

# NEWSLETTER



## 11 Reasons To Upgrade to Office 365 Today

That pop up just won't leave. It's been hounding you to upgrade your software and clearly, it has zero intention of giving you a moment's rest. That software wants to be upgraded and it wants it now.

With a grudging sigh, you click and let it upgrade in the background. Maybe now it will let you get some work done. Except instead of grabbing a competitive advantage by having the latest and greatest edition, you quickly discover it's given you the exact opposite. Your essential hardware no longer works, you've got errors all over the place, and that application no longer runs at all.

Your urgent upgrade was more of an instant downgrade.

Before you click that nagging upgrade button, consider the following:

### Is the upgrade going to work with your current systems?

If your project management software no longer talks to your scheduling software, you've got a problem. It's reasonable to expect the upgrade to have gone through

robust testing and bug fixes, but even the mega corporations are caught out in an instant.

### Is your current solution still an option?

Developers cease support of older software versions after a certain date. In these cases, continuing to use an outdated version leaves your system vulnerable, without patches and security updates. If your software is at the end of its cycle, you'll need to upgrade regardless. This, however, gives you the perfect opportunity to revise your selection and make some experienced decisions - upgrade or replace.

### Will this upgrade benefit your business?

Some upgrades are purely cosmetic. They look great and the developers pitch them as the latest and greatest, but without additional innovation on offer, you're better to wait.

On the other hand, if the upgrade is going to have a positive effect on productivity, efficiency or customer satisfaction, definitely put it on your to-do list. Hold off for just a few moments though, while your IT

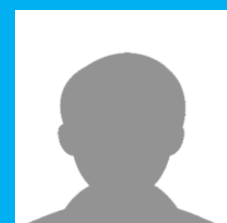
technicians research any conflicts that might arise.

Being an early adopter isn't always the best idea. Sometimes you need to let your other software packages catch up, and compatibility issues will always be relevant.

It's more important than ever before to take your time and research the upgrade to see how others have fared - before things come crashing down.

**Call us at 0113 2579992 for a quick compatibility check before you click.**

This month is about becoming a master online while staying safe at the same time. You'll quickly learn how to find the best answers on Google while avoiding a common scam



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## **11 Reasons To Upgrade to Office 365 Today**



# **Office 365**

With Office 365, it seems common sense has finally prevailed, giving business the changes they actually want. It’s still Office, and your staff will still know exactly how to work it, but they’ll get so much more done.

### **1. The whole Mac/Windows drama is over**

Office 365 brings with it a stack of benefits, but perhaps the most relieving is the in-built file compatibility across all platforms. No more converting (or corrupting) files back and forth, productivity black holes have essentially been eliminated.

### **2. It’s always ready to go**

Microsoft is so confident in their cloud-based software and data storage; they’re giving a 99.9% uptime guarantee. You can even call a real life human for support.

Work online, offline or mobile – the choice is yours.

### **3. Security is built in**

A large part of Microsoft’s uptime certainty comes from their extremely robust security protocols. Office 365 offers enterprise-grade admin controls at your end, as well as government-grade security at their end.

### **4. Generous data allowances**

Each user gets 1TB of cloud space for file storage, which can be shared at folder or file level.

### **5. Work anywhere, anytime**

Previously, staff needed to establish a VPN or manage security concerns which made working off-site difficult and cumbersome. Office 365 has solved that problem and working from anywhere is now easy.

### **6. Integrated across devices**

Calendar, email and contacts are all synced and updated across multiple devices: Laptop, desktop & mobile.

### **7. Yours for no upfront costs**

Once upon a time, updating your Office version meant paying a small fortune and half a day downtime. Office 365 changes that, with no upfront cost or installation delay.

### **8. Mailbox storage through the roof**

Forget the days of ‘user mailbox is full’ – each user is given a whopping 50GB in a gorgeous, easy-to-use mailbox.

### **9. Built in malware and spam protection**

Data security doesn’t stop at file storage: email is scanned for

malware and spam, protecting your business from all manner of attacks before they happen.

### **10. Collaboration tools and virtual meeting**

Cancel your 3rd party services and bring all your collaborations into the one platform.

### **11. Integrated Team planning**

Schedule tasks, meetings and track allocations from a top-down level to know exactly how projects are progressing.

**We can help with your Office 365 migration and setup – give us a call today at 0113 2579992!**

