager, Desktop Analytics, co-management, and Windows Autopilot. These services are part of the Microsoft 365 stack to help secure access, protect data, and respond and manage risk.

Microsoft Intune, a component of Microsoft Endpoint Management [MEM] integrates closely with other endpoint management components, including Azure Active Directory [Azure AD] for identity and access control and Azure Information Protection for data protection. When you use it with Microsoft 365, you can help your users be productive on all their devices, while protecting your information.

You get full centralised management of mobiles and laptops with Intune, remote wipe of lost and stolen devices, enforce strong pin requirements along with wifi and VPN profiles.

Data loss prevention

Every business has their own confidential and sensitive data that they need to keep secure, since the release of this information could do serious damage.

With data loss prevention tools within M365 compliance centre, an end user cannot send sensitive information to an email address outside of the company domain or to a public cloud storage service, such as Dropbox or Google Drive. Any malicious or accidental attempt to send sensitive information out of the network will be blocked and logged.

The data loss prevention feature works similarly to other DLP tools in that it follows a set of specific rules. Policies that are defined within Microsoft 365 will govern data and send notifications when someone violates a rule. The DLP feature in Office 365 will automatically classify data and use the set policies to stop an email from being sent and block unauthorised access to classified content.

Cloud App Security

Microsoft Cloud App Security is a Cloud Access Security Broker [CASB] that supports various deployment modes including log collection, API connectors, and reverse proxy. It provides rich visibility, control over data travel, and sophisticated analytics to identify and combat cyberthreats across all your Microsoft and thirdparty cloud services.

You can use Azure credentials and link to other services and manage all the identities - managing your identity outside of the Microsoft world.

Licensing options for Microsoft 365

When speaking to our clients the most common concerns we get about upgrading to M365 are cost related. However, when it comes to pricing an M365 license is more cost effective than you might think.

We believe by providing some of the best productivity apps on the market, M365 can save your company both time and money. Plus, as everything lives in the cloud, you're not spending on expensive IT infrastructure.

Here are the two main options for M365:

› Microsoft 365 Business - this is designed for SMBs with 300 users or less.

› Microsoft 365 Enterprise - made for larger organisations that need stronger security and device management functionality.

Businesses can choose from the two purpose-built plans that are both designed to meet the needs of a wide range of SMBs.

	M365 Business Basic	M365 Business Standard	M365 Business premium
Price	£3.80 per user/month [annual commitment]	£9.40 per user/month [annual commitment]	£15.10 per user/month [annual commitment]
Best for	Best for businesses that need easy remote solutions	Best for businesses that need full remote work and collaboration tools.	Best for businesses that require secure, remote work solutions.
What's included	Microsoft Teams	Microsoft Teams	Everything included in Business Standard.
	Secure cloud storage, and Office Online [desktop versions not included]	Secure cloud storage, business email, and premium Office applications across devices.	Includes advanced cyberthreat protection and device management

	M365 E1	M365 E3	M365 E5
Price	£6.00 per user/month	£17.60 per user/month	£30.80 per user/month
What's included	Office web apps [Word, Excel, PowerPoint, OneNote, Outlook]	Installed Office Suite with PowerBI on 5 computers, 5 tablets and 5 phones and terminal servers	Installed Office Suite with PowerBI on 5 computers, 5 tablets and 5 phones and terminal servers
	1TB of Cloud Storage	Office web apps [Word, Excel, PowerPoint, OneNote, Outlook]	Office web apps [Word, Excel, PowerPoint, OneNote, Outlook]
	Business Emails 50GB inbox per user	1-5+TB of Cloud Storage with OneDrive	1-5+TB of Cloud Storage with OneDrive
		Business Emails 50GB inbox per user	Business Emails 50GB inbox per user
			Advanced threat analysis and protection

Driving costs down with Microsoft 365

Most people use Windows 10, and some sort of Office 365 package. You might also have third party solutions for threat protection, virtual desktops, calling, analytics and more. However, you could drive down costs by considering the following:

› **Consolidating to a single vendor** - This can cost much less than choosing different vendors for multiple capabilities. Microsoft 365 includes many of the capabilities for which you are currently paying other vendors.

› **Reduce administration effort** - The expectation when moving to Microsoft 365 is that you should be able to reduce administration effort because M365 will now be responsible for maintaining the hardware and software. This helps IT transition to higher-value activities and boost morale.

› **Security** - As highlighted in this guide, the vast amount of security solutions within Microsoft 365 greatly reduces the number of successful end user security attacks. Attacks that are successful are usually found faster when the impact is less severe. That means easier remediation.

› **Reduce office costs** - Microsoft 365 helps organisations reduce office space costs by enabling them to move on-site employees to permanent, secure and remote positions. It also allows for valuable collaboration while reducing travel costs.

› **Streamline processes** - Microsoft 365 helps organisations transform and streamline business processes through workflows, dashboards, AI capabilities, and more.

› **Licensing** - Anyone previously paying for Microsoft client software and CALs that would no longer have to as after licensing Microsoft 365 you would receive this benefit.

Making the move to Microsoft 365

Making any changes to IT systems can be daunting for most businesses. The switch to Microsoft 365 is a sensible choice and the process is a smooth transition. As Microsoft Gold Partners, our team of experts will support and guide you through the Microsoft 365 migration, handling the process from start to finish.

FIND OUT MORE WITH OUR MICROSOFT 365 BRIEFING

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Since 2003 Bridgeall has delivered advisory, development, implementation and support services to our clients on 100's of successful projects. We're a multiple Microsoft Accredited Gold Partner and ISO9001, IS027001 and Cyber Essentials accredited.

WE'LL HELP YOU BUILD YOUR MODERN INTELLIGENT WORKPLACE QUICKLY AND SECURELY.

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