 Microsoft

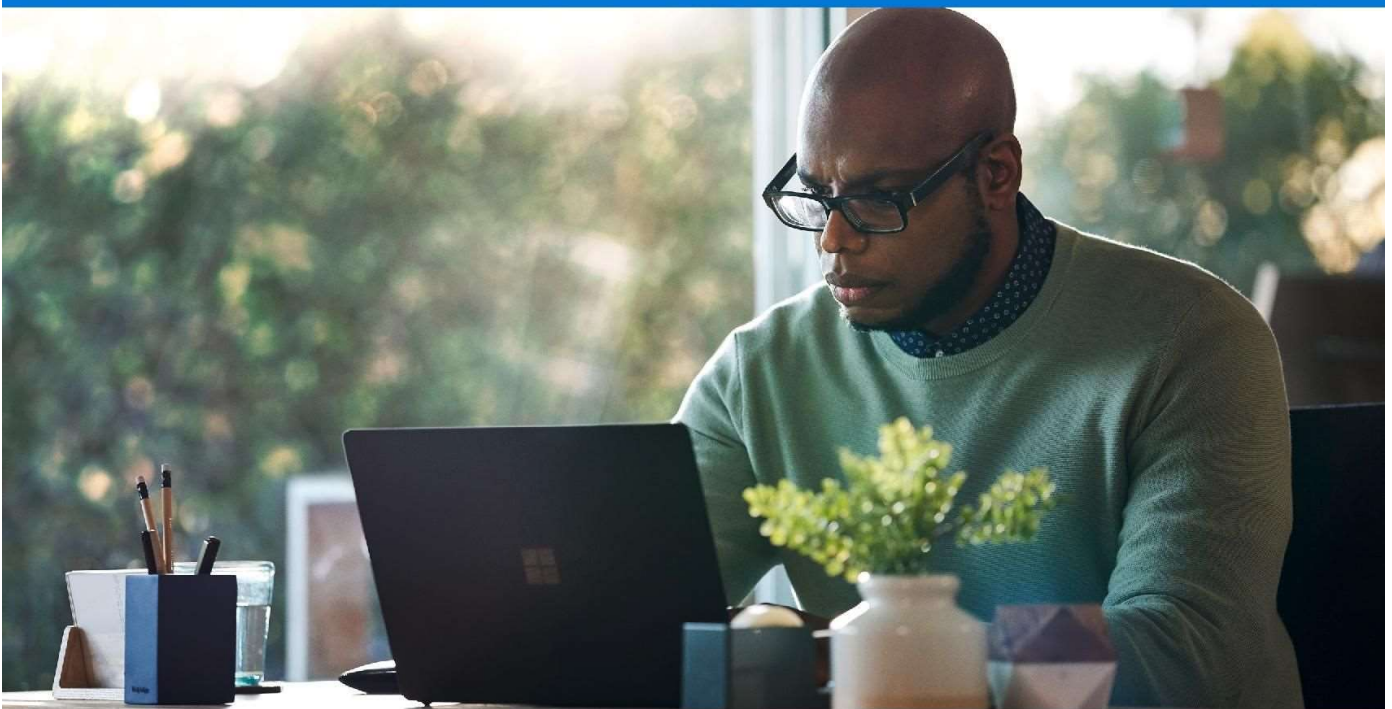# Microsoft 365 Apps for enterprise adoption guide

Welcome! This guide is a look at the value Microsoft 365 Apps* brings to your business, and includes implementation tips, and links to helpful resources.

Use the navigation bar at the bottom to quickly jump to the sections that interest you most.

Text version here >

*Formerly known as Office 365 ProPlus

Introduction to Microsoft 365 Apps

Driving productivity

Deploy with confidence

What resources are available to me?

Introduction to Microsoft 365 Apps

Microsoft 365 Apps is a cloud-based subscription plan that gives you access to all the familiar Office apps you need to stay productive, including **Microsoft Teams, Word, Excel, PowerPoint, Outlook, OneDrive for Business**, and more. Your apps are always up-to-date, and when you store your files online they're available from virtually anywhere.

Do more with Microsoft 365 Apps

Get more done. Secure your organization. Simplify management for IT. Microsoft 365 Apps can help you achieve all three with intuitive productivity features, built-in data protection, and flexible IT tools.
Take a guided tour today!

Most productive
Craft compelling content, turn data into insights, and seamlessly collaborate in real time using the Office apps you know and love.

- Make amazing content with Editor, 3D, Designer, and Tap
- Get work done smarter and faster with Dictation, Translate, and Researcher
- Work together in the same room or miles apart with Microsoft Whiteboard, real-time collaboration, and Office 365 Groups
- Gain and draw insights from data with Forms, Ideas, Data Types, Power Pivot, and Get and Transform

Most secure
Protect your information and identities, detect internal and external threats earlier, and better adhere to rigorous compliance standards.

- Safeguard your company's most important data with Policy Tips (DLP) and Message Encryption
- Add extra security for sign-ins and transactions with Multi-factor Authentication
- Keep your files and emails compliant with Sensitivity Labels and Intelligent Anti-Phishing
- Protect against harmful attachments and malicious URLs with ATP Safe Links, ATP Safe Attachments, and URL Detonation

Lowest total cost of ownership
Stay current with monthly updates, simplify Office deployments, and focus on strategic IT initiatives rather than tedious day-to-day administration.

- Save time with Universal Search, advanced collaboration, and modern communication tools
- Store and easily share data with 1TB cloud storage
- Ensure your apps, add-ins, and macros just work with Microsoft's app compatibility commitment

Introduction to Microsoft 365 Apps   Driving productivity   Deploy with confidence   What resources are available to me?

Driving productivity in the modern workplace

Your Microsoft 365 Apps subscription gives you the latest collaboration, mobility, artificial intelligence, and analytics tools in Office. Click the topics below to learn more. For an all-inclusive look at the latest Office features, check out our tips and tricks page.

Collaboration: a new way of working

The modern workplace revolves around teams. Easily attend meetings online, share Office files, and co-author in real time. Bring all your files and conversations into Microsoft Teams for advanced collaboration in one integrated hub.

Mobility: Office on any device, any place, any platform

Get work done no matter where you are. Microsoft 365 Apps can be installed on up to 5 PCs, 5 tablets, and 5 phones per user so you can access your files on just about any device. And with the Office web apps, your work is always available—even if your local PC isn't.

AI: get more done without doing more work

Deliver more impactful work without sinking more hours into mundane tasks. From Researcher in Word, which helps you find and cite reliable sources, to Designer in PowerPoint, which suggests professional slide designs, AI takes your work to the next level.

Analytics: convert data into insights with ease

You already know Excel is constantly evolving to help you get more out of your data. But analytics in Microsoft 365 Apps doesn't stop there. Power BI simplifies data visualization, while Forms makes it easy to collect insights from quizzes, polls, and surveys.

Customer success stories

Companies around the world are using Microsoft 365 Apps to drive productivity.

Introduction to
Microsoft 365 Apps

**Driving
productivity**

Deploy with
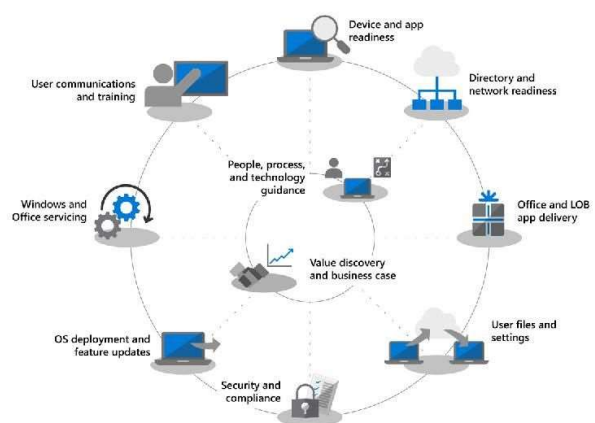confidence

What resources are
available to me?

Secure, compatible, and affordable

Built on the Microsoft Cloud, Microsoft 365 Apps inherits first-class security, privacy, and IT administration tools to help keep your data safe—all for less than you think.
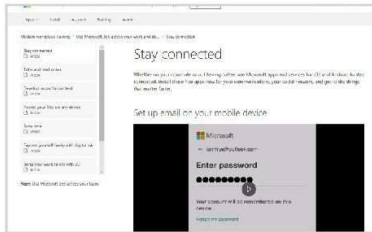

💡 **Quick tip: Deployment resources**

Learn about deployment of Windows 10 for IT professionals. This includes deploying the operating system, upgrading to it from previous versions, and updating Windows 10.
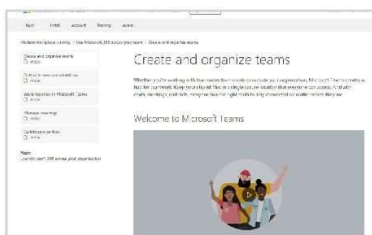
Enable the Modern Workplace

A new culture of work is here. It's open and collaborative, letting you work together securely, from anywhere in the world on any device. Discover what's possible with the new Modern Workplace and learn more about how you can leverage Microsoft 365 Apps, Windows 10, and advanced security across your organization.
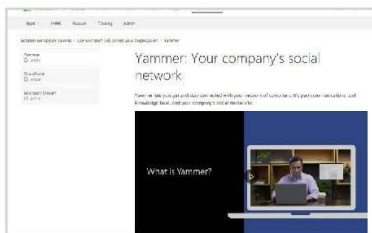
Get my work done

Microsoft 365 and the power of the cloud make it easy for you to work in new and more productive ways, from anywhere, on any device.

Get work done with my team

Learn how to connect and collaborate with your team, wherever you are. Improve productivity and results.
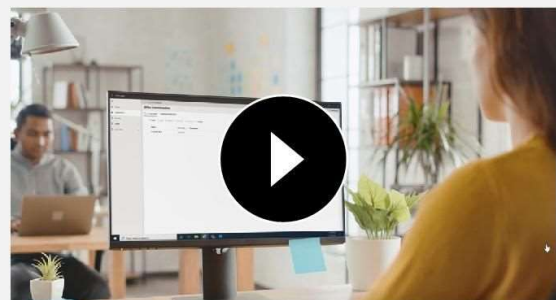
Get work done with my org

Today's teams and organizations are widely distributed. Use Microsoft 365 solutions to connect and network with colleagues across the globe.

Office customization tool

Simplify your deployment preparations without losing granular control over the installation process.

Introduction to
Microsoft 365 Apps

Driving
productivity

**Deploy with
confidence**

What resources are
available to me?

Three phases of Microsoft 365 Apps adoption

This easy-to-follow framework guides you through each phase of Microsoft 365 Apps adoption. Build and deploy your customized approach using these best practices, resources, and tools.

Phase 1: Envision

✏️ Envision

Identify and prioritize scenarios while learning about available resources as you plan for rollout. This stage is critical to your journey as you're setting business goals to measure success.
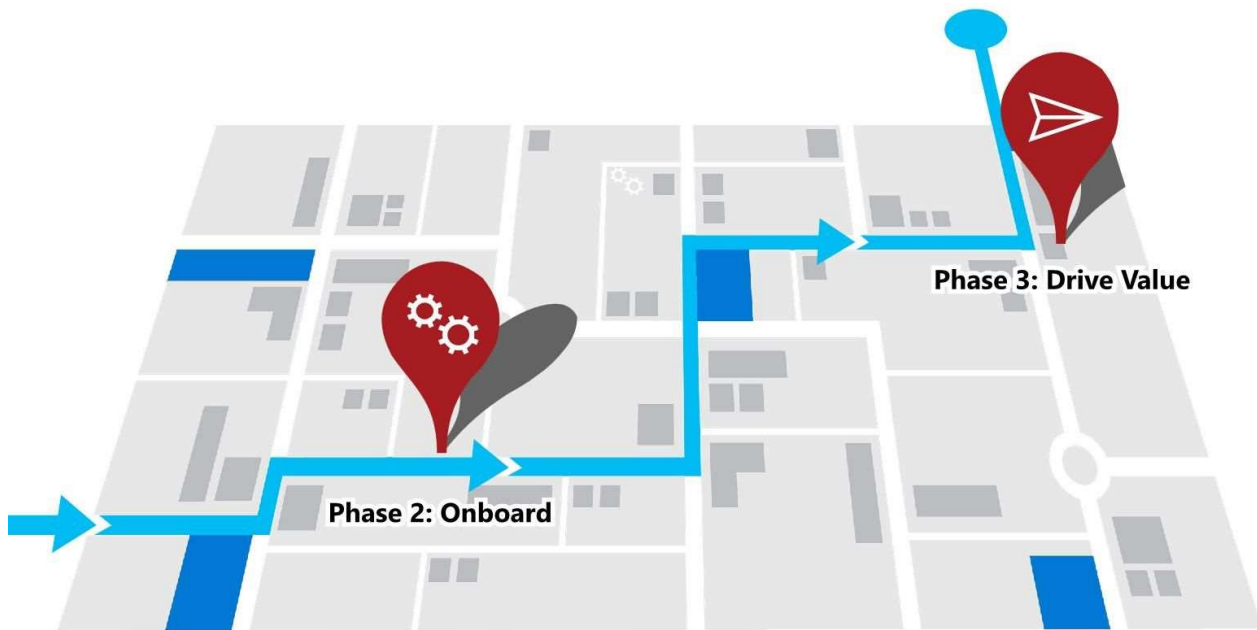
- Assemble your team
- Define business strategy
- Determine readiness

⚙️ Onboard

Work with your key st **and launch your adop** your environment and approach with Early Ad to make adjustments b business.

- Prepare your enviror
- Build your adoption
- Launch to early ado
- Adjust your plan

Phase 3: Drive Value

Phase 2: Onboard

takeholders to build
otion plan. Prepare
test your adoption
opters. Use feedback
efore scaling to the

ment
plan
ters

▷ Drive value

Full-scale deployment and business success depends on usage and satisfaction. This requires planning through the Envision and Onboard phases plus ongoing operational excellence.

- Monitor end user adoption
- Measure and report usage
- Encourage ongoing engagement

Download Microsoft 365 Adoption Guide   >

How do I help my business adopt Microsoft 365 Apps?

■■ Microsoft

Drive successful adoption

End user adoption is most successful with a clearly defined vision that is backed by leadership support. These tools enable you to build your custom approach.

- Microsoft 365 Adoption Guide
- Adoption resources
- Office apps quick start guides
- Modern workplace training
- Word, Excel, and PowerPoint training templates
- Office tips
- Office cheat sheets

Ready IT professionals

Help IT pros deepen their understanding of Microsoft 365 Apps to support a successful implementation.

- Microsoft 365 Apps guided tour
- FastTrack
- Microsoft documentation
- Microsoft Learn
- Microsoft certifications
- Office 365 Training Center

Join the Microsoft 365 Apps community!

Engage with other Microsoft 365 Apps users and the Microsoft team in our Technical Community site, where you'll find the Office 365 Tech Blog and active forums like Driving Adoption and Deploying Cloud.