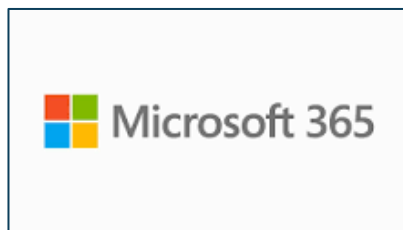




# K2's How To Run Microsoft Office From The Cloud

*And Why You Should Consider It*



# Today's Learning Objectives



- List at least **three benefits of using Cloud-based services for traditional computing activities, such as spreadsheets and word processing**
- **Differentiate between the features available in Cloud-based options relative to their desktop counterparts**
- List at least **two means by which you can access Microsoft's cloud-based tools**



# BACKGROUND TO GET STARTED

# Why Is This An Issue?



- The growth of subscription-based, cloud-based platforms such as Microsoft 365 presents **options not previously available**
- The **need for improved collaboration options continues to increase**, and rapidly
- Moving forward, your “computer” may not be a computer – instead, **you may work primarily from a smartphone, tablet, or some device not yet conceived**
- The growth of **remote work, fueled by COVID-19, might alter the concept of a centralized file server**

# Subscription & Perpetual Licenses



- The legacy way of licensing software was to purchase a ***perpetual license*** and use that license until you chose to upgrade to a newer version of the same title or migrate to another application
- Around a decade ago, ***subscription licenses*** began to appear and are now used widely in all types and sizes of organizations



# Subscription Licensing Examples



# Licensing Matters!



- The most visible, **but not necessarily the most important**, difference between the two options is, obviously, how you pay for the license
  - A one-time payment for “forever” use
  - Monthly payments that establish your term of usage
- A less-noted – but perhaps more important difference for many – is the **addition of features, functions, and utility that software publishers add to the subscription models**
  - Generally, the **new utility provided to subscription users is not available right away in the perpetual models**
- *So, what’s the potential impact on team member productivity?*

# Are There Multiple Options? Sure!



## Cloud-based Applications

- Local Data

## Cloud-based Data

- Local Applications

## Cloud-based Applications

- Cloud-based data

## Cloud-based Applications

- Local and Cloud-based data



# Are There Multiple Vendors?



- **Microsoft's 365 platform is the clear leader** in providing traditional productivity tools in the cloud
  - But, Microsoft is not the only game in town
- **Zoho One is a compelling option** for those businesses seeking a wider array of tools, including **accounting, CRM, HR management,** and **team member** expense reporting
- And don't forget about Google, **one of the very early players in this market...Google Workspace offers several options**

# What Are The Benefits?



- **Anytime, anywhere access to your apps and data**, provided, of course, you have an internet connection
- **Improved collaboration** with internal and external users
- **No need to install and manage software** (at least in some cases)
  - Obviously, if you choose to run local applications with cloud-based data, this would not be the case
- **Less dependency on a specific device**, such as a desktop or laptop computer
- **Potentially improved security resulting from no local data**



# CLOUD-BASED APPLICATIONS WITH LOCAL DATA

# Cloud Apps & Local Data



- Cloud-based apps with data stored locally is one popular option for many
- In this example, suppose you run Microsoft 365
  1. **Log-in** to your Microsoft 365 account
  2. **Choose the app you need from the left-side menu bar**
  3. The app opens with the **Simplified Ribbon, by default, instead of the Classic Ribbon**

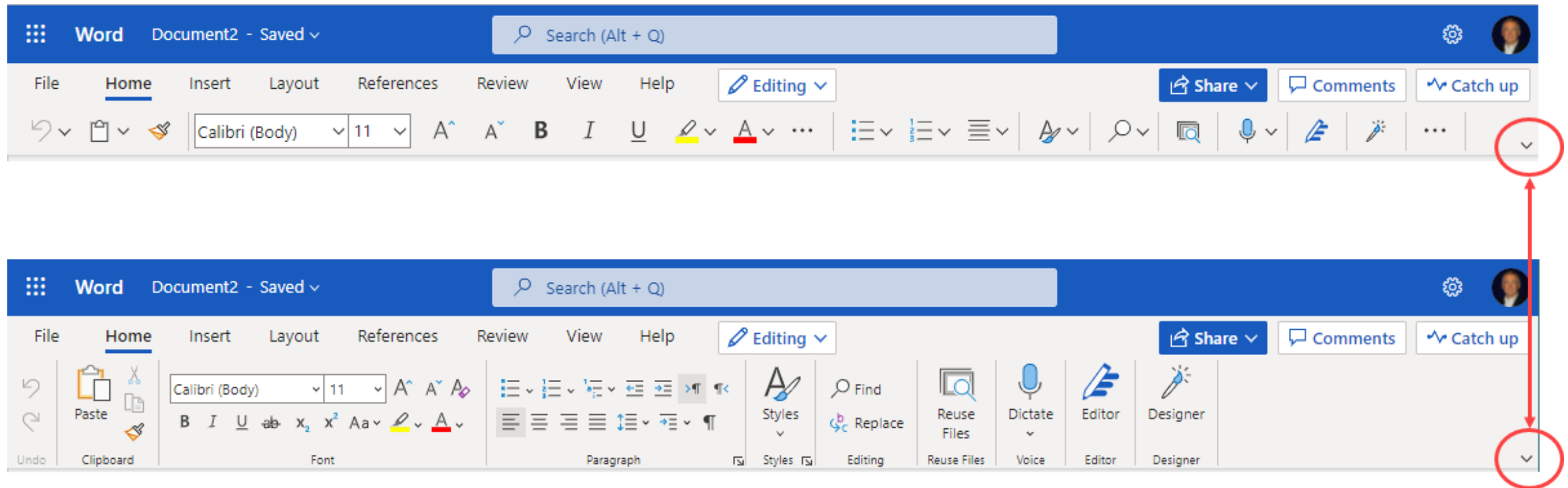


# Cloud Apps & Local Data

# Simplified vs. Classic Ribbon



- Very easy to switch Ribbons, as shown here

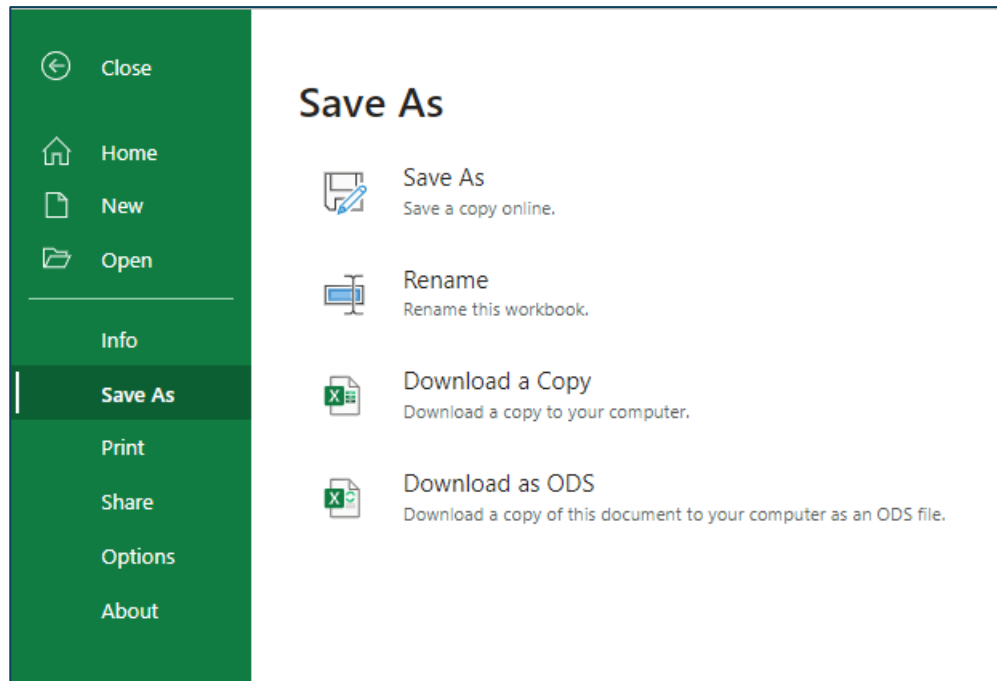


# Functionality In Cloud Apps



- From a functional perspective, **the cloud-based apps have virtually all the major features and functions** as their desktop-based counterparts
- However, **there are a handful of features that are missing**
  - For example, the Cloud-based version of Excel does not offer Power Query
- Nonetheless, **an overwhelming majority of features used by most professionals are available in the Cloud**

# What About Data Storage?



- As you can see, if you're working with a Cloud-based app, **where you choose to store your work is up to you**
- It's **just as easy to store locally as it is to store in the Cloud**



# One Potentially Very Big Issue...



- By running apps from the Cloud, **end-users are freed from the time-consuming task of updating software periodically...your software provider handles that for you!**
- This can also be a **HUGE security issue/benefit!**

# Another Potentially Very Big Issue...



- **Potentially less confusion over licenses and easier license administration**
- Cloud-based, subscription-based apps are **typically licensed to named users**
- **These users must log in with their individually-assigned credentials**
- So, provided these credentials remain confidential, **other users can't use the apps**



# CLOUD-BASED DATA WITH LOCAL APPLICATIONS

# Local Apps & Cloud-Based Data



- **Running local apps should be familiar to almost all business professionals today**
  - After all, this is what we've been doing since August 12, 1981 when IBM introduced the IBM Personal Computer
- **Buy the device, buy and install the software, and get to work!**
  - This practice is the traditional business model



# Local Apps & Cloud-Based Data



- **The difference between the legacy practice and the modern practice is data storage**
- **We can easily store our data in one or more “Clouds” and there are many advantages to doing so**
- **These locations include**
  - **OneDrive (personal), OneDrive for Business, and SharePoint Online**
  - **Zoho**
  - **Google Workspace**
  - **Dropbox**
  - **iCloud**
  - **And many, many others**

# OneDrive



- **OneDrive** is Microsoft's Cloud-based storage option targeted primarily to individuals
- **Free version provides 5GB of storage**
  - If more space is needed, **100 GB of storage costs \$1.99 per month**
- You can also get access to OneDrive as part of a “personal” Microsoft 365 subscription, including your Cloud-based apps
  - **1TB of space, plus apps is \$6.99 per month**
  - **Up to 6TB of space and app licenses for up to 6 users is \$9.99 monthly**
    - Note that these licenses are for personal use and business use is generally prohibited...you can however purchase business-oriented subscriptions

# OneDrive For Business



- OneDrive For Business (**ODB**) provides options for business-oriented Cloud storage
  - Namely, these options include **organizational and administrative controls that the subscribing business can manage**
- A key feature of OneDrive and ODB is the **integration with Windows and the ability to bi-directionally sync data to the local hard disk** if desired
  - Thus, **if you don't have Internet connectivity, you can still access your data and, upon regaining connectivity, your data will sync**

# OneDrive For Business



- You can **subscribe to ODB as part of a Microsoft 365 subscription or a la carte**
- **Generally, 1TB per user, by default, expandable up to 25TB per user by contacting Microsoft support**

<p>OneDrive for Business (Plan 1)</p> <p><b>1 TB</b></p> <p><b>\$5.00</b> user/month</p> <p>Annual subscription—auto renews</p> <p><a href="#">Buy now</a></p>	<p>OneDrive for Business (Plan 2)</p> <p><b>1 TB</b></p> <p><b>\$10.00</b> user/month</p> <p>Annual subscription—auto renews</p> <p><a href="#">Buy now</a></p>	<p>Microsoft 365 Business Basic</p> <p><b>100 GB</b></p> <p><b>\$5.00</b> user/month</p> <p>Annual subscription—auto renews</p> <p><a href="#">Buy now</a></p> <p>Or buy for \$6.00 per user/month with a monthly commitment &gt;</p> <p><a href="#">Try free for one month &gt;</a></p>	<p>Includes Microsoft Teams for easy remote working.</p> <p>Microsoft 365 Business Standard</p> <p><b>5 GB</b></p> <p><b>\$12.50</b> user/month</p> <p>Annual subscription—auto renews</p> <p><a href="#">Buy now</a></p> <p>Or buy for \$15.00 per user/month with a monthly commitment &gt;</p> <p><a href="#">Try free for one month &gt;</a></p>
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# SharePoint Online



- **SharePoint Online provides enhanced managerial controls, above and beyond those provided by ODB**
- These include **versioning** and **check-in//check-out** capabilities
- You can **bi-directionally sync data** locally with SharePoint Online
- You can also **use SharePoint Online to power automated workflows by integrating with Forms, Power Automate, and Power Apps** and other apps and services
- Again, **SharePoint Online is included as part of most business-oriented Microsoft 365 subscriptions**

# SharePoint Online Synchronization



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**Huge feature** for those who might have unreliable internet access!

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Can **sync a SharePoint Online folder to a local drive** very easily

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This **facilitates on-line/off-line access to your data**

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If you **make changes while off-line, all your changes will sync the next time you have internet connectivity**

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# Zoho WorkDrive



- [Zoho's WorkDrive](#) service in many ways resembles the OneDrive for Business/SharePoint Online offerings from Microsoft
  - Cloud-based storage, administrative controls, bi-directional sync, etc.
- WorkDrive is provided as part of a [Zoho One](#) subscription, and it is available on an a la carte basis

# Potential Benefits Of Local Apps



Compared to Cloud-based apps, the primary potential benefits of local apps include the following

- **Perhaps greater functionality**...for example, access to Excel's Power Query feature
- **Possibly better performance**, particularly if you have marginal access to the Internet
- **Access** to some add-ins that may not be available through the Cloud

# Zoho WorkDrive Pricing



## *WorkDrive Pricing If Acquired A La Carte*

STARTER	TEAM	* MOST POPULAR *
<b>\$2.5</b> /user/month billed annually Starting with 3 users <a href="#">TRY NOW</a>	<b>\$4.5</b> /user/month billed annually Starting with 3 users <a href="#">TRY NOW</a>	<b>\$9</b> /user/month billed annually Starting with 3 users <a href="#">TRY NOW</a>
<ul style="list-style-type: none"><li>✓ 1 GB file upload limit</li><li>✓ Storage starts at 1 TB/Team ⓘ</li><li>✓ After 10 users, get additional shared storage of 100 GB/new user</li></ul>	<ul style="list-style-type: none"><li>✓ 5 GB file upload limit</li><li>✓ Storage starts at 3 TB/Team ⓘ</li><li>✓ After 10 users, get additional shared storage of 300 GB/new user</li></ul>	<ul style="list-style-type: none"><li>✓ 50 GB file upload limit</li><li>✓ Storage starts at 5 TB/team ⓘ</li><li>✓ After 10 users, get additional shared storage of 500 GB/new user</li></ul>

On the other hand, if you choose a Zoho One subscription, WorkDrive is included in your subscription, with pricing starting at \$37 per user per month



# CLOUD-BASED APPLICATIONS WITH CLOUD-BASED DATA

# Both Data And Apps In The Cloud



- **This scenario appears to be where we are heading**
- **Microsoft, Zoho, and Google all presently enable this option and have for at least a dozen years**
- **In this model, we'll run everything from the Cloud and store all data in the Cloud**

# Microsoft, Zoho, And Google



For all three providers, the process is essentially the same

- 1. Subscribe to your desired service and set up user accounts**
- 2. Choose your Cloud-based storage platform(s)**
- 3. Enable data synchronization options if desired**
- 4. Train users on how to capitalize on specific features, such as collaboration options**



# Collaboration Options



- With your data stored in the Cloud, **you will be able to access collaboration options not otherwise available**
- For example, if you're using Microsoft 365 and you **store a Word, Excel, or PowerPoint document in OneDrive, OneDrive for Business, or SharePoint Online, you can co-author the document simultaneously with other users**
  - These **collaborators do not need to be in your organization** or have a Microsoft 365 subscription
- When co-authoring, **multiple users can access and edit the same document simultaneously!**
- See [this article](#) for more info or use this QR code





# **CLOUD-BASED APPLICATIONS WITH CLOUD-BASED AND LOCAL DATA**

# Yet Another Approach...



- **Cloud-based apps with a mixture of local and Cloud-based data is likely to be a transitory practice** for many
- This practice will help to get many users accustomed to and comfortable with Cloud-based data
  - Many are not yet willing to trust that dynamic although they may not realize that much of their data is already in the Cloud
- It also **addresses situations where reliable and fast Internet connectivity is not always a given**
- The **bi-directional synchronization options available** can support this environment



**AND WHERE IS TEAMS IN ALL THIS?**

# Teams Is Influencing Change!



- Teams is a **communication and collaboration platform** available from Microsoft
- Teams is available as a **free tool and as part of many Microsoft 365/Office 365 subscription plans**
  - Notably, the free model provides a surprising amount of functionality and will fit the needs of many small businesses
- Teams provides **voice, video, and chat** communications; **file storage, sharing, and synchronization; meeting capabilities; external and guest user options; and options for integrating apps**
- Of course, **tremendous increase in usage** during the Pandemic

# Teams Versus Microsoft 365



Meetings and  
Calling



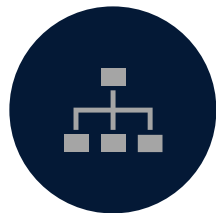
Chat and  
Collaboration



Productivity Apps  
and Services



Security and  
Compliance



Administration



Support

# Teams And Collaboration



**Co-authoring**



Working with **Guests and External team members**



**Syncing SharePoint Online** to local drives



**Security and compliance** in Teams

# Co-Authoring



- If you store an Excel, Word, or PowerPoint document in Teams, you and other users can collaborate simultaneously and in real-time on that document...this feature is known as *co-authoring*
- Note that co-authoring is also available in you save the document in SharePoint Online, OneDrive, or OneDrive for Business
- Think about the productivity, accuracy, and security improvements available with co-authoring compared to legacy methods
- Further, note the built-in access to the Cloud-based versions of Excel, Word, and PowerPoint
  - Will you miss features? Likely not!



# Guest And External Users



- You are **not limited to internal team members**
- **You can “share” Teams to persons outside your organization to expand its reach and usefulness**
  - Clients, professional services providers, subcontractors, etc.
  - There’s no added cost for doing this!
- **An “external” user is limited to chat, call, and meetings**
- **A “guest” user can access almost everything in Teams**



# SUMMARY

# Summary



- Increasingly, the location of our apps and data is becoming less and less important
- This is relevant from many perspectives – licensing, security, collaboration, functionality, remote work, and the devices you use, just to name a few
- With Microsoft 365, Zoho, and Google, you can choose how you want to run your apps and also where you want to store your data...choices that didn't exist until just a few years ago!
- Carefully consider your options to ensure you maximize your productivity



**THANKS! WE HOPE THIS WAS HELPFUL!**