Microsoft 365

Assessment: Microsoft 365 or Office 365

Which productivity solution will empower your workforce?

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This assessment will help you understand your business needs in the context of Microsoft's secure productivity solutions – Microsoft 365 and Office 365 – and guide your decision as you determine which one will best work for your organisation.

Choosing the right productivity solution

Cloud-based solutions are essential to productivity, efficiency and security in the modern workplace – where employees often work on several devices from home, the office or both. But how do you know which solution will best serve your organisation?

In an ideal scenario, technology would fully enable productivity and performance without exposing your organisation to security risks. Employees in every department – IT included – would be free to collaborate and work productively from any device, anywhere, without worrying if their data was secure. Streamlined endpoint management and automation tools would save your organisation valuable time and resources to unlock better business performance.

Several productivity solutions exist, and finding the one that fully enables secure collaboration and performance can be difficult. Other companies might offer solutions that could be redundant additions to your current tech stack, leaving you to have to pay for the same feature twice. Or they might only have two of the three benefits you're looking for, leading you to compromise on the missing feature and pay for and manage more than one solution. Knowing that your productivity solution can drive collaboration and performance without sacrificing security is crucial – and not every solution on the market can deliver.

70%

of organisations have been compromised by unsanctioned software, apps and services[1]

Drive secure productivity and performance

At Microsoft, we've developed solutions that deliver both security and productivity for any organisation. Microsoft solutions are built on a secure Zero Trust foundation – designed to protect against attacks at every access point – and offer endpoint protection managed in the cloud. This way, your organisation can streamline access to secure productivity for all types of employees, on any device, no matter where they're located.

And because every Microsoft app is built to work with AI, your employees can focus on the work that matters most while remaining confident in the high standard of security your organisation needs, especially when working with AI.

Our solutions at a glance

Office 365

A secure suite of productivity apps

Microsoft 365

A trusted platform and productivity cloud delivering intelligent experiences and insights

Assessment

Which is right for your organisation?

The following questions are designed to help you determine which Microsoft solution can help you enable a secure, productive workplace. The assessment is in five parts and assesses your organisation's:

- Relationship to security and compliance
- IT infrastructure
- Productivity priorities
- Communication and collaboration needs
- Plans for scalability, growth and AI

Each question has two possible answers. Choose the option that sounds most like where your organisation stands. Keep a tally of your answers as you go. At the end of the assessment, we'll recommend whether **Microsoft 365** or **Office 365** delivers the best value for your business needs.

Take the assessment   →

Part One:

Your organisation's relationship to security and compliance

1. How important is it that your productivity tools have a robust security framework built in?

A	**Very important:** We need a solution that includes core security, identity and access management features.

B	**Less important:** We just need basic security features with our productivity tools.

2. How much do productivity tools that incorporate regulatory compliance and data encryption matter to your organisation?
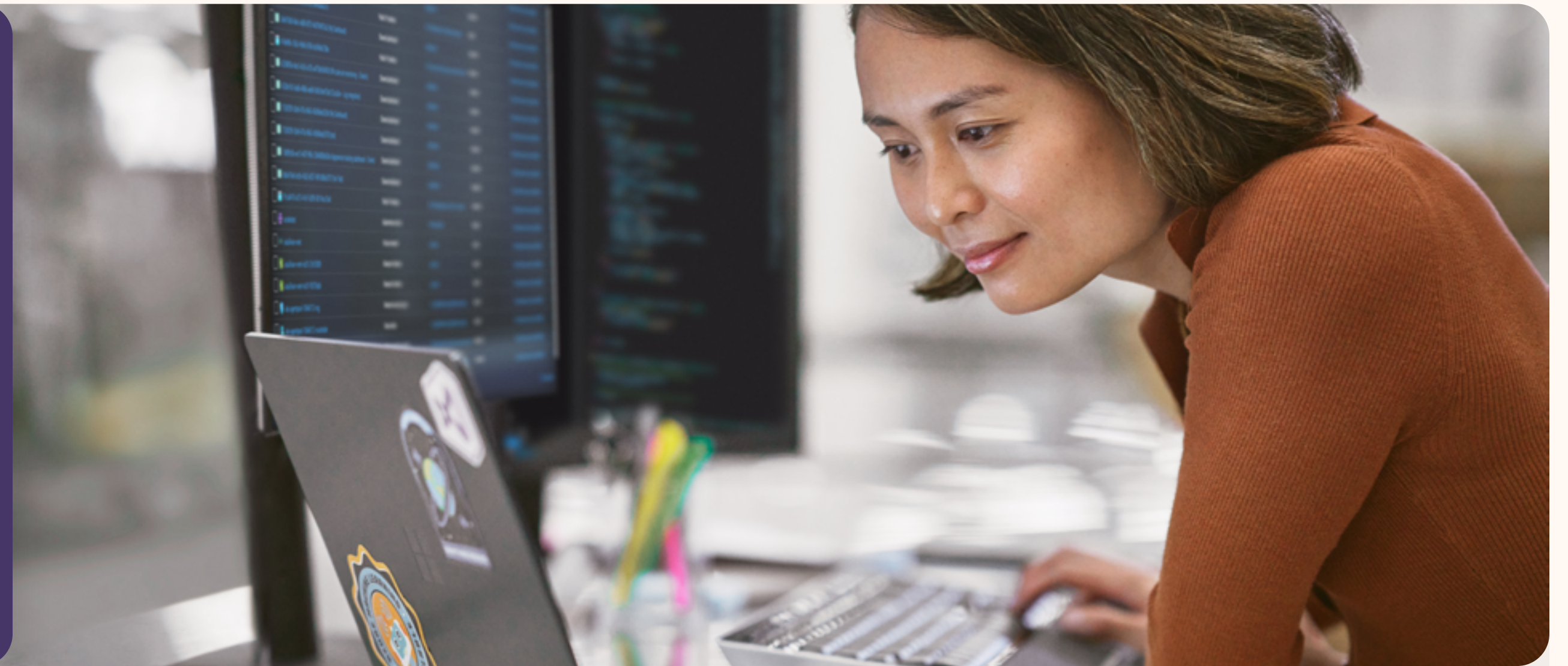
A	**Very much:** Integrated data protection and compliance are immediate priorities.

B	**A little:** We just need basic data protection and compliance capabilities.

1/5 →

Part Two:

Your organisation's IT infrastructure

3. Do you need a productivity solution that empowers your employees to work from anywhere on any device?

A	**Yes:** Our teams work from a variety of locations and devices, and we need to be able to seamlessly support them.

B	**No:** Our teams work on-site and/or only use one sanctioned device each for their work.

4. How important is efficient, optimised cloud endpoint management?

A	**Very important:** Our IT team needs a solution that enables cloud-based security and streamlined endpoint management.

B	**Less important:** Streamlined endpoint management isn't a priority for IT right now.

2/5 →

Part Three:

Your organisation's productivity priorities

5. Is it necessary for your organisation to have interconnectivity and integration between your apps and tools?

| A | **Yes:** We want apps that seamlessly work together to streamline productivity. |

| B | **No:** We just need easy-to-use apps, but integration isn't a priority. |

6. How much would your organisation benefit from built-in analytics or real-time insights into your employees' productivity?

| A | **Very much:** We'd benefit from analytics, and we'd like it to be much easier to analyse our employees' productivity. |

| B | **A little:** We don't need real-time insights and/or can already handle our own analytics. |

3/5

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Part Four:

Your organisation's communication and collaboration needs

7. How critical to your organisation's productivity are integrated, user-friendly collaboration and communication tools?

| A | **Very critical:** We need tools that are easy for employees to learn and use together. |

| B | **Less critical:** Integrated collaboration and communication tools aren't a priority for us right now. |

8. Would your organisation benefit from a solution that facilitates real-time collaboration for your employees?

| A | **Yes:** We want our employees to more easily work as a cohesive unit. |

| B | **No:** Our employees already have ways to collaborate in real time. |

4/5 →

Part Five:

Your organisation's plans for scalability, growth and AI

9. Does your organisation require a platform that can grow with the company, easily onboard and offboard new users and handle additional IT efforts like deploying and managing more devices?

A	**Yes:** We're growing fast and need help streamlining scalability.

B	**No:** Scalability isn't a priority for us.

10. How important is it to have a solution that enables the incorporation of AI when your organisation is ready?

A	**Very important:** Our organisation is excited and curious about how AI can support our employees' productivity and collaboration.

B	**Less important:** Enabling AI isn't a priority for us right now.

5/5 →

Get your results

Results:

If you answered with mostly 'A's

Your organisation would benefit most from a cloud-based solution designed to maximise security and productivity for your employees wherever they work. Here's why **Microsoft 365** is the best solution for your organisation:

Microsoft 365 is a comprehensive cloud-based solution that combines best-in-class productivity apps with core security and compliance capabilities to:

- Improve productivity and foster a culture of collaboration with connected experiences

- Transform how you manage your business and enhance customer relationships with integrated workflows

- Proactively protect your employees, data and customer information with intelligent security

With **Microsoft 365 E3**, you get Microsoft 365 apps compatible with any operating system for desktop and mobile, as well as Windows for Enterprise, making it easy for employees to work securely from anywhere. Options for chat, meetings and file sharing are also available so every employee can communicate and collaborate effectively.

Core security and identity management capabilities help streamline IT performance, making it easier to protect endpoints by centralising management in the cloud. Microsoft 365 E3 also supplies your organisation with core security controls that support the user journey from login to using Copilot for Microsoft 365, your AI assistant that works alongside you in the applications you and your team use every day.

Your organisation can also reduce IT costs related to deployment, integration and management. And as a seamless, integrated, cloud-based solution, Microsoft 365 E3 can reduce siloed experiences of navigating between apps or tools to get work done, manage endpoints or keep data protected.

Need something even more robust?

Consider **Microsoft 365 E5**. It includes everything in Microsoft 365 E3 but adds advanced security and compliance capabilities that extend identity, data and threat protection, scalable business analytics with Power BI, and audio conferencing for up to 1,000 attendees.

Results:

If you answered with mostly 'B's

Then your organisation is most likely focused on productivity basics. Here's why **Office 365** is for you:

Office 365 E3 is a cloud-based suite of familiar foundational productivity applications including Word, Excel, PowerPoint, Outlook, OneDrive and SharePoint with basic data protection and compliance capabilities included. With **Office 365 E3**, you can:

- Install Office 365 for mobile on up to five PCs or Macs, five tablets and five phones per user
- Protect information with message encryption, rights management and data loss prevention for emails and files
- Safeguard corporate data by allowing more secure access and sharing of sensitive information and company resources
- Facilitate legal compliance and email archiving

Realign your tools to enable secure productivity

Now that you better understand your organisation's secure productivity priorities, you can make an informed decision between Microsoft's solutions.

Microsoft 365 is ideal for securing your organisation with robust protection features and enhancing employee productivity with a cloud platform designed to streamline work from anywhere and scale as you grow.

Office 365 is ideal for equipping your employees with foundational productivity apps and services, without sacrificing data protection and compliance.

Every Microsoft solution is ideal for securely empowering your employees with the tools they need to be more efficient and productive, helping them focus on doing their best work from anywhere.

→ **Learn more about your recommended productivity solution**

Sources:

[1] 'Discover and Manage Shadow IT – Microsoft Defender for Cloud Apps.' Microsoft Learn, May 24, 2023. https://learn.microsoft.com/en-us/defender-cloud-apps/tutorial-shadow-it

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