Office 365 ProPlus Deployment and Management

Computer Cell
Office 365 is your complete office in the cloud.

- Business-class Email
- File Sharing
- HD Video Conferencing
- Anywhere Access
- Technical Support
- Simple IT Management
- Financially-backed SLA
- Office Desktop Apps
- Office Web Apps
- Office Mobile
- SharePoint
- Exchange
- Lync
Office 365 At a Glance

**Office**
- Always the latest version of Office and Office Online
- Each user can install Office on 5 devices
- Familiar Office user experience
- Per-user licensing

**Lync Online**
- Online meetings with desktop sharing & HD video
- Quick access to people with digital contact card
- Connect with your Skype contacts
- IM & Presence across firewalls

**SharePoint Online**
- Access documents offline
- Document-level permissions
- Edit documents with others at the same time
- Team sites to manage and share documents securely
- Gain tools to build and maintain a public-facing website

**Exchange Online**
- Hosted business-class email @ your own domain
- 50Gb+ mailbox with voicemail & unified messaging
- Retention policies and legal hold
- Integrated personal archiving
Communicate with colleagues, vendors, and clients using the same applications on almost any device.

Access all your data and communicate with all your contacts virtually anywhere, anytime on your devices through the cloud.
Office in a Services World

Office 365 (includes Office 365 ProPlus):
• Familiar & full Office applications
• Installed on up to 5 PCs/Macs & 5 mobile devices per user
• Use Office Mobile for iPhone or Android*
• Access and co-author team documents from almost anywhere;
• Connect to cloud storage
• Connect to colleagues, external partners through social tools, sites
• View presence, connect via audio/web/video conferencing
• Access team mailboxes, calendars

Office ProPlus:
• Familiar & full Office applications
• Locally installed on one PC

Office 365 ProPlus:
• Familiar & full Office applications
• Installed on up to 5 PCs/Macs & 5 mobile devices per user
• Use Office Mobile for iPhone or Android*
• Access and co-author team documents from almost anywhere;
• Connect to cloud storage
• Connect to colleagues, external partners through social tools, sites
• View presence, connect via audio/web/video conferencing
• Access team mailboxes, calendars

* Office Mobile is an exclusive right to Office 365 and cannot be purchased without Office 365
Office 365 ProPlus
Deploy Office fast without giving up control

- Deploy faster with Side-by-side installs with older versions
- Save on licensing with installs on 5 PCs / Macs + 5 tablet + 5 mobile
- Manage experiences across multiple devices with settings/docs roaming
- Automated software distribution support
- Manageable background updates
- Manage configuration with Group Policy & Telemetry support

Familiar & full Office applications - locally installed, available offline
Activation enables Office on your devices

Enables use of Office Applications to multiple devices

Office subscription required to be validated once every 30 days for continuous usage

Users can see and manage activated devices through user portal

When a user leaves the organization Office admins can reassign subscription to another user
Office 365 plans

**Consumer**
- Office 365 Home
  - 5 devices + 5 tablets
- Office 365 Personal
  - 1 device + 1 tablet

**Small Business (1-25)**
- Simplified admin experience
- Small Business Premium
  - Office apps + cloud services
- Small Business
  - cloud services

**Midsize Business (1-300)**
- Full Enterprise admin experience
- Midsize Business
  - Office apps + cloud services

**Enterprise (unlimited)**
- Enterprise E3
  - Office apps + cloud services
- ProPlus
  - Office apps
- Enterprise E1
  - cloud services
- Standalone plans (e.g. Exchange Online)
- Other (e.g. PowerBI, Project, Visio)
Core Office 365 plan layout

**Business**
Core needs

- **Business Premium**
  Office apps + Cloud services

- **Business**
  Office apps + OneDrive

- **Business Essentials**
  Cloud services

**Enterprise**
Advanced needs

- **Enterprise E3**
  Office apps + Cloud services

- **ProPlus**
  Office apps + OneDrive

- **Enterprise E1**
  Cloud services

Other services (e.g. Exchange Online, OneDrive for Business, Kiosk, Project, Visio, CRM, etc.)

*One single, scalable admin experience*
## Full plan lineup

<table>
<thead>
<tr>
<th></th>
<th>Business Essentials</th>
<th>Business Premium</th>
<th>ProPlus</th>
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<td>Word, PowerPoint, Excel, Outlook, OneNote, Publisher</td>
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<td>Access</td>
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<td><strong>Office Applications</strong></td>
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<td><strong>Office 365 Business</strong></td>
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<td>Word, Excel, PowerPoint, OneNote, Outlook, Publisher</td>
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<tr>
<td>Access, Lync</td>
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**Core Value**
- OneDrive for Business cloud storage
- Office Online
- Core Excel BI features: PowerMap, PowerQuery (public data)

<table>
<thead>
<tr>
<th><strong>Enterprise Value</strong></th>
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<th><strong>Office 365 Business</strong></th>
<th><strong>Office 365 ProPlus</strong></th>
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<tr>
<td><em>Enterprise Excel BI features:</em> PowerPivot, PowerQuery (enterprise data), PowerView, spreadsheet controls (compare/inquire)</td>
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<td>Compliance: create IRM mail, email retention, data loss, prevention, archiving</td>
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<td>IT controls: group policy, app telemetry, update controls</td>
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<td>Enterprise voice</td>
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<tr>
<td>Shared computer activation (RDS)</td>
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</tbody>
</table>

**Licensing**
- Price/user/month $USD (with annual commitment)
- Seat Cap
- PC/Mac installs
- Tablet installs
- iOS/Android smartphone
- iPad Apps
- Office 2013 RT commercial use rights

<table>
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<tr>
<th><strong>Licensing</strong></th>
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<tr>
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<td>$8.25</td>
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<tr>
<td>iPad Apps</td>
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<td>●</td>
</tr>
<tr>
<td>Office 2013 RT commercial use rights</td>
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</tr>
</tbody>
</table>
addressing common deployment blockers

- will our files work in the new Office?
- will our customizations and add-ins work?
- how do I handle consumerization and people with multiple devices?
- wouldn’t it be easier to do nothing?
What is included with Office 365 ProPlus subscription license?

Office 365 ProPlus for PC (Office 2013 ProPlus base applications)

Office 365 ProPlus for Mac (Office 2011 for Mac base applications)

Office Mobile for Windows Phone
32-bit Office can be installed on 32-bit or 64-bit operating systems and 64-bit Office can only be installed on 64-bit operating systems.

Computer and processor
1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.

Memory
1 GB RAM (32-bit)

Disk space
3 gigabytes (GB)

Monitor resolution
1024 x 768
The Many Ways of Getting Office 365 ProPlus

Self-Installation
Download & Install from Office 365 User Portal

Managed Deployment
Office Deployment Tool
System Center Configuration Manager
Microsoft Intune

Already on Device
Pre-installed with Windows image
Microsoft Deployment Toolkit
Self Installation

User has the ability to sign into the Office 365 user portal to:

- Download Software
- Manage existing installations of Office

http://portal.office.com
Click-to-Run deployment considerations

- Are my users local administrators?
- What tools are being used now for software deployment?
- What are the benefits of subscription vs. perpetual?
Paradigm Shift for Office Installation

MSI

- Installs can easily take 30 minutes or more
- Basis of Office deployments since Office 2000
- To be offered as VL media in new Office
- Device-based activation
- Allows local apps to interact with it

Click-to-Run

- First launch is up and running in about 2 minutes
- Is primary installation type in the new Office
- Is linked to Office 365 for managed customers
- User-based activation
- Also allows local apps to interact with it
Log in to Office 365 from a browser to update your user profile and install the latest version of the Office apps.

Select your language to start installing the new Office apps.

The new Office apps are instantly streamed to your PC.

Streaming Office apps

New simplified way to install Office apps
Rich Office experience quickly on any Windows 7 or newer PC
Can run side by side with older versions of Office
Install in up to 5 computers with Office 365 ProPlus.
Side-by-Side helps transition

keep older versions of Office installed alongside new Office

be proactive with compatibility risks – use as fall back

not recommended as a permanent configuration
Click-to-Run managed deployment

1. add users to Office 365 tenant
2. download Office Deployment Tool (setup)
3. use setup to download C2R packages
4. customize configuration XML
5. add C2R packages to software distribution infrastructure
6. deploy C2R packages with setup and configuration XML

† As applicable
Click-to-Run self-installation

The user has Office 365 account and is provisioned for ProPlus. They click on “Install software...” tile, view and manage previous installations if available. This installs Office 365 ProPlus directly from the Internet.
Office Deployment Tool

Free download on Microsoft Download Center enables downloading Click-to-Run packages customizes installation of Click-to-Run Office products applies software update policies
Office deployment without the wait
Next steps

1. Sign up for an Office 365 Preview account
2. Download the Office Deployment Tool and use it
3. Read TechNet Library and Office 365 Preview Blog
Store, sync, and share your work files

Training Deck
Microsoft Corporation
Store, sync, and share your work files

What is OneDrive?

Drag and drop files to OneDrive for Business

See your files from other devices

Save and open files

Sync your files with your computer

Manage your files in OneDrive for Business

Share files with others

Work together at the same time

Share files with others

Work together at the same time
What is OneDrive?

OneDrive is the place where you can store, share, and sync your files and then get to them from anywhere on virtually any device. In this module, you’ll learn:

- What is the cloud?
- What is OneDrive?
- What’s the difference between OneDrive and OneDrive for Business?
What’s the cloud? Why store files there?

The cloud is the Internet—a global system of interconnected computers.

Connecting computers to the cloud let’s you keep in touch with friends, manage your business, and store files in one place.

Why store files in the cloud?

Well, storing your files in the cloud let’s you:

• Access and update files from anywhere on any device.
• Share photos and files with others.
• Work on documents with others at the same time (if you store them in OneDrive).
What’s OneDrive?

OneDrive is Microsoft’s cloud storage service. You can store all your pictures, videos, documents, and other files in OneDrive. With your files in OneDrive you can:

- Access and update files from any device connected to the Internet.
- Instantly view pictures you take with your mobile phone on your Windows PC, iOS, or Android device.
- Work on a document you create at home on a laptop at work.
- Share your photos and files with others.
- Work on documents with others at the same time.
What’s OneDrive vs. OneDrive for Business?

OneDrive is one service, with two different places to put stuff:

- **OneDrive – Personal** is for personal stuff. Put your party photos, honey-do lists here.

- **OneDrive – CompanyName** is for work stuff. Put your company expense reports and confidential info about the next product launch here.
Drag and drop files to OneDrive for Business

OneDrive for Business is the place where you store, share, and sync your work files. As part of Office 365 or SharePoint Server 2013, OneDrive for Business lets you update and share your files from anywhere and work on Office documents with others at the same time. The first step is to drag some files to OneDrive for Business in a browser.

In this module, you’ll learn how to:

• Drag files to OneDrive for Business
• Upload files to OneDrive for Business
Drag and drop files to OneDrive for Business

1. At the top of any page in Office 365, select **OneDrive**. Or select **OneDrive**, and then select **OneDrive**.

2. Find the documents that you want to upload on your computer and drag them to the space in the library where it says **drag files here**.

**Note:** The first time you click **OneDrive**, you see some setup screens and instructions while your personal site is being set up. You may have to wait and then click **OneDrive** again before continuing to step 2.

If you don’t see the option to drag and drop files, update your copy of Office.
Upload files to OneDrive for Business

Here’s another way to do it:

1. Instead of dragging files, select **Upload**.

2. In the **Choose File to Upload** dialog box, select the files you want to upload, and then click **Open**.

**Tip:** Your files are private unless you decide to share them. To share files easily with everyone in your organization, drag them into your **Shared with Everyone** folder. For more about sharing, see [Sharing files with others](#).
See your files from other devices

After you upload files to OneDrive for Business, you can see them from other devices by just signing into your Office 365 site in your browser, and then clicking OneDrive.

In this module, you’ll learn how to:

• See your files from other devices
See your files from other devices

The files you upload from any device are right there for you to use.

1. On any device, sign in to **Office 365** with your organizational account.

   For example, ellen@contoso.onmicrosoft.com, ellen@contoso.edu, or ellen@contoso.com.

   If you’re not sure what your organizational account is, check the welcome email that asked you to sign in the first time.

2. At the top of any page in Office 365, select **OneDrive**. Or select ☰, and then select OneDrive.
Get the OneDrive for Business app

For a better experience, get the OneDrive for Business app for your device at OneDrive.com:

https://onedrive.live.com/about/en-us/download/
Save and open files

You can work with the files you store in OneDrive for Business right from Word, Excel, PowerPoint, and other Office desktop apps. There's no need to go to your Office 365 site in a browser.

In this module, you’ll learn how to:

- Save a file
- Open a file
- Add a place to save a file
Save and open files: Save a file

Save a file to OneDrive for Business from an Office desktop app:

1. Open a document in an Office desktop app such as Word, Excel, or PowerPoint, and then click **File > Save As > OneDrive - YourCompanyName**.

   For example, OneDrive - Contoso.

2. Browse to the file you want to open, and then click **Open**.
Save and open files: Open a file

Open a OneDrive for Business file from an Office desktop app:

1. In an Office desktop app such as Word, Excel, or PowerPoint, click File > Open > OneDrive - YourCompany Name.
   
   For example, OneDrive – Contoso.

2. Browse to the file you want to open, and then click Open.
Save and open files: Add a place

If you don't see **OneDrive – YourCompanyName** on the **Save As** or **Open**:

1. Select **Add a Place > Office 365 SharePoint**.

2. Sign in to Office 365 with your organizational account.

Once you add OneDrive for Business as a place in one Office app, you can save files from all your Office apps.
Create and save from a site or mobile app

For information about creating and saving files directly on an Office 365 site or from a mobile app, see Working with Office documents in a browser or mobile app.
Sync your files with your computer

Sync OneDrive for Business to your computer, and then get to your files in File Explorer instead of in a web browser. All your changes sync to OneDrive for Business whenever you’re online.

In this module, you’ll learn how to:

• Sign in to your site
• Sync your files
Sync your files: Sign in to your site

1. On any device, sign in to Office 365 with your organizational account.

For example, ellen@contoso.onmicrosoft.com, ellen@contoso.edu, or ellen@contoso.com.

If you're not sure what your organizational account is, check the welcome email that asked you to sign in the first time.

2. At the top of any page in Office 365, select OneDrive. Or select , and then select OneDrive.
Sync your files: Sync your files

1. On your OneDrive for Business page, click **Sync**.

2. At the prompt, click **Sync Now** to start the sync app.

The app automatically fills out the name and web address of your OneDrive for Business library.
3. Select **Sync Now** in the app to start syncing.

You can click **Show my files** in the app to open the synced OneDrive for Business folder in File Explorer. The folder appears in your Windows Favorites as **OneDrive for Business** or **OneDrive - YourCompanyName**.

**Note:** To sync files to your computer, you need the OneDrive for Business sync app, available with an Office 365 subscription that includes Office 2013 desktop applications. If you don’t have Office 2013, you can download the OneDrive for Business sync app.

For more information about syncing, including troubleshooting information, see Sync OneDrive for Business or site libraries to your computer.
Manage your files in OneDrive for Business

After you sync your OneDrive for Business files with your computer, you can manage your files like other files on your computer. You move, rename, and delete your files the same way you're used to, except the changes you make to OneDrive for Business files sync to all your other devices. So if you delete a file here, it's deleted everywhere.

In this module, you’ll learn how to:

- Copy or move a file
- Rename a file
- Delete a file
Manage your files: Copy or move files

1. In File Explorer, select the files you want to copy or move.
2. Right-click the files and drag them to your **OneDrive - YourCompanyName** folder or to another location.
Manage your files: Rename a file

1. Right-click the file you want to rename in your OneDrive - YourCompany Name folder.
2. Select Rename on the shortcut menu.
3. Type the new name for your file.
Manage your files: Delete a file

1. Select the file you want to delete in your OneDrive - YourCompanyTên folder.
2. Press **Delete** on your keyboard.

**Tip:** Remember, any changes you make to a file in your OneDrive for Business folder apply to all devices, not just to this computer. The changes will sync to all your other devices.
Share files with others

When you store your files in OneDrive for Business, you can share with others from any device by going to your Office 365 site. Or you can share right from Office without even going to Office 365 in a separate window. Whichever way you share Office files, you can work with others at the same time they work and see changes as people make them.

In this module, you’ll learn how to:

- Share a file with everyone from a site
- Share a file with individuals from a site
- Share a file from an Office desktop
Share a file with everyone from a site

1. At the top of any page in Office 365, select OneDrive. Or select ☁️, and then select OneDrive.

2. Drag the files into your Shared with Everyone folder.

Or if you already have the Share window open (as in step 2 above), type Everyone instead of the name of a person.
Share a file with individuals from a site

1. At the top of any page in Office 365, select **OneDrive**. Or select , and then select **OneDrive**.

2. Select the file you want to share, and then select **Share**.
Share a file with individuals from a site

1. In the **Share** window, type the name of each person you want to share the file with. As you type each name, suggestions appear that match your contacts. When you see the name you want, select it to add it to the invitation list.

2. Select the permission in the list that you want to grant people. You can change the permission later for any person.

3. If you want, type a message to send to all the people you're inviting. The email message invitees receive will include a link to the shared document.

4. If you don't want to send an email to invitees, click **Show Options**, and then clear **Send an email invitation**.

5. Click **Share**.
Share a file from an Office desktop app

1. With the file open in Word, Excel, PowerPoint, or another Office app, click **File > Share > Invite People**.

2. Under **Invite People**, type the name of each person you want to share the file with. As you type each name, suggestions appear that match your contacts. When you see the name you want, select it to add it to the invitation list.

3. If you want, type a message to send to all the people you're inviting. The email message invitees receive will include a link to the shared document.

4. If you don't want to send an email to invitees, click **Show Options**, and then clear **Send an email invitation**.

5. Click **Share**.
Work together at the same time

When you store and share your files in OneDrive for Business, you can work with others at the same and avoid reconciling multiple versions of your files. Work together from either the online or the desktop versions of Word, PowerPoint, or OneNote. For workbooks, use Excel Online. If someone opens the workbook in the Excel desktop application, the workbook can’t be edited in Excel Online until it’s closed again in desktop Excel.

In this module, you’ll learn how to:

• Work with others at the same time
Work together at the same time

Here are a few details to keep in mind as you work with others:

- In the desktop programs, co-authoring works best in the most recent version of Office (Mac and Windows), but is also supported in Office 2010.

- There's no special co-authoring mode and no command to begin working together on a document. Just open the file for editing and start working.

- As you edit, the Office app tells you when other people are working too. In Word, you’ll even see which paragraph they’re working on.

- Updates are handled differently in some programs from others. For example, OneNote notebooks and Excel Online workbooks show updates immediately. In Word documents, save the document to share your updates and to see others’ updates.
Additional resources

For more information about OneDrive for Business, see the following resources:

- [Store and Share Documents Quick Start Guide](#)
- [Sync OneDrive for Business or site libraries to your computer](#)
- [Get the OneDrive for Business mobile app for your device](#)

Find more Learning Paths at the [Office 365 Learning Center](#)
OUR HELPDESK
Timings: 9:00 to 5:00 Monday to Friday

Our technical Team will be available for your assistance. Please feel free to contact us for your queries.

Contact Numbers:
03334102840
+92 51 8357478
+92 51 8730914
+92 51 8730915

Email: o365helpdesk@techaccesspak.com