Microsoft 365

What is Microsoft 365?

Office 365 is a service that covers all aspects of cloud-based professional email and calendar management, spam and virus protection and is intended to completely replace the on-site Microsoft Exchange Server (on campus not aboard the TSGB). Commonly referred to as, Exchange Online or a hosted email solution. Cal Maritime will gradually migrate all user mailboxes to Office 365 and no longer utilize the Exchange servers on premises. IT staff will continue to manage and administer mail, but in a reduced capacity. IT staff will be responsible for user and mailbox creation, user management, passwords and other common management tasks. Office 365 functions on an Exchange 2010 platform.

Email that fits your needs
- Hold onto important email with 25GB storage for each user
- Retrieve contacts from almost anywhere
- Customize inbox rules and other notifications

Personalize and share
- Share your calendar with others
- Choose how you want to view email and calendars

Anywhere access*
- Access the latest email and calendars from your PC, Mac, web browser, Windows Phone, iPhone, Android phone, Symbian phone, and BlackBerry
- Lost your phone? You can wipe data from your device to prevent unauthorized access

Why should we switch to a hosted (cloud) solution?

Cal Maritime is switching to Office 365 for the following reasons:

❖ **Low infrastructure costs with high availability:** No server ownership and maintenance for IT. Microsoft tests, patches and upgrades servers and applications, guarantees 99.9% uptime and provides geo-redundant datacenters with automatic failover.

❖ **Mobility:** Office Professional Plus 2010, offered as a subscription with Office 365, is available on the desktop, mobile devices or online allowing the ability to share documents between devices without losing data integrity.

❖ **Currency:** Microsoft's hosted solution provides a means to keep current on all software products that are part of your organization's subscription

❖ **Multi-site consolidation:** 24x7 support and high availability and will support hosted and non-hosted systems. The TSGB will continue to have a physical Exchange Server during Cruise. When the ship returns, the email boxes will be migrated to Office 365 .

❖ **Security and privacy:** Microsoft's offering is more secure than what is in place in many organizations today.

What are users required to do?

Most of the work is behind the scenes and is transparent to the users. The only thing that we require the user to do is before we migrate your email is to clean up your mailboxes (delete all unnecessary email, archive old emails, empty junk/deleted/spam folders, etc.) IT will provide detail instructions and assistance if necessary.

What is the cost benefit?

Office 365 is the best solution for productivity, collaboration, communication, and less maintenance on IT. Also, it is FREE for faculty, staff and students. For more information on Microsoft Office 365, click on: http://www.microsoft.com/en-us/office365/what-is-office365.aspx#fbid=k323fORkHb0