



**All Covered**   
IT SERVICES FROM KONICA MINOLTA

# ALL COVERED

## OFFICE 365 SOLUTIONS



“All Covered was instrumental in getting our intranet site up and running. We began working with All Covered to utilize SharePoint for automation and workflow of some of our processes. I’m happy to recommend the services of All Covered.”

– Rob Wilson, former IT Director at Harbison Walker International and Resco Products, Inc.

## ENHANCED COLLABORATION.



Microsoft Office 365 is a complete, intelligent solution to empower employees to be creative and to work together securely – whether in the office or on the go. If you’re considering moving to Office 365 or if you’ve already subscribed to the platform,

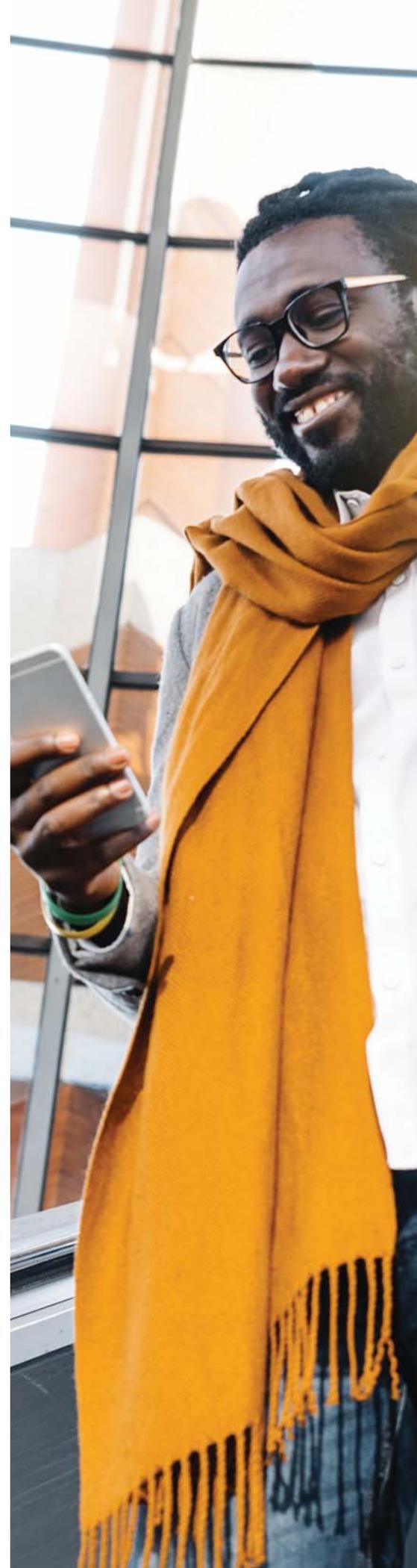
All Covered’s Office 365 services will guide you to ensure your investment continues to serve you well.

We realize every business is different and each implementation of Office 365’s functionality is not a trivial endeavor. So how can we help? Our engineers have successfully migrated thousands of clients to the 365 cloud platform through our Office 365 Cloud Partnership Onboarding expertise which includes:

- A thorough review of your current infrastructure including servers, email platform, business applications, internal/external customer communications, internet bandwidth, backup and archiving

- A deep dive to understand how your organization embraces technology. Perhaps you want to start slow with one application such as moving your Email slowly to the Office 365 cloud. Perhaps you desire a full deployment of those Office 365 applications that make sense for your business such as SharePoint for your company intranet and Power BI for business intelligence
- A recommendation on the best Office 365 licensing plan for your organization along with services for modeling, proof of concepts and full deployment

And – most importantly – knowledge transfer to your teams



# BENEFITS OF OFFICE 365:

- File server replacement – get those unwanted servers out of your on-premise or hosted data center
- Online email – yes, you can also replace those exchange/mail servers that are reaching their end of life
- Up-to-date versions of Office productivity tools such as Word, Excel, PowerPoint, OneNote (availability based on licensing)
- Personal file storage through OneDrive
- Business analytic capabilities to connect, visualize and analyze data with greater speed and accuracy
- With SharePoint, increased collaboration throughout your organization with a company intranet, document sharing and management, progress tracking, reporting on tasks, and much more
- Increased communications and social networking with the help of Yammer, Teams and Skype – you choose what's best for your culture

## Smarter Collaboration

Office 365 facilitates seamless communications and information exchange within an organization. With SharePoint, companies can benefit from an intranet platform accessible anywhere, at any time, from almost any device to provide:

- On-demand access to permitted data and information
- Tracking, processing and access control for important company forms and materials
- Publication of new product launches, offices, marketing campaigns, and more statistical reporting to facilitate informed decision making
- A communications portal to keep your employees informed and to serve as the voice of your culture

Our SharePoint team has been working with the application since inception by Microsoft – insightful, customized planning for your SharePoint environment is a key strength of our team. Implementation, onboarding, training, maintenance and support can be a smooth rollout with the help of All Covered.

## Email Easier

When you think about email, you think about a technology that hasn't fundamentally changed for decades. However, Exchange Online allows users to take control of their inbox with on-the-go access.

- Ample storage space: With one of the largest available inbox storage systems, along with simple and easy archiving, users never have to worry about running low on space.
- Better scheduling: Accommodate multiple time zones & instantly sync calendars across multiple devices.
- Keep Email Secure: Send encrypted emails automatically so your business emails stay protected. Emails stay safe, even once they've been sent externally.
- Protect against Spam & Malware: Help prevent emails that contain malicious content or that waste valuable time.

All Covered's national team can help plan your migration to the cloud and enable a smooth transition with no lost emails.

## Powerful Analytics

Power BI is one of the most robust analytical tools on the market. Often, data impacting your business and operations can be hard to analyze and a challenge to connect all of the information influencing your operations in one place. All Covered's solutions will provide you with insight into your business to:

- Connect hundreds of data sources, both internal and external
- Simplify data preparation
- Provide graphic charts, tables and slick dashboards that can be instantly shared with on-demand accuracy.
- Create an Artificial Intelligence (AI) platform that can utilize analytics and machine learning data.

## Flexibility with PowerApps

Quickly build, integrate, and share apps that work on any device. PowerApps lets you use built-in connections or those built by your company to connect your app to cloud and on-premises services, including Office 365, Power BI, Excel, Salesforce, Dynamics CRM, OneDrive, SharePoint, SQL Server, Oracle databases, and more.

## Genuine Teamwork

Microsoft Teams serves as a hub for teamwork, providing instant access to chat conversations, content, and tools from across Office 365 into a single workspace. SharePoint and OneNote are built in, and team members can work on Office documents right within the app.

## Social Messaging

Managing your network and IT infrastructure is just part of the job. It's equally important that you keep your employees and offices connected. Through the power of Yammer, information and discussions are no longer confined to small cliques and ineffective communications. By providing employees a place to collaborate and share, you can gain a better understanding of employee sentiment and areas for operational improvements and suggestions.



# WHAT CAN YOU DO WITH OFFICE 365?

To answer the question: almost anything. Here are some of the more common apps and what they do. Of course availability is based on your Microsoft licensing plan investment. All Covered can assist in implementing and supporting all of these services:

OFFICE 365	BENEFIT
Exchange Online	Online Email
SharePoint	Employee Intranet, Collaboration & Content Management
PowerApps	Build, integrate and share apps that work on any device
Flow	Process Automation for non-developers
Power BI	Business Analytics to Visualize and Analyze With Speed & Efficiency
Teams	Serves as a hub for teamwork with access to all content in your Office 365 apps
Business Apps	Includes Apps such as Customer Manager, Bookings, Invoicing, and MileIQ
Office Online	Up-to-date versions of Word, Excel, PowerPoint, and OneNote
Forms	Part of 365 Education that allows you to create quizzes, surveys, questionnaires and more
Yammer	Group Social Messaging
Skype for Business	Instant Messaging
Sway	Sleek Presentations through a digital storytelling app



## DO MORE.

From home to business, from desktop to the web and the devices in between, Office 365 delivers the tools you need to get the work done. With the help of All Covered, you can feel confident that your move to Office 365 fits well with your company's vision and culture.

Contact All Covered Toll-Free Nationwide at **866-446-1133** or visit [www.AllCovered.com](http://www.AllCovered.com)



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