

6 Key Benefits

non-profits need to know
about **Microsoft 365**
in **2021**



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More than four million non-profits around the world have fewer than 50 employees. These small and medium size organisations have many of the same needs and goals as larger non-profits. They work on the frontlines to save lives, provide critical services to underserved communities, protect the environment, and much more. The challenge is they have fewer resources to purchase the latest technology, train their employees to use it, employ IT support staff, or invest in resources to keep their organisations secure.

So, just what is Microsoft 365 and why should your non-profit or registered charity be interested in it?

Microsoft 365 is an integrated solution that brings together the productivity and collaboration tools of Office 365 with enterprise-grade device management and top-of-the-line security capabilities.

With Microsoft 365, you can work with such tools as Word, Excel, PowerPoint, and Microsoft Teams, while also protecting yourself from external threats, like phishing or malware attacks.



1



Access Files

Anywhere

Microsoft 365 allows your non-profit organisation to store all the files in the cloud. This means they can be accessed on any device, from any location with an internet connection. For non-profits where mobile working is essential, being able to access all the apps and files you need when out of the office is invaluable.

2



Centralised Collaboration

Microsoft 365 lets you share mailboxes, calendars, contacts and edit documents in real time through collaborative tools. Sharing calendars in Exchange means you can see who in your non-profit organisation is available when, so you can schedule meetings that work for everyone, first time round. Shared mailboxes mean multiple people can access the same mailbox, so messages can be filtered to land in the shared mailbox and won't be missed.

SharePoint is another integral tool for enabling collaboration. Documents that are saved here can be accessed and worked on by any staff member, and shared as a link in email. Multiple users are also able to edit documents stored in SharePoint in real time, which makes co-authoring easy. You can see who is in the document at any time and even where they're working thanks to little coloured flags which identify each user.

Microsoft 365 offers online versions of the most popular tools such as Microsoft Word, PowerPoint, Excel, and OneNote. For any non-profit organisation, the range of features provided by Microsoft 365 are unmatched.

3

Improved Communication



Microsoft 365 gives users tools to keep communication centralised and straightforward across Teams and Outlook. Teams lets you hold conference calls and meetings with staff and external agencies anywhere in the world, so you can always collaborate and communicate regardless of distance or time difference. Teams also provides an instant messaging function where comments can be added and files uploaded at the same time, which is useful for cross-department collaboration and when co-authoring documents. All these features mean you can be in constant and immediate contact with teams and individuals wherever they are located and at any time.

Yammer is another feature of Microsoft 365 which acts as a kind of social network for your non-profit organisation. By posting on your 'news feed' you can instantly message the entire workforce, and staff receive an email notification when there is a new post, so messages aren't missed. Anyone can comment on a post, and you can create different 'channels' in Yammer for different purposes, so you don't always have to post to the entire company.

4

Predictable Spend



Did you know that charities and non-profit organisations can get their Office 365 licensing for free or a discounted price?

Microsoft 365 is paid for on a per user, per month basis, like a subscription. Paying per user, per month gives you a predictable outgoing and helps you budget your IT spend for the year ahead. Upgrades are included in the cost of your licences, so there are no unexpected or additional costs. If you buy your licences through Enhance Systems, you can also change the number of licences you have at any time, if you hire or people leave, for example. That way, you are never over-licensed and there is no waste.

5



Enterprise Grade Security

Microsoft 365 is a totally secure environment with robust security measures in place, like two-factor authentication, which ensures unauthorised people can't access your files if they happen to get on your device. Auditing tools to show what has been accessed. Threat detection and anti-malware means security threats are identified and stopped immediately, which is particularly important for non-profits that deal with confidential data or information. Using Microsoft 365 means your business is free to operate without any concerns for security.

Microsoft 365 provides MDM (Mobile Device Management) which allows you to secure your laptops, mobile phones and tablets. If a device gets lost or stolen it can be remotely locked or wiped. You can even control which apps and services a user has access to.

6



Save Countless Hours

Non-profit organisations tend to be limited in most resources, and time is no exception. In fact, time may be one of the most valuable assets that a non-profit has, which is why Microsoft 365 is so useful.

Microsoft 365 provides you with many apps to allow you to automate tasks, some of these include;

- Microsoft Bookings – Allow anyone to book time directly in your calendar by the simple click of a button.
- Power Automate – Create automated workflows between any of the 365 apps to help improve productivity.
- Power BI – Dashboards to help you keep an eye on KPIs (Key Performance Indicators)
- Plus many more apps

The adoption of Microsoft 365 means that non-profits can spend less time on administrative tasks, and more time on their true cause.

Bringing non-profits peace of mind while working in the cloud

Enhance Systems is no stranger to helping non-profit organisations empower their workforce by implementing Cloud-based solutions. We're a Microsoft Silver partner, and a certified CSP (Cloud Solution Provider), with expertise in assisting non-profit organisations, just like yours.

Enhance Systems can work with you to:

- Help you determine if your organisation qualifies as a non-profit according to Microsoft standards.
- Determine which license would be the best fit for your organisation to implement.
- Assess your current IT environment and provide recommendations on the best migration strategy.
- Assist you with your migration to the new Cloud technology you've chosen.
- Provide suggestions on how you can get the most out of your new technology investment.
- Provide post-migration support to ensure that your end users are comfortable with the new tools you've implemented.

Maybe you already have a Microsoft 365 subscription and don't feel your non-profit organisation is taking advantage of all its benefits? Enhance Systems can review your current setup and advise how to get the best from Microsoft 365.

Contact us today to find out how Microsoft 365 can improve the way YOUR non-profit works.

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