



# SBS welcomes you to your new school office!




With Office 365 staff and students can work from virtually anywhere.

Accessed from a secure cloud-based system, Office 365 is the complete office and classroom solution, accommodating educational resources, calendars, contacts and emails.

#### Just a few of the reasons to move to Office 365:

- **Reduces setup costs** – no need to purchase servers or hardware running overheads and costs less than installing each product individually on premise
- **Saves time for ICT** – with cloud-based solutions, ICT spends less time managing hardware, software and networks
- **More space** – a 50GB mailbox reduces time taken for staff to housekeep files
- **More secure** – thanks to a rich set of security capabilities, staff and students' files and personal data are protected
- **Increases collaboration** – students can discuss class projects remotely and in real time, via instant messaging or video calls



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# Your school's needs are unique.

SBS will assess your ICT requirements and recommend a solution incorporating the following key tools:

- **Microsoft Office** – ensure you use the latest word processing, database and presentation software for course work and administration
- **SharePoint online** – could replace your expensive VLE platform and also act as your school's intranet for staff, students and governors to access on any device
- **Exchange** – secure email and calendar hosting increases your productivity and allows access from any device
- **Skype** – allows students to collaborate on work and facilitates meetings between staff and governors
- **OneDrive** – synchronise class notes and administrative documents for easy access and to facilitate amends by multiple users

A cloud-based office solution reduces setup time to just days or weeks, compared to installing on-premises software which can take months or years.

If you would like to discuss how Office365 could benefit your school, and how SBS would plan and execute a migration and upgrade strategy, please contact us.

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