



Microsoft 365

Microsoft 365 Business **Basic**

Ideal for companies that need corporate email, Microsoft Teams, and cloud storage

Services included

Exchange, OneDrive, SharePoint, Microsoft Teams

Web and Mobile applications

Web versions of Outlook, Word, Excel, and PowerPoint

Always updated versions of Outlook, Word, Excel, PowerPoint for iOS and Android devices for a total of 5 phones and 5 tablets

Terms

Subscription: annual

Renewal: automatic

Cancellation notice: 2 months



Teams



Exchange



OneDrive



SharePoint

Cloud Services



Outlook



Word



Excel



PowerPoint

Web and Mobile Applications

Microsoft 365 Business **Standard**

Ideal for companies that need Office apps on devices and smartphones, plus corporate email, cloud file storage, and online meetings and chats

Services included

Exchange, OneDrive, SharePoint, Microsoft Teams

Web and Mobile applications

Web version of Outlook, Word, Excel, and PowerPoint

Always updated versions of Outlook, Word, Excel, PowerPoint for iOS and Android devices for a total of 5 phones and 5 tablets

Desktop applications

Fully installed and always updated versions of Outlook, Word, Excel, PowerPoint, OneNote for Windows or Mac

Fully installed and always updated versions of Access and Publisher for Windows PC only

Each user can install Office applications for a total of 5 PCs or Macs

Terms

Subscription: annual

Renewal: automatic

Cancellation notice: 2 months



Teams Exchange OneDrive SharePoint

Cloud Services



Outlook Word Excel PowerPoint

Web, Mobile and Desktop Applications



Publisher Access

Desktop Applications only for PC

Microsoft 365 **Apps for business**

Ideal for companies that need Office apps on multiple devices and cloud file storage

Services included

OneDrive

Web and Mobile applications

Web version of Outlook, Word, Excel e PowerPoint

Always updated versions of Outlook, Word, Excel, PowerPoint for iOS and Android devices for a total of 5 phones and 5 tablets

Desktop applications

Fully installed and always updated versions of Outlook, Word, Excel, PowerPoint, OneNote for Windows or Mac

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OneDrive

Cloud Services



Outlook



Word



Excel



PowerPoint

Web, Mobile and Desktop Applications



Publisher



Access

Desktop Applications only for PC

Exchange Online (**Plan 1**)

Work more productively, wherever you are, with corporate email and calendars

Services included

Microsoft Exchange Online mailbox of 50 GB of space (including storage)

Terms

Subscription: annual

Renewal: automatic

Cancellation notice: 2 months

Exchange Online (**Plan 2**)

Services included

Microsoft Exchange Online mailbox of 100 GB of space (including storage)

Terms

Subscription: annual

Renewal: automatic

Cancellation notice: 2 months



Exchange

Cloud Services

Groupware & Smart Working

Microsoft 365 Business Basic and Microsoft 365 Business Standard are the most suitable licenses to increase organizational efficiency. They offer the possibility to communicate, exchange information, and contribute to negotiations in real-time, only by sharing applications that simplify processes.

With **Microsoft Teams**, in addition to chatting, calling, and meeting in HD video, you can assign tasks and track your work. Smart meeting and calling capabilities allow people to securely connect with others, both inside and outside their organization, always having the files and conversations they need to be productive.

With **Microsoft Planner**, it is possible to organize teamwork more efficiently and increase productivity. It allows you to create new work plans, arrange and assign tasks, share files, discuss a project in chat and receive progress updates.

Activation of Microsoft 365

In case of a new activation of Microsoft 365 services, that is when you do not already have an e-mail service for the domain, the activation of Microsoft 365 services is simple and fast and can be carried out at any time, as follows:

- Registration or transfer of the domain (e.g., companyname.it)
- DNS configuration
- Activation of Microsoft 365 services
- Any configuration of Microsoft 365 services

Migration to Microsoft 365

In case of a migration to Microsoft 365 services from an operational e-mail service, the procedure for activating Microsoft 365 services is slightly more complicated, and it requires a minimum of coordination with the company and the provider. The process consists of:

- Possible transfer of the domain
- DNS configuration
- Activation of Microsoft 365 services
- Possible configuration of Microsoft 365 services
- Possible configuration of user profiles
- Possible migration of mailboxes

Guide to e-mail services

Useful information for the use of Exchange mail services



Licenses

To access mail services and all Microsoft 365 services, you need a user license.

The license allows you to configure desktop applications, smartphone apps and access the office.com portal.

Cached Exchange mode

By default, Outlook sets cached exchange mode, which means that it keeps downloaded mail on your PC.

Caches exchange mode is also configured for one year by default.

If you want to keep the download mail on your PC for a different period you have to configure it in Account Setting -> Offline Settings.

The configuration

The configuration of both desktop and mobile applications is automatic, requiring only the user's email address and relative password.

Shared mailboxes

Shared mailboxes allow a group of users to monitor and send emails from a common email address, such as info@company.it.

When a user replies to a message sent to the shared mailbox, the reply message will appear to be sent from the shared mailbox, not from the individual user.

Sharing a mailbox also allows you to share calendars, contacts, and tasks.

A shared mailbox does not require a license.

Use with Smartphone

Microsoft 365 and Exchange Online services are ideal for use with smartphones and tablets.

Outlook Mobile allows you to always be connected with email and calendar and integrates seamlessly with Office apps, files, and teams, to improve productivity and collaborations both on a personal and organizational level.

Size of a mailbox

Both user and shared mailboxes have 50GB of storage.

Instead, an Exchange Plan 2 mailbox has 100 GB of storage.

An Exchange Plan 2 mailbox allows you to activate the premium "unlimited storage" feature.

Microsoft 365's unlimited archiving features (called auto-expanding archiving) provides additional storage space in archive mailboxes. When the quota is reached, Microsoft 365 automatically increases the size of the archive.

The Alias

An e-mail address is typically the e-mail address assigned to a user when the account was created.

An email address can have other email addresses, these additional addresses are called aliases. For example, the user mario.rossi@impresa.it could have the aliases mario@impresa.it, rossi.m@impresa.it but also switchboard@company.it. All messages sent to aliases will be delivered to the primary mailbox mario.rossi@company.it.

Prerequisites

Microsoft 365 is designed to work with the latest versions of browser and Office. Please consult the [link](#) for more details.



Guide to chat and video conferencing services



Useful information for using Microsoft Teams

What is Microsoft Teams

Microsoft Teams is a unified communication and collaboration platform that combines persistent business chat, conference calling, content sharing, and application integration.

You can install Teams on your desktop, smartphone, or tablet, or use the web version.

Thanks to Team you can communicate with colleagues both from the office and from home, as well as you can communicate with users outside the organization, as long as they are equipped with Microsoft 365 or Skype.

Digital Whiteboard

Whiteboard is the collaborative digital canvas in Microsoft 365.

With Whiteboard you can share a digital whiteboard with all meeting participants who can view and edit the content.

Meeting recording and archiving

Users can record meeting and group call to capture audio, video, and screen sharing activities.

There is also an option for automatic transcription of the recording, which allows users to play meeting recordings with subtitles and search for important discussion items in the transcription.

Recording takes place in the cloud and is saved in Microsoft Stream, so users can securely share it across the organization.

Sharing your screen

With Teams during a chat or a video conference, you can share your screen or a specific application with a simple click.

You will then be able to present your work to colleagues or illustrate products or services to customers.

Use with Smartphone

Microsoft 365 and Microsoft Teams services are ideal for use with smartphones and tablets.

From the Teams mobile app, you can chat, make phone calls, and make video conferences wherever you are.

Microsoft 365 groups

Microsoft 365 Groups is the membership service between applications with a list of members and a link to related workloads (e.g. a SharePoint site, a shared mailbox, Planner, ...)

It is possible to add or remove people to the group, both internal and external to the organization.

When you create a team with Microsoft Teams, a Microsoft 365 group is created.

Groups are also visible in Outlook.

Limits of participants

The maximum number of chat and meeting participants is 300 users.

Sharing files

You can share files with all team members by selecting them from the Microsoft Teams site, OneDrive, or your computer.

If you share a Microsoft Office file (Word document, Excel spreadsheet, PowerPoint presentation, or OneNote notebook), anyone on your team can view it in the Teams interface and even edit it.

Guide to cloud storage services

Useful information for using OneDrive



What is OneDrive

OneDrive is a reliable and easy-to-use cloud storage platform that can form the file-sharing foundation for all collaborations within or outside the organization.

With OneDrive for Business, you can store and access files from any device, easily and securely. You can collaborate with other users regardless of whether they are internal or external to your organization and stop sharing at any time.

OneDrive allows you to access personal and shared files in Microsoft 365.

With OneDrive on the web, desktop, or mobile, you can access all your personal files and those shared by other people or teams, such as Microsoft Teams and SharePoint files.

Restore files

The File Restore feature allows users to restore files to any version from the previous 30 days.

Integration with Windows e Office

Microsoft OneDrive is completely integrated with windows and office.

From the Windows File Manager, you can directly access OneDrive contents and enable sharing of a folder.

From Microsoft Office, it is possible to load or save documents directly from OneDrive.

File sharing examples

With OneDrive you can share Folders with users outside the organization, who will receive an email with instructions for connecting via browser.

Thanks to OneDrive you can share files with customers, suppliers, and consultants.

Co-authoring with Office

Co-authoring of documents is available in Office for the web, mobile, and desktop.

It allows you to have a single working version of a file in Office applications on all devices.

OneDrive for geographic backup

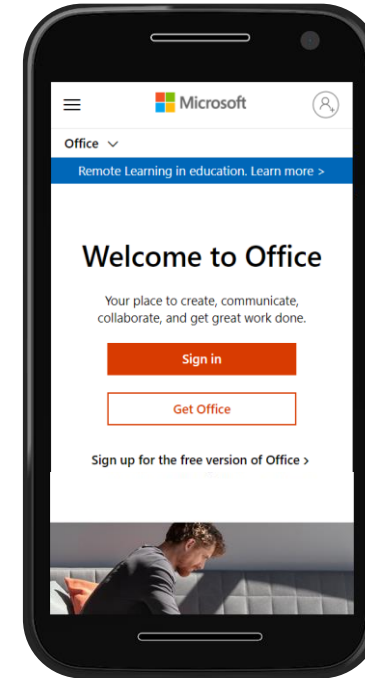
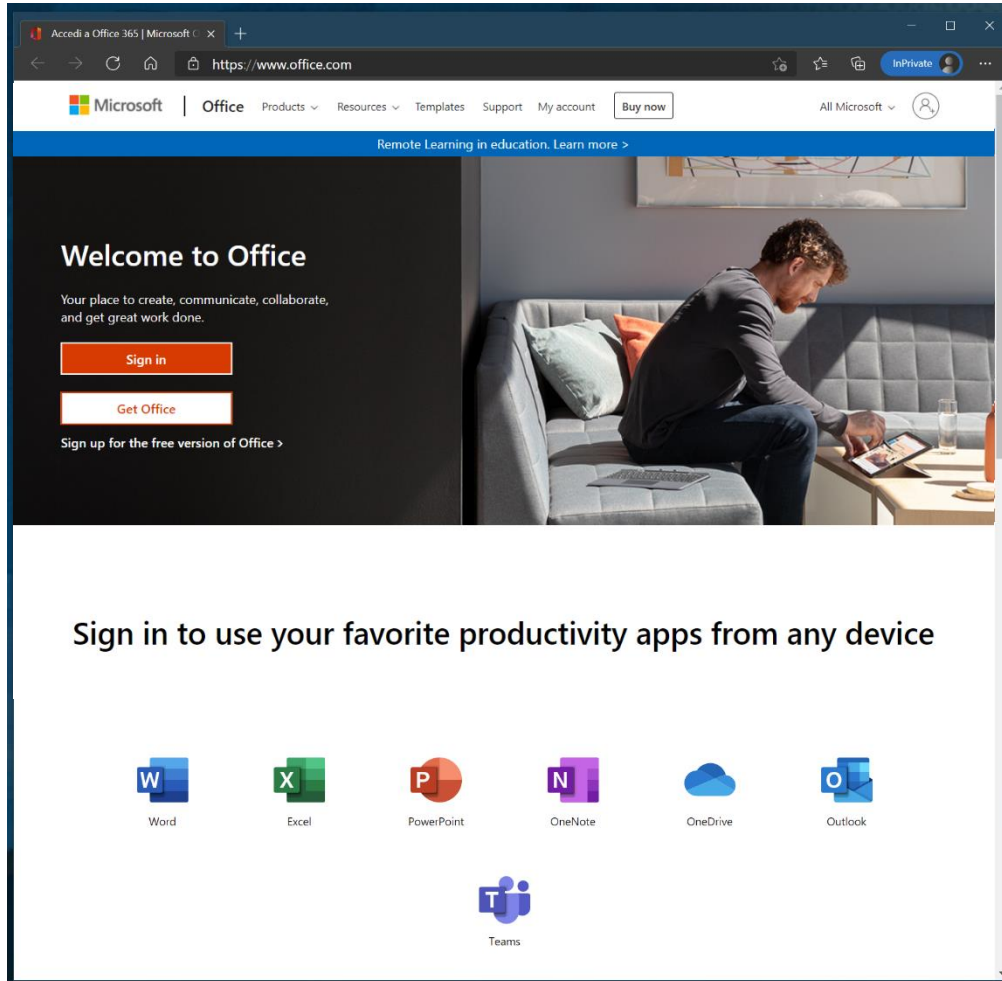
Among the various uses that OneDrive allows there is also that of a cloud resource to make a geographical backup of your files.

By using backup software compatible with OneDrive services, you will be able to archive scheduled saves to a resource outside your local network.

Access to the web portal of Office



From the browser, type the web address www.office.com



And click to the button



Home Page of Office



From the Office home page, you can view

Applications menu



- Office 365 →
- App
- Outlook
 - OneDrive
 - Word
 - Excel
 - PowerPoint
 - OneNote
 - SharePoint
 - Teams
 - Yammer
 - Dynamics 365
 - Power Autom...
 - Partner
 - Calendario
 - Kaizala
 - Whiteboard
 - Planner
 - Bookings
 - Stream
 - Lists
- Tutte le app →

Working area



settings



Account Manager



Install Office



Guide on Office

Guide for **installation** and **configuration**

Useful information for installing and configuring Microsoft 365 Apps



Download and install or reinstall Microsoft 365
or Office 2021 on a PC or Mac



Set up Office apps and email on a mobile device



Set up Office apps and email in Android









Set up the Office app and Outlook on your devices iOS



Download Microsoft Teams on desktop or mobile device



Price List

	Microsoft 365 Business Basic	€	67,00
	Microsoft 365 Business Standard	€	140,00
	Microsoft 365 Apps	€	117,00
	Exchange online (Plan 1)	€	44,00
	Exchange online (Plan 2)	€	90,00
	OneDrive for Business (Plan 2)	€	112,00

Note

Annual subscriptions for each individual user
Prices excluding VAT valid until 31/12/2023

Links

[DataLabor.Com website](#)
[Comparison Table of Microsoft 365](#)



DataLabor.Com is an artisan company specialized in software development and in the management of internet services

Our attention is focused on development tools and Microsoft technologies

We specialize in the supply of Small Businesses solutions with particular attention in the development of custom applications desktop, web, and mobile and in system integrations



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OFFICIAL CYBER PROTECTION PARTNER

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Partner



Via Ferdinando Santi, 11
43044 Lemignano di Collecchio
Parma Italia

Mail
info@datalabor.com

Phone
+39 0521 804 791

Web
www.datalabor.com

